

# Fire, Earthquake and Other Emergencies Policy

**Reference:** Education (Early Childhood Services) Regulations 2008, regulation 46  
Licensing Criteria for Early Childhood Education and Care Centres 2008, HS4,  
HS5, HS7, HS8

**Rationale:** This policy reflects the legislation that we are required to adhere to regarding the ways in which Little Explorers keeps our children and team members safe and well during adverse circumstances, such as fire, earthquake and other emergencies. Other emergencies include a missing child, assault, kidnapping, firearm threats, bomb threat, loss of services, storm or pandemic.

## Objectives:

- To ensure the safety of all staff and children in the care of the centre in the event of a fire, earthquake or other emergency.
- To ensure all staff, parents and visitors are aware of the procedures in the event of a fire, earthquake or other emergency.

## Procedures:

- Little Explorers has a cell phone on the premises for use in any emergency where the staff are unable to use a working landline. Families can request to have emergency updates text from this cell phone or via our Facebook page. Families that request text updates will have their phone numbers recorded in the phone so they can be contacted, or they can contact the centre, when other forms of communication are unavailable. When using the cell phone contact is preferably made via TXT message, by a management team member or Person Responsible.

The number for the centre cell phone is...

021 1187048

The management team is responsible for maintaining the cell phone, for example, ensuring it is charged or has credit on it.

- The centre has an emergency survival kit in a wheelie bin located in the preschool shed. This kit is checked yearly during November by the Person Responsible (milk powder will be changed 6 monthly as required).
- If the centre requires evacuation Staff will take: a cell phone, parents contact list, supply of nappies, any medication required by children, any bottles or formula for babies, travel first aid kit, any other supplies possible, children's comforters, blankets, food, civil defence kit (dependent of mode of transport) and emergency plan folder. If possible staff will turn off appliances and services. Team members will leave a clear sign on the front door window, informing of the centre's destination. The nearest Civil Defence sector post is Waitakiri School at 170 Burwood Road. Not all sector posts are used in all emergencies, so always listen to the radio first to find out which sector posts are open.
- The children at the centre will only be evacuated from the centre premises if the property or building is no longer safe to be in, for example, flood or earthquake.
- The management team or 'person responsible' will decide whether a complete evacuation is required, seeking advice from Civil Defence or other emergency authorities.

- In a situation where a complete evacuation is likely to be required attempts will be made for children to be picked up as soon as possible.

## **Fire**

Fire drills will be carried out once a term and focused on for one week. The drills will be held at different times over that week, ensuring that all children participate in the drills. Each drill is recorded on the Fire/Earthquake drill record.

A reminder for the drills will be recorded in the diary.

The preschool staff member on indoor duty will assume the position of the Head Warden. The Head warden is responsible for:

- Designating a person to ring 1-1-1 (they will only pretend to do this during drills)
- The people in the roles of “inside” person in both age groups will ensure the responsibility of “Area Warden” for checking the under 2’s or over 2’s area they must then report to the Head Warden.
- The head warden will direct the fire services to the location by standing on the road side.

Assembly area will be on the concrete area by the double gates at the back of the playground in the over 2’s and around the sandpit area for the under 2’s. Both positions allow easy exit through the gate if required for a full property evacuation.

Once preschool children are seated one staff member will assist nursery staff if support is required. This team member will walk around the building rather than through the building to go and assist the nursery.

For the first fire drill per term a Trial Evacuation Report needs to be filled out by the warden and returned to the office for filing. Forms can be found in the Emergency File found in the office. Once every 3 Months the Fire Service will be e-mailed the Trial Evacuation Report.

The centre policy and evacuation plan is located in the playrooms, staff room and the hallway near all fire alarms.

The fire exits are clearly indicated with the required green “FIRE EXIT” signage.

One staff member at all times on the premises will have a first aid certificate.

In the event of a real fire the person discovering the fire will immediately raise the alarm. Any available staff will immediately support the under two staff to evacuate their children.

All relieving staff will be informed of the fire policy and procedures on arrival at the centre.

An emergency contact list is kept in the Emergency File in the office, and on the inside of the cupboard door in the nursery.

