

## Emergency Action Guide for Shine Montessori Educare

[www.shinemontessori.org.nz](http://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: 02/11/2013

Dial ()111

**Ask for POLICE, FIRE or AMBULANCE**

**Give the following information**

- 1 - The telephone number for this site: **04 5699522**
- 2 - Your Name
- 3 - The site name: **Shine Montessori Educare**
- 4 - Street address: **149 Whites Line East -**
- 5 - Town, Suburb, City details: **Waiwhetu, Lower Hutt**
- 6 - GPS Location: **-41.2245661 , 174.91661569999997**
- 7 - Distance to nearest intersection: **50m East**
- 8 - Name of intersection road/street: **Whites Line East and Hinemoa 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**

Published on  
**23/07/2013**

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### audit

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**This page printed**    23/07/2013

**Next review due on**    23/01/2014

Signed - Site Manager    -----

### staff

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

23/07/2013

**Date:**

**Next notification due on date:** 23/01/2014

**Last Trial Evacuation Date:** 27/01/2010

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

Name: **Melanie Wester**



## Brief Description of this Site

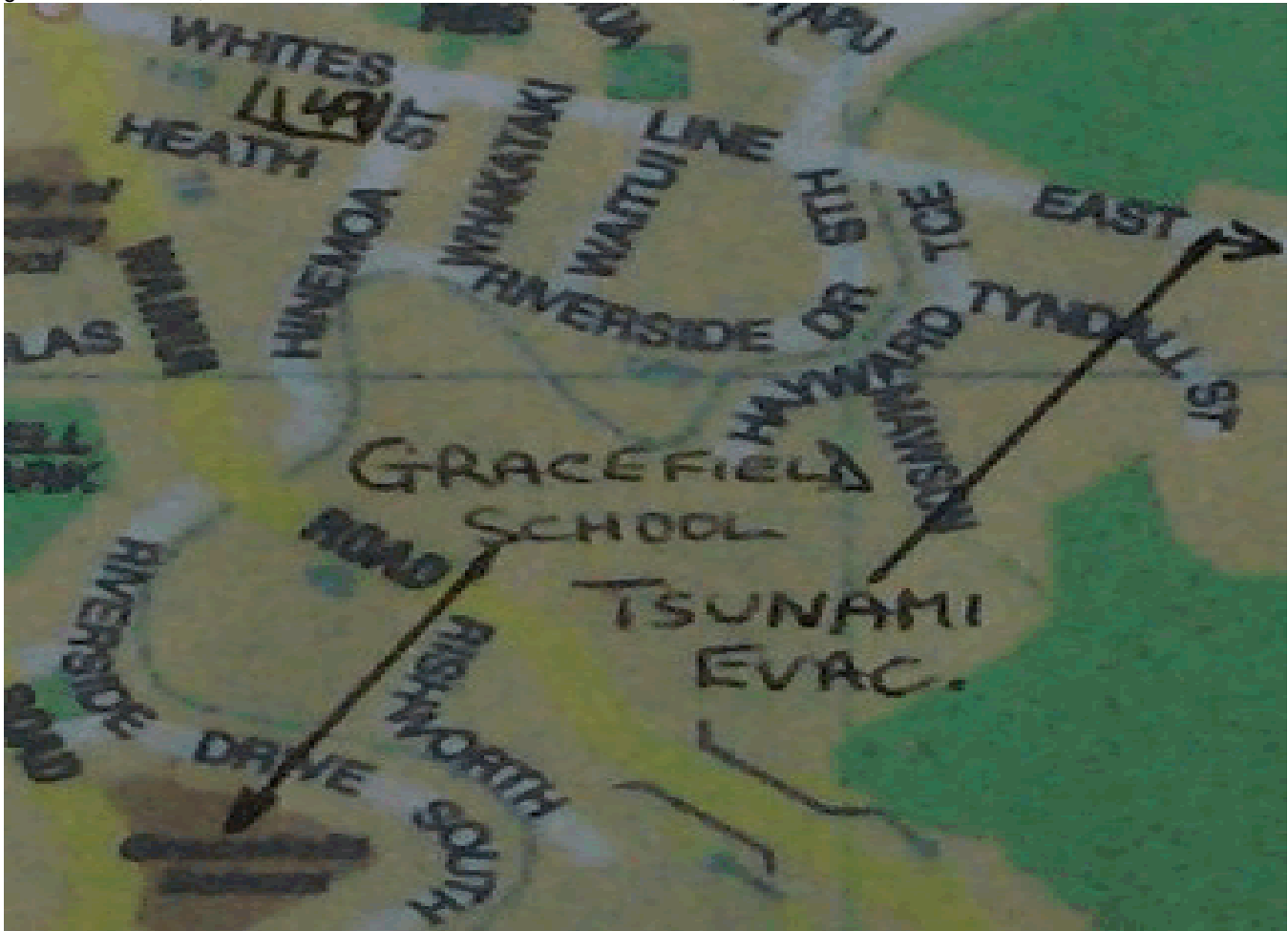
<b>site type:</b>	<b>Early Childhood Centre</b>
<b>building type:</b>	<b>Single site / multi level</b>
<b>primary contact</b>	
name:	<b>Naliny Florida Peries</b>
work phone:	<b>(04) 5699522</b>
home phone:	<b>(04) 5651660</b>
mobile:	<b>(021) 3688212</b>
<b>predominant site use:</b>	<b>Early Childhood Education</b>
<b>other ancillary use:</b>	<b>None</b>
<b>maximum number of people on site -day:</b>	<b>60</b>
<b>maximum number of people on site - night:</b>	<b>0</b>
<b>Normal hours of business:</b>	<b>7.30am - 5.30pm Monday to Friday except for Public Holidays</b>



