



Emergencies Procedure

Emergency Evacuation Plan

- Educators must complete the Plan provided in their Educator manual within the first week of starting with Sprouts.
- A copy of the Plan is to be given to the Coordinator, which is filed in the educators file held in the office.
- The Plan is required to be displayed at all times while children are in the home.
- The Plan needs to be practiced 4 times per year (each school term) and recorded on emergencies drill form. The Coordinator will check to ensure these procedures are practiced.
- Educators to complete the Civil Defence Evacuation notice, within the first week of starting with Sprouts and send into the office with the first week's timesheets. These will be filed in the educators file for easy reference in case of an emergency.
- Educators to keep both original completed copies in their Civil Defence Kit. In case of an emergency these will be easy to access.

Fire

Educators will:

- Gather all the children up, and the timesheet folder (if able to) and follow their Emergency Evacuation Escape Plan.
- Be accountable for all children in their care, at that time.
- Ring emergency 111 and inform them of the emergency.
- Contact parents/emergency contacts (if able to).
- Contact their Coordinator or the Office (if able to).

Earthquake

Educators will:

- "Drop, Cover and Hold" – "this means children get under a desk, table or bench, and hold on to a table leg etc and cover their face with their arm".
- Instruct children to adopt the "turtle position" knees together; clasp both hands firmly behind their heads: bury their faces in their arms, protecting their heads; close their eyes tightly and stay in this position until their educator say it's safe to move.

- If they are outside in an earthquake, stay where they are move away from buildings, large trees, power poles, overhead power lines and other potential hazards. Educators will show the children how to crouch down and cover their head.

After an Earthquake

- If the Educators home is damaged in any way they will evacuate to their nearest Civil Defence location and follow their Civil Defence Emergency plan.

Civil Defence

A Civil Defence Survival Guide is in the Educators Manual

A Civil Defence Kit consists of:

- A container
- Water to last 3 days (approx)
- Canned, non perishable food
- Torch, radio and spare batteries
- Toilet paper, plastic bags
- First aid kit
- Essential medicines
- Masks
- Change of clothes
- Two Civil Defence Location Notices The Educator will store the kit in an accessible place in event of a Civil Defence emergency.

In case of a Civil Defence Emergency Educator will:

- Gather all the children up, the Civil Defence Kit and the timesheet folder (if able to) and follow their Emergency Evacuation Escape Plan as closely as they are able to safely.
- Be accountable for all children in their care, at that time.
- Turn on their radio so they are kept informed of the Civil Defence Emergency.
- Contact parents/emergency contacts (if able to).
- Contact their Coordinator or the Office (if able to).
- Evacuate to their nearest Civil Defence location if instructed to or if their home is unsafe.
- Will place a Civil Defence Location Notice on their door so parents are aware of their child's location.

Lock Downs

In the Home Educator will:

- Ensure the safety of the children
- Lock the doors, remain inside the house, ensuring they are not visible through windows.
- Contact their Coordinator or the Sprouts Office.
- Await police instructions/emergency services.
- Contact parents when emergency services say it is safe.

Outside the Home Educator will:

- Ensure the safety of the children
- Go to a safe place
- Contact their Coordinator or the Sprouts Office.
- Await police instructions/emergency services.
- Contact parents when emergency services say it is safe.

Missing Child

Educator will:

- Confirm child was present and when they were last seen.
- Contact their Coordinator or the Sprouts Office.
- Search home, including cupboards etc, children can squeeze into the smallest of spaces.
- Search outside and outside buildings.
- If the child is found injured or ill, administer first aid and if necessary call for medical assistance.
- Notify co-ordinator
- Establish what happened and complete an incident report.
- Notify child's parents.
- If the child is not found, ring the police immediately.
- Notify co-ordinator and parents
- Continue searching.

Sudden Threats

Educator will:

- Call 111 if a direct threat to your personal safety or others
- Contact their co-ordinator or the Sprouts office and inform them
- Parents to be contacted by office if educator is unable to do this
- Evacuate premises if directed by emergency team, otherwise stay calm, lock doors and keep away from windows
- Action emergency procedures

Tsunami

Educator will:

- Listen to the radio or TV for advice and information.

- If they are near a large body of water evacuate immediately
- When they are safe notify their families and coordinator (or Home Based Office) of their location.

The Educator will turn off the water, power, and gas if able to safely.

NB: Duty of Care - Educators are responsible for the children until they have been collected by their parents/emergency contacts.

Sudden illness or injury of the Educator

- The Educator will contact the Sprouts office or co-ordinator
- If possible the educator will ring the parents or emergency contact
- Regional Office to contact parents as well
- A co-ordinator will keep in contact with the educator, if necessary go and look after the children until parents arrives
- Parents to collect children as soon as possible

Serious injury or death

- Ensure your own safety. Assess for danger. Eg. Live wires, poisonous substance etc.
- Do not assume death has occurred – give immediate first aid.
- Call emergency services.
- Notify co-ordinator, isolate and contain the area, ensuring sensitivity to the needs of the injured/sick person. (all other persons to be removed from the area.
- After medical personal have taken over co-ordinator will contact the General Manager.
- The General Manager will instruct co-ordinator/educator (depending on relationship) to accompany the police to advise parents.
- General Manager will notify the trauma incident Team at the Ministry of Education on 0800848326.
- Incident form to be completed.

Sprouts Educators Evacuation Flow Chart

