

# Playcentre Aotearoa's Emergency Planning Procedure



**Education (Early Childhood Services) Regulations 2008, 46 (1d)**

**Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018  
Licensing Criteria for Centre Based Education and Care Services 2008:**

**HS7:** There are a written emergency plan and supplies to ensure the care and safety of children and adults at the service. The plan must include evacuation procedures for the service's premises, which apply in a variety of emergency situations and which are consistent with the Fire Evacuation Scheme for the building.

**HS8:** Adults providing education and care are familiar with relevant emergency drills and carry these out with the children on an at least three-monthly basis.

## Contact Details for this Playcentre are:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Local Radio Station for Emergency Information:** \_\_\_\_\_

Item	Procedure	Who
<b>1.0</b>	<b>Emergency Planning</b>	
	Living in Aotearoa New Zealand, we know that natural disasters can strike at any time. Because of this we need to be prepared for anything to ensure we are in the best position in keeping our Playcentre community of whānau and tamariki safe under a range of circumstances. To ensure we are prepared we will:	
1.1	Have an evacuation scheme approved by the Fire Service and ensure it is displayed on the wall	Centre Health and Safety Officer
1.2	Maintain a well-stocked Civil Defence Kit and First Aid Kit in an easily accessible place. <ul style="list-style-type: none"> <li>- Our Civil Defence Kit is kept: _____</li> <li>- Our First Aid Kit is kept: _____</li> <li>- Our Quick Getaway Kit is kept: _____</li> </ul> <p>Maintain these kits to ensure sufficient supplies should people be required to remain at Centre for up to 24hours/1 days.</p>	Centre Health and Safety Officer, with Equipment Officer or similar role.



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	<p>A list of suggested supplies is included in the Emergency Plan (U9.9.7)</p> <p>The Quick Getaway Kit is part of Civil Defence requirements and contains essential supplies for a quick getaway.</p> <p>This should be maintained and stored in a transportable bag/container that is kept near an exit.</p> <p>Review and refresh the kits every 6 months – in Term 1 and 3.</p>	
1.3	<p>Track tamariki and adults present on each session and make plans for them to be reunited with their families in case of emergency by:</p> <p>a) Ensuring everyone signs in and out when arriving at or leaving the Centre</p> <p>b) Keeping records of emergency contact details for all adults and tamariki attending the Centre</p> <ul style="list-style-type: none"> <li>- Emergency contact details are collected at enrolment</li> <li>- Visitors are requested to provide emergency contact details on arrival (as part of sign in process)</li> <li>- Once a term an updated emergency contact list is printed and kept with the daily sign-in sheet</li> <li>- Contact details are accessible via our Student Management System online.</li> </ul> <p>c) Including on the Emergency Contact list an alternative Centre member who has parent authorisation to take their child home in the event that child's whanau is unavailable.</p> <p>d) Notifying parents/whanau who are not present on session with their child, and for whom contact details are held on the Student Management System, of the emergency situation.</p> <p>Method of contact will be [suggestion – phone call or text, if speed is necessary - phone tree]</p> <p>e) Recording on the roll who took each child home, the time they left and where they were going to.</p>	<p>All responsible for ensuring details are up-to-date, and to sign-in and out.</p> <p>Centre Admin to monitor contact details and ensure are collected.</p> <p>Person Responsible – or as allocated on the day.</p> <p>Person Responsible – or as allocated on the day.</p>
1.4	<p>Carry out pre-drill education with tamariki and adults including what a drill is, the reason one will be held, and what will happen during them. Some ideas can be found in Playcentre Aotearoa's Pre-drill Education Guidelines</p>	<p>Person Responsible with parents/whanau on session</p>
1.5	<p>Each session, ensure adults are assigned to the following roles in the event of emergency:</p> <ul style="list-style-type: none"> <li>- Check sleep and/or infant areas for tamariki</li> <li>- Check indoor spaces for tamariki</li> <li>- Check outdoor spaces including sheds, playhouses, etc for tamariki</li> <li>- Take a phone and the daily roll to the designated emergency evacuation assembly point</li> </ul>	<p>Person Responsible</p>



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	<ul style="list-style-type: none"> <li>- Cover the following risk areas: [REDACTED]</li> </ul> <p>Adults will be assigned to these roles in this way : [REDACTED]</p> <p>[REDACTED]</p>	
<b>2.0</b>	<b>Termly Emergency Drills</b>	
2.1	<p>Each Centre will ensure the following Emergency Drills are held;</p> <ol style="list-style-type: none"> <li>One earthquake drill per term (every three months), minimum</li> <li>One fire per term, minimum. One fire drill in each of Term 2 and Term 4 is required to be notified (unless different timing is required in the Centre evacuation scheme)</li> <li>One sheltering-in place (or reverse evacuation/lockdown) drill per term/every three months</li> </ol> <p>Notes</p> <ul style="list-style-type: none"> <li>- Drills should be consistent with requirements of the Centre's Fire and Emergency Approved Evacuation Scheme. These are arranged by the local Regional Office and a copy should be available in Centre files.</li> <li>- The <b>Emergency Drill Quick Reference Record template</b> tracks the completion of drills.</li> <li>- The person running the drill needs to sign and date the Roll/Register confirming the completion of the drill.</li> </ul>	<p>Centre Health and Safety Officer In conjunction with Person Responsible on each session.</p> <p>Centre Health and Safety Officer</p> <p>Person Responsible – or as allocated on the day.</p>
2.2	<p><b>Notified Fire Drills</b></p> <p>Select which session will conduct the notified fire drill as outlined in 2.1:</p> <ol style="list-style-type: none"> <li>Hold the fire drill</li> <li>Note the time taken to evacuate the building.</li> <li>Following the drill use the "FENZ - Fire Evacuation Report Form" or the FENZ online notification system to notify Fire Emergency NZ of the outcome.</li> <li>Retain a copy of the completed form onsite at Centre (electronic or hard copy) for at least 2 years.</li> </ol>	<p>As allocated on the day.</p>
<b>3.0</b>	<b>Training for an Emergency</b>	
3.1	<p>Train new Centre members on the evacuation scheme for the Centre building during their first Playcentre visits, including:</p> <ol style="list-style-type: none"> <li>Location of the fire alarm and how to alert NZ Fire Service to a fire emergency</li> <li>Location and type of firefighting equipment in the building.*</li> <li>Location of emergency evacuation assembly point</li> <li>Escape plan / foot travel routes to safe places and assembly point*</li> <li>Fire exit doors</li> </ol>	<p>Centre members who welcome new members.</p>



