



EMERGENCY & FIRE PLAN & PROCEDURE

Enquiries to:	Centre Manager,
Applies to:	All Teachers, other staff, parents, adults and children
Date Developed:	May 2021
Date Reviewed:	March 2023
Date Approved:	June 2023
Next Review Date:	March 2024

Reference: Education (ECE) Regulations, Licensing Criteria for ECE Centres, 2008, 8, HS4-HS8, (Emergencies), Wellington Emergency Management Office, Civil defence.

This Emergency Plan is to be put in place in the event of an: earthquake, tsunami, floods, fire, chemical contaminations, or any unexplained interruption to water supply or gas mains.

Trial Evacuation:

Carrying out trial evacuation without Fire Service in attendance:

- Each year the Centre Manager will set the four fire evacuations, four Earthquake trials and one tsunami drill, in consultation with the staff.
- Conduct the trial evacuation and record the time it took to evacuate the building.
- Make note of any problems that may arise and assess if any updates need to be made to the procedure.

Fire Evacuation:

- In case of fire, the appointed Wardens: Bernie or Māhuri Warden: Nadine or Pihinga Warden: Tayla, should trigger the alarm
- The alarm is situated in the Hallway near the Tamariki bathroom
- Activate alarm, and on sounding of the alarm instruct all children and adults to go to the closest staff member to form a group and leave the premises by the nearest FIRE EXIT through Māhuri deck or Pihinga deck into playground.
- Proceed out through the decks and walk safely to gate in the playground by Hutt Valley high school.
- Take a roll call
- **Wardens** are responsible for:
 - Collecting the go bag, roll and phone
 - Checking toilets, kitchen areas, closing the doors as checking, and collecting the attendance roll before leaving the building then showing that a sweep has been made of each space by turning the red evacuation sign for each room in the hallway.
 - Assisting children and adults to leave where necessary
 - For ensuring that a staff member or an adult is instructed to call emergency services, dialling **111** as soon as possible
 - Liaising with the Fire Service Officers and ensuring that no one re-enters the building before the all clear has been given.

Evacuation route/exit points:

There are three emergency exits that are clearly labelled. These exits are to be kept clear at all times. Exit points are:

- Exterior door through Māhuri main room and deck out to playground and then to the gate by Hutt Valley High school
- Main entrance door into Centre.
- From Pihinga side door through the deck into playground.

Emergency Evacuation Planning and Procedure:

- ◆ All staff to be aware of earthquake drill procedure, "Drop, Cover and Hold" ASSUMING THE **TURTLE POSITION. Covering their NECK not their head.**
- ◆ If there is a need to evacuate the centre premises, a notice will be left on the centre door, notifying parents of location of children.
- ◆ When drills are carried out, The Fire/Earthquake evaluation will be filled out and a copy will be made available by the day sheets for parent/whanau to view. Fire and Earthquake procedures will be reviewed annually referring to these Fire/earthquake evaluations.
- ◆ All staff to be aware of how to turn off water, gas and electricity.
- ◆ All Qualified Staff to have current first aid certificates.
- ◆ Children will be kept with at least two permanent teachers until collected by parents or a nominated person.
- ◆ All staff to make themselves familiar with the Centre Emergency Evacuation Procedure (this document)
- ◆ The Centre shall appoint a Warden, and Deputy Warden while they are in the building.
- ◆ Lower Hutt City Childcare centre is responsible for checking the fire equipment regularly and pressure testing Fire extinguishers.
- ◆ Warden equipment, vests are supplied and must be worn by the Wardens during trial evacuations and emergencies. The vest is kept on a hook in the staff room and in the Iti bathroom.
- ◆ Each new staff member is to be made familiar with the centre's emergency evacuations procedures as part of their induction.
- ◆ Evacuation to Eastern Hutt School, Kings Cres, Lower Hutt
- ◆ Relievers are requested to read the Relievers Hand book to be familiar with these procedures.
- ◆ or new parents Kit, which outlines the emergency procedures.
- ◆ Parents can find information on our Emergency procedure and communication plan on our Website.

Earthquake:

- Kaiako/teachers to loudly call "**DROP AND BE A TURTLE**"
- All children are to be told to curl up into a ball into the Turtle position and cover back of neck with hands
- Adults are to stand in doorways facing away from windows or drop or curl covering head/neck area
- All adults and children are to remain in position until given the "**ALL CLEAR**" signal
- Staff members are to remember that their own safety is given priority and that the children are to be given verbal instructions not physical assistance unless this can be carried out with minimal risk to themselves or deemed necessary. If an adult is injured, they put all children at further risk.

After Earthquake:

- We are in a Tsunami Zone – follow recommendation IF IT'S LONG AND STRONG GET GONE and evacuate immediately. If building is badly damaged then evacuate.
- Attend to injured children, calm and reassure all children
- Keep records of children's departure
- Establish communication with emergency services and parents/caregivers.
- If it's a long-term Emergency or building is unsafe Staff should follow the Senior Staff directions to Eastern Hutt School. Follow evacuation procedure outlined in the civil defence kit.

Communication Plan – This information will also be available storypark

If we are required to evacuate to another location – **Eastern Hutt School, Kings Cres, Lower Hutt**

- Evacuation procedures will be followed, these are with the civil defence kit the Nui Moe room
- A message will be left near the front door alerting everyone where we have evacuated too. Usually this is Eastern Hutt School.
- Once at a secure location and the tamariki are settled, Whānau will be called one by one to alert them to our location and to set up a plan for collecting their child using the contact information provided by whanau on the enrolment form.
- Parents can then collect their child from the evacuation point.

Lockdown

- Kaiako will follow the advice of Police.
- Children will be taken to a safe lockdown space and once safe and settled parents/whānau will be notified of the lockdown either by phone call if safe or using Educa message board
- Once the all clear is given whānau will be notified using Educa message board.

Flooding

- If we are advised of flooding, we will take the advice given by Hutt City Council.
- If we are required to clear the centre we will call all whānau to advise them that the centre is closing to come and collect their tamariki

Board of Trustees consulted	kaiako consulted	Yes/No
Parents consulted	Yes/No	
Approved by: _____	Designation: _____	Date: _____