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Emergency Management Policy and Procedures

Purpose

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

The Policy is intended to fulfill the obligations set out under Ontario regulation Emergency Management Policy and Procedures (O. Reg. 137/15, s. 68.1)

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

Policy

Angus Valley Montessori 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.

Angus Valley Montessori 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 school, the meeting place to gather immediately will be located at:

Primary Site: location

If it is deemed 'unsafe to return' to the Childcare centre, the evacuation site to proceed to is located at:

Backup Site: location

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, Angus Valley Montessori School 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 Angus Valley Montessori School in the daily written record.

Additional Policy Statements

Fire Drill

Angus Valley Montessori uses the following policy in regard to Fire and Safety and Emergency Procedures.

At the commencement of employment each staff member will be given directions as to the location and the use of emergency equipment such as extinguisher, alarms, etc.

Each staff member including the cook and housekeeping will be made aware of the evacuation procedure and the location of the emergency shelter and their obligations under the Ontario Fire Code.

Fire Drills will be held monthly and it will be timed including a written record is kept of all the fire drills, inspections and tests on the fire equipment. A list of emergency telephone numbers shall be posted in classrooms. The list will include nearest (Police department, Hospital, Taxi Service, Fire department, Poison Control Centre)

The written procedure regarding evacuation of the premises and the duties of the staff shall be posted in each room. The Fire Safety Plan will be placed in a Fire Safety Plan Box, and shall be placed in the main entrance lobby.

Angus Valley Montessori will conduct a learning session with the children with the local firefighters or conduct a visit at the fire station. The head teacher in each room will take daily attendance sheet and attendance shall be taken outside. The teacher will take all Emergency folders and Emergency backpack (EpiPen if any).

Each Teacher is responsible for ensuring that their group of children safely exits. The Supervisor or Director shall be the floor warden and assist as necessary, and will be responsible for taking mobile phone.

The Staff member discovering the fire sounds the alarm and closes the door to the area of the fire. Teachers lead their group of the children to the nearest designated exit, shutting off the lights and closing the door behind them. All staff will remain with the students until parents pick up their child. The



Supervisor and or Director are responsible for calling all necessary parties in case of such an incident. The incident will be handled as a serious occurrence and reported as one.

All Infants are to be placed in the large stroller / evacuation crib or wagons so they can be taken to the designated place. The Supervisor / Director or kitchen helper / cook will assist in the evacuation in the infant room.

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
Lockdown When a threat is on, very near, or inside AVM . E.g. a suspicious individual in the building who is posing a threat.	<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 Angus Valley Montessori 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) Angus Valley Montessori School Admin and supervisor :<ul style="list-style-type: none">• close and lock all school entrance/exit doors, if possible; and• take shelter.



	Note: only emergency service personnel are allowed to enter or exit Angus Valley Montessori during a lockdown.
Hold & Secure When a threat is in the general vicinity of AVM but not on or inside the AVM premises. E.g. a shooting at a nearby building.	<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) Angus Valley Montessori Admin and Supervisor must immediately:<ul style="list-style-type: none">• close and lock all entrances/exits of the school;• 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 Angus Valley Montessori. <p>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</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.	<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. <p>A. Where the bomb 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.</p> <p>B. Where the bomb threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p>



**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) Staff should have Emergency backpack containing :
 - A first aid kit; and
 - 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 **the designated classroom/ location nearby the exit** and ensure their required medication is accessible, if applicable; and
 - Wait for further instructions.
- 5) If possible, the Supervisor or Admin site designate must conduct a walk-through Angus Valley Montessori 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 AVM E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<ol style="list-style-type: none">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>If remaining on site:</p> <ol style="list-style-type: none">1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately.2) Staff must immediately:<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.3) Angus Valley Montessori School must:<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 school 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 Angus Valley Montessori to evacuate, follow the procedures outlined in the "Disaster Requiring Evacuation" section of this policy.</p>
<p>Natural Disaster:</p> <p>Tornado / Tornado Warning</p>	<ol style="list-style-type: none">1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately.3) Staff must immediately:<ul style="list-style-type: none">• remain calm;• gather all children;



	<ul style="list-style-type: none"> • 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.
Natural Disaster: Major Earthquake	<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