# Site Layout Map

Shine Montessori Educare, Evacuation routes

Location of Shine Montessori Educare, 149 Whites Line East, Waiwhetu, the evacuation target to escape a locally generated Tsunami, and the CD Evacuation Centre at Gracefield School, Bell Road.



# Local Emergency Contacts / Civil Defences Centres and Radio Stations

## police :

local station 19-23 Kings Crescent, P.O. Box 30840, Lower Hutt

telephone 04 - 5602600

## community constable :

name -

telephone - --

## fire :

local station Hutt City

telephone 04 - 5664505

## council:

Name: **Hutt City**

Telephone: **04 - 5706666**

Website: **[www.huttcity.govt.nz](http://www.huttcity.govt.nz)**

**nearest civil defence centre:** Gracefield School (a designated Civil Defence centre)  
A/H phone No 021 357 902 (Tony Field)  
Bell Road  
Gracefield  
Lower Hutt

Leave 149 Whites Line East, turning RIGHT out of the front gate. Turn first RIGHT into Hinemoa Street after about 50m. Walk to the end of Hinemoa Street (about 500m, at end there is pedestrian access only), then cross over Wainui Road into Riverside Drive South. Walk along Riverside Drive South until the road curves to the left (after about 250m). When passing a

**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**

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



# Emergency Management

**emergency manager for this site:** Naliny Florida Peries

**telephone work:** 04 5699522

**Mobile:** 021 3688212

## Emergency Deputy(s)

Name	Title
Name:	Tracy Quirke
Title Designation:	Teacher
Address:	8 Dunne Street
Telephone work:	04 5699522
Telephone Hm:	04 9764034
Mobile:	022 1641273

## Preferred on site emergency management control point:

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

**Partially paved car park just inside the entrance gate to number 149 on the south side of Whites Line East.**

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:

Kitchen, Busy Bees Room, Eagles Room

## Fire Extinguishers / hoses are located:

Kitchen Area - Upstairs Area on wall

## Civil Defence items are located:

Civil Defence Emergency Bags are located in the Busy Bees Room, Eagles Room, Doves Room, Atrium Room - on the wall or inside Atrium Cupboard

## Other emergency supplies / equipment are:

Basic First Aid kits are located as follows:-

1 small kit is located on a wall inside 'Busy Bees Room'.beside laundry

1 small kit is located upstairs in the Eagles Room by the fire escape exit.

