

Emergency Procedures

For Fire, Police or Ambulance Dial 111

ALARMS

FIRE

FireDrill

INTRUDER

Lockdown

EARTHQUAKE

Turtle Position

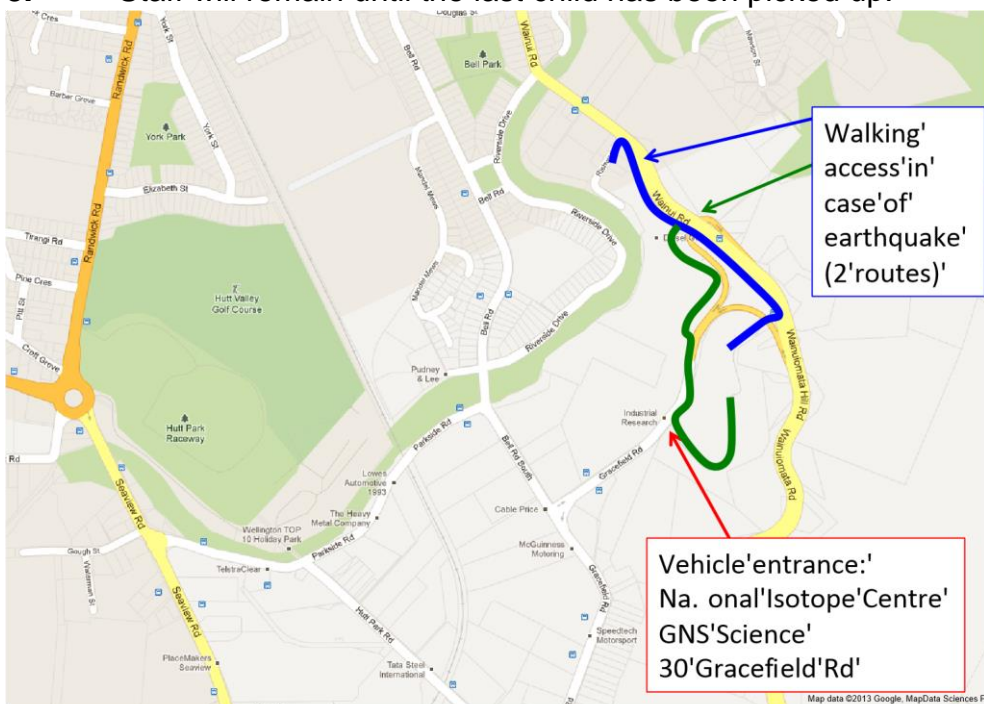
ASSEMBLY POINT for evacuation is the Fence by the storage shed

The full Emergency Action Guide is located in Main entrance foyer on the Health and Safety board

Evacuation Information

An evacuation will be necessary when it is unsafe to remain on the premises. An evacuation means moving children, staff, and visitors away from a threatened area to a safer place. Our childcare centre also has a tsunami offsite evacuation location at GNS Science off Wainuiomata Hill, which we will use in the event of a large earthquake or official tsunami warning.

1. Our offsite evacuation location is GNS Science, 30 Gracefield Rd (see map below).
2. The contact person at that location is Brett Gillies and his phone number is 570 8870.
3. A notice to parents of where we have relocated to will be posted on the front gate.
4. Once at the offsite evacuation location, we will decide if caregivers will need to collect the children immediately.
5. A nominated teacher will contact the caregivers to advise them of the situation, our new location and if they need to collect the children now.
6. If parents/caregivers cannot be contacted, then adults nominated by the parents/caregivers in our Emergency Contacts list will be contacted.
7. When parents/caregivers arrive to collect their child they must sign the official child release form against the names of the children they have under their care.
8. Staff will remain until the last child has been picked up.



From Rishworth Street make our way up Wainui Road to GNS Science. Two walking routes are available: (1) directly up Wainui Hill Rd and cross the downhill off ramp to enter the back side of GNS Science (blue route); (2) up Wainui Hill Rd, take the footpath on the left past the tunnel to Gracefield Rd, then up to the site from the main entrance (green route). Vehicle access is from Gracefield Rd only.

