

Procedure.

Early Childhood Learning Centre



Emergency management

Fire, Earthquake and Evacuation procedures follow the University of Canterbury's Emergency Procedures. Copies of these and designated assembly areas are displayed at the entrances of the Centre, in the office and in the staff rooms.

A list of children's contact numbers is attached to the children's sign-in sheets at the Centre. These are updated regularly by the Administrator and the Head Teacher. Parents are also advised to update contact details with the Head Teacher / Administrator with every change to help us keep the information up-to-date.

Communication to parents in the event of an emergency that closes or locks down the Centre will be made through emails, mass e-texts and phone calls.

Choking:

In the event of choking,

- The closest teacher (person A) alerts another staff member (person B) to dial Emergency Services '111', and immediately attends to the child.
- The first aid-trained teacher (person A) administers first aid immediately – face child downwards, give firm back blows / chest thrusts until object dislodges. Once the object can be seen in the child's mouth, sweep it out. Be careful not to push the object further into the mouth.
- Continue to give comfort to child.
- If the object does not dislodge, continue with first aid until help arrives.
- In the meantime, person B would inform Emergency Services (111), Security (6111), and the child's parent or emergency contact person in the event the parent is not contactable.

Storm / Gale force winds:

In the event there is a storm and/or gale force winds,

- All outdoor activities for the children will be cancelled.
- Follow the University's Emergency Procedures as provided in the flipchart.

Evacuation:

In the event that evacuation is necessary,

- Children will be carried or assisted to leave the building to the designated assembly area or a safe area.

- Children's and staff's sign-in sheets, the visitor book and the list of contact numbers will be collected by the Team Leader or designate.
- The Centre emergency kit (which sits in shed) will be retrieved by staff designate.
- The Team Leader or staff designate will carry a mobile phone for ease of contact.
- A designated staff member will check the Centre to ensure no one is left in the building.
- Once at the assembly area, a roll call will be made to account for all children, staff and visitors.
- All children and staff will remain at the assembly area until the "All clear" is given.

Fire:

- If a fire is discovered, activate the fire alarm immediately.
- Dial 111. State "FIRE" and provide exact location and type of fire. Dial 6111 to alert Security.
- Contain the fire by closing doors if it is safe to do so.
- Extinguish the fire if it is safe to do so and you have been trained for it. Do not re-enter the building to do this if everyone has been evacuated from the building.
- If unable to extinguish fire, immediately evacuate.

Earthquake:

If inside:

- Stay inside.
- Drop, cover, hold – move away from windows and any equipment and furniture which may be dangerous.
- Take immediate shelter under desks or down beside an internal wall (plan your safe zone ahead).

If outside:

- Stay outside.
- Take shelter clear of buildings, trees, power lines or other potential hazards.

If it is necessary to evacuate, do so only after the shaking has stopped.

- Carry or assist all children to the designated assembly / holding area, staying clear of buildings, trees, power lines and other potential falling objects.
- Account for all children, staff and visitors.
- Treat any minor injuries.
- Remain outside until "All Clear" is given or contact families to pick up their child(ren).
- If safe to do so, carry out a rapid assessment of the area. Contact Security on Extn 6111 or 0800 823 637 (security / emergency) if any assistance is required. This includes medical or injury-related assistance.

University Lock-down

If the University is locked down and children are required to remain in the Centre over a period,

- Teachers at the Centre will remain with the children at the Centre.
- Children will be made as comfortable as possible through assurance from teachers. Space for rest / sleep, and areas for different activities will be accommodated as much as it can be safely and practically done.
- Snacks will be provided to the children from the Centre's emergency food kit.
- All health and safety processes will continue to be closely followed.
- Contact will be made with parents via emails, e-text messages and/or phone calls, with regular updates, as far as possible.

- Once the “All clear” is given, parents will be immediately contacted to pick up their child(ren).

As soon as “lockdown” is declared, no one, including whānau, will be allowed into the Centre. ***Please do not come to the Centre nor attempt to pick up or send your child during lockdown.***

As much as possible, please do not phone the Centre as our priority is to keep the children safe and settled. If parents need to phone the Centre ***during lockdown***, after its normal operation hours of 7.30am to 5.30pm, please use the following numbers:

Under 2s	03 369 2401
Over 2s	03 369 2402

Centre / UC closed due to significant event

If the Centre or University is to be closed due to a significant event,

- Parents will receive an e-text and/or email from the Centre informing them of the closure. Please do not attempt to send your child to the Centre.
- Further updates of campus-wide closure will be provided via UC’s communication channels.

Other events

This could be extended interruption to power supply or water supply, damages to building or parts of building, widespread broken glass, or any unforeseen circumstances that require unexpected action / response.

- The teacher / staff member who first notices the event must immediately ensure the safety of children and adults. This could include removing people from the area or redirecting families to another area that is safe.
- Secure the area to ensure no one enters it unless for remedial work, and with the right authorisation.
- Enlist the help of other teachers and any other University staff members (e.g. FM, Security) where necessary.
- Report the matter immediately to the Head Teacher who will make a decision on any additional action needed.
- Any decision to close the Centre will be taken by the Head Teacher after considering all factors and information available at the time of the event. If the Head Teacher is unavailable and an urgent decision is required, the Team Leader will make the decision and report any closure to the Head Teacher.

Reviews after critical events

A review will be conducted after a critical event to assess effectiveness of procedures, actions taken, issues arisen and impact.

- The Head Teacher will conduct a review of procedures and all actions taken or not taken, and what their impact has been on the overall health and safety of all staff, children, volunteers, families involved in the event.

- All staff and other relevant parties involved will be given the opportunity to provide feedback on the effectiveness of actions taken and procedures in place.
- Any lapse identified will be addressed either via a review of the appropriate policy / procedure, or making staff training and information available as required.
- A meeting will be held with all staff to share findings of the review and relay any change(s) made.
- Where relevant, information will be shared with others who need to know.

Date of last review: April 2021

To be reviewed: April 2023