

2:17 DEALING WITH EMERGENCIES POLICY

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PURPOSE

To ensure that Let's Grow Early Learning Centre is prepared for a fire, earthquake and/or another civil defence emergency, and that all children, staff, parents/caregivers/whānau know how to respond in the case of an emergency.

PROCEDURE

A. Preparation – before any emergency an emergency plan is prepared

It contains:

1. A floor plan of the premises showing:
 - Safe places for assembling indoors (in case of an earthquake) and outdoors (in case of a fire or other emergency necessitating evacuation);
 - Evacuation routes to the assembly points;
 - Location of emergency equipment; and
 - Location of emergency supplies.
2. Earthquake and fire drill information (see below).
3. Emergency services contact numbers (111, and local numbers for fire, ambulance, police, doctor, hospital, poisons centre and civil defence).
4. Parents'/ caregivers' contact numbers.
5. Forms with space to record the evacuation time and details of each child.
6. Forms with space to record the date, time and duration of any evacuation drills carried out, and space to note issues that arise around drills. All regular staff will be issued with the floor plan, with emergency information for fires and earthquakes on it, on their first day of work at the centre.

The emergency plan is updated annually. The Manager is responsible for ensuring parents'/ caregivers' contact numbers are updated annually, and those of another person whom the parents nominate as someone who can collect the child (preferably a person within walking distance of the centre).

The emergency plan is kept in a clearly-labelled folder and kept in a safe and accessible place near the emergency survival kit and the attendance register.

Staff who have their own children attending at Let's Grow agree to give equal care and consideration to all children in an emergency.

A list of emergency numbers is displayed near the office telephone.

All heavy furniture is earthquake-secured and stored items appropriately restrained.

An earthquake drill and a fire drill are conducted termly and are noted on the large staff calendar.

An emergency survival kit is assembled and will be maintained. **Contents of the survival kit includes:**

Torches, batteries, candles, a battery-operated radio, first aid kit and manual, nappies, food and water for the staff and children to last three days, and some prescription medications of medications taken regularly by any children or staff.

The emergency survival kit will be checked and updated every 6 months by the Manager.

Note: The smoke detectors are wired into the building. The smoke detectors have back-up batteries in case of power failure in the building, and these batteries re-charge constantly meaning they do not need to be checked regularly.

Parents/ caregivers are responsible for:

- Signing their child(ren) in and out of the Centre each day on the attendance register
- Reading the Fire Action notice when they come on an induction visit and noting key information.

B. Response – during an emergency

The first priority of Let's Grow staff is the care of the children at the centre.

FIRE

The centre's occupants will be alerted to a fire emergency in the building by either smoke detector signals or any adult who notices a fire. The fire alarm will be turned on, The fire alarm can be turned on manually by a switch in the staff room.

The staff member who is first to notice the fire will call 111 to call the Fire Service.

Let's Grow has a **Building Warden:** The Manager Kylie Milek-Zaini and 3 **Floor Wardens:** Kadie Olson-Fee, Amber Hawkins Jones and Ruth Bateman.

Floor Wardens responsibilities

Upon hearing the alarm:

- Put on your Floor Warden hi-viz yellow vests
- Building Warden to take main attendance sheets.
- Tell other occupants to evacuate the building.
- If anyone needs assistance to evacuate appoint people to help them as necessary. If they are unable to assist them to the place of safety outside they will help to them to one of the 'gathering places' and report this to the Building Warden at the alarm panel.
- Search your floor to ensure that all occupants have evacuated. Ensure that all rooms are checked (including bathrooms).
- Proceed to older children's outside play area on the large mound next to the road side fence then split up into their groups to safely check their attendance list.
- Ensure that nobody re-enters the building until the all-clear has been given by the Fire Service.
- Each age group are assembling at their assembling points:
 1. Baby room at the assembling sign
 2. Toddlers at the big rock
 3. Pre school at the hobbit hole

Building Wardens responsibilities

Upon hearing the alarm:

- Put on your Building Warden hi-viz orange vest and whistle.
- Confirm that the 111 call has been made. If in any doubt make another 111 call.
- Await reports from the Floor Wardens.
- When the Fire Service arrive report to the officer in charge and tell them the status of the evacuation (i.e. all out or the location of anyone remaining inside) and any other relevant information.
- Proceed to older children's outside play area on the large mound next to the road side fence to ensure that nobody re-enters the building until the all-clear has been given by the Fire Service.

Those staff appointed as wardens are given training on their adoption of the role and are given refreshers when needed.

EARTHQUAKE

The Floor Wardens will direct the occupants into safe positions ('turtle drop') when they become aware of an earthquake. The Floor Wardens will remain with the occupants in safe positions and call the roll. S/he will decide when the danger is over, in consultation with the Manager.

