

Emergency Preparedness Policy

Definition of Emergency (NVRC Emergency Preparedness Policy)

An event, or imminent potential event, requiring a management level decision or specialty action, that if not dealt with, may result in a very serious consequence such as severe property damage, high risk health and safety threat or significant and prolonged facility closure/participant inconvenience.

Power failure

Fire

Chlorine Leak

Earthquake

Emergency Planning for Windridge Park Preschool

The staff of Windridge Park Preschool is committed to providing a safe and healthy environment for our students by:

- ensuring that all staff have current and appropriate first aid certification
- having access to an emergency kit containing cell phone and first aid kit
- training all staff in emergency procedures
- training all children in emergency procedures

Evacuation/Relocation Procedures

If evacuation/relocation becomes necessary, the process is as follows:

- Teacher #1 collects all children and reassures them
- Teacher #2 checks bathroom for children, picks up emergency file box and attendance list
- Teacher #1 leads children out exit#1 to designated safe place (Lytton Street)
- Teacher #2 follows to ensure all children are together
- Teachers remain with children until "all safe" signal has been given (see evacuation routes)