

The image shows the cover of a spiral-bound notebook. The cover is a light beige or tan color with a fine, woven fabric texture. A silver metal spiral binding is visible along the left edge. The text is centered on the cover in a black, serif font.

CHILD CARE FACILITIES

STAFF SELF EDUCATION
MODULE

WELCOME

- This learning module will cover those processes, procedures & responses that you are required to know in order to be a safe, effective & efficient staff member
- This is a supplemental document to the Facility Disaster Plan

ACTIVATING THE DISASTER PLAN

- The plan can only be implemented by the Licensee or Designate
- There is an Emergency Call Response Form in the Quick Response Document that you will complete & give to the Licensee if you are the person who answers the phone

1.4.a EMERGENCY CALL RESPONSE FORM

Obtain the following particulars:

1. Name of person calling and telephone number calling from:

2. Location of Incident:

3. Type of Incident:

4. Impact expected for _____insert name of the facility_____:
5. Time of Call : _____

CALL BACK IMMEDIATELY TO VERIFY the disaster. If the number is busy:
THEN

Consult with the Facility Licensee/Manager or delegate to get authorization
If unable to contact the Licensee/Manager or delegate

INITIATE THE PLAN THEN

Try again to VERIFY THE CALL

TOPICS TO BE COVERED

- 1. Code Blue: Cardiac Arrest**
- 2. Code Red: Fire**
- 3. Code White:
Violence/Aggression**
- 4. Code Yellow: Missing Child**
- 5. Code Black: Bomb Threat**
- 6. Code Green: Evacuation**

TOPICS TO BE COVERED

7. Code Grey: Air Exclusion
8. Code Brown: Hazardous Spills
9. Code Orange: Disaster
10. Pandemic Influenza
11. Boil Water Notification
12. Power Failures
13. Gas Interruptions

TOPICS TO BE COVERED

13. Risk Hazard Analysis

14. Personal Protective Procedures

14.a Hand washing

14.b Annual Flu Shot

15. Personal Emergency
Preparedness

15.a Family Preparedness

15.b Tools

CAUTIONS IN AN EMERGENCY

- Use your common sense
- Never put yourself at risk
- Report to your Supervisor
- Follow the instructions of your Supervisor
- Assist others only when it is safe to do so

USING THIS POWER POINT PRESENTATION

- Ensure you have a copy of your Child Care Facility's Emergency/Disaster Response Quick Reference Document
- Where reference is made to a form or other section of the QRD look it up before proceeding to the next slide

USING THIS POWER POINT PRESENTATION

- There is an open book self test that accompanies this educational power point
- Review the test prior to beginning the Power Point education
- Keep it nearby & fill it in as you proceed through the education
- Once you complete the education module & the test, turn the test in to the Licensee/Manager

CODE BLUE

- Within a Child Care facility a Code Blue would be responded to as if it happened in any public place
- 911 would be called
- Trained staff would attend to the victim until the ambulance arrives

CODE RED

- The fire response acronym is **RACE**:
 - **Rescue** anyone in immediate danger if it is safe to do so
 - **Alarm**: Call 911
 - **Confine** the fire by closing doors & windows
 - **Extinguish** the fire only if safe to do so

CODE RED

- The Licensee/Manager will assign one person to meet the Fire Department
- Others will close all doors & windows
- Gather children, children's records, & the Emergency Kit including a cordless or cell phone
- Leave the building when instructed to do so
- Meet at the muster station – know where your station is

CODE RED

- The muster station for your work area is part of the Fire Plan & you need to ask where it is
- Fire drills are required to be conducted monthly &, if at work, you are expected to participate
- All drills & false alarms are logged

CODE WHITE

- There is zero tolerance for violence &/or aggression
- If you feel threatened call another staff member for support
- If the threat continues call, or have another staff member call, 911
- When a child is the subject of unusual or aggressive behaviour from any source it must be dealt with immediately

CODE WHITE

- Your facility will have specific policies around this topic & your responsibilities are to:
 - Know the policies
 - Report incidents to your Supervisor
 - Adhere to any specific action plan that is developed as a result of such behaviours

