



Date- 07.10.14

Civil Defence

Rationale:

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

Policy statement:

Our intentions at the Aroha early Learning Centre 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, clean water for drinking will be used from the Centre water dispenser located in the foyer, if damaged 2 water bottles within used by date will be kept in kit.
- Ⓢ 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 & adults, safety precautions taken,
- Ⓢ Contact: will be made by individual families, 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 parents/guardians/whānau, teaching & cleaning staff, civil defence authority in our local area, local iwi.

Monitoring 6 monthly

Budget purchasing of necessary items identified in policy and the regular updating of.

Next review date- 12.10.16