|  |  |
| --- | --- |
| Address |       |
| Contact details | Phone       Fax      Email      Website       |
| School / ECE Emergency contacts  | Name       Role       (eg: Principal, Manager etc)Phone       Mobile        |
| Name       Role       (eg: Principal, Manager etc)Phone       Mobile        |
| Radio | Our local station for emergency information is:       |
|  |  |
| Last revised |       |



**Emergency Management Plan**

[Your ECE service or school name]

# Introduction

This plan outlines how [insert name of school/ECE] will respond in the event of an emergency.

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# Basic emergency response process

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:



##

# Site map

Insert a copy of your site map here (replace this example page). See the planning guide for advice on setting up a site-map, and the types of information to record on it.



# Evacuation

Evacuation from the school/ECE may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practiced.

## General evacuation plan



|  |
| --- |
| **Our evacuation areas**Record your evacuation areas here:Fire evacuation area:Earthquake evacuation area: (if required)Tsunami evacuation area: (if required) |

# Reunification plan for parents and caregivers

In any emergency event, parents and caregivers need to be advised of the situation, and if the emergency reunification plan is being invoked. This requires schools, ECEs and Kohāhanga Reo to record who has uplifted each child or young person. Each child or young person can only be released to a person identified by the parent or usual caregiver as approved to uplift that child or young person.

Prior to an emergency event parents and caregivers need to know that your ECE or school has a well documented, and practiced reunification process. This will mean that parents and caregivers know what you will be doing and what is required of them.

For this to work everyone needs to know where the evacuation zones are and how they will collect their child/ren.

|  |
| --- |
| **Our emergency contact plan for parents and caregivers**Note here: * How you will advise parents and caregivers in the event of an emergency (eg text alerts, phone tree etc)
* Your school/ECE’s/ Kohāhanga Reo method to monitor and record when pupils are picked up by parents / caregivers.
* Cellphone use amongst school students may mean students are quickly in contact with their parents. Document school protocols about the use of cellphones in an emergency and make sure students know that they are to advise their teacher if they have made contact with their parents or caregivers (and remind them of this when running drills).
* Where is the building evacuation reunification zone?
* Where is the tsunami evacuation reunification zone?
 |

# Our role in a Civil Defence emergency

Civil defence preparedness for ECEs and schools generally falls into two categories:

* Ensuring the safety of students and staff at school during a civil defence emergency
* Helping the wider local community during a civil defence emergency, as part of a response coordinated by the local territorial authority.

The local Civil Defence and Emergency Management Group will provide advice if your school/ECE is designated as a civil defence centre.

|  |
| --- |
| **Our role in a Civil Defence emergency** Note here any specific details of your school/ECE’s role in a Civil Defence (CD) emergency (eg become a Civil Defence centre, etc). Make sure your contact list reflects contact details for your local CD group.  |

# Fire

This checklist outlines what to do in the event of fire. You can also use it when practising a fire drill.

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **Discovery of a fire**  | 🞏 Ring the fire alarm.  |
| 🞏 Call 111 |
| 🞏 If safe to do so extinguish the fire. |
| **On hearing the alarm** | 🞏 Teachers should collect their registers and take their pupils to the designated assembly point(s).  |
| 🞏 Walk calmly and quickly and avoid panic.  |
| 🞏 Ensure students / 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 students remain at the evacuation point until clearance to leave is given. |
| **Return to the building(s)** | Do not return to the building(s) until given the all clear by the Fire Service. |
| **Ongoing operations following a fire** | The continuing operation of the school/ECE will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees and other resourcesThe responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.The responsibility of whether or not to continue ECE operations rests with the Manager. |

# Earthquake (Remove this page if this is not a risk for your school or ECE)

This checklist outlines what to do in the event of an emergency. You can also use it when practising an earthquake drill.

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **During an earthquake**  | 🞏 If indoors:* Drop, take cover under a desk or table and to hold onto the legs until the shaking stops
* 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
 |
| 🞏 If outside:* Students to stay in the school grounds until a teacher comes to get them.
* Keep away from buildings and power lines
 |
| **When the shaking** **stops** | 🞏 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 pupils away from dangerous areas |
| 🞏 If the ECE/school is located near the coast line or a large body of inland water, be aware of the possible risk of Tsunami |
| 🞏 Listen to the radio for instructions from Civil Defence. |
| 🞏 Turn off the gas if it may be leaking.  |
| **Ongoing operations following the earthquake** | 🞏 The continuing operation of the school/ECE will be determined by the nature of the emergency and the availability of resources such as buildings, staff, employees and other resources. The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal. The responsibility of whether or not to continue ECE operations rests with the Manager. |