Stored water & Emergency Tinned Food is located inside Kitchen Pantry Cupboard and in a tank outside the building





# Evacuation Information

The Evacuation signal for this site is:

Single whistle blast = All children run to nearest Teacher/Aide  
Double whistle blast = Immediate evacuation towards hills, tsunami possibly imminent

The Evacuation Assembly point for this site is:

Car Parking Area

The pre arranged Off Site Evacuation Location is:

Gracefield School (a designated Civil Defence centre)  
8:30am - 3:30pm (04) 569 5422.  
For key A/H 021 357 902 (Tony Field)  
Bell Road  
Gracefield  
Lower Hutt

Leave 149 Whites Line East, turning RIGHT out of the front gate. Turn first RIGHT into Hinemoa Street after about 50m. Walk to the end of Hinemoa Street (about 500m, at end there is pedestrian access only), then cross over Wainui Road into Riverside Drive South. Walk along Riverside Drive South until the road curves to the left (after about 250m). When passing a small green space on the right, cross over to your right onto Bell Road, then continue along Bell Road in the same direction for 100m to the entrance to Gracefield School on your left.

Contact details for the key holders of that site:

Name	Title
Tony Field	Deputy Principal
Address	Gracefield School, Bell Road
Telephone Work	04 5895422
Telephone Home	-
Mobile	021 3577902



**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><b>ACTIVATE / RAISE THE ALARM</b></p> <p><b>ALERT / REMOVE PEOPLE FROM THE AREA</b></p> <p><b>NOTIFY FIRE SERVICE - DIAL () 111 ask for FIRE</b> tell them where the fire is and what is burning</p> <p><b>EXTINGUISH the FIRE only if it is small and it is SAFE to do so using the correct appliance for the FIRE TYPE</b></p> <p><b>If you can't extinguish the FIRE - GET OUT and STAY OUT</b></p> <p><b>If safe to do so turn off power to equipment, close windows and doors, leave the lights on.</b></p> <p><b>EVACUATE and REPORT to the designated ASSEMBLY AREA - follow FIRE EVACUATION DRILL</b></p> <p><b>NOTIFY Site / Facilities Manager / Owner, School Principal</b></p>
	FIRE ALARM SOUNDING
<p>On hearing fire alarm</p>	<p><b>EVACUATE - Activate Fire Evacuation plan - staff, students, residents and visitors to walk calmly and quickly to the designated evacuation assembly point :</b></p> <p><b><i>Car Parking Area</i></b></p> <p><b>Provide ASSISTANCE for anyone who is injured or has a disability</b></p> <p><b>If safe to do so; turn off power to equipment, close windows and doors, leave lights on.</b></p> <p><b>If escaping hot or smoke-filled area, crawl on hands and knees</b></p> <p><b>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</b></p> <p style="text-align: center;"><b>DO NOT -</b></p> <p><b>Use lifts - Run - Stand and watch the fire or smoke -</b></p> <p><b>Return until the ALL CLEAR has been announced by the Fire Service, followed by the Fire Warden or Emergency Manager.</b></p>
<p>At this site</p>	<p><b>The building is equipped with a fire alarm system, with a</b></p>



