



UCT Educare Centre
Properties and Services Department

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Co-ordinator

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EDUCARE CENTRE EVACUATION POLICY

Our evacuation policy is applicable to all emergencies and not restricted only to fire evacuations.

Each class is fitted with a fire detector and a fire alarm control panel is installed in the foyer, which is linked to Campus Protection Service (CPS) and is serviced regularly by Fire Spec. Each year, UCT'S Health and Safety organises fire-drills with the learners and staff members.

All staff members are informed of the evacuation procedure. The admission register and contact details of all learners are filed with the parent class communicators.

In case of a fire the Coordinator will alert CPS and the Properties and Services Department (P&S). She will open all exits leading to the front or back gates. All support staff members will assist the 3 months to 2 years class teachers, in getting the babies and toddlers to the parking area below the Educare Centre (P16) or opposite (P17-parking area for players), pending the direction of the fire. Simultaneously, the other class teachers will guide the pre-schoolers in the same direction. The Coordinator will run through the playrooms and children's toilet to ensure that no child is left behind.

CPS officers and the Health and Safety Department will assist with the evacuation procedures.

The Health and Safety Department management will organise a shuttle to take the children to the nearest student residence. The office of Executive Director: P&S Department will inform parents of the pick-up venue.

In the event of other types of emergencies, the nature of the emergency concerned will determine the appropriate course of action to be followed. Decisions in this regard will be taken in consultation with the CPS and Health and Safety Management.

Educare Committee
20 March 2012



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Dear Parents/Guardians

EDUCARE CENTRE EVACUATION POLICY

Given the recent fires on the mountain, we would like to inform you about our evacuation policy which is applicable to all emergencies and not restricted only to fire evacuation

It is our responsibility to ensure that your child is cared for in a safe environment. Therefore, each teacher has a panic button (linked to Campus Protection Service) to use in case of an emergency.

Each class is also fitted out with a fire detector and a fire alarm control panel is installed in the foyer, which is also linked to Campus Protection Service (CPS) and is serviced regularly by Fire Spec. Each year, UCT's Health and Safety Department organises at least two fire-drills with the children and staff members

All staff members are informed of the evacuation procedure. The admission register and contact details of all parents are filed with office of the Executive Director: Properties & Services (P&S) Department whose office will contact parents in the event of an emergency.

In case of a fire the Coordinator will alert CPS and the P&S Department. She will open all exits leading to the front gates. All support staff members will assist the 3 months to 3 years class teachers, in getting the babies and toddlers to the opposite parking area, pending the direction of the fire. Simultaneously, the other class teachers will guide the preschoolers in the same direction. The Coordinator will run through the babies' sleeping area and children's toilets to ensure that no child is left behind.

CPS Officers and the line manager of the P&S Department responsible for Educare Centre matters, will assist with evacuation procedures

Health and Safety Department management will organise a shuttle to take the children to the nearest student residence. The office of the ED: P&S Department will inform parents of the pick-up venue.

In the event of other types of emergencies, the nature of the emergency concerned will determine the appropriate course of action to be followed. Decisions in this regard will be taken in consultation with CPS and Health & Safety Management

We hope that this addresses any concerns you might have had and that you will continue to entrust your child in our care.

Many thanks

EVACUATION POLICY

Amended by Properties and Services on the 20.03.09

Marilyn Petersen
Coordinator