



Version 2 | Mahi Tuarua
Effective Date | Whakamana tahito: August 2023 | Here-turi-kōkā2023
Next Review | ā houanga arotake: August 2024 | Here-turi-kōkā 2024
Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

Introduction | Timatanga Kōrero

The purpose of this policy is to:

- To ensure all Whānau Manaaki Kindergarten (WMK) facilities are safe and to ensure everyone is aware of emergency procedures in order to be able to respond and manage in the event of an emergency.
- Definition: 'Emergency' refers to a sudden or unforeseen occurrence of potential danger to persons or property requiring immediate action.
- Whānau Manaaki Kindergarten (WMK) facilities and services must "take all reasonable steps to promote the good health and safety of children enrolled in the service", and to ensure that services are prepared for a range of emergencies.

Background

Evacuation from a kindergarten or early learning service may be required to ensure the safety of staff and children in an emergency event. In all cases, evacuations need to be planned and practiced.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all He Whānau Manaaki o Tararua employees.

General Principles | Mātāpono Whānui

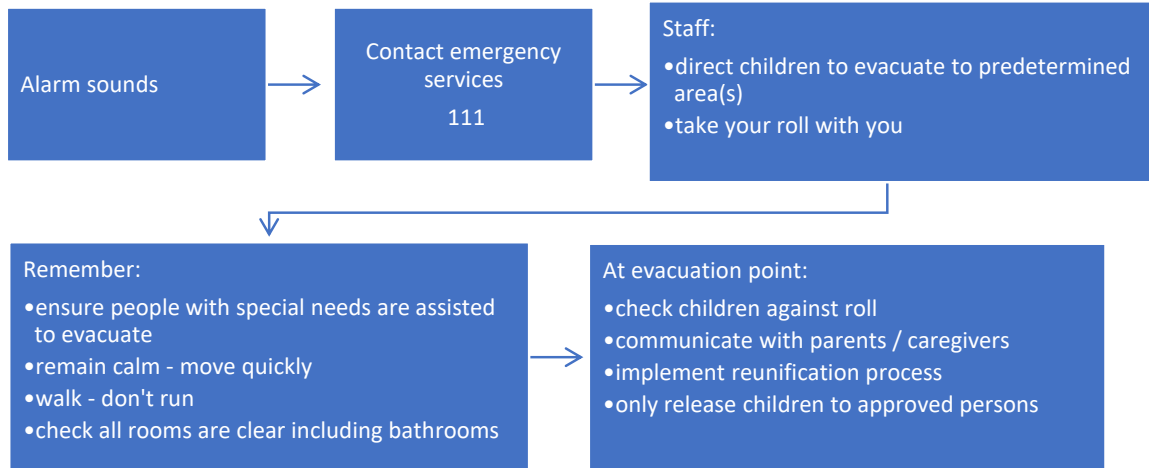
1. WMK has a responsibility to ensure the safety of children, visitors to kindergartens and all WMK Staff in the event of an emergency. Where possible Senior Management Staff will decide in the event of an emergency as to whether kindergartens and an Etu Ao service will remain open and will liaise with the affected staff.
2. WMK is responsible for the annual servicing of all fire equipment.
3. Fire evacuations schemes shall be approved and reapproved as required by the New Zealand Fire Service and displayed in kindergartens. A copy will also be kept by WMK.
4. WMK will maintain a schedule to ensure all kindergartens and TONI educators have current evacuation procedures and schemes.
5. WMK Office, all kindergartens and TONI educators shall establish emergency procedures that are relevant to their site.
6. Kindergartens and TONI educators shall clearly display emergency procedures, including an evacuation plan, near exits.
7. A fire evacuation drill involving the Fire Service is to be carried out every six months (notifiable fire drill). The Fire Service Communication Centre must be called 10 minutes before the drill, on phone 04 801 0812. 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.
8. These drills provide practice for what would happen in an actual emergency. For example, if a fire alarm is activated in a real fire, then this must be activated; if the group would leave the grounds to get to their place of safety, then this must be practiced. An actual call to 111 emergency services must also be part of the 6 monthly drill.
 9. Following this drill, teachers will complete the Evacuation Drill form located on GOSH. A copy of this form is automatically emailed to the NZ Fire Service and to the Association Office.
 10. In addition, kindergartens shall practice fire drills at least once a month which are recorded using the Evacuation Drill form located on GOSH. TONI educators shall carry out a termly drill and record in the drill log.
 11. During the monthly practice fire drill, while it is important to replicate as much as possible what would actually take place in a real fire, kindergartens should only activate their fire alarm bells for a short period so the children can hear the alarm, but the bells are not continuous (depending on the fire evacuation scheme of the building). Kindergartens are also advised not to call 111 emergency services.
 12. Kindergartens shall practice earthquake drills on a monthly basis. These will be recorded using the Evacuation Drill form which can be found on GOSH. TONI educators shall carry out a termly drill and record in the drill log.
 13. Kindergartens shall practice lock down drills without children on a termly basis. These will be recorded using the Evacuation Drill form which can be found on GOSH.
 14. Kindergartens shall practice a Tsunami Drill (if in a zone) termly, and record in GOSH. This drill should be practiced with children as far as practicably possible. Include a process that facilitates the movement of children to the proposed exit point as quickly as possible in preparation for getting children into planned evacuation vehicles. If you do not plan to use vehicles for evacuating children in the case of a tsunami, you should practice the tsunami drill as per your procedure.
 15. Kindergartens 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.
 16. Teachers will ensure that emergency contact details for all children and staff are held at the kindergarten and are regularly updated. A printed copy is kept with emergency and evacuation supplies and updated regularly. The HUB will keep up to date records for Etu Ao services.
 17. Kindergartens shall ensure all heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage are secured.
 18. Kindergartens will advise the WMK Office as soon as possible following an emergency situation. TONI educators will contact the HUB or senior management.
 19. Generally, kindergartens will ensure that at any time there are at least two staff present, however, in the event of an emergency, this requirement may need to be different and ideally this decision should be made in conjunction with a Senior Manager.



