



The Champion Centre
Tamariki Toiora

The Champion Centre

Emergency Management Plan

Last review: 18 February 2022

Next review due: February 2023

Key contact information for this plan

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Email	office@championcentre.org.nz
Website	www.championcentre.org.nz

Incident Management Team leads / Key emergency contacts

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Role	Executive Director	Role	Senior Office Administrator
Phone	021 853 080	Phone	021 141 4357
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Name	Beccy Creswick	Name	Lauren Porter
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Go to **External Contacts** Lists for details of local emergency services, etc and **Appendices 1 and 2** for staff, parent / caregiver contact lists

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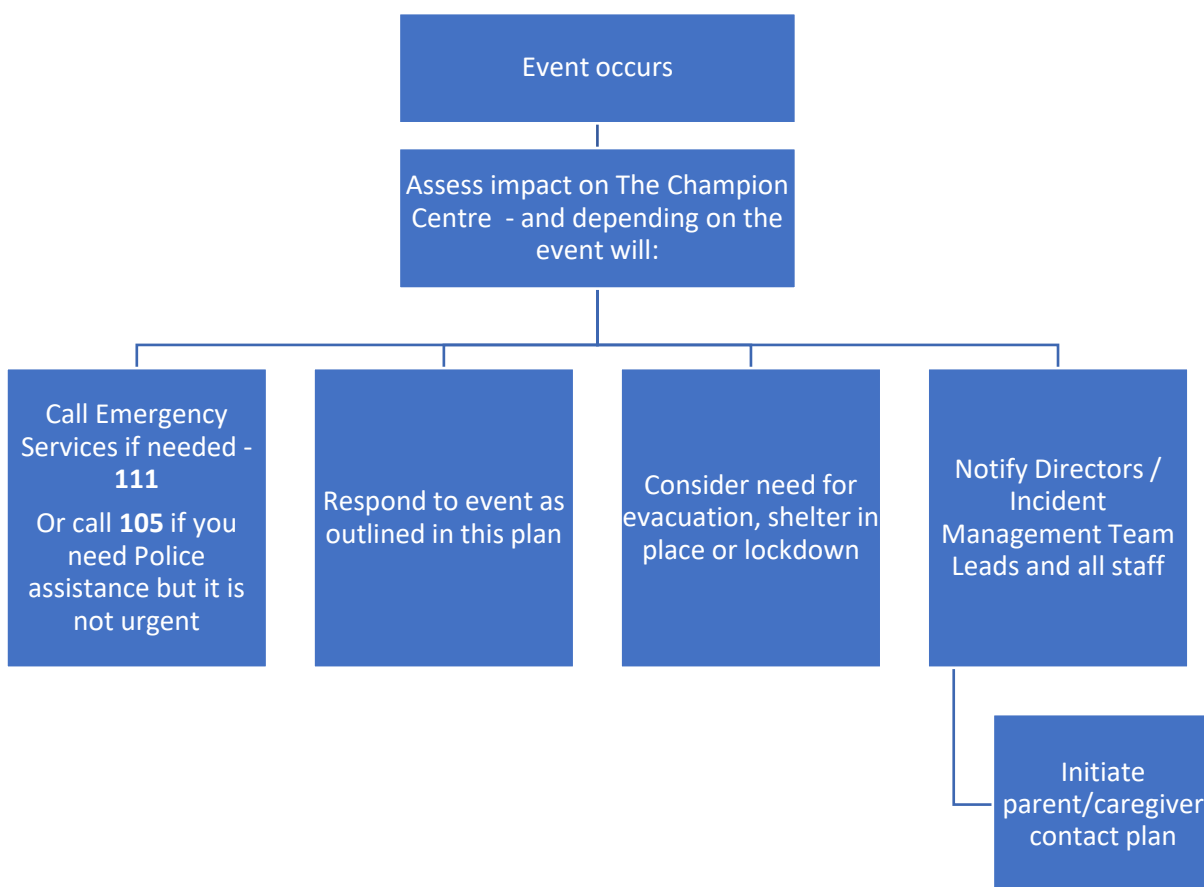
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Introduction