CODE YELLOW

- Report a missing child to your Licensee/ Manager immediately
- If asked to search either the interior or exterior of the facility, ensure your search is thorough

CODE YELLOW

Internal searches should include:

- Cupboards
- Washrooms
- Classrooms
- Kitchens
- Basements
- Closets
- Storage areas
- Rest areas
- Isolation rooms

CODE YELLOW

External searches should include:

- Play apparatus
- Storage areas
- Shrubbery
- Trees
- External buildings

CODE YELLOW

- If the child is found, they are returned & checked for injury or harm
- If not found, parents are notified as are the Police/RCMP
- If you have specific knowledge of clothing or distinguishing marks to identify the child, report that to your Supervisor

CODE BLACK

- Bomb threats are considered real & are to be taken seriously
- If you receive a bomb threat by telephone – listen carefully
- Turn to the Bomb Threat section of the Quick Reference Document
- Summon help using hand signals

CODE BLACK

- Show the person who comes to you the instructions:
 - Call 911 & ask For RCMP/Police & Fire
 - Explain the situation
 - Relay any advice given by RCMP/Police or Fire to the Licensee/Manager
- Turn to then next page & fill out the form

CODE BLACK

The form will cue you to listen for:

Gender

Language

Local/Long Distance

Accent

Facts about the bomb

Manner

Voice characteristics

Background noises

Speech

Fill it in to the best of your ability

CODE GREEN

- Preparation for Evacuation:
 - Shut off water, gas & electricity
 - Know the location of the alternate site for your facility or the nearest Municipal Emergency Social Services Reception Centre
 - Make arrangements for pets if applicable
 - Follow the instructions of authorities
 - Do not use the telephone except for life threatening emergencies

CODE GREEN

- When instructed to evacuate:
 - Determine a safe exit
 - Assign a person to act as exit monitor
 - Remove those in danger to behind a fire door if possible
 - If no fire doors exist, remove to the exterior of the building & go to the pre-determined muster area

CODE GREEN

- When instructed to evacuate (cont'd):
 - Once all children & staff are out, if & only if it is safe to do so, the exit monitor will do a search of the premises to ensure that everyone is out of the building & will lock the building taking with them the Records & Emergency Kit as they leave

CODE GREEN

- When instructed to evacuate (cont'd):
 - Complete the Child & Staff Post Evacuation Status Report Form
 - A copy of the form is in the QRD
 - Report anyone who is missing to the Licensee/Manager or delegate who will tell the First responder Authority in charge of the incident at the Command Centre. The Command Centre is identified by a green light on a vehicle

CODE GREEN

CHILD AND STAFF POST EVECATION STATUS REPORT FORM

- Date: _____ Time: _____
- Reason for Evacuation: _____
- _____
- Number of Children Attending: _____
- Number of Children Present at the muster station: _____
- Number of Staff working: _____
- Number of Staff present at the muster station: _____
- Other persons present: (Guests, parents, visitors): _____
- COMMENTS

CODE GREY

- In the unlikely event of noxious or toxic air being in the vicinity of the Facility, you will receive a notification to “Shelter-in-Place”
- You may receive the instruction to shelter via telephone call, media announcement or loud hailer

CODE GREY

When instructed to shelter take the following steps:

1. Immediately gather everyone indoors & remain there
2. Close & lock all windows & outside doors
3. Tape gaps around door frames
4. Extinguish indoor wood burning fireplaces & close flues

CODE GREY

Turn off appliances or equipment that either:

- Blow out air such as:
 - Bathroom & kitchen fans
 - Built in vacuum systems
- Sucks in outside air, such as:
 - Gas stoves
 - Fireplaces
 - Clothes dryers
 - Air conditioners

CODE GREY

- Turn down thermostats by about 5°C to minimize the on-time of furnaces
- Leave all inside doors open
- Avoid using the telephone except for emergencies so you can be contacted by authorities regarding the status of the event.
- Stay tuned to local radio & television for possible information updates

CODE GREY

- Even if you see people outside do not leave your premises & until informed by authorities
- After the air pollution & passed or been nullified you will receive an “All Clear” message. You may also receive instructions to:
 - Ventilate your facility by opening all doors & windows, turning on fans & turning up Thermostats
- Once the facility is completely ventilated, return all equipment to normal

CODE BROWN

- A Licensee must ensure that children do not have access to any object or substance that may be hazardous to the health or safety of a child
- The only Hazardous spill event, with the exceptions of blood & body fluids, therefore will be outside the facility.

