

# Emergencies & Evacuation Procedure

## **Fire**

Teachers will follow the Fire Evacuation Scheme and will:

- Gather all the children, day sheets (if able to), an emergency bag, cell phone and exit the building to the main car park.
- Be accountable for all children in their care, at that time.
- Contact parents/emergency contacts (if able to).

## **Earthquake**

Teachers will:

- If inside - "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".
- If outside – Ensure they move away from buildings, large trees, power poles, overhead power lines and other potential hazards. 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 teacher say it's safe to move.

## **After an Earthquake**

- If the Centre is damaged in any way, we will evacuate to the nearest evacuation point and follow the Civil Defence Emergency Evacuation plan.

## **Civil Defence Emergency Evacuation Plan**

Teachers will:

- Gather all the children up, children's medication, the Civil Defence Kit, the day sheets (if able to) and evacuate to their playground near the exit gate.
- Carry out a role call to ensure all children and adults are accounted for
- Turn on their radio so they are kept informed of the Civil Defence Emergency.
- Contact parents/emergency contacts (if able to).
- Evacuate the property to the closest Civil Defence Centre if instructed to by the Civil Defence.

## **Civil Defence Kits**

A Civil Defence Kit is in each of the three main areas of the Centre, the office, and is in an accessible place in event of a Civil Defence emergency.

The Civil Defence Kit is checked and replenished annually.

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

## **Lock Downs**

### *In the Centre*

Teachers will:

- Gather the children to where they normally have a mat time in each room
- Carry out a role call to ensure all children and adults are accounted for
- Lock the doors
- Remain inside the Centre, ensuring they are not visible through the windows, until advised it is safe to leave the building.

**Gecko** teachers and children will move to the sleep room, ensuring the blinds are closed, until the all clear is given.

**Kiwi & Magpie** teachers and children will move to the main Dining room until the all clear is given.

**Administration** staff will move to the resource room until the all clear is given.

## **Tsunami**

- Natural warning sign (immediate - earthquake)

Teachers will:

- Gather the children to where they normally have a mat time in each room
- Carry out a role call to ensure all children and adults are accounted for
- Remain on the mat until the all-clear is given
- Watch out for a Cell phone warning (usually within 15 mins)
- Listen to the radio for advice and information.
- If an alert is given to evacuate follow the Civil Defence Emergency Evacuation Plan and make way to the high ground by foot unless instructed otherwise by the Civil Defence.

## **Means of Escape to be Monitored**

All means of escape will be regularly monitored to make sure they are in working order and are kept clear of any obstacles.

### Location of:

**Power:** The main switchboards are situated on the left hand side of the main doors into the Magpies Sign In area and in the room next off the laundry room.

**Water Toby:** Is situated in the driveway under metal plate.

**Gas Bottles:** The cylinders are located in the front of building by the Geckos play area and near the front entrance outside the administration block.

