(Otago Polytechnic Childcare Centre)

Emergency Management Plan

LAST REVIEWED
January 2026

NEXT REVIEW DUE
January 2027

FILE LOCATION(S)
Hard copy of plan at the entrance of the building also located in the emergency grab and go kits.

Key Contact Information for this Plan

Early Learning Service Contact Details

Address (physical)	**114 Forth Street**
Phone	03 4796169
Email	childcare@op.ac.nz

Incident Management Team leads / Key Emergency contacts.

Otago Polytechnic CIMT – txt 4177 for support

Name	**Myone Raynbird**	**Name**	**Tanya McVicker**
Position / Role	Centre Manager	**Position / Role**	Operations -Coordinator
Phone	021885928	**Phone**	
Email	mraynbird@op.ac.nz	**Email**	childcare@op.ac.nz
Name	Jodi Parnel	**Name**	Kiri Knox
Position / Role	Kaiako- H&S Rep	**Position / Role**	Kaiako
Phone		**Phone**	
Email	Jodi.Parnell@op.ac.nz	**Email**	kknox@op.ac.nz

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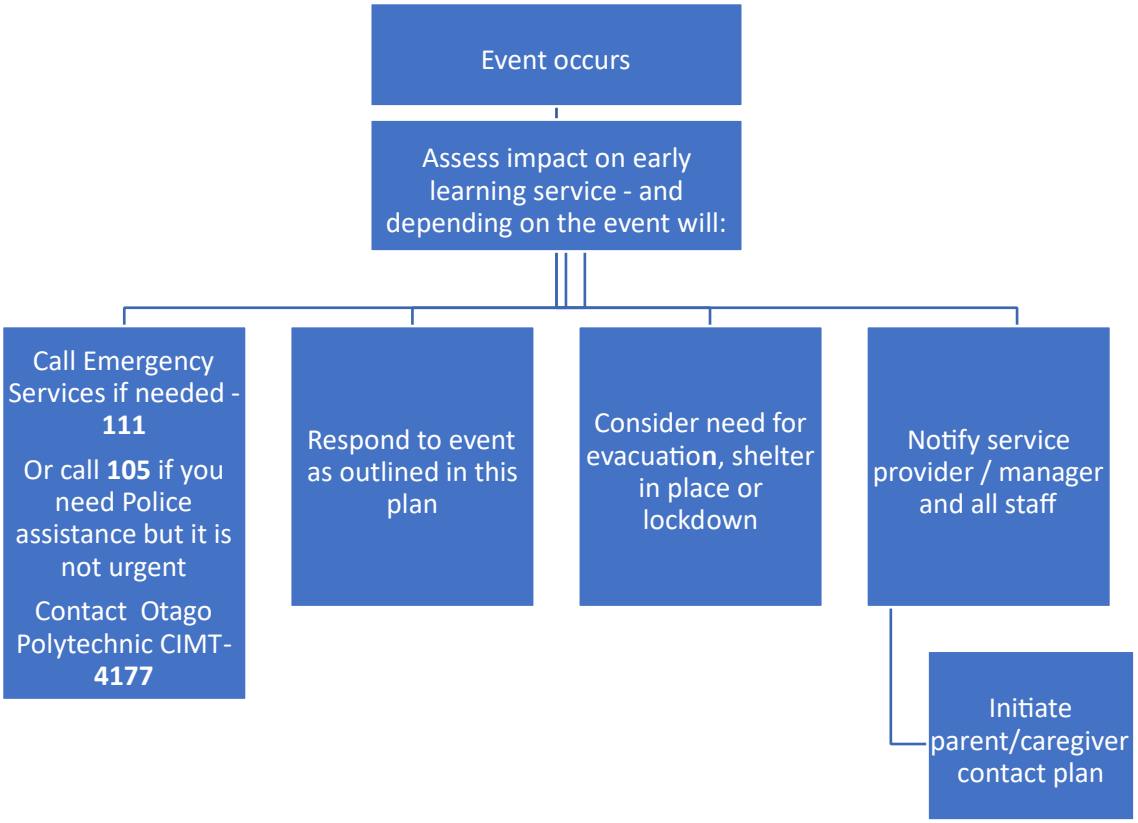
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Introduction

