

	<b>Policy Category:</b> <b>HEALTH AND SAFETY</b>
	<b>Policy Name:</b> <b>Fire and Emergency Evacuation Policy</b>

## Purpose

The purpose of this operational policy is to keep children and adults safe from fire and other emergency events by meeting Licensing Criteria **HS4,7**, and **8**. Safety at the centre is paramount. Planning evacuation procedures and alternative care arrangements should the centre be involved in an emergency, will minimise the risk of injury and stress to children during this time.

## Position Statement

In the event of any emergency or crisis, the safety of children and adults at our centre is paramount. Our centre is prepared to respond to a range of emergencies. We have clear procedures in place so that staff and children are clear what to do and are equipped with emergency supplies.

## Issue Outline

Emergency refers to a sudden or unforeseen occurrence of potential danger to persons or property requiring immediate action. Emergencies range from natural and man-made disasters including flooding, fire, earthquake and chemical spills. There are other emergency situations such as encountering a dangerous and or armed person.

An emergency can also be a traumatic event such as a sudden death or serious injury of a child or staff member, witnessing serious injury or death of a child, young person, staff member or whanau member, a lost or missing child.

Evacuation and or emergency response procedures will minimise the risk of injury and stress to children and adults and creates confidence in staff, families and children about handling emergencies.

## Detail

We are fully prepared for any emergencies that might happen at any given time and on any given day. This is supported by ensuring that there will always be at least one staff member who either holds a current first aid certificate, is a registered medical practitioner, nurse with a current practising certificate, or a qualified ambulance offer or paramedic (HS25).

We carry out fire evacuation, shelter in place and earthquake drills at least every three months and record these (HS8). The Fire Service approves our fire evacuation plans. These are reviewed annually.

We also carry out planned emergency drills in preparation of other unforeseen disasters or security events, e.g. trespasser on service grounds. The centre's emergency response procedure and Emergency Management Plan are the guiding documents for managing these drills.

We keep a record and schedule of our fire evacuation, earthquake and lockdown drills and evaluate the outcomes of these drills in an annual review. Our emergency plan is informed by these reviews (HS8).

We have an Emergency Management Plan that is clearly displayed in the centre (Located in the Kitchen) and all children and staff are trained in emergency procedures. The Emergency Management Plan is developed in consultation with the local civil defence emergency representative/s, parents and staff. The Emergency Management Plan covers preparation, response, and recovery contingencies. It also includes a guide to responding to traumatic events.

We have a portable civil defence kit that includes:

- enough food and water for everyone at the centre for at least two days,
- essential medicines,
- a current emergency contact list for staff, families and emergency services,
- supplies in accordance with civil defence guidelines.

We keep our emergency contact list up to date.

Children are to be 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.

## **Roles/Responsibilities**

### **Centre Manager/Team Leader**

- Develops an external contact list recorded within the EMP with relevant emergency services, Civil Defence and other agencies that must be contacted in emergencies
- Develop a communication plan with parents and emergency services
- Develops a plan for actions that must be taken after an evacuation takes place
- Ensures staff and children undertake regular emergency drills and staff are trained in traumatic event response procedures.
- Asks staff to gather children and assemble in the designated safety meeting place (depending on the emergency)
- In the event of an emergency evacuation, makes the decision whether to vacate if possible, based on health and safety officer advice

- Is the last person to leave the centre premises. Responsible for checking sleep areas, bathroom and outdoor areas so no person is inadvertently left behind
- Collects the roll and parent contact list
- Ensures emergency and evacuation procedures are clearly marked.
- Ensures that heavy furniture, fixtures, and equipment that could fall or topple and cause serious injury are secured to walls.
- Ensure that everyone knows where the designated assembly area is and will change it if this will unnecessarily place children at further risk.
- Conducts head count.

### **Health & Safety Officer**

- Trains staff and children about emergency and traumatic event response procedures.
- Operates the fire alarm and calls the fire service (or asks someone else to help)
- Retrieves the supplies ready to be used
- Checks and replenishes supplies every six months
- Organises fire drills
- Has established relationships and contacts with the local civil defence emergency representative/s.

### **All Staff**

- Staff's first responsibility is to the children at the centre
- Keep calm and ensure children are assembled in the designated safety meeting place (depending on the emergency)
- Follow the agreed emergency procedure
- Instruct children to follow your lead. As much as possible, without endangering yourself, assist them.

### **Alignment with Other Policies**

- Health & Safety Policies
- Evacuation and / or emergency response procedures
- Emergency Drill Record
- Hazard Register
- Incident, illness and accident record, incident investigation form.

### **Relevant Background (including legislation/regulation references)**

ECE services are required to meet a range of legislative requirements, including provisions of the Fire Service Act 1975, the Fire Safety and Evacuation of Buildings Regulations 2006, the Health and Safety in Employment Act 1992, and the Building Act 2004.

Licensing Criteria 2008, Health and Safety, Emergencies 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

In regards to the National Education and Learning Priorities- Objective 1 (1) and Objective 3 (6)

## Impacts of Policy on Staff, Parents, Children

This policy ensures parents have confidence in their children's safety during and after emergencies and know what the care arrangements are if they are unable to get to the centre. It ensures that children and staff are confident of managing during an emergency.

## Further Information

### Mataara Emergency Contact Tool

In the event of an emergency (e.g. fire, flood, earthquake) the Ministry of Education (MoE) will check with centres to find out about the status. If appropriate, the MoE will then share this information with Civil Defence, the police or other agencies.

FindoutmoreaboutMataaraHERE

<https://www.education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-incidents/preparing-for-emergencies-and-traumatic-incidents/#how>

	Response actions
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<p>The key contact receives an emergency text (8707) from the Ministry of Education via the mass-contact tool Mataara</p>	<p>Reply by text from 8707 (only used by MoE), with a number (1, 2, 3, 4, or 5). What each number means will be explained in the text that is sent to you.</p> <p>Areas without mobile phone coverage will receive an email with a link.</p> <p>Mataara uses your emergency contact mobile phone and email address. It is essential that your information details are current.</p> <p>You cannot initiate the emergency message process, you can only respond. If you would like to notify the MoE of an emergency, contact emergency services and your local regional Ministry of Education office</p>
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## Further Information Sources

Local Civil Defence and Emergency Management offices can supply lists of local hazards e.g. tsunami areas, toxic chemical sites etc.

NZ Fire and Emergency: <https://www.fireandemergency.nz/>

Civil Defence: <https://www.civildefence.govt.nz/>

WorksafeNewZealand:

<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/emergency-plans/>

Traumatic incidents: The Ministry of Education have Traumatic Incident teams based in all Special Education offices around the country. They can be contacted at any time through the local Special Education office or by phoning 0800 TI Team (0800 848 326).

Pandemics: The latest updates on infectious diseases and health issues that might affect our community are to be found on the Ministry of Health website [www.health.govt.nz](http://www.health.govt.nz)

## Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

## Implications and/or Risks

Strong emergency management procedures allow an organisation to cope with and recover and rebuild after an emergency. The manager ensures plans are carried out.

## Implementation

Clear procedures have been developed and staff trained to follow them. Our Health & Safety Officer ensures equipment is maintained, plans are current and, with the Manager, organise drills. All staff know their roles.

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised by licensed service:</b>	Greendale Kids Preschool Greendale Kids Nursery
<b>Date:</b>	12 June 2024
<b>Review Date:</b>	June 2025
<b>Parents informed:</b>	April 2025