**number of Fire Alarm buttons placed around the two floors of the building.**

**There are a number of fire extinguishers placed around the two floors of the building at these locations:-**

**On the wall at the top of the stairs.**

**On the wall in the Ground Floor Orange Room.**

**On the wall in the Ground Floor Cream Room.**



<b>EARTHQUAKE</b>	
<b>DURING the SHAKING</b>	<p><b><u>IF INSIDE:</u></b>            Stay inside                                       <b>DROP, COVER and HOLD</b></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><b><u>IF OUTSIDE:</u></b>        Stay outside                                       <b>DROP, COVER and HOLD</b></p> <p>Move away from buildings, trees, power lines or anything that may fall on you</p>
<b>When the SHAKING STOPS</b>	<p>Following a <b>STRONG</b> earthquake - i.e. when there is damage to buildings -    <b>EXPECT AFTER SHOCKS</b></p> <ul style="list-style-type: none"> <li>• Beware of broken glass and other objects, damage to buildings and structures, spilt chemicals / hazardous goods</li> <li>• Check people near you for injuries and provide assistance</li> <li>• Coastal areas may be at further risk from Tsunami</li> <li>• Extinguish any small fires if safe to do so</li> <li>• 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.</li> <li>• <b>EXTINGUISH ALL IGNITION SOURCES - DO NOT SMOKE</b></li> <li>• 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</li> <li>• Beware of fallen power lines - report these to utility provider</li> <li>• <b>EVACUATE</b> to the Fire Evacuation assembly area or a clear area</li> </ul> <p>• Conserve water -if pipes have been broken turn off at mains Listen to the radio for civil defence messages</p>
<b>At this site</b>	<p><b>The premises used by Shine Montessori Educare in Whites Line East 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 breakage is almost inevitable.</b></p>



**Adequate provision has been made to support the staff and children who might be caught in the building at the time of the earthquake for up to three days. Food, water, first aid kits and medical supplies are stored in clearly marked cupboards in three different locations so that at least one of the stores should be immediately available for use. Some basic demolition equipment is available in an outside shed.**

**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 pre-school children, 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**

**Medium Risk**

**Tsunami Response to:**

**Natural warnings**

**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

**Actions:SELF EVACUATE IMMEDIATELY**

Move quickly to higher ground, or if the surrounding area is flat, as far inland as possible

If you cannot escape the tsunami go to an upper story of a sturdy building.  
Concrete buildings are the safest

Once away from the water, listen to a radio station for information from local civil defence about further action you should take

**Do not return until the Authorities give the All Clear or issue further instructions; remember there may be several waves - sometimes hours apart.**

**Official warnings**

For distant and or regional tsunami:

**Actions:**  
**IF ADVISED TO EVACUATE, DO SO IMMEDIATELY**

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

Stay tuned to a radio station to keep informed of local warnings and instructions

**Do not return until the Authorities give the All Clear or issue further instructions; remember there may be several waves - sometimes hours apart.**



<p><b>Unofficial informal warnings</b></p>	<p>You may receive unofficial warnings from friends, other members of the public, international media and from the internet.</p> <p><b>Actions</b></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><b>IF ADVISED TO EVACUATE, DO SO IMMEDIATELY</b></p> <p>Stay tuned to a radio station to keep informed of local warnings and instructions.</p> <p><b>Do not return until the Authorities give the All Clear or issue further instructions; remember there may be several waves - sometimes hours apart.</b></p> <p>The first or largest wave may not arrive for many hours after the forecast arrival time.</p>
<p><b>EVACUATION - Route and Destination</b></p>	<p>If a Tsunami threatens - this is our evacuation route and destination:</p> <p><b>Turn right on leaving 149 Whites Line East. Move urgently towards the hills at the end of the road. Go up to the wide open area before stopping.</b></p>
<p><b>At this site</b></p>	<p><b>In New Zealand, tsunami have two causes:-</b></p> <p><b>1. A catastrophic seismic event across a stretch of ocean, for example, the Chile earthquake that triggered a tsunami that arrived some ten hours or so after the event. The tsunami will not have much height as it travels across the ocean, but as it nears the New Zealand coastline it could rise up significantly and cause severe damage. Usually the New Zealand CD are alerted to the tsunami, and will know more or less when it will arrive. They will broadcast warnings, and the local CD staff will work to a preconceived plan to evacuate people from coastal communities. Shine Montessori Educare in Whites Line East is in a self Evacuation Zone.</b></p>

