



<b>Title:</b>	<b>Preparation for Emergency Evacuation</b>		
<b>Policy No.:</b>	<b>5.1</b>	<b>Version:</b>	<b>1.0</b>
<b>Effective Date:</b>	<b>2014-12-15</b>	<b>Page:</b>	<b>1 of 9</b>

## **POLICY**

The safety of the children and personnel in the BCCS are of the utmost importance. It is therefore necessary that the Centres have well practised procedures in place to ensure that all emergency evacuations are executed successfully.

## **PURPOSE**

The purpose of an Emergency Evacuation Policy is to:

- Maximize the safety of children and adults in situations that require complete evacuation of one or more of the Rooms/Centres.
- Minimize the anxiety of children, parents, and staff during an emergency.
- Clarify and designate the responsibilities of Society Management, staff and parents during emergency situations.
- Establish communication and contact procedures among Society Management, staff and parents.

## **RELATED POLICIES**

N/A

## **DEFINITIONS**

**Team Leaders:** One staff member from each Room in each Centre is a Team Leader. The Team Leader is responsible for tasks as outlined in each Room's procedure manual. The Team Leader has overall responsibility for his/her Room during an emergency situation.

**Designated Safety Areas:** Those areas, directly adjacent to each Centre, defined as "first meeting places" after leaving the Centre and/or play yard. All staff and children will meet on the driveway of the opposite building. If both buildings are affected by the emergency, staff will proceed to the "Congregation Area" (see section 1.3.)

**Congregation Area:** The area designated by Society Management/Team Leaders as being the gathering place for all Centre staff and children. This is currently the bottom of the cul-de-sac unless the area is deemed to be unsafe, at which time the evacuees will meet in the auditorium in BC Hydro's main building.

**Earthquake!:** The code word called out to identify the beginning of an earthquake procedure.



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## **PROCEDURES**

### **1.0 THE STRUCTURE OF AUTHORITY IN AN EMERGENCY SITUATION**

In an emergency situation, Society Management will coordinate and consult with Team Leaders representing each Room.

#### **1.1 The structure of authority during extended hours**

Should an emergency situation arise during extended hours (e.g. parent meeting, potluck) staff persons present shall assume responsibility and direct the evacuation process.

### **2.0 PREPARATION FOR EMERGENCY EVACUATION**

#### **2.1 Centre Preparation**

In preparing for evacuation, each Centre shall:

- Ensure that "Exit" signs are lit at all times;
- Ensure that major traffic pathways within the Centre are kept clear;
- Ensure that, at all times, emergency exits are kept clear for a minimum of 10 feet (both inside and outside the doors);
- Ensure that "maps" of evacuation routes from the Centre and from the play yard to the Designated Safety and Congregation Areas are posted;
- Ensure that the Designated Safety and Congregation Areas are clearly marked on maps;
- Post Fire Drill Procedure; and
- Post Earthquake Procedure.

In addition, Centre staff shall ensure that buggies, strollers, and wagons are moved from storage and made readily available for evacuation purposes at the beginning of each day.

#### **2.2 Society Management and/or Main Office Preparation**

In preparation for evacuation, Society Management and/or Main Office Staff shall:

- Ensure that the above mentioned is being complied with;
- Ensure that a "master map" of evacuation routes and emergency procedures are posted in the Main Office, and Staff Rooms;
- Ensure that non-childcare staff members are familiar with the emergency procedures;
- Select and identify, with orange triangles, those areas within the Main Office, and Staff Rooms that are the most safe from falling objects; and
- Maintain a list and inform Medical Services of medically vulnerable/fragile children (e.g. children using adaptive equipment, allergic to bee stings, etc.).

#### **2.3 Preparation of Emergency Supplies**

Each Centre shall prepare emergency supplies that are reviewed on an annual basis. The list of supplies shall consist of:

##### **2.3.1 General**

- small radio and batteries (batteries changed or recharged regularly);
- first aid kit(s);
- hot/cold pack (if not in first aid kit);
- flashlight and batteries (batteries changed or recharged regularly);
- blankets;



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- fabric and/or emergency “space” masking tape;
- paper and felt pens;
- sign identifying Centre;
- several quarters (for phone calls);
- bottled water or water purification tablets;
- plastic bags, several sizes, including “zip lock” type;
- rope;
- Swiss Army type knife;
- candles and matches;
- needles and thread; and
- wedges for door.

