



# Little Feet Childcare Centre Limited

*"we care for your child"*

## Emergency Procedures Policy **HS7**

**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 with an emergency contact list of Staffs and Children.
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	Expiry Date				
Torch with battery	1					
Canned Spaghetti	6					
Canned Tomato Soup	4					
Canned Chicken soup	3					
Canned Baked Beans	6					
Lighter	1					
Emergency Thermal Blankets	10					
Raisins	3 pkts					
Sterile bottle	2					
Infant formula (Nurture Original)	1					
Nappies	6					
wipes	1					
Plastic whistle	2					
Hand gloves	1 box					
Drinking water	15 l					
Spare AA battery	4					
Watties little kids Pumpkin & Chicken Risotto	3					
Watties little kids Sweet & Sour Chicken	1					
Fruit Cereal bar	2 pkts					
Fruit Bars	1 pkt					
Neon- glow light stick	10					
Children's emergency Contact List						
Staff Emergency Contact List						