



1.14 Emergency Management Procedure

Linked Policy: Health, Safety and Wellbeing Policy

Classification: Health, Safety and Wellbeing

Applies to: All employees

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To provide clear instructions for kaimahi on managing emergencies.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate with whānau in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and responsibilities:

Classification	Description and Required Action
Kindergarten Leaders/Person responsible	Ensure Emergency Management Plans are in place, reviewed regularly and updated annually; Ensure evacuation drills are performed, reviewed and documented; ensure emergency contact details are available for all kaimahi and tamariki (via administrator)
Kaimahi	Aware of content of Emergency Management Plan; participate in, and supervise regular evacuation drills
Kindergarten Support Leads (PPL, H&S Lead, Operations Lead or Specialist Support Lead)	Ensures Fire Evacuation Schemes are in place; investigates Emergencies if necessary

Emergency Management Plans

1. All kindergartens will have an Emergency Management Plan which includes specific detailed procedures for emergencies.
2. The plan will outline communication to whānau and support office in the event of an emergency.
3. Kaimahi – review the Emergency Management Plan annually in its entirety, and details of the review will be forwarded to the Health and Safety Lead, particularly outlining any amendments to the plan.
4. Kindergarten Leader - send details of the review and any updates to the H&S Lead.

Evacuation Drills

1. Person responsible will ensure that Evacuation drills are carried out in accordance with the Annual Plan, provided by the Kindergarten Support Leads. These drills will be documented in 1Place.





2. After each evacuation drill the team will review the relevant section of the Emergency Management Plan procedures, and document this review as part of their team meeting minutes.
3. Inform H&S Lead if there are any changes to evacuation procedures as a result of the review.

Fire Evacuation Schemes

1. The Association will ensure that Fire Evacuation Schemes from Fire and Emergency are in place for all kindergartens.
2. Support Office staff will notify the Fire Service of fire evacuation drills, in line with the Fire Evacuation Scheme, once they have been documented in 1Place.

Civil Defence Supplies

1. Review civil defence supplies termly to ensure that they are in date and that there are sufficient supplies for the number and ages of the children attending the service, as well as ensuring any specific supplies to meet the needs of children with allergies, or food preferences.
2. Emergency contact details for all tamariki and kaimahi are printed and a copy to be stored with the civil defence supplies. These are to be regularly updated.

Emergency Procedures Display

1. Emergency procedures and evacuation plans will be clearly displayed near all exits from the kindergarten.
2. Evacuation point signs will be clearly visible to persons in the kindergarten grounds.