# Tsunami (Remove this page if this is not a risk for your school or ECE)

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **When a tsunami****threatens** | 🞏 Listen to your radio or TV for advice and information  |
| 🞏 Don’t wait to be told to evacuate if a strong earthquake occurs and your school/ECE is located in an area at risk of a tsunami (eg near the sea, rivers or large body of water). Evacuate if instructed to by Civil Defence.Describe here your tsunami evacuation arrangements:* where you will evacuate to (go at least 1 kilometre inland and 35 metres above sea level)
* how you will get there (transportation)
* how you make sure all students and staff are accounted for
* how you will notify parents/caregivers
* any other site specific information important to note in the event of a tsunami (eg: if you have insufficient time to evacuate, consider the availability of school or nearby buildings for their height)
 |
| 🞏 If there is time, take your disaster survival kit and any important documents with you (such as the roll and contact details).  |

# Flooding (Remove this page if this is not a risk for your school or ECE)

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.

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **Flooding reported or sighted** | 🞏 Check source of the flood and that no students or staff are in danger  |
| 🞏 Evacuate if required (and get to higher ground) |
| 🞏 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. |

# Volcanic eruption and ashfall (Remove page if this is not a risk for your school or ECE)

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **When a volcano threatens** | 🞏 Listen to your radio or TV for advice and information  |
| 🞏 Contact your local Civil Defence Group for advice. |
| 🞏 Check that staff know what to do. Revise with students.  |
| **Large eruption** | 🞏 Evacuation: If the school 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 staff and pupils 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 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.  |
| 🞏 Monitor the amount of ash on roofs. Roofs may collapse under the weight of ash causing injury to the occupants. Evacuate buildings which show signs of roof sagging.  |
| 🞏 Disconnect roof-fed water supply only when ash fall is occurring or during the clean up to stop ash entering the storage tanks.  |
| 🞏 If possible have school outdoor equipment, cars etc parked under-cover or cover them.  |
| **Cleaning up after an ash fall** | The local council and CDEM group will provide advice on cleaning up and disposing of ash.  |

# Gas leak (Remove this page if this is not a risk for your school or ECE)

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **If gas leak is suspected** | 🞏 Turn off the main valve |
| 🞏 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 in the vicinty
 |
| 🞏 Warn others in the immediate area |
| 🞏 Call emergency services (111) if required  |
| 🞏 Call our local gas company:Company:Ph:Our account number:  |
| 🞏 Consider evacuating the area or the school/ECE. Do not re-enter building or outside area until cleared by authorised personnel |

# 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:* evacuation of entire school / ECE if required and safe to do so
* alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units.
 |
| 🞏 If required, contact emergency services on 111 |
| 🞏 Give appropriate first aid to anyone in contact with the spill |
| 🞏 Notify the Manager / Principal and staff  |
| 🞏 Consideration may have to be given to how students will be able to leave the centre/school after finishing time if the spill has not been made safe by then. |

# 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.

|  |  |
| --- | --- |
|  | **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. Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package.  |
| 🞏 As appropriate, position staff at a safe distance to direct people away from the area where package/letter is.  |
| 🞏 Consider evacuating the area or the school (Take police advice) |
| **If you open a letter/package and discover powder:** | 🞏 Put on gloves 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 and isolate the area
* 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.
 |

# Bomb threats

**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 further inquires.

Let the caller talk, ask the questions as the opportunity arises and avoid being confrontational

|  |  |
| --- | --- |
| **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 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: |  |
| **The Caller** |
| Sex:  | 🞏 Male 🞏 Female |
| Estimated age: |  |
| Any speech impediment (specify): |  |
| Accent (specify): |  |
| Voice- loud – soft etc: |  |
| Speech – fast – slow 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** |
| 🞏 Well spoken🞏 Incoherent | 🞏 Irrational🞏 Taped | 🞏 Message read by caller🞏 Abusive | 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Any background noises?** |
| 🞏 Street noise 🞏 House noise | 🞏 Aircraft 🞏 Voices | 🞏 Music🞏 Machinery | 🞏 Vehicle🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Call taken** |
| Date: \_\_/\_\_\_/\_\_\_\_ | Time:  | Length of call: | Number called: |

*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.*

# Trespasser on the school grounds

**Only follow this process if it is clear that the trespasser does not come under the category of Violent Intruder (for this process, see following page).**

Trespassing is where a person enters an ECE or school and either:

* does not have permission to be there, or
* their behaviour is such that the ECE/school would not give permission for them to be there.

