



The Montessori School in Kleinburg's Crisis Management Committee is made up of Enza Marzano-Kooner (Principal), Mary Addante (Administrator), Lidia Beros (Department Head of Elementary Division).

This committee meets twice throughout the school year (September and January) to review crisis policy and procedures, run drills and train staff.

Montessori School in Kleinburg
Emergency Management Policy and Procedures
(copy placed in Parent Handbook)

Montessori School in Kleinburg is committed to providing excellence in education in a safe environment. The following emergency plan and procedures were developed to accommodate any extraordinary circumstances. Please read and review the following to familiarize your self with our policies and procedures in the event we had to confront any of the following listed below. It is best to expect the unexpected and be prepared at all times.

Contents

EMERGENCY MANAGEMENT POLICY AND PROCEDURES	3
PURPOSE	3
DEFINITIONS.....	3
POLICY.....	3
ADDITIONAL POLICY STATEMENTS.....	4
PROCEDURES.....	5
PHASE 1: IMMEDIATE EMERGENCY RESPONSE	5
LOCKDOWN.....	6
HOLD & SECURE.....	7
BOMB THREAT	8
DISASTER REQUIRING EVACUATION	9
<i>Phase 2:Next Steps During the Emergency</i>	<i>19</i>
<i>Phase 3: Recovery (After an Emergency Situation has Ended)</i>	<i>23</i>

Emergency Management Policy and Procedures

Name of Child Care Centre: Montessori School in Kleinburg

Date Policy and Procedures Established: September, 2002

Date Policy and Procedures Updated: September, 2019

Date Policy and Procedures Updated: July, 2021

Date Policy and Procedures Updated: August., 2022

Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal with emergency situations. The procedures set out steps for staff to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Definitions

Montessori School in Kleinburg- also referred to as MSK throughout this document

All-Clear: A notification from an authority that a threat and/or disaster no longer pose a danger and it is deemed safe to return to the child care premises and/or resume normal operations.

Authority: A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).

Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care centre (e.g. child-specific incidents) and where 911 is called.

Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).

Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care centre.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care centre it operates (i.e. the operator).

Administration: individual(s) deemed as appropriate representative(s) when the Licensee is not available.

Meeting Place: the designated safe place near the child care centre where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care centre if evacuation is not necessary.

Staff: Individual employed by the licensee (e.g. program staff, supervisor).

Unsafe to Return: A notification from an authority that a threat and/or disaster continue to pose a danger and it is unsafe to return to the child care premises.

Policy

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 Montessori School in Kleinburg, the **meeting place** to gather immediately will be located at: Entrance of MSK Property; on the south side of the property; on the grass area. Children will be placed in their classroom line.

If it is deemed 'unsafe to return to the child care centre, the **evacuation site** to proceed to is located at: Villaggio Restaurant; 110 Nashville Road, Kleinburg, Ontario, L0J 1C0, 905-893-4888

Note: 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, Montessori School in Kleinburg 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 Administration in the daily written record.

Additional Policy Statements

E.g. regular drills with staff for training/practice, emergency bag preparation, etc.

Staff and students will practise regular drills on a monthly basis.

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
<p>Lockdown</p> <p>Is used in a serious emergency, situation where the threat is inside the school, on or very near to school property. A lockdown minimizes access and visibility in an effort to shelter students, staff, visitors in secure locations.</p>	<ol style="list-style-type: none"> 1) The staff member who becomes aware of the threat must inform Administration and staff as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location. 3) Staff inside the child care centre must: <ul style="list-style-type: none"> • remain calm; • gather all children and move them away from doors and windows; • take children's attendance to confirm all children are accounted for; • take shelter in closets and/or under furniture with the children and lock any inner door, if possible; • keep children calm; • ensure children remain in the sheltered space; • turn off/mute all cellular phones; and • wait for further instructions. 4) If possible, staff inside the classrooms should also: <ul style="list-style-type: none"> • close all window coverings and doors; • barricade the room door; • gather emergency medication; and • join the rest of the group for shelter. 5) Montessori School in Kleinburg will immediately: <ul style="list-style-type: none"> • close and lock all entrance/exit doors, if possible; and • take shelter. <p>Note: only emergency service personnel are allowed to enter or exit the child care centre during a lockdown.</p>

Hold & Secure

Is a response to a threat and/or incident in the general vicinity of MSK, but not on or very near school property. School life continues as normal inside school; however precautionary measures still have to be taken.

