## Emergency management

Fire, Earthquake and Evacuation procedures follow the University of Canterbury's Emergency Procedures. Copies of these and designated assembly areas are displayed at the entrances of the Centre, in the office and in the staff rooms.

A list of children's contact numbers is attached to the children's sign-in sheets at the Centre. These are updated regularly by the Administrator and the Head Teacher. Pa

ergency that closes or locks down the Centre will be lls.

## **Choking:**

In the event of choking,

- The closest teacher (person A) alerts another staff member (person B) to dial Emergency Services '111', and immediately attends to the child.
- The first aid-trained teacher (person A) administers first aid immediately face child downwards, give firm back blows / chest thrusts until object dislodges. Once the object can be seen in the child's mouth, sweep it out. Be careful not to m M M O 111), an ut is not contractable.

he event the parent is not contactable.

## Storm / Gale force winds:

In the event there is a storm and/or gale force winds,

- All outdoor activities for the children will be cancelled.
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- Children's and staff's sign-in sheets, the visitor book and the list of contact numbers will be collected by the Team Leader or designate.
- The Centre emergency kit (which sits in shed) will be retrieved by staff designate.
- The Team Leader or staff designate will carry a mobile phone for ease of contact.
- A designated staff member will check the Centre to ensure no one is left in the building.
- Once at the assembly area, a roll call will be made to account for all children, staff and visitors.
- All children and staff will remain at the assembly area until the "All clear" is given.

## Fire:

- If a fire is discovered, activate the fire alarm immediately.
- Dial 111. State "FIRE" and provide exact location and type of fire. Dial 6111 to alert Security.
- Contain the fire by closing doors if it is safe to do so.
- Extinguish the fire if it is safe to do so and you have been trained for it. Do not re-enter the building to do this if everyone has been evacuated from the bui

- All staff and other relevant parties involved will be given the opportunity to provide feedback on the effectiveness of actions taken and procedures in place.
- Any lapse identified will be addressed either via a review of the appropriate policy / procedure, or making staff training and information available a