**EMERGENCY POLICY**

**Purpose**:

To ensure the safety of the staff and children in the event of a contained emergency or a neighborhood/regional evacuation.

**Guidelines**:

1. In the event of a contained emergency or an evacuation, the designated place of shelter for the children attending the Program at John G. Althouse Middle School is:

Princess Margaret Junior School

65 Tromley Drive

Etobicoke, Ontario

M9B 5Y7

(416) 394-7362

The designated place of shelter for children attending the Program at Princess Margaret Junior School is:

John G. Althouse Middle School

130 Lloyd Manor Road

Etobicoke, Ontario

M9B 5K1

(416) 394-6847

1. A contained emergency is defined as pertaining to the building and surrounding property (e.g. broken water main, fire, ventilation contamination).
2. In the event of a neighborhood/regional evacuation the designated place of shelter for the children attending both programs is:

 St. Phillip’s Lutheran Church

 61 West Deane Park Drive

 Etobicoke, Ontario

 M9B 2S1

(416) 622-5577

 The church should be notified prior to the arrival of the program.

1. A neighborhood/regional evacuation is defined as pertaining to a wide geographical area in the community (e.g. hazardous chemical leak - gas, ammonia, natural disaster, earthquake, and tornado).

Page 2

**EMERGENCY**

5. In the event of neighborhood /regional evacuation First Student Transportaion will be dispatched for emergency service ( 905-629-8200 ). A bus will be requested to pick students and staff up in front of the schools. If this is not possible an alternate pick up location will be determined by the Supervisor and First Student dispatch will be informed

6. In the event of an evacuation the Board of Directors will assist with the contacting of parents. Board members will receive an up-to date client list of phone numbers.

7. All staff will keep a list of client telephone numbers at home for use as necessary. A copy of the John G. Althouse Before & After School Program client list will be provided to school administration. The Supervisor will partner with the school administration to advise clients of the program’s closure in the event of emergency/ evacuation.

8. Should a contained emergency occur in the early morning, the staff typically receives advice from the school administration. The staff will attempt to contact parents and advise of program’s closure. Additionally, information is typically broadcast on local radio stations (CFRB, CHUM, etc.). In the event that a parent does not hear/receive information prior to leaving home, they will be advised accordingly by school administration or emergency staff on site upon arrival at the facility.

9. Should a contained emergency occur during the day, the staff will use the following guidelines:

- Line children up quietly

- Leave the premises via the closest fire exit

- A designated staff member is responsible for retrieval of daily attendance record, emergency information records, first aid kit medication and the emergency evacuation bag

- Roll call to ensure all children are accounted for

- Evacuation to designated schools, if necessary

- Notification of parents at their place of work

- The Supervisor is responsible for completing necessary reports (e.g. Serious Occurrence).

Page 3

**EMERGENCY**

10. Should a neighborhood/regional evacuation occur in the early morning, the Supervisor typically receives advice from the school administration. The staff will attempt to contact parents and advise of program’s closure. Additionally, information is typically broadcast on local radio stations (CFRB, CHUM, etc.). In the event that a parent does not hear/receive information prior to leaving home, they will be advised accordingly by school administration or emergency staff on site upon arrival at the facility.

1. Should a neighborhood/regional evacuation occur during the day, the staff will follow directions of emergency staff and/or police. If these instructions vary from emergency guidelines, the Supervisor will alert staff and prepare them to follow instructions. The parents will be notified at their place of work as soon as possible. Staff are responsible for the supervision of any other children who may be delegated to their care during such an event.