

Central Corydon Tiny Tots

ENHANCED SAFETY PLAN

Central Corydon Tiny Tots

Facility Number: 100971

Location Address: 1 Sir John Franklin Road

Community Centre Phone Number: 204-488-7000

Director: Rayna Tolchinsky

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Mailing Address: 1370 Grosvenor Avenue, Winnipeg, Manitoba R3M 0P2

FACILITY OVERVIEW

Central Corydon Tiny Tots

1 Sir John Franklin Road, Winnipeg

Date Developed: Sept 2013

Last Revised: Sept 2015

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
- manager of the Community Center

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

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.

First Designated Alternate: Second regular staff

Second Designated Alternate: Regular substitute

Communication

Nursery school has a cordless phone in the nursery school room and access to a stationary phone in community centre office. Staff use personnel cell phones if needed in an emergency.

Children, Staff and Building Personnel

Children

Licensed for maximum of 20 spaces aged 2 years to 6 years

Staffing

2 staff including: 1 Director and 1 Assistant Director

Building personnel

Community centre has 1 full time employee plus seasonal employees. Facility is owned by the city of Winnipeg and is subject to annual inspections. The Manager and the Custodian take care of the fire protection systems and equipment.

Community Club personnel are present during the nursery school's hours of operation.

Contact Numbers: 204-488-7000 Ext. 208

Building Description

Located in Corydon Community Centre, Sir John Franklin Site - 14,290 heated square foot, concrete cinder block structure, 3 levels (including basement, main floor and gym)

Spaces Used by Centre

Basement Level: Tiny Tots room with washrooms across the hallway.

Main Floor: Additional Washrooms

Second Floor: Gym

Tiny Tots Room Exits

Main Exits: Turn left in hallway and go up the stairs to the main front doors (leads to the main parking lot)

Alternate Exit: Turn right in hallway and go up the stairs to door at top of stairs (leads to the main parking lot)

Gym Exits

Main Exits: Turn right in the hallway and go down stairs to main front doors (leads to the main parking lot)

Alternate Exit: To left and down stairs to secondary doors (leads to the main parking lot)

Heating, Ventilation and Air Conditioning

Forced air gas heating - no air conditioning

Fire Safety Equipment and Locations

Fire Alarm System

Single stage with signal sent to monitoring company which dispatches the fire department. System includes pull stations, emergency lighting, hard wired smoke alarms and automatic door closures.

Fire Alarm System Control panel located: Basement office at 1 Sir John Franklin Road with an annunciator panel located at the front door of 1 Sir John Franklin Road.

Monitored by: Triple AAA Alarm Systems at 1-866-949-0078

Fire Alarm Pull Stations

- at each end of the basement hallway at the bottom of the stairs
- at each exit door in the gym

Battery-Operated Smoke Alarms

9V – batteries should be replaced at least annually

Located: at each end of nursery school room

Instalment Date: September 2015

Replacement Date: September 2025

Battery-Operated Carbon Monoxide Alarm

10 year lithium batteries

Located: in nursery school room

Instalment Date: September 2015

Replacement Date: September 2025

Portable ABC fire extinguishers

- at each end of the basement hallway on the wall near the stairways
- at each exit door in the gym near pull stations

Utility Shut-off Locations

The Community Centre personnel are responsible for the maintenance and inspection of all utilities. Child care staff do not have access to the utility shut offs. If a utility needs to be shut off in an emergency, staff must contact community club personnel.

EMERGENCY FLOOR PLAN

See attached

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
- high level of carbon monoxide (CO) indicated by CO alarm

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. Pull fire alarm bell.
4. Notify director (or designated alternate) as to the location of the fire.
5. Proceed with evacuation following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.

Director (or designated alternate) should:

1. Notify community centre personnel (or designated alternate) as to the location of fire.

Suspicion of Gas Leak - IMPORTANT - Do NOT pull fire alarm bell

Director (or designated alternate) should:

1. Verbally direct senior staff to lead *Evacuation Procedures* following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.
2. Verbally notify community centre personnel to call 911 for fire department and to notify other occupants of the building.

Upon Hearing CO Alarm IMPORTANT - Do NOT pull fire alarm bell

Director (or designated alternate) should:

1. Check to see if any children or staff are showing signs or symptoms of CO exposure such as headaches, dizziness, nausea, vomiting, weakness, drowsiness, etc.
2. If anyone is showing signs and symptoms, direct senior staff to begin *Evacuation Procedures* IMMEDIATELY following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.

If no one is showing signs or symptoms, direct senior staff to begin *Evacuation Procedures* and to tell children to put on jackets, boots, etc for protection in cold weather. Proceed with evacuation following steps in *Upon Hearing Fire Alarm (or Instructions from Director)*.
3. Verbally notify community centre personnel to call 911 for Fire Department and tell them:
 - That CO alarm has been activated in a child care centre located in a community centre
 - If any staff or children are showing any signs/symptoms or not
 - That centre is evacuating

Community centre personnel should notify other building occupants of situation, that fire department has been called and that centre is evacuating.

Upon Hearing Fire Alarm (or Instructions from Director)

All children, staff and visitors should:

1. Stop all activities immediately.
2. Follow directions of senior staff to evacuate building.
3. Meet in the assembly area outside of the centre (exiting from any door): gather meet at the tennis courts outside of the centre

Director (or designated alternate) should:

1. Direct staff to gather with children and visitors by the inside of exit door. Count children.
2. Bring the following items:
 - Attendance record (with floor plan attached).
 - Emergency backpack (including first aid kit, child information records, staff emergency information and contact information for Community Centre personnel).
3. Lead evacuation out of the building.
4. Help children who require additional assistance.

Second Staff should:

1. Take the duffel bag with fire ponchos for protection in cold weather (if it is safe to do so).
2. When applicable, 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.
3. Conduct a sweep of the playroom (or gym) looking for any remaining children or adults.
4. Close all doors and windows, time permitting.

Community Centre personnel call 911 to ensure fire department is aware of the situation.

Director (or designated alternate) should:

1. Once outside in the assembly area, take attendance. Confirm that all children, staff and visitors are accounted for.
2. Advise the Community Centre personnel (or fire department) of evacuation status (for example, complete with no possibility that any child care staff, children or visitors are unaccounted for).
4. Take direction from Community Centre personnel (or fire department).
5. Direct staff to return inside or proceed to designated place of shelter upon direction from Community Centre personnel (or fire department).
6. If staff and children proceed to designated place of shelter before fire department arrives, Community Centre personnel will remain at main entrance to advise fire department of evacuation status.
7. Post the name, location and contact number of the designated place of shelter on the outside door.
8. Prepare a written statement to relay to parents by telephone to let them know the children are safe, where to pick them up and whether they need to come early.
9. Assign specific staff to contact parents with prepared statement using personnel's cell phone and office phone in designated place of shelter.
10. Contact the main office of the Corydon Community Centre to record an outgoing message on the voice mail system.
11. Be available to discuss event with parents when they pick up children.

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.

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3. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
5. In case of carbon monoxide alarm, take the battery-operated carbon monoxide unit(s) outside of the building to clear the sensor(s) and return the CO unit(s) to the interior location(s).

DESIGNATED PLACE OF SHELTER AWAY FROM THE CENTRE

Westworth United Church

(Up back lane to Grosvenor, turn left and go to west door of church)

1750 Grosvenor Ave.

Church Office Phone number: 204 489-6974

Alternate phone number: Custodian (Ken) at 204-488-7000

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 and children are not told in advance of the drills. Parents and visitors are required to participate in the drill when in the centre and follow the direction of staff.

Emergency Evacuation Drills

- minimum of one evacuation drill per month for each nursery school session group using battery-operated smoke alarm and fire alarm alternate months
- using alternate exit routes
- at different times of the day with varying numbers of staff
- complete evacuation to our designated place of shelter at least once a year

Use of Fire Alarm System

Director (or designated alternate) should contact Community Centre personnel to:

- notify alarm company of the drill and that a pull station will be used
- make sure the alarm is reset immediately after the drill

Shelter-in-Place Drills

- minimum of one shelter-in-place drill every year

After Evacuation or Shelter-in-Place Practice Drills

- director (or designated alternate) will post this information for families
- staff will try to discuss the drill with each family at departure time, particularly if their child found it interesting or upsetting

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

Director (or designated alternate) should:

1. Contact parents by telephone. Advise them to pick up their children early at centre or at designated place of shelter. Provide staff with a scripted statement to use if helping notify parents.
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.
4. Tell the Community Centre personnel.

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. Provide staff with a scripted statement to use if helping notify parents.
2. Arrange to have the closure announced on CJOB radio.
3. Contact the Corydon Community Centre to record an outgoing message the voice mail system.
4. Post a note on the outside door, if possible.
5. Tell the Community Centre personnel.

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

1. Community Centre personnel are responsible to make sure the building is prepared for closure (eg. turning off furnace, main power switch and the outside gas valve, time permitting.)

2. Director (or designated alternate) should take important documents such as child and staff information and financial records, time permitting.

Additional steps if our building is flooded

Director (or designated alternate) should:

1. Contact Community Centre personnel to:
 - Contact Manitoba Hydro to disconnect power at the pole and make sure it is safe to re-enter the centre.
 - Schedule the cleaning, service and replacing of main circuit panels, light switches, electrical sockets, appliances, furnaces, etc by certified technicians.
 - Make arrangements to have all wiring inspected by a qualified electrician before turning power on.
 - Make arrangements for the natural gas to be turned on by a qualified professional.
 - Schedule appropriate cleaning for all flooded areas.
2. Contact parents with an expected reopening date as advised by Community Centre personnel.

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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.
5. 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 file, which will contain:

- evacuation and shelter-in-place practice drill record

The director (or designated alternate) will refer the fire inspector to Community Centre personnel for the following documentation:

- inspection and maintenance records for battery-operated carbon monoxide alarm
- inspection and maintenance records for battery-operated smoke alarms
- fire extinguishers annual inspection report by a certified agency
- fire protection system annual inspection report by a qualified technician
- rotating use of fire alarm manual pull stations
- heating system annual inspection report by a qualified heating contractor

Community Centre personnel are responsible for the inspection and maintenance of most of the items below, however child care staff are to be aware and notify Community Centre personnel of any issues noted during their inspections.

Daily Inspections and Maintenance

These following items have been integrated into our *Opening Duties List* to ensure they are checked on a daily basis.

1. Evacuation procedures and floor plans are prominently posted in each room used by the centre.
2. Exit signs in areas used by the centre are easy to see and lit.
3. Corridors, stairs and exits used by the centre are unobstructed and properly lit.

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4. Exits 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 used by the centre are unplugged when not in use (toaster, coffee maker, etc.)
7. All electrical outlets in areas used by the centre have covers in place.

Monthly Inspections and Maintenance

1. Exit doors are readily opened from the inside without the use of keys or other locking devices.
2. Fire department access is unobstructed. For example, no vehicles may be parked in a fire route/lane. There is no excessive vegetation, snow or other obstructions to access routes and fire hydrant.
3. All fire extinguishers are checked by Community Centre personnel to make sure:
 - proper type
 - hung in required locations
 - labelled
 - ready for use
 - tagged
 - properly charged (arrow in green zone)
 - monthly check documented on tag
4. Battery operated smoke alarms and carbon monoxide alarms are checked by Community Centre personnel to ensure proper function (documented).
5. Storage areas are checked by Community Centre personnel to make sure:
 - 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
 - propane cylinders are not stored inside building
6. Inspection documentation maintained by Community Centre personnel for review by fire inspector for:
 - emergency lights inspection to make sure they work if the power fails
 - rotating use of fire alarm manual pull stations for monthly evacuation drills

Annual Inspections and Maintenance

The following inspection documentation is maintained by Community Centre personnel for review by fire inspector:

1. Batteries for smoke alarms are replaced at least annually (documented).
2. Battery-operated smoke alarm units replaced in September 2025.
3. Battery-operated carbon monoxide unit is replaced in September 2025.
4. Fire extinguishers are inspected by certified agency (also documented on tag).
5. Heating system is inspected by qualified heating contractor.
6. Fire protection systems are inspected by a certified technician:
 - emergency lighting
 - fire alarm system (including hard-wired smoke alarms)

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

To prepare to care for children outside of regular centre hours or during a utility failure, the director (or designated alternate) will ensure that:

- non-perishable food and water is stored and replenished at least annually
- flashlights and battery operated lights with fresh batteries are available in all areas of the centre
- fresh batteries are available for the weather radio or portable radio

Winter Storm, Flood and Forest Fire Procedures

Director (or designated alternate) should:

1. Monitor appropriate source listed below when there is potential for severe weather, flooding or forest fires:
 - Environment Canada for weather watches and warnings on weather radio or local media
 - Manitoba Water Stewardship's Hydrologic Forecast Centre website (manitoba.ca/waterstewardship/floodinfo) and local media during the spring run off period and during other high water advisories for the area
 - Manitoba Conservation Fire Program website (manitoba.ca/conservation/fire/) as well as local media during forest fire season from April to October
2. Reschedule outdoor play and all outings away from the centre.
3. Post information indicating that there may be a need for closure and reminding parents how the closure will be communicated.

Additional steps for severe winter weather watch/warning or a blizzard warning

1. Director and Community Centre General Manager will consult on the need for emergency closure.
2. Follow *Emergency Closure Procedures* if required.

Additional steps when there is potential for flooding or forest fire

1. Director and Community Centre General Manager will consult on the need for an emergency closure based on the information available from emergency response officials.
2. Director (or designated alternate) will:
 - advise parents and staff if a decision is made to close the centre
 - follow all instructions from emergency response officials
 - remind parents to listen to local media and emergency response officials for evacuation orders and assume that the centre will be closed until further notice
3. Follow *Emergency Closure Procedures* if required.

Tornado or Severe Thunderstorm Procedures

Staff should:

1. Immediately contact the director (or designated alternate) if aware of a severe thunderstorm or tornado warning/sighting in the area.

Director (or designated alternate) should:

1. Monitor the situation using information from Environment Canada on the weather radio.
2. Make sure flashlights and battery operated lights with fresh batteries are available.
3. Remind staff:
 - Not to use electrical equipment and avoid using the telephone.
 - To guide children to stay away from windows, doors, radiators, stoves, metal pipes, sinks or other electrical charge conductors.
 - Unplug all electrical appliances such as TVs, radios and toasters.
4. Notify and consult with Community Centre General Manager.
5. Make decision to enact *Shelter-in-Place Procedures: Tornado*.

SHELTER-IN-PLACE PROCEDURES: TORNADO

Protective Spaces: In the meeting room in basement (across the hall from nursery school room)

Director (or designated alternate) should:

1. Direct staff and children to gather by nursery school or gym door. Count children before proceeding to the protective space.
2. Bring the weather radio operating on battery back up and cell phone to protective space to monitor when it is safe to leave the protective spaces.
3. Bring the following items:
 - Attendance record.
 - Emergency backpack into the protective spaces (including the first aid kit, child information records, staff emergency information, contact information for Community Centre personnel).
 - When applicable, required medications and specialized equipment for children with additional support needs if it is possible to do so safely and if essential for the immediate safety of a child.
4. Once in protective space, take attendance to make sure all children and staff are accounted for.

Second Staff should:

1. Help children who require additional assistance.

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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) to access the community crisis/trauma response team within 24 hours of the event for advice, resources or in-person support.

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.
5. Make sure there are processes to monitor when a child's URIS plan will expire.
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.)

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- staff encourage parents to inform the centre of diagnosed illness after a visit to the doctor
- staff document symptoms, diagnosed illnesses or absences due to illness in the daily incident record
- a toileting log book is maintained to help identify children with diarrhea as a simple warning system of an illness outbreak

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:
 - 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.

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.

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

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)

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- 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.
3. 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. Contact Community Centre personnel to meet ambulance in front of building and to provide assistance in the nursery school room.
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. Contact Community Centre personnel when required changes are their responsibility.
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 and the board chair.

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

Director (or designated alternate) should:

1. If it is a loss of electrical power, figure out if a loss of electrical power is specific to the building or if the area is without power. If it specific to the building, contact Community Centre personnel to see if it is a breaker that has blown and power can be restored.

If it is a loss of service, contact the appropriate utility immediately to report the problem and get an estimated length of time without service.

If a repair is required, contact Community Centre personnel immediately to report the problem, to arrange repair service and get an estimated length of time without service.

2. 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.
3. 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.
4. 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).
5. Enact *Evacuation Procedures* or *Emergency Closure Procedures* if required by the public health authority or fire authority.
6. Follow *Evacuation Procedures* or *Emergency Closure Procedures*, if required.
7. 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, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.
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.
 - 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.

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- 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 with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
 - 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.
 - 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. Remind parents about expiry as needed.
 - From time to time, remind other parents in the centre how important it is to make sure packed lunches and snacks are allergen-free.

Responsibilities of all staff:

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the child care centre (with written parental approval).
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 and after 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.

Responsibilities of the parents of a child with anaphylaxis:

1. Tell the centre director about the child's allergies and needs.

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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.
3. Make sure their child has and wears a medical identification bracelet.
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. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and centre policies.
4. Inform the staff before food products are distributed to any children in the centre.

Responsibilities of the child with anaphylaxis:

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).

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2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Wear a medical identification bracelet.
7. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).
8. Know how to use the auto-injector (as developmentally appropriate).

Responsibilities of all children (as developmentally appropriate):

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the centre and washing hands (as developmentally appropriate).
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.

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. Direct staff to follow *Evacuation Procedures*.
3. Contact Community Centre personnel to call 911 for the fire department and state the nature of the emergency and address.

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 Community Centre*

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

Director (or designated alternate) should:

1. If outside, direct staff and children to return indoors immediately.
2. Direct second staff to begin *Shelter-in-Place Procedures*. Remind them to close windows and as many internal doors as possible.
3. Make sure all interior doors leading into the centre are closed and locked.
4. Contact Community Centre personnel to:
 - Make sure all exterior doors are locked.
 - Turn off breakers that control air flow.
 - Notify other building occupants about the situation.

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5. Inform parents by telephone as quickly as possible. Use a scripted message, if possible.
6. Direct parents to stay away from the area and listen to the local media for further updates on the situation.
7. Inform staff and children when emergency response personnel say it is safe to leave the building.

Second Staff should:

1. Lead *Shelter-in-Place Procedures*.
2. Close and lock exterior windows and close internal doors.
3. Place a rolled up damp towel at the floor space at bottom of doors.
4. Take attendance to account for all children, staff and visitors.
5. Advise the director (or designated alternate) of the status of *Shelter-in-Place Procedures*.
6. Prepare for evacuation by:
 - Having the emergency backpack (including the first aid kit, child information records, staff emergency information, contact information for Community Centre personnel) ready to go, should evacuation be ordered
 - Having required medications and specialized equipment for individual children with additional support needs ready (when applicable).

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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) 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 (cordless phones, pagers, cell phones, Blackberries, two-way radios, etc.).
- Contact the director (or designated alternate) immediately to assess the situation.
- **Stationary phone located:** Community Centre office

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.
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. Direct staff **NOT** to use any form of wireless communication.
2. Determine if there is an immediate threat to safety based on the information available.
3. Go to Community Centre office to call **911** using a stationary (corded) 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 second staff to begin *Evacuation Procedures*.
- Notify Community Centre personnel of decision to evacuate and ask them to tell other building occupants.

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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) 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. Go to Community Centre office to call 911 using a stationary (corded) 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.
6. Notify Community Centre personnel if centre is evacuating. Do **NOT** use wireless communication.

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*. Do **NOT** use fire alarm.
4. Direct second staff to begin *Evacuation Procedures* using only exits routes and areas that are free of suspicious items.
5. When evacuating, go to Community Centre office (if safe to do so) and notify Community Centre personnel to tell other building occupants about the situation. Do **NOT** use wireless communication.
6. Once 150 feet away from the building (can use cell phone) or at designated place of shelter:
 - Call **911** for the police and state the nature of the emergency.
 - Notify police of the caller's phone number if call display or call trace was successful.
 - 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.

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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) 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 in another part of the building
- on the property or in the neighbourhood

Staff should:

1. Notify the director (or designated alternate) immediately when aware of:
 - threatening behaviour inside the centre or in another part of the building
 - threatening behaviour on the property or 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 if there is an immediate threat to safety.

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.
3. Notify Community Centre personnel of threatening behaviour when appropriate and/or their assistance is required.

SHELTER-IN-PLACE PROCEDURES

Threatening Behaviour Inside Nursery School or Building

If the threat is in another part of the building: stay where you are and lock the door, if not possible to lock door and it is safe to do so - go to the closest lockable room.

If the threat is in the centre: take children to another room or protective space if possible, if not possible, move away from the threat behind furniture.

Lockable Doors: All doors to nursery school room lock. Gym doors lock. Staff have keys to unlock/lock the doors to other various rooms in building.

If the threatening individual is in another part of the building

Protective Spaces (not visible from hallway windows):

Nursery School Room: middle of room between 2 entry doors

Gym: stay in gym (no windows)

Director (or designated alternate) should:

1. Make sure second staff and Community Centre personnel are aware of the threat.
2. Make sure all interior doors leading into the nursery school room (or gym) are locked.
3. Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the building.
4. Turn off lights.
5. When applicable, 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.
6. If the individual has a weapon or is very threatening, call **911** for the police immediately.
7. DO NOT leave protective spaces until told by the police (or Community Centre personnel).

Second Staff should:

1. Gather with children in an area that is not visible from the hallway door:
 - Help children who need additional assistance.
 - When applicable, 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.
2. Take attendance to account for all children and staff.
3. If safe to do so, advise Director (or designated alternate) about the status of *Shelter-in-Place Procedures*.

4. Stay in protective spaces that are out of sight from doors and windows.
5. DO NOT leave protective spaces until told by the by the Director (or designated alternate).

If the threatening individual is in the Nursery School Room or Gym

Protective Spaces:

Nursery School Room: if threat by main room door – take children out secondary door to meeting room across the hallway. If the threat was near the secondary door – take children out the main entry door to the office (nursery school coat room). Lock door.

Gym: Depending upon the location of the threat, take children in the kitchen. If unable to get to the kitchen, take children down the stairs to the main canteen. Lock the door and make sure that counter gate is closed and locked.

Director (or designated alternate) should:

1. If the person does not have a weapon:

- Talk to the person. Try to calm them down. Move the threat further away from children.
- If threat becomes severe, direct second staff to call 911 for the police.

If the person has a weapon:

- Call 911 for the police immediately.
- Take cover with children in the closest protective space.

2. Follow directions from the police about what to do next.

3. Give the police information about the number of children and staff and where they are.

Second staff should:

1. If the individual has a weapon or is very threatening, call 911 for the police immediately.

2. Call Community Centre personnel for assistance.

3. If threat has been moved out of the room:

- Lock the door to the room and cover door window.
- Turn off lights.
- Close and lock exterior windows. DO NOT close exterior blinds. Police need to see inside the centre.

If threat is still in the room:

- Take children to protective space as far away from threat as possible. Lock door.

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- Help children who need additional assistance
 - When applicable, 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.
4. Take attendance to account for all children and staff.
 5. If safe to do so, advise Director (or designated alternate) about the status of *Shelter-in-Place Procedures*.
 6. Stay in protective spaces that are out of sight from doors and windows.
 7. DO NOT leave protective spaces until told by the 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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) 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 on the Property or in Neighbourhood

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

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 in the neighbourhood: direct staff and children to go inside immediately.

Protective Spaces (not visible from exterior windows):

Nursery School Room: meeting room across the hallway

Gym: go down back stairs by kitchen to meeting room across the hallway from the nursery school room (no windows on route)

Director (or designated alternate) should:

1. If in the gym, go down back stairs by kitchen to the nursery school room (no windows on route).
2. Make sure interior doors leading into the nursery school room are closed and locked.
3. Close and lock exterior windows. Close blinds.

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4. Notify Community Centre personnel to make sure they are aware of the situation and to lock exterior doors:
 - Tell them the threat is on the property or in the neighbourhood.
 - Ask them to call **911** to make sure police know about the situation.
5. Follow directions from the police about what to do next.
6. Tell staff when it is safe to leave the protective spaces as directed by the police (or Community Centre personnel).

Second Staff should:

1. If the threat is in the neighbourhood - direct staff to gather with children away from exterior windows and doors.

If the threat is on the property – go into protective spaces (take attendance record and required medications and specialized equipment for children with additional support needs if essential to their immediate safety and it is safe to do so).
2. 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*.
5. 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. Discuss incident with Community Centre personnel.
4. If necessary, call Winnipeg Regional Health Authority (WRHA) Mobile Crisis Unit (204-940-1781) or Youth Mobile Crisis Unit (204-949-4777) 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

- There are policies that ask parents to tell staff when someone else will pick up their child. If staff don't know the person, they will ask for ID.
- Staff are told about custody arrangements and what to do if the non-custodial parent arrives at a time outside of the arrangements.
- Parents are informed in the parent policy manual that staff need to be told when there are changes to who is allowed to pick up their child. Staff then update the designated pick up list for that child.
- Parents and staff are informed in the parent and staff manual to be cautious and not allow other people to enter the centre as they are entering or exiting the centre.
- When visitors are expected, staff note it in the staff log book so all staff are aware. For example, this may include a different pick-up person, a utility repair person or practicum supervisor for an early childhood education student.
- If the visitor is unknown to the staff, staff must ask to see identification.
- Expected visitors are welcomed and escorted to the appropriate area in the centre.
- 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 of the building are locked except the main entrance on Sir John Franklin Road throughout the nursery school's hours of operation. Community Centre personnel monitor visitors into the building.
2. All interior doors leading into the nursery school are locked during the hours of operation (9:20 to 11:20 am) except during primary arrival time. The door is opened at 9:20 am for parents and children to enter. Director stands at door to greet and monitor entry. When everyone is inside, the door is shut and locked.
3. If parents arrive when the door is locked, they knock on the program door. Staff look through the window before allowing entry. If staff do not recognize the person they ask the person to show their ID through the window before opening the door.
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 are required to sign children in and out on the attendance record.

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6. Parents are required to directly tell a staff member when they are leaving the building, with or without their children and to not allow other people into the room when entering or leaving the room.
7. The doors are equipped with chimes. Staff are required to visually check when they hear the chime to make sure a child is not leaving without an appropriate adult.
8. Washrooms are located across the hallway from the nursery school room. All children and director walk to the washroom together and director closes washroom door behind her. Door is monitored by the Director.
9. When using the gym, the doors are locked. If an unknown individual requests access to the gym, Director asks for purpose of visit and identification if necessary.

SAFE INDOOR AND OUTDOOR SPACE PROCEDURES

The following procedures describe how we ensure:

- safe indoor spaces
- safe outdoor spaces

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 in daily staff communication log book.
- 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 immediately.

Director (or designated alternate) should:

1. Check all safety items on the *Opening Duties List* at the beginning of each day.
2. Complete a visual check of the playground when going outside to play.
3. Do a walk-through and make sure all appliances are unplugged, etc. at the end of the day.
4. Correct any safety concerns to the best of their abilities and document what was done.
5. Make sure the Community Centre personnel are aware of any concerns and things that need to be done.
6. Note any safety concerns and related reminders about appropriate procedures in the daily staff communication log book.
7. Complete and document any required repairs or actions. Contact Community Centre personnel when required repairs or actions are their responsibility.
8. 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.

9. Make any necessary changes to indoor or outdoor spaces to make sure children with additional support needs are safe. Contact Community Centre personnel when required changes are their responsibility.
10. Communicate safety concerns or changes to procedures to all staff:
 - Note concerns in the daily communication log book.
 - Review at a staff meeting and, depending on how serious the situation is, share with the board of directors.
11. 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 (or designated alternate).
2. Review the *Opening Duties List* 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 (or designated alternate) to learn how to improve their participation and to have their questions answered.

The director (or designated alternate) will show new staff the locations of:

- staff communication log book (containing important information to read)
- emergency phone number list including:
 - > the centre's location address
 - > designated place of shelter
 - > contact information for Community Centre personnel
- fire alarm pull stations

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- fire extinguishers
- emergency backpacks that contain child information records and 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

The director (or designated alternate) 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.

COMMUNITY CENTRE MANAGEMENT ROLES AND RESPONSIBILITIES

The Community Centre General Manager and Program Coordinator should:

1. Read the enhanced safety plan and to discuss it with the director (or designated alternate) at least annually.
2. 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

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- 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
3. Encourage staff to bring fire safety or other safety issues to their attention as discussed during annual reviews of enhanced safety plan with all staff.

STAFF AND BOARD ANNUAL REVIEW

The enhanced safety plan will be reviewed annually in August (or early September) by:

- Director, second staff, Community Centre General Manager and Program Coordinator

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 any revisions are required, the Community Centre General Manager will take recommended changes to the Community Centre Board of Directors for review and approval.

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

Individual Health Care Plan/Emergency Response Plans (URIS)

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.