

	Procedure
	Policy Category: Health & Safety
	Date Created: November 2016
	Emergency Response Procedures (HS7) <ul style="list-style-type: none"> - Staff Responsibilities - Earthquake - Fire - Tsunami - Flooding - Chemical Spill/Leaks - Lock Down Situation - Pandemic

The purpose of this operational policy is to detail the steps to be taken by centre staff in the events listed above and to ensure appropriate compliance with licensing criteria HS7.

We will take all reasonable steps to protect the safety and wellbeing of the children in our care, of staff working in our centre and of other adults present.

For all emergencies staff responsibilities are:

Centre Manager

- Gather staff and children and assemble in the designated safety meeting place (depending on the emergency)
- Will decide if evacuation is necessary
- Checks sleep areas, bathroom and outdoor areas
- Collects the roll and parent contact list
- Conducts head count

Health & Safety Officer – Office Admin

- Operates the fire alarm and calls the fire service (or asks someone else to help)
- Retrieves the supplies ready to be used

All Staff

- Keep calm and ensure children are assembled in the designated safety meeting place (depending on the emergency).
- Follow the agreed emergency procedure
- Instruct children to follow your lead. As much as possible, without endangering yourself, assist them.

Emergency Response Procedure Details

Earthquake

During the earthquake

- **Remain Calm**
- Take action as soon as shaking starts.
- Procedures should be properly followed regardless of the severity of an earthquake. This ensures children know what you expect of them in more serious circumstances.
- Remember: **drop, cover and hold.**
- Instruct children to follow your lead. Assist them as much as possible, without endangering yourself.
- Keep away from glass doors, windows, or equipment that could fall over.
- All children will stay in position until the teachers tell them. Teachers will assess danger such as broken glass and then tell the children where they need to move to. If outside, move inside to the designated meeting point as quickly as possible, bringing all children with you. If the building is unsafe, relocate everyone to your secondary meeting point, or some other safe place.

Indoors

- Stay indoors and stay calm.
- Get under cover (e.g. a desk) and hold on.
- If no cover is available kneel next to an inside wall, facing away from the windows. Bend your head close to your knees, cover the sides of your head with your elbows and clasp your hands behind your neck. If a coat or blanket is available, hold it over your head for protection from flying glass and debris.
- Reassure the children.

Baby areas

- Wall Cots – leave sleeping babies in wall cots as they give babies some level of protection.
- Babies not in wall cots need to be moved as quickly as possible to an inner wall away from windows. Adults then kneel, facing away from windows, to form a barrier over babies. Adults then bend their heads down low and cover themselves with a blanket (or similar) to protect themselves and the babies from falling debris.

Outside

- Stay outside and stay calm
- If no safe cover is available, crouch or lie down, tuck your head down and cover it with your hands and/or a jacket (or similar) is available.
- Instruct children to do the same. Assist them as much as possible, without endangering yourself.
- Keep away from glass doors, windows, or equipment that could fall over.
- Reassure the children

When the shaking stops

- Assemble all uninjured people together in one space, away from windows and fallen debris.
 - The designated meeting point is in the middle of the rooms (Nest, Iti, Nui).
 - If this is not possible due to damage the secondary meeting point is the sandpits outside (Nest and Matua)
- Stay inside. If you are outside, move inside to the designated meeting point as quickly as possible, bringing all children with you.
 - If the building is unsafe, relocate everyone to your secondary meeting point, or some other safe place.
- Calm and reassure frightened children. Discuss the likelihood of aftershocks with them.
- Organise uninjured adults to carry out essential duties, such as collecting emergency supplies, administering first aid, checking the attendance register and contacting parents.
- As much as possible, assemble injured people in one place so they can be treated by first aiders as efficiently as possible.
- Turn off heaters.
- Turn off electricity, water and gas supplies.
- If you smell gas after turning off the main supply, evacuate the area.
- If a fire has started, attempt to put it out if this can be done safely. If this isn't possible, evacuate the area.
- Check for electrical and chemical hazards.
- Conserve any water and stop any leaks.
- Keep refrigerators and freezers closed if the electricity supply is cut.

Following an earthquake

- It is possible that you will be isolated for several hours.
- Endeavour to make the building self-sufficient with regards to food, water and sanitation.
- Treat the injured.
- Assess the damage to the building. Check for leaks in pipes, cracks in walls, dislodged furniture, and any spillages and broken glass. Photograph for insurance purposes if possible.
- Listen to the radio for any information or advice from Civil Defence.
- Staff will remain with and care for the children at all times during an event until they are returned to the care of a parent or guardian. Attendance will be checked whenever children are moved and staff will bring any necessary medications, supplies, and emergency records.
- Do not leave the centre unless it is unsafe or directed by Civil Defence
- In the event of needing to evacuate the site, leave a clear message to parents so they know where to find their children
- Before clean up begins, take photos for insurance purposes.

Fire

Upon hearing the emergency signal (siren), the teachers and supporting adults/staff will direct children to the evacuation meeting places (respective sandpit). Staff on non-contact/breaks will go directly to their respective area to assist with evacuation.

Do not allow children to bring toys or any other items.