|  |  |
| --- | --- |
| **Incident type** | **Response actions (as appropriate)** |
| **Become aware that there is a trespasser on the property.** | 🞏 Notify the principal or other staff member of the description, location and activity of the trespasser.  |
| 🞏 Assess the nature of the trespasser: benign or aggressive (if aggressive – follow the violent intruder process). |
| 🞏 Ensure the classrooms are kept secure. |
| 🞏 Greet the trespasser, advise them who you are, and ask them why they are there. Whenever possible, ensure that you have a colleague with you. |
| 🞏 If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with. |
| 🞏 If the reason for the visit is not legitimate, explain that they have to leave the premises. |
| *If the person leaves when requested they are no longer considered a trespasser.* |
| **If the trespasser refuses to leave when requested** | 🞏 Explain that staff will have to call the police.  |
| 🞏 If the trespasser still refuses to leave ask colleague to call the police. |
| 🞏 If it is safe, stay with the trespasser until the police arrive.  |
| 🞏 If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive). |
| 🞏 When police arrive update them on the situation. |
| **Follow-up actions** | 🞏 Ensure the incident is documented and filed (including providing a report to police). |
| 🞏 Advise the Ministry of Education regional office (which can help you access the Traumatic Incident team if required).  |
| 🞏 Consider:* debriefing staff on the incident and assess if your Emergency Management process worked correctly or needs amendments.
* debriefing students if the incident was a public one to prevent rumours and speculation.
 |

*Note: There is no authority under the Trespass Act 1980 for the occupier to physically eject the person from the premises. If a trespasser refuses to leave when requested, he or she should be told that the police will be called. The police have the option to arrest and charge the person with an offence, however they will assess each incident and take what they think is appropriate action.*

*As well as the process under the Trespass Act, the Education Act 1989, section 139C makes it an offence to intentionally insult, abuse, or intimidate a teacher or other member of staff on school premises.*

# Violent intruder

This checklist provides a very basic guide to managing a Violent Intruder incident.

The aftermath of a Violent Intruder incident will require careful management as even in the ‘best case’ scenario of no one being killed or injured there will be traumatised staff and pupils, concerned parents, chaos and confusion, disruption and media interest.

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **Shots are heard or a violent intruder is seen on the premises** | 🞏 Call 111 * Identify yourself and your school/ECE, 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, move to predetermined safe position to await Police arrival |
| 🞏 Alert staff/students (avoid using the fire alarm). Our alert system: |
| 🞏 Move everyone out of hallways and into rooms. |
| 🞏 Lock and/or barricade, or cover if possible, doors/windows. |
| 🞏 Keep quiet and do not leave the classroom unless it is safe to do so. |
| 🞏 Should the event occur while students are outside in playing fields: instruct students to move to nearest secure room, or to a safe-predetermined, assembly area (which may include an off-site area close to the school/ECE).  |
| 🞏 Once police arrive, liaise with them to secure crime scene(s) |
| **Following the incident** | 🞏 The Traumatic Incident Teams will provide support (see contact list for phone number). |
| 🞏 Liaise with the media |
| 🞏 Consider whether to temporarily close, or continue operating. (The Traumatic Incident Teams will provide guidance on suitable responses) |
| 🞏 Continue to monitor the wellbeing of students and staff |

For detailed resources on traumatic incidents, please visit:
[www.minedu.govt.nz/EmergenciesTraumaticIncidents](http://www.minedu.govt.nz/EmergenciesTraumaticIncidents)

# Serious injury or death

All ECE services and schools need to be prepared and know how to manage a traumatic incident involving serious injury or death. The sudden death (or serious injury) of a child, young person, staff member or family/whānau member has the potential to create significant dangers or risks to 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 ECE service or a school and their community. If the aftermath is poorly or insensitively handled, it can impact on those affected. It can also attract adverse media or public comment.

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **Death / serious injury occurs at school or ECE** | 🞏 Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc) |
| 🞏 **Do not assume death has occurred – give immediate first aid** |
| 🞏 Call emergency services |
| 🞏 Notify Manager/Principal; isolate and contain the area.  |
| **Action after medical personnel have taken over** | 🞏 Manager/Principal to advise (as soon as possible):* ECE / school management team and staff
* board and chair
 |
| 🞏 Consider accompanying police to advise parents. |
| 🞏 Advise the Ministry of Education Trauma Incident Team on 0800 84 83 26. This team will help guide you on managing the response (including how to advise students, arrange counselling etc) |
| 🞏 Complete incident form with all known details |
| 🞏 Ensure the designated media person for the school is fully briefed |

If the death or serious injury occurs outside of school/ECE, follow the appropriate steps noted above.

