

Science Matters Emergency Protocol

In the event of an emergency, the Preschool will retain responsibility for all children on the premises until they are released to a parent, guardian, or other designated person. In such instances that call for transportation to an official evacuation centre, staff will remain with the children until all have been reunited with their families.

All staff remain on the premises and assume tasks assigned by the person or persons in charge. Staff may not leave the premises until the same person(s) gives them official permission to do so. Evacuation plans for fires will be posted on the wall. Listed below are protocols for several emergencies. It is recommended that parents review these with their children and to voice any suggestions or concerns they may have to staff.

Fire

- When the smoke alarm rings, the children will exit from either the main exit or the emergency exits (labelled in maps on the wall). The supervisor will follow with the first aid kit.
- Once outside the facility, with the meeting spot being at the front entrance, a headcount will be done to make sure all children are present.
- 911 will be called by the supervisor.
- This will be practiced as a drill at least once a month, so everyone is familiar with the procedure.

Emergency Evacuation

Building Evacuation

- Make quick assessment of situation.

- Evaluate the evacuation route to ensure safe and clear route.
- Give instructions to evacuate and meet at assembly point (front entrance of building).
- Assemble children in pairs with a supervisor leading and another following through evacuation.
- Take emergency supplies in easy access kit, medication, important documents including current record of attendance/sign in sheet.
- Account for all staff and children, do a headcount.
- Phone first responders and evaluate the situation with their help before re-entry.
- Keep parents/guardians informed.

Site Evacuation

*If further evacuation needed, or are unable to re-enter facility:

- Go to a different facility based on circumstances, most likely this will be Bowness Public Library.
- Contact facility and determine if it is safe.
- Secure facility (shut down utilities) if possible.
- Grab necessary supplies (first aid pack, attendance sheet, emergency contacts) and do a headcount.
- Do attendance again after entering the other facility.
- Notify families of situation and give them information about the host facility.
- Make arrangements for children (supervise), until they are picked up by guardians/emergency contacts or able to return to the original facility.