

Emergency Management Plan



St Mary's Preschool
Te Kōhungahunga o Hato Mere

Address	61 Maxwell Road Blenheim
Contact details	Phone 03 578 0678 Email office@stmaryspreschool.co.nz Website www.stmaryspreschool.co.nz
ECE Emergency contacts	Name Kirstine Friend Role Senior Teacher Mobile
	Name Role Mobile
Radio	Our local station for emergency information is: More FM 92.9
Last revised	July 2026 (update staff details)
Ratified date	June 2026
Review date	June 2027 (This policy will be reviewed annually in line with the Licensing Criteria)

Date last tested	
Scenario last tested	
Date last training	

Introduction

Separate procedures are documented for the management of specific emergencies during centre hours (such as relating to fire evacuation and earthquake procedure).

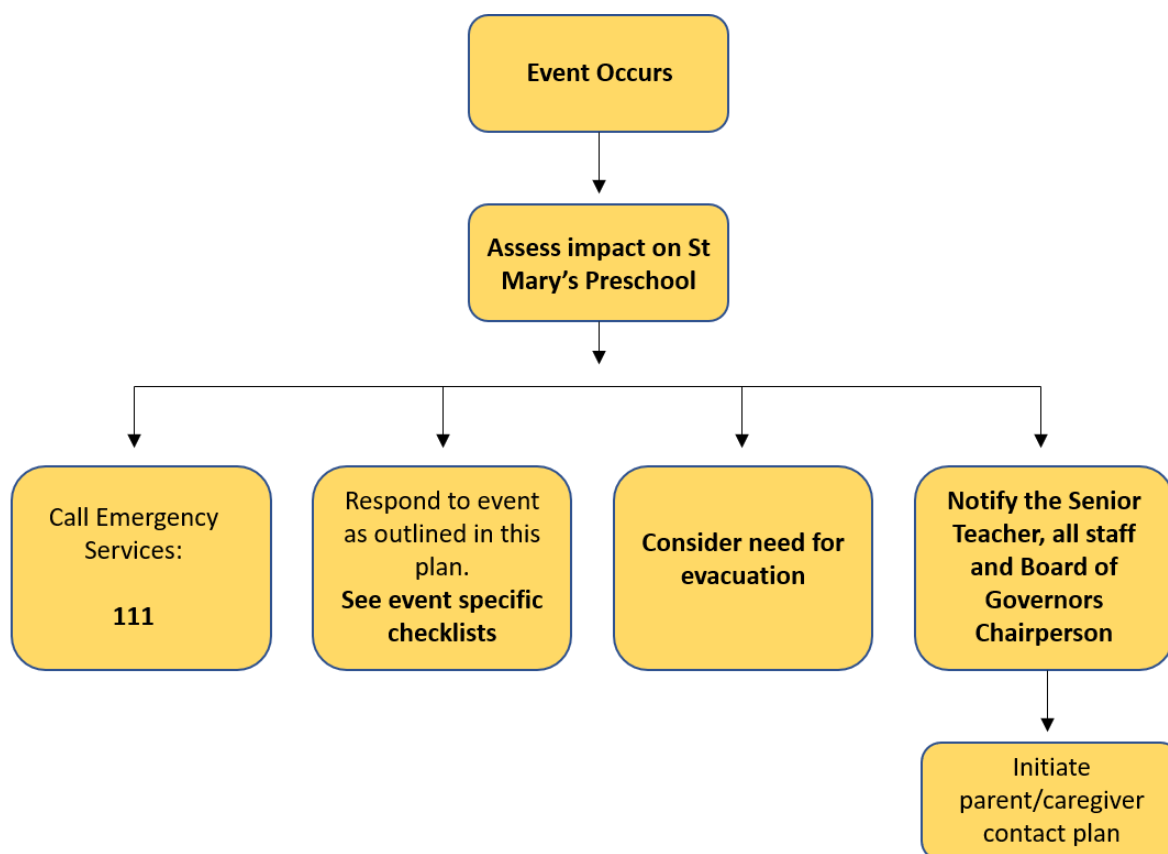
1. The Senior Teacher/Centre Manager will liaise with the Licensee and Board Chairperson to determine the most appropriate action to be taken after an event.
 - a. If the Senior Teacher is likely to be absent when the centre re-opens, their delegate will be fully informed throughout (where practicable)
2. Ministry of Education guidance will be taken into account
3. The Catholic Archdiocese of Wellington (as property owner) will be consulted in the event of building damage or potential EQC claim
4. All staff will be contacted and given an update, as information comes to hand
5. Families will be promptly advised of any temporary closure (such as via text message, website notice)
6. Prior to re-opening the centre consideration will be given to
 - a. whether staff are able to attend work
 - b. whether additional teaching staff are required, and
 - c. inviting staff to visit the centre to allay any concerns they may hold.

