



Useful emergency numbers

*It is useful to compile a list of **applicable** emergency numbers prior to an EOTC event. Put copies with each cell phone taken and the land line telephone so they are accessible to all supervisors during the event.*

Event location: Date/s

People in charge if an incident occurs:

On site At School
 Phone Phone

Emergency contact number	Name	Telephone
Emergency services		
Fire, Ambulance, Police Principal		111 School: Home: Mobile:
Board of trustees chairperson		Work: Home: Mobile:
School media spokesperson		School: Home: Mobile:
Nearest doctor – Medical centre		
Nearest hospital – Emergency department		
Nearest police station		
Community constable		
Department of Conservation		
Mountain radio service		
Nearest fire station		
Regional Council		
National Poisons Centre		
Camp manager		
Coast guard		
Civil Defence		
Rape Crisis		
Child, Youth, Family Service (CYFS)		
Animal Control		
Meteorological Service		
School Trustees Association		0800 STA HELP
OSH		
Group Special Education (Ministry of Education) Trauma help		
Surf club		

Communication lines during a serious incident on an EOTC event:

The teacher in charge of the EOTC event or other delegated person will:

- contact emergency services if necessary;
- as soon as practicable, phone the principal or other delegated person.

The principal (or other delegated person) will contact the:

- board of trustees chairperson;
- parents/caregivers of the student/s involved;
- school media contact person (if other than the principal);
- support services for victims and others that were present when the incident occurred (for example, victim support, counsellor/s, Group Special Education – Ministry of Education).

It is very important for a school to have this procedure clearly outlined.