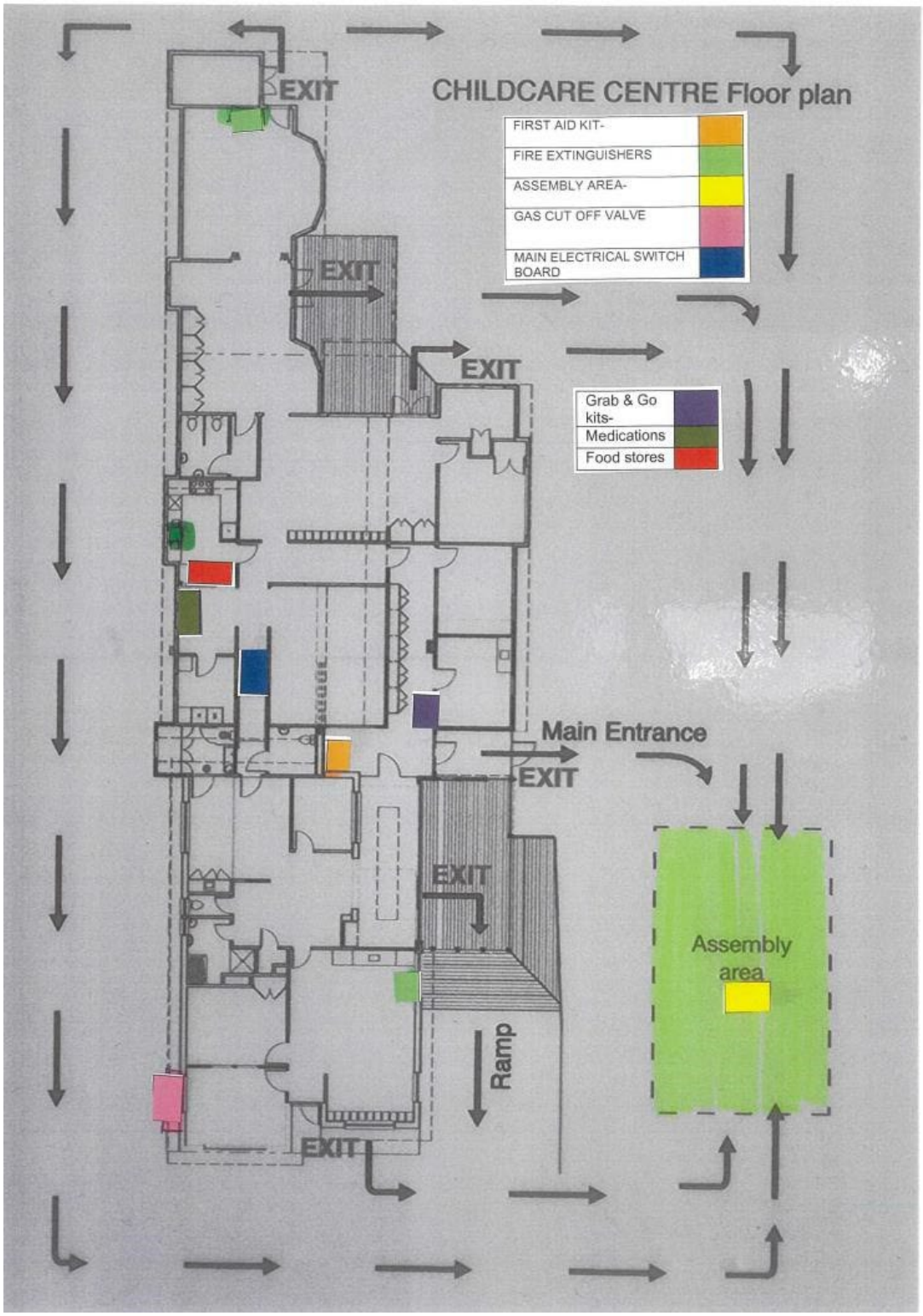
This plan outlines how **OPCC -Otago Polytechnic** will plan for and respond to an emergency event.

Basic Emergency Response Process

While every event is unique, there are some basic steps we will follow when responding to an emergency, as outlined below:



Site Map


CHILDCARE CENTRE Floor plan
FIRST AID KIT-
FIRE EXTINGUISHERS
ASSEMBLY AREA-
GAS CUT OFF VALVE
MAIN ELECTRICAL SWITCH BOARD
Grab & Go kits-
Medications
Food stores
EXIT
EXIT
EXIT
Main Entrance
EXIT
EXIT
EXIT
Ramp
Assembly area

Calendar - Planned Drills and Other Training Example

Note – Adults providing education and care are familiar with relevant emergency drills and carry out each type of drill with children on an, at least, **three-monthly basis.**

Activity	**March 2026**	✓	**May 2026**	✓	**August 2026**	✓	**Nov 2026**	✓
Fire Drill	Tuesday 3rd	✓	Tuesday 26th	✓	Tuesday 18th	✓	Tuesday 10th	✓
Earthquake Drill	Tuesday 3rd	✓	Tuesday 26th	✓	Tuesday 18th	✓	Tuesday 10th	✓
Shelter in place/ Lock down	Tuesday 3rd	✓	Tuesday 26th	✓	Tuesday 18th	✓	Tuesday 10th	✓
Fire Warden Training	Full team (online training unit)				.			
Parent and caregiver updates and reminders	Emails to be sent out reminding parents of Drill- process		Emails to be sent out reminding parents of Drill- process		Emails to be sent out reminding parents of Drill- process		Emails to be sent out reminding parents of Drill- process	

Our Role in a Civil Defence Emergency

Civil defence preparedness for early learning services generally falls into two categories:

- Ensuring the safety of children and staff at early learning during a civil defence emergency
- **Where appropriate**, helping the wider local community during a civil defence emergency, as part of a response coordinated by the local territorial authority.

Note*: OPCC is not a Nominated relief Centre*- Otago Polytechnic- will offer support to the wider community as an organisation. In the events of any emergencies the following need to be contacted,

Director: Wellbeing and Safety - Phone 021 735 058

OP Critical Incident Management Team - txt 4177 **only**

- Red-Requires help
- Orange - Help appreciated
- Green -OK

Vault: OP Incident reporting. Details of incident to be Vaulted within 48 hours of happenings.

Communications Plan – Parents, Caregivers and Others

Planning - Our proactive communications will include:

- A beginning of year information pack / newsletter will be sent to all parents and caregivers.
- Updating and sending our 'Emergency Management Information for parents and caregivers' out quarterly, including a reminder to update their emergency contact information (who is approved to uplift their child) and
- Reminders on our social media Page-Facebook
- Summary of practice drills undertaken- as well as explanations of what our drill entails
- Meeting at least annually with local emergency services – Otago Polytechnic's Health and safety officers who advise and guide the Polytechnic practice.

Response - Our emergency response communications plan for parents, caregivers and others includes:

- We will advise parents and caregivers in the event of an emergency by text alerts, social media and where possible email correspondence.
- OPCC will advise when the emergency has subsided, and it is safe for whānau to collect their children.
- OPCC has a comprehensive list of up-to-date whānau contacts that will be used to release children in the events of an emergency. If an emergency contact is collecting, we will ask for photographic identification to confirm identity.

External Contact Lists

Where possible include a primary and alternate number. Please add further important numbers as required.

