

Emergency Action Guide for Shine Montessori Preschool - Avalon

www.shinemontessori.org.nz

The role of this document is to:
Enhance the safety of people at this site when an emergency occurs
Assist staff and the Emergency Services planning for and responding to an event at this site

[Benchmark met]

License Expiry: 20/10/2013

Dial ()111

Ask for POLICE, FIRE or AMBULANCE

Give the following information

- 1 - The telephone number for this site: **04 577 1464**
- 2 - Your Name
- 3 - The site name: **Shine Montessori Preschool - Avalon**
- 4 - Street address: **842 HIGH STREET -**
- 5 - Town, Suburb, City details: **Boulcott, LOWER HUTT 5011**
- 6 - GPS Location: **-41.1976279497645 , 174.937884589226**
- 7 - Distance to nearest intersection: **10 metres**
- 8 - Name of intersection road/street: **Daysh Street and High Street**

- ❖ **Explain what is happening and why help is required**
- ❖ **Detail or estimate how many people are involved**
- ❖ **Stay on the line if possible as they can call other Emergency Services and provide advice.**

Tell the Ambulance, Fire or Police where you will meet them

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audit

This page printed 12/03/2013

Next review due on 12/09/2013

Signed - Site Manager -----

staff

Staff members were last advised of the location and contents of this document on:

-

Date:

Next notification due on date: -

Last Trial Evacuation Date: 01/04/2012

At this site the contact person about this Emergency Action Guide is:

Name: **Melanie Wester**



Brief Description of this Site

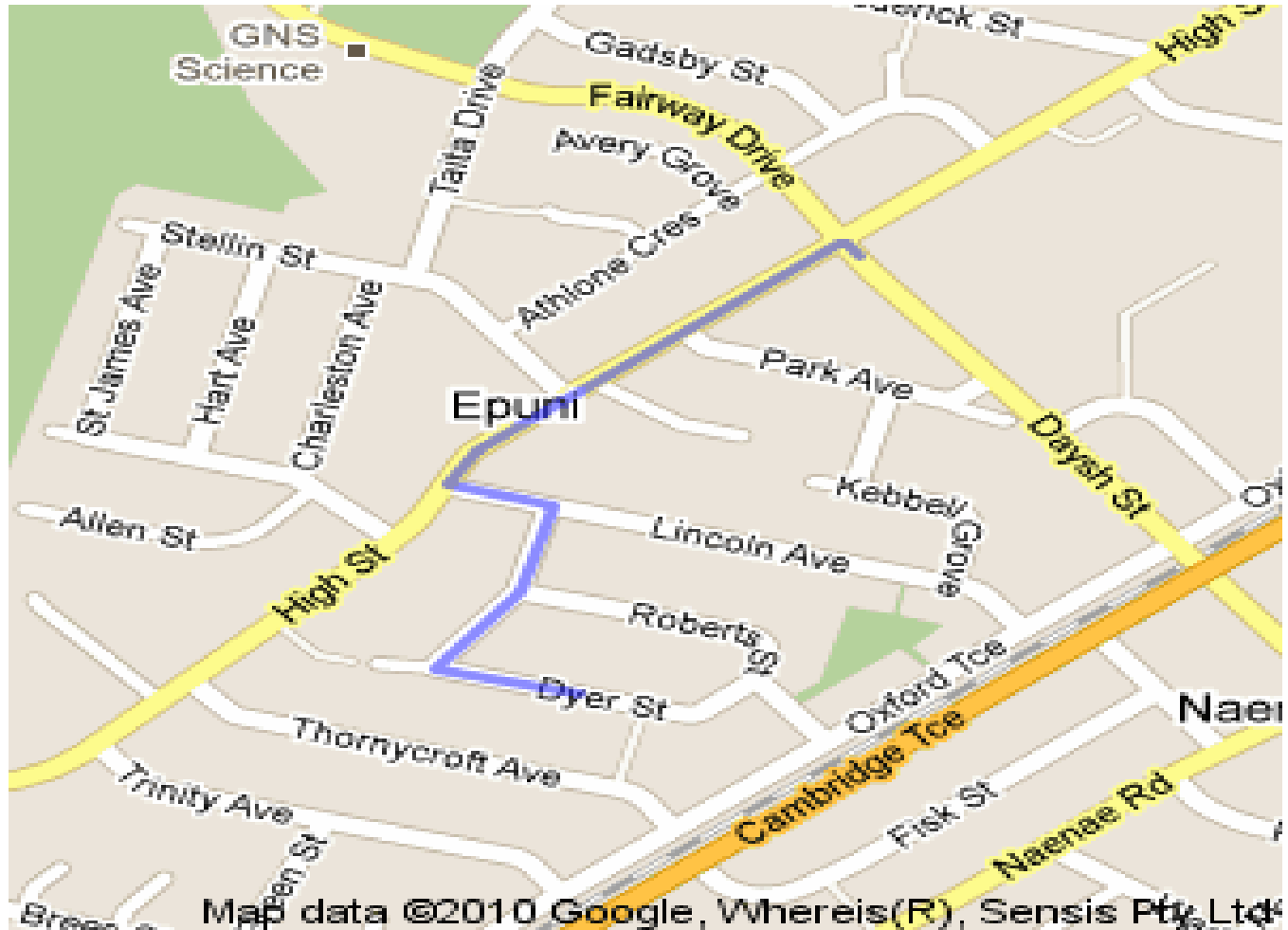
site type:	Early Childhood Centre
building type:	Single site / multi level
primary contact	
name:	Melanie Wester
work phone:	(04) 5771464
home phone:	(04) 5651600
mobile:	(027) 2565464
predominant site use:	Early Childhood Education Centre for children aged between.3-5 years.
other ancillary use:	Assembly of God Church, meetings held at evenings Monday to Saturday, and on Sunday mornings 8:00am - 13:00pm (approximately).
maximum number of people on site -day:	30
maximum number of people on site - night:	0
Normal hours of business:	08:30 - 14.30 Monday to Fridays (ECE Centre) 19:00 - 22:00 Monday to Saturday any evening (Church) 08:00 - 13:00 Sunday (Church)



Site Layout Map

Preschool at Avalon AG to Dyer St School

How to evacuate the Nursery to the nearest CD Centre



Local Emergency Contacts / Civil Defences Centres and Radio Stations

police :

local station 5-11 Sladden Street, Naenae, PO Box 35110, Lower Hutt

telephone 04 - 4390400

community constable :

name -

telephone - --

fire :

local station Avalon Fire Station

telephone 04 - 572 8380

council:

Name: **Hutt City**

Telephone: **04 - 570 6666**

Website: **www.huttcity.govt.nz**

nearest civil defence centre: Dyer Street School, Dyer Street, Lower Hutt 5011

Leaving the building, walk up to the roundabout and turn left to walk south along the High Street.

Cross Park Avenue after passing the KFC restaurant.

Cross Derwent Lee Grove just after the shops.

Turn left into Lincoln Avenue just before the Baptist Church.

Turn first right from Lincoln Avenue into Dyer Street. Follow Dyer Street round the School, the school entrance is opposite no 46.

alternative civil defence centre: -



Local Authorities are responsible for civil defence in your area.

In a local civil defence emergency your Council website will have information about the emergency. Your Regional Council may also cover the emergency.

In larger civil defence emergencies the Ministry of Civil Defence and Emergency Management website will also carry updates and information.

Ministry of Civil Defence website <http://www.civildefence.govt.nz>

Tune to these radio stations for official information and updates in a civil defence emergency

Name:	Newstalk ZB - AM waveband	Frequencies	1035KHz
Name:	The Breeze - AM and FM wavebands	Frequencies	891KHz,94MHz,98MHz
Name:	National Radio - AM and FM wavebands	Frequencies	567KHz,101.3MHz



Emergency Management

emergency manager for this site: Karen Vaughan

telephone work: 04 5771464

Mobile: 021 0434329

Emergency Deputy(s)

Name	Title
Name:	Harkirat Kaur
Title Designation:	Assistant Teacher
Address:	TBA
Telephone work:	04 5771464
Telephone Hm:	04 9716364
Mobile:	021 02426062

Preferred on site emergency management control point:

This is where instructions, information and reports are issued from and back to.

Church Car Park on Daysh Street adjacent to the east side of the church building.

Appoint someone to keep a log of all events, times, decisions and messages "on the day". This vital information will be required for the debrief following the event.

A Civil Defence Emergency is likely to be one of two scenarios:

An emergency restricts access to the site. The site is safe but occupants are at the site for an extended Period.

An emergency renders the site unsafe. Occupants have to be moved to an alternative site.



Location of Emergency Equipment

First Aid Kits are located:

First aid kit in kitchen.

First Aid kit in the photocopier room off the entrance foyer.

Fire Extinguishers / hoses are located:

Extinguisher in the kitchen.

Extinguisher on the rear wall in the Church auditorium.

Fire hose in the corridor leading to the entry to the church auditorium.

Fire hose in the upstairs kitchen off the main upstairs room.

Civil Defence items are located:

Inside Resource room - downstairs opposite disabled bathrooms

Other emergency supplies / equipment are:

Bottled water kept upstairs in the steel cupboard in the utility room off the main upstairs room.



Evacuation Information

The Evacuation signal for this site is:

Fire Alarm Siren (siren is located in the foyer)

The Evacuation Assembly point for this site is:

Church Car Park on Daysh Street adjacent to the east side of the church building. If this is not available then cross over Daysh Street to the school playing field opposite.

The pre arranged Off Site Evacuation Location is:

CD: Dyer Street School

Leaving the building, walk up to the roundabout and turn left to walk south along the High Street.

Cross Park Avenue after passing the KFC restaurant.

Cross Derwent Lee Grove just after the shops.

Turn left into Lincoln Avenue just before the Baptist Church.

Turn first right from Lincoln Avenue into Dyer Street. Follow Dyer Street round the School, the school entrance is opposite no 46.

Contact details for the key holders of that site:

Name	Title
Denise Sainsbury	Principal, Dyer Street School (CD Centre)
Address	Dyer Street
Telephone Work	04 567801
Telephone Home	-
Mobile	027 4407776
Melanie Wester	Business Manager
Address	86 Park Road
Telephone Work	04 5771464
Telephone Home	04 5651600
Mobile	027 2565464



The Civil Defence Emergency Warning Signal for this district is:

Sirens (CD, Fire, Police), sounded for a long time



During an emergency

- ❖ Ensure personal safety
- ❖ Identify the following:
 - What has happened?
 - Is the site safe (do we have to move?)
 - Who needs immediate attention?
- ❖ Call the Emergency Services
- ❖ Ensure that the Emergency Manager or Deputy is aware of the event.
- ❖ The Emergency Manager or Deputy assumes responsibility for the initial response
- ❖ Carefully check for injuries and / or damage to the premises
- ❖ Administer First Aid and comfort until help arrives. IN A MAJOR EVENT THIS MAY TAKE SOME TIME.
- ❖ Carefully check the need to shut off electricity, gas, water. See Annex 1 for location.
- ❖ Be prepared for a secondary event. e.g. earthquake aftershocks.
- ❖ Listen to the local Emergency Information Radio Stations
- ❖ Save the telephone for urgent calls
- ❖ Send a “Situation Report” to the nearest Police Station or Emergency Management HQ
- ❖ Include details about injuries and damage to building and services. Clearly specify the type of help required and number of people involved.
- ❖ Evacuate only if it is impossible to remain on site. If evacuation is required, go to the prearranged offsite Evacuation Facility. See “Evacuation Issues”.
- ❖ If evacuation is required ensure the following items are taken:
 - a) First Aid supplies, personal medications
 - b) Staff / students / residents / guest list
 - c) This Emergency Action Guide
- ❖ Advise the Police / Emergency Operations Centre if evacuation is necessary. Leave a note at this site advising your destination.
- ❖ Consider security arrangements for the site.



Risks and Hazards

Procedures and Response



SITUATION	IF YOU DISCOVER A FIRE
<p>See, Smell or Suspect a fire</p>	<p>ACTIVATE / RAISE THE ALARM</p> <p>ALERT / REMOVE PEOPLE FROM THE AREA</p> <p>NOTIFY FIRE SERVICE - DIAL () 111 ask for FIRE tell them where the fire is and what is burning</p> <p>EXTINGUISH the FIRE only if it is small and it is SAFE to do so using the correct appliance for the FIRE TYPE</p> <p>If you can't extinguish the FIRE - GET OUT and STAY OUT</p> <p>If safe to do so turn off power to equipment, close windows and doors, leave the lights on.</p> <p>EVACUATE and REPORT to the designated ASSEMBLY AREA - follow FIRE EVACUATION DRILL</p> <p>NOTIFY Site / Facilities Manager / Owner, School Principal</p>
	<p>FIRE ALARM SOUNDING</p>
<p>On hearing fire alarm</p>	<p>EVACUATE - Activate Fire Evacuation plan - staff, students, residents and visitors to walk calmly and quickly to the designated evacuation assembly point :</p> <p><i>Church Car Park on Daysh Street adjacent to the east side of the church building. If this is not available then cross over Daysh Street to the school playing field opposite.</i></p>



	<p>Provide ASSISTANCE for anyone who is injured or has a disability</p> <p>If safe to do so; turn off power to equipment, close windows and doors, leave lights on.</p> <p>If escaping hot or smoke-filled area, crawl on hands and knees</p> <p>CHECK en route that other rooms in your area have been evacuated e.g. Toilets, Cloakrooms, Storerooms, Tearooms, Common rooms, Meeting rooms, SCHOOLS, ECS, Hotels etc - take class, guest REGISTERS with you</p> <p style="text-align: center;">DO NOT -</p> <p>Use lifts - Run - Stand and watch the fire or smoke - Return until the ALL CLEAR has been announced by the Fire Service, followed by the Fire Warden or Emergency Manager.</p>
<p>At this site</p>	<p>The building is equipped with a fire alarm system, with a number of Fire Alarm buttons placed around the two floors of the building.</p> <p>The Fire Alarm buttons are at these locations:-</p> <p>On the wall at the top of the ramp.</p> <p>On the wall in the auditorium by the door that leads out to the entrance foyer.</p> <p>On the wall in the auditorium by the door that opens onto Daysh Street.</p> <p>On the wall in the Ground Floor Dining Room.</p> <p>General Purpose Dry Powder Fire Extinguishers are at these locations:-</p> <p>On the wall in the auditorium by the door that leads out to the entrance foyer.</p> <p>On the wall in the auditorium by the door that opens onto Daysh Street.</p> <p>On the wall in the Ground Floor Kitchen.</p> <p>On the wall in the first floor Kitchen.</p> <p>If the Fire Alarm siren sounds, evacuate all staff and children immediately to the car park at the western end of</p>

the Church building, taking the Child Care Folder and the emergency Back Packs. Leave the Nursery via the double doors that lead out from the Dining Room, and leave the garden area via the door that leads out onto Daysh Street. If time permits close the doors behind you, but leave any windows alone.

If Office Staff are in the Shine Office, they must leave via the front doors of the Church, and evacuate immediately to the car park, taking the Attendance Sign-In sheets from the Foyer table with them.

Wait in the Car Park for further instructions from the Fire Brigade, Police or Civil Defence personnel.



EARTHQUAKE	
DURING the SHAKING	<p><u>IF INSIDE:</u> Stay inside DROP, COVER and HOLD</p> <p style="text-align: center;">Turn away from windows, move away (a few steps only) from anything that may fall on you</p> <p><u>IF OUTSIDE:</u> Stay outside DROP, COVER and HOLD</p> <p>Move away from buildings, trees, power lines or anything that may fall on you</p>
When the SHAKING STOPS	<p>Following a STRONG earthquake - i.e. when there is damage to buildings - EXPECT AFTER SHOCKS</p> <ul style="list-style-type: none"> • Beware of broken glass and other objects, damage to buildings and structures, spilt chemicals / hazardous goods • Check people near you for injuries and provide assistance • Coastal areas may be at further risk from Tsunami • Extinguish any small fires if safe to do so • If there is a strong smell of gas, quickly evacuate to at least 100 metres from the building and report it to Fire Warden / Service. • EXTINGUISH ALL IGNITION SOURCES - DO NOT SMOKE • Turn off any gas taps, if there is still a strong gas odour turn Gas off at Mains (if safe to do so) - once turned off do not turn gas mains back on as this must be done by a qualified person only • Beware of fallen power lines - report these to utility provider • EVACUATE to the Fire Evacuation assembly area or a clear area • Conserve water -if pipes have been broken turn off at mains Listen to the radio for civil defence messages
At this site	<p>The premises used by Shine Montessori Nursery in the Avalon Assembly of God Church are of modern construction and are built to earthquake proof standards. Except in the case of a severe earthquake it is not anticipated that the building will collapse although some distortion of the building's frame is possible and glass</p>



breakage is almost inevitable.

Adequate provision has been made to support for up to three days the staff and children who might be caught in the building at the time of the earthquake. Food, water, first aid kits and medical supplies are stored in a metal cupboard on the upper floor of the building. The cupboard is not locked, and the doors are held closed with a plastic strap which can be cut with a knife or scissors. The objective here is to show if the cupboard has been opened and perhaps pilfered, and to give an opportunity for it to be replenished if necessary.

If some of the staff and/or some of the stores are not available for whatever reason, there will be a need for assistance by people qualified to handle up to 21 nursery aged children up to three years of age, especially if there are some casualties.



TSUNAMI

There are three types of Tsunami.

Distant - we will have more than three hours warning

Regional - there will be between one and three hours warning

Local - this is the most dangerous where there may be only a few minutes warning.

