



## **Emergency and Evacuation Policy and Procedure** Reg46/HS4 &7

### **Rationale:**

The safety of children and adults is paramount at all times

### **Objectives:**

Children and adults in the service will know the appropriate procedure to follow in the case of a fire, earthquake, and other emergencies.

### **Guidelines:**

- Refer to the Ministry of Civil Defence for information and advice
- Educators need to familiarize themselves with the location of their nearest Civil Defence office.
- Educators need to think about the possible emergency situations they may encounter in their home area.
- Discuss and prepare the emergency situations with your coordinator
- To be effective all Educators need to read and understand and familiarize the evacuation procedure
- Educators need to have emergency supplies on hand (refer to civil defence kit – checklist)
- Educator can ask parents to bring individual food packs for their own child to store away for emergency
- Ideal food items are those do not need to cook or relatively non-messy, e.g. Muesli bars or tinned food (Do not use dehydrated food, as water will be very precious and harder to obtain than food.)
- Educators need to think about how they could carry children, food, clothes etc in emergency (such as bin with wheels or shopping trolley)
- Educators need to discuss with parents where the evacuation point will be so they can collect their children
- Develop an evacuation procedure with your coordinator during induction period and review it regularly

### **Procedures:**

- Educators will have completed an evacuation plan for their premises to identify the exits to use in case of an emergency. This will be displayed in a place for easy access (such as a notice board, or in pantry cupboard). The assembly area identified will be a place where the children and adults can come to no harm
- An evacuation procedure will be written and displayed with the evacuation plan. This will include the procedure for leaving the building, for leaving the property, (evacuation to Civil Defence Post), and the resources the educator will need to take in an emergency (such as infant formula, nappies, food, clothes, blanket)
- The evacuation procedure (emergency drills) will be carried out at least once a term and when a new child starts in care.



- Educator will keep a fully stocked Civil Defence emergency kit at the premises and be responsible to checking the contents each term or when it has been used.

### **Fire:**

Treasure Tree Educators will prepare themselves by.

- Checking the home for fire hazards on a regular basis.
- Know how to extinguish a fire if appropriate and know how to change the batteries in the smoke detectors.
- Teach the children the form of alarm she will use (such as a whistle) and teach them to “Stop, Drop & Roll” and what exits to use out of the house.
- Raise the alarm with the children
- Call the Fire Service on 111.
- Check the children are safe and get them and the resources, (including a telephone and first aid kit and parent contact list), they will need out of the house to the assembly point. (Closing the doors and windows on the way out if possible)
- Attempt to extinguish the fire only if it is safe to do so.

### **When Dial 111 for Fire/Police/Ambulance**

1. Call from a safe place
2. Use a cordless or mobile phone if practical
3. Tell the operator which emergency service you want
4. Wait until that service answers
5. Give the following address (*educator to complete*):

(Street number):

(Street name):

(Suburb): (Nearest

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City/Town):

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(Region):

6. Do not hang up until told to do so by the emergency service
7. Make sure someone is available to direct the emergency service to the scene

### **Earthquake**

- Treasure Tree Educators will prepare themselves by;
- Checking that heavy objects are safely secured or stored.
- Teach the children how to behave in the event of an earthquake and role model the behaviour by identifying safe places to take shelter (such as under tables or door frames)
- Have the first aid kit ready and any special resources needed for the children in care.
- Advise the parents that they will stay with the children at home unless they are advised to go to the nearest Civil Defence Post. (as shown on the Evacuation Plan at the Educator’s home)

- Know how to switch the power off at the mains switch board if necessary.
- If caught outside during an earthquake, move away from buildings with glass windows and doors, and any electrical wires.

### Other emergencies:

Other emergencies could include power failure, toxic spillage or fumes, tsunami warning, flooding or eruption. Educators will prepare themselves by:

- Having a fully equipped Civil Defence Kit.
- Having a phone that will operate without power
- Notifying the parents/whanau and Stems Learning Advisor immediately of the emergency.
- Follow the advice from the appropriate service, parents/whanau and Stems Learning Advisor.
- At all times making sure the children and themselves are in a safe place according to the emergency.

## What to do if there is a fire

- Shout “fire” and sound the alarm
- Get out of the building quickly and calm
- Ask someone to call the fire brigade. Their phone number is 111
- Tell your address on the phone
- Go to the assembly point which is located at: \_\_\_\_\_

print the assembly point clearly here



### Remember:

- we stay calm
- we don't run
- we don't stop to get our coats or other items
- we don't go back inside until the person in charge says its safe
- we do practice the fire drill
- if there is anything we don't understand, we ask

## What to do during an earthquake



- DROP to the ground (before the earthquake drops you!),
- Take COVER by getting under a sturdy desk or table, and.
- HOLD ON to it until the shaking stops

### **Civil Defence Emergency Kit Contents.**

- A battery powered radio and spare batteries for it.
- 2 – 3 days' supply of tinned food and a can opener
- Water containers to fill in an emergency – you can store drinking water now in carefully cleaned corrosion-proof tightly covered containers.
- A torch, spare batteries for it, candles and matches.
- A first aid kit and book.

If any of these disasters occur:

- A violent earthquake
  - A rising flood
  - A bad storm
  - An eruption
  - A tsunami
1. Turn on your radio for advice and information.
  2. Know how and where to turn off your electricity, gas and water.
  3. Make yourself completely familiar with the Civil Defence information at the end of the yellow pages on the back cover of your telephone directory.

### **Other contents to consider are:**

- Emergency clothing such as wind and rain proof, sun hats, outdoor shoes, blankets or sleeping bags.
- Food and water for 3 days and some method to cook. Suggested amount of water is 3 litres per person per day.
- Spare toilet paper and plastic rubbish bags
- Special supplies for infants and children
- Pet supplies.
- Special supplies for those with disabilities (such as glasses, hearing aids, mobility aids.
- Personal hygiene items (such as towels, toothbrushes, soap, change of clothes)
- Family documents (such as copies of birth and marriage certificates, Insurance policies, drivers' licenses, passports, family photos).

### **Emergency phone numbers:**

Police, Fire, Ambulance: 111  
Health line: 0800 611 116  
Poison line: 0800 764 766