

# Emergency Policy & Evacuation procedure and Plan

Education [Early Childhood Services] Regulations 2008 (and its Amendments):

Regulation 46

Licensing Criteria for Early Childhood Education and Care Centres 2008:

Criterion HS7

## **Rationale**

Civil emergencies may make the occupation or operation of Pelorus Community Preschool inappropriate or place children at further risk or be incapable of effective or safe operation. Civil emergencies may also prevent parents from collecting their child and Telecommunication systems may not be operational.

## **Purpose**

To have appropriate plans in place to enable this process (of evacuation and alternative care) to be carried out effectively and efficiently. We have the following procedures in place to ensure the safety of children and staff.

## **Policy**

Pelorus Community preschool will have Evacuation procedures in civil emergencies such as fire, earthquake, flooding, storms, hazardous substance spill. In circumstances where there is a risk of threat to Preschool and in which the safety of children and staff may be compromised. Eg drugs, alcohol related incidents and such like we will ensure that all children and staff are safe.

## **Procedure**

### ***Evacuation Plan***

The plan covers the process of closing down the operation of the Preschool, vacating it and moving children & staff to an alternative place and their subsequent care. The Preschool's Plan includes the criteria under which evacuation is necessary, the process of evacuation and relocation and the alternative places of care and the alternative care procedures.

### ***Decision to Evacuate***

There are 4 conditions under which evacuation of the Preschool will be necessary:

- If ordered or advised to do so by officials
- If the building becomes structurally or environmentally unsafe
- If the area or the environment becomes unsafe
- If a potential threat is likely to make continued occupation of the property unsafe

- a) The Senior Teacher, or Person responsible in her absence, of the Preschool will make the decision to evacuate taking into account the immediate and longer term safety of children and staff.
- b) Where possible the decision will be made before the centre environment becomes unsafe or options to move safely to the alternative location become unsafe.
- c) The Senior Teacher (or person responsible) will become the Emergency Warden (EW) for the purposes of the Evacuation Procedure and will ensure this plan is followed through.
- d) All procedures are subject to there being enough time and resources to safely carry them out and that priority has been given to first aid.

#### ***Evacuation Preparation***

- a) Check to see whether the alternative location and movement to it, is still possible, safe and usable.
- b) Where possible advise all parents of the preparations/new location by text from the preschool phone and message on Story Park. Staff will use personal mobile phones if necessary to inform parents of any relevant information.
- c) If time allows, and after ensuring safety of children, collect daily sign in sheet, visitor book, and Children's emergency contact list (located on hook behind office door) particularly if the building is at risk of destruction.
- d) If time allows and if it is unlikely that drink, food and first aid supplies are available at emergency location; collect the Civil Defence emergency kit (CD kit) located in the Paua room shed.

#### ***Prior to Evacuation***

- a) Leave a notice securely attached to front entrance of building to advise where the staff & children have relocated to, how to get there and contact phone number.
- b) If time allows, change message on answer phone and send text to all whanau then take the preschool mobile phone and charger
- c) Advise Police, CD Officials, Neighbours
- d) Ask for or arrange assistance with evacuation from neighbours, passersby, officials.
- e) If time allows and if appropriate turn off gas, water and electricity at mains supply.

#### ***Evacuate to Assembly Point***

- a) Move all staff and children to the emergency assembly point - Hill top in Paua room playground, if too wet or dangerous meet in the art area of the Paua room near the exit
- b) Check all parts of the building, including in and around furniture, to ensure all children are out and at assembly point.
- c) Take daily sign in sheet and visitor book and do a roll call (include staff and visitors).
- d) Secure premises, turn gas and electricity off, close and lock windows and doors (if time permits).
- e) Wait to be instructed with regard to generator use.

#### ***Transport and/or relocation movements arrangements.***

- a) Ensure all children stay together when walking to evacuation destination
- b) Ensure Staff/adults take care of specified (known number) group during the relocation
- c) On arrival check all children and adults against roll.
- d) Register, if appropriate with Officials or advise police and CD officials, neighbours of arrival.