Check with your local Council for Tsunami evacuation zones and routes in your area .

RISK FOR THIS SITE	Low Risk
<p>Tsunami Response to:</p> <p>Natural warnings</p>	<p style="text-align: center;">If following a very strong earthquake - i.e. where it is hard to stand up; or a weak rolling but prolonged earthquake - i.e. over 1 minute or if natural coastal warning signs are observed - i.e. sudden rise and fall in sea level, unusual noises from the sea or bubbling or roaring</p> <p>Actions:SELF EVACUATE IMMEDIATELY</p> <p>Move quickly to higher ground, or if the surrounding area is flat, as far inland as possible</p> <p>If you cannot escape the tsunami go to an upper story of a sturdy building. Concrete buildings are the safest</p> <p>Once away from the water, listen to a radio station for information from local civil defence about further action you should take</p> <p>Do not return until the Authorities give the All Clear or issue further instructions; remember there may be several waves - sometimes hours apart.</p>
<p>Official warnings</p>	<p>For distant and or regional tsunami:</p> <p>Actions: IF ADVISED TO EVACUATE, DO SO IMMEDIATELY</p> <p>If you are in an evacuation zone and you feel the threat is imminent, self evacuate to high ground and/or inland immediately, or as directed by officials</p> <p>Stay tuned to a radio station to keep informed of local warnings and instructions</p> <p>Do not return until the Authorities give the All Clear or issue further instructions; remember there may be several waves - sometimes hours apart.</p>



<p>Unofficial informal warnings</p>	<p>You may receive unofficial warnings from friends, other members of the public, international media and from the internet.</p> <p>Actions</p> <p>If you are in an evacuation zone, and you feel the threat is imminent, evacuate to high ground and / or inland immediately, or as directed by officials</p> <p>Verify the warning only if you can do so quickly.</p> <p>If official warnings are available, trust their message over informal warnings -via New Zealand radio or television broadcasts, internet, Civil Defence Emergency Management, or emergency services.</p> <p>IF ADVISED TO EVACUATE, DO SO IMMEDIATELY</p> <p>Stay tuned to a radio station to keep informed of local warnings and instructions.</p> <p>Do not return until the Authorities give the All Clear or issue further instructions; remember there may be several waves - sometimes hours apart.</p> <p>The first or largest wave may not arrive for many hours after the forecast arrival time.</p>
<p>EVACUATION - Route and Destination</p>	<p>If a Tsunami threatens - this is our evacuation route and destination:</p> <p>Staff will have to depend on advice given by Police and/or the Civil Defence authorities. The Police and/or the Civil</p>
<p>At this site</p>	<p>Defence authorities should know which bridges are still intact and the route to be taken for evacuation (bearing in mind that the Severe earthquake will have brought down trees, power poles, telephone poles and lighting standards, and probably buckled roads) from the Shine Montessori Nursery premises.</p> <p>A tsunami wave that will put the Shine Montessori Nursery at risk is one that is caused by a severe earthquake occurring in deep water some miles off shore to New Zealand. The earthquake will be felt in the Hutt Valley, and being "severe" means that adults will not be able to stand up during the quake.</p> <p>DO NOT ATTEMPT TO EVACUATE STAFF OR CHILDREN FROM THE SHINE BUILDING unless advised to by Police or</p>



Civil Defence. Take all the staff and the children, the emergency Back Packs, the Child Information Folder and the Attendance Register up the ramp to the upper floor where there is a steel cabinet with enough supplies to last up to three days. Everybody must stay there for at least one hour.

If no seawater inundates the valley in that time, one staff member must keep watch out of the windows looking for advancing seawater while two staff members can come down to the ground floor and retrieve whatever food and blankets are required.

If seawater is seen from the windows of the upper floor at any time, DO NOT UNDER ANY CIRCUMSTANCES come down to the ground floor even if the water level is insignificant. A tsunami can consist of several waves, and there is no guarantee that the first wave will be the largest. Subsequent waves will arrive at approximately 15 minute intervals, and will flood up the valley at initially about 50Kmh. How far the inundation reaches depends on the height of the tsunami, and they can be destructively large.



VOLCANIC ASH FALL

**RISK FOR
THIS SITE**

Low Risk

RESPONSE

- Listen to the Radio for Civil Defence messages
- Follow instructions issued by Civil Defence
- Stay indoors, close windows and doors. Tape and or cover sources of draughts. Turn off Air Conditioning intake units.
- Cover electrical appliances and sensitive equipment to keep ash out
- Conserve and protect water supplies - ensure emergency water containers are filled
- If you have to go outside wear a face mask, goggles and outer clothes that can be removed again before re entering buildings
- Keep gutters and the roof clear of ash to prevent collapse - *if safe to do so*. Disconnect downpipes to prevent drains from clogging
- If possible garage or cover vehicles and large machinery
- Avoid driving in heavy Ash falls as this may damage or stall vehicles
- Do not go sight seeing



RESPONSE

For volcanic ash to accumulate on the roof structures of the building the building must be downwind of a major volcanic eruption. The prevailing wind over New Zealand is a north-westerly, with the nearest volcanic activity centre being in the centre of the North Island in the region of Lake Taupo. Thus the fall of ash from a major eruption in the Lake Taupo region will probably be in a plume stretching towards the Napier-Hastings area.

However, there are no guarantees about the location of an eruption or the wind direction at the time. It is possible that ash will fall on the roof of the building.

A heavy accumulation of ash will be deposited, and the situation will be made much worse very quickly if the ash is accompanied by even a light rainfall. The additional weight of ash and water will put the building's roof trusses under great strain and will eventually cause the roof to collapse.

The Police and/or Civil Defence should be in attendance very quickly, and the Shine staff should follow their instruction immediately concerning the evacuation of the children.

Unless other instructions are given, evacuate all staff and children to the sleep room in the centre of the ground floor. Take the Emergency Back Packs and as much food, blankets and equipment with you plus the Attendance Register (from the Foyer) and the Nursery Daily Charts file (from the Kitchen Store Room).



