

**Children's Circle Montessori School**

**Emergency Management Policy and Procedures:**

**Lockdown, Hold and Secure, Bomb Threat, Disaster: Evacuation including Fire, Flood, Power Outage;  
Disaster Internal Environment Threat including No Potable Water/Water Interruption and Sewage  
Backup, Natural Disaster and Natural Disaster: Major Earthquake**

This policy will provide clear direction for staff and licensees to follow to deal with emergency situations: Lockdown, Hold and Secure, Bomb Threat, Disaster: Evacuation including Fire, Flood, Power Outage; Disaster Internal Environment Threat including No Potable Water/Water Interruption and Sewage Backup, Natural Disaster and Natural Disaster: Major Earthquake

These procedures will give all individuals the information to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible. Staff members will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. For any emergency situation involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed. **In all cases, staff should exercise critical judgement to maximize the safety for themselves and others.**

In the event of an emergency, the designated Supervisor will make the decision as to whether or not to close the school for the day.

The school closure will be decided on a case-by-case basis and will depend on the following factors:

- What is the nature of the emergency?
- What is the extent of damage?
- Does the emergency affect the well-being and safety of the students and adults in the school?
- Does the emergency affect the ability to run the program?

In the event of an emergency evacuation, the **designated area** upon evacuating the school is in front of the historical building: 21 Brisdale Drive.

If the designated Supervisor deems that it is not safe to remain there, staff members will be instructed to evacuate to Fortinos:

Address: 35 Worthington Avenue Brampton, ON L7A 2Y7 Phone: 905-495-8108

Main Contact: Mansour Ghazzawi, Franchisee: 905-495-8108 ext. 301

Secondary Contact: Annie Sukhram, Community Coordinator Manager: 905-495-0426

**All directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.**

If any emergency situations happen that are not described in this document, the designated Supervisor will provide direction to staff members for the immediate response and next steps.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. All emergency situations will be documented in detail by designated Supervisor in the daily written record.

Staff will follow the emergency response procedures:

1. **Immediate Emergency Response**
2. **Next Steps during an Emergency**
3. **Recovery**

Procedures

**Section 1: Immediate Emergency Response**

Emergency Situation	Roles and Responsibilities
<p><b>Lockdown</b> When a threat is on, very near or inside the school. For example: a suspicious individual near or in the building who is posing a threat.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform the designated Supervisor and the designated Supervisor will inform all the other staff members of the threat through the intercom as quickly and safely as possible.</li> <li>2) The designated Supervisor will call “911” and follow directives.</li> <li>3) Staff members who are outdoors must ensure everyone proceeds to a safe location and waits for further instructions from designated Supervisor or emergency services personnel.</li> <li>4) Staff members inside the school must:               <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children and move them away from doors and windows;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• take shelter in washrooms and/or behind moveable shelving units;</li> <li>• keep children calm;</li> <li>• ensure children remain in the sheltered space; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>5) If possible, a staff member inside the classroom should also:               <ul style="list-style-type: none"> <li>• close all window coverings and doors;</li> <li>• barricade the room door with shelving units and/or tower of cots;</li> <li>• gather emergency medication; and</li> <li>• join the rest of the group for shelter.</li> </ul> </li> <li>6) The designated Supervisor must immediately:               <ul style="list-style-type: none"> <li>• close and lock all entrance/exit doors, if possible; and</li> <li>• take shelter.</li> </ul> </li> </ol> <p><b>Note: only emergency service personnel are allowed to enter or exit the school during a lockdown.</b></p>

