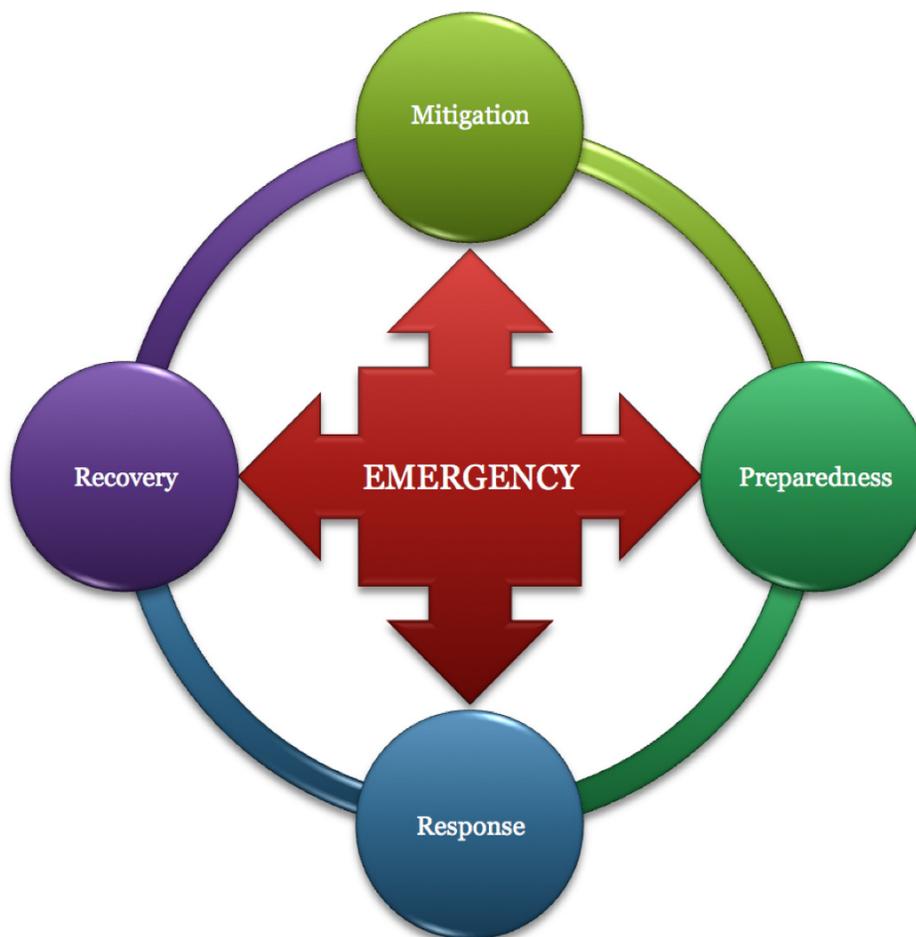


Emergency and Disaster Preparedness Guide



northern health
the northern way of caring

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This Emergency and Disaster Preparedness Guide was created by Northern Health in partnership with the Canadian Red Cross and Child Care Resource and Referral.

Purpose



British Columbia's *Child Care Licensing Regulation* and *Residential Care Regulation* sets out emergency management standards for licensed community care facilities. Though these requirements were already in place for adult residential care facilities, they are new to all child care facilities, including child and youth residential. The regulations were developed to provide public assurance that vulnerable children, youth and adults are cared for in a safe environment. The main goal of emergency preparedness is to reduce the potential for harm by having a well thought out emergency management plan that represents the Licensee's intent to provide the safest possible care in the event of unusual or unforeseen circumstances.

Section 22 of the Child Care Licensing Regulation and **Section 51 of the Residential Care Regulation**; set out provincial standards for emergency preparations, training and equipment in licensed care facilities. Both of these regulations require the licensee to have an emergency plan that sets out procedures to prepare for, mitigate, respond to and recover from **any** emergency. In addition, all staff must have access in an emergency to reliable communications equipment and have plans prominently posted in the facility as specified in the regulation. In order for any emergency plan to be effective, it is imperative that all staff are well trained in the implementation of the plan including the use of any emergency equipment noted.

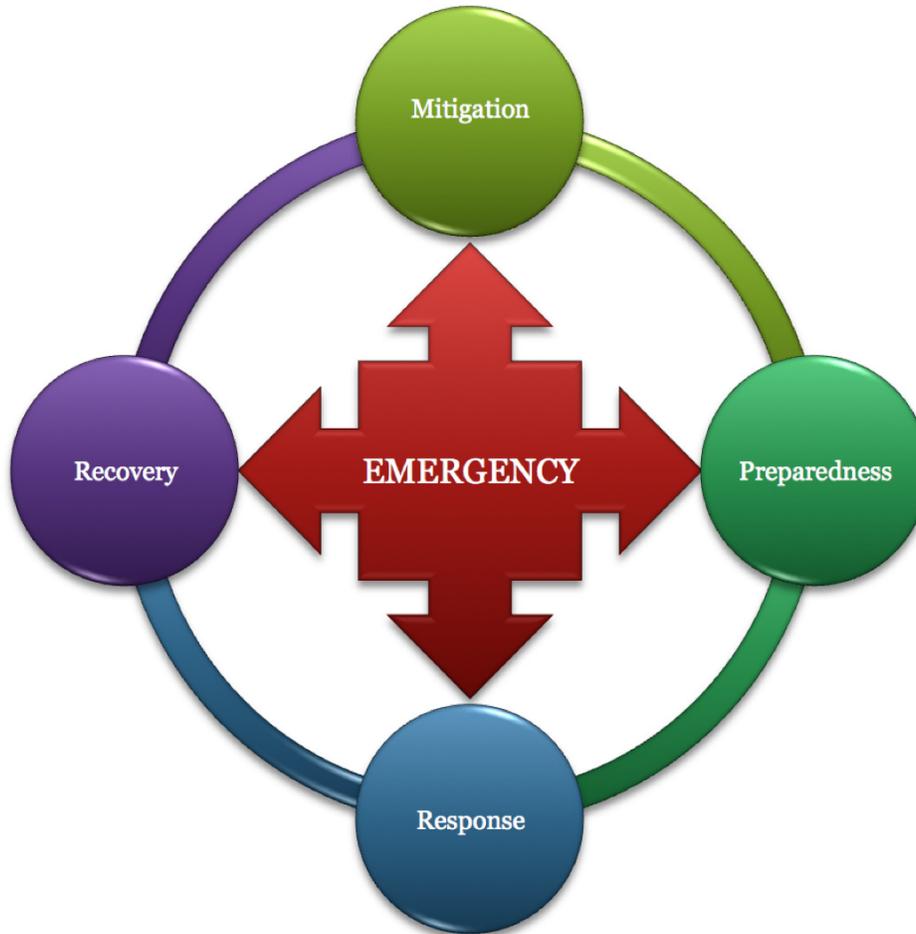
Child care facilities are required to practice implementing the emergency plan at least once each year in addition to completing a monthly fire drill. While this is not a specific requirement for residential care facilities, all staff must be trained on evacuation procedures and plan to continue providing care for residents in the event of an emergency. It is a good idea for residential care facilities to regularly practice and rehearse the facility's emergency plan as part of a team meeting or other systematic process to ensure all staff have received appropriate training and orientation.

