



Te Whare Kohungahunga o UC Early Childhood Learning Centre Emergency Management plan

LAST REVIEWED
[17.1.25]

NEXT REVIEW DUE
[17.1.26]

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FILE LOCATION(S)
[Teams/General]

Key contact information for this plan

School / early learning service contact details

Address (physical)	116 Ilam Road
Phone	(03) 369 5100
Email	earlychildhood@canterbury.ac.nz
Website	https://www.canterbury.ac.nz/earlychildhood/

Incident Management Team leads / Key emergency contacts

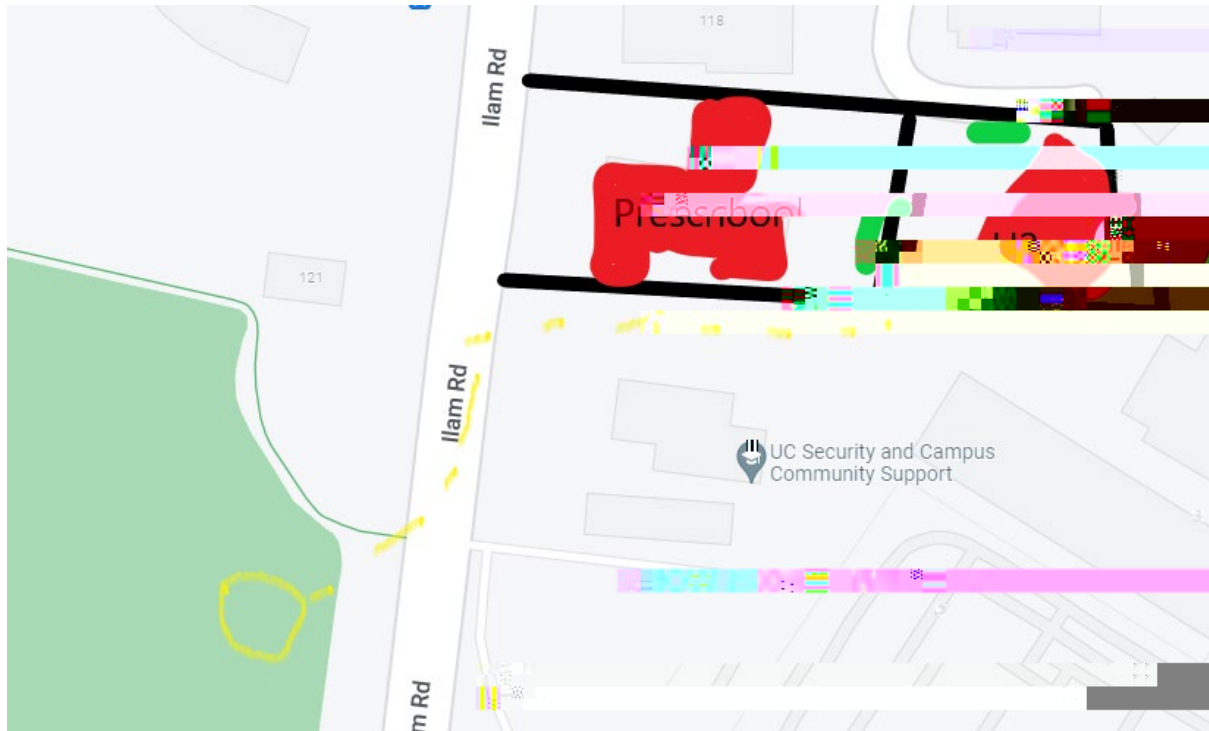
Name	Viv Matthews	Name	Amanda Derry
Position / Role	Head Teacher	Position / Role	HR supervisor (UC)
Phone	0273736039	Phone	93234
Email			

Introduction

This plan outlines how ECLC | Te Whare Kohungahunga o UC will plan for and respond to an emergency event.

Basic emergency response process

Site map



Key: **Yellow lines**: Walking from the centre to the evacuation site on Ilam fields

Green areas: The evacuation site for the two areas (preschool and U2)

Red buildings: The shape of the buildings we are in, see evacuation plans for each room

Calendar - planned drills and other training

Activity	Term 1	9	Term 2	9	Term 3	9	Term 4	9
Fire Drill								
Earthquake Drill								
Lockdowndrill								
Other drill								
Accident analysis	Heidi		Derta		Paul		May	
Staff refresher training	As needed		As needed		As needed		As needed	
Parent and caregiver updates and reminders	Newsletter		Newsletter		Newsletter		Newsletter	

Communications plan – parents, caregivers and others

The head teacher and administrator will communicate to parents in an Emergency event. Depending on the event, we will call or email parents to inform them. If the event is such that parents are required to collect their child/ren, the administrator, head teacher and both team leaders will call parents.

