

# Safety / Emergency Procedure Information

## School of Psychology, Speech and Hearing | Te Kura Mahi ā-Hirikapo

### First Aid Kits

The first aid kit is in Rm 226 (main office), Level 3 and Level 4 Room 465, Psychology Lab Block.

**First aid holders:** Eileen Britt, Rm 515, Ext 93694; Julia Rucklidge, Rm 465, Ext 94398; Silvana de Freitas Costa, Rm 523, Ext 94357; Neroli Harris, Rm 523; Ext 94356; Zhe Chen, Rm 509 Ext 94415; Anya Armstrong, Ext 94359; Gerard Mesman, Room 514, Ext 94339; Ellen Nijhof, Rm 164, Ext94643; Catherine Theys, Rm 201, Ext 94516; Ruth Ramsay, Ext 94548, Nicky Drake, Ext 91066.

A full list is maintained on the central [UC Register of First Aiders](#).

**Risk Register** can be found at main office reception, Room 226, 2<sup>nd</sup> level, Psych. Lab Block.

### Medical Emergency or serious injury

- **University cardiac arrest phone number 6111 and request defibrillation.**
- Ambulance, Police or Fire Service number 1 – 111- **(from any phone)**
- **Security numbers: 6111 or 92111 – non emergency 92888 or 6888 - (campus landline)** Off Campus or by Mobile phone: 03 369 2888 or **0800 823 637**
- Student Health Centre: **(03) 369 4444** night or day. On campus: extension 94444.

### UC Defibrillator location

- Psychology link block (by Café 101). [UC Campus Maps](#)

### Emergency Assembly area

- Psychology car park – away from the cars and Buildings (grass area).

**Wardens:** A full list is maintained on [UC List Building and Floor Wardens](#)

- **Building Warden Psychology Staff Block:** Gerard Mesman, Room 514, Ext 94339 on his absence Silvana de Freitas Costa, Ext 94357.
- **Floor Wardens L7** First person to the board, **L6** First person to the board, **L5** Jonathan Wiltshire, **L4** Zhe Chen, **L3** First person to the board **L2** Kumar Yogeewaran, **L1** Carl Shepard/First to the board.
- **Building Warden Psychology Lab block:** Nicky Drake - Room 226, Ext 91066.
- **Floor Wardens Psych Lab Block:** **L5** - Neroli Harris; **L4** - Jackie Henderson (South side), **L3** North side Jonny Grady and Greg O'Beirne (south side), **L2** - Robyn Daly (South side) and Heather Thomas (Research & Innovation), **L1** Psychology Centre, Speech & Hearing reception (north side) Marie Sutton and Café 101. **Jane Soons Building: Psychology Clinic L2** – Neil Thompson, Ext 94291.

### People

- **Head of School (HOS): Don Hine**, Room 221, Ext 94332
- **School Safety Officer:** Silvana de Freitas Costa, Room 523, Ext 94357
- **H&S Rep:** Alexandra (Alex) Weathersby, Ext. 94978. Ruth Ramsay (Deputy), Ext 94548
- **Administrative Services Manager:** Robyn Daly, Room 222, Ext 94366

**Event reporting (incidents, near miss, injury, illness, discomfort, pain, serious harm, safety observation and damage):** Should be logged into [ASSURA - Health and Safety Reporting System](#) Events must be recorded into ASSURA as soon as possible, and within 24 hours. **Hard copies** are available for completion from the main office L2 and from the photocopier/printer level 5 room 501, Psychology Staff Block. Once completed please send to the School Safety Officer, signed off by the HOS. Please report immediately **possible** Serious Harm to the School Safety Officer, HOS or Security. UC **H&S Director** Phone: [+6433691419](tel:+6433691419) **Notifiable Event** please contact UC Health & Safety Team immediately on 03 369 3636 or **Ext 93636** or email: [health-safety@canterbury.ac.nz](mailto:health-safety@canterbury.ac.nz).

**Link:** [UC Support and Emergency Plans and Policies](#)

**Important:** Christchurch Emergency Services on 111, If you have an emergency, please call security on 6111(internal) or 0800 823 637. After hours – raise the alarm and notify the Fire service call 111.