



**THE
SUNFLOWER
SCHOOL**
inspiring young minds

The Emergency Preparedness Plan

The Sunflower School

32 First Street
Orangeville, ONT.
L9W 2E1
519 307 7500

Owner: Heather Jackson (519 215 1401)
1294979 Corporation Inc.

Date Policy and Procedures Established: June 20th 2017
Date Policy and Procedures Updated: September 20th 2017



Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Definitions

All-Clear: A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

Authority: A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Meeting Place: the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

Staff: Individual employed by the licensee (e.g. program staff, supervisor).

Unsafe to Return: A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.



In an emergency, the plan will be activated
By **Heather Jackson** at 32 First Street and
Sarah Sayffi at 9 Townline
Jackie Henry at 90 Lawrence Ave.

Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery.

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at: **west side of the building, along the fence.**

If it is deemed 'unsafe to return' to the child care centre, the **evacuation site** to proceed to is located at: **1 Elizabeth Street, Medical building**

If Burnside is unsafe to relocate to, we will evacuate to **Orangeville Mall**

Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, The Director, or designated staff in charge will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Director or Supervisor in the daily written record.



The following safety checklists are intended to mitigate possible emergency situations

- Monthly fire drills
- Monthly fire system lighting checked
- Monthly fire extinguishers checked
- Annual Fire System inspection
- Emergency Evacuation Drill completed with all staff and children as needed
- Daily Water flushing
- Annual Water testing

Evacuation Kit includes the following

- Stored in a rolling suitcase
- Stored in the hallway closet outside of the Jr Preschool room

* Emergency supplies	Duct tape
AM/FM radio and batteries	Plastic sheeting and tarps
Copy of the Current License	Copy of the Insurance Policy
Flashlight and batteries	Adjustable wrench
Light sticks	Shovel
Blankets	Lantern
Dust masks	Garbage bags
Safety gloves	First aid kit
Crowbar	Food and water
Hard Hat	Paper cups and plates
Medication	Toilet paper
Children Medication	Paper towels
Diapers and wipes	Children's books/paper/markers
The Sunflower School Keys	Parent/Staff Call lists
Signage	Children's emergency cards
Copy of the Emergency Plan	Cell phone chargers
Office USB key	

First Aid Kits	Non adherent dressing
Thermometer	Gauze roll
Scissors	Triangular bandage
Tweezers	Non allergic tape
Safety pins	Splint materials
Disposable gloves	Antibiotic Ointment
First aid book	Insect repellent
Tylenol for Adults	Children's Tylenol
Band aids	Sterile Gauze



Staff Kits

Staff should keep their own personal emergency supplies in a backpack or in their vehicles. Consider including supplies for an overnight stay.

- Sturdy shoes
- Extra clothes- rain gear/warm clothing
- First aid kit
- Essential medication
- Water
- Facial tissue
- Flashlight and batteries
- Non-perishable food
- Waterproof matches/candles
- Solar blanket
- Whistle

Alert Parents:

When we have reached the evacuation point. The Director or Designate will call the school to leave a voicemail, or send out a message on hi mama stating the following: The Director will post the signage provided before evacuating.

▲ Pre-recorded voice mail message – Change enroute to Evacuation point – or once you reach there.

You have reached The Sunflower School. We are all safe:
no one is hurt. We have evacuated to:
_____ Please pick up your child
as soon as possible. Please call 519 215 1401 to speak with
Heather Jackson



Attention Parents

The Sunflower School
Children and Staff have evacuated the building and
relocated to:

Time: _____

Date: _____

Signature: _____

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<p>Lockdown When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.</p>	<ol style="list-style-type: none">1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location.3) Staff inside the child care centre must:<ul style="list-style-type: none">• remain calm;• gather all children and move them away from doors and windows;• take children's attendance to confirm all children are accounted for;• take shelter in closets and/or under furniture with the children, if appropriate;• keep children calm;• ensure children remain in the sheltered space;• turn off/mute all cellular phones; and• wait for further instructions.4) If possible, staff inside the program room(s) should also:<ul style="list-style-type: none">• close all window coverings and doors;• barricade the room door;• gather emergency medication; and• join the rest of the group for shelter.5) The Director/Supervisor or Designate will immediately:<ul style="list-style-type: none">• close and lock all child care centre entrance/exit doors, if possible; and• take shelter. <p>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>

<p>Hold & Secure When a threat is in the general vicinity of the child care centre, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. 3) Staff in the program room must immediately: <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all window coverings and windows in the program room; • continue normal operations of the program; and • wait for further instructions. 4) The Director/Supervisor or Designate must immediately: <ul style="list-style-type: none"> • close and lock all entrances/exits of the child care centre; • close all blinds and windows outside of the program rooms; and • place a note on the external doors with instructions that no one may enter or exit the child care centre. <p>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</p>
<p>Bomb Threat A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat must: <ul style="list-style-type: none"> • remain calm; • call 911 if emergency services is not yet aware of the situation; • follow the directions of emergency services personnel; and • take children’s attendance to confirm all children are accounted for. A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel. B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

Disaster Requiring Evacuation

A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.