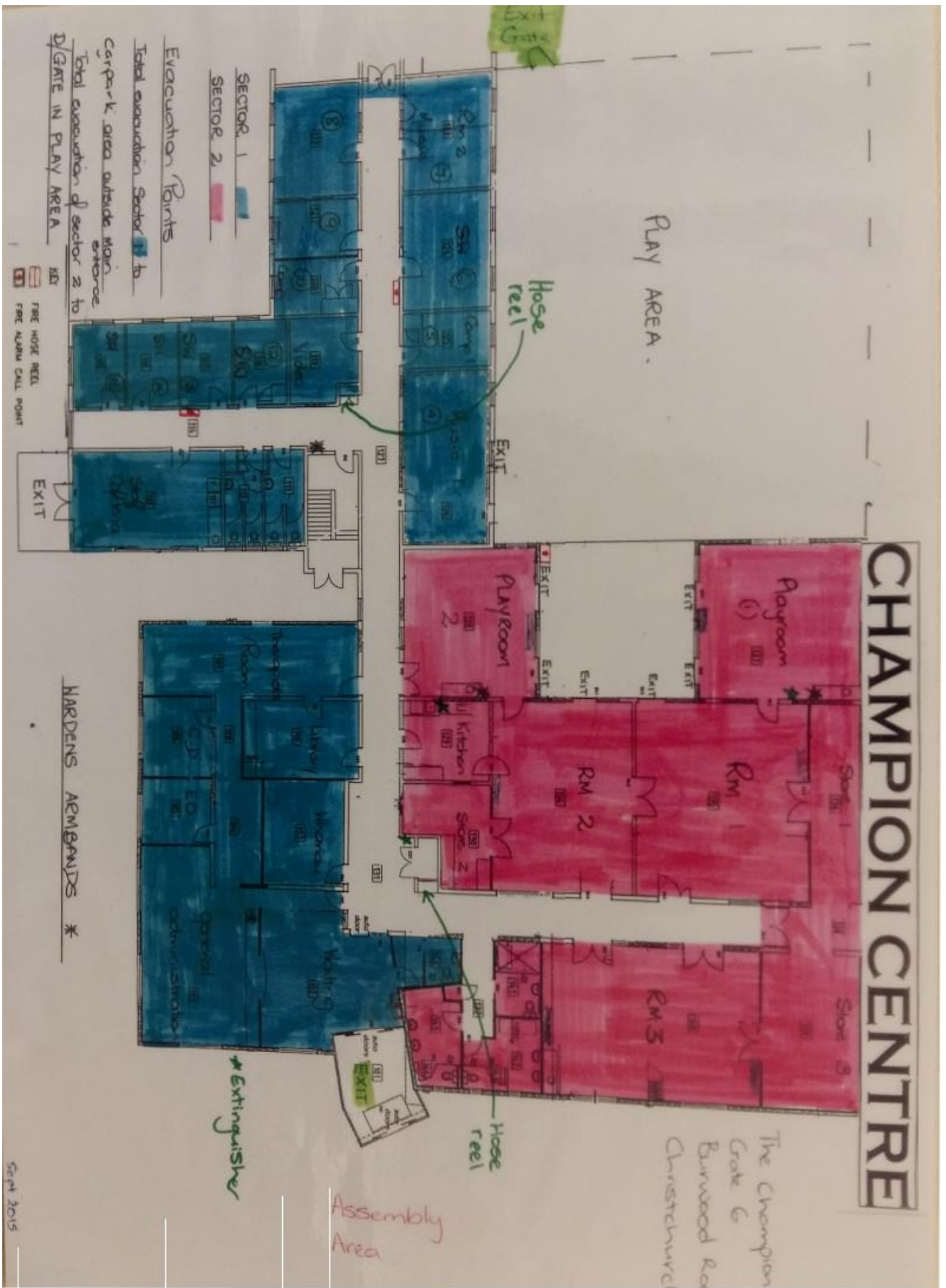
This plan outlines how The Champion Centre will plan for and respond to an emergency event.

