

EMERGENCY POLICIES AND PROCEDURES



COMMUNITY CARE FACILITIES LICENSING PROGRAM

Section 22 of the Child Care Licensing Regulation states that:

- (1) A licensee must have all of the following:
 - (a) emergency exits and a fire drill system approved by a local assistant within the meaning of the *Fire Services Act*;
 - (b) an emergency plan that sets out procedures to prepare for, mitigate, respond to and recover from any emergency.
- (2) A licensee must ensure that each employee
 - (a) is trained in the implementation of the fire drill system and emergency plan described in subsection (1), including the use of any equipment noted in the fire drill system and emergency plan,
 - (b) practices implementing the fire drill system at least once each month, and
 - (c) practices implementing the emergency plan at least once each year.
- (3) A licensee must display a copy of the fire drill system in a prominent place in the community care facility.
- (4) A licensee must ensure that all employees have access, in an emergency, to reliable communications equipment.

When preparing emergency instructions remember to:

1. Keep instructions brief and easy to follow. Keep in mind that substitute staff and volunteers, parents etc. may be involved if an emergency occurs and need to know what duties they would be responsible for in your absence.
2. Keep a first aid kit, an attendance record, a pen or pencil, and an emergency information card for each child and each staff member beside the exit door for quick and easy access.
3. Adopt and practice a buddy system regardless of the number of children in the facility.
4. Ensure that all staff know how to work the fire extinguishers, shut off gas lines, hydro, water and furnace.

Some of the details to include in your Emergency Plan:

A. Evacuation of the Building

- A simple diagram of exit paths from the building to the meeting place
- The designated meeting place outside the building
- The address and location of an alternate building to be used if needed (**Advise parents of this location)
- Location of fire extinguishers
- Method of evacuation for children who are physically incapable of walking out of the building
- Designated duties of each staff member, for example **staff duties may include:**
 - A specific noise or signal to attract immediate attention
 - Collecting and escorting children from the building to the meeting place
 - Checking washrooms, behind doors or any place where a child might hide when frightened
 - Collect attendance records, first aid kit and emergency information/consent cards
 - Closing windows and doors during the process of leaving the building if time allows
 - Conducting a head count to determine whether all children and staff members are present
 - Calling 911 from the nearest telephone

OVER

South	Central		North
Victoria	Nanaimo	Courtenay	Campbell River
201 – 771 Vernon Avenue Victoria, BC V8X 5A7 Ph: 250.519.3401 Fax: 250.519.3402	29 – 1925 Bowen Road Nanaimo, BC V9S 1H1 Ph: 250.739.5800 Fax: 250.740.2675	355 – 11 th Street Courtenay, BC V9N 1S4 Ph: 250.331.8620 Fax: 250.331.8596	200 – 1100 Island Highway Campbell River, BC V9W 8C6 Ph: 250.850.2110 Fax: 250.850.2455

B. Earthquake Drills

- Regular earthquake drills should also be practiced separately from, but with the same frequency as fire drills.
- If a quake starts while you are **OUTDOORS** get into an open area away from trees, buildings, walls and power lines.
- If a quake starts while you are **INDOORS** do not evacuate the building unless you are in immediate danger.
- **Take the Following Measures:**
 - **Take cover under tables or brace yourself in a doorway;** assess your centre now to ensure that all children and staff would have a safe place to take cover.
 - **Cover the head and face in a crouch position and face away from the windows.**
 - **Wait for ten minutes for aftershocks before leaving the building.**
 - **If evacuation is necessary, follow your evacuation plan.**
 - **Stay calm.**
 - **Make sure everyone has shoes on.**

The Emergency Management BC website includes educational material and advice on methods of making your centre safer: <http://embc.gov.bc.ca/em/index.html>. For further information, please contact the Vancouver Island Region office at:

Block A - Suite 200, 2261 Keating Cross Road
Saanichton B.C. V8M 2A5

Tel: (250) 952-5848
Fax: (250) 952-4304

C. Accident/Injury Policy and Procedures

- It is important to develop a policy and procedure for staff to follow if a staff member or child incurs a severe injury while on a field trip or at the facility.
- Ensure that up-to-date emergency information is available and on file for each child and staff member.
- Post the names and telephone numbers of a back up person(s) who can be at the facility within 3-5 minutes to help out or replace the caregiver.
- Plan for emergency transportation (taxi, facility van, ambulance, etc.)
- Teach some of the older children to use the phone to make an emergency phone call.
- ***Always maintain a well-stocked first aid kit.***

D. Emergency Telephone Numbers

A list of emergency phone numbers should be posted by the telephone including those such as:

- Name, address and phone number of your facility (volunteers and substitute staff may not remember the specific address of where they are calling from)
- Name and phone number of the emergency backup person to contact if you are suddenly injured or incapacitated
- Ministry for Children and Family Development Office in your local area
- Poison Control Centre 1-800-567-8911
- Help Line for Children – 310-1234 (**No area code** is required)
- Nearest hospital or emergency facility
- Name and phone number of neighbour at home during the day
- Local taxi number
- **EMERGENCY CALL 911**

Additional resources for developing a comprehensive emergency plan for your facility can be found on our website: http://www.viha.ca/mho/licensing/child_care_facilities.htm