



Civil Defense and Emergency Policy

Rationale

To safeguard all occupants of the Centre in case of civil defence or emergency.

Purpose

There is a clear Emergency Preparedness and Evacuation Plan for children and staff of the Centre should a personal or physical emergency occur.

Physical Emergency

- Chemical spill
- Earthquake
- Fire
- Flooding
- Gas leak
- Power failure
- Storm
- Volcanic eruption and ash fall

Personal Emergency

- Serious assaults
- Armed offenders
- Bomb threat
- Death or serious injury
- Intruder
- Medical emergency
- Missing child
- Tsunami

Four Simple Steps

1. Understanding the hazards that could affect you.
2. Reducing those hazards, or the consequences of them.
3. Having a plan to respond to emergencies if they occur.
4. Practicing the response to the most likely events.

Pandemics

It has been identified that there is a possibility that New Zealand could face a pandemic in the next 15 years. Because of this, and the recent focus on “bird flu,” we will at all-time follow the advice from the Ministry of Health. There will be comprehensive information provided should we need to monitor the Centre and to support families having to cope with this situation.

When there are 5–10 cases in a region movement of people could be restricted, centres and schools may be closed and public gatherings cancelled. We need to understand:

- How to reassure parents by passing information on to them calmly.
- Act on all Ministry of Health directives. We will not need to close the Centre unless we are told to do so and will be provided with a reasonable amount of time to accomplish this.

We recognise the fact that emergencies can arise out of its work processes and practices and for other anticipated or unforeseen reasons in the wider community. In the event of an emergency situation occurring, for whatever reason, we realise that staff, visitors and children in the centre facilities may have their health and safety placed at risk.

Evacuation Plan

Evacuation plans and procedures are displayed around the Centre or available upon request.

Decision to Evacuate

There are four conditions under which evacuation of the centre will be necessary:

1. If ordered or advised to do so by officials; or
2. If the building becomes structurally or environmentally unsafe (e.g. fire, earthquake, flood); or
3. If the area or environment becomes unsafe (eg. gas or chemical leak or local fire); or
4. If a potential threat is likely to make continued occupation of the property unsafe.
5. The Centre Supervisor (or person responsible on duty) will make the decision to evacuate (i.e. implement the evacuation plan) taking into account the immediate and longer term safety of children/staff.
6. Where possible the decision will be made before the centre environment becomes unsafe or before options to move safely to an alternative location become unsafe.

Evacuation Preparation

- Check to see whether the alternative location and movement is still possible, safe and useable.
- Where possible advise all parents of the preparation/ new location by phone.
- Collect up all rolls and records (parent contacts, accident book etc...), particularly if the building is at risk of destruction/ loss.
- Take first aid supplies to the emergency location.

Prior to Evacuation

- Leave a notice securely attached to front entrance of building to advise parents where the staff and children have relocated to and advise of the mobile phone number.
- Take mobile phone.
- Advise police and CD officials.
- Task first aid supplies.

Evacuate to Assembly Points

- Move all staff and children to the assembly point.
- Take roll record and check sign-in sheets on arrival.
- Parents will be contacted to advise new location and to pick up their child.
- Staff will stay and care for children.
- Staff will ensure children are comforted; their basic needs met, and are kept occupied and safe.

Planned Trial Evacuations

Earthquake

- In the planned trial evacuation, all staff are required to follow the earthquake evacuation plan displayed around the centre.
- Staff will have training in evacuation procedures.
- Planned drills will be done once a term.
- The Centre Supervisor will write up a report which is filed in the *Occupational Health and Safety*

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folder.

Fire

- All staff are required to follow the fire evacuation plan and duties displayed around the centre.
- The Centre Management will be responsible for informing the Fire Safety Department when the next planned trial evacuation will be taking place at the centre.
- The drill will be held tri-annually
- All staff will have training in fire evacuation procedures.
- Evacuation Schemes are filed in the OH&S folder which is kept in the Centre Supervisors office.
- Evacuation of Disabled Persons Assistance Register will be located with the daily sign in rolls.