Basic emergency response process

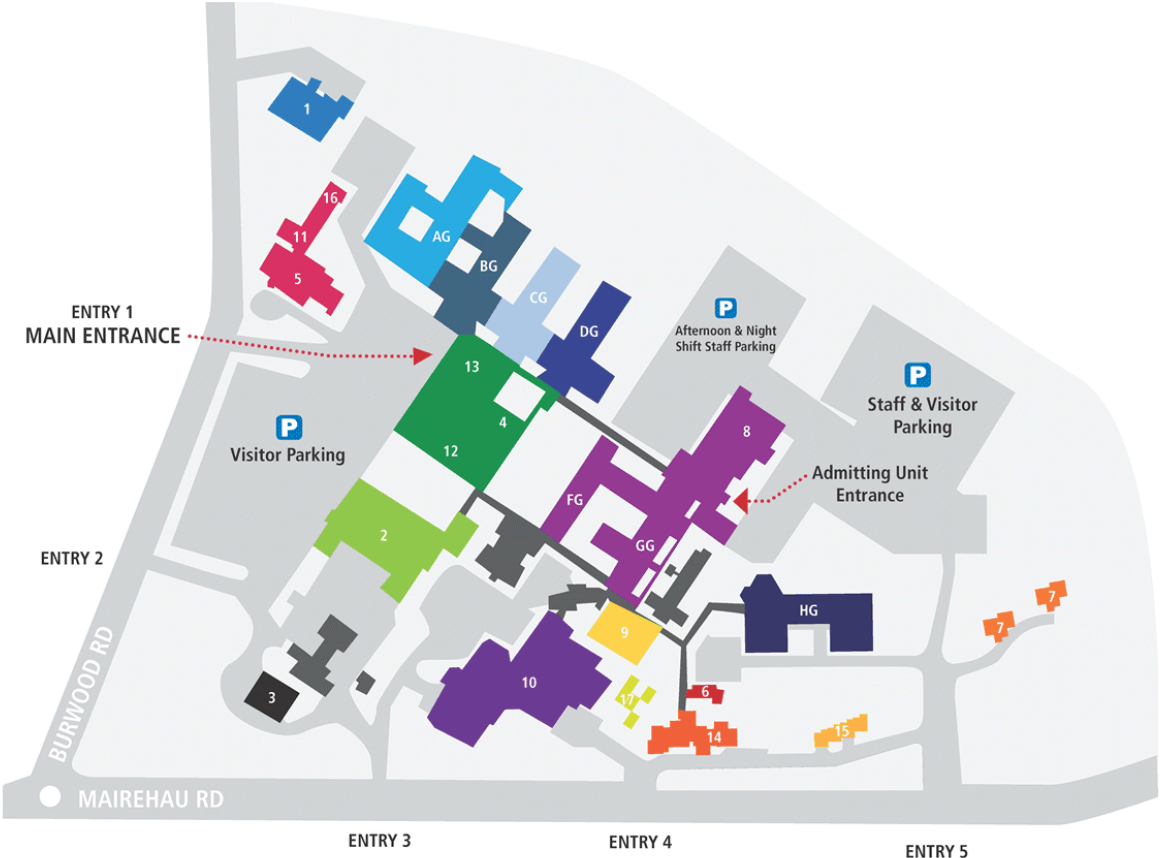
While every event is unique, there are some basic steps we will follow when responding to an emergency, as outlined below:



Site map



Burwood Hospital Campus Map



1	Artificial Limb Centre	13	Reception
2	Back of House	14	Spinal Transition Unit
3	Boiler House	15	Tapper Units
4	Cafe	16	Vision Hearing Testing
5	Champion Centre	17	Portacoms
6	Chapel	AG	Older Person's Mental Health
7	Milner Units	BG	Older Person's Mental Health
8	Operating Suite	CG	Adult Rehab (BIRS)
9	Outpatients Procedure Unit/Minor Surgery	DG	Stroke
10	Physical Medicine (Therapies)	FG	Spinal
11	Public Health Nurses (upstairs)	GG	Surgical Orthopaedic Unit (SOU)
12	Radiology Outpatients (Level 1)	HG	Ward HG

