

Cityside Baptist Church Children and Youth Emergency Evacuation Procedures

Reviewed December 2016

This procedure sits under any Cityside-wide Emergency Evacuation Policy

Purpose

To ensure that everyone knows what to do in an emergency, including how to evacuate the building.

Guidelines

A. Emergency exits

1. The designated assembly area for emergencies such as fires is the **carpark across Burleigh Street** from Cityside.
2. Emergency Exits are to have clear green and white 'EXIT' signs. Each room where children and youth meet regularly will have an evacuation procedure and information about exits beside the doorway or main light switch.
3. All exits and the corridors leading to them must be kept clear of obstructions at all times.
4. All leaders are to be regularly reminded by the people responsible for the leadership of Children and Youth of Cityside's emergency procedures.
5. Curators are encouraged to talk with children and youth on the first Sunday of each term about what and where to go in an emergency.

Refer to Appendix 1 for a list of emergency exits for each group space.

B. In the event of an emergency evacuation:

1. In an emergency or on hearing a signal for evacuation, leaders need to stay calm and reassuring, and escort the children out the nearest safe outside door. Try to have one adult at the front and another at the back of the group – do not let the children or youth run ahead or cross the road by themselves.
2. Leaders should take the register or sign-in sheet out with them, and ask one adult to check the nearest toilets or adjoining rooms.
3. Assemble in the car park across the other side of Burleigh Street from the church. Check that all the children or youth on your register/sign in sheet are there with you.
4. The leaders must then ensure that the emergency services have been called.
5. The leaders must stay with the children and youth until each is collected by their parent or care-giver, and duty of care is explicitly passed over to the parents. Indicate this on the roll/sign in sheet if possible.

6. Parents should meet their children/youth at the outside assembly area, not inside in the group's usual meeting room.
7. People may only return to the building and resume normal activity once the all-clear has been officially given by a Cityside Fire Warden.

C. In the event of a fire:

1. If you notice a fire, alert others immediately.
2. Do not attempt to extinguish the fire unless there is no personal danger to you or anyone else. There are fire extinguishers in each room where children and youth usually meet – please familiarise yourself with where they are.
3. “Get down, get low, get out – fast.” Get on your hands and knees and crawl low and fast to escape smoke. Heat and smoke rise so it is easier to breathe and to see at ground level.
4. If you can, close doors behind you to stop the fire spreading.
5. Meet at the designated assembly area - the **carpark across Burleigh Street** from Cityside.
6. Call 111 immediately from a safe place.
7. If you can't get out of the building, close the door of the room you are in and put a sweatshirt or towel under it to stop the smoke coming in. Go to the window and yell 'FIRE, FIRE, FIRE!' Wait to be rescued.

D. In the event of an earthquake:

1. **Drop, cover, hold:** drop to the ground to avoid falling, go under some cover that is close by, such as a strong table or pew, and hold on to a table leg with one hand, while crouching in a turtle position and covering the back of your neck with the other hand.

If no cover is available, if possible, shelter against an interior wall away from windows and bookcases. Crouch in turtle position with head tucked under, with both hands protecting the back of your neck.

Stay where you are until the shaking stops; do not attempt to run outside.

If you are already outside, move no more than a few steps to a safe place away from things that might fall and drop, cover, and hold.

2. Afterwards, evacuate only if the building is obviously structurally unsafe. If this is the case, proceed to an open area, staying away from tall buildings and facades, power lines and large glass windows.
3. Check yourself for injuries and get first aid if necessary. Help others if you can.
4. Expect to feel aftershocks.
5. Be aware that electricity supply could be cut, and fire alarms can go off in buildings during an earthquake even if there is no fire. Check for, and extinguish, small fires. If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the fuse boxes if it is safe to do so. (The main fuse box is in the ramp between the hall and auditorium).

6. Gather everyone together, check everyone is accounted for, and care for injuries.
7. Report injuries or fire to the emergency services (call 111). Only use the phone for short essential calls to keep the lines clear for emergency calls.
8. Listen to Radio New Zealand or a local radio station as emergency management officials will be broadcasting advice.
9. When people are ready to disperse home, keep a list of all those who were present, log in when they leave and their intentions (for example: walking home, collecting family members from other venues and so on). Arrange to travel in groups if possible.

In the event of a lockdown:

1. Leaders stay with the group.
2. Remain calm and reassuring.
3. Move the group into the nearest enclosed space away from the windows.
4. Use the attendance register or sign in sheet to check that everyone is with you.
5. Ensure that the emergency services have been notified.
6. Normal activity can only recommence after the all-clear has been given.
7. After the all-clear, parents/caregivers can come and pick up their children in the usual manner.

Notes for review:

We still need something in here about how everyone is alerted to the fact that there is an emergency, and what to do to alert others or to contact emergency service. Will need to be added once Cityside-wide evacuation policy written by the H&S Team.

Also something about how often we should practise evacuating the building – again needs to be aligned with the Cityside-wide evacuation procedures.

And something about fire wardens needed once we know what the Cityside-wide procedure is for them.

Appendix 1 – Emergency Exits for Children and Youth

Xplorers (upstairs mezzanine room)

- a) Go along the corridor, down the stairs and out the main door by the chapel.
- b) Alternatively, go through the Art Space, turn left to find the stairs, go down and out the Mt Eden Road door by the Quest room.

Quest (Mt Eden Road end of the hall)

- a) Go through the beige folding doors, through the kitchen and out the door onto Burleigh Street.
- b) Alternatively, leave through the green door, turn right and exit the door onto Mt Eden Road. Go around the building to the Burleigh Street carpark.

Odyssey or other groups using the hall like Connect or Kinetic (kitchen end of hall)

- a) Go through the kitchen and out the door onto Burleigh Street.
- b) Alternatively, go through the double doors towards Mt Eden Road, and out the door onto Mt Eden Road. Walk around the building to the Burleigh Street carpark.

Matrix (basement)

[Note: until the ramp exit has been fixed so it can be used quickly in an emergency, leaders using the basement must unlock the ramp doors while people are using the room.]

- a) Go through the blue double doors, out the exit door onto Burleigh Street.
- b) Alternatively, go out the green door and up the stairs, then out the Mt Eden Road door in the foyer. Walk around the building to the Burleigh Street carpark.

Fusion (upstairs meeting room)

- a) Go out to the corridor, down the stairs and out the main door by the chapel.
- b) Alternatively, go along the corridor, through the Xplorers' room, through the Art Space, turn left to find the stairs, go down and out the Mt Eden Road door by the Quest room.

Auditorium

- a) Go out the doors towards the chapel, and out the main door.
- b) Alternatively, go out the teal door towards the toilets, go past the toilets to the foyer with the stairs, exit the door there onto Mt Eden Road.
- c) Alternatively, go out the brown door by the cross, up the ramp, through the hall and kitchen, and out the kitchen door onto Burleigh Street.