



## Section 16

# Emergency Equipment and Procedures





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This section explains what operators have to do to be prepared for emergencies, including:

- having certain emergency equipment
- having an emergency evacuation plan
- practicing fire drills regularly
- following certain procedures if a child is injured
- keeping an up-to-date list of emergency numbers

# 16

**44(1)**

Smoke detector and fire extinguishers must be located in a child day care facility in compliance with any building or fire code or bylaw in force in the area in which the facility is located.

## Regulation 44(1)

**Fire Safety Equipment****Why**

- To ensure that the child care facility has adequate smoke detectors
- To ensure that the child care facility has adequate fire extinguishers

**What it means**

- The operator must meet the requirements of the *National Building Code of Canada*, the *National Fire Code of Canada*, and any local bylaw(s) regarding the number and location of smoke detectors and fire extinguishers.
- Annual inspections by the Regional Early Childhood Officer and Fire Inspector will include checking smoke detectors and fire extinguishers. See *What to do if an inspector requires improvements*, after Regulation 2(7).

**How**

- Check the hamlet, town or city office to see if there are any local bylaws regarding smoke detectors and fire extinguishers.
- Make sure the facility has enough smoke and fire extinguishers, as required by the *National Building Code* and *National Fire Code*, and any local bylaw(s).
- Make sure they work.
- Have fire extinguisher(s) serviced each year.
- Make sure staff know how to use the fire extinguisher(s).
- It is strongly recommended that facilities install carbon monoxide detectors.
- Develop procedures for staff to follow if a smoke detector or a carbon monoxide detector sounds:
  - Develop emergency evacuation procedures.
  - If a carbon monoxide detector sounds, evacuate the facility immediately.
  - If a smoke detector sounds, use judgment to decide if an evacuation is necessary. (If it's burnt toast you probably don't have to evacuate.)
- Some carbon monoxide detectors have a spot which changes colour if there is carbon monoxide. Look at them daily to make sure the colour spot hasn't changed.
- Smoke and carbon monoxide detectors should be hard wired. Check back-up batteries every six months.
- Ask the Early Childhood Officer or Fire Marshal for help if needed.

**44(2)**

Every operator shall provide

- (a) A telephone in working order; and
- (b) A first aid kit and manual that conform to guidelines provided by a first aid trainer or organization, on the premises of the child day care facility.

Regulation 44(2)

**Telephone and First Aid Kit****Why**

- To ensure that the facility has a working telephone in the event of an emergency
- To ensure that the facility has a properly equipped first aid kit, and first aid manual, in the event of an injury

**What it means**

- The operator must ensure that the facility has a telephone and that it works.
- The operator must ensure that the facility has a first aid kit and first aid manual that follows the guidelines of a certified first aid trainer or organization (such as St John Ambulance or the Red Cross.)
- Annual inspections by the Regional Early Childhood Officer and EHO will include checking the telephone and first aid kit. See *What to do if an inspector requires improvements*, after Regulation 2(7).

**How**

- If the facility is large – e.g., two floors, or several rooms – have more than one phone.
- Have a corded phone and not just a cordless phone, in case the power goes out. A cordless phone will not work when the power is out, but a corded phone will.
- Replace first aid supplies as they are used, or if they are outdated.
- Operators of family day homes and all staff persons in centres, must keep first aid and CPR certifications (if possible) up to date.
- Have a second first aid kit packed and available for field trips, or outdoor play areas that are away from the facility. Include insect repellent, sun screen, a paper and pencil.

**45(1)**

Every operator shall provide an emergency plan that includes:

- (a) emergency evacuation and fire drill procedures;
- (b) arrangements for alternate emergency accommodations; and
- (c) arrangements for transportation to those accommodations.

Regulation 45(1)

**Emergency Evacuation Plan****Why**

- To ensure that operators have a plan if the facility has to be evacuated
- To ensure that children can be evacuated quickly and safely, and taken to another location, in the event of an emergency

**What it means**

- The operator must have an emergency plan and include it as part of the *Application for a License*.
- The emergency plan must include the evacuation procedures, location to go if you must leave the facility and cannot return and how you are going to get to the location.
- If the Director issues a license it means the emergency plan is satisfactory.

**How**

- Plan how to quickly evacuate all children, staff and volunteers from the facility in the event of an emergency. Post the plan in a conspicuous location.
  - Outline roles and responsibilities for staff and volunteers so that everyone knows what to do. Decide who will:
    - > evacuate infants (or a child with additional needs),
    - > evacuate older children,
    - > bring medications and a first aid kit,
    - > bring the daily attendance sheet,
    - > bring parent/emergency contact numbers, and the numbers of local services (such as health centre, taxi, police),
    - > take attendance,
    - > do a final sweep of the building to make sure everyone is out,
    - > call the fire department or emergency services.
  - Keep blankets by each exit to protect children once they are outside. These could be kept in clean garbage cans on wheels, along with other emergency evacuation supplies such as a flashlight, diapers and water.
  - Establish a safe meeting place outside the facility where children meet and wait.

- Identify an alternate location where all children and staff will go after the facility has been evacuated.
- Plan how the children and staff will get to that location.
- Confirm with the alternate location for emergencies that you can still use it every year.
- Ask for help with the emergency plan from the local fire or police authority.
- Ask for help from the Regional Early Childhood Officer, if needed.
- Make sure all staff are fully aware of the evacuation procedures, their role in the evacuation procedures, the alternate accommodations, and how children will get to the alternate accommodations.
- Staff, volunteers and children must have footwear on at all time while at the facility. Have a bin for children to put their shoes in while sleeping. In the event of an evacuation carry the bin outside with you.

