

**6. RECORDS**

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**6.4. Emergency Information**

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**58-59. Checklist Reference**

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**LEGISLATIVE  
REFERENCES  
28 and 29**

28. Every operator shall ensure that there is an up-to-date list of emergency telephone numbers in each day nursery operated by the operator or in each location where private-home day care is provided by the operator that is accessible in the event of an emergency and that includes the telephone numbers of,
- (a) the fire department;
  - (b) the nearest hospital;
  - (c) the nearest ambulance service;
  - (d) the nearest poison control centre;
  - (e) the police department;
  - (f) a taxi service; and
  - (g) the private-home day care agency, in the case of a location where private-home day care is provided.
29. Every operator shall ensure that the following information is readily accessible in the event of an emergency to each staff member of each day nursery and each private-home day care agency operated by the operator and each person in charge of each location where private-home day care is provided by the operator:
- 1. The name, address and telephone number of the family physician of each child enrolled in each day nursery or with each private-home day care agency operated by the operator.
  - 2. The home and work address and telephone numbers of a parent of each child enrolled in each day nursery or with each private-home day care agency operated by the operator and a telephone number of a person to be contacted if a parent cannot be reached.
  - 3. Any special medical or additional information provided by a parent or each child enrolled in each day nursery or with each private-home day care agency operated by the operator that could be helpful in an emergency.

**INTENT**

The intent is to ensure that the appropriate services can be contacted promptly and that basic information about each child in care is readily obtainable in an emergency situation.

**INDICATORS**

**Indicator Type:** Documentation

1. There is emergency contact information for a sample number of children enrolled which includes items listed in section 29 above.

**Indicator Type:** Physical Inspection

1. There is an easily accessible up-to-date list of emergency telephone numbers with the phone numbers listed in section 28 above.
2. The emergency contact information is observed to be easily accessible.

**SPECIAL  
INSTRUCTIONS**

The operator is aware that the emergency contact information in section 29 should be kept up to date.