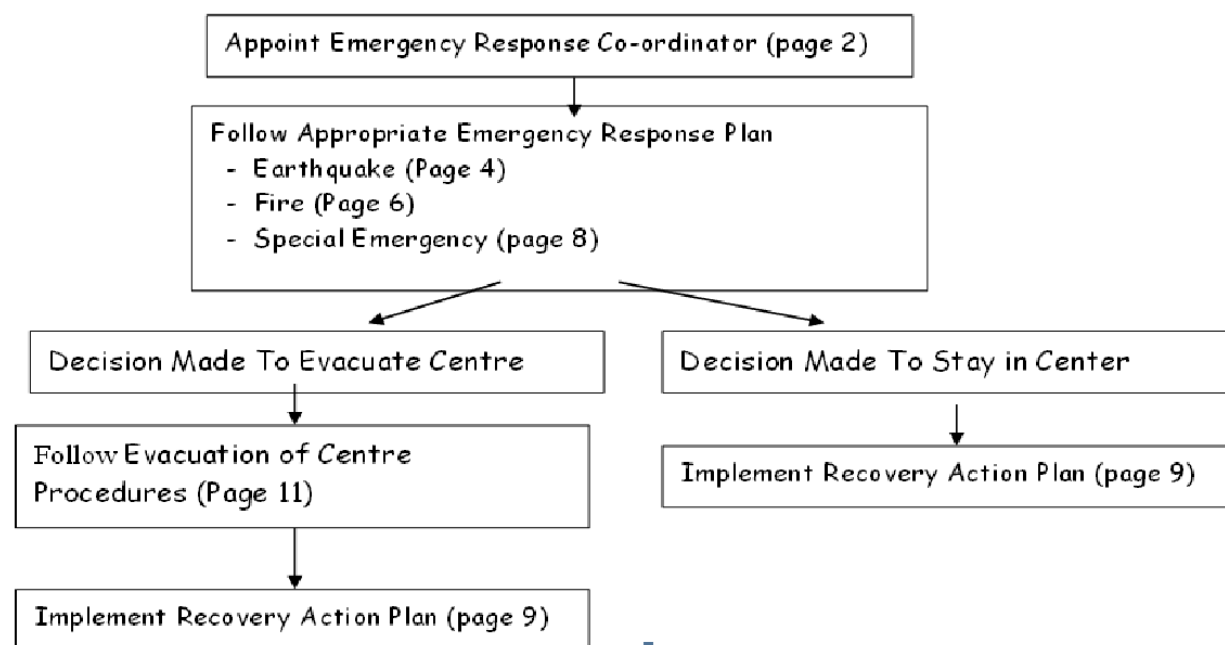


Natural and Man-made Emergencies Policy

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Diagram of Process



Policy for Natural and Man made Emergencies

Purpose

In an emergency, the safety and well being of the children, staff, parents and others such as visitors attending the preschool, is paramount. This policy and the associated emergency response plan is to provide for situations in the nature of a natural or man- made emergency. The information in the following section about practices gives;

- « Information - for all emergencies about who is in charge and where to find necessary equipment.
- « General practices - followed to ensure the centre is prepared in the event of an emergency

Practices

Information

1. An Emergency Response Coordinator is appointed. The most senior of the following personnel present is appointed; the Centre Director, the Senior Teacher or the Person Responsible will take the role of Emergency Response Coordinator.
2. The Service Provider Contact Person or in their absence or incapacity the Centre Director (or the Person Responsible in consultation with the SCCET/Centre Director) has/have the authority to close the preschool when she/they deem it necessary. Parents will be advised of closure as soon as possible by telephone, facebook and/or through local radio stations (NewsZB 1098AM and MoreFM 92.1FM).
3. Copies of this policy are kept in the policy folders, on google drive, at the back of the day sheet and in the civil defence kit.
4. When reviewing this policy the Office Administrator will send a message to Sectorcontacts.Canterbury@education.govt.nz requesting them to update details for Fingerprints Christian Preschool (45055) for the cellphones of the following positions in the MOE emergency database, Service Provider, Centre Director, Senior Teacher and Fingerprints Emergency Cellphone. In the event of an Emergency the MOE's Emergency text messaging system MATAARA (number 8707) should send an appropriate message to each of the linked cellphones. Further information may be available on the radio ([National Radio](#): Christchurch 101.7 FM/675 AM or More FM 92.1 FM) or <http://cdemcanterbury.govt.nz/emergency-status/>
5. **All staff are responsible for knowing the location of survival/evacuation items including:**
 - a. the day sheet (roll) - on the kitchen bench
 - b. the preschools emergency policy - on the day sheet clipboard or in the civil defence kit,
 - c. First aid kits - above the art sink or in the kitchen
 - d. Visitor sign-in book on front desk
 - e. Civil defence emergency items to collect - checklist at back of day sheet and on the civil defence kit lid.
 - f. The emergency cell phone - **(white indoor camera)**
 - g. Contact information for families - in office, in civil defence kit and in back shed kit
 - h. Water supply - in the back shed.
6. Fire drills are practised once a term with responsibility for organising the drill being the Senior Teacher. (See separate fire evacuation plan at back of response plan)