1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the centre must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the centre's fire evacuation procedures.

2) Staff must immediately:

- remain calm;
- gather all children, the attendance record, children's emergency contact information any emergency medication;
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
- escort children to the meeting place; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

3) If possible, staff should also:

- take a first aid kit; and
- gather all non-emergency medications.

4) Designated staff will:

- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
- in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to [Click here to enter text.](#) and ensure their required medication is accessible, if applicable; and
- wait for further instructions.

5) If possible, the site designate must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.

<p>Disaster – External Environmental Threat</p> <p>An incident outside of the building that may have adverse effects on persons in the child care centre. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<p>1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.</p> <p>If remaining on site:</p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • remain calm; • take children’s attendance to confirm all children are accounted for; • close all program room windows and all doors that lead outside (where applicable); • seal off external air entryways located in the program rooms (where applicable); • continue with normal operations of the program; and • wait for further instructions. <p>3) The Director/Supervisor or Designate must:</p> <ul style="list-style-type: none"> • seal off external air entryways not located in program rooms (where applicable); • place a note on all external doors with instructions that no one may enter or exit the child care centre until further notice; and • turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). <p>If emergency services personnel otherwise direct the child care centre to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p>Natural Disaster: Tornado / Tornado Warning</p>	<p>1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.</p> <p>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.</p> <p>3) Staff must immediately:</p> <ul style="list-style-type: none"> • remain calm; • gather all children; • go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways; • take children’s attendance to confirm all children are accounted for; • remain and keep children away from windows, doors and exterior walls; • keep children calm; • conduct ongoing visual checks of the children; and • wait for further instructions.

<p>Natural Disaster: Major Earthquake</p>	<ol style="list-style-type: none"> 1) Staff in the program room must immediately: <ul style="list-style-type: none"> • remain calm; • instruct children to find shelter under a sturdy desk or table and away from unstable structures; • ensure that everyone is away from windows and outer walls; • help children who require assistance to find shelter; • for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck; • find safe shelter for themselves; • visually assess the safety of all children.; and • wait for the shaking to stop. 2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop. 3) Once the shaking stops, staff must: <ul style="list-style-type: none"> • gather the children, their emergency cards and emergency medication; and • exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building. 4) If possible, prior to exiting the building, staff should also: <ul style="list-style-type: none"> • take a first aid kit; and • gather all non-emergency medications. 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions. 6) Designated staff will: <ul style="list-style-type: none"> • help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and • in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. • If individuals cannot be safely assisted to exit the building, the designated staff will assist them to Click here to enter text. and ensure their required medication is accessible, if applicable; and • wait for further instructions. 7) The site designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.
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Immediate Emergency Response Procedures for Other Emergencies

<p>Power Outage: Blackout</p>	<ol style="list-style-type: none">1. Check your circuit breaker panel2. Check to see if the neighborhood has no power3. Call Orangeville Hydro4. Unplug all computers, electronic devices to reduce the initial demand when the power is reconnected5. Turn off all lights except one, which will alert you when the power has been restored6. Once the power is restored, plug in all electronic devices7. If the temperature drops by 20 degrees in the winter- parents will be called to pick up their children and this is now a serious occurrence.
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Phase 2: Next Steps during the Emergency

- 1) Where emergency services personnel are not already aware of the situation, The Executive Director/Director or Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

List of Emergency Contacts

Fire, Ambulance, Police: 911

Site Supervisor: Heather Jackson

Sarah Sayffi 647 287-2320

Jackie Henry 519 217-8708

Heather Jackson 519 215-1401

Licensee Contact(s): Heather Jackson 519 215-1401

First Evacuation Site: 1 Elizabeth Street, Medical Building 519 938 8000

Second Evacuation: Orangeville Mall 519 941 5466

Ministry of Education: Mary Velanovski 905 693-9711 ext. 566 mary.velanovski@ontario.ca

- 4) Where any staff, students and/or volunteers are not on site, The Director/Supervisor or Designate must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the child care centre.
- 5) The Director/Supervisor or Designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
 - help keep children calm;
 - take attendance to ensure that all children are accounted for;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children; and
 - engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

