



POLICY : **Evacuation Care Plan**

Links:

Regulations; HS4, HS5, HS7, HS8, PF3

Reg 46

Rationale & Objectives:

To ensure that Lumsden Kindergarten 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.

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:

- Management will make the decision to evacuate, taking into account the long term safety of the children and team members.
- Where possible the decision will be made before the centre environment becomes unsafe.
- 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.
- The rest of the team will be allocated areas of responsibility by the Emergency Warden
- 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.

Implementation:

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, Civil Defence kit; food and first aid supplies which are needed at new location will be collected.
- A notice will be attached to the front door 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 kaiako 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 kaiako/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 |
|--|---------------------------|
| Hastings Boys High School | 800 Karamu Road, Hastings |
| - Sign will be put up on front doors letting families know if we have evacuated. | |
| - Whanau will be notified by Instagram if we relocate | |

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.
- Kaiako will be required to stay and care for the children until they are released by the emergency warden.

- Kaiako 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.

The Evacuation Care Plan will be used in induction and training.

Philosophy: *'trusting relationships'*

Policy Developed: June 2017

Reviewed: June 2018, June 2019, August 2020, Sept 2021, Dec 2022