**Note:** Parents are to provide individual earthquake kits for their child(ren) which shall include family pictures, cuddly toys, out of town contact information, and change for pay phones.

### 2.3.2 Clothing

The type and amount of children’s clothing is at each Room’s discretion (e.g. diapers and wipes).

**Note:** It is recommended that some clothing/blankets be readily available (i.e. not “vacuum packed”) and used to dress/wrap those children who are not adequately dressed for the weather during an emergency evacuation and/or drill. This is to be done when groups are to remain at the Designated Safety Area prior to returning to the Centre and rather than proceeding to the Congregation Area.

### 2.3.3 Medication

- Pain relievers suitable for children and adults (for use when medical help is not available such as in the event of an earthquake);
- Medication for individual chronic conditions along with a copy of the doctor’s letter of authorization, instructions for administration and equipment needed for administration, e.g. inhaler, syringe (this medication should be checked regularly to ensure that it is still fit to use – i.e. the “best before date” has not passed); and
- A list specifying children/adults with chronic or allergic conditions and the treatment needed, e.g. bee stings, diabetes. A copy of this list must be kept in the Main Office.

**Note:** Where a child or adult has a chronic condition for which medication may be urgently needed, e.g. bee sting antidote, each Room shall have this readily available at all times.

**Note:** After discussion with staff, should a parent/guardian decide not to include child’s medication in the emergency bags, the parent/guardian shall sign a letter verifying that they have been informed of the existence of the emergency bags but have chosen not to include the medication in the bags.

### 2.3.4. Food

- A list of children/staff who have special dietary needs (i.e. cultural, vegetarian and any goods to be excluded) shall be included with the food;
- The type and amount of food to be included is at each Room’s discretion (an amount sufficient for one meal is the minimum recommended);
- Paper/styrofoam cups, baby bottles, etc.;
- Cooking and eating utensils (optional); and



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- Alternate form of cooking.

### 2.3.5 Hygiene

- Soap;
- Toweling type is optional;
- Facial and/or toilet tissue;
- Latex gloves; and
- General disinfectant.

### 2.3.6 Personal (Staff)

- Personal medication;
- Feminine protection;
- Personal toiletries (e.g. toothpaste, brush); and
- Extra clothing.

### 2.3.7 Additional Supplies

Rooms may choose to have additional supplies readily accessible – such as:

- Axe;
- Shovel;
- Additional rope;
- Rags, wide and thin;
- Additional first aid supplies; and
- Age appropriate books and toys.

## 3.0 EMERGENCY EVACUATION PROCEDURES

In an emergency situation, the children's well being shall be the primary consideration. Staff members shall, to the best of their ability, take those steps that may be reasonably required to provide the children with the appropriate care and attention for the duration of the emergency or until the children are transferred to parental, parental designates, or to emergency personnel's care.

It is the responsibility of Society Management to ensure that all regular and part time staff, students and parents within his/her Centre are familiar with emergency procedures.

It is impossible to predict the precise nature of an earthquake or the appropriate emergency response. Staff members shall, to the best of their ability, consider all eventualities when preparing for this type of emergency.

### 3.1 Frequency of and Procedure for Fire Drills

#### 3.1.1 Fire Drill Frequency

In addition to the monthly fire bell check by Society Management, each Centre shall:

- Practice fire drills monthly; and
- Record date and time of drill.

(The above are requirements of the Provincial Community Care Facilities Licensing Board.)

The fire drill procedure shall consist of a minimum of:

- An alarm sounding;
- Children and staff leaving Centre; and
- A roll call at the exit from the play yard.



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In addition, staff shall ensure that:

- The fire drill procedure is practiced at different times of the day;
- Different exits from the Centre;
- Different routes to the Designated Safety Area/Congregation Area; and
- The fire drill procedure is practiced without Team Leader's involvement.

### 3.1.2 Fire Drill Procedure

During a fire, staff should be aware that they are responsible for their own safety, as well as the children's.

