

EMERGENCY POLICY & PROCEDURES

RATIONALE:

Emergencies and natural disasters can occur at any time. Central Kids is responsible for ensuring the safety and wellbeing of children and adults at their services. Potential risks during an emergency need to be identified and minimised through effective plans and procedures.

OBJECTIVE:

To provide an environment, procedures and decision making processes that are supportive of the needs of children and adults in times of emergency such as fire, earthquake and other civil emergencies.

PRIOR TO AN EVENT:

1. Each kindergarten/centre shall have a written emergency plan and procedures for the evacuation and care of children in emergencies. The procedure shall be displayed and brought to the attention of parents/whanau on enrolment.
 - The procedures shall address/contain the following:
 - a list of potential emergency events
 - a list of potential hazards/risks
 - an evacuation procedure and a map of proposed evacuation routes including gathering and evacuation sites
 - details of the roles and responsibilities that will apply during an emergency
 - the whereabouts of the survival kit, emergency phone, potable water, water-toby, valves, chemical stores and overhead power lines
 - the whereabouts of children/adults essential medication
 - the whereabouts of the register listing those requiring assistance and contact details for all children and employees/visitors
 - a communication plan for families and support services
2. The kindergarten/centre employees shall identify hazards that could impact should an emergency develop. Employees shall refer to the kindergarten/centre hazard manual/register, District Council schemes and the Fire Department for information such as the following; Petrol Station; Gas Line = internal/external; Fire = internal and external; Flood; Earthquake; Volcanic Eruption; Air Crash; Biological e.g. infestation of wasps, chemical.
3. A monthly evacuation drill including all persons on site shall be held and recorded on the Trust planner. An evaluation of the trial evacuations shall be carried out in the annual review of the emergency plan.
4. The head teacher/centre manager shall ensure the kindergarten/centre has a current fire evacuation scheme approved by the NZ Fire service. www.nzfire.org.nz. The emergency plan evacuation procedures shall be consistent with the fire evacuation scheme for the building.
5. The Local Emergency Management Office of the Civil Defence or Regional Controller shall be notified annually and where there is any change to the address marked on maps, telephone number; session hours, licensed child numbers and numbers of employees.
6. Discussion and review of emergency preparedness shall be held at least once a quarter at a team meeting and recorded in the meeting minutes. This discussion shall centre on possible scenarios, procedures and their implementation.
7. It shall be known at all times how many children and adult are on site.
8. A civil emergency kit shall be labelled, maintained and readily located.

9. Safety measures shall be routinely completed e.g. securing bookshelves, pianos; low placement of heavy items (Earthquake safety); and appropriate measures taken for storage of matches, inflammable and combustible material/chemicals. Accesses/exits shall be kept completely clear at all times.
10. Fire alarm checks (recorded monthly) and Building Warrant of Fitness schedules shall be adhered to by employees. Head office personnel shall arrange an annual check to be carried out by an Independently Qualified Person (IQP).

IN THE EVENT OF AN EMERGENCY:

1. An employee shall ring 111 in the event of fire or emergency requiring assistance from the Fire, Police or Ambulance service.
2. Employees shall assess the situation, take appropriate steps to minimise further risks and attend to any of their own first aid needs before attending to the children.
3. Employees shall attend to the safety and welfare of the children in their care.
4. Essential medication shall be administered to individual children as per the Accident & Illness Policy and first aid rendered as required.
5. Children shall only be evacuated from the kindergarten/centre when it is in their best interest for safety.
6. As parents/whanau arrive at the kindergarten/centre they shall be delegated tasks by the person in charge who shall retain overall supervision.
7. Children must only be released to those specified in writing by the parents/guardians.

IMMEDIATELY AFTER AN EVENT:

1. The head teacher/centre manager shall make contact with the CEO as soon as practicable after an event.
2. Best practice is that ratios and policies shall be maintained at all times, no employee shall leave the site until the person in charge gives permission.
3. After six hours if children still remain at the kindergarten/centre arrangements must be made for their health and safety, which may include evacuation to the care of an employee or person named on the enrolment agreement where possible.
4. Media releases shall only be made by the CEO.

AFTER AN EVENT:

1. After an event employees shall undertake damage assessment, and emergency repairs to protect personnel, property and equipment as required. Emergency sanitation shall be arranged where necessary.
2. A written report shall be forwarded to the CEO as soon as possible after the event.
3. For assistance to restorative support for children and adults please refer to the Trauma Policy.
4. A plan shall be prepared by the kindergarten/centre team in conjunction with Senior Management for restoration as soon as possible after an event to ensure the timely return to operation of the service.
5. Where structural changes are necessary after an event the Property Maintenance Policy shall be followed.

REFERENCES

- Education (Early Childhood Services) Regulations 2008, Part 2 Standards 46
- Licensing Criteria for Early Childhood Education and Care Centres 2008, HS 4-8
- Building Act 2004
- Fire Safety and the Evacuation of Buildings Regulations 2006
- Fire Service Act 1975 Sec 21
- Health & Safety at Work Act 2015
- Revised Civil Defence Act 1983
- Review: On any change in relevant regulation or Act
- Health & Safety Manual/Hazard risk register
- Accidents and Illness Policy
- Care of Animals Policy
- Collection of Children Missing Children Policy
- Crisis Intervention and Lockdown Policy & Procedures
- Trauma Policy