Radio - our local station for emergency information is:

The Hits - 89.4 FM

The Breeze 98.2 FM

Emergency Services

Police, Fire, Ambulance	111 105 for Police, if needing non-urgent assistance
Police (local station)	Phone 03 471 4800 Dunedin Central- Great King
Local Emergency Management Office / group (Civil Defence)	Point of contact: Phone 03 477 4000
National Poison Centre	Urgent line **0800 764 766** Non-urgent 03 479 7284

Essential Agency / Service

Medical Officer of Health (local Public Health Unit)	Te Whatu Ora Health New Zealand Southern Phone +64 3 476 9982
Ministry of Education	Local office: 03 471 5200 Traumatic Incident Team - 0800 TI Team (0800 848 326) Contact Centre - 0800 225 580 National Office - (04) 463 8000
Ministry of Education media advice and assistance	Point of contact Senior Media Advisor, Communications Group Phone 04 463 8000 / After Hours 027 560 5387
Mataara – the emergency contact system operated by the Ministry of Education	8707 – *save this number to your phone contacts list so that when you receive a message, you will know it is from the Ministry of Education. Please note you cannot initiate the message process; you can only respond when you receive a message*. Go to – education.govt.nz for more information about Mataara.
Oranga Tamariki Ministry for Children	0508 326 459

Director: Wellbeing and Safety - Phone 021 735 058

OP Critical Incident Management Team - txt 4177 **only**

- Red-Requires help
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- Green -OK

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Essential Utility

Power company outages Aurora 0800 220 005	**Campus Services** **Phone** 03 474 7290 Email ced@op.ac.nz **Director: Wellbeing and Safety** **Phone** 021 735 058
Gas company	
Electrician	
Builder	
Plumber	

Essential Security

Security	For all of these services- Otago Polytechnic's campus services need to be contacted- **Campus Services**

	Phone 03 474 7290 Email ced@op.ac.nz
Alarm monitoring	Chubb security **System services 24 hours** 080 0800 535
Fire alarm / equipment maintenance	Chubb security System services 24 hours 0800 800 535

Following an Evacuation

Do not return to the early learning service site until given clearance to do so.

Whether the early learning service can continue to operate that day (and in the future) will be determined by:

- The nature of the event
- The safety of the buildings and other facilities including running water, power, heating etc
- Health and wellbeing of staff.

Deciding whether or not to continue operating following an event, rests with the service provider and early learning service manager. Appropriate advice from professionals should be sought if needed. Contact the Ministry of Education if you need support.

Or contact
Director: Wellbeing and Safety - Phone 021 735 058

OP Critical Incident Management Team - txt 4177 **only**

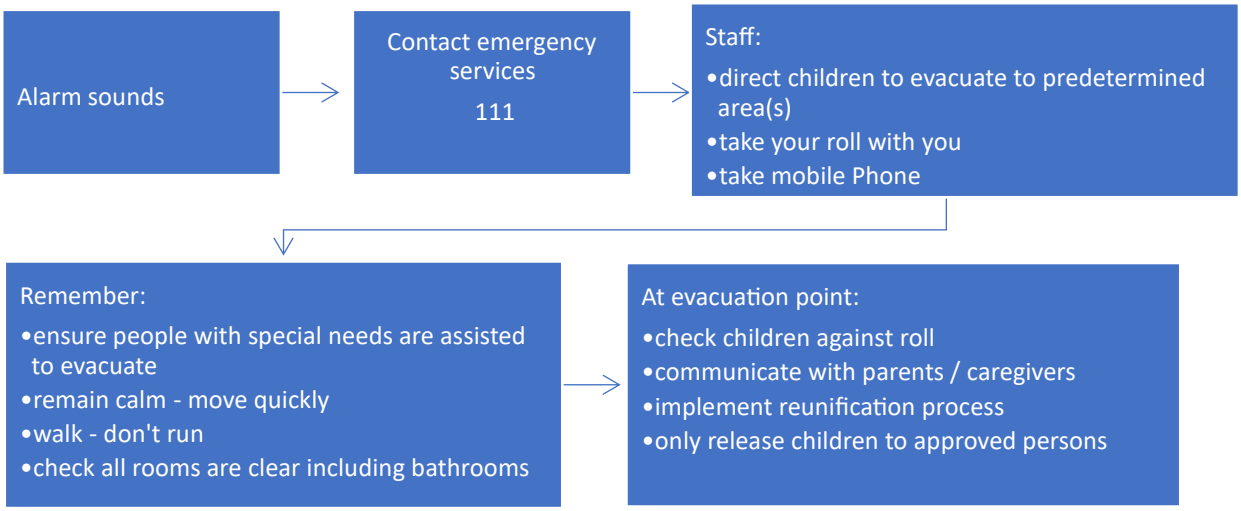
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Evacuation

Evacuation from the early learning service may be required to ensure the safety of staff and children in an emergency event. In all cases, evacuations need to be planned and practiced.

