



Policies and Procedures Emergency & Disaster Plan

In the case of an emergency or natural disaster our meeting place is outside in the fenced 3 to 5 playground. Please do not call the Centre as we need the lines free, we will contact our emergency contacts below and give them an update of status. Once we ensure all the children are safe, we will attempt to contact all the parents through a group email and then individually.

Emergency Contact:

Local: News 1130 Megan Cameran 604-877-4400

News1130.ckwx@rogers.com

Long Distance: Alberta Child Care Resource Center

Deborah Mason 1-780-427-8832

deborah.mason@gov.ab.ca

**Keep in mind they are one hour ahead*

Alternate site: If the playground is unsafe and we need to go to our alternate site, we will walk all students across the street to the First Presbyterian Church.

Emergency Supplies will be:

Emergency supplies will be kept in a locked container in the back of the facility by the playground under the stairs.

All Staff onsite:

All staff onsite will be required to have Emergency Child Care First Aid & CPR.

All Staff will be trained to:

Issue the “take cover” order (under tables). Make sure everyone is in “Crash Position” on knees, head down, hands clasped on back of neck or covered with a book/jacket. Take cover for 60 seconds (count out loud). Instruct student to evacuate when all shaking has stopped. Lead the class outside to our designated meeting place. Be prepared to choose alternative escape route in case of fire or exit blockage.

Teacher’s will be instructed to take their first aid backpacks and sign-in sheet clipboard with them. Each classroom has a backpack with emergency first aid supplies and each child’s emergency contact information.

All teachers will be in charge of calming down the children from their own classroom, doing any first aid, attendance, and hand out comfort kits while we wait for families to pick-up.

We will remain outside and not re-enter the building until instructed to do by the Manager or one of the Head Teachers, after proper inspection of the facility.