

# Fire and Earthquake- C.D Emergency



## Policy and Recommended Procedure

### Fire and Earthquake Policy

#### If you discover a fire:

- Raise the alarm immediately by operating the nearest fire alarm
- Direct the children to leave the building immediately by the NEAREST safe escape route. Move quickly but do not run. Escort the children to one of the Assembly areas – (Carpark or playground).
- Do not let any children leave the area until they have been counted and checked off the attendance register.

#### When you hear the fire alarm:

- Begin the evacuation of the building.
- Ensure that the entire centre is evacuated, check all toilets, storerooms and office and shut the doors.
- Assist or ensure that any babies or disabled children are helped to evacuate quickly.
- Report to the building warden and pass on any information.
- Report to assembly area.
- Co-operate in control and roll call of children, visitors and staff.
- Wait for the all clear from fire safety officers before re-entering the building.

### Supervisor/Asst. Supervisor /Building Warden duties

- Call the fire service by dialling 111
- Clearly state the name of the centre and the location
- State the nature of the emergency. If it is not safe to call from the building take the phone, go immediately to the Assembly Area and call from there.
- Instruct staff member to collect roll book, sign in book Building Wardens 10 and report to assembly area as possible.
- Verify with roll book, and sign in register the persons present and count number of children.
- Account for all staff and visitors and any disabled persons.
- Pass on information to the fire service on their arrival.
- Give all clear to return to the building when it is safe to do so.

Evacuation plan is displayed on the wall with the licence. We will use this fire evacuation plan to evacuate for the following reasons.

Building damage due to:

- Earthquake
- Volcanic eruption
- Cyclone
- Flooding
- Bomb threat
- Major chemical incident – under advice from the Fire services

### Earthquake procedure DOP: 5a, 8c

- Staff will call out **earthquake – drop and be turtle safe** (Crouched on elbows and knees with hands covering the head)
- Inside staff will help and encourage children to quickly resume the turtle position.
- Outside staff will help and encourage children to face the back fence so that they are not facing the building and to resume the turtle position.
- Staff and students will remain in the turtle position until the shaking stops and a staff member calls out **all clear**.
- After the drill or earthquake children will be encouraged to talk about any fears or questions that they may have.

#### Guidelines for sheltering in place

- Ensure all children and adults are inside the building
- Lock doors and window and in case of external threat call police for advice and assistance.
- Stay away from doors and windows.

### “Quake-safe” Environment Strategies:

- No heavy items will be stored on high shelves.
- All high shelves, large pieces of equipment will be affixed to the wall securely.

### Policy Review

Introduction Date: 05/01/09

Next Review Date: Term 3 2018