

## MARY KARDASH CHILD CARE INC.



111 Luxton Ave

989-4751 office and school-age

Winnipeg, Manitoba

989-4752 pre-school

R2W 0M5

989-4750 fax

[mkccc@mts.net](mailto:mkccc@mts.net)

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# SAFETY PLAN

Mary Kardash Child Care Inc.

Facility Number: 1275

Director: Dawn Tocci

Office Phone: 204-989-4751

Centre Phone: 204-989-4752

Fax: 204-989-4750

Email Address: [mkccc@mts.net](mailto:mkccc@mts.net)

Location and Mailing Address: 111 Polson Avenue Winnipeg, MB R2W 0M5

## FACILITY OVERVIEW

### Mary Kardash Child Care Centre Inc.

111 Polson Avenue, Winnipeg

Date Developed: Feb 17, 2010

Last Revised: May 2018

Last Reviewed:

Reviewed and Approved by:

Fire authority  Child care coordinator  Board of directors

Copies provided to:

- all supervisory staff and designated alternates
- child care coordinator
- posted in each separate area for easy reference by all staff and the fire authority
- school principal

### Purpose

This safety plan is designed to provide guidance and direction to staff and the board of directors. This will help ensure the safety of the children, families, staff and visitors to our child care centre. It establishes clear and concise policy and procedures:

- To prepare staff on what to do in the event of different types of emergencies
- To evacuate safely to our designated place of shelter
- To shelter-in-place when it is safer to remain in the centre
- To close the centre due to severe weather, health-related or other emergencies
- To ensure the safety of children with anaphylaxis (life-threatening allergies)
- To ensure safe indoor and outdoor environments
- To control visitor access

### Delegation of Authority

The Director (or designated alternate) maintains the authority to declare an emergency situation and implement evacuation, shelter-in-place or closure procedures. This responsibility includes communications with parents and the media.

First Designated Alternate: Assistant Director

Second Designated Alternate: Room 1 Supervisor

Third Designated Alternate: Room 4 Supervisor

As the centre is located Luxton School, we may be directed to follow the emergency procedures by the School Principal and/or the Winnipeg School Division. As school personnel are always present, they may be consulted or be delegated authority by the Director (or designated alternate).

## **Communication**

The centre has stationary phones in every playroom and the office. The phones function as an intercom. The centre has access to the school intercom system to hear announcements and to contact the school office.

Staff communicate to other child care rooms using phones or walkie talkies when staff are outside.

## **Children, Staff and Building Personnel**

### **Children**

Licensed for maximum of 113 spaces aged 2 years to 12 years including:

53 children aged 2 to 6 years

60 children aged 6 to 12 years

### **Staffing**

13 staff including: 1 Director and 1 Assistant Director

### **Building personnel**

School principal is responsible for the school overall.

School Custodian is responsible for the maintenance of the building including the inspection and maintenance of the fire protection systems and equipment

Winnipeg School Division

Nancy Karpinsky - Principal of Luxton School

John Anderson - Head Custodian

## **Building Description**

Elementary school - brick structure, 3-levels including basement

Day Care Centre – all rooms used by the centre are located in the basement lower level

### **Spaces Used by Centre**

5 rooms – all in basement level

- Old gym (School Age)
- Room 1 (Four and Five Year Olds)
- Room 4 (Three and Four Year Olds)
- Room 5 (Two and Three Year olds)
- Office

### **Preschool Fire Exits**

Room 1: Main Exit: West exit to front of Polson

Room 4 & 5: Main Exit: East exit leading to rear parking lot

Rooms 1, 4 & 5: Alternate Exit: Receiving Door

### **School Age Exits**

Main Exit: School age entrance

Alternate Exit: West exit to front of Polson

### **Heating, Ventilation and Air Conditioning**

Custodian Controlled areas: Basement level Custodians office, Fan rooms 1 and 2.

## **Fire Safety Equipment and Locations**

### **Fire Alarm System**

Signal is sent directly to fire department.

Fire Alarm System Control panel is located: by receiving door entrance at rear of basement

Monitored by Protelec at 200-1450 Mountain Ave. 204-949-1417 Central Station: 204-949-1415

### **Fire Alarm Pull Stations located:**

- Inside old Gym (school age) at entrance
- Outside old gym (school age) and Room 1 at West entrance
- Receiving door entrance
- Basement stairwell to receiving door entrance
- Preschool Exit: East doors
- East door exit top of stairwell

### **Fire Department Connection**

Fire hydrant

### **Hard-wired Smoke Alarms**

Rooms 1, 4, 5 and old gym (school age)

### **Battery-Operated Smoke Alarms**

9 V batteries – replace batteries at annually

Location and Installation Dates:

Room 1 above the door: September 2020

Room 4 inside room entrance along door frame: January 2020

Room 5 on the entrance door frame: January 2020

School age inside entrance along south wall on attached to cupboard: October 2020

Replacement Date: Replace all units October 2025

### **Battery-Operated Carbon Monoxide Alarms**

Room 1 located inside along north wall: plug in with battery back-up

Room 4 along door frame inside the entrance: 10 year lithium battery

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Room 5 inside kitchen: plug in with battery back up

School age along South wall on cupboard: 10-year lithium battery

Installation Date: May 2012

Replacement Date: May 2022

### **Portable fire extinguishers – 5lb ABC**

- Old gym (school age) - inside kitchen
- Main hallway - outside Room 1
- Near entrance/exit in Room 1
- Near entrance/exit - Room 4
- Kitchen counter - Room 5

### **Utility Shut-off Locations**

Daycare staff do not have access to utility shut offs. The custodian is responsible and must be contacted should a utility need to be shut off in an emergency.

There is natural gas in building.

### **Emergency Floor Plan**

See attached

## **School – Child Care Communication Procedures**

In case of an emergency or threat of any kind to Mary Kardash Child Care and Luxton School, immediate communication must be ensured between the centre and the school.

Ongoing communication and updates are continued until the emergency or threat is over.

The centre and school use the same walkie talkie system set to the same frequency for emergency communication. The centre director is included on the school's emergency telephone tree.

**When Mary Kardash Child Care Centre is aware of a threat or in an emergency state, the director (Assistant Director) will:**

1. Call the school by telephone at 204-589-4368 (when safe) or
2. Communicate with the school office by intercom or walkie talkie
3. Walk down to school office to communicate (when safe)

**Outside of school hours**, the director will contact the school custodial staff at 204-589-4368 (school office), at 204-770-6837 (custodian work cell) or using the walkie talkie system.

**Outside the centre's hours of operation**, the director will contact the principal at 204-489-3190 (home) or 204-793-4312 (cell).

**When Polson School is aware of a threat or in an emergency state, the principal (or Head Custodian) will:**

1. Communicate using announcements over the school intercom or walkie talkie or
2. Call the centre by telephone at 204-989-4752, when safe or
3. Walk down to the centre to communicate, when safe

**Outside of school hours**, the custodian will contact the centre at 204-989-4752, the Director at 204-694-3873 (home) or 204-797-8110 (cell) or the Assistant Director at 204-632-9013 (home) or 204-794-1293 (cell).

**Outside the centre's hours of operation**, the principal will contact the Director at 204-694-3873 (home) or 204-797-8110 (cell) or the Assistant Director at 204-632-9013 (home) or 204-794-1293 (cell).

**These communication procedures are posted in Room 1, Room 5 and School Age Room with other important phone numbers and in the school office and custodian's area. The procedures will be reviewed annually in September by the centre director and school principal and revised as needed.**

## EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures will be used in case of:

- fire
- a chemical or hazardous materials accident inside of the centre
- a suspected natural gas leak
- high level of carbon monoxide (CO) indicated by CO alarm

Emergency evacuation procedures may be also used in situations such as:

- bomb threat
- threatening behaviour inside the building
- a chemical accident in the area outside of the centre
- a health-related emergency such as utility failure or sewage back up

### In Case of Fire

#### **Staff should:**

1. Ensure everyone evacuates fire area immediately.
2. Close doors to fire area.
3. Pull fire alarm bell.
4. Notify Director (or designated alternate) as to the location of fire.
5. Proceed with evacuation following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.

