



# CNC EMERGENCY PROCEDURES PLAN

An emergency is an unforeseen catastrophic event. When faced with an emergency situation, there are two possible plans of action to consider; evacuation or shelter in place. For both, planning and preparation is required to ensure the health and safety of CNC children and staff.

**Shelter in Place:** A precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

*Fact Sheet on Shelter in Place American Red Cross*

**Evacuation Procedures:** Clear, step by step procedure for the occupants to vacate a building in an orderly and safe manner during an emergency, and to assemble at a safe place for roll call.

*BusinessDictionary.com*

This tip sheet is designed to help CNC programs develop an emergency plan that meets the revised emergency procedure requirement in the CNCR (4.8).

Being prepared for an emergency means having more than just an emergency procedures plan. It's also essential for staff to understand their role during an emergency and have opportunities to train and practice. Your plans must be tailored to the specific hazards and needs of your site and community.

## EMERGENCY PROCEDURES PLAN

Key steps in developing your emergency procedures plan include:

- If your organization has a health and safety team, work with them to develop your emergency plan.
- Become familiar with the types of emergencies that could occur in your area. Use the Hazards and Emergencies section of [Get Prepared](#) (Government of Canada) to guide you.
- For more information about emergency preparedness, contact your provincial [emergency management organization](#)
- Identify potential emergencies that are specific to site, city and province.
- Develop evacuation and shelter-in-place procedures



- Determine the roles and responsibilities of CNC and adult service staff at your organization
- Train staff
- Practice implementing the emergency plan at least once a year
- Review your emergency plan
  - at least once a year
  - after an emergency
  - as needed when there are changes to your facility or operations, new or changing threats and hazards.

Emergency preparedness is a continual process of assessing hazards and risk, preparing and maintaining your environment and emergency plan and educating and training staff, parents and children.

**Important tips to consider when developing evacuation and shelter-in-place procedures:**

- When you identify who is responsible for a task, use the position title, not the person's name. Using the position title ensures that the plan doesn't need to be redone because of staff changes.
- Confirm evacuation routes and meeting places (primary and alternative).
- When deciding on an evacuation route, be sure to give details about the route
- Be sure the routes allow for the number of people that will be evacuating
- In some situations, it may not be safe to evacuate. To prepare for that possibility, identify safe shelter-in-place (lock-down) locations.
- Be sure to give details about the location, including clear details on where they are located in relation to the CNC program.
- Identify key steps required to make the shelter in place locations safe and secure (ie: locking doors, closing blinds, staying away from windows)
- The staff and children will need to stay calm and quiet during shelter-in-place. Develop a plan to guide staff once the space has been secured.
- Children and staff must stay in shelter-in-place (lock-down) locations until the authorities notify them that it is safe to vacate.
- Determine how you will reunite children with their parents after an evacuation or shelter-in-place. Ensure you include steps for notifying the parents and sending updates when parents and children cannot be reunited quickly.



### Refugee Children's Needs:

- Consider how you will support children who have experienced trauma when they participate in an evacuation or shelter in place procedure.
- Be aware that children may hide rather than leave the space or their behaviour may change.
- Additional steps or training might be required to ensure staff know how to respond when children become stressed by the situation.

### Evacuating Infants and Toddlers:

- How will you evacuate children who are not mobile?
- If you are on the ground floor, can you use a designated evacuation crib or stroller that could be wheeled out?
- If you are using adult services staff, make sure you have informed them of their roles and responsibilities in an evacuation.

### Supplies and Children's Information:

- In addition to the required information (ie: children's registration information and attendance forms) consider other supplies, materials and resources that might be helpful during emergencies.
- It is good practice to have an emergency bag or kit that can be used during an evacuation or shelter in place. This might include children's registration information, additional supplies such as diapers, blankets, flashlight, first aid kit, water and snacks.



### Sample CNC Emergency Procedures Plan

This emergency plan includes the following information for:

SPO Name:	[insert name of organization]
SPO Address:	[insert address]
Phone:	[insert phone number]
Main Contact:	[insert main contact]
Main evacuation route	[insert route directions]
Alternate evacuation route	[insert route directions]
Main evacuation meeting place	[insert location]
Alternative evacuation meeting place	[insert location]
Shelter in place location	[insert location]
Potential risks:	[Insert list of potential risks identified and considered in making this plan here]





### 1. Evacuation

In case of the need to evacuate our site, the following procedures will be followed:

Evacuation routes/exits:	Make sure everyone in your program knows what to do if you need evacuate.
Evacuation Procedures:	<p><b>You can insert the evacuation procedures as identified in your fire safety plan OR use the template below to create them</b></p> <ol style="list-style-type: none"> <li>1) On hearing the alarm or receiving notification to evacuate. The [position title] or designee notifies the staff and children.</li> <li>2) The [position title] or designee confirms the evacuation route to be used. (main or alternative)</li> <li>3) The [position title] or designee gathers the attendance information and children’s registration information.</li> <li>4) The [position title] or designee lines the children up at the identified exit for the identified evacuation route.</li> <li>5) The [position title] or designee does a head count and confirms all staff and children are present.</li> <li>6) If a child or staff is identified as missing, the [position title] or designee searches all areas within the program.</li> <li>7) Once all children and staff have been safely accounted for (as confirmed by checking attendance against a head count) proceed to the designated meeting place: [insert location]</li> <li>8) If the designated meeting place is unsafe, go to the alternate meeting place: [insert location]</li> <li>9) Upon arriving at the designated meeting place, the [position title] or designee immediately takes attendance.</li> </ol>





	<p>10) Report the final head count to the [position title] or designee. Give the names of any missing children or personnel to the [position title] or designee.</p> <p>11) The [position title] or designee contacts the adult services designee to communicate the children's status to the parents if there is delay in reuniting parents with their children.</p> <p>12) The [position title] or designee will confirm that parents are reunited with their children.</p> <p>13) Wait for authorities and follow their directions. Do not re-enter the building until the authorities tell you it is safe to do so.</p>
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NOTE:

Be sure to inform CNC staff of adult services response plan.

## 2. Shelter-in-Place (Lock-down)

In case of the need to shelter-in-place, the following procedures will be followed:

Location:	<p>Children will be taken to: [insert location(s)]</p> <p>If the designated location is unsafe, go to the alternate location: [insert location]</p>
Shelter-In-Place (Lock-down) Procedures:	<p><b>When the Shelter in Place location is in the CNC space</b></p> <p>1) When notified to go to shelter-in-place, the [position title] or designee follows the instructions to make the designated area safe and secure. [insert location/area(s) and instructions for making it safe and secure] For example: lock the door, close blinds and have children move to furthest point in the room, avoid windows.</p> <p>2) The [position title] or designee gathers the attendance information and children's registration information.</p>





	<p>3) Once in the shelter-in-place location, the [position title] or designee immediately takes attendance.</p> <p>4) Report the final head count to the [position title] or designee. Give the names of any missing children or personnel to the [position title] or designee [insert phone number].</p> <p>5) If necessary, the [position title] or designee calls emergency services (911).</p> <p>6) If necessary, the [position title] or designee notifies the appropriate persons at [insert phone number] and advises them of the location of staff and children.</p> <p>7) The [position title] or designee contacts the adult services designee to communicate the children's status to the parents and keep them updated.</p> <p>8) The [position title] or designee attempts to keep everyone calm, waits for authorities to arrive and follows their directions.</p> <p>9) The [position title] or designee will confirm that parents are reunited with their children.</p> <p style="text-align: center;">*****</p> <p><b>When the Shelter in Place Location is outside the CNC space</b></p> <p>1) When notified to go to shelter-in-place, the [position title] or designee gathers the attendance information and children's registration information.</p> <p>2) The [position title] or designee lines the children up.</p> <p>3) The [position title] or designee does a head count and confirms all staff and children are present.</p> <p>4) If a child or staff is missing, the [position title] or designee searches all areas within the program.</p>
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	<ol style="list-style-type: none"><li>5) Once all children and staff have been safely accounted for (as confirmed by checking attendance against a head count proceed to the shelter-in-place: [insert <b>location</b>]</li><li>6) If the shelter-in-place location is unsafe, go to the alternate location: [insert <b>location</b>]</li><li>7) Upon arriving at the shelter-in-place location, the [position <b>title</b>] or designee immediately takes attendance.</li><li>8) The [position <b>title</b>] or designee follows the instructions to make the location safe and secure. [insert <b>location(s) and instructions for making it safe and secure</b>] For example: lock the door, close blinds and have children move to furthest point in the room, avoid windows.</li><li>9) Report the final head count to the [position <b>title</b>] or designee. Give the names of any missing children or personnel to the [position <b>title</b>] or designee.</li><li>10) If necessary, the [position <b>title</b>] or designee calls emergency services (911).</li><li>11) If necessary, the [position <b>title</b>] or designee notifies the appropriate persons at [insert <b>phone number</b>] and advises them of the location of staff and children.</li><li>12) The [position <b>title</b>] or designee contacts the adult services designee to communicate the children's status to the parents and keep them updated.</li><li>13) The [position <b>title</b>] or designee attempts to keep everyone calm, waits for authorities to arrive and follows their directions.</li><li>14) The [position <b>title</b>] or designee will confirm that parents are reunited with their children.</li></ol>
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Notification:	Parents/guardians will be notified once the immediate threat has passed.
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NOTE: Add procedures for emergencies and risks that are specific to your program or region.

**Region specific risks might include:**

- Flooding
- Nuclear plant leak
- Tornado and earthquake

**Site specific risks might include:**

- Missing child
- Unknown intruders

You might also choose to include instructions related to the community emergency response.

