Emergency response checklist



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| 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 |  |  |

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| 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 |  |  |

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| 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 watersupply 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!  |  |  |