- 1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible. Note this type of threat is most often notified by Police to the center.
- 2) Staff members who are outdoors must ensure everyone returns to their classroom(s) immediately.
- 3) Staff in the classroom must immediately:
 - remain calm;
 - take children's attendance to confirm all children are accounted for;
 - close all window coverings and windows in the program room;
 - continue normal operations of the program; and
 - wait for further instructions.
- 4) Licensee/Administration must immediately:
 - close and lock all entrances/exits of the child care centre;

Note: only emergency services personnel are allowed to enter or exit the centre during a hold and secure.

Bomb Threat

A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.

The code to convey the message that a bomb threat has been received is: **CODE BT** (bomb threat)

- 1) The staff member who becomes aware of the threat must:
 - remain calm;
 - call 911 if emergency services is not yet aware of the situation;
 - follow the directions of emergency services personnel; and
 - take children's attendance to confirm all children are accounted for.

- A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel.

The individual who receives the call should obtain and record as much information as possible including:

- -the time the call was received and on what telephone number
- -the exact words of the individual making the call, including location of the bomb, description and time factor involved.
- -Male or Female voice and approximate age
- -Accent
- -Does caller sound intoxicated or unbalanced?
- -Background noises (ex. Traffic, music, voices)
- -Is voice familiar?
- -Time the call terminated

- B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.

Disaster Requiring Evacuation

A serious incident that affects the physical building and requires everyone to leave MSK. E.g. fire, flood, power failure.

1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that MSK must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used and staff must follow the school's fire evacuation procedures.

2) Staff must immediately:

- remain calm;
- gather all children, the attendance record, children's emergency contact information any emergency medication;
- exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions;
- escort children to the meeting place; and
- take children's attendance to confirm all children are accounted for;
- keep children calm; and
- wait for further instructions.

3) If possible, staff should also:

- take a first aid kit; and
- gather all non-emergency medications.

4) The Administration/Licensee will:

- help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
- in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
- If individuals cannot be safely assisted to exit the building, the designated staff will assist them to reception area in the office and ensure their required medication is accessible, if applicable; and
- wait for further instructions.

5) If possible, the Administration/Licensee must conduct a walk-through of the school to verify that everyone has exited the building and secure any windows or doors, unless otherwise directed by emergency services personnel.

Disaster – External Environmental Threat

An incident outside of the building that may have adverse effects on persons in MSK. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency, water and flooding.

- 1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises.

If remaining on site:

- 1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their classroom immediately.
- 2) Staff must immediately:
 - remain calm;
 - take children’s attendance to confirm all children are accounted for;
 - close all classroom windows and all doors that lead outside (where applicable);
 - seal off external air entryways located in the program rooms (where applicable);
 - continue with normal operations of the program; and
 - wait for further instructions.
- 3) Administration/Licensee must:
 - seal off external air entryways not located in program rooms (where applicable);
 - place a note on all external doors with instructions that no one may enter or exit MSK until further notice; and
 - turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable).

If emergency services personnel otherwise direct the Montessori School in Kleinburg to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.

**Natural Disaster:
Tornado / Tornado Warning**

- 1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible.
- 2) Staff members who are outdoors with children must ensure everyone who is outdoors go to the gym immediately.
- 3) Staff must immediately:
 - remain calm;
 - gather all children;
 - go to the gym;
 - take children’s attendance to confirm all children are accounted for;
 - remain and keep children away from windows, doors and exterior walls;
 - keep children calm;
 - conduct ongoing visual checks of the children; and
 - wait for further instructions.

**Natural
Disaster:
Major
Earthquake**

- 1) Staff in the classroom must immediately:
 - remain calm;
 - instruct children to find shelter under a sturdy desk or table and away from unstable structures;
 - ensure that everyone is away from windows and outer walls;
 - help children who require assistance to find shelter;
 - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, hard book, etc.) to protect their head and neck;
 - find safe shelter for themselves;
 - visually assess the safety of all children.; and
 - wait for the shaking to stop.
- 2) Staff members who are outdoors with children must immediately ensure that everyone go to open area at the bottom of the driveway, and wait for the earthquake to stop.
- 3) Once the shaking stops, staff must:
 - gather the children, their emergency cards and emergency medication; and
 - exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building and go to open area at the bottom of the driveway.
- 4) If possible, prior to exiting the building, staff should also:
 - take their classroom emergency back pack which includes a first aid kit; and
 - gather all non-emergency medications.
- 5) Individuals who have exited the building must gather at the open area at the bottom of the driveway and wait for further instructions.
- 6) The Administration/Licensee will:
 - help any individuals with medical and/or special needs who need assistance to go to the open area at the bottom of the driveway (in accordance with the procedure in a child's individualized plan, if the individual is a child); and
 - in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If individuals cannot be safely assisted to exit the building, the Administration/Licensee staff will assist them to the office and ensure their required medication is accessible, if applicable; and
 - wait for further instructions.
- 7) The Administration/Licensee must conduct a walkthrough of the school building to ensure all individuals have evacuated, where possible.

<p>Unknown Allergies An allergy that is new or has developed</p>	<ol style="list-style-type: none"> a. Comfort and reassure student, staff or other person who is having the allergic reaction b. Locate and administer the epi-pen auto injector (in first-aid box in office). Do this a.s.a.p. c. Keep student warm and give time to recover from the attack d. If practical, remove the student and bring to the office where they can be comfortable until help is on the way. e. Inform 911 for further instruction f. Inform the student's parents g. Record all incidents using and Incident Form <p>TO use EPI-PEN</p> <ol style="list-style-type: none"> 1. Pull off grey safety cap 2. Jab black tip into outer thigh until unit activates and click will be heard. This may be done through the child's clothing if necessary. 3. Hold epi-pen in place for 10 seconds. Record time epi-pen was given. (The used epi-pen should be sent to the hospital with the child.) There is no risk to anyone if the epi-pen is given accidentally. 4. A second injection is administered 5 minutes after the first one. 5. Always have the child go to the hospital even if symptoms go away as they may redevelop later on. 6. If possible, have a staff member go to the hospital to accompany child.
<p>Extortion</p>	<ol style="list-style-type: none"> 1. The first action upon receipt of an Extortion threat is to alert the Licensee. 2. Consider the nature of the threat made and the demands of the extortionists. 3. Ensure the telephone line is kept free, in case the extortionist attempts additional communications. 4. Call 911 and notify law enforcement authorities. Call the police and ensure that everything is kept in confidentiality. 5. If available, attach a recording device to the telephone. 6. Indicate a willingness to cooperate, but do not offer a settlement. Be calm, be firm, and be cooperative. 7. No information should be released to the press by anyone except the media spokesperson is applicable.

<p>Harassment These are remarks that are deemed unacceptable in a school community</p>	<p>The definition of harassment is a vexatious comment of conduct, verbal or written, (remarks, slurs, references, jokes or displays of offensive or derogatory material), that is know or ought reasonably to be known to be unwelcome in that it may cause insecurity, discomfort, offence or humiliation to another. Examples of harassment include but are not limited to:</p> <ol style="list-style-type: none"> 1. Sexual Harassment 2. Racial Harassment-Should any person in Montessori School of Kleinburg be a victim of racial harassment the following would occur: <ol style="list-style-type: none"> 1. Tell the harasser that the behaviour is not welcomed and must stop. 2. Keep detailed records of the incident(s) <p>Should the harassment not end, immediately contact the Licensee. Students are encouraged to contact and inform any of the following, a parent/guardian, a classroom teacher or principal. Teachers are encouraged to contact and inform Administration or the Licensee. Both parties have a right to a fair and impartial investigation. The primary intention of the procedure is to stop harassment as soon as possible after an incident occurs.</p>
<p>Field Trip Incident Any occurrence during an out of school filed tip</p>	<ol style="list-style-type: none"> 1. Attend to victim 2. Call emergency services 911 3. Notify and speak to Licensee and inform of all circumstances and future intentions 4. Coordinate information gathering (Must fill out an Incident Report and have parents sign. One copy to be kept in child's file). 5. Assess and scale the range of the situation. 6. Ensure that MSK is informed. 7. Collect any and all written information and supporting documentation.

