



Neighbourhood Evacuation Plan

In the event of a neighbourhood or regional evacuation, staff must follow directions from the local authorities (e.g., police, fire department). If there are no directions from local authorities, staff will assess the urgency of the situation to determine whether evacuation should be immediate or if it is safe to remain at the preschool until parents come to collect their children.

If immediate evacuation occurs all Emergency Medical Plans and ISP plans will be implemented to ensure the safety of all children, volunteers and staff during evacuation. Staff will remain calm, bring the back pack that contains all emergency files and the first aid kit and lead children to a safe location. Staff, volunteers and children will evacuate to the closest, safest community building. Staff will contact families on route, if safe to do so, as proper supervision and safety of the children is priority. If a duty parent and or a volunteer is with us upon evacuation they may begin contacting families to meet us if safe to do so. A text message to the Communications Officer while on route will be sent by the supervisor so that the Communications Officer can send out a mass email to the entire membership to alert families of the evacuation and where to pick up their children.

If immediate evacuation is not required or if we have been given more than a 90 minute time-frame in which to evacuate the building, staff (or designated classroom volunteer) will contact guardians or emergency contacts to pick up their children immediately. Staff will contact the Communications Officer and have them send out a mass email to families to notify them of the situation. Staff will remain in ratio with children until all children are picked up.

Nearby community buildings:

Waterloo Public Library (designated emergency meeting place) *

McGregor Senior Public School

Waterloo Memorial Recreational Complex *

Wilfred Laurier University

* Downhill from WCP, not suitable in event of flooding

Revised: February 2024 by Britney Stewart (Administrator).

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

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