

# Emergency Response Guide



  
**Hummingbirds**<sup>®</sup>  
early childhood centre

# Evacuation Care Plan Policy

## Background Information

Licensing Criteria 2008, Health and Safety in Employment Act 1992; the Health and Safety in Employment Amendment Act 2002; the Civil Defence and Emergency Management Act 2002 and the Fire Safety and Evacuation of Buildings Regulations 1992.

- HS4      A current Fire Evacuation Scheme approved by New Zealand Fire Service..
- HS7      A procedure for dealing with emergencies. The procedure is consistent with National and Regional Civil Defence guidelines.
- HS8      A record of the emergency drills carried out with children.

## Purpose

Safety at the Centre is paramount. Planning evacuation procedures and alternative care arrangements should the Centre be involved in a civil emergency or fire, will minimise the risk of injury and stress to children during this time. Policy will ensure that the processes implemented are approved by the New Zealand Fire Services. The Centre is registered with Civil Defence.

## Procedures

Decision to Evacuate - There are four conditions under which evacuation of the Centre will be necessary:

- If ordered or advised to do so by officials;
- If the building becomes structurally or environmentally unsafe (eg fire, earthquake, flood);
- If the area or environment becomes unsafe (eg gas or chemical leak or local fire);
- If a potential threat is likely to make continued occupation of the property unsafe;

We will develop, implement and maintain site emergency plans, which are specific to the emergencies which could occur while the workplace is in operation. The emergencies planned for may be a result of processes or practices in the workplace or from a man made or natural source. The Emergency Procedure guide is displayed throughout the Centre;

We will appoint employees as wardens who will be trained to take control in an emergency and ensure emergency procedure information is included in the induction process for new staff;

Have in place and follow the requirements of an evacuation procedure as required by the Fire Safety and Evacuation of Buildings Regulations 1992 and the Early Childhood Regulations.

Practice the earthquake drill on a regular basis so children are familiar with this procedure and conduct and document a regular assessment of the workplace to ensure optimum emergency preparedness is maintained.

### **Procedure for Evacuation**

Advise Police and/or Civil Defence officials of the intention to evacuate;

Leave a notice securely attached to front entrance of building to advise parents where the staff and children have relocated to and advise of the mobile phone number;

Take mobile phone;

Take first aid supplies along with child information, sign in/out sheets and parent contact information;

Parents will be contacted to advise new location and to pick up their child;

Staff will stay and care for children;

Staff will ensure children are comforted, basic needs met, kept occupied and safe.

### **Planned Trial Evacuations**

#### **Earthquake**

In the planned trial evacuation, all staff are required to follow the earthquake evacuation plan as set out in the Emergency Procedures Guide;

Staff will have training in evacuation procedures;

Planned drills will be done quarterly and the results will be recorded and given to the Centre Director;

#### **Fire**

All staff are required to follow the fire evacuation plan and duties displayed around the centre;

Under the direction of Safety First, the Centre will exercise trial evacuations every three months;

All staff will have training in fire evacuation procedures;

Evacuation of Disabled Persons Assistance Register is located at reception and will be the responsibility of the person attending reception at the time of evacuation.

# Emergency procedures for Hummingbirds Early Childhood Centre

In an emergency the first priority is:

## **Protection of life – prevention of injury**

In the event of an emergency, unless common sense dictates or you are told to evacuate, we want you to stay where you are.

**Remember:** Before calling emergency services DIAL 1 to get an outside line

Fire	Dial 111
Police	Dial 111
Ambulance	Dial 111
Doctor	EastMed 5850188
Civil Defence	0800 222200 <a href="http://www.aucklandcivildefence.org.nz">www.aucklandcivildefence.org.nz</a>
Radio Live	Frequency 100.6 FM/702 AM
Healthline	0800 611 116
National Poisons Centre	0800 764766

## **FIRE**

### **Person responsible/staff should:**

- Call the fire service
- Give the alarm to the centre by activating alarm call point
- Evacuate children and staff
- Take room registers
- Check that nobody is left in the building
- Close all doors and windows (if possible) as you leave
- Take the mobile phone held at reception
- Assemble at the safe assembly area
- Check that all staff and children are present
- Reassure children and staff
- Notify fire service on their arrival if anyone is missing

### **Fire Drill**

Internal fire drills will be conducted bi-monthly

Inside Teacher to wear warden uniform and manually activate alarm

Inside Teacher to ensure room is clear and take attendance register to the assembly point

Call the roll

External fire drill will be conducted every three (3) months with Fire and Safety audit personnel

