

EMERGENCY PROCEDURES

Fire Drills

Fire drills are mandatory for daycares and preschool as dictated by the health authorities and the law. This is a requirement for us to retain our license. They must be done once a month no matter the weather conditions or season.

1. When the fire alarm is set off: staff will go the nearest exit and open the door, calling to the children to follow. The staff will lead the children outside to the meeting place. (lower yard)
2. One staff from each program will bring with them the emergency back pack, sign in sheet and emergency medications to the outside meeting place.
3. The Director/acting Director will look through each room before leaving the building.
4. In the lower yard, staff will hold roll call; the roll call is taken from both sign in sheets. Children will verbally respond (here) as their name is called. If a child does not respond when their name is called, the staff member doing roll call must make eye contact with that child before moving on the next child. If no eye contact is made, that child will be presumed missing.
5. If a child is discovered missing, staff may enter building, if it is safe to do so, to look for the child. If it is unsafe to enter the building, the fire department will be informed. A description and photo of the missing child will be given to the fire department when they arrive.

Upon examining this emergency procedure, parents should understand:

1. the necessity for their child to wear inside shoes with a firm sole. We, as teachers, can enforce the wearing of such footwear, but first you must provide it.
2. the importance of signing your child in. Sign in sheets are used for our emergency roll call; if a parent forgets to sign in this can cause great confusion in an all ready stressful situation.

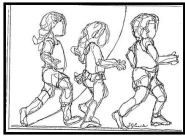
Can you now imagine we are standing outside in the rain, cold, wind, etc does your child have the proper footwear, are they signed in, do you have enough spare clothing to change into when we come back inside? These are all things we have to consider when doing a simple fire drill.

Earthquake Drills & Evacuation Preparedness

The Centre also conducts earthquake drills. While many of us do not like to think about an earthquake occurring in our part of the country, there exists a strong possibility that a major earthquake could strike at some time in Vancouver.

We want to assure you that our Centre is well-equipped and prepared to care for your children in the event of this critical situation. All of our staff have current first aid certificates and will be in communication with local emergency services.

The Centre also practices earthquake drills, following the emergency evacuation procedure similar to the fire drill. During a simulation, children and staff practice “duck and cover” defensive positions and remain “under cover” facing away from windows for a full 60 seconds, unless immediate evacuation is necessary (fire, gas odour, building collapse).



WEST VANCOUVER CHILD DEVELOPMENT CENTRE

At the command of “earthquake,” the children and staff:

- Drop under a desk or table if possible. Hold on to the desk or table leg. If there aren't enough sturdy pieces of furniture to get under, practice taking cover next to inside walls, away from windows, overhead light fixtures and tall pieces of furniture which might topple over when the ground shakes. Assume the “duck and cover” position on knees, head down, hands clasped on back of neck or head covered with book or jacket.
- Face away from windows.
- Stay “under cover” after earth stops shaking for 60 seconds (staff will count aloud; it is calming and earthquakes or after shocks rarely last longer than 60 seconds).
- Practice duck and cover drills outside in your play area, too.

When the time is up and the Director or Acting Director deems evacuation is safe, children muster in the lower play area following the fire drill procedure outlined above.

In the event of an earthquake occurring, the following procedures will be followed:

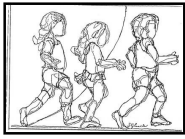
1. No child will be released from the Centre unless a parent comes for him/her.
2. The children and staff will remain at the Centre if the building is safe. (Note: Our Centre has been assessed for structural stability and we have been told that the building has an excellent chance of withstanding an earthquake.)
3. Our alternate shelters are Irwin Park School and the West Vancouver Community Centre.

We do ask for your help with the following areas:

1. In the event of an earthquake, please do not call the Centre; we must have the lines open for emergency calls.
2. Following an earthquake, do not immediately drive to the Centre; streets and access to the Centre may be cluttered with debris; the Centre's access route must remain clear for the emergency vehicles.
3. Ensure your child always has a complete change of clothes in his/her cubby.
4. Ensure your child always has a pair of well fitting running shoes with thick soles available for wearing.

What to pack in your child(ren)'s Personal Emergency Pack:

- Small flashlight with batteries
- Canned goods with pull tabs
- Fruit leather
- A family photo
- A letter from you
- Out of province contact person



WEST VANCOUVER CHILD DEVELOPMENT CENTRE

- A package of light sticks – available at Wal-Mart, camping supplies
- A few diapers, if necessary
- A bottle, soother, sippy cup if necessary
- A personal toy (for comfort)
- Anything you feel that will comfort your child

If you have any questions or concerns or would like more information on how you could put together and emergency plan for your family, please do not hesitate to contact the Director.