<p><b>Hold &amp; Secure</b></p> <p>When a threat is in the general vicinity of the school, but not on or inside the premises. For example: a shooting at a nearby building.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform the designated Supervisor and the designated Supervisor will inform all the other staff members of the threat through the intercom as quickly and safely as possible.</li> <li>2) The designated Supervisor will call “911” and follow directives.</li> <li>3) Staff members who are outdoors must ensure everyone returns to their classroom immediately.</li> <li>4) Staff members in the classroom must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all window coverings and windows in the classroom;</li> <li>• continue normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>5) The designated Supervisor must immediately: <ul style="list-style-type: none"> <li>• close and lock all entrances/exits of the school;</li> <li>• close all blinds and windows outside of the classrooms; and</li> <li>• place a note on the external doors with instructions that no one may enter or exit the school.</li> </ul> </li> </ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.</b></p>
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<p><b>Bomb Threat</b></p>	<p>A: Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.</p> <p>B: Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.</p> <ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must who becomes aware of the threat must inform the designated Supervisor and the designated Supervisor will inform all the other staff members of the threat through the intercom as quickly and safely as possible.</li> <li>2) The designated Supervisor will call “911” and follow directives.</li> <li>3) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location and waits for further instructions from designated Supervisor or emergency services personnel.</li> <li>4) Staff members in the classroom must immediately: <ul style="list-style-type: none"> <li>• remain calm; and</li> <li>• take children’s attendance to confirm all children are accounted for.</li> </ul> </li> </ol> <p><b>Note: only emergency services personnel are allowed to enter or exit the centre during a bomb threat.</b></p>
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<p><b>Disaster:</b> <b>Evacuation</b> A serious incident requires everyone to leave the premises. For example: fire, flood, power outage.</p>	<p>The staff member who becomes aware of the threat must who becomes aware of the threat must inform the designated Supervisor and the designated Supervisor will inform all the other staff members of the threat through the intercom as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the school's <u>Emergency Evacuation</u> procedures. Refer to end of section.</p> <p style="text-align: center;"><b><u>Flood Plan</u></b></p> <p>The Emergency Evacuation procedures will be executed in case of a flood, however, if the amount of water is manageable and may be cleaned-up easily, students will remain in the program until the end of the school day. If the school is greatly flooded, there are structural issues and/or the students cannot remain dry, the school will be closed and will remain closed until the building is deemed safe by the service person providing the repair.</p> <p style="text-align: center;"><b><u>Power Outage Plan</u></b></p> <p>The Emergency Evacuation procedures will be executed in case of a power outage, however, if the power outage occurs during a season when the temperature may be maintained, students will remain in the program until the end of the school day. If the power outage occurs during the winter months and Children's Circle Montessori School is left without heat for a prolonged period of time, parents/guardians will be contacted to pick-up their students. If the temperature drops below 20 degrees Celsius, staff members will guide them to Children's Circle Montessori School's evacuation site. Any refrigerated food that may have been compromised will be disposed of upon returning.</p>
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<p><b>Disaster – External Environmental Threat</b></p> <p>An incident outside of the building that may have adverse effects on persons in the school. For example: gas leak, oil spill, chemical release, forest fire, nuclear emergency.</p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform the designated Supervisor and the designated Supervisor will inform all the other staff members of the threat through the intercom as quickly and safely as possible.</li> <li>2) The designated Supervisor will call “911” and follow instructions.</li> </ol> <p><b>If remaining on site:</b></p> <ol style="list-style-type: none"> <li>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their classroom immediately.</li> <li>2) Staff must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• close all classroom windows and all doors that lead outside (where applicable);</li> <li>• seal off external air entryways located in the classrooms (where applicable);</li> <li>• continue with normal operations of the program; and</li> <li>• wait for further instructions.</li> </ul> </li> <li>3) The designated Supervisor must: <ul style="list-style-type: none"> <li>• seal off external air entryways not located in classrooms (where applicable);</li> <li>• place a note on all external doors with instructions that no one may enter or exit the school until further notice; and</li> <li>• turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).</li> </ul> </li> </ol> <p><b>If emergency services personnel otherwise direct the school to evacuate, follow the Emergency Evacuation procedures. Refer to end of section.</b></p> <p style="text-align: center;"><b><u>No Potable Water and/or Water Interruption</u></b></p> <p>The Emergency Evacuation procedures will be executed in case of no potable water or water interruption, however, if the school can provide water for drinking, washing hands, flushing toilets, cleaning, etc; the students will to remain in the program until the end of the school day.</p> <p style="text-align: center;"><b><u>Sewage Back-up</u></b></p> <p>The Emergency Evacuation procedures will be executed in case of sewage back-up, however, if the mess caused by the sewage back-up is manageable and can be cleaned and sanitized easily, students will remain in the program until the end of the school day. If the mess cannot be easily cleaned, the school will be closed and will remain closed until the building is deemed safe by the service person providing the repair and until the school is cleaned and sanitized.</p>
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<p><b>Natural Disaster: Tornado / Tornado Warning</b></p>	<ol style="list-style-type: none"> <li>1) The staff member who becomes aware of the threat must inform the designated Supervisor and the designated Supervisor will inform all the other staff members of the threat through the intercom as quickly and safely as possible.</li> <li>2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their classroom(s) immediately.</li> <li>3) Staff must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• gather all children;</li> <li>• lower blinds;</li> <li>• go to the middle of the classroom and/or washroom;</li> <li>• take children’s attendance to confirm all children are accounted for;</li> <li>• keep children away from windows, doors and exterior walls;</li> <li>• keep children calm;</li> <li>• conduct ongoing visual checks of the children; and</li> <li>• wait for further instructions.</li> </ul> </li> </ol>
<p><b>Natural Disaster: Major Earthquake</b></p>	<ol style="list-style-type: none"> <li>1) Staff in the classroom must immediately: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• instruct children to find shelter under a sturdy desk or table and away from unstable structures;</li> <li>• ensure that everyone is away from windows and outer walls;</li> <li>• help children who require assistance to find shelter;</li> <li>• for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;</li> <li>• find safe shelter for themselves;</li> <li>• visually assess the safety of all children.; and</li> <li>• wait for the shaking to stop.</li> </ul> </li> <li>2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop.</li> <li>3) <b>Once the shaking stops, follow Emergency Evacuation procedures. Refer to end of section.</b></li> </ol>

