



Emergency Policy

Goal:

To have a procedure to keep everyone in the centre safe during any emergency or from any outside threat, either perceived or actual, and for teachers to effectively manage an emergency situation.

Procedure:

General Provisions:

1. The 'Person Responsible' is the Supervisor or person acting in this role in her/his absence.
2. For the purpose of this policy, all teachers are deemed to be floor wardens and can be identified by their centre name badge.
3. The building warden will be identified by a yellow vest with the words 'Head Warden', which is located in the area of the roll.
4. Teachers will be identifiable by their Centre name badges.
5. The roll and parent information sheet are to be kept in the main room, in the region of the sign in area.
6. A 'Fire Action' notice will be displayed in each room of the building.
7. The centre will maintain a civil defence kit. This will be stored in a wheelie bin, marked with the Civil Defence words and logo, located in the children's bathroom. The contents (as recorded on the attached appendix A) will be checked annually and replaced as required. The kit will be used if necessary and safe to do so.
8. Relevant drills will be practised each term. The programme of drills will ensure that children are made aware of dangers, and know how to listen to teachers' instructions that will keep them safe.

9. Teachers will remain at the Centre during any emergency until their responsibilities are fully discharged. As far as is possible, the teacher–child ratio will be maintained until the emergency is over.

Fire:

Signal: activate audible Fire Alarm

10. In the event of a fire at the Centre that requires evacuation, the person discovering the emergency or Head Warden will activate the nearest fire alarm and warn other teachers.
11. On hearing the evacuation alarm, the Evacuation Procedure will be implemented.
12. The person with the cell phone is to make a 111 call to the emergency services as soon as they arrive at the Emergency Evacuation Assembly Point.
13. The Head Warden will meet the emergency service at the front of the building to advise them of the location of the emergency.
14. A fire drill will be practised each term.

Earthquake:

Signal: teachers to shout 'Earthquake'

15. In the event of an earthquake, teachers will assess the risk management at the time.
16. If necessary, teachers will signal children to adopt the turtle position.
17. Once the shaking stops, the Evacuation Procedure will be implemented if appropriate.
18. An earthquake drill will be practised each term, using the earthquake turtle position, and participating in the national 'Shakeout'.

Hazardous Materials:

If the fumes are inside the Centre:

Signal: activate audible Fire Alarm.

19. In the event of a hazardous materials spill inside the Centre that requires evacuation, the person discovering the emergency or Head Warden will activate the nearest fire alarm and warn other teachers.
20. On hearing the evacuation alarm, the Evacuation Procedure will be implemented.
21. The person with the mobile phone is to make a 111 call to the emergency services as soon as they arrive at the Emergency Evacuation Assembly Point.
22. The Head Warden will meet the emergency service at the front of the building to advise them of the location of the emergency.

If the fumes are outside the Centre (including volcanic ash fall):

23. In the event of a hazardous material spill outside the Centre, volcanic ash fall, or if notification is received from the emergency services to shelter from fumes inside the Centre, the Head Warden or person receiving notification from emergency services will warn all other teachers.
24. All children, staff and visitors will be moved inside the Centre.
25. All windows and doors will be closed, and air passages around doors sealed using towels, blankets, plastic rubbish bags or tape.
26. All ventilation (including heating and air conditioners) will be turned off.
27. If necessary, the person with the mobile phone is to make a 111 call to the emergency services.
28. Everyone will remain inside the building until the all clear notification is received from the emergency services.

Lockdown:

Signal: verbal communication among teachers that a lockdown is in force

29. A lockdown will be initiated on advice from the 'Person Responsible', or the Police, or if the Centre is advised by the school, or if they hear the alarm

that a lockdown is happening within the school, or if events around or near the Centre necessitate this action.

30. Teachers (including relief teachers) working outside are to be alert for the lockdown alarm being rung by nearby schools, and will advise the 'Person Responsible' immediately on hearing the alarm.
31. The 'Person Responsible' will ensure that all doors and windows will be closed and locked, and blinds/curtains closed.
32. The 'Person Responsible' will ensure that all lights are turned off.
33. The 'Person Responsible' will ensure that all equipment emitting noise or light (e.g. computer, radio, baby monitor etc.) is turned off.
34. If safe to do so, the 'Person Responsible' will collect the centre's landline, cell phone, and roll.
35. If safe to do so, the 'Person Responsible' will ensure that the Civil Defence Kit is moved from the children's bathroom into the infant sleep room. Items from this will be used as necessary.
36. Teachers will calmly assist children and any other adults present in the Centre into the infant sleep room.
37. Teachers will sit with children and assist them to quietly listen to instructions.
38. The person with the mobile phone is to make a 111 call to the emergency services, advising them of the potential threat.
39. Everyone in the lockdown will remain hidden and quiet in the infant sleep room (or another room if necessary) until the all clear instruction is given by the emergency services or the 'Person Responsible'.
40. A lockdown drill will be practised each term.
41. Children will not be released from the Centre under any circumstances while the lockdown is in effect. This includes their release to parents/guardians and whanau.

Evacuation Procedure:

42. On hearing the evacuation alarm, all teachers and adults present, are to calmly assist the children to evacuate the building, to the Emergency Evacuation Assembly Point.
43. Each teacher is to check the immediate area in which they are working, e.g. main room, toilets, laundry, resource room, sleep rooms, office, kitchen, outside area; closing doors as each area is checked.
44. The teacher closest to the area, is to collect the roll, parent information sheet, mobile phone and grab bag if safe to do so.
45. Evacuation is to be via the nearest safe exit, with the group meeting in the playground at the rear gates at the Emergency Evacuation Assembly Point (deemed the 'place of safety' according to the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018).
46. Once all persons are assembled at the Emergency Evacuation Assembly Point, teachers are to confirm to the warden clearance of each area.
47. If appropriate, the person with the cell phone is to make a 111 call to the emergency services as soon as they arrive at the Emergency Evacuation Assembly Point.
48. A roll call of all children, teachers and visitors will then be undertaken by a floor warden.
49. No person is to re-enter the building until the all clear is issued by either the Head Warden or the emergency service.
50. Evacuation drills will be practised at least twice every term, ensuring all children and teachers in the centre have participated in a drill. Any visitors to the centre at the time of an evacuation drill will be required to participate in that drill.
51. The teacher signing the roll for the morning and the afternoon is to check the visitor sign in sheet for any emergency evacuation assistance required, and will inform other teachers of any such requirement. All teachers are to be aware of any children or adults with disabilities who may need special

assistance to evacuate the building and will assist with this requirement as necessary.

References:

- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020.

Appendix A

Civil Defence Kit

Quantity	Contents
2	Two Litre Water Bottles
1	Five pack 2 min noodles
4	820g tin Baked Beans
2	820g tin Spaghetti
2	Bags of Lollipops
1	Base Camp Stove
1	Butane Gas canister
1	Torch with batteries
1	Small pot
1	Tin opener
1	Packet of Matches
1	Roll of toilet paper
2	Disposable nappies
1	Writing pad with pens
1	Radio with batteries