

CARE and EVACUATION PLAN FOR the Centre's response to EMERGENCY SITUATIONS



Such as fire, earthquake, flooding, storm, volcanic eruption, chemical or gas emissions:

1) As soon as possible the Team leaders will meet in or near the meeting room to determine if it is necessary to contact the Emergency Services

2) We will care for your child if you are unable to come straight away. We are prepared for this. We have teachers with current first aid certificates, and we will be in communication with various local emergency services. We do ask for your help in the following areas:

- If you are at home when the disaster strikes, tidy and prepare the house as much as possible before you fetch your child. That way it will be less dangerous and less frightening for family members.
- Turn on your radio to the local station to get information about the extent of the emergency
- Please do not call the centre- we need the lines to be available for emergency services

Before you set off for the centre, check that the access way is safe and remember to leave areas clear for emergency vehicles.

No child will be released to leave the centre with another person, even a relative or baby sitter, unless the centre has written permission to that effect. ie, the nominated person could be listed as one of the emergency contacts. Whoever collects the child must sign the roll to say who actually made the collection, at what time, and where they were heading to. With this in mind, please ensure that you provide up to date information for addresses, phone numbers, emergency contacts and medication.

3) Teachers will remain at the centre until the children in their care have been collected, unless directed to relocate.

4) During a Civil Defence Emergency an evacuation of the centre may be advised by Civil Defence Officers.

The **nearest Civil Defense Centre** is the **Ascot Community School**. Staff will check the route

to Ascot School is clear and safe. If an evacuation is required, a large notice will be left in a prominent place advising where the children and staff have moved to. If possible you will be phoned to advise you of the location of the children. On route, all children will be kept together. Staff will have responsibility for specific children. On arrival, the roll will be checked. Team Leaders will register with Civil Defense Officials.

5) The Centre has taken precautions against the possibility of an earthquake. Safety glass in windows, no heavy items stored up high, secured cupboards, current first aid training of staff and regular emergency drill practices.

6) Earthquake Drill. Our procedure is that when “Earthquake, Drop, Cover and Hold” is called, children are to get under tables or with staff in doorways, crouched on the floor with hands protecting their heads.

Each Staff member will be responsible for the children in their group. Children will “drop and cover and hold” and be guided by the staff members on further action to take. Outside move away from danger, such as trees, buildings etc, and move to the evacuation assembly area as soon as possible.

When shaking has stopped: Staff will be advised by team leaders of specific responsibilities. One teacher will check water and electricity are turned off; One teacher from each room will report to the **assembly area to the north of MYPLC** to update information regarding casualties / possible evacuation/ safe pathways.

7) Fire Drill. Person who notices Fire, tell other adults and phones 1-111. When the alarm sounds, staff will follow the Fire & Emergency evacuation procedures displayed in the rooms, helping children to the assembly area by the caretaker’s room. Once everyone is out, one teacher goes to the check point to notify of evacuation status. Wait with children until the all clear is given by the Building Warden.

a) Update emergency numbers and authorized adults for collecting so enrolment details are current, check contact phone numbers are correct.

*The top priority in an emergency is the protection of life and the prevention of injury.
The second priority is property.*

Reference: **Reg 46/HS4, HS5, HS6, HS7, HS8**