



Policy Statement

MRCS has created a Health & Safety policy to mitigate potential hazardous situations through our emergency management process.

MRCS has created a process to help prevent, reduce, prepare for, respond to and recover from any instances which may occur.

Classroom Safety

Staff are required to check classroom safety regularly to mitigate potential hazards to children while in care.

- Confirm all furniture which may be climbed or pose a risk of falling is secured to the wall properly.
- All light fixtures should be secured.
- High shelving should not be used to store anything with any significant weight that can pose a risk of falling.
- Any cleaning agents or other chemicals are secured in locked cabinets, inaccessible by children.
- Emergency exits, doors and gates are closed and/or locked at all times.

These items should be checked daily at the end of day clean, any hazards must be reported to the Managing Director immediately.

Extreme Weather

It is important all weather forecasts are monitored during winter and summer months to prepare for any extreme weather events. Communication should be provided to parents for procedures on how to prepare for these specific instances.

Extreme Heat

During the summer months, temperatures can reach into the high thirties which poses a health risk for children including heat stroke and dehydration.

- Ensure all children are equipped with proper sun protection including a hat, sunscreen and sunglasses. If a child does not have appropriate wear, parents will be notified to provide.
- Monitor children's water consumption throughout the day, promote regular water drinking during and after activities.
- If the temperature rises above 34 degrees Celsius, children will be kept inside.
- Heat warnings should be communicated to parents and given the option to keep their child at home during extreme heat days.



Winter Weather

Although in the lower mainland, most of the winter is generally mild in temperature and weather. There are periods of cold temperatures, ice and snow which all pose as potential hazards to children and their families.

- MRCS follows all School District 42 snow day policies, if the schools close, MRCS will follow suit.
- Parents are required to pack appropriate winter clothing for their children, including winter boots, hats, gloves, scarves and a proper winter coat.
- When temperatures drop below zero, there is a high chance of black ice occurring on walkways, staff are required to salt all paths to ensure safe arrival of children and parents.

Earthquake

In the event of an earthquake, staff members need to follow these procedures:

1. Direct and assist all children under desks or tables, avoid windows and any falling hazards such as shelves.
2. If you are in a place with no shelter, choose an inner wall, hallway or corner.
3. If you are outside, stay away from overhead hazards.
4. Once any trembling's have stopped, count to 60 to ensure no aftershocks, then proceed out from your shelter.
5. Assess the environment and decide if it's safer to evacuate or remain inside. Follow either the evacuation procedure or shelter in place procedure.

Shelter in Place

In the event where it is unsafe to leave the area, you may be required to shelter in place, some examples of situations which may require this include:

- Chemical spills or contamination
- Some earthquakes

When required to shelter in place, ensure you have your emergency preparedness kit and follow these procedures:

1. Gather all staff and children in a room with the least number of windows and doors.
2. Ensure you have access to a phone.
3. Turn off any ventilation systems and close any windows and doors in the event of a chemical release.
4. Close the doors to any non-essential rooms.

Come out of the building only when you are instructed to do so.



Emergency & Evacuation Policy

Emergency telephone numbers are posted at each telephone, as are our emergency evacuation plans. Once a month children and staff will practice fire and emergency plans.

Teacher's Responsibilities:

- Line up children quietly and calmly exit by the nearest exit door. Exit in an orderly fashion carrying the class register with you.
- Move well away from the building to pre-designated areas.
- Take the class role call.
- If unable to return to the school building, notify all parents and wait until they arrive to pick up the children.

Teacher's Aide Responsibilities:

- Remain in the school until all classrooms are vacated.
- Check all classroom doors are closed; check washrooms are empty and exit with the master copy of class lists from back of classroom door.
- Check to see if the school building can be re-entered once the firemen have arrived.
- Help teacher supervise until their parents have picked up all the children

All emergency supplies will be kept in containers in the school.

Lockdown Procedure

A lockdown procedure may need to be used in the event where there is a threat or danger outside such as a suspicious person or active shooter. It is important to remain calm during this event and follow these steps:

1. Call 911 immediately.
2. Gather all children and staff inside, in an interior room, away from any doors and windows.
3. Ensure you have access to a cell phone and turn the cellphone ringer off.
4. Close and cover all windows and barricade doors.
5. Remain calm and speak calmly and quietly, it is important to keep the children calm and quiet.
6. Remain inside and do not leave until instructed to do so by emergency personnel or the police.