

Emergency Management Policy

Approved by Board	24 April 2026
Review cycle	Annual (full review every three years or following a significant incident or event)
Purpose	This policy outlines Central Kids organisation-wide approach to emergency management, grounded in our commitment to the wellbeing of tamariki, whānau and kaimahi.
Explanation	This Policy ensures we are prepared to respond effectively to emergencies, protect life, uphold mana, and support continuity of care and services across all parts of our organisation. It provides authority for kaimahi to act with urgency in an emergency. This Policy also recognises the important role we play within communities when caring for tamariki, and our commitment to returning to business-as-usual post event. This guide is grounded in our core values and principles: • Manaakitanga – We welcome in and grow people • Kaitiakitanga – We nurture tamariki and their connections to te taiao • Kotahitanga – We work together, unified in our purpose • Rangatiratanga – We serve with courage and integrity • Kia Haumaru – We create safe and inclusive spaces
Scope	This policy applies to all Central Kids kaimahi including: • Permanent, fixed-term and casual employees • Contractors, students and volunteers • All workplaces including kindergarten services, offices, homes and community settings.
Definitions	Emergency: An unplanned natural or human-caused event that threatens life, wellbeing, property or operations and requires higher degree of a coordinated response compared to a single critical incident. Coordinated Incident Management System (CIMS): The nationally recognised framework used in Aotearoa New Zealand for managing emergencies through a consistent structure and approach. Incident Management Team (IMT): a group of trained kaimahi responsible for coordinating the response to an emergency using CIMS functions. Reunification: The safe and verified return of tamariki to authorised caregivers.
Policy Statement	Central Kids will: • Place the safety and wellbeing of tamariki, kaimahi and whānau at the centre of all emergency responses.

- Uphold our responsibilities as kaitiaki of tamariki entrusted to our care.
- Ensure preparedness through planning, training and regular practice.
- Apply the CIMS framework to support coordinated and effective responses.
- Communicate clearly, openly and with manaakitanga during emergencies.
- Support recovery in a way that restores wellbeing and continuity of learning and services.

Emergency Management Framework:

Central Kids operates a three-tiered emergency management approach to ensure coordinated and effective response across all parts of the organisation.

Tier 1: Site Level (Kindergartens and Workplaces):

- Immediate actions to protect life and safety.
- Implementation of site emergency procedures.
- Communication with whānau and escalation where required.
- Reunification of tamariki to authorised caregivers.

Tier 2: Regional Level/Managers

- Coordination across multiple services
- Resource and staffing support
- Liaison with local emergency services and agencies

Tier 3: Executive Level

- Strategic leadership and decision making
- Activation of Incident Management Team (IMT)
- Organisation-wide communication and business continuity oversight.

Roles and Responsibilities

Board:

- Provides governance oversight and assurance.

Kaihautū | Chief Executive Officer (CEO)

- Ensures organisational readiness
- Delegates authority for incident control

Executive Leadership Team

- Supports strategic decision-making during emergencies
- Ensures coordination across services

Regional Managers/Managers

- Ensures all services readiness and compliance with this policy
- Ensures coordination across services and escalation

Kaiwhakaako:

- Ensures local readiness and compliance with this policy
- Leads site-level response and escalation.
- Follows direction from local or civil defence authorities

Kaimahi:

- Follows emergency procedures and training
- Act to protect the safety and life of tamariki and others

Emergency Preparedness (all work contexts)

All work environments must maintain clear, accessible emergency procedures relevant to their setting.

Kindergartens and Early Learning Services (ECE Requirements):

- Fire drills: as per approved fire scheme or at least four monthly
- Earthquake drills: 4-monthly
- Lockdown: 4-monthly (without tamariki)
- Shelter-in-place: 4 monthly
- Missing tamaiti: 4 monthly
- Drills for emergencies relevant to the site: 4 monthly.

Executive Leadership:

- Building evacuation procedures
- ICT outage and business disruption planning

Property & Mātauranga Ake Kaimahi

- Follow lone worker and field safety procedures
- Maintain communication when working off site
- Escalate risks and incidents promptly

Emergency Supplies

All sites must maintain emergency supplies appropriate to their environment and occupancy, including:

- Minimum 72-hour supply of water and non-perishable food
- First aid resources
- Communication tools
- Supplies to support tamariki wellbeing.

Supplies must be reviewed on a regular basis to ensure items are within expiry dates and replenished as required.

Procedures must outline how supplies are stored, maintained and accessed.

Communication

Central Kids will maintain a communication approach that reflects our values of whanaungatanga and transparency.

This includes:

- Up-to-date contact lists for kaimahi and whānau
- Primary and back up communication channels
- Capability for organisation-wide messaging where required.

During emergencies:

- Whānau will be informed as early as possible
- Updates will be regular, clear and reassuring.

Reunification

Each service must have clear procedures to ensure safe reunification, including:

- Verification of authorised caregivers
- Recording release of tamariki
- Managing situations where reunification is delayed

Business Continuity

Central Kids will maintain a Business Continuity Management Framework to:

- Identify critical services and functions
- Maintain service delivery during disruption
- Support recovery and return to normal operations

	<u>Review and Continuous Improvement</u> • Emergency procedures reviewed annually • Policy reviewed every three years or following significant events • Continuous improvement informed by regular drills, incidents and feedback.
Related Documents	Policies • Business Continuity Policy and Procedures Procedures • Business Continuity Procedures • 12.03. Emergency Procedures (ECE) • 12.02 Emergency Procedure 1Place Review • Annual Plans (ECE) Legislation • HS105 ECE Licensing Criteria