

Emergency response checklist

Outdoor area			
What to check	Things to look for	Check	Damage noted
Wiring	Exposed, protruding live electrical wires	<input type="checkbox"/>	
Water pipes	Damage, leaks or breaks in pipes	<input type="checkbox"/>	
Sewerage systems	Damage, leaks or breaks in pipes	<input type="checkbox"/>	
Land	Subsidence, unusual cracks, holes or soil liquefaction (muddy, sandy appearance)	<input type="checkbox"/>	
Trees	Unstable or fallen trees, broken branches	<input type="checkbox"/>	
Fencing, gates, access ways	Sharp protrusions, gaps allowing unsafe egress, blocked entrances	<input type="checkbox"/>	
Playground equipment	Structurally soundness, sharp protrusions	<input type="checkbox"/>	
Debris	Obstructions, contamination, unsafe protrusions	<input type="checkbox"/>	
Gas pipes	Smell indicating broken pipes	<input type="checkbox"/>	

Buildings interior and exterior			
What to check	Things to look for	Check	Damage noted
Roof	Holes, loose tiles/sheeting, broken chimney	<input type="checkbox"/>	
Walls	Structural cracking, collapse	<input type="checkbox"/>	
Door frames and windows	Warping, non-closing, broken glass	<input type="checkbox"/>	
Cupboards	Whether they are likely to come down and whether contents have moved	<input type="checkbox"/>	
Fluorescent lights	Broken lights (can release small amounts of mercury into the air; less than in a mercury thermometer but need safe clean up and disposal)	<input type="checkbox"/>	

Infrastructure systems			
What to check	Things to look for	Check	Damage noted

Service systems:	If you see/suspect damage, get a qualified tradesperson to investigate	<input type="checkbox"/>	
• Water pipes	Leaks or breaks in pipes, contamination of water supply - check your local council website for information on water supply and contamination	<input type="checkbox"/>	
• Sewerage systems	Sewage overflow	<input type="checkbox"/>	
• Gas pipes	smell indicating gas leaks	<input type="checkbox"/>	
• Power supplies/wiring	exposed live wiring, broken switchboards	<input type="checkbox"/>	
• Mechanical systems (eg fire alarms, automatic doors and windows, air conditioning and ventilation, , , heat pumps, extraction systems)	Whether systems are operating correctly.	<input type="checkbox"/>	
Computer networks including servers, routers, switches and other core systems	Whether systems are operating correctly, damage through sudden power loss; whether they have shifted off bases. Note: Check with your ICT support staff before turning your computer systems on. Bring systems on systematically over several hours.	<input type="checkbox"/>	

Communications			
Who to check in with	Information to share	Check	Notes
Staff	Advise of current situation at the early learning service. Confirm staff availability for reopening. Assess what further support they might need. Confirm staffing requirements can be met.	<input type="checkbox"/>	
Parent/Whānau community	Ensure usual information channels are up-to-date e.g. social media etc. Confirm when children will be able to return to the service. What provision will be available for children with special requirements?	<input type="checkbox"/>	

Continue to monitor the situation	Use the websites listed in the Special Bulletin 12 Feb Useful links for you and your community on the evolving situation	<input type="checkbox"/>	
Kai suppliers	Confirm suppliers are available to provide kai if your early learning service is part of a programme such as KidsCan.	<input type="checkbox"/>	
Kitchen gardens	Confirm any garden growing food has not been contaminated by flood water. If in doubt, throw out!	<input type="checkbox"/>	