

PRESCHOOL CENTRE ENHANCED SAFETY PLAN

TUXEDO COMMUNITY CENTRE PRESCHOOL

FACILITY NUMBER: 2164

368 SOUTHPORT BLVD

ELIZABETH DRYDEN

896-0959

INFO@TUXEDOCC.CA

FACILITY OVERVIEW

TUXEDO COMMUNITY CENTRE PRESCHOOL

(name of facility)

368 SOUTHPORT BLVD

(location address of facility)

Date Developed: MARCH 2010 Last Revised: _____ Last Reviewed: _____

Reviewed and Approved by:

Fire authority Child care coordinator Board of directors

Copies provided to:

- all supervisory staff and designated alternates
- child care coordinator
- posted in each separate area for easy reference by all staff and the fire authority
- owner/landlord or school principal

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 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

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Delegation of Authority

The director or designated alternate 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 20 spaces aged 3 years to 4 years including:

Staffing

3 total number of staff including: 1 Director, 2 CCA _____

Building personnel

One house and grounds personal for Community Centre(contractor) and one cleaning contract.

Building Description

3200 square foot, 2-levels which includes a main floor and a basement

Spaces Used by Centre

(List rooms with room numbers. Include other spaces used such as school gym)

Total number of rooms: 2

Basement level: used for about 15 minutes / day

Main floor: main preschool room and parents lounge/waiting area _____

Second floor: N/A

Exits

Front Door, Side Door, Back Door.

Heating, Ventilation and Air Conditioning

2 – Keep Right Furnaces

1 – Air Conditioner mounted on outside of building

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Fire Safety Equipment and Locations

Fire Alarm System - none

Fire Alarm System Control panel: none

Fire Alarm Pull Stations located: none

Fire Department: Hydrant located at driveway entrance on Southport Blvd.

Smoke Alarms (*battery operated*)

Main Floor Preschool Room

Main Floor Lobby by Kitchen

Lower Level Basement

Carbon Monoxide Detectors – installed Dec 1, 2011, expires Dec 1, 2018

Lower Level Preschool Building

Main Floor Preschool Room

Portable fire extinguishers

Main floor lobby, inside front door

Main floor, main preschool room, inside doors

Lower Level Basement, inside door on right

Utility Shut-off Locations

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

Water main: basement storage room accessed through women's washroom

Main natural gas valve: outside main entrance, to east

Furnace: 2 switches inside furnace room . Furnace Room in basement on east side of building.

Air conditioner: mounted on east wall of building

Water heater: inside electrical room accessed through women's washroom

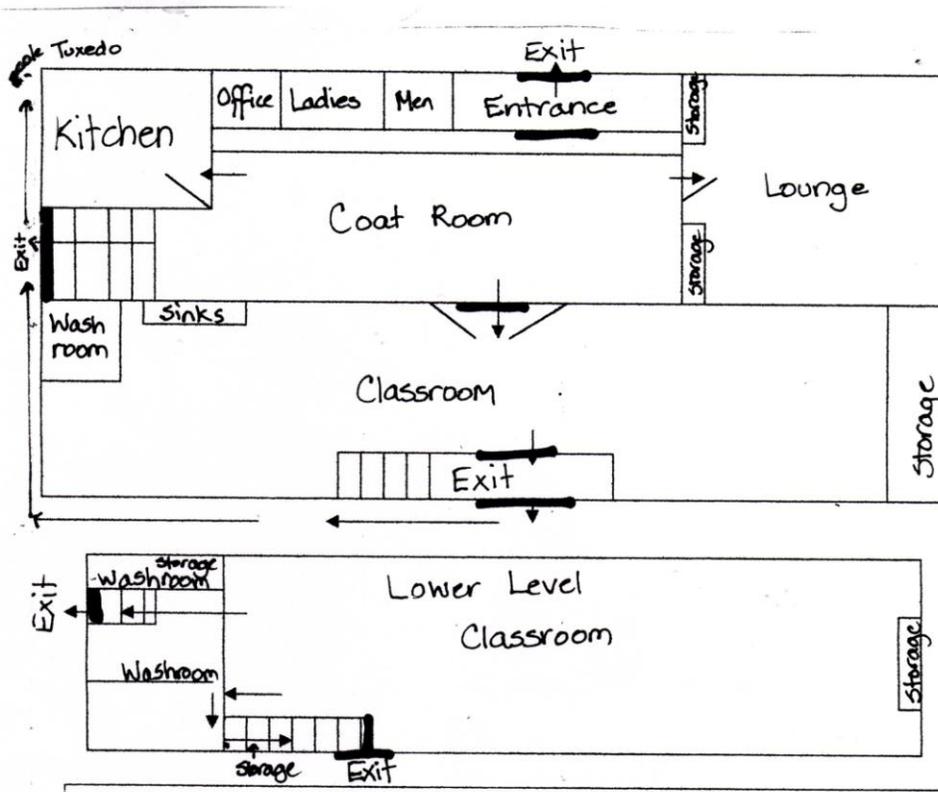
Electrical panel: inside electrical room, lower level. Electrical room accessed through women's washroom

