

## Instructions and Tips for Creating Compliant Policies and Procedures:

Emergency Management Policy and Procedures (O. Reg. 137/15, s. 68.1)



### Mandatory Information

The following information **must be included** in your child care centre's emergency management policies and procedures to demonstrate compliance with requirements under the *Child Care and Early Years Act, 2014* and O. Reg. 137/15:

- The roles and responsibilities of staff in case of an emergency
- The procedures that will be followed to ensure children's safety and maintain appropriate levels of supervision
- The requirements and procedures for contacting appropriate local emergency response agencies
- The requirement that additional support, including consideration of special medical needs, be provided for any child or adult who needs it in case of an emergency
- The location of a safe and appropriate off-site meeting place, in case of evacuation
- The procedures for communications with parents
- Information about the recovery from an emergency
- The requirement that staff, children and parents be debriefed after an emergency
- The procedures for resuming normal operations of the child care centre after an emergency
- The procedures for supporting staff and children who may have experienced distress during an emergency

### Other Considerations

The following are some tips and other considerations for developing your emergency management policies and procedures. These are not mandatory, but they will support the development of more comprehensive and high-quality policies and procedures:

- Provide definitions for terms used throughout your document.
- Include a space to put the date that the policy was last developed and/or updated.
- Think about describing the different emergencies your child care centre may experience (e.g. lockdown, bomb threat, natural disaster, etc.) and how your staff will need to respond to each different situation. Try to be specific about who will do what, and when.
- Consider including information about preparing for emergency situations (e.g. conducting regular drills, preparing emergency bags, etc.).
- Consult resources about all the best practices that could support your program in responding to an emergency and include them in your policy and procedures (e.g. Emergency Management Ontario, other child care licensees, etc.)
- Consider how various groups served at the child care centre may require assistance and include related procedures (e.g. program rooms located on the second storey, infant groups, children and adults with special and/or medical needs, etc.).
- Break down your procedures into a step-by-step process that is easy to understand and follow, where possible.

- Think about different ways that emergency situations can be communicated to parents and include them in your procedures.
- Think about linking this policy to other policies and procedures that have been established and implemented (e.g. serious occurrence policy, medication administration policy, etc.).
- Think about how other regulatory requirements can be reflected in your policy (e.g. daily written record, individualized support plans, emergency contact information, etc.)
- Consider and outline how emergencies that are not detailed in your policy will be addressed.