General Evacuation Plan



Specific Events

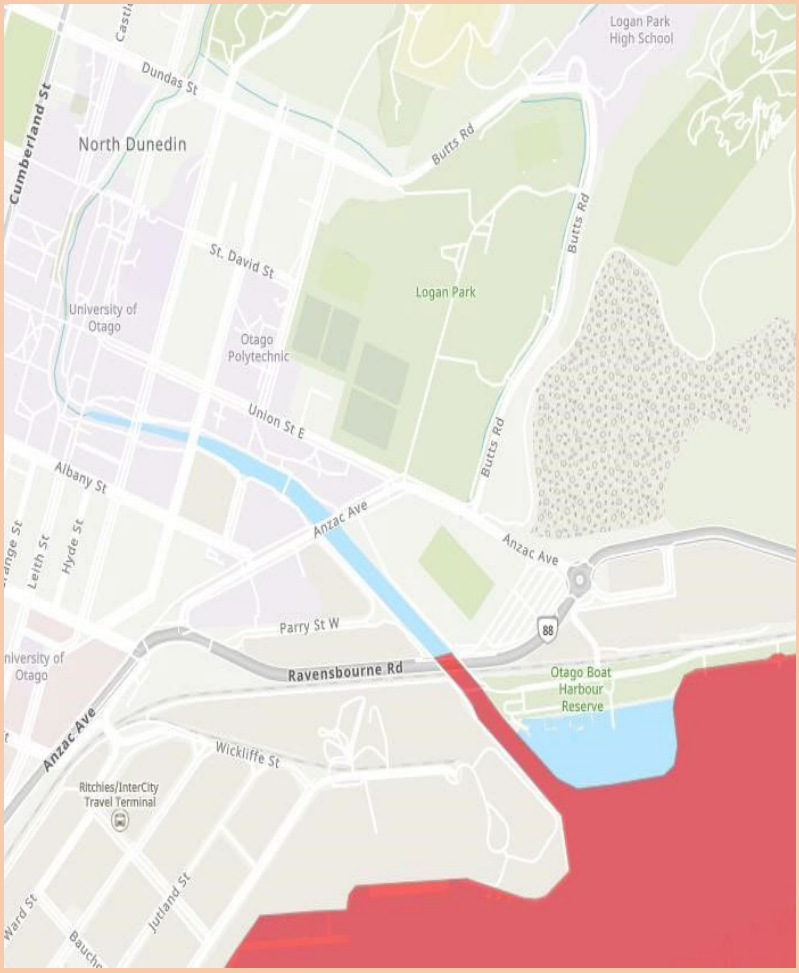
Bomb threat

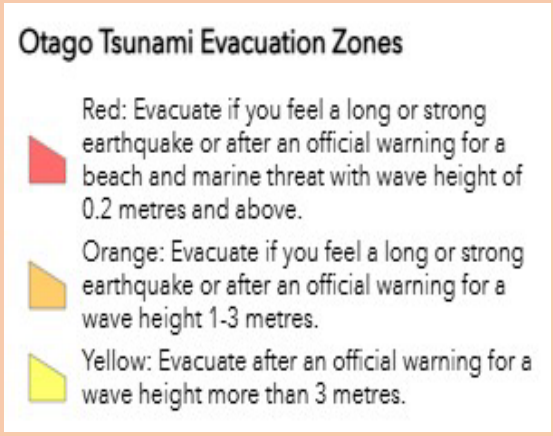
Keep at least 100m from the area where the package was found – this may mean sheltering in the centre, or moving to the assembly point, until further directions are given.

- **Director: Wellbeing and Safety - Phone** 021 735 058
- **Call Police-111**

Tsunami-

Move immediately to the nearest high ground, or as far inland as possible **– this is to be notified and is dependent on the severity of Tsunami**





Evacuation Areas

Fire Evacuation Plan / Point

OPCC Carpark is our assembly point- in the events of an emergency this is coned off to make traffic aware that this is a no entry zone.

Earthquake Evacuation Plan / Point

OPCC Carpark is our assembly point- in the events of an emergency this is coned off to make traffic aware that this is a no entry zone

Tsunami Evacuation Plan / Point

OPCC to stay on site until advised to move to an evacuation point.

Gas/Chemical Evacuation Plan / Point

Dependent on the placement of the gas leak children would be lead away from the building and to the car park assembly point.

The following must be contacted

Director: Wellbeing and Safety - Phone 021 735 058

OP Critical Incident Management Team - txt 4177 **only**

- Red-Requires help
- Orange -Help appreciated
- Green -OK

Vault: OP Incident reporting. Details of incident to be Vaulted within 48 hours of happenings.

Fire

Response Actions (as appropriate) OPCC undertakes regular drills to help children familiarise themselves with these actions.		Person/s Responsible
Discovery of a fire	Ring the fire alarm.	Fire warden
	Call 111	Fire warden
On hearing the alarm	Initiate evacuation to OPCC assembly point- in carpark. Teachers / staff should collect their registers and take their children to the designated assembly point(s). Walk calmly and quickly. Ensure children / staff / 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. Ensure all children remain at the evacuation point until clearance to leave is given. Roll call for children and staff to be undertaken.	

Returning to the building(s)	Do not return to the building(s) until given an all clear by the Fire Service.	
Ongoing operations following a fire	The decision to continue early learning service operations rests with the service provider and Manager/Person Responsible. Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required). **Director:** Wellbeing and Safety - Phone 021 735 058 **OP Critical Incident Management Team** - txt 4177 **only** • Red-Requires help • Orange -Help appreciated • Green -OK **Vault:** OP Incident reporting. Details of incident to be Vaulted within 48 hours of happenings.	

Earthquake

REMEMBER – LONG OR STRONG, GET GONE

<table>
<tr><th colspan="2">Response Actions (as appropriate)- OPCC undertakes regular drills to help children familiarise with these actions.</th></tr>
<tr><td rowspan="2">During an earthquake</td><td>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.
Encourage children to crouch and place hands over the back of their heads.
Infants and toddlers not in cots are to be moved as quickly as possible to an inner wall away from windows.
Staff and adults in Centre kneel facing away from windows to form barrier protection cover over infants/toddlers. If possible, use large blanket cover over adults providing protection cover for infants/toddlers minimising injury harm from falling debris.
Earthquake Drill Procedure “Stop, drop, cover, hold” is the procedure the centre follows.
Teacher instigating the drill will call “Earthquake, earthquake, earthquake”!
Teachers in the area will try to encourage as many tamariki as they can to get down or come together for safety.
Tamariki will be encouraged to practice the ‘earthquake turtle’ where they curl up into a ball and put their hands over their heads.
In the event of an actual earthquake:
Once the shaking stops the Tamariki and adults in the building will be calmly encouraged to move to our assembly point in the car park.
Roll call will be taken using the tablet and the visitor’s check-in sheet.
Further actions will be decided as the events of the situation are determined.
After a short space of time, approximately 30 seconds, the teacher in charge of the drill will go and collect the daily attendance sheet, instructing everyone to stay where they are.
Names will then be checked off the roll.
Any tamariki in the sleep rooms will also be checked for safety and ticked off the roll.
The earthquake is then “over”.
Children will be encouraged to ask questions and will be encouraged to engage in conversations about the drill to enhance their understandings of the procedure.
Time should be taken at the end of the drill to reflect on its effectiveness and any ideas for improvement noted.</td></tr>
<tr><td>If outside:
Find a clear spot and drop to the ground and cover your head and neck
Children to stay in the early learning service grounds until a teacher comes to get them
Keep away from buildings and power lines.</td></tr>
<tr><td>When the shaking stops</td><td>Expect aftershocks.