The following are identified on the electrical panel:

- Furnace
- Air conditioner
- Lights
- Water Heater
- Exhaust Fans/Kitchen Utilities
- Central Vac

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EMERGENCY FLOOR PLAN



Call 911 - State the Emergency

Location - 368 Southport Blvd. Tuxedo Preschool 896-0959

Emergency Evacuation Drill

1. Children Stop all activities
2. Children line up on the safety train to exit the safest door at the time of emergency South/North if upstairs playroom. South/West if downstairs gym.
3. Teacher, takes the attendance clipboard, leads the children at the front of the line and exits out the building.
4. Parent volunteer assists the teacher in getting the children safely out.
5. Director checks washrooms; sweeps playroom; takes first aid bag and joins the group outside of the fenced playground.
6. When outside there is a final head count.
7. The children are taken to Ecole Tuxedo Park School 889-3602
8. Another head count is taken.
9. One staff returns to the Preschool to meet with fire fighters.

Children's Hospital 787-2595

Taxi 775-0101

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

In Case of Fire

Staff should:

1. Ensure everyone evacuates fire area immediately.
2. Close doors to fire area.
3. Notify director (or designated alternate).
4. Follow direction from senior staff to evacuate all children, staff and visitors from building.

Suspicion of Gas Leak:

Staff should:

1. Verbally notify the director (or designated alternate) immediately.
2. Follow direction from director to evacuate all children, staff and visitors from building.

Director (or designated alternate) should:

1. Verbally notify staff to evacuate the building.
2. Direct senior staff 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.

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Upon Hearing Fire Alarm or Suspicion of Gas Leak – Emergency Evacuation

1. Call 911 and state the emergency – Location is 368 Southport Blvd, Tuxedo Preschool 896-0959
2. Children stop all activities
3. Children line up on the safety train to exit the safest door at the time of the emergency – South/North door if upstairs playroom or South/West door if downstairs in the gym
4. Teacher/Assistant takes the attendance clipboard, program binder and first aid bag, and leads the children at the front of the line and exits the building.
5. Volunteer assists the teacher/ assistant in getting the children safely out. Holds the exit door until all the children have evacuated and then follows at the back of the line.
6. Director checks the washrooms, sweeps playroom area, informs all other occupants to evacuate building, takes first aid bag, binder which has alternate contact information, take required medications, close all doors and windows and joins the group outside of the fenced playground.
7. When outside there is a head count and attendance is taken.
8. All children, -staff and volunteers proceed to Ecole Tuxedo Park School, 889-3602
9. Another head count is taken.
10. One staff returns to the preschool to meet with emergency crew and advise of evacuation status and posts alternate location information (note located on attendance clipboard).

After the event, the director (or designated alternate) should:

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.

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

_____ ECOLE TUXEDO PARK SCHOOL _____

Name

_____ 2300 Corydon Avenue _____

Address

_____ 889-3602 _____

Phone number

Cheryl Chuckry

Contact person

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 form and maintained on file for at least one year. Staff are told in advance, children are not told in advance of the drills. Volunteers and visitors are required to participate in the drill when in the centre and follow the direction of staff. Volunteer responsibilities during these drills are posted and sent to parents in our start up welcome package.

Emergency /Shelter in Place Evacuation Drills

- minimum of one evacuation drill per month
- using alternate exit routes
- at different times of the day.

Shelter-in-Place Drills

Due to the nature of the preschool shelter in place practice drills are discussed along with Emergency evacuation procedures.

