

Policy:

The Y Hawkes Bay complies with all relevant health and safety legislation and adopts an effective safety management that minimises the risk to the health and safety of all young people, staff and volunteers. Part of this is for all staff to know exactly how to respond in different emergency situations.

Evacuation Drills

Staff will conduct a full evacuation drill once per term (ASC and BSC) and once per week for holiday programmes. An Emergency Drill Record Form will be completed.

The evacuation drill will include the following checks:

All emergency exits are clearly displayed.

Emergency exits are regularly checked to be in working order and free of obstructions.

Evacuation procedures are displayed, clearly indicating where people can assemble safely outside the building.

The evacuation procedure will be reviewed as part of the drill. Any recommendations are reported to programme management.

Staff responsibilities in an emergency

- In all emergency situations staff are to remain calm
- Staff are to be well trained to understand all emergency procedures
- The Programme Supervisor is the designated emergency warden at each site- this role will be transferred to a 2IC and/or other delegate in their absence
- All programmes are to have a map displayed that states the designated emergency evacuation point. This must be in line with the premises approved fire evacuation scheme.
- There is to be a whistle available at all times for emergency situations

The designated emergency warden will oversee any emergency evacuation by:

- Contacting emergency services at pace, as required
- Allocating staff to check toilets and all indoors and outdoor areas
- Allocating staff to supervise young people during evacuation
- Ensuring everyone immediately proceeds calmly to safe assembly points, walk, do not run.
- Collect tablet and cell phone (these emergency contact information for all young people).
- The emergency warden will remain at the safe assembly area and ensure the roll is completed. All young people must be clearly accounted for (including young people who have already left the programme), as well as visitors and staff. 111 assistance will be called.
- No one is to re-enter any building until the all clear is given by the emergency warden and/or emergency personnel. When on an excursion, staff and young people are to either assemble at the designated venue meeting point and/or assemble at the designated area as advised by the emergency warden at the beginning of the excursion (eg, if in a park).

- The emergency warden will ensure the evacuation is recorded / reported, along with any recommendations.
- A notice is to be left in a suitable place or with anyone remaining stating where everyone has relocated to
- Take Evacuation Kits, including tablets and phones
- It may be necessary to take steps to turn off power or water supply

FIRE:

- Raise alarm (Three short bursts of whistle or building fire alarm)
- Evacuate from nearest fire exit, retrieve tablet and phone and go to safe assembly point
- Staff are to ensure before exiting that all rooms and indoor and outdoor areas have been checked for any young people/adults and then proceed to the assembly area as indicated- emergency warden will coordinate this
- Complete a full roll call, including all adults/staff and call 111
- Keep young people at the assembly point until danger has passed
- Do not return to the building until the emergency warden has advised it is safe to do so and/or emergency personnel. Upon returning to the building a full roll call will take place again.
- Where this is a real life situation, when all parties are accounted for and emergency services called, phone call to Operations Manager.
- Appropriate drill or incident documentation is to be completed.

EARTHQUAKE

If indoors:

- Staff to give clear instruction: “Earthquake; drop, cover, hold”
- All people are to **drop** to the ground, take **cover** under a desk or table, ensure you cover your neck and head with your arm/s and **hold** onto the legs of a desk or chair until the shaking stops. If not near any furniture, drop, cover head and neck and hold position until the shaking stops
- All people are to keep away from shelves containing heavy objects and other large items of furniture
- All people are to keep away from windows where possible
- All people are to stay indoors until the shaking stops- complete a full roll call including adults to ensure everyone is accounted for. Reassure young people and check for any injuries
- Evacuate to a safe meeting point if necessary

If outside:

- Where possible assemble away from power lines, trees, buildings. Drop, cover and hold until shaking stops
- Complete a full roll call as soon as possible, including adults
- Evacuate to a safe meeting point if necessary

If in a vehicle:

- Drivers are to pull over when safe to do so and wait, ideally in a cleared area
- All people in the car are to remain in their seats with their seatbelts fastened
- Once the shaking stops, check on the well-being of everyone in the vehicle
- Exercise caution for the rest of the journey particularly around bridges and ramps in the road
- If the driver has to divert the usual route, programme supervisor must be informed

For all Earthquake incidents the required documentation must be completed when any dangers have passed.

TSUNAMI:

Note- Arthur Miller and Marewa are the only sites that are in tsunami evacuation zones.

- There may not be time for official warnings in the case of tsunamis, follow Civil Defence advice, if earthquakes are long or strong, get gone.
- As soon as shaking stops, move immediately to the nearest high ground or as far inland as possible out of the tsunami evacuation zones.

Arthur Miller Site:

- Follow Civil Defence advice if available.
- The whole site is to exit the premises, taking tablet and phone, note to be left on the door for parents.
- In order to get to safety the site needs to get to DEVONSHIRE PLACE- this is outside of the evacuation zone. The most direct route at the time is to be followed. (This is marked with a red cross on map in this procedure)
- Complete a roll call to ensue all accountable. If able to, inform Operations Manager of evacuation and location. Listen for updates on radio and/or move location if safety continues to be compromised.

Marewa Site:

- Follow Civil Defence advice if available.
- The whole site is to exit the premises, taking tablet and phone, note to be left on the door for parents.
- In order to get to safety the site need to get to NAPIER TERRACE- this is the same meeting point as the school. The most direct route at the time is to be taken. (This is marked with a red cross on map in this procedure)
- Complete a roll call to ensue all accountable. If able to, inform Operations Manager of evacuation and location. Listen for updates on radio and/or move location if safety continues to be compromised.

