



# CHILD CARE FACILITIES

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## INTRODUCTION TO THE DISASTER PLAN



# Disaster Plan

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- Information
- Procedures
- Protocols
- To allow your facility to respond to an emergency or disaster in an effective, coordinated & integrated manner



# Aim

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- The Facility Licensee or their delegate has a plan that may be activated should circumstances dictate



# Definitions

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- Emergency
  - A sudden unforeseen occurrence
  - A single event or incident that affects specific areas & operational efficiencies of the building or environment



# Definitions

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- Disaster
  - An event that has the potential to impact the entire operation
  - May create:
    - A need to operate in unfamiliar circumstances
    - A need to re-locate the operation



# Planning Cornerstones

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- Overall the strategy behind emergency management plans are:
  - Preparedness
  - Mitigation
  - Response
  - Recovery



# Risk Analysis

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- The process is called Risk Hazard Vulnerability Assessment
- It ensures that we prepare only for those hazards we can reasonably expect to occur in our area
- The Assessment for your facility is found in the plan in Section 1.9.3

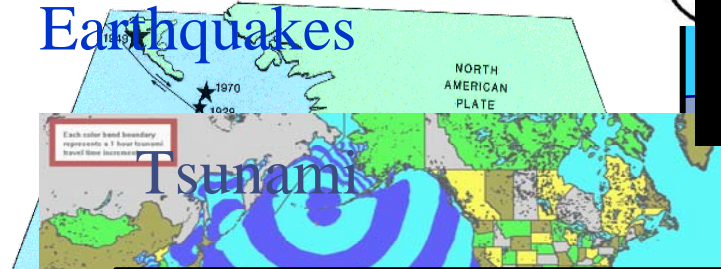
Interface Fire

Severe Weather

Hazardous Material Spill

Transportation Accidents

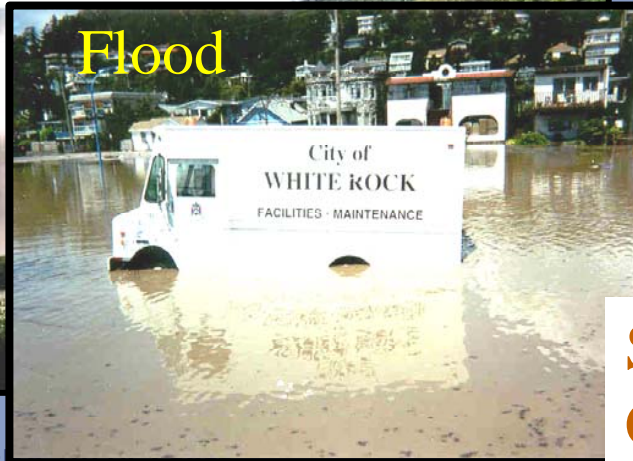
Earthquakes



Tsunami

Dam Failure

Flood



Terrorism

A graphic featuring a biohazard symbol and a radiation symbol. The text "CBRN - E" is prominently displayed. Below it, it says "Worldwide Spread of Asian Influenza Pandemic" and "1968-1957".

Pandemic

Epidemic

Water Contamination

Utility Outage

Volcanoes

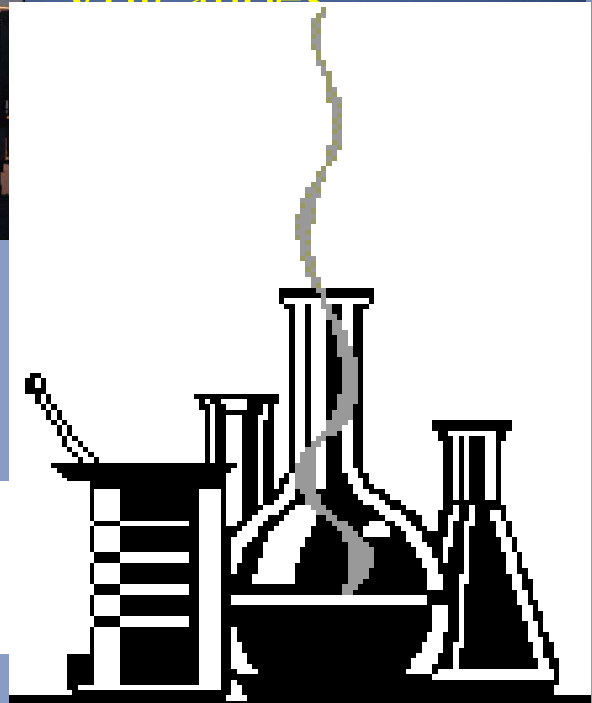
Surge Capacity



Civil Unrest



Supply Chain







# Activating the Plan

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- Making the decision to initiate the Emergency/Disaster Response is the responsibility of the Licensee or his/her designate