If the earthquake is severe enough to be classified as a civil defence emergency, civil defence procedures will be followed (see below).

CIVIL DEFENCE EMERGENCIES

If a Civil Defence emergency occurs while children are in attendance, a parent/caregiver, or authorised person as noted on the child's enrolment form, must come and collect their child/ren. The Centre will contact parents as soon as practicable.

Staff will remain in accordance with regulatory ratios until all children have been collected by their parents or emergency custodians.

The Centre will keep a written record for each child stating the time they were collected, the name and contact number/s of the person who collected them and where they were being taken.

C. Recovery

The Centre will seek trauma counseling from Group Special Education for children affected by a civil emergency, and arrange appropriate support for affected staff.

FIRE DRILL (trial evacuation)

All evacuation routes from a fire, including alternative routes if the main route is unable to be used, are to be practiced at least every three months. The planned times and dates for fire drills will be e-mailed to the Fire Service at the start of each term.

Before the drill:

- The Manager notes the exact time when starting the drill, enabling the duration of the evacuation process to be measured.

During the drill:

1. The Manager sounds the fire alarm.
2. All staff work to evacuate children through the nearest exit. Staff should encourage the mobile children nearest to them to move first.
3. Once the mobile children are making their way towards the exit, children with disabilities must be carried to the exit by an adult.
4. Kitchen staff to collect at least one infant from the baby room to carry with them. The baby room teachers are to co-ordinate this process until all infants accounted for.
5. The Manager ensures that adults with a disability action their previously-arranged evacuation plan.
6. The Manager collects the attendance registers, a cell phone, and the emergency plan folder.
7. The Manager (or another person responsible) checks that the entire building is empty as s/he leaves, if it safe to do so.
8. Once everyone is assembled in the Let's Grow outdoor play areas according to their designated the Manager hands the rolls to the floor wardens who then work to check each child and staff member off on the attendance registers.
9. The Manager instructs the group as to when they may return to the building.
10. The Manager records the date, time and duration of the drill on the record in the emergency plan folder. This can include notes about any issues that arose during the drill and what can be done to address these issues in the future.
11. An evacuation report will be completed and emailed to the Fire Service.

EARTHQUAKE DRILL

An earthquake drill will be conducted termly.

1. The Individual rooms warden notes the exact time when starting the drill, enabling the duration to be measured.
2. The warden calls loudly, "Earthquake! Earthquake! Turtle drop! Turtle drop!" (The children will have previously discussed and practiced safe positions with the teachers).
3. All staff work to encourage the children nearest to them in to a safe position.
4. The room warden collects the attendance register. Once everyone has assumed safe positions, the Manager calls the roll, checking each child and staff member off on the attendance register.
5. The warden informs the group when the drill is finished.
6. The warden records the date, time and duration of the drill on the record in the Emergency Plan folder. This can include notes about any issues that arose during the drill and what can be done to address these issues in the future.
7. The evaluation forms for earthquake to be given to manager after drill.

TSUNAMI/FLOOD DRILL

Building Warden: Kylie Milek-Zaini or Aaron Zaini

Floor Wardens: Ruth Bateman (Karioi), Amber Hawkin-Jones (Tangaroa) & Kadie Olson-Fee (Tiaki).

Before the drill:

- The Manager notes the exact time when starting the drill, enabling the duration of the evacuation process to be measured.

During the drill:

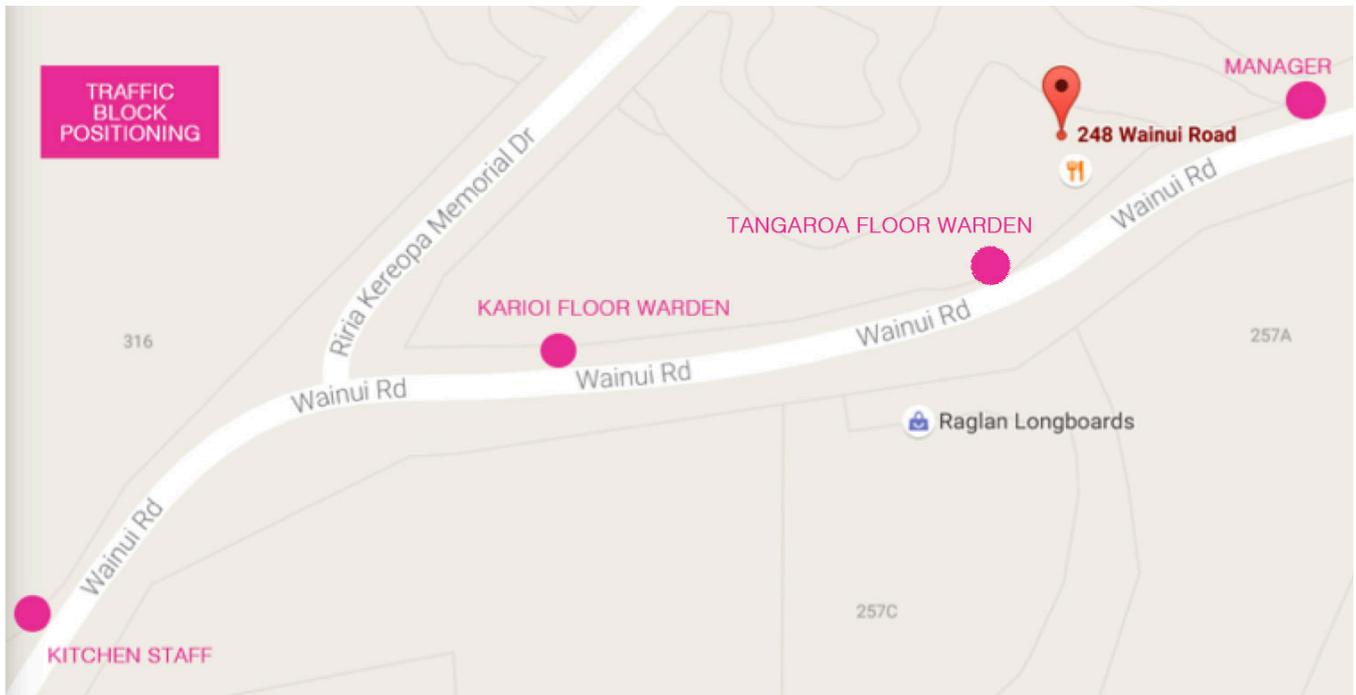
12. Post on the Raglan Notice Board the time of our Tsunami drill.
13. The Manager notifies the rooms that a 'Tsunami' is coming.
14. The Head Teacher in the preschool room is to assign one teacher to go into the baby room. The Head Teacher in Toddlers is to assign one teacher to also go into the baby room.
15. Head Teachers to ensure all staff & children have their category 3 medicines.
16. Preschool children to go into the toddler room and buddy up and hold a younger child's hand. All staff work to evacuate children through the front exit. Staff should encourage the mobile children nearest to them to move first.
17. Once the mobile children are making their way towards the exit, children that need more support must be carried to the exit by an adult.
18. Each baby room teacher and additional teachers sent to the baby room are to carry one younger child each and also hold the hand of another more mobile child. The baby room teachers are to coordinate this process until all infants and toddlers are accounted for.
19. The Manager ensures that adults with a disability action their previously-arranged evacuation plan.
20. The Manager collects the attendance registers, a cell phone, the Emergency Plan folder which includes child and staff contact numbers and the civil defence kit.
21. The kitchen staff member is to collect a cell phone.
22. The Manager (or another Person Responsible) checks that the entire building is empty as s/he leaves, if it safe to do so.
23. The Manager to put a notice on the door informing visitors where we are.
24. Once everyone is assembled in the Let's Grow car park the centre rolls are called by the floor wardens, then the Manager, kitchen staff member and Karioi floor warden put on their high vis vests and position themselves in the below areas with a road cone to alert and stop traffic while the children cross Wainui Road. The Manager and kitchen staff to only block of traffic once it is confirmed by mobile phone that both are in position.

Manager to be positioned : on the side of the road near Rock-it Café's main entrance. (see map below)

Kitchen staff member to be positioned: on the side of the road at the driveway before the corner approaching Riria Kereopa Memorial Drive. (see map below)

Karioi floor warden to be positioned: on the side of Wainui road outside the centre. (see map below)

Tangaroa floor warden to be positioned: between the children and the entrance of Rock-it café.



25. The Manager is to communicate with the kitchen staff member via cell phone and update once all the children have crossed the road safely.
26. Once the children have crossed the road safely the Manager, kitchen staff member and Karioi floor warden are to join the group and walk up the driveway to the neighbouring property on the high side of the hill.
27. Once located safely at the top of the hill the room floor wardens are to call their rolls, checking each child and staff member off on the attendance registers.
28. The Manager instructs the group as to when they may return to the building.
29. Upon returning to the centre roll calls are conducted.
30. The Manager records the date, time and duration of the drill on the record in the Emergency Plan folder. This can include notes about any issues that arose during the drill and what can be done to address these issues in the future.
31. An evacuation report will be completed and filled with the Emergency Management Plan.