



Operational Policies

7.11 Emergency Management Policy

Classification: Health and Safety
Applies to: All Employees
Approved by: General Manager

Date: April 2023
Review Date: April 2024

Purpose:

To ensure all Kaitiaki Kindergartens facilities are as safe as possible and to ensure everyone is aware of emergency procedures in order to be able to respond and manage in the event of an emergency involving, or threat to, a Kaitiaki Kindergarten service.

Whilst it is not possible to prevent all emergencies or disasters from happening, being prepared for any emergency that causes sudden or significant disruption to the service and the community will help to reduce the impact of the event and assist in the recovery process.

References:

- Education (Early Childhood Services) Regulations, 2008
- Civil Defence Emergency Management Regulations 2003
- Civil Defence Emergency Management Act 2002
- MoE Planning and Preparing for Emergencies – September 2020

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services
- Senior Management – General Manager and Direct Reports
- ‘Emergency’ – refers to a sudden or unforeseen occurrence of potential danger to persons or property requiring immediate action.

Policy

The Association has responsibility to ensure the safety of children, visitors to services and all Association employees in the event of an emergency. Senior Management Staff will decide in the event of an emergency as to whether service/s will remain open and will liaise with the affected employees.

Fire evacuations schemes shall be approved and reapproved as required by the New Zealand Fire Service and displayed in services. A copy will also be kept by The Association. The Association is responsible for the annual servicing of all fire equipment.



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The Association will maintain a schedule to ensure all services have current evacuation procedures and schemes.

The Association Support Office and all services shall ensure there is an Emergency Management Plan in place that addresses the possible emergency events. This will include emergency procedures that are relevant to their site for:

- Attacker on Site
- Bomb Threats
- Chemical spill
- Earthquake
- Fire
- Flooding
- Gas Leak
- Missing Child
- Pandemic
- Serious Injury or Death
- Suspicious Letter or Package
- Trespasser on site
- Tsunami (if in tsunami risk area)
- Volcanic Eruption and Ash Fall

Civil Defence supplies will be maintained and reviewed termly to ensure that they are still in date and that there are sufficient supplies for the number and ages of the children attending the service.

Procedures

Preventative:

1. Services shall have an Emergency Management Plan which includes procedures for each of the above emergencies.
2. Services shall review the procedures after each specific drill and the Emergency Management Plan annually in its entirety and will inform Senior Management if there are any changes to their evacuation procedures as a result of the review.
3. Services shall clearly display emergency procedures, including an evacuation plan, near exits.
4. Roles in an emergency must be identified and teachers are to practice these roles.
5. A fire evacuation drill involving the Fire Service should be carried out every six months.
6. Teachers will complete the appropriate form on the on-line Health and Safety system, GOSH. A copy of this form is automatically emailed to The Association Support Office and to the NZ Fire Service (if it is a six monthly notified fire drill and the Gosh tick box is selected). All instructions on the form will be adhered to.
7. In addition, services shall practise fire, earthquake, shelter in place and (if appropriate) tsunami drills at least once a term with all groups of children.
8. For all Fire evacuation drills, teachers must ring the Fire Service Communication Centre at least 10 minutes prior to carrying out an evacuation drill. The purpose of this is to ensure neighbours and the Fire Service do not respond unnecessarily. If the Fire Communications Centre does not answer the phone, teachers will delay the drill.
9. Services shall ensure a range of emergency drills to provide practice for what would happen in an actual emergency. For example, if the group would leave the grounds then this must be practised as part of the drill.
10. Following the completed emergency drill, teachers will complete the 'Report an Evacuation Drill' form located on the on-line health and safety system. A copy of this form is automatically emailed to the NZ Fire Service (for fire drills) and to the Association Office.



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11. Services shall keep a record of evacuation and emergency drills on the Association's Health and Safety System, Gosh.
12. Services shall have appropriate **emergency supplies** available in the event of an emergency. Staff will be responsible for keeping their own personal emergency supplies at their place of work.
13. Teachers will ensure that **emergency contact details** for all children and employees are held at the service and are regularly updated.
14. Services shall ensure all heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage are secured.
15. The Association will ensure an updated fire evacuation scheme is submitted to the Fire Service for re-approval where there are changes to either:
 - The structure of the service
 - Internal or external exit ways (eg. door or gates) or;
 - Service's evacuation procedures
16. Teaching teams will ensure that all visitors to the service use the visitor book and that the sign in sheet for children is completed when children arrive each day to ensure that they are aware of everyone who is in the building at any given time. Both these documents must be available in case of an emergency.
17. On admission to service, parents and whānau shall be informed of the procedures for care and collection of children in the event of an emergency.
18. Services will ensure that they have multiple ways of conveying messages about the emergency to whānau.

In an emergency

1. Services will advise the Association Support Office as soon as possible following an emergency situation.
2. Generally, services will ensure that at any time there are at least two staff present, however, in the event of a civil emergency, in conjunction with the Senior Management Team, this requirement may need to be different.
3. In the event of an evacuation of a service, Senior Management is to be informed as soon as practicable. Where possible, a note should be posted on the building notifying whānau where the children can be collected from.

Signed:

Date: 8/6/23

General Manager

Endorsed by

Signed:

Date:

8/6/23

President of the Board