Roll call for children and staff to be undertaken.</td></tr>
</table>

	If you felt the earthquake was long (longer than a minute) or strong (hard to stand up in) then a tsunami may be imminent. If you are in a tsunami evacuation area, initiate self-evacuation immediately (refer to tsunami plan). 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 children away from dangerous areas. Listen to the radio for instructions from Civil Defence. If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can. If you turn off the gas for any reason, it must ONLY be turned back on by a registered plumber or gas fitter. **Director: Wellbeing and Safety - Phone 021 735 058-**
Ongoing operations following the earthquake	The decision to continue early learning service operations rests with the service provider and Manager/Person Responsible.
	Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required). **Director:** Wellbeing and Safety - Phone 021 735 058 **OP Critical Incident Management Team** - txt 4177 **only** • Red-Requires help • Orange -Help appreciated • Green -OK **Vault:** OP Incident reporting. Details of incident to be Vaulted within 48 hours of happenings.

Tsunami

PRIOR to an event- Check whether your early learning service is in a tsunami evacuation zone by contacting your local council or Civil Defence Emergency Management office. If you are in an evacuation zone, tsunami response planning is required.

Response Actions (as appropriate)	
When a tsunami threatens	If you feel a long (more than a minute) or strong (hard to stand up) earthquake and the early learning service is in a tsunami evacuation zone: • Once the shaking stops, gather all children and evacuate immediately; move to higher ground or as far inland as possible • If you receive an official warning advising you to leave. Respond to the first message; do not wait for more messages before you act • Listen carefully to official instructions and follow them • Evacuate from the areas or zone(s) stated in an official warning.
	If there is time take, Go kits and any important documents with you (such as the roll and contact details). Take medications- if they are required. Stay out of the evacuated area until given the official “all-clear”. Continue to listen to the radio or monitor civil defence social media for advice and information. The Hits - 89.4 FM The Breeze 98.2 FM **Contact -**Director: Wellbeing and Safety - Phone 021 735 058 **Contact** - Otago Polytechnic CIMT txt - 4177 **Vault:** Lodge details of incident through Vault within 48 hours of happenings.
After the impact of the tsunami	Contact the Ministry of Education regional office for support, if needed.

Evacuation Plan

Describe here your tsunami evacuation arrangements :

- OPCC **will not** evacuate unless instructed to do so.
- OPCC is part of the Otago Polytechnic we will contact the *Director: Wellbeing and Safety 021735058*

Once given instructions to leave the building we will notify parents and Whānau.

- OPCC has a mobile phone that we use for communication
- We will advise parents and caregivers in the event of an emergency by text alerts, social media, and where possible email correspondence.
- OPCC will advise when the emergency has subsided, and it is safe for whānau to collect their children and the location.
- OPCC has a comprehensive list of up-to-date whānau contacts that will be used to release children in the events of an emergency. If an emergency contact is collecting, we will ask for photographic identification to confirm identity.
- We will take the grab and go kits as well as any medications required for children and staff.

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.

Before a flood:

- Check with your local Civil Defence Emergency Management office if the early learning service is in a flood prone area
- Check with your local civil defence and emergency management office if there is a community flood evacuation plan.

Response Actions (as appropriate)

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). Designated area will need to be communicated to parents. 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. It's important to know the location of your water Toby. The OPCC Toby is located on forth street outside the centre garage door. 
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 the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).

Pandemic

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. 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	OPCC recommends and funds annual vaccinations for staff. All staff are encouraged and have available gloves, face masks, antiseptic hand wash. In the events of an outbreak of severe illness outbreak • We will advise parents and caregivers by text alerts, social media and consistent email correspondence. • We follow our Child Health Policy, Sudden child illness procedure, and preventing infectious illness procedures. • We ensure regular cleaning of the environment. • We use education practice that reinforce safe and healthy practices such as regular handwashing. • We ensure that food is not shared. • We use a waterproof, wet floor area as our isolation area **Te Whatu Ora Health New Zealand Southern** **Phone +64 3 476 9982**
Response - when a pandemic has been advised or declared	• Regularly check for updates on the Ministry of Health website (Ministry of Health NZ). The Ministry of Education will also provide guidance to services via the Hē Pānui Kōhungahunga-Early Childhood Bulletin. • Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing. • Consider to physical distancing strategies. Information on this is available from the Ministry of Health. • implementing an enhanced cleaning routine of touch points and common spaces as a precaution. • an established Illness Isolation area
	Te Whatu Ora Health New Zealand Southern **Phone +64 3 476 9982**

The Ministry of Education website has further guidance for early learning services to plan for a pandemic – education.govt.nz.

