

## **Emergency and Evacuation Policy and Procedure**

Reg46/HS4 &7

### **Rationale:**

The safety of children and adults is paramount at all times

### **Objectives:**

Children and adults in the service will know the appropriate procedure to follow in the case of a fire, earthquake, and other emergencies.

### **Procedures:**

Little Giggles Educators will have completed an evacuation plan for their premises to identify the exits to use in case of an emergency. This will be displayed in a place for easy access (such as a notice board, or in pantry cupboard). The assembly area identified will be a place where the children and adults can come to no harm

An evacuation procedure will be written and displayed with the evacuation plan. This will include the procedure for leaving the building, for leaving the property, (evacuation to Civil Defence Post), and the resources the educator will need to take in an emergency (such as infant formula, nappies, food, clothes, blanket)

The evacuation procedure (emergency drills) will be carried out at least once a term and when a new child starts in care.

The Little Giggles Educator will keep a fully stocked Civil Defence emergency kit at the premises and be responsible to checking the contents each term or when it has been used.

### **Emergency Guidelines:**

#### **Fire:**

Little Giggles Educators will prepare themselves by;

- Checking the home for fire hazards on a regular basis.

- Know how to extinguish a fire if appropriate and know how to change the batteries in the smoke detectors.
- Teach the children the form of alarm she will use (such as a whistle) and teach them to "Stop, Drop & Roll" and what exits to use out of the house.
- Raise the alarm with the children
- Call the Fire Service on 111.
- Check the children are safe and get them and the resources, (including a telephone and first aid kit and parent contact list), they will need out of the house to the assembly point.(closing the doors and windows on the way out if possible)
- Attempt to extinguish the fire only if it is safe to do so.

### Earthquake;

Little Giggles Educators will prepare themselves by;

- Checking that heavy objects are safely secured or stored.
- Teach the children how to behave in the event of an earthquake and role model the behaviour by identifying safe places to take shelter (such as under tables or door frames)
- Have the first aid kit ready and any special resources needed for the children in care.
- Advise the parents that they will stay with the children at home unless they are advised to go to the nearest Civil Defence Post.(as shown on the Evacuation Plan at the Little Giggles Educator's home)
- Know how to switch the power off at the mains switch board if necessary.
- If caught outside during an earthquake, move away from buildings with glass windows and doors, and any electrical wires.

### Other emergencies:

Other emergencies could include power failure, toxic spillage or fumes, tsunami warning, flooding or eruption.

Little Giggles Educators will prepare themselves by:

- Having a fully equipped Civil Defence Kit.
- Having a phone that will operate without power
- Notifying the parents/whanau and Giggles Learning Advisor immediately of the emergency.
- Follow the advice from the appropriate service, parents/whanau and Little Giggles Learning Advisor.
- At all times making sure the children and themselves are in a safe place according to the emergency.

### **Civil Defence Emergency Kit Contents..**

- A battery powered radio and spare batteries for it
- A torch, spare batteries for it, candles and matches
- 2 – 3 day supply of tinned food and a can opener
- Water containers to fill in an emergency – you can store drinking water now in carefully cleaned, corrosion-proof tightly covered containers.
- A torch, spare batteries for it, candles and matches.
- A first aid kit and book.

If any of these disasters occur:

- A violent earthquake
- A rising flood
- A bad storm
- An eruption
- A tsunami

Turn on your radio for advice and information.

Know how and where to turn off your electricity, gas and water.

Make yourself completely familiar with the Civil Defence information at the end of the yellow pages on the back cover of your telephone directory.

Other contents to consider are:

- Emergency clothing such as wind and rain proof, sun hats, outdoor shoes, blankets or sleeping bags.
- Food and water for 3 days and some method to cook. Suggested amount of water is 3 litres per person per day.
- Spare toilet paper and plastic rubbish bags
- Special supplies for infants and children
- Pet supplies.
- Special supplies for those with disabilities (such as glasses, hearing aids, mobility aids).
- Personal hygiene items (such as towels, toothbrushes, soap, change of clothes)
- Family documents (such as copies of birth and marriage certificates, Insurance policies, drivers' licences, passports, family photos).