7. Earthquake drills are discussed and or practiced at least once every term with responsibility for organising the drill being the Senior Teacher. (See earthquake guidelines found in the response plan and the earthquake procedures found in the policy folder.) Children will view the Civil Defence Video on being 'Turtle Safe' regularly.
8. Lock down drills will occur (start Term 3 2021) once a term in order for children to become familiar with this practice.
9. The Administrator will
 - a. update the client list as new children enrol in the civil defence kits,
 - b. update the phone numbers on the emergency cell phone for new enrolments and families leaving, and
 - c. Ensure staff have charged the emergency cell phone every night (it is our inside camera phone).
10. All permanent (full time) certified staff are required to hold a current first aid certificate
11. All staff are aware of the preschool's emergency policy and response plan, its content and locations. Staff are briefed on the policy content annually.
12. Batteries in the radio are to be checked each term (administrator).
13. Parents are reminded from time to time (and on FB when policy reviewed) of our emergency response plan including children release guidelines.
14. In the instance that there is a serious incident (e.g. an intruder, lockdown, fire) then the Centre Director must inform the Service provider who will notify the specified agency and the MOE.

Emergency Response Plan For Earthquakes

In the case of an earthquake necessitating emergency action, the following procedure is to be adhered to:

-Initial action

- Teacher calls EARTHQUAKE. Staff / volunteers are to instruct children to crouch down on their knees, face down, covering their neck with clasped hands and covering their ears with their arms.
 - If outside, stay away from large objects or windows and if possible children should be sheltered in boxes and moved away from and with backs to the building.
 - If inside, stay beside internal walls if possible. Staff and visitors take cover under something sturdy if possible (e.g. table, desk) and hold on. Keep away from windows and glass doors.
- When shaking stops - Calm and reassure each other, assess children and teachers for injury and relay this to ERC
- Await instructions from ERC for further action.

-Post impact action inside

- Unless there is an obvious hazard (e.g. major cracks in ceiling or walls or possibility of building collapse) teachers will keep children inside (this is usually the safest place).
- Teachers will eliminate any incipient hazard (e.g. removal of debris near exits) in their area. Extinguish small fires before they get out of hand extinguisher on wall at entrance to kitchen).

Emergency Response Coordinator (ERC)

- After shaking stops the ERC will immediately:
 - assess the situation and tell all teachers where to gather (inside or outside). The preference is to gather inside unless there is obvious damage to the centre structure. If evacuation from the building is essential the children will be escorted out of the building to assemble by the outside gate, moving to the playground at Hillview School if necessary for safety in a severe earthquake.
 - coordinate injury report and appoint necessary first aiders.
 - ensure the collection of the day sheet and visitors diary, emergency cell phone and if possible the civil defence kit and necessary children's medication.
- When gathered together the ERC is to check everyone is accounted for by taking the day sheet, visitors diary and checking all children against the daily rolls and that all adults (including visitors) against the visitors diary.

From this point on the Recovery Action Plan is to be followed.

Emergency Response Plan For Fire

This procedure is to be followed in the case of fire or other emergency necessitating the evacuation of the building.

The fire alarm switch will be activated. Fire Action Evacuation notices are displayed above the fire alarm call Points in all areas.