LOCKDOWN- Dangerous local incident/armed or violent person/people in vicinity

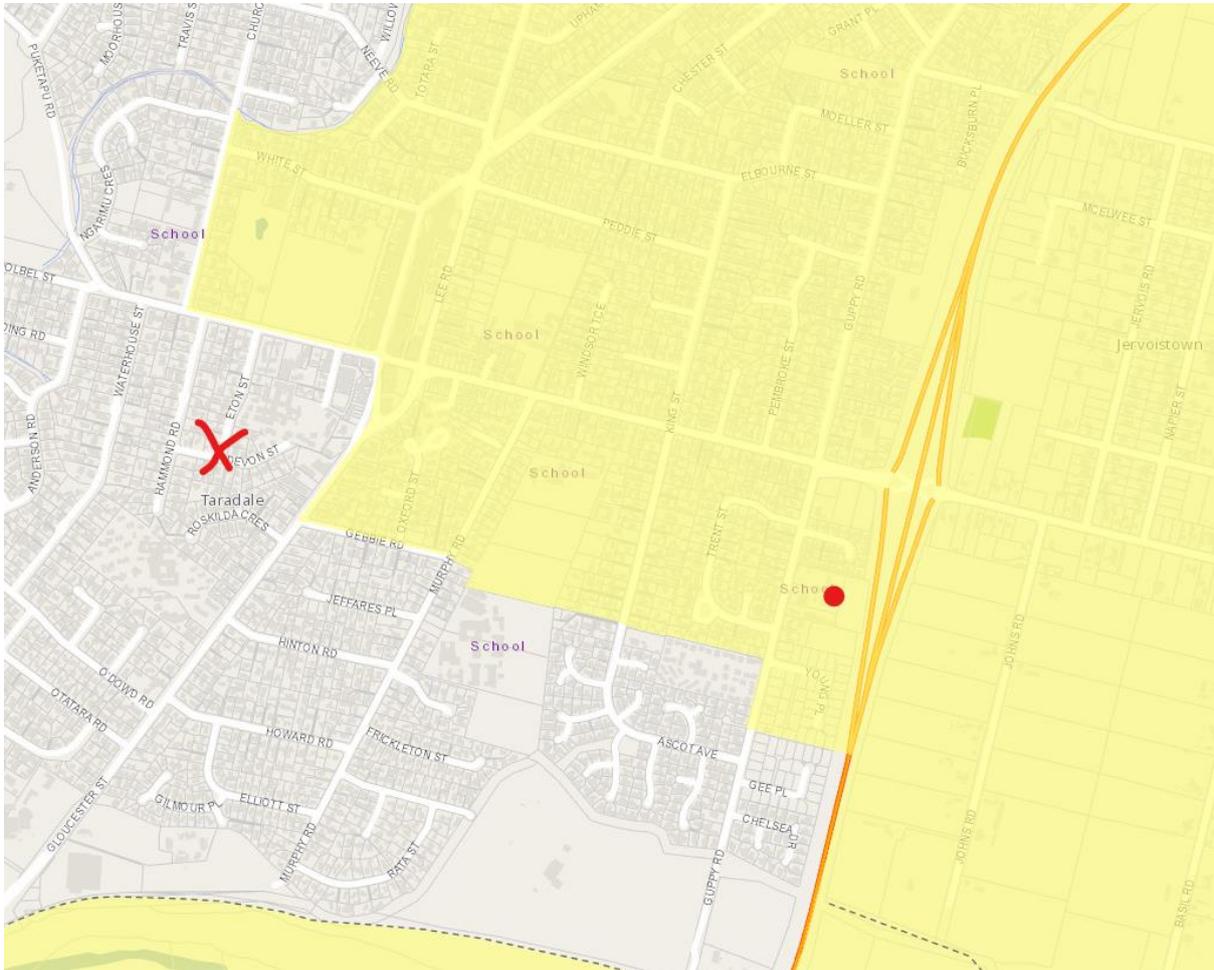
- Lockdown will be signalled by an adult shouting LOCKDOWN.
- Depending on where the threat is, staff will direct all young people to the nearest safe area. The two locations for this site are: _____

- Depending on the situation the emergency warden will ring 111 and remain on the line with emergency services for guidance.
- Staff will have retrieved the roll information and when safe to do so a roll call will be taken. This could include calling names or a number count- including young people and all adults.
- Everyone must remain in the safe location until the ALL CLEAR is given by either the emergency warden or emergency services. All advice from police must be followed.
- If the threat is outdoors, when indoors and safe to do so, staff are to turn the lights off and lock all the doors and windows.
- If safe to do so staff and children to remain out of site in their lockdown space (unless advised otherwise by police)
- No one is to leave or enter the premises until safe to do so and until the lockdown is declared over.
- Operations Manager to be informed of incident when it is safe to do so
- Police advice to be followed at all times
- Incident form to be completed

CIVIL DEFENCE:

- If a civil defence emergency is occurring, all young people and staff will remain at the programme and staff will await instructions from emergency agencies.
- It may be possible to contact parents, but in any case, staff will remain with children until they are discharged to their parents/emergency contacts or until other appropriate provisions for their on-going care are made. If it is necessary to remain for a longer period at the programme, staff will make provision for children's comfort and warmth. The programme maintains a supply of bottled drinking water and emergency food. If evacuation is necessary, parents will be notified if possible. Otherwise, information will be posted at the programme venue and local emergency services notified. The evacuation point will depend on the circumstances but may be the local civil defence post. It may be necessary, before leaving the building, to take steps to turn off power or water supply. If the evacuation is non-urgent, staff will take essential supplies: - All contact information for children - First aid kit - Radio - Drinking water - any special medication, inhalers etc

Arthur Miller Tsunami Evacuation Map



Marewa Tsunami Evacuation Map