#### **Director (or designated alternate) should:**

1. Notify school personnel (or designated alternate) as to the location of fire

### Suspicion of Gas Leak - IMPORTANT - Do NOT pull fire alarm bell

#### **Staff should:**

1. Verbally notify the Director (or designated alternate) immediately.

#### **Director (or designated alternate) should:**

1. Using phone intercom, direct senior staff in each play room to lead *Evacuation Procedures* following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.
2. Call 911 for fire department and state nature of emergency and address.
3. Assign staff to verbally notify the Principal and/or Head custodian immediately using the intercom or

phone (do **NOT** use walkie talkies or call custodian's cell phone).

## **Upon Hearing Carbon Monoxide Alarm IMPORTANT - Do NOT pull fire alarm bell**

### **Staff should:**

1. Verbally notify the Director (or designated alternate) immediately.

### **Director (or designated alternate) should:**

1. Check with staff in all child care areas to see if any children or staff are showing signs or symptoms of CO exposure such as headaches, dizziness, nausea, vomiting, weakness, drowsiness, etc.
2. If anyone is showing signs and symptoms, direct senior staff in each play room to begin *Evacuation Procedures* IMMEDIATELY following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.

If no one is showing signs or symptoms, direct senior staff in each play room to begin *Evacuation Procedures* and to tell children to put on jackets, boots, etc for protection in cold weather. Proceed with evacuation following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.

3. Call 911 for Fire Department and tell them:
  - That CO alarm has been activated in a child care centre located in a school
  - If any staff or children are showing any signs/symptoms or not
  - That centre is evacuating
4. Notify school personnel of situation, that fire department has been called and that centre is evacuating.

## **Upon Hearing Fire Alarm (or Instructions from Director)**

### **All children, staff and visitors should:**

1. Stop all activities immediately.
2. Follow directions of senior staff to evacuate building.
3. Meet in the assembly area – North-East corner of Luxton Community Centre field

### **Senior Staff in Each Playroom should:**

1. Direct staff to gather with children and visitors by the inside of playroom door.
2. Count children.
3. Assign specific tasks below to additional staff when available.
4. Bring the following items:

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- Attendance record (with floor plan attached).
- Emergency backpack and walkie talkies (including first aid kit, child information records, staff emergency information and contact information for school personnel, other schools and transportation services).
- **Room 4** – Take key for designated place of shelter (Community Centre).
- Backpack with blankets for protection in cold weather (if it is safe to do so).
- When applicable, required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.

5. Lead evacuation out of the building.
6. Once outside in the assembly, take attendance in the assembly area.
7. Report evacuation status to Director (or designated alternate) via walkie talkies (linked to the school's walkie talkies system).

**Inclusion Support Staff should:** Help children who require additional assistance.

**Last staff in playroom should:**

1. Conduct a sweep of their room and bathrooms looking for any remaining children or adults.
2. Check to make sure attendance clipboard and emergency bag have been taken.
3. Help children who require additional assistance.
4. Close all doors and windows, time permitting.
5. Take the end of the evacuation line.

**Director (or designated alternate) should:**

1. Call 911 to ensure fire department is aware of the situation (School's responsibility when in session).
2. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
3. Advise the Principal or fire department of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
4. Take direction from the Principal or fire department.
5. Direct staff to return inside or proceed to Luxton Community Centre upon direction from the Principal or fire department.
6. If staff and children proceed to Luxton Community Centre before fire department arrives:

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- If possible, assign a staff member to remain at main entrance to advise fire department when school is not in session. (School's responsibility when in session)
- Call 911 to inform of evacuation status.

7. Post the name, location and contact number of the designated place of shelter on the outside door, if possible. If no sign is posted due to fire of building signs will be posted on the fence.
8. Prepare a written statement to relay to parents by telephone, to let them know the children are safe, where to pick them up and whether they need to come early.
9. Assign specific staff to contact parents with prepared statement using Luxton Community Centre phone.
10. Record an outgoing message on the centre's voice mail system, if possible.
11. Contact staff on outings to return to Luxton Community Centre, not the centre.
12. When applicable, contact schools/transportation services and advise that the children should not be transported to the centre. Make necessary arrangements for children's care.
13. Be available to discuss event with parents when they pick up children.

### **After the event, the Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Debrief from incident, identify issues and ways to improve procedures with Crisis Response Team.

### **DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE**

#### **Luxton Community Centre**

210 St. Cross Street

204-582-8249

Contact Person: Carolyn Lotz

Alternate phone number: 589-4368

## EVACUATION AND SHELTER-IN-PLACE PRACTICE DRILLS

The following procedures are used to ensure the safety of children and adults in our centre.

Evacuation and shelter-in-place (Lock Down) practice drills are documented on the Evacuation and Shelter-in-Place Drill Record form and maintained on file for at least one year. Staff and children are not told in advance of the drills. Parents and visitors are required to participate in the drill when in the centre and follow the direction of staff.

### Emergency Evacuation Drills

- Minimum of one evacuation drill per month initiated by the centre using hand bell
- Mary Kardash participates in all school-initiated fire drills using the fire alarm system.
  - o When fire drills are done with Luxton School all attendance is reported to Luxton School.
  - o Communication is maintained with the use of walkie talkies linked to the school and day care together. All drills are recorded monthly.
- using alternate exit routes
- At different times of the day with varying numbers of staff
- A nap-time evacuation at least once annually
- complete evacuation to designated place-of-shelter (Luxton Community Centre) at least once a year

### Shelter-in-Place Drills

- Minimum of one shelter-in-place (Lock Down) drill every year. All adjoining rooms and bathrooms are checked for children, adults and visitors by a designated staff. This drill is conducted with Luxton School, attendance information is provided to the school for accuracy and is recorded.
- Coordinated by the School Resource Officer

### After Evacuation or Shelter-in-Place Practice Drills

- Director (or designated alternate) will post this information for families
- Staff will try to discuss the drill with each family at departure time, particularly if their child found it interesting or upsetting

See attachments for Luxton School's Lock Down and Fire Drills Procedures

## CENTRE CLOSURE PROCEDURES

The following procedures and communication policies will be used in the event of partial or full day closure of the centre due to:

- weather-related emergencies such as a severe winter storm
- health-related emergencies such as a utility failure or the outbreak of illness
- floods

### Closure of centre for portion of day

**Director (or designated alternate) should:**

1. Contact parents by telephone, e-mail or text message. Advise them to pick up their children early at centre or at designated place of shelter. Provide staff with a scripted statement to use if helping notify parents.
2. Contact emergency contacts designated by parents, if parents cannot be reached.
3. Post a note on the outside door (if possible) with the name, location and phone number for the designated place of shelter.
4. Advise all staff not there at the time, if possible.
5. Advise Winnipeg School Division, Principal and/or Head Custodian if closure if not initiated by school personnel.
6. Inform other schools or transportation services used by school-age or kindergarten children, when applicable.

### Closure of centre for the full day

**Director (or designated alternate) should:**

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone, provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on CJOB, CBC Q94, 99.9 BOB, 102.3 CLEAR, 92 FM 1290 CFRW and CBC French.
3. Record an outgoing message on the centre's voice mail system. (if possible)
4. Post a note on the outside door, if possible.
5. Advise Winnipeg School Division, Principal and/or Head Custodian if closure if not initiated by school personnel.

6. Inform other schools or transportation services used by school-age or kindergarten children, when applicable.

### **Additional steps to prepare for closure due to flooding**

**Director (or designated alternate) should:**

1. Consult with Principal and/or Head custodian regarding preparation for closure.
2. Take important documents such as child and staff information and financial records, time permitting.

### **Additional steps if our building is flooded**

**Director (or designated alternate) should:**

1. Consult with Winnipeg School Division, Principal and/or Head Custodian to make sure it is safe to re-enter the centre and that all required inspections and servicing is completed.
2. Collaborate with the school, to schedule appropriate cleaning for all flooded areas.
3. Contact parents with an expected reopening date.

### **After partial or full day closure**

**Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Contact fire and public health inspectors and the child care coordinator. Depending on the reason for closure, there may be requirements or recommendations to reopen centre.