### **Options for Relocation**

- a) Unless otherwise specified hereunder the usual assembly place advised by the CD is the local primary school

	Name	Location	Phone
1 <sup>st</sup> Preference	Havelock Primary School	Next door	574-2106
2 <sup>nd</sup> Preference	Havelock Sports Pavilion	Neil Street	C/- Havelock Motor Camp
3 <sup>rd</sup> Preference	St Peter's Church Hall	Lawrence Street	Vicarage

- b) The Emergency Warden will decide the most appropriate location given the circumstances.

### **Options for Care and Release of Children**

- a) If previously not possible, parents will be contacted to advise new location and requested to pick up their children
- b) Staff will be required to stay and take care of the children, until released by EW: advise location officials of this policy.
- c) Staff will ensure that children are comforted, basic needs are met, kept warm, provided with drink and food and shelter and kept occupied and safe.
- d) Where possible all regulations and service features will be continued as if the children/staff were at the licensed preschool
- e) Children will be released to parents (or other person responsible as advised by parents) and marked off the roll.
- f) The EW should make diary notes of significant events and contacts.
- g) EW duties and responsibilities will end when the last child has been released.

### **Personal Threat Emergency Procedure**

In the case of a "threat", the management team will alert the staff in the preschool and the preschool will go into 'lock down mode' and all doors will be locked. The Person responsible will check with management that there is a problem whilst another staff member will ensure that the doors are locked and bolted and dial 111 if told to. Staff and children to remain inside locked area away from windows and doors until instructed that it is safe to unlock doors.

This plan will be copied and displayed prominently on the noticeboard.

### **Policy in Action**

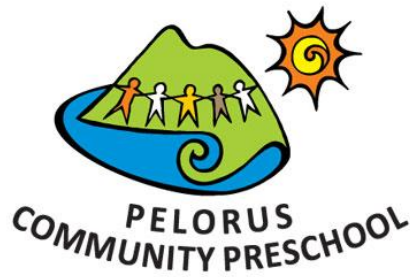
If this policy is being implemented effectively the following should be happening:

- The Plan checklist will be on display and in staff induction kit.
- Parents will know what is happening in an Emergency situation
- Staff will know what is expected of them.
- Teachers and all staff are aware of the procedures in the event of a "threat" situation.

**Reviewed:**

**April 2017**

**Review date: April 2020**



# **Emergency & Evacuation CHECKLIST**

***For after the decision to evacuate has been made***

Alternative location identified as safe (Primary school, Sports pavilion, St Peter's Church Hall)

Advise parents (if possible)

Collect daily sign in sheet and records

-accident records, cash, client list with parent contact details

Collect drink, food and first aid, medication, mobile phone, bedding (toys and books) supplies if necessary

Leave notice advising where relocation site is, how to get there and contact phone number

If time allows change answer phone message

Advise police, CD officials, neighbors

If time: turn off gas, water and electricity at mains

Move to assembly point (top of hill in playground)

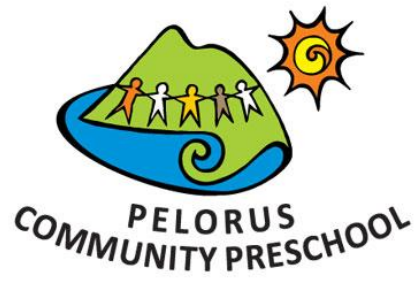
Check to ensure all children and adults at assembly point

Take roll (children, staff and visitors)

Ensure all supplies with nominated person

If safe, secure premises

Move to new location –ensure staff/adults take care of a specified group during relocation, on arrival recheck roll, register with officials, police, CD officials as to arrival.



## **Emergency & Evacuation SUPPLIES CHECKLIST**

Daily sign in sheet & visitor book

Accident records

Cash

Current client list with parent contact details

Civil defence kit

First aid, medications

Mobile Phone & Charger

Bedding, toys and books if necessary