- All staff,volunteers and visitors are to immediately and calmly encourage children and adults to walk calmly to the assembly point at the gate by the shed using the fire exit from the main door to the deck. In the event that a child is not able to comply, a teacher will pick them up and take them to the meeting point.
- Outside teachers - cooperatively, will work together to visually/physically sweep the playground gathering the children to the assembly point, together with volunteers and visitors. One staff member will stand by the gate with the EXIT sign on, ready to open if/as needed. (where feasible without danger) and also unlock the padlocked gate into Hillview school (the padlock - code 678). Gates should be left unlocked but latched until the ERC or Fire Department instruct otherwise.
- Staff inside, will assist children to evacuate the building, meeting outside in the designated area. Inside staff will cooperatively assist persons with disabilities on their way.
- **The Senior Teacher or person responsible (ERC)** (would swap places with an inside staff member should she/he be on outside duty.The ERC/Senior Teacher will act as Building Warden. They will:
 - Take the day sheet and visitor's diary, first aid kit and phone
 - Check the sleep room, storage areas, bathrooms, laundry, office, foyer,kitchen and main play room and exit closing all doors on their way out to the safe area.
 - Once at the safe area, check all children and adults are present and safe.
Calls 111 Fire Brigade immediately (only in Fire emergency)
 - call Hillview School if possible - 332 6923
- 4. **ONLY IF SAFE** the ERC will turn off gas and power mains (under the kitchen bench and in the storage cupboard)on their way out.
- 5. After checking all are present and safe, walk through back gates to Hillview and wait at the front of the school building. They will stay in this place until Fire Service arrive advising:
 - the whereabouts of children and staff
 - the location and extent of fire6. Follow steps 2-5 of the Recovery Action Plan (in actual fire)

In the event of a fire emergency, the children will then be taken into the Hillview playground (playing field) through the back gate. The group will congregate in a safe place and no one is to return to the building until it has been thoroughly checked and the fire alarm reset with the fire service giving the all clear.

The Senior Teacher will ensure that at least once a term a practice of all the above are carried out. This will be recorded and signed on the fire, earthquake drills log and lockdown record. Once a term

the Fire Department will be sent a trial evacuation report, which will be filled out and emailed to them on completion of the drill.

Emergency Response Plan for Special Situations

WIND STORMS

- « If able to, secure and put away outdoor furniture and equipment.
- « Listen to the radio and advice from Meteorological Service and/or Civil Defense
- « Keep children indoors and away from windows.
- « Tape up windows if you consider there is a risk of them breaking.
- « Open windows downside of the buildings if you consider there is a risk of the roof lifting.

ELECTRICAL STORMS

- « All children and staff must remain indoors away from windows.
- « Be aware that when outside, tall objects (trees, lamp posts, tall posts) will attract lightning strikes.

FLOODING/SNOW PROCEDURES

- « Parents are to be contacted early to collect children if this is considered a risk due to roads being likely to be blocked due to flooding/snow. A post will be uploaded to facebook as soon as a decision is made and then further appropriate communication made.

CHEMICAL SPILLAGE

A chemical spill outside the premises, eg. On road

- « Move inside and close windows and doors.
- « Contact emergency services and listen to radio for reports and advice.
- « Be prepared to evacuate (see Evacuation Procedure).

A chemical spill on the preschool premises

- « Contact emergency service, to alert them of the problem, and ask for advice.
- « Isolate the area where the spill occurred.
- « Be prepared to evacuate (see Evacuation procedure).

Warning of impending emergencies

- « MOE's Emergency text messaging system MATAARA (number 8707) should send an appropriate message to each of the linked cellphones.
- An example of a message you might receive from MOE is:
Message from MOE: We've been advised of flooding in your area.

1. (Open)
2. (Open - NEED HELP)
3. (Closed)
4. (Closed - NEED HELP)
5. (Do not normally operate today).If you need help we will contact you as soon as possible.

You can also add additional wording to your reply. For example "4 - Classrooms flooded" or "3 - We have asked parents to pick their children up now as roads may not stay open".

Further information may be available on the radio ([National Radio](#): Christchurch 101.7 FM/675 AM or More FM 92.1 FM) or <https://www.cdemcanterbury.govt.nz/>

« If a warning of an emergency is received, Service Provider (or Centre Director/Person Responsible in her absence) will authenticate the message before action is taken by either: listening to the radio for advice from emergency services or Civil Defense OR contact the emergency services or the Civil Defense Organisation on 941 8999
<http://www.cdemcanterbury.govt.nz/> as appropriate.

From this point the Recovery Action Plan is followed.

