



Quality care & education from birth to five years

Emergency Management Policy

Aim:

The purpose of this policy is to protect children and adults in and after emergency situations. During emergencies, the safety of children and adults at The Village Childcare is paramount. Planning evacuation procedures and alternative care arrangements for a civil emergency or fire, will minimise the risk of injury and stress to children during this time.

Method:

The Village Childcare Centre has an emergency management plan and all children and adults are trained in emergency procedures. The plan covers preparation, response and recovery contingencies.

Fire:

1. We carry out fire evacuation or earthquake drills monthly and record these.
2. The Fire Service approves our fire evacuation plans. These are reviewed annually.
3. Fire alarms and equipment are checked monthly.
4. Our evacuation plan is displayed in each room.

Civil Defence Emergencies:

5. Our portable civil defence kit includes
 - o Enough food and water for everyone at the centre for at least two days
 - o Essential medicines
 - o A current emergency contact list for staff, families and emergency services
 - o Supplies in accordance with civil defence guidelines
6. Our Health & Safety Officer checks and replenishes supplies every six months.
7. Children are collected by authorised adults only – we keep a record of this. Children who are not collected by their parents, caregivers, or other authorised adults are to be supervised at the Centre (if it is safe to remain) for up to 3 days. After 3 days the emergency response unit will assume responsibility.
8. Staff's first responsibility is to children at the centre. They must therefore have emergency plans for their own families that take this responsibility into account.
9. If it is not safe for staff and children to remain at the centre, all will evacuate to the nearest Civil Defence post or to another close safe place. Civil Defence will be kept informed of locations, injuries and needs of children and adults.

Lock Down Situation:

10. A 'lock down' situation is usually associated with Police terminology where an intervention by Police requests that the service 'locks down' assembles and stays indoors (movement in and out of the wider environs is restricted) until given the okay to resume normal activities.
11. We carry out drills to ensure there is a threat such as a dangerous person or armed person, chemical spill, explosion or eruption all children will be assembled indoors and remain so until the threat is removed.

Reference:

Licensing Criteria 2008, Health and Safety, Emergency Documentation required:

- **HS4:** A current Fire Evacuation Scheme approved by the NZ Fire Service.
- **HS7:** A procedure for dealing with emergencies. The procedure is consistent with National and Regional Civil Defence guidelines.
- **HS5:** Designated assembly areas for evacuation purposes do not unnecessarily place children at further risk.
- **HS6:** Heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury or damage are secured.
- **HS8:** Adults providing education and care are familiar with relevant emergency drills and regularly carry these out with the children; and a record of the emergency drills carried out with children.

Other Legislation

- The Fire Safety and Evacuation of Buildings Regulations 2006
- The Fire Service Act 1975

Date: Signature of Licensee:

Date for Review:.....

Procedure to reunite children and parents / caregivers in an Emergency Situation

Rationale:

After a traumatic incident, children may need to be reunited with their parents and caregivers. It is essential that children are supported and kept safe until such time as they are able to be reunited with their families.

Procedure:

1. During an Emergency situation such as an Earthquake, Severe Storm, Volcanic Eruption or Centre Lock-Down, staff will remain with and care for the children at all times during an event until they are returned to the care of a parent or guardian. Attendance will be checked whenever children are moved and staff will bring any necessary medications, supplies and emergency records.
2. Every effort will be made by staff to ensure the safety and wellbeing of children during this time. Adequate supplies will be kept to ensure that children are comfortable and secure.
3. When it is safe and following the all-clear signal, as parents/ caregivers begin to arrive the following will occur;
 - a. Children will remain with their teachers until their name is called out, they will be then taken to the Office and reunited with their parents/caregivers.
 - b. Parents/caregivers will sign-out their children on the Children Release Form.

4. In the event that the Centre is required to remove to a safer area by the Emergency Services a message will be left on the answerphone and also on the Office door detailing our new location and instructions given by Emergency Services.
5. All parents and whanau present at the time of the incident will be expected to obey the instructions of the Centre Safety Officer and Emergency Services.
6. Please be advised, children may only be collected by the people listed as Emergency Contacts on the Enrolment Form. Photo identification may be required before a child is released into the care of a person teachers are unfamiliar with even if they are listed on the Enrolment Form.
7. The Centre Safety Officer will be responsible for traffic management in and out of the Centre. Parents and caregivers are required to obey the instructions of the Safety Officer and keep access to the classrooms and carpark clear for Emergency Vehicles.
8. The Church grassed area has been designated as the area for a medical helicopter landing / evacuation area.