<p>Irate Parent/visitor When there is a hostile situation</p>	<ol style="list-style-type: none"> 1. Attempt to calm down the irate parent/visitor 2. Identify the problem 3. Contact Administration/Licensee. 4. Attempt to arrive at a joint resolution. 5. If no resolution can be reached, MSK has the right to ask the irate parent to leave the property. Tell them that their behaviour is disturbing the safety and welfare of the school/student body. 6. If he/she refuses to leave, call 911 7. Do not react through aggressive behaviour. If the situation has the potential of becoming violent, do not argue, just listen and agree with the individual and wait for the police to arrive. 8. Document everything on a Parent Communication form.
--	--

<p>Kidnapping/ Hostage/ Abduction/</p>	<ol style="list-style-type: none"> 1. Upon receipt of a kidnap threat alert the Licensee. 2. Consider the nature of the threat made and the demands of the kidnapper. 3. Ask for proof that the victim is alive, (refuse to negotiate until such proof of well being is received). 4. Ensure the telephone line is kept free, in case the kidnapper attempts additional communication. 5. Call 911 and notify law enforcement authorities. Parents or legal guardians should also be notified. 6. If available, attach a recording device to the telephone. 7. Verify threat by commencing to search for student/staff member who has been reported as being kidnapped. 8. Indicate a willingness to cooperate but do not offer a settlement. 9. A code word should be given to the kidnapper to assist in screening of hoax and copycat calls. 10. No information should be released to press. <p>Ensure that you introduce a delay to the person on the phone by saying that MSK cannot raise such a large sum of money. Lack of authorization to make decisions by the child's parents must be negotiated by MSK. This will create time to coordinate a response strategy. All threats should be treated as life or death. Upon contact with the "kidnapper" insist upon speaking to the "victim" in person. Non-availability may be an indication of the abduction being fictitious. When attempting to verify a kidnap threat it must never be assumed that it is a hoax.</p>
<p>Lost Student</p>	<ol style="list-style-type: none"> 1. Report lost student to Licensee or Administration. DO NOT INFORM THE CHILDREN THAT A CHILD IS LOST.

Kidnapping/ Hostage/ Abduction/	<ol style="list-style-type: none"> 1. Upon receipt of a kidnap threat alert the Licensee. 2. Consider the nature of the threat made and the demands of the kidnapper. 3. Ask for proof that the victim is alive, (refuse to negotiate until such proof of well being is received). 4. Ensure the telephone line is kept free, in case the kidnapper attempts additional communication. 5. Call 911 and notify law enforcement authorities. Parents or legal guardians should also be notified. 6. If available, attach a recording device to the telephone. 7. Verify threat by commencing to search for student/staff member who has been reported as being kidnapped. 8. Indicate a willingness to cooperate but do not offer a settlement. 9. A code word should be given to the kidnapper to assist in screening of hoax and copycat calls. 10. No information should be released to press. <p>Ensure that you introduce a delay to the person on the phone by saying that MSK cannot raise such a large sum of money. Lack of authorization to make decisions by the child's parents must be negotiated by MSK. This will create time to coordinate a response strategy. All threats should be treated as life or death. Upon contact with the "kidnapper" insist upon speaking to the "victim" in person. Non-availability may be an indication of the abduction being fictitious. When attempting to verify a kidnap threat it must never be assumed that it is a hoax.</p>
	<p style="text-align: center;">PERHAPS SUGGEST THAT CHILD IS MISSING AND THAT WE MUST FIND HIM. ASK WHO SAW HIM LAST, AND WHO MIGHT KNOW WHERE HE MIGHT BE.</p> <ol style="list-style-type: none"> 2. Conduct a search of all internal areas within MSK. 3. Conduct a search of all external areas of MSK. 4. Ascertain when and where the student was last seen. 5. Contact Police if unsuccessful. 6. Contact Parents.
Personal Injury	<p>In the event of a medical emergency:</p> <ol style="list-style-type: none"> 1. Reassure victim and a certified trained employee attends to victim. 2. Commence appropriate first aid (if required). 3. Call 911 4. Inform Licensee or Administration

	5. A staff member must fill out the appropriate incident or accident form.
--	--

Staff/Student Accidental Death	<p>The Licensee/Administration will be required to:</p> <ol style="list-style-type: none"> 1. Inform the police immediately. Contact next of kin immediately. 2. Maintain a cordon around the incident site. 3. Take the names and addresses of all witnesses of the incident. 4. Preserve the integrity of all evidence. 5. Ensure phone is close by. 6. Prepare a media release. 7. Fill out a serious occurrence form. 8. Contact the Ministry of Family, Children and Community Services for further instruction.
---------------------------------------	---

