

# Emergency Management

## Policy & Procedure Tukanga Mahi

Version 2

Effective Date: November 2023

Next Review: November 2024

Policy Owner: Chief Executive

Key Accountabilities: Facilities & Services Team leader

### Introduction | Tīmatanga Kōrero

This policy and associated procedures have been developed with consultation from Taranaki Emergency Management (Civil Defence), Fire & Emergency New Zealand and template material from the Ministry of Education.

### Applies To | Ko Wai Whakahāngaitia

All Kindergarten Taranaki staff and communities.

### General Principles | Mātāpono Whānui

To ensure all Kindergarten Taranaki staff, children, whānau and visitors are aware of emergency procedures in order to be able to respond and manage in the event of an emergency.

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

Emergency Management Plan (Individual Kindergartens)

Emergency Management Kit & Grab Bag Checklist

Medical Assistance & Incident

Administration of Medicines

Pandemic Response

Covid-19 Vaccination

First Aid Kits

Food and Drink

Education (Early Childhood Services) Regulations 2008 Information on Display

Controlled Documents Policy

### References | Tohutoro / Huānga ki

Ministry of Education Licensing Criteria HS4-HS8, PF15

Taranaki Emergency Management (Civil Defence)

Education (Early Childhood Services) Regulations 2008, Regulation46

Ministry of Education - Emergency Management Plan Template

### Display Document | Whakamātakitaki Pukapuka – Yes

### Practice Statement | Whakaharatau Tauāki – Required – No

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### Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy will be reviewed annually and in conjunction with reviews of the related procedures or processes and documents outlined above.

### Definitions | Tautuhi

Emergency	Refers to a sudden or unforeseen occurrence of potential danger to persons or property requiring immediate action.
Lockdown	A type of evacuation used when there is an attacker onsite or in the vicinity, everyone onsite takes shelter inside the building in a room which is not visible from the outside.
Incident Management Team	The teaching team at each kindergarten, with direct support from the Facilities & Services Team Leader, the Chief Executive & the Senior Teachers.

## Policy

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### General

- Kindergarten Taranaki has responsibility to ensure the safety of children, visitors to kindergartens and all Kindergarten Taranaki staff in the event of an emergency.
- Head Teachers have the delegated authority and responsibility on a day-to-day basis in the kindergarten for all children and adults at the kindergarten.
- Kindergarten Taranaki (with guidance from Ministry of Education) will work directly with kindergartens 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.
- The Facilities & Services Team Leader shall monitor kindergartens drill records to ensure compliance with the schedule of drills.

### HS4 Fire & Evacuation Scheme

Kindergarten Taranaki will maintain a schedule to ensure all kindergartens have a current Emergency Management Plan and approved Fire Evacuation Scheme (Fire & Emergency New Zealand). Evacuation points will be adequately maintained and have appropriate signage.

- Kindergarten Taranaki is responsible for the annual servicing of all fire equipment.

### HS5 Designated Assembly Areas

For each kindergarten, Kindergarten Taranaki shall provide designated assembly area outside the kindergarten building where children and adults onsite will be safe from any further risk.

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### HS6 Heavy Furniture

Kindergartens are responsible for securing all furniture and equipment that could topple and cause serious injuries to occupants during an emergency. This includes re-securing when items have been re-arranged.

### HS7 Emergency Management Plans

- Kindergarten Taranaki shall establish emergency management procedures that are relevant to all kindergartens, including a template Emergency Management Plan.
- Emergency Management Plans will be treated as a Controlled Document and managed in accordance with the Controlled Documents Policy.
- Plans will be reviewed annually or more frequently as required.
- The Emergency Management Plan will contain evacuation procedures for:
  - Fire
  - Earthquake
  - Tornado
  - Tsunami (if in tsunami risk area)
  - Flooding
  - Trespassers on kindergarten property
  - Attacker on kindergarten property
  - Missing Child
  - Gas Leak
  - Chemical spill
  - Bomb Threats
  - Suspicious letters/parcels
- The Emergency Management Plan will contain a Communications Plan to:
  - Ensure all families have a copy of the full plan and summary of the full plan
  - Provided with new revisions of the plan/summary
  - How parents will be contacted during an emergency
  - Inform families of upcoming emergency drills and any subsequent learnings from the drill
- Emergency Management Plans must provide for assistance to people with disabilities that may affect their ability to evacuate on their own.
- Emergency Management Plans must consider the evacuation and welfare of pets living at the kindergarten.
- Kindergartens shall clearly display emergency procedures, including an evacuation plan, near exits.
- Kindergartens shall ensure that all parents, caregivers and emergency contacts receive a copy of the Emergency Management Plan as set out in the Communications Plan within the Emergency Management Plan at the time of enrolment, and thereafter a (Kindergarten specific) Emergency Management Summary.
- All kindergartens will undertake emergency management training (Incident Management Team Refresher) at least four times per year for all kindergarten staff.
  - Training shall cover:
    - Types of emergencies & the individual procedures for each
    - The stocking, checking & location of emergency kits/grab bags