	<ul style="list-style-type: none">• 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 the designated classroom/ location nearby the exit and ensure their required medication is accessible, if applicable; and• wait for further instructions. <p>7) The site designate must conduct a walkthrough of the school to ensure all individuals have evacuated, where possible.</p>
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Phase 2: Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, Angus Valley Montessori School must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where Angus Valley Montessori 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 Contact Persons:

Local Police Department: **phone number** for emergencies call 911

Ambulance: **phone number** for emergencies call 911

Local Fire Services: **phone number** for emergencies call 911

Licensee Contact(s): **name and phone number**

Animal Control: **phone number**

Taxi: **name and phone number**

Region Public Health: **phone number**

Poison Control Centre: **phone number** or dial 911 for emergency

Hospital: **name and phone number**

Region Children's Aid Society (CAS): **phone number**



- 4) Where any staff, students and/or volunteers are not on site, Angus Valley Montessori 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 school.
- 5) Angus Valley Montessori 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 Angus Valley Montessori.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 Angus Valley Montessori.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) Angus Valley Montessori School will determine if operations will resume and communicate this decision to staff.
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Communication with parents/ guardians	<ol style="list-style-type: none">1) As soon as possible, Angus Valley Montessori School 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 school, Angus Valley Montessori must provide a notice of the incident to parents/guardians within the same day within 3 hours of the occurrence on the same day3) If normal operations do not resume the same day that an emergency situation has taken place, Angus Valley Montessori 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 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) Angus Valley Montessori School will post a note for parents/guardians on the 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;



	<ul style="list-style-type: none">• 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, Angus Valley Montessori School will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.2) Where possible, Angus Valley Montessori School will update the school's voice mailbox as soon as possible to inform parents/guardians that Angus Valley Montessori has been evacuated, and include the details of the evacuation site location and contact information in the message.

Additional Procedures for Next Steps During an Emergency

<p>Evacuation Site: during the stay, we have gathered class supplies to comfort the child.</p> <ul style="list-style-type: none">• Small toys• Reading books• Games.• Bottle of water
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Phase 3: Recovery (After an Emergency Situation has Ended)

Procedures for Resuming Normal Operations	<p>Contact our PR person to adequately respond to Media related questions and concerns of community members including parents.</p> <ul style="list-style-type: none">• Reopening the school, contacting the Ministry of Education Program Advisor.• Contact insurance company to assess damage (if applicable)• Restore Admin computer from backup hard drives and from cloud applications.• Backup or store off-site copies of key documents, files and business records.• Contact restoration companies that can assist with the clean up of the school. (if applicable)
Procedures for Providing Support to Children and Staff who	<p>A critical part of the recovery process is attending to the emotional or mental health issues of our staff and children. There are several things that we can do to help the children in our care cope with their feelings.</p>



Experience Distress	<ul style="list-style-type: none">• Reassure the children that they will not be left alone and that you are there to protect them.• Be aware of changes in a child's behaviour but also know that some children may; not outwardly show their distress• Angus Valley Montessori will keep to routines such as meals, activities, and naps, as much as possible <p>Tips:</p> <ul style="list-style-type: none">• Give simple but truthful answers to children's questions and make sure children understand your answers. Don't give more information than the children can use and understand• Give children opportunities to express their feelings through activities such as play-acting, using dolls, storytelling, painting, or drawing• Be especially supportive of the children's feelings and need to be close. Give lots of hugs, smiles, and kind words• Reassure children that they are not responsible for the disaster. Listening to children's stories about disasters and feelings may help. If possible, take a moment away from the children and make sure you address your own fear and anxieties by talking with other adults• Staff who experience stress, require take time off from work
Procedures for Debriefing Staff, Children and Parents/Guardians	<p>Angus Valley Montessori will debrief staff, children and parents/guardians after the emergency. Angus Valley Montessori School will provide details on the emergency, actions taken by Angus Valley Montessori to insure safety of children and staff during the emergency.</p> <p>Our PR will provide written communication via email to all the Parents/Guardians which also include a contact number for Parents/Guardian to call for further clarification if needed. Angus Valley Montessori will debrief the staff by holding an offsite team meeting.</p>

Glossary

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.