



EMERGENCY PREPAREDNESS POLICY AND PLAN

In the event of a genuine emergency the following procedures will be conducted. We will also practice these procedures in drills throughout the year. Fire Drills will take place monthly, and Emergency Preparedness Drills will take place yearly. It is my hope that by following the same measures in a drill it will help orient children as to what they should do in a genuine emergency. I will help keep the children calm and help them to follow through with these skills in both practice drills and in a genuine emergency.

FIRE EVACUATION AND DRILL PLAN:

Regular fire drills will be performed on a different date and time each month. These drills will be recorded, showing the date, time, and the number of children present. In the event of a genuine fire (as well as a fire drill) the following procedures will be followed.

- Upon fire alarm or observation of a fire the children will be collected in a calm manner and evacuated from the home.
- The children will be evacuated using the posted evacuation route. Exit "A" (my front door) will be used as a primary way out.
- Activation of the hardwired wall-mounted fire alarm will be made, if possible, upon exit, if the alarm has not sounded yet.
- We will all gather across the street, in our neighbor's yard, beside the huge bolder and attendance will be taken.
- **I will call 911 and provide the civic address and details of the fire after exiting if the fire alarm has not been triggered.**
- We will not re-enter the building unless directed it is safe to do so by the Fire Department.
- If the fire damage is extensive or sufficiently serious parents will be called and children will be sent home immediately. If the parents are not available, the child's emergency contacts will be called.
- After each fire drill there will be a discussion of fire safety with the children.

EMERGENCY PREPAREDNESS AND DRILL PLAN (Earthquake, Flood, etc.):

- In the event of an earthquake children will "duck and cover", face away from windows, and count to 60 or 10-6 times.
- Once the emergency has past, the children will be evacuated/ lead to safety and attendance will be taken.
- If relocation is required a notice of destination will be posted at the daycare site and information given to our out-of-area emergency persons if possible. Our emergency relocation sites are Panorama Park Elementary and JT Brown Elementary School.
- Our out-of-area emergency contact persons(s) are the primary contact for parents in the event of an emergency and **Parents are responsible to this contact person for information on their child. Chances are I will not be able to contact parents directly.**
- Our out-of-area emergency contacts are: (Monica's Aunt) **Darlene Voigt 1-250-368-8783** and (Monica's Cousin) **Shane Voigt 1-250-364-1911**. It's a good idea to always keep this info in your wallet and with you.
- Parents are also responsible to provide out-of-area emergency contact information to the childcare provider. This information will be used secondary to the daycares out of province emergency contact person.

Tender Spirits Childcare

Registration Documents



PARENTS ROLE IN PREPAREDNESS:

- Every parent is required to supply an emergency kit/comfort kit for their child. The comfort kit should have food and water for 72 hours among some other items listed below. It is the parent's responsibility to supply these items and may choose to create the kit themselves or purchase a basic kit and add to it. A basic student kit may be purchased for less than \$30 from FAST ([Student Comfort Kit | School Emergency Kits | F.A.S.T. Limited – F.A.S.T. Limited \(fastlimited.com\)](#)) but parents can purchase it from other suppliers as well. Here is a list of required items for the emergency/comfort kit:
 - A ziploc bag or pouch with your child's name on it to enclose the contents of the kit
 - An emergency contact information card AND out of province emergency number.
 - A picture of your child and the family or any other pictures for comfort.
 - A small, simple toy.
 - 72 hrs supply of food (+/- non chocolate granola bar, fruit leather, sesame snaps, a small roll of hard candy or a few suckers, raisins, applesauce, fruit leather etc.).
 - Glow sticks or flashlight with batteries packaged separately. (You can get a package of glow sticks at the dollar store.)
 - 1 emergency whistle with a breakaway neck rope.
 - 2 pocket size tissue packages and small pkg of wet wipes. (You can get these at the dollar store too.)
 - 4 diapers and a soother if indicated for your child's age.
- Parents must supply a backpack for children 2 years old and up to carry their emergency/comfort kit in. A very small toddler backpack is recommended. This one on Amazon has as been used in the past and is highly recommended [DB Dinosaur Toddler Mini Backpack with Leash, Children Kids Baby Harness Bookbag : Amazon.ca: Clothing, Shoes & Accessories](#). Remember that there is only one educator and up to eight children. The educator will not be able to carry everyone's emergency supplies in the event we need to relocate so children two and up must be able to carry their own. Keep it small, compact, and light! The daycare has an emergency and first aid kit as well; however, it does not contain food and water for all the children, it contains other essentials and first aid supplies.
- Parents are encouraged to also teach and talk about fire and earthquake safety at home.
- Parents should keep the daycare's out-of-area contact person's number in their purse, wallet or cell phone so that they can call for information about the children in the event of a disaster.
- Parent should be prepared to pick your child up immediately/as soon as possible in the event of an emergency/ disaster.
- Parents will need to take home their child's emergency/comfort kit once a year to review its contents, replace any expired items and update its emergency card information if needed. This is usually done during the providers summer vacation in August and is returned when we reopen.

I appreciate your help in making sure we are well prepared for any emergencies. If you have any questions, please let me know!

Thank you,
Monica