

# CANBERRA MONTESSORI SCHOOL EMERGENCY MANAGEMENT PLAN

Part 1: At a glance Emergency Evacuation map and procedures

Part 2: Roles and Responsibilities

Part 3: Emergency Contacts

Part 4: Emergency Procedure in the event of Fire

Part 5: Emergency Procedure in the event of Lock down

Part 6: Emergency Procedure in the event of Bomb threat

## Part 2: Roles and Responsibilities

### CHIEF WARDEN

Rