

Emergency Preparedness Plan



WHISPERING HILLS DAY CARE SOCIETY EMERGENCY PREPAREDNESS PLAN



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Introduction:

An *emergency* is defined as “a situation that results in serious adverse effects on the health and/or safety of employees, patrons, the community, or the environment.”

This ‘*Emergency Preparedness Plan*’ covers the WHDCS protocols developed to provide safe care for our children, staff, and visitors should an emergency or disaster occur during the program day.

Whispering Hills Day Care Society is spread out between 3 separate site locations, and therefore, must have a comprehensive Emergency Plan that can be utilized no matter which location you are present at. WHDCS will incorporate all sites in the development of their Emergency Plan. In the event of an

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emergency, the Program Directors and WHDCS staff are considered responsible for the safety of the children and will coordinate actions with the community's public safety officials, landlords, and families of the children in their program. We recognize that the safety and well-being of children and staff shall always take priority over all other considerations.

The Program Directors & Site Managers¹ will oversee the situation at their facility until emergency personnel arrive, then direction will be taken from the local emergency personnel in charge of the event (i.e. Fire, Police, and EMS). The Program Directors should follow all requests from emergency personnel on scene and take direction from Site Management on locations for possible evacuations. In the Program Director's absence, the Site Lead or designate will oversee the emergency response.

A copy of this plan is always available for review at all 3 program site locations, as well as on our website. Each site has the '*WHDCS Emergency Preparedness Plan*', as well as the approved Emergency Procedures for the building their daycare classroom(s) is in (i.e. Multiplex, University, or Whispering Hills Primary School). Employees are introduced to all plans during orientation. We review the plan with all employees annually and perform practice drills throughout the year.

Training:

Before this Emergency Preparedness Plan can be used, it is very important that everyone is aware of and understands their roles and responsibilities in the case of an emergency. Our training requires staff to:

1. Review the Emergency Preparedness Plan
2. Review their roles and responsibilities, as well as those of their team
3. Participate in drills and provide feedback so any necessary changes can be made
4. Maintain an up-to-date Level C First Aid CPR & AED
5. Ask questions about anything they are unsure of

WHDCS will provide ongoing training for employees to keep their skills current, as well as provide feedback from all drills so staff can improve their skills. Additional training required of our staff is:

- Level C First Aid CPR & AED
- WHMIS
- Use and care of fire extinguishers

Drills may be carried out by Program Directors of WHDCS or Site Managers at any of the daycare locations. For this reason, all staff must know the procedures for WHDCS as well as the Multiplex, the University, and Whispering Hills Primary School.

¹ Site Managers for each daycare site: **Multiplex:** General/Facility/Administration Managers
Athabasca University: Facilities & Services, Coordinator of Employee Health
Whispering Hills Primary School: Principle & Vice Principle

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Emergency Numbers

Fire Department	9-1-1 OR 780-675-2063
Ambulance	9-1-1
Police Department	9-1-1
Athabasca RCMP	780-675-4252
Victim Services	780-675-5077
Poison & Drug Information Service	1-800-332-1414
Licensing Officer	780-307-6056 (Melanie Lubemsky)
Child Care Connect	1-844-644-5165
Emergency Social Services (Child Protective Services)	1-780-675-2243 780-675-6870
Child Abuse Hotline	1-800-387-5437
Athabasca Disaster Services	780-675-2063
Athabasca Healthcare Centre (Hospital)	780-675-6000
Athabasca Community Health Services	780-675-2231
Insurance Agency: The Co-operators Policy # 03295371	780-675-5100
Alberta Fish & Wildlife, Athabasca	780-675-2419
Fortis Power	1-866-717-3113
Apex Utilities (Natural Gas)	866-222-2067 866-222-2068 (24 Hour Emergency Service)

Whispering Hills Day Care Society Contacts

Office	780-675-7946
After Hours Phone	780-689-8346
Adam Smith (Program Director)	780-689-8419
Emmily Strembesky (Program Director)	780-689-9704
Jody Struski (Program Director)	780-289-2215
Multiplex Daycare Site	780-689-8346 (Rosebud) 780-940-6541 (Willow)
University Daycare Site	780-519-0483 (Poppy) 780-940-5120 (Blossom)
OSC & Kinder Care Site	780-689-8356 (Kinder) 780-940-7932 (OSC)

Multiplex Contacts:

2 University Drive, Athabasca, Alberta T9S 0A3, Canada

General Manager	Rhonda Alix	780-213-4252
Facility Manager	Tim Wolfenberg	780-676-1366
Administration Manager	Cheryl Ruthven	780-689-9516

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University Contacts

1 University Drive, Athabasca, Alberta T9S 3A3, Canada

Facilities & Services Administrator	Wendy Carswell	780-212-1799 780-675-6349
Coordinator of Employee Health	Darren Schmidtke	780-689-0436
Maintenance	Duane Terrien	780-689-9781
University Front Desk		780-675-6100

Whispering Hills Primary School Contacts

3001 Whispering Hills Dr. Athabasca, AB T9S 1N3

Principle (Site Manager)	Shona Hunter	780-675-2429 780-327-9345
Vice Principle (Deputy Site Manager)	Sheena Garton	780-689-1153
Site Administration	Deidre Runcer Wanda Semashkewich	780-675-4546 780-676-0128 780-213-0628

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Safety Roles and Responsibilities

Everyone has a role in emergency and disaster planning and response. It is everyone's responsibility to be following health and safety guidelines to help prevent emergencies. However, the number of people using and passing through the daycare spaces, the presence of chemicals, and the chance of fire, storms, and other emergencies makes it important that all employees are aware of their roles to play prior to, and in the event of an emergency.

The following are roles of employees of WHDCS on a regular basis:

WHDCS Program Directors, and/or Site Team Leads (in absence of PD)

- Responsible for keeping the site attendance list accurate (Timesavr) and ensuring an up-to-date list is present when evacuating or sheltering in place.
- Ensures all First Aid & Emergency Kits are kept stocked up
- Conducts a hazard vulnerability analysis of the area and identifies potential disaster situations.
- Coordinates repairs of potential dangers identified with facility management and maintenance.
- Develops the facility disaster plan in conjunction with local emergency management officials.
- Assures that staff and children are trained in emergency procedures.
- Assigns emergency responsibilities to staff members. (Assign a specific person to maintain and transport pertinent files which include children's names and contact information, medical information, photos; important medication; as well as employee emergency information in the event of an evacuation.)
- Secures necessary training for staff members (First Aid, WHMIS, fire extinguisher)
- Conducts drills and initiates plan revisions based on drill evaluations.
- Keeps parents and staff members informed of emergency plan revisions.
- Conducts periodic safety checks of the physical facility and equipment.

WHDCS Staff

- Participates in developing the emergency plan.
- Knows and understands their role and responsibilities during an emergency.
- Participates in Emergency Preparedness training and drills.
- Assumes responsibility for taking emergency supplies packs, attendance sheets, and site cellphones with them in the event of an evacuation (knows where they are prior to and keeps them in stock, updated, charged, and readily available).
- Helps children develop confidence in their ability to care for themselves.

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- Conducts headcounts and assists children in carrying out the plan (i.e., evacuation, lock-down, etc.) in the event of an emergency or drill.
- Discusses drills with children: training them prior and helping them cope during and after.

Facility Maintenance Personnel

- Conducts periodic safety inspections of the facility according to policy.
- Identifies shut off valves and switches for gas, oil, water, and electricity.
- Shuts-off ventilating system in an emergency.
- Practices Lock Down procedures
- Provides WHDCS updated Emergency Plans and keeps us informed of any changes.

Facility Food Service Personnel

- Maintains seventy-two hours of supplies of non-perishable food and water for emergency use.
- Labels stockpiled food/water with date stored. Replenish stocked supplies every six months.

Parents/Guardians

- Become familiar with the emergency plan and procedures they need to follow.
- Assist facility manager/Program Directors in developing the plan.
- Provide facility with emergency phone numbers and information, as well as alternate pick-up contact information.
- Picks up child in the event of an emergency.

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First Aid Stations

Every daycare site has at least 1-2 Emergency Backpacks containing a travel First Aid Kit. A larger First Aid Supply Kit is found in each of it's offices.

The Location of other First Aid and AED Devices at each building site is as follows:

Multiplex Building:

- Front Desk
- Aquatics Center
- Workout Room **(AED)**
- Arena **(AED)** located in main lobby across from arena doors)
- Curling Rink
- Fieldhouse

University:

- Main Entrance **(AED)**
- Facilities and Services
- Shipping and Receiving
- Science Lab
- Gym **(AED)**
- Cafeteria/Kitchen Area

WHPS:

- Outside Gymnasium **(AED)**

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Emergency Plan

In the event of an emergency this Emergency Plan will be activated.

Causes for activation of the emergency plan include but are not limited to fire, bomb threats or hostile situations, explosion, flood, severe thunderstorm, severe winter storm, tornado, toxic fumes, or gas leak, electrical, heat, water, or structural failure.

Possible scenarios include Shelter-In-Place, On-Site Evacuation, and Off-Site Evacuation.

Evacuation routes are posted in each area and in public view showing exits and directional paths for traffic flow. They are also attached in this document. Updated copies of the floor plan and *Emergency Preparedness Plan* shall be given to the local Fire Department, local Emergency Management Agency, and all daycare site building facilities.

In the event of a major environmental hazard that necessitates a large evacuation such as several neighborhoods, a city/town, or geographical area, due to a large non-confined hazard, the local government agency will determine the mass shelter location. All employees are to accompany their assigned children to the shelter and remain with them while family/guardian/emergency contacts are notified, and arrangements are made for their pickup.

When children with special needs are in the facility employees will be assigned to individual children for evacuation.

All personnel will receive orientation and training in their responsibilities within the plan annually. In addition, all personnel should know the location of the Emergency Preparedness Plan (in the *Emergency & Incident Binder* in classroom & *Emergency Contact Binder* in travel backpack) at each daycare site.

Each child will receive training concerning emergency evacuation procedures in the form of drills and circle time discussions. In the event of a drill, an employee will be designated to process parent/guardian(s) as they pick up their children- and/or send out a message informing them of the drill their child(ren) took part in.

Quarterly drills are to be conducted, and all possible emergency scenarios covered on a rotating basis. Written reviews of the drills are kept with the plan in the main office for reference and updating of plan, which is done yearly, and redistributed to the necessary persons.

In the event parent/guardian(s) are unable to pick up their children in an emergency, the childcare center will remain open so long as it is safe to do so, and the children will be cared for until picked up by their parent/guardian or designated person (with proper identification).

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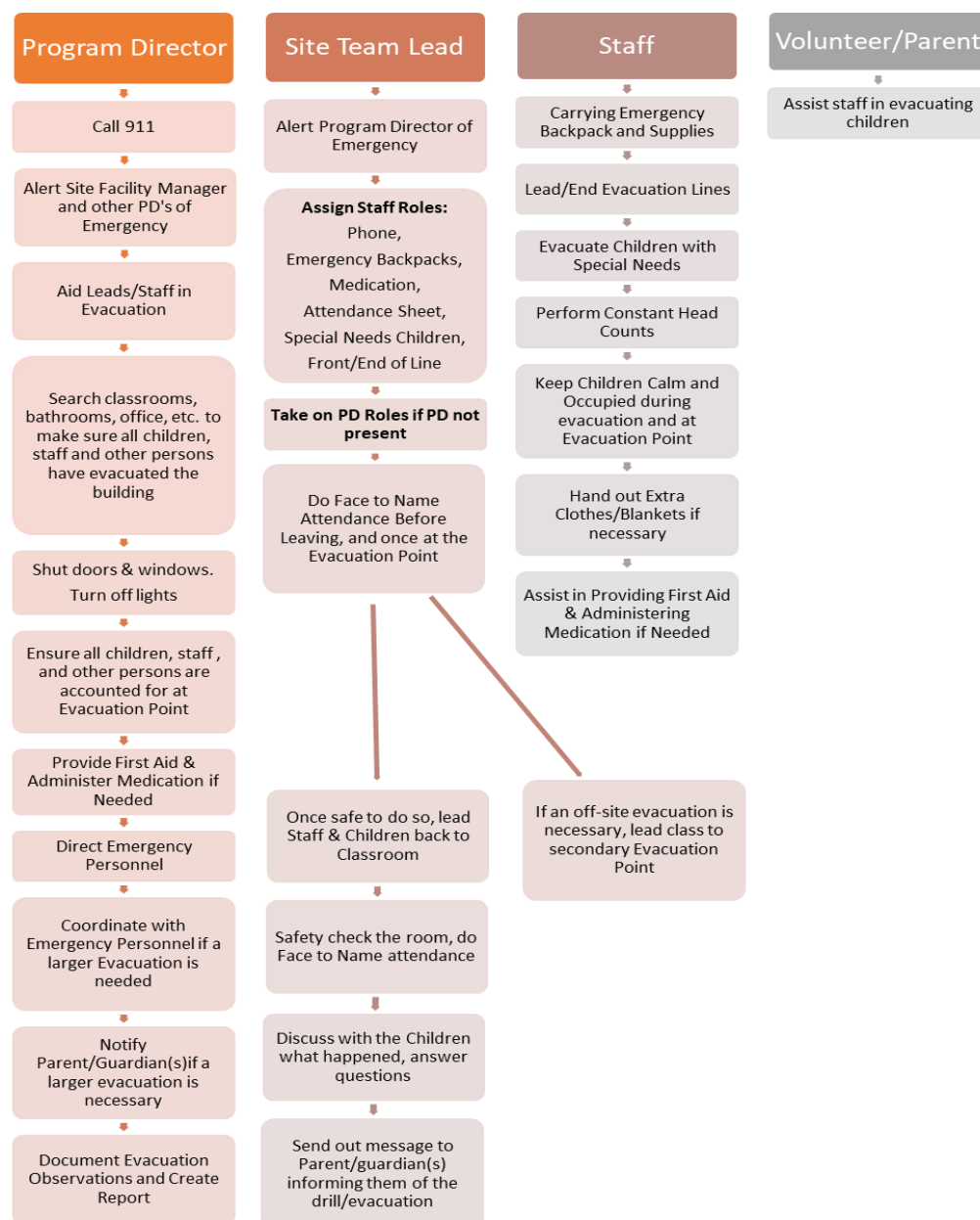


General Evacuation Procedures:

The following information is reviewed and discussed with every facility staff member to help reduce confusion during an emergency. This information should be kept with the plan and/or in a location that is easily accessed.

On-Site Evacuation:

In the event of practice drills, fire, facility emergency, gas leak, or any other situation that results in the daycare needing to be evacuated temporarily out of the facility, all staff should adhere to the following:



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Off-Site Evacuation

In the event of a fire, inclement weather, facility emergency, gas leak, bomb threat, or any other situation that results in the facility needing to be evacuated, all staff should adhere to the following.

1. The Program Director, site Team Lead, or designate will call 911 and indicate the need for assistance. They will alert the Facility Management of the situation.
2. Site Team Leads and Staff will evacuate all children and staff members to a designated safe area away from the building as quickly as possible, grabbing the Emergency Backpack (containing children and staff records, first aid kit, supplies) and site cellphone.
- **Before** leaving the facility, confirm attendance by conducting a **Head Count AND Face to Name Attendance Roll Call** to ensure all children and staff members are accounted for. Bring attendance list and Emergency Backpack along to evacuation site. All staff should be doing continuous head counts (mandatory attendance list checks every 15 minutes). *AU evacuations must check in with the AU Fire Marshal before leaving muster point to evacuation location
- The last staff out of the room (Program Director or site Team Lead) should be checking the room, office, and bathrooms for any lingering/hiding children, leave the lights on, and close windows and doors behind them.
- During the evacuation, children and staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if it is unsafe.
- The staff will evacuate children as follows:
 - o **INFANTS:** Put up to four non-mobile babies in an evacuation crib, or put two infants in wagon, and/or four to six in the buggy strollers to evacuate.
 - o **TODDLERS AND PRESCHOOLERS:** Gather children in a group and supervise an orderly evacuation to the designated assembly area. Use the buddy system if children are familiar with it.
 - o **CHILDREN WITH SPECIAL NEEDS:** These children will be assisted by specific staff members who have been trained in their role.
- Emergency Backpacks containing the facility cell phone, first aid kit, whistle, and portable children & staff records are carried out by designated staff. Emergency Kits with extra outdoor gear, blankets, water/non-perishable snacks, flashlights are to be brought along if able.
- Once childcare attendees and staff report to the designated safe area, another **Head Count AND Face to Name Attendance Roll Call** should be made to ensure that everyone has exited the building safely and made it to the safe area.
- **No person should return into the facility until it is deemed safe by the proper authorities.**
- No child is to leave unless released to their parent, guardian, or their designated emergency pick-up. Staff must communicate changes in ratio aloud and on attendance sheet (with name of parent/guardian picking up and time of pick-up written in.)

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Muster Points & Potential Evacuation Locations:

All Emergency Evacuation Locations are to be determined and communicated by Program Directors after coordinating with the Site Manager and Emergency Personnel. We cannot list all the reasons for an evacuation, therefore, until the cause is determined and the risks assessed, we cannot state where the safest location is to evacuate to until that time.

Multiplex Day Care Program:

- Muster Point: marked by a green sign in the parking lot of the multiplex, or the baseball diamonds.
- Potential Evacuation Sites: Edwin Parr Composite Highschool, or Athabasca University

University Day Care Program:

- Muster Point: backside of University Playground fence
 - *Make sure to wait until the AU Fire Marshal has checked you in before evacuating elsewhere.*
- Potential Evacuation Site: Multiplex, or Edwin Parr Composite Highschool

Kinder & Out of School Care Program:

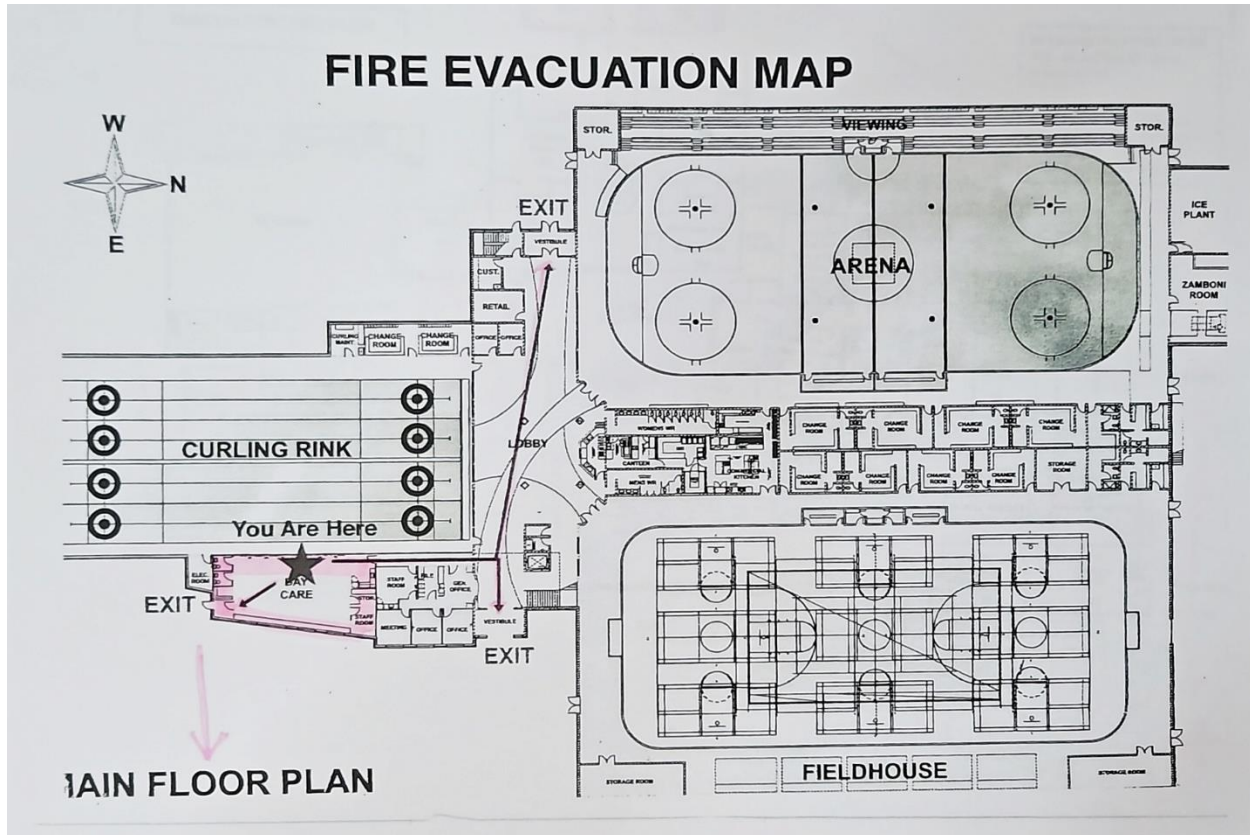
- Muster Point: South Playground (by staff parking lot) where the black bars are marked with white duct tape. Kinder Care is the spot closest to the playground equipment.
- Potential Evacuation Site: Athabasca Heath Care Centre (Ruth King Classroom), or Health Unit, or County Administration Buildings

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Evacuation Exit Plans:

Multiplex Day Care Program:



Muster Point is East of the Daycare main entrance in the parking lot, marked by a Green Sign.

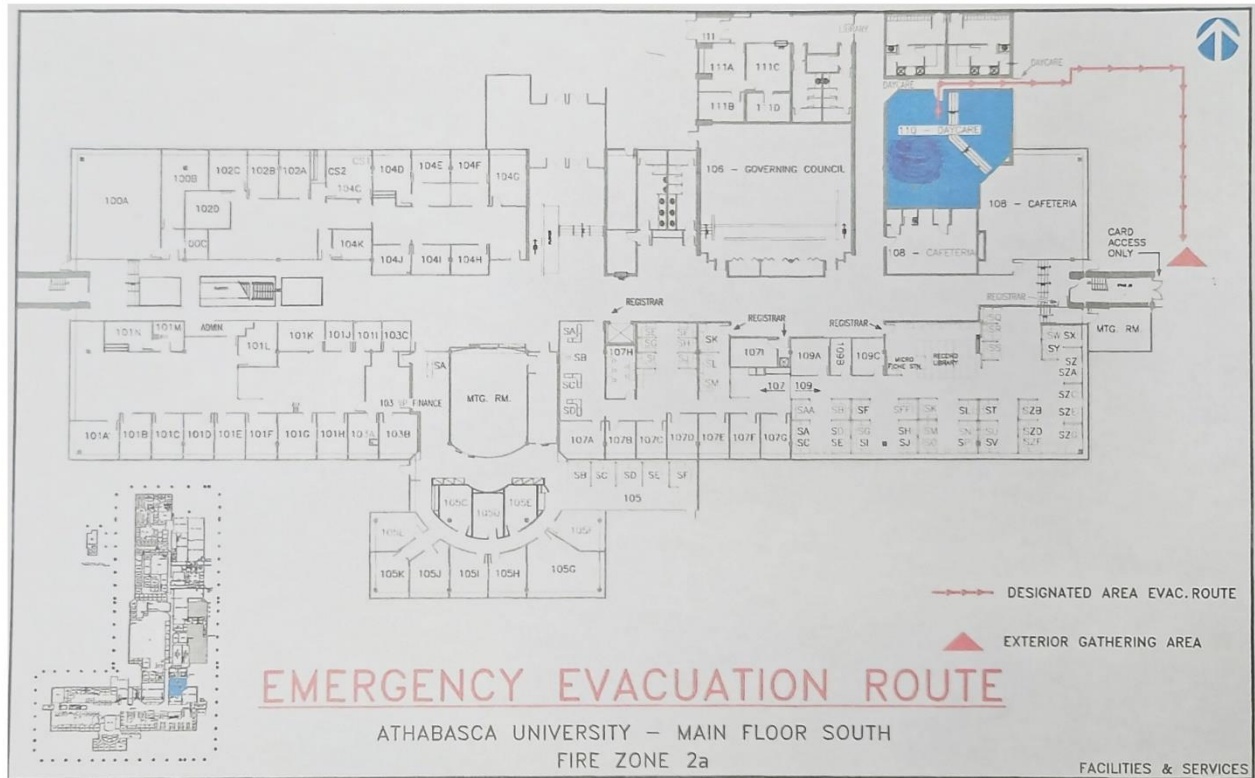
Potential Evacuation Sites: EPC West, heading through the Multiplex if safe to do so, or going around the exterior of the Multiplex building (along South side) (Multiplex Site Manager/Front Desk will alert EPC of us coming, and has the code/key for the school).

University South, following the sidewalk.

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University Day Care Program:



Muster Point is East of the daycare entrance, behind the daycare playground fence marked by a green sign. Secondary Muster Point is northside of the ornamental pond (exit through the AU library)

*Make sure to wait until the AU Fire Marshal has checked you in before evacuating elsewhere.

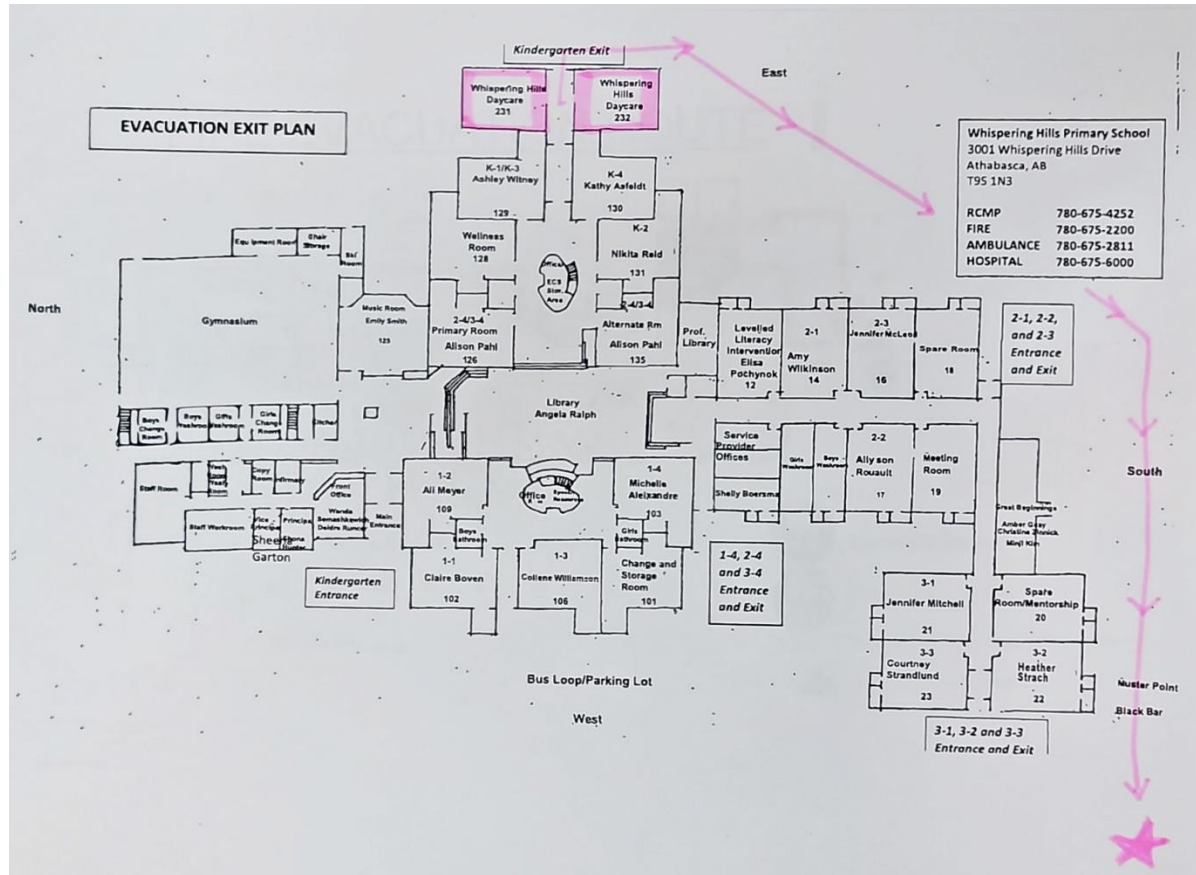
Potential Evacuation Sites: ARC Building is South. Go through the AU library if possible and exit through to secondary Muster Point at the ornamental pond.

Multiplex is Northwest, EPC Northwest. Follow the road through the parking lot if safe to do so. Another route is Southwest, around the University, behind the POC, and coming out at the Community Garden. Another route is through the Muskeg Creek Trail North, following the East Trailhead behind the playground, until it comes out at University Drive. Follow sidewalks to Evacuation Site.

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Kinder & Out of School Care Program:



Muster Point is Southeast of the Daycare main entrance (walk around school, through the kindergarten playground).

Potential Evacuation Sites: Athabasca Health Care Centre West of School. Health Unit and County Admin Building Southwest of School. Follow the sidewalks.

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Emergency Procedures:

Fire

In case of smoke or a fire:

1. Fire alarm should be pulled.
2. The area should be evacuated immediately.
3. 911 should be notified of fire location.

Evaluate the situation:

1. Where the fire is located or the location of the fire within the facility.
2. The size of the fire.
3. The nature of the fire.

The nature of the fire is key in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

- **Yellow smoke** may indicate the presence of toxic gases. Evacuate immediately. NO effort should be made to extinguish the flame.
- **Gray smoke with brown wisps** is indicative of any electrical fire. Again, the area should be evacuated immediately, and all should stay clear of the area.
- **Gray-black smoke** is indicative of a primary fire. The priority remains evacuation of the immediate area, call 911 and then decide whether to try to extinguish the fire. This should only take place if there is no imminent danger of smoke inhalation to the staff and if the staff has received training specific to fire extinguisher use.

Life safety is our priority. No matter how small or large the fire is, an evacuation should begin and 911 should be called.

If the fire is small and is not located in a room where children and childcare attendees are present, a fire extinguisher may be used to put out the fire. This should only be done if the staff responding to the fire has received the proper training. In addition, the staff should not fight the fire if there is any imminent threat to their safety.

The Childcare Facility's fire extinguishers are in the following areas:

- **Multiplex** Daycare site: Beside the front entrance door, inside the room
- **University** Daycare site: On the wall near the fridge in the kitchen
- **Kinder & OSC, WHPS**: In the hallway by the daycare exit, on the wall opposite the classroom door

Before leaving the facility, confirm attendance by conducting a **Head Count AND Face to Name Attendance Roll Call** to ensure all children and staff members are accounted for. Bring attendance list and

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Emergency Backpack along to evacuation site. All staff should be doing continuous head counts (mandatory attendance list checks every 15 minutes). The last staff out of the room should be checking the room/bathrooms for any lingering children and then turning off lights and closing doors behind them.

During the evacuation, children and staff should adhere to predetermined evacuation routes as much as possible. However, staff should not hesitate to alter the designated route if it is unsafe.

Once childcare attendees and staff report to the designated safe area, another **Head Count AND Face to Name Attendance Roll Call** should be made to ensure that everyone has exited the building safely and made it to the safe area.

*If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to a different location is necessary.

The Program Director, Site Lead, or designate should go to a visible location to help direct the fire department/emergency personnel to the facility. Once the fire department arrives on scene, the Program Director or designee should establish contact with the fire department official to discuss what information is needed by the fire department.

When possible, all windows and doors in the facility should be shut, and all electrical switches should be in the off position. This should be done while keeping in mind that both the children and staff need to be evacuated in the shortest time possible.

The Program Director, Site Lead, or designate should make sure no child or staff member attempts to re-enter the facility until cleared by the fire department.

Lock-Down

Lock-Down procedures will be used in situations that may result in harm to persons inside the childcare facility or building. These situations include but are not limited to a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the Site Manager, Program Director, designee, or public safety personnel.

- The site manager or designee will announce the “Lock-Down” over the public-address system or other designated system. The alert may be made using a pre-selected code word.
 - The Multiplex uses “Code Adam” to alert for a missing/lost child with potential foul play- this will instigate a quiet lockdown of the facility
- In a Lock-Down situation all children are kept in classrooms or other designated locations that are away from the danger.
- Staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area.
- Facility maintenance personnel secure building entrances, ensuring that no unauthorized individuals leave or enter the building.

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- Staff and children remain in the classroom, locking the classroom door, if possible, turning off the lights, covering the windows, encourage children to get under desks, behind cabinets, etc. and (if possible) engage in quiet story time activities with the children until the all-clear is announced.
- Staff should remain off phones to keep lines open for communication with Program Directors, Site Management, and Emergency Personnel.
- Parent/guardian(s) will not be able to pick up during a Lock-Down.
- Do not open the door for anyone during a Lock-Down procedure. No one comes in or out. This includes staff, parents, and people claiming to be emergency personnel.
- If the fire alarm is pulled, DO NOT evacuate the building.

Hold and Secure

Hold and Secure procedures will be used in situations where there may be a risk outside of the facility. These situations include but are not limited to gas or hazardous material spill outdoors, a dangerous person or disturbance outside the facility, or at the discretion of the Site Manager, Program Director, designee, or public safety personnel.

- The site manager or designee will announce the “Hold and Secure” over the public-address system or other designated system. The alert may be made using a pre-selected code word.
 - The Multiplex uses “*Code Adam*” to alert for a missing/lost child with potential foul play- this will instigate a quiet lockdown of the facility
- Staff members are responsible for accounting for children and ensuring that no one leaves the classroom or safe area.
- Facility maintenance personnel secure building entrances, ensuring that no unauthorized individuals leave or enter the building.
- Staff and children remain in the classroom, locking the classroom door, if possible, turning off/dimming the lights, covering the windows, and engage children in quiet activities until the all-clear is announced.
- Staff should remain off phones to keep lines open for communication with Program Directors, Site Management, and Emergency Personnel.
- Parent/guardian(s) will be informed on how to pick up during a Hold and Secure (i.e., calling ahead and allowing staff to meet them at the locked door to pass off child(ren)).

Power Failure or Water Supply Cutoff

Should there be a power failure at any of the three daycare facilities, staff are to alert the Program Directors immediately, who will then contact the Site Manager. All sites will be on notice for a potential evacuation. (*The Multiplex’s Emergency Plan states they will evacuate if a cause for the power failure cannot be identified within 10 minutes.)

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If it is deemed safe to do so, or if due to a Lockdown, Hold and Secure, or Inclement Weather conditions causing a Shelter-in-Place, the sites will remain open at the Program Directors' discretion – with the use of emergency lights and kits (blankets/extra clothing).

Program Directors or designates will notify parent/guardian(s) of power failures.

If the Water Supply is cutoff, the daycare will only remain open at the Program Director(s) discretion, or until hygiene needs cannot be met, in which the parent/guardian(s) will be notified and given a time in which to pick up their child(ren) before the site is closed.

Gas Leak

Natural Gas is lighter than air and will rise and diffuse rapidly when it escapes into an open area. Natural Gas is mixed with Mercaptan for safety reasons, to give it a "gas" smell. If there is one or more people smelling gas in the building, that might indicate a leak which may cause an explosion. Alert the Program Director immediately and begin evacuating the building. DO NOT do anything that could cause a spark (do not turn light switches on or off, do not operate any appliances).

A Program Director or designate will call 911 and alert Site Management, as well as call the gas company.

Keep children and staff a safe distance from the building until given the clear from Emergency Personnel that it is safe to re-enter the building, or if they deem it is necessary to evacuate to an alternate site. Follow Site Management and Program Directors for evacuation location and directions.

Multiplex: Anhydrous Ammonia & Chlorine Gas:

The Multiplex has both an arena and a swimming pool that use hazardous chemicals (anhydrous ammonia & chlorine). Should there be a leak, the Multiplex will alert the daycare of an evacuation. Wind direction is extremely important for both chemicals, so the Site Manager/Operator will determine and alert staff if the Muster Point is safe or whether to proceed to a new location.

Both chemicals are extremely dangerous, and should someone smell them, either inside or outside, they are to immediately alert a Program Director and move to a safe location. Anhydrous ammonia has a sharp penetrating intensely irritating odor, similar to cat urine or ammonia-based cleaners. Chlorine is a pungent odor similar to bleach.

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Hazardous Material Spill

Program Directors have set up daycare phones to be alerted via AlertAble of any local emergency- including a toxic or hazardous materials spill that could require precautions such as Evacuation or a Hold and Secure (stay indoors).

If any staff member or parent receives such a notice or witnesses a hazardous materials spill or leak- they are to alert the Program Directors immediately, who will then notify Site Management and 911.

If told to stay indoors, a Program Director, Site Lead, or designate will do an interior check to make sure all doors and windows are shut and sealed. Internal doors between rooms should be kept closed.

If an evacuation is necessary, *'WHDCS Emergency Evacuation Management Policy'* will be initiated.

Chemical Spills Onsite:

The following section is a general response to a hazardous chemical spill in the childcare facility. In general, the most dangerous chemicals located on the premises are labeled accordingly and secured behind locked doors/gates and out of reach of children.

Staff are trained in WHMIS and first aid. When handling chemicals, be sure to follow the instructions written on the product. Never mix products together.

If a chemical spill is discovered your first concern should be for the safety of yourself and the children. Evacuate yourself and others from the area to a safe distance immediately and try to identify the spilled or leaking product if safe to do so. Alert the Program Director or Site Lead of the situation, so an extra staff can be sent to assist with ratio if necessary.

Wearing proper safety gear, and if safe to do so, clean up the chemical and dispose of it accordingly. Make sure the area is neutralized safely (be sure to NOT mix chemicals) and ventilate the area as best as possible before allowing anyone back into the area.

Chemical Spills Offsite (Multiplex, AU, WHPS, etc.) where we may not know the Cause of Spill or type of Chemical:

- **Evacuate the area immediately** if a hazardous chemical is spilled and notify the Program Director.
- Do not turn any electrical switches on or off when exiting the room. Eliminate all open flames.
- Evacuate to an area upwind and uphill from the location of the spill if possible.
- The Program Director or designate will contact 911 and Site Manager and notify them that there has been a "hazardous materials spill" found.
- No person should try to contain, touch, or identify the hazardous material.
- Staff should not attempt to rescue anyone who has passed out due to fumes given off by the hazardous materials spill.

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- If any child or staff has come into contact with a hazardous material, the chemical should be washed off immediately with water.
- No person should enter the facility/space until authorized by *Fire Department Hazmat team*.

Bomb Threats

Any bomb threat should be taken seriously and treated as a real situation until proven otherwise. Any suspicious packages or letters should be reported to authorities.

Evacuation should be out of the facility and to another location as far from the facility as possible.

A **HEAD COUNT AND Face to Name Attendance Roll Call** of all the children and staff should be taken before, during and following the evacuation to ensure that everyone is out of the building. If there is any threat to the children and staff at the designated evacuation site, an immediate evacuation to a different location is necessary.

Upon arrival of the law enforcement response team, the Program Director, Site Lead, or designate will assist with any questions that the law enforcement response team may have.

No person should enter the facility until the law enforcement response team has been consulted and the situation has been resolved.

Written Bomb Threat

- The staff member that receives the written threat should handle the letter as little as possible and should save all materials that were contained in the letter. All materials involved in the threat should be turned over to local law enforcement authorities.
- Local law enforcement should be contacted by calling 911.
- The Program Director or designate, and Building Site Manager should be notified of the letter.
- The building should be evacuated until it is determined that there is no longer any danger.

Telephone Bomb Threat

The staff member taking the call should notify another staff member that a bomb threat is in progress so that:

- The building may be evacuated immediately.
- The Program Director, Site Lead, or designate will contact local law enforcement via 911, who will direct whether to pull the fire alarm. Alert the Site Manager of the situation.
- **The staff member talking to the caller should keep the caller on the line as long as possible.** The longer you keep the caller on the phone, the more information you can gather.
- Bomb threats are to always be taken seriously. Never give the caller a reason to become upset.

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- Information should be recorded as quickly and accurately as possible. The following information should be noted (please see attached graph as a guide):
 - o The time the call was received.
 - o The caller's exact words – if they make any requests
 - o A description of the caller's voice (male, female, accent, background sounds, etc.)
 - o If possible, the staff member should also ask the following questions:
 - Where is the bomb located?
 - When is the bomb set to go off?

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Bomb Threat Information			
Who Took the Call:	Caller ID Name and/or #:	Time/Duration of Call:	Date:
Exact Wording of Threat:			
Questions to Ask:			
<p>What time will the bomb explode?</p> <p>Where is it?</p> <p>What does it look like?</p> <p>Where are you calling from?</p> <p>Why did you place the bomb?</p> <p>What is your name?</p>			
Caller Description:			
Sex: Male, Female, Unsure	Estimated Age:	Voice: Loud, hushed, normal	Speech: Fast, slow, slurred
Accent: English, French, Other _____		Dictation: Good, Nasal, Lisp, Other _____	
Manner: Emotional, Calm, Vulgar, Other _____			
Background Noise:			
Voice was Familiar (how?):		Caller was Familiar with the area (explain):	
You know them, their name is:			

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Physical and Verbal Threats

The following information is a general response to physical & verbal threats that may present themselves in the childcare facility. This includes threats that come from outside the facility, as well as inside of the facility. In every situation, the Program Director, and facility staff members should evaluate the situation, and only address the situation when their safety is not compromised. If any person in the facility does not feel safe in the situation 911 should be contacted if it can be done in a safe manner.

- All physical threats made inside or outside the childcare facility should be taken seriously.
- Report any physical threats directed towards the children or staff members to the Program Director and document the threat.
- If the physical threat comes from within the facility (i.e. between staff), the Program Director notifies the police of the incident and communicates with the staff members who were involved in the incident.
 - Staff members involved in the altercation should be separated. Appropriate administrative actions should be taken to ensure the safety and well-being of the children.
 - Children should be removed from the area in which the altercation is taking place and should return only after the situation has been resolved if it can be done in a safe manner.
- If the physical threat comes from outside the facility, the Program Director is notified of the incident. The Program Director or designate will notify the police of the incident.
 - Childcare attendees and children should be removed from the area in which the altercation is taking place and should return only after the situation has been resolved if it can be done in a safe manner.
- All verbal threats will be treated the same way as physical threats.

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Verbal Threat Information <i>(Phone call or in person)</i>			
Who Took the Call/Heard the Threat:	Date:	Time of Threat/Duration of Call:	
Who Witnessed:	Where did the threat occur?	Caller ID Name and/or #:	
Exact Wording of Threat:			
Questions to Ask:			
<p>What are you planning to do? Where? When?</p> <p>Why are you threatening me?</p> <p>Where are you calling from?</p> <p>What is your name?</p>			
Caller Description:			
Sex: Male, Female, Unsure	Estimated Age:	Voice: Loud, hushed, normal	Speech: Fast, slow, slurred
Accent: English, French, Other _____		Dictation: Good, Nasal, Lisp, Other _____	
Manner: Emotional, Calm, Vulgar, Other _____			
Background Noise:			
Voice was Familiar (how?):		Caller was Familiar with the area (explain):	
You know them, their name is:			

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Unfit Pick-Up

This procedure is in place in the event a staff, upon the arrival of an authorized pick-up person or the departure of a child from the program with said individual, suspects the child may be in danger or otherwise unsafe during the transport from the program to their home. This includes but is not limited to the following scenarios:

- the authorized pick-up person seems to be under the influence of a controlled substance and is driving a vehicle
- the Educator suspects the child is being maltreated or is being exposed to abuse, substance abuse, or another form of neglect

If the Educator suspects the child is in danger on departure from the program with their parent or guardian, the RCMP will be notified, and the “Protocol for Handling Suspected Child Abuse”² will be employed. If it is safe to do so, note the description of the parent/guardian, their vehicle including the make, model, colour, and license plate, as well as a description of the child and the Educators’ observation of the risk to the child (i.e. The parent/guardian seemed to be under the influence, could smell alcohol and they were slurring their words, they were aggressive toward the child, etc.).

If the child is being picked up by someone on the authorized pick-up list who is NOT the parent or guardian of the child and the Educators have reason to believe the child may be in danger upon departure from the facility, they may stall the departure of the child while they, or another Educator, attempts to contact the child’s parent/guardian to report their suspicion. The procedure for “*Potentially Violent Situations*” will be employed at this time.

² See page 52-53 of ‘WHDCS Policies, Practices, and Procedures: “Protocol for Suspected Child Abuse”’

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Unfit Pick-Up Information		
Name of Educator:	Date:	Time:
Who Else Witnessed:		
Which Site:	Name of Pick-Up (or Drop-off) Person:	Child(ren) in their Care:
Reasons Educator feels they are unfit:		
Information to Note:		
<p>Did the child seem harmed? Scared or upset? Neglected?</p> <p>Was the person under the influence?</p> <ul style="list-style-type: none"> <input type="radio"/> smelled of alcohol, tobacco, marijuana, _____ <input type="radio"/> slurred speech <input type="radio"/> bloodshot eyes <input type="radio"/> unsteady on feet, twitching <input type="radio"/> loud, obnoxious, or vulgar behavior <input type="radio"/> _____ <p>How did they behave?</p> <p>What did they say?</p> <p>Was the child's parent/guardian notified?</p> <p>Has this happened before?</p>		
Unfit Pick-Up/Drop-Off Description:		
Description of Clothing:		
Vehicle Make & Model, Color, License Plate #:		

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Potentially Violent Situations

A potentially violent situation such as a hostage situation, unauthorized person on the premises, disgruntled person, unfit pick-up, and/or unstable custody may be cause for a selective evacuation procedure. The premise behind a selective evacuation is that it enables large numbers of children and staff to stay out of harm's way when an individual is on-site who is potentially violent.

If a potentially violent individual gains access to your facility:

- Immediately call 911/Police and notify Program Director & Site Managers.
 - Indicate to site administrators that you may have a condition for selective evacuation (this may be within the building if the potentially violent person does not leave the area).
- If the individual cannot be isolated from the children yet chooses to leave the premises, allow them the freedom to exit, and, if possible, to do so safely, note their car make and model, license plate, and the directions of their travel. Communicate this immediately to the 911 dispatcher.

Hostage Situations

Although considered improbable, the childcare facility may be subject to hostage situations either from disgruntled employees, parents/guardians, or terrorists.

- Remain calm.
- Remain polite.
- Follow the hostage takers instructions.
- Any available staff should call 911.
- Do not resist.
- Do not try a rescue.
- Pay attention to the captor(s) try to get details of what they want and accommodate them.
- Provide as much information as possible to the police when they arrive.
- DO NOT PUT YOURSELF IN DANGER
- Alerted staff members will close the doors of their areas of responsibility.

Lock facility doors, pull down shades, turn off lights, and have children secured under desks, behind cabinets, etc. Try to conduct quiet activities which keep the children engaged until the situation is resolved.

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Severe Allergic Reactions

Should a student or staff member appear to be suffering a life-threatening allergic reaction:

- Keep the child or employee calm, and as awake and alert as possible
- If affected person has an epi-pen, acquire and administer it immediately
- Notify the Program Director immediately so they can call 911, alert the parent/guardian or emergency contact, and arrange transportation to the hospital.

Other staff should be removing children from the area in which the first aid is taking place and keeping them calm and organized so first aid can be administered safely and efficiently. Once able to do so, fill out an incident report and the Program Director will alert Licensing of the critical incident.

Serious Injuries or Multiple Injuries Requiring Emergency First Aid

In the case of a serious injury or multiple injuries (of staff or children), it is imperative that the victim(s) receives care as fast as possible, but also that the unharmed children are removed from the situation quickly and safely. Try to remain calm and collected, this will help keep the children calm. The following steps should be followed in these situations:

- Notify the Program Director immediately so they can call 911 and get there ASAP if not already on site. They will also notify parent/guardian(s) of any children involved.
- Ensure that helping the injured person(s) does not put you or the children at risk of injury. Look around the area and try to determine what caused the injury and make sure it does not pose a threat to you or the children.
- If possible, have another staff remove the children from the area. They need to communicate with the Program Director where they are so additional staff can be sent to assist. The children's safety MUST be a priority.
- For the staff performing first aid:
 - Check to see if the victim(s) is breathing and has a pulse. Determine seriousness of injury and whether more advanced help is needed.
 - Call for help if you have not already done so and continue to do so until help arrives.
 - If certified and if it is safe to do so, start First Aid (CPR, bandaging, etc.) until help arrives.
 - Pass on information to emergency personnel when they arrive at the scene.
 - Once the situation is over, an Incident Report and Incident Investigation Form will need to be filled out and the Program Director will notify Licensing.

IMPORTANT: If there is only 1 staff member with the children, their priority is to the children's safety and supervision, NOT performing first aid. Call for help and remain close to the victim(s) until help arrives (if it is safe to do so).

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Inclement Weather

Program Directors will monitor Environment Canada, AlertAble, Athabasca Local Notices, Alberta Emergency Alert, and other sources for storm watch/warnings, road closures, emergency conditions (such as flash floods, winter storm, freezing rain, fog, etc.) and other weather alerts.

Program Directors and staff will regularly check the status of:

- Battery powered radios/fully charged cell phones
- Flashlights and/or back-up lighting
- Power sources
- Heat (available blankets and extra clothing)
- Bottled water & snacks

WHDCS will consider pre-storm closing (night before) or early closing depending on conditions. We will release non-essential staff in accordance with center closing procedures and ratio demands.

WHDCS will arrange for snow and ice removal as well as debris removal such as fallen trees and utility lines with Site Management and the county.

WHDCS staff should follow these general rules during weather emergencies.

- The Program Director or designate (Site Manager) will determine the safe place for the children and staff. (Shelter-in-Place)
- Staff should always keep voice contact with each other, and all staff members should have flashlights and emergency packs/backpacks available.
- Take a **Head Count AND Face to Name Attendance Roll Call** before moving to the safe place, again after arriving at the safe place, and finally, after leaving the designated safe place and returning to classroom.
- Once the storm has passed and there is no more danger to the children and staff, the following steps should be taken:
 - o If any medical attention is required, first aid should be administered. If the situation warrants it, contact 911 for medical assistance.
 - o The staff should once again do a **Head Count AND Face to Name Attendance Roll Call** to ensure that all children and fellow staff members and/or volunteers are safe.
 - o The Program Director or designate (Site Manager) needs to walk through the facility looking for any damage created by the inclement weather, such as fire, water, or structural damage. Report any damage according to site protocol (i.e. Incident, Maintenance, or Insurance Forms, etc.)
 - o Utilities of the facility should be tested to ensure that the operations of the facility have not been compromised.

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- o Any vendors that provide services should be contacted to do a service check, especially if any problems arise as a result of the inclement weather.
- After the situation is over, an Incident Investigation Form should be filled out by a Program Director

Severe Thunderstorm & Lightning

The Program Director or designate will advise all staff of the weather conditions that are approaching. The Program Director or designate will monitor Environment Canada, AlertAble, Athabasca Local Notices, Alberta Emergency Alert, and other sources for storm watch/warnings, road closures, emergency conditions (such as flash floods, mud slides, lightning, hail, or fire announcements.) and other weather alerts.

Outdoor activities should be modified to ensure that quick access to shelter is available. Upon the approach of thunderstorms or lightning, cease all outdoor activities that may delay seeking shelter.

The Program Director or designate will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. Call 911 to report it.

Tornado

The Program Director or designate will advise all staff of the weather conditions that are approaching. The Program Director or designate will monitor Environment Canada, AlertAble, Athabasca Local Notices, Alberta Emergency Alert, and other sources for storm & tornado watch/warnings, road closures, emergency conditions (such as flash floods, mud slides, lightning, hail, or fire announcements.) and other weather alerts.

A **tornado watch** means that conditions are favourable for a tornado or severe weather. A **tornado warning** means that a tornado has been sighted in the area.

Outdoor activities should be modified to ensure that quick access to shelter is available. Upon the approach of a thunderstorm/lightning siting or tornado watch announcement, cease all outdoor activities immediately and seek shelter.

An alert will be sent out to parent/guardian(s) if there is time to let them know of a potential Shelter-In-Place evacuation.

Tornado Warning—In addition to the above:

- The Program Director or designate will monitor sky conditions as best and safely as possible. If a dark/funnel-shaped cloud is seen, seek shelter immediately. If possible, call 911 to report it.

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- The Program Director or designate (site facilities staff) will turn off all utilities if time permits and it can be done safely.
- The Program Director or designate will have all staff and childcare attendees move to their designated safe locations.
- During a Tornado:
 - Stay away from all windows, doors, and outside walls. Protect your head from falling objects or flying debris.
 - Duck, cover, and hold until notified that it is safe.
 - Do not try to move seriously injured persons unless they are in immediate danger of further injury. Call 911 for help.

The designated Shelter-in-Place location for a tornado at each site is as follows:

- **Multiplex** Day Care Site: will be directed by facilities to either the fieldhouse or arena changerooms.
- **University** Day Care Site: The storage room of the AU (“the dungeon”) across from the mail room and loading bay (key to the double doors is stored in our office). If there is no time to get there, then the far side of the room where the children’s lockers are and away from the windows, or the pickleball court.
- **Kinder & Out of School Care Program**: The gymnasium, if safe to do so, otherwise locked down away from doors and windows. DO NOT go to the library.

Blizzard/Snow

The Program Director or designate will advise all staff of the weather conditions that are approaching. The Program Director or designee will monitor Environment Canada, AlertAble, Athabasca Local Notices, Alberta Emergency Alert, and other sources for winter storm warnings, road closures, weather conditions (such as freezing rain, ice fog, low temperatures, heavy snow, etc.) and other emergency alerts.

Outdoor activities should be modified to ensure that quick access to shelter is available in the case of hazardous conditions.

An alert will be sent out to parent/guardian(s) of a potential closure, or of a potential evacuation if during operating hours.

If an evacuation is necessary, the Program Director or designate will instigate the ‘*Emergency Evacuation Management Policy*’ and coordinate with the County and Emergency Personnel how and where to transport the children and staff. The designated safe area and any safety procedures will be communicated to the Program Director directly from the contact given during the emergency by the County.

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Earthquake

The first indication of an earthquake may be a gentle shaking that causes hanging plants, lights, and objects to sway or wobble. It may be a violent jolt, similar to a sonic boom. Or you may hear a low rumbling noise. A second or two later, the shaking may become more violent, and people may find it difficult to move to one place or another. Take action at the first indication of ground shaking.

During an earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. Find immediate shelter under tables, counters, or desks.

Free-standing cabinets and bookshelves are likely to topple. Objects that are mounted on walls may shake loose and fall or fly across the room. Ceiling components may pop out and drop light fixtures, ducting, and other components down with them. Door frames may be bent, jamming doors shut. Rocking walls can bend window frames, causing glass to shatter.

Be aware that the noise that accompanies an earthquake can cause considerable emotional stress. Children should be prepared to anticipate the noisy clamor of moving/falling objects, shattering glass, wailing fire alarms, banding doors, and creaking walls.

If inside:

- Stay in class- but move away from windows, shelves, heavy objects, and furniture that might fall. Take cover under tables, counters, desks, or corner. Duck, cover, and hold.
- In hallways, staircases, or other areas where there is no cover available:
 - Move to an interior wall
 - Kneel with your back to the wall
 - Place your head close to your knees
 - Cover the sides of your head with your elbows and clasp your hands firmly behind your neck.

If outdoors:

- Move to an open space away from buildings, trees, and playground equipment
- Lie down or crouch low to the ground because your legs will not be steady. Duck, cover, and hold your position.