**2. Of much greater concern is the risk of a tsunami caused by a severe local earthquake ("severe" means that people cannot stand up). Such a tsunami will come ashore very quickly, perhaps within a few minutes. Therefore, in the case of a severe local earthquake, IT IS ESSENTIAL that as soon as the shaking stops, Shine staff grab the Emergency Back Packs and get the children running towards the hills at the east end of Whites Line East. There is no time available to discuss a course of action, ANY DELAY AT ALL COULD PROVE FATAL TO THE STAFF AND/OR CHILDREN! Stay up on the hillside until a competent authority says that it is safe to return to Shine or arranges for your evacuation to another centre.**



## 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**

The weight of ash on the roof of Shine Montessori Educare could cause it to collapse, especially if it is accompanied by wet weather. Get all staff and children down to the ground floor, and get them dressed and ready to leave at a moment's notice. If the roof does collapse you might not have the time or opportunity to do it later. Call the Hutt City Emergency Management Office on (04) 570 6666, explain your current situation and ask their advice. It is likely that you will have to wait for their assistance to arrive, however, if your situation deteriorates then call them again and explain what has happened. If in any doubt, **EVACUATE IMMEDIATELY!**



## FLOOD

<b>During a Flood</b>	<b>Be prepared to move to high ground</b> <ul style="list-style-type: none"><li>• Switch off any electrical and/or gas supply or equipment that may be affected by flooding</li><li>• Move any chemicals to a safe place to avoid contamination (if safe to do so)</li><li>• Move valuables, important documents above likely floodwater level (if time allows)</li><li>• Be aware of possible sewerage contamination in flood waters</li><li>• Avoid entering flood waters</li><li>• Do not go sight seeing</li><li>• Do not drink floodwater</li><li>• Beware of culverts and open storm-water drains - covers may pop-off</li></ul> Listen to the Radio for Civil Defence messages and updates
<b>EVACUATION</b>	<b>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</b>
<b>At this site</b>	<b>Hopefully the work being completed on the Waiwhetu Stream will make it very unlikely that the stream will flood. However, it is possible that the Waiwhetu Stream will overflow and flood properties along its route. Some of these flood waters could flow along Whites Line East (which is reasonably flat) towards the Shine Montessori Educare site. Should this happen it is not anticipated that the water will be more than a few inches deep. This</b>



would mean that it will be necessary to evacuate the Teachers and children from Shine Montessori Educare.

Although the Hutt River poses a serious threat due to the much greater volumes of water flowing along it, it is not anticipated that any flood waters from this source will reach Shine Montessori Educare.



# 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 Preschool 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

<b>Telephones / Communication</b>	<b>Telephones Response:</b> <b>Except for unusual weather conditions (eg. high winds), a telephone fault would be caused by an earthquake or flood conditions.</b>  <b>If a telephone call for assistance has to be made then use a mobile phone. It is highly unlikely that the mobile telephone systems will have failed as well.</b>
<b>Power</b>	<b>Location of Power boards:</b> <b>On the west-facing outside wall to the left of the main entrance.</b>  <b>Power Response:</b> <b>In the event of a power failure DO NOT ASSUME THAT ANY LINE IS 'DEAD' unless it has been tested by a competent person. Power might be restored without warning, and this can lead to potentially dangerous situations.</b>  <b>Call the Fire Brigade immediately using the Emergency number "111" on any available telephone.</b>  <b>The power failure will have been caused by either a failure of the electricity supply system, or a wiring fault or overload on the site of the Shine Montessori Educare.</b>  <b>The problems this will cause are basically those related to keeping up to fifty pre-school children warm, dry, and fed for up to three days if the fault was caused by flooding or an earthquake. If the power failed for no known reason it will be necessary to advise the parents and to send the children home as soon as possible.</b>