### **Emergency Evacuation Procedures Office Staff, Cook/Custodian & Music Teacher**

#### **In the event of a fire or emergency evacuation:**

- In case of fire, activate the building's fire alarm system, pull a manual fire alarm
- In case of another emergency, call 911
- Take evacuation backpack
- Collect Epinephrine Auto-Injectors in the office
- If safe, office staff will walk through the school to ensure all occupants have evacuated safely, doors are closed and lights are turned off
- If safe, the cook/custodian and/or music teacher will assist with students/adults with medical needs and/or special needs
- If not safe, exit the school as per the posted fire escape plan
- Meet staff and students at the designated area.
  - The designated area to meeting in case of evacuation, is in front of the historical building, 21 Brisdale Drive. If the students need to be evacuated, the staff members will guide them to Children's Circle Montessori School's evacuation site: Fortinos, Address: 35 Worthington Avenue Brampton, ON L7A 2Y7. Check with each Lead staff member to ensure all students are accounted for.
- Once everyone has safely reached the evacuation site, parents/guardians will be contacted to pick-up their children.



## **Emergency Evacuation Procedures for Classroom Staff**

**In the event of a fire or emergency evacuation:**

### **Lead Staff Member:**

- Collect all the students in their care and ensure all are accounted for
- Collect all Epinephrine Auto-Injectors and Inhalers
- Take classroom attendance list
- Take emergency back pack
- Proceed to the emergency exit as per fire escape plan, regardless of the type of emergency
- Ensure all students are accounted for at the designated area, in front of the historical building: 21 Brisdale Drive
  - Evacuate to Fortinos, if directed
  - Ensure all students are accounted for and kept calm and safe
- Once everyone has safely reached the evacuation site, parents/guardians will be contacted to pick-up their children

### **Second Staff Member:**

- Support the lead staff member by helping to collect the students and guide them safely to the designated area
- Close doors and turn off lights
- Support the lead staff member by ensuring all the students are accounted for, kept calm and safe
- Support the lead staff member in contacting parents/guardians

### **Third Staff Member and/or Placement Student or Volunteer:**

- Support the lead staff member by helping to collect the students and guide them safely to the designated area
- Support the lead staff member by ensuring all the students are accounted for, kept calm and safe
- Support the lead staff member in contacting parents/guardians

Children with medical and/or special needs will be supported by the third staff member, the second staff member, and/or the placement student or volunteer. Children with medical and/or special needs will be supported as per their Individualized Plan.

If it's safe to do so, office staff, cook/custodian and/or music teacher, will support the children and/or adults with medical needs and/or special needs. Otherwise, they will exit the school as per the posted fire escape plan.

The designated area to meeting in case of evacuation, is in front of the historical building, 21 Brisdale Drive. If the students need to be evacuated, the staff members will guide them to Children's Circle Montessori School's evacuation site: Fortinos, Address: 35 Worthington Avenue Brampton, ON L7A 2Y7

## Section 2: Next Steps during the Emergency

- 1) Where emergency services personnel are not already aware of the situation, the designated Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where the school has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the licensee is not already on site, the designated Supervisor must contact the licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

List of Emergency Contact Persons:

- Owners/Operators/Directors: Daniela Purves: 289-891-6629, Hannah Ansara: 416-709-7266, Mariateresa Brancatella: 289-891-8026
  - Police/Fire/Ambulance: 911
  - Landlord Rubal Kundra: 416-456-2021
  - Property Manager: Maple Ridge Community Management: 905-507-6726, Property Manager Pawan: 647-459-6677
  - Protector Security Monitoring: 1-800-387-5956
  - CCV Insurance Claims: 1-877-422-8123
  - Ministry of Education Program Advisor Mary Velanovski: 905-693-9771 ext. 566
- 4) Where any staff members, students and/or volunteers are not on site, the designated Supervisor must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to the school.
  - 5) The designated Supervisor must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
  - 6) Throughout the emergency, staff will:
    - help keep children calm;
    - take attendance to ensure that all children are accounted for;
    - conduct ongoing visual checks and head counts of children;
    - maintain constant supervision of the children; and
    - engage children in activities, where possible.
  - 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

<b>8a) Procedures to follow when there is no longer an emergency.</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) Once the designated Supervisor receives confirmation from an authority that is safe to return to the school and/or resume programming, this information will be shared with staff members.</li> <li>2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the school.</li> <li>3) Staff members must: <ul style="list-style-type: none"> <li>• take attendance to ensure all children are accounted for;</li> <li>• escort children back to their classroom(s), where applicable; and</li> <li>• take attendance upon returning to the classroom(s) to ensure that all children are accounted for; where applicable.</li> </ul> </li> <li>4) The designated Supervisor will determine if operations will resume and communicate this decision to staff.</li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) As soon as possible, the designated Supervisor will notify parents/guardians of the status of the emergency situation.</li> <li>2) Where disasters have occurred that did not require evacuation of the school, the designated Supervisor must provide a notice of the incident to parents/guardians within 24 hours.</li> <li>3) If normal operations do not resume the same day that an emergency situation has taken place, the designated Supervisor will provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.</li> </ol>

<b>8b) Procedures to follow when it is NOT SAFE to return.</b>	
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1) Once the designated Supervisor receives confirmation from an authority that it's not safe to return to school, this information will be shared with staff members.</li> <li>2) Staff must take attendance to confirm that all children are accounted for and escort children to the evacuation site, if not already there.</li> <li>3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building, will assist and accompany these individuals to the evacuation site, if they are not already there.</li> <li>4) The designated Supervisor will post a note for parents/guardians on the school entrance with information on the evacuation site, if possible and safe to do so.</li> <li>5) Upon arrival at the evacuation site, staff must: <ul style="list-style-type: none"> <li>• remain calm;</li> <li>• take attendance to ensure all children are accounted for;</li> <li>• help keep children calm;</li> <li>• engage children in activities, where possible;</li> <li>• conduct ongoing visual checks and head counts of children;</li> <li>• maintain constant supervision of the children;</li> <li>• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and</li> <li>• remain at the evacuation site until all children have been picked up.</li> </ul> </li> </ol>
<b>Communication with parents/guardians</b>	<ol style="list-style-type: none"> <li>1) Upon arrival at the emergency evacuation site, the designated Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children via e-mail, as long as internet/e-mail is available. Staff members will also call parents/guardians/emergency contacts.</li> <li>2) Where possible, the designated Supervisor will update the school's voicemail box as soon as possible to inform parents/guardians that the school has been evacuated, and include the details of the evacuation site location and contact information in the message.</li> </ol>

**Section 3: Recovery (After an Emergency Situation has ended)**

<b>Procedures for Resuming Normal Operations</b>	<p>If the issue is not resolved by 6:00a.m. of the next school day, the Designated Supervisor will contact parents/guardians via e-mail and Facebook. Parents/Guardians will need to make alternative arrangements for their students. Children’s Circle Montessori School will remain closed until the school building is safe and the issue is resolved. There is no alternative location.</p> <p>The designated Supervisor will contact the insurance company, landlord, property management and the caterer along with any other suppliers which may have been effected by the Emergency.</p> <p>The Ministry of Education will be contacted at 905-693-9771 ext. 566 (Mary Velanovski) or 1-877-510-5333 to be advised of the situation. Serious Occurrences will be reported.</p>
<b>Procedures for Providing Support to Children and Staff who Experience Distress</b>	<p>If any students and/or adults experience distress during the emergency, they may contact Peel Children’s Aid at 905-363-6131 for support.</p>
<b>Procedures for Debriefing Staff, Children and Parents/Guardians</b>	<p>Communication to parents/guardians and staff members regarding the emergency and recovery from the emergency and will be sent via e-mail, posted on Facebook and an abbreviated version of the communication will be recorded on the school’s voice mail.</p> <p>Communication to the children will take place when school resumes in the individual classrooms.</p>