

Pokeno Explorers Ltd

t/a Urban Explorers

Emergency Management information for Parents and Caregivers

Reviewed: December 2023



Key risks for our school / early learning service	In addition to planning for events such as fires, flood, earthquakes, lockdowns, and pandemics.
Incident Management Team	Each week by phone communication the centre manager and owners address any emergency management needs as they arise. Plans if any are then communicated to the Lead teachers and then the community of learners.
Preparing for and practising our plan	<p>We prepare for any possible emergency by completing the following processes:</p> <ul style="list-style-type: none">• Directors Meeting standing agenda items.• staff meetings• staff induction processes• any training undertaken by Incident Management Team such as the online ITF (Integrated Training Framework) Foundation course through <u>Civil Defence</u>• how you engage with children and students e.g., through in class discussion and fire, earthquake drills• first aid training for permanent staff• Drills are undertaken each term in January, April, July, and September.
Emergency kit	<p>Our emergency response kit and equipment which includes the following terms:</p> <ul style="list-style-type: none"><input type="checkbox"/> Water approx. 100 liters' (enough for each child and staff member, suggest 1.5litres per child)<input type="checkbox"/> Water Purification Tablet<input type="checkbox"/> Nappies (also found in bathrooms)<input type="checkbox"/> Wet Wipes (also found in bathrooms)<input type="checkbox"/> Small Gas burner and gas<input type="checkbox"/> Torches and spare batteries (2 Head Torches)<input type="checkbox"/> Whistles<input type="checkbox"/> Portable Radios and batteries<input type="checkbox"/> Cellphone charger<input type="checkbox"/> Woollen Blankets (Resource Room)<input type="checkbox"/> Emergency Blankets<input type="checkbox"/> Tarpulins (shelter)<input type="checkbox"/> Rope<input type="checkbox"/> Buckets (in laundry)<input type="checkbox"/> Duct Tape x 3 rolls (windows in storms and general use)<input type="checkbox"/> Disposable Gloves (more in laundry and bathrooms)<input type="checkbox"/> Leather Gloves x 2pr<input type="checkbox"/> Earplugs x 2 pkts<input type="checkbox"/> Dust Masks disposable<input type="checkbox"/> Safety Goggles x 2<input type="checkbox"/> Safety Helmet<input type="checkbox"/> Safety Vest<input type="checkbox"/> Tin opener

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Next Review Date: December 2024 Unless critical information change arises.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Utility Knife <input type="checkbox"/> Large Plastic Bags (sanitation, more in laundry) <input type="checkbox"/> Toilet Paper (more in laundry and bathrooms) <input type="checkbox"/> Hand Sanitiser x 3 500ml <input type="checkbox"/> Boxes of Tissues (more in laundry) <input type="checkbox"/> Scissors <input type="checkbox"/> First Aid Kits (stored in big bathroom, excursion backpack) <input type="checkbox"/> Personal Hygiene items and feminine supplies <input type="checkbox"/> Medications (stored in kitchen, individual medical plans in medication folders) <input type="checkbox"/> Matches in waterproof container <input type="checkbox"/> Pens, Pencils and Paper <input type="checkbox"/> Games/Activities for children (found throughout centre) <p>PAPERWORK</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Plan <input type="checkbox"/> Copies of Child contact and emergency contact details (Children and Staff located at front desk) <input type="checkbox"/> Children Release Forms <input type="checkbox"/> Keys to building (each staff member has) <p>FOOD (non perishable) CONFIRM WITH KITCHEN WE HAVE 3 DAYS SUPPLIES OF FOOD INCL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Baby Formula - 1 large tin <input type="checkbox"/> Babyfood tins (in kitchen) <p>In an emergency such as a shelter in place event or lockdown, we will be taking shelter in our central Keas classroom.</p>
Reviewing the plan	All Emergency Procedure and Plans are reviewed each year in December or as required when advised by the Ministry of Education or Local Civil Defence or local emergency services. plans may also be reviewed after drills to assess effectiveness.
Communication in an emergency	Alerts and messages will be communicated with parents and caregivers in an emergency in the following ways: <ul style="list-style-type: none"> • Text • Storypark Community Post • Email • Facebook
Authorised persons to uplift your child	Children will only be released to people already approved by the parent/caregiver as noted on the Child’s enrolment form. 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 signed in full.
Evacuations	Our Evacuation Assembly Point is in the centre carpark , see Figure 1 Map below.

If it is not safe to assemble there (eg flooding) we will move the children safely to **Pokeno School** and assemble under the covered play area, see figure 2.

Figure 1:

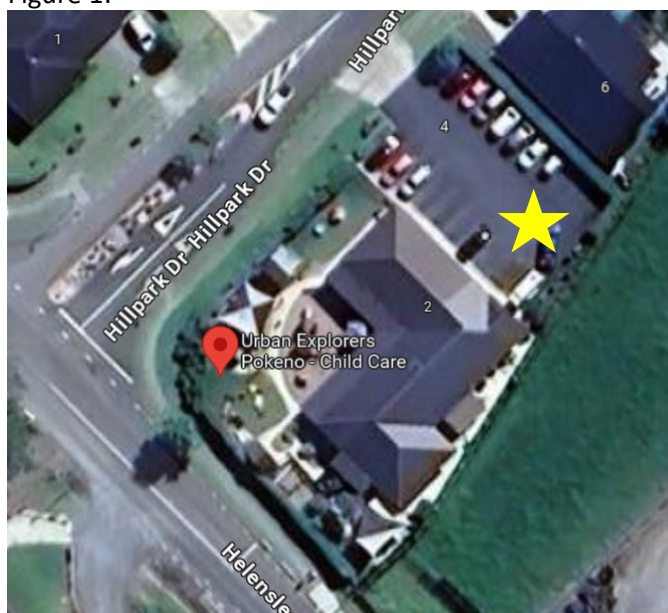


Figure 2:



Shelter in place and lockdown

If a Shelter in Place lockdown is needed for tamariki safety, we will: Assemble all children in the central Keas Classroom.

	<ul style="list-style-type: none"> • <i>Our first step is to bring everyone inside, with the exception of emergency services, we won't be letting anyone into the service once we have shut our doors and lock our doors.</i> • <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> • <i>We will continue to provide the very best care we can to keep your child as safe as possible.</i> • <i>If needed and when it is safe to do so, we will ask you to come and collect your child.</i> • <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>
Reunification process	<p>Our reunification process following an emergency event or emergency closure is to contact our under 2s Fantails whanau first then Keas and then preschool.</p> <p>An emergency response a safety check list is completed to ensure the centre is safe to reopen to our community.</p>
Supporting children after an emergency event	<ul style="list-style-type: none"> • We will provide your child with age-appropriate information about the event to support them to process what has occurred. • We will 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 us:

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