If the event is such that we require children to be collected, we must also inform UC security staff for support. If the event means a closure for the centre, the head teacher will also inform Ministry of Education.

Prior to an emergency, the team will communicate with parents about our emergency procedures. Each quarter (term) we will inform parents through our newsletter about our emergency plans. Each quarter (term) the team will remind parents to develop emergency plans of their own at home.

Planning

Our proactive communications will include:

- x A beginning of year information pack / newsletter sent to all parents and caregivers
- x Updating and sending our 'Emergency Management Information for parents and caregivers' out each term, including a reminder to update their emergency contact information (who is approved to uplift their child)
- x Information night at the start of the year
- x Summary of practice drills undertaken
- x M

Emergency services

Police, Fire, Ambulance	111 105 for Police, if needing non-urgent assistance
Security UC	Phone: 0800 823 637
National Poison centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
UC Campus health centre	Name: Heath centre Address (physical): 90 Ilam Road Phone: 369 4444

After Hours

Evacuation areas

Fire Evacuation Plan

Fire

Response actions (as appropriate)

Earthquake

REMEMBER LONG OR STRONG, GET GONE

Response actions (as appropriate)

During an
earthquake

If indoors:

- x 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. Teachers to

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.

Volcanic eruption and ashfall

Response actions (as appropriate)	
When volcano threatens	Listen to radio or TV for advice and information.
	Contact the local Civil Defence Group for advice on the volcanic hazards that could affect the school / early learning service during an eruption.
	Check that staff know what to do. Revise with students / children.
Large eruption	Evacuation: If the school or early learning service is in the path of potential lava flows, pyroclastic flows, surges or lahars be prepared to evacuate when asked to by controlling authorities (i.e. police, civil defence etc).

Ash Fall

Ensure that everyone on-site stay indoors. Have dust masks available.

Close windows and doors. In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the school / early learning service buildings.

Turn off air-conditioning units and any other equipment that draws in or blows air.

Protective clothing (especially if working in the ash fall) should be worn by anyone who has to work outside in an emergency and goggles used to protect the eyes.

Volcanic ash is very abrasive and can irritate the eyes, nose and throat. It can also damage machinery and equipment.

Pandemic

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.

Pre-response and Response actions (as appropriate)	
Planning	<p>Recommend / fund annual vaccinations for staff.</p> <p>Have a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash.</p> <p>Develop a communications plan for staff, students, children, families and other interested members of the community.</p> <p>Identify an appropriate space to be used as an isolation area.</p> <p>Know who the local Medical Officer of Health is and maintain regular contact.</p>
Response when a pandemic has been advised or declared	<p>Regularly check for updates on the Ministry of Health website (</p>

Chemical spill

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 Move all people in the vicinity to a safe area. Consider:

- x Shelter in place – move / stay indoors and seal doors, windows, other openings and switch off any air intake units
- x Evacuation of entire school / early learning service if required and safe to do so.

If required, contact emergency services on 111

Give appropriate first aid to anyone in contact with the spill.

Notify the manager or person in charge / principal and staff.

Consideration may have to be given to how children and students will be able to leave the early learning service /

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 Ci 3(e)0.9 (..7 (a)-1 ((e)0.9 (5g)2.4 (e)0.9 1.3 (u)-f)2.7 ()0.5 (a)3.5 ()0.1 (g.7 ()0.5 (a)3.5 ()0sWE

Voice – loud, soft etc:		
Speech – fast, slow etc:		
Diction – clear, muffled etc		
Manner, calm, emotional etc:		
Did you recognise the voice?		†Yes †No
If so who do you think it was?		
Was the caller familiar with the area?		†Yes †No
Threat Language	Background noises	Call taken
† Well spoken	† Street noise	Date: __/__/____
† Incoherent	† House noise	Time:
† Irrational	† Aircraft	Length of call:
† Taped	† Voices	Number called:
† Message read by caller	† Music	
† Abusive	† Machinery	
† Other:	† Vehicle	
	† Other:	
Details of person taking the call		
Name		
Phone number		
Signature _____		Date __/__/____

This checklist for bomb threats should be kept by the phone. Staff who would normally answer the phone should be briefed on the questionnaire to ensure some familiarity with it. A pre-printed version of the check list is available from police and may be preferred over this list for convenience.

