

Policy Title: Emergency Management Policy

Classification: Health and Safety

Monitored by: H&S Advisor

Approved by: GM Professional Services

Effective Date: September 2021

Review Date: September 2023

Objective: To give staff and whānau assurance around the planning, communication and preparation that will be done to ensure HCK has an effective response, in the event of an emergency situation.

Commitment: HCK is committed to having robust and practical planning and response procedures in place, in preparation for an emergency situation. Association and kindergarten staff will do their best to keep everyone safe and protected during an emergency.

Related Documents

- Licensing Criteria for Early Childhood Education & Care Services 2008
- Emergency Management Procedures

Scope of this Policy

An 'emergency' refers to an event that is unexpected and threatens people and/or property. It requires an immediate and coordinated response, usually under stressful conditions.

Possible emergencies are:

- Earthquake
- Land slip
- Serious injury
- Flood
- Tsunami
- Missing child
- Lock down
- Bomb threat
- Gas leak
- Fire
- Storm/high winds
- Threatening visitor

Policy Details

Planning:

- The Association will maintain consistent emergency management procedures across all kindergartens. This will include specific roles and responsibilities for staff.
- Within these consistent procedures, individual kindergarten situations will be considered and incorporated into the procedures.
- The Association will have regular communication with representatives from Wellington Region Emergency Management Response (WREMO), to ensure our procedures remain relevant.
- Each kindergarten will have an approved Operative Evacuation Scheme.

Planning Communication:

- Kindergartens will display the Emergency Management Policy and Procedures on the wall.
- Kindergarten panui/newsletters will include regular reminders and information that relates to emergency management.
- Evacuation plans, including exits and assembly points, will be displayed. Water and electricity mains locations will also be displayed.

People authorised to collect children in an emergency:

- Whānau will be encouraged and reminded to provide the names of up to 10 adults who are authorised to collect their children after an emergency situation.
- Teachers who are permanent members of the kindergarten teaching team automatically become authorised people in the event of an emergency situation. This authority lasts for the duration of their employment at the kindergarten.

Staff Training:

- Staff will be trained in the use of emergency equipment, such as fire extinguishers, first aid supplies and EpiPens.
- Staff will be trained in the emergency response procedures, including the specific staff roles and responsibilities during an emergency.
- Staff will be given periodic updates from emergency response agencies, such as WREMO and Fire & Emergency NZ.

Preparation:

- Kindertartens will maintain an adequate supply of emergency supplies, including water, food and first aid kit contents.
- Kindertartens will ensure that heavy furniture, fixtures and equipment are secured, as advised by earthquake restraint guidelines.
- Earthquake drills will be conducted each term. The focus will be on 'Drop, Cover & Hold'.
- Tsunami evacuation drills will be conducted at kindertartens in the tsunami evacuation zone.
- Fire trial evacuations will be conducted each term.
- Lockdown drills will be conducted each term.
- Drills and trial evacuations will be documented, reported and evaluated, with the aim of maintaining compliance and improving the emergency response.
- Whānau will be encouraged and reminded to send children to kindergarten with a change of clothes, warm jersey/sweatshirt, appropriate walking shoes and any required medication.

In an emergency:

- Staff will model the correct response in an emergency, including protecting themselves and remaining calm, so they can better assist and support the children.
- Staff will immediately begin the appropriate emergency management procedure, including contacting the Association as soon as possible.

Reunification of children:

- A robust and controlled procedure for releasing children will be followed. In the event of a large-scale, wide-spread emergency (eg: earthquake, flood) children will be released to the first authorised person who arrives, in the interests of reunifying children with their family or caregivers as soon as possible.
- If a child is not collected by any other authorised person by 5pm, a permanent teacher has the authority to take the child to their own home. This will only occur after discussion and approval from the GM Professional Services.
- A child who has not been collected by any other authorised person will be registered with the WREMO Welfare Team within 24 hours of the emergency event occurring.

Communication in, and after an emergency:

- The Association will communicate with whānau and the wider community using the most effective method available. This may be via social media, text message, notices on the kindergarten door, phone calls, radio or website.
- General Managers are responsible for all external communications; however, some communications may be delegated to Head Teachers and/or other Association staff. General Managers will decide what communication to delegate.

Unplanned evacuation from kindergarten:

- The Head Teacher is responsible for deciding to evacuate a kindergarten.
- The evacuation will follow the procedure outlined in the Emergency Procedures.
- The Association will be contacted as soon as possible.

Unplanned closure of kindergarten:

- The GM Professional Service is responsible for the unplanned closure of a kindergarten.
- If the closure is expected to be for longer than one week, plans to accommodate children at alternative locations will be explored.
- The Association head office will consult with the Ministry of Education regarding unplanned closures.
- Whānau will be kept informed of the situation on a regular basis.

Review

This policy will be updated biennially, in consultation with staff and whānau.