Administrative Procedure 605
BASP Emergency Management Policy and Procedures

Name of Child Care Centre: _____

Date Policy and Procedures Established: September 1st, 2026

Date Policy and Procedures Updated: September 15th, 2026

1. 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.

2. Definitions

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 Before and After School Program (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 Before and After School Program at the school.

Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each Before and After School Program it operates (i.e. the operator).

Meeting Place: the designated safe place near the school where everyone is to initially gather before proceeding to the evacuation site, or returning to the school 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 Before and After School Program premises.

3.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 the Before and After School Program, the meeting place to gather immediately will be located at: _____

If it is deemed 'unsafe to return' to the school's Before and After School Program, the evacuation site to proceed to is located at: _____

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, the Before and After School Programs Supervisor 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 Before and After School Program Staff in the daily written record

4. Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
Lockdown When a threat is on, very near, or inside the school. E.g. a suspicious individual in the building who is posing a threat.	1) The staff member who becomes aware of the threat must inform all other staff of the threat 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 Before and After School Program (school) must: • 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, if appropriate; • 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 program room(s) should also: • close all window coverings and doors; • barricade the room door; • gather emergency medication; and • join the rest of the group for shelter. 5) Before and After School Program Staff will immediately: • close and lock all classroom entrance/exit doors, if possible; and • take shelter. **Note: only emergency service personnel are allowed to enter or exit the school during a lockdown.**
Hold & Secure When a threat is in the general vicinity of the school, but not on or inside the school/Before and After School Program premises. E.g. a shooting at a nearby building.	1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. 3) Staff in the program room 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) Before and After School Program Staff must immediately:

	• close and lock all entrances/exits of the school; • close all blinds and windows outside of the program rooms; and • place a note on the external doors with instructions that no one may enter or exit the school. **Note: only emergency services personnel are allowed to enter or exit the school 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 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. 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 the premises. 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 the school 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 centre'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) Designated staff 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 Click here to enter text.and ensure their required medication is accessible, if applicable; and • wait for further instructions. 5) If possible, the site designate or school custodian 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 the school. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.	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 program room immediately. 2) Staff must immediately:

	• remain calm; • take children's attendance to confirm all children are accounted for; • close all program room 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) The school administrator or designate 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 the 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 Before and After School Program 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 returns to their program room(s) immediately. 3) Staff must immediately: • remain calm; • gather all children; • go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets or hallways; • 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 program room 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 outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking 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. 4) If possible, prior to exiting the building, staff should also: • take a first aid kit; and • gather all non-emergency medications. 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions. 6) Designated staff 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 and ensure their required medication is accessible, if applicable; and • wait for further instructions. 7) The site designate/custodian must conduct a walkthrough of the school Before and After School Program to ensure all individuals have evacuated, where possible.

Phase 2: Next Steps During the Emergency

1) Where emergency services personnel are not already aware of the situation, Before and After School Program Staff must notify emergency services personnel (911) of the emergency as soon as possible.

2) Where the school Before and After School Program 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: [insert information (e.g. supervisor, licensee, on-site designate, board of directors, local authority)]

1. _____
2. _____
3. _____

4. _____

Kingston Police Department: 613-549-4660

Ambulance: 613-542-0221

Local Fire Services: 613- 548-4001

Site Supervisor: _____

Licensee Contact(s): Krista Esford 613-217-8004

Child Care Centre Site Designate: _____

School Administrator: _____

4) Where any staff, students and/or volunteers are not on site, The Before and After School Program Staff 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 the child care centre.

5) The Before and After School Program Staff 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	
Procedures	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 the school Before and After School Program. 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 the school Before and After School Program. 3) Staff must: • take attendance to ensure all children are accounted for; • escort children back to their program room(s), where applicable; • take attendance upon returning to the program room(s) to ensure that all children are accounted for; where applicable; and • re-open closed/sealed blinds, windows and doors. 4) The Before and After School Program Supervisor will determine if operations will resume and communicate this decision to staff.
Communication with parents/ guardians	1) As soon as possible, The Before and After School Program Supervisor 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 the child care centre, The Before and After School Program Supervisor 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, The Before and After School Program Supervisor 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	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) The Before and After School Program Staff will post a note for parents/guardians on the child care centre 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: • 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	1) Upon arrival at the emergency evacuation site, Before and After School Program Supervisor will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. 2) Where possible, The Before and After School Program Supervisor will update the Before and After School Program's voicemail box as soon as

	possible to inform parents/guardians that the program has been evacuated, and include the details of the evacuation site location and contact information in the message.

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

The RECE supervisor will consult with the Before and After School Implementation Lead and the Safe Schools Superintendent to support staff and students in distress, and debrief the incident. This may include a debrief with the LDSB Health and Safety Lead.

