

# Kinder House Day Care

## Fire and Emergency Policy and Procedures

Our emergency contact number is posted in the window to the right of the door at all times. Kinder House is inspected by the Fire Chief on a regular basis. Our fire alarm is inspected and tested by **3-D Fire and Safety** annually in October. Inspection certificates are posted on our bulletin board. To help educate and orientate Staff and children about our “**emergency procedures**”, we have monthly fire drills. This helps eliminate panic and teaches everyone what to do in a calm step by step manner. Fire drills are even practiced in the winter so please ensure your child has indoor footwear as everyone must go out “**as is**”.

If, for any reason Kinder House Day Care must be **evacuated**, the Staff will follow **emergency evacuation procedures** and then proceed to walk the children across the street to the playground on the corner of 154 street and 105 ave. (Brightview School Play Ground). **Edmonton Transit** will be called (**311**) and a bus will be sent to pick Staff and Children up and transport them to the **Jasper Place Public Library 9010-156st (780)496-1810**. When the children are safe, Parents, Guardians, or Emergency Contact Persons will be called to pick the child(ren) up. Any emergency evacuation or program closure due to an emergency will be reported to Alberta Children and Youth Services (Licensing). Emergency procedures for both playrooms are as follows:

## **Toddler Room Emergency Exit Procedure:**

1. The alarm will be sounded for fire or emergency.
2. Upon the sound of the alarm, the Staff and Toddlers will proceed to the **marked “EXIT” in the Toddler Room.**
3. One Staff will lead the group out the door while the other will stay at the end of the group to **ensure the room is empty and everyone goes out the door.**
4. On the way out, the last Staff will take the **Group Attendance Checklist and the Children’s Emergency Contact Information Binder** located in the playroom by the gate entrance and close the door behind her/him.
5. The Toddler Group will be led to the fenced playground to ensure nobody will wander away during the emergency.
6. Everyone in the Toddler Group will **go to the “Muster Point” behind the “tunnel playhouse” where roll call will be taken and to wait for the Preschool Group, if they are not already there.**
7. Once roll call is completed, the Toddler Group will **exit out the gate and the youngest of the Toddler Group (or the children that do not walk very well) will be placed into the wagon that will be brought from the front by the Director.**
8. The entire group will then proceed **across the street to** the playground on the corner of 154 street and 105 ave. (Brightview School Play Ground). **Edmonton Transit will provide transportation to Jasper Place Public Library 9010-156st (780)496-1810.** Parents and Guardians will be contacted from there.

## **Preschool Group Emergency Exit Procedure:**

1. Upon the sound of the alarm, the Preschool Group and Staff will **proceed to the front lobby “EXIT”**. **The Kitchen Staff will follow behind to ensure the room is empty and everyone goes out the door.**
2. On the way out, the Preschool Staff will **take the Group Attendance Checklist and the Children’s Emergency Contact Information Binder** located in the playroom by the gate entrance, and lead the children to the **“muster point”** in the playground (behind the tunnel playhouse) and roll call will be taken there.
3. The Director will do a **“final sweep”** of the Center to make sure **everyone is out.**
4. On her way out the door, she will take the Staff **attendance records, the emergency back pack, containing another set of emergency contact information, (in the front lobby), make sure the door is closed, and take the Toddler Wagon with her to the designated meeting place (the wagon is always parked in front of the Day Care).**
5. An overall roll call will be taken and once all the children are safe and accounted for, Staff will prepare them for the next step and the Director will call **911 and 311 (Edmonton Transit)** .
6. The entire group will then proceed **across the street to** to the playground on the corner of 154 street and 105 ave. (Brightview School Play Ground). **Edmonton Transit will provide transportation to Jasper Place Public Library 9010-156st (780)496-1810.** Parents and Guardians will be contacted from there.

## **In Case of an Emergency in the Neighborhood**

In case of an emergency existing in the **entire neighborhood** (eg: gas leak), **emergency procedures will be initiated** and the Staff and children will be transported by **Edmonton Transit (311)** to the **Jasper Place Public Library 9010-156st (780)496-1810**. Parents will be contacted from there once the children are safe and settled.

## **Power, Water or Natural Gas Failure**

There may be occasions when the facility has lost its power, water and/or gas supply. At Kinder House our primary concern during these times is to keep the children safe and comfortable.

Any disruption to the power, water or gas supply for an extended period of time (after 1 hour without service) could result in the need for the facility to close. In these situations:

- The parents must be contacted to pick up their children, and,
- If necessary, the emergency procedures plan will be initiated.

## **Severe Weather (Tornado)**

In the case of a Tornado watch for our area, the staff will begin calling parents to let them know of the severe weather situation. At this point the parents will be given the choice of picking the child up or having the child remain at the center. In the event the **Tornado Watch** becomes a **Tornado Warning**, staff will follow the Center's **Lock Down Procedures** (move children to the back of the Center away from the windows and provide stimulating activities for the children). Staff will continue to assess the situation through information from the local radio station (630 ched on am radio) and the internet. At this point, staff will begin to place all childrens mats and any soft pillows inside the day care office (to cover everyone if necessary) and ensure the **children's attendance, emergency back pack, flashlight, and the survival kit with food and water (updated for every severe weather season) is accessible**. If a **Tornado** is imminent and the storm becomes severe, staff will move all the children in to the day care office where there aren't any windows. If possible, Parents and Emergency Response will be notified.