

# Omanu Preschool: Emergency Management information for parents and caregivers - 2023



<b>Key risks for our school / early learning service</b>	<p>In addition to planning for events such as fires, earthquakes and pandemics, we also specifically plan for example other emergency events such as tsunamis, flooding, trespassers, a missing child, volcanic eruption and ashfall.</p>
<b>Incident Management Team</b>	<p>Centre Manager – Helen van der Merwe Assistant Manager – Jenny Addison We undertake different monthly emergency drills and evaluate these, then as a team we regularly discuss these during staff meetings and review updates.</p>
<b>Preparing for and practising our plan</b>	<p>We have systems in place to support our emergency management planning and response:</p> <ul style="list-style-type: none"> <li>• Monthly emergency drills with a staff drill written review</li> <li>• Staff meeting discussions and review</li> <li>• Staff induction process including emergency management training</li> <li>• All permanent staff have completed first aid training</li> <li>• Mat time discussions with children about how to stay safe in an emergency</li> <li>• Facebook and Storypark notifications</li> </ul>
<b>Emergency kit</b>	<p>We have an emergency kit located in our office which includes items such as food, water, first aid kit, torches, radio, and nappies. Any medicines we hold for children are held either in a lock box in our fridge or in a sealed container in our kitchen. In the event of a shelter in place event or lockdown the Centre Manager or a nominated teacher will access the medicine as required.</p>
<b>Reviewing the plan</b>	<p>Our emergency management plan is reviewed annually taking into account emergency drill record reviews and recommendations. The Centre Manager reviews all monthly drills. We would like to encourage any parent or whānau member to help improve our processes by making recommendations on our emergency procedures at any time.</p>
<b>Communication in an emergency</b>	<p>In the event of an emergency we will aim to communicate with parents by:</p> <ul style="list-style-type: none"> <li>• e-text</li> <li>• Email</li> <li>• Our Facebook whānau page – if you have not yet joined our private Facebook page please search for “Omanu Preschool Whanau” and request to join.</li> <li>• If internet, mobile and phone lines are down, we will aim to stay in touch with developments through local radio stations. Our local stations for emergency information are: The Hits 95FM, More FM 93.4 FM, Radio Live 100.6 FM, Newstalk 90.2 or 1008 AM or National Radio 101 FM or 819 AM.</li> </ul>
<b>Authorised persons to uplift your child</b>	<p>Please note that Omanu Preschool will only release children to people already approved and authorised by a parent/caregiver to collect their child. Parents are able to add or amend authorised caregivers at any time, please just see Dyane or a teacher to amend your child’s enrolment form. In the event of an emergency and you would like a person to collect your child that is not on the approved list we can only accept this information by phone or in writing through email, or text to 021 2124296.</p>
<b>Evacuations</b>	<ul style="list-style-type: none"> <li>• When we evacuate the building our assembly point is at our front gate.</li> <li>• When we are required to evacuate the premises, for example due to a Tsunami threat, we will evacuate to Macville Park on Macville Park Lane.</li> <li>• Site map – as per below.</li> </ul>

<p><b>Shelter in place and lockdown</b></p>	<p><i>In some emergencies, the safest place is inside the building.</i></p> <ul style="list-style-type: none"> <li>• <i>If we need to bring everyone inside, and with the exception of emergency services, we won't be letting anyone into the preschool once we have shut our doors.</i></li> <li>• <i>Please wait for information and instruction from us and do not come to the preschool 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.</i></li> <li>• <i>We will continue to provide the very best care we can to keep your child as safe as possible.</i></li> <li>• <i>If needed and when it is safe to do so, we will ask you to come and collect your child.</i></li> <li>• <i>For some shelter in place events, there won't be any need for your child to be picked up, as early learning may be able to continue as normal after the event has ended.</i></li> </ul> <p>We have the following shelter in place and lockdown procedures:</p> <ul style="list-style-type: none"> <li>• Upon notification that a Shelter in place / Lockdown needs to take place, the Centre Manager, or a teacher will action the lockdown code word "Cave time".</li> <li>• We will close the building. Use reverse evacuation procedures to bring children, visitors, and staff into the main room where possible and away from glass and external windows.</li> <li>• A nominated teacher will close and lock all windows, exterior doors, and any other openings to the outside.</li> <li>• Teachers will gather the children closest to them into one of four spaces (as these spaces have limited windows) – sleep room, kitchen, bathroom, office.</li> <li>• Staff will close window shades, blinds, or curtains if they are told there is any danger of explosion or possibility of intruder.</li> <li>• The Centre Manager or a nominated teacher will take the roll.</li> <li>• Staff are familiar with the building's mechanical systems, and will turn off all fans, as well as heating and air conditioning systems, to prevent the circulation of any fumes, and in a volcanic event any ash.</li> <li>• We will gather essential emergency resources and supplies. This includes the emergency backpack (from the entrance) and the emergency kit which is in a clearly marked wheelie bin located in the office.</li> <li>• We will call emergency contacts.</li> <li>• If necessary we will seal all cracks around the door(s) and any vents into the room with duct tape and plastic sheeting (heavier than food wrap) located in the emergency bin.</li> <li>• We will write down the names of everyone in the room and notify emergency services.</li> <li>• We will listen for an announcement from emergency services via portable radios and phones and stay in place until told that it is safe to leave.</li> </ul>
<p><b>Reunification process</b></p>	<p>Following an emergency event our staff will always have the best interests of your child at heart. We will provide all the emotional and physical support we can until a parent or authorised person is able to collect your child and sign a release form. In the event we have had to evacuate Omanu Preschool we will go to Macville Park. If for any reason due to bad weather, or there is a need to shelter in another location a notice will be left on the gate advising our location. In a civil defence emergency any child who cannot be reunited with their parent or approved emergency contact within a reasonable time will need to be registered as unaccompanied and Omanu Preschool</p>

	along with the Police and/or Oranga Tamariki would determine a plan to care for your child to ensure their safety and wellbeing.
<b>Supporting children after an emergency event</b>	<ul style="list-style-type: none"> <li>• We will provide your child with age-appropriate information about the event.</li> <li>• We will monitor all children to identify if there are any wellbeing concerns.</li> <li>• 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.</li> </ul>

If you would like any further information about our emergency management planning please contact Helen van der Merwe – Centre Manager – [manager@omanupreschool.co.nz](mailto:manager@omanupreschool.co.nz).

Our emergency management plan can be found at our sign in desk and on Storypark.

**Site map:**

