



# Emergency Procedures



[dreamstime.com](http://dreamstime.com)



## YMCA Child Care Policies and Procedures

### Child Care Emergency Procedures

The following is a guide for emergencies. The emergency evacuation locations will be visible from outside the program premises and the emergency procedures will be posted in the program space in a visible location. Emergency procedures are made known to all YMCA employees, and to children, where developmentally appropriate.

In an emergency, the health and safety of all children and YMCA employees/volunteers/participants is priority. Children will be appropriately supervised at all times; however, ratios may have to be adjusted during an emergency situation.

The Child Care Programs have portable first aid kits which includes emergency information cards. Educators will take the portable first aid kit, including emergency cards, two-way radios, emergency medication and portable attendance any time a group leaves the room.

Monthly drills will be held for:

- Fire
- Man Down Drills
- Lost Child

Safety Talks occur with the Educators monthly.

Once a year the following drills will be held:

- Lock Down/Security Tactical Response Procedure

**Child Care Program and Management Phone numbers will be attached to this booklet.**

**All information listed is available for employees. Further information for families is available on site, by request.**

- Emergency Numbers
- Medical Emergency Procedures
- Emergency Evacuation Procedures (Fire or other)
- Procedure for Children Unaccounted for After School
- Lost/Missing Child Protocol
- Procedure for Children That Leave Program Without Permission
- Man Down Procedures
- Lock Down Procedures
- Severe Weather & Tornado Warning Procedures
- Child Abandonment Procedures
  - Blood or Body Fluid Clean-up
- Licensing & YMCA Procedure for Reporting Critical Incidents
- Child, Youth and Family Enhancement Act
- Child Protection Resources
- Duty to Report
- Allegation of YMCA Child Care Employee/Volunteer Misconduct
- Unwell Parent/Guardian or Pick Up Person Procedures



## YMCA Child Care Policies and Procedures

### Medical Emergency Procedures

In the case of an accident or serious illness involving a child or YMCA Employee/Volunteer/participant, the YMCA Child Care Employees on site must follow the steps below:

1. Administer First Aid
2. Dial 911, if applicable (ie: person lost consciousness, is unresponsive, or is having/has had a seizure)
3. Notify Director or Supervisor on Site immediately via two-way radio to receive support (including appropriate supervision for participants), as required.
4. Contact Parent/Guardians or Emergency Contact
5. Obtain immediate medical care;
  - If it is a child medical emergency, the Director may be required to accompany them by ambulance or taxi (see Transportation policy).
  - When contacting emergency personnel (Fire Department, Ambulance or Police), YMCA Employee must state that the emergency is pediatric (if it is a child medical emergency) and give the exact location of the program site within the facility.
  - Where possible YMCA Employee should wait outside to meet the emergency team.
6. Contact YMCA Management and Licensing

An ambulance is required in situations where:

- An individual requires the medical attention of the ambulance attendants. (I.e., the individual needs to be immobilized or an EpiPen has been administered);
- An individual requires use of ambulance equipment. (I.e. an individual requires oxygen);
- An individual is unresponsive and/or having a seizure
- The injury is such that pain and stress would be minimized by transport by ambulance. (I.e. an individual needs to lie down to reduce pain).

All incidents are documented on YMCA Incident Report forms and kept on site. Directors complete a monthly report which is submitted to Child Care Management and YMCA Health and Safety Team. If a trend or issue is identified, an investigation may be completed, and further actions taken.



## YMCA Child Care Policies and Procedures

### Emergency Evacuation Procedures (Fire or other)

#### All Child Care Educators responsibilities are:

If you see or suspect a fire, your primary concern is for the children in the building.

1. Pull the alarm. This is the signal for everyone to evacuate children.
2. One educator in each room takes monthly Attendance Forms and first-aid kit (including Emergency Cards), Emergency Medication and Emergency Procedures.
3. Educators in each room escort children out the nearest, safe exit. Remain calm, moving quickly and quietly closing all doors as you go through.
4. Director and/or Supervisor on Site to complete a walk-through of each classroom, hallway and washroom area to ensure no children are left behind. Close doors as applicable. If it is nap time, flip over each sleep mat as you clear the room.
5. Move children away from the building, all groups **gathering at the Muster Point**
  - If shelter is needed, take them to **short term evacuation site**.
  - In the case of an area evacuation, the children will be taken to the **designated long term evacuation site** via public transportation.
6. Take attendance, please notify Director if any children are missing.