### **In the event of a fire (drill):**

1. Staff will operate the fire alarm.
2. Staff will then say ‘FIRE (DRILL) – PLEASE WALK OUTSIDE TO THE GATE’
3. “Inside” staff act as area “Wardens” and check the area that they are responsible for at the time of the alarm then report to the “ Head Warden” (the person responsible for the centre at the time of the alarm)
4. Staff will close doors as they evacuate the building.

5. Once assembled outside a centre roll is immediately taken. (Head Warden Dial 1-1-1) earlier if possible.
6. Staff will ensure all children stay in the assembly area until the all clear is given, administer first aid to the injured and comfort the children.
7. If further evacuation is required notices will be displayed informing parents of the children's present location.
8. Staff will stay with children until collected by a parent or designated caregiver.

FIRE FIGHTING WILL ONLY BE ATTEMPTED IF SAFE TO DO SO.

## **Earthquake**

The management team will ensure that the centre is as earthquake safe as possible: shelving will be secured to the wall, open shelving will have lips to ensure equipment doesn't slide off in the event of an earthquake and equipment will be stored safely. Any hazard noted will be recorded on the maintenance sheet and will be brought to the management's attention to correct, repair, remove or make inaccessible.

Earthquake drills will be carried out once a term and focused on for one week. The drills will be held on different days over that week, ensuring that all children participate in the drills. These drills will be recorded on the fire/earthquake drill sheet.

A reminder for the drills will be recorded in the Diary

Children requiring support to evacuate the building will be noted on the special needs/ awareness record in each area.

An emergency contact list is kept in the Emergency File in the office.

The centre policy and evacuation plan is located in the playrooms, staff room and the hallway.

All relieving staff will be informed of the earthquake policy and procedures.

One staff member at all times on the premises will have a first aid certificate.

### **In the event of an earthquake (drill):**

1. Staff will say "EARTHQUAKE" "Stop turtles drop"
2. Staff will inform children to get in the turtle position if inside away from windows preferably under a table. Face down looking at the ground. If outside away from trees and back to building. (Staff may need to protect babies with their bodies or mattresses).
3. Once shaking stops and staff deem it safe to do so, staff will give an "All Clear" and children will walk to the concrete area by the double gates at the back of the playground and roll call is taken. As Little Explorers is in an area at high risk of liquefaction, management will judge whether it is safer to stay inside the building or to evacuate to the sandpit.
4. Any injuries are dealt with and children are comforted.
5. If further evacuation is required notices will be displayed informing parents of the children's present location. Management will decide if evacuation is required. This will only take place if the building is in an unsafe condition, emergency supplies are finished or unless a Civil Emergency is announced. We will evacuate to the nearest Civil Defence sector post which is Waitakiri School at 170 Burwood Road. Not all sector posts are used in all emergencies, so always listen to the radio first to find out which sector posts are open..
6. Two staff members will stay with remaining children until they are collected by a parent or designated caregiver.

## Other emergencies

### Missing Child

While contacting the police:

- A thorough search of the centre is completed
- Everyone present is asked if they have seen the child including other children.
- Their statements will be treated with caution
- Parents or caregiver will be contacted as they may have collected the missing child without informing staff.

After contacting the police:

- Someone will remain on the phone to liaise with the police until they arrive.
- The police will search the premises again
- The police may ask staff to accompany them on a area patrol to search for the child beyond the premises.
- Information the police are likely to require includes when and where the child was last seen, the child's emotional state, whether there is any custody dispute involving the child, a discription of what the child was wearing and for photo of the child (look in profile book).

On the enrolment forms parents/caregivers must record the names of people authorised to collect their child and people who are unauthorised. If there is a custody or non-molestation order against a parent or caregiver the centre requires a copy for their records should an incident occur.

### Assault

If the offender is present:

- Separate the offender from children and staff
- Contact the police
- Give first aid if necessary

If the offender holds a child or staff member and threatens staff and children:

- Keep children and staff calm
- Do what you are told by the offender
- Try to remember as much as possible of the incident for the police.

If there has been an assault and the offender has left:

- Give first aid
- Contact the police (who will want to know what happened, where, who was involved and a description of the offender, including what they look like and the make ,colour and registration of their vehicle.)
- Wait for police

Try to get any witnesses to remain (if they need to leave write down their name, contact address and telephone number.)