Fire Threat

Evacuation signal is **"FIRE DRILL"**

1. Teachers are to get the children to line up by the door and exit in an orderly manner by the quickest and safest route and assemble by the fence at the evacuation sign post.
2. Call the Fire Service 111.
3. On exit from the building the Manager/Head Teacher is to make sure the building has been totally evacuated including the toilets and kitchen. Follow the procedures as outlined in the centre fire drill. Collect all numbers in perspective areas and bring to the evacuation site.
4. A nominated teacher will take the attendance register and the Emergency Grab Bag. (Black bag by sing in area).
5. When at the assembly area check the children names against the register.
6. Teachers are to immediately inform the Manager/Head Teacher of whether all children are accounted for.
7. The Manager/Head Teacher is responsible for checking all staff are present.
8. The Manager/Head Teacher will assign a Teacher to wait by the roadside to direct emergency services.
9. Children stay outdoors until the Fire Service has instructed otherwise. If unable to regain entry, follow instructions as per the **Evacuation Information** card within this flipchart

Hazardous Materials Threat

The location of the spill, the nature of the hazardous material, the type of fumes, the direction of the wind and other factors will determine whether the building should be evacuated or whether it is safer to keep everyone inside. The fire service and police will be chief advisers in making this decision.

If the fumes are inside the centre:

1. Evacuation signal is **"FIRE DRILL" –evacuate the building**
2. Teachers are to get the children to line up by the door and exit in an orderly manner by the quickest and safest route and assemble
3. Call the Fire Service 111
4. Take the attendance register and the Emergency Grab Bag
5. On exit from the building a nominated teacher is to make sure the building has been totally evacuated including the toilets and kitchen

6. If it is safe to do so, turn off any power (mains power switch is located in the verandah entrance of the main building)
7. When at the assembly area check the children names against the register.
8. Teachers are to immediately inform the Manager/Head Teacher of whether all children are accounted for
9. The Manager/Head Teacher is responsible for checking all staff are present
10. The Manager/Head Teacher will assign a Teacher to wait by the roadside to direct emergency services
11. Children stay outdoors until the Fire Service has instructed otherwise. If unable to regain entry, follow instructions as per the **Evacuation Information** card within this flipchart

If the fumes are outside the centre and the order from emergency services is to shelter in the centre; take the following action;

1. All windows and doors must be closed and air passages around doors sealed using towels, blankets or plastic rubbish bags
2. Turn off all ventilation systems including fans, heating and air conditioners
3. Keep everyone inside until the all clear is given by the emergency services

Lockdown

A lockdown would be used anytime a threat is present that requires children to be contained and protected inside or in a safe location away from the centre. It may be requested by the emergency services or activated by staff because of an intruder threat.

Intruder threat: depending on the location of the threat, escort the children to safety either inside the building OR to a safe location outside of the building. Staff on hearing the lockdown alarm will have to quickly assess the situation and make a decision of where the safest place will be.

Lockdown within the Building:

1. Sound the alarm, **(SHOUT - LOCKDOWN)**, and escort all children into the centre
2. When staff have initiated the lockdown alarm, Police are to be notified as soon as possible on

3. Gather all children, assemble in the eagles room and lock all doors
4. Close and lock windows
5. Close curtains
6. Turn off lights
7. Check the children names against the register
8. Everyone should stay away from windows and doors and remain low to the ground
9. Everyone is to remain quiet
10. No one is to answer the door under any circumstance
11. Stay in the Centre until advised by Police that the lockdown is over

Lockdown outside of the Building:

1. Sound the alarm and escort all children to a safe distance from the building
2. If staff have initiated the lockdown alarm the police are to notified as soon as possible on 111
3. If it is safe to do so take the Emergency Grab Bag and the attendance register with you
4. Have the children assemble a safe distance away from the building, check the children names against the register
5. Consider taking the children to our offsite location facility at GNS up the Wainui Hill
6. Stay away from the Centre until advised by Police that the lockdown is over

Flood Threat

1. Monitor the situation by going to the Hutt City Council website, www.huttcity.govt.nz, for further information or listening to the local radio station
2. Should you feel you are in danger, call the emergency services on 111
3. A decision might need to be made to close the centre early. The manager or head teacher will need to contact parents and advise them to collect their children
4. If required to evacuate to an offsite evacuation location, teachers are to get the children to line up and then check their names against the register
5. Take the attendance register and the Emergency Grab Bag
6. If time permits move equipment to highest accessible point
7. The manager/head teacher is to make sure the building has been totally evacuated including the toilets and kitchen
8. Upon exiting the building, close doors and windows and turn off the power (mains board is located on the veranda by the front Entrance)
9. Proceed to the offsite evacuation location at GNS Science, 30 Gracefield Rd.