This Emergency and Disaster Preparedness Guide has been created:

- To help licensees and their staff prevent, avoid or reduce the impact of an emergency or disaster.
- Because emergency management planning and preparedness is often unfamiliar territory for community care licensees, staff and parents/guardians or personal representatives of persons in care¹.
- To help facilities develop and implement more inclusive and responsive emergency management plans that not only meet legislated requirements; but also the needs of clients whether an emergency is large or small in scale.
- To help ensure that licensees and their staff have all the tools they need to care for clients when emergencies happen in their facility or community.

¹ **Definition:** "Persons in care" - a person who resides in or attends a community care facility for the purpose of receiving care.

Introduction



Introduction to Emergency Preparedness and Disaster Planning

Emergency management is defined as the organization and management of resources and responsibilities for dealing with all aspects of emergencies. An emergency management program is an overarching and comprehensive plan that sets out procedures to prepare for, mitigate, respond to, and recover from any unexpected and sudden event that must be dealt with urgently. The goal of an emergency management plan is to reduce loss of life and property and to protect assets from all types of hazards through a comprehensive risk-based process. A good program will assist you to stay in operation during and after an emergency or disaster.

An emergency plan puts in writing the key elements of what will be done in the event of an emergency. The plan needs to be well thought out and be useful for responding to all types of emergencies, whether they are small disruptions, or large-scale disasters.

Individual, facility-specific and community-wide protection against small and large scale disasters can't be arranged overnight. It is a long-term goal that is reached by continuous planning and improvement.

It is important to practice the emergency plan often with staff and clients, and make changes if necessary to prevent confusion or panic in the case of an actual emergency. Remember to ensure that all new clients are familiar with your plan as part by giving them written and verbal information upon enrollment.

An emergency plan should include:

- The identification of possible hazards and how to prevent or respond to those hazards.
- The steps to be taken in response to emergencies and to recover from disasters and crises.
- The steps for ensuring its operations can continue during and/or after an emergency.



Emergency plans are living documents that should be updated often and used for training and practice. A plan is only effective if it can be followed!

What is an Emergency?

An “emergency” is an unplanned event that can

- threaten a business or organization’s reputation or revenue,
- disrupt or permanently shut down operations,
- cause physical or environmental damage,
- cause deaths or significant injuries.

An emergency poses an *immediate risk* to health, life, property or environment. Most emergencies require urgent intervention to prevent a worsening of the situation.

What is a Disaster?

A "disaster" is a large-scale emergency; substantial enough to cause significant physical damage or destruction, loss of life, or drastic change to the environment. Disasters stem from emergencies and events such as earthquakes, floods, catastrophic accidents, fires or explosions.



Even a small emergency can turn into a disaster, if it is left unmanaged.

Emergency Management Steps

Any emergency management program (or plan) must start by looking at what types of risks exist, and how likely they are to affect operations. The key steps in emergency management are:



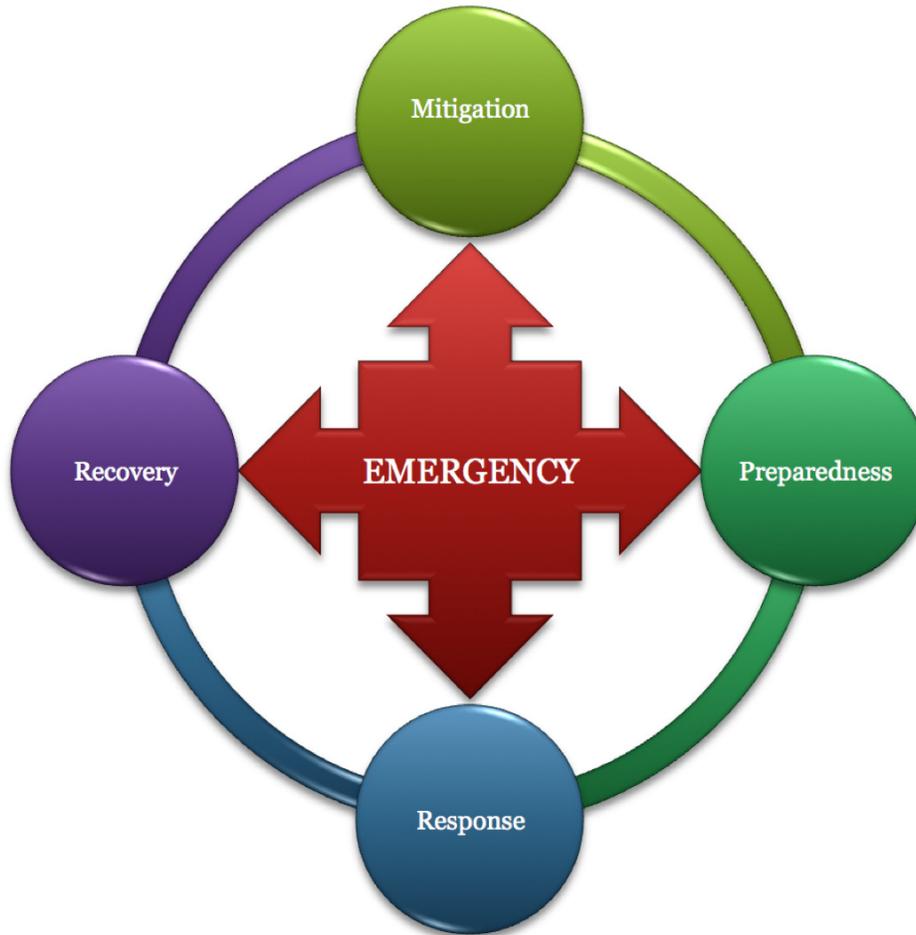
Mitigation is defined as "sustained action that reduces or eliminates long-term risk to people and property from natural hazards and their effects." In other words, mitigation means working to cut down on the damage a disaster could do to people and property. Security screening at airports and reinforcing bridges so they can survive strong winds or earthquakes are examples of mitigation.