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- Updating emergency contacts
- Communications with families during an emergency
- Collection of children procedures
- Roles & responsibilities
- Children that have not been collected
- A record of training must be kept with minutes taken.

### HS8 Drills

- Kindergartens shall carry out various drills determined by the location of the evacuation point.
- All kindergartens will carry out the drills in accordance with the Calendar of Planned drills outlined in the Emergency Management Plan Template.
- Kindergartens will take minutes of all training sessions (Incident Management Team Refreshers) and post drill meetings.
- Kindergarten Taranaki will create and maintain a system for monitoring drills for each kindergarten and take corrective actions if required.

## Procedure

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### Preparedness

Kindergarten staff shall ensure:

- That the contact details for all children and staff are held at the kindergarten and are regularly updated and updated lists are kept in the Emergency Management Kit & Grab Bag..
- All site-specific information is added to the Emergency Management Plan and updated annually or as details change.
- All visitors to the kindergarten use the visitor book
- Families use the daily sign in sheet (from Infocare) for children upon arrival and collection each day.
- The visitor book and daily sign in sheet must be kept in an accessible place for easy identification in an emergency situation.
- On enrolment to kindergarten, parents and whānau shall be given a copy of the Emergency Management Plan and the Summary.
- The contents of the Emergency Management Kit and Grab Bag (refer Appendix 1) are five times per year (refer Emergency Management Kit & Grab Bag Checklist)
- Kindergarten staff will be responsible for keeping their own personal emergency supplies in a safe place, inaccessible to children.
- The Facilities & Services Team Leader will send email reminders via TEAMS/Kete Matauranga by the week before each drill is due.
- All drills are carried out as per the Calendar of Planned Drills and Other Training in the Emergency management Plan and all records and communications are carried out.
- All heavy furniture and equipment is secured to the floor or walls. Lockable castors and earthquake suitable Velcro strips are acceptable ways of securing furniture etc. Where these are

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not available or appropriate, items can be screwed together and also screwed to the wall.

### Emergencies

- Kindergartens will carry out the evacuation plan appropriate for the type of emergency (refer Emergency Management Plan)
- Kindergartens will advise the Facilities & Services Team Leader as soon as possible in the event of an emergency situation.
- The Facilities & Services Team Leader will decide in the event of an emergency as to whether kindergarten/s will remain open and will liaise with the affected staff. In the absence of the Facilities & Services Team Leader, contact the Chief Executive.
- Generally, in emergency situations, whānau will collect their children as quickly as possible. Therefore, it is likely that the number of children that will remain at the kindergarten for an extended period will be minimal.
- Kindergarten staff must remain at the kindergarten during an emergency until the last child has been either collected or the appropriate authorities take responsibility for any child that has not been collected.
- At all times during an emergency, there must be more than one teacher on site irrespective of the number of children.
- Staff are encouraged to design their own family emergency management plans on this basis.
- All whānau must sign their children out when they are collected.

### Fire

- **ALL** fire evacuation drills will be notified to the Fire Service by ticking the Notified box on the Gosh Fire Drill page, however it is no longer necessary to contact Fire & Emergency prior to the drill taking place.
- To ensure that children attending kindergarten at different times are included in at least one drill per term, Kindergartens shall perform two fire drills each term: one in the morning and the second in the afternoon on a different day. This translates to eight notified fire drills per year at each kindergarten.