Calendar - planned drills and other training

Activity	Term 1	✓	Term 2	✓	Term 3	✓	Term 4
Fire Drill							
Earthquake Drill							
Shelter-in place drill							
Incident Management Team Refresher							
Board standing agenda item	Via H&S Report		Via H&S Report		Via H&S Report		Via H&S Report
Staff refresher training (eg, regular item at staff meetings)	Training Week Email reminder re Drill procedures		Staff Meeting in Term 2		Email reminder re Drill procedures		
Parent and caregiver updates and reminders	Provide link to Emergency Management Plan with enrolment information for new families Parents supported to advise team of considerations of child's needs in the event of emergency evacuation (Plan in place as required for individual children) Start of term 'in programme' reminders (reference to the Emergency Management Plan).		Provide link to Emergency Management Plan with enrolment information for new families Parents to advise team of considerations of child's needs in the event of emergency evacuation (Plan in place as required for individual children) Start of term reminders 'in programme' (reference to the Emergency Management Plan).		Provide link to Emergency Management Plan with enrolment information for new families Parents to advise team of considerations of child's needs in the event of emergency evacuation (Plan in place as required for individual children) Start of term 'in programme' reminders (reference to the Emergency Management Plan).		Provide link to Emergency Management Plan with enrolment information for new families Parents to advise team of considerations of child's needs in the event of emergency evacuation (Plan in place as required for individual children) Start of term 'in programme' reminders (reference to the Emergency Management Plan).

Communications plan – parents, caregivers and others

Planning

Our proactive communications will include:

- Information pack regarding emergency management provided to all families on enrolment and discussed by Family Support Team.
- Champion Centre Emergency Management Plan displayed in all rooms.
- In-programme 'beginning of term' reminder to all families regarding emergency management procedures, including a reminder to update emergency contact information if this has changed, reminder of practice drills to be undertaken during the term, and what these will involve. Dates / times not provided, and update to any plans for individual children (where needed)
- Meeting with CDHB Fire & Emergency Evacuation Advisor annually

Response

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

- Communications when an emergency happens on site and parents / caregivers are on site with children
- Communications when the Centre is closed due to an emergency or emergency communication is required.
Our communication plan includes:
 - Social Media Alerts via Facebook
 - Communication via School App Alert
 - Individual phone calls or text messages to parents / caregivers by child's Key Worker
 - Email to all parents and caregivers
 - Direct communication with parents / caregivers when they are on site.

External contacts lists

Radio our local station for emergency information is:

Breeze FM – 94.5
Plains FM – 96.9

Emergency services

Police, Fire, Ambulance	1-111 (from internal line) 111 (from mobile phone or external line) 105 for Police, if needing non-urgent assistance
Police (local station)	Burwood Parklands Phone 03 383 3525
Local Emergency Management office / group (Civil Defence)	Point of contact: Canterbury CDEM Group Office Phone 03 366 2359
National Poison centre	Urgent line 0800 764 766 Non-urgent 03 479 7284

Essential agency / service

Medical Officer of Health (local Public Health Unit)	Name Dr Ramon Pink Phone (Community Public Health) 03 364 1777
Ministry of Education	Local office - Canterbury 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 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
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Essential utility

<p>For all essential utility matters, CDHB Site Maintenance is the first point of contact. Telephone 80220 (internal) or via switchboard (external) 364 0640 follow prompts and add extension 80220</p> <p>Burwood Hospital Site Manager is Giovanni Francis – Telephone 99808 (internal) 383 6909 (direct dial) 027 591 3555 (cell phone)</p>	
Power	Site Maintenance – 80220 (internal) or via switchboard (external) 364 0640 follow prompts and add extension 80220
Electrician	Site Maintenance – 80220 (internal) or via switchboard (external) 364 0640 follow prompts and add extension 80220
Builder	Site Maintenance – 80220 (internal) or via switchboard (external) 364 0640 follow prompts and add extension 80220
Plumber	Site Maintenance – 80220 (internal) or via switchboard (external) 364 0640 follow prompts and add extension 80220
Other	Site Maintenance – 80220 (internal) or via switchboard (external) 364 0640 follow prompts and add extension 80220

Essential security

Security	Via Burwood Reception – 99773 or via switchboard (external) 364 0640 follow prompts and add extension 99773
Alarm monitoring	CHUBB via CDHB Site Maintenance – 80220 or via switchboard (external) 364 0640 follow prompts and add extension 80220
Fire alarm / equipment maintenance	CHUBB via CDHB Site Maintenance – 80220 or via switchboard (external) 364 0640 follow prompts and add extension 80220