Preparedness is simply being ready for an emergency before it occurs. It is important to not just plan, but to prepare as well. The key to effective emergency management is being ready to respond quickly. This includes training and practicing for emergency situations, and knowing what resources will be needed. Government at all levels, have a duty to be prepared for emergencies and to help the public be ready as well. Community groups, service providers, businesses, civic and volunteer groups, are all partners in this effort. Everyone needs to be prepared.

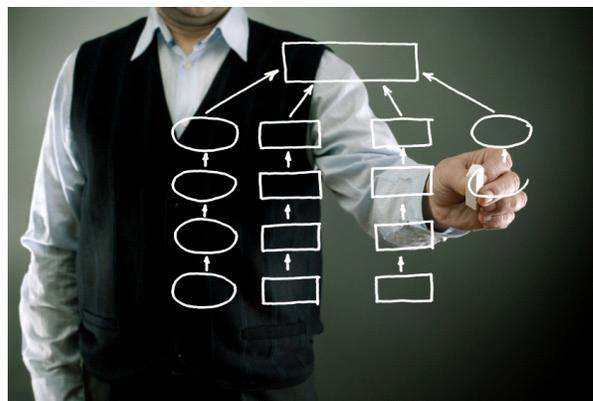
Response includes the action of responding to an emergency. Trained and equipped personnel are needed to deal with any emergency situation.

Recovery is the process of returning to normal. Salvage, resumption of business processes, and repair are examples of recovery tasks.

Mitigation



Mitigation is the work done to prevent, avoid or cut down on the amount of damage that could be done by an emergency or disaster. This phase of emergency preparedness is different from other phases because it is an ongoing, rather than short-term effort. Mitigation activities range from physical things like building protective dikes and designing buildings with safety in mind to more theoretical activities like yearly hazard and risk assessments to help focus or update prevention plans.



An important part of the mitigation phase is identifying risks ahead of time. Physical risk assessment refers to the process of identifying and evaluating hazards.

Safety checklists and self monitoring tools are available to a Licensee² when they first obtain a licence to operate their community care facility.

The following list can help Licensees assess their facility for risks and hazards, as part of emergency preparedness and planning:

Physical Structure and Maintenance

- Is the facility's address clearly visible from the street?
- Is the facility structurally sound?
- Are large pieces of equipment and furnishings safely installed, braced or anchored?
- Are there any hazardous materials inside the facility, and where are they located?

An inventory should be taken of key utilities, controls and procedures for operating them:

- Locate the main water shut off valve.
- Locate your electrical circuit box.
- Learn the proper procedure for turning the gas off.
- Do you have a secondary source of heat, phone and water?

Operational considerations

- What insurance coverage is in place with respect to emergencies or disasters?
- Are all exits free and clear of equipment or furnishings?
- Are emergency evacuation routes free and clear?
- Are the emergency numbers posted near the phone?
- Are first aid kits and emergency kits easily accessible?

² "licensee" - refers to a person or an organization, including an aboriginal governing body, that holds a license to operate a community care facility.

Preparedness





It's not a matter of "if" but a matter of "when" - emergencies happen! We are all at risk of being involved in some type of disaster, minor or serious, at some point in our lives. Communities and individuals should be prepared to take care of themselves and their families; or in the case of a care facility operator, their clients, for a minimum of 72 hours.

There are many steps to take to prepare for an emergency or disaster. This section looks at those steps and offers tips for the preparation phase of disaster planning. The goal of emergency preparedness is to keep individuals safe from further harm and be able to care for their basic needs; such as, shelter, food, and emotional support during any type of disaster.

Emergencies happen when we don't expect them, and often when families are not together. If phones don't work, or some neighborhoods aren't accessible, what will you do? It is important to know the risks within your neighborhood or community, and how they might affect your utilities such as water supply, sewerage systems and heating and hot water provision either by oil, natural gas, electricity or propane. How will you manage if you no longer have power, heat or tap water? Here are some practical suggestions that will help you be prepared for utility disruptions:

- Prepare the building by knowing where your circuit breaker and electrical and gas shut offs are.
- Install carbon monoxide detectors in case the alternate source of heat has a risk of creating carbon monoxide if it is not operating properly.
- Plan for back-up power supply or heat source in areas where outages are a common issue. If you have a fireplace that may be relied upon for alternative source of heat, remember to have the chimney cleaned annually.
- Educate yourself on the steps you would need to take to ensure safe drinking water if a boil water advisory is ordered by health officials.
- Plan to have a back-up communication method.
- Keep phone numbers handy for your gas and power companies and other various utility/service providers.

Special consideration should be given to assessing the needs of your clients, including any individual health care needs. Your plan should identify any unique care needs and how you will prepare to meet those needs.

If your facility is part of a school or larger organization, the facility may be included in the organization's emergency plan. It is important to advise parents in advance of any additional procedures that you will follow in cases of lockdown or other service delivery problems.

If you operate a facility in your personal residence, you should consider making copies of important legal documents (i.e. birth and marriage certificates, passports, licenses, wills, land deeds, insurance) and keep them in a safe place both inside and outside of your home.

“The Emergency Preparedness Kit”

As part of planning for emergencies or disasters, you should have emergency supplies on hand ready for use on-site, or to be taken along during a full evacuation. The kit should be self-contained in a suitcase or other portable sturdy container and should contain the basic supplies you and those in your care will need to be self sufficient for at least 72 hours.