Contents

Introduction.....	3
Contents	4
Basic emergency response process	5
Site map	6
Floor Plan	7
Evacuation.....	8
General evacuation plan	8
Our Evacuation Plan.....	9
Communications plan – parents, caregivers and others.....	10
External contact lists – last updated: 28/01/2020	11
Emergency services contact information	11
.....	11
Essential government contact information.....	11
Essential utility contact information	11
External contact lists – last updated: 28/01/2020	12
Essential security contact information	12
Other miscellaneous contact information.....	12
Local ECE services/schools contact information	12
School/ECE contact list – Last updated: 03/04/23	13
Fire Evacuation Procedure	15
Earthquake	17
Flooding.....	19
Pandemic	20
Chemical spill/Gas leak	23
Dealing with a suspicious letter or package	24
Trespasser on the school grounds.....	25
Lockdown Procedure	26
Shelter in Place Procedure	28
Serious injury or death.....	30
Online resources	31
Traumatic Incident Team	31
Missing child or student	32

Basic emergency response process

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:



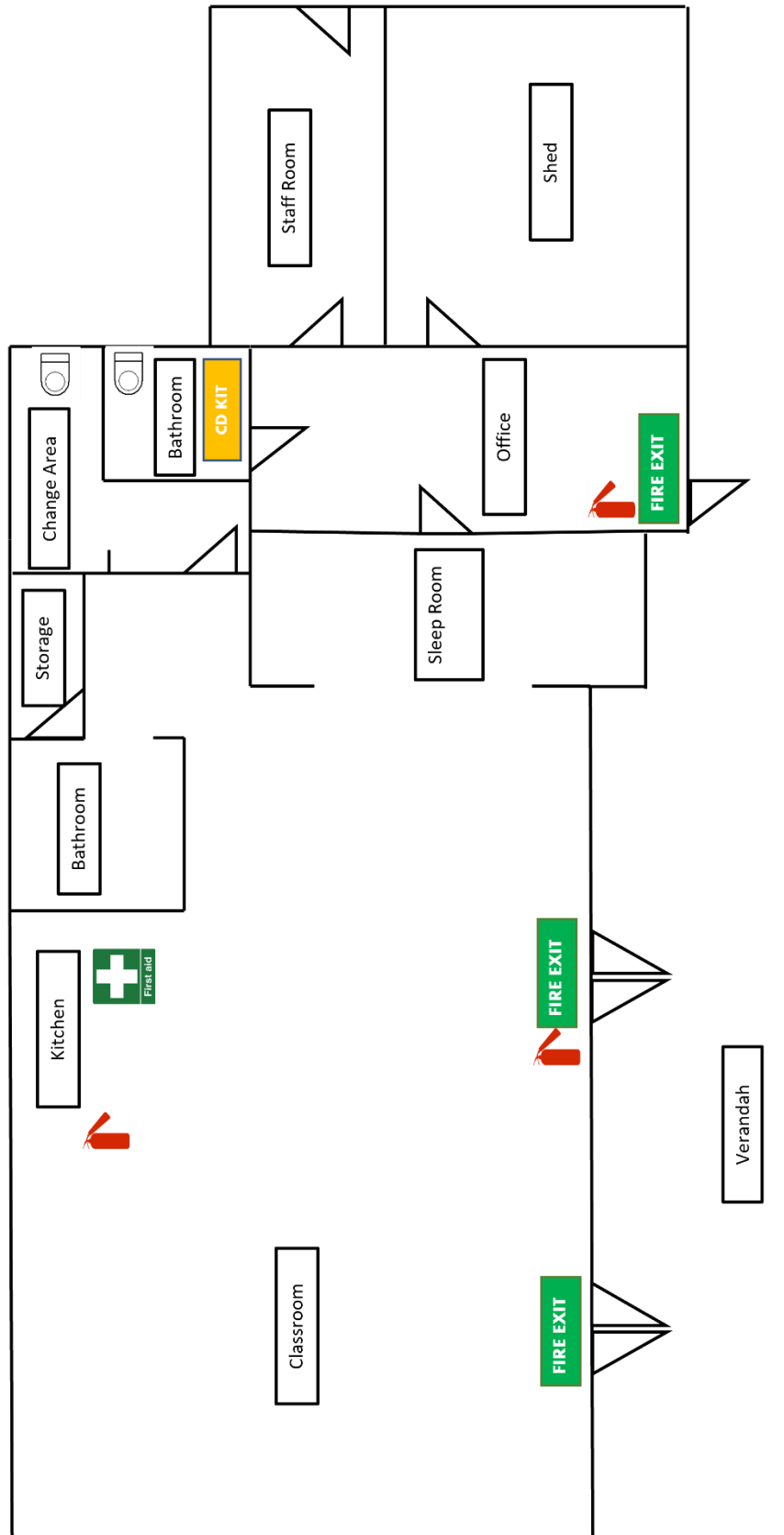
Site map



Floor Plan



St Mary's Preschool – Evacuation Procedure

