

Civil Defence and Emergency Procedures (HS 4-7)

In accordance with the minimum standards for childcare services set by the Ministry of Education, premises must have adequate safeguards against fire, a means of escape if fire breaks out, and adequate safeguards against earthquake damage and for dealing with the consequences of an earthquake.

Guidelines for Emergency Procedures

- **Evacuation:** Educators must draw a simple plan of their home to be displayed in a prominent place. The plan must include a written plan of action if the main exit is inaccessible due to fire. It must include a plan for the event of an earthquake and where applicable the event of a tsunami. It must include a plan for injury or sudden illness of the educator.
- **Assembly:** Educators must have a nominated safe point of assembly away from the house, e.g., Neighbour's front lawn. Points to consider:
 - Ease of access for emergency services.
 - Choose an open area away from power lines and trees.
 - Keep away from the area the appliance may need to park in, e.g., driveways
- **In the event of an earthquake:** The premises must have a written plan for the evacuation and care of the children. This plan must be developed in consultation with your families in care. It is important to:
 - Keep calm.
 - Stop, drop, and hold.
 - Include a meeting place for your families in care if you are unable to be at your home.
 - Think about who is allowed to pick up the child. How will you identify them?
 - Have a telephone that is not reliant on power.
 - Ensure your cell phone is fully charged at the beginning of each day.
 - Ensure you have all your parent contacts.
 - Attempt to make contact with parents/whānau and Visiting Teacher's.
- **To ensure children's safety in the event of an earthquake:**
 - Wall units/bookshelves, etc. must be securely fastened to the wall.
 - Pictures must be securely fastened to the wall.
 - Heavy objects which could topple or fall and cause serious injury or damage, are secured.

- **In the event of a Civil Defence emergency ensure you have:**

- First-aid kit and essential medicines
- Transistor radio and torch, and batteries.
- Enough food for at least three days.
- Enough water for at least three days.
- Appropriate clothing for weather changes.
- Blankets
- An emergency get-away kit.
- Educators must complete the 'Household Emergency Plan' in their Educator manual, and review this on an annual basis updating any changes (e.g.: changing from power to gas, change of phone numbers, new civil defence centre).

Fire and Earthquake drills are practiced and recorded every 3 months in the Educator manual. These must include Out of School care children if care for these children is provided privately.

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NELPS objectives 1, priority 1