**45(2)**

Every operator shall ensure that the emergency evacuation and fire drill procedures referred to in subsection (1) are practiced once a month and that a written record of each practice is kept, indicating the date and time of the practice and the number of staff and children in attendance.

Regulation 45(2)

## Monthly Fire Drills and Record of Fire Drills

### Why

- To ensure that operators, staff and children practice emergency evacuation and fire drills so they know what to do in the event of a real emergency evacuation

### What it means

- The operator must practice the evacuation plan and fire drill once a month.
- The operator must keep a written record of each practice – date, time, number of children, number of staff and number of volunteers.
- The operator must keep the written record for at least a year. In other words the operator must keep the record of the evacuation for any given month – e.g., November – until the following November, at least.

### How

- Practice evacuation drills from all parts of the facility and at various times of the day, during a variety of activities, including nap time.
- Develop and use a form (ask the Regional Early Childhood Officer for an example) to record the required information – date, time, number of children, number of staff and number of volunteers.
- Keep the form and recorded information on file at the facility.
- Keep the recorded information on any given evacuation drill for at least one year.
- Centre operators make sure staff are fully aware of fire drill procedures.
- Teach children how to respond appropriately to an emergency or evacuation drill.



**45(3)**

If a child has an accident, the operator shall, as soon as possible,

- (a) ensure that the child receives medical assistance; and
- (b) notify the parent or guardian of the child.

## Regulation 45(3)

**Injured Child Procedures****Why**

- To ensure that any child who is injured gets medical attention as soon as possible
- To ensure that parents and the Director are informed of an injured child

**What it means**

- If a child is injured at the facility the operator must make sure that the child receives medical assistance as soon as possible.
- Accident means accidents resulting in a serious injury that in the operator's opinion requires medical assistance.
- Medical assistance means that the child must see a doctor, nurse, or other health care professional. (The operator or staff might perform first aid, but this does not meet the definition of "medical assistance.")
- The operator must notify parents as soon as possible.
- The operator must complete a *Serious Occurrence Report* and submit it to the Director either on the day the injury happened, or the next business day. (Business day means Monday through Friday.)

**How**

- Keep an index card for each child that includes the names and phone number for the parent, the child's health care provider, the child's health care number, and any known allergies.
- If a child is injured don't wait to see if "things get worse." Take the child, along with the child's index card (as above), to a hospital, health centre or nursing station right away.
- You do not have to ask the parent for permission before getting medical assistance for the child. This permission was already given as part of the application for enrolment and is on the index card.
- If you're not sure if a small injury actually requires medical attention, for example a cut, take the child to a hospital, health centre or nursing station. A health care professional will decide what treatment is required.
- Call the parent as soon as possible to briefly, but clearly explain what happened. Speak calmly, and be prepared for a variety of parent responses – some will need more reassurance than others that their child is being taken care of.

- Call the Regional Early Childhood Officer to inform them of the accident and your actions so they are not taken by surprise if the media or an upset parent calls them.
- Complete a *Serious Occurrence Report* and give a copy of it to the Director through the Regional Early Childhood Officer by the end of the next business day.
- Put a copy of the report in the file of the injured child.
- Review, and if needed, make changes to routines, floor plans, staff responsibilities, or any aspect of the facility or early childhood program to prevent similar injuries from happening again. Ask the Regional Early Childhood Officer or a health and safety professional for suggestions, if needed.

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Every operator shall ensure that the address and telephone numbers of

- The parents and guardians of each child or the person named in accordance with paragraph 10(2)(b)
- Staff members and substitute staff,
- The nearest nursing station or public health unit,
- The health care professional providing health care to each child,
- The nearest hospital emergency and poison information centre,
- The ambulance and taxi service,
- The local fire department
- The nearest Royal Canadian Mounted Police station, and
- The nearest Child Welfare Officer

Are readily available to all staff on duty in a child day care facility.

## Regulations 46

# Emergency Contact Information

### Why

- To be able to contact anyone on the list in the shaded box, without delay

### What it means

- The operator must have easy access to the addresses and phone numbers in the shaded box.
- The operator of a centre must also make sure that staff have easy access to the addresses, phone numbers and e-mails in the shaded box.

### How

- Develop the following forms, or ask the Regional Early Childhood Officer:
  - list of all children and the addresses (house number), phone numbers and e-mails (if any) required:
    - > parent,
    - > emergency contact person if the parent is not available,
    - > the child's health care provider
  - staff list with addresses and telephone numbers (centres only),
  - community services list with addresses (building numbers) and phone numbers for items (a) through (i) in the shaded box.

- Post or keep the children's list where you and staff can easily access it – e.g., office, inside a kitchen cupboard door, etc.
- In addition to the information above, make sure that any email addresses provided for a child's parent or emergency contact are readily available in the child care facility.
- Do not post the children's list on the information board. All information on children and their families must be kept confidential.
- Post the staff list in a location that is easily available to staff, but not on the information board (unless all staff agree).
- Post the community services list near all telephones.
- Update all lists regularly – as soon as any address or phone number changes, as soon as any child enrolls or withdraws from the facility, and as soon as there are any staff changes.
- In addition to the list, have each child's information on a separate index card that can be pulled out if a child has to be taken for medical treatment. Make sure the index cards include the child's health care number and any known allergies.