Fire – Emergency Response

Centre Supervisor and Staff Action

1. When a fire is discovered activate the alarm.
2. Notify the Centre Supervisor or the person responsible.
3. Use the extinguisher if safe to do so.
4. Follow the fire drill procedure.
5. Centre Supervisor or person responsible checks each area closing doors as they go.
6. Meet at assembly point.
7. Roll check staff and children.
8. Await instructions.
9. Re-occupy when given the “all clear”.

Earthquake – Emergency Response

Centre Supervisor and Staff Action

Immediate action by staff and children:

1. Stay calm.
2. “STOP...DROP...and COVER YOUR MOP” and get under a table if you can.
3. Beware of falling objects and glass.

When shaking stops:

4. Check staff and children for injury. Apply first aid where necessary.
5. Put out fires and turn off equipment.
6. Wait for instructions. Outside hazards may be worse.

Post Event:

7. Assess damage. Reassure the children.
8. Turn off external gas and power if safe to do so.
9. Carry out external building check.
10. Carry out internal building check.
11. Assess and make decision if to re-occupy.
12. Re-occupy building and initiate repairs.

Flooding – Emergency Response

Many areas in New Zealand are subject to flooding. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas. Flooding may happen very quickly in some areas.

Early Childhood Centres in flood prone areas must be alert to the possibility of a flooding emergency that will require staff and students to take immediate action.

Centre Supervisor and Staff Action

1. Any doubts? Contact civil defence office and get expert advice.
2. Monitor the situation using TV or radio.
3. Make a decision to contact parents/ guardians. Make contact with civil defence. Consider evacuation to Civil Defence Centre.
4. If able move vital records up high.
5. Evacuate when given instructions.
6. Shut off power/ gas if possible.
7. Ensure notice of evacuation is in door.
8. Take emergency supplies if possible to Civil Defence Centre.

Gas Leak – Emergency Response

Centre Supervisor and Staff Action

1. Activate the fire alarm and call 111 fire service indicating a gas leak if location if known.
2. Follow fire evacuation procedures.
3. Turn off any gas valves and ventilate area if possible.
4. **Do not** operate electrical switches.
5. Evacuate to a safe area away from the gas leak – up wind if possible.
6. Assemble children and check rolls.
7. Centre Supervisor/ person responsible to notify gas company or emergency services.
8. Centre Supervisor/ person responsible to ensure notice of evacuation is in door if you leave the site.
9. Await further instructions.
10. Re-occupy only when the “all clear” is given by the fire service.

Volcanic Eruption and Ash Fall – Emergency Response

New Zealand has several active volcanic zones, all of them in the North Island. Civil Defence will warn of impending life-threatening eruptions.

Be prepared to respond rapidly.

Staff Action

1. Keep windows and doors closed.
2. Listen for civil defence warning on radio or TV.
3. Keep children calm.
4. Follow instructions properly.
5. Stay indoors as much as possible.
6. If going outside wear face mask and goggles.
7. Disconnect down pipe from water tanks if applicable and safe to do so.
8. Make sure you have sufficient water supplies.
9. Keep gutters and roof free of ash **if safe to do so**.

Centre Supervisor/ Person Responsible Action

1. Listen for civil defence warnings on radio or TV.
2. Keep staff informed.
3. Keep in contact with Civil Defence Centre. Be ready to evacuate at short notice.

Tsunami – Emergency Response

What are tsunamis?

Tsunamis are large ocean waves generated by major earthquakes beneath the ocean floor or major landslides into the ocean. Tsunamis caused by nearby earthquakes may reach the coast within minutes. When the waves enter shallow water, they may rise to several feet or, in rare cases, tens of feet, striking the coast with devastating force. People on the beach or in low coastal areas need to be aware that a tsunami could arrive within minutes after a severe earthquake.

