

## Emergency Procedures

### Fire Emergency Procedures

If you discover a fire:

- ACTIVATE nearest manual fire alarm call point, call 111
- PUT ON the Wardens Vest. WARDEN - DO NOT PUT YOURSELF IN DANGER.
- CLEAR the areas of the building you have access to, ensuring everyone has evacuated
- ENSURE persons with disabilities are assisted
- MOVE quickly and safely to the assembly point out side Charles Plimmer Park
- If the fire is small, and only if you consider it to be safe, attempt to put out fire with hose provided or fire extinguisher.
- Warden - Liaise with the Fire Service upon their arrival.

Once the incident is under control be sure to collect information on what happened. Who saw what happened?

### Medical Emergency Procedures

In the event of a medical emergency:

- Do not leave the injured person alone.
- Educator/First Aider on scene evaluate situation
- If the emergency requires emergency services Call 111 (state where you are). Educator to determine most appropriate access point for ambulance/emergency services.
- Inform other educators regarding the situation and need for medical services.
- Appoint one educator to lead the emergency situation and one to lead the supervision of the group of children in their care.
- If possible an educator will make their way to the access point stated in the emergency call and escort emergency services to the injured person.

Once the incident is under control be sure to collect information on what happened, witnesses etc. Complete an Incident Report.

### Earthquake Emergency Procedures

If the earthquake is identified as severe enough, begin earthquake emergency procedure.

An earthquake that is strong enough to cause you to lose balance or knock you to the ground, lasts longer than 1 minute or is greater than a 6 will trigger the emergency response procedure.

**If you are outdoors** when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then **Drop, Cover and Hold.**

**If you are inside** a building, move away from glass, drop, cover and hold. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops.

Action once shaking stops:

- Check everyone is okay- expect after shocks.
- Quickly and carefully walk back to pre-arranged pick up point at the Innermost Gardens.
- Inform Nada Piatek- Eco Enterprise Manager of status via text message
- Sustainability Trust Facebook will alert parents/guardians of Holiday Programme status
- Parents/guardians contacted by text message
- On return to Innermost Gardens, check building is safe (power, fire) prior to entering.
- Wait at Innermost Gardens until all children have been collected

### Emergency phone numbers

Dial 111 for Fire/Police/Ambulance

1. Call from a safe place
2. Use a cordless or mobile phone if practical
3. Tell the operator which emergency service you want
4. Wait until that service answers
5. Give the following address"

Innermost Gardens  
Top of Majoribanks Street  
Wellington