**OTTAWA GARDEN’S PRESCHOOL & NURSERY**

**Evacuation Care Plan Policy**

**Background Information**

Licensing Criteria 2008, Health and Safety in Employment Act 1992; the Health and Safety in Employment Amendment Act 2002; the Civil Defence and Emergency Management Act 2002 and the Fire Safety and Evacuation of Buildings Regulations 2006.

HS4 A current Fire Evacuation Scheme approved by New Zealand Fire Service..

HS7 A procedure for dealing with emergencies. The procedure is consistent with National and Regional Civil Defence guidelines.

HS8 A record of the emergency drills carried out with children.

**Purpose**

Safety at the Centre is paramount. Planning evacuation procedures and alternative care arrangements should the Centre be involved in a civil emergency or file, will minimise the risk of injury and stress to children during this time. Policy will ensure that the processes implemented are approved by the New Zealand Fire Services. The Centre is registered with Civil Defence.

**Procedures**

Decision to Evacuate - There are four conditions under which evacuation of the Centre will be necessary:

* If ordered or advised to do so by officials;
* If the building becomes structurally or environmentally unsafe (eg fire, earthquake, flood);
* If the area or environment becomes unsafe (eg gas or chemical leak or local fire);
* If a potential threat is likely to make continued occupation of the property unsafe;

We will develop, implement and maintain site emergency plans, which are specific to the emergencies which could occur while the workplace is in operation. The emergencies planned for may be a result of processes or practices in the workplace or from a man made or natural source. The Emergency Procedure guide is displayed throughout the Centre;

We will appoint employees as wardens who will be trained to take control in an emergency and ensure emergency procedure information is included in the induction process for new staff;

Have in place and follow the requirements of an evacuation procedure as required by the Fire Safety and Evacuation of Buildings Regulations 2006 and the Early Childhood Regulations.

Practice the earthquake drill on a regular basis so children are familiar with this procedure and conduct and document a regular assessment of the workplace to ensure optimum emergency preparedness is maintained.

**Procedure for Evacuation**

Sharon to advise Police and/or Civil Defence officials of the intention to evacuate;

Melissa to leave a notice securely attached to front entrance of building to advise parents where the staff and children have relocated to and advise of the mobile phone number;

Sharon/Melissa will take a mobile phone;

The first aid supplies will be located in a container in the garage;

Sharon/Margaret will take the sign in/out sheets and parent contact information;

Parents will be contacted by Sharon/Melissa to advise new location and to pick up their child;

Staff will stay and care for children;

Staff will ensure children are comforted, basic needs met, kept occupied and safe.

**Planned Trial Evacuations**

**Earthquake**

In the planned trial evacuation, all staff are required to follow the earthquake evacuation plan as set out in the Emergency Procedures Guide;

Staff will have training in evacuation procedures;

Planned drills will be done quarterly and the results will be recorded and given to the Centre Manager;

**Fire**

All staff are required to follow the fire evacuation plan and duties displayed around the centre;

Under the direction of Safety First, the Centre will exercise trial evacuations every three months;

All staff will have training in fire evacuation procedures;

Evacuation of Disabled Persons Assistance will be the responsibility of the person attending the centre at the time of evacuation.

Date Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date for Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_