



POLICY 11450

EMERGENCY PLAN POLICY

POLICY:

The Rocky Mountain JUSTB4 Program has created procedures to prepare for and respond safely and effectively to any emergency.

PROCEDURES:

In House

- In the event that we have to provide care in the facility for an extended period of time we will ensure that:
 - We have food and water on hand to last 72 hours
 - Blankets and pillows will be available to create sleeping arrangements if needed
 - Staff will maintain a calm, reassuring environment
 - Staff will engage students in activities (art, play, books, etc.)

Evacuation

- In the event of an emergency evacuation, arrangements have been made for children to walk to McKim Middle School that is located at 689 Rotary Drive and the phone number is 250-427-2283.
- Emergency kits will be easily accessible for staff to take if/when there is an emergency and will include:
 - Emergency contact cards
 - Children's medication
 - Water and non-perishable snacks
 - First aid kit
 - Cell phone
 - Flashlight
 - Blankets and extra clothing
 - Activities for children (books, cards, colouring materials)
- Once safely relocated, staff will contact parents to arrange pick up of their children.
- Once the emergency is over and all children have been picked up, staff will meet to debrief the execution of the emergency procedures and discuss what changes may need to be made.
- Once it is safe to resume programming, there will be an informal open house for families to support a comfortable and supported transition back to daily programming.
- Staff and children will prepare for potential emergencies with monthly practice fire drills and an annual review of the evacuation plan to ensure staff and child readiness. Families will be notified in advance of these drills.