



School 604.496.5115
OPERATIONS: 604-787-8604

PRESCHOOL PROGRAMS ♦ DAYCARE ♦
BEFORE/AFTER SCHOOL CARE

info@gcamontessori.ca

www.gcamontessori.ca

EMERGENCY/DISASTER PLAN

We are required by law to be prepared, should an earthquake strike or any other disaster while your children are at our childcare facility. A plan had been set in place to make sure that your child will be safe and as comfortable as possible while he/she must wait for someone to take them home. Staff will remain at the facility site or alternative shelter until all children have been picked up, even if this will take several days.

PROCEDURES

- In case of Fire and Disaster Emergency, all children and staff will exit the building and assemble at the designated area (Safe Place) at **Mary Jane Shannon Elementary School playing field**
- The Supervisor will be the last person to exit the building and shall make a final review/assessment of all children and make sure that there was nobody left in the classroom or washroom and take the attendance sheet with themselves
- Once children and supervisor(s) have assembled outside at the designated area, supervisor will take attendance again
- Children will be familiarized with emergency evacuation routes and fire/earthquake procedures as we go over them repeatedly, monthly
- Records will be kept to record the date and time of each fire/earthquake drill (s)
- In case of Earthquake children will take cover under a solid table or furniture in assuming crash position on their knees, head down, hands clasped on back of neck and count loud to 60. Earthquake rarely last longer than 60 sec., and counting may help to calm children.
- In the event of an emergency, (e.g. earthquake, snow storm, etc.) class may be cancelled so please listen to **CKNW 980** or call **Christina (604) 787-8604** and/or Roshan at (778) 837-1103.

In case of Disaster we may need to evacuate children to **The SAFE PLACE**.

The designated **SAFE PLACE** is: **Mary Jane Shannon Elementary School**.

It is adjacent to GCA facilities, just 75 meters to the west from our facilities at:

10682 – 144 Street Surrey BC, V3T 4W1

Principal: Mr. Lois Layton
tel: (604) 588-5991 (September to June)

For months of **July and August** the designated **SAFE PLACE** is: **Guildford Childcare Centre**

10553 – 148Street, Surrey BC, V3R 3X7

Principal: Jasdip Sadhra
tel: (604) 589-5437, (604) 771-6825

Emergency phone numbers, **in the event our school number (604) 496-5115 is not operational**, are:

Roshan (778) 837-1103
Christina (604) 787-8604
Basuki (778) 772-1800

Emergency kit, which is ready and available by the main entrance, will be brought to our **SAFE PLACE**. It will be checked every 6 months for expiry dates on each item included therein.

As soon as possible, we will contact all parents of whom children are at the **SAFE PLACE**, to let them know what is happening and where they can pick up their children.

EARTHQUAKE & DISASTER EMERGENCY – INDIVIDUAL SUPPLIES REQUIRED

We require the following items to be provided by YOU, the parent and/or authorized person to pick up your child, and therefore, these emergency supplies need to be brought to our facilities for safe keeping;

Emergency Pack – Zip-Lock bag:

- 1 liter bottle of commercially prepared, sealed, filtered water per child
This will remain fresh for an entire year
- Please write a loving letter of reassurance and comfort to your child, and place it in an envelope. You may enclose a family picture and small toy
- 3 dried food bars (sport, granola, dried fruit bars, etc.) per child.

In addition, GCA will provide, flashlight, radio and batteries, garbage bags, dried foods, first aids kit and other necessary emergency items. All staff will be trained and kept up to date with all fire/earthquake disaster practices and procedure.