Rumours and Allegations	<ol style="list-style-type: none"> 1. No unauthorized staff member is to talk to the press. 2. Analyze how vulnerable MSK is to the situation. 3. Confirm MSK findings regarding the complaint. 4. Decide on course of action. Respond or ignore. 5. If required, prepare a written statement indicating: background of complaint, position of MSK, MSK's response. <p>It may also be necessary to develop a media plan to deal with the complaint/ rumour/ allegation.</p>
--------------------------------	--

Robbery Armed or Unharmmed	<ol style="list-style-type: none"> 1. Cooperate with the suspect and make eye contact. Do not delay them. 2. Speak slowly. Tell the suspect what you are doing. Do not make any sudden movement or any verbal statements that would cause the suspect to retaliate with force. 3. Let the suspect leave the school as quickly as possible. Do not delay him. Do not argue. 4. If you feel an assault or worse is imminent, consider your options. 5. Attempt to memorize the robber's appearance, face, skin colour, possible weight, height, dress, method of escape and direction of travel. 6. Remain still until the suspect has left the school and is out of sight. <p><u>After the robbery:</u></p> <ol style="list-style-type: none"> 1. Set off alarm. 2. Remain calm and contact police at 911 immediately after the incident. Let Licensee or Administration know. Do not clean anything up as it may be potential evidence for the police. 3. Write down everything you saw. 4. Alert the entire staff 5. Wait for police instructions.
-----------------------------------	---

<p>Public Relations Incident</p>	<ol style="list-style-type: none"> 1. No unauthorized staff member is to talk to the press. 2. An outline of your media statement should be prepared. This statement should include information about MSK, its history, philosophy overview of crisis information as well as information concerning the continued safe operation of MSK. 3. Designate a spokesperson. Usually Licensee or Administration. 4. The spokesperson is the only person to talk to the media. He/she should seek legal counselling before communicating to the media. 5. The spokesperson will provide some of the following information such as why the name cannot be released, student is a minor and or next of kin has not been notified. Withholding the names of the victim pending notification of next of kin is appropriate and will be respected by the press. However, do not deny that the incident has occurred. 6. Make sure all media and reporters have the same access to the information. <p>Always be brief, factual and honest. Don't engage in suppositions or assign blame. Ensure that a log is kept where all media coverage associated with the incident is recorded. No one, including the spokesperson, will release any information that identifies responsibility for an accident without first consulting Legal Services. Problems arise when:</p> <ul style="list-style-type: none"> • Names of victims are released prior to notification of next of kin • Information regarding nature of the injury or illness is released prior to diagnosis by a licensed physician • Assessment of fault or criticism of conduct, policy or equipment is made public without a full explanation of the circumstances of the accident developed through the complete MSK investigation process.
<p>Suicide</p>	<p>Upon receipt of the call:</p> <ol style="list-style-type: none"> 1. Contact Emergency Services 2. MSK will have a coroner on the scene. 3. Keep all students, staff, visitors and other onlookers away from the scene; maintain a perimeter around the scene. 4. MSK Licensee will fill out a serious occurrence and inform the Ministry of Community, Family and Children's Services.
<p>Threatening Phone Call</p>	<ol style="list-style-type: none"> 1. Keep the caller talking to obtain as much information as possible. 2. Reach for a communication form or any sheet of paper and fill out as much information as possible. 3. Try to remain calm. 4. Write down the caller's exact words. 5. Do not have the caller sense that he/she has alarmed you. 6. As soon as call terminates, contact Licensee or Administration.

