



## Procedure

**Procedure Category: HEALTH AND SAFETY**

**Date Reviewed: 18 August 2022**

**Procedure Name: Evacuation Procedure**

The purpose of this operational procedure is to ensure appropriate compliance with Licencing Criteria **HS4**, **HS5** and **HS7**.

### Position Statement

During emergencies, the safety of children and adults at the centre is paramount. Having an evacuation procedure will minimise the risk of injury and stress to children by being prepared. Our objective is to ensure that everyone either working at or visiting the Centre is aware of the Centre evacuation procedure and it is clearly visible.

### Issue Outline

Our centre could experience emergencies (a sudden or unforeseen occurrence of potential danger) that require us to quickly and safely evacuate the building. Having an evacuation procedure in place provides confidence in staff, families and children about handling emergencies.

### Alignment with Policies

This procedure aligns with the following Centre Policy:

- Fire and Emergency Evacuation Policy
- Earthquake Response Procedure
- Health and Safety Policy

### Procedure Detail

Step	Procedure
1.	Our evacuation plan is displayed at the main entry/exit points of the building as well as on the parent notice board, parents are made aware of this on enrolment
2.	There is an accurate record of who is on the premises at all times, this will include all staff and visitors will be signed in and out eg. Roll/Register
3.	We carry out Fire and Evacuation Drills every 3 months and record these, the Fire Department is notified of these and reports filed
4.	Fire evacuation schemes shall be approved and reapproved as required by the New Zealand Fire Service and displayed
5.	Centre Management have responsibility for ensuring emergency contact details for all children and staff are regularly updated and added to emergency phone/alert system
6.	In all cases of Emergency evacuation, Management will be informed as soon as practical
7.	Civil Defense supplies/grab bags are easily accessible, updated as per Centre Policy and staff are responsible for keeping their own emergency supplies/medication onsite



## EVACUATION – ONSITE

**FIRE**

### RESPONSE

- Staff member who notices a fire will activate the alarm and alert the Supervisor who will ring 111 (For a drill follow your Centre procedure)
- For a small containable fire, staff (at their discretion) will use the extinguisher (all staff are trained to use this)
- Teachers are to calmly take all the children (including parents/visitors) out of the nearest exit, checking each room as they go, including the sleep room and bathroom to the designated evacuation area avoiding any hazards
- Outside teachers are to calmly take the children to the designated evacuation point (checking for hazards) also directing any parents/visitors to the evacuation point.
- The Supervisor will check the building including the staff room and staff bathroom to ensure everyone is evacuated before exiting the building.
- 2IC or nominated person to remain outside the front entrance to stop any person entering the building and await Emergency Services. They will take with them the site plan including location of services

### SUPERVISOR OR NOMINATED PERSONS WILL TAKE

- Emergency Cell Phone or other phone
- Roll / Enrolment Folder
- First Aid Kit and /or grab bag

### AT EVACUATION POINT TEACHERS TO:

- Seat and contain children within the evacuation area
- Call the roll and count heads, including staff and visitors
- For drill purposes, children will now be released back to play/ drill recorded
- Attend to any injuries
- Everyone is to stay at the assembly area until the 'all clear' is given from the Supervisor or Emergency Services. Let management know what has happened
- The responsibility of whether or not to continue ECE operations rests with the Manager
- Manage process for parents picking up their children if necessary



## EVACUATION – ONSITE

# EARTHQUAKE

### RESPONSE

- Drop, Cover Hold
- Children to stay in position until teachers tell them what to do
- Centre Manager assess' the safety of evacuating the children, removes any hazards and checks the safety of the assembly point.
- **If you are in a Tsunami Zone follow your Tsunami Evacuation Procedure**
- Centre Manager will direct staff and children to move to the safest area on the premises.
- Centre Manager or teamleader will check the building is clear, turn off gas/services as required