### Missing Child

- A missing child is a notifiable event to the Ministry of Education. All incidents of children going missing ie leaving the property unattended must be reported by the Head Teacher to the Facilities & Services Team Leader as soon as it is established that the child or children are missing.
- The Facilities & Services Team Leader will liaise with the Chief Executive, Teaching and Learning Team Leader & the Ministry of Education in the event of a child going missing.
- Kindergartens shall take the roll at least two times per day to ensure that all children signed in are present and accounted for.
- All teachers and support staff shall at all times be aware of where children are and what activities they are engaged in, in order to minimise the length of time before realising a child is missing.
- During an emergency of this kind, all teachers not engaged in actively searching for the missing child will gather all remaining children to either the inside or outside evacuation point, take the roll and keep the children in this location until the situation is resolved.

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### Communication During an Emergency

- The Head teacher or other designated role will send a text message to the emergency contact of each child onsite.
- After one hour of the first text message a second text message will be sent to the emergency contacts of all remaining children. The kindergarten will repeat this process until all children have been collected.
- If in an emergency landlines and cell phones are not available, families will rely on the Summary Emergency Plan as to the likely evacuation point location appropriate to the type of emergency.
- All emergency situations must be telephoned through to the Facilities and Services Team Leader on 027 639 9826, as soon as practicable after phoning Emergency Services.
- If the Facilities & Services Team Leader does not answer the phone, hang up and call again to indicate an emergency.
- If after two unsuccessful attempts to ring the Facilities and Services Team Leader ring the Chief Executive on 027 639 9828.
- If neither party can be reached phone the Teaching and Learning Team Leader 027 639 9829.
- Do not talk to anyone from the media. Pass all such enquiries to the Chief Executive.

### Emergency Records

#### Drills

- Drills will be notified to whānau in advance. Refer Communications Plan (Emergency Management Plan).
- The Head Teacher will ensure that each drill is recorded in GOSH and that it contains the following:
  - Number of children onsite
  - Number of supervising adults onsite
  - Number of other adults and children onsite
- Kindergarten staff shall evaluate each drill and emergency incident within two days.
- At the time of evaluating the drills, any site specific changes and/or organisation wide suggestions to be emailed to [policy.reviews@kindergartentaranaki.co.nz](mailto:policy.reviews@kindergartentaranaki.co.nz). The Facilities & Services Team Leader (Document Owner) will review the feedback and determine if it warrants an immediate review of the Plan & Policy or to be added to the annual review (in line with the Controlled Documents Policy).
- Kindergartens will review the drill evaluations in July each year as a basis for the scheduled annual review of the Emergency Management Plans and the Emergency Management Policy/Procedure.

#### Training/Incident Management Team Refreshers

- Staff training (Incident Management Team Refresher sessions) the Head Teacher shall ensure:
  - Minutes are taken of these sessions and stored in the kindergarten's TEAMS Health & Safety/emergency management channel.
  - Training sessions are recorded in GOSH under the category of "Shake Out". Use "Training" at the start of the description field.

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## Appendix 1 – Emergency Management Kits HS7

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### Emergency Management Kit

- An Emergency Management Kit is for use when evacuating onsite.
- The kit should, where possible, be stored securely inside the building so that it is easily available and is easily moved outside if required.
- As it is likely that whānau will collect their children as soon as possible after receiving notification of an emergency, therefore Emergency Management Kits require enough supplies, food & water to last for up to eight hours.
- Emergency Management Kits must contain food that can be easily consumed by children when evacuating both onsite and offsite. Food should be ready to eat ie does not need to be cooked and is compliant with the food Policy.
- Food & water may also be stored in the kitchen, the office and the storeroom.
- The water must be changed every 12 months, and the food is replaced annually or prior to any expiry dates provided by manufacturers.
- Emergency Kits & Grab Bags contents must be checked quarterly, and checklists kept on the Kindergarten's TEAMs channel under Health & Safety/Emergency management.

### Grab Bags

- A Grab Bag is designed to be easily carried to an offsite location. It should be stored inside the building and easily accessed.
- Emergency Management Kits must contain food that can be easily consumed by children when evacuating offsite. Ready to eat items that do not take up too much room in the Grab Bag.

A full equipment list is provided in Appendix 1. Also refer to Emergency Management Kit & Grab Bag Checklist.

How to Store Water is provided in Appendix 2.