# What emergencies can you expect?

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- There is an international colour coding system to identify some emergencies & there are others which we need to address that are not colour coded



# International Codes

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- **Code Blue – Cardiac Arrest**
- **Code Red – Fire**
- **Code White – Violence/Aggression**
- **Code Yellow – Missing Child**
- **Code Black – Bomb Threat**



# International Codes

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- **Code Green – Evacuation**
- **Code Grey – Air Exclusion/Shutdown**
- **Code Brown – Hazardous Spills**
- **Code Orange – Disaster/Mass Casualties**



# Other Emergencies/Disasters

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- Pandemic Influenza
- Infectious Disease Epidemic
- Boil Water Notifications
- Animal Hazards
- Utility Outages



# Responses

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- There are specific responses outlined for the facility & staff for each of the identified emergencies
- Checklists & forms are found in the document called:
  - “Emergency/Disaster Response Quick Reference Documents”



# CODE BLUE: Cardiac Arrest

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- Within a Child Care facility a Code Blue would be responded to as if it happened in any public place
- 911 would be called
- Trained staff would attend to the victim until the ambulance arrives



# CODE RED: FIRE

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- RACE

- **Rescue** anyone in immediate danger
- **Alarm:** activate the nearest alarm & call 911
- **Confine** by closing doors & windows
- **Extinguish** only if safe to do so
- Check for further actions in the Quick Reference Folder





# CODE WHITE: Violence/ Aggression

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- If you feel threatened immediately call another staff member to assist you
- If the threat persists call 911
- Be familiar with your facility's policies & procedures concerning unusual or aggressive behaviours:
  - child to child,
  - staff to child,
  - non-staff to child or staff



# CODE YELLOW: Missing Child

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- Immediate search inside & outside as directed by the Licensee/Manager
- Notification of Police/RCMP if the child is not located
- Notification of the child's parents



# CODE BLACK: Bomb Threat

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- The Quick Reference documents outline the procedure when a call is received
- There is also a form that assists the person taking the call to help identify voice, accents, background noise that may assist the Police/RCMP



# CODE GREEN: Evacuation

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- The Quick Reference document has the procedure to follow in preparation for & in the event of orders to evacuate
- There is also a form to document the status of staff & children post evacuation



# CODE BROWN: Hazardous Spills

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- In the event of a hazardous spill there are two possible instructions given to a facility:
  - Evacuate – See [Code Green](#)
  - Shelter-in-place – See [Code Grey](#)



# CODE BROWN: Hazardous Spills

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- Where the spill involves blood or body fluids there are specific guidelines regarding cleanup
- These guidelines are part of the Staff Self-Study Education Package
- The guidelines are also found in the Quick Reference documents



# CODE GREY: Air Exclusion

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- In the event of toxic or noxious air in the vicinity of your facility your Licensee will receive notification to “Shelter-in-place”
- This means staying indoors & stopping the entry of outside air
- Directions are found in the Quick Response Documents folder



# CODE ORANGE: Disaster

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- Duck, cover & hold during the earthquake
- Remain in place for a full 60 seconds once the shaking stops
- Check yourself & others for injury & treat as necessary
- Assess the damage to the building



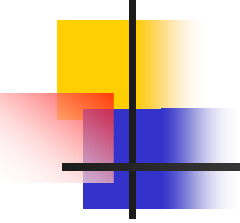


# PANDEMIC INFLUENZA

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- The Staff Self Study Education Package has a section on Pandemic Influenza for staff & their families
- The Facility Plan also has an excellent appendix related to Pandemic. The appendix can be accessed at:

[http://www.vch.ca/pandemic/docs/Look\\_after\\_yourself.pdf](http://www.vch.ca/pandemic/docs/Look_after_yourself.pdf)



# INFECTIOUS DISEASE EPIDEMICS

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- There are many infectious diseases that can impact children & Child care facilities
- A comprehensive listing with instructions called “Sneezes & Diseases” can be found in Appendix D of your plan or at:

<http://www.vch.ca/sneezesdiseases/docs/SneezesDiseases.pdf>



# BOIL WATER NOTIFICATION

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- Boil water notifications may be issued by the Office of the Chief Medical Health Officer or by your local water supplier
- Information on steps to take is found in the Quick Reference Documents



# ANIMAL HAZARDS

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- This will vary with each facility depending on where the site is located e.g. Cougar, Bear, etc.
- If animal hazards are identified then the plan to mitigate the risk will be documented in the facility plan
- The action plan for staff is to be placed in the Quick Reference Documents



# UTILITY OUTAGES

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- BC HYDRO provides a Business Outage Checklist which should be completed by the Licensee
- The completed checklist should be added to the Quick Reference Documents



# Call Back of Staff

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- The Licensee/Manager will initiate the call back of staff if necessary



