



Emergency Management Policy

WCP have emergency plans and policies in place. Each staff has clear roles as indicated in specific policies on how to address emergency situations. Safety drills are conducted monthly to practice and document fire, tornado and lockdown drills giving opportunity to be comfortable and learn about any individual needs that affect the procedures. The lead educators will lead and delegate to any volunteer present as to how they can help. Special needs, supports and emergency procedures will be posted in regards to all individual needs plans. Staff will practice, document and discuss obstacles and concerns that erupt during drills and plan accordingly for future.

The safety locations within our building are included in various policies and all staff are trained prior to any shift worked i.e. fire, tornado, lockdown and evacuation. Our emergency off site location is the Waterloo Public Library. Our emergency location during a tornado is in the washrooms. Our classrooms can be locked down in the event of the need to lock down.

In order to ensure safety, various procedures are in place; such as conducting head counts, holding hands, and bringing emergency backpacks with us when we exit the room. The Emergency backpacks contain first aid, Epi Pens, puffers, keys, emergency files, medical and contact information of all children.

In the event of an actual emergency and once First Aid and safety of all is secured - emergency response agencies will be contacted by cell or from our emergency location. Any agencies or bodies needing a report will be reported to immediately or within 24 hours in regards to the emergency. Parents/guardians will be contacted in the event of an emergency either by phone or email as soon as possible. Parents/guardians are expected to keep contact information kept on file at the Preschool up to date at all times. Our location and emergency phone numbers are posted near the phone. We will follow the Medical Minister, Officer of Health and other governing bodies direction and any reports will be sent to appropriate governing bodies and recorded in the daily written journal.

WCP will aid in addressing the need for recovery or debriefing as a result of the emergency experience. WCP will involve supportive agencies /resources for our

members, volunteers and staff in order to help deal with any stress experienced as a result of the emergency situation.

WCP will ensure the space is safe and clean before resuming normal activity after an emergency or will seek out an alternative location if needed and possible. WCP will debrief the entire experience and document it and any learning that comes of it.

This policy and all other related emergency and staff related policies and responsibilities will be reviewed at least annually. Staff are to refer to other related policies if those specific events are occurring (fire, lockdown, evacuation, tornado).

Related Policies

Fire Drill Procedure

Fire Safety Policy

Lockdown policy and procedures

Neighbourhood evacuation plan

Tornado policy

Revised: February 2024 by Britney Stewart (Administrator).

Approved By: Matt McCarney (President) on February 20, 2024

Seconded By: Meg Burns Dolson (Operations Officer) on February 20, 2024