### WHAT TO TAKE

- Manager will take the Emergency Folder, Time sheets, daily sign in sheet and Emergency Cell phone or other phone
- Manager, after checking the building will bring the Civil Defence Kit (including first aid kit) or grab bag (Drill – Grab Bag only)

### AT EVACUATION POINT, TEACHERS TO;

- Injuries will be attended to, roll called, and heads counted.
- Drill – Children released back to play
- Real Event - Minor (No damage)– Text Alert (or other system) sent to all parents to advise them everyone is safe and centre will remain open.
- Major Earthquake – Bulk text (or other system) sent to all parents advising them to collect their children
- Children to be collected by authorised adults only and signed out recording date, time, child's name and who they went with, remaining children will be supervised at the centre.
- Follow your Centre's Emergency Management Policy

# Lockdown

## RESPONSE

- If notified by Ministry of Education, Police, Fire Brigade or other agency that we need to move into lockdown for any reason.
- Alert staff – “Lockdown this is not a drill, go inside” and/or sound the airhorn if applicable.
- Staff will quickly and quietly move children and staff inside the centre.
- If required staff and children will move quietly out of sight and away from doors (hallways/Nursery sleep rooms/ teacher cupboards/resource cupboard/Pukeko library area).
- Staff will lock buildings and only open once all clear is given by authorities.
- Our alert system is teacher informing “lockdown, this is not a drill, go inside” and /or airhorn if applicable.
- Our designated place is inside the buildings and if required will move out of sight (hallways/Nursery sleep room/teacher cupboard/resource cupboard/Pukeko library area).



## WHAT TO TAKE

- Manager will take the Emergency Folder
- Emergency Cell phone or other phone
- Civil defense kit or grab bag (drill) if possible.



## AT EVACUATION POINT, TEACHERS TO;

- Injuries will be attended to, roll called, and heads counted.
- Drill – Children released back to play and parents will be informed via storypark “This is a lockdown drill, we are practising so children feel safe and know what to do if required”.
- Real Event – Parents will be alerted via Storypark and/or by text message informing parents that “We are in Lockdown, this is not a drill, reason why, and we will keep you informed when it is safe to come and collect your child”.
- Doors will be locked.
- When parents or emergency contacts come and collect children, they will need to sign them out. Staff will keep record of the child’s name, date, time and who the child is released too. It is important to keep emergency contacts up to date.
- Call Police 111, if they have not been alerted previously.
- Follow your Centre’s Emergency Management Policy

# EMERGENCY

## EVACUATION – ONSITE

### OTHER

FOR EXAMPLE - FLOODED BUILDING, CHEMICAL SPILL,  
ELECTRICAL FAULT, STRUCTURAL PROBLEM OR GAS LEAK

#### GAS OR ELECTRICAL FAULT INSIDE

Do not activate alarm or use any electrical switches  
Do not use cell phone inside  
Turn off main valve/switch box, open windows if safe to do so  
Evacuate immediately – No smoking

#### CHEMICAL SPILL INSIDE

All chemical spills/leaks must be treated as toxic and dangerous.  
Evacuate the building as per below  
Contain if possible and safe to do so, protect yourself, ventilate the room, remove sources of ignition. Call 111 if necessary and prevent further access to the building. Alert Management

### RESPONSE

- Teaching staff to immediately alert Supervisor. Begin evacuating, Supervisor rings 111 for Emergency Services or rings the appropriate authorized contractor i.e. Plumber, Electrician
- Health and Safety officer or nominated person to respond turning off services if applicable and safe to do so.
- Teachers are to calmly check each room including the sleep room and bathroom, taking all children (including any parents/visitors) safely out of the nearest exit to the designated evacuation area avoiding any hazards
- Outside teachers are to calmly take children/parents/visitors to the designated evacuation point
- The Manager or person in charge will carry out a check of the building alerting any staff in the staff room/bathroom to evacuate before exiting the building.
- Team leader or nominated person to remain outside the front entrance to stop any person entering the building and await Emergency Services or authorized tradesperson where applicable, they will take with them a site plan containing the location of onsite services

