

# Kingdomcity Childcare



## Emergency Management information for Parents and Caregivers - November 2022

<b>Key risks for our school / early learning service</b>	In addition to planning for events such as fires, earthquakes, and pandemics, because of our location we also specifically plan for Lock down drill.
<b>Incident Management Team</b>	Discussed monthly at leader meeting about hazard and incidents of the month.
<b>Preparing for and practising our plan</b>	<ul style="list-style-type: none"> <li>• Business Manager meeting standing agenda items</li> <li>• staff meetings</li> <li>• staff induction processes</li> <li>• National Shake Out Day for Earthquake drill practice.</li> <li>• Invite Fire Department to visit us yearly.</li> <li>• Invite Police to visit centre yearly for health and safety education.</li> <li>• Invite St. Johns to visit us yearly for self-help skills.</li> <li>• Invite Water safety to visit yearly for drowning prevention education.</li> <li>• first aid training for permanent staff</li> <li>• update and share information with parents through Storypark group stories and newsletter.</li> </ul>
<b>Emergency kit</b>	<p>Describe briefly, your emergency kit and equipment which includes: Water, torches, radio, batteries, large rubbish bags, toilet paper, nappies, wet wipes baby formula, sanitiser gel, blankets, personal hygiene items, non perishable food cans, first aid kit, emergency plan, duct tape, whistle, paper cups, plates, plastic utensils, tin opener, matches in waterproof container, paper, pencils, pens, emergency contacts, gloves, face masks, gas burner, buckets. (A wheeled trolley in the resource room down the hall way.)</p> <p>Children with needs for special medication are stored in the first aid place in each room, head teacher will need to take them with her when there is an emergency evacuation.</p>
<b>Reviewing the plan</b>	Plans will be reviewed yearly with all RFTS community: parents/ staff/ board.
<b>Communication in an emergency</b>	<ul style="list-style-type: none"> <li>• Bulk email through Discover.</li> <li>• Storypark (explain process for access prior to an emergency. Community posts parent's pages.</li> <li>• Eudca information board.</li> <li>• Mobile phone and phone calls.</li> </ul>
<b>Authorised persons to uplift your child</b>	Children will only be released to people already approved by the parent/caregiver as noted on Discover and paper emergency contact forms. If a parent needs to update this information, please see the Centre Manager to make changes to the child's enrolment form. Note, any changes must be

	<p>signed in full.</p> <p>All parents and caregivers are required to update their contact details and address should there be any changes via written communication e.g. email</p>
<b>Evacuations</b>	Please see attached files.
<b>Shelter in place and lockdown</b>	<ul style="list-style-type: none"> <li>• <i>Inside emergency hiding place would be the sleep room in Kiwis and Pukeko rooms. Tui room will need to hide in their toilet area, in lockdown.</i></li> <li>• <i>Please wait for information and instruction from us and do not come to the Centre 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 will continue as normal after the event has ended</i></li> </ul>
<b>Reunification process</b>	Parents need to come to collect children and sign on the release form at the assembly points of evacuation.
<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 the Centre Manager – Caitlin Meadows – 09 486 1655