**Civil Defence Kit:** Each area Geckos, Kiwis, Magpies and Admin Block have their own kits.

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

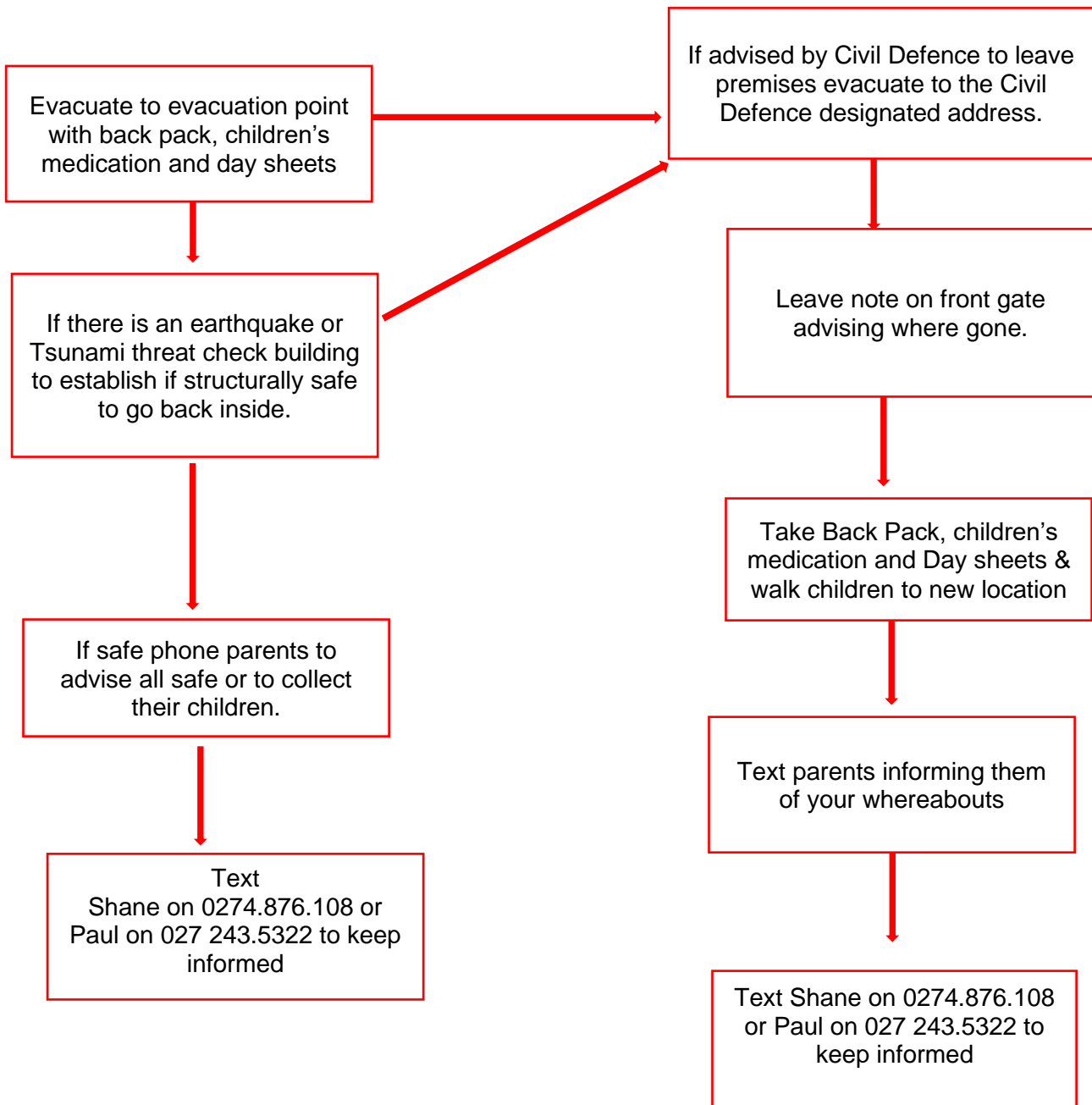
## **After Trial Evacuations**

Collect a copy of the days:

- Day Sheets, Staff Rosters, Visitor's report, Admin Roll
- Evacuation Drills & Evaluation

File the above documents in the Evacuation folder (kept in the Centre Meeting Room) as evidence that the trial evacuations and drills have been carried out as per MOE licensing Criteria for centre-based ECE- criteria HS8.

## Civil Defence Emergency Evacuation Plan Flowchart



### Little Magpies Emergency Contacts:

**Office** – 06 843 1031  
**Geckos** – 027 812 9732  
**Kiwis** – 027 456 0028  
**Magpies** – 027 456 0024  
**Centre Manager** – JJ Higgins – 021 165 5841  
**Director** – Shane Rooney – 027 4876108  
**Director** – Paul Rooney – 027 243 5322

# Civil Defence Information for Families

## Radio Stations

In an emergency, listen to your local radio station for information, news and advice on what to do. Some stations that guarantee to carry news are:



89.5  
FM

Keep Up With  
**NewstalkZB**  
www.newstalkzb.co.nz

90.3  
FM



1368  
AM



101.5  
FM



Earthquake

**THE BREEZE** 97.5 FM



Flood

### Web Page

<http://www.hbemergency.govt.nz>

### Facebook

HB Civil Defence Emergency Management Group

### Google Person Finder

<https://google.org/personfinder/global/home.html>



Storms



Volcano