



Little Feet Childcare Centre Limited

"we care for your child"

Emergency Procedures Policy

Rationale: Little Feet Childcare Centre aims to maintain safety and wellbeing of all children and staff in an event of an emergency.

Procedures

1. All staff are aware of the emergency procedures (Fire and earthquake)
2. Monthly fire and earthquake drills are undertaken and documented in the folder
3. A transportable civil defence kit will be stored at the centre premises, the contents of the kit is stated in appendix A.
4. The civil defence emergency kit is checked monthly, paper work is updated, and stock is replenished as required
5. In case of an emergency, children will be collected by authorised adults only. Children who are not collected by their parents, caregivers, or other authorised adults, will be supervised in the centre if it is safe to do so.
6. A record will be kept for all adults and children who have been picked up, and of those who are still present in the centre.
7. If there is no immediate danger and it is safe to remain in the centre, all staff and children will remain on site.
8. If the centre remains inhabited, the civil defence centre will be provided with a completed emergency information response form which will include the following information:
 - Permanent location
 - Current location
 - Number of adults
 - Number of children
 - Number of people trapped
 - Number of people injured
9. In case of evacuation, Little Feet will relocate all staff and children to the nearest civil defence post. **(A written note will be left at the entrance door which will include the contact phone numbers and relocation details)**

Little Feet Childcare Centre Reserves the right to close the centre in an event of an emergency or other public health emergencies.

Appendix A

EMERGENCY SUPPLIES CHECKLIST

ITEM	QUANTITY					
Torch with battery	4					
Canned Spaghetti	12					
Canned Tomato Soup	12					
Canned Chicken soup	12					
Canned baked beans	24					
Lighter	4					
Emergency thermal blankets	40					
Raisins	12 pkts					
Sterile bottle	8					
Infant formula (Nurture Original)	4					
Nappies	48					
Wipes	6					
Plastic Whistle	6					
Hand gloves	4 boxes					
Drinking water	60 litres					
Spare AA battery	12					
Wattie's little kids' pumpkin and chicken Risotto	12					
Wattie's little kids sweet and Sour Chicken	6					
Fruit Cereal bar	12 pkts					
Fruit Bars	6 pkts					
Neon Glo light stick	40					
Children's emergency Contact list						
Staff Emergency contact List						