Other miscellaneous contact information

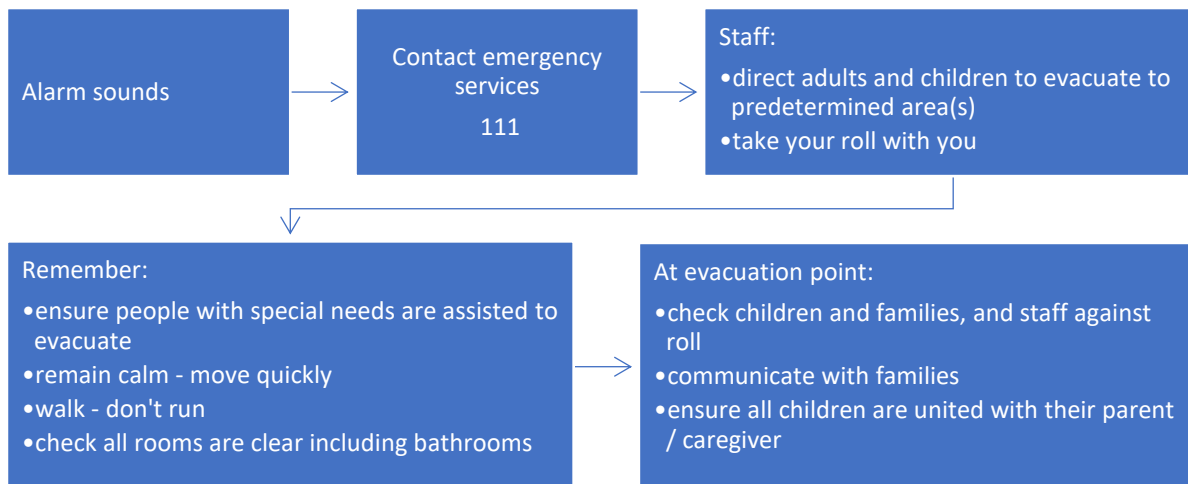
Lawyer	David Lang, Saunders & Co – 379 7690
Insurance	Broker Web Risk Services – 348 9802
Bank	ASB – Debra Olliver – 364 5023 ext 41239

Emergency Response Types

Evacuation

Evacuation from the Champion Centre may be required to ensure the safety of staff and families in an emergency event. In all cases, evacuations need to be planned and practiced.

General evacuation plan



Following an evacuation

Do not return to the Champion Centre site until given clearance to do so.

Whether the Champion Centre 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 Directors and the Leadership Team in consultation with the Chair of the Board of Trustees. Appropriate advice from professionals should be sought if needed.

Contact the Ministry of Education if you need support.

Evacuation areas

The Champion Centre is divided into two sectors, Sector 1 and Sector 2.

Sector 1 Evacuation Point is the car park area outside of the main entrance

Sector 2 Evacuation Point is outside of the Play Area through the Exit Gate.

Fire Evacuation Plan / Point

As above

Earthquake Evacuation Plan / Point

As above

Gas/Chemical Evacuation Plan / Point

As above

Fire

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

Response actions	
Discovery of a fire	Ring the fire alarm by activating the nearest RED manual call point
	Call 111. State: Fire
	If safe to do so extinguish the fire.
On hearing the alarm	<p>Wardens (person in charge of the area at the time) takes control of the areas.</p> <p>Follow Warden instructions and begin evacuation to planned location(s).</p> <p>Staff and visitors in Non Programme areas:</p> <p>Evacuate immediately through nearest fire exit (via staff room or via front doors) and go to the assembly point in the carpark outside the front of the Centre.</p> <p>Staff, families and visitors in Programme areas:</p> <p>Evacuate via Room 2, into the playground, through the playground gate, around the outside of the building (main hospital side) to the Assembly point in the carpark in front of the building.</p> <p>Wardens to ensure all persons are accounted for.</p> <p>Parents/caregivers are responsible for assistance to their child. Staff will ensure this is carried out and offer help.</p> <p>Stay well back from the building. Proceed to the assembly point in the carpark at the front of the Champion Centre when directed by the Fire Warden.</p> <p>Warden from each programme should collect their registers. Senior Warden should collect the staff attendance white board.</p> <p>Walk calmly and quickly.</p> <p>Wardens:</p> <ul style="list-style-type: none"> • Ensure all children / students / staff / visitors with disabilities are assisted by a responsible person. • Ensure any visitors are included in the evacuation. • Check bathrooms and rooms en route to the designated exit point, ensuring all smoke stop doors are closed. • Roll call is undertaken by Warden based on the attendance sheets. • Ensure all students and children remain at the evacuation point until clearance to leave is given.
Returning to the building(s)	Do not return to the building(s) until given clearance is given by the Fire Service.