### Online resources

Visit the Ministry of Education website to assist in managing this type of response:
[www.minedu.govt.nz/EmergenciesTraumaticIncidents](http://www.minedu.govt.nz/EmergenciesTraumaticIncidents)

### Traumatic Incident Team

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

# Missing child or student

All instances of a child or student going missing from a school or ECE centre 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 or student including:

* the proximity of dangerous hazards to the school/ECE
* the possibility that the child or student has been picked up by a parent or caregiver
* the child or student has decided to leave school for the day
* the child or student has felt unwell and simply gone home
* the possibility of an abduction.

Until the child or student has been found or confirmed in a safe location, action must be taken to locate them.

|  |  |
| --- | --- |
|  | **Response actions (as appropriate)** |
| **Information or notification that a child / student is missing** | 🞏 Confirm:* that the person had been present at ECE / school at some time during the day, and if so;
* when they were last seen
 |
| 🞏 Notify Manager / Principal and staff |
| 🞏 Search the school / ECE.  |
| **If child or student is found**  | 🞏 If child/student found injured or ill, call for medical assistance if required. |
| 🞏 Notify manager / principal and other searchers. |
| 🞏 Establish what happened and complete incident report |
| 🞏 Arrange for the child / student’s parents or caregivers to be advised |
| **If child or student is not found**  | 🞏 Notify the police immediately |
| 🞏 Notify the parents / caregivers immediately |

# School/ECE contact list – Last updated:

Replace this list with your staff list if more appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Day Contact details**  | **After hours** **Contact details**  | **Comment** |
|  |  | land line and mobile | land line and mobile | Note if staff member is a trained first aid holder |
| Principal / Manager |  |  |  |  |
| Deputy Principal/ Asst Manager |  |  |  |  |
| Chairperson, Board of Trustees  |  |  |  |  |
| Deputy, Board of Trustees |  |  |  |  |
| Teaching staff |  |  |  |  |
| Teaching staff |  |  |  |  |
| Teaching staff |  |  |  |  |
| Teaching staff |  |  |  |  |
| Caretaker |  |  |  |  |
| Other |  |  |  |  |

# External contact lists – last updated:

Where possible include a primary and alternate number.

## Emergency services contact information

|  |  |
| --- | --- |
| Police, Fire, Ambulance | 111 |
| Police (local station) | Phone       |
| National Poison centre | Urgent line 0800 764 766Non-urgent 03 479 7284 |
| School doctor | Name      Address      Phone      Mobile       |
| Medical Centre | Name      Address      Phone      Mobile       |

## New Zealand coat of arms.

## Essential government contact information

|  |  |
| --- | --- |
| Ministry of Education  | National Office (04) 463 8000Traumatic Incident Team 0800 TI Team (0800 848 326)Contact Centre 0800 225 580 |
| Ministry of Education media advice and assistance | Point of contact Senior Media Advisor, Communications GroupPhone 04 – 463 8000 |
| Child, Youth and Family (CYF) | 0508 326 459 |
| Local council | Phone       |
| Local Emergency Management office/group | Point of contact:      Phone      Mobile       |



## Essential utility contact information

|  |  |
| --- | --- |
| Power company | Account number       Phone       |
| Gas company | Account number      Phone:       |
| Electrician |       |
| Builder / handyman |       |
| Plumber |       |

# External contact lists – last updated:



## Essential security contact information

|  |  |
| --- | --- |
| Security |       |
| Alarm monitoring |       |
| Fire alarm/equipment maintenance  |       |

## Miscellaneous logo.  Other miscellaneous contact information

|  |  |
| --- | --- |
| **Other** | **Contact details** |
| Bus company / Transportation |       |
| Lawyer |       |
| Insurance |       |

## Image of a blackboard and an apple.  Local ECE services/schools contact information

|  |  |
| --- | --- |
| Other schools/ECEs in local area | Contact details |
| School/ECE:       | Point of contact      Phone      Mobile       |
| School/ECE:       | Point of contact:      Phone      Mobile       |
| School/ECE:       | Point of contact:      Phone      Mobile       |
| School/ECE:       | Point of contact:      Phone      Mobile       |

# Students / parents and caregivers (and alternate) contact list – Last updated:

Add in your parents and caregivers emergency contact list (including alternate contact)

Key: P = Primary, A = Alternate

| **Student name** | **Parent / Caregiver** | **Day Contact details**  | **After hours Contact details**  | **Comment** |
| --- | --- | --- | --- | --- |
|  |  | Land line and mobile | Land line and mobile | Note if staff member is a first aid holder |
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|  | P:Example only |  |  |  |
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Last updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix One – Child/ren Release Form (example)**

Date:

Time:

Log completed by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Time | Collected by\* | Authorising Staff |
|  |  |  |  |
|  |  |  |  |
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\* Person collecting the child must be listed as authorised to do so, or be emergency services personnel. If in doubt, check with the Police or Child, Youth and Family.