

Emergency Preparedness Policy and Procedures

Policy

The safety of children is of the utmost importance to the Board of Directors and staff of the Bowen Children's Centre. We believe that it is important to have an emergency preparedness plan, with written procedures clearly articulated and well-rehearsed, to minimize the consequences of a fire, earthquake, or other emergency to individuals in each BCC program.

Explanation

This policy not only reflects BCC's Mission but is a regulatory requirement. The BC Child Care Licensing Regulation requires BCC to have "an emergency plan that sets out procedures to prepare for, mitigate, respond to and recover from any emergency." BCC must also ensure that each of its employees "is trained in the implementation of the . . . emergency plan . . . including the use of any equipment noted in the . . . emergency plan." For more detail, see http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/332_2007 (Emergency training and equipment). For Vancouver Coastal Health's guide and template on how to develop a plan to meet the emergency management specifications in the BC Child Care Licensing Regulation, see http://www.vch.ca/your_environment/facility_licensing/child_care/emergency_preparedness/

Roles and Responsibilities

The Executive Director shall implement an emergency preparedness plan for each BCC program, and the Board of Directors and the Executive Director shall ensure that there are sufficient resources to maintain the Centre in a state of preparedness in accordance with the procedures outlined below and any additional regulatory requirements.

A Board member will have the emergency preparedness portfolio and, together with the Executive Director, lead staff members from each BCC program, and parent volunteers will assist with the completion of the tasks necessary to implement the emergency preparedness plans. Tasks may be subdivided to better suit the skills and availability of staff and volunteers. If no Board Member has been designated to assist with emergency preparedness, then the Chair shall serve as the default contact on the Board for emergency preparedness issues.

The Executive Director, with the assistance of the Finance Committee, shall ensure that the costs for maintaining preparedness are included in both the annual budget and any long-term budget planning.

The Executive Director shall be responsible for maintaining all records of emergency training and drills, and maintenance of supplies and equipment. The Board liaison or another individual designated by the Executive Director may assist with the completion of these tasks.

Procedures

Procedures for the following shall be included in the emergency preparedness plans for all BCC programs (except in the case of Family Place, a drop-in program that may have separate procedures tailored to its unique caregiver/child format):

- Site Hazard Assessments, conducted twice/year and when new equipment is installed
- Fire drills, conducted monthly
- Earthquake drills, conducted four times per year, increasing in levels of complexity
- Emergency Supplies inspections, conducted yearly, to ensure supplies for 72 hours for staff and children, including comfort kits
- Emergency lists for contacting staff and parents of all programs, which shall be kept current throughout the year
- Grab-and-go kits containing emergency medical and communication supplies, which shall be kept in working order and readily accessible to all staff in each program
- Facility maps for each program, identifying evacuation, shelter-in-place and emergency supplies information
- Clean-up procedures
- Emotional recovery, post-emergency

The Executive Director shall ensure that all staff are aware of these procedures and receive training to know how to respond to an actual fire, earthquake or lockdown.

The Executive Director shall coordinate with staff in all BCC programs to provide age-appropriate fire, earthquake and lockdown education and training to children in their care.

The Board recognizes the crucial role that staff play in effective emergency preparedness. Staff are strongly encouraged to self-identify any areas of emergency preparedness where they feel they lack knowledge, training or written procedures, and to ask questions, share ideas, and exchange information not only in formal training sessions and staff meetings, but also in more informal work settings. Questions, comments and recommendations on how to improve BCC's emergency preparedness are welcome and should be brought to the attention of the Executive Director or the Board liaison.

A sample master list of annual tasks is included at Appendix 1.

The Board of Directors will conduct an annual review of this policy.

Related BCC policies	This policy approved
	July 16, 2014

Appendix 1: Sample Master List for a BCC Emergency Preparedness Plan

Task	Scheduled for:	Date Done	Notes
Hazard Hunt of Centre	Jan.		
Earthquake and Fire Drills	Jan.		
Fire Drills	Feb.		
Hazard Hunt of Centre	March		
Fire Drills	March		
Fire Drills	April		
Earthquake and Fire Drills	May		
Staff training, tabletop exercises	June		
Earthquake and Fire Drills	June		
Overall Plan Assessment	Summer		
Hazard Hunt of Centre	July 31		
Earthquake and Fire Drills	July 31		
Emergency Supplies preparation (inspection, shopping lists, comfort kits, etc.)	July		
Fire Drills	Aug.		
Hazard Hunt of Centre	Sept.		
Fire Drills	Sept.		
Earthquake and Fire Drills	Oct.		
Fire Drills	Nov.		
Fire Drills	Dec.		
Full-scale exercise	TBD		