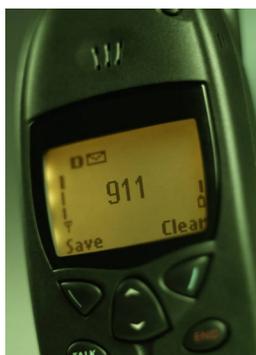
In developing this guide, we researched several emergency preparedness resources. All of them recommended the following basic supplies, however; each facility is different and the needs of persons in care vary from one another. Only you know the needs that are specific to your facility; therefore, you will need to research other recommended contents and design your kit accordingly.

Your kit should be organized, portable and easy to carry. Make sure that everyone working or being cared for in your facility knows where your kit is kept!

- 
- Water** (at least two litres per person per day) including small bottles.
 - Food** items that won't spoil, and don't require refrigeration or complex preparation. (i.e. canned and dried food, protein/energy bars). Check expiry dates, it is recommended food is replaced at least once per year if not used.
 - Can opener** (manual or battery operated).
 - Flashlight** (wind up or battery operated).
 - Candles** and matches or lighter.
 - Radio** (wind up or battery operated).
 - Extra batteries.**
 - First Aid Kit.**
 - Emergency** contact information for persons in your care.
 - Cash** (include small bills and change for phones).
 - Other special items to consider** (infant formula, diapers and wipes, pet food, medications, special equipment for people with disabilities, comfort items for children, special items from home, spare keys for home/vehicle, warm blankets, tools).

For a more comprehensive list - you can refer to the Emergency Kit Shopping List developed by Public Safety Canada by going to: http://www.getprepared.gc.ca/_fl/pub/mrꝑnc-kt-eng.pdf

Communications:



Communication is vital during times of crisis or emergency. Who would you call in the event of an emergency, either to let them know about it or because you need their help? How will you communicate with emergency personnel, families, or persons in care in the event of an evacuation or disaster?

It is important to know ahead of time who your emergency response partners are. A list of emergency contacts and how to reach them should be part of your emergency plan and the list should be prominently posted for quick reference.

Examples of who to include on your emergency contact list:

- Fire, Police, and Ambulance (emergency and non-emergency numbers).
- Gas and/or electrical company.
- Parents/guardians and personal representatives of persons in care.
- Family physician, dentist, specialists, local Environmental Health and Licensing Officers, Health Unit, insurance company, and/or home security agency.
- Numbers of other care facilities.
- Local/partner agencies.
- Emergency facility personnel.

In your plan, you should think about the type of information that you will need to access in the event of an emergency.

- How will you collect emergency information and ensure that it is easily accessible when you need it?
- How will you share that information with other care providers, emergency personnel and others providing assistance during an emergency?

It is also important to have both in-town and out-of-town contact information in place in case the local contacts are affected by the same emergency. Let them all know where the prearranged safe meeting place is in the event of an evacuation. Keep in mind that you may not be able to reach all of your contacts by phone. For example, employees might pull an alarm switch to notify emergency personnel, or you may need to leave a note on the facility door indicating who was with you when you left, and where you will be. During an emergency, phone calls should be kept short to keep the lines free for emergency personnel.

Remember that emergency contact information needs to be reviewed and kept up to date, for it to be useful in an emergency!

The following questions are designed to get you thinking of information to include in your written emergency plan:

Are you aware of the disaster plan for your community? If not, how can you find out more?

Where are your safe meeting places for large and small scale disasters? How will you safely get staff and clients to these locations? Do the families and personal representatives know where your safe meeting places are?

Do you have all of the necessary contact information for yourself and persons in care? Is all emergency contact information printed on paper if there is no electricity or the internet is not working?

What type of emergency equipment might you need (i.e. emergency/disaster kit, fire extinguishers, first aid kits)? Where will you store it and how will staff know where it is and how to use it?

What supplies will you need to have on hand to continue to provide care in an emergency? If you are a large facility, what will this look like? If you aren't sure or have concerns, who will you consult with?

Do employees, clients and/or their guardians know what is in your emergency plan? Is your plan posted for staff, parents or other visitors? Do you keep track of which employees have completed a facility orientation and/or emergency training? Is their training up to date?

Does your plan need to include any special medical or health care provisions such as medications, diet, or power sources for medical equipment?

Does your plan need to account for any pets?

USE IT IN YOUR PLAN!

Response



Depending on the type of emergency you are responding to, it may be necessary to evacuate to somewhere safe. In some cases though, staying put might be the safest move. In either situation, the following recommendations could help increase your safety and/or cut down on potential damage to property.



MOST IMPORTANTLY - FOLLOW ALL INSTRUCTIONS GIVEN TO YOU BY EMERGENCY RESPONSE PERSONNEL!
(I.e. Fire, Police, Municipal or Regional District Representatives, Health Professionals).

If it is safe to stay at the facility:

- Move or stay inside and go to your designated safe location in the facility, OR; if that area is no longer safe, decide which room would be the most appropriate to remain in,
- Bring pets inside,
- Close all windows, outside doors and non-essential rooms (*l.e. storage, laundry room*),
- Close fireplace dampers if necessary,
- Turn off ventilation systems (*fans, heating and air conditioners*),
- Move your emergency kit close to you,
- Fill bathtubs and large containers with additional water supply and if instructed, turn off main water shut off valve once done,
- Turn on radio and tune to local channel - listen for further instructions,
- DO NOT call 911 (or emergency services) unless you have an emergency,
- When all is clear, open all doors and windows; go outside until facility is well ventilated.

If evacuation is necessary or evacuation orders are given:

- Stay tuned to emergency alert stations on the radio for information, evacuation routes or other instructions,
- Seal and close your facility if you have time,
- Turn off ventilation systems, gas valves, electricity and water if you have time,
- **Follow the evacuation routes and procedures in your emergency plan, or as instructed by emergency personnel,**
- Take records and emergency information for children and staff with you, as well as any special equipment or items that they will need access to (*l.e. medication, equipment*),

Recovery



The aim of the recovery phase is to get things back to normal. In the response phase, immediate needs are the focus. Recovery, meanwhile, is about things like rebuilding destroyed property, getting staff back to work, and returning to business as usual. Facilities that are prepared for disaster have shorter recovery times.