CODE BROWN

- There would be two possible instructions given to a Facility Licensee/Manager or delegate for a hazardous spill event outside the facility:
 - Evacuate the premises in which case refer to **Code Green: Evacuation** & follow those instructions; or
 - Shelter-In-Place in which case refer to **Code Grey: Air Exclusion** & follow those instructions

CODE BROWN

There should be at least one Spill Kit on-site which includes:

- Garbage bags
- Masking tape
- Disposable non-latex gloves
- Paper towels
- Detergent
- Bleach or disinfectant
- Bucket
- Mops
- Cloths
- Brushes
- Plastic goggles

CODE BROWN

- The rule is to clean up the spill first & then sanitize
- Wear disposable gloves always. Wear other personal protective equipment if there is a danger of splashing
- In the event of spillage of blood or body fluids, there are guidelines in place & all staff are required to know these guidelines for cleaning & sanitizing

CODE BROWN

Body fluids include:

- Urine
- Faeces including diarrhoea
- Saliva
- Blood
- Vomit
- Discharge from the nose

CODE BROWN

GUIDELINES FOR HARD SURFACES:

1. Soak up & remove most of the spill using paper towels
2. Place the soaked paper towels directly into a plastic garbage bag
3. With mop or cleaning cloth, clean the soiled area with detergent & water to remove any visible dirt or body fluids
4. After cleaning, sanitize the area using a low level disinfectant – a mixture of one cup (250 ml) of household bleach (5% - 6% chlorine) in ten cups (2.5 litres) of water (1 part bleach to 10 parts water will do. In order to sanitize a surface, let the bleach solution stand for one minute before drying

CODE BROWN

GUIDELINES FOR HARD SURFACES(cont'd):

5. If you use a commercial disinfectant, follow the instructions on the label
6. Close the garbage bag, using masking tape to prevent it being opened & deposit in the regular garbage
7. Remove gloves & other protective equipment, deposit in regular garbage & wash your hands

CODE BROWN

GUIDELINES FOR CARPET & UPHOLSTERY:

1. Blot up the spill with paper towels
2. Place soiled paper towels directly into the plastic garbage bag
3. Apply a household detergent or disinfectant to cover the spot. Let this sit for thirty (30) minutes
4. Blot up the excess liquid with paper towels & dispose of them in the garbage bag as well

CODE BROWN

GUIDELINES FOR CARPET & UPHOLSTERY (cont'd):

5. Reapply detergent/disinfectant. Let dry overnight
6. Close the bag using masking tape to prevent it being opened & place in the regular garbage
7. Remove gloves & other protective equipment, deposit in regular garbage & wash your hands
8. Steam clean carpet & upholstery, if necessary. Replace heavily soiled carpets & upholstery, that cannot be effectively cleaned & sanitized

CODE BROWN

GUIDELINES TO CLEAN & SANITIZE CLEANING EQUIPMENT:

1. Wear disposable gloves or household rubber gloves that can be cleaned & sanitized
2. Wash mops, cloths, & brushes in hot soapy water & rinse. Ensure that all visible dirt is removed
3. Soak mops, cloths & brushes in a low level disinfectant solution for twenty (20) minutes. Sanitize the mop handle by cleaning & then wiping with a low level disinfectant
4. Clean & sanitize reusable personal protective equipment such as household rubber gloves or plastic goggles.
5. Clean & sanitize surface areas & sinks where you have cleaned equipment

CODE BROWN

PROTOCOL FOR A SPLASH OF BLOOD OR BODY FLUID:

Don't panic – The risk of acquiring a serious infection in a Child Care Centre is low

1. Rinse well with tap water for 10 – 15 minutes
2. If a child is splashed:
 - Contact the parents
 - Take the child to the nearest hospital/medical clinic
 - The Licensee/Manager or delegate ensures that the incident is reported to Licensing