Ongoing operations following a fire	The decision to continue operations rests with the Directors in conjunction with the Chair of the Board of Trustees. Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).
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Earthquake

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

REMEMBER – LONG OR STRONG, GET GONE

Response actions (as appropriate)	
During an earthquake	<p>If indoors:</p> <ul style="list-style-type: none"> • At the first indication of an earthquake, shout “Earthquake – take cover”. • 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 and adopt a turtle position (cover your head and neck). • Children will be supported by their caregivers and staff to drop, cover, hold. • Keep away from shelves containing heavy objects and other large items of furniture or anything that could fall on you. • Keep away from windows. • Stay indoors until the shaking stops and it's safe to go outside.
	<p>If outside:</p> <ul style="list-style-type: none"> • Find a clear spot and drop to the ground and cover your head and neck • Keep away from buildings and power lines.
When the shaking stops	<p>Expect aftershocks.</p> <p>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 (The Champion is not), initiate self-evacuation immediately.</p> <p>Ensure your personal safety first.</p> <p>Check those around you and offer help if necessary.</p> <p>If anyone requires medical assistance, call 111 and / or administer first aid.</p> <p>Evacuate the building, when safe to do so. Staff are responsible for ensuring families leave the building with them, by the nearest exit.</p> <p>Watch for falling masonry etc.</p> <p>Wardens take attendance sheets with you as you leave roll call undertaken.</p> <p>Listen to the radio for instructions from Civil Defence.</p> <p>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.</p>
Ongoing operations	<p>The decision to continue operations rests with the Directors in conjunction with the Chair of the Board of Trustees.</p>

following the earthquake	Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).
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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:

The Champion Centre is not within a CCC Flood Management area nor a tsunami evacuation zone.

Response actions (as appropriate)	
Flooding reported or sighted	<p>Be ready to act quickly. Floods and flash floods can happen quickly and without warning.</p> <p>Evacuate if required (and get to higher ground).</p> <p>Follow the instructions and advice of emergency services and civil defence and emergency management authorities.</p> <p>If safe to do so, move records and equipment onto furniture as high as possible.</p> <p>If flood is due to burst pipes etc, turn off the water at the mains if possible.</p>
After a flood	<p>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.</p> <p>Get medical care if necessary. Contaminated water can cause infection.</p> <p>Stay away from damaged areas. Your presence might hamper rescue and other emergency service operations.</p> <p>Contact the Ministry of Education regional office (they can provide support through the Traumatic Incident team if required).</p>

Pandemic

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 and from the Ministry of Education.

Pre-response and Response actions (as appropriate)	
Planning	<p>Recommend annual vaccinations for staff. Ensure compliance with any vaccination mandates.</p> <p>Ensure a supply of Personal Protective Equipment (PPE) gloves, face masks, antiseptic hand wash.</p> <p>Develop a communications plan for staff, students, children, families and other interested members of the community.</p> <p>Ensure an appropriate space to be used as an isolation area.</p> <p>Know who the local Medical Officer of Health is and maintain regular contact.</p>
Response - when a pandemic has been advised or declared	<p>Regularly check for updates on the Ministry of Health website (Ministry of Health NZ) and the Ministry of Education website.</p> <p>Use posters available from Ministry of Health re cough / sneeze etiquette, handwashing.</p> <p>Consider physical distancing strategies. Information on this is available from the Ministry of Health.</p> <p>Consider implementing an enhanced cleaning routine of touch points and common spaces as a precaution.</p> <p>Establish the isolation area (as required).</p>
	<p>Liaise with the local Medical Officer of Health as needed (see Essential agency / service contact list for details).</p>

The Ministry of Education website has further guidance for schools and early learning services to plan for a pandemic – [education.govt.nz](#).