	*If at any time you can get another staff member to call 911 on cell phone please do so.
Trespassers	<ol style="list-style-type: none"> 1. Inform a staff member ASAP. 2. Ask person whether or not they have checked into the office. 3. Notify Licensee or Administration immediately. 4. Check to see if all children and staff are accounted for and that trespasser has not taken any school valuables.
Unauthorized student pick up	<ol style="list-style-type: none"> 1. ALWAYS CONFIRM ALL STUDENT PICK-UPS WITH PICTURES IN THEIR FILES. 2. IF UNSURE DO NOT ASSUME AND UNDER NO CIRCUMSTANCES RELEASE A CHILD TO THE PERSON. YOU WILL BE LIABLE. 3. Notify Licensee or Administration immediately. 4. If in doubt call police. 5. Inform parents. 6. Document all details.
Vandalism	<ol style="list-style-type: none"> 1. Phone 911 2. If possible, document all or anything you notice that is missing. 3. If a vehicle is involved, try and get license plate. 4. At no time should you put yourself at risk. 5. Ensure that the area is free of damaging items.
Violence	<ol style="list-style-type: none"> 1. Phone 911 2. If possible, move away and observe activity noting descriptions of vandals (size, clothing, color, numbers involved). 3. If a vehicle is seen to be involved, attempt to get a plate number. 4. At no time should you put yourself at risk.
Visitors/Guests	<p>Any visitor/guest must be provided with the following information to MSK:</p> <ol style="list-style-type: none"> 1. Time/location to arrive 2. Reason for visit/itinerary 3. Name of person meeting visitor 4. Any relevant contact telephone numbers
Traffic/Parking Lot accident	<ol style="list-style-type: none"> 1. Determine nature of accident and the extent of the injuries. 2. Call 911- if required 3. Ensure proper assistance is provided to the injured parties. 4. Inform next of kin (if required). 5. Written statements should be taken by all witnesses. 6. Staff member should accompany student to hospital if required. 7. Ensure an accident report is filled out and signed by all involved members.
Respiratory Outbreak	The most effective intervention to stop a pandemic is through immunization with an effective vaccine against the virus or the use of antiviral drugs, however, there are other ways to prevent the spread of illness as listed below.

- For the purposes of the prevention of widespread illness in schools/child care settings, we are to treat **influenza-like-illness (ILI)** and symptoms as if it is the actual pandemic (H1N1) influenza virus or other respiratory outbreaks
- ILI is defined as the acute onset of respiratory symptoms (fever, cough, plus one of the following: sore throat, muscle aches, joint pain, weakness. Gastrointestinal symptoms may also be present, and fever may not be prominent
- It spreads from person to person through coughing, sneezing or indirectly through touching surfaces and objects contaminated with the virus from infected persons.
- Children with underlying illnesses, pregnant mothers, and immune-compromised persons are more vulnerable

INCUBATION PERIOD

- Up to 4 days & the period of communicability up to 7 days from onset of symptoms.
- This may be longer in children- transmission of influenza virus to others is most likely in the initial days of infection.

At this time, the most important factors in the control of the spread of any respiratory outbreak in schools and child care programs are:

- 1. Early identification of ill students, staff & children exhibiting symptoms**
- 2. Exclusion from the setting of anyone ill with symptoms**
- 3. Practising cough/sneeze etiquette & frequent hand cleansing**
- 4. Please see below table regarding listing of illnesses and precautions as a guideline**

Phase 2:Next Steps During the Emergency

- 1) Where emergency services personnel are not already aware of the situation, Montessori School in Kleinburg must notify emergency services personnel (911) of the emergency as soon as possible.
- 2) Where Montessori School in Kleinburg has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
- 3) If the Licensee is not already on site, the site designate must contact the Licensee to inform them of the emergency situation and the current status, once it is possible and safe to do so.

List of Emergency Contact Persons:

Local Police Department: 905-773-1221

OPP - 1-888-310-1122

Ambulance: Station 7-9: 905-832-2281

Local Fire Services: Station 7-9; 905-832-2281

Licensee Contact(s): Enza Marzano-Kooner 647-400-7683

Montessori School of Kleinburg Site Designate: Mary Addante- 905-893-0560

Poison Control: 1-800-268-9017

Children's Aid Society (York Region): 1-800-718-3850

Children's Help Line: 1-800-668-6888

Assaulted Women's Hotline: 1-888-364-1210

Telehealth Ontario: 1-866-797-0000

York Region Public Health - 905-895-4511

Reporting Infectious Diseases: 1-877-464-9675 ext.73588 or After Hours: 905-953-6478

Animal Services (Vaughan): 905-832-2281

Power Outages, Hazard or Electrical Emergency (Alectra Utilities): 1-877-963-6900 press 1

Enbridge Gas Emergency Line: 1-866-763-5427

Crime Stoppers including impaired drivers: 1-800-222-8477

Community Crisis Response Service: 1-855-310-2673

Marine/Air Search and Rescue: 1-800-267-7270

Environment Canada weather alerts: https://weather.gc.ca/city/pages/on-64_metric_e.html

Astro Taxi Service: 905-850-8855

- 4) Where any staff, students and/or volunteers are not on site, administration must notify these individuals of the situation and instruct them to proceed directly to the evacuation site if it is not safe or practical for them return to Montessori School in Kleinburg.
- 5) Administration/Licensee must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.
- 6) Throughout the emergency, staff will:
 - help keep children calm;
 - take attendance to ensure that all children are accounted for;
 - conduct ongoing visual checks and head counts of children;
 - maintain constant supervision of the children; and
 - engage children in activities, where possible.
- 7) In situations where injuries have been sustained, staff with first aid training will assist with administering first aid. Staff must inform emergency personnel of severe injuries requiring immediate attention and assistance.