FLOOD

During a Flood	<p style="text-align: center;">Be prepared to move to high ground</p> <ul style="list-style-type: none">• Switch off any electrical and/or gas supply or equipment that may be affected by flooding• Move any chemicals to a safe place to avoid contamination (if safe to do so)• Move valuables, important documents above likely floodwater level (if time allows)• Be aware of possible sewerage contamination in flood waters• Avoid entering flood waters• Do not go sight seeing• Do not drink floodwater• Beware of culverts and open storm-water drains - covers may pop-off <p>Listen to the Radio for Civil Defence messages and updates</p>
EVACUATION	<p style="text-align: center;">Better to evacuate earlier rather than later to allow time to arrange transport and travel safely to destination. Take important documents and any medical supplies / requirements with you</p>
At this site	<p>The two sources of flood water are the overflowing of the Hutt River, and the arrival of a sufficiently large Tsunami wave on the Petone foreshore.</p> <p>Overflow from the Hutt River:-</p> <p>This could be preceded by a heavy downpour of rain that lasted for a day or more, or be caused by some damage</p>



to the course of the Hutt River during an earthquake.

In the case of prolonged heavy rain, the level of the river would be monitored by the Police and Civil Defence, and no action should be taken until a warning of a possible overflow is given.

In the case of earthquake damage to the Hutt River it is not likely that any warning can be given, and no predictions can be made as to how high the resulting flood might be, or how quickly the water might rise and spread.

If a warning is received from Police or Civil Defence, or floodwaters are seen converging on the Avalon Assembly of God building **DO NOT LEAVE THE BUILDING**. Immediately evacuate all staff and children up the ramp to the first floor where there is a steel cupboard with sufficient emergency supplies to last up to three days.

TREAT ALL FLOODWATER AS CONTAMINATED.

While it continues to be safe to do it, staff members can retrieve additional supplies from the kitchen and store room to assist in keeping the children dry, warm, and comfortable. Wait on the first floor until further instructions are received from the Police or Civil Defence.



STORM

Storms

Strong winds / Landslide / Snow

Response

During a storm with strong winds - take shelter

- * Close and stay away from outer doors and windows.
- * Close all curtains / blinds to slow down flying glass and airborne objects
- * Take cover behind or under furniture
- * If the wind becomes destructive, shelter further inside the building
- * Stay inside to avoid airborne debris and other objects – if time allows secure (or move indoors) any outside objects that may get blown about

Landslides do occur in the Wellington Region and in the Hutt Valley. It is unlikely that a landslide will threaten the Shine Montessori Nursery site unless it is triggered by a strong earthquake and accompanied by heavy rain. If this combination of events occur, then contact the Hutt Valley Emergency Management Office on (04) 570 6666 for their advice and assistance.

Snow could conceivably be a short term problem during winter. If the snowfall is coupled with high winds and low, even freezing, temperatures, it will be necessary to get the children fully clothed and kept physically active while waiting for their parents to collect them. Hot drinks would be of great benefit.



UTILITY FAILURE

Telephones / Communication

Telephones Response:

A failure of the landline telephone system is a very rare occurrence unless it is triggered by a major calamity. The problem is more than likely a local failure rather than a system failure, and staff should fall back onto cell phones if the landline does not work.

A local failure of the cell phone system is unlikely, but could happen if a major calamity causes damage to occur to a cell phone tower. Fall back is to use the landline system.

If both the landline and the cellphone systems are knocked out, **DO NOT ATTEMPT TO EVACUATE THE STAFF AND CHILDREN** from the Nursery unless you are so advised by the Police or Civil Defence. Staff should be aware that a second risk might occur and you might not know about it because you cannot receive telephone calls.

Power

Location of Power boards:

In the wall cupboard in the utility room to the right of the entrance to the men's toilet on the ground floor.

Power Response:

The electrical power system in New Zealand is very dependable unless there are some unusual circumstances. These circumstances include, but are not limited to, adverse weather conditions, an earthquake, a tsunami, a flood, or a lightning strike on a distribution cable or transformer.

If the power fails, remember to treat every item of electrical equipment that is connected to the mains,

	<p>and every cable and wall socket, as being LIVE and therefore POTENTIALLY DANGEROUS until it has been checked by a qualified electrician.</p> <p>While there is no power, do not open the door of a refrigerator or freezer unnecessarily and, if you have to, then for only the shortest time possible.</p> <p>You should switch off and unplug every appliance and switch off all lights to protect the equipment should there be a voltage surge when the power is restored.</p> <p>If the only problem you are currently facing is a Power Failure, do not attempt to evacuate the staff and children unless you are advised to by the Police or Civil Defence. Staff should be aware that a second risk might occur and you might not know about it because the landline and/or cell phone systems have been affected.</p>
<p>Water</p>	<p>Caution: Ensure Fire Sprinklers are NOT turned off!</p> <p>Location of water Toby / Mains :</p> <p>On the High Street pavement outside the entry to the drive of the Church building.</p> <p>Water Response:</p> <p>This would be caused by earth movement during a major earthquake. Sewerage and contaminated water could flow onto the property from broken sewer pipes in the neighbourhood. The only safe course of action is to TREAT ALL WATER FLOWS AS CONTAMINATED.</p> <p>The staff on duty at the time of the emergency will be handling up to 21 nursery-aged children, some of whom could be traumatised. They will have to keep the children clean and calm while making do with emergency sewerage facilities.</p>