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	<p>Move all people in the vicinity to a safe area. Consider:</p> <ul style="list-style-type: none">• Shelter in place – move / stay indoors and seal doors, windows, other openings and switch off any air intake units• Evacuation of building if required and safe to do so. <p>If required, contact emergency services on 111</p> <p>Give appropriate first aid to anyone in contact with the spill.</p> <p>Notify the manager or person in charge / principal and staff.</p> <p>Consideration may have to be given to how children, families and staff will be able to leave the centre after finishing time if the spill has not been made safe by then.</p> <p>Contact the Ministry of Education regional office if further support is needed.</p>

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	<p>Note the location of the package and a description of it (markings etc).</p> <p>Do not touch, shake or attempt to move the package.</p> <p>Check with the addressee to see if they are expecting the package.</p> <p>Isolate the item.</p> <p>Call the police (111) and advise them of the circumstances, the description of the package and its location.</p> <p>As appropriate, position staff at a safe distance to direct people away from the area where package / letter is.</p> <p>Consider evacuating the centre (take police advice).</p>
If you open a letter/package and discover powder	<p>Put on gloves and place opened letter / package in a plastic bag.</p> <p>If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water.</p> <p>If contents spilled:</p> <ul style="list-style-type: none">• 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. <p>If contents are spilt on clothing:</p> <ul style="list-style-type: none">• 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

Keep calm. Do not hang up if threat is made by phone. 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 inquiries.

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 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:	<input type="checkbox"/> Male <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so who do you think it was?	
Was the caller familiar with the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Threat Language	Background noises
	Call taken

<input type="checkbox"/> Well spoken <input type="checkbox"/> Incoherent <input type="checkbox"/> Irrational <input type="checkbox"/> Taped <input type="checkbox"/> Message read by caller <input type="checkbox"/> Abusive <input type="checkbox"/> Other:	<input type="checkbox"/> Street noise <input type="checkbox"/> House noise <input type="checkbox"/> Aircraft <input type="checkbox"/> Voices <input type="checkbox"/> Music <input type="checkbox"/> Machinery <input type="checkbox"/> Vehicle <input type="checkbox"/> Other:	Date: __/__/____ Time: Length of call: Number called:
Details of person taking the call		
Name Phone number Signature _____ Date __ / __ / ____		

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 Champion Centre grounds

Only follow this process if it is clear that the trespasser does not come under the category of an attacker (see 'Attacker on-site').

Trespassing is where a person enters The Champion Centre and either:

- **Has been requested to leave, or**
- **Their behaviour is such that the Champion Centre would not give permission for them to be there.**

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 and Training Act 2020 sections 30 and 241 make it an offence to intentionally insult, abuse, or intimidate a teacher or staff member on school or early learning service premises (within the presence or hearing of any child / student of the service / school).

Incident type	Response actions (as appropriate)
You become aware of a person on the grounds that does not have permission to be there.	<p>Assess the nature of the trespasser: non-threatening or aggressive (if aggressive – follow the attacker process, next page).</p> <p>If appropriate, 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.</p> <p>If the reason for the visit appears legitimate, take the person to the front counter of the office where the reasons for the visit can be dealt with. (do not escort the person through the electronic doors).</p>
Become aware that there is a trespasser on the property.	<p>If the reason for the visit is not legitimate, explain that they have to leave the premises.</p> <p>Notify one of the Directors or other staff member of the description, location and activity of the trespasser.</p> <p>Ensure that children, families and staff are safe and the classrooms are kept secure.</p> <p>If the person leaves when requested they are no longer considered a trespasser.</p>
If the trespasser refuses to leave when requested	<p>Explain that staff will have to call the police.</p> <p>If the trespasser still refuses to leave ask a colleague to call the police.</p> <p>If it is safe, stay with the trespasser until the police arrive.</p> <p>If the trespasser gives any indication of violence walk away (if possible, keep the trespasser under observation from a safe distance until police arrive).</p> <p>When police arrive update them on the situation.</p>

Follow-up actions	<p>Ensure the incident is documented and filed (including providing a report to police).</p> <p>Contact the Ministry of Education regional office (which can help you access the Traumatic Incident team if required).</p> <p>Consider:</p> <ul style="list-style-type: none">• Debriefing staff on the incident and assess if the Emergency Management process worked correctly or needs amendments• Debriefing children and students if the incident was a public one to prevent rumours and speculation.
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Attacker on-site