## **CONTROLLING FIRE HAZARDS and INSPECTION AND MAINTENANCE OF FIRE SAFETY EQUIPMENT**

The following procedures will be used to ensure requirements under the Manitoba Fire Code are met to reduce and prevent the risk of fire by:

- controlling fire hazards
- inspecting and maintaining fire safety equipment

### **Documentation File**

The following documentation will be maintained by the Director (or designated alternate) for review by the fire inspector. The Assistant Director will know the location of this file, which will contain:

- copies of safety checklists used to document daily, monthly and annual checks to control fire hazards and inspect and maintain fire safety equipment
- evacuation and shelter-in-place practice drill record
- inspection and maintenance records for battery-operated carbon monoxide alarms
- inspection and maintenance records for battery-operated smoke alarms

Director (or designated alternate) will refer the fire inspector to the school for the following documentation:

- fire extinguishers annual inspection report by a certified agency for extinguishers located in centre areas
- fire protection system annual inspection report by a qualified technician
- heating system annual inspection report by a qualified heating contractor
- fire extinguishers annual inspection report by a certified agency

These following items have been integrated into our Safety Checklists to document the checks required on a daily, monthly and annual basis. The school custodian and Winnipeg School Division are responsible for the inspection and maintenance for most of the items below however child care centre staff are to be aware and notify custodial staff of any deficiency noted during their inspections.

### **Daily Inspections and Maintenance**

1. Evacuation procedures and floor plans are prominently posted in each room used by the centre.
2. Exit signs in areas used by the centre are easy to see and lit.

3. Hallways and exits used by the centre are unobstructed and properly lit.
4. Fire doors used by the centre are NOT wedged or blocked open.
5. All electrical outlets in areas used by the centre have covers in place.

### **Monthly Inspections and Maintenance**

1. Evacuation procedures and floor plans are prominently posted in each room used by the centre.
2. Exit signs in areas used by the centre are easy to see and lit.
3. Hallways and exits used by the centre are unobstructed and properly lit.
4. Fire doors used by the centre are NOT wedged or blocked open.
5. All electrical outlets in areas used by the centre have covers in place.
6. Battery operated smoke alarms and carbon monoxide alarms in areas used by centre are checked by Director (or designated alternate) to ensure proper function (documented).

### **Annual Inspections and Maintenance**

**The following inspection documentation is maintained by the centre director for review by fire inspector:**

1. Batteries for smoke alarms are replaced at least annually (documented).
2. Battery-operated carbon monoxide alarm units are replaced in May 2022.
3. Battery-operated smoke alarm units are replaced in October/2025.

**Inspection documentation maintained by the School Custodian for review by fire inspector for the following:**

1. Fire extinguishers are inspected by certified agency (also documented on tag).
2. Heating system is inspected by qualified heating company.
3. Fire protection systems are inspected by qualified technician.

## WEATHER-RELATED EMERGENCIES

The following procedures will be used in the event of the following in our area:

- winter storms
- flooding
- tornadoes
- severe thunderstorms

### **Preparation**

To prepare to care for children outside of regular centre hours or during a utility failure, the Director (or designated alternate) will ensure that:

- Non-perishable food and water is stored and replenished weekly
- Flashlights and battery-operated lights with fresh batteries are available in all areas of the centre
- Fresh batteries are available for the weather radio or portable radio

## Winter Storm, Flood and Forest Fire Procedures

**Director (or designated alternate) should:**

1. Monitor appropriate source listed below when there is potential for severe weather or flooding:
  - Environment Canada for weather watches and warnings on weather radio or local media
  - Manitoba Water Stewardship's Hydrologic Forecast Centre website ([manitoba.ca/waterstewardship/floodinfo](http://manitoba.ca/waterstewardship/floodinfo)) and local media during the spring run off period and during other high water advisories for the area
  - Manitoba Conservation Fire Program website ([manitoba.ca/conservation/fire/](http://manitoba.ca/conservation/fire/)) as well as local media during forest fire season from April to October
2. Consult with the Principal and/or custodian on the need for emergency closure.
3. Notify staff via walkie talkie, in playground to bring children inside in the event of a severe weather warning.
4. Notify any groups on outings to return or take indoor shelter immediately.
5. Reschedule outdoor play and all outings away from the centre.
6. Post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.

**Additional steps for severe winter weather watch/warning or a blizzard warning**

1. Director (or designated alternate) should consult with the Principal and/or Head Custodian on the need for emergency closure.
2. Follow *Emergency Closure Procedures* if required.

**Additional steps when there is potential for flooding or forest fire**

1. Director (or designated alternate) should consult with the Principal and/or Head Custodian on the need for an emergency closure based on the information available from emergency response officials.
2. Director (or designated alternate) will:
  - advise parents and staff if a decision is made to close the centre
  - follow all instructions from emergency response officials
  - remind parents to listen to local media and emergency response officials for evacuation orders and assume that the centre will be closed until further notice
3. Follow *Emergency Closure Procedures* if required.

## **Tornado or Severe Thunderstorm Procedures**

**Staff should:**

1. Immediately contact the Director (or designated alternate) if aware of a severe thunderstorm or tornado warning/sighting in the area.

**During Thunderstorm or Tornado Watch**

**Director (or designated alternate) should:**

1. Monitor the situation using information from Environment Canada on the weather radio.
2. Make sure flashlights and battery-operated lights with fresh batteries are available in all areas of the centre.
3. Direct senior staff in each playroom:
  - Not to use electrical equipment and avoid using the telephone.
  - To guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.

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- To unplug all electrical appliances in areas used by centre such as TVs, radios and toasters.

4. During school hours, consult with school personnel.
5. Make decision to enact *Shelter-in-Place Procedures: Tornado*. This decision may be made in consultation with school personnel.

### **Shelter-in-Place (Lock Down) Procedures: Tornado**

#### **Protective Spaces:**

Room 4 & Room 5: Locker area (away from window)

Room 1 & School Age: stairwell in old gym

#### **Director (or designated alternate) should:**

1. Using intercom or walkie talkies, direct senior staff in each play room to begin *Shelter-in-Place Procedures: Tornado*.
2. Using walkie talkies, notify staff in playground to return indoors immediately.
3. Notify staff on outings away from centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
4. Notify other schools/transportation services that the children cannot come to the centre until further notice. Make arrangements for the children's care.
5. Advise the Principal and/or Head Custodian of the status of *Shelter-in-Place (Lock Down) Procedures: Tornado*, if possible.

#### **Senior Staff in Each Playroom should:**

1. Direct staff and children to gather by playroom door. Count children before proceeding to the protective spaces.
2. Assign specific tasks to additional staff when available.
3. Bring the following items into the protective spaces:
  - Attendance record (with floor plan attached).
  - Emergency backpack (including the first aid kit, child information records, staff emergency information and contact information for school personnel, other schools and transportation services).
  - **Room 5:** Bring the weather radio operating on battery back up and cell phone to protective space to monitor when it is safe to leave the protective spaces.

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- When applicable, required medications and specialized equipment for children with additional support needs if it is possible to do so safely and if essential for the immediate safety of a child.

4. Help children who require additional assistance.
5. Once in protective space, take attendance to make sure all children and staff are accounted for.

### **After the event, Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Debrief from incident, identify issues and ways to improve procedures with Crisis Response Team.

## HEALTH-RELATED EMERGENCIES

The following procedures and communication policies will be used in the event of an emergency due to:

- a child's medical condition
- communicable or food-borne illness in the centre or larger community
- serious injury of a child
- utility failure or sewage backup

### A Child's Medical Condition

**When a child enrolls with a medical condition or is diagnosed while attending the centre, the Director (or designated alternate) should:**

1. Make sure Unified Referral Intake System (URIS) applications are submitted.
2. Arrange staff training by a registered nurse related to the URIS *Individual Health Care Plan/Emergency Response Plan*.
3. Update the centre's safety plan with any special considerations required for the child.
4. Store *Individual Health Care Plan/Emergency Response Plans* in the appropriate staff communication area while considering the importance of confidentiality.
5. Make sure there are processes to monitor when a child's URIS plan will expire.
6. Arrange for plan to be updated and staff retraining to be conducted every year.
7. See the Anaphylaxis section for additional policies and procedures related specifically to life-threatening allergies.

