



## Emergency Management Information for parents and caregivers

### Key risks for our school / early learning service

In addition to planning for events such as fires, earthquakes and pandemics, because of our location we also specifically plan for lockdowns

### Incident Management Team

Krista Clifford – Preschool Lead,  
Alison Kagen – HR and Health and Safety,  
Sophie Gibbs, Vashna Subratty, Susan Swolfs – Preschool teachers,  
Sarah de Heer – Head of Early Years and Service Development

### Preparing for and practising our plan

We undertake these activities to make sure that we are prepared in case of all emergencies:

- Report to the Board of Trustees about any incidents and review of procedures
- Discuss emergency planning at regular staff meetings
- Staff induction processes cover emergency management
- Termly training with all children on fire, earthquake and lockdown drills
- First aid training for all staff
- Reports to parents via our online system (Playground) that parents can give feedback on

### Emergency kit

Our Emergency Kit contains the following items:

Blankets	Rubbish bags
Toilet paper	Tins of fruit salad
Plastic cups	Snack food supplies
Can opener	Rain ponchos
radio	teaspoons
Infant and toddler nappies	First aid kit
Candles	Torch, batteries and matches
Baby wipes	Large water bottles

### Reviewing the plan

Any children with medication will be accounted for and medication taken in case of an emergency. If this is not possible due to time constraints or level of emergency, parents will be notified via text immediately.

We review our plans annually, and will ask for feedback from the parent community via Playground/Home app. The Deaf Education ECE Trust and Ko Taku Reo Board of Trustees will also review this annually, and will be provided with a report each term of all scheduled drills and any events.

### Communication in an emergency

If there is an emergency we will communicate with parents and caregivers in the following ways:

- e-text
- email
- Playground post
- Playground messaging
- If internet, mobile and phone lines are down, we will attempt to advise a local radio station for messages

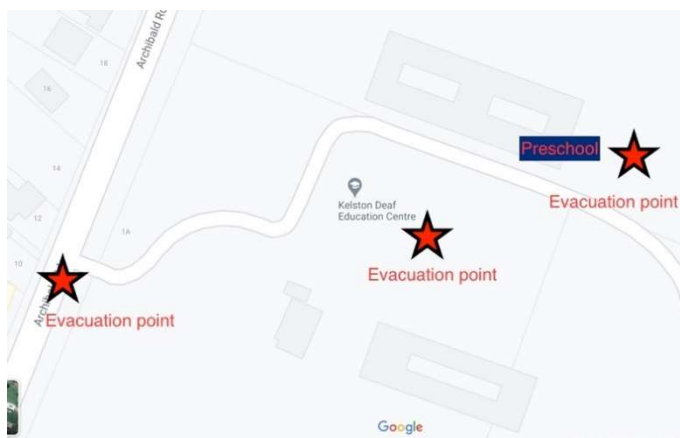
### Authorised persons to uplift your child

We will only release children to people already approved by the parent/caregiver for that purpose. For those children who travel on our vans, you will need to approve our van drivers to be able to uplift your child (please request a form from the Preschool for this if you have not done already).

If you want other people to be added to this list of those who can collect your child, you will need to advise us in writing.

### Evacuations

Our evacuation sites on the Archibald Road site are at the back of our fence in the outdoor area, and the garden in the centre of the site. If the emergency is serious, we would evacuate to Archibald Road entrance.



### Shelter in place and lockdown

- If we need to bring everyone inside, with the exception of emergency services, we won't be letting anyone into the school/service once we have shut our doors.
- We will be sheltering in the sleep room and have access to the storage room which has the emergency kit in it.
- Please wait for information and instruction from us and do not come to the school/service until asked to do so, even if it is the end of the day. Arriving when we are still managing an emergency could put you, your child, and our staff at risk.
- We will continue to provide the very best care we can to keep your child as safe as possible.
- If needed and when it is safe to do so, we will ask you to come and collect your child.
- For some shelter in place events, there won't be any need for your child to be picked up as school/early learning will continue as normal after the event has ended.

### Reunification process

In an emergency where you are required to come and pick your children up:

- Text us that you have arrived at the site
- We will bring your child to the front door/gate to meet you

In an emergency where your child is transported to and from your house:

- We will text you when we are leaving the preschool, and give updates on the journey where possible
- Please text us if you are coming to collect your child

### Supporting children after an emergency event

After an emergency we will:

- provide your child with age-appropriate information about the event
- monitor all children to identify if there are any wellbeing concerns

If you have any concerns about your child, please speak with us. We have support mechanisms we can access to provide you and your child with the help you need.

If you would like any further information about our emergency management planning, please contact Sarah de Heer, Head of Early Years, [sarah.deheer@kotakureo.school.nz](mailto:sarah.deheer@kotakureo.school.nz), 02108441885

Reviewed	March 2023
Next Review date	March 2024
Review partners	Lead Teacher, Staff, Parents
Signed:	
Preschool Lead	Krista Clifford