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	<p>f) Use of any emergency equipment in the building to assist persons who require particular assistance to evacuate the building.*</p> <p>g) Fire alarm signals or methods for alerting occupants or available for use by occupants.*</p> <p>h) Location of the daily roll that will be retrieved in case of evacuation</p> <p>i) Location of hi-vis vest/armbands or like.</p> <p>j) Clear expectation of not re-entering the Centre until the 'All Clear' is given. There may be many hazards to deal with including debris, fire, electrical hazards, glass, injured or trapped persons etc.</p> <p><i>*As per Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – 7 (3)</i></p>	
3.2	Session leaders and teams are trained and prepared to run Emergency Drills, through role modeling, and direct training.	Centre Health and Safety Officer
<b>4.0</b>	<b>Building Assistance</b>	
4.1	<p><b>Maintain a Building Assistance register.</b> This should include:</p> <p>a) Any areas of the building where there are more likely to be people requiring assistance</p> <p>b) List of particular individuals who may require assistance and the type of assistance required.</p> <p>Following Emergency Drills, Centre members should reflect on whether any adults or tamariki required assistance to evacuate the building and update the Building Assistance register as required.</p> <p><i>It is good practice to check if there have been any changes at a regular interval each term. This may be at a Centre Meeting.</i></p>	Centre Health and Safety Officer
<b>5.0</b>	<b>Self Review</b>	
5.1	<p>Share feedback from Emergency Drills at the next Centre meeting to consider any improvements or changes that may be necessary to increase safety.</p> <ul style="list-style-type: none"> <li>- Notes taken at the time of the drill (possibly on the Emergency Drills Quick Record Reference Form)</li> <li>- Discussion with those present during the drill</li> </ul>	Centre Health and Safety Officer
5.2	Document any changes to process and share with all Centre members. Expect the changes to be implemented at the next drill or during an emergency.	Centre Health and Safety Officer
5.3	Ensure Emergency Plan is reviewed annually, using information from the above evaluations.	





## RESOURCES

Playcentre Aotearoa's Pre-Drill Education Guidelines

Playcentre Aotearoa's Fire Drill Warden Guidelines

Emergency Drill "Quick Reference" Record

Building Assistance Form

FENZ - Notification of Evacuation Training Programme

FENZ - Fire Evacuation Report

Early Childhood Education Services Emergency Planning Guidance

[https://www.civildefence.govt.nz/assets/Uploads/publications/bpg-06-11-early-childhood-education-emergency-planning-guidance.pdf?fbclid=IwAR0vf0gz8onwhh2nrL\\_3Q2drBITGN9d4rfZSAwBPt2snjo42DjYKr3Y8iv0](https://www.civildefence.govt.nz/assets/Uploads/publications/bpg-06-11-early-childhood-education-emergency-planning-guidance.pdf?fbclid=IwAR0vf0gz8onwhh2nrL_3Q2drBITGN9d4rfZSAwBPt2snjo42DjYKr3Y8iv0)

## REFERENCES

Playcentre Aotearoa's Health and Safety Policy

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Centre-based Education and Care Services 2008

Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018





**External Contact Lists – last updated:**    /    /

## Emergency Services

Police, Fire, Ambulance	111
Police – Non emergency	105. Local station:
National Poison Centre	Urgent line: 0800 764 766 Non urgent: 03 479 7284
Nearest Medical Centre	

## Government/Organisation Contact Information

Ministry of Education	National Office: 04 463 8000 Traumatic Incident Team: 0800 TI Team (0800 848 326) Contact Centre 0800 225 580 Regional Office:
Ministry of Education Media Advice and Assistance	04 463 8000, After hours 027 560 5387
Oranga Tamariki (Ministry for Children)	0508 326 459
Local Council – Civil Defence	
Local Emergency Management group	
Closest Community hub/Civil Defence post	
Red Cross	
Nearest School	

## Essential Utility Contact Information

Power Company	Account number: Phone:
Gas Company	Account number: Phone:
Electrician	
Builder/handyman	
Plumber	
Phone Company	Account Number: Phone:

## Playcentre Contacts

Centre Support Coordinator/Service Provider Contact	
Regional Office	
Service Delivery Manager	06 368 9789
National Communications Manager	027 808 6508

