

V7: STRUCTURAL AND ENVIRONMENTAL EMERGENCIES AND DISASTER PROCEDURES

PURPOSE

The purpose of this procedure is to protect children, staff, and visitors from harm in the event of a structural or environmental emergency or disaster. It provides guidance on how to respond to incidents such as building damage, floods, storms, wildfires, earthquakes, hazardous leaks, or security threats.

GENERAL EMERGENCY RESPONSE (ACCIDENTS AND INJURIES)

If medical attention is required during an emergency:

- Stabilise and comfort the child as much as possible.
- Contact the parent/guardian/caregiver immediately.
- Call an ambulance using the National Cell Phone Emergency number **112**, or your local ambulance service.
- If the child is transported to hospital before the parent/guardian/caregiver arrives, an adult should accompany the child. One adult must remain with the other children at the ECD programme.

SPECIFIC EMERGENCY PROCEDURES

Wildfires

- Evacuate immediately if instructed by authorities or if the premises are at risk.
- Relocate children to a safe area, away from smoke and flames.
- If safe, keep children indoors with doors and windows closed.
- Keep children and staff hydrated.
- Use clearly marked exits according to the emergency plan.
- The alerted adult should sound the alarm and lead the children out.
- If the fire is uncontrolled, call emergency services (112 or local fire department).

Earthquakes

- Indoors: Ensure children **drop, cover, and hold on** — get to the ground, cover their head and neck, and hold onto sturdy furniture.
- Outdoors: Ensure children move away from trees, buildings, and power lines, then drop and cover themselves on the ground.
- Stay in position until the shaking stops.
- Call emergency services if there are injuries.

Bomb Threats

- Stay calm and gather as much information as possible from the caller.
- Immediately call the police (112 or your local police station).
- Follow all police instructions.

Suspicious Behaviour or Active Shooter

- Do not confront the individual.
- Keep children inside a locked room, away from windows if possible.
- Call the police (112 or your local police station).
- Do not unlock the door to check outside.
- Only leave when instructed by police.

Flooding

- Move children and staff to a safe area away from the building.
- If caused by a municipal pipe, call municipal water services.
- If caused by internal plumbing, call a local plumber.
- For widespread flooding due to storms, call disaster management.

Gas Leaks or Hazardous Material Spills

- Do not use electrical equipment or light switches.
- Do not use cell phones in the affected area.
- Evacuate everyone immediately and close doors behind you to contain the leak/spill.
- Call emergency services (112) if the leak or spill is severe.

Role Calls and Communication

- Keep the attendance register and emergency contact list in a file that is easy to access and carry during an evacuation.
- During evacuation, take the file to the assembly point.
- Conduct a roll call to ensure all children and staff are accounted for.
- If the building cannot be re-entered, notify parents/guardians to collect their children immediately.
- Children must remain under staff supervision until handed over to their parent/guardian/caregiver.

Practice Drills and Training

- All staff must be trained on these procedures during induction.
- Evacuation drills must be conducted at least once per term.
- Children should be guided to remain calm and follow adult instructions during drills and real emergencies.