

EMERGENCY MANAGEMENT POLICY

Purpose	This policy outlines Central Kids approach when responding to a critical incident, and how it will delegate responsibility to manage the event.
Explanation	<p>This Policy provides kaimahi with the mandate to make strategic operational decisions when faced with an unexpected event or unforeseen critical incident.</p> <p>It supports timely decision making that protects life, limits damage to property and minimises disruption to business continuity. It provides authority for kaimahi to act with urgency in a critical incident or emergency.</p> <p>This Policy also recognises the important role we play within communities, when caring for tamariki, and our efforts to return to business-as-usual post event.</p>
Scope	<p>This Policy applies to all Central Kids kaimahi, contractors and students.</p> <p>This Policy applies both in the service, and outside of the service when on excursions.</p>
Definitions Tautuhinga	<p>Coordinated Incident Management System (CIMS). CIMS is a recognised framework within Aotearoa New Zealand, for the application of a consistent set of principles, structures, functions, processes and terminology for an emergency response and transition to recovery. It is the emergency management protocol that provides a model for command, control, and coordination of an emergency response amongst emergency services.</p> <p>Critical incident: Any unplanned or unforeseen natural or human related event that disrupts normal business and may be a threat to life or property.</p> <p>Emergency: An emergency is a significant event that requires a higher degree of coordination response compared to a single critical incident.</p> <p>Incident controller: The person who leads a coordinated response leading up to, during, and after an emergency event. This person acts under the delegated authority of the CEO. They coordinate the response of the incident management team.</p> <p>Incident management team: The group of staff tasked with coordinating and managing the event or emergency by applying the CIMS functions of incident control, operations, security, planning and intelligence, logistics and welfare, under the direction of the incident controller.</p>
Policy statement	<ul style="list-style-type: none"> Central Kids is committed to the wellbeing of Kaimahi, tamariki and whānau and will make every effort to respond to emergencies based on the situation, information, and resources available. Whānau trust their most valued taonga, their tamariki, to our care and we must provide reassurance that we will do all we can to keep them safe by being prepared and communicating frequently and proactively. Central Kids has a strong emergency preparedness kaupapa, and all services will have an Emergency Plan and Procedures in place and undertake regular drills to allow continuous improvement. Central Kids will ensure the continuity of services and restoration of normal activities as quickly as possible following an event or incident.

EMERGENCY MANAGEMENT POLICY

	<ul style="list-style-type: none"> Central Kids will use the Coordinated Incident Management System (CIMS) when managing organisation wide emergencies or incidents. The Emergency Management Plan will be reviewed on an annual basis. Central Kids will maintain a Business Continuity Management Framework to support continued service delivery.
Organisational response	<ul style="list-style-type: none"> The CEO has the mandate to declare an organisational wide emergency response within Central Kids and makes decisions at the highest level of the organisation. The CEO is the most senior officer as the PCBU (person conducting business or undertaking) and has primary health and safety responsibility for Central Kids kaimahi and tamariki. The CEO is responsible for ensuring emergency preparedness across all services, through regular drills and planning. The CEO has the mandate to close services in an emergency response. When a CIMS response is required, the CEO approves suspension of normal duties and core responsibilities, so resource is focused on the emergency. The CEO can sub delegate specific roles to support the emergency response. The CEO can provide strategic advice and guidance to the incident controller. The incident controller leads the incident management team. The incident management team will be confirmed based on the type of incident and response required. The CEO supports engagement with other agencies in a coordinated response at the organisational level.
Rohe Regional response	<ul style="list-style-type: none"> Regional Manager Mātauranga Ake Manager Corporate Services Manager are responsible for rohe level management – that is management of an emergency response across multiple sites within their delegated control. They have the mandate to declare a rohe level emergency response. These roles can recommend service closure to the CEO. They are responsible for ensuring emergency preparedness across all rohe through regular drills and planning. They have health and safety responsibility for tamariki and kaimahi in their rohe. They can make resource decisions within their delegated authority for their rohe. They are responsible for rohe level planned service resumption post event.
Service level response	<ul style="list-style-type: none"> The Kaiwhakaako Team Leader, or Person Responsible are responsible for service level management. They have health and safety responsibility for the kaimahi and tamariki at their service and when engaged in planned activities outside of the service, like excursions. They must maintain the Emergency Procedure at the service level. They have the mandate to declare a service level emergency response. They can recommend service closure to the Regional Manager. They are responsible for ensuring emergency preparedness in the service through regular drills and planning. They can make resource decisions within their delegated authority for their service. They can make decisions outside of their delegated authority, without prior approval, where there is a high-risk event that requires an immediate decision. In this case, the CEO must be informed at the earliest opportunity. This is so that bureaucracy does not impede timely decision making that could impact life or cause serious harm.

EMERGENCY MANAGEMENT POLICY

Individual response	<ul style="list-style-type: none"> All kaimahi and students must uphold a strong health and safety management kaupapa for themselves and those around them. Kaimahi and students must follow all instructions and not put themselves, colleagues or tamariki at risk. All kaimahi must participate in all emergency planning and drills. Must speak up if they have concerns about emergency preparedness or planning in a service.
Contractors and visitors	<ul style="list-style-type: none"> Must follow all Central Kids policies and procedures when on our site, or on an excursion outside of the service.
Notifiable events	<ul style="list-style-type: none"> Where there is a serious incident, injury or illness involving tamariki while at a service, that requires notification to Police, Fire, Te Whatu Ora, Ambulance or Oranga Tamariki, the Ministry of Education must be notified via the Single Point of Contact (SPC) who is the Regional Manager. If there is death, injury, illness because of work, or an immediate serious risk to health and safety for any kaimahi related to an emergency or incident, Worksafe must be notified.
References	
Linked documents	Delegation of Authority Policy Emergency Management Plan Emergency Management Procedures Business Continuity Framework Emergency Planning Team Review (1Place) Civil Defence and MOE guide to emergency planning
Standards	Health and Safety at Work Act 2015 Health and Safety at Work Regulations 2016 Education and Training Act 2020 Early Childhood Services Regulations 2008 Social Sector Accreditation Standards
Policy review	Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such amended policies.