

# Pārongo 1 Whakamahere

## Information Sheet 1: Planning



### Key messages

#### for CDEM Groups to discuss with early learning services and schools:

- Early learning services and schools need to develop emergency management plans in line with MoE's Emergency Planning Guidance that are clear and simple, flexible and well understood and practised.
- Early learning services and schools need to plan for scenarios where children, students or staff are not within an early learning service or school grounds e.g. Offsite trips.

The following information can provide the basis for conversations CDEM Groups have with early learning services and schools about planning. Ensure the key messages are covered in any discussion or correspondence with early learning services and schools about tsunami planning.

#### Introduction

An emergency management plan is always a work-in-progress. The plan should be well-known, practised, and updated every year. The school's BOTs and early learning service's management are responsible for developing the plan.

They should involve the staff during its development and review, as staff will have a significant implementation role.

#### 1. Emergency plans need to be simple with clear advice.

Early learning services and schools should keep the emergency plan simple, as the more people that understand each part of the plan and the reasoning behind a decision, then the more likely they will follow the plan.

**For example:** After a large earthquake, the school evacuates "up the hill". If students understand the key action is to go "up the hill" to their designated safe location, and they are not able to get to that location, they can adjust their plan and find other high ground.

#### 2. Emergencies are uncertain events, so plans need to be flexible and dynamic.

All plans must be flexible, dynamic and designed to be adaptable as an emergency can involve an uncertain and rapidly changing environment. Natural hazards can occur simultaneously and plans must consider these possibilities even if they seem unlikely. Also, early learning services and schools are dynamic environments and variable on a daily basis.

**For example:** An earthquake or a tsunami could occur during a period of bad weather when normal evacuation routes are affected by flooding, or there may be a visiting school or sports team, increasing the number of people needing to be looked after.

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### 3. Emergency plans need to be well understood and practised

The best plans are those that become familiar through regular practice and review, and can be implemented without a lot of direction. Practising ensures that muscle memory will kick in when an event occurs, even if it is an extremely stressful situation. Plans need to be readily available and accessible as well as practised and reviewed by:

- **Board of Trustees/Early learning service providers**
- **Principal/Early learning service Manager**
- **Early learning service/School staff**
- **Parents and caregivers**
- **Students**
- **Early learning service' and school' neighbours**

Early learning services and schools should have plans for excursions and education outside of the classroom (EOTC) activities. An emergency may happen when children, students and staff are outside of the early learning service or school grounds and it is important that there are plans in place for these scenarios. Hazards such as tsunami should be included in RAMs (Risk Assessment Management) forms that are filled out by staff members before taking the children and students outside the classroom or early learning service.

All early learning services and schools need to consider planning to care for students for an extended period of time as parents and caregivers may be affected by the event. They may be unable to travel through evacuation and/or inundation areas, and may not be able to reach their child or student.

Early learning services and schools not in tsunami evacuation zone should also plan (alongside affected early learning services and schools) on how they might assist other early learning services and schools in the tsunami evacuation zone that may evacuate to their location.