



Emergencies Policy

Rationale

To ensure that all staff have clear guidelines about what to do in the case of an emergency. Hopscotch has in place action plans for emergencies including, but not limited to, fire and earthquake.

Te Whāriki

Well-being - Goal 3

Children experience an environment where they are kept safe from harm.

Procedures

1. All staff will be aware of the emergency procedures.
2. The evacuation plan is positioned in the main play area at the entrance lobby.
3. The civil defence kit will be kept in the kitchen pantry. The kit will be updated six monthly by the Office Manager.
4. The civil defence kit will contain an emergency supply of first aid, food, water and other resources necessary for the care and support of children and staff for a limited time, together with an up-to-date register of children attending and their emergency contact details.
5. At least one fire and earthquake drill will be carried out per school term and recorded in the Evacuation Scheme file kept in the office.
6. Fire extinguishers are located in the centre and will be regularly checked by the local fire authority. Annual fire safety checks will be arranged by the Licensee.
7. In the case of a civil emergency requiring evacuation, the following procedures will be adhered to:
 - a) Local emergency services will be contacted as soon as possible.
 - b) The centre will relocate all staff and children to the nearest Civil Defence Post at the Otorohanga College. If possible, any change in location will be communicated by changing the message on the answering machine and leaving a written message at the entrance.
 - c) No child will be released unless a parent/caregiver or other previously designated adult comes for them.
 - d) No child will be released unless we have written permission to that effect.
 - e) All parents/caregivers who collect children will be required to sign for their release.
8. We reserve the right to close the centre in event of a flu pandemic or other emergency.
9. The emergency drills will be evaluated at the next staff meeting to ensure our emergency plan is efficient.