

EMERGENCY PROCEDURES POLICY

Purpose:

Treetops Early Learning Centres are committed to ensuring the safety of children and staff within our centre. We believe in educating our staff and children in emergency procedures to ensure that in the event of an emergency situation everybody involved will follow clear well rehearsed practice.

EARTHQUAKE

Guidelines:

1. The Centre has a well resourced civil defence supply kit which is checked 3 monthly to ensure validity of terms.
2. Staff and children will practice the earthquake drill every 3 months – the Centre Manager will sign the drill form as proof that it has been completed. The Centre Manager will complete an evaluation of the drill for staff to reflect on if required.

In the event of an earthquake the following steps will be taken:

1. Staff will call out earthquake three times.
2. The outside children will then stop and drop into a safe/turtle position. They will remain in this position until given the all clear at which time they will go and stand in a safe area.
3. The inside children will also stop and drop into the position, where applicable staff will then instruct them to either get under a table or into a doorway. Children will remain in this position until given the all clear.
4. Staff will then check the hazards and liaise with each other and decide whether it is safer to remain in the building or to evacuate.
5. If evacuation is deemed necessary, staff are to remain calm, take the centre register, enrolment forms, emergency kit, and radio located in the civil defence kit, and escort the children safely out of the building. Staff are to thoroughly check the areas that they were responsible for prior to the earthquake to ensure that all children have been evacuated.
6. Assemble in a safe area in the playground or carpark. Undertake a headcount of all staff, children, and any visitors and tune into the radio station for further direction.
7. Teachers must stay at the centre until ratios allow them to leave. Priority to leave the centre (when able) will be given to teachers who have children / dependants to attend to.
8. Children who are not collected will have their parents and emergency contacts phoned by staff. If none of these people are able to be contacted, Civil defence will be contacted. If phones are not working a staff member will go by foot to the nearest civil defence building post. Civil defence will liaise with Oranga Tamariki. OT have responsibility for children who are separated from their parents or normal guardians in an emergency. We will be directed from here as to how we should proceed with care for the child(ren).
9. If it is necessary to evacuate to the Civil Defence Post, a notice will be left on the door for parents notifying the location they can find us, and mobile phone numbers they can call for staff.

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FIRE

Guidelines:

1. The Centre has a well resourced civil defence kit which is checked 3 monthly to ensure validity of items.
2. Staff and children will practice the Fire drill every 6 months – the Centre Manager will sign the Drill form as proof that it has been completed. The Centre Manager will complete evaluation of the drill for staff to reflect on if required.

In the event of a fire the following steps will be taken:

1. In the event of a fire and the fire service needs to be called, staff dial 111
2. Staff to ensure the building is evacuated. Leave the premises by the nearest fire exit. Each staff member will take responsibility for the children in the area nearest them.
3. If possible, the last teacher to leave the building is to close the doors.
4. Report to designated assembly areas.
5. Count children using a physical headcount as well as a roll call.
6. Staff will remain calm and entertain children as best as possible, i.e. singing, telling stories.
7. Any parents on the premises during a fire drill or emergency evaluation must follow the directions and instructions of the staff. It may be necessary for parents to assist staff during the evacuation process.
8. Staff and children will not enter the building unless given the all clear by the fire department.

VOLCANIC ERUPTION AND ASHFALL RESPONSE

Guidelines:

1. The Centre has a well-resourced civil Defence supply kit which is checked 3 monthly to ensure validity of items.
2. Staff and children will practice the Volcanic Eruption and Ash fall drill every 3 months – the Centre Manager will sign the “drill form” as proof that it has been completed. The Centre Manager will complete an evaluation of the drill for staff to reflect on if required.

In the event of a volcanic eruption the following steps will be taken:

1. Centre Manager will signal the Eruption drill by saying “volcano eruption”
2. All outside children will then be brought inside. All windows and outside doors will be shut. Children will remain inside the centre until given the all clear, at which time they will go and stand in a safe area still remaining inside. In the event that anyone is required to go outside they must wear a face mask and goggles. **IF IT IS SAFE TO DO SO** keep gutters and roof clear of ash.
3. The inside children will remain inside also waiting until given the all clear. All water supplies will be reserved.
4. The centre director will listen to the radio for the civil Defence warning and keep staff informed. Staff will make preparations to evacuate at **SHORT NOTICE**. All instructions from Civil Defence and the Centre Manager/ Director will be followed properly.
5. If evacuation is deemed necessary, staff are to remain calm, take the centre register, emergency kit and radio located (in the staff room) and escort the children safely out of the building to their Civil Defence approved evacuation site. Staff are to thoroughly check the areas that they were responsible for prior to the eruption to ensure that all children have evacuated. The centre director will continue to liaise with Civil Defence groups.
6. The Centre Director/Manager will prepare to close. The Centre Director is responsible for notifying the MOE, Civil Defence and Centre Owners.
7. The Centre Director will be responsible for getting the Evacuation Register to MOE.