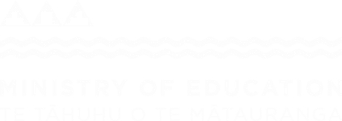
Emergency response checklist



|  |  |  |  |
| --- | --- | --- | --- |
| Outdoor area | | | |
| What to check | Things to look for | Check | Damage noted |
| Wiring | Exposed, protruding live electrical wires |  |  |
| Water pipes | Damage, leaks or breaks in pipes |  |  |
| Sewerage systems | Damage, leaks or breaks in pipes |  |  |
| Land | Subsidence, unusual cracks, holes or soil liquefaction (muddy, sandy appearance) |  |  |
| Trees | Unstable or fallen trees, broken branches |  |  |
| Fencing, gates, access ways | Sharp protrusions, gaps allowing unsafe egress, blocked entrances |  |  |
| Playground equipment | Structurally soundness, sharp protrusions |  |  |
| Debris | Obstructions, contamination, unsafe protrusions |  |  |
| Gas pipes | Smell indicating broken pipes |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Buildings interior and exterior | | | |
| What to check | Things to look for | Check | Damage noted |
| Roof | Holes, loose tiles/sheeting, broken chimney |  |  |
| Walls | Structural cracking, collapse |  |  |
| Door frames and windows | Warping, non-closing, broken glass |  |  |
| Cupboards | Whether they are likely to come down and whether contents have moved |  |  |
| Fluorescent lights | Broken lights (can release small amounts of mercury into the air; less than in a mercury thermometer but need safe clean up and disposal |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Infrastructure systems | | | | | | | |
| What to check | | Things to look for | | Check | Damage noted | | |
| Service systems: | | If you see/suspect damage, get a qualified tradesperson to investigate | |  |  | | |
| * Water pipes | | Leaks or breaks in pipes, contamination of water supply - check your local council website for information on water  supply and contamination | |  |  | | |
| * Sewerage systems | | Sewage overflow | |  |  | | |
| * Gas pipes | | smell indicating gas leaks | |  |  | | |
| * Power supplies/ wiring | | exposed live wiring, broken switchboards | |  |  | | |
| * Mechanical systems (eg fire alarms, automatic doors and windows, air conditioning and ventilation, , , heat pumps, extraction systems) | | Whether systems are operating correctly. | |  |  | | |
| Computer networks including servers, routers, switches and other core systems | | Whether systems are operating correctly, damage through sudden power loss; whether they have shifted off bases.  Note: Check with your ICT support staff before turning your computer systems on. Bring systems on systematically over several hours. | |  |  | | |
| Communications | | | | | | | |
| Who to check in with | | Information to share | | Check | | | Notes |
| Staff | | Advise of current situation at the early learning service.  Confirm staff availability for reopening.  Assess what further support they might need.  Confirm staffing requirements can be met. | |  | | |  |
| Parent/Whānau community | | Ensure usual information channels are up-to-date e.g. social media etc.  Confirm when children will be able to return to the service.  What provision will be available for children with special requirements? | |  | | |  |
| Continue to monitor the situation | | Use the websites listed in the Special Bulletin 12 Feb  [Useful links for you and your community on the evolving situation](https://bulletins.education.govt.nz/bulletin/he-p%C4%81nui-k%C5%8Dhungahunga/issue/special-bulletin-12-february-2023/date/2023-02-12#useful-links-for-you-and-your-community-on-the-evolving-situation) | |  | | |  |
| Kai suppliers | | Confirm suppliers are available to provide kai if your early learning service is part of a programme such as KidsCan. | |  | | |  |
| Kitchen gardens | | Confirm any garden growing food has not been contaminated by flood water.  If in doubt, throw out! | |  | | |  |