

Playcentre Aotearoa's Civil Defence Kit and First Aid Kit Contents



Emergency Kit Contents

This document is to assist Playcentres prepare for an emergency where people may be stuck at Playcentre and not able to leave for up to 24 hours or may be required to evacuate as a Playcentre to an Evacuation Centre situation in a hurry.

| Item | Suggested Quantity | Quantity needed for this centre | Location(s) | Checked Term 1 20__ | Checked Term 3 20__ | Checked Term 1 20__ | Checked Term 3 20__ |
|---|---|---------------------------------|-------------|---------------------|---------------------|---------------------|---------------------|
| In Quick Getaway Kit(s): | | | | | | | |
| Copy of Centre Emergency Plan | 1-Feb | | | | | | |
| Copy of Emergency contact details for children & adults | 1 | | | | | | |
| Portable Radio, batteries & spare set | 1 | | | | | | |
| Torch, batteries & spare set | 2 | | | | | | |
| First aid kit and essential medications | 1-Feb | | | | | | |
| Paper & Pencils or Pens | Small stack paper - 20 pieces, + 2-3 pens/pencils | | | | | | |
| Games/Activities for children to entertain them (suggest: crayons, bubbles) | 1 pack crayons/chalk, small bottle bubbles, etc | | | | | | |



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| | | | | | | | |
|--|--|--------------------------|--|--------------------|--------------------|--------------------|--------------------|
| Water | 500ml per person | | | | | | |
| Non perishable food, incl baby formula - snack bars, biscuits | 3 items per person | | | | | | |
| Lollies - lollipops/ barley sugars | 1-2 pkts | | | | | | |
| Nappies (various sizes) & wet wipes | 4 per child using nappies | | | | | | |
| Hand sanitizer 500ml | 1 | | | | | | |
| Survival blankets | 1 per 3 people | | | | | | |
| Any special needs such as hearing aids and spare batteries, glasses or mobility aids | | | | | | | |
| Face/Dust Masks | box | | | | | | |
| At Centre | Suggested Quantity | # for this centre | | Term 1 20__ | Term 3 20__ | Term 1 20__ | Term 3 20__ |
| Toilet paper & large rubbish bags | 1 roll per 2 people, + 1 large bags per 5 people | | | | | | |
| Water - enough for 24 hrs per person | 3L per person | | | | | | |



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| | | | | | | | |
|--|---|--|--|--|--|--|--|
| Non perishable food - enough to last 1 day: e.g. canned spaghetti/baked beans, pasta, snack bars, powdered milk, cereals, baby food, formula | | | | | | | |
| Ropes | 2-Mar | | | | | | |
| Tarps - decent size | 2 | | | | | | |
| Whistle or loudhailer | 1 | | | | | | |
| Candles | 4-May | | | | | | |
| Duct tape & plastic sheeting | 2 rolls tape, 2 large sheets | | | | | | |
| Work gloves | 3 pairs | | | | | | |
| Cooking pot | 2-Mar | | | | | | |
| Waterproof matches/fire starter in waterproof container | 2 boxes | | | | | | |
| Can opener- not electric | 2 | | | | | | |
| Cups/plates/utensils - may be paper/plastic | 1 per person in Centre (4 per person if disposable) | | | | | | |
| Utility Knife | 1 | | | | | | |
| Latex gloves | Box | | | | | | |
| Hi Vis Vest (for adult/s in charge) | 2 | | | | | | |
| Personal hygiene items and sanitary supplies | 2 boxes | | | | | | |



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| | | | | | | | |
|--|---|--|--|--|--|--|--|
| Small Gas burner & required gas or BBQ | 1 | | | | | | |
| Buckets | 4 | | | | | | |
| OPTIONAL | | | | | | | |
| Water purification tablets | | | | | | | |
| Safety goggles | | | | | | | |
| Tent pegs | | | | | | | |
| Woollen blankets | | | | | | | |
| Rain poncho's | | | | | | | |
| Spare clothing | | | | | | | |
| Generator & fuel | | | | | | | |



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Where is your Civil Defence Emergency Kit located? Consider how you will access emergency items both if you can't enter building, or if you can't leave.