Recovery Area	Procedures
Procedures for Resuming Normal Operations	The Program Supervisor/designate will coordinate recovery with the school principal/designate. Normal operations will resume only after the relevant emergency authorities have confirmed that immediate hazards are controlled, any required clearance has been obtained, and the operator has confirmed that the program can operate safely. Before children return, assess and document the condition of program spaces, exits, utilities, washrooms, equipment, food, and supplies. Arrange cleaning, repairs, or replacement as needed. Confirm adequate staffing, supervision, attendance and authorized pick-up procedures, access to emergency contacts and medications, and arrangements for children requiring additional support. Contact the Ministry of Education Program Advisor and complete any required notifications, serious occurrence reporting, and follow-up within applicable timelines. Consult public health or other relevant authorities where appropriate. Notify the insurer promptly where loss, damage, or a claim may be involved, and retain incident records and supporting documentation securely. If the usual space cannot be used, coordinate a temporary location with the operator, school board, and relevant authorities. Obtain required approvals before operating there and confirm safe transportation, accessibility, staffing, supplies, and family notification. If safe arrangements are unavailable, keep the program closed and inform families of next steps.

	Notify parents/guardians and staff of reopening or relocation arrangements, including the location, date, hours, entry and pick-up procedures, changes to service, and a contact for questions. Refer media and community inquiries to the LDSB Communications Department. Share only confirmed, authorized information and protect the identities and personal information of children, families, and staff. Record recovery decisions, approvals, communications, and outstanding actions.
Procedures for Providing Support to Children and Staff who Experience Distress	The Program Supervisor/designate will check in with children and staff as soon as it is safe and continue check-ins during the return to regular programming. Respond calmly, acknowledge feelings, and offer a quiet, supervised space, reassurance, familiar routines, and access to a trusted adult. Do not require anyone to recount the emergency or participate in group discussion. Use age-appropriate language and adapt support for each child's communication, accessibility, cultural, and developmental needs. Inform parents/guardians privately about concerns affecting their child and agree on support and follow-up arrangements. Share information only with those who need it to provide care. Offer staff breaks, relief coverage, confidential check-ins, and information about available employee assistance, counselling, or community supports. Arrange additional staffing where needed to maintain safe supervision while staff receive support. Where distress persists, worsens, or interferes with participation or work, discuss referral to an appropriate qualified professional with the family or staff member. Follow emergency response procedures if anyone faces an immediate safety or medical concern. Record observations and agreed actions factually, store records securely, and review support needs over the following days and weeks.
Procedures for Debriefing Staff, Children and Parents/ Guardians	The Program Supervisor/designate must arrange debriefing opportunities for staff, children, and parents/guardians after the emergency. Debriefing will focus on confirmed information,

	immediate needs, recovery arrangements, and lessons learned, not on requiring people to relive the event. **Staff:** Hold a brief operational check-in once everyone is safe and urgent care needs are addressed. Aim to hold a structured staff debrief within 24–72 hours, or as soon as practicable if recovery needs prevent this. Review the sequence of events, accountability and supervision, communication, what worked, gaps, and required changes. Include staff who were absent through a separate briefing. Keep operational review separate from confidential emotional support. **Children:** Offer a short, age-appropriate discussion when children are settled, preferably during their first session back. Explain what is known, reassure children about current safety arrangements, answer questions honestly, and remind them whom to approach for help. Offer individual conversations or quiet activities instead of group participation. Avoid graphic details, speculation, and discussion of other children's experiences. **Parents/guardians:** Provide an initial factual update as soon as practical after immediate safety and reunification needs are addressed. Offer a debrief by written communication, telephone, virtual meeting, or an in-person meeting, aiming for the first few days after the event. Explain the response and recovery arrangements, available supports, and how to raise questions or concerns. Offer private follow-up and accessible communication options where needed; do not disclose another family's personal information. **Follow-up:** Record the dates, groups reached, key operational findings, and agreed actions without unnecessary personal details. Assign each corrective action an owner and completion date. Review progress within two weeks, or sooner for urgent issues; update procedures, supplies, and training as needed, and communicate relevant changes to staff and families. Provide further debriefing opportunities if the situation or support needs change.

5. Regulatory Requirements: Ontario Regulation 137/15

Emergency management

68.1 (1) In this section,

"emergency" at a child care centre means an urgent or pressing situation in which immediate action is required to ensure the safety of children and adults in the child care centre. O. Reg. 126/16, s. 42.

(2) Subject to subsection (3), every licensee shall ensure that each child care centre it operates has written policies and procedures regarding the management of emergencies that,

(a) set out the roles and responsibilities of staff in case of an emergency;

(b) require that additional support, including consideration of special medical needs, be provided in respect of any child or adult who needs it in case of an emergency;

(c) identify the location of a safe and appropriate off-site meeting place, in case of evacuation;

(d) set out the procedures that will be followed to ensure children's safety and maintain appropriate levels of supervision;

(e) set out requirements regarding communications with parents;

(f) set out requirements regarding contacting appropriate local emergency response agencies; and

(g) address recovery from an emergency, including,

(i) requiring that staff, children and parents be debriefed after the emergency,

(ii) setting out how to resume normal operations of the child care centre, and

(iii) setting out how to support children and staff who may have experienced distress during the emergency. O. Reg. 126/16, s. 42.

(3) Despite subsection (2), a licensee is not required to have emergency management policies and procedures described in that subsection if,

(a) the child care centre is located in a school, the licensee uses or adopts the school's emergency management policies and procedures and those policies and procedures address the same matters as described in subsection (2); or

(b) the licensee is otherwise required to have a plan that addresses the same matters as described in subsection (2). O. Reg. 126/16, s. 42.