<p><b>Water</b></p>	<p><b>Caution: Ensure Fire Sprinklers are NOT turned off!</b></p> <p><b>Location of water Toby / Mains :</b></p> <p><b>With your back to the Shine Montessori premises, the Toby is approximately half way along the left hand side of the front garden under a blue plastic cover.</b></p> <p><b>Water Response:</b></p> <p><b>The staff on duty at the time of the emergency will be handling up to fifty pre-school children, some of whom may be traumatised. They will have to keep the children clean and calm while making do with emergency sewerage facilities.</b></p> <p><b>Shine Montessori Educare will be buying a Portaloo unit for the exclusive use of the staff and children during such an emergency. The Portaloo will be located outside the main building on the concrete pad to the left of the building. It will not be used before the event, and will be emptied, cleaned and disinfected as soon as possible after the situation returns to normal.</b></p> <p><b>Adequate provision has been made for the supply of clean water to be stored on site in three different locations.</b></p>
<p><b>Sewerage</b></p>	<p><b>SewerageResponse:</b></p> <p><b>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.</b></p> <p><b>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.</b></p>



<p style="text-align: center;"><b>Gas</b></p>	<p><b>This site has Mains Gas</b></p> <p><b>This site does not have LPG</b></p>
	<p><b>If a GAS LEAK is detected or suspected -</b>  <b>DO</b></p> <ol style="list-style-type: none"> <li>1) Turn off all gas appliances (if safe to do so)</li> <li>2) Extinguish any open flames if present</li> <li>3) VENTILATE the area - open windows and doors</li> <li>4) Contact Emergency Services dial ( ) 111 ask for FIRE</li> <li>5) Move away from the area and provide assistance to anyone affected by fumes</li> <li>6) Initiate an evacuation VERBALLY</li> </ol> <p><b>DO NOT</b></p> <ol style="list-style-type: none"> <li>7) Operate any electrical switches either OFF or ON</li> <li>8) Use a mobile phone - move well away from the area</li> </ol> <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>
<p><b>Gas mains valve location</b></p>	<p><b>Location of Gas mains valve :</b></p> <p><b>On the west-facing outside wall to the left of the main entrance.</b></p> <p><b>Gas Response:</b></p> <p><b>As indicated above.</b></p>



# CHEMICAL SPILL / HAZARDOUS SUBSTANCES

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



<b>Clean up / Disposal</b>	<b>Clean up and safely dispose of all hazardous and contaminated material using approved methods - seek professional help if required</b>
<b>At this site</b>	No dangerous chemicals are kept on site. The nearest possible risk would be from the Gracefield industrial complex (although it is not known if any dangerous chemicals are stored or used there), and the Gracefield Fuel Tank Farm (where there are a large number of very big tanks used for storing petroleum products).



## PANDEMIC / EPIDEMIC

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

<b>PREPARE</b>	<ul style="list-style-type: none"> <li>• Establish and maintain links with relevant agencies and community support networks</li>   <li>• Educate everyone at your site about safe hygiene practices and the importance of staying home if unwell.</li>   <li>• Monitor people at your site for signs of illness</li>   <li>• 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.</li> </ul>
<b>RESPOND</b>	<p style="text-align: center;">Promote excellent hygiene practices to reduce the spread -</p> <p style="text-align: center;"><b>C H I R P</b></p> <p><b>C</b> Cover coughs and sneezes</p> <p><b>H</b> Have hygienic hands</p> <p><b>I</b> Isolate people who become ill</p> <p><b>R</b> Reduce germs - disinfect commonly used surfaces / objects</p> <p><b>P</b> Prepare - get vaccinated annually, have an emergency plan and emergency supplies - medicines, face masks, gloves, hand</p>
<b>At this site</b>	<p><b>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 Educare. 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.</b></p> <p><b>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.</b></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 Educare 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>



## **ADDITIONAL RISKS OR HAZARDS**

### **Distressed Person**

**Each ECE Teacher will have 10 to 20 young pre-school children to care for, and a number of the children may well be stressed by the emergency. Additional child care specialists may be required if the Shine Montessori Educare staff are in danger of getting overwhelmed.**