Be prepared to respond rapidly.

Staff Action

1. Because we are in a coastal community and feel the shaking of a strong earthquake, we may have only minutes until a tsunami arrives.
2. Keep children calm.
3. Listen for civil Defence warning on radio/ TV/ sounders.
4. Follow instructions properly if tsunami warnings are issued.

Centre Supervisor/ Person Responsible Action

1. Listen for civil Defence warnings on radio/TV.
2. Keep staff informed.
3. Keep in contact with Civil Defence Centre. Be ready to evacuate at short notice.

Bomb/ Arson Threat – Emergency Response

Centre Supervisor and Staff Action

1. Keep calm and do not panic.
2. Keep the person talking. *Do not interrupt.*
3. Let them feel in charge.
4. Attract the attention of another adult – adult notifies Centre Supervisor or Senior staff member. Supervisor or Assistant Supervisor raises the alarm. Centre Supervisor and Assistant Supervisor organise evacuation.
5. Ask check list questions and record responses if possible.
 - Where did you put the bomb?
 - What does the bomb look like?
 - What will make the bomb explode?
 - What is your name?
 - Where are you from?
 - Exact wording of threat?
 - Sex/ estimated age of attacker?
 - Stay calm.
6. Call 111.

Violence/ Personal Threat – Emergency Response

Centre Supervisor and Staff Action

1. Try and stay calm and do as you are told.
2. Acknowledge the persons feeling/ problems. Speak quietly, calmly and slowly.
3. Move carefully and slowly explaining your actions as you do so. *Avoid sudden movements.*
4. Avoid provocation by careful use of movement and your body language. Attempt to understand the person's problem.

If safe to do so:

5. Activate alarm.
6. Attract attention of others.
7. Call for help.
8. Make 111 call.
9. Wait for help.
10. Complete Accident/ Incident/ Sickness Form.

Medical – Emergency Response

Staff Action

1. Evaluate the accident.
2. Get help and keep bystanders away.
3. Remove person from eminent danger if possible.
4. Give first aid CPR if trained to do so.
5. Assist emergency staff.
6. Document the incident.

Centre Supervisor/ Person Responsible Action

1. Ensure trained is at the accident scene.
2. Call 111 ambulance.
3. Ensure bystanders are being kept away.
4. Notify parents.
5. Check to see if there are any witnesses.
6. Document the incident and call Trustees.
7. **Do not** give any statement to the media.

Death - Emergency Response

If the death occurred at the Centre:

1. Call emergency services.
2. Isolate the effected person.
3. Notify the Trustees.
4. Princes Street childcare trustees will develop a plan to notify parents.

If the death did not happen at the Centre:

1. Notify Centre Trustees.
2. Notify staff prior to arriving at the Centre if possible.
3. Determine how to notify un-contactable staff and parents.
4. Advise of counselling services available.

Centre Governance Action

1. Designate counselling and other necessary services. Organise rooms.
2. Monitor the situation and check to see if effective services are provided.
3. Accompany and support staff as necessary.
4. Evaluate the situation.

Emergency Contacts

Please fill in with phone numbers appropriate for your centre location

Service	Name and Phone Number	
Centre Contact		
Civil Defence Warden		
First Aid Certificate Holders		
Doctor		
Ambulance	Call 111 in Emergency Other Contact:	
Police	Call 111 in Emergency Other Contact:	
Fire	Call 111 in Emergency Other Contact:	
Plumber		
Electrician		
Power Supplier		
Security		
Glazier		

Assisting Person/s with Disabilities during an Emergency

Assistance Register for Persons with Disabilities

Date	Likely location of persons requiring assistance	Person requiring assistance	Person/s assigned to assist

Register of Staff Members Assigned to Assist Person with Disability Visiting the Centre

Date appointed	Likely location of staff member requiring assistance	Staff member requiring assistance	Person/s assigned to assist

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