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
- forest fires

Closure of centre for portion of day

If Pembina Trails School Division or Ecole Tuxedo Park School (Designated Place of Shelter) is closed due to inclement weather, then the preschool is closed. This information is given to all parents as part of the year beginning welcome package.

Director (or designated alternate) should:

1. Contact parents by telephone, e-mail-. Advise them to pick up their children early at centre or at designated place of shelter.
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 place of shelter. Located on Attendance Clipboard
4. Advise all staff not there at the time.

Closure of centre for the full day

Director (or designated alternate) should:

1. Attempt to contact all families and staff the previous evening or early in the morning by telephone, e-mail. Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on _CJOB_____ (local radio station). **Phone** : 204-786-2471
3. Record an outgoing message on the centre's voice mail system.
4. Post a note on the outside door, if possible.

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

Director (or designated alternate) should:

1. Make sure signs showing the locations of utility shut-offs and instructions are posted. Periodically review with designated alternate.
2. Turn off the basement furnace, main power switch and the outside gas valve, time permitting.
3. Take important documents such as child and staff information and financial records, time permitting. (All program Binders)

Additional steps if our building is flooded

Director (or designated alternate) should:

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

Director (or designated alternate) should:

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.

CONTROLLING FIRE HAZARDS and 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 director for review by the fire inspector.

The designated alternate will know the location of this information, which will contain:

- Copy of safety checklist used to document monthly checks of smoke detectors and inspection of emergency lighting. (Checklist posted on wall beside main playroom bathrooms)
- heating system annual inspection report by a qualified heating contractor (which is indicated on the furnace)
- fire extinguishers annual inspection report by a certified agency (signed on the tags)
- evacuation and shelter-in-place practice drill record (located in the back of 4's binder under EEP's.)

Daily Inspections and Maintenance

These following items have been integrated into our Safety Checklists to document the checks required on a daily, (completed by preschool staff), monthly and annual basis.

1. Evacuation procedures and floor plans are prominently posted in each room.
2. Exit signs are easy to see and lit.
3. Corridors, stairs and exits are unobstructed and properly lit.
4. 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.
5. Fire doors and stairway doors are NOT wedged or blocked open.
6. Electrical appliances are unplugged when not in use (toaster, coffee maker, CD player)
7. All electrical outlets are designed to stay closed unless in use.
8. **Visually check CO level of upper and lower CO detectors**

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Monthly Inspections and Maintenance (see attached checklist)

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 connections are easy to see and unobstructed (if applicable). For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow or other obstructions to access routes, (check all 3 exit doors) fire hydrant and fire department connections. Fire hydrant is at entrance on Southport.
3. All fire extinguishers are checked to make sure:
 - proper type
 - hung in required locations
 - labelled
 - ready for use
 - tagged
 - properly charged (arrow in green zone)
4. Battery operated smoke alarms are checked to ensure proper function. Test each month on the same day we practice our EEP.
5. Storage rooms are checked to make sure: (a note is given to cleaner on a monthly basis) post note to remind cleaners on the same day we conduct our EEP)
 - 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
6. Inspection documentation (if applicable) maintained for review by fire inspector for:
 - emergency lights inspection to make sure they work if the power fails
7. Test Carbon Monoxide Units (see posted sheet for procedure)

Annual Inspections and Maintenance

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 at least twice annually.
3. Heating system is inspected by qualified heating contractor.
4. Fire protection systems are inspected by a certified technician: (if applicable)
 - emergency lighting

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

In the event of a severe winter storm, tornado, children will be evacuated to the lower level of the preschool building. They will gather in the bathroom areas on the West side of the basement away from windows and load bearing walls. The shelter in place alternative will only be used if the preschool building is at risk in any way. In 25 years that the preschool has been in existence, there has never been any risk of flooding and there has never been a forest fire in the area. There has never been a tornado. If there is a risk, normal evacuation procedures will take place to Ecole Tuxedo Park, as documented.

- flashlights and battery operated lights with fresh batteries are available in Emergency first Aid bags upstairs and downstairs.
- fresh batteries are available for the weather radio or portable radio
- signs indicating locations of utility shut-offs and instructions are posted and reviewed periodically with designated alternate. The shut offs are behind locked doors so the Director or Designated Alternate would meet at the preschool with the appropriate parties.