When the fire alarm sounds, the staff are to carry out their assigned tasks (which are predetermined, documented, and posted for each room), ensuring that the children leave the Centres promptly. Staff members shall count the children and check this number against the sign in/out sheet before leaving the play yard. Children and adults shall then proceed to their Designated Safety Area by the safest route (to be selected by the Team Leader or Designate of each Room).

**Note:** To ensure that a complete check of each Complex has occurred, one member of each Centre is responsible for collecting "blind spot tags" or "room tags" which are located in every corner of every room to be sure that all areas have been searched for children or adults.

**Note:** Should a child have impaired mobility or another condition that may impede his/her ability to leave the Centre quickly, the Team Leader in the Centre shall assign primary responsibility to one per for ensuring this child's safety.

**Note:** Only adaptive equipment essential for life shall be removed from the Centre during an emergency evacuation e.g., medical equipment.

**Note:** staff members shall be aware of those conditions inherent in an emergency situation that may increase the vulnerability or trigger a chronic medical condition (e.g., smoke or anxiety may trigger an asthmatic attack.)

## 3.2 Earthquake Drill Frequency and Procedures

### 3.2.1 Earthquake Drill Frequency

Each Centre shall:

- Practice earthquake drills monthly; and
- Record date and time of drill.

In addition, staff shall ensure that the earthquake drill procedure is practiced:

- At different times of the day;
- As if it were possible to remain in the Centre;
- As if it were not possible to remain in the Centre; and
- Without Team Leader involvement



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### 3.2.2 The Earthquake Drill

During an earthquake, staff should be aware that they are responsible for their own safety as well as for the children's.

An earthquake drill shall consist of a minimum of:

- Staff shouting "earthquake";
- Instructing children to "stop, drop, and cover";
- Immediately guiding children to the nearest Designated Safety Area; and
- Instructing children to cover faces with hands/arms.

**Note:** In the event of an earthquake, staff shall be aware that guiding children to the nearest Designated Safety Area may not be practical. It is essential however, that to the best of their ability, staff members shall ensure that children cover their heads with their hands/arms.

Staff members shall also be aware that:

- The lights may go out;
- The sprinkler systems may come on and fire alarms may sound, even when there is no fire;
- The water and gas systems may break;
- The electrical wiring may be damaged; and
- The primary dangers are from:
  - Falling debris e.g. branches;
  - Flying glass;
  - Falling shelving and contents;
  - Plants falling from shelving, rafters.

It is expected that the Centre structures will remain standing.

During aftershocks and immediately following a tremor, staff shall:

- Ensure that children remain where they are: if outside, remain outside and, if inside remain inside until areas surrounding them are secured;
- Be alert to the possibility of fire, leaking gas, and "live" wiring; and
- Be alert to the possibility of the building collapsing.

After the shaking stops, if inside, Team Leader or Designate shall:

- Check rooms for damage and potential hazards and report to Society Management and/or other Team Leaders;
- Start the evacuation process if it appears unsafe to remain in the Centre;
- Check staff and children for injuries and administer any necessary first aid (to be performed by qualified staff);
- Immediately guide all children to the Designated Safety Area or the Congregation Area, if required;
- Count the number of children and check this against the Room's sign in/out sheet.

After the shaking stops, if outside, the Team Leader or Designate shall:

- Visually check the play yard for potential hazards that may endanger the children and/or adults;
- Start evacuation process if it appears unsafe to remain in the play yard;
- Check staff and children for injuries and administer any necessary first aid (to be performed by qualified staff);



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- Count the number of children and, if possible, check this against the Room's sign in/out sheet.

**Note:** It is recommended that, when all children and staff are outside the sign in/out sheet and emergency bag for each room should be taken outside.

**Note:** If an earthquake occurs while all staff and children are outside, it may be necessary to evacuate the play yard and conduct the children to the Designated Safety Area without the emergency supplies or sign in/out sheet. Staff members should not attempt to enter the Centre to get the emergency supplies unless, in their opinion, it is essential for the children's safety i.e. first aid supplies are needed and they are convinced entry into the Centre is not an undue risk.

All staff shall:

- Avoid using water, including flushing toilets, unless the safety of the water source and water disposal has been established;
- Avoid using candles or matches unless they are sure that there are no gas leaks; and
- Follow the procedure described in Emergency Evacuation Procedure (item 4.3.) should it be necessary to leave the Centre and/or play yard.

### 3.3 Full Emergency Evacuation

#### 3.3.1 Full Emergency Evacuation Frequency

A full emergency evacuation shall be practiced:

- By each Room a minimum of once every three months; and
- By all Centres (as a whole), a minimum of once every three months.

#### 3.3.2 Full Emergency Evacuation Procedure

Each Centre shall establish and practice primary and secondary evacuation routes for:

- leaving the Centre;
- going from the Centre to the Designated Safety Area;
- going from the Designated Safety Area to the Congregation Area.

In the event of a full emergency evacuation, procedures for 4.1 (fire) and 4.2 (earthquake) must be followed. Once the evacuation has occurred to the Designated Safety Area, the Team Leader or Designate shall:

- Ensure that all children and staff from his/her Room are accounted for;
- Establish contact with other Team Leaders;
- Report any injuries or missing persons to Society Management;
- Administer and record any necessary first aid;
- Indicate briefly on the Room's sign in/out sheet, the identity of the injured person and the nature of his/her injury;
- Be responsible for making the decision to proceed to the Congregation Area for their group.



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- 3.3.3 Evacuation to the Congregation Area (bottom of cul-de-sac and then BC Hydro Main Building Auditorium if complete area evacuation is required)
- The Team Leader (or Designate) shall call the roll and record any injuries or missing persons (those not previously recorded) and report his/her Room's status to Society Management or Designate;
  - Administer any further necessary first aid and record the treatment being performed by a qualified first aid person;
  - All staff shall remain with the children from their Room unless further directed by their Team Leader (or Designate).

#### 4.0 DEPARTURE PROCEDURE

##### 4.1 Departure from Designated Safety Areas

Children and staff shall remain at the Designated Safety Areas until advised by their Team Leader (or Designate.)

OR

If it is deemed by the Team Leader or Designate that it is in the children's best interest to proceed to the Congregation Area.

##### 4.2 Departure from the Congregation Area

The children and staff members shall remain at the Congregation Area until advised by their Team Leader (or Designate).

**Note:** Parents shall be advised that during an actual or practice drill situation, vehicles are to remain stationary until all the children have returned to the Centres.

##### 4.2.1. Children's and Staff's Departure in a Practice Situation

When leaving the Designated Safety or Congregation Area in order to return to the Centres, the Team Leaders shall designate the order to depart.

##### 4.2.2 Children's Departure in an Actual Emergency Situation

When a child leaves the Congregation Area, the following procedure shall be in effect:

- Staff members shall remain with the children until each child has been picked up by a parent, emergency contact or medical personnel;
- Whenever possible, a staff member from the child's Room shall remain with the child;
- After 5:30 p.m., providing the number of children in the Congregation Area is low, the amalgamation procedure described in the Late Pickup policy shall be followed. The sign in/out sheet must be signed by the parent or the emergency contact person and must indicate the time of departure and, whenever possible, where the child is being taken.
- If a child requires medical treatment, staff must indicate on the sign in/out sheet who has taken the child for medical treatment, where the child has been taken and the time of departure. Whenever possible, the person assuming care of the child shall sign the sign in/out sheet (full name).





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#### 4.2.3. Staff Departure in an Actual Emergency Situation

The following order or priority shall be followed in an emergency situation:

- Staff members who have children under the age of 12;
- Staff members who have an infirm dependent living with them; and
- Staff members who have a handicapped individual living with them.

Staff members in the above categories may choose to stay with the children.

**Note:** Prior to 6:00 p.m., as long as there is a child from the staff member's Room, at least one staff member must stay. After 6:00 p.m., the procedure outlined in the Late Pickup policy shall be followed with regards to grouping siblings.

#### 5.0 EVALUATION

After each fire, earthquake or full evacuation drill:

- Centre staff shall discuss with the children how it went;
- Team Leaders shall evaluate the process with Society Management.

#### REVISION HISTORY

VERSION NUMBER	SUMMARY OF CHANGES	DATE APPROVED BY THE BOARD
1.0	Moved document to new P&P template	2014-11-24