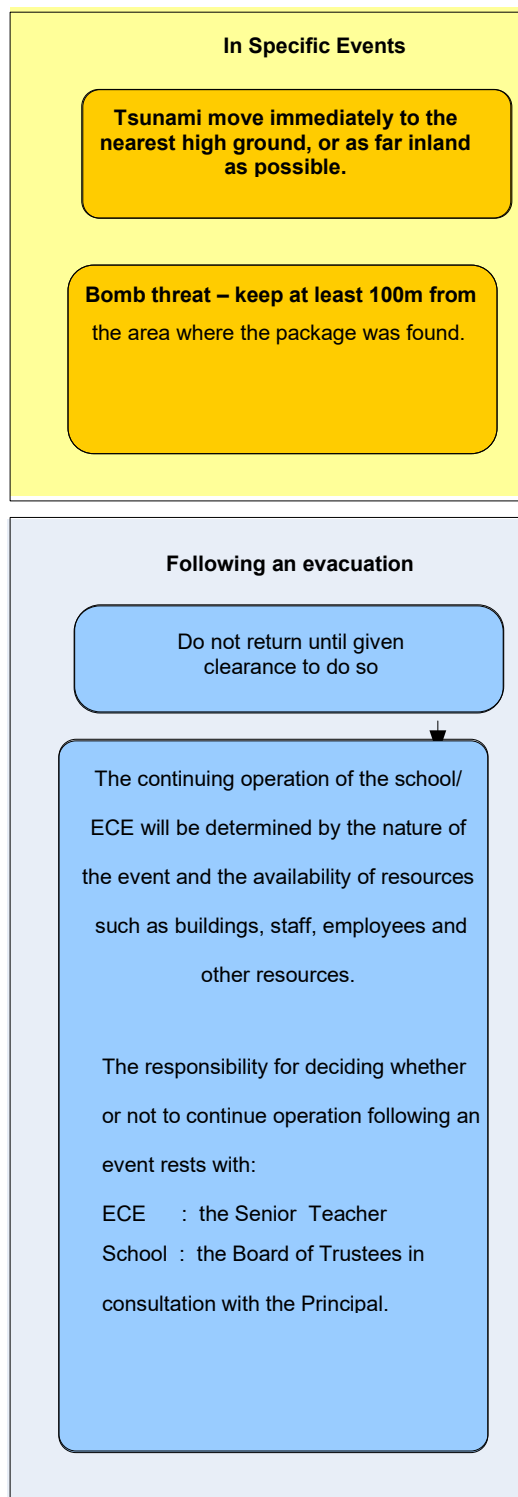
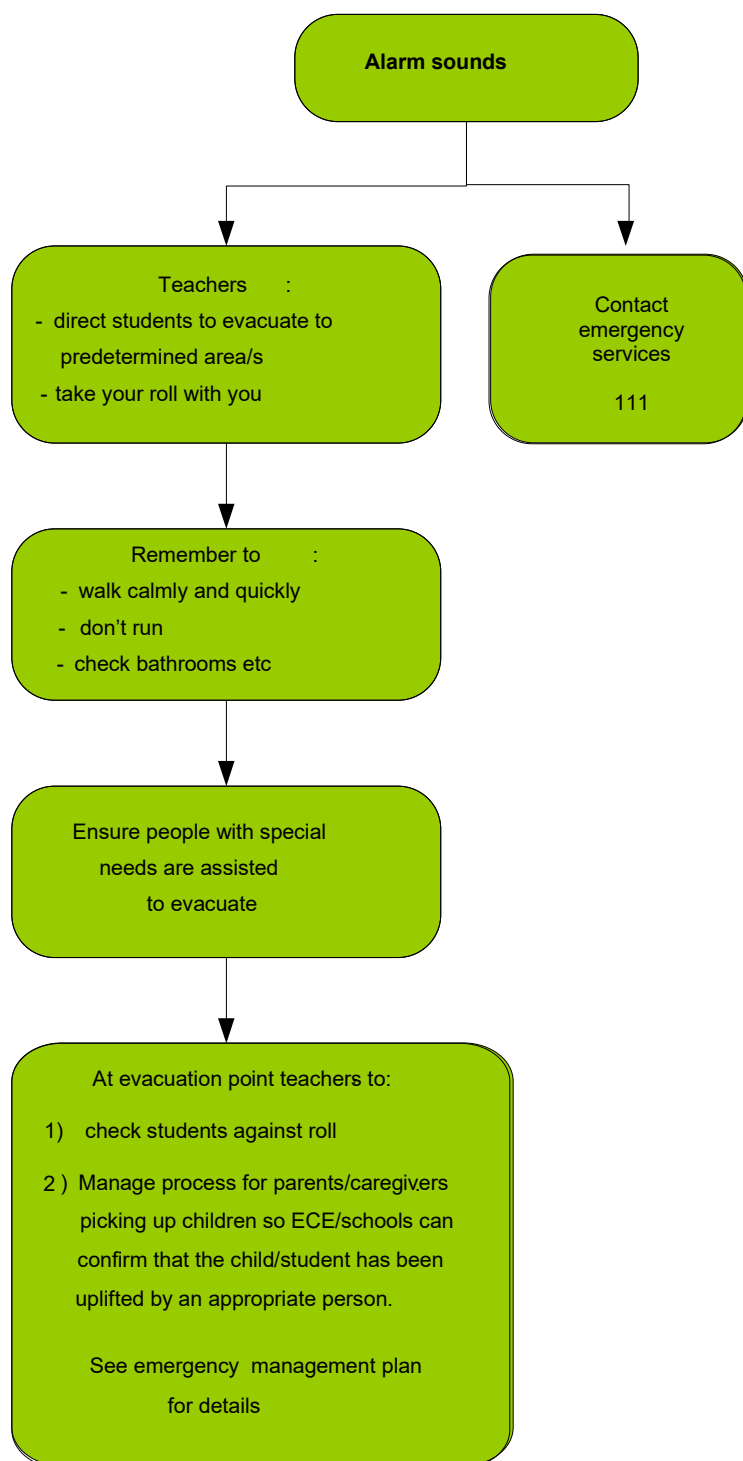


Assembly Point –
School fence beside car park

Evacuation

Evacuation from the school/ECE may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practiced.

General evacuation plan



Our Evacuation Plan

Our evacuation areas

Proceed to the grassed area by the St Mary's Preschool fence. Should this need to be revised due to the usual area being unavailable, this will be consulted on, and for a limited period of time, be moved to the grassy area by the parish Community Centre.

Remember to include both where you are going and how you will get there. Particularly if your evacuation point is off site. How will children/students and teachers/staff get to the safe area.

Fire Evacuation Plan/Point:

Children, and all staff to walk calmly and quickly to the north eastern fence of St Mary's School. Should this need to be revised due to the usual area being unavailable, this will be consulted on with Fire NZ, and for a limited period of time, be moved to the grassy area by the parish Community Centre.

Earthquake Evacuation Plan/Point:

Drop, cover, hold. Then gather in the cloak room for further instruction once shaking stops.

