

## Emergency – Procedure PO110-1

### PURPOSE

To ensure children are kept safe from harm.

To meet the requirements of Licensing Criteria HS5, HS6, HS7 and HS8

To provide clear guidelines for preparation for, actions during and recovery from a civil emergency at Ōtātara Children's Centre.

### ACTIONS

#### Being Prepared

Hold 4 pre-planned formal fire drills per year

Report details of the drills to The Fire Department

Hold 4 pre-planned lock-down drills per year

Hold 4 pre-planned earthquake drills per year

Ensure all permanent staff hold current first Aid Certificates

Ensure all tall items of furniture are fixed

Ensure all high shelving has lips

A civil defence Kit is kept at the centre and checked twice each year to ensure all items are present and any due to expire within the following 6 months are replaced

#### In Case of Fire

Follow the First Actions Procedure

1. All adults within the building to assist all children from the building in an orderly manner out of the safest fire exit doors (carry children if necessary).
2. All occupants of the building will make their way around the Centre and group at the back gate of Te Pūawai outdoor area.
3. Take a roll call.

Await instructions from the Building Warden.

#### In Case of Lockdown

1. Follow the lockdown procedure posted at each exit door.
2. Lock all windows and doors.
3. Adults take mobile phones turned to silent and laptop.
4. Close blinds and curtains.
5. Turn off electrical equipment.
6. All children and adults move to back mat area in Te Puāwai.

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Please refer to the electronic source (QMS) for the latest version.

7. Take roll-call (very quietly).
8. Speak very quietly, reassure children.
9. Pass a piece of paper around for all adults present to note their name and DOB.
10. Keep children occupied and as quiet as possible within the back mat space (close off area nearest the door and windows).
11. Wait for all-clear.

### **In Case of Earthquake**

1. Gather surrounding children, kneel on floor with heads down and place hands over heads (Drop, Cover, Hold).
2. Take shelter under furniture away from glass, if able.
3. Once shaking has stopped - gather at the assembly point just inside the back gate in Te Puāwai playground for roll call.
4. Take the roll, visitors book, staff roster and medicine box.
5. The building warden will decide whether to evacuate to another area of the EIT or if it is safer to remain at the Centre.
6. If a decision is made to evacuate the centre, follow the instructions of the building warden

## **BUILDING EVACUATION PROCEDURE**

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1. If an evacuation is ordered or the alarm bells are activated, evacuate the building as for a NORMAL FIRE ALARM PROCEDURE
2. The building warden will ensure that the building has been evacuated, and nobody remains inside.
3. Notices will be placed on the building indicating that the building is unsafe, has been evacuated, and where Centre children and staff have taken shelter. These are in the top of the Civil Defence wheelie bin.
4. If possible we will take the following
  - a. The **civil defence kit** which is stored in a wheelie bin in te Puāwai sandpit shed
  - b. **Water** for emergency use, stored in te Pihinga bathroom
  - c. The **medicine boxes** on top of the fridges, which also contain the children's **emergency contact information**
  - d. The **sign-in sheets**,
  - e. The **staff roster**
  - f. The **visitors book**.
  - g. If safe to do so, collect items from the desirable items list inside the wheelie bin.
  - h. Further emergency supplies for all of EIT are kept in the outside store cupboard J132 immediately adjacent to the payroll and HR entrance.
5. Get the children to safety first and then the building warden will send 2 adults back to get the emergency wheelie bin, water and any other useful items if this is safe and possible.
6. Staff will remain with the children until the wardens decide that it is safe for staff to, one-by-one, leave the group to make contact with their own families.

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## EVACUATION AREAS

This will depend on the situation and the safety of other buildings near-by.

If the Centre building is unsafe we will, in the first instance, go to the EIT Marae (since it is fenced), if the Marae is unsafe we will shelter in the most appropriate safe place on campus.

The campus is outside the projected Tsunami hazard area.

**NB:** We have agreed to be an Evacuation post for Sunny Days Early Childhood Centre, Barker Street, Marewa.

**We would not stay in our building waiting for them if we deem it unsafe to be here but will follow our documented evacuation plan.**

## WARDEN DUTIES

### BUILDING WARDEN:

1. Ring fire service 111 (if a drill is in process, state fire **drill**)
2. Ring Telephonist 7777 (if a drill is in process, state fire **drill**)
3. Put on orange building warden vest (kept in bottom drawer under Kay's desk)
4. Delegate someone at entrance of Centre to prevent anyone going into the building
5. Check staff toilets and laundry
6. Go to assembly area and receive floor warden reports (if a drill is in process, go to step 10)
7. Stand outside and wait for fire service
8. Advise fire service of status
9. Wait for *ALL CLEAR* or other instructions from the Fire Service personnel
10. Advise staff at assembly areas of *ALL CLEAR* or other instructions
11. If an evacuation of the site is decided upon, initiate an evacuation procedure

### FLOOR WARDEN:

1. Put on yellow floor warden vest
2. Collect
  - a. sign-in register,
  - b. visitor book,
  - c. staff roster and
  - d. medicine box
3. Evacuate everyone from building
4. Check toilets and storerooms
5. Elect a staff member to ensure nobody goes back into the buildings
6. Report status to building warden
7. If and when *ALL CLEAR* is given advise staff at assembly area
8. If the building warden decides the Centre site should be evacuated, follow his/her instructions to support the evacuation

### **Building and Floor Wardens to carry out assigned actions as per the Health and Safety Warden's Procedure**

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## COMMUNICATIONS

We will communicate with centre whānau via cell phone or using our texting service.

Our children's emergency contacts forms are in the "grab boxes" which also contain the children's medications.

A list of emergency contacts is kept in the civil defence kit.

<b>Building Wardens:</b>	
Building Warden	Saemone Fraser (Orange Vest)
Deputy Building Warden	Monique Cotter
<b>Floor Wardens:</b>	
Toddler & Young Children's Room	Sophie Bland (Yellow Vest)
Toddler & Young Children's Room – Deputy	Abbie March
Infant & Toddler Room	Kali McLean (Yellow Vest)
Infant & Toddler Room - Deputy	Leah Browning

### Attach list of civil defence kit items

### Emergency contacts

#### Link to

- **First Actions**
- **H&S Wardens Procedure**

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