### First Aid Kits PF15

A fully stocked first aid kit is essential to have close at hand in an emergency. Kindergartens can choose to:

- maintain a first aid kit in both the Kit and the grab bag as well as any kits used within the kindergarten for normal circumstances, **OR**
- maintain a portable First Aid Kit that can be used as a mobile kit within the kindergarten (under normal circumstances) that is stored in a location that is easily accessed in an emergency.

ALL first aid kits must be checked and maintained as per the First Aid Kits Policy & Procedure.

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### EMERGENCY MANAGEMENT KIT

Kindergartens will already have most of these for daily use. Some of the less used items may be kept in a separate location(s).

- Emergency Management Plan including map of area for evacuating and for locating shelters
- Water (enough for each child and staff member for at least one night, but based on your determination of each individuals' needs)
- Torch(es) and extra batteries
- Battery powered radio and extra batteries
- Plastic rubbish bags and toilet paper
- Nappies, wet wipes
- Sanitiser gel
- Non-perishable food items, including food for children and others with special nutritional needs (plan for at least 8 hours)
- First aid kit
- Children's medications
- Duct tape and Tarpaulin
- A whistle something to signal for help
- Paper cups
- Utility knife
- Paper and pencil or pen
- Games/activity items for children, in order to distract them from the emergency
- Sign in sheet and emergency contacts for each child and staff member
- Kindergarten cell phone & charger
- Keys to all your service's buildings
- Gloves
- Face masks
- Buckets

### Grab Bag

- Sign in sheet and emergency contacts for each child and staff member
- Emergency Management Plan including map of area for evacuating and for locating shelters
- Kindergarten Cell phone & charger
- Keys to all your service's buildings
- First Aid Kit
- Children's Medications
- Survival Blankets

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- A whistle to signal for help
- Water (enough for each child and staff member for a few hours)
- Battery powered radio and extra batteries
- Non-perishable food items, including food for children and others with special nutritional needs (plan for a few hours) eg barley sugars, muesli bars

**NB:** Children's medications should be stored in accordance with the Administration of Medications Policy/Procedure. In an emergency only the essential medication for children with life threatening conditions that may be triggered by the events in an emergency eg asthma should be taken to the evacuation site eg, inhalers, epi pens etc.

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## Appendix 2 – Storage of Water

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Keep at least one-day supply of water as part of the Emergency Kit. At least three litres of drinking water per person per day.

Be sure to include drinking and clean-up water for your pets. The amount needed will depend on their sizes and the conditions. Remember that pets often drink more water than usual when under stress.

### **Self Storage**

You can prepare your own containers of water in soft-drink bottles. Don't use plastic jugs or cardboard containers that have had milk or fruit juice in them. Milk protein and fruit sugars cannot be removed from these containers.

- Wash bottles thoroughly in hot water.
- Fill each bottle with tap water until it overflows.
- Add five drops of household bleach per litre of water (or half a teaspoon for 10 litres) and put in storage. Do not drink for at least 30 minutes after disinfecting.
- Do not use bleaches that contain added scent or perfume, surfactants or other additives - they can make people sick.
- Label each bottle with dates showing when the bottles were filled and when they need to be refilled.
- Check the bottles every 12 months. If the water is not clear, throw it out and refill clean bottles with clean water and bleach.
- Store bottles away from direct sunlight in a cool dark place. Keep them in two separate places where there is not likely to be flooding.
- Plastic ice cream containers with water, cover, label and keep in the freezer. These can help keep food cool if the power is off and can also be used for drinking.

### **Commercially Prepared Water**

- Ensure bottles have a long shelf life and keep for no longer than 12 months.
- Store bottles away from direct sunlight in a cool dark place. Keep them in two separate places where there is not likely to be flooding.

### **Hot Water Tanks**

Hot water cylinders and toilet cistern are valuable sources of water. Annually, check that your hot water cylinder is well secured. Do not use water from the toilet cistern if you are using chemical toilet cleaners.

### **Rainwater Tanks**

Where rainwater is collected on site it may be used in emergencies. This water needs to be disinfected with bleach as above. If you are uncertain about the quality of water, eg if it might have been contaminated by smoke or volcanic ash, do not drink it.

In the case of volcanic eruption & ash, empty the rainwater tanks and leave the taps open so that water does not collect in the tank until it is safe to do so.