

# *Kiddies Campus Policies and Practices*

## **Practice Name: EMERGENCY & CIVIL DEFENCE PRACTICE**

### **Trigger Event(s):**

When evacuation of the Centre is required in either a local or centre crisis.

### **Rationale:**

Civil emergencies may make the operation of the Centre inappropriate or place children at risk. Planning enables this process to be carried out effectively.

### **Te Whariki:**

Goal 3 - Well-Being: Children experience an environment where they are kept safe from harm.

### **Recommended Procedure:**

**There shall be an emergency drill for each type every three (3) months. – four (4) times per year.**

#### **FIRE PROCEDURE**

1. Shout 'FIRE'. Extinguish the fire if it is safe to do so.
2. Activate/switch on fire alarm.
3. Clear people from immediate danger.
4. Collect 'Sign in Sheets'.
5. Staff move all children outside using the nearest fire exit and **assemble in or beside the garage before moving to the unders playground.**
6. Check all rooms, toilets, and sleep area to ensure everyone is clear
7. **Supervisor rings 111.**
8. Once all are assembled and the roll has been checked the Supervisor, or person delegated, informs fire personnel that everyone is out of the building or that people are missing.
9. **Do not** re-enter the building.
10. Staff, children, and on-site visitors will carry out **four (4) fire drills per year.**

#### **EARTHQUAKE PROCEDURE**

1. If inside stay inside.
2. If you feel an earthquake, call out "Earthquake, Earthquake." As soon as possible, find the wind-up clickers and make use of these as the children will be conditioned to immediately understand what this means.
3. Move away from windows, take cover by becoming 'Earthquake Turtles' under a desk or in a doorway.
4. If outside move to an open space and become 'Earthquake Turtles'.

5. If inside in a hallway or room with no furniture for cover, move to an interior wall, facing away from windows and covering up, making oneself as small as possible.
6. If possible, teachers should position themselves under an internal door frame so that they can observe children, call out instructions from their position, and let children know where the adults are and can be seen.
7. When movement has stopped, gather the children, and move to a place of safety and attend to any injuries.
8. Carry out a roll check.
9. Contact emergency services, if possible.
10. Staff, children, and on-site visitors will carry out **earthquake drills every month**.

### **EVACUATION PLAN**

1. The decision to evacuate the Centre will be made by the Supervisor.
2. The alternative site is the Scientology Church on York Place.
3. Where possible, advise parents of the new arrangements and location.
4. Collect attendance rolls, records, and the Civil Defence Kit.

### **PRIOR TO EVACUATION**

1. Leave a note securely attached to front entrance of the building advising where we have relocated to, how to get there and contact cell phone/phone number.
2. Advise Police/Civil Defence Officials.
3. Take Civil Defence Kit, blankets, and toys if possible.
4. If appropriate, and can be done safely, turn off mains power.

### **EVACUATION TO ASSEMBLY POINT**

1. Take attendance rolls, records, count off names – include staff.
2. Relocation movement arrangement.
3. Staff/adults take care of a specific groups when relocating.
4. Check all parts of building if safe to do so.
5. Ensure supplies are taken with the children.
6. Staff will be required to stay and care for children.
7. Staff will ensure children are comforted, kept warm, provided with drink and shelter.
8. Children will be released to parents/caregivers and marked off the 'Children's Release Form'. A copy is kept in the Civil Defence Kit and under the 'sign-in' sheets in the foyer.

### **CIVIL DEFENCE KIT**

1. Civil defence kit is located in the garage.
2. The kit will be regularly checked (at least once per year) to ensure it is complete and stocks are replenished when required, e.g., water. A current, up-to-date checklist is kept inside the Civil Defence Kit and a copy on the Civil Defence file in the Supervisor's office and in the Emergency Folder.

## **ON GOING TRAINING**

1. Staff will undergo regular training by attending courses as appropriate.
2. Staff, children, and any on-site visitors will carry out four (4) fire drills per year.
3. “Earthquake Turtles” will be practiced once a month with the children. Staff will guide children into the correct position.
4. Staff will have an induction course on fire safety and have a copy of the ‘Earthquake Response’.
5. All staff will complete the Staff Safety Checklist in the ‘Earthquake Response’ when they begin working at Kiddies Campus and repeat this checklist at the start of each year.
6. Complete the ‘Fire & Earthquake Response Log’ immediately after Fire and Earthquake Drill (p 32 of ‘Earthquake Response’).

## **LOCK DOWN SITUATION**

The most likely reason for a ‘lock-down’ is if there is an armed or potentially violent offender nearby or there has been a bomb threat. If instructed by the Police – either by phone call or in person – that there needs to be a ‘lock-down’, or there is any threat such as a dangerous and/or armed person at the centre:

1. The teachers will call / gather all children and adults inside the centre building.
2. Everyone will be gathered in the centre of the building, away from windows and entrance ways if possible – remember, the centre has brick internal walls which will provide some protection.
3. If there is an immediate threat at the centre, the person in charge **must** call the Police (111) and appraise them of the situation.
4. The windows and doors will be closed and locked.
5. We will call the roll to ensure everyone is accounted for.
6. Parents/caregivers are to be advised so they don’t suddenly arrive at the centre.
7. We will await notification from the Police that the situation is resolved before ending the lock-down.
8. If it is not safe for staff and children to remain at the centre, Police will assist all to evacuate to the nearest close safe place. Civil Defence will be kept informed of locations, injuries and needs of children and adults.
9. Ministry of Education will be advised of the situation as soon as practicable.

## **‘REVERSE’ EVACUATION**

This would be used in the event of a windstorm, electrical storm, chemical spillage, lock down, etc., where we would want all children inside the building.

1. Reverse Evacuation Drill is to be held **at least once every month**.
2. Blowing of whistles to be used outside to indicate to all children that they must come inside immediately.
3. All windows and outside doors are to be closed and locked if appropriate.
4. Everyone is to remain indoors and away from windows.
5. Tape up windows if you consider there is a risk of them breaking (there is a protective screen on windows).
6. Open windows on the downward side if you consider there is a risk of the roof lifting.
7. Listen to radio for reports and advice.

### **IN ALL SITUATIONS:**

- **The parent contact list is to be collected.**
- **Parents are to be contacted as soon as possible and advised of what has happened.**
- **An answer phone message will be left advising of the evacuation and assembly location. The information will be regularly updated as the situation allows.**
- **The immediate safety of the children is the priority.**

### **THREAT ANALYSIS**

A 'Threat Analysis' is to be completed once a year. This is kept in the Civil Defence file in the Supervisor's office.

### **ANNUAL SAFETY AUDIT**

This is to be completed by the Licensee at the beginning of each year. A copy is kept in the Civil Defence file in the Supervisors office.

### **Policy Reference Information:**

- Education (Early Childhood Services) Regulations 2008
- Education (Early Childhood Services) Regulations 2008, regulation 46 (Health and Safety Practices) HS7 and HS8
- The Fire Safety and Evacuation of Buildings Regulations 2006
- Civil Defence Emergency Management Act 2002