

Playcentre Aotearoa's Sheltering in Place Procedure



In a number of emergency situations, it can be safer to remain inside a building and not evacuate outside. For example, in storms, floods, high winds, with volcanic ash, chemical spillage, release of hazardous materials (toxic fumes) or when there are individuals with weapons or who may be violent in the vicinity of the Playcentre. Sheltering in Place Drills only need to be completed once per term (every three months), minimum.

If the emergency requires people to shelter-in-place or lockdown, depending on the hazard, consider the following: (Items in *Italics* are relevant for drills only)

Item	Procedure
1	<i>Note the time of the need to shelter-in-place</i> Call any tamariki or adults who are outside to come inside as quickly as possible.
2	Close the building. Bring tamariki, adults and visitors to interior rooms where possible, or an area away from glass and external windows. Close and lock all windows, exterior doors, and any other openings to the outside.
3	Gather essential emergency resources and supplies, including a mobile or portable phone.
4	<ul style="list-style-type: none"> a) Take the daily roll and ensure everyone's name who is in the room is written down. b) Notify emergency services where you are and the number of people present if they are not already aware. (<i>Role-play this in case of a Drill</i>) c) <i>Note the time a Drill has taken.</i> d) <i>Suggestion: Provide a simple summary for both tamariki and adults on what worked well and any improvements that could be made.</i>
5	Call parents/whānau or emergency contacts for any tamariki who do not have parents/whānau present. Advise them of the situation and what action they should take at this time (e.g. whether they are able to come and collect tamariki or if they will need to wait until the situation is safer). Contact the local Playcentre Regional Office and advise them of the action being taken.
6	If required due to affected air quality, seal all cracks around the doors and vents into the room with duct tape and plastic sheeting.
7	Appoint a suitable person to assist anyone requiring assistance.
8	Listen for announcements from Emergency Services/Civil Defence via portable radios or mobile phones and stay put inside until told that it is safe to leave. Ensure someone is responsible for operating the radio at all times after the warning has been announced. Keep a radio in the Civil Defence Kit.
9	In the event it is not deemed safe to shelter-in-place - be ready to evacuate at short notice to a safer place.



Playcentre Aotearoa's Sheltering in Place Procedure



	<p>a) If a move to higher ground/inland areas is instructed the group is advised to head towards [REDACTED]</p> <p>b) If possible, place a notice on the front gate/door advising where people have headed and the time they left.</p> <p>c) Take the Quick Getaway Kit and listen to radios for further instruction.</p> <p>d) If possible, contact the local Playcentre Regional Office and alert them to the evacuation plan and location.</p>
10	<p>When Emergency Services/Civil Defence advise it is safe to leave:</p> <ul style="list-style-type: none"> - Parents/whānau who are present may take their tamariki home, as long as at least two adults remain present until all tamariki have been collected - Call the parents and/or emergency contacts of any tamariki who do not have their parent/whānau present, and advise that they can collect their tamariki. - Call the emergency contacts of any adults who are injured or require assistance. - Record on the daily roll who took each child home and the time they did so.
11	<p>Websites that may give relevant information during an emergency: (such as local Council or Civil Defence pages)</p> <p>[REDACTED]</p>
12	<p>Local Radio stations:</p> <p>RNZ National 101.4 FM or 756 AM</p> <p>Newstalk ZB 89.4 FM or 1080 AM</p> <p>[REDACTED]</p>
13	<p>a) <i>Sign and date the daily roll/register confirming the completion of the Drill.</i></p> <p>b) <i>Ensure Centre processes are followed to track Drill completion and provide feedback to inform Centre self-review.</i></p>

