

# IF IT'S LONG AND STRONG GET GONE

We are in a Tsunami zone don't wait

Evacuate to Eastern Hutt School, Kings Cres

## Do we need to evacuate?

- advise staff of the need to evacuate

activate the Emergency Plan and Evacuation procedures found in wheelie bin civil defense kit in go bag at sign in sheets

- evacuate all persons in a calm and orderly manner to evacuation point, if we ca not make it outside to the gate , then evacuate via front door.
- pick up your portable emergency response kits and day sign sheets as you leave,
- meet at the pre-designated safe assembly area,
- take a roll call to determine who is present or missing,
- administer first aid to any injured person,
- locate missing people and rescue trapped people if it is possible and safe to do so,
- reassure children and staff,
- listen to the radio for advice and for information on what is happening in the wider community, and

## First Aid trained Kaiako

**Bernie Bardell**

**Kristy Collier**

**Samantha Marner**

**Kahlyss Boyer**

**Tayla Dale**

**Nadine Rasmussen**

**Michelle Gibson**

**Sarah Hutchison**

**Caroline Stevens**

**Nicole Jones**

**Carma Bailey**

**Kelsey Moore**

**Montana Byne**

## Make a decision to leave If yes

If the decision is made to move the staff and children to emergency shelter or a temporary emergency location, the main actions you will have to do, are:

- assemble and identify the children,

Pass out role and responsibilities to staff and adults. See attached page

- ensure all children and staff are adequately clothed and have footwear if possible,

- collect emergency supplies as much as is possible,
- retrieve register of personnel and children for that day with the day sheets,
- retrieve Emergency Plan folder, in go bag
- retrieve emergency resources and supplies,
- retrieve children release forms, which are in the go bag
- if possible, turn off appliances and services (if not already done), and secure the premises,

### **Move to emergency shelter or temporary emergency location?**

- place a clear note at a location near the entrance, advising of the ECE service's destination for any parents or custodians arriving later, and

### **Sheltering in place?**

If the emergency requires you to shelter in place, depending on the hazard, consider the following: this could be lockdown or weather related incidents.

- Close the building. Use Lockdown procedures to bring children, visitors, and staff to the predetermined locations (interior rooms where possible, away from glass and external windows).
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Close window shades, blinds, or curtains if you are told there is danger of explosion.
- Have staff familiar with your building turn off all fans and heating and air conditioning systems.
- Gather essential emergency resources and supplies.
- Communication plan in action call emergency contacts.
- If necessary, seal all cracks around the door(s) and any vents into the room with duct tape and plastic sheeting (heavier than food wrap).
- Write down the names of everyone in the room and notify emergency services.
- Listen for an announcement from emergency services via portable radios, phones and stay where you are until you are told that it is safe to leave

# Roles and Responsibilities when Evacuating

## Evacuating - What to do to prepare to leave!

Does anyone need first aid?

### First Aid trained Kaiako

Bernie Bardell	Kristy Collier	Samantha Marner	Kahlyss Boyer
Tayla Dale	Nadine Rasmussen	Michelle Gibson	Sarah Hutchison
Caroline Stevens	Nicole Jones	Carma Bailey	Kelsey Moore

### Montana Byne

Pass out roles of responsibility to adults

- Children to have shoes and suitable clothing on
- Kaiako to get out the buggies and trolley and come back to help get tamariki ready
- Smallest tamariki in front pack
- Toddlers into Beach trolleys and strollers
- Collect 4 back packs from the shed out front for kaiako to carry with food supplies
- Children carry their own back pack – If able, this way they have spare clothes
- Collect portable Emergency supplies
- Turn of the eater and gas
- Trip Bag with extra First Aid kit Inside
- Day sheets with Child and Staff Emergency contact Information inside the folder
- Turn of appliances – kitchen appliances, heat pumps, fans...
- Sign attached to the door letting people know where you are evacuating too.

Everyone works together to reassure the tamariki as the while group head off to the evacuation destination

## Once we have arrived at the Evacuation point.

Half the staff to work with the Tamariki with books, drawing and activities, keeping them calm and settled.

The rest of the staff start the **communication plan**. This is ringing the parents noting down the information on the emergency communication sheet.

When Whānau start arriving to collect their tamariki they must sign the child out on the sign out form.

Before they go check

- Did they need to show ID? Do they, have it? If not contact the parent.
- Is this the correct person that we were told would collect the child? If not then we need to contact the parents before the child can leave.