



Birchland Tree House Play Care Ltd.

Earthquake, Fire & Flood Procedures

Fire

The children will line up at either of the two exit doors by following arrows on the wall which show the direction to proceed depending where they are in the building at the time of the emergency.

If fire is the emergency, one of the staff supervisors will take a fire extinguisher with them and check all bathrooms for any occupants while the other staff directs the children to the open playground area of the school.

If both buildings are deemed unsafe to return to, the children will be moved to the gym of Birchland School. The staff will remain with the children until all are picked up by their parents or guardians.

The emergency cards and first aid kit will be brought out with the staff to allow them to make the calls necessary to inform the parents or guardians of the children of the situation.

Earthquake/Flood

We have in storage in the buildings, emergency packages which contain food, water and blankets to accommodate 65 children. Some of these items are time dated and have to be replaced every five years. We will be asking for \$15.00 per child to help cover some of the costs when the time comes to replace these items.

If both buildings are deemed unsafe to return to, the children will be moved to the gym of Birchland School. The staff will remain with the children until all are picked up by their parents or guardians.

If an impending flood causes the emergency, the children will be moved to higher ground at Leigh School, which is located at Coast Meridian & Victoria.

If this school should be damaged due to earthquake or fire then the children will be taken to Irvine Elementary School, which is located at Willington & Greenmount, Port Coquitlam.

If any injuries should occur during an earthquake the child or children will be transported to Hyde Creek Centre which is the earthquake medical emergency treatment facility.

This is why it is important that the forms accompanying this letter get filled out. This information goes with your child to the temporary medical emergency facility should he or she require medical attention.

The above is an outline of what route we will take depending on the situation so that you may locate us and your child without undue difficulty.

Please keep this information sheet available, in case of emergency.

Birchland Tree House Staff