### CENTRE MANAGER OR NOMINATED PERSONS WILL TAKE

- Emergency phone or other phone
- Daily Roll and or Emergency Folder
- Civil Defense Kit
- Emergency Response Policy along with telephone contact list for services

### AT EVACUATION POINT, TEACHERS WILL:

- Call the roll and count heads, include all adults
- Attend to any injuries / Apply first aid
- Advise any Management/Board
- Follow the advice of Emergency Services or authorised tradesmen
- You may be advised to Evacuate off site
- The responsibility of whether or not to continue ECE operations rests with the Manager.
- Manage process for parents picking up their children if necessary



**EMERGENCY EVACUATION OFF SITE**

**TSUNAMI**



**RESPONSE**

**If your Centre is located in a Tsunami risk zone and an earthquake is long (1 minute or more) or strong immediate evacuation will happen under the direction of the Supervisor or Manager**

*Describe here, your Tsunami Evacuation arrangements applicable to your situation;*

- Call the roll to ensure everyone is present, attend to any urgent injuries
- We will evacuate at least 1 kilometre inland and 35 metres above sea level to .....
- How you will get there (transportation) .....
- Leave a sign on the door saying where you have gone
- Any other site specific information to note (e.g. is there a large hill nearby, or any tall solid structure where you could evacuate to. If you have a hill you can walk up, can you ask a home owner if you can leave a Civil Defence Kit onsite
- .....
- .....
- Is your Civil Defence kit easily transportable (e.g. a wheelie bin).



- DESIGNATED PERSONS TO TAKE**
- Emergency Phone and the roll
  - First Aid Kit, medication
  - Grab Bags / Back Packs including portable radio
  - Civil Defence Kit (if it can be accessed and moved quickly)
  - All other teachers/staff to gather children



- AT EVACUATION POINT**
- Count heads and call the roll, include adults
  - Attend to any first aid requirements
  - Send out a text alert to parents letting them know your location
  - Tune into the emergency radio and follow Civil Defence advice
  - Return to the centre will be when the all clear has been given by Civil Defence
  - Follow process for parents picking up their children after immediate danger has passed
  - Make children comfortable, reassure and comfort
  - Advise Management of your location



## EMERGENCY EVACUATION OFF SITE



### CHEMICAL SPILL GAS LEAK

### FLOOD

#### RESPONSE

- All chemical spills/gas leaks must be treated as toxic and dangerous
- Evacuate the building, ventilate the room
- Contain if possible and safe to do so, wear protection, remove sources of ignition
- Or call 111 – Prevent others from entering the building, provide services with a site plan
- Attend to any first aid requirements
- Count heads and call the roll, include adults
- Ring Management
- It may be necessary to evacuate the entire centre off site, follow the advice of Emergency Services
- Leave a sign on the door, tell Emergency Services where you will be
- Our off-site evacuation area where we can walk to is the other centre or the park out the back gate.

#### RESPONSE

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

- Check the source of the flood and that no children or adults are in danger
- Turn off water mains if cause is a burst pipe
- Listen to radio for Civil Defence emergency information or ring them for advice, let Management know
- If situation becomes urgent, or told to do so by Civil Defence, evacuate immediately to higher ground
- Gather the children, call the roll, turn off all services and electrical appliances, leave a sign on the door; Our off-site safe evacuation place is the Aquatic Centre. How you will get there (transportation) - Walk Our nearest Civil Defence Emergency Centre is Aquatic Centre. Follow the instructions of the Emergency Services

#### DESIGNATED PERSONS TO TAKE

- Emergency Phone and roll
- Grab Bags / Back Packs
- First Aid Kit, medication

#### DESIGNATED PERSONS TO TAKE

- Emergency Phone/Roll
- Grab Bags / Back Packs including portable radio
- First Aid kit, medication
- Children's coats and bags only if there is time

