



Evacuation Procedure

Rationale

All children and adults from Smiley Faces Educare will be evacuated safely in the event of a centre evacuation.

To ensure all staff and parents are familiar with the evacuation procedures to keep children safe from harm.

Procedures

1. The decision to evacuate from Smiley Faces Educare can be made by The Civil Defence, The Fire Service, The Licensee or the Emergency Warden
2. Once the decision to evacuate has been made, it will be necessary to take particular circumstances into consideration.
3. The emergency warden will ensure that children and adults from the Centre are accounted for, and any medical or first aid needs will be attended to.
4. If an evacuation needs to happen, all information may be obtained from Civil Defence Headquarters.
5. The emergency warden will put prepared signs and maps of the evacuation site on the front gates and in the letterbox to inform parents and the public of the location where we will be evacuated to.
6. An emergency first aid kit will be taken and any medication required by the children and adults, along with food supplies in the Civil Defence Kit and water.
7. Staff will use prams and strollers (if possible) to transport those who are unable to walk.
8. The emergency warden will make sure everyone has left the premises. If possible the emergency warden will also advise Civil Defence or the Fire Service of the evacuation before the groups leave the Centre.
9. All staff members have a responsibility to the children of Smiley Faces Educare and may not leave until the emergency warden, Supervisor or other authority has given permission.

Fire and Earthquake drills will be practised once a month and recorded on a drill checklist at each centre.

A full centre evacuation will take place in consultation with the Fire Service once a year in April.

Emergency provisions will be kept at the centre including first aid, food and water supplies to use in case of an emergency. Food is to be replaced once a year and water every three months.

A list of essential items are to be included in the Civil Defence Kit, and a list of emergency contact and numbers of all current children and updated every time a new child is enrolled or leaves. This is checked once a month.



Fire Evacuation Procedure

1. Upon discovering a fire, sound the fire alarm by turning the alarm on in the disabled toilet.
2. Emergency warden and supervisor to clear children and staff from immediate danger, evacuate children and staff out the back door and to the back fence. If it is not possible to evacuate through the back door, exit out the front door and meet down at the front gate.
3. The emergency warden or supervisor is to check all rooms are clear and bring the sign in sheets and portable phone on their way out to the evacuation point.
4. When all children and staff are assembled at the evacuation point, the emergency warden or supervisor is to complete a roll call, ensuring all children and staff members are accounted for. Teachers are to remain with the children at all times.
5. The emergency warden or supervisor is to ring 111 and report the fire. Do not re-enter the building until the Fire Service has given the all clear.

A full and comprehensive Fire Evacuation Plan has been approved by the Fire Service, and full evacuation plans for both Fire and Earthquake are visible in all rooms next or close to the Red Fire Alarm Box.

Emergency Warden's Duties:

Ring 111, state emergency as FIRE.

Once through give clear address as 1 Fraser Crescent, Upper Hutt

Put Warden hat on

Pick up ENROLMENT FILE and DISABILITY REGISTER

Check building is clear

Report to the back fence in the Pre-School playground

Ensure all occupants are accounted for

Report to Fire Service on their arrival on the evacuation status, including the location of any persons with disabilities still in the building

FOLLOW INSTRUCTIONS FROM FIRE SERVICE

Our Fire Warden is: **Jullianne Sheeran**



Earthquake Procedure

The following procedures are expected to be followed in event of an earthquake.

Prior

The Manager is responsible to ensure adequate training is carried out with staff. All staff members are to understand procedures and understand that they are responsible for the Children.

Earthquake procedure is to be posted throughout the building in a way that is easily readable.

Immediately

As soon as a staff member feels an earthquake they should shout 'Earthquake, Earthquake, Turtle Drop.'

All other staff will repeat instructions as above, and keep children safe and away from glass and shelving.

Staff will supervise children as they make safe houses (arms behind neck, hands interlocked) or to get them under tables or doorways.

If children and staff are outside, call the same warning.

After

When the shaking stops, the emergency warden will take the sign-in sheets and evacuate the children in the area, through the nearest fire exit to the meeting point outside at the back wall. Check staff and children for injuries.

