



## ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

FIRE AND EMERGENCY MANAGEMENT POLICY AND PROCEDURES (SATELLITE SITE).....	1
<b>I. PURPOSE:</b> .....	<b>1</b>
<b>II. DEFINITIONS:</b> .....	<b>2</b>
<b>III. POLICY</b> .....	<b>2</b>
A. IMMEDIATE EMERGENCY RESPONSE .....	4
1. Fire Drill / Emergency Evacuation of Building Policy:.....	4
2. Three Levels of Response .....	5
Level One - small fire - localized.....	5
Level Two - small fire - inclement weather .....	5
Level Three - fire - summer or when school is closed.....	5
3. Fire Drill – Satellite Procedure.....	5
4. Supervisor/Designate Duties.....	6
5. General Instructions.....	6
6. Emergency Evacuation for Orde Satellite Day Care .....	7
7. Specific Emergency Procedures.....	7
B. NEXT STEPS DURING THE EMERGENCY AND RECOVERY.....	13

### **Fire and Emergency Management Policy and Procedures (Satellite Site)**

**A COPY OF THIS POLICY MUST BE STORED IN THE EMERGENCY BAG OF EACH PROGRAM TO REFERENCE IN THE EVENT OF AN EMERGENCY**

Creation date: September 19, 2016

Revised: September 5, 2017. May 30, 2019, December 18, 2019, March 19, 2020, September 2022

Reference: Child Care and Early Years Act, 2014

Board Approved: September 22, 2017

#### **I. Purpose:**

**The purpose of this policy is to provide clear direction and understanding of the roles and responsibilities for staff during an emergency and the procedures that will be followed to ensure children's safety and maintain appropriate levels of supervision. An emergency is an urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. Emergencies include situations that may not affect the whole child care center (e.g. child specific incidents) where 911 is called. Orde Day Care has developed and implemented this Fire and Emergency Management Policy and Procedures in accordance with sections 68 (1) and 68.1 of O. Reg. 137/15 under the Child Care and Early Years Act, 2014 S.O. 2014, Chapter 11, Schedule 1.**

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



## II. Definitions:

**All-Clear:** A notification from an authority that a threat and/or disaster no longer poses 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).

**Designate:** A senior staff given the responsibility of managing the centre in the absence of the Supervisor or Executive Director by the Supervisor or Executive Director

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

**Emergency Services Personnel: (ESP)** 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.

## III. Policy

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

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



## ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

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

For situations that require evacuation of the child care centre, the meeting place to gather immediately will be located at: **Village by the Grange mall entrances**

If it is deemed 'unsafe to return' to the child care centre, the evacuation site to proceed to is located at: **52 Division, 255 Dundas St W or Orde Day Care at 18 Orde St. or other site designated by the Toronto District School Board.**

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. For any emergency involving a staff member the accommodation plan will be followed if required.

**If any emergency situations happen that are not described in this document, The Executive Director Supervisor/Designate will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.**

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

**All emergency situations will be documented in detail by the Supervisor/designate in the licensing binder and the rooms which were affected in the daily written record.**

## A. Immediate Emergency Response

### Fire Drill / Emergency Evacuation of Building Policy:

Orde Day Care centre policy states:

- fire drills are to be held once a month by the Supervisor
- **all written records of drills must be kept for a minimum of one year, along with the test of all fire systems and tests of fire equipment by the Supervisor**
- lock downs and hold and secure drills are conducted twice a year by the school principal
- drills should include evacuation from all rooms used by the childcare, i.e., program rooms, gross motor room, staff room, kitchen
- drills should be held at different times of the day and week
- these drills are a total evacuation of the building
- the drills will be timed and recorded by Supervisor and maintained in the Licensing Binder
- any concerns arising from these drills must be discussed with the staff or school administration if applicable immediately after the drill to rectify the concern.

The role of the day care staff is to ensure that all children in their care evacuate the premises as quickly as possible and to be accountable for the whereabouts of all children in their care.

Therefore:

- children will be directed to line up in front of the exit door or staff will carry children to the exit door of the program room
- any child or staff requiring additional support during an emergency will be supported by the Supervisor/Director/Designate
- all children in the program must wear shoes at all times except when on a cot or crib.
- In case of a real or practiced emergency, or if a program elects to have a shoe bin, this is brought out with the children if there is a fire or drill during the sleep time routine, whenever possible
- the whereabouts of each child and staff member must be known to the room staff and the Supervisor
- the attendance binder and emergency bag must be easily available
- the key to the side entrances must be kept in the attendance binder/main attendance of each room
- **please inform the Supervisor immediately if it the key is no longer on the attendance board for the side entrances and the preschool playground lock**
- **Supervisors must obtain a replacement key as soon as possible**
- the toddler room must have the key to the preschool playground so they may access the parking lot gate in the event of an emergency
- attendance binder must be up to the minute and must be taken with staff during the drill
- attendance must be taken once the children are all safely outside
- emergency binders and lifesaving medication, or any other item required for individualized plan are taken with staff in the drill
- all staff must be familiar with the fire drill procedures prior to their shift .
- **agency staff (Sentient, Nursery Support) must be informed of the fire drill for the rooms that they are scheduled in prior to the start of their shift.**
- placement students will be informed of the fire drill procedure upon the start of their placement

## 1. Three Levels of Response

### Level One - small fire - localized

- evacuate to Village by the Grange
- caretaker will call OAKBURN CENTRE (416-395-4620) (the TDSB emergency evacuation site)
- await approval from ESP before returning into school building

### Level Two - small fire - inclement weather

- evacuate to Village by the Grange
- inform principal & on duty caretaker of location
- caretaker will call OAKBURN CENTRE (416-395-4620)
- school official will contact day care and inform them when it is safe to return to school building

### Level Three - fire - summer or when school is closed

- evacuation of neighborhood
- proceed to 52 Division at 255 Dundas St W if safe to do so
- or call Orde Day Care and inform them of your pending arrival or
- contact OAKBURN CENTRE (416-395-4621) for directions from TDSB Health and safety rep

### Fire Drill – Satellite Procedure

When the fire alarm rings, the staff in each room will follow these procedures:

1. First staff member, maintaining a quiet but firm manner will gather all children to the doorway and prepare to exit.
2. The other staff member will collect the Emergency Bag which contains the children's contact forms, and the Attendance binder.
3. The first staff member will take the children to the nearest exit in an orderly fashion. This staff will ensure that any lifesaving medication is taken
4. The other staff member will take a head count and do a room sweep (including washrooms) and then follow the first staff member and the children out of the school.
5. The classroom door must be closed behind the last staff member.
6. Infant and Toddler programs will exit through the closest door to their room and go directly to the Village by the Grange (Dundas and St Patrick St. entrance).
7. Preschool and Gross Motor occupants will evacuate through the entrance closest to their room and go directly to Village by the Grange (St Patrick St. entrance).
8. Each program staff will do a head count and verify attendance with each other.
9. Staff must promptly take attendance and inform the Supervisor, Principal, or emergency services personnel of any missing children.
10. The Supervisor will ensure that the day care office and kitchen are clear, close the doors of all rooms, turn off the lights and join the staff outside. The Supervisor will provide support to toddler programs, or where needed.
11. Cook or replacement cook ensure the oven and stove top is off and the lights are turned off. The cook will provide additional support to the infant program during an emergency.
12. Float will assist preschool children when working in the kitchen.
13. In the event that the designated evacuation space is unsuitable, children will proceed to 52 Division located at 255 Dundas St. The contact for this temporary evacuation site is with either the desk or staff sergeant on duty @ **416 808-5200** [anthony.lamanna@torontopolice.on.ca](mailto:anthony.lamanna@torontopolice.on.ca) or [james.theriault@toronto.on.ca](mailto:james.theriault@toronto.on.ca) updated annually September 19 2022 with Sergeant James

- badge #3727.
14. Under no circumstances must anyone delay the evacuation process by stopping for personal items, such as purses, coats, etc.
  15. Staff must do their best to keep children calm and in control.
  16. Staff will ensure that emergency personnel have clear access to the building and stay well away in case of flying glass, etc.
  17. If possible, blankets, jackets, "emergency bags" etc. are to be taken to keep children warm and to help in case of smoke inhalation, burns, etc. This must not interfere with the rapid exit of the children.
  18. Children should not go with their parents until the Supervisor is notified.
  19. No one will reenter the day care centre for any reason, until it is declared safe by the Emergency Service Personnel.
  20. **If the building was evacuated due to an emergency and not a drill, the occurrence must be reported following Serious Occurrence Procedures to the online Child Care Licensing System within 24 hours of the occurrence.**

### **Supervisor/Designate Duties**

#### **Supervisor/ Designate Need to:**

Upon noticing a fire:

- **assist anyone in immediate danger**
- **try to isolate the area by closing the door/ placing towels under doorways to hinder spread of smoke, fire**
- activate the fire alarm
- call 911 - never assume this has been done
- check all rooms and washrooms to ensure they are unoccupied
- take evacuation bag located just outside office door
- call Orde Day Care at 416 598 3412 and prepare them for your arrival or inform them of the evacuation site provided by TDSB

Once at the designated evacuation site, or gathering site;

- take a head count of children and staff
- ensure that all children and staff are safe
- give instructions to proceed back into the centre when it is declared safe to do so by an authority

Once back inside the centre;

- ensure that all children are accounted for
- call the Director or board member (in emergency)
- complete a Fire Procedure Report

### **General Instructions**

#### **If You Hear the Fire Alarm (instructions from Fire Department)**

- if the hallway is free of fire and smoke follow the fire drill procedures
- before opening the door feel the doorknob for heat
- if the doorknob is not hot, brace yourself against the door and open slightly
- if you see smoke or feel air pressure or a hot draft close the door quickly
- seal all cracks where smoke can enter by using wet towels or sheets
- if smoke enters the room keep all bodies low to the floor

- move to the back of the room and partially open the window for air
- wait to be rescued, remain calm, and listen for instructions given by the Fire Department

### **Emergency Evacuation for Orde Satellite Day Care**

#### **Notification of Emergency**

1. **The daycare will adopt the school's** emergency management policies and procedures when school is in session
2. The Principal shall upon receiving information that a catastrophe has occurred necessitate an evacuation of the school.
3. If so instructed, the Principal shall put into effect the Emergency Evacuation Procedure. P.A. announcement will be made. "Prepare to Evacuate". If the P.A. system does not function, the information will be broadcast on the walkie talkie.

#### **Emergency Evacuation Procedures when school is in session**

1. Have children line up at the door and take attendance. (first attendance check)
2. **Follow the individualized plans for children or accommodation plan for staff who require assistance during an emergency evacuation.**
3. Gather children's shoes **if time allows**. (In a real emergency, you will be directed to take more items with you)
4. Take attendance and provide a count to the Supervisor. (second attendance check) Gather Emergency Bag, Attendance binder. Wait for further instructions.
5. When informed of departure follow the designated "teacher or marshal" to the buses on St Patrick St.
6. The walk will be conducted in an orderly and unhurried manner. Take attendance on bus. (third attendance check)
7. On arrival at the receiving school take attendance (fourth attendance check). Report missing children to Supervisor who will inform the Principal.
8. When the "All clear" is given groups can return to Contact Alternative School. Take attendance (fifth attendance check)
9. Return to school by the designated route.
10. Take attendance when you have arrived back in your room. (sixth attendance check)
11. Staff will be debriefed by Supervisor or Designate during or after the emergency as information is received
12. Check with staff and children to see if any experience distress during the emergency.
13. Staff will inform parent if child is directly affected by the emergency event.
14. Check in with the child/children the next day to discuss the event.
15. Call in outside resources if distress continues

## **2. Specific Emergency Procedures**

-when school is in session Orde Satellite Day Care will follow the school's emergency procedure for specific emergencies

- the following procedures must be followed on non-instructional days or periods

Emergency Situation	Roles and Responsibilities
<p><b>Lockdown</b> When a threat is on, very near, or inside the child care centre. E.g. a suspicious individual in the building who is posing a threat.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible.</li> <li>2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to the evacuation site or return to the daycare classroom if the threat is very close to the child care building.</li> <li>3) Staff inside the child care centre must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children and move them away from doors and windows;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• take shelter in closets and/or under furniture with the children, if appropriate;</li> <li>• keep children calm;</li> <li>• ensure children remain in the sheltered space;</li> <li>• turn off/mute all cellular phones; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>4) If possible, staff inside the program room(s) should also: <ul style="list-style-type: none"> <li>• close all window coverings and doors;</li> <li>• barricade and lock the room door;</li> <li>• gather emergency medication; and</li> <li>• join the rest of the group for shelter.</li> </ul> </li> <li>5) Supervisor will immediately: <ul style="list-style-type: none"> <li>• Inform the caretaker or principal to lock all entrances/exits of the school</li> <li>• close and lock all child care centre program doors, if possible; and</li> <li>• take shelter.</li> </ul> </li> </ol> <p>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p> <p><b>Side entrance/exit doors will remain locked on the 2<sup>nd</sup> floor to lessen exposure and traffic on the floor, unless the elevator is out of service. Staff can access these doors to exit. Keys to open these doors are available in attendance or main attendance binders</b></p>



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

<p><b>Disaster Requiring Evacuation</b>  A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.</p>	<p>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.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children, the attendance record, emergency bag children’s emergency contact information any emergency medication;</li> <li>• exit the building with the children using the nearest safe exit, bringing children’s outdoor clothing (if possible) according to weather conditions;</li> <li>• escort children to the meeting place;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• keep children calm;</li> <li>• wait for further instructions;</li> <li>• document any accidents that involve the children;</li> <li>• offer food and water from emergency bag; and</li> <li>• distract and engage children in stories, songs and games</li> </ul> <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> <li>• take a first aid kit; and evacuation bag a</li> <li>• gather all non-emergency medications.</li> </ul> <p>4) Supervisor/Designated support person for staff or child will:</p> <ul style="list-style-type: none"> <li>• help any individual (children or staff) 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 and staff’s accommodation plan.</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If individuals cannot be safely assisted to exit the building, the Supervisor/designated staff will assist them to closest room near an exit and inform Emergency Personnel of their whereabouts and limitations. The designate will also ensure their required medication is accessible, if applicable; and</li> <li>• wait for further instructions.</li> </ul> <p>5) If possible, the Supervisor must conduct a walk-through of the child care centre to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.</p>
--	---

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

<p><b>Natural Disaster: Major Earthquake</b></p>	<ol style="list-style-type: none"> <li>1) Staff in the program room must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li> <li>• ensure that everyone is away from windows and outer walls;</li> <li>• help children who require assistance to find shelter;</li> <li>• 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;</li> <li>• find safe shelter for themselves;</li> <li>• visually assess the safety of all children.; and</li> <li>• wait for the shaking to stop.</li> </ul> </li>   <li>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.</li>   <li>3) Once the shaking stops, staff must: <ul style="list-style-type: none"> <li>• gather the children, emergency bag and emergency medication; and</li> <li>• exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building.</li> </ul> </li>   <li>4) If possible, prior to exiting the building, staff should also: <ul style="list-style-type: none"> <li>• gather all non-emergency medications.</li> </ul> </li>   <li>5) Individuals who have exited the building must gather at the meeting place <b>communicated by the Supervisor</b> and wait for further instructions.</li>   <li>6) Supervisor will: <ul style="list-style-type: none"> <li>• help any individuals (children or staff) 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 and staff’s accommodation plan)</li> <li>• in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.</li> <li>• If staff members cannot be safely assisted to exit the building, the designated staff will assist them to the room closest to an exit and ensure their required medication is accessible, if applicable; and inform emergency personnel of their whereabouts; and</li> <li>• wait for further instructions.</li> </ul> </li>   <li>7) The Supervisor or designate must conduct a walkthrough of the child care centre to ensure all individuals have evacuated, where possible.</li> </ol>
--	--

## **Next Steps During the Emergency and Recovery**

- 1) Where emergency services personnel are not already aware of the situation, the staff member or Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the child care centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the Executive Director is not already on site, the Supervisor or designate must contact the Executive Director 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:**

**Indra Sabessar 416 988 1951**

**Anna Gionet 416 835 0034**

**Sandra Hejmo 416 880 8094**

Local Police Department: 416 808-2222

Ambulance: 416 392-2000

Local Fire Services: 416 338-9050

- 4) Where any staff, students and/or volunteers are not on site, the Supervisor/designate must notify these individuals of the situation, and instruct them to proceed directly to the Evacuation Site or the Meeting Place, as applicable, if it is not safe or practical for them return to the child care centre.
- 5) Supervisor/designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
  - help keep children calm;
  - take attendance to ensure that all children are accounted for;
  - conduct ongoing visual checks and head counts of children;
  - maintain constant supervision of the children; and
  - engage children in activities, where possible.

- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

<b>Procedures to Follow When All-Clear Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The Supervisor or designate who receives the All-Clear from an authority must inform all staff that the All-Clear has been given and that it is safe to return to the child care centre.</li> <li>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care centre.</li> <li>3) Staff must: <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their program room(s), where applicable;</li> <li>• take attendance upon returning to the program room(s) to ensure that all children are accounted for; and</li> <li>• re-open closed/sealed blinds, windows and doors.</li> </ul> </li> <li>4) The Supervisor/designate in conjunction with the Executive Director will determine if operations will resume and communicate this decision to staff.</li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) As soon as possible, the Executive Director must notify parents/guardians of the emergency situation and that the All-Clear has been given through an email blast to the families on the email distribution list.</li> <li>2) Where disasters have occurred that did not require evacuation of the child care centre, Executive Director/Supervisor must provide a notice of the incident to parents/guardians by posting a notice on the daycare website and sending out an email to all parents through the DOK mail application as well as a notice of the incident at all exits and entry points</li> <li>3) If normal operations do not resume the same day that an emergency situation has taken place, Executive Director in conjunction with the Board of Directors must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</li> </ol>



<b>Procedures to Follow When Unsafe to Return Notification is Given</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) The Supervisor/ Executive Director who receives the Unsafe to Return' notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.</li> <li>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site, or the site determined by emergency services personnel.</li> <li>3) Supervisor/Director who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.</li> <li>4) Supervisor/director will post a note for parents/guardians on the child care centre entrance with information on the evacuation site, where it is possible and safe to do so.</li> <li>5) Upon arrival at the evacuation site, staff must:                         <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take attendance to ensure all children are accounted for;</li> <li>• help keep children calm;</li> <li>• engage children in activities, where possible;</li> <li>• conduct ongoing visual checks and head counts of children;</li> <li>• maintain constant supervision of the children;</li> <li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li> <li>• remain at the evacuation site until all children have been picked up.</li> </ul> </li> </ol>
<b>Communication with parents/ guardians</b>	<ol style="list-style-type: none"> <li>1) Upon arrival at the emergency evacuation site, The Executive Director will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children through an email blast through <a href="mailto:families@ordedaycare.org">families@ordedaycare.org</a> or <a href="#">DOK mail application</a> and posting on the daycare website.</li> <li>2) Where possible, the Executive Director/Supervisor will update the child care centre's voicemail box as soon as possible to inform parents/guardians that the child care centre has been evacuated, and include the details of the evacuation site location and contact information in the message.</li> <li>3) If possible, the Supervisor/ Director will post a note at the child care centre informing parents of the relocating sites where the children can be picked up or employ a staff to direct parents to the relocation site.</li> <li>4) The relocation sites will be communicated to parents upon enrollment and posted near or by the wall of every classroom.</li> </ol>
<b>Communication with</b>	<ol style="list-style-type: none"> <li>1) The Executive Director/Supervisor will inform the Chair and Co-Chair of the Board of Directors of the situation.</li> </ol>



