



SFU CHILDCARE SOCIETY EMERGENCY AND EVACUATION POLICY

Purpose:

Although emergencies happen rarely, SFU Childcare Society has developed procedures for fire, earthquake, lockdown and any other serious incident as outlined below.

1. Fire:

SFUCCS practices monthly fire drills so the children and educators are able to evacuate the building quickly and safely. In the case of a real fire the children will be kept at our safe meeting place as outlined below. Each program has written cards detailing site specific procedures and responsibilities. The management and office staff has their own written cards detailing their specific procedures and responsibilities, including communication protocol. Duties are assigned by card, not by individual to

3. Lockdown:

The Childcare practices yearly lock down drills to ensure that the children and educators are able to remain in their programs safely in the event of a lockdown, Each program has written cards detailing site specific procedures and responsibilities. The management and office staff have their own written cards detailing their specific procedures and responsibilities, including communication protocol. Duties are assigned by card, not by individual to ensure efficiency and safety regardless of who present during the emergency. The Executive Director, or designate, oversees all courses of action. All visitors, volunteer, students, etc. will be oriented to the procedures prior to joining SFUCCS. Appendix is attached.