



Emergency Procedures Policy

RATIONALE:

In the event of an emergency, teachers at Akoranga Preschool are aware that the safety and wellbeing of all children and staff are paramount.

TE-WHĀRIKI

Well-being – Goal 3. Children experience an environment where they are kept safe from harm

PROCEDURES:

- All teachers are to be aware of the emergency procedures
- Regular fire, earthquake and evacuation drills will be undertaken:
Last week school term – earthquake
First week school term – fire drill
- A Civil Defence kit will be stored and regularly updated at the Centre
- All current names and phone numbers of children will be updated and posted into Civil Defence kit
- In case of evacuation, the Centre will re-locate all staff and children to the nearest Civil Defence post. If possible, any change in location will be communicated via change in phone message at Centre or on written message at entrance door
- If the building is safe, teachers and children will remain on site
- All first aid kits will be updated monthly by AlSCO
- Fire protection procedures and equipment will be reviewed annually
- A plan for safe evacuation of children and teachers from the building will be prominently displayed on the notice board
- The nearest Civil Defence posts are:

St. Andrews Presbyterian Church	Calvin Community Church
Cnr Devon and Ardwick Streets	25 Robertson Street
GORE	GORE
- We reserve the right to close the Centre in the event of a flu pandemic or other emergency

CONSULTATION:

With who? How? By when? Who? How? When?

Date: Jan 2017

Review: Jan 2020