	<p>Adequate provision has been made for the supply of clean water to be stored on site in the emergency supplies cabinet on the upper floor.</p>
Sewerage	<p>SewerageResponse:</p> <p>This would be caused by earth movement during a major earthquake. Sewerage and contaminated water could flow onto the property from broken sewer pipes in the neighbourhood. The only safe course of action is to treat all water flows as contaminated.</p> <p>Call the Hutt Valley Emergency Management Office on (04) 570 6666 and ask for their advice and assistance, especially if there is a possibility that the sewerage failure was caused by an earthquake.</p>
Gas	<p>This site has Mains Gas</p> <p>This site does not have LPG</p> <hr/> <p>If a GAS LEAK is detected or suspected - DO</p> <ol style="list-style-type: none"> 1) Turn off all gas appliances (if safe to do so) 2) Extinguish any open flames if present 3) VENTILATE the area - open windows and doors 4) Contact Emergency Services dial () 111 ask for FIRE 5) Move away from the area and provide assistance to anyone affected by fumes 6) Initiate an evacuation VERBALLY <p>DO NOT</p> <ol style="list-style-type: none"> 7) Operate any electrical switches either OFF or ON 8) Use a mobile phone - move well away from the area <p>Once Gas mains have been turned off DO NOT turn back on as this must be done by a Licensed Gas worker to purge the system - contact Provider</p>
Gas mains valve location	<p>Location of Gas mains valve :</p> <p>In a childproof cage under the kitchen window outside the west facing wall.</p>



	Gas Response: As indicated above.
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CHEMICAL SPILL / HAZARDOUS SUBSTANCES

Situation	RESPONSE
<p>See, smell, hear or suspect release or spill of hazardous</p>	<p>REMOVE PEOPLE if in immediate danger to a location upwind of incident</p> <p>ASSIST anyone affected - if safe to do so but do not put yourself in danger</p> <p>NOTIFY the FIRE SERVICE dial () 111 Follow any instructions given</p> <p>IDENTIFY the hazardous material to emergency services</p> <p>EXTINGUISH all ignition sources immediately and shut off valves / taps if safe to do so</p> <p>Raise the Alarm by word of mouth - DO NOT operate the Alarm or use electrical equipment - including mobile phones</p> <p>BE SAFE - Consult a specialist or trained personnel who know how to deal with the hazardous material</p> <p>CONTAIN / STOP- implement control measures to contain or stop the spill using approved protective equipment and a Spill Kit if safe to do so. It may be necessary to shut down the air-conditioning intake units</p> <p>VENTILATE - open windows to clear the air If the spill is from OUTSIDE the building - close the windows and doors and shut down air-conditioning intake units</p> <p>PROTECT waterways and storm water drains - notify the local Council if these are / or likely to be contaminated</p> <p>CORDON OFF the area and prevent re-entry</p>
<p>SPILL KIT LOCATIONS</p>	



<p>Clean up / Disposal</p>	<p>Clean up and safely dispose of all hazardous and contaminated material using approved methods - seek professional help if required</p>
<p>At this site</p>	<p>Probably this could only happen following a road accident involving a vehicle carrying chemicals at or near the junction of High Street (Lower Hutt) and Daysh Street.</p> <p>The circumstances, assistance required, clean-up help needed, evacuation assistance, etc, would all depend on the vehicle(s) and chemicals involved in the accident.</p> <p>There is also a possibility of a fuel spill or leakage from the Shell Service Station just south of the junction of High Street and Daysh Street. If this occurs then the Shine Montessori Nursery site must be evacuated immediately of all staff and children. Staff must take the emergency Back Packs, the Nursery Daily Charts file (from the Kitchen store room), and the Attendance Register (from the foyer). Follow the instructions of the Police or Civil Defence personnel, but if they are not (yet) in attendance take everyone onto the School Playing fields opposite the Church and move to the far side of the fields. Keep everyone together, and wait there for further instructions from the Police or Civil Defence personnel.</p>



PANDEMIC / EPIDEMIC

The Ministry of Health will be the lead agency during a Pandemic

PREPARE	<ul style="list-style-type: none"> • Establish and maintain links with relevant agencies and community support networks • Educate everyone at your site about safe hygiene practices and the importance of staying home if unwell. • Monitor people at your site for signs of illness • Plan what steps to take if a Pandemic or Epidemic affects your site eg. Staffing levels, managing people who become unwell on site, maintaining business continuity etc.
RESPOND	<p style="text-align: center;">Promote excellent hygiene practices to reduce the spread -</p> <p style="text-align: center;">C H I R P</p> <p>C Cover coughs and sneezes</p> <p>H Have hygienic hands</p> <p>I Isolate people who become ill</p> <p>R Reduce germs - disinfect commonly used surfaces / objects</p> <p>P Prepare - get vaccinated annually, have an emergency plan and emergency supplies - medicines, face masks, gloves, hand</p>
At this site	<p>With young children there is always a possibility that one or more of them will incubate a pandemic disease and fetch it to Shine Montessori Nursery. If the staff get overwhelmed by the care required by children suffering from a pandemic disease it will be necessary to close the establishment down and get the children and staff to their own homes or a hospital.</p> <p>Extra vigilance must be exercised by the staff if there is a prewarning of a pandemic that puts young children at risk. An example of this would be Swine Flu, which targets people up to about 30 years of age.</p>



CONFRONTATION / ROBBERY

If Confronted

DO

- Remain Calm
- Obey instructions
- Speak calmly and quietly
- Avoid sudden movements
- Try to keep a barrier between yourself and the other person
- Alert other staff, or move to a public place if possible

NO HEROICS - maintain safe

- Don't play the Hero
- Don't Resist
- During a robbery don't make sudden movements, talk to or stare at the offender
- Don't chase the offender
- Don't turn your back on the offender
- Don't touch anything the offender has touched

If safe to do so do observe and note -

- a description of the offender
- the exit direction
- vehicle description and registration number

As soon as the offender leaves phone the Police

Stop people entering the area used by the offender

At this site

No drugs are kept on site, and in terms of loose cash only a few dollars are at risk.

In general terms it will be necessary to keep the intruder(s) away from the staff and children, and to immediately call the Police using the Emergency number "111" on any available telephone.