General Evacuation Plan



Relevant Legislation and Regulations | *Whaitake Ture me Waeture*

- Any local authority Civil Defence emergency publications
- Education (Early Childhood Services) Regulations 2008, Regulation 46

Related Procedures or Processes and Documents | *Pākanga Tukanga me Pukapuka*

1. WMK will ensure that when required, an updated fire evacuation scheme is submitted to the Fire Service for re-approval.
2. Each kindergarten and TONI educator shall review their emergency procedures every year.
3. Teaching teams and TONI educators will ensure that all visitors use the visitor book and that the sign in sheet for children is completed when children arrive each day to ensure that the team and TONI educators are aware of everyone who is in the building at any given time. Both these documents must be in an accessible place for easy identification in an emergency situation.
4. On admission to kindergarten and *Etu Ao*, parents and *whānau* shall be informed of the procedures and plans for care and collection of children in the event of an emergency or evacuation.
5. In the event of an evacuation of a kindergarten or *Etu Ao*, *Whānau Manaaki* 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. TONI educators will notify the HUB.
6. All kindergartens and *Etu Ao* services will develop and display their own procedures for:
 - Civil Defence supplies
 - Earthquake



- Fire
 - Lock-down and shelter in place
 - Flooding
 - Missing child
 - Tsunami (if in tsunami risk area)
 - Volcanic eruption and Ashfall (if in zone)
 - Pandemic
 - Chemical spill & Gas leak
 - Suspicious packages or bomb treat
 - Trespasser or attacker on site
 - Serious injury or death
 - Reuniting children and whānau after an emergency
7. Kindergartens will ensure that they have multiple ways of conveying messages about the kindergarten to whānau, and TONI educators will liaise with the HUB.
8. Each service will plan for and create a register for children who may need assistance or become distressed during drills and emergency evacuations, which will be regularly reviewed.

Refer to:

Guidelines for Developing Emergency Management Plans

Emergency Procedures - Examples

Appendix 1: Staff contact list (reviewed termly or when a new staff member starts)

Appendix 2: Child contact list (update as needed/new children start) - printed from Infocare

Appendix 3: List of evacuation emergency supplies template

Appendix 4: Civil Defence Kit List

Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy is to be reviewed annually. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.



Guidelines for Developing Emergency Management Plans

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito : August 2023 | Here-turi-kōkā 2023

Next Review | ā houanga arotake: August 2025 | Here-turi-kōkā 2025

Guidelines Owner | Aratohu rangatira : Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

Introduction | Tīmatanga Kōrero

The purpose of these guidelines is:

To ensure all Whānau Manaaki Kindergarten (WMK) facilities are safe and to ensure everyone is aware of emergency procedures, in order to be able to respond and manage in the event of an emergency. Evacuation from a kindergarten or early learning service may be required to ensure the safety of staff and children in an emergency event. In all cases, evacuations need to be planned and practiced.