Consider students with special requirements.

Communications plan – parents, caregivers and others

Our emergency communications plan for parents, caregivers and others:

- Parents and caregivers will be advised in the event of an emergency by the use of our preschool mobile phone via text, as well as our St Mary's Preschool Facebook page.
- All children must be sighted and then signed out by a teacher.
- If all communication methods cannot be used due to an emergency, children and staff will remain at St Mary's Preschool as long as it is safe to do so. If there is a need to vacate the area, a notice will be placed on the door at preschool stating where we have vacated to.

External contact lists – last updated: 23/01/26

Please add further important
numbers as required.



Emergency services contact information

Police, Fire, Ambulance	111
Police (local station)	Phone 03 578 5279
National Poison centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
Hospital	Wairau Hospital Hospital Road, Blenheim 7201 03 520 9999



Essential government contact information

Ministry of Education	National Office (04) 463 8000 Traumatic Incident Team 0800 TI Team (0800 848 326) Contact Centre 0800 225 580
Ministry of Education media advice and assistance	Point of contact Senior Media Advisor, Communications Group Phone 04 463 8000 - After Hours 027 560 5387
Oranga Tamariki Ministry for Children	0508 326 459
Local council (Civil Defence)	Phone 03 520 7400
Local Emergency Management office/group (Civil Defence)	Point of contact: Gary Spence Phone 03 520 7400



Essential utility contact information

Power company	Powershop Account number 904217617 Phone 0800 472 952
Electrician	Revolution Electrics Phone: 027 269 9960
Builder / handyman	Justyn Hanrahan
Plumber	MT Plumbing Phone: 021 150 4577

External contact lists – last updated: 23/01/26



Essential security contact information

Alarm monitoring	Sounds Security Data for alarm maintenance Leon Jones - 577 6664 Monitored by Triton Phone: 0800 797 999 Account: PW -
Fire alarm/equipment maintenance	FFP Nelson Phone: 03-548 2640



Other miscellaneous contact information

Other	Contact details
Lawyer	Simon Gaines Lundons Law Phone: 578 9988
Insurance	Crombie Lockwood Phone: 578 0228



Local ECE services/schools contact information

Other schools/ECEs in local area	Contact details
St Mary's School	Point of contact: Bridget Comer Phone: 578 9494 Mobile:
Pascals Early Childhood Centre	Phone: 03 577 5442
Marlborough Boys College	Phone: 03 578 0119

ECE contact list – Last reviewed: 27/07/26

Position	Name	Contact details	Other emergency role
Senior Teacher:	Kirstine Friend		First Aider & Fire Warden
Chairpersons Board of Governors	Justyn Hanrahan		
Administration staff	Emma Riley		
Teaching staff	Leigh Norton		First Aider
Teaching staff	Paula Henderson		First Aider
Teaching staff	Maia Bryant		First Aider
Teaching staff	Madison Boon		
Teaching staff	Amy Glendinning		First Aider
Teaching staff	Serina Esposito		

Teaching staff	Wendy Bolliger		
Support Staff	Heather Creswell		
Teaching Staff	Allie Law		

Fire Evacuation Procedure

Statement: To ensure the safety of children within the centre in the event of such an emergency

R.46 (D) Education (ECC) Regulations 2008, Fire Service Act 1975 (Section 21A), Part 2: Fire Safety & Evacuation of Building Regulations 2006

	Response actions (as appropriate)
Discovery of a fire	☐ Ring the fire alarm.
	☐ Call 111
	☐ If safe to do so extinguish the fire.
On hearing the alarm	☐ Senior Teacher to • Phone 111 • Check building for people
	☐ Office Manager to • collect sign in book • emergency phone • travelling first aid kit • grab bag.
	☐ Walk calmly and quickly and avoid panic.
	☐ Ensure students / visitors with disabilities are assisted by a responsible person.
	☐ Ensure any visitors are included in the evacuation.
	☐ Check rest areas, bathrooms and common rooms en route to the designated exit point.
Returning to the building(s)	☐ Ensure all students remain at the evacuation point until clearance to leave is given.
	Do not return to the building(s) until given the all clear by the Fire Service.

Ongoing operations following a fire	The continuing operation of the school/ECE will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees and other resources The responsibility of whether or not to continue school functions rests with the Board of Governors, in consultation with the Senior Teacher. The responsibility of whether or not to continue ECE operations rests with the Board of Governors. ☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).
---	---

Earthquake

This checklist outlines what to do in the event of an emergency. You can also use it when practising an earthquake drill. **REMEMBER – LONG OR STRONG, GET GONE**

	Response actions (as appropriate)
During an earthquake	☐ If indoors: • Move no more than a few steps to a safe place and drop, cover and hold until the shaking stops. If you can, take cover under a desk or table. • Keep away from shelves containing heavy objects and other large items of furniture • Keep away from windows • Stay indoors until the shaking stops and it's safe to go outside
	☐ If outside: • Find a clear spot and drop to the ground and cover your head and neck. • Students to stay in the preschool grounds until a teacher comes to get them. • Keep away from buildings and power lines
When the shaking stops	☐ Expect aftershocks.
	☐ Ensure your personal safety first
	☐ Check those around you and offer help if necessary.
	☐ If anyone requires medical assistance, call 111 and/or administer first aid.
	☐ Evacuate if required.
	☐ Get staff and pupils away from dangerous areas
	☐ Listen to the radio for instructions from Civil Defence.
If a decision is made to evacuate the building	☐ Senior Teacher to check for any hazards, and make the decision to remain in or evacuate the building. Children and staff to meet at earthquake evacuation point. • Inside: Cloak room • Outside: Grass area by St Mary's School fence
	☐ In the event of evacuation, follow the same procedure as the fire evacuation procedure • Take the centres sign in book and grab bag, and emergency preschool cellphone • Take civil defence kit and travelling first aid kit (both located in staff bathroom) • Check building for people

