

Emergency Policy

Rationale:

To ensure that the kindergarten is prepared for a fire, earthquake and/or civil defence emergency with clear emergency procedures. That we fulfil our duty of care to provide and protect the health and safety of tamariki and adults in an emergency situation. This policy must be read in conjunction with *The Te Ra School, Te Rawhiti Kindergarten and Nursery Emergency Management Plan*. This policy upholds the Ministry of Education Licensing Criteria for Centre Based ECE Services: HS4, HS5, HS7, HS8 and Education (ECS) Regulations 2008: 9, 46.

Te Whāriki:

Well-being/Mana atua: Tamariki experience an environment where they are kept safe from harm.

Procedures:

1. In the event of an emergency each kaiako will manage and support their tamariki for the entire time. The kaiako know their tamariki well and will administer first aid if required.
2. Kaiako are trained in emergency procedures and will follow them as necessary.
3. Parents and visitors have access to information regarding emergency procedures and are expected to follow these, and kaiako instructions, in the event of an emergency.
4. Evacuation and emergency procedures are displayed in each kindergarten, with information about where the place of safety is, and how to get to it. These notices will inform any visitors to the building about what they should do along with verbal instructions from staff.
5. Emergency exits are fully accessible and kept clear at all times.
6. In the event of an emergency, we will maintain legal ratios.
7. Heavy furniture, fixtures, and equipment that could fall or topple in an earthquake and cause serious injury or damage are secured.
8. Each kindergarten will maintain an Emergency Management Plan Folder which contains:
 - a) Emergency contact details for tamariki and staff and any other useful phone numbers.
 - b) Evacuation and emergency procedures.
 - c) A list of safety and emergency supplies and resources sufficient for the age and number and adults at the service, and details of how these will be maintained and accessed in an emergency.
 - d) Details of the roles and responsibilities that will apply during an emergency situation.
 - e) Current allergy and medical information and relevant medications.
 - f) Locations of local civil defense hubs.
 - g) A communication plan for families and support services.
 - h) A reunification release form.
 - i) Evidence of the annual review of the plan, and implementation of improved practices, as required.
 - j) Wellbeing information to support tamariki, whānau and kaiako following an emergency.
9. A fully accessible civil defence kit will be stored on the premises. This will include kai and water supply for everyone at the kindergarten for at least one day, preferably three, a

- current phone list of all staff and whānau, and supplies in accordance with Civil Defence guidelines. The civil defence kit is checked and replenished every six months.
10. A thorough first aid kit will be stored on the premises to meet licensing requirements.
 11. A transportable emergency kit will be stored on the premises in the event of evacuation, and this will be checked every six months.
 12. Termly fire, earthquake and evacuation drills are undertaken and documented in each kindergarten's operations folder along with drill review to evaluate the effectiveness.
 13. Te Rāwhiti kindergarten will notify the Fire and Emergency New Zealand of our fire drills at least six-monthly to maintain our Fire Evacuation Scheme approved by Fire and Emergency New Zealand.
 14. Fire protection procedures and equipment will be reviewed annually.
 15. In case of emergency, tamariki will be collected by an authorised adult only. In the event where parents or caregivers are unable to collect their tamaiti promptly, they may give verbal permission for that tamaiti to leave the kindergarten with a designated adult who is listed on their enrolment form. Tamariki who are not collected by their parents, caregivers, or other authorised adults remain under the supervision and care of kaiako. In any emergency situation, kaiako will exercise their duty of care and remain until the last child has been picked up.
 16. All reasonable steps will be taken to reunite the children with their parent or caregiver. In circumstances where it is not possible for tamariki to return home, alternative arrangements must be made in consultation with the Police or Oranga Tamariki.
 17. To facilitate reunification, kaiako will keep a written record of the names of the adults collecting tamariki, the location and time they were collected and where they were being taken.
 18. When possible, kaiako will advise parents of the situation and about the well-being of tamariki and the kindergarten by sending out a School App message through the messenger service. If the phones are working, a short message will be placed on the school office answer phone. Whānau are also encouraged to contact the kindergarten.
 19. The emergency management team will make the decision to remain at the kindergarten by assessing if it is safe to remain and that there is no immediate danger to any staff and tamariki who remain on site. Management will provide the Community Emergency Hubs with a completed Emergency Information Response Form which will include the following information:
 - a) Usual location
 - b) Current location
 - c) Total numbers of adults at current location
 - d) Total number of tamariki at current location
 - e) Number of people trapped
 - f) Number of people injured
 20. In case of evacuation from the premises, the kindergartens will re-locate all staff and tamariki to the nearest Community Emergency Hub, or practical shelter on the way. If possible, any change in location will be communicated via a School App message, changing the phone message at the school office and a written message at the entrance notice board. The nearest Community Emergency Hubs are:
 - a) **Raumati South:** Raumati South School, 54A Matai Road, Raumati South
 - b) **Paekakariki:** Paekakariki Primary School, 100 Wellington Road
 - c) If an emergency occurs outside of opening hours, kindergarten governance will