The first steps in recovery efforts are about making sure you, your staff and clients are alright; and that your facility is safe to enter and re-open. As soon after the emergency as possible, discuss the event with staff, clients and/or representatives to find out what impact it may have had on them and whether debriefing or counseling is needed. The cumulative crisis-related stress of a disaster can dramatically impact the psychological and physical well being of children and adults. Despite your best efforts to provide support and reassurance, they may continue to experience the following symptoms and reactions, which may indicate a need for professional consultation and intervention:

POSSIBLE SYMPTOMS:

Withdrawal, depression, feelings of inadequacy and helplessness, generalized fear, loss of concentration or verbal skills, sleep disturbances, loss of toileting skills, anti-social behavior, anxiousness, unusual hostility or acting out, attachment and clinging, substance abuse and psychosomatic or real physical symptoms, such as; headache, bladder/bowel problems, chest pains, cramps, change in eating patterns.



When it is safe to do so, you should assess your facility for damage and other health/safety concerns.

- Contact your insurance provider for assistance,
- If your facility has been damaged, contact the appropriate clean-up or repair services,
- If the facility is severely damaged, look into financial assistance to confirm if you are eligible for disaster relief,
- If your facility is not safe to operate, you will need to notify your Licensing Officer of your plan to ensure health and safety prior to reopening. This may mean closing the facility indefinitely, operating in a safe area within the facility while repairs are completed, or perhaps re-opening in a different location.

You may have to provide additional documentation to the Licensing Officer before re-opening the facility. Sometimes things like fire and building approvals, Environmental Health or Licensing inspections are necessary to ensure the facility is safe to the public prior to resuming operations. You may also need to submit a Serious Incident Report that lets Licensing know what happened.

A NOTE ABOUT SERIOUS INCIDENT REPORTING



A reportable incident is an event where a person in care has become ill or injured, has been seriously or adversely affected; or, has gone missing while under the care or supervision of the licensee. A detailed list of reportable incidents can be found in Schedule H of the [Child Care Licensing Regulation](#) and Schedule D of the [Residential Care Regulation](#). Although most types of reportable incidents are self-explanatory, Licensing Officers are often asked to provide further interpretation on what constitutes a *service delivery problem*.

A service delivery problem is defined as

“any condition or event which could reasonably be expected to impair the ability of the licensee or his or her employees to provide care, or which affects the health, safety or dignity of persons in care.” Examples include, emergencies or disasters (flood, fire, gas leaks), extreme weather events or utility disruptions that cause a facility closure or limit the ability to provide care.”

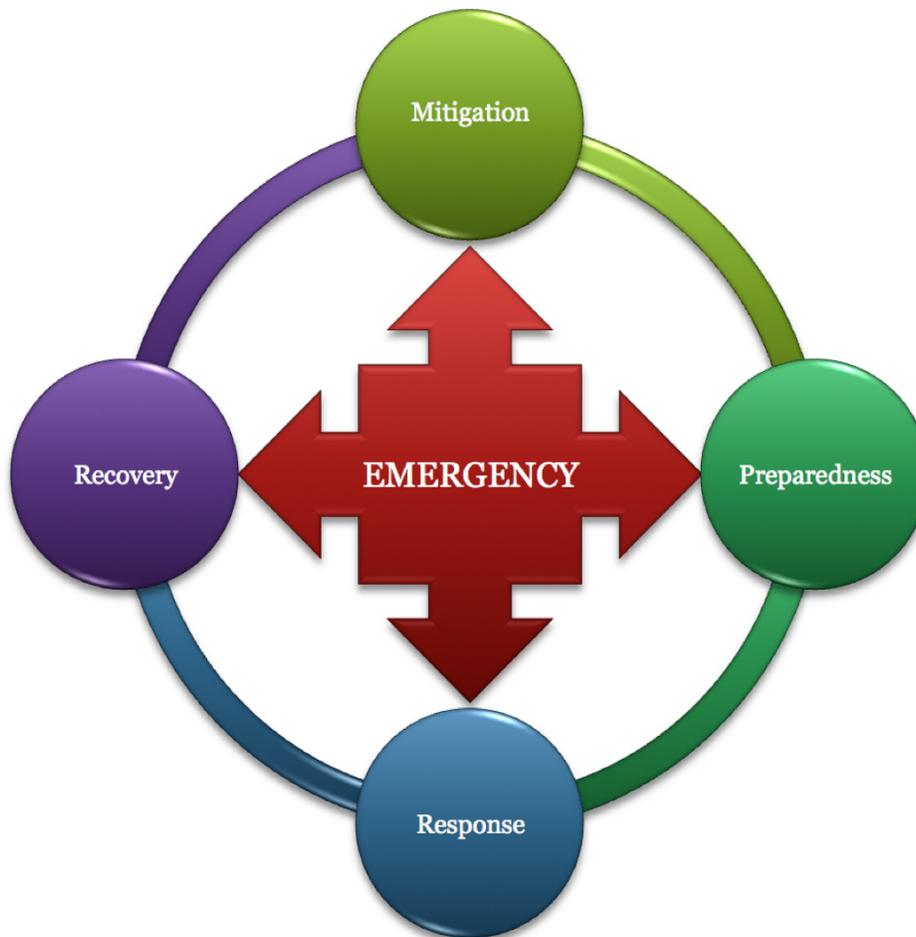
All types of reportable incidents; including incidents causing service delivery problems, must be reported to Community Care Licensing. The purpose of the incident reporting system is essentially a way of starting a conversation with your Licensing Officer about an incident that you have experienced in your facility. It is important that this conversation happens as soon as possible so that we can ensure an appropriate response plan is in place and if necessary, prevention measures are implemented.

Licensing Officers can help you determine the factors that led to the unfortunate incident as well as the necessary response required. The goal of this process is to work with you to determine what went wrong and how a similar occurrence could be prevented in the future.

Another important part of effective recovery is taking advantage of a ‘window of opportunity’ to review your emergency plan to see how well it worked, and to make any necessary improvements and/or adjustments.

You should also ensure all emergency equipment is in good working order and supplies are re-established (especially if items were used).

Types of Disasters to Consider



What are some potential disasters I should consider?

Communities can face many potential kinds of disasters at any time. Knowing the potential risks to facilities or neighborhoods in your community is the first step in preparation. Identifying and planning for specific risks in your emergency plan is important for faster and more effective response when the time comes.

Different types of disasters require different preparations. It is also important to think of how you will respond when a disaster strikes so that you can put it into your plan. The following information includes general tips you may want to consider when preparing for and responding to specific types of emergencies or disasters.

What are the top 3 **Large Scale Disaster** risks for your:

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What are the top 3 **Small Scale Disaster** risks for your:

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Please note - The information on the following pages describe only a few of the common types of and disasters. It is your responsibility to research all emergencies and disasters that could potentially impact on your facility and to develop a plan to prepare you to deal with any type of emergency.

Types of disasters that you may need to consider

Fires (structure or wildfire):

The prevention of injury and loss of life are the prime objectives of fire prevention planning.



Prepare

Diagrams should be developed which include critical information such as:

- Evacuation routes, exit doors and possible exit windows,
- Location of fire extinguishers,
- Location of first aid kits and disaster kits.

Emergency numbers should be clearly displayed!

Fire detection and alarm systems should be in place, including the following:

- Testing and maintenance of these systems should be done as recommended.
- If a fire sprinkler system or standpipe system is used, all critical controls/valves should be clearly identified.
- Portable fire extinguishers should be mounted on an egress route and serviced annually by a certified maintenance technician.
- If your facility has additional fire prevention equipment such as sprinkler systems, interconnected smoke detectors or emergency lighting, these will need to be inspected and serviced regularly.

If you are not sure what type of fire extinguisher you need, contact your local fire department. You can also find information in the Fire and Life Safety Booklet:
http://www.health.gov.bc.ca/library/publications/year/2010/Fire_and_life_safety_licensed_home_based_childcare.pdf

Staff Training

Training in the implementation of the facility's fire drill system and emergency plan, including the use of any emergency equipment should be provided to staff as soon as possible after you have hired them. Ongoing training should be provided, including "hands-on" experience in extinguisher techniques.

Staff training should also include a tour of the entire facility, with an emphasis on the location of

- ☑ Exits,
- ☑ Fire extinguishers,
- ☑ First aid supplies,
- ☑ Disaster kits,
- ☑ Emergency contact information,
- ☑ Emergency policies and procedures.

Staff should also know the procedures for the safe handling, use and storage of flammable liquids.

A safe meeting place should be identified well in advance and located a safe distance from fire hazards and out of the way of emergency vehicle traffic and the activities of fire fighters, or other emergency response personnel.

When thinking of an assembly area, ensure it is appropriate for both summer and winter weather.

The importance of fire drills

Fire drills will help prepare you, your staff and those who you care for to know what the procedures are in case of fire and minimize panic in the event of a real emergency.

MAKING PRACTICING FUN HELPS TEACH CHILDREN WHAT TO DO!



All child care facilities must practice a fire drill at least once per month in addition to implementing their emergency plan at least once per year. Licensing Officers will request a copy of records and logs to verify that these important drills are completed as required.

LEARNING OUTCOME



What steps will you take to PREPARE for the event of a fire?
What does my plan currently cover?

What is missing from my plan?

What information do I need to make my plan better?

USE IT IN YOUR PLAN!

Respond

When do I try to put out the flames myself or should we evacuate?

This alternative provides the opportunity to prevent a small fire from becoming a large one; however, there are risks associated with an employee attempting to extinguish a fire that has passed the point of being a small one. Employees must clearly understand their limits when this option is selected. Employees may sustain injuries if they are not properly trained.



LEARNING OUTCOME

Know the actions to take in the event of a fire.

What steps will I take and what do I need to take along with me?

Who do I need to call?

What equipment do I need to shut down?

USE IT IN YOUR PLAN!

Flood



Skeena River Flood 2007 - Photos courtesy of JodyLynn Tozer

Mitigate

- You may be at risk of a flood event if you are located in an area that is considered a natural flood zone. If you are, you should consider taking the following steps:
- Preparing the building with protection sealant,
- Installing proper drainage around foundations and downspouts,
- Installing sump pumps or zero reverse flow valves,
- Taking special precautions to safeguard electrical or propane heating equipment.

Prepare

If flooding has not yet begun but is imminent and your home may be impacted, you should have sandbags ready to go, or install them prior to high water levels. Move furniture, electrical appliances, important paperwork and belongings above ground level. Remove toilet bowls and plug basement sewer drains. If eaves troughs are connected to the main sewer drain, these should be disconnected.

A word about electricity - you should shut off electricity at the electrical panel. If water is present, do not shut off electricity and immediately evacuate the facility.

Even if you are not at risk of flood waters coming into your home, you may experience flooding from a leaking hot water tank or a burst pipe. This will also cause a disruption of service that you will need to consider in your plan.

Respond

After a flood, specific cleaning procedures are necessary. Flood water is contaminated with sewage and other unsafe pollutants that can cause mold and serious illness. Confirm drinking water is safe before consuming; and assess what items have been too flood damaged for repair and discard appropriately.



Contact the local Environmental Health Officer to have these concerns/issues addressed

Severe or Extreme Weather

Examples of severe or extreme weather may include but are not limited to: blizzards, hurricanes, ice storms, avalanche, droughts, landslides and extreme hot or cold temperatures.

Environment Canada will issue weather warnings through different types of media. Pay attention to any community wide warnings.

Determine what storm risks exist for your community/region?



Nechako River Ice Jam 2008



Photos courtesy of Colin Heise

Mitigate

- Prepare the building by trimming dead branches and removing dead trees; clean gutters, drains and downspouts; ensure your roof is in good repair; secure anything that might be blown around or torn loose (inside and outdoors).

Prepare

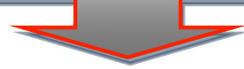
- Know where your main electrical, water, and gas shut offs are.