This checklist provides a very basic guide to managing an attacker who is 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 and parents, disruption to operations 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	<p>Call 111 when it is safe to do so:</p> <ul style="list-style-type: none"> • Identify yourself and the Champion Centre, 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. <p>If safe to do so, move to predetermined safe position(s) to await Police arrival.</p> <p>Alert staff / children / students (avoid using the fire alarm).</p> <p>Move everyone out of hallways and into rooms.</p> <p>Lock and / or barricade doors / windows.</p> <p>Keep quiet and do not leave the room unless it is safe to do so.</p> <p>Put mobile phones on silent mode and instruct others with phones to do the same.</p> <p>Should the event occur while children / families / staff are outside, everyone to move to nearest room.</p> <p>Once police arrive, liaise with them to secure the scene(s).</p>
Following the incident	<p>Consider whether to temporarily close or continue operating.</p> <p>Continue to monitor the wellbeing of children, families and staff.</p> <p>The Ministry of Education Traumatic Incident Teams can provide support (see contact list for phone number).</p> <p>Liaise with the media.</p>

- 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

We need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, staff member or family / whānau member can affect the physical and emotional wellbeing of children and people within a community.

It is very important that the aftermath is handled sensitively to ensure wellbeing and effective continued operations.

Response actions (as appropriate)	
Death / serious injury occurs at The Champion Centre	<p>Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc).</p> <p>Do not assume death has occurred – give immediate first aid.</p> <p>Call emergency services on 111.</p> <p>Notify one of the Directors; isolate and contain the area. Ensure access for emergency services.</p>
Action after medical personnel have taken over	<p>Director to advise (as soon as possible):</p> <ul style="list-style-type: none"> • Leadership team and staff • Board and chair. <p>Consider accompanying Police to advise family.</p> <p>Ensure cultural supports are contacted so appropriate processes can be enabled.</p> <p>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 families, arrange counselling etc).</p> <p>Complete incident form with all known details.</p> <p>Ensure the designated media person, if you have one, is fully briefed.</p>

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

Online resources

Visit the Ministry of Education website to assist in managing this type of response in schools / 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 or student

All instances of a child going missing from the centre must be treated urgently and steps taken to find the missing person or confirm their safe whereabouts. As parents / caregivers accompany children to the centre, and due to the high numbers of staff per child, as well as the secure nature of the centre, it is a highly unlikely occurrence, but one we must be prepared for.

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

- The proximity of dangerous hazards to the centre
- The possibility of an abduction
- The possibility that the child has been picked up by a parent or caregiver other than the person bringing them to the centre
- The child has got lost or left the centre

Until the child 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 is missing	<p>Confirm:</p> <ul style="list-style-type: none"> • That the child had been present at early learning service / school at some time during the day, and if so; • When they were last seen. <p>Notify parent / caregiver (if unaware), Director (s) and staff.</p> <p>Search the school / early learning service.</p>
If child is found	<p>If child is found injured or ill, call for medical assistance if required.</p> <p>Notify parent / caregiver, Director (s), staff and other searchers.</p> <p>Establish what happened and complete incident report.</p>
If child or student is not found	<p>Notify the police immediately.</p> <p>Notify the parents / caregivers.</p>
	<p>Contact the Ministry of Education regional office for support.</p>

Emergency Supplies

Emergency supplies are stored in a large plastic container in the store room in Room 2 – Piwakawaka.

Contents are checked and refreshed as required twice per year by the Executive Director.

Contents include:

- First Aid Kit
- Bottled Water
- Gas cooker and 1 gas canister
- Toilet Paper – 3 x rolls
- Torch
- Radio
- Plastic rubbish bags
- Face masks
- Hand sanitiser
- Nappies
- Plastic bags
- Food: including instant noodles, baked beans, canned spaghetti, canned soup, muesli bars, fruit sticks, rice crackers, crackers, milk powder, baby food, Baby formula sachets (variety of age ranges)
- Large blanket

Other supplies are located as follows:

-More torches are located by each fire alarm switch in hallway

-Sheets and towels are located in the linen cupboard

-Large containers of water are located in the bottom of the pantry in the whānau kitchen

-Extra food is located in the feeding cupboard and whānau kitchen

-Extra first aid kits are located in the children's bathroom, the staff room and the front office

-Defibrillator is located in the front foyer.