



West Wind Montessori

Emergency Plan

General Emergency Preparations

Emergency supplies kept on site include:

- Bottled Water for every child (for 3 days)
- High-energy snacks and food, enough for each child (for 3 days)
- First Aid Kit
- Emergency sanitation/cleaning supplies
- Special books/toys to entertain children
- Basic Tools: work gloves, dust mask, pocket knife, duct tape, rope, hammer, whistle, flashlight, emergency candles
- Cellphone/charger
- Blankets/extra clothing for all weathers
- Paper copies of: Emergency Plan, Emergency Contact information, Enrolled Children's Emergency contact information
- Extra prescription medication for children (supplied by parent/guardian)

Upon enrollment, parents will be asked to prepare a comfort bag for emergencies when they cannot be with their child.

These bags will include:

- A letter addressed to the child
- A family picture
- Small toy/stuffie

The Emergency backpack contains:

- Paper copies of: Emergency Plan, Emergency contact information, enrolled children's emergency contact information
- High-energy snacks
- Large bottle of water
- First aid kit
- Small version of basic tools: work/sanitary gloves, pocketknife, rope, whistle, flashlight
- Wetwipes
- Cellphone/Charger

In the case of having to evacuate the property identification bracelets from the emergency kit will be placed on each child's wrist. The bracelet gives basic information about the child. **Please notify the school of any changes including medical issues, allergies and contact information.**

Building Evacuation Plan

The emergency meeting spot will be in the Miocene Hall parking lot. If this is not a safe location we will relocate by foot to the barn area (if safe) or field. Which location is chosen will be weather and situation dependent.

1. Children will be asked to line up at the Emergency Exit and stay in a line as we exit.
2. The teacher will sweep the classroom and washroom for any children hiding as the other children line up. Children will swiftly be counted before exiting.
3. The attendance sheet, cellphone, prescription medication and emergency backpack (containing emergency cards, first aid kit, snacks) will be taken by the teacher while escorting the children outside. The emergency door is self-closing.
4. Attendance will be called at the emergency meeting area, the teacher will get a visual on each child to assure that they are present.
5. If the building becomes safe to re-enter, we will return inside.

6. If not cleared to enter the building for a period of time, children will be relocated to the fenced play area and parents/guardians will be notified. In winter the relocation will be to the barn to take shelter from the elements.
7. The educator will wait with children while parents arrive for pick-up.
8. In the case of a full-scale evacuation from the area, all children will be accounted for and taken off-site with an educator and assistant (if numbers necessitate). The emergency supplies and children will be brought to the residential address 3813 Allpress road until parents can collect their children. If this location also falls within an evacuation zone, all children and supplies will be brought to the Recreation Centre in Williams Lake and stay with teacher until parents can pick-up.

Fire Drills

1. Fire Drills will be held once a month as required by licensing. Drills will be conducted using realistic alarm bell sounds to mimic a real situation so children will not panic or be startled by the sound in the case of a real event.
2. All children will be warned prior to the drill beginning.
3. Children will be told to STOP in place loud enough for every child to hear. They will be told a fire drill is about to commence.
4. Children will be told to line up at the door and counted.
5. Evacuation plan steps 2-4 will be followed at this point

Earthquake Drill

1. Earthquake Drills will be held once a year as required by licensing. Drills will be conducted using realistic alarm bell sounds to mimic a real situation so children will not panic or be startled by the sound in the case of a real event.
2. Children will be told to STOP in place loud enough for every child to hear. They will be told an earthquake drill is about to commence.
3. Children will be told to take cover under tables/desks and away from falling objects.
4. They will be instructed to crouch on their knees and cover their heads, facing away from windows.
5. The count to 60 seconds will be led by the educator, encouraging children to count along as well. We will wait for the “shaking” to stop before following evacuation steps 1-4.

Lock Down Drill

1. Lock down will be announced by the educator to the class.
2. Doors will be locked and barricaded with shelves/tables. Blinds will be closed and lights turned off.
3. Children will be moved out of sight of the window.
4. Attendance will be recorded and email monitored for updates.
5. Staff and children will remain in place until the “all clear” has been given.

Lock Out Drill

1. Lock out will be announced by the educator to the class.
2. If outside, staff and children will go inside. Attendance will be retaken.
3. Doors will be locked and blinds closed.
4. No unauthorized individuals will be allowed to enter the daycare during this time.
5. The daily schedule will be followed inside as much as possible until the “all clear” has been given.

Post-Emergency Debriefing

Children will be comforted during an emergency, if possible, but especially directed after the events. Educator(s) will talk to the children about the situation and their feelings if needed.

Emotional recovery for the children will occur through informal ways such as reading books related to the topic or through discussion. If needed, staff/parents/children will be referred to formal recovery services.

The facility will be closed while any structural repairs are made. Restocking of any used supplies will occur as soon as possible after the event.