Call 911 if there is an earthquake and alert the Program Director and Site Manager. They will do a site check and determine if a site evacuation is necessary.

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Wildlife Threat

In the event wildlife is spotted in the area off-site outings will be suspended and the playground will only be utilized if it is safe to do so. Off-site outings will resume the following day, and the precautions below will be taken.

Precautions while on off-site outings:

- Staff and children will be singing/talking loudly to deter animals from their path.
- The Emergency Backpack will be checked and confirmed for its whistle and airhorn.
- Staff members will always carry the site cell phone and will have both the Program Director and Fish and Wildlife on the contact list.

In the event the staff and children come across wildlife while off-site the following procedures will take place:

- The group will immediately turn around and walk away from the animal if safe to do so.
- The Program Director and Fish and Wildlife (if necessary) will be called and made aware of the situation.
- A new route back to the program will be decided upon by the staff if necessary, and outdoor supervision policies will be adhered to for the return trip.

Pandemic Situation

A pandemic situation can occur when a communicable disease spreads through the area which could result in increased health and safety measures up to and including a temporary closure of the facility. These communicable diseases include, but are not limited to: COVID-19 (including all variants), SARS, H1N1, etc. Childcare programs can help protect the health of their Educators and families during a pandemic by continuing all current health related procedures and implementing outbreak cleaning precautions³.

This plan is in place to respond to any notice of such a communicable disease which has been deemed to have caused a pandemic situation in our area. In the event of a pandemic, WHDCS will create, as an appendix, additional policies and procedures which are specific to the identified pandemic situation. These policies are in addition to '*WHDCS Policies, Practices, and Procedures*' and will be updated as necessary to ensure feasibility, and to align with Alberta Health guidelines and other provincial and licensing regulations. In the event of a conflict between these policies and advice from Alberta Health Services which results in WHDCS policies being insufficient, the advice from Alberta Health Services will

³ '*WHDCS Policies, Practices, and Procedures*' Outbreak Management

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prevail. WHDCS may choose to create policies which exceed the requirements from Alberta Health Services.

Pandemic Rapid Response Plan - *This may change based off AHS guidelines*

Upon laboratory confirmed identification of a communicable disease related to an ongoing pandemic situation in any individual (employee, volunteer, contractor, child in care, or visitor) who has been on site in a program even one time, or within 6 feet of another individual (even outdoors) for more than 15 minutes, in the 48-hours prior to the onset of symptoms or the date of testing which resulted in a positive case of this disease, the following plan will commence:

Families will be informed immediately if at any time there is a positive case of a communicable disease related to an ongoing pandemic situation, and recommendations for all families and Educators will follow AHS guidelines.

For families of children in attendance at the time of identification of a positive case, phone calls will be made by the Program Director, site lead, and/or Educators.

For families of children not in attendance at the time of identification, or if the program is closed at the time, families will be notified via email and Lillio (HiMama).

Due to the nature of our programs as one mixed age grouping, it is likely all individuals in the program in question will be identified as possible close contacts. As such, the Program Director will close the program that the individual was in for a minimum of 72 hours (or AHS recommended time) to complete a deep clean.

Deep cleaning includes using a bleach disinfectant concentration on all surfaces and opening doors & windows for ventilation.

Following the deep clean, if children are not identified as close contacts AND adequate staffing is available the program may reopen.

It is likely that the program will remain closed for the duration of the quarantine period in which case, parents/guardians of children who are not required to isolate may be required to seek alternate care.

If all Educators in the program are in quarantine for the duration of the closure, the facility will be deep cleaned upon the end of the quarantine period. Therefore, the program may remain closed for an additional 72 hours.

Due to the funding we receive from the Government of Alberta, we do not currently provide refunds or credits for the duration of any unexpected closures. This may change depending on government funding during a Pandemic.

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Responsibilities During a Pandemic Rapid Response Plan:

**Please note: This Rapid Response Plan is based off Alberta Health requirements during the 2020-2021 COVID pandemic. This Pandemic Rapid Response Plan will likely change in any future pandemic to reflect AHS guidelines.*

Tested Positive Individual(s)

(identified and confirmed of the disease in question with an AHS approved laboratory test)

- The individual or the parent/guardian of the child(ren) must report their test results to the Program Director as soon as possible.
- If you or your child has been exposed to a person who has tested positive for the disease in question, you must inform the Program Director so we can follow AHS recommendations.
- The infected individual will not be permitted back to the program until 5 days after symptoms, and masking for 5 additional days.

Program Director

- Upon identification of a positive case the Program Director will contact Alberta Health Services to report the case identified at the childcare facility for further instruction.
- The Program Director will report identification of the positive case to Early Learning and Child Care Licensing Authorities including an outline of the action plan which may include the closure of the program.
- The Program Director will report any outbreaks or closure to the WHDCS Board and provide status updates on the Society operations.
- In the event of a sudden closure, the Program Director will immediately inform all families of the applicable program via email and Lillio (HiMama).
- The Program Director will inform potential close contacts via email or telephone that they may have been in contact with someone infected by the disease in question and may be contacted by AHS.
- The Program Director will report to Occupational Health and Safety that there is someone on the worksite who is infected in the following situations:
 - A worker is confirmed to have contracted the disease in question and the employer has reason to believe that the exposure occurred at work; or
 - A worker is exposed to a confirmed or suspected case of the disease in question and the work site did not follow the rules, procedures and guidance related to protection during the pandemic, or the controls in place have failed.

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- The Program Director will collect information from individuals identified as positive for the disease in question or who have been identified as close contacts and complete a Pandemic Outbreak Spreadsheet. This information will then be shared with AHS, OHS, WCB, or other necessary agencies in accordance with WHDCS privacy policies.

Timesavr will be used for contact tracing in the case of a reported illness in facility-based care. If there is a report of a lab confirmed positive case of the disease in question at Whispering Hills Day Care Society, the following procedure will be followed:

- The Program Director will immediately complete contact tracing through the Timesavr system to see when this individual has been on-site, which program(s) they were in, and identify individuals who may be close contacts from 48 hours prior to the testing date of the individual's onset of symptoms or the test date which identified them as positive for the disease in question (for asymptomatic cases).
- The Site Lead will assist the Program Director in contacting all families of children in attendance if the program is to be closed during operating hours. They may also enlist the help of a designated Educator to make these phone calls to families to pick up their child and inform them of the sudden closure.

Educators:

In the event of a sudden program closure during operating hours, the following procedure will be followed by Educators:

- The Educators will keep the daily routine as consistent as possible while readying the children to be picked up by parents and guardians.
- The Educators will not discuss the reasons for the closure in front of, or with, the children and will use effective communication to inform the children the day care is closing for a time and assure them they are safe and supported.
- The Educators will work as a team to support each child and fellow Educators in working through emotional responses that may present because of the sudden closure and identification of a positive case of the disease in question.
- The Educators will ensure all children's belongings are taken home.
- One Educator will be assigned to greet parents and guardians at the door and sign children out of the program as they are picked up. As children are picked up and ratio allows, Educators will begin to go home.

Following a sudden closure, Educators who are identified as close contacts will self-isolate and follow AHS recommendations.

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- Educators will inform WHDCS of any symptoms and (if available) their test results and will follow guidance from AHS.
- Educators will be granted sick leave in accordance with WHDCS personnel policies. They may have the opportunity to access Workers Compensation or Employment Insurance and are encouraged to discuss these opportunities with the Program Director for further information.
- Educators who are not identified as close contacts, or who receive a negative test result and/or have completed their isolation period, will return to duty for three days to assist with the deep cleaning of the facility prior to reopening.

The program will reopen if ALL the following criteria has been met:

- It is confirmed by AHS that is safe to do so,
- Educators are available to work by either receiving notification they are not required to self-isolate, or they have tested twice (as close contacts), received a negative result, and are no longer mandated to self-isolate.

If there are children identified as not being close contacts and who are not mandated to isolate AND there are Educators who are also not close contacts and not mandated to isolate, AND ratio is able to be met, the program may reopen as early as 72 hours after the closure following a deep-clean.