“Splash” is defined as an incident where blood or body fluid comes in contact with lips, eyes mouth or an open sore/abrasion

CODE BROWN

PROTOCOL FOR A SPLASH OF BLOOD OR BODY FLUID (cont'd)

3. If a staff member is splashed:
 - Report to your Supervisor immediately.
 - If you cannot do this leave a message for the Supervisor.
 - Go immediately to the nearest hospital Emergency Department/medical clinic.
 - For follow-up counselling see your doctor
 - Complete WorkSafe BC reports

CODE ORANGE

- First indications of an earthquake:
 - Low or loud rumbling noise
 - A sudden violent jolt
 - A shaking or moving of objects
 - Any combination of the above

CODE ORANGE

Immediately:

- Protect yourself
 - **DUCK** – underneath cover
 - **COVER** – the nape of your neck
 - **HOLD** – on to whatever you take cover under
 - If you cannot get under cover, drop to your knees at the base of an inside wall, away from windows or items that may fall, protect your head & face
 - Count aloud while the shaking continues

CODE ORANGE

- You will not have time to help anyone else until the shaking stops
- Protecting yourself is acceptable as we need you & your skills to help us deal with the aftermath
- You can provide verbal directions to others

CODE ORANGE

- If you are outside, stay outside:
 - Move away from the building & power lines
 - Avoid overhanging structures
 - Fall to your knees & protect your head & neck
 - Remain in your location until the shaking stops

CODE ORANGE

- When the shaking stops:
 - Stay where you are & count to 60
 - Check first to see if you are injured
 - Check others around you for injury

CODE ORANGE

- If you are in a public building, stay where you are
- Do not use the stairwells
- Do not use the elevators
- Stay in the centre of the building & stay away from glass & wall hangings

CODE ORANGE

- After the shaking stops:
 - Account for everyone
 - Check for anyone who is trapped
 - Calm the children
 - Check for hazards:
 - Fire
 - Glass, spilled liquids or chemicals
 - Check telephones & replace receivers
 - Electrical wires

CODE ORANGE

- If assigned, undertake a Building Damage Assessment
- The checklist for this assessment is in the Quick Reference Document

PANDEMIC INFLUENZA

- Seasonal Influenza
 - Occurs annually
 - Symptoms: fever, headache, stuffy nose, aches & pains, sneezing, sore throat & cough
- Pandemic Influenza
 - Occurred 3 times in the 20th century
 - Symptoms: fever, headache, stuffy nose, aches & pains, sneezing, sore throat & cough
 - These are more severe & the virus affects those not normally affected

PANDEMIC INFLUENZA

- Seasonal Influenza
 - Spread by droplets
 - Present November to April then disappears
 - 10% of the population will become ill
 - Most who contract it will get sick, but will recover in a couple of weeks
- Pandemic Influenza
 - Spread by droplets
 - 2 to 3 waves months apart with each wave lasting 6 – 8 weeks
 - 35% will become ill over the course
 - Half contracting will get sick, most will recover but over a long time

PANDEMIC INFLUENZA

- Seasonal Influenza
 - Hardest on those with weakened Immune Systems
 - Hundreds die annually
 - Annual flu shot offers protection
- Pandemic Influenza
 - Any age will become seriously ill & those with weak Immune systems will be high risk
 - Thousands will die
 - A vaccine will be developed but will take 4 – 6 months
 - Annual flu shots offer some protection

PANDEMIC INFLUENZA

- Seasonal Influenza
 - A pneumonia shot will protect against secondary infections
 - Antiviral drugs available
- Pandemic Influenza
 - A pneumonia shot will protect against secondary infections
 - Antiviral drugs available

PANDEMIC INFLUENZA

- Influenza is spread from person to person through droplets produced by coughing or sneezing
- Droplets can travel up to three feet
- They can be inhaled by others
- They can land on surfaces

PANDEMIC INFLUENZA

- If a person touches an object or a surface contaminated by droplets & then touches their eyes, mouth or nose, without first washing their hands, they can catch the flu
- The time from exposure to becoming ill is 1 – 3 days
- The virus can live on hard surfaces for 48 hours
- The virus can live on your hands for 5 minutes