#### Director/Supervisor on Site responsibilities:

1. Check attendance. Phone parent/guardians if emergency arises.
2. **Call 911** and say:

*“There is a fire/emergency evacuation at YMCA **location**”*
3. Inform Child Care YMCA Management that there is a fire or emergency evacuation.
4. Management will provide guidance to relocate children and Educators to the site or area evacuation location.
5. If a YMCA location is required to be closed for an extended time, YMCA Management will work with families for alternate care arrangements.



## YMCA Child Care Policies and Procedures

### Procedure for Children Unaccounted for After School

Once attendance has been taken, it is each Educator's responsibility to ensure that all children, that are absent, are marked as such on the attendance sheet.

If children are absent and/or unaccounted for, the following steps must be taken immediately:

- 1) Notify Director or Supervisor on Site immediately via two-way radio.
- 2) **If PRESCHOOL or KINDER:** Educators will speak with the child's teacher to see if the child was at school that day and remain in the designated pick-up area until the absence is confirmed. If absence confirmed see footnote 1.
- 3) Educator to check communication book or board, text messages and radio all Educators to see if anyone knows about the absence
- 4) **If OSC:** If agreed upon with the School, contact the school office to see if the child was at school that day and ask to have them paged if they were. If absence confirmed, see footnote 1.
- 5) Phone parent/guardians starting with any cellular numbers available, then try work and then home numbers. If no verbal contact is made, leave messages on all phones stating, "CHILD NAME is currently unaccounted for at the YMCA and we are looking to confirm that they are in your care. Please contact us within 10 minutes. It is currently INSERT TIME. We are searching the premises. If we do not hear from you, we will be following our Lost/Missing Child Protocol and contacting the police."
- 6) Educators to search areas as per the Lost/Missing Child Protocol
- 7) If verbal contact with the parents/guardians does not happen immediately, contact the child's emergency contacts and YMCA Management
- 8) If the child's whereabouts cannot be determined, reach out to the Parent/Guardian again, if no verbal contact made, 911 will be called.
- 9) If 911 is called, YMCA Management to be contacted immediately.
- 10) When the child's whereabouts is determined, be sure to notify parent/guardian, police services (if applicable) and YMCA management.

**<sup>1</sup> If a child's absence is confirmed by the School, the parents/guardians must still be contacted to remind them to notify the YMCA of their child's absence in the future and to notify of the Uninformed Absence Fee.**



## YMCA Child Care Policies and Procedures

### Lost/Missing Child Protocol

1. Notify Director or Supervisor on Site immediately via two-way radio.
2. Gather all Educators and children
3. Position Educators at entrances and emergency exits, when indoors
4. Assign Educators to search the following areas (use two-way radios):
  - Classrooms
  - Locker Rooms
  - Washroom Stalls
  - Office Area
  - Inside School/Building
  - Stair wells
  - Gym
  - Gym Storage Room
  - Other Storage Rooms
  - Outside Grounds, including well treed areas
  - Parking Lot
  - Playground
5. Contact Parent/Guardian and YMCA Management
6. IF FOUND -> Contact Parent/Guardian and YMCA Management
7. IF NOT FOUND -> Contact 911, Parent/Guardian and YMCA Management and continue to search for child.
8. YMCA Incident Report completed by Educators involved
9. Contact Licensing as per the Critical Incident Reporting Procedures
10. Critical Incident report completed and sent to Licensing by Director
11. Program Manager and Director meet with Educators to debrief



## YMCA Child Care Policies and Procedures

### **Procedure for Children That Leave Program Without Permission**

1. Notify Director or Supervisor on Site immediately via two-way radio.
2. Gather children in group and leave them in care of an Educator
3. Immediately have other available Educators pursue child to the best of their ability while considering safety of all
4. Contact Parent/Guardian and YMCA Management
5. Request supports from bystanders, if necessary, to call centre and/or 911 if out of two-way radio range
6. If child is no longer visible contact 911, Parent/Guardian and YMCA Management
7. Continue to search for child
8. IF FOUND -> Contact Parent/Guardian and YMCA Management (and 911 if previously contacted)
9. IF NOT FOUND -> Continue to search for child
10. YMCA Incident Report completed by Educators involved
11. Contact Licensing as per the Critical Incident Reporting Procedures
12. Critical Incident report completed and sent to Licensing by Director
13. Program Manager and Director meet with Educators to debrief