Shelter in Place Policy added Feb 2025

THREAT OF INTRUDER

Lockdown Procedure

- «If a Teacher or the Office Administrator senses there is a threat of an intruder, or is informed by a reliable outside source (e.g MATAARA ece emergency tool, or Hillview) they are to immediately lock the front door and then alert the rest of the team, trying not to cause anxiety among children by calling out "Lollipops in the bathroom".
- « Children are moved to the bathroom and using the roll, make sure everyone is accounted for, and work to achieve a quiet, calm environment free of unnecessary noise.
- « All doors and windows are locked (the front door manually by key) and the emergency cell phone number is taped to the door.
- « Front blinds are pulled, hui room door shut, turn off the lights/music and loud sounds. **(only if safe to do so)**
- « If the intruder alert has been recognised first by one of Fingerprints staff call the police (111), Hillview School (332 6923) and MOE (if not informed by MATAARA - [03-378 7300](tel:03-3787300)). The following information should be communicated
 - Preschool: Fingerprints Christian Preschool
 - Location: 130 Wilsons Road South
 - Details of situation (including any casualties, weapons etc)
- « Move the following items to the bathroom if possible
 - The civil defence kit,
 - cellphone (and charger),
 - necessary children's medication
 - childrens lunch boxes.
- « The air-conditioning is turned to a comfortable temperature.
- « Once the lockdown has been determined, no-one (except the Police) is to enter or exit the premises until the all clear has been given. In order to achieve this the Lockdown Procedure will be shared with parents, on Facebook annually and if possible at the time of the Lockdown (see the appropriate blurb below).
- « Teachers periodically check the radio and other possible emergency information sources for further information.

« Everyone must remain in the bathroom until the ALL CLEAR is given (expected to be by the Police or MATAARA).

« Consider the relevant points in the Recovery Action Plan

Parent communication in the event of Lockdown

Centre Lockdown Protocol –

Information for Parents This protocol is intended to ensure that in the unlikely event of a lockdown, parents of children attending our centre know about the procedures in place to keep children and staff safe.

- 1) The Ministry of Education or Police send out an alarm to centres
- 2) Staff are alerted and the signal for lockdown is given. At our centre we use the phrase “Lollpops in the Bathroom”.
- 3) Our first priority is to keep all children safe
- 4) A designated staff member will lock all entrance doors to the building. The door will not be unlocked until such time as the lockdown emergency is declared over by authorities. Parents will not be able to gain access to our centre until authorities give the all clear.
- 5) Staff will guide children to the designated safe area
- 6) A designated staff member will contact all parents via phone / text / e-mail, using the emergency contact list and advise parents of children's safety status
- 7) Once the authorities have given the all clear, staff will hand over the children to their parents or authorised persons If whanau have any questions about this Centre Lockdown Protocol, they are strongly encouraged ask a Centre Staff member.

Following a Lockdown

- « The Centre Director will work with the Service Provider to consider the best way to identify and manage any trauma caused to staff, children or whanau.
 - « The MOE Trauma team may be called to provide support
 - « Only the Centre Director or Service Provider may communicate with media
- A spontaneous review may be conducted and findings incorporated into future policy
- « For further information on helping children through trauma we will consider www.education.govt.nz/school/student-support/emergencies

Guiding Regulations and Licensing Criteria: Reg 54 & 46 ECE 2008, HS4, HS5, HS7, HS27

Recovery Action Plan

ERC (Emergency Response Coordinator) takes charge of all activities including:

1. Appointing a staff member

- « To collect the Civil Defense Kit from the back shed or adult bathroom.
- « To ensure attention is given to special needs/disabled people at the centre.
- « To collect enrolment folders and additional supplies if deemed safe.
- « To monitor for outside information or advice (contact details see Other Relevant Information at section at the end of this policy).
- « To check with all teachers as to the needs of staff and children. When gathered together teachers with children are to keep children reassured and calm. Activities may include; singing, reading books and later possibly watching a DVD on the battery charged computer.
- « To turn off electricity, gas and water if necessary (should be done before leaving the building after an emergency).
- « To alert emergency services if deemed necessary
- « To appoint someone to record all decisions made and actions taken.

2. Plan ahead! What to do in 2 or 6 hours? Will the current situation improve, remain or get worse?

3. Designate space and staff to provide first aid. Medical attention will be sought for anyone who is hurt, either at the preschool or appropriate medical facilities (St Martins Medical Practice - 3370991 or Christchurch Hospital 3640640).

4. Oversee the operation and access to telephone systems - including the emergency cellphone to

- « Inform parents of the need to collect children if the centre is to be closed - texting/messaging of parents to notify of the emergency or making a facebook post.
- « Ensure access is restricted for emergency use.
- « In the case of a Civil Defense Emergency, establish communications with the CD Sector warden at St Martins School.