Respond

- During a storm stay away from windows, doors and fireplaces or appliances (including telephones) that conduct electricity; do not delay if ordered to evacuate; keep your pets inside if at all possible. If you are in a car, stop and stay away from trees or power lines. Avoid steep or unstable slopes and low lying areas prone to flooding. Stay in the vehicle.

For further tips on specific storms, refer to the Public Safety or Provincial Emergency Preparedness websites referenced in the 'Resource' chapter.

LEARNING OUTCOME



What steps will you take in the event of extreme weather?

Lined writing area for the learning outcome response.

USE IT IN YOUR PLAN!

Earthquake

Mitigate

Prepare the building by securing all free standing cabinets bookcases or shelves; secure all wall mounted items to prevent them from flying free or breaking windows; heavy objects and electronics (TV or computer) should be secured or stored on lower shelves; hazardous materials should be secured or stored a safe distance away; ensure you know the location of gas shut off valves and keep all exits clear and unobstructed.

Prepare

Know in advance where the safest spots are in the facility that you can go to as soon as you feel an earthquake. If you are indoors, the safest places are beneath sturdy furniture, beside a solid inside wall, or inside an inner hallway. Avoid windows and stay away from heavy objects that can fall from ceilings, shelves and cupboards, or top-heavy furniture that could tip over. Never use an elevator during an earthquake.

If you are outdoors, stay in the open, away from trees, buildings and power lines. If you are driving when an earthquake hits, stop your car away from overpasses, bridges and power lines and stay inside your vehicle.

Respond

Know the signs of an earthquake. The first sign of an earthquake may be a loud bang or roar. The ground may start to pitch and roll like a ship for several seconds to several minutes. Over the following hours or days, aftershocks - smaller earthquake movements can follow.

- **Drop** under heavy furniture such as a table, desk, bed or any solid furniture.
- **Cover** your head and torso to prevent being hit by falling objects.
- **Hold on** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.



Image courtesy of shakeoutbc.ca

Tsunami

Mitigate

- Some communities have pre-identified safe areas that you should be aware of.
- Know what the local community tsunami evacuation plan is,
- Know the best option for your facility (is safer to evacuate or to remain on-site?),
- Know how you, your staff and persons in care will get to your pre-determined safe area.

Respond

It is advisable to immediately move to higher ground (greater than 10 metres or 30 feet above the tide line) if you are in a coastal area identified as a tsunami risk zone and you feel intense shaking from a near-shore earthquake. Avoid using your phone unless it is an emergency. Phone lines need to be open for emergency personnel.

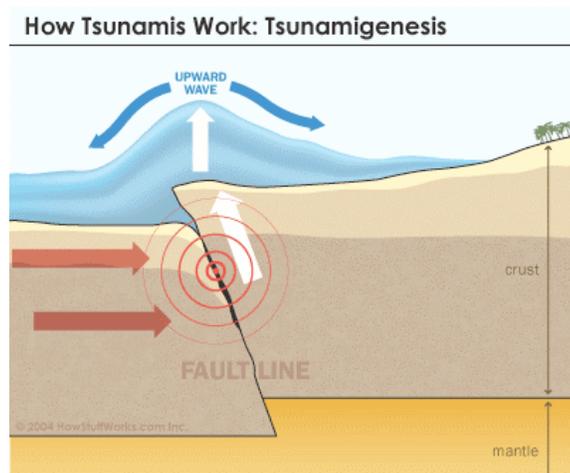


Photo courtesy of howstuffworks.com

Hazardous spills

Many products can pose serious fire, health or environmental hazards if used, stored or disposed of improperly. Proper storage and disposal of hazardous materials in facilities is extremely important.

Prepare

- Check the product's label for specific storage and disposal instructions. If you are unsure about the proper storage or disposal of a product, contact the manufacturer or call your local fire department's non-emergency line.
- Familiarize yourself with each product, its location, and purpose. Many household products are labeled 'keep away from children' because they are considered potentially hazardous and are more dangerous than you may think.
- Review the product label or the Material Safety Data Sheet (MSDS) included with the chemical for recommended spill cleanup methods and materials; and the need for personal protective equipment (I.e. respirator, gloves, eye wear or clothing).
- Acquire recommended personal protective equipment and get yourself and staff trained on its proper use. For example, if respirators are needed, staff should not attempt to clean up the spill unless they have been fit-tested and trained on the use of respirators.
- Have a spill response plan which takes in account the type of substance and the amount involved. An effective spill response procedure will help determine if you will need to be evacuate the facility.
- Have the recommended spill control materials on hand, along with the necessary equipment to collect and contain the spill (I.e. brushes, scoops, sealable containers).

In the event of other hazardous spills such as train derailments and tanker spills, you may be instructed by emergency personnel to either stay in the facility or to evacuate. **Always follow the directions given by emergency personnel!!**



CN Train Derailment - Prince George, BC 2007 - photo courtesy opinion250.com

Disease Outbreak

Before looking at ways to prevent the spread of disease, it is helpful to know the ways diseases are transmitted. Diseases are caused by germs, which are transmitted from one person to another through the air; personal physical contact; bodily fluids (urine, feces, blood, saliva, skin drainage, such as nasal mucus or pus from open sores); and/or, through IV injection or animal bites.



Handwashing is the single most effective way to prevent illness and stop its spread once it is present.

Mitigate

- Practice good handwashing.
- Have a written illness policy for children and staff; observe children for signs of illness and share concerns with parents.
- Require children and staff to be immunized and keep a record on file.
- Practice good hygiene when diapering or toileting and after children have had contact with pets.
- Follow safe food handling practices.

In addition, keep physical environments clean and control insects and rodents. Equipment, utensils, personal care items, clothing and bed linens should be cleaned and sanitized routinely. This is particularly important in programs that care for infants and toddlers who tend to put everything in their mouths. Personal grooming articles, clothing, and particularly hats, should never be shared and should be stored separately.

Prepare

‘Routine practices’ is a term used to describe the strategies to prevent and control infection. Routine practices are based on the principle that any person may be carrying an infection and be contagious via contact with blood or body fluids. Prescribed steps must be followed when there is a risk of contact with anyone’s bodily excretions.

