



# **ENHANCED SAFETY PLAN**

FACILITY NUMBER: 1043

LOCATION ADDRESS: 367 Hampton Street, Winnipeg MB, R3J 1P7

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## FACILITY OVERVIEW

Discovery Children’s Centre Inc.

*(name of facility)*

367 Hampton Street, Winnipeg MB, R3J 1P7

*(location address of facility)*

Date Developed: March 8, 2010      Last Revised: June 18,2014      Last Reviewed: Feb 20, 2014

Reviewed and Approved by:

Fire authority    Child Care Coordinator    Board of Directors

Copies provided to:

All Director, Community Program Leaders (those using our space)

Child care coordinator

Posted in staff communication area room in Centre for easy reference by staff and authorities

A copy to be kept at the homes of both Directors.

### **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 “Alternate 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 Executive Director or Director of Programs and Operations (D.P.O.) 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.

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

- Children:

Licensed for maximum of 170 spaces aged 12 weeks to 12 years including:

- 8 children aged 12 weeks to 2 years
- 70 children aged 2 to 6 years
- 60 children aged 6 to 12 years
- 32 Extended hour spaces for children aged 2 to 12 years
- 18 Enhanced Nursery School children (36 half day spaces)

- Staffing

See attached (schedule 1) list of staff and their contact information which includes 2 Executive Directors, 7 Unit Leaders, full-time, part-time, and substitute staff.

As of April 2010 we also have a part time Speech Language Pathologist on contract from the School Division. See phone tree for contact information.

As of April 2010 we also have a community group running a “Great Expectation” program on Tuesday mornings in room #11. See phone tree for contact information.

- Building personnel

Our building is owned by the St. James-Assiniboia School Division. The Division maintains all necessary safety checks and maintenance regarding the buildings heating system (boiler including annual inspection), electrical systems, building alarm systems, and monitored fire protections systems (fire extinguishers, emergency lighting, fire hose – including monthly tests of fire alarm system and annual inspection of fire extinguishers). Records of these inspections are kept in a binder on the wooden desk in the boiler room.

See schedule “16” and “17” for regular and emergency list of contact numbers for the School Division personnel.

## **Building Description**

The building size is 26,763 square foot (Discovery 17,133) of space in the two wings of the building. Both wings have a brick exterior. Interior walls in the Annex which is a single level wing (north wing 1954) are wood and plaster. The interior walls in the south wing (1961) which is a 2 level wing are cinder block.

The majority of the building is A2 fire rated.

Areas rated B2 include Discovery’s Infant Toddler room, the Infant space of Horizon’s Centre, the main floor space below it, and the East stairwell of the South Wing are also rated as B2.

The building is shared by two tenants, Discovery Centre and Horizon’s Children’s Centre. Discovery occupies the entire main floor with the exception of the equal sharing of the gymnasium with Horizon’s. Horizon’s occupies the entire second level.

The entire structure is serviced by a crawl space. The space is divided into three sections with access hatches in the Mechanical room in North Wing, in Link (which connects the two wings), and in the Boiler room of the South Wing.

## DISCOVERY CENTRE – ENHANCED SAFETY PLAN

- **Spaces Used by Discovery Centre & Horizon’s**

Discovery occupies the entire main floor (which includes classrooms # 1 – 12). The gymnasium and other shared services between the two centres are as per agreement listed in schedule “2” attached. Horizon’s occupies the entire second level.

The exterior play space is shared with Horizon’s. Discovery has exclusive use of the front yard (L shaped) that is West and North of the North Wing. Discovery also restricts Horizon’s from use of the Adventure Playground (East of South Wing) and the Infant Toddler outdoors space (by front entrance) during times that the children of Discovery are present unless permission is granted by the Executive Director or Director of Programs & Operations. The Nature area west of the South Wing is shared with Horizons. Horizons uses South half we use the North half. If we choose to use Horizon’s space south of building we need to get permission from their Director.
- **Exits**

All exits are available to Discovery. See exit routes on maps in each room for exit closest to you.
- **Heating, Ventilation and Air Conditioning**
  - Heating is provided by a boiler which is located in the Boiler room (main floor N.E. corner) in the South Wing. A bell will sound in the boiler room to alert tenants when the boiler has shut down due to problems. During the coldest months this is also monitored by AAA Alarms but not during the spring and fall months.
  - Ventilation is provided by two separate air handling systems.
    - The main system in the North Wing is located in the Mechanical room and obtains it fresh air from the roof of the same wing.

A separate system is used to ventilate the staff, main children’s bathroom and Workshop, and it exhausts air from the building and runs off a separate breaker.
    - The main system in the South Wing is located in the Mechanical room next to the boiler room in the South Wing. It obtains fresh air from the Courtyard area (North wall of South Wing, on East side of the link. Fresh air is also brought into each classroom through vents that are behind the air handling units in each classroom (# 9 – 12), as well as each classroom upstairs.
  - Air Conditioning is generally provided by individual window units in each classroom. There is one roof top system that provides cooling from Kitchen, Executive Directors Office and main Office space in North Wing. This system also brings in fresh air from outside.

### **Fire Safety Equipment and Locations**

- **Fire Alarm System:**

The system is a single stage system (which is either ringing for whole building or not at all) and includes local signal (buzzers) and a signal sent directly to our monitoring company who sends it on to the fire department. The system is also monitored for power loss or any trouble indicated by the system.
- **Fire Alarm System Control panel:**

Located in main electrical room in South Wing which can be found (see schedule “4” for a visual) by going through the staff (mini) kitchen into and through the staff locker room and into the Electrical Room which only the Directors (of both Centres as per Division request) have access to. The staff (mini) kitchen is located straight South of the main doors of 367 Hampton (middle of building on West Side) and immediately on the East (Left) side of the hall way upon entering the South Wing.

This system is monitored by Protelec Alarms on a 24/7 basis.

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- Fire Alarm Pull Stations located:  
See schedule “3” for details on locations of 9 pull stations on main floor.
- Fire Department Connection:  
The connection is found outside in our Infant Toddler playground at the North West corner of the South wing (Schedule “4”).

