

EMERGENCY MEASURES

In the event of a fire drill and the building evacuated, each educator must make sure:

- That the windows and doors in the room are closed; this will avoid the smoke becoming too thick. If a child is left inside, it will be easier to find the child quickly to evacuate.
- To take the pochette that includes the emergency telephone numbers and health card info and the red and green cardboards, EpiPen if applicable.
- Head outside with the children to the back gate of the playground. (gathering point)
- The person in charge of food preparation (Cook) must ensure that the oven/stove and doors are closed and help the educator in the infant and toddler room evacuate the children.
- The emergency briefcase is in the baby room and an evacuation kit is also found in the outdoor shed and at the Lotus clinic.
- In the event of a fire or other emergency evacuation, there will be no short- or long-term relocation.

For Luskville:

- The children will be evacuated to the neighbour and then, if necessary, the Luskville Community Centre (2024 Rte 148, Luskville, Qc.)
- An authorisation sheet has been signed by each parent to transport their child by bus or staff vehicles (even without appropriate car seats, however with at least a seat belt), if necessary.

For Shawville:

- The children will be evacuated to the Lotus clinic situated behind the daycare center. 394 Centre Street, Shawville, Qc.

What is to be done in the event there is a power outage?

- Call the hydro company to find out how long the power will be out.
- If the power outage during the night, verify if we can accept the children (heat, water, etc....)
- If the power outage during the day with the children present, will the children get cold?
- Is there a possibility to serve lunch and snacks, if not, what will be the alternatives? (To use the butane burner in the electrical room, make sandwiches, etc....).
- Is it possible to ensure a minimum of hygiene? Purchase bottled water for the toilets, wash hands with wipes...
- At the end of the day the emergency lights are good for 30 minutes. If there are late parents, blocked roads, etc. There are 2 flashlights and emergency candles in the office.

Daycare Closure (no hydro, snowstorm, equipment breakage, etc.)

- The parents that arrive the earliest at the daycare are contacted first and then the remaining parents are called.
- The general manager and head teacher must have at home an updated list of parents' telephone numbers to facilitate the calls to go as quickly as possible.

In case of a tornado

- The best place to take cover is the basement of a solid building. If not, find a small room on the ground level, like a closet or bathroom. At all times, stay far away from windows, doors and exterior walls.
- If you find yourself outside during a tornado, lie down in a ditch or ruts in the ground; try to hold on to a shrub, protect your head and pay attention to flying debris. Tornadoes are unpredictable and can change direction quickly

In case of an earthquake

- If you are inside, lie down under a solid piece of furniture, like a table or a desk, protect your head with your arms.
- Turn your back towards windows and mirrors; if they break, the splinters could hurt you. If you are outside, stay there, but away from buildings, telephone and hydro poles, in short of anything that could hurt you when falling.

An alarm system problem:

Luskville

- Call the Central station (see telephone number on sticky label on doors and windows) for information.
- When the panel is in trouble due to an electrical failure or other, after 1 hour of trouble, and the daycare is closed, they can call 2 people at their home to ask to come see what is happening on the scene. These people were chosen due to their proximity and their availability to go if necessary at night.
- If there is a power failure during the night, it is important to warn the Central station not to call back before 7:00 in the morning, otherwise they will call all night every hour.
- The person will be paid a 3 hours for a trip.
- Make sure to remember your own PIN (4 digit number) as they will request it.

Shawville

- Call the central (see telephone number on the emergency card in the Director's office) for information.
- There are 3 people dedicated to answer the calls, they can be called to ask to come and see what is happening on the premises.
- The person will be paid a 3 hours for a trip.
- Make sure to remember your own PIN (4 digit number) as they will request it

If there is a problem with fire panel for Luskville:

- Call the central (see telephone number on the labels found on doors and windows) to obtain information.
- If the alarm went off due to Burnt toast for example, call 1-819-459-9911 and GS to warn them not to send firefighters.
- If the alarm still sounds AND there is NO SMOKE, we must press on the button "RESET" for a few seconds which is situated on the fire panel. If there is a problem you can call the company (see phone number on label on the fire panel).

A major water leak at the daycare:

- For Luskville: Close the main water valve that is located in the electrical room. Turn the yellow valve towards the wall to OFF. It is located next to the sink at neck level.
- If there is a problem with the pump call the company "ALO". The number is on the water tank in "stainless steel" at head level.
- Shawville: Shut the main water line which is found in the electrical room in the basement. Turn the big orange handle (not the little red one) behind the water softener.
- Call a plumber.