PANDEMIC INFLUENZA

- We cannot always tell when someone has an infection as they may not appear to be sick
- If infected, they can pass the germ to others
- For this reason we need always to use routine infection control practices

PANDEMIC INFLUENZA

- These routine practices are:
 - Washing hands
 - Use disposable gloves when handling blood, body fluids, cleaning cuts & scrapes, & changing diapers
 - Cover you mouth & nose with a tissue when you cough or sneeze
 - Clean & sanitize diaper changing areas between uses

PANDEMIC INFLUENZA

- Keep toilets visibly clean
- Do not share personal items such as hairbrushes, toothbrushes, towels, facecloths, sippy cups or hats
- Wash laundry using detergent & warm water
- Follow the Guidelines for cleaning toys found in the Quick Reference Document

PANDEMIC INFLUENZA

- During disease outbreaks follow the guidance provided by public health to the Licensee about additional steps to take to control the spread of disease
- Separate sick children from well children. Ask your Manager where this area is in your facility
- Clean & sanitize according the the guidelines outlined earlier in this presentation

PANDEMIC INFLUENZA

- One staff member should be assigned to meet & greet children
 - If the child has obvious symptoms of a cold or influenza, the parent is asked to take the child to alternate care
 - Ask if the child has had an elevated fever overnight or over the weekend. If so the parent is asked to take the child to alternate care

PANDEMIC INFLUENZA

- If a child becomes ill while in care:
 - The child is segregated within the facility
 - Parents are called & asked to remove their child, or asked to have a designated alternate come & collect the child
 - Any toys or other items that the child has been using need to be removed, cleaned & sanitized as soon as possible

PANDEMIC INFLUENZA

- In the event of a Pandemic striking & causing deaths, the Licensee will contact the local authorities for referral to a local professional trained in Grief Counseling for staff, children & their families

PANDEMIC INFLUENZA

- An Appendix to this plan is the Vancouver Coastal Health's publication: "Look after yourself" it can be found at:
www.vch.ca/pandemic/docs/Look_after_yourself
- It is recommended to you as an excellent resource for you & your family

BOIL WATER NOTIFICATION

- Is your facility a user of public water or well water?
- If you use public water & a “Boil Water Notification” is issued, there are a number of steps that will need to be taken within your facility

BOIL WATER NOTIFICATION

1. Use only bottled water for drinking.
2. Use paper plates & plastic utensils for food preparation & consumption
3. Use a waterless disinfectant for hand washing
4. Ensure that the water supply to sinks, drinking fountains & outside water sources (taps & hoses) are turned off
5. Post pre-prepared signage indicating the Boil Water Notification is in effect

BOIL WATER NOTIFICATION

- Facilities should have a supply of iodine tablets for the purpose of disinfecting water
- Water may also be purified by bringing it to a rapid boil for 5 minutes. Due to its chemical content, swimming pool or spa water should not be used as a primary source of drinking water

POWER FAILURES

- BC Hydro has provided a checklist for your Licensee/Manager to complete before an outage
- You need to be aware of the following:
 - Shutdown procedures for air conditioning or refrigeration equipment, alarm systems & any other critical equipment or systems
 - Know the procedure for reporting an outage & the facility BC Hydro account number or its **Site Location Identification (SLID)** (in the QRD)
 - Do not use candles, only flashlights

POWER FAILURES

You need to be aware of the following
(cont'd):

- Know the emergency plan for any child who relies on special medical equipment
- Use protective gloves & goggles to switch breakers back on when power is restored.
- Location of protective equipment & procedure for actions after the power returns should be in the facility QRD

GAS FAILURES

- **WHAT DOES GAS SMELL LIKE?**
 - Rotten eggs: a bad smell for a good reason
- In case of a leak, we want you to be able to detect & identify it

GAS FAILURES

- If you smell gas or hear the flow of escaping gas, follow these steps immediately:
 - Don't smoke, light matches, operate electrical switches, use either cell or telephones, or create any other source of ignition
 - Leave the building immediately; leaving the door open & any windows that may already be open
 - Turn your gas off at the meter, if you know how