**WARNING - This system only pressurizes the sprinkler system for the South wing and in no way services the North Wing.**

- Smoke Alarms:  
There are twenty four (24) battery operated smoke alarms. See attached list (schedule “5”) for locations. There are two (2) hard wired smoke alarms. See attached schedule “5” for locations.
- Heat Detectors:  
There are six (7) hard wired heat detectors. See attached schedule “6” for locations.
- Portable fire extinguishers:  
There are eleven (11) fire extinguishers. See attached schedule “7” for locations and adjoining page for type.
- Fire Hose:  
There is one (1) fire hose. See attached schedule “7” for locations.

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

Shut-off instructions are posted by each utility (indicate locations)

- Water main:  
There are two valves for two separate systems. Shut off valves are in (see schedule 8) the Mechanical rooms in North Wing and Boiler room (North East corner) in South Wing. Each wing has its own water supply from the street. The North Wing is serviced from Silver Avenue and the South Wing is serviced from Hampton Street.

Fire sprinkler systems for the B2 fire rated areas have shut off valves. Discovery’s turn off is in the cabinet to the left immediately upon entering the Infant Toddler room (room #7). Instructions are in cabinet on how to turn off the water supply. The shut offs for the Horizon’s or South wing multi zone system are in the boiler room in the North East corner of the room. This would only be done if a sprinkler head was damaged and the program wanted to restrict water damage until the head could be fixed.

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- **Main natural gas:**  
There is one shut off valve in the Boiler room on South wall near South East Corner about 5 feet off the ground. See attached schedule “9” for locations. A pipe wrench is attached to the valve shut off mechanism. There is no gas service in the North Wing.
- **Boiler:**  
The shut off breaker for the Boiler is located in the Electrical room in the South Wing. See schedule “10” for location.
- **Water heaters:**  
There are two (2) electrical tanks in the North Wing and breakers are located in the Mechanical room in the North Wing. The water valves affecting these heaters are located on water pipes just above the hot water tank. There is one gas hot water tank in the South Wing.
- **Electrical Panels:**  
The main switches/breakers for the electrical service are located in the Mechanical room in the North Wing and the Electrical room in the South Wing. See attached schedule “10” for their locations. Key holders to these two spaces are controlled by the Landlord and at present are restricted to the three (3) Child Care Directors plus School Division staff.

Secondary or Sub panels are located in various locations in the building. Secondary panels can be found in locations indicated on the attached schedule “10”.

The following are identified on the electrical panel:

- furnace
- air conditioners
- water heater
- clothes dryer
- exhaust fans in kitchens, bathrooms, gym, crawl space

### **Telephone System**

Discovery & Horizons share the telephone system. The system box is located in the Mechanical room under the window. System was installed and is serviced by Telexperts.

### **Door Security system**

Discovery and Horizon’s share an electronic system that controls six (6) entries into the building. It is controlled by software that is housed in a separate computer in Discovery Centre’s office. At present this system allows for entry by electronic key fobs and by visitors through an intercom and buzzer system. The intercom and buzzer system operates through the telephone system.

There is also an emergency “lock down” button that is located on the hook under the reception serving counter near right hand side) so that the building will be secured. See schedule “18” for location assistance. The system boxes are in the boiler room behind the door. The system was installed and is serviced by BIL Security.

## **EMERGENCY FLOOR PLAN**

See schedule “11” for emergency floor plan that includes all emergency exits and rooms that are used for napping. This floor plan is also kept in each unit’s clip boards.

## **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

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
- any unforeseen circumstances as deemed necessary by the Executive Director (or DPO)

## **In Case of Fire**

**Staff shall follow fire evacuation procedures attached (schedule “12”) which includes:**

1. Pull fire alarm buzzer/horn.
2. Evacuate all children, staff and visitors from building.
3. Consider using a fire extinguisher if you believe you can safely put out the fire.
4. Close all doors and switch on lights upon leaving classroom.
5. Flex room to call 911 on cell phone unless otherwise notified. This is done to ensure that the monitoring company has given the correct address to the 911 operator.
6. Notify Executive Director (or D.P.O.).
7. Follow procedures regarding re-entry or travel to alternate shelter.



## **Upon Hearing Fire Alarm**

**All children, staff and visitors shall follow Fire Evacuation procedures (schedule “12” attached) which include:**

1. Stop all activities immediately
2. Evacuate (exit building completely unless otherwise advised by Executive Director or DPO) the building without stopping at lockers for clothing.
3. Meet in the assembly area outside of the Centre *(If exiting through the front playground exit this will be at or near the sun shelter located at North West corner of playground. If existing to the East of the building towards the back lane this will be across the back lane on the back parking area of the neighbour near the corner. If exiting from the South exits of the South Wing this will be by the chain link fence gate at Hampton St. (Horizons’ gate). See attached schedule “13” for locations.*

**Unit Leaders shall also ensure that all items listed on evacuation sheet have been completed (see schedule “14” attached)**

**Executive Director (or D.P.O.) shall:**

1. Retrieve the Enhanced Safety Plan binder and bring it outside with them.
2. Ensure fire department is aware of the situation.
3. Review attendance record received from staff. Confirm that all children, staff and visitors are accounted for.
4. Advise the fire department of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
5. Take direction from fire department.
6. Direct staff to return inside or proceed to designated “Alternate Place of Shelter” upon direction from fire department.
7. If staff and children proceed to designated “Alternate Place of Shelter” before fire department arrives:
  - If possible, assign a staff member to remain at main entrance to advise fire department.
  - Call 911 to inform of evacuation status.
8. Post the name, location and contact number of the designated “Alternate Place of Shelter” on the outside door. See schedule “15” which has been prepared and will be in entry area for posting if needed.
9. Prepare a written statement to relay to parents by telephone, e-mail or text to let them know the children are safe, where to pick them up and whether they need to come early.
10. Assign specific staff to contact parents with prepared statement using the Centre’s cell phone and office phone in designated “Alternate Place of Shelter”.

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11. Record an outgoing message on the Centre's voice mail system.
12. Contact staff on outings to return to designated "Alternate Place of Shelter", not the Centre.
13. Contact schools/transportation services and advise that the children shall not be transported to the Centre. Make necessary arrangements for children's care. See Emergency Number list, schedule "16" and "17".
14. Be available to discuss event with parents when they pick up children.

