

Fire procedure

If we discover a fire-

- A teacher will be appointed as fire warden for the week. The fire warden will be a teacher assigned/rostered inside. If they are away another teacher will be allocated for this role. Fire warden will wear a red hi-vis vest located in emergency bag in laundry
- Activate the fire alarm located in the office or by bi-fold doors to playground and verbally call out 'fire, fire, fire'
- all teachers to ensure all children are quickly without panicking/running are evacuated, making their way to the nearest fire exit as indicated by exit signs located in the building. Groups of children from inside will make their way out the fire exit located next to office; proceed down ramp and to evacuation area. Children outside will not re-enter building but make their way through outside gate located by ramp and to the evacuation area.
- Evacuations cots will be used to place children under two (not able to walk) in the cot with 5 under twos in one cot (there will be 1 cot available for this purpose) the ramp by sleep room will be used to evacuate children in cots. One teacher will take 1 cot outside with other teachers assisting if necessary.
- one outside teacher will check outside area to ensure no child is left outside
- doors will be closed after vacating building
- fire warden on checking inside; is clear including laundry, kitchen, sleep room, toilets, and office will take with them emergency bag containing - **Emergency Plan folder** (copies of policies, parental contact list incl emergency contact, teachers contact details daily sign in sheet/tablet, excursion book, and first aid kit) located in laundry
- Fire warden will call 111 (take phone with you to assembly point) ask for fire, give address of building
- any children/ visitors requiring assistance will be attended to by a allocated teacher, children under two, who are able to walk unaided/ or as necessary carried by a teacher
- Assemble by fence to right of driveway entrance by emergency evacuation sign, if not safe, then assemble in front of fence on pathway in front of centre

- Fire warden will check roll (ensure all children and adults are accounted for - including any visitors)
- reiterate any information to fire service upon arrival
- Do not re-enter the building until the firefighters say it is safe to re-enter the centre
- Fire protection procedures and equipment will be reviewed annually.
- A message will be placed on Storypark and Face book informing parents of the event and when/how they should retrieve their child
- Every six months (2x yearly) we will undertake notified trial evacuations

Earthquake

- If we experience an earthquake...
- Drop, Cover, Hold. If indoors move no further than a few steps then Drop, Cover, Hold, encourage children to be a turtle.
- If outdoors move away from buildings, trees, and power lines and then Drop, Cover, Hold.
- Once shaking stops we will... Evacuate all children and adults, fire warden will take **Emergency Plan folder**, daily sign in sheet, and first aid kit.
- Evacuations cots will be used to place children under two (not able to walk) in the cot with 5 under twos in one cot (there will be 1 cot available for this purpose) the ramp by sleep room will be used to evacuate children in cots. One teacher each will take 1 cot outside with other teachers assisting if necessary.
- All kaiako to take mobile phones with them.
- Assign kaiako to check all areas are clear - including laundry, sleep room, office, and outdoor area.
- Assemble by 'Evacuation sign' in car park to the right of the gate. If not safe, then assemble in a clear outdoor space.
- Fire warden will check roll ensure all children and adults are accounted for - including any visitors.
- Inform parents. Decide if controlled whānau reunification is required; refer to Emergency Plan folder for emergency contacts.

- Fire warden will check buildings and turn off utilities Turn off water, power, and gas, be mindful that aftershocks can cause further damage.

Volcano: According to the civil defence hazard map we are not in the 5km buffer of Auckland volcanic field, boundary vents or past volcanic deposits. However we will follow the procedures as above for an earthquake.

Procedures

- We will subscribe to emergency alerts which will send a message to centre manager and teachers phones (civil defence and Mataara- a mass contact tool/ MoE contact text nos 8707 to which we respond as necessary)
- We will listen to the radio and follow instructions from emergency services
- We will move all children and adults present indoors
- Close windows and doors
- In heavy ash fall windows and doors may need additional sealing to avoid ash entering building
- Air conditioning/ventilation units will be turned off to prevent ash being drawn in
- Should the roof show signs of sagging under weight of ash, then we will evacuate the building and move to evacuation area located in carpark to right of gate
- Evacuation cots will be used to place children under two (not able to walk) in the cot with 5 under twos in one cot (there will be 1 cot available for this purpose) the ramp by sleep room will be used to evacuate children in cots. One teacher will take 1 cot outside with other teachers assisting if necessary.
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- It will be the responsibility of the fire warden to take emergency bag with them and do a roll call at evacuation area

Lockdown-

If we experience a violent threat, such as a dangerous person entering the centre, or if Police contact us and request the centre go into lockdown...Activate the fire alarm (located to left of entrance bi-fold doors and by bi-fold doors to playground

- **Person responsible** will call or assign a teacher to dial 111- identify yourself and our centre, our address and provide all details the operator requests.
- **'Person responsible'** will alert kaiako that the centre is going into lockdown. Kaiako to take their mobile phones.
- **Safe Position-** If safe, teachers will move all children and adults to safe positions to wait for the Police to arrive. Bring everyone inside and into rooms that are safe
- **Person responsible** will lock all doors and windows. Assign a kaiako to take Emergency Plan folder, daily sign in sheet, and first aid kit
- **Person responsible** will check roll, ensure all children and adults are accounted for - including visitors.
- Keep quiet and do not leave your safe position.
- When police arrive, follow their instructions.
- See below for parental communication

Bomb threat

Procedures

- Remain calm, do not hang up, avoid being confrontational

Questions to ask: Ask where is the bomb, when will it explode, what does it look like, what kind of bomb is it, what sort of explosive is it, type & quantity, why did you place the bomb, their name, address, where are they

Caller identification

- Gender, est age, speech impediments, accent, vice (loud, soft) speech (fast/slow), manner- calm, emotional
- Do you recognise voice

Message

- Well spoken, incoherent, irrational, taped, message read by caller, abusive

Background noise

- Street noise, aircraft, music, house noise, voices, music, machinery, vehicles
- Note date and time, length of call, number called
- notify the 'person responsible' on the premises, they will make the decision to evacuate and will notify the necessary authorities-police. Give the authorities all information as recorded above
- Follow instructions of the relevant emergency services personnel

Flood/ tsunami

According to the civil defence hazard map we are not in a Tsunami zone which is indicated as by red, orange or yellow. However, should this occur we will follow the same procedures as for a flood.

Procedures

- We will subscribe to emergency alerts which will send a message to centre manager and teachers phones (civil defence and Mataara- a mass contact tool/ MoE contact text nos 8707 to which we respond as necessary)
- We will listen to the radio and follow instructions from emergency services
- We will be ready to evacuate the centre if necessary.
- We will as instructed by authorities reach higher ground if necessary
- All children/teachers or visitors will be accounted for
- emergency bag will be taken with us (if we need to leave the centre) that includes parents contact details
- If the road or surrounding area is flooded, we will stay at the centre until further notice from emergency services (civil defence, police or fire)
- Items that are considered dangerous or valuable will be moved off the floor or out of the flood zone
- Water and electricity will be turned off
- after the event we will continue to listen to the radio and follow instructions from emergency services

- Floodwater may be contaminated so any food or drink that was in contact with floodwater will be thrown away
- See below for communication to families

As indicated by the civil defence hazard map the centre is indicated as being in a 1-100 year flood plain. A flood report was covered in the council resource consents requirements and while there is a stream below the centre the site itself is too high for any flooding to reach the grounds or building.

Storms

Procedures

- We will subscribe to emergency alerts which will send a message to centre manager and teachers phones (civil defence and Mataara- a mass contact tool/ MoE contact text nos 8707 to which we respond as necessary)
- We will listen to the radio and follow instructions from emergency services
- We will be ready to evacuate the centre if necessary.
- Should we need to stay at the centre we will use the civil defence kit as necessary
- If we receive notification a storm is imminent all children/teachers and visitors will be ushered inside
- Windows and doors will be closed
- We will encourage children/adults to stay away from windows and doors
- Avoid bathtubs, water taps, and sinks. Metal pipes and plumbing can conduct electricity if struck by lightning. Use your water from your emergency supplies.
- Clear away anything outside that may fly around in the wind.
- Put tape across large windows to prevent them from shattering.
- Open a window on the side of the building away from the wind — this will lessen pressure on the roof.
- Stay away from metal and electrical fixtures.
- After the storm has subsided we will stay indoors and listen to the radio.
- Avoid dangling and broken power lines.

- See below for communication for families

Storm definition: Storms can cause strong winds, rain, thunder, lightning, hail, heavy snow and rough seas. MetService issues strong wind warning when they expect winds more than 87 kilometres per hour over land.

Quarterly fire, earthquake and reverse evacuation drills are undertaken, including all children and adults present, and documented in centre's emergency plan folder.

- A fully accessible and transportable **civil defence kit** (located in outside resource room) will be stored on the premises. This will include food and water supply for everyone at the centre for at least one day, preferably three, a current phone list of all team members and whānau and supplies in accordance with civil defence guidelines.
- check updates, paperwork and replenish stock every six months.
- A **plan for the safe handling of an emergency and evacuation** of children and adults from the building is prominently displayed on a notice board. **See site evacuation plan by fire alarm**

<https://www.civildefence.govt.nz/assets/Uploads/publications/bpg-06-11-early-childhood-education-emergency-planning-guidance.pdf>

Serious injury or Death

This will include children, staff member, family member and can create significant risks to physical, emotional and mental health. It also has the potential to cause sudden or significant disruption to the effective operation of our service. If it is insensitively handled it can impact on those affected and attract adverse media or public comment.

Response actions:

- Ensure your own safety. Assess area for danger (e.g live wires, poisonous, substances etc)
- Do not assume death has occurred. Any first aider on the premises will respond -give immediate first aid
- **Person responsible** will call emergency services

- **PR** will notify manager and isolate and contain the area
- **Manager** will as soon as possible advise other staff
- **Manager** may accompany police to advise parents/family
- **Manager** will advise the Ministry of Education trauma incident team (0800 84 83 26). They will guide you on managing the response including how to advise children, arrange counselling etc
- Complete incidence form with all known details

If the death or injury occurs outside the centre follow appropriate steps noted above.

Missing child

All instances of a child missing from our centre will be treated urgently and steps taken to locate the missing child or confirm their safe whereabouts.

Reason a child may go missing can include

- The proximity of dangerous hazards to the centre
- The possibility of an abduction
- The possibility that the child has been picked up by a parent/caregiver
- The child may have escaped the centre unknowingly by teaching staff
- The child may have wandered off during an excursion

Information or notification that a child is missing

Response actions

- Confirm that the child was present that day and when they were last seen
- notify the person responsible, staff and the manager
- search the centre inside and out including car park, resource room and surrounding area of centre

If child is found

- if child is found injured or ill call for medical assistance if required
- notify manager, and adults searching
- establish circumstances and complete incident report
- arrange for child's parents/caregivers to be advised

If child is not found

- notify police immediately
- notify parents/caregivers immediately
- notify local Ministry of Education office (Henderson)

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