### Communicable or Food-Borne Illness

#### Prevention

The following procedures are used to prevent outbreaks of communicable or food-borne illness:

- Routine health practices
- cleaning and sanitizing schedules
- Safe food handling practice: Certified Food Handler on premises
- Disposable gloves are worn any time staff's hands may come in direct contact with blood (or body fluids containing blood) or staff have open cuts or sores on their hands

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- staff monitor children's health and ask parents about unusual symptoms observed in children (diarrhea, vomiting, abdominal pain, etc.)
- Staff encourage parents to inform the centre of diagnosed illness after a visit to the doctor
- Staff document symptoms diagnosed illnesses or absences due to illness in the daily incident record
- A toileting log book is maintained to help identify children with diarrhea as a simple warning system of an illness outbreak

### **Outbreak of communicable or food-borne illness in centre**

#### **Director (or designated alternate) should:**

1. Contact the public health nurse for requirements for specific illnesses. Be sure to ask about any special precautions for non-immunized children or pregnant staff/family members. Post notices for parents.
2. Contact the public health inspector if directed to do so by the public health nurse.
3. Inform the child care coordinator of the situation and public health authority's requirements and recommendations.
4. Provide regular updates to the child care coordinator and public health authorities.
5. Advise School Principal of outbreaks of serious communicable illnesses.
6. Review the following procedures quarterly with all staff at staff meetings, and make sure procedures are diligently followed:
  - Proper sneezing and coughing etiquette
  - Adult hand washing procedures
  - Children's hand washing procedures
  - Diapering and toileting procedures
  - Cleaning and sanitizing procedures
  - Procedures for the proper storage, handling and serving of food
7. Notify parents of illnesses present in the centre and the symptoms to look for in their child. Notices and resources will be posted.
8. Share resources and information with parents.
9. Advise staff of requirements from public health or other authorities and make sure requirements are followed. All recommendations will be posted.

#### **Staff routinely:**

1. Review proper hand washing procedures with the children.

## Mary Kardash Child Care – Enhanced Safety Plan

2. Go over sneezing and coughing techniques with the children.
3. Monitor bathroom visits to make sure procedures are followed.
4. Clean and sanitize toys, equipment and surfaces.
5. Encourage parents to discuss any health concerns, symptoms or diagnosed illnesses.
6. Document health concerns, symptoms or diagnosed illnesses in the daily incident record.

### **Parents should:**

1. Discuss any health concerns or symptoms with staff.
2. Tell staff about any diagnosed illnesses.

## **Contact with Public Health**

The public health authority will be contacted for advice and direction if any of the following illnesses are present in the centre:

- Any illness prevented by routine immunizations: diphtheria, measles, mumps, pertussis (whooping cough), polio and rubella
- gastrointestinal infections such as a diagnosed case of campylobacter, E. coli, giardia, rotavirus, typhoid fever, salmonella gastroenteritis, shigella gastroenteritis and yersinia gastroenteritis
- diarrhea, if there are 2 to 3 or more children within 48 hours, because it could be a serious gastrointestinal infection
- group A streptococcus (invasive diseases such as toxic shock syndrome and flesh-eating disease)
- haemophilus influenzae type b (Hib)
- hepatitis A virus (HAV)
- impetigo, if there is more than one diagnosed case in the same room within a month
- meningitis
- meningococcal disease
- strep throat and scarlet fever, if there are more than two diagnosed cases within a month
- tuberculosis

Public health will also be contacted about any bite that breaks the skin as blood tests may be required.

## **Notification to Parents and Staff**

1. Parents and staff will be advised of any of the illnesses requiring contact with public health (above).

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2. The notice will specifically advise parents to talk to their doctor and check their own child's immunization records about the following illnesses prevented by routine immunizations:
  - diphtheria
  - measles
  - mumps
  - pertussis (whooping cough)
  - polio
  - rubella
3. The notice will specifically advise staff or family members who are or may become pregnant that they should talk to their doctor and check their immunization status for the following illnesses:
  - chicken pox
  - parvovirus B19 (fifth disease or "slapped cheek" syndrome)
  - rubella
  - measles
  - mumps
  - CMV (cytomegaly virus)

### **Additional steps: Outbreak of communicable or food borne illness in larger community**

#### **Director (or designated alternate) should:**

1. Monitor and respond to warnings from Manitoba Health and Healthy Living, Health Canada or the Canadian Food Inspection Agency. Be sure to visit their websites for additional information.
2. Consult with the School Principal and Winnipeg School Division.
3. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector, the child care coordinator or Winnipeg School Division. Make sure staff follow recommendations.

## Serious Injury of a Child

**Director (or designated alternate) should:**

1. Help make the decision to provide first aid at the centre or call an ambulance.
2. Contact the parents or emergency contacts if parents cannot be reached.

### Injury requiring first aid

**Staff should:**

1. Provide first aid according to the principles learned in their first aid training.
2. Document the incident as quickly as possible and provide an incident report to the parents and Director (or designated alternate).
3. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent injuries.

### Injury requiring medical attention

**Director (or designated alternate) should:**

1. Call 911 for an ambulance.
2. Provide a copy of the parent's permission for emergency medical treatment.
3. Accompany the child to the hospital with a copy of the parent's permission for emergency medical treatment, if parents are not at the centre.

**Staff should:**

1. Attend to the child according to the principles learned in first aid training until paramedics arrive.
2. Document the incident as quickly as possible.
3. Provide an incident report to the parents and Director (or designated alternate).

**After the event, Director (or designated alternate) should:**

1. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent future injuries. Contact the Principal (or Head Custodian) if the issue is the school's responsibility.
2. Notify the child care coordinator within 24 hours by submitting a Serious Injury Notification on-line or by telephone, the centre's insurance provider and the board chair.

## Utility Failure or Sewage Back up

**The following procedures will be used in the event of sewage back-up or the loss of one of the following utilities:**

- heat
- water
- hot water
- electricity
- natural gas

**Director (or designated alternate) should:**

1. If it is a loss of electrical power, figure out if a loss of electrical power is specific to the school or if the area is without power. If it specific to the building, contact school personnel to see if it is a breaker that has blown, and power can be restored.  
If it is a loss of service, contact the appropriate utility immediately to report the problem and get an estimated length of time without service.  
If a repair is required, contact school personnel immediately to report the problem, to arrange repair service and get an estimated length of time without service.
2. Based on the information provided by the school (or utility company), contact the public health inspector to complete a risk assessment. The loss of any utility or sewage back-up may present a health risk to the children, staff and families.
3. Based on the information provided by the school (or utility company), contact the local fire authority to determine if the loss of the utility or sewage back-up presents a fire safety risk (for example, fire protection systems/life safety equipment or access to exits is compromised) and if there are alternative requirements during a loss of fire protection.
4. Advise staff on procedural changes required by public health (for example, the use of hand sanitizers and single-use food handling and service items) or the fire authority (such as the requirement for a fire watch).
5. Enact *Evacuation Procedures or Emergency Closure Procedures* if required by the public health authority or fire authority.
6. Follow *Evacuation Procedures or Emergency Closure Procedures*, if required.
7. Inform the child care coordinator of situation and the requirements and recommendations from public health or fire authority.

## ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)

The following roles and responsibilities outline the procedures that will be followed if:

- a child currently in the centre has been diagnosed with a life-threatening allergy
- a child about to enrol in the centre has been diagnosed with a life-threatening allergy

### **IMPORTANT**

**Call an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.**

Mary Kardash Child Care Centre Inc. believes that the safety and well being of children who are at risk of anaphylaxis is a whole of community responsibility. We are committed to providing as far as practicable a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the children's program and experiences raising awareness about allergies and anaphylaxis amongst the service community and children in attendance.

We actively involve the parent or guardians of each child at risk of anaphylaxis in accessing risks developing risks minimization strategies and management strategies for their child ensuring each staff member and other relevant adults have adequate knowledge of allergies anaphylaxis and emergency procedures facilitating communication to ensure the safety and well being of children at risk of anaphylaxis.