Applies To | Ko Wai Whakahāngaitia

These guidelines apply to all Whānau Manaaki employees with responsibilities relating to the development and implementation of Emergency Plans and Procedures.

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

1. Emergency Policy
2. Emergency Procedures
3. Ministry of Education Emergency Evacuation Management Plan
4. Civil Defence Emergency Management - Best Practice Guide

General Principles | Mātāpono Whānui

Guidelines for Developing Emergency Management Plans:

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 kindergarten or Etu Ao service and the community, will help to reduce the impact of the event, and assist in the recovery process.

When developing emergency plans the following are questions to guide your preparation:

- Who will take charge in an emergency?
- Is all equipment likely to cause harm in an earthquake adequately secured/restrained?
- Where are your emergency supplies kept?
- How do you ensure that everyone knows where they are?
- Is there sufficient food and water for up to 3 days?
- What is your systems for rotating or changing dated supplies and who is responsible for this?
- Are emergency supplies all in one place? If yes, what will you do if they can't be accessed?
- Is your first aid kit well stocked and who is responsible for this?
- How will you charge your phones if you are without power for a considerable time?





Guidelines for Developing Emergency Management Plans

- Ensure you have a portable radio and spare batteries. Where is the radio kept so you can easily access it, and do you regularly check/replace the batteries?
- Do you all know where to turn off gas, water and electricity if you need to?
- Do you know where to find and how to operate emergency equipment e.g. fire extinguishers/hoses?
- Are exit points from the interior of the kindergarten clearly marked?
- What is your system for ensuring you have the most up to date emergency details for children attending kindergarten?
- Is a hard copy of up-to-date emergency contacts kept in a logical and easy to access place e.g. Civil Defence supplies and Grab and Go bag?
- Who is responsible for ensuring that the list is updated regularly?
- Do you know where your nearest civil defence evacuation point is?
- Do teachers with dependent children or other dependent family members have their own emergency plans e.g., who will collect and care for these dependents if the teacher is not able to?
- Even toilet trained children may have accidents when frightened. Do you have sufficient spare children's clothing, nappies etc?
- Do teachers have spare clothes, shoes and personal requirements including medication and sanitary items at work?
- Are emergency drills being carried out frequently enough for adults and children to be familiar with the routine?
- The noise that may accompany a major earthquake can be loud and frightening. Have you talked to children about what they might hear?
- Do you know your neighbours? They might be able to help in an emergency or they may require some assistance.
- Have you identified assembly/gathering points where children and teachers are likely to be less at risk in the event of the different emergencies that could occur? These gathering points may be in different places depending on what type of emergency you are having.
- Do parents know that you are well prepared to manage in the event of an emergency?
- Where will you evacuate to, if required to leave the kindergarten or Eru Ao service? How will you communicate to HWM and whānau where you will be?

During and immediately after the event:

- What are your strategies for keeping children (and selves) calm during and immediately after the event?
- How will injuries, especially serious ones, be managed?
- Who is responsible for checking if the building and surrounding area seems safe enough to stay in?
- How do you find out what is happening i.e., radio.
- At what point will you begin to make contact parents and emergency contacts?





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- What will you do if someone who is not a parent or emergency contact arrives to collect a child?
- What will you do if you can't make contact with a parent or emergency contact?
- How will you manage toileting for adults and children if the toilets are unusable? Do you have a spade or portable toilet?
- How will you manage other hygiene issues such as hand washing and food preparation if water is limited?
- If there are deaths as a result of the event, how will you respectfully and sensitively manage this immediately and subsequently? (Remember this will be a sudden death and in normal circumstances the police are the only ones able to release deceased persons).
- As child numbers reduce over time which teachers will stay for as long as needed and who will be released first?
- What will you take in the way of supplies if you are required to evacuate and how will you manage this?
- How will you let others know where you have gone, what time you left and who you have with you?

Long Term

- WMK (with guidance from Ministry of Education) will work directly with kindergartens and Etu Ao to re-establish service after any emergency that causes significant disruption or property damage?
- Re-establishment of service may include the relocation of the kindergarten to temporary premises in the short or long term if the kindergarten is damaged and unable to be reoccupied.
- In the event suitable premises are not able to be secured other options will need to be considered.

Guidelines Review Cycle | **Kaupapa Arotake Hurihanga**

These guidelines are to be reviewed every two years. Whānau Manaaki may amend or cancel these guidelines or introduce new guidelines, as it considers it necessary within the current cycle of the guidelines. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The guidelines will continue on the same review cycle.