LOCKDOWN PROCEDURES

LOCKDOWN **CODE RED**

For onsite threatening or armed event

SIGNAL IS:

Announcement or signal given to go to Lockdown Code Red

- Cease all activity
- Enter the nearest classroom, office or secured space
- If outside move to the nearest safe area - alert Police where you are and await evacuation.
- Provide assistance and guidance where required to persons with physical disabilities, special needs, young children, language comprehension issues etc)
- Lock or barricade all internal doors and close windows, draw curtains and blinds (if safe to do so)
- Do not lock external doors - to allow escape & Police access
- Turn off lights and mobile phones (Teachers keep phones on but switch to vibrate so you can receive or send information about the event)
- Teachers gather & mark class register and note any additional persons in your room
- Take cover under desks, behind furniture and out of sight from windows and doors
- BE QUIET - maintain silence
- Do not confront the offender
- Be wary of responding to the Fire Alarm unless you can see or smell smoke or fire, it may have been triggered by the offender

Do not respond to anyone at the door until the All Clear has been given unless you can clearly and safely identify and trust them



- **If safe to do so, observe and report:**
 - **Location & number of offenders**
 - **Moving or stationary**
 - **Offender identity and or physical description**
 - **Description of weapons**
 - **Possible motives / threats made**

At this site

Each such incident to be treated on a case-by-case basis. In general terms it will be necessary to keep the intruder(s) away from the staff and children, and to immediately call the Police using the Emergency number "111" on any available telephone.



MISSING PERSON

The response to a missing person will depend on the nature of this site.

If this site is a school, early childcare centre, after school care, elderly care or special / medical needs care facility then the response to a missing person should be treated as urgent.

Things to consider are -

- The person's age
- Mental state / health
- Physical state / health
- Could this be an abduction
- Could this be a child custody issue
- Geographical location and hazards e.g. water ways, construction sites, roadways and railway tracks

Situation	Response
Notification / information that person is missing	<p>Determine if the person has been present or seen on site that day - check with staff, pupils, residents, co-workers etc</p> <p>Establish time of last confirmed sighting Question missing person's classmates, siblings, other residents, staff etc. Notify Principal, Site Manager Search premises and nearby locations particularly any hazardous areas</p>
Missing Person Found	<p>Notify other searchers Notify person's care givers according to site policy</p>
Missing person not found on premises or in immediate surroundings	<p>Notify Police immediately Notify care-giver / next of kin Complete incident report</p>
At this site	<p>The children attending the Shine Montessori Nursery are logged in and out via a Register and monitored on site minute-by-minute.</p> <p>While it is considered an unlikely event, if a child or staff member cannot be accounted for then call the Police immediately using the Emergency number "111" on any available telephone.</p>

ADDITONAL RISKS OR HAZARDS

Distressed Person

There is a possibility that such a person, needing help for a physical or mental condition, could come onto the premises during the day due at least in part to the fact that the building is an Assembly of God Church.

Except for the Church administrator who is on site for a few hours on a couple of days per week, no other Church staff would be available between 7:30am - 5:30pm Monday to Friday except on odd occasions.

The Shine Montessori Nursery staff would have to call for assistance (using the "111" system to call for Police and Ambulance) if such a person came into the building.



Medical Services

**FOR MEDICAL EMERGENCIES OR IF THE PERSON IS
UNCONSCIOUS OR HAVING DIFFICULTIES BREATHING
PHONE() 111 AND ASK FOR AMBULANCE**

**National Poisons Centre - 0800 POISON (0800 764 766)
www.poisons.co.nz**

Healthline - 0800 611 116 for free 24 hour health advice

Health and Safety in Employment Act 1992

Legislation requires the Department of Labour to be advised when staff suffer an accident or serious harm. Telephone: **0800 20 90 20**

In cases of serious harm leading to death the Police should also be notified.

Hospital

Name	Hutt Hospital
Address	High Street -
Telephone	04 566 6999

Medical Centre

Name	Avalon Medical Centre
Address	840 High Street Avalon
Telephone	04 567 7359

Pharmacy

Name	Avalon Pharmacy Ltd
Address	838 High Street -
Telephone	04 567 7514



First Aid Personnel

Name	Title
Karen Vaughan	Senior Teacher
Address	870 HIGH STREET, Avalon, Lower Hutt
Telephone Work	04 5771464
Telephone Home	-
Mobile	021 0434329
Harkirat Kaur	Assistant Teacher
Address	TBA, -, -
Telephone Work	04 5771464
Telephone Home	04 9716364
Mobile	021 02426062



Service Providers

Alarm Monitoring

Name: **Harbour City Security Limited**

Telephone: **04 4999988**

Electrical Provider

Name: **AC Electrical**

Telephone: **04 5671401**

Glazier

Name: **Whittakers**

Telephone: **04 5677675**

Maintenance/Builder

Name: **Tidy It - Stephen Douglas**

Telephone: **027 2762028**

Plumber

Name: **Grant Plumbing**

Telephone: **04 5685560**

Telecommunications

Name: **Telecom New Zealand**

Telephone: **125 ---**



Staff Contacts & Key Holders

staff contacts

Name	Title
Karen Vaughan	Senior Teacher
Address	870 HIGH STREET, Avalon, Lower Hutt
Telephone Work	04 5771464
Telephone Home	-
Mobile	021 0434329
Harkirat Kaur	Assistant Teacher
Address	TBA, -, -
Telephone Work	04 5771464
Telephone Home	04 9716364
Mobile	021 02426062

emergency wardens

Name	Title
Karen Vaughan	Senior Teacher
Address	870 HIGH STREET, Avalon, Lower Hutt
Telephone Work	04 5771464
Telephone Home	-
Mobile	021 0434329

key holders

Name	Title
Karen Vaughan	Senior Teacher
Address	870 HIGH STREET
Telephone Work	04 5771464
Telephone Home	-
Mobile	021 0434329
Melanie Wester	Business Manager
Address	86 Park Road
Telephone Work	04 5771464
Telephone Home	04 5651600
Mobile	027 2565464

trustees

Name	Title
Melanie Wester	Business Manager
Address	86 Park Road, Belmont, Lower Hutt
Telephone Work	04 5771464
Telephone Home	04 5651600
Mobile	027 2565464



Neighbours

Name	Title
Name:	Neighbour Avalon Pharmacy Ltd
Address:	838 High Street, Avalon, Lower Hutt
Telephone:	Wk: 04 5677514 Hm: -
Mobile:	-



Medical / Special Needs / Disabilities People

Name	Normal Work Location
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All children enrolled at St The Lounge, Avalon Assembly of God Church, -, -

Requirements All children enrolled at Shine Montessori Preschool are 3-5 years of age.