### Kidnapping

Staff will act as for an assault, delay from leaving if possible. Consider the safety of yourself and others.

### Firearm Threat

If the threat is made at the centre:

- Keep children and adults calm
- Do what you are told by the person with the firearm
- Try to remember as much as possible of the incident for the police.

If the threat is made outside the centre, as in an armed incident on the street outside or nearby:

- Move everyone to the furthestmost inside point away from the incident
- Shut and lock all windows and doors, taking care not to expose oneself to danger while doing so.
- Do not expose oneself or anyone else to danger.
- Contact the police (even if the police can be seen at the incident outside)
- Information the police are likely to require includes the location of the centre, the number of people at the centre and the situation in the centre.

## **Bomb Threat**

Action on receiving a bomb threat by telephone:

- Remain calm
- Keep the caller talking, listen and be courteous
- Obtain as much information as possible
- Record information given
- Immediately inform management/person responsible

Person responsible must:

- Inform the police
- Consider evacuation of the premises (this decision may be made in consultation with the police)
- Make a search of the premises for anything unusual, taking care not to touch anything suspicious.
- Advise the police of the results

If an evacuation is required proceed the same positions as a fire evacuation except:

- Do not touch or pick up any items such as clothing or bags as bombs may be triggered.
- Do not use cell phones or portable radios
- Wherever possible leave windows and doors open to facilitate searching and reduce the effect of any explosion.

## **Loss of Services**

In the event of loss of power, water or gas, suppliers will be contacted to determine possible length of time and hazards will be assessed. If service will be disconnected for a period and/or hazards to children and staff are too great, parents will be contacted for immediate pick up and the centre will remain closed until services are re-connected and child safety can be guaranteed.

## **Storm**

In the event of a storm (flooding, snow or strong winds), the hazards will be assessed and with guidance the centre will determine if they stay open or close early. Everyone will stay indoors away from glass windows, blinds will be closed and children will be kept calm with reassurance. Staff will listen to the local radio station for instructions. Unnecessary electrical objects will be turned off.

**In the event of an emergency that requires everyone to come inside (drill – once per year):**

1. Staff will say “Haere mai ki te whāriki” or “Everyone come join us on the mat.”
2. Staff will keep children calm inside away from windows and take a role call.
3. Staff will call police and inform them of the situation, even if police have been seen outside.

## **Pandemic**

Little Explorers will act on advice and guidance given to the centre from the Ministry of Education and the Health Department. A file is prepared with the information required to respond to an outbreak.

The centre will always maintain high standards of hygiene. Toys mouthed by children will be washed where possible. Liquid soap, paper towels and lids on rubbish bins will be used at all times to prevent transmission. Children will regularly be supported to learn healthy habits for nose wiping, covering coughs and hand washing. Parents will also be regularly reminded that children with any flu symptoms must remain away from the centre as well as staff.

**In the event of a pandemic:**

We will keep parents informed through parent displays and emails to educate parents of what to do to prevent the spread of a pandemic.

- The management team will daily check emails for updates on the present status.
- If a child/adult shows symptoms, the acting pandemic manager will assess the symptoms with the advice in the pandemic file. If there is any concern they will be isolated in the staff room with a staff member wearing a face mask. The caregiver/ guardian will be contacted and advised to contact their GP by phone. The child/person will remain in isolation until further advice has been sourced. The Pandemic manager will start gathering details of all the known contacts
- The procedures for dealing with an ill student or staff member in the pandemic file will be followed.
- All equipment will be disinfected where possible over night or removed from use. Following the guidelines "How to clean your school during a pandemic"
- Management has the right to send a child home that has any symptoms and can request that a child that has travelled overseas remains home after returning for up to a period of 1 week.
- The Ministry of Health and Education will be contacted for more guidance at this stage, with advice on whether the centre requires closing down.

Staff will always act in the best interest of the children in our care.

<b>Approved by:</b> <b>Name:</b> <b>Position:</b> <b>Date:</b>	Ki Mansell Supervisor 07/06/16
<b>Consultation:</b>	Staff, Management, Parent Feedback.
<b>Next Review Date:</b>	June 2017
<b>Copies Located:</b>	Operations Manual, Emergency Folder, Website