5. Oversee the collection of children.

When an emergency occurs, the centre staff remain responsible for children until:

(In accordance with Reg 58) The service provider of a centre must ensure that no child leaves the centre with any person, unless the person—

(a) has the role of providing day-to-day care for the child; or

(b) is authorised in writing to take the child by a person who has the role of providing day-to-day care for the child.

In circumstances where it is not possible for children to return home alternative arrangements must be made in consultation with the Police.

When children are collected the roll must be signed and the time recorded by the parent/caregiver.

If the police service collects the child, then the roll must also be signed and time recorded by them.

The following information must also be recorded.

- Name of police officer collecting child and official capacity
- Ask for police officers official I.D.

6. Approve the departure of any staff leaving the premises

Evacuation of Centre Procedures

In the event of the centre site needing to be evacuated the following procedure will be followed:

- « In the event of fire children and staff will be evacuated to the field of Hillview School, through the back fence.
- « In the event of an earthquake or civil defence emergency the playground/field at Hillview School or St Martins School Sector Post will be chosen by the ERC on the basis of safety.

A staff member will place one of the Evacuation Notices on the front door at the vacated premises in a prominent position. The notice selected includes the emergency cell phone number and appropriate map showing the new location (either Hillview or St Martins School). The two Evacuation Notices available are kept on the wall of the tall cupboard in the staffroom .

The rolls, parent contact numbers and civil defence kits will be taken with us and necessary children's medication from the medication cupboard if possible.

At the new location we will use a marker pen to write each child's name and home phone number on one hand and the word 'Fingerprints' and our cell phone number on the other.

The emergency children release guidelines will still be followed.

In the event of an evacuation an emergency supplies kit (with silver blankets, client list, permanent marker and hand operated torch and radio) is available from the back shed.

Other relevant information

- Main Shut off valve for water is in the kitchen cupboard to the left of oven.
- Electrical mains, shut off switch is in the cupboard in the laundry.
- Gas is turned off by the knobs on the top of the tank - a second intake valve is in the kitchen cupboard to left of oven.
- Household cleaning substances are stored in the kitchen, bathroom and the laundry. There are only normal household chemicals stored on the preschool premise. These are kept inaccessible to children. Poisons helpline phone number - 0800 POISON
- Battery powered radio is in the civil defence kit stored in the adult toilet.
- The fire extinguisher is in the kitchen.
- Power lines are underground from the power pole at the front northern side of property on Wilsons Road.
- The local Sector post at St Martins School is the alternate preschool location if the preschool has to be evacuated. Children will be taken there if instructed.
- Buckets, a spade, and plastic bags can be found in the shed. Gloves in the bathrooms.
- The sleep room (if safe) will be the first aid room

Important Numbers/Emails

Civil Defence - Chch Council	(03) 941 8999
St Martins Medical Practice	(03) 337 0991
Christchurch Public Hospital	(03) 364 0640
Service provider Aaron Donaldson	027 441 6683 (Added 2021)
Service Provider email	adonaldson@southcity.org.nz
Centre Director Hilary Henderson	021 1479428
Team Leader Kelly Kweon	021 2652901
Centre Phone Number	(03) 332 2001
Centre Cellphone Number	022 5670630
Centre Office email	info@fingerprints.school.nz
Hillview Office Number	(03) 332 6923
Poisons Helpline	0800 POISON
MOE	(03) 378 7300

Our nearest civil defence sector post is

St Martins School
Albert Terrace
St Martins
(03) 332 6121

GUIDING DOCUMENTS: Relevant Background (including Legislation/Regulation/Licensing references)

Education (Early Childhood) Regulations 2008 46, HS4 - HS8

The Fire and Safety and Evacuation of Buildings Regulations 2006

The Fire Service Act 2006

Licensing Criteria for centre-based ECE services: HS7 and HS8

Health and Safety at Work Act and associated regulations

Approved by:

Centre Director: *Hilary Henderson*

Date: February 2025

Service Provider

Contact Person: *Aaron Donaldson*

Date: February 2025

To be reviewed: February 2026

Relevant background info:

- Updated info has made a number of practices easier-lockdown practice added to start term 3 2021.
- Reviewed briefly with the new service provider December 2021 and again, June 2023.
- Fairly new information after the mosque attack March, 2019 and other emergency situations over the last couple of years means we are more familiar with how to respond.
- Reviewed again February 2025 with Shelter in Place Drill added.

Review of Lockdown Procedure was spontaneously undertaken after a review of another Christchurch preschool policy showed we had improvements to make. 2nd-4th August, 2021