Annex 1: Additional Site Layout Details

**Additional site layout and building diagrams can be inserted here
(Replacing this printed page)**

Details may include the location of / or diagrams / photos of:

Gas valves

Water valves

LPG storage

Chemical storage

Electricity switch boards

Where switches and/or valves are shown; clearly mark the “Off” position or direction

**The effort taken to ensure the accuracy of these diagrams will be appreciated when
responding to an emergency**



Annex 2: Fire Evacuation Details

Documents are stored here in clear folders

Insert a copy of this sites's Fire Evacuation plan here

The effort taken to ensure the accuracy of these diagrams will be appreciated when an emergency occurs.



Annex 3: Terrorism

In today's environment it is sensible to establish procedures to respond to the following threats

- * Suspicious package or letter
- * Bomb threat
- * White powder or similar substance encountered when opening mail.

Response Mail Action for:

+ Suspicious package or letter

- Isolate the package or letter. Do not open, or cut strings, tape etc.
- Evacuate the area
- Call the Police on 111

(Annex 5 of this document contains a checklist for recognizing a suspicious letter or package)

+ Bomb threat

- Assess the situation – consider:
 - What was said? (refer to 'bomb threat' check sheet)
 - Any previous threats?
 - Could access have been obtained?
 - Any suspicious items lying around?
 - Other relevant factors
- Based on your assessment decide:
 - Hoax – do nothing (advise Police of call)
 - Evacuate the site (call Police on 111)
 - Take other appropriate action
- If evacuating
 - Instruct occupants to remove their own bags, to highlight unclaimed bags/boxes etc
 - Leave doors etc open to reduce blast effects if a bomb exists
 - Evacuate further away from the site than for Fire evacuation. (See Evacuation Issues)

(Annex 4 of this document contains a list of questions to ask when a bomb threat is made. This form should be photocopied and discreetly displayed at the main telephone answering point/s in the site.)

+ Anthrax, white powder or similar

- Avoid breathing the powder or spores
- Seal the letter or container in a plastic bag – a shopping bag or similar
- Evacuate the area
- Note those who were in the immediate area
- Call the Police on 111
- In a controlled area, remove any clothing exposed to the substance and place in a plastic bag.
 - Anyone exposed to the substance should shower with warm water and soap.



Annex 4: Bomb Threat Checklist



BOMB THREAT CHECK LIST QUESTIONS TO ASK:

1. When is the Bomb going to explode?

2. Where is the Bomb?

3. What does the Bomb look like?

4. What kind of Bomb is it?

5. What will make the Bomb explode?

6. What is the Explosive Type and Quantity?

7. Why did you place the Bomb?

8. What is your name?

9. Where are you?

10. What is your address:

EXACT WORDING OF THE THREAT:

ACTION

Report call immediately to: POLICE 111

Police Advised:

Date/Time: _____

Members Name: _____

CALLER'S VOICE

Accent (specify): _____
 Any impediment (specify): _____
 Voice (loud, soft, etc): _____
 Speech (fast, slow, etc): _____
 Diction (clear, muffled): _____
 Manner (calm, emotional etc): _____
 Did you recognise the voice? _____
 If so, who do you think it was? _____
 Was the caller familiar with the area? _____

THREAT LANGUAGE

Well spoken: _____
 Incoherent: _____
 Irrational: _____
 Taped: _____
 Message read by caller: _____
 Abusive: _____
 Other: _____

BACKGROUND NOISES

Street noises: _____
 House noises: _____
 Aircraft: _____
 Voices: _____ Standard Call: _____
 Music: _____ 111/Cellular: _____
 Machinery: _____ STD: _____
 Vehicle (Cellular): _____
 Other: _____

OTHER

Sex of caller: _____
 Estimated age: _____

CALL TAKEN

Date: ____/____/____ Time: _____
 Duration of call: _____
 Number called: _____

RECIPIENT

Name (print): _____
 Telephone number: _____
 Signature: _____



Annex 5: Suspicious Substance Checklist



MAIL BOMB RECOGNITION POINTS:

- EXCESSIVE WEIGHT FOR ITS SIZE
- RIGID ENVELOPE
- LOPSIDED OR UNEVEN ENVELOPE OR PACKAGE
- EXCESSIVE SECURING MATERIAL
- PROTRUDING WIRES, STRING, TINFOIL etc.
- OILY STAINS OR DISCOLORATION
- SOURCE UNKNOWN
- VISUAL DISTRACTIONS
- UNEXPECTED OR UNSOLICITED MAIL, BOTH LOCAL AND FOREIGN
- EXCESSIVE POSTAGE ON LOCAL MAIL
- RESTRICTIVE MARKINGS (i.e. PRIVATE, PERSONAL).
- HANDWRITTEN OR POORLY TYPED ADDRESS
- NO RETURN ADDRESS
- INCORRECT TITLES
- TITLES, BUT NO NAMES
- MISPELLING OF COMMON WORDS/NAME/ADDRESS

Suspicious Letter Or Package

ACTION:

DO NOT OPEN OR CUT STRINGS

GENTLY LOWER TO A LEVEL SURFACE – DO NOT DISTURB

DO NOT PLACE IN WATER – SAND OR IN ANY CONFINED SPACE

CLEAR IMMEDIATE AREA OF ALL PEOPLE

THREATENING OR CRANK LETTER

Handle all documents by edges only, do NOT place further fingerprints or indentations on them.

Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police.

Note who has handled the correspondence.

NOTIFY THE POLICE