- Wear gloves to prevent contact with lesions or sores.
- Cover coughs and sneezes, wipe runny noses frequently and wash hands after these activities.
- Extra care must be taken to prevent contact when cleaning up and disinfecting blood or body fluids. The spill must be first cleaned with soap and water and then disinfected with a sanitizing solution. Gloves should be worn to prevent direct hand contact with the material and after the task is completed, wash your hands.



Anything else? Next steps?

Lined writing area for notes.

USE IT IN YOUR PLAN!

Resources



Emergency Management Resources:

Canadian Centre for Emergency Preparedness	http://www.ccep.ca/
Public Safety Canada	http://www.publicsafety.gc.ca/index-eng.aspx
Canadian Red Cross	http://www.redcross.ca
St. Johns Ambulance	www.sja.ca
Get Prepared	www.getprepared.ca
Safe Canada	www.safecanada.ca
Provincial Emergency Program	http://www.pep.bc.ca
Provincial Emergency Program for kids	http://www.pep.bc.ca/kids/kids.html
Salvation Army	www.SalvationArmy.ca
Indian and Northern Affairs Canada (INAC)	http://www.ainc-inac.gc.ca/index-eng.asp
➤ INAC oversees all evacuation and disasters on reserve	
First Nation Inuit Health Branch	http://www.hc-sc.gc.ca/fniah-spnia/index-eng.php
First Nations Emergency Social Services	http://www.global-consulting.ca/content/clients/first-nations-emergency-services-society-fness

Emergency Preparedness Publication links:

Fire and Life Safety Booklet:

http://www.health.gov.bc.ca/library/publications/year/2010/Fire_and_life_safety_licensed_home_based_childcare.pdf

HealthLink BC:

<http://www.healthlinkbc.ca/dietitian/pdf/preparing%20for%20an%20emergency%20-%20a%20focus%20on%20water%20and%20food.pdf>

<http://www.healthlinkbc.ca/kb/content/special/zr1180.html>

<http://www.healthlinkbc.ca/healthfiles/hfile103a.stm>

Provincial and Local Information Websites:

BC Centre for Disease Control	http://www.bccdc.ca/default.htm
Canadian Paediatric Society	http://www.cps.ca/
BC Wildfire Information:	http://bcwildfire.ca/
BC Ministry of Transportation	http://www.th.gov.bc.ca/highwaytravellers.htm
Environment Canada Weather - BC	http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=BC
Drive BC	http://www.drivebc.ca/
Northern Health	http://www.northernhealth.ca/

Local Company Information Websites:

Power Companies

BC HYDRO <http://www.bchydro.com/>

Gas Companies

PNG <http://www.png.ca/>

Terasen Gas <http://www.terasen.com/default.htm>

Community Resources:

Please note that many communities have websites with links to their local emergency services department or community disaster plans. Enter your specific community website information here for quick reference:

Emergency and Disaster Preparedness Guide

CHILD CARE FIRE & EMERGENCY DISASTER PRACTICE DRILL LOG and SAFETY CHECKLIST

NAME/LOCATION _____ YEAR _____

MONTH & DATE	EMERGENCY LIGHTS		EXTINGUISHERS		EXIT LIGHTS		EXIT DOORS		ALARM SYSTEM		1 ST AID KITS		FIRE DRILL CONDUCTED		# OF CHILDREN	EXIT TIME
	OK		OK		OK		OK		OK		OK		YES	NO		
JAN	OK		OK		OK		OK		OK		OK		YES			
													NO			
FEB	OK		OK		OK		OK		OK		OK		YES			
													NO			
MAR	OK		OK		OK		OK		OK		OK		YES			
													NO			
APR	OK		OK		OK		OK		OK		OK		YES			
													NO			
MAY	OK		OK		OK		OK		OK		OK		YES			
													NO			
JUN	OK		OK		OK		OK		OK		OK		YES			
													NO			
JUL	OK		OK		OK		OK		OK		OK		YES			
													NO			
AUG	OK		OK		OK		OK		OK		OK		YES			
													NO			
SEP	OK		OK		OK		OK		OK		OK		YES			
													NO			
OCT	OK		OK		OK		OK		OK		OK		YES			
													NO			
NOV	OK		OK		OK		OK		OK		OK		YES			
													NO			
DEC	OK		OK		OK		OK		OK		OK		YES			
													NO			

EMERGENCY DISASTER PRACTICE DRILL: Date: _____ Type of Disaster Practiced: _____

Details of disaster practiced:

EMERGENCY PLAN WORKSHEET

Emergency Evacuation

Safe meeting place within the facility:

Safe meeting place near facility:

Evacuation routes:

Safe meeting place outside immediate neighborhood:

Evacuation routes from neighborhood:

Community safe meeting place:

Evacuation routes from facility:

Emergency Equipment

Fire extinguisher locations:

First aid kit locations:

Emergency/disaster kit location: (some products may have a one year expiry date)

Emergency contact information location:

Main water shut-off valve location:

Electrical box locations:

Electrical utility company phone number:

Gas valve location: _____

Gas utility company phone number:

Floor drain location:

Legal documents location (if applicable):

Emergency Contact Information:

Emergency numbers

Fire:
Police:
Ambulance:
Poison Control:

Other contact numbers:

Non-emergency numbers

Fire:
Police:
Health clinic:

Other contact numbers:

Insurance Company

Name: _____
Phone: _____
Fax: _____
Email: _____
Policy number: _____

Home security system

Company Name: _____
Phone: _____
Fax: _____
Email: _____
Code word: _____

Facility Staff/Board Contact Information:

It is recommended that you keep the following information on file for your staff and/or key contact people on your board of directors.

Name: _____

Address: _____

Home Phone: _____

Work phone: _____

Cell phone: _____

Physician: _____

Emergency Contact: _____

Address: _____

Home Phone: _____

Work phone: _____

Cell phone: _____

Out of Town Contact: _____

E-mail: _____

Home address: _____

Home Phone: _____

Work phone: _____

Cell phone: _____

Name: _____

Address: _____

Home Phone: _____

Work phone: _____

Cell phone: _____

Physician: _____

Emergency Contact: _____

Address: _____

Home Phone: _____

Work phone: _____

Cell phone: _____

Out of Town Contact: _____

E-mail: _____

Home address: _____

Home Phone: _____

Work phone: _____

Cell phone: _____