Gas Leak

Response Actions (as appropriate)	
If gas leak is suspected	Consider evacuating the area or the early learning service. Do not re-enter building or outside area until cleared by authorised personnel. Know where your main gas valve is located. Turn off the main valve. **Location:** of Gas bottles- Forth Street has a secondary emergency exit along the side of building. Gravel path will take you to gas bottles so that valves can be turned off.  If possible and safe to do so open windows to allow the gas to dissipate. Rescue any person in immediate danger but only if safe to do so. 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 in the vicinity. Warn others in the immediate area. Otago Polytechnic's campus services need to be contacted: **Campus Services: Phone** 03 4747290 **Email:** ced@op.ac.nz **Director:** Wellbeing and Safety - Phone 021 735 058 **OP Critical Incident Management Team** - txt 4177 **only** • Red-Requires help • Orange -Help appreciated • Green -OK **Vault:** OP Incident reporting. Details of incident to be Vaulted within 48 hours of happenings. **Call Emergency Services** (111) if required. Contact the Ministry of Education regional office if further support is needed.

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: • Shelter in place – move / stay indoors and seal doors, windows, other openings and switch off any air intake units • Evacuation of early learning service if required and safe to do so. If required, contact emergency services on 111 Consider have a supply of Personnel Protective Equipment (PPE) gloves, face masks, and antiseptic wash. Ensure you protect yourself with appropriate PPE before administering first aid. Give appropriate first aid to anyone in contact with the spill. Notify the manager or person responsible and staff. Consideration may have to be given to how children will be able to leave the early learning service after finishing time if the spill has not been made safe by then. Contact the Ministry of Education regional office if further support is needed. Guidance will be given by the Ministry of Education in conjunction with the Ministry of Health in response to the clean-up of the premises.

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 and early learning service (take police advice).

If you open a letter/package and discover powder	Put on gloves and mask 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.

See New Zealand Police Suspicious letter or package for further information.

Bomb Threats

Below is a checklist for bomb threats that 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 prehttps://www.police.govt.nz/sites/default/files/publications/bomb-threat-checklist.pdfprinted version of the check list is available from police and may be preferred over this list for convenience.

Keep calm. Do not hang up. A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with enquires

Response Actions (as appropriate)	
During the Call:	• Let the caller talk • Ask the questions on the checklist below as the opportunity arises • Try and record as much information about the caller as you can • Avoid being confrontational *If you are responding to a voicemail ensure this is saved and call 111
Following the Call (or if a message has been left):	• Call 111 and explain the situation to the police. It is likely that they will advise you on what to do next. • The decision to evacuate or stay within a building will depend on the circumstances of the threat. • More information from New Zealand Police can be found here: Suspicious mail and bomb threats | New Zealand Police

Questions/information to attempt to gather whilst caller is on the line, or from message:

Questions	**Answers**
When is the bomb going to explode?	
Where is the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
What is the explosive type and quantity?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	
Exact wording of the threat:	
Caller details	
Gender:	□ Male □ Female
Estimated age:	
Any speech impediment (specify):	
Accent (specify):	
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 ☐ Incoherent ☐ Irrational ☐ Taped ☐ Message read by caller ☐ Abusive □ Other:	☐ Street noise ☐ House noise ☐ Aircraft ☐ Voices ☐ Music ☐ Machinery ☐ Vehicle □ Other:	Date: ___/___/_____ Time: Length of call: Number called:
Details of person taking the call		
Name Phone number Signature _____ Date __ / ___ / _____		

Attacker On-Site.

The aftermath of an attack will require careful management as even in the 'best case' scenario of no one being injured there may be traumatised staff, children concerned parents, disruption to early learning service and media interest.

When responding to an attacker consider:

- **Escape** - Move quickly and quietly away from danger, but only if it is safe to do so
- **Hide** - Stay out of sight and silence your mobile phone
- **Tell** - Call the Police by dialling 111 when it is safe.

Response actions (as appropriate)	
Shots are heard or an attacker is believed to be on the premises	Call 111 when it is safe to do so: • Identify yourself and your early learning service, including address • Details of situation • Details of any casualties • Description of weapons, number of shots etc • Description and location and identity of offender if known • Identify the 'target' of aggression if known. If safe to do so, move to predetermined safe position to await Police arrival. This safe position may be the same space as where you would go in a Lockdown situation. Alert staff to the situation. You may need to consider how you do this silently or use a password. Move everyone out of hallways and into rooms (what is the specific location in the premises). Consider whether this space will allow for the number of children and adults. This will possibly mean enacting your Lockdown procedure. Follow any instructions given by Police. Lock and / or barricade doors / windows. Keep quiet and do not leave the classroom / other indoor space unless it is safe to do so. Put mobile phones on silent mode and instruct others with phones to do the same. Should the event occur while children are outside, instruct children to move to nearest room, or to a safe-predetermined assembly area (which may include an off-site area close to the early learning service. Consider how you will communicate with parents about the situation and request them not to enter the premises. Once police arrive, liaise with them to secure the scene(s).

Following the incident	Liaise with the media. Consider whether to temporarily close or continue operating. Continue to monitor the wellbeing of children, parents and staff. The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number).

- Go to Appendix 1 of *Planning and preparing for emergencies* for further information to support planning for security-related events, including **Escape | Hide | Tell.**
- For detailed resources on traumatic incidents go to education.govt.nz
- Go to education.govt.nz for information on de-escalating a threatening situation

Serious Injury or Death

The sudden death (or serious injury) of a child, young person, staff member or family / whānau member can affect 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 early learning service and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected.

Response Actions (as appropriate)	
Death / serious injury occurs at early learning service	Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc). **Remove children from the area and if at all possible from being able to see the area.** Do not assume death has occurred – give immediate first aid. Call emergency services on 111. Notify manager or person responsible and service provider; isolate and contain the area. Ensure access for emergency services.
Action after medical personnel have taken over	Centre Manager/Person Responsible to advise (as soon as possible): • Service provider contact • Governing entity. Consider accompanying Police to advise parents or caregivers. Ensure cultural supports are contacted so appropriate processes can be enabled. Advise the Ministry of Education Traumatic Incident Team on 0800 84 83 26 or contact your local Ministry office. The TI team can help guide you on managing the response (including how to advise whānau, arrange counselling, respond to media) . Complete incident form with all known details. Notify the Ministry of Education of the serious injury/incident that has occurred. Ensure the designated media person, if you have one, is fully briefed.