GAS INTERRUPTIONS

- Get to a nearby phone & call the Terasen Gas 24-hour Emergency Line at:
 - **1-800-663-9911**, or
 - Call **911**, or
 - Call the fire department emergency number

RISK ASSESSMENT

- A Risk Vulnerability Hazard Assessment has been conducted for Vancouver Island
- This ensures that we plan only for those events that may have an impact on us which is All Hazard Planning
- An analysis has been conducted for your facility in Section 1.9 – Business Continuity Plan

VANCOUVER ISLAND HAZARDS INCLUDE:

- Forest Fires
- Severe weather
- Utility Outages
- Hazardous materials spills
- Earthquake
- Tsunami (northern tip & west coast of VI)
- Transportation Accidents
- Dam failures
- Floods
- Terrorism
- Chemical, Biological, Radiological, Nuclear & Explosive (CBRNE)

VANCOUVER ISLAND HAZARDS INCLUDE:

- Pandemic Influenza or other pandemic diseases
- Epidemics – localized outbreaks of a disease such as mumps, smallpox, polio
- Water contamination
- Supply chain interruptions
- Civil unrest
- Surge capacity – specific to acute care hospitals needing to deal with a large number (a “surge”) of patients

PERSONAL PROTECTIVE PROCEDURES

- Hand washing is the best way to prevent infection:
 - Liquid soap, water & disposable towels should be available
 - Get your disposable towel ready before washing hands
 - Use plain soap – antibacterial soaps & cleaners lead to antibiotic resistance
 - When washing your hands, clean for at least 20 seconds – (sing Twinkle Twinkle Little Star or Happy Birthday as an estimate of the necessary time) – then rinse well

PERSONAL PROTECTIVE PROCEDURES

Hand washing (cont'd):

- Use disposable towels to dry hands
- Use the disposable towel to turn off the taps
- Keep the towel to use to open the bathroom door
- Then throw the towel into the garbage
- “No touch” garbage cans are preferable
- Alcohol based sanitizer can be used if soap & water are not available
- Use enough sanitizer to keep hands wet for 20 – 30 seconds

PERSONAL PROTECTIVE PROCEDURES

- Coughing & Sneezing:
 - Always cover your mouth & nose with a tissue when you cough or sneeze
 - Throw the used tissue into a garbage can
 - Wash your hands using either soap & water or a sanitizer
 - If you do not have a tissue, cough or sneeze into you sleeve at the elbow
 - Keep hands away from your eyes & nose

PERSONAL PROTECTIVE PROCEDURES

- Annual Flu Shot
 - Take advantage of having an annual vaccination
 - The vaccine causes your body's immune system to become active producing antibodies to fight the infection

PERSONAL PROTECTIVE PROCEDURES

- Other steps to think about:
 - Eat nutritious food
 - Get plenty of sleep
 - Exercise moderately
 - Don't smoke & don't let others smoke in your home or car
 - Stay home if you are sick – don't share your germs

PERSONAL PREPAREDNESS

- You may be on your own for some time after a disaster especially an earthquake:
 - Be prepared for 5 – 7 days of self sufficiency
 - Plan as a family, & where possible, plan with your neighbourhood
 - Information on accessing tools to assist in planning are provided at the end of this presentation

PERSONAL PREPAREDNESS

- Your family plan should include an out of province contact who will act as a “clearing house” for information about your family members
- Prepare your home to survive an earthquake

PERSONAL PREPAREDNESS

- If you drive more than 10 minutes to work, you should keep a “Grab & Go Bag” in your trunk
 - The bag has sufficient food & water for you for 3 days
 - A Flashlight
 - Battery operated radio

PERSONAL PREPAREDNESS

“Grab & Go Bag” (cont’d)

- Gloves
- Medications
- Prescription glasses
- Family photograph (for re-unification)

PERSONAL PREPAREDNESS

- Tools to assist:
 - Individual & Neighbourhood All Hazard Emergency Preparedness Planning Workbook available at: www.pep.ca
 - 52 Weeks to Emergency Preparedness
 - Your Licensee/Manager can provide you with a copy