### **After the event, the Executive Director (or D.P.O.) shall:**

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 the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

### **Suspicion of Gas Leak**

#### **IMPORTANT - DO NOT pull fire alarm**

#### **Staff Shall:**

1. Verbally notify the Executive Director (or D.P.O.) immediately.
2. Follow direction from Unit Leaders to evacuate all children, staff and visitors from building.

#### **Executive Director (or D.P.O.) Shall:**

1. Verbally notify staff to evacuate the building.
2. Direct Unit Leaders to lead Evacuation Procedures.
3. Call 911 for fire department and state nature of emergency and address.
4. Assign staff to verbally notify other occupants of the building.
5. If it seems safe, retrieve the pipe wrench from the workshop and go to the Main natural gas shut off valve located outside (and to the South of) the front door and turn the gas off.

## ALTERNATE PLACE OF SHELTER

Stevenson - Britannia School Gym (across Silver Avenue)

1777 Silver Avenue

832-1359

Jane Couch – Principal

On normal School days (from 7:00 am – 11:00 pm) the building will be accessed through the unlocked front door.

If building is locked up the key to access the “Alternate Place of Shelter” is kept in the clipboard of the Flex program. It will unlock the East Front doors (where the Kindergarten children enter the school) and grant us access to the stair well.

If we proceed past the stair well doors the School alarm will be activated and the security company will come to check out the site.

## 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 practice drills are documented on the Evacuation and Shelter-in-Place Drill Record (schedule “14”) and maintained on file for at least two years. 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**

The following will be used to guide our evacuation drills:

- Minimum of one evacuation drill per month
- 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 our designated “Alternate Place of Shelter” at least once a year
- Evacuation under the supervision of the Fire Department at least once a year

### **Shelter-in-Place Drills**

A minimum of one shelter-in-place drill every year

There are 4 types of procedures and code language for shelter-in-place:

1. “Mr. Blatz please come to room 13 – situation inside”
  - Children gathered in way to be least visible from interior windows and doors
2. “Mr. Blatz please come to room 13 – situation outside”
  - Children gathered in way to be least visible from exterior windows and doors
3. “Mr. Blatz please come to room 13 – hallway”
  - Used during a tornado warning, and children gather in hallway of South Wing.
4. Shelter-in-place for a chemical spill.
  - Children gathered in a safe place away from effects of the spill.

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

Staff shall be aware of how their children were impacted by an evacuation or drills. Parents Shall be notified of these, by posting on the white board and staff Shall be prepared to discuss the drill with each family at departure time, particularly if their child found it interesting or upsetting.

Shelter-in-Place drills will be carefully considered and will only be held with children are present when deemed absolutely necessary. If it is deemed necessary, parents will be notified, by posting on parent communication boards (white boards) that such an event has occurred.

**Closure of Centre for portion of day**

**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
- any unforeseen circumstances as deemed necessary by the Executive Director (or DPO)

**Executive Director (or D.P.O.) Shall:**

1. Contact parents advising them to pick up their children early at the Centre or at designated “Alternate 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 with the name, location and phone number for the designated “Alternate Place of Shelter”. See schedule “15” for example.
4. Advise all staff not there at the time.
5. Deactivate the door security system by pressing the emergency lockdown button (schedule 18) so that no one has unauthorized access to the building after it is vacated. Tell the building’s other occupants and the custodian from Stevenson- Britannia School about the situation.
6. Inform schools/transportation services used by school-age or kindergarten children. See Emergency Number on schedule “16”.

**Closure of Centre for the full day**

**Executive Director (or D.P.O.) Shall:**

1. Notify families by contacting CJOB 680 (786-2471) to make a community services announcement as per our policy. Board and staff will be notified as soon as possible using the Emergency Phone Tree (see schedule “1” attached).
2. If possible ensure that the computer controlled door entry system is set to recognize the day as a closure day, or use emergency lock down button in Office (located on hook under reception serving counter near right hand side) so that the building will be secured. See schedule “18” for location assistance.
3. Record an outgoing message on the Centre’s voice mail system, if possible, see schedule “31” for instructions.
4. Post a note on the outside door, if possible.

5. Tell the building's other occupants and the custodian from Stevenson- Britannia School.
6. Inform schools/transportation services used by School-age or Kindergarten children. See Emergency Number on schedule "16".

### **Additional steps to prepare for closure due to flooding or forest fire**

#### **Executive Director (or D.P.O.) Shall:**

1. Make sure signs showing the locations of utility shut-offs and instructions are posted. Periodically review with designated alternate.
2. Time permitting, ask landlord for permission to turn off the boiler, main power switch and the main gas valve.
3. Take important documents such as child and staff information and financial records, time permitting.

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

#### **Executive Director (or D.P.O.) shall in consultation with the Landlord:**

1. Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the Centre.
2. Schedule the cleaning, service, and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc. by certified technicians.
3. Make arrangements to have all wiring inspected by a qualified electrician before turning power on.
4. Make arrangements for the natural gas to be turned on by a qualified professional.
5. Schedule appropriate cleaning for all flooded areas.
6. Contact parents with an expected reopening date.

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

#### **Executive Director (or D.P.O.) Shall:**

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 the Regional Health Authority 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.

## **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 Executive Director or custodian for review by the fire inspector. All staff will know the location of the Safety Binder 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. Some detailed reports are kept in each Unit with the summary documents housed in the Safety Binder in Staff Communication Room. See schedule “19” for location.
- Fire protection systems annual inspection report by a qualified technician. Found in binder on wooden desk in Boiler Room. See schedule “19” for location.
- Heating system annual inspection report by a qualified heating contractor. Letter referencing this is found in binder on wooden desk in Boiler room and certificate is hanging on East wall of Boiler room. See schedule “19” for location.
- Fire extinguishers annual inspection report by a certified agency. Found on fire extinguishers and in binder on wooden desk in Boiler Room. See schedule “19” for location.
- Evacuation and shelter-in-place practice drill record. Found in “Safety Binder” in staff communication room. See schedule “19” for location.

### **Daily Inspections and Maintenance**

These following items have been integrated into our Daily Safety Checklists (see schedule “20A & 20B”) to document the checks required on a daily basis. These will be carried out by staff assigned to these tasks by the D.P.O.

1. Exit signs are lit.
2. Corridors, stairs and exits are unobstructed and properly lit.
3. Exits and exterior fire escapes are free of snow and ice. There is a minimum of three meters (about 10 feet) cleared of snow outside of exit. There is a cleared path so that everyone can move further away from the building.
4. Electrical appliances are unplugged when not in use (toaster, coffee maker, etc.)
5. Lint traps in laundry equipment are cleaned after each use.

## **Monthly Inspections and Maintenance**

These following items have been integrated into our Monthly Safety Checklists (see schedule 21A & 21B) to document the checks required on a monthly basis.

1. Exit doors are readily opened from the inside without the use of keys or other locking devices.
2. Fire department access is unobstructed. Exterior fire department connection (see schedule “4” for location) is easy to see and unobstructed. For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow or other obstructions to access routes, fire hydrant and fire department connections.
3. All fire extinguishers are checked to make sure they are:
  - hung in required locations
  - labelled with P.A.S.S. method of use instructions.
  - ready for use
  - tagged
  - properly charged (arrow in green zone)
  - Monthly check documented on tag by custodian and on practise drill record by Centre staff.
5. Battery operated smoke alarms are checked to ensure proper function (documented).
6. Storage area checked to make sure:
  - Combustible materials have not built up in basements, storage rooms, service rooms or stairwells
  - Combustible materials are not stored next to water heaters and heating equipment
  - Propane cylinders are not stored inside building
  - There is at least 18 inches clearance between storage and sprinkler heads
7. Inspection documentation maintained for review by fire inspector for:
  - Fire hose cabinet inspection
  - Emergency lights inspection to make sure they work if the power fails
8. Evacuation procedures and floor plans are prominently posted in each room.
9. All electrical outlets have covers in place.



## **Annual Inspections and Maintenance**

These following items have been integrated into our Annual Safety Checklists (see schedule 22A & 22B) to document the checks required on an annual basis.

Inspection documentation maintained for review by fire inspector for the following:

1. Fire extinguishers are inspected by certified agency (also documented on tag).
2. Batteries for smoke alarms are replaced annually in Dec / Jan (documented on batteries and checklist).
3. Heating system is inspected by qualified heating contractor.
4. Fire protection systems are inspected annual by a certified technician:
  - emergency lighting
  - fire alarm system
  - sprinkler system
  - standpipes
  - fire hose

## WEATHER-RELATED EMERGENCIES

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

- winter storms
- flooding
- forest fires
- tornadoes
- severe thunderstorms

### Preparation

**To prepare to care for children outside of regular Centre hours or during a utility failure, the Executive Director (or D.P.O.) will ensure that:**

1. Flashlights and battery operated lights with fresh batteries are available in the office for all areas of the Centre
2. Fresh batteries are available for the weather radio.
3. Signs indicating locations of utility shut-offs and instructions are posted and reviewed periodically with designated alternate

## Winter Storm, Flood and Forest Fire Procedures

**Executive Director (or D.P.O.) Shall:**

1. Monitor appropriate source listed below when there is potential for severe weather, flooding or forest fires:
  - o Environment Canada for weather watches and warnings on weather radio or local media
  - o Manitoba Water Stewardship's Hydrologic Forecast Centre website ([manitoba.ca/waterstewardship/floodinfo](http://manitoba.ca/waterstewardship/floodinfo)) and local media during the spring runoff period and during other high water advisories for the area
  - o 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. Notify staff in playground to bring children inside in the event of a severe weather "warning".

3. In the event of a severe weather warning, notify any groups on outings to return or take indoor shelter immediately.
4. Reschedule outdoor play and all outings away from the Centre.
5. 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. Executive Director and the Board President will consult 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. Executive Director and the Board President will consult on the need for an emergency closure based on the information available from emergency response officials.
2. Executive Director (or D.P.O.) will:
  - advise parents 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**

**Executive Director (or D.P.O.) Shall:**

1. Monitor the situation using information from Environment Canada on the weather radio.
2. Make decision to enact Shelter-in-Place Procedures.
3. In the event of a tornado:
  - Direct the Unit Leaders to lead “Shelter-in-Place Hallway” procedures.
  - Notify staff in playground to return indoors immediately.
  - Notify staff on outings away from Centre to immediately seek the closest indoor shelter. Remind them to call back with their location.
  - Notify schools/transportation services that the children Shall not be transported to the Centre and that staff cannot leave to pick them up. Make arrangements for the children’s care.

## DISCOVERY CENTRE – ENHANCED SAFETY PLAN

- Bring the weather radio operating on battery back-up, fieldtrip clipboard and cell phone to protective space to monitor when it is safe to leave the protective spaces.

### **Unit Leaders Shall:**

1. Remind staff not to use electrical equipment and avoid using the land line telephone.
2. Direct staff to ensure all windows are closed.
3. Make sure flashlights and battery operated weather radio with fresh batteries are available in all areas of the Centre.
4. Unplug all electrical appliances such as microwaves, radios and toasters.
5. In the event of a tornado:
  - Direct staff and children to gather in the protective spaces (in hallway (starting in East section and South Wing – see schedule “18” for details).
  - Assign specific staff to:
  - Bring the emergency backpack into the protective spaces (including the first aid kit, child information records, staff emergency information, contact information for others in building and schools/transportation services)
  - Take attendance to make sure all children and staff are accounted for
  - Help children who require additional assistance
  - Take 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
  - Advise Executive Director (or D.P.O.) of the status of Shelter-in-Place Procedures.

### **Staff Shall:**

1. Immediately contact the Executive Director (or D.P.O.) if aware of a severe thunderstorm or tornado warning/sighting in the area. This could be due to hearing the weather radio alarm sounding or through other sources.
2. Follow directions from Unit Leaders.
3. Immediately bring children to an indoor shelter if you spot lightning in the sky
4. Guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.