10. When able contact the parents of the children to advise them of the situation
11. Do not return to the Centre until an official all-clear has been given by the authorities

Earthquake / Tsunami

This centre is located in the Yellow Tsunami Evacuation Zone

Steps to follow when inside or outside the building

1. Teacher shouts the instruction **“EARTHQUAKE”**
2. Each child kneels with head on the floor and hands clasped on the back of the neck (turtle position)
3. When the earthquake has stopped the children are to stay still and await instructions from the teacher
4. A Teacher must immediately decide if the centre needs to evacuate clear of the Yellow Tsunami Evacuation Zones **(A tsunami may be generated in an earthquake so strong that it is hard to stand up in OR a weak rolling earthquake with shaking that lasts a minute or more)**

Decision to Evacuate (Clear of the Yellow Tsunami Evacuation Zone)

1. Teachers give the children the evacuation signal **“FIRE DRILL”** so that they line up by the door, or for children outside line up by the teacher outside
2. Exit in an orderly manner by the quickest and safest route and assemble by the front gate ready for vacating the centre
3. On exit from the building the Manager/Head Teacher is to make sure the building has been totally evacuated including the toilets and kitchen.
4. Take the Emergency Grab Bags and the attendance register
5. Proceed up the Wainuiomata Hill, towards the path that leads to the GNS Science building site, 30 Gracefield Rd.
6. Once clear of the yellow evacuation zone continue to listen to the radio for Civil Defence advice and do not return to the centre until an official all-clear is given by the emergency services.
7. Listen to the radio for Civil Defence advice and **do not return to the centre until an official allclear** is given by the emergency services
8. There may be more than one wave and it may not be safe to return for up to 24 hours
9. If able, call Hutt Valley Emergency Management (Civil Defence) on **566 5977** to advise what actions you have taken

No Evacuation

1. Teachers give the children the evacuation signal **“FIRE DRILL”** so that they line up by the door or for children outside, line up by the teacher outside
2. Teachers check the children for injury and ensure there are no hazards in the classroom e.g. broken glass, fallen items

Tsunami Official Warning

This centre is located in the Yellow Evacuation Zone

Staff could receive a warning from the Hutt Valley Emergency Management Office, this could be a combination of a text alert via Readynet, continuous sounding of the Civil Defence sirens and/or emergency services warnings. Warnings may come from friends, family or colleagues.

Turn on the radio or go to www.huttcity.govt.nz for further information. Follow the advice from Civil Defence or the emergency services. (There may not be time for information to be broadcast and you might need to make the decision to evacuate without knowing the full situation.)

If advice is to immediately evacuate the Yellow Evacuation Zone, go to Tsunami-Earthquake in this flipchart and follow that evacuation procedure.

If Civil Defence Emergency Management advice is to evacuate the Yellow Tsunami Evacuation Zone by a specified time, consider the following options:

- Is there time for parents/caregivers to collect their children before we evacuate to our offsite tsunami evacuation location?
- If yes, decide on a final time for collection of children by the parents/caregivers
- A staff member calls or text parents/caregivers advising
- 1: the situation
- 2: whether they can collect their children before we self-evacuate and by what time
- 3: the name and address of our tsunami offsite evacuation location which is GNS • When we self-evacuate will we be walking or driving out?
- Prior to self evacuating ensure we have turned off power (mains power switch is located inside by the green front door on the wall in the Eagles room)
- Take the Emergency Grab Bag and the attendance register
- Our destination is our offsite tsunami evacuation location (see map at the back of this flipchart)
- If parents arrive to pick up their children at any time, ensure the **child release form** is completed and signed.
- Listen to the radio for Civil Defence advice and do not return to the centre until an official allclear is given by the emergency services.
- Call Hutt Valley Emergency Management on **566 5977** and advise what actions you have taken

Radio Stations

Classic Hits	90.1 FM
Newstalk ZB	1035 AM
More FM	95.3 FM, 99.7 FM
The Breeze	94.1 FM, 98.5 FM
National Radio (Radio NZ)	567 AM, 101.3 FM, 104.5 FM
Radio Live	98.9 FM, 1233 AM

Contacts

Jenni	Mason	027 6600036
Maria	Holmes	027 6357022
Hutt City Council		04 566 6666

Hutt Valley Emergency Management:

General Business	570 6666
Emergency Line (To advise actions after a disaster)	566 5977

Parent/Whanau contacts and emergency contacts are located in the black emergency bag by the lockers.

CHILDREN RELEASE FORM