#### AT EVACUATION POINT

- Emergency evacuation Point or inside either building.
- Count heads and call the roll, include adults
- Attend to any first aid requirements
- Send out a text alert to parents letting them know your location and the situation
- Tune into the emergency radio and/or follow Civil Defence or Emergency Services advice
- We will return to the centre when the 'all clear' is given by Emergency Services
- Follow process for parents picking up their children
- Make children comfortable, reassure



## EMERGENCY EVACUATION OFF SITE



### BOMB THREAT OR SUSPICIOUS PACKAGE

#### RESPONSE

- Person in charge to alert staff to begin clearing and evacuating the building to designated spot at least 100m from site. Cell Phones not to be used in the building or near the suspicious package
- Person in charge will leave the building before using the emergency cell phone to call 111 and follow their advice
- 2IC to remain at the front of property away from the building with a site plan to prevent access to the building by any other persons and await Emergency Services.
- **Our off-site evacuation area at least 100m away is the park out the back gate.**

#### DESIGNATED PERSONS TO TAKE

- Emergency Phone and roll
- Grab Bags / Back Packs if safe to access
- First Aid Kit, medication if safe to access

#### AT EVACUATION POINT

- Count heads and call the roll, include adults
- Attend to any first aid requirements
- Send out alert via storypark and/or text to parents letting them know your location and the situation, inform Management or Board
- Follow Emergency Services advice
- We will return to the centre when the 'all clear' is given by Emergency Services or Manager will decide to call parents to collect their children following due process
- Make children comfortable, reassure

### INTRUDER / TRESPASSER

#### RESPONSE

- Alert the person in charge
- **Violent intruder** – Call 111 and evacuate the building immediately if safe to do so ( go to other building) or lock yourselves in a safe predetermined place resource/teacher cupboard/library area/ nursery hallway/sleeproom.
- **Unknown** – Person in charge and one other to approach and greet the person to determine their nature and what they are doing on the property. If it is for a legitimate reason take them to the office, if not, ask them to leave, if they refuse, call the Police.
- If it is safe, stay with them until the Police arrive (keep a colleague with you). If you have concerns move away and use your centre's code word or phrase (not the alarm) to alert other staff to begin calmly clearing and evacuating the building to a predetermined spot (for example, the neighbours property) to await the Police.
- **Our alert system is teacher informing "lockdown, this is not a drill" and/or sounding the air horn.**
- **Our designated place is inside our buildings.**

#### DESIGNATED PERSONS TO TAKE

- Emergency Phone and roll only if able to be accessed safely

#### AT EVACUATION POINT

- Inform neighbours if applicable
- Count heads and call the roll, include adults
- Send out alert via storypark and/or text to parents letting them know your location and the situation, inform Management/Board
- Follow the advice of Police
- We will return to the centre when the 'all clear' is given by the Police
- The responsibility of whether or not to continue ECE operations rests with the Manager.
- Follow process for parents picking up their children
- Ring the Ministry of Education Trauma Team, attend to children and staff trauma, support



## Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Health and Safety, Emergencies.

- **HS4:** A current Fire Evacuation Scheme approved by the NZ Fire Service.
- **HS7:** An evacuation procedure for the premises.
- **HS5:** Designated assembly areas for evacuation purposes do not unnecessarily place children at further risk.
- **HS6:** Heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury or damage are secured.
- **HS8:** Adults providing education and care are familiar with relevant emergency drills and carry these out with children on at least three-monthly basis; and a record of the emergency drills are kept in Emergency drills – Premises and Property Folder.

Other legislation:

- The Fire Safety and Evacuation of Buildings Regulations 2006
- The Fire Service Act 1975

## Implementation

Clear processes and procedures have been developed and staff trained to follow them. We have put a plan in place that allows for staffing variations so that everyone knows their role should the Centre Manager or Team leaders be absent.

## Review

Review annually or when there is a significant change in the area of the policy topic or the procedure.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	