

# EMERGENCY PROCEDURES & PREPAREDNESS



At Pluto Day Care, the health and safety of children, families, and staff is our highest priority. We maintain comprehensive emergency procedures and conduct regular drills to ensure staff and children are prepared in the event of an emergency.



## FIRE EMERGENCIES

- ✓ Fire drills are conducted monthly in accordance with Ministry of Education requirements.
- ✓ Staff and children practice safe evacuation procedures.
- ✓ Emergency exits and evacuation routes are clearly posted throughout the centre.



## SEVERE WEATHER

- ✓ Staff monitor weather conditions throughout the day.
- ✓ Children may remain indoors or outdoor play may be modified during extreme heat, cold, poor air quality, lightning, or other severe weather events.
- ✓ In the event of a weather-related emergency, families will be contacted as required.



## LOCKDOWN & HOLD-AND-SECURE PROCEDURES

- ✓ All Pluto Day Care locations have procedures in place for lockdowns, hold-and-secure situations, and shelter-in-place emergencies.
- ✓ Staff participate in regular training and drills to ensure they can respond quickly and appropriately.
- ✓ Parents will be notified as soon as it is safe to do so.



## MEDICAL EMERGENCIES

- ✓ All staff working directly with children hold current Standard First Aid and CPR-C certification.
- ✓ Emergency medical services will be contacted immediately when required.
- ✓ Parents or emergency contacts will be notified as soon as possible.



## EMERGENCY CENTRE CLOSURES

While we strive to remain open whenever possible, there may be occasions where a centre must close due to:

- ✓ Severe weather
- ✓ Utility failures (power, water, heat, etc.)
- ✓ Public health concerns
- ✓ Building emergencies
- ✓ Other unforeseen circumstances

Families will be notified through our established communication channels should a closure occur.



## EMERGENCY COMMUNICATION

In the event of an emergency, Pluto Day Care will communicate with families using:

- ✓ Phone calls
- ✓ Email

Parents are responsible for ensuring their emergency contact information remains current at all times.



## FREQUENTLY ASKED QUESTIONS



**What happens if my child becomes ill while at daycare?**

We will provide appropriate care and separate your child from others. Parents or emergency contacts will be called to pick up your child as soon as possible.



**What happens if there is a power outage?**

We have emergency procedures in place, including backup lighting and alternate plans to ensure children remain safe and cared for.



**What happens if the centre needs to be evacuated?**

Staff will follow our evacuation procedures and move children to a safe location. Parents will be contacted as soon as possible.



**What if I cannot be reached in an emergency?**

We will contact your emergency contacts in the order provided on your child's registration form.



**How often are emergency drills conducted?**

We conduct fire drills monthly and practice other emergency drills throughout the year.



**THANK YOU FOR HELPING US KEEP OUR CHILDREN SAFE!**

If you have any questions about our emergency procedures, please speak with the Centre Supervisor.