### **Purpose**

The aim of this policy is to minimize the risk of anaphylactic reaction occurring while the child is in the care of Mary Kardash Child Care Inc. We ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment including competently administering an adrenaline auto- injection device. Raise the community services awareness of anaphylaxis and its management through education and policy implementation.

To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.

### **Definitions**

**Allergen:** A substance that can cause an allergic reaction.

**Allergy:** An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

**Allergic reaction:** A reaction to an allergen. Common signs and systems include one or more of the following: Hives tingling feeling around the mouth, abdominal pain, vomiting and or diarrhea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse, (child pale or floppy), or cessation of breathing.

**Anaphylaxis:** A severe rapid and potentially fatal allergic reaction that involves the major body systems particularly breathing or circulation systems.

**Epi-Pen:** This is one form of an auto-injection device containing a single dose of adrenalin, delivered via a spring activated needle, which is concealed until administered. Two strengths are available, an epi-pen and an epi-pen junior, and are prescribed according to the child's weight. The epi-pen junior is recommended for a child weighing 10-20 kg. An epi-pen is recommended for use when a child is in excess of 20 kg.

## **Roles and Responsibilities**

### **Director (or designated alternate) should:**

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.
5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.
6. Identify a contact person for the nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval). Ask parents for their support and cooperation.
8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.
9. Staff Training
  - Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
  - Have all staff receive instruction on using an auto-injector.
  - Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.
  - Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
  - Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.
10. Help with carrying out policies and procedures for reducing risk in the centre.
  - Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
  - Develop safety procedures for field trips and extra-curricular activities.
11. Make sure there are processes to:
  - Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire.

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- Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a life-threatening allergy.
- Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.
- From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.

### **Responsibilities of all staff:**

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the child care centre (with written parental approval).
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the centre (parental input is recommended).
6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.
7. Reinforce hand washing to all children before and after eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Enforce rules about bullying and threats.
11. Leave information in an organized, prominent and accessible format for substitute staff.
12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

### **Responsibilities of the parents of a child with anaphylaxis:**

1. Tell the centre director about the child's allergies and needs.
2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
3. Make sure their child has and wears a medical identification bracelet.
4. Submit all necessary documentation as required.
5. Provide the child care centre with adrenaline auto-injectors before the expiry date.
6. Make sure that auto-injectors are taken on field trips.

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7. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
8. Be willing to provide safe foods for their child, including special occasions.
9. Provide support to the facility and staff as required.
10. Teach their child (as developmentally appropriate):
  - to recognize the first signs of an anaphylactic reaction
  - to know where their medication is kept and who can get it
  - to communicate clearly when he or she feels a reaction starting
  - to carry his or her own auto-injector on their person (for example, in a fanny pack)
  - not to share snacks, lunch or drinks
  - to understand the importance of hand washing
  - to report bullying and threats to an adult in authority
  - to take as much responsibility as possible for his or her own safety

### **Responsibilities of all parents:**

1. Cooperate with the child care centre to eliminate allergens from packed lunches and snacks.
2. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.
4. Inform the staff before food products are distributed to any children in the centre.

### **Responsibilities of the child with anaphylaxis:**

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).
2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Wear a medical identification bracelet.
7. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).

8. Know how to use the auto-injector (as developmentally appropriate).

**Responsibilities of all children (as developmentally appropriate):**

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.

See poster next page

## **ANAPHYLAXIS/LIFE THREATENING ALLERGIES**

**Definition:** Anaphylaxis (sometimes called allergic shock) is a severe reaction that can lead to rapid death if untreated.

A reaction can happen within seconds of exposure or as long as eight hours later.

The throat may begin to close within moments - choking off breathing and leading to unconsciousness and death.

The epi pen should be administered as soon as the child develops any one of the symptoms below. 911 must be called, then call the parent.

**The reaction may begin with:**

- Hives
- Itching (any part of the body)
- Swelling of lips or face ( or any body parts)
- Red watery eyes
- Runny nose
- Vomiting
- Diarrhea
- Stomach cramps
- Change of voice
- Coughing
- Wheezing
- Throat tightness or closing
- Difficulty swallowing
- Difficulty breathing
- Sense of doom
- Dizziness
- Fainting or loss of consciousness
- Change of color

Children known to be at risk of anaphylaxis must be diagnosed by their physician, who is also responsible for prescribing the appropriate treatment protocol.

The child should be under supervision for four hours after the suspected/actual sting or ingestion.

Although peanuts and insect stings may be the most common allergen causing anaphylaxis in children, there are many others.

Child care and school personnel must be aware that anaphylaxis is a life-threatening condition regardless of the substance which triggers it.

## CHEMICAL ACCIDENT PROCEDURES

The following procedures will be used in the event of a chemical accident:

- inside of the centre (for example, the inappropriate mix of household cleaners)
- in the area outside of the centre

### Chemical Accident Inside of Child Care Building

**Director (or designated alternate) should:**

1. Using intercom or walkie talkies, enact evacuation procedures immediately.
2. Direct staff to follow *Evacuation Procedures*.
3. Notify the Principal and/or Head Custodian immediately.
4. Call 911 for the fire department (School's responsibility when in session).

### Chemical Accident Outside of Child Care Building

**Director (or designated alternate) should:**

1. Enact *Shelter-in-Place Procedures* or *Evacuation Procedures* based on instructions from the emergency response personnel
2. Follow: *Evacuation Procedures* or *Shelter-in-Place Procedures: Chemical Accident Outside of Building*

### Shelter-in-Place Procedures: Chemical Accident Outside of Building

**Director (or designated alternate) should:**

1. Using intercom or walkie talkies, direct senior staff in each play room to lead *Shelter-in-Place Procedures*. Remind them to close windows and as many internal doors as possible.
2. Using walkie talkies, notify staff in playground to return indoors immediately.
3. Make sure all exterior and interior doors leading into centre areas are closed and locked.
4. Notify school personnel to:
  - Close and lock all other exterior doors.
  - Turn off breakers that control air flow.
5. Notify staff on outings away from centre to immediately seek the closest indoor shelter and call back with their location.

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6. When applicable, notify other schools and transportation services that the children should not be transported to the centre and that staff cannot leave to pick them up until further notice. Make arrangements for the children's care.
7. Advise the Principal and/or Head Custodian of the status of *Shelter-in-Place Procedures*.
8. Inform parents by phone, e-mail or text message as quickly as possible. Use a scripted message, if possible.
9. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
10. If there is time and it is needed, assign specific staff to take additional measures to protect indoor air: use plastic and masking tape to cover and seal bathroom exhaust and grilles, range vents, dryer vents and other openings to the outdoors as much as possible.
11. Inform staff and children when the Principal or emergency response personnel say it is safe to leave the building.

### **Senior Staff in Each Playroom should:**

1. Lead *Shelter-in-Place Procedures*.
2. Assign specific tasks below to additional staff when available.
3. Close and lock exterior windows and close internal doors. Place a rolled up damp towel at the floor space at bottom of doors.
4. Take attendance to account for all children, staff and visitors.
5. Advise the director (or designated alternate) of the status of *Shelter-in-Place Procedures*.
6. Prepare for evacuation by:
  - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for school personnel and other schools/transportation services) ready to go, should evacuation be ordered
  - Having required medications and specialized equipment for individual children with additional support needs ready.

### **After the event, Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Debrief from incident, identify issues and ways to improve procedures with Crisis Response Team.

## BOMB THREAT PROCEDURES

The following procedures describe how we will respond to:

- a bomb threat received by telephone or in writing
- a bomb threat received and suspicious item found

### **IMPORTANT - If a bomb threat is received and/or a suspicious package is found:**

- DO NOT use any form of wireless communication (cordless phones, pagers, cell phones, walkie talkies, etc.).
- Contact the Director (or designated alternate) immediately to assess the situation.
- **Stationary Phone located:** in all play rooms and office

## Bomb Threat Received by Telephone or in Writing

### **Staff member receiving a bomb threat by telephone should:**

1. Use the *Threatening Telephone Call* form to record as much information as possible.
2. Notify Director (or designated alternate) IMMEDIATELY after the call and discuss information on the *Threatening Telephone Call* form.

### **Staff member finding a bomb threat in writing should:**

1. Leave the note where it is and do NOT touch or move it (even if it has already been moved).
2. Notify Director (or designated alternate) IMMEDIATELY.

