



PLP HS 210 Emergency Management Policy

Park Lawn Preschool Inc. ensures each child's safety while in our care. Each of our centres has Emergency Procedures in place that include conducting monthly fire drills, lockdown drills, a parent communication plan and an evacuation plan. In addition, Park Lawn Preschool Inc. staff work with the Toronto District School Board (TDSB) and the Toronto Catholic District School Board (TCDSB) to ensure procedures are in line with the board emergency procedures.

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response;
2. Next Steps during an Emergency; and
3. Recovery

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation.

For situations that require evacuation of the child care centre, the **meeting place** to gather immediately will be located at:

- Parklawn Preschool - East side of school – outer field
- Humber Bay - East side of school at Kinsdale Park
- PLP Early Learning Centre - sidewalk/greenspace near 3 Heatherdale Road

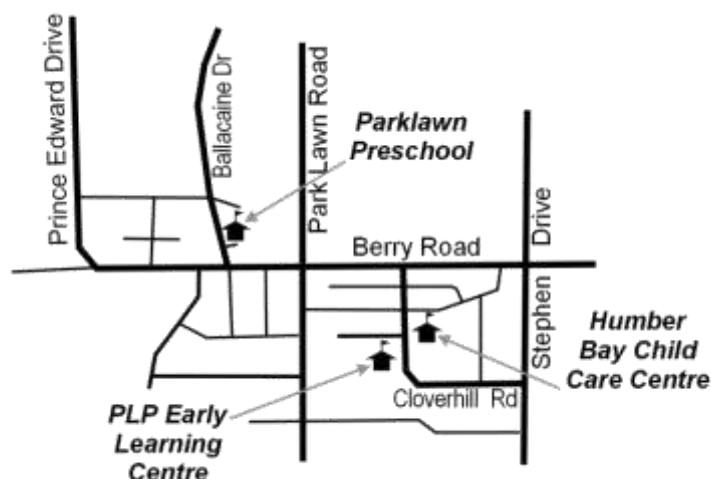
If it is deemed “unsafe to return” to the child care centre, the **evacuation site** to proceed to is located at:

- Parklawn Preschool evacuates to Humber Bay
- Humber Bay evacuates to Parklawn Preschool
- PLP Early Learning Centre evacuates to Parklawn Preschool

Parklawn Preschool - Parklawn Junior Middle School,
71 Ballacaine Drive (416) 236-2974

Humber Bay Child Care Centre - Etienne Brulé Junior School
50 Cloverhill Road (416) 251-8240

PLP Early Learning Centre - St. Mark Catholic School
45 Cloverhill Road (416) 259-9335



All directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above.

For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, the centre supervisor or a PLP Manager will provide direction to staff for the immediate response and next steps. Staff will follow the direction given.

If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.

All emergency situations will be documented in detail by the Centre Supervisor in the daily written record.

All Park Lawn Preschool Inc. staff must review fire and emergency procedures and evacuations yearly to ensure familiarity in the event of an emergency.

Parent Communication Plan

Children's safety is our priority, once PLP staff are able to relocate safely to their designated sites, parents will be contacted by email or phone to inform them that the children have been evacuated due to an emergency. It is of utmost importance that the child care centre has the most up to date emergency contact information on site. If a major emergency occurs, parents will be asked to come and pick up their child immediately at the centre's designated meeting area. In addition, the centres' voicemail will be updated and a notice will be posted on the centre doors (if safe to do so).

Park Lawn Preschool Centre Closures

Park Lawn Preschool Inc. is committed to running our programs on all scheduled days. However, we recognize that emergencies may occur such as the breakdown of essential services (hydro, heat and/or water), or there may be days of severe weather. In these situations we must consider the safety of all children and staff when we make difficult decisions regarding early or full day closures of the child care centres.

If Park Lawn Preschool Inc. is required to close the centre due to an emergency situation or if the TDSB or TCDSB has closed the school facility, the staff of Park Lawn Preschool Inc. will do their best to inform parents as early as possible. Parents are also asked to call into their specific centre on severe weather days to confirm that their centre is open. Centre voicemails will be updated regularly to keep families informed. In addition, online resources such as Twitter (@TDSB and @TCDSB) and the School Board websites can provide the most up to date and accurate information.

No refunds will be issued when a centre closure occurs.