**EMERGENCY PROCEDURES (HS 4, 5, 6, 7, 8)**

**PROCEDURES**

## Emergency Procedures (HS 4, 5, 6, 7, 8)

* Earthquake and fire drills will be held at least once per term. The date and time will be recorded by the Supervisor on the appropriate form.
* Staff will revisits emergency procedures once a term to ensure they are familiar with them.
* Families Whanau will be informed of safety procedures during induction to the Centre.
* Emergency Procedure Notices will be displayed in each learning area.
* The earthquake and fire warden will be the Manager/Supervisor.
* The designated assembly area in the event of an emergency is in the north east corner of the Playground
* Heavy furniture, fixtures and equipment that may fall or topple will be secured.
* An Emergency Kit will be stored in the office
* First Aid Kits are stored bathroom and office

## THE FOLLOWING PROCEDURES WILL BE DISPLAYED ON THE WALL AT THE CENTRE:

**Emergency Contact numbers**

**Fire Service Dial 111 or (list phone number here)**

**Police Dial 111 or (list phone number here)**

**Ambulance Dial 111 or (list phone number here) St Johns**

**Civil Defence (list phone number here)**

**Local Civil Defence Post Location (list location here)**

**Evacuating the Premises**

The person responsible will give the direction to evacuate the Centre (this may be at the direction of the Civil Defence and/or Emergency Services)

## Should the Centre need to be evacuated in the event of an emergency children and staff will relocate to (list location here).

## Should the Centre be required to evacuate in the event of a Civil Defence emergency children and staff will relocate to (nearest Civil Defence Post).

## Evacuation Procedure

* After the roll has been called and everyone accounted for each staff member will be allocated children to be responsible for during the evacuation.
* Children aged Over Two will walk.
* Children aged Under Two will be put into push chairs and/or high side carts. Babies under six months will be carried if required.
* Everyone will leave the Centre by the route seemed safest at the time this may be through the back gate and to the carpark.
* A sign will be left at the main entrance to the Centre to inform Parents where children will be located.
* If possible all parents will be informed of the new location via text message/facebook and a message on local radio stations.

**(List radio station/s here)**

**In The Event of an Earthquake**

* Staff will call ‘earthquake ' to signal the beginning of an earthquake.
* Adopt turtle position (knees together, hands clasped firmly behind head, bury face in arms, protect head, and close eyes tightly).
* Remain in building until all clear is given by the Manager / Supervisor.
* The Manager / Supervisor will check for hazards and decide whether it is safer in the building or to evacuate.
* When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
* On evacuation remain calm, take Centre register and emergency kit, and evacuate children and staff (as above). Tune into radio station for further direction.

**In The Event of a Fire**

**The Current Evacuation Scheme approved by the NZ Fire Service will be displayed… and procedures will be followed.**

**Centre Scheme attached.**

**Suggested Procedures**

* The first person to observe the fire will activate the alarm.
* Staff will ensure the building is evacuated using the nearest Fire Exit. Each staff member will take responsibility for the children nearest them.
* The freestanding cot will be used for all nursery children.
* If staff are in the office / staff room they will evacuate through the Centre to help evacuate the children.
* One staff member will be at fire exit door helping children exit the building.
* The Person Responsible will be the last to leave the building - taking the phone, emergency contacts details and the roll (including the visitors sign in book). The Person Responsible is to ensure that all areas have been thoroughly checked.
* Everyone will report to assembly area in the north east corner of the Playground.
* The Person Responsible will check off the roll ensuring all children, staff and visitors are accounted for.
* One person will check that the Fire Brigade has been rung.
* The Person Responsible will communicate with the Fire Service on site.
* When deemed necessary, the Manager will begin contacting the parents of each child, to ensure they are collected.
* When the all clear is given by the Fire Brigade, staff and children may proceed back into the building.

**In The Event of a Tsunami or Flood**

* The Supervisor will monitor the situation and communicate with local authorities and Civil Defence.
* Staff will call ‘tsunami warning' to signal the need to evacuate if within the expected wave area.
* When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
* On evacuation, remain calm, evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.

**In The Event of High Winds**

* The Supervisor will monitor the situation, and communicate with and act on the advice of local authorities and Civil Defence.
* When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
* Children who remain at the Centre will be taken to an area of the building to the leeward side of the wind.
* On evacuation, remain calm, evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.

## In The Event of a Dangerous Person in the Centre Environs:

## All children will be taken inside to an area of the building deemed the safest, away from windows if possible.

* The Supervisor will monitor the situation and communicate with and act on advice of the Police, local authorities and Civil Defence.
* When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
* On evacuation, remain calm, evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.

**In The Event of Snow**

* The Supervisor will monitor the situation, and communicate with and act on the advice of local authorities and Civil Defence.
* When deemed necessary, the Person Responsible will begin contacting the parents of each child, to ensure they are collected.
* Children who remain at the Centre will be cared for by teachers until parents arrive.
* On evacuation, remain calm - evacuate children and staff (as above), taking the Centre register/daily sign in sheet and emergency kit. Tune into the radio station for further direction.