



## Emergency Policy Te Kaupapa Here mō te Ohotata

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: July 2025 | Hūrae 2025

Next Review | ā houanga arotake: July 2026 | Hūrae 2026

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer

### Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- To ensure all Whānau Manaaki Kindergarten (Whānau Manaaki) facilities are safe and to ensure everyone is aware of emergency procedures, in order to be able to respond and manage in the event of an emergency.
- Definition: 'Emergency' refers to a sudden or unforeseen occurrence of potential danger to persons or property requiring immediate action.
- Whānau Manaaki facilities and services must "take all reasonable steps to promote the good health and safety of children enrolled in the service", and to ensure that services are prepared for a range of emergencies.

### Background

Evacuation from a kindergarten or early learning service may be required, to ensure the safety of staff and children in an emergency event. In all cases, evacuations need to be planned and practiced.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all He Whānau Manaaki o Tararua employees.

### General Principles | Mātāpono Whānui

1. Whānau Manaaki has a responsibility to ensure the safety of children, visitors to kindergartens and all Whānau Manaaki Staff in the event of an emergency. Where possible Senior Management Staff will decide in the event of an emergency as to whether kindergartens or an Etu Ao service will remain open and will liaise with the affected staff.
2. Whānau Manaaki is responsible for the annual servicing of all fire equipment.
3. Fire evacuations schemes shall be approved and reapproved as required by the New Zealand Fire Service and displayed in kindergartens. A copy will also be kept by Whānau Manaaki.
4. Whānau Manaaki will maintain a schedule to ensure all kindergartens and TONI educators have current evacuation procedures and schemes.
5. Whānau Manaaki Support Offices, all kindergartens and homebased services shall establish an Emergency Management Plan using the Whānau Manaaki Emergency Management Plan template, which includes a list of emergency supplies, that is relevant to their site.



6. Kindergartens and TONI educators shall clearly display emergency procedures, including an evacuation plan, near exits.
7. A fire evacuation drill involving the Fire Service is to be carried out every six months (Notifiable Fire drill). The Fire Service Communication Centre must be called 10 minutes before the drill, on phone 04 801 0812. The purpose of this is to ensure neighbours and the Fire Service do not respond unnecessarily. If the Fire Communications Centre does not answer the phone, teachers will delay the drill.
8. These drills provide practice for what would happen in an actual emergency. For example, if a fire alarm is activated in a real fire, then this must be activated; if the group would leave the grounds to get to their place of safety, then this must be practiced. An actual call to 111 emergency services must also be part of the 6 monthly drill.
9. Following the Notifiable Fire drill and to meet the requirements of NZ Fire Service, teachers will complete the Evacuation Drill form located on GOSH. A copy of this form is automatically emailed to the NZ Fire Service and to the Association Office. Notifiable Fire drills must be entered in GOSH within 10 days of the drill being conducted.
10. In addition, kindergartens shall practice fire drills at least once a month which are recorded using the Evacuation Drill form located on GOSH. TONI educators shall carry out a termly drill and record in the drill log.
11. During the monthly practice fire drill, while it is important to replicate as much as possible what would actually take place in a real fire, kindergartens should only activate their fire alarm bells for a short period so the children can hear the alarm, but the bells are not continuous (depending on the fire evacuation scheme of the building). Kindergartens are also advised not to call 111 emergency services.
12. Kindergartens shall practice earthquake drills on a monthly basis. These will be recorded using the Evacuation Drill form which can be found on GOSH. TONI educators shall carry out a termly drill and record in the drill log.
13. Kindergartens shall practice Lockdown drills without children and Shelter in Place drill with children, on a termly/3 monthly basis. These will be recorded using the Evacuation Drill form which can be found on GOSH.
14. Kindergartens shall practice a Tsunami Drill (if in a zone) termly/3 monthly, and record in GOSH. This drill should be practiced with children as far as practicably possible. Include a process that facilitates the movement of children to the proposed exit point as quickly as possible in preparation for getting children into planned evacuation vehicles. It is not expected that services practice the tsunami drill to the full extent by loading vehicles with children and travelling to the designated safe space as this may pose unnecessary risk to children. If you do not plan to use vehicles for evacuating children in the case of a tsunami, you should practice the tsunami drill as per your procedure, as far as practicably possible.
15. Kindergartens shall have appropriate emergency supplies available in the event of an emergency. Staff will be responsible for keeping their own personal emergency supplies at their place of work.
16. Teachers will ensure the emergency contact details for all children and staff are held at the kindergarten and are regularly updated. A printed copy is kept with emergency and evacuation supplies and updated regularly. The HUB will keep up to date records for Etu Ao services.
17. Kindergartens and Etu Ao services shall ensure all heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage are secured.
18. Kindergartens will advise the Whānau Manaaki Support Office as soon as possible following an emergency situation. TONI educators will contact the HUB or senior management.





19. Generally, kindergartens will ensure that at any time there are at least two staff present, however, in the event of an emergency, this requirement may need to be different and ideally this decision should be made in conjunction with a Senior Manager.

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

1. Whānau Manaaki will ensure that when required, an updated fire evacuation scheme is submitted to the Fire Service for re-approval.
2. Each kindergarten and TONI educator shall review their Emergency Management Plan every year.
3. Each Kindergarten and TONI educator shall update their emergency supplies on at least an annual basis, or as needed as per the list in their Emergency Management Plan, Appendix 3 - *Emergency Evacuation Kit and Contents List*.
4. Teaching teams and TONI educators will ensure that all visitors use the visitor book and that the sign in sheet for children is completed when children arrive each day, to ensure the team and TONI educators are aware of everyone who is in the building at any given time. Both these documents must be in an accessible place for easy identification in an emergency situation.
5. As part of Induction to kindergarten and a homebased service and when any changes are made, whānau shall be informed of the procedures and plans for care and collection of children in the event of an emergency or evacuation, as per their Emergency Management Plan.
6. In the event of an evacuation of a kindergarten or Etu Ao, Whānau Manaaki is to be informed as soon as practicable. Where possible, a note should be posted on the building notifying whānau where the children can be collected from. TONI educators will notify the HUB.
7. All kindergartens and Etu Ao services will develop their own emergency procedures as required for their kindergarten in their emergency management plan.
8. All kindergartens and homebased services will display the following procedures, as per their Emergency Management Plan:
  - Earthquake
  - Fire
  - Lock-down and shelter in place
  - Tsunami (if in tsunami risk area)
9. Kindergartens will ensure that they have multiple ways of conveying messages about the kindergarten to whānau, and TONI educators will liaise with the HUB.
10. Each service will plan for and create a register for children who may need assistance or become distressed during drills and emergency evacuations, which will be regularly reviewed, using Appendix 4 - *Assistance Register for Emergency Evacuations* plan.
11. All kindergartens and homebased Services will ensure that the following parts of their Emergency Management plan are updated regularly (at least termly) to reflect current staff and child contact information:
  - Appendix 1: Staff contact list (reviewed termly or when a new staff member starts).
  - Appendix 2: Child contact list (update as needed/new children start) - printed from Infocare.





**Refer to:**

Whānau Manaaki Emergency Management Plan template

**Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)**

- Any local authority Civil Defence emergency publications
- Education (Early Childhood Services) Regulations 2008

**Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)**

This policy is to be reviewed annually. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.