### **After the event, Executive Director (or D.P.O.) Shall:**

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 the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## 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 Executive Director (or Executive D.P.O.) Shall:**

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 and in the Enhanced Safety Plan binder located in the Staff Communication room while considering the importance of confidentiality.
5. Make sure there are processes to monitor when a child's URIS plan or Epi-pen 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 (see schedule "25" for attached page 13 of – Pandemic Policy)

## DISCOVERY CENTRE – ENHANCED SAFETY PLAN

- At least one staff will be trained in safe food handling practices and will direct all kitchen staff as to the necessary precautions to be taken.
- Disposable gloves are worn any time staff's hands may come in direct contact with blood (or body fluids containing blood).
- Staff monitor children's health and ask parents about unusual symptoms observed in children (diarrhea, vomiting, abdominal pain, etc.) as per pandemic policy (see schedule "25" attached).
- Staff encourages parents to inform the Centre of diagnosed illness after a visit to the doctor
- Staff document symptoms, diagnosed illnesses or absences (for both staff and children) due to illness in the Pandemic Plan & Sick Log binder in staff communication room.

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

#### **Executive Director (or D.P.O.) Shall:**

1. Contact the public health nurse (see guidelines for contact below) for requirements for specific illnesses. Be sure to ask about any special precautions for non-immunized children or pregnant staff/family members.
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. Review the following procedures with all staff 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
6. Notify parents of illnesses present in the Centre and the symptoms to look for in their child.
7. Share resources and information with parents.
8. Advise staff of requirements from public health or other authorities and make sure requirements are followed.

**Staff Shall:**

1. Review proper hand washing procedures with the children.
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 sick log.

**Parents Shall:**

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 influenza 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

### **Notification to Parents and Staff**

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

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

#### **Executive Director (or D.P.O.) Shall:**

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. Advise all staff of recommendations from Manitoba Health, Health Canada, the Food Inspection Agency, the public health inspector or the child care coordinator. Make sure staff follows recommendations.



## **Serious Injury of a Child**

### **Executive Director (or D.P.O.) Shall:**

1. Help make the decision to provide first aid at the Centre or call an ambulance. In the case of a suspected serious back or neck injury do not pick up or move the child unless danger to further injury exists. Instruct child to remain still. Ensure that someone has called 911.
2. Contact the parents or emergency contacts if parents cannot be reached. Consult with parent as to the transportation of their child by ambulance, if a reasonable choice exists.

### **Injury requiring first aid**

#### **Staff Shall:**

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 Executive Director (or D.P.O.).
3. Complete an assessment of the factors related to the incident. If necessary follow and use Safety Concern Documentation Form to deal with this.

### **Injury requiring non-emergency medical attention (such as cut and bone fractures that are not life threatening).**

#### **Executive Director (or D.P.O. or Unit Leader) Shall:**

1. Call parent and ask them to come and pick up their child and bring them for medical attention.
2. If any signs of emergency medical attention shall present themselves follow steps below.

### **Injury requiring emergency medical attention**

#### **Executive Director (or D.P.O. or Unit Leader) Shall:**

1. Provide a copy of the parent's permission for emergency medical treatment (which will be found in the child file in the office).
2. Accompany (or assign a staff) 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 Shall:**

1. Call 911 for an ambulance.
2. Attend to the child according to the principles learned in their first aid training until paramedics arrive.
3. Document the incident as quickly as possible.

4. Provide an incident report with accompanying detailed information found on the back of the form (see schedule “26”) to the parents and Executive Director (or D.P.O.).

**After the event, Executive Director (or D.P.O.) shall:**

1. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent future injuries.
2. Notify:
  - The child care coordinator within 24 hours by submitting a Serious Injury Notification on-line or by telephone
  - Carefully consider notifying the Centre’s insurance provider
  - The board president

## 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 including fire alarm system failure
- natural gas

**Executive Director (or D.P.O.) Shall:**

1. In the case of a loss of electrical power, figure out if it is specific to the Centre or if the whole area is without power. If it is specific to the Centre, check to see if it is a breaker that has blown and restore power or consult with the custodian from Stevenson – Britannia as to what measures to take to remedy the situation.

The boiler will be effected by any loss of power (not matter how short) during the heating season. The boiler will need to be attended to, and the Executive Director Shall contact the custodian or appropriate division personnel to report any shut down of the boiler situation. The shutting down of the boiler is always indicated by the constant ringing of an alarm bell that is located inside the boiler room. The ringing of this bell (as opposed to the buzzer/horn ring) does not require the evacuation of the building. During certain parts of the heating season the boiler system is monitored by “AAA” Alarms. This is not always the case and thus it is considered wise for the Director to make the appropriate calls to the School Division.

2. After immediately consulting with the Landlord and Horizon’s Centre upstairs, contact the appropriate utility or repair service to report the problem and get an estimated length of time without service.
3. 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.

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4. 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.
5. 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).
6. Enact Evacuation Procedures or Emergency Closure Procedures if required by the public health authority or fire authority.
7. Inform the child care coordinator of situation and the requirements and recommendations from public health or fire authority.
8. If a loss of electricity occurs, there may be a need to unlock the doors in a manual fashion. Please consult with the Executive Director for the proper keys/tools to accomplish this. If loss of electricity occurs when building is unoccupied there are 5 staff that do have actual keys that will assist in gaining access to the building. This is in addition to the custodian who also has access to the building.

An annual check of panic button (in office) to ensure battery is good and also that system is working.

9. In the case of a suspected gas leak (smelling gas) we will not evacuate the building unless the smell is inside the building (as per conversation with Gas Company on January 25, 2012)

### **Staff Shall:**

1. Immediately report this information to the Executive Director (E.D.) upon becoming aware of such a loss. Please contact the Executive Director (by using the E.D.'s cell phone number) to report such a loss, if the E.D. is not on site.

In the case of a loss of heat the shutting down of the boiler is indicated by the constant ringing of an alarm bell that is located inside the boiler room. The ringing of this bell (as opposed to the buzzer/horn ring) does not require the evacuation of the building.

## **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

**See Anaphylaxis Policy found in the Personnel Policy Manual (schedule “27” attached).**

## CHEMICAL ACCIDENT PROCEDURES

Material Safety Data Sheets (MSDS) will be kept on all chemicals used in the Centre and can be found in the Safety Binder in the Staff Communication Room.

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

**Executive Director (or D.P.O.) Shall:**

1. Enact evacuation procedures immediately.
2. Call 911 for the fire department.
3. Direct staff to follow Evacuation Procedures.
4. Consider using the emergency lock down button to ensure that one from the outside enters into an unsafe area of the building.
5. Notify other building occupants, Landlord, and cleaning contractor.

### Chemical Accident Outside of Child Care Building

**Executive Director (or D.P.O.) Shall:**

1. Enact “Shelter-in-Place Chemical Spill” procedures or Evacuation Procedures based on instructions from the emergency response personnel (911 personnel)
2. Follow: Evacuation Procedures or Shelter-in-Place Procedures: Chemical Accident Outside of Building

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

**Executive Director (or D.P.O.) Shall:**

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1. Verbally direct Unit Leaders to lead ‘Shelter-in-Place Chemical Spill’ procedures and close windows and as many internal doors as possible.
2. Notify staff in playground to return indoors immediately.
3. Ensure that all exterior doors are closed and locked.
4. Turn off breakers that control air flow. See schedule “10” for map of electrical breaker panels. Ensure that Horizon’s Centre upstairs is doing the same.
5. Notify staff on outings away from Centre to immediately seek the closest indoor shelter and call back with their location.
6. Notify schools and transportation services that the children Shall 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. Inform parents by phone, e-mail or text message as quickly as possible. Use a scripted message, if possible.
8. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
9. If there is time and it is needed, assign specific staff to take additional measures to protect indoor air:
  - Seal any obvious gaps around exterior windows and doors.
  - Place a rolled up damp towel at the floor space at bottom of doors.
  - Cover and seal bathroom exhaust and grilles, range vents, dryer vents and other openings to the outdoors as much as possible.
10. Inform staff and children when emergency response personnel say it is safe to leave the building.

### **Unit Leaders Shall:**

1. Lead “Shelter-in-Place Chemical Spill” procedures.
2. Direct specific staff to close and lock exterior windows and to close as many internal doors as possible.
3. Take attendance to account for all children, staff and visitors.
4. Advise the Executive Director (or D.P.O.) of the status of Shelter-in-Place Procedures.
5. Assign specific staff to prepare for evacuation by:
  - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for others in building and schools/transportation services) ready to go, Shall evacuation be ordered

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- Having required medications and specialized equipment for individual children with additional support needs ready.

**After the event, Executive Director (or D.P.O.) Shall:**

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 the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## **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 (pagers, cell phones, Blackberries, two-way radios, etc.).
- Do contact the Executive Director (or D.P.O.) immediately to assess the situation.

## **Bomb Threat Received by Telephone or in Writing**

**Staff member receiving a bomb threat by telephone shall:**

1. Use the Threatening Telephone Call form (see schedule “23” attached) to record as much information as possible.
2. Notify Executive Director (or D.P.O.) immediately after the call and discuss information on the Threatening Telephone Call form.

**Staff member finding a bomb threat in writing shall:**

1. Leave the note where it is and do not touch or move it (even if it has already been moved).
2. Notify Executive Director (or D.P.O.) immediately.

**Executive Director (or D.P.O.) shall:**

1. Determine if there is an immediate threat to safety based on the information available.
2. Direct staff NOT to use any form of wireless communication.
3. Call **911** using a land phone. Consult with police for further steps.
4. In consultation with police, 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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5. Notify police of the caller's phone number if call display or call trace was successful. Use Threatening Telephone Call Form (see schedule 23) to document the phone call.
6. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.
7. If there is an imminent threat to safety:
  - Enact Evacuation Procedures. Do NOT use fire alarm.
  - Direct Unit Leaders to lead Evacuation Procedures.
8. Assign specific staff to:
  - Go to the playground and tell staff to remain there or proceed to designated "Alternate Place of Shelter" of shelter.
  - Call (using a land line) staff and children on outings away from the Centre. Advise staff not to return to the Centre until further notice or to proceed to designated "Alternate Place of Shelter".
  - Contact any other occupants of the building. Do NOT use wireless communication.

### **Unit Leaders Shall:**

1. Lead Evacuation Procedures if enacted.

### **After the event, the Executive Director (or D.P.O.) shall:**

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 the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

### **If suspicious item is found but no bomb threat has been received, the Executive Director (or D.P.O.) shall:**

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. Call 911 using a land phone and consult with police for further steps.
5. In consultation with police, determine if there is an immediate threat to safety based on the information available and decide whether or not to evacuate.

### **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.

### Executive Director (or D.P.O.) Shall:

1. Evacuate the immediate area where the suspicious item was found. Close the doors to the area.
2. Direct staff not to use any form of wireless communication.
3. Enact the Evacuation Procedures. Do NOT use fire alarm.
4. Direct Unit Leaders to lead Evacuation Procedures using only exits routes and areas that are free of suspicious items.
5. Call **911** using a land line phone and state the nature of the emergency.
6. Notify police 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) and found the suspicious package is available to be interviewed by police.

### Unit Leaders Shall:

1. Lead the Evacuation Procedures.
2. Assign specific staff to:
  - Go to playground and advise staff to remain there or proceed to designated "Alternate Place of Shelter".
  - Call staff and children on outings away from the Centre using a land line and advise staff not to return to Centre and to proceed to designated "Alternate Place of Shelter".
  - Contact any other occupants of the building and custodian from Stevenson-Britannia School. DO NOT use wireless communication.

### After the event, the Executive Director (or D.P.O.) Shall:

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 the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## THREATENING BEHAVIOUR PROCEDURES

The following procedures describe the response to threatening behaviour:

- inside the Centre
- outside the Centre

### **Executive Director (or D.P.O.) Shall:**

1. Tell staff in the daily staff communication binder, to contact the Executive Director (or D.P.O.) 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.

### **Staff Shall:**

1. Notify the Executive Director (or D.P.O.) immediately when aware of:
  - Threatening behaviour inside the Centre
  - Threatening behaviour inside the Centre (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 immediately if there is a threat to safety.
3. If the threat is inside the Centre ensure that the lock down button (located in office - see schedule "18" for location) is pressed (once only) to ensure that all doors are in the locked position.

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

### **Threatening Behaviour Inside Centre**

#### **Executive Director (or D.P.O.) Shall:**

1. Make the decision to enact “Shelter-in-Place Situation Inside” procedures.
2. Press “Page” button on any phone and announce (several times in a clear calm voice) **“This is a lock-down – Situation Inside”**.
3. Ensure that the lock down button (located in office - see schedule “18”) is pressed (once only) to ensure that all doors are in the locked position.
4. Call Horizons EXT 222 or 204 837-2015
5. If the person does not have a weapon:
  - Direct one of the management staff to call 911 for the police.
  - Talk to the person. Try to calm them down.
6. If the person has a weapon:
  - Call 911 for the police immediately.
  - Take cover in the closest protective space.
7. Get a walkie talkie (located on the office filing cabinet) and turn to channel 10. Update office staff so they can relay message to the rooms and tell them where the threatening person is and whether they seem to have a weapon or not. (All Units should also have a walkie talkie if they are outside) Tell Unit Leaders where the threatening person is and whether they seem to have a weapon or not. As soon as possible, notify staff on outings to stay where they are or to look for indoor shelter. (Office staff will be calling each room to talk with staff)
8. As soon as possible, notify schools and transportation services that the children shall not be transported to the Centre and that staff cannot leave to pick them up. Make plans for the children’s care.
9. Follow directions from the police about what to do next.
10. Collect information from office staff. Give the police floor plans and information about the number of children and staff and where they are.

\* If safe to do so, consideration should be given to locking the accordion gate or the fire doors to the School-Age wing to contain the threat to one wing of the building. This option should be considered if threatening behavior is reported at Horizons’ site.

#### **Unit Leaders Shall:**

1. Quietly direct staff to gather with children into the nearest lockable space (i.e. classrooms, gym, bathroom, kitchen) and lock all entry ways into these rooms. Get walkie talkie and turn to channel 10, so that you can communicate with Director/office staff.

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2. If the threat is inside the Centre, direct staff and children in the playground to go to the designated “Alternate Place of Shelter” immediately.
3. Assign specific staff to:
  - Take attendance to account for all children and staff
  - Help children who need additional assistance
  - 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
4. Be prepared to report your unit’s status to the office staff who may be contacting you by walkie talkie or your intercom.

### **Staff Shall:**

1. Gather children in the nearest protective space away from the threatening person and that are out of sight from interior doors and windows.
2. If safe to do so cover door windows and windows between classrooms and hallway.
3. Turn off lights.
4. Close and lock exterior windows.
5. If the threat is inside the Centre, DO NOT close exterior blinds or curtains. Police need to see inside the Centre.
6. DO NOT leave protective spaces until told by the Executive Director (or D.P.O.).

### **Office Staff Shall:**

1. Lock the office door.
2. Take the Fire Drill Tally Clipboard (located next to small printer and one walkie talkie (turn to Channel #10) into DPO office, close the door (this door is kept locked at all times) and the blind on the door.
3. Begin calling each room to find out the # of staff and # of children and state where they are located. (Use the orange sheet on the clipboard) Ask if anyone is missing. Director will contact you to get the #'s. (probably on the walkie talkie)

### **After the event, the Executive Director (or D.P.O.) Shall:**

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 the Regional Health Authority 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 Outside Centre**

### **IMPORTANT**

DO NOT leave the Centre until the police tell you it is okay.

### **Executive Director (or D.P.O.) Shall:**

1. Make the decision to enact “Shelter-in-Place Situation Outside” procedures.
2. Press “Page” button on any phone and announce (several times in a clear calm voice) **“This is a lock-down – Situation Outside”**. Tell Unit Leaders where the threatening person is and whether they seem to have a weapon or not. Get walkie talkie from office; all groups outside should have one. (Channel #10)
3. Notify staff and children in the playground to come inside immediately.
4. 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.
5. Call **911** to make sure police know about the situation.
6. Notify Horizons upstairs to alert them to the threat.
7. Press lock down button.
8. Collect information from office staff (# of children and # of staff to be sure all children and staff are accounted for.
9. Notify schools and transportation services (see schedule “16” attached for phone numbers) that the children shall not be transported to the Centre and staff cannot leave to pick them up. Make plans for the children’s care.
10. Follow directions from the police about what to do next.
11. Tell staff when it is safe to leave the protective spaces as directed by the police.

### **Unit Leaders Shall:**

1. Direct staff to gather with children away from the view of exterior windows and doors. Close blinds.
2. Assign specific staff to help children who need additional assistance.
3. Take attendance to account for all children. Office staff will contact you by intercom to collect #'s.
4. Advise Executive Director (or D.P.O.) of status of Shelter-in-Place Procedures, using intercom.

**Staff Shall:**

1. Gather with children away from the view of exterior windows and doors.
2. Close and lock exterior windows.
3. If possible, close exterior blinds or curtains.
4. DO NOT leave Centre until advised by the Executive Director (or D.P.O.)

**Office Staff Shall:**

1. Lock office door.
2. Take the Fire Drill Tally Clipboard (located next to small copier) and a walkie talkie (turn to Channel #10) into DPO office, close the door (this door is kept locked at all times) and the blind on the door.
3. Begin calling each room (using the intercom) to find out the # of staff and # of children and where they are in the room. (Use the orange sheet on the clipboard) Ask if anyone is missing. Director will contact you to get the #'s. (probably on the intercom)

**After the event, the Executive Director (or D.P.O.) Shall:**

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 the Regional Health Authority to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

## 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**

#### **Executive Director (or D.P.O.) Shall:**

1. Ensure all outside doors are locked throughout the day.
2. Ensure policy regarding parental supervision of children in common areas (i.e. hallways, office, etc.) is enforced at all times.
3. Enforce policies that ask parents to tell staff when someone else will pick up their child. If the staff does not know the person, they will ask for ID.
4. Communicate with staff (and provide custody documents) about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
5. Inform parents 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 will then update the designated pick up list for that child.