A Wheelie Bin can be useful to easily relocate inside/outside each day, but also consider how to transport items if have to evacuate through broken roads/mud

Keep paperwork (emergency plan/contact details) in a waterproof ziplock bag. Also handy to have a copy saved online.

Batteries not in use have a shelf life of 10 years. Check for leakages. Keep in original package if possible and not in contact with metal as will corrode

Water to drink (3L per person per day): *5 drops bleach per litre (1/2 tsp for 10 litres of water). Store in dark place and replace water every 12 months.*

Can use water stored in hot water cylinder etc, as part of the water requirements – however if you do this must turn off power supply and water supply to the cylinder as it can become contaminated and/or dangerous if you do not.

Survival blankets are useful if a person is already warm. They keep the heat in. They do not heat a person up. 2-3 children can be covered by one blanket

First Aid Kit should be medium to large in size and contents. It must be able to cater for the numbers of tamariki and adults on any session

Duct tape is for securing broken windows. Thick gloves to pick up broken glass.

Tarpauline to sit on or use as shelter

Woollen blankets are useful, however can be bulky and take up room. Consider the amount of room you have to store them with the kit

Record the local radio station's frequency in your Emergency Plan. This can be found at: <http://getthru.govt.nz/how-to-get-ready/radio-stations-to-listen-to/>

Ensure essential medications required by those at Centre are held in store or brought in each session in quantities to cover a 48hour period at least

Information on how to plan for feeding babies under 12mths old can be found at

https://www.health.govt.nz/system/files/documents/topic_sheets/feeding-your-baby-in-an-emergency-dec15.pdf

Planning for evacuation should be part of your Emergency Plan - look at <http://getthru.govt.nz/how-to-get-ready/evacuation/> for more tips



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FIRST AID KIT CONTENTS

You can buy First Aid Kits readymade. If you are making your own, these items are recommended as the minimum, more may be needed if very large centre.

| Item | Suggested Quantity for 30 people | Quantity for this centre | Location | Checked Term 1 20__ | Checked Term 3 20__ | Checked Term 1 20__ | Checked Term 3 20__ |
|--|----------------------------------|--------------------------|----------|---------------------|---------------------|---------------------|---------------------|
| Triangular bandages | 2 | | | | | | |
| Roller bandages- 50mm | 1 roll | | | | | | |
| Roller bandages- 75mm | 1 roll | | | | | | |
| Sterile gauze- 7.5 x 7.5 | 2 | | | | | | |
| Adhesive wound dressing- 6 cm wide x 1 metre long | 1 strip | | | | | | |
| Plaster strip dressings | 1 packet of 50-100 | | | | | | |
| Adhesive tape- 25mm hypoallergenic | 1 roll | | | | | | |
| Sterile non-adhesive pads- small (2) and large (3) | 2 + 3 | | | | | | |
| Sterile eye pad | 1 | | | | | | |
| Eye wash container | 1 | | | | | | |
| Sterile saline solution (for cleaning eyes/wounds) | 2 | | | | | | |
| Antiseptic solution or swabs | 4 | | | | | | |
| Safety pins (mix of sizes in a bag) | | | | | | | |
| Scissors/shears (1 pair) | 1 pair | | | | | | |
| Splinter forceps/tweezers (1 pair) | 1 pair | | | | | | |
| Disposable gloves | 10 pairs | | | | | | |
| Cold Pack | 2 | | Freezer | | | | |



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| | | | | | | | |
|--|---|--|--|--|--|--|--|
| Accident register and pencil | 1 | | | | | | |
| First Aid Manual | 1 | | | | | | |
| CPR face shield | 2 | | | | | | |
| Card listing local emergency numbers | 1 | | | | | | |
| | | | | | | | |
| OPTIONAL | | | | | | | |
| Splinter probes - individual use. Sealed and sterile. | | | | | | | |
| sanitary items | | | | | | | |
| arnica cream | | | | | | | |
| insect bite cream | | | | | | | |
| The first aid kit may also contain any Category (i) medicines providing the appropriate written authority has been gained from parents if they will not be ones administering this | | | | | | | |
| | | | | | | | |
| Healthline 0800 611 116 | | | | | | | |
| National Poison centre 0800 764 766 | | | | | | | |

Source

St John, Triple 1 Care

First aid requirements for Criterion PF28