# Disaster Supplies

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- Each facility shall have an Emergency Kit
- Food & water sufficient for the number of children normally in attendance & for the number of staff present daily will be stored on site
- Special food needs & allergies will be taken into consideration



# Communication

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- In an emergency Child care facilities come under the authority of local government
- The local authorities will provide primary instruction & information
- Local radio & CBC FM will broadcast emergency information from local authorities & the Provincial Emergency Program





# Communication

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- When an emergency occurs a battery or gyro operated radio should be turned on & monitored
- Only the Licensee/Manager is to speak to the media



# Business Continuity

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- Contains
  - The completed Hazard Risk Vulnerability Assessment for the facility
  - Goals of Business continuity
  - Business Functions for four impacts on the operation



# Impacts on the Operation

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1. Systems up/Building unusable:
  - If the cause is minor children can be cared for on the grounds until the building is once again usable
  - If the cause is serious & long term
    - Move to an alternate site
    - Notify parents/designates of the change



# Impacts on the Operation

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2. Systems down/Building usable:
  - If the systems are repairable short term then carry on
  - If systems will be down longer term a decision is made whether or not closure or transfer to an alternate site is required
  - Notify the parents/designate of the decision



# Impacts on the Operation

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## 3. Systems down/Building down

- Worst case scenario
- Move to an alternate location if possible & continue care
- Evacuate to a Municipal Reception Centre & continue care until children are collected
- Once children are collected operations will be suspended until further notice



# Impacts on the Operation

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## 4. Insufficient Human Resources

- The facility will be closed
- If time permits parents will be called & informed
- If unable to notify parents ahead of time:
  - When they arrive they will be asked to take the child to their alternate caregiver, or
  - They will be called & asked to have their children picked up as soon as possible



# Alternate Locations

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- Each licensee will identify & arrange for two alternate locations for their operation
- The Licensee will also identify & document the nearest Municipal Reception Centre



# Appendices

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## A. Parental information - Handout

- Suggesting 2 alternate care arrangements
- Ensuring season appropriate clothing
- Sufficient food
- Information on when to keep their child at home or in alternate care
- Home Disaster Planning information





# Appendices

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## B. Damage Assessment Tool

- Checklist to allow for a preliminary check of the buildings integrity so that a decision can be made as to the safety of remaining in the facility or choosing to evacuate to another location



# Appendices

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## C. “Looking After Yourself”

- Document developed by Vancouver Coastal Health with all of the information required to deal with a Pandemic Influenza event



# Appendices

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## D. "Sneezes & Diseases"

- Another comprehensive publication from Vancouver Coastal Health
- An excellent resource containing:
  - Prevention
  - Facts about Diarrhea, Vomiting & Fever
  - Sneezes & Diseases Fact Sheets (26)
  - Infestations Fact Sheets (5)
  - Further resources



# Appendices

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- E. Incident Command System (ICS)
  - This is information about the BC government's chosen organizational method to respond to an Emergency
  - It is provided as information



# Appendices

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## F. B.C. Emergency Response Management System (BCERMS)

- This is the entire emergency management plan for BC's emergency responses & includes ICS
- It is provided as information



# Appendices

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- G. Provincial Emergency Program (PEP)
- Describes the role & responsibilities of PEP
  - Provides Emergency Contact numbers
  - It is provided for information



# Appendices

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- ## H. Municipal Emergency Social Services
- Description of the role & responsibilities of Municipalities in providing care for evacuees & emergency response workers
  - Refers to organizations who are part of the Provincial ESS Support Team
  - It is provided for information



# Appendices

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## I. “Individual & Neighbourhood All Hazard Emergency Preparedness Workbook”

- The best possible resource for you to use to ensure you & your family are prepared at home.
- Access a copy: [www.pep.ca](http://www.pep.ca)





# Appendices

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## J. Glossary

- Provides a description of the acronyms used within BCERMS & ICS for information



# Appendices

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K. Contact information for VIHA  
Licensing for contact to advise them of  
any “reportable incidents” as required  
under the Child Care Licensing  
Regulations



# Reportable Incidents

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- Aggressive/unusual behaviours
- Attempted suicide
- Death
- Disease outbreak or occurrence
- Emergency restraint
- Neglect
- Other injury
- Physical abuse
- Poisoning
- Emotional abuse
- Fall
- Financial abuse
- Medication error
- Missing/wandering child
- Motor vehicle injury
- Service delivery problem
- Sexual abuse
- Unexpected illness



# Staff Education

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- It is intended that this Power Point Presentation be made available to Licensees for employees to review at a staff meeting & at orientation for new staff
- A second Power Point will provide a self-education package which addresses all areas in the Disaster Plan that require specialized staff knowledge



# Thank you for your time

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- Any questions?
- If you have questions or need advice completing & adapting this template to your facility contact me:

[sheila.service@viha.ca](mailto:sheila.service@viha.ca)

250-744-7711