assess each kindergarten. Whānau will be notified accordingly.

21. Te Rāwhiti kindergarten reserves the right to close the kindergarten in the event of a pandemic or other public health emergency or public health hazard i.e. chemical spills or gas leaks.
22. In case of a civil defence emergency we will welcome whānau to stay at the centre if that is the safest place.

Fire Procedures

23. In the event of a fire:

- a) The first person to notice the fire will activate the closest fire alarm and alert all the other adult occupants of the fire by shouting 'Fire!'.
- b) If it is safe to do so, the first person to notice the fire will use the emergency equipment to fight a small fire.
- c) The Fire Warden (a named kaiako) or the Person Responsible will coordinate the evacuation and call 111.
- d) Kaiako will evacuate all tamariki and adults to the designated assembly point to the north of the playgroup by the climbing structure through the safest and quickest exit.
- e) One kaiako, assigned by the fire warden, will take the Emergency Management Plan Folder, sign-in sheet, emergency kit and telephone/mobile, if it is safe to do so.
- f) Another kaiako, assigned by the Fire Warden, will check all areas are clear including bathrooms, storeroom and outdoor area and, once complete, report this to the Fire Warden at a place of safety. The Fire Warden will monitor the status of the evacuation and when all rooms are reported as being clear will determine that the evacuation is complete.
- g) Roll call to check everyone is accounted for, including visitors.
- h) The Fire Warden will receive reports and inform the status of the evacuation to the firefighters on their arrival from the designated assembly place.
- i) Kaiako will remain with the children in the assembly area until Fire and Emergency New Zealand provides assurance that the danger is over.
- j) Once advised it is safe to do so, take the children back inside. If not, parents will be called and kaiako will wait with the tamariki in the place of safety until they are collected.

Earthquake

24. In the event of an earthquake:

- a) If indoors: Move no further than a few steps then direct the children into the turtle position (Drop, Cover, Hold).
- b) If outdoors: Move away from buildings, trees, and power lines and then direct the children into the turtle position (Drop, Cover, Hold).
- c) Expect aftershocks and be ready to go back to safe positions.
- d) The Person Responsible or an assigned kaiako will then check the building for hazards. If the building appears unsafe, follow the evacuation procedure.
- e) If it is safe to remain in the kindergarten, and there is no immediate danger, kaiako and tamariki will remain on site until all tamariki have been collected by their caregivers.
- f) If safe to do so, check buildings and turn off utilities, i.e. water, power, and gas. Be

mindful that aftershocks can cause further damage.

Evacuation Procedure

25. In the event of evacuation:

- g) The Person Responsible, or an assigned kaiako, will take the Emergency Management Plan Folder, sign-in sheet, emergency kit and telephone/mobile, if safe to do so.
- h) Another kaiako, assigned by the Person Responsible, will check all areas are clear, including bathrooms, storeroom and outdoor area and, once complete, report this to the Person Responsible at a place of safety.
- i) Assemble in the designated assembly point to the north of the playgroup by the climbing structure (In the event this location is not safe, the Emergency Team will notify kaiako where to assemble instead).
- k) Roll call to check everyone is accounted for, including visitors.
- j) Inform parents/caregivers and wait with the tamariki until all have been collected. (The Person Responsible or emergency management team will decide if controlled whānau reunification is required).

Links To:

- Concerns and Complaints Policy
- Lockdown Policy
- Health and Safety at Work Act 2015
- The Te Ra School, Te Rawhiti Kindergarten and Nursery Emergency Management Plan.

Authorised:	Shelley Wrigley
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Emergency Evacuation Map:

