



# Licensing Insights

## PLANNING FOR EMERGENCIES

Providing a safe environment for children is essential, especially in the event of an emergency. As outlined in [section 22 of the Child Care Licensing Regulation](#), all licensees must create an emergency plan that sets out the procedures to prepare for, mitigate, respond to, and recover from any emergency.

A comprehensive emergency plan helps licensees, employees, and children effectively and safely respond to an emergency. Planning ahead helps ensure that both employees and families are informed about the procedures that will be followed during an emergency. It also ensures that the licensee has the necessary supplies and resources to effectively execute the established plan. Communications and technology are often impacted by emergencies and disasters and so communication of the plan, verbally and in writing, is critical in the planning phase. The goal of good planning is to prevent confusion or panic and reduce the risk to the health and safety of everyone.

A written emergency plan includes key information that will guide decision making 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.

An emergency plan should

- identify possible hazards and how to mitigate or respond to the hazards.
- prepare and respond to emergencies or disasters.
- recover from an emergency or to safely operate during and after the emergency.



### Where can I find more information to help me with my emergency plan?

The Northern Health [Emergency and Disaster Preparedness Guide](#) provides detailed information which will assist in creating an emergency plan. Additional emergency planning information can also be found on the [Emergency Info BC website](#).



## How will I know that I have an effective emergency plan?

Emergency plans are living documents that should be practiced and updated often. A plan is only effective if it can be followed. It is important to practice the emergency plan with employees and children and make changes based on the lessons learned each time the plan is implemented or practiced.

## Where can I find more information on planning for emergencies?



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If you have any questions, or if you would like to attend an information session on emergency planning, please contact Licensing Connect to speak to a licensing officer at 1.844.845.4200 or [licensingconnect@northernhealth.ca](mailto:licensingconnect@northernhealth.ca)

For more information about the Community Care Facility Licensing program and to view the legislation visit the [Community Care Facility Licensing | Northern Health](#) website.