

## Emergencies Procedure

### **Emergency Evacuation Plan**

- Educarers must complete the Evacuation Plan provided in their Health & Safety Folder within the first week of starting with Little Magpies.
- A copy of the Evaluation Plan is to be given to the Visiting Teacher, which is filed in the educarer file online.
- The Plan is required to be displayed at all times while children are in the home.
- The Plan needs to be practiced 4 times per year (each school term) and recorded in the Daily Hazard book. The Visiting Teacher will check to ensure these procedures are practiced.
- The Daily Hazard book is to be given to the Visiting Teacher once completed, for filing.
- Educarers to complete the Civil Defence Evacuation notice, within the first week of starting with Little Magpies and send into the office with the first week's timesheets. These will be filed in the educarers file for easy reference in case of an emergency.
- Educarers to keep both original completed copies in their Civil Defence Kit. In case of an emergency these will be easy to access. The office will email a copy to families.

### **Fire**

Educarers will:

- Gather all the children, timesheet folder (if able to), an emergency bag and follow their Emergency Evacuation Escape Plan.
- Be accountable for all children in their care, at that time.
- Ring emergency 111 and inform them of the emergency.
- Contact parents/emergency contacts (if able to).
- Contact their Visiting Teacher or the Office (if able to).

### **Earthquake**

Educarers will:

- "Drop, Cover and Hold" – "this means children get under a desk, table or bench, and hold on to a table leg etc and cover their face with their arm".
- Instruct children to adopt the "turtle position" knees together; clasp both hands firmly behind their heads: bury their faces in their arms, protecting their heads; close their eyes tightly and stay in this position until their educarer say it's safe to move.
- If they are outside in an earthquake, stay where they are move away from buildings, large trees, power poles, overhead power lines and other potential hazards. Educarers will show the children how to crouch down and cover their head.

### **After an Earthquake**

- If the Educarers home is damaged in any way they will evacuate to their nearest Civil Defence location and follow their Civil Defence Emergency plan.

**If long and strong, get gone to the nearest Civil Defence Location.**

### **Civil Defence**

A Civil Defence Survival Guide is in the Educarers Health & Safety and Procedure Booklet.

A Civil Defence Kit consists of:

- A container
- Water to last 3 days (approx)
- Canned, non perishable food
- Torch, radio and spare batteries
- Toilet paper, plastic bags
- First aid kit
- Essential medicines
- Masks
- Change of clothes
- Two Civil Defence Location Notices

The Educarer will store the kit in an accessible place in event of a Civil Defence emergency.

### **In case of a Civil Defence Emergency**

Educarer will:

- Gather all the children up, the Civil Defence Kit and the timesheet folder (if able to) and follow their Emergency Evacuation Escape Plan as closely as they are able to safely.
- Be accountable for all children in their care, at that time.
- Turn on their radio so they are kept informed of the Civil Defence Emergency.
- Contact parents/emergency contacts (if able to).
- Contact their Visiting Teacher or the Office (if able to).
- Evacuate to their nearest Civil Defence location if instructed to or if their home is unsafe.
- Will place a Civil Defence Location Notice on their door so parents are aware of their child's location.

### **Lock Downs**

*In the Home*

Educarer will:

- Ensure the safety of the children
- Lock the doors
- Remain inside the house, ensuring they are not visible through windows.
- Contact their Visiting Teacher or the Home Based Office.

*Outside the Home*

Educarer will:

- Ensure the safety of the children
- Go to a safe place
- Contact their Visiting Teacher or the Home Based Office.

### **Tsunami**

Educarer will:

- Listen to the radio or TV for advice and information.
- If they are near a large body of water in the evacuation zone, evacuate immediately
- When they are safe notify their families and Visiting Teacher (or Home Based Office) of their location.

**In the case of a Civil Emergency - The Educarer will turn off the water, power, and gas if able to safely.**

**NB: Duty of Care - Educarers are responsible for the children until they have been collected by their parents/emergency contacts.**

# Educarers Evacuation Flow Chart