If the death or serious injury occurs outside of early learning service, follow the appropriate steps noted above.

Online Resources

Visit the Ministry of Education website to assist in managing this type of response in early learning 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

All instances of a child going missing from an early learning service or an excursion- have to be treated urgently and steps taken to find the missing child/children or confirm their safe whereabouts.

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

- The proximity of dangerous hazards to the early learning service
- The possibility of an abduction
- The possibility that the child has been picked up by a parent or caregiver
- The child has got lost or left the facility

Response actions (as appropriate)	
Information or notification that a child is missing	Confirm: That the child/children had been present at early learning service at some time during the day, and if so; • When they were last seen. • Search the early learning service. • Check inside and outside of the grounds including all areas designated adult areas of the building. • Check all areas that a child may be “hiding” such as cupboards, carpeted rises and outside sheds or storage. Notify manager/ person responsible and other staff.
If child is not found	Notify the police immediately. Notify the parents / caregivers immediately.
If child is found	If child is found injured or ill, call for medical assistance if required. Notify manager and/or person responsible and other searchers. Establish what happened and complete incident report. Arrange for the child’s parents or caregivers to be advised.

	Contact the Ministry of Education regional office for support and mandatory reporting refer to HS34

Traumatic Incident Team

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

Lockdown and Shelter in Place

Planning and preparing for emergencies (education.govt.nz)

The Ministry has provided guidance for drills for these situations in the ECE Licensing Criteria HS 8 Emergency Drills:

Lockdown

Lockdown drills should be practiced by staff without children.

Drills on what to do in potentially violent situations can be practiced, but at a time that children are not on site as the drills may cause undue fear and anxiety. Especially if the drill involves everyone sheltering in a darkened space such as a sleep room.

However, staff should be aware of procedures and able to carry these out if the service has been alerted to an immediate threat. Practices for lockdown drills should be recorded and kept as per other drills.

Services need to consider the following for a lockdown situation:

- Where is the most suitable place for all children and staff to go to. This might be a sleep room or another space where it is darkened or able to be darkened and/or made secluded.
- What will be required for a lockdown situation for attending to the needs of children such as toileting or nappy changing in a lockdown situation?
- How will children be encouraged to stay quiet in this situation? *Example preparing a container with books, puzzles that can be used to engage children.*
- What provisions will services need available for a lockdown situation? *Example refer to the civil defence website for emergency supplies.*
- How will medicines such as EpiPens and asthmas inhalers be available in this situation?
- Services need to be aware of the processes for communicating with the Ministry of Education, and emergency services such as the Police in a Lockdown situation.
- Communication plan/strategy to family to inform of lockdown process in place.

Where the emergency supplies/provisions are kept so they can be easily accessible.

Shelter in Place

Shelter in place is a drill that should be practiced with children in the service and involves children being asked calmly to move quickly inside and play inside for a period of time because of an external “threat” such as a chemical spill, swarm of wasps. The entries and exits to the building are restricted, however normal instructional activities continue as much as possible.

Lockdown

The following is an example of when and how to use a Lockdown drill within an ECE learning service, other examples may include external threats or when instructed by Police.

All instances of a child going missing from an early learning service or an EOTC event 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 including:

- The proximity of dangerous hazards to the early learning service
- The possibility of an abduction
- The possibility that the child has been picked up by a parent or caregiver
- The child has got lost or left the facility

Response actions (as appropriate) OPCC undertakes regular drills to help children familiarise with these actions.
Note the time of the need to shelter-in-place. Call all children and adults who are outside to come inside as quickly as possible.
Close the building. Bring children, adults and visitors to interior rooms (under two area) or an area away from glass and external windows. Close and lock all windows, Close curtains, exterior doors, and any other openings to the outside.
Gather essential emergency resources such as the grab and go bags and supplies, including a mobile or portable phone. Room has resources for children to work with while they are sheltering in place or in lock down.
• Complete a roll call, including visitors. • Notify emergency services where you are and the number of people present if they are not already aware.
Inform parents/whānau or emergency contacts for tamariki. Advise them of the situation and what action they should take at this time (e.g. whether they are able to come and collect tamariki or if they will need to wait until the situation is safer). Centre Manager/Person Responsible to advise (as soon as possible): • Service provider contact / Governing entity.
Listen for announcements from Emergency Services/Civil Defence via portable radios or mobile phones and stay put inside until told that it is safe to leave. Ensure someone is responsible for operating the radio at all times after the warning has been announced. Keep a radio in the Civil Defence Kit.

In the event it is not deemed safe to shelter-in-place - be ready to evacuate at short notice to a safer place.

- If a move to higher ground/inland areas is instructed follow the direction of Civil defence
- If possible, place a notice on the front gate/door advising where people have headed and the time they left.
- Take the emergency supplies and listen to radios for further instruction.
- Centre Manager/Person Responsible to advise (as soon as possible) Service provider contact / Governing entity.

Liaise with The Director: Wellbeing and Safety - Phone 021 735 058- Consider whether to temporarily close or continue operating.

Continue to monitor the wellbeing of children, parents and staff.

The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number).

Appendices 1,2 and 3 should be located with the emergency supplies/Go bags. These appendices should be reviewed monthly.

Appendix 1 – Early Learning Service Staff Contact List

OPCC has the details of all staff and whānau on digital device- Information is attached to the Grab and go Bags and update regularly.