#### **Staff Shall:**

1. When visitors are expected, staff notes it in the classroom binder or visitor calendar so other 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.
2. If the visitor is unknown to the staff, staff must ask them to identify themselves and may also ask to see identification.
3. Expected visitors are welcomed and asked to report to the office where they will in turn be signed in and directed or escorted to the appropriate area in the Centre. If the visitor knows the password and is at the Centre for a program such as “Great Expectations” or a Parent Child Coalition program they will be asked to produce the “code word” followed by verbal instructions directing them to the room where the programs are operating. Parents from these programs will only be welcome in the South wing unless seeking assistance from our office. All other visitors to the classroom are asked to sign in and out using the Visitor Log binder in the office. Visitor tags are provided in situations where required.
4. 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 are required to pay particular attention to make sure the child remains safe. Unit Leaders may request of the Director of Program and Operations to classify a child as “At Risk of Flight” and policies related to this will be enacted (see schedule “28” attached).



## **Controlling and Monitoring Visitor Access**

1. When arriving at the Centre, the staff and parents are expected to enter using their “key fob / entry card” which is provided to all staff.
2. Visitors must use the designated entrance and identify themselves using the intercom/buzzer system.
3. A staff member is assigned to monitor the intercom and answer as quickly as possible. If parents or guardians do not have a key fob they will be asked to identify themselves and produce the “code word” (which will be changed every six months) at which time they will be buzzed in. If the person is unsuccessful in producing the “code word” they will be asked to identify their name, the name of the child they are dropping off or picking up, and the room that the child attends. They will be asked to report to the office (or Flex room if the office is closed) for further assistance.
4. Staff are expected to welcome parents and children into the Centre, share pertinent information and help the child to get involved in the Centre’s activities.
5. Staff are required to sign children in and out on the Centre’s attendance record.
6. Parents are required to sign their child in and out (in case of preschool parents) and directly tell a staff member when they are leaving the building, with or without their children.
7. Staff is asked to help any unknown visitors (not wearing “Visitor” tag) to the Centre and escort them to the office for further help.
8. Staff and parents are asked to refrain from letting others enter the building (tailgating) when they are entering or exiting.
9. “Head counts” are done with children about every 10 minutes (and more frequently when transitioning from inside to outside or visa versa, during field trips, etc.).

## SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

### **Executive Director (or D.P.O.) Shall:**

1. Make sure monthly and annual inspections are completed and documented on the appropriate checklists.
2. Complete and document any required repairs or actions.
3. Review registration 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.
5. Communicate safety concerns or changes to procedures to all staff:
  - o Note concerns in the daily communication binder.
  - o Review at a staff meeting.
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.
7. If situation is not dealt with for more than 6 weeks it will be shared at the next Board of Directors meeting.

### **Staff Shall:**

1. Watch for any safety concerns throughout the day.
2. Report concerns to Executive Director (or D.P.O.) verbally and by filling out the Safety Concern Documentation form (see schedule “30”) and rectifies the situation to the best of their abilities and document what was done in logbook located in Safety Binder.
3. Watch for suspicious activity in the neighbourhood and report it to the Executive Director (or D.P.O.) and the police, if necessary. (for example unknown individuals sitting in cars outside of the building)
4. Stay alert to their surroundings when in the playground or on outings.
5. Trust their instincts and, if they feel uncomfortable in a place or situation, gather the children and leave immediately.

**Staff on early shift who is assigned shall:**

1. Complete the Daily Safety Checklist – Indoor and Daily Safety Checklist – Outdoor. Outdoor section of checklist will be assigned to another staff who will initiate this safety check prior to the children going outside for the day.
2. Identify and document safety concerns following the Safety Form Documentation form procedures.
3. Give the checklists to the Executive Director (or D.P.O.) who in turn will log these in the Safety Binder.
4. Make sure the Executive Director (or D.P.O.) is aware of any concerns and things that need to be done.

**Staff on the closing shift who is assigned to Shall:**

1. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication binder.

## STAFF TRAINING

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

### **The Executive Director (or D.P.O.) will show new staff the locations of:**

1. Staff communication binder containing important information to read daily.
2. Emergency phone number list including:
  - The Centre's location address
  - Designated "Alternate Place of Shelter"
  - Contact information for other occupants of the building
  - Contact information for schools serviced by the Centre
3. Fire alarm pull stations
4. Fire extinguishers
5. Emergency backpacks that contain first aid kits.
6. Room clip boards that contain child information records and staff emergency information
7. A copy of the enhanced safety plan
8. Individual Health Care Plan/Emergency Response Plans for all children enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions
9. Adrenaline auto-injectors for children with anaphylaxis
10. The Executive Director (or D.P.O.) will also discuss and demonstrate to new staff:
  - When to use a fire extinguisher using the PASS method (schedule "29" attached).

### **Training for New Staff**

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

1. Read the enhanced safety plan, be given a chance to discuss it with the Executive Director (or D.P.O.), and also indicate that this has happened on the orientation checklist.
2. Review the Daily and Monthly Indoor Safety Checklists with the Executive Director (or D.P.O.) to learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff is instructed to bring fire safety issues to the attention of the Executive Director. Issues

not resolved by the Executive Director within 6 weeks shall be brought to the Board of Directors attention.

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.

## **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 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.

These will be documented in the Annual Safety Checklist – Indoors (schedule “22A” attached)

## **BOARD OF DIRECTOR'S 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 Executive Director (or D.P.O.).
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 Executive Director (or D.P.O.):
  - 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
  - Addresses any public health concerns
  - Addresses any child care licensing non-compliance issues or other concerns

## STAFF AND BOARD ANNUAL REVIEW

1. The Enhanced Safety Plan will be reviewed annually by the Board of Directors at the Board meeting in January and:
  - 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:
    - Kept in the staff communication area.
    - Reviewed by child care coordinator
    - Reviewed by the fire authority
2. The Enhanced Safety Plan will be reviewed annually with all staff at the staff meeting in January or after revisions have been approved.
3. Individual Health Care Plan/Emergency Response Plans will be reviewed every year for each child enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions.
4. The Executive Director (or D.P.O.) will monitor expiry dates for individual plans.