If you can see smoke in the room, stay low to the ground as you make your way to the exit. In a fire, smoke and poisonous air hurt more people than the actual flames do. You'll breathe less smoke if you stay close to the ground.

The centre manager and/or person responsible will check all areas of the centre, including sleeping rooms and toilets, to ensure all children are out, then leave the building.

An outside teacher will check all areas of the outdoor area

The administrator or (in their absence) person responsible will telephone 111 for the Fire Service.

The person responsible in the Nest (under 2's) will take the sleep-chart to use as the roll. The administrator or (in their absence) person responsible will collect the roll, visitors register, staff list and parent contact folder along with the landline phone and the Grow cellphone and take it to the evacuation site in the preschool (over 2's).

Once gathered on the decked area by the sandpit, one teacher will call out the children's names from the attendance rolls. The other teachers will look for each child and call 'yes' when they see them.

If it is assessed (by the Manager/person responsible) we need to evacuate the premises then the teacher responsible will open the gate and all children and adults will walk down the footpath to the meeting space in the carpark.

Once the teachers are assured that everyone is safe, they (in the case of a drill) or the Fire Service (in the case of a real emergency) will determine whether it is safe to return to the centre.

Trapped in a room

If you're in a room with the door closed when the fire breaks out, check to see if there's heat or smoke coming in the cracks around the door.

If you see smoke coming under the door — don't open the door!

If you don't see smoke — touch the door. If the door is hot or very warm — don't open the door!

If you don't see smoke — and the door is not hot — then use your fingers to lightly touch the doorknob. If the doorknob is hot or very warm — don't open the door!

If the doorknob feels cool, and you can't see any smoke around the door, you can open the door very carefully and slowly.

When you open the door, if you feel a burst of heat or smoke pours into the room, quickly shut the door and make sure it is really closed.

If there's no smoke or heat when you open the door, go toward your escape route exit.

If you can't get out fast, because fire or smoke is blocking an escape route, you'll want to yell for help. You can do this from an open window or call 111 if you have a phone with you.

Even if you're scared, never hide under the bed or in a closet. In the meanwhile, keep heat and smoke from getting through the door by blocking the cracks around the door with sheets, blankets,

and/or clothing. If there is a window in the room that is not possible to escape from, open it wide and stand in front of it. If you can grab a piece of clothing or a towel, place it over your mouth to keep from breathing in the smoke. This works even better if you wet the cloth first.

If Your Clothes Catch Fire

If this happens, don't run! Instead, stop, drop to the ground, cover your face with your hands, and roll. This will cut off the air and put out the flames. An easy way to remember this is: **Stop, Drop, and Roll!**

Tsunami

If our centre is situated in an area that is at risk of a tsunami, the most likely indicators for a tsunami are if the earthquake is strong enough that we struggle to stay on our feet or if the earthquake continues for more than one minute. In this case, teachers will:

- Listen to the radio for advice and information
- Evacuate if instructed to by Civil Defence (we won't wait to be told to evacuate if a strong earthquake occurs and our Centre is located in an area at risk of a tsunami (e.g. near the sea, rivers or large body of water)).

Flooding

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. Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes. In the case of a flood, teachers will:

- Check source of the flood and that no children or staff are in danger
- If flood is due to burst pipes etc, turn off the water at the mains (located under car park sensor light) if possible.
- Keep calm.
- Listen to radio for civil defence emergency information.
- Follow instructions of an official civil defence officer.
- Disconnect electrical appliances.
- Turn off electricity and gas supplies at mains.
- Move any valuables, chemicals, documents, equipment etc to higher ground.
- Move personnel to the nearest high ground, if advised to do so.
- Use sandbags to prevent flood waters from entering critical areas.
- Keep as warm and dry as possible.
- Remain in existing location (highest safe position) unless instructed otherwise by civil defence officials.

Chemical spills/leaks

All chemical spills/leaks must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas. If a chemical spill/leak is noticed, teachers will:

- Move all people in the vicinity to a safe area. Consider evacuation or whether you need to stay indoors,
- Next call emergency services.
- Then contain the spill, or remove sources of ignition if flammable substances are present, or seal the doors, windows, other openings and switch off any air intake units, but only if it is safe to do so.
- Advise centre manager of the incident.
- Give appropriate first aid.
- If help is available, allocate responsibilities to others to create a competent emergency team to deal with the spill.
- Dispose of waste safely.

Precautions

- Do not endanger yourself
- Wear personal protective equipment (PPE) appropriate for the spilled substance
- Do not leave the area unattended if there is a risk of a further spill
- If spill is likely to enter a waterway notify the local council
- Make sure you have an escape route
- Keep hands and face clear of any escaping gas or liquid
- No smoking. Keep ignition sources at least 20 metres away until the area is safe
- Do not use equipment again until it has been inspected
- Do not leave the site unattended if there is a risk of a further leak

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':

- Alert staff and children by calling them inside
- The teachers will call / gather all children and adults inside the centre building.
- Everyone will be gathered together, in the centre of the building, away from windows and entrance ways if possible (central hallway area – toddler/preschool)
- The window and doors will be closed and locked, and blinds pulled where possible.
- We will call the roll to ensure everyone is accounted for
- We will await notification from the Police that the situation is resolved before ending the lock-down.
- If it is not safe for staff and children to remain at the centre, all will evacuate to the nearest Civil Defence post or to another close safe place. Civil Defence will be kept informed of locations, injuries and needs of children and adults.