8a) Procedures to Follow When “All-Clear” Notification is Given	
Procedures	<ol style="list-style-type: none"> 1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care centre. 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) The Director/Supervisor or Designate will determine if operations will resume and communicate this decision to staff.
Communication with parents/guardians	<ol style="list-style-type: none"> 1) As soon as possible, The Director/Supervisor or Designate must notify parents/guardians of the emergency situation and that the all-clear has been given. 2) Where disasters have occurred that did not require evacuation of the child care centre, The Director/Supervisor or Designate must provide a notice of the incident to parents/guardians by the end of that day. 3) If normal operations do not resume the same day that an emergency situation has taken place, The Director/Supervisor or Designate must

	provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.
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8b) Procedures to Follow When “Unsafe to Return” Notification is Given	
Procedures	<ol style="list-style-type: none"> 1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel. 2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site. 3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site. 4) The Director/Supervisor or Designate will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so. 5) Upon arrival at the evacuation site, staff must: <ul style="list-style-type: none"> • remain calm; • take attendance to ensure all children are accounted for; • help keep children calm; • engage children in activities, where possible; • conduct ongoing visual checks and head counts of children; • maintain constant supervision of the children; • keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and • remain at the evacuation site until all children have been picked up.
Communication with parents/guardians	<ol style="list-style-type: none"> 1) Upon arrival at the emergency evacuation site, The Director/Supervisor or Designate will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. 2) Where possible, The Director/Supervisor or Designate will update the child care centre’s voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.

Phase 3: Recovery (After an Emergency Situation has ended)

<p>Procedures for Resuming Normal Operations</p>	<p>The Director/Supervisor or Designate will contact our Program Advisor at the Ministry of Education to inform them of the evacuation.</p> <p>The Executive Director will contact the Insurance Company to inform them and set up insurance at another location if needed.</p> <p>The Executive Director/Director will respond to the media and community if needed.</p> <p>The Director will contact catering to temporarily relocate, if needed.</p>
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>TSS Staff will provide support to children in their groups, if they need extra support and have experienced distress during the experience.</p> <p>The Director/Supervisor will provide support for Staff who have experienced distress during the experience. They will provide support in the group that this staff was in charge of, if the staff cannot assist with their group anymore.</p>
<p>Procedures for Debriefing Staff, Children and Parents/ Guardians</p>	<p>The Director/Supervisor or Designate must debrief staff, children and parents/guardians after the emergency.</p> <p>Once all staff and children are safe at the evacuation site The Director or designate will debrief everyone on what the next steps will be. For example: Shelter in place, wait for further instructions from emergency services etc.</p> <p>When further instructions have been given by emergency services (i.e. safe to return) The Director or designate will inform staff.</p>

Emergency Management Policy and Procedures

Date Policy and Procedures Established June 20th 2017

Date Policy and Procedures Updated: September 20th 2017

Policy

This policy establishes responsibilities and roles for our Staff during an Emergency situation. It will also establish Staff's personal preparedness plans in the event of an Emergency.

Executive Director/Director

- Create and maintain an emergency program and plan for Child Care Facility
- Conduct monthly evacuation drills and an exercise of the emergency evacuation plan once a year.
- Maintain records and documentation of emergency training, exercises and maintenance of supplies and equipment for 3 years.
- Lead the response to incidents and designate alternates in absence
- Establish agreements with re-location facilities and essential vendors/suppliers
- Ensure the supervision of children until they are released to parents or designated alternates All Staff
- Develop and maintain personal emergency plan and preparedness
- Participate, review and assist in the development of the Child Care Facility emergency plans and procedures
- Attend and participate in emergency training and exercises
- Ensure the supervision of children until they are released to parents or designated alternates

Staff:

- Develop and maintain personal emergency plan and preparedness
- Participate, review and assist in the development of the Child Care Facility emergency plans and procedures
- Attend and participate in emergency training and exercises
- Ensure the supervision of children until they are released to parents or designated alternates

Designated Waiting Area: is outside of the preschool playground – west side of the building.

First Evacuation Location: 1 Elizabeth Street-Medical building – Next Door

Second Evacuation Location: Orangeville Mall, north of First Street past Hansen Blvd.

Procedures

Roles and Responsibilities of Staff During an Emergency	The Director/Supervisor will determine
Providing Additional Support for any Child or Adult who Needs it in Case of an Emergency (including the consideration of special medical needs)	Any additional staff in the building will assist Classrooms with any support during an Emergency. Kitchen staff will assist Toddlers Heather will assist Toddlers or Jr preschoolers Float staff will assist Jr Preschoolers
Ensuring Children’s Safety and Maintaining Appropriate Levels of Supervision During an Emergency	Each staff will maintain appropriate levels of supervision within their own classroom. The Director or designate will provide supervision of the entire school during an emergency
Communication with Parents	The Director or designate will send out a message on hi mama to communicate where we have located to.
Contacting Appropriate Emergency Response Agencies	The Director or Designate
Addressing Recovery from an Emergency	The Executive Director and Director or Supervisor of the centres.
Debriefing Staff, Children and Parents After an Emergency	The Director/Supervisor will debrief staff and parents on what the plan is once they have reached the evacuation point. The Head Teacher in each classroom will then debrief children.
Resuming Normal Operations of the Child Care Centre	The Executive Director and Director/Supervisor of each centre.
Supporting Children and Staff Who May Have Experienced Distress During an Emergency	Staff will support the children in their classroom who may have experienced distress during an emergency.