Position	**Name**	**Day Contact details**	**After Hours Contact Details**	**Other Emergency Role**
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Manager,				
Head Teacher				
Service Provider Contact				
Teaching Staff				
Teaching Staff				
Teaching Staff				

Position	Name	Day Contact details	After Hours Contact Details	Other Emergency Role
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Teaching Staff				
Administration Staff				
Other				

Appendix 2 – Children, Parents and Caregivers Contact List-Attached to grab and Go Bags

(Key: P = Primary, A = Alternate)

Date of last update: _____

Child Name	Parent / Caregiver	Day Contact Details	After Hours Contact Details	Other Important Information
		Land line and mobile	Land line and mobile	Note if child has specific health or other needs
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			

Child Name	Parent / Caregiver	Day Contact Details	After Hours Contact Details	Other Important Information
		Land line and mobile	Land line and mobile	Note if child has specific health or other needs
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			

	P:			

Child Name	Parent / Caregiver	Day Contact Details	After Hours Contact Details	Other Important Information
		Land line and mobile	Land line and mobile	Note if child has specific health or other needs
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			

	A:			

Appendix 3 – Emergency Evacuation Kit Contents List

Emergency Grab and Go Bag Contents (Over Twos)

Emergency Survival Kits Checklist Bag 1
OPCC also has a full first Aid kit that is portable.

Main Compartment	3 March 2026	26 May 2026	18 August 2026	10 Nov 2026
Up to Date Contact List x 1				
Up to Date Emergency Management plan x 1				
Up to Date Accident Policy x 1				
Pack Wet Wipes x 1				
Box Facial Tissues x 1				
Pair Warm-guard Gloves x 1				
Pair Delta Gloves x 1				
Pack Paper Towels x 1				
Rope x 1				
4 in one wind-up Torch and Radio x 1				
Pen style Torch x 1				
Roll of Toilet Paper x 1				
Foil Blankets x 5				

Back Pocket (In the Main Compartment)	3 March 2026	26 May 2026	18 August 2026	10 Nov 2026
Hi-Vis Vest x 1				
ID Bracelets (Orange) x 45				
Raincoat x 1				

Front Pocket	3 March 2026	26 May 2026	18 August 2026	10 Nov 2026
Plastic Bag 1				
Face masks x 10				
First Aid Guide x 1				

Medical Scissors x 1				
Medical Gloves x 1				
Pair of Ear plugs x 1				
Safety Pins x 6				
Notebook w/pen x 1				
Lighter x 1				
Candle x 1				

Front Pocket	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Plastic Bag 2				
Triangular Bandage x 2				
Low Adherent Pad x 2				
Gauze Swabs x 2				
Medical Gloves x 1				
Crepe Bandage x 1				
Conforming Bandage x 1				
Medical Tape x 1				
Wound Dressing No. 14 x 2				
Hand Sterilizer x 1				

Front Pocket	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Plastic Bag 3				
Fabric Dressing Band-aid (1mtr) x 1				
Tough Strip X-Large Band-aids x 4				
Aquatabs Purification Tablets (25) box x 1				
Matches x 1				
Insulation Tape x 1				
Tweezers x 1				
Blue Marker x 1				
Black Marker x 1				

Coloured Marker (Brown or green) x 1				
Black Vivid x 1				

Emergency Grab and Go Bag Contents (Over Twos)

Emergency Survival Kits Checklist Bag 2

Front Pocket	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Plastic Bag 1				
Face masks x 10				

First Aid Guide x 1				

Main Compartment	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Up to Date Contact List x 1				
Up to Date Emergency Management Plan x 1				
Up to Date Accident Policy x 1				
box of Crackers x 2				
Bag Lolly Pops x 2				
Pack Wet Wipes x 1				
Box Facial Tissues x 1				
Pair Warm-guard Gloves x 1				
Pair Delta Gloves x 1				
Pack Paper Towels x 1				
Rope x 1				
4 in one wind-up Torch x 1				
Pen style Torch x 1				
Roll of Toilet Paper x 1				
Foil Blankets x 5				

Back Pocket (In the Main Compartment)	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Hi-Vis Vest x 1				
ID Bracelets (Orange) x 45				
Raincoat x 1				

Medical Scissors x 1				
Medical Gloves x 1				
Pair of Ear plugs x 1				
Safety Pins x 6				
Notebook w/pen x 1				

Lighter x 1				
Candle x 1				

Front Pocket	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Plastic Bag 2				
Triangular Bandage x 2				
Low Adherent Pad x 2				
Gauze Swabs x 2				
Medical Gloves x 1				
Crepe Bandage x 1				
Conforming Bandage x 1				
Medical Tape x 1				
Wound Dressing No. 14 x 2				
Hand sterilizer x 1				

Front Pocket	**3 March 2026**	**26 May 2026**	**18 August 2026**	**10 Nov 2026**
Plastic Bag 3				
Fabric Dressing Band-aid (1mtr) x 1				
Tough Strip X-Large Band-aids x 4				
Aquatabs Purification Tablets (25) box x 1				
Matches x 1				
Insulation Tape x 1				
Tweezers x 1				
Blue Marker x 1				
Black Marker x 1				
Coloured Marker (Brown or green) x 1				
Black Vivid x 1				

Emergency Grab and Go Bag Contents (Under Twos)

Emergency Survival Kits Checklist: Nappy Bag Food supplies in Kitchen

Main Compartment	3 March 2026	26 May 2026	18 August 2026	10 Nov 2026
Up to Date Contact List x 1				
Up to Date Emergency Management Plan x 1				
Up to Date Accident Policy x 1				
Nappies Size 3 (16 Pack) x 2				
Box of Vinyl Gloves (100) x 1				
Box of Facial Tissues x 1				
Spare Bottles x 3				
Box of Nappy Bags (50) x 1				
Hand Sanitizer x 1				
12 in one Hammer Multi-tool x 1				
Formula Sachet (0-6 Months) x 4				