

# EMERGENCY NUMBERS AND PROCEDURES

## EMERGENCY NUMBERS AND PROCEDURES

### Section 17

Every licensee shall ensure that:

(a) emergency telephone numbers and procedures are posted in a prominent place in the licensee's child care centre;

### Guideline

The following telephone numbers shall be posted in the child care centre:

- (a) fire department (include non-emergency numbers)
- (b) police department (include non-emergency numbers)
- (c) nearest hospital (including address)
- (d) nearest ambulance service
- (e) nearest poison control centre
- (f) taxi service

All adults, including staff, substitutes, volunteers and students are aware of the emergency numbers and procedures.

### Best Practice

Up-to-date child information cards for every child enrolled containing information as outlined in section 6(8)(c) are kept in a portable first aid kit to be taken on excursions.

Individual and up-to date staff information cards, including the staff person's name, address, date of birth, health information and an emergency contact name and phone number are also kept.

## Section 17

Every licensee shall ensure that:

(b) evacuation procedures are made known to all staff and parents or guardians of children enrolled in the licensee's child care centre;

### Guideline

Emergency procedures for situations such as fire, chemical spills, floods, bomb threats and power failures shall include:

- (a) responsibilities of each staff person in the child care centre
- (b) removal of daily attendance report and emergency child information records
- (c) designated shelter away from the centre in the event of the centre's evacuation. The licensee should ensure that a key is available if the shelter requires it.

If children with disabilities are enrolled, emergency procedures should include specific guidelines for escorting the children to safety, according to the *Manitoba Fire Code*.

Emergency procedures should also be developed in case the children are confined to the centre for an extended period of time, such as during blizzards. The plan would include how children's needs would be met such as feeding and diapering. Plans for children with specific medical needs during confinement should also be addressed in the emergency procedure.

Child care co-ordinators are available to help develop emergency procedures. Winnipeg Fire Paramedic Service is also available.

If the centre is located in more than one room, evacuation procedures must be posted in every room used by the centre.

### Best Practice

The centre director asks the local fire authority to develop and review the centre's emergency evacuation plan.

The centre develops a crisis response plan using the Manitoba Child Care Association's *Crisis Response Manual* as a resource guide. This manual helps centres develop response plans for various crises, including emergencies, closure due to weather, disasters, violent acts, dangerous trespassers and dealing with loss. It also highlights various safety and security procedures.

## **FIRE EXTINGUISHERS**

### **Section 17**

Every licensee shall ensure that:

(c) fire extinguishers of a size and class and other fire prevention equipment required by the fire authority are installed and maintained;

#### **Guideline**

Fire extinguishers should be installed and maintained according to the *Manitoba Fire Code*. The gauge on the fire extinguisher should be checked monthly and inspected annually by a qualified inspector. After seven years, the extinguisher should be re-sensitized or a new one purchased.

### **Section 17**

Every licensee shall ensure that:

(d) all staff employed in the licensee's child care centre are knowledgeable about the use of fire extinguishers; and

(e) emergency evacuation procedures are practiced at least once a month for all children in attendance at the licensee's child care centre, and written records are kept indicating the date and time of each drill and the number of staff and children evacuated and are maintained on file for a period of 1 year.

#### **Guideline**

Plans for evacuating children should also include when children are asleep, as well as different times of the day.

Records shall be retained for at least a year from the date of each evacuation drill.

#### **Best Practice**

All staff complete a course every two years on how to use a fire extinguisher.

At least once a year (and any time renovations or additions to the centre are made), the centre director asks the local fire authority to participate in a fire drill. The centre immediately incorporates any recommendations for improvements to the emergency evacuation procedures provided by the authority.

