

EVACUATION CARE PLAN

Rationale:

To ensure that the Centre has a practical evacuation plan for civil emergencies on display at the Centre which includes how children are evacuated and cared for in a variety of emergencies.

This policy/plan is aimed at evacuation procedures civil emergencies such as fire, earthquake, flooding, storms, volcanoes, chemical, gas emissions, etc.

Principles:

This plan covers the process of closing down the centre and relocating to a safe environment. The centre's plan includes the criteria or conditions under which evacuation is necessary, the process of evacuation and transport relocation and the choice of alternative care procedures.

There are four conditions under which evacuation of the centre will be necessary.

- If ordered or advised by officials.
- The building becomes structurally or environmentally unsafe (fire, earthquake, flood etc.).
- If the area or environment becomes unsafe (gas, chemical leak or local fire).
- If a potential threat is likely to make continued occupation of the property unsafe (Civil Defence warning).

Procedures:

- The Management will make the decision to evacuate, taking into account the long-term safety of the children and staff.
- Where possible the decision will be made before the centre environment becomes unsafe.
- The Management/Person Responsible will become the Emergency Warden for the purpose of the evacuation procedure and will ensure this plan is followed and carried out.
- All procedures are subject to there being enough time and resources to safely carry them out and that priority has been given to the application of first aid.

Preparation:

- A check will be done to see that the alternative location is suitable and safe.
- Where possible the parents will be advised of the preparations and new location by phone.
- Rolls, records and enrolment forms will be collected.
- Drink, food and first aid supplies which are needed at new location will be collected.
- A notice will be attached to the front door from inside your emergency kit leaving mobile numbers or contact information if possible.
- A mobile phone will be taken if available.
- Police, Civil Defence and neighbours will be advised.
- Assistance from neighbours, Civil Defence and police etc will be requested if required.
- If there is adequate time and it is appropriate power and water will be turned off at mains supply.

Evacuation:

- Move all staff and children to assembly point.
- Take roll record and check children including adults and staff.
- Check around centre to ensure all children are out of the building.
- Secure premises

- Ensure supplies are taken with the children.
- Take enrolment forms with parent contact information.

Transport or Relocation Movement Arrangements:

- Ensure all the children stay together in a line or group if walking to destination.
- Ensure staff/adults take care of a specific group of children during relocation.
- On arrival check all children against the roll.
- Register with appropriate officials or advise police, Civil Defence officials and neighbours of arrival.

Options for Relocation:

- | | |
|-----------------------|-----------------|
| ▪ Name | Location |
| Pukete Primary School | Pukete Road |

Options for Care and Release of Children:

- If previously not possible, parents will be contacted to advise of the new location and to pick their children up.
- Staff will be required to stay and care for the children until they are released by the emergency warden.
- Staff are to ensure the children are comforted, basic needs are met, kept warm, provided with food and shelter and kept occupied and safe.
- Children are released to parents or with the written consent of parents or approved pick up arrangements.
- Children picked up are marked on the roll.
- Emergency warden keeps notes of significant events or contacts.

Evacuation Route

- The evacuation route will be displayed in all rooms and Evacuation Care Plan on noticeboards.
- The Evacuation Care Plan will be used in staff induction and training.

Policy review Schedule

Review every three years or when there is a significant change in the area of the policy topic.

Introduction Date:	March 2020			
Next review Date:	March 2023			
Comment:	Revamped			
Consultation Undertaken:	Parents Management Staff			

