



Royal Kids Preschool

Describe the Emergency Procedures

Emergency Evacuation procedures are made known to all staff at Royal Kids Preschool and to children where developmentally appropriate.

All staff at the Royal Kids preschool are familiar with Fire, Flood, Lockdown and Tornado emergency procedures through regular evacuation drills with the children. All staff are required to follow all of the instructions and participate in all training and drills.

- Emergency procedures route plan are posted at the preschool’s bulletin board and is readily accessible along with Emergency contact information to the nearest services in the area (i.e. Medical service, ambulance, fire, police, poison control centre, hospital, child abuse hotline, etc.)
- Emergency evacuation drills are done on a regular basis.

Definitions:

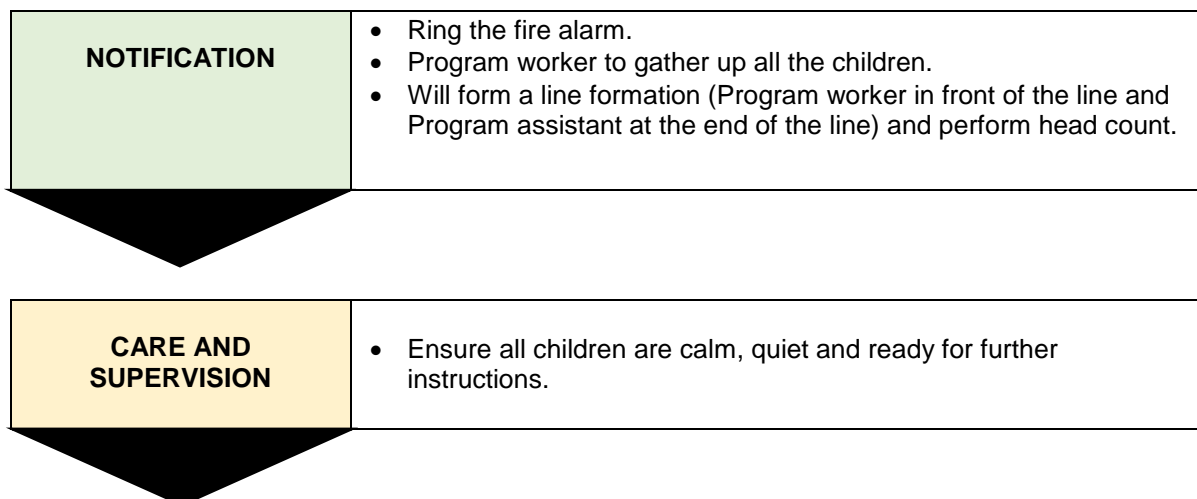
Natural Disaster - A major adverse and catastrophic event that is caused by nature or the natural processes of the earth such as flood, blizzard, earthquake, freezing rain, heat wave, tornado, lightning strike, hail, etc.

Man-made Disaster - A disastrous event caused directly by one or more identifiable deliberate or negligent human actions such as fire (urban), hazardous material spills, power failure, bioterrorism, civil unrest, etc.

Emergency Evacuation Drills

- It is the discretion of the Program Supervisor what evacuation drill below to perform at each given time.
- Program Supervisor or Program worker will bring the portable records along with emergency contacts, emergency and first aid kits to the alternate location.

Fire Drill:





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ACTION	<ul style="list-style-type: none"> • Program worker will direct everyone to the nearest emergency exit. • Program supervisor will supervise ensuring a smooth exit and are safely guided out of the building. • Everyone will assemble at the parking lot or a nearby safe place.
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CONCLUSION	<ul style="list-style-type: none"> • Remain at the meeting spot until further instructions. • Real Event: Parents will be notified to pick-up children when safe. Staff will remain with the children until the last child has been picked up.
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Flood Drill: For most floods, there's plenty of time to follow flood updates and call families to pick-up the children before evacuating. But flash floods can come quickly and everyone has to leave the building immediately.

NOTIFICATION	<ul style="list-style-type: none"> • Program Supervisor will announce to evacuate the building and meet at the Mormon temple parking lot (higher ground). • Program worker to gather up all the children. • Will form a line formation (Program worker in front of the line and Program assistant at the end of the line) and perform head count.
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CARE AND SUPERVISION	<ul style="list-style-type: none"> • Ensure all children are calm, quiet and ready for further instructions.
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ACTION	<ul style="list-style-type: none"> • Program worker will direct everyone to the nearest emergency exit. • Program supervisor will supervise ensuring a smooth exit and are safely guided out of the building. • Everyone will assemble at the Mormon temple parking lot (higher ground).
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CONCLUSION	<ul style="list-style-type: none"> Remain at the meeting spot until further instructions. Real Event: Parents will be notified to pick-up children when safe. Staff will remain with the children until the last child has been picked up.
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Lockdown Drill:

NOTIFICATION	<ul style="list-style-type: none"> Program supervisor will announce "Lockdown". Program worker with the assistant will gather up all the children inside the classrooms. If there are children playing outside, to bring them inside. Perform headcount.
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CARE AND SUPERVISION	<ul style="list-style-type: none"> Ensure all children are calm, quiet and ready for further instructions.
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ACTION	<ul style="list-style-type: none"> Program worker and assistant will lock classroom doors and windows, turn off lights and audio equipment's. Keep all children sitting on the floor, away from doors and windows using tables or heavy furniture as shields if possible. All children must remain calm and quiet at all times.
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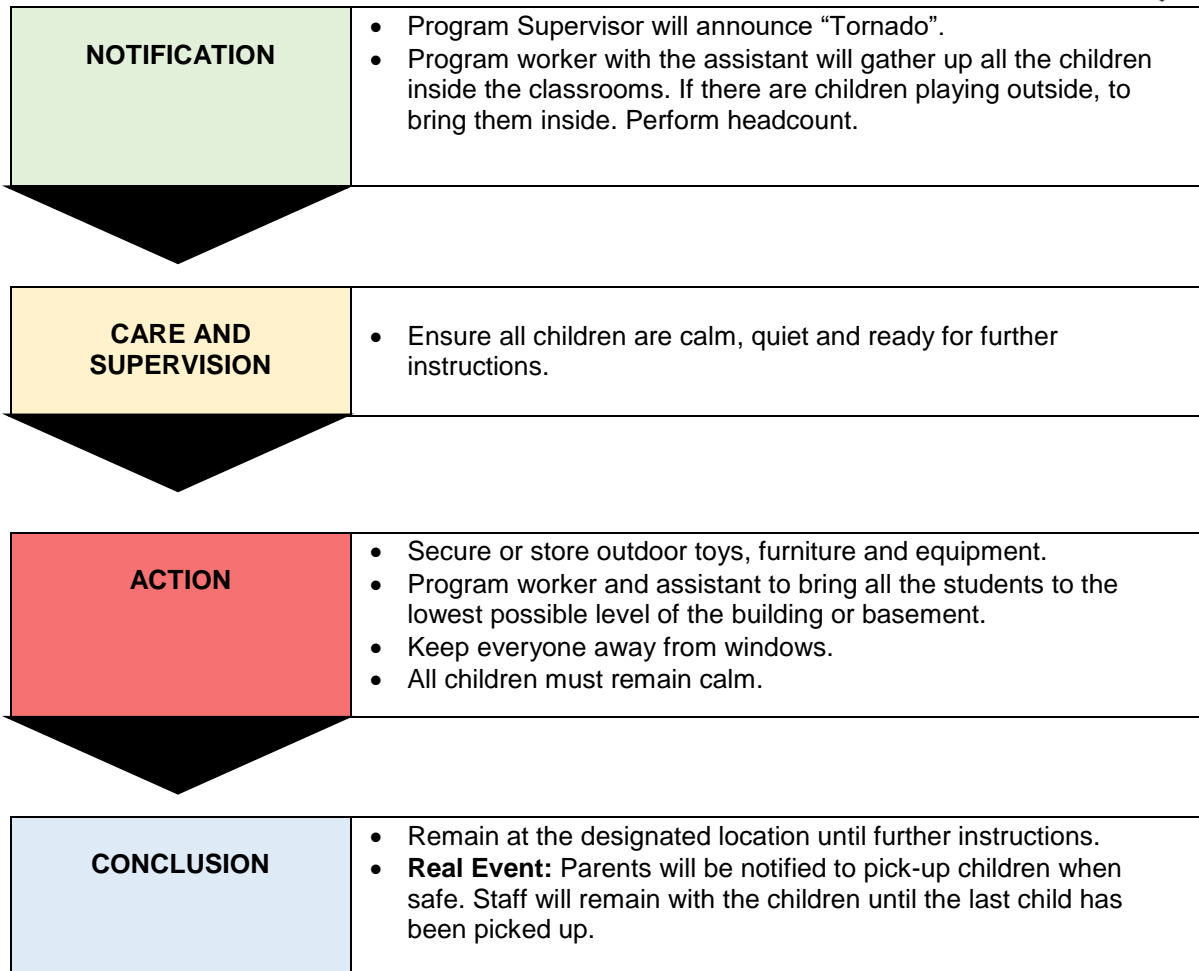
CONCLUSION	<ul style="list-style-type: none"> Remain at the room until further instructions. Real Event: Parents will be notified to pick-up children when safe. Staff will remain with the children until the last child has been picked up.
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Tornado Drill:



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Revision History

Date	Version	Classification	Description	Author Initials
Sept 2017	1.0	Major	Initial release	AM