

April 1, 2014

Parents and Families of Wee Care @ Ecole Robb Rd.

Please read our Disaster Preparedness Plan and discuss it at home so that children feel safe and familiar with the concept. In case of an emergency we want children to feel secure so they are calm and able to follow direction.

Wee Care @ Ecole Robb Rd. Disaster Preparedness Procedures - (to be posted near parent notice board and a copy given to all families)

At the beginning of the school term and again before Spring Break, these procedures will be discussed and practiced with all staff members and children so they are aware of what is expected and know how to react quickly and efficiently. New staff members and children will be oriented upon arrival at the centre)

In case of a disaster situation, the following steps will be carried out to ensure safety of all children and staff.

If the situation requires us to evacuate the school for an extended period (longer than ½ hour) staff member in charge will bring the emergency bin which contains:

- Children's emergency zip locks with contact info, family photo and comfort letter from home
- 4 litre water and 22 cups
- 22 granola type bars
- pad of paper, pens, markers and a few small games
- small emergency blankets

Staff member will also bring the two way radios, the cell phone and sign in sheet with the names of those children in attendance. When safe to do so, staff will calmly and quickly lead the children out of the school to the designated spot.

Our designated community meeting place in case of disaster: The Comox Recreation Centre located at 1855 Noel Avenue. The back entrance is across the street from the school.

Once safely there, we will keep children together and calm and follow the direction of the person in charge. All parents must connect with a staff member to sign their children out to avoid us looking for someone who is not missing.

If the situation does not require us to leave the school, or it is deemed safer, we will stay inside, keep children away from windows and unstable areas, lock the doors if necessary, keep the children calm and occupied until they are picked up or we are given further instruction.

Please help your family be well versed with these procedures.

Thank you

Wee Care