8a) Procedures to Follow When "All-Clear" Notification is Given

<p>Procedures</p>	<ol style="list-style-type: none"> 1) The individual who receives the 'all-clear' from an authority must inform all staff that the 'all-clear' has been given and that it is safe to return to Montessori School in Kleinburg. 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to Montessori School in Kleinburg. 3) Staff must: <ul style="list-style-type: none"> • take attendance to ensure all children are accounted for; • escort children back to their classroom(s), where applicable; • take attendance upon returning to the classroom(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) Licensee/Administration will determine if operations will resume and communicate this decision to staff.
<p>Communication with parents/guardians</p>	<ol style="list-style-type: none"> 1) As soon as possible, Licensee/Administration must notify parents/guardians of the emergency situation and that the all-clear has been given. 2) Where disasters have occurred that did not require evacuation of Montessori School in Kleinburg, Licensee/Administration must provide a notice of the incident to parents/guardians by email. 3) If normal operations do not resume the same day that an emergency situation has taken place, Licensee/Administration must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.

8b) Procedures to Follow When “Unsafe to Return” Notification is Given

Procedures	<ol style="list-style-type: none">1) The individual who receives the ‘unsafe to return’ notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel.2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site.4) Licensee/Administration will post a note for parents/guardians on Montessori School in Kleinburg's entrance with information on the evacuation site, where it is possible and safe to do so.5) Upon arrival at the evacuation site, staff must:<ul style="list-style-type: none">• remain calm;• take attendance to ensure all children are accounted for;• help keep children calm;• engage children in activities, where possible;• conduct ongoing visual checks and head counts of children;• maintain constant supervision of the children;• keep attendance as children are picked up by their parents, guardians or authorized pick-up persons; and• remain at the evacuation site until all children have been picked up.
Communication with parents/guardians	<ol style="list-style-type: none">1) Upon arrival at the emergency evacuation site, Licensee/Administration will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children.2) Where possible, Licensee/Administration will update Montessori School in Kleinburg's voicemail box as soon as possible to inform parents/guardians that MSK has been evacuated, and include the details of the evacuation site location and contact information in the message.

Additional Procedures for Next Steps During an Emergency

E.g. documenting children’s accidents/injuries, providing water and/or snacks, etc.

If any injuries occur to staff or students during an evacuation; staff with first aid training will assist injured person accordingly; in compliance with their training.

Phase 3: Recovery (After an Emergency Situation has Ended)

<p>Procedures for Resuming Normal Operations E.g. where, applicable, reopening MSK, contacting the Ministry of Education Program Advisor, responding to media and community inquiries, contacting the insurance company, informing the caterer, temporarily relocating, etc.</p>	<p>If there are no concerns to staff or children, Licensee/Administration will provide direction to staff:</p> <ul style="list-style-type: none"> • safe to return to classroom • ensuring all students are transported safely to school and; • all children are accounted for <p>The Licensee or Administration will follow up with:</p> <ul style="list-style-type: none"> • Ministry Program Advisor • respond to Media and community inquiries • contact insurance company • contact caterers of any changes
<p>Procedures for Providing Support to Children and Staff who Experience Distress</p>	<p>Crisis councillors will be made available to any staff or students following an emergency situation.</p>
<p>Procedures for Debriefing Staff, Children and Parents/ Guardians Include, where, applicable, details about when and how the debrief(s) will take place, etc.</p>	<p>MSK Licensee/Administration must debrief staff, children and parents/guardians after the emergency.</p> <p>Following an Emergency situation:1) Licensee/Administration will follow up and debrief with the Emergency Response team 2) Will debrief with staff next steps 3) Will gather all children together in gym and debrief accordingly 4) Will send out an email to parents outlining what was discussed with Emergency Response team, next steps. If there are no further discrepancies following an emergency staff and children will resume normal duties. If there are further discrepancies following an emergency situation staff and children will follow procedures outlined by the Emergency Response team.</p>