	• Assemble in the designated assembly area • Check that all staff and children are present • Listen to local radio More FM 92.9 for advice • Make contact with St Mary's Primary School • If necessary, make contact with Civil Defence • A note will be placed in a prominent place stating where we have evacuated to
Ongoing operations following the earthquake	☐ The continuing operation of the ECE will be determined by the nature of the emergency and the availability of resources such as buildings, staff, employees and other resources. The responsibility of whether or not to continue school functions rests with the Board of Governors, in consultation with the Senior Teacher. The responsibility of whether or not to continue ECE operations rests with the Board of Governors.
	☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).
Post earthquake procedures	☐ The Office Manager or Senior Teacher will group text all families to advise of action necessary, as well as emailing families, and placing a notice on the St Mary's Preschool Facebook page ☐ Children will only be released to people on the emergency list that is in the Civil Defence Kit ☐ A sign out sheet is to be filled out when a child is picked up. This will state the child's name, who has picked them up and if possible where they are taking the child to.
Ongoing procedures	☐ Every 3 months, staff and children go through the procedure for an earthquake emergency ☐ Children will be taught how to protect their body in an earthquake ☐ The centre will have a stocked Civil Defence Kit, which is kept in the staff bathroom, in two large wheelie bins ☐ The Civil Defence Kit will be checked and brought up to date every 6 months by the Office Manager ☐ Blanket texts will be sent each term to ensure correct contact details.

Flooding

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes.

	Response actions (as appropriate)
Before a flood	☐ Check with your local civil defence emergency management office if the ECE is in a flood prone area. ☐ Learn flood warning signs and understand your community's public alerting system. ☐ Check with your local civil defence and emergency management office if there is a community flood evacuation plan. If yes, plan and practice this plan.
Flooding reported or sighted	☐ Be ready to act quickly. Floods and flash floods can happen quickly and without warning ☐ Evacuate if required (and get to higher ground) ☐ Follow the instructions and advice of emergency services and civil defence and emergency management authorities. ☐ If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible ☐ If flood is due to burst pipes etc, turn off the water at the mains if possible
After a flood	☐ Flood dangers do not end when the water begins to recede. Continue to listen to communication channels and don't return until authorities indicate it is safe to do so.
	☐ Get medical care if necessary. Contaminated water can cause infection.
	☐ Stay away from damaged areas. Your presence might hamper rescue and other emergency service operations.
	☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required). Remain in close contact with the chairperson of the BOG when possible.

Pandemic/Epidemic

It is important that your ECE/School takes steps **now** to protect staff, students or children from future **pandemics** (global disease events such as influenza) or **epidemics** (local disease events such as, measles, hepatitis, tuberculosis, norovirus, whooping cough etc).

The **Ministry of Health** leads the Government's response to a pandemic. It is the responsibility of other agencies to plan for and respond to a pandemic in their respective sectors and settings, based on the direction set out by the Ministry of Health. At all times updates and latest information should be accessed from the Ministry of Health.

Pandemics by their nature are unpredictable in terms of timing, severity and the population groups that are most affected. Planning for an infectious disease outbreak is as important as planning for other emergencies.

	Pre-response and Response actions (as appropriate)
	Planning
	☐ Recommend annual vaccinations for staff
	☐ Consider having a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash,
	☐ Develop a communications plan for staff, students, families and other interested members of the community.
	☐ Identify an appropriate space to be used as an isolation area
	☐ Know who your local Medical Officer of Health is and maintain regular contact. – 03 520 9914
	Response – when a pandemic has been advised or declared
	☐ Notices at all entry points, advising staff, whānau and visitors not to enter if they display influenza symptoms.
	☐ Children must be kept at home if unwell until cleared by a medical professional, or until the quarantine period is over.
	☐ Regularly check for updates on the Ministry of Health website (Ministry of Health NZ). Be guided by the advice given.
	☐ Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing . Share these with whānau.
	☐ Consider social distancing strategies. Information on this is available from the Ministry of Health .
	☐ Consider implementing an enhanced cleaning routine of touch points and common spaces as a precaution.
	☐ Establish an isolation area –Staffroom. Child or adult should be isolated and immediately collected. Collection can be made from the staffroom external door, minimising transmission through the centre. Parent or caregiver should contact a medical professional.

☐ Liaise with your local Medical Officer of Health (MOoH)
--

Protection measures for general work and when pandemic strikes

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Health and safety policies	Every organisation, all the time
Social distancing	Everyone, where practical
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with children or adults
Disposable surgical mask	When caring for the sick
PPE- Personal protective equipment	When exposed to any bodily fluids.

Staff, children and whānau will be informed of the importance of hand hygiene and cleaning at all times, but especially during a pandemic. This will be via newsletter, notice boards and social media.

CLEANING PRACTICES DURING A PANDEMIC

- During a pandemic cleaning will be more thorough. Influenza can live up to 2 days on hard surfaces.
- Alcohol and chlorine inactivate the viruses. Surfaces will be cleaned with a neutral detergent followed by a disinfectant solution.
- Usual hygiene practices will be elevated in a pandemic to a higher level than usual.
- Staff and children must not share cups, dishes and cutlery.
- All utensils and dinnerware must be washed in hot soapy water, ideally in a dishwasher.
- Books may need to be removed from the book corner to limit the spread of infection.
- Puzzles, blocks, dress ups, family play equipment and construction sets should be washed daily.
- Playdough, messy play and clay will not be used.
- Sand and water play will only be used where it is practical to let each child play with it alone.
- Communal equipment such as computers, telephones and photocopiers must be wiped down after each use and cleaned daily.
- When a person with suspected influenza is identified, their work area/office, along with any other known places they have been, will be thoroughly cleaned and disinfected.
- Cleaners to be informed there is an outbreak so extra care can be taken.