The Manager or Supervisor of the centre (or person responsible on duty) or person delegated by them will become the Health and Safety Officer (H&SO) for the purposes of the Procedure and will ensure this plan is followed/carried out.

H&S officer to:

- Where possible advise all parents of the lockdown, by text (via Infocare) and post online (Storypark).
- Collect up all rolls and parent contact records and have both the Grow landline and mobile phone.
- Leave a Notice securely attached to the front entrance of building/or property to advise.

Pandemic Planning

As well as ongoing advice, the Ministry of Education provides comprehensive information about updating a pandemic plan. See [Planning for an epidemic/pandemic event \(quick guide\)](#).

We will:

1. Follow the advice of the Ministry of Health
 - a. The Ministry of Health can declare a pandemic event and provide advice and guidance about this. The Ministry of Health's Medical Officers of Health are our key external contact in a pandemic event.
2. Act to protect enrolled children and staff: see [HS26 Illness Infectious Diseases Policy](#)
 - a. ensuring people who are sick don't come to the early learning service.
 - b. It is also important for adults to be sensible about physical distance
 - c. Ensure we have adequate supplies of tissues, medical and hand hygiene products, and masks
3. Ensure a clean environment
 - a. good hygiene practices
 - b. regular and thorough hand washing and/or hand sanitising
 - c. good cough and sneeze etiquette
 - d. Follow the rotation practices for sanitation of resources with increased frequency as required
 - e. Further detail: [Pandemic Specific Cleaning Practices](#)
4. communicate with the service community
 - a. Database used for communications via email, Storypark, newsletter and notice board- whichever or all of these avenues is deemed most appropriate
5. make sure our contact information is current for parents and whanau, staff (including emergency contacts), and District Health Board and Ministry of Education contact numbers
 - a. Hard copy kept at front desk
 - b. Copy kept on the drive/web hosted so can be accessed remotely
6. identify rooms with amenities

- a. Conference room at the front entrance for isolation if required.
7. plan for staff absences
 - a. Service Manager is to manage in conjunction with staff using Google Drive roster system and usual ratio management.
 8. plan for service closure
 - a. take direction to remain open, close or reopen by local Medical Officers of Health or their designees, the Ministry of Health or Police.
 - b. Service Manager may make their own choices based on staffing and supervision concerns due to staff absences.
 9. plan for return
 - a. Service Manager to facilitate and encourage the return of children, students and staff once they are better or at the end of their stay away period.
 - b. All individuals who are no longer ill or potentially ill will be welcomed back and supported with their return to education.

Our pandemic plan contains contact details for the Grow Early Education community, we maintain them with our other emergency documentation.

Heightened hygiene practices during pandemic

We use heightened hygiene practices when there is a known presence of, or risk of, a serious infection/illness (e.g. influenza virus or measles). This will be signalled by the Ministry of Education and Ministry of Health advisories.

Heightened hygiene practices include:

- informing parents about the situation and what they can do, and what action the centre is taking
 - Handwashing
 - Social Distancing
 - Community Thinking
- Procedure for pandemic changes to routines implemented: [Pandemic Immediate Changes to Usual Routines](#)
- reiterating basic hygiene measures
- watching out for symptoms
- limiting times when large groups of people are together (e.g. no parent events), and encouraging social distancing where possible

- stepping up centre cleaning practices – this applies particularly to hard surfaces, e.g. sinks, handles and door railings, table tops:
- clean surfaces with a neutral detergent, followed by a disinfectant
- clean surfaces that are touched frequently every day.
- If someone at the centre shows symptoms of a serious infection/illness, they are separated from others while waiting to be taken home. Call Healthline on 0800 611 116 for advice.
- Anyone with a serious infection/illness should not attend the centre while they are infectious. Anyone who is not immunised against the relevant infection/illness and has potentially been exposed to it should also stay away from the centre .

*** Novel coronavirus 2020**

In January 2020, novel coronavirus (COVID-19) was identified in Hubei province, China. It causes respiratory illness with flu-like symptoms including fever, coughing, and difficulty breathing. Although the virus has spread to a number of countries, the risk of an outbreak in New Zealand is low-moderate. The Ministry of Health is closely monitoring the situation and following guidance from the World Health Organization. If any public health measures are needed for the virus, the Ministry will advise. Our Early Education service is following the advice of the Ministry of Education including checking their website for the latest information and implementing heightened hygiene practices.

For more information see:

- the [Ministry of Health](#) website for the current status and latest health advice
- the [Ministry of Education](#) website for:
 - information for ECE service leaders
 - information for learners, parents, and whānau
 - key messages on supporting the wellbeing of the ECE community.
 - These sites are reviewed and updated regularly.
- The [Civil Defence](#) website for CDEM action plan

Review

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

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Consultation Undertaken:	