

CENTRE EMERGENCY RESPONSE PLAN

This plan defines the responsibilities for action in an emergency affecting

MONTESSORI CHILDREN'S HOUSE WANAKA

FIRE

Raise the alarm

The staff and children will carry out the fire response as outlined and practiced in accordance with our policy

Do not put yourself or anyone else at any unnecessary risk

Evacuate from building or area

Building Warden to ensure building is vacant and doors are closed

Fire Warden to obtain phone, contact Emergency Services and wait at the top of the entrance stairs for the fire service to arrive

Teachers to assemble all children and any visitors at the assembly area

Check all persons are accounted for

At no time, will any person re-entre the building until advised to do so by the Fire Service

EARTHQUAKE

The staff and children will carry out the earthquake response as outlined and practiced in accordance with our policy

Await instructions from the Managing Teacher or the Teacher Responsible

Managing Teacher will check for hazards, conduct an external building safety check and report, and inform all staff of the situation

If evacuation is essential as it has been identified unsafe to remain inside vacant to the assembly area or out on the reserve

FLOODING / SNOW

Parents / caregivers will be contacted early to collect children if this is considered a risk

Managing Teacher or the Teacher Responsible will remain at school until all children have been collected

ELECTRICAL STORMS

All children and staff are to remain indoors away from windows

If children are outside, bring them inside as quickly as possible

Be aware, when outside, tall objects (trees, lamp posts, tall posts) will attract lightning strikes

The centre may decide to delay release of children for safety