## 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

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Name	<b>Hutt Hospital</b>
Address	<b>622 High Street Boulcott</b>
Telephone	<b>04 5666999</b>

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### Medical Centre

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Name	<b>Waiwhetu Medical Centre</b>
Address	<b>148 Whites Line East Waiwhetu</b>
Telephone	<b>04 5692436</b>

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### Pharmacy

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Name	<b>Woburn Pharmacy</b>
Address	<b>66 Whites Line East Waiwhetu</b>
Telephone	<b>04 5663479</b>

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## First Aid Personnel

Name	Title
<b>Naliny Florida Peries</b>	Teacher
<b>Address</b>	11 Levin Grove, Kelson, Lower Hutt 5010
<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 5651660
<b>Mobile</b>	021 3688212
<b>Tracy Quirke</b>	Teacher
<b>Address</b>	8 Dunne Street, Wainuiomata, Lower Hutt
<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 9764034
<b>Mobile</b>	022 1641273
<b>Virginia Barden</b>	Teacher
<b>Address</b>	13 Montgomery Street, Stokes valley, Lower Hutt
<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 5635191
<b>Mobile</b>	021 0229272



# Service Providers

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## Alarm Monitoring

Name: **Hutt Alarm**

Telephone: **04 9391999**

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## Electrical Provider

Name: **AC Electrical**

Telephone: **04 5671404**

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## Glazier

Name: **Whittakers**

Telephone: **04 5677675**

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## Maintenance/Builder

Name: **Tidy It - Stephen Douglas**

Telephone: **027 2762028**

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## Plumber

Name: **Grant Plumbing**

Telephone: **04 5685560**

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## Telecommunications

Name: **Telecom New Zealand**

Telephone: **125 ---**

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## Staff Contacts & Key Holders

### staff contacts

Name	Title
Melanie Maree Wester	Business Manager
<b>Address</b>	86 Park Road, Lower Hutt, Belmont, Lower Hutt
<b>Telephone Work</b>	04 5771464
<b>Telephone Home</b>	04 5651600
<b>Mobile</b>	027 2565464
Naliny Florida Peries	Teacher
<b>Address</b>	11 Levin Grove, Kelson, Lower Hutt 5010
<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 5651660
<b>Mobile</b>	021 3688212
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<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 5635191
<b>Mobile</b>	021 0229272

### emergency wardens

Name	Title
Virginia Barden	Teacher
<b>Address</b>	13 Montgomery Street, Stokes valley, Lower Hutt
<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 5635191
<b>Mobile</b>	021 0229272

### key holders

Name	Title
Melanie Maree Wester	Business Manager
<b>Address</b>	86 Park Road, Lower Hutt
<b>Telephone Work</b>	04 5771464
<b>Telephone Home</b>	04 5651600
<b>Mobile</b>	027 2565464
Naliny Florida Peries	Teacher
<b>Address</b>	11 Levin Grove
<b>Telephone Work</b>	04 5699522
<b>Telephone Home</b>	04 5651660
<b>Mobile</b>	021 3688212



## trustees

Name	Title
Address	''
Telephone Work	
Telephone Home	
Mobile	

## Neighbours

Name	Title
<b>Name:</b>	Neighbours Peter King and Mary Day
<b>Address:</b>	147 Whites Line East, Waiwhetu, Lower Hutt
<b>Telephone:</b>	<b>Wk:</b> 021 805773 <b>Hm:</b> 04 5691091
<b>Mobile:</b>	021 805773





# Medical / Special Needs / Disabilities People

Name	Normal Work Location
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Requirements

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## **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



## Annex 6: Staff Sign Off / Copy Locations

staff have read this document and know of its location.

name:	signature:	date:

### Copies of this Emergency Action Guide are kept at:

Inside the Back Pack used by Emergency Manager, hanging on the wall inside Busy Bees Classroom

Inside the Back Pack used by Emergency Deputy, hanging on the wall inside Doves Classroom

Inside the Back Pack used by Emergency Wardens, hanging on the wall behind Laundry

