# Emergency Management Policy and Procedures

Name of Child Care Centre: Click here to enter text.

Date Policy and Procedures Established Click here to enter text.

Date Policy and Procedures Updated: Click here to enter text.

## Policy

[add policy statements here]

The following is our off-site meeting place in case of evacuation:

[insert off-site meeting place]

## Procedures

|  |  |
| --- | --- |
| **Roles and Responsibilities of Staff During an Emergency** | [insert procedures] |
| **Providing Additional Support for any Child or Adult who Needs it in Case of an Emergency** (including the consideration of special medical needs) | [insert procedures] |
| **Ensuring Children’s Safety and Maintaining Appropriate Levels of Supervision During an Emergency** | [insert procedures] |
| **Communication with Parents** | [insert procedures] |
| **Contacting Appropriate Emergency Response Agencies** | [insert procedures] |
| **Addressing Recovery from an Emergency** | [insert procedures] |
| **Debriefing Staff, Children and Parents After an Emergency** | [insert procedures] |
| **Resuming Normal Operations of the Child Care Centre** | [insert procedures] |
| **Supporting Children and Staff Who May Have Experienced Distress During an Emergency** | [insert procedures] |

## Additional Procedures for Emergency Management

[insert procedures, where applicable]

Regulatory Requirements: Ontario Regulation 137/15

Emergency management

**68.1**(1)  In this section,

“emergency” at a child care centre means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre. O. Reg. 126/16, s. 42.

(2)  Subject to subsection (3),every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that,

(a) set out the roles and responsibilities of staff in case of an emergency;

(b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency;

(c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation;

(d) set out the procedures that will be followed to ensure children’s safety and maintain appropriate levels of supervision;

(e) set out requirements regarding communications with parents;

(f) set out requirements regarding contacting appropriate local emergency response agencies; and

(g) address recovery from an emergency, including,

(i) requiring that staff, children and parents be debriefed after the emergency,

(ii) setting out how to resume normal operations of the child care centre, and

(iii) setting out how to support children and staff who may have experienced distress during the emergency. O. Reg. 126/16, s. 42.

(3)  Despite subsection (2), a licensee is not required to have emergency management policies and procedures described in that subsection if,

(a) the child care centre is located in a school, the licensee uses or adopts the school’s emergency management policies and procedures and those policies and procedures address the same matters as described in subsection (2); or

(b) the licensee is otherwise required to have a plan that addresses the same matters as described in subsection (2). O. Reg. 126/16, s. 42.

Intent

The intent of this provision is to require licensees to have policies and procedures that protect the health and safety of children and staff in the event of an emergency.

The provision requires that staff roles and responsibilities be clearly outlined in the event of an emergency.

**Disclaimer:** This document is a template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15.  It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each child care centre it operates.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.