SOCIAL DISTANCING

When the centre is still operating or expected to remain open, the centre will work to raise awareness of the importance of social distancing. This is not an easy thing to do in an early childhood setting.

- Contact with others in the setting will be minimised.
- There will be no planned events involving large gatherings, e.g. family social events.
- No excursions outside the centre will be organised during this time.
- Any unnecessary travel will be avoided and non essential meetings/PLD will be cancelled.
- We will set up systems where families/staff can request information via email.

CONTACT MANAGEMENT

- Identify contacts (once person is suspected to be infected).
- Advise contacts that they have been in contact with a person suspected of having influenza.
- Ask contacts to go home and stay at home until advised otherwise.

RETURNING TO THE CENTRE

- Inform and advise child/adult on how long to stay away (following MOH guidelines)
- Ensure cover arrangements are sufficient for staff if they are unwell.
- Check on the child/adult while they are unwell.
- Ensure that the child/adult is well before they return.

Chemical spill/Gas leak

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas.

	Response actions (as appropriate)
Become aware of chemical spill/Gas Leak	☐ Move all people in the vicinity to a safe area. Consider: • evacuation of ECE if required and safe to do so • Alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units.
	☐ If required, contact emergency services on 111
	☐ Give appropriate first aid to anyone in contact with the spill
	☐ Notify the Senior Teacher and BOG chairperson
	☐ Rescue any person in immediate danger but only if safe to do so
	☐ In cases of a gas leak Do not: • operate any electrical switches, including lights or alarms • use cell phone in area where leak is occurring – even if outside of building • allow anyone to smoke, or vape within the vicinity
	☐ Warn others in the immediate area i.e. St Marys School, Parish
	☐ Consideration may have to be given to how students will be able to leave the centre after finishing time if the spill has not been made safe by then.
	☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Dealing with a suspicious letter or package

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package.

	Response actions (as appropriate)
In general	☐ Note the location of the package and a description of it (markings etc).
	☐ Do not touch, shake or attempt to move the package.
	☐ Check with the addressee to see if they are expecting the package
	☐ Isolate the item.
	☐ Call the police (111) and advise them of the circumstances, the description of the package and its location.
	☐ As appropriate, position staff at a safe distance to direct people away from the area where package/letter is.
	☐ Consider evacuating the area or the centre (Take police advice)
If you open a letter/package and discover powder:	☐ Put on gloves and place opened letter/package in a plastic bag
	☐ If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water
	☐ If contents spilled • Do not clean up or wipe spilt contents • Avoid breathing the powder or spores • Clear all people from the area and isolate the area (close doors & prevent access) • Switch off air conditioning • Wash hands with soap and hot water.
	☐ If contents are spilt on clothing • Select a room for changing • Remove clothing and place in plastic bag • Shower with soap and hot water • Change into other clothes.

Trespasser on the school grounds

Only follow this process if it is clear that the trespasser does not come under the category of Violent Intruder (see following page).

Trespassing is where a person enters an ECE and either:

- Has been requested to leave, or
- their behaviour is such that the ECE would not give permission for them to be there.

Incident type	Response actions (as appropriate)
You become aware of a person on the ECE grounds that does not have permission to be there.	☐ Assess the nature of the trespasser: non-threatening or aggressive (if aggressive – follow the violent intruder process, next page).
	☐ If appropriate, greet the trespasser, advise them who you are, and ask them why they are there. Whenever possible, ensure that you have a colleague with you.
	☐ If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with.
Become aware that there is a trespasser on the property.	☐ If the reason for the visit is not legitimate, explain that they have to leave the premises.
	☐ Notify the Senior Teacher or other staff member of the description, location and activity of the trespasser.
	☐ Ensure the children and staff are safe and the classrooms are kept secure.
	<i>If the person leaves when requested they are no longer considered a trespasser.</i>
If the trespasser refuses to leave when requested	☐ Explain that staff will have to call the police.
	☐ If the trespasser still refuses to leave ask colleague to call the police.
	☐ If it is safe, stay with the trespasser until the police arrive.
	☐ If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive).
	☐ When police arrive update them on the situation.
Follow-up actions	☐ Ensure the incident is documented and filed (including providing a report to police).
	☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).
	☐ Consider: • debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments. • debriefing students if the incident was a public one to prevent rumours and speculation.

Note: There is no authority under the Trespass Act 1980 for the occupier to physically eject the person from the premises. If a trespasser refuses to leave when requested, he or she should be told that the police will be called. The police have the option to arrest and charge the person with an offence, however they will assess each incident and take what they think is appropriate action.

As well as the process under the Trespass Act, the Education Act 1989, section 139C makes it an offence to intentionally insult, abuse, or intimidate a teacher or other member of staff on school premises.

Lockdown Procedure

This checklist provides a very basic guide to managing a threat directed at St Mary's Preschool. This will generally be if there is an active armed offender incident in the community or if there is a threat on the preschool, St Mary's School, Star Of The Sea Parish grounds, or on instructions from the NZ Police.

The aftermath of a Lockdown incident will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff and pupils, concerned parents, disruption to your ECE and media interest.