### **Director (or designated alternate) should:**

1. Using intercom, direct staff NOT to use any form of wireless communication.
2. Determine if there is an immediate threat to safety based on the information available.
3. Contact the School Principal IMMEDIATELY when school is in session.
4. Call **911** using a stationary (corded) phone. Consult with police for further steps.
5. In consultation with police (and/or Principal), determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.

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6. Notify police (and/or Principal) of the caller's phone number if call display or call trace was successful.
7. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.
8. If there is an imminent threat to safety:
  - Using intercom, enact *Evacuation Procedures*. Do **NOT** use fire alarm.
  - Using intercom, direct senior staff in each play room to begin *Evacuation Procedures*.
  - Notify school personnel of decision to evacuate. Do **NOT** use or call wireless devices.
9. Call staff and children on outings away from centre (using a stationary phone). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.

### **Senior Staff in Each Playroom should:**

1. Lead *Evacuation Procedures* if enacted.
2. If group of children from your room is outside in playground, assign specific staff to go to the playground and tell staff to gather in assembly area.

### **After the event, Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.
2. Tell the Child Care Coordinator about the event.
3. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Debrief from incident, identify issues and ways to improve procedures with Crisis Response Team.

### **If suspicious item is found but no bomb threat has been received, the director (or designated alternate) should:**

1. Advise staff NOT to touch or move it (even if it has already been moved).
2. Evacuate the immediate area and close door.
3. Try to determine if it is suspicious and dangerous or if it is an ordinary item.
4. During school hours, contact the School Principal using a stationary, corded phone.
5. Call 911 using a stationary, corded phone and consult with police for further steps (this may be done by the principal).
6. In consultation with police (and/or principal), determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.

7. During non-school hours, contact and advise School Custodian of situation and decisions.
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**In the case of a suspicious powdery substance, all persons believed to have had contact with it must:**

1. Gather together in a separate area away from those who did not have contact.
2. Stay to get the appropriate medical assessment and treatment.

## Bomb Threat and Suspicious Item

**If a bomb threat is received and suspicious package, letter or object is found, there is an immediate threat to safety.**

**Director (or designated alternate) should:**

1. Evacuate the immediate area where the suspicious item was found. Close the door to the area.
2. Using intercom, direct staff **NOT** to use any form of wireless communication.
3. Using intercom, enact the *Evacuation Procedures*. Do **NOT** use fire alarm.
4. Using intercom, direct senior staff in each play room to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. Notify school personnel (in person, by intercom or stationary phone) about the situation, that the centre is evacuating, and the director is calling the police.
6. Call staff and children on outings away from centre using a stationary phone and advise staff not to return to centre and to proceed to designated place of shelter.
7. Once at least 150 feet away from building (can use cell phone) or at designated place of shelter:
  - Call **911** for the police and state the nature of the emergency.
  - Notify police of the caller's phone number if call display or call trace was successful.
  - Make sure the person who answered the threatening phone call (or found the written message) and found the suspicious package is available to be interviewed by police.

**Senior Staff in Each Playroom should:**

1. Lead *Evacuation Procedures*.
2. If group of children from your room is outside in playground, assign specific staff to go to the playground and tell staff to gather in assembly area.

**After the event, Director (or designated alternate) should:**

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.

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2. Tell the Child Care Coordinator about the event.
3. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
4. Debrief from incident, identify issues and ways to improve procedures with Crisis Response Team.

## THREATENING BEHAVIOUR PROCEDURES

The following procedures describe the response to threatening behaviour:

- inside the centre or inside another part of school
- on school property or in the neighbourhood

**Staff should:**

1. Notify the director (or designated alternate) immediately when aware of:
  - threatening behaviour inside the centre or another part of the school
  - threatening behaviour on the property or in the neighbourhood (either by seeing it or being told by the police)
  - a threat made in writing or received by telephone (do not move, touch or delete the evidence)
2. Call **911** for the police if there is an immediate threat to safety.

**Director (or designated alternate) should:**

1. Tell staff in the daily staff communication log book to contact the director (or designated alternate) immediately if a person who may become threatening arrives at the centre. For example, if a person has made a threat or is extremely upset such as:
  - a recently fired staff person
  - a parent concerned about a situation at the centre
  - a parent who has become angry, violent or made threats to take a child with respect to a custody dispute
2. If the threat is received in writing, by telephone or voice mail:
  - Call the police immediately. The police can help assess the level of risk to your safety and help you decide on next steps.
  - Do not touch, move or delete the threat or evidence so the police can investigate properly.
3. Notify school personnel of threatening behaviour when appropriate and/or their assistance is required.

## **SHELTER-IN-PLACE PROCEDURES**

### **Threatening Behaviour Inside Centre or School**

**School Procedures:** Threat inside the building – particular sound over the intercom announced by the principal. See attachment for Luxton School's Lockdown Protocol.

**Lockable Doors:** Play room doors, school age kitchen, stairwell and fan room; Room 5 bathroom and laundry room

### **Threatening Person in Another Part of the School**

**If the threat is in another part of the school**, stay where you are and lock the door, if not possible to lock door and it is safe to do so - go to the closest lockable room.

**Protective Spaces (not visible from school hallway):** Along the door wall in each play room

**Director (or designated alternate) should:**

1. Make sure senior staff in all playrooms are aware of the threat and tell them to:
  - Make sure all interior and exterior doors leading into the centre are locked.
  - Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the building.
  - Cover windows into the school hallway.
  - Turn off lights.
  - Stay in protective spaces that are out of sight from doors and windows.
  - Help children who need additional assistance.
  - When applicable, take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
  - Take attendance and report status of *Shelter-in-Place Procedures* to the Director.
2. If group of children are in the playground, tell staff to take children to the designated place of shelter immediately.
3. Notify staff on outings to stay where they are and not to return to the centre until further notice.
4. Notify other schools/transportation services that the children cannot come to the centre until further notice. Make plans for the children's care.
5. Review attendance reported by senior staff in all playrooms to account for all children and staff.
6. Notify school personnel about the status of *Shelter-in-Place Procedures*, if safe to do so.
7. DO NOT leave protective spaces until told by the police or school personnel.

## Threatening Person in Child Care Room

**If the threat is in the room that you are in**, take children to another room or protective space if possible, if not possible, move away from the threat behind furniture.

### **Protective Spaces:**

**Room 1:** take children to school age room, if unable to leave the room, take children to the locker area

**Room 4 & Room 5:** take children to the other connected room, Room 5 washroom or laundry room. If threat is severe, use the door that is furthest away from the threat and take children to school age or Room 1

**School Age:** take children to kitchen, stairwell and/or fan room and lock the door.

### **Senior staff in room with the threatening person should:**

1. Attempt to move the individual away from the children into the hallway.
2. Talk to person and try to diffuse the situation.

### **Second staff in room with the threatening person should:**

1. Alert director and staff in other rooms about the threat and to request assistance by using code words: "Please ask Ms <director's last name> to come <name of playroom>."
2. Notify school personnel about the situation and to request assistance.
3. If the individual has a weapon or is very threatening, call **911** for the police immediately.
4. If threat has been moved out of the room:
  - Lock the door to the room and cover door window.
  - Turn off lights.
  - Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.

### If threat is still in the room:

- Take children to protective space as far away from threat as possible. Lock door if possible or barricade with furniture.
- Help children who need additional assistance
- Bring the attendance record and required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.

### **Director (or designated alternate) should:**

1. Go to area with the threatening individual.

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### 2. If the person does not have a weapon:

- Talk to the person. Try to calm them down.
- If threat becomes severe, direct specific staff to call 911 for the police.

### If the person has a weapon:

- Take cover in the closest protective space with the children and staff.
- Call 911 for the police immediately.

3. Follow directions from the police/school about what to do next.
4. Give the police floor plans and information about the number of children and staff and where they are.
5. As soon as possible, notify staff on outings to stay where they are and not to return to the centre until further notice.
6. As soon as possible, notify other schools/transportation services that the children cannot come to the centre until further notice. Make plans for the children's care.