ORDE DAY CARE'S STAFF- POLICY AND PROCEDURE BINDERK

<p><b>Board/Governing and official bodies/suppliers</b></p>	<p><b>2) The relocation sites will be communicated to parents upon enrollment and posted near or by the wall of every classroom.</b></p> <p>3) Supervisor/Executive Director/Designate will contact program advisor or report emergency evacuation due to a disaster on the Child Care Licensing System within 24 hours of the occurrence.</p> <p>4) The Executive Director will call the Insurance company and inform them of the incident and relocation site if available.</p> <p>5) The Supervisor will contact any supplier's due to deliver supplies to the daycare and inform them of the situation.</p>
<p><b>Procedure for Resuming Normal Operations</b></p>	<p>Once it has been determined either by the fire personnel, the principal or Executive Director that normal operations can resume the Executive Director will contact the following</p> <p>The Executive Director will contact the following</p> <ol style="list-style-type: none"> <li>1. Parents through an email blast, posting on website and change in voicemail inbox recording</li> <li>2. Ministry of Education Program Advisor</li> <li>3. Current Insurance Providers</li> <li>4. Supervisors</li> <li>5. Union Representatives</li> </ol> <p>The Supervisors will contact the following</p> <ol style="list-style-type: none"> <li>1. All full, part time and casual staff with their schedule</li> <li>2. All suppliers to resume deliveries</li> </ol>
<p><b>Procedure for Providing Support to Children and Staff who experience Distress</b></p>	<p>The Executive Director in conjunction with the Human Resource Committee from the Board of Directors will contact the following services to provide support to staff and children</p> <ol style="list-style-type: none"> <li>1. Toronto Public Health</li> <li>2. Toronto District School Board</li> <li>3. Any external agencies recommended by TPH or TDSB who can provide support</li> </ol>
<p><b>Procedures for Debriefing Staff, Children and Parents and Guardians</b></p>	<p>Once the emergency situation is in control the Executive Director will debrief staff and parents, this will be done in the following manner</p> <ol style="list-style-type: none"> <li>1. A meeting will be held at the sister location for all staff and parents at the earliest opportunity to discuss the events and answer questions</li> <li>2. Resources for parents and staff will be provided to assist children who experienced the emergency and are still experiencing distress</li> </ol>

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:







#### IV. UPDATED FIRE DRILL PROCEDURE

When the fire alarm rings the teachers will follow these procedures:

- The first teacher will gather the children to the doorway and prepare to exit
- The second teacher will get the attendance binder and emergency bag and any lifesaving medication
- The second teacher will ensure that all the children are out of the classroom (including washroom) and follow the first teacher and children out of the school
- Close the class room door.
- ROOM 1, 2, 3, 5 and 28 will evacuate to the north side of Orde St, just inside the west playground gate. **(Exit 1)**
- ROOM 6, 25, 26, 27 will evacuate to the east yard along the fence just to the north of the large gate. **(Exit 2)**
- **Gym will evacuate to the exit through Exit 5 which leads onto Orde St, or as an alternate Exit 4 which leads directly into the small playground.**
- **School library will evacuate through Exit 3, which leads directly to the school age playground.**
- Teachers should promptly do a roll call and inform Supervisor or Director, principal or firefighters of any missing children.
- The Kitchen staff, Supervisor or Director will ensure that the daycare office, staff room kitchen, boys and girls' washroom are clear, close the ROOM 28 door and assist staff in closest program rooms. Supervisor/Director will take the red fire drill binder
- In the event that the designated evacuation space is unsuitable (playground designated areas) or the weather is inclement, the teachers will take the children to the ONTARIO POWER GENERATION BUILDING LOBBY.
- Under no circumstance must anyone delay the evacuation process **(do not stop or go back to get shoes on, coats, purses or cell phones).**

Ensure the that the firefighters have clear access to the building and stay well away in case of flying glass, etc.

**EMERGENCY EVACUATION SITE:  
ORDE SATELLITE DAYCARE ON NON INSTRUCTIONAL DAYS**