	Response actions (as appropriate)
	☐ The Senior Teacher or person responsible will manage the Lockdown procedure
	☐ Families will be notified via text message from the preschool emergency phone that we are in a Lockdown situation and will be asked to stay away from the preschool until advised otherwise
	☐ As the lockdown may go on for several hours, access to (or taking with you) the Civil Defence Kit, especially first aid kit, water and food is vital
	☐ Another emergency kit (or checklist to remember) including other items needed such as device chargers, nappies, wipes, bottles, medication and bedding should be easily accessible also.
	☐ Lockdown drill will be done every 3 months to ensure all staff are familiar with the lockdown procedure
Lockdown procedure	• If threat is not in the immediate preschool/parish grounds, the Senior Teacher will declare lockdown by shouting LOCKDOWN. • If the threat is directed at preschool, school or the parish community, the Senior Teacher will declare lockdown by calmly and discreetly alerting teachers verbally where possible, or by using a crossed arm action. • Staff will quickly and calmly remove children, and all other people from the outdoor play spaces/hallways and toilets and bring them to the designated lockdown spaces. • Close all windows and external doors • Close blinds • Turn off lights/music/anything making sound • Lock internal doors or barricade with furniture • Ensure everyone remains low to the ground and away from any windows • Ensure everyone remains as quiet as possible • Perform a roll call using a centre device with the student management system Juniorlogs ensure everyone is present and accounted for • Once lockdown has been determined, no one is to enter or exit the premises until the all clear has been given • No one is to answer the door under any circumstances until the all clear has been given • Once everyone is safely in the designated safe spaces, if St Mary's Preschool has declared the lockdown, police must be informed of the situation – Call 111

Following the incident	☐ The Trauma Incident Teams will provide support (see contact list for phone number).
	☐ Liaise with the media
	☐ Consider whether to temporarily close, or continue operating. (The Trauma Incident Teams will provide guidance on suitable responses)
	☐ Continue to monitor the wellbeing of students and staff

For detailed resources on traumatic incidents, please visit:

www.education.govt.nz/school/student-support/emergencies

Shelter in Place Procedure

To ensure all children, teachers, other staff, parents and any whānau are kept safe from harm, calm and cared for in the event that St Mary's Preschool declares themselves to Shelter in Place (SiP) or we are required to SiP (possibly referred to as Lockdown) by New Zealand Police or the Ministry of Education.

	Response actions (as appropriate)
Reasons for lockdown	• Severe weather/storms • Extreme smoke from fire • Dangerous animals/insects • Unidentified external substance
	☐ Shelter in Place would be used any time a threat is present that requires the children and any other person at the service to be contained and protected inside or in a safe location away from the service
	☐ The Senior Teacher or person responsible will manage the SiP procedure
	☐ Families will be notified via text message from the preschool emergency phone that we are in a Shelter in Place situation and will be asked to stay away from the preschool until advised otherwise
	☐ As the SiP may go on for several hours, access to (or taking with you) the Civil Defence Kit, especially children's medications, first aid kit, water and food is vital
	☐ Another emergency kit (or checklist to remember) including other items needed such as device chargers, nappies, wipes, bottles and bedding should be easily accessible also.
	☐ Drills must be done every 3 months to ensure all staff and children are familiar with the SiP procedure
Shelter in Place procedure	• Sound the whistle and shout SHELTER IN PLACE and quickly and calmly remove children, and all other people from the outdoor play spaces/hallways and toilets and bring them to the designated Shelter in Place space – this may be the general classroom area • Close all windows and external doors • Perform a roll call using a centre device with the student management system Juniorlogs ensure everyone is present and accounted for • Once SiP has been determined, no one is to enter or exit the premises until the all clear has been given (by either the Senior Teacher/Person Responsible who directed the lockdown, or by the NZ Police) • No one is to answer the door under any circumstances until the directive of SiP has been lifted • Once everyone is safely in the designated safe spaces, if St Mary's Preschool has declared themselves as sheltering in place, normal

	activities may resume as much as possible, with entries and exits restricted. • Everyone must remain in the safe location until the ALL CLEAR directive is given.
Following the incident	The aftermath of a Shelter in Place situation will require careful management as even in the “best case” scenario of no one being injured there may be traumatised staff and children, concerned parents, disruption to St Mary’s Preschool and media interest • The Ministry provided Trauma Incident Teams will provide support • Chairperson of the Board of Governors to liaise with the media if necessary. Employees are not to communicate with media • Senior Teacher and the BOG Chairperson will decide whether to temporarily close or continue operating. The Trauma Incident Teams will provide guidance on suitable response • Teachers, parents/caregivers are encouraged to talk away from children so as to not project their fear, worry etc onto children • Ensure the continued monitoring of the wellbeing of all children, their families and teachers, providing appropriate support. • All teachers and other staff offered leave, counselling and support • For further information on helping children through trauma: www.education.govt.nz/school/student-support/emergencies Regulations Requirements That Guide This Policy: Reg. 45 & 46 ECE 2008 Licensing Criteria That Guide This Policy: HS104, HS105

Serious injury or death

All ECE services and schools need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, young person, staff member or family/whānau member has the potential to create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation of an ECE service or a school and their community. In an emergency, the required ratio of first aid qualified adults may be temporarily reduced to 1:50 for the duration of that situation. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

	Response actions (as appropriate)
Death / serious injury occurs at school or ECE	☐ Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc)
	☐ Do not assume death has occurred – give immediate first aid
	☐ Call emergency services
	☐ Notify Senior Teacher; isolate and contain the area.
Action after medical personnel have taken over	☐ Senior Teacher to advise (as soon as possible): • ECE / school management team and staff • board and chair
	☐ Consider accompanying police to advise parents.
	☐ Advise the Ministry of Education Trauma Incident Team on 0800 84 83 26. This team will help guide you on managing the response (including how to advise students, arrange counselling etc)
	☐ Complete incident form with all known details
	☐ Ensure the designated media person for the preschool is fully briefed