### Senior Staff in other rooms without the threatening person should:

1. Lock the door to the room and cover door window.
2. Turn off lights.
3. Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.
4. If group of children from your room are in the playground, tell staff to take children to the designated place of shelter immediately.
5. Help children who need additional assistance.
6. When applicable, take required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so.
7. Take attendance to account for all children and staff.
8. If safe to do so, advise Director (or designated alternate) about the status of *Shelter-in-Place Procedures*.
9. Stay in protective spaces that are out of sight from doors and windows.
10. DO NOT leave protective spaces until told by the by the Director (or designated alternate).

### After the event, the director (or designated alternate) should:

1. Write and distribute a short letter telling parents about the event and any follow-up steps that will be taken.

2. Tell the Child Care Coordinator about the event.
3. Discuss incident with school personnel.
4. If necessary, call WRHA Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## **SHELTER-IN-PLACE PROCEDURES** **Threatening Behaviour On School Property or in Neighbourhood**

**School Procedures:** Threat outside the building, custodian locks the exterior doors and there is an announcement over the intercom. See attachment for Luxton School's Lockdown Protocol.

**IMPORTANT - DO NOT leave the centre until the police/school tell you it's okay.**

**If the threat is on the property,** direct staff and children to quickly move inside, take cover or drop to the ground, depending on the situation.

**If the threat is in the neighbourhood,** direct staff and children to go inside immediately.

**Protective Spaces (not visible from exterior windows):**

**Preschool Rooms:** Locker area and/or sitting along the window wall in each play room

**School Age Room:** Stairwell and/or sitting along the window wall

**Director (or designated alternate) should:**

1. Direct senior staff to begin *Shelter-in-Place Procedures*. Tell them if the threat is in the neighbourhood or on the property.
2. Notify staff and children in the playground to come inside immediately.
3. Make sure all exterior and interior doors leading into the centre are locked.
4. Notify school personnel to make sure they are aware of the situation and to lock other exterior doors.
5. Notify staff with children on outings to stay where they are (if safe to do so) or find the closest indoor shelter. Have staff call back to say where they are.
6. Look at attendance records provided by staff to account for all children and staff.
7. If possible, advise school personnel (or designated alternate) of status of *Shelter-in-Place Procedures*.
8. Notify other schools/transportation services that the children cannot come to the centre until further notice. Make plans for the children's care.
9. Call **911** to make sure police know about the situation (School may take this responsibility).
10. Monitor the situation and follow directions from the police/school about what to do next.

11. Tell staff when it is safe to leave the protective spaces as directed by the police/school.

**Senior Staff in Each Playroom should:**

1. If the threat is in the neighbourhood - direct staff to gather with children in area that is not visible from exterior windows and doors.  
  
If the threat is on the property – go into protective spaces (take attendance record and required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so).
2. Close and lock exterior windows. If possible, close blinds or curtains.
3. Assign specific tasks below to additional staff when available.
4. Help children who need additional assistance.
5. Take attendance to account for all children.
6. Advise director (or designated alternate) of status of *Shelter-in-Place Procedures*.
7. DO NOT leave centre until advised by the director (or designated alternate).

## CONTROLLING VISITOR ACCESS

The following procedures describe how we control and monitor visitor access to ensure:

- staff are aware when parents and children arrive or depart
- staff are aware of expected or unexpected visitors
- people who do not belong in the centre are prevented from entering unnoticed

### **Preparation**

- There are policies that ask parents to tell staff when someone else will pick up their child. If staff doesn't know the person, they will ask for ID.
- Staff are told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
- Parents are informed in the parent policy manual that staff need to be told when there are changes to who is allowed to pick up their child. Staff then updates the designated pick up list for that child.
- When visitors are expected, staff notes it in the staff log book so all staff are aware. For example, this may include a different pick-up person, a utility repair person or practicum supervisor for an early childhood education student.
- If the visitor is unknown to the staff, staff must ask to see identification.
- Expected visitors are welcomed and escorted to the appropriate area in the centre.
- When we learn during the enrolment process, in an Inclusion Support Program meeting or through observation, that a child has a tendency to leave areas unescorted or is not fearful of strangers, all staff is informed. Staff is also required to pay particular attention to make sure the child remains safe.

### **Controlling and Monitoring Visitor Access**

1. On school days, all outside doors to the school are locked throughout the day except:
  - Front door on Polson is unlocked from approximately 8:30 am to 4:00 pm and is monitored by the school office
  - Receiving door on Luxton which is unlocked from approximately 7:00 am to 8:45 am.
  - All school entrances that are unlocked have surveillance cameras. Video surveillance monitors are located in the custodian's office and school office.
  - Visitors are to report to the school office and get a visitor's badge. All school employees wear ID badges.
2. On in-services and school holidays, all outside doors to the school are locked throughout the day unless the custodian needs to unlock the receiving door when expecting deliveries and/or work is being completed in the building.
3. When arriving at the centre, all staff, parents and visitors must use the school age entrance on Luxton which is equipped with a video intercom system. Staff must identify the individual prior to releasing the door.

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4. If staff do not recognize the person's, they must ask who they are and the purpose of the visit. Staff must ask for ID when required. Visitors must check in at the child care office and must be escorted to play areas by the director or available staff.
5. The interior monitoring stations are located in school age program (old gym), Room 1 and preschool Room 5. The closest staff responds to the intercom. New staff and substitutes must not respond to the intercom until they are familiar with the families.
6. All interior hallway doors into the preschool play rooms are locked at all times. The school age doors are unlocked. Staff are required to monitor entry and approach individuals entering the room.
7. Staff are required to welcome parents and children into the centre, share pertinent information and help the child to get involved in the centre's activities.
8. Staff are required to sign children in and out on the attendance record. Parents of school age children must sign children out daily but school age staff must make sure the attendance record is accurate at all times.
9. Parents are required to directly tell a staff member when they are leaving the building, with or without their children.
10. The doors to play rooms are locked. Parents must knock to gain entry. Doors are equipped with windows for staff to identify who is at the door before they can gain entry before entering playrooms. Staff is required to visually check when they hear the chime to make sure a child is not leaving without an appropriate adult.
11. When preschool children (including kindergarten) use the washroom they are escorted by staff, to the bathrooms located outside the play rooms.
12. Indirect Supervision for Children with Written Parental Permission
  - All school age children use the female bathroom located across the hall from the school age program. Children must ask for permission before they leave the room and take a male or female sign from a table by the door. Staff check to see if both signs are there before a child is able to leave to ensure that there are not boys and girls in the bathroom together. For example, if a male is using the bathroom, he must take the male sign and put it on the door handle. When he is finished washing and drying his hands he must return the sign to the spot on the table.
  - Staff monitor the bathrooms by standing in the doorway between both spaces. If children do not return in a reasonable amount of time, a staff member goes to check on them.
  - When children need to use the bathroom while playing outdoors, they must ask for permission and they go inside with a buddy. If the school doors are locked, staff use walkie talkies to tell a staff inside that children are coming in to use the bathroom. Then children use the video intercom to enter building. If children do not return in a reasonable amount of time, a staff member goes to check on them.
  - School age children use the water fountains located in the hallway outside the school age program. Children must ask for permission and staff stand inside the door way to monitor children coming and going from the water fountain.
  - At times, school age children assist staff by running errands between programs, i.e. picking up or dropping off snack or dishes, picking up or dropping off items needed for an activity. Staff call the preschool area to tell them that a child is coming and why. Once the child is returning to the school age area, preschool staff call to notify staff that the child is on the way back. If children do not return in a reasonable amount of time, a staff member goes to check on them.
  - See Appendix: *Indirect Supervision Policy*

## SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

**Staff should:**

- Watch for any safety concerns throughout the day.
- Correct the situation to the best of their abilities and document what was done.
- Bring concerns to the attention of the Director (or designated alternate). Make sure action is taken, if needed.
- Note any safety concerns and related reminders about appropriate procedures in daily staff communication log book. Some safety concerns may need to be reported to the school.
- Watch for suspicious activity in the neighbourhood and report it to the Director (or designated alternate). If there is an immediate threat to safety, staff may also need to directly report it to Head Custodian, Principal and the police.
- Stay alert to their surroundings when in the playground or on outings.
- Trust their instincts and, if they feel uncomfortable in a place or situation, to gather the children and leave immediately.