The emergency warden at the Pre-School will make contact with the Cook in the administration block to check for her safety and any other people in the building.

Settle and explain to children what has happened. Complete a roll call to check everyone is accounted for.

The Manager is to check the centre for safety and the services, water, toilets, power and cordless phones.

The Centre Manager is then to call Penny or Kerry at the Council the main Civil Defence headquarters. This is to put out an immediate call on the radio to the state of children and teachers at the Centre. Once this call has been made the teachers are to make sure that all children and teachers are safe. Organise the environment for the next 24 hours depending on the serious nature of the earthquake.

All staff members are to stay with children until they have been collected by their parents/caregivers or until contact has been made with Civil Defence for their further instructions.

CIVIL DEFENCE HEADQUARTERS WILL BE OUR POINT OF CONTACT IN ALL SITUATIONS. PARENTS ARE ASKED TO CALL CIVIL DEFENCE HEADQUARTERS.

If the building is uninhabitable follow civil emergency plan and take advice from Civil Defence as to where to relocate.

Parent helpers in the event of an earthquake: Tessa Cannon

Prepare for AFTERSHOCKS

Earthquake Drill

An earthquake drill is carried out every two months, involving children. Note drill time in back of Building Warrant of Fitness Book. Review plan if unsuccessful.

Our Earthquake Warden is: **Jullianne Sheeran**



Evacuation for Civil Emergencies

For emergencies other than fire and earthquake, such as flooding, storms, volcanoes, chemical and gas emissions etc. This plan will be displayed on the parent notice board.

There are four conditions under which the evacuation of the centre will be necessary:

1. If ordered or advised by officials
2. If the building becomes structurally or environmentally unsafe
3. If the area or environment becomes unsafe (gas, chemical leak or local fire)
4. If a potential threat is likely to make continued occupation of the property unsafe (CD warning)

The Manager of the Centre will make the decision to evacuate taking into account the long term safety of the children and staff. Where possible the decision will be made before the Centre environment becomes unsafe.

The Centre Manager/person responsible will become the Emergency Warden for the purpose of the evacuation procedure and will ensure this plan is followed and carried out.

Evacuation Preparation

Check to see that the alternative location is suitable and safe.

Where possible advise the parent of the preparations and new location by phone.

Collect sign in sheets, records and enrolment forms.

Take emergency kit which will be needed at the new location.

Evacuate to Assembly Point

Move all staff and children to assembly point.

Check children against roll and account for staff and children.

Check around the Centre to ensure all children are out of the building. Secure premises.

Ensure supplies are taken with children.

Transport or Relocation Movement Arrangements

Ensure all children stay together in line or group if walking to destination. Ensure staff/adults take care of a specific group of children during relocation.

On arrival check all children against the Roll.

Register with appropriate officials or advise Police and CD officials, neighbours of arrival.

Options for relocation: Civil Defence will usually advise location, otherwise Emergency Warden will decide most appropriate location, given the circumstances.

Options for Care and Release of Children

If previously not possible, parents will be contacted with advice of the new location to pick up children. Staff will be required to stay and care for children, until they are released by Emergency Warden. Staff will ensure children are comforted, basic needs are met, warm, fed, sheltered, occupied, safe. Children are released to parents or with consent of parents

approved pick-up arrangements. Children picked up are marked on the Roll. The Emergency Warden will keep notes of significant events or contacts.

EMERGENCY BOX CONTENTS

40 Litres of Water
2 Tarpaulins
100 cans Tinned food
1 Torch and batteries (D)
1 Crank Radio
1 Can Opener
50 Polar Fleece Blankets
4 pkts Hand Towels
12 pkts Nappies
2 boxes Disposable Gloves
16 Candles
6 boxes Matches
8 boxes Tissues
5 pkts Baby Wipes
10 Rubbish Bags
4 Wheelie Bin Liners
12pkts Paper Plates
100 plastic dessert spoons
6 Toilet Rolls
2 Spacers
30 Plastic Bags
8pkts Biscuits
1lt Milk Power
1 Mixing Bowl
5 Liquid Soap
2 Hand Sanitisers