



## **Civil Defence Policy**

### **RATIONALE:**

Civil emergencies are often unforeseen, therefore it is of utmost importance to be prepared in advance to protect and provide the best possible care of all those in the Centre at the time of an emergency.

### **POLICY STATEMENT:**

Our intentions at Akoranga Preschool is to protect all peoples on our premises at the time of a civil defence emergency, ensuring all adequate provisions are available to meet all human necessities until the premises can be safely vacated.

### **PROCEDURES:**

- Store necessary required items which are not available within the normal centre environment; such as: torch, batteries, canned food items, chocolate
- Blankets, other food types, water are available in the everyday Centre resources; these will be available in the case of an emergency. Water bottles, which are kept in kit, will be used in emergencies.
- All persons on the premises at the time of a civil emergency will remain until suitable, safe transportation can be arranged for their removal, either to an identified civil defence premises, or to home
- Children's health and wellbeing will be the priority at all times. Each child will be: recorded as present and safe, kept within the safety of the group, comforted and reassured. Updated contact numbers will be kept with kit
- Adult: child ratio will be maintained at all times while the children remain on the premises; if the Centre building is seen to be at risk we have negotiated with a neighbour across Coutts Road where there is a large enclosed grass area
- Contact will be made to a Civil Defence contact informing them of our whereabouts, numbers on the premises: children and adults, safety precautions taken
- Contact will be made by the individual family's enquiring after child health and safety

## **AIM:**

Being prepared for all eventualities in emergencies that threaten our local area and/or the Centre safety and security with safety of children and adults our priority.

## **CONSULTATION:**

With who? How? By when?

Consultation:

- Who? Parents/guardians/whanau, teaching and cleaning staff, Civil Defence authority in our local area, local iwi
- How?
- When?
- Budget: purchasing of necessary items identified in policy and the regular updating of
- To do: set up an emergency kit

Date: January 2018

Review: January 2020