

SUBJECT: EMERGENCY RESPONSE - DAYCARE

1. Purpose

The purpose of this policy is to ensure prompt and appropriate response in emergency situations in order to safeguard the health and well-being of all children, staff and families at UNBC Childcare.

2. Scope

This policy applies to all families and children enrolled at UNBC Childcare, as well as staff, students and volunteers.

3. Authority

This policy is to be administered by the Childcare Services Manager or designate, the Society Board, and where needed by UNBC.

4. Procedures

In the event of an emergency at the UNBC Childcare Center, or an emergency at UNBC that may affect the Childcare Center, Security should be called right away and notified of the situation. The Childcare Society Emergency Contact should then be called. The emergency contacts should be called in the following order:

- Childcare Services Manager;
- Assistant Manager of Childcare Services or most senior staff person on site or available by phone; and
- Board Chairperson or Vice Chair in the Chair's absence

If the first person on the list is not available, the next person on the list will be called. It is the responsibility of the Childcare Services Manager to ensure that Risk Management and Health & Safety have a list of the above contacts, and that the numbers are kept current.

The Emergency Contact person will ensure immediate safety of all children and staff to the best of their ability. They will then contact the Center's Licensing Officer, the Director of Purchasing Contracts and Risk Management and the Manager of Health and Safety at UNBC to advise them of the situation. Through consultation with the above authorities, a response plan will be developed and implemented. The Childcare Services Manager or designate will ensure the plan is carried out as discussed. Documentation of instructions and emergency responses will be maintained by the Childcare Services Manager or designate for future debriefing.

Through consultation, the University of Northern British Columbia, the Licensing Officer or the Society Board will have the authority to close the Childcare Center if they deem it necessary to do so for safety reasons.

Each staff member will keep a current phone list of parents and their alternate contacts in case they should need to be notified of Center closure after regular Center hours. It is the responsibility of the Program Supervisor to ensure all staff have the current phone list for parents. If parents need to be contacted for

emergency when the children are on site, all available Board members will be called in to assist in contacting all families by phone.

Media All media correspondence must be directed to the Director of Media/Public Relations at UNBC. Staff or Board members will not issue any statements to the media.