



2.1 Emergency evacuation

| Last Reviewed: | Version# | Author: |
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| November 2018 | 3 | Kaihautū |

Purpose

To ensure that, in the event of an emergency, all adults know what to do so that tamariki and kaiako are evacuated from the building safely, and are able to be cared for until all whānau have collected their tamariki.

Policy

In the event of an emergency all Te Puna Reo staff are responsible for the safe evacuation of adults and tamariki. Staff will remain with tamariki until all have been picked up by their mātua or adults authorised to do so (by mātua). As tamariki numbers decrease, staff will gradually be released to their own whānau by priority (e.g., whereabouts of their own dependants, distance from home, etc). Alternatively, staff will be released to collect their loved ones and return to the group accordingly, if at that stage they are unable to make it home safely.

An 'emergency' warranting evacuation of the centre building consists of fire or earthquake. An earthquake "either longer than a minute, or strong enough that it's hard to stand up" (as stipulated by WREMO (Wellington Region Emergency Management Office)) warrants the evacuation of the centre to higher ground. We would also consider evacuating after a minor quake if there were strong and successive aftershocks, particularly if these were causing distress to tamariki.

All kaiako and staff are taken through the emergency procedures in induction, and annually take part in a review of these procedures. Regular fire and earthquake evacuation drills are carried out, and staff are encouraged to reflect on improvements after each one. Training is provided as and when needed.

An Emergency Kit is kept well-stocked at all times. Items include a radio and spare batteries, torch and spare batteries, basic First Aid Kit, tissues, plastic bags, hand washing equipment, buckets, and enough food and water for three days. The Emergency Kit will be kept in the shed outside the centre gate. Each whānau will be charged \$25 per child, at enrolment, to keep perishable stocks full. Ongoing medications such as asthma inhalers and Epipens will be stored in a kete by the exit (opposite the alarm box) with instructions and permissions, ready to take in an evacuation. An emergency folder containing a current phone list of all current whānau, a collections/pick-up "who" and "where to" form, a sign (to be affixed to the front glass doors, indicating we have evacuated the premises), and pen and paper will be stored in the CD backpacks in the shed to be taken in an evacuation.

Procedure

Fire

In the event of a fire a loud alarm should start. If a fire is discovered and no alarm sounds, a whistle may be used to raise the alarm, and call “*ahi*”. Whistles are hanging by the alarm box by the front door, beside each exit in Kākano, and at the top of the stairs.

Ring 111, ask for fire. Tell them:

1. There is a fire at Te Puna Reo o Ngā Kākano;
2. We are at 238 Thorndon Quay;
3. The entrance is between Rug Direct and Bedpost buildings;
4. We are opposite Motor Doctors.

If the fire is small enough to safely extinguish, and there is no further risk to people or property, the fire extinguisher may be used to douse the fire.

Then, evacuate the building as below.

Rū whenua/ Earthquakes

- As soon as shaking starts, staff will call “*rūwhenua*”/ “*earthquake*”.
- Take immediate action:
 - Drop, and immediately assume the ‘turtle position’;
 - Remain in this safety position until the shaking has stopped;
 - If possible, take cover in “safe areas” (indicated by a red ‘Rūaumoko’ tohu/sign/picture) – otherwise simply drop where you are.
- Check small spaces that tamariki may have hidden in.
- Evacuate the building, as below.
- If shaking starts again, get back into the turtle position until shaking subsides.
- Evacuate the building, as below.
- Take an immediate roll call.
- Once all are accounted for being safely evacuated, take the emergency backpacks, baby packs, from Civil Defence shed.
- Display evacuation sign on the door.
- With all kaiako holding hands in groups of 4 or 5 tamariki, spread out so one is at the front, and one at the back, the rest spread throughout group, walk directly to **the Frandi St “Glade” (Goldies Brae)**.
- Keep to the left of the footpath along Thorndon Quay (away from buildings), and begin crossing once past the bridge.

- Warden One will stand in the middle of the road with high-vis jacket on to check traffic. Kaiako will lead their group across the road, two kaiako at a time.
- Assessments will be made as the centre travels as to the structural safety of structures such as the motorway overpass and multi storey buildings. Alternative routes may be decided as a safer way to move quickly away from tsunami areas.
- Once safely at the Frandi Street Glade the “person responsible” will check the WREMO alerts on the centre phone. Other kaiako will tend to tamariki needs and reassure them.
- This person responsible will send a text message/ SMS from the tablet (if telecommunications are still operating) out to all whānau notifying them of where we are, **and whether we will stay there or continue on to Thorndon School**. This decision will be based on the advice from WREMO, tsunami threat, and the condition of the roads.
- Once the water in the harbour has settled, and only once we are sure it is safe to return, two kaiako will go back to Puna Reo to pick up more supplies and return to the Glade. **Then the whole group will walk to Thorndon School to await pick up from whānau.**



EVACUATION

All staff: are to take immediate action to evacuate at the first sound of the alarm, whistle, or ground shaking.

Staff in the staffroom or office must: immediately go to the assistance of the Kākano group, to get all babies and toddlers safely out.

One staff member must: take the civil defence shed key (kept on the key hook by front door alarm box) and the kete of medication. They will take the barriers out of the shed and set up to keep tamariki away from glass and other danger while taking roll call.

Each group must:

Gather all tamariki to make a hasty but calm exit to the assembly point in the space between the Civil Defence shed and the Bedpost roller-door, with kaiako making a ring around the tamariki.

Take the Kākano tablet (Kākano).

Evacuate, with one kaiako at the front and one at the back, by the nearest route to exit through the wooden outside gates.

Take an immediate roll call one group at a time with one adult checking each tamaiti is present (i.e., visually sighting each person called).

Do the same check to ensure all kaiako and other kaimahi/adults are also present and accounted for.

If the cause of evacuation is fire: wait at this assembly point until the Fire Brigade give the all clear to re-enter the building.

If the cause of evacuation is tsunami risk: continue on to the Glade along designated route, following the procedure outlined above.

Fire Warden One (Kaitunu or Pouako Pihi-Puāwai in their absence, other Pihi/Puāwai kaiako in the Pouako absence):

Check all rooms are vacant;

Close all doors and windows as checked;

Assist kaiako to evacuate tamariki;

Must report to Fire Warden Two.

Fire Warden Two (Kaihautū or Pouako Kākano in their absence) must:

Take Puna Reo cellphone and tablet;

Check all rooms are vacant in upstairs area;

Close all doors and windows;

Switch power off from meter box in outdoor area;

Report to the Fire Service on their arrival.

WHAKAMĀRAMATANGA/ EXPLANATIONS:

“Safe areas” – Alongside of strong furniture, under doorways, next to main structural walls, next to the central wall, away from windows and large or insecure furniture. These are easily identified by a red spot and picture of Rūaumoko.

“Turtle position” – crouch down with head down against knees and hands over the back of your neck.

“Glade” directions – Come out of the Te Puna Reo driveway and turn right. Walk under motorway then cross the road. Take the little zig zag path up to Tinakori Road, cross the road and proceed up Cottleville Terrace. Follow this until you get to a T-junction in the road (Frandi St) (i.e., can only turn right or left). Turn right, and about 50 meters along there is an unmarked path to the Glade on the left hand side of the road.

Evacuation point: Thorndon School at 19B Hobson Street, Wellington. You can access from Hobson Crescent, which is off Hobson Street. The school gate is next to Pipitea Childcare Centre. You can also access this from the other side, the address being 20 Turnbull Street. From Murphy Street, go into the Thorndon Pool carpark and just past the Pool entry is the School’s entry.

“Person Responsible” – a person with a current teacher registration and Early Childhood teaching qualification (i.e., “a person directly involved in, and primarily responsible for, the day-to-day care, comfort, education, health, and safety, of the children” (Education (Early Childhood Centres) Regulations 1998).

In the event of an emergency the Kaihautū/ Manager can be contacted on **027 499 7661**.

Please make sure you are familiar with the procedures BEFORE an emergency as there is little time to check during one.

Please also ensure that any person who may be authorised or responsible for picking up your tamaiti/ child in an emergency is also very familiar with these procedures.