## **EARTHQUAKE**

### **Person responsible/staff should:**

#### **If inside the building:**

- Give the alarm "Earthquake" via the **all page key** on the telephone
- Help children to get under a sturdy table
- Join children, or brace yourself in a sturdy open doorway
- Reassure children and staff
- Ensure that children and staff remain in position
- Encourage children and staff to resist the urge to move out of the building
- Give the "all clear" when the shaking has stopped
- Beware of falling objects and glass
- Check for any hazards
- Make decision to remain in, or evacuate the building

#### **If decision is made to evacuate the building**

- Reassure children and staff
- Take the room registers
- Take survival kit and mobile phone held at reception
- Evacuate children and staff
- Check that no one is left in the building
- Assemble at a safe area
- Check that all children and staff are present
- Listen to the local radio station for advice
- If necessary, make contact with Civil Defence

#### **If outside the building:**

- Give the alarm "Earthquake"
- Using a safe route, assist children and staff to a safe assembly area and adopt "turtle" position
- Reassure children and staff
- Ensure that children and staff remain in position
- Encourage children and staff to resist the urge to leave the safe assembly area
- Give the "All Clear" when the shaking has stopped.

#### **Earthquake drill**

- Earthquake drills will be conducted every three months.
- Inside teacher to blow the whistle three times (whistle kept on key ring by door)
- The children will be shown the "Be Turtle Safe" DVD every three months. Turtle Safe earthquake position enacted at mat time on a regular basis
- Inside teacher to release children at end of earthquake drill by blowing the whistle once.

## **TSUNAMI**

### **Person Responsible/staff should:**

- Act on any tsunami warning
- Give the alarm "Tsunami" via the **all page key** on the telephone
- Follow instructions on the local radio station
- Evacuate the premises if instructed by Civil Defence or emergency services
- Listen to the local radio station for advice
- If necessary make contact with Civil Defence

## **VIOLENCE/PERSONAL THREAT**

- Stay calm and do as you are told
- Acknowledge the person's feelings/problems
- Speak quietly, calmly and slowly
- Let them feel in charge
- Attract the attention of another adult
- Move carefully and slowly explaining your actions as you do so
- Avoid sudden movements
- Avoid provocation by careful use of movement and body language
- Attempt to understand the person's problem

If safe to do so:

- Use **all page** key on telephone
- Make 111 call

## **BOMB/ARSON THREAT**

- Keep the person talking – do not interrupt
- Let them feel in charge
- Attract the attention of another adult

Ask the following questions and record response if possible

- Where did you put the bomb?
- What does the bomb look like?
- What will make the bomb explode?
- When is the bomb going to explode?
- Where are you?

## **CHEMICAL OR INDUSTRIAL ACCIDENT**

### **Person responsible/staff should:**

- Know the alarm signals of local industries
- Act on any chemical or industrial accident warning
- Listen to the local radio station for advice
- Give the appropriate alarm to the centre eg. "Industry Accident" via the **all page key** on the telephone
- Close door and windows
- Assist children and staff to follow instructions given by emergency services
- Avoid confined spaces where fumes may accumulate
- Reassure children and staff
- Make decision to remain in, or evacuate the building
- Give the "All Clear" only after advice from emergency services

## **FLOOD**

### **Person responsible/staff should**

- Act on any flood warning
- Store all valuable items and records as high as possible
- Store all hazardous materials as high as possible
- Follow instructions on the local radio station
- Give the alarm to the centre "flood" via the **all page key** on the telephone
- Prepare for evacuation
- Reassure children and staff
- Make decision to remain or evacuate premises

### **If decision is made to evacuate building**

- Turn off appliances and services
- Take the room attendance registers and the emergency kit
- Take mobile phone held at reception
- Assemble children and staff and check against the attendance register
- Check that no one is left in the building
- Evacuate to safe assembly area
- Listen to the local radio station for advice
- If necessary, make contact with Civil Defence



## **STORM**

### **Person Responsible/staff should**

#### **If inside the building**

- Act on any storm force wind or cyclone warning
- Give the alarm to the centre “Storm” via the **all page** key on the telephone
- Move children and staff to the strongest part of the building
- Reassure children and staff
- Put tape across the windows and pull down blinds
- Ensure that children and staff remain in position
- Give the “All Clear” when the wind drops
- Listen to the local radio station for advice
- If necessary, make contact with Civil Defence

#### **If on the Centre premises but outside the building**

- Give the alarm “storm”
- Reassure children and staff
- Assist children and staff back into building
- Follow procedures as above

#### **If away from the Centre premises**

- Give the alarm – “storm”
- Assist children and staff to a sheltered location
- Reassure children and staff
- Give the “All Clear” when the wind drops