Death/serious injury occurs outside ECE hours	☐ Whoever receives notification makes Senior Teacher aware.
	☐ Senior Teacher to notify Chairperson of the Board of Governors
	☐ Senior Teacher or Office Manager to notify family on the appropriate channels
	☐ Staff and Board of Governors to decide appropriate course of action in regards to contacting the affected family. A Preschool representative will visit the family.
	☐ Staff to attend funeral. The centre will close out of the respect for the family
	☐ Staff will be sensitive to the family in relation to the funeral, e.g. liaise between family and Preschool

Suggestions for dealing with the grief during session

- Set up a memorial table
- Allow the children to talk, share, express freely
- Employ extra staff to free up permanent teachers, so they can listen to children and parents, and answer questions
- Child to be remembered during prayer time for as long as children wish
- Be flexible and allow circumstances to guide decisions and actions
- Maintain a balance between sadness and Christian hope

Memorialising

- Teachers to discuss meaningful memorial to the child
- Preschool families to be invited to a memorial celebration out of normal Preschool session times

Online resources

Visit the Ministry of Education website to assist in managing this type of response in ECE services:

www.education.govt.nz/school/student-support/emergencies

Traumatic Incident Team

Contact the Ministry of Education Traumatic Incident team on 0800-TI TEAM / 0800 84 83 26

Missing child or student

All instances of a child or student going missing from a school or ECE centre have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts.

There can be many reasons and associated dangers for a missing child or student including:

- the proximity of dangerous hazards to the ECE
- the possibility of an abduction
- the possibility that the child or student has been picked up by a parent or caregiver
- the child or student has decided to leave school for the day
- the child or student has felt unwell and simply gone home.

Until the child or student has been found or confirmed in a safe location, action must be taken to locate them.

	Response actions (as appropriate)
Information or notification that a child / student is missing	☐ Confirm: • that the person had been present at ECE / school at some time during the day, and if so; • when they were last seen
	☐ Notify Senior Teacher and staff
	☐ Search the preschool.
If child or student is found	☐ If child/student found injured or ill, call for medical assistance if required.
	☐ Notify manager / principal and other searchers.
	☐ Establish what happened and complete incident report
	☐ Arrange for the child / student's parents or caregivers to be advised
If child or student is not found	☐ Notify the police immediately
	☐ Notify the parents / caregivers immediately
	☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).

Appendix -

a) Safety and Emergency Supply list -

Civil Defence kit is maintained bi-annually and accessed via the office area bathroom.

b) Lockdown/Shelter in Place checklist

Civil Defence CHECKLIST

	QTY	MARCH	SEPT
Baked Beans EXP:	4		
Spaghetti EXP:	4		
Can opener	1		
Blankets	4		
Hi vis vest	1		
Torch	2		
Small cooking pot	1		
Butane gas	1		
Butane cooker	1		
D Batteries	1 PK		
Roll of cord	1		
Toilet rolls	2		
Baby wipes (pack) EXP:	1		
Dessert bowls	50		
Knives	20		
Spoons	40		
Forks	50		
Stainless steel bowl	1		
Nappy pants	1PK		

Civil Defence CHECKLIST

		QTY	MARCH	SEPT
Hand sanitiser EXP:		1BTL		
Whistle		1		
Santiary pads		1		
Tampons		4		
Black bin liners		1 ROLL		
Plastic drop sheet		1		
St Mary's Preschool Keys		1		
Duct tape		1		

Civil Defence CHECKLIST

		QTY	MARCH	SEPT
Fruit Salad EXP:		1		
Spaghetti EXP:		3 BIG		
Baked Beans EXP:		4 SML		
Torch		1		
Rice Crackers		3		
Super Wines		2		
High vis vest		2		
Emergency Blanket		3		
Plastic Cups		50		
Toilet Rolls		3		
Roll of cord		1		
Throw blankets		4		
Blue tarpaulin		1		
Radio		1		
Radio batteries		2		
Baby wipes		1 PK		
Gloves		1 BX		
Tissues		1 BX		

Lockdown/Shelter In Place (SiP) Checklist	✓ Or NA
Initiated lockdown/SiP (either directed by NZ Police/emergency services, or initiated by St Mary's Preschool or School)	
Is everyone inside and accounted for on the sign in sheet?	
Has someone notified Police or other emergency services (if required)	
Have we informed our parent/caregiver community of the situation, and to stay away until advised otherwise?	
Have we notified groups/individuals currently off-site we are in lockdown/SiP (and to stay away until advised otherwise?) eg, staff who may be on lunch, parish	
Have we advised the Ministry of Education (Te Mahau) local office (if required)?	
Have we established direct communication with emergency services/NZ Police (or MoE where Police have asked them to direct schools and services to lockdown) to get updates about the event?	
Have we checked our Emergency Management Plan?	
Can we safely move down from lockdown to SiP using up to date information from Police/emergency services/other? (If the emergency event is not directly targeted at the school/service, shelter in place is recommended.)	
Is there safe access to the necessary toileting facilities, first aid, food and water supplies if required?	
Are we updating our caregivers regularly?	
Have we initiated our reunification process and notified parents and caregivers about where and when they can collect their child? OR Have we advised that the lockdown/SiP has ended and we are resuming with our usual activities until the normal end of day?	

Lockdown/SiP Checklist - April 2023