**First staff to go out to the playground should:**

1. Conduct a visual check of the outdoor area is in use.
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Make sure the custodian is aware of any concerns and things that need to be done.
4. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

**Staff on opening shift in each playroom should:**

1. Check all safety-related items on the *Opening Duties List*.
2. Correct any safety concerns to the best of their abilities and document what was done.
3. Make sure the Director (or designated alternate) is aware of any concerns and things that need to be done.

4. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

**Staff on the closing shift should:**

1. Do a walk-through and make sure all appliances are unplugged; the stove is turned off, etc.
2. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

**Director (or designated alternate) should:**

1. Make sure annual inspections are completed and documented on the appropriate checklists.
2. Complete and document any required repairs or actions. Contact the Principal or custodian for issues that are the school's responsibility.
3. Review enrolment forms, Inclusion Support Program intake and review meeting minutes and URIS *Individual Health Care/Emergency Response Plan* as applicable for any specific requirements for a child with additional support needs.
4. Make any necessary changes to indoor or outdoor spaces to make sure children with additional support needs are safe. Work with school personnel as needed to make required changes if possible (not wheelchair accessible facility).
5. Communicate safety concerns or changes to procedures to all staff:
  - Note concerns in the daily communication log book.
  - Review at a staff meeting and, depending on how serious the situation is, share with the board of directors, as well as Luxton School principal and Head Custodian.
6. Make sure safety concerns that relate directly to parents or require a change in their behaviour are posted in a prominent area. If the concern is serious, write a letter to each parent.

## STAFF TRAINING

The enhanced safety plan will be reviewed and specific responsibilities will be discussed with the Director (or designated alternate) when a staff member is given responsibilities for fire safety or emergency response procedures.

### **Training for New Staff**

#### **New staff are required to:**

1. Read the enhanced safety plan and discuss it with the Director (or designated alternate).
2. Review the safety-related items on the *Opening Duties List* with the Director (or designated alternate) to learn how to control fire hazards and their responsibility to address any fire safety issues. Staff is instructed to bring fire safety issues to the attention of the director. Issues not resolved by the director can be taken to the board.
3. Review *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies). Be trained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each individual plan.
4. Review several practice drills with the Director (or designated alternate) to learn how to improve their participation and to have their questions answered.

#### **Director (or designated alternate) will show new staff the locations of:**

- staff communication log book (containing important information to read several times daily)
- Emergency phone number list including:
  - > The centre's location address
  - > Designated place of shelter
  - > contact information for Principal and Head Custodian
  - > contact information for other schools serviced by the centre or transportation services used by children
- Fire alarm pull stations
- Fire extinguishers
- Emergency backpacks that contain child information records and staff emergency information
- First aid kits
- A copy of the enhanced safety plan

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- *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions
- Adrenaline auto-injectors for children with anaphylaxis

### **Director (or designated alternate) will discuss and demonstrate to new staff:**

- When to use a fire extinguisher
- What type of fire extinguisher to use
- How to use the PASS method in the use of a fire extinguisher

### **Training for All Staff**

#### **All staff will:**

1. Review their actions, as well as the actions of the children, after each practice evacuation or shelter-in-place (lock down) drill and discuss ways for improvement.
2. Review how to use a fire extinguisher at least once a year.
3. Be retrained in the use of a child's auto-injector and child-specific avoidance strategies detailed in each *Individual Health Care/Emergency Response Plan* for children with anaphylaxis (life-threatening allergies) at least annually.
4. Be retrained in specific plans detailed in each *Individual Health Care/Emergency Response Plan* for children with other applicable health conditions at least annually.

## BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

**The roles and responsibilities of board members are outlined in our board orientation package indicating:**

1. New board members are required to read the enhanced safety plan and to discuss it with the Director (or designated alternate).
2. The board will review and discuss the enhanced safety plan at board meetings at least annually.
3. Board members will review annual fire, public health and child care centre inspection checklists to ensure that the Director (or designated alternate)
  - addresses any fire safety issues
  - monitors that all procedures to control fire hazards are completed
  - makes sure all required inspections and maintenance of fire safety equipment are completed and documented as required. Some concerns may be passed on to the Luxton School Principal or Head Custodian if school related.
  - addresses any public health concerns
  - addresses any child care licensing non-compliance issues or other concerns
4. The board will encourage staff to bring fire safety or other safety issues to their attention as stated in personnel policies, during employment orientations and during annual reviews of enhanced safety plan with all staff.

## STAFF AND BOARD ANNUAL REVIEW

**The enhanced safety plan will be reviewed annually with all staff at the staff meeting in September. Any recommended changes will be taken to the Board for review and approval.**

**The enhanced safety plan will be reviewed annually at the board meeting in October by:**

- The board of directors

Any necessary changes or revisions will be made including:

- Increases or decreases in staffing levels
- Increases or decreases of licensed number of children
- Changes to rooms or floor spaces occupied by the child care centre
- Changes to emergency procedures

If revisions are made, new copies will be printed with the revision date and submitted to the child care coordinator for review and approval. If the revisions are related to fire safety or fire evacuation procedures, a copy will also be submitted to the fire inspector for review and approval.

The revised enhanced safety plan will be:

- distributed to all staff
- posted in the child care centre for reference by the fire authority
- kept in the staff communication area for easy access and review by child care staff
- reviewed by child care coordinator
- reviewed by the fire authority

### Centre - School Annual Review

Controlling visitor access procedures for the child care centre and school will be reviewed by the centre director and school principal annually in September. It will also be reviewed when there is a change in school principal, custodian or secretary and/or centre director.

### Individual Health Care Plan/Emergency Response Plans

Plans will be reviewed every year for each child enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions.

The Director (or designated alternate) will monitor expiry dates for individual plans.

## APPENDIX: INDIRECT SUPERVISION POLICY

Children may be supervised in one of two ways: directly or indirectly.

**Direct supervision** refers to being able to see and/or hear your child. Children are always directly supervised while outside. Preschool children (including children in kindergarten) are always directly supervised.

**Indirect supervision** refers to when the staff may not be able to see or hear your child directly but are still monitoring your child's safety. Staff will take into account the age, developmental level and individual needs of each child as they determine the level of supervision required for each situation. As each child grows and develops, they need opportunities to practice independence and build self-confidence. Indirect supervision encourages these skills. Due to the physical location of the centre within the school and the developmental ages of the children, indirect supervision occurs on a daily basis. The following safety measures are in place to make sure that the child returns to the directly supervised area within a reasonable amount of time.

### Going to Washrooms

All school age children use the female bathroom located across the hall from the school age program. Children must ask for permission before they leave the room and take a male or female sign from a table by the door. Staff check to see if both signs are there before a child is able to leave to ensure that there are not boys and girls in the bathroom together. For example, if a male is using the bathroom, he must take the male sign and put it on the door handle. When he is finished washing and drying his hands he must return the sign to the spot on the table.

Staff monitor the bathrooms by standing in the doorway between both spaces. If children do not return in a reasonable amount of time, a staff member goes to check on them.

When children need to use the bathroom while playing outdoors, they must ask for permission and they go inside with a buddy. If the school doors are locked, staff use wakie talkies to tell a staff inside that children are coming in to use the bathroom. Then children use the video intercom to enter building. If children do not return in a reasonable amount of time, a staff member goes to check on them.

### Going to Water Fountains

School age children use the water fountains located in the hallway outside the school age program. Children must ask for permission and staff stand inside the door way to monitor children coming and going from the water fountain.

### Moving Between Child Care Areas

At times, school age children assist staff by running errands between programs, i.e. picking up or dropping off snack or dishes, picking up or dropping of items needed for an activity. Staff call the preschool area to tell them that a child is coming and why. Once the child is returning to the school age area, preschool staff call to notify staff that the child is on the way back. If children do not return in a reasonable amount of time, a staff member goes to check on them.

Should you have any concerns with the above you may contact the Director so that other arrangements can be made.

I \_\_\_\_\_ understand that my child/ren \_\_\_\_\_ may not be directly supervised and grant my permission.

Signature

Date