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 director (or designated alternate) should:

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 while considering the importance of confidentiality. (Located on our Attendance Clipboards)
5. Make sure there are processes to monitor when a child's URIS plan will expire. Dates indicated on Medical info. Sheets posted in playroom near snack area.
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
- safe food handling practices
- disposable gloves are worn any time staff's hands may come in direct contact with blood (or body fluids containing blood) or staff have open cuts or sores on their hands
- staff monitor children's health and ask parents about unusual symptoms observed in children (diarrhea, vomiting, abdominal pain, etc.)
- staff encourage parents to inform the centre of diagnosed illness after a visit to the doctor
- staff document absences due to illness on daily attendance sheet ("S" sick, "A" absent, "H" holiday)

Outbreak of communicable or food-borne illness in centre

Director (or designated alternate) should:

1. Contact the public health nurse 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: With staff at annual Safety Plan Meeting. With children during first month of school. Remind parents in Welcome package sent at start of the year.
 - 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.

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Staff should:

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 incident record. (incident sheets at back of binder)

Parents should:

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 influenzae 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

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Public health will also be contacted about any bite that breaks the skin as blood tests may be required.

Notification to Parents and Staff –

1. Parents and staff will be advised of any of the illnesses requiring contact with public health (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 should 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

Director (or designated alternate) should:

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 follow recommendations.

Serious Injury of a Child

Director (or designated alternate) should:

1. Help make the decision to provide first aid at the centre or call an ambulance.
2. Contact the parents or emergency contacts if parents cannot be reached.

Injury requiring first aid

Staff should:

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 director (or designated alternate).
3. Complete an assessment of the factors related to the incident. If necessary, make changes to prevent injuries.

Injury requiring medical attention

Director (or designated alternate) should:

1. Call 911 for an ambulance.
2. Try to contact the child's parent/guardian
3. Provide a copy of the parent's permission for emergency medical treatment.
4. Accompany 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 should:

1. Attend to the child according to the principles learned in their first aid training until paramedics arrive.
2. Document the incident as quickly as possible.
3. Provide an incident report to the parents and director (or designated alternate).

After the event, director (or designated alternate) should:

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
 - the centre's insurance provider
 - the board chair – preschool liason

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
- natural gas (if applicable)

Director (or designated alternate) should:

1. In the case of a loss of electrical power, figure out if it is specific to the centre or if the area is without power. If it specific to the centre, see if it is a breaker that has blown and restore power.
2. Contact the appropriate utility or repair service immediately 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.
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. Follow *Evacuation Procedures* or *Emergency Closure Procedures*, if required.
8. Inform the child care coordinator of situation and the requirements and recommendations from public health or fire authority.

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

IMPORTANT

Call an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.

The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.

Director (or designated alternate) should:

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the centre's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.
5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.
6. Identify a contact person for the nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval). Ask parents for their support and cooperation.
8. If it is not developmentally appropriate for the child to carry an auto-injector, An alternative is to keep it in a safe, UNLOCKED location accessible only to adults responsible. Epipens and medication is kept up high in an UNLOCKED cupboard above the telephone and is marked with the child's name.
9. Staff Training
 - Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
 - Have all staff (and possibly volunteers) receive instruction on using an auto-injector.

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- Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.
- Store the *Individual Health Care Plan/Emergency Response Plan* in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
- Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.

10. Help with carrying out policies and procedures for reducing risk in the centre.

- Post allergy alert forms on outside of the cupboard door, near snack prep counter. Also posted on Attendance Clipboards
- Develop safety procedures for field trips and extra-curricular activities.

11. Make sure there are processes to:

- Monitor when a child's *Individual Health Care Plan/Emergency Response Plans* will expire. Expiry date recorded on Allergy/Medical info sheet.
- Annually review and submit a URIS Application form to make sure there is an *Individual Health Care Plan/Emergency Response Plan* for each child with a life-threatening allergy.
- Monitor the expiry dates for children's adrenaline auto-injectors. Expiry date ~~on poster~~ recorded on Allergy/Medical info sheet.
- From time to time, remind parents in the centre how important it is to make sure packed snacks are allergen-free.

Responsibilities of all staff:

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a poster in the child care centre.
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the centre (parental input is recommended).
6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.
7. Reinforce hand washing to all children before eating.
8. Facilitate communication with other parents.
9. Follow policies for reducing risk in eating and common areas.
10. Enforce rules about bullying and threats.
11. Leave information in an organized, prominent and accessible format for substitute staff.
12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

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Responsibilities of the parents of a child with anaphylaxis:

1. Tell the centre director about the child's allergies and needs.
2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
4. Submit all necessary documentation as required.
5. Provide the child care centre with adrenaline auto-injectors before the expiry date.
6. Make sure that auto-injectors are taken on field trips.
7. Participate in the development of a written *Individual Health Care/Emergency Response Plan* for their child, which is updated every year.
8. Be willing to provide safe foods for their child, including special occasions.
9. Provide support to the facility and staff as required.
10. Teach their child (as developmentally appropriate):
 - to recognize the first signs of an anaphylactic reaction
 - to know where their medication is kept and who can get it
 - to communicate clearly when he or she feels a reaction starting
 - to carry his or her own auto-injector on their person (for example, in a fanny pack)
 - not to share snacks, lunch or drinks
 - to understand the importance of hand washing
 - to report bullying and threats to an adult in authority
 - to take as much responsibility as possible for his or her own safety

Responsibilities of all parents:

1. Cooperate with the child care centre to eliminate allergens from packed snacks.
2. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.
3. Inform the staff before food products are distributed to any children in the centre.

Responsibilities of the child with anaphylaxis: (as the preschool is for 3 year olds and 4 year olds most of the responsibility fall with the parents and the staff)

CHEMICAL ACCIDENT PROCEDURES

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

Director (or designated alternate) should:

1. Enact evacuation procedures immediately.
2. Call 911 for the fire department.
3. Direct staff to follow *Evacuation Procedures*.
4. Notify other building occupants.

Chemical Accident Outside of Child Care Building

Director (or designated alternate) should:

1. Enact *Shelter-in-Place Procedures* **or** *Evacuation Procedures* based on instructions from the emergency response personnel
2. Follow: *Evacuation Procedures* **or** *Shelter-in-Place Procedures: Chemical Accident Outside of Building*

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

Director (or designated alternate) should:

1. Verbally direct senior staff to lead Shelter-in-Place Procedures and close windows and as many internal doors as possible.
2. Notify staff in playground to return indoors immediately.
3. Close and lock all exterior doors.
4. Turn off breakers that control air flow.

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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. Inform staff and children when emergency response personnel say it is safe to leave the building.

Senior staff should:

1. Lead Shelter-in-Place 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 director (or designated alternate) 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, should evacuation be ordered
 - Having required medications and specialized equipment for individual children with additional support needs ready.

After the event, director (or designated alternate) should:

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.).
- Contact the director (or designated alternate) immediately to assess the situation.

Bomb Threat Received by Telephone or in Writing

Staff member receiving a bomb threat by telephone should:

1. Use the *Threatening Telephone Call* form to record as much information as possible. (located in kitchen cupboard above telephone)
2. Notify director (or designated alternate) IMMEDIATELY after the call and discuss information on the *Threatening Telephone Call* form.

Staff member finding a bomb threat in writing should:

1. Leave the note where it is and do NOT touch or move it (even if it has already been moved).
2. Notify director (or designated alternate) IMMEDIATELY.

Director (or designated alternate) should:

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.
5. Notify police of the caller's phone number if call display or call trace was successful.
6. Make sure the person who answered the threatening phone call or found the written message is available to be interviewed by police.

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7. If there is an imminent threat to safety:
 - Enact Evacuation Procedures. Do NOT use fire alarm.
 - Direct senior staff to lead *Evacuation Procedures*.
8. Assign specific staff to:
 - Go to the playground and tell staff to remain there or proceed to designated place of shelter.
 - Call staff and children on outings away from centre (using a land line). Advise staff not to return to centre until further notice or to proceed to designated place of shelter.
 - Contact any other occupants of the building. Do NOT use wireless communication.

Senior staff should:

1. Lead *Evacuation Procedures* if enacted.

After the event, the director (or designated alternate) should:

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 director (or designated alternate) should:

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.

Director (or designated alternate) should:

1. Evacuate the immediate area where the suspicious item was found. Close the door to the area.
2. Direct staff not to use any form of wireless communication.
3. Enact the *Evacuation Procedures*.
4. Direct senior staff to lead *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. Call **911** using a land 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.

Senior staff should:

1. Lead the Evacuation Procedures.
2. Assign specific staff to:
 - Go to playground and advise staff to remain there or proceed to designated place of shelter.
 - Call staff and children on outings away from centre using a land line and advise staff not to return to centre and to proceed to designated place of shelter.
 - Contact any other occupants of the building. Do NOT use wireless communication.

After the event, the director (or designated alternate) should:

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 or on the property
- in the neighbourhood

Staff should:

1. Notify the director (or designated alternate) immediately when aware of:
 - threatening behaviour inside the centre or on the property
 - threatening behaviour in the neighbourhood (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. Gather children in a secure area away from threatening behaviour i.e. upstairs playroom where their locked in and away from windows in centre of room or downstairs gym area where their locked in and no windows.

Director (or designated alternate) should:

1. Tell staff in the daily staff communication log book to contact the director (or designated alternate) 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.

SHELTER-IN-PLACE PROCEDURES

Threatening Behaviour Inside Centre or On Property

Director / Staff should:

1. Make the decision to enact Evacuation Procedures.
2. Tell other staff member where the threatening person is and whether they seem to have a weapon or not.
3. If the person does not have a weapon:
 - Direct another staff member to call 911 for the police.
 - Talk to the person. Try to calm them down.
4. If the person has a weapon:
 - Call 911 for the police immediately.
 - Take cover in the closest protective space.
5. Follow directions from the police about what to do next.
6. Give the police floor plans and information about the number of children and staff and where they are.

Director should continue to:

1. Quietly direct staff to gather with children into the protective spaces as far away from the threatening person as possible. *(Be specific based on your centre layout.)*
 - If the threat is on the property, direct staff and children to quickly move inside, take cover or drop to the ground, depending on the situation.
 - If the threat is inside the centre, direct staff and children in the playground to go to the designated place of shelter immediately.
2. Ask other staff member 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

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If inside the centre Staff should:

1. Gather children in the nearest protective space away from the threatening person. Locations include behind locked doors in the preschool room upstairs and behind locked doors in the preschool area downstairs away from windows.
2. Lock the door to the room and cover door windows.
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. Stay in protective spaces that are out of sight from doors and windows.
7. DO NOT leave protective spaces until told by the director (or designated alternate).

After the event, the director (or designated alternate) should:

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 in Neighbourhood

IMPORTANT

DO NOT leave the centre until the police tell you it's okay.

Director /Staff should:

1. Direct senior staff to lead Shelter-in-Place Procedures. Tell them the threat is in the neighbourhood.
2. Notify staff and children in the playground to come inside immediately.
3. Make sure exterior doors are closed and locked.
4. Look at attendance records provided by staff to make sure all children and staff are accounted for.
5. Call **911** to make sure police know about the situation.
6. Follow directions from the police about what to do next.
7. Tell staff when it is safe to leave the protective spaces as directed by the police

Director should continue to:

1. Direct staff to gather with children away from exterior windows and doors.
2. Assign specific staff to help children who need additional assistance.
3. Take attendance to account for all children.
4. Advise director (or designated alternate) of status of Shelter-in-Place Procedures.

Staff should:

1. Gather with children in areas away from exterior doors and windows.
2. Close and lock exterior windows.
3. If possible, close blinds or curtains.
4. DO NOT leave centre until advised by the director (or designated alternate).

After the event, the director (or designated alternate) should:

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

- A list of authorized adults to pick up the children is given to staff at the beginning of the year. This list is on the student profile.

Additionally, staff asks parents to tell them when someone else (not on the list) will pick up their child. That adult's name is written on the daily communication sheet. If staff doesn't know the person they will confirm identification.

- Staff is told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
- When visitors are expected, staff communicates the time and nature of the visitor to each other.
- Staff will ask to see identification if someone unexpectedly enters the preschool area at any point.
- Expected visitors are welcomed by the Director and given an orientation to the room and the expectations of that visitor during their stay.
- 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 are informed. Staff are also required to pay particular attention to make sure the child remains safe.

Controlling and Monitoring Visitor Access

1. All outside doors remain closed throughout the day.
2. Doors leading into the upstairs preschool play room remain locked during the time children are in attendance. This includes a south door accessed from the play structure and an interior door accessed from a waiting area.
3. When arriving at the centre, all staff, parents and visitors use the main entrance.
4. Staff are required 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 (or-volunteer for the day) are required to sign children in and out on the attendance record.

SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

The Tuxedo Preschool is licensed for 20 children only. They all arrive and leave at the same time and spend the majority of their time in a main preschool room or basement gym. They sometimes go outside to a fenced in play area. Each day the Director is present with one other staff member.

Director/Staff should:

- Watch for any safety concerns throughout the day.
- Correct the situation to the best of their abilities and document what was done.
- Bring concerns to the attention of the director (or designated alternate). Make sure action is taken, if needed.
- Note any safety concerns and related reminders about appropriate procedures
- Watch for suspicious activity in the neighbourhood and report it to the director and the police, if necessary.
- Stay alert to their surroundings when in the playground or on outings.
- Trust their instincts and, if they feel uncomfortable in a place or situation, to gather the children and leave.

All Staff on a daily basis:

1. Complete the *Daily Safety Checklist – Indoor and Outdoor*
2. Bring safety concerns to the Directors attention for correction.
3. Correct any safety concerns to the best of their abilities and notify director or alternate.

Staff on the closing shift should:

1. Do a walk-through and make sure all appliances are unplugged, the stove is turned off, etc.
2. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.

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Director (or designated alternate) should:

1. Make sure monthly and annual inspections are completed and documented on the appropriate checklists.
2. Complete any required repairs or advise House and Grounds personnel or Board Liason if another contractor needs to be hired.
3. Review enrolment 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:
 - Discuss with the Board liaison to resolve any concerns as soon as possible.
 - Review at a staff meeting and, depending on how serious the situation is, share with the board of directors.
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.

STAFF TRAINING

The enhanced safety plan will be reviewed and specific responsibilities will be discussed with the director (or designated alternate) when a staff member is given responsibilities for fire safety or emergency response procedures.

Training for New Staff

New staff are required to:

1. Read the enhanced safety plan and discuss it with the director
2. Review the *Daily and Monthly Indoor Safety Checklists* with the director (or designated alternate) to learn how to control fire hazards and their responsibility to address any fire safety issues that they see. Staff are instructed to bring fire safety issues to the attention of the director. Issues not resolved by the director can be taken to the board.
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.
4. Review several practice drills with the director to learn how to improve their participation and to have their questions answered.

The director will show new staff the locations of:

- The parent communication log book
- emergency phone number list including:
 - > the centre's location address
 - > designated place of shelter
- fire extinguishers
- emergency binder that contain child information records ~~and staff emergency information~~
- Attendance Clipboard that contains Staff emergency information
- first aid kits
- a copy of the enhanced safety plan
- *Individual Health Care Plan/Emergency Response Plans* for all children enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions
- adrenaline auto-injectors for children with anaphylaxis

TUXEDO COMMUNITY CENTRE PRESCHOOL ENHANCED SAFETY PLAN

The director will discuss and demonstrate to new staff:

- when to use a fire extinguisher
- what type of fire extinguisher to use
- how to use the PASS method in the use of a fire extinguisher

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.

BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

The roles and responsibilities of board members are outlined in our board orientation package indicating:

1. A New Preschool Board Liaison is required to read the enhanced safety plan and to discuss it with the director (or designated alternate).
2. The Preschool Board Liaison will review and discuss the enhanced safety plan at board meetings at least annually.
3. Board Preschool Liaison will review annual fire, public health and child care centre inspection checklists to ensure that the director (or designated alternate):
 - 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
4. The Board Preschool Liaison will encourage staff to bring fire safety or other safety issues to their attention as stated in personnel policies, during employment orientations and during annual reviews of enhanced safety plan with all staff.

STAFF AND BOARD ANNUAL REVIEW

The enhanced safety plan will be reviewed annually at the board meeting in (*October*) by:

- the board of directors

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:

- distributed to all supervisory staff and designated alternates
- posted in the child care centre for reference by the fire authority
- kept in the staff communication area for easy access and review by child care staff
- reviewed by child care coordinator
- reviewed by the fire authority

The enhanced safety plan will be reviewed annually with all staff at the staff meeting in (*September*) or after revisions have been approved.

Individual Health Care Plan/Emergency Response Plans

Plans will be reviewed every year for each child enrolled with anaphylaxis (life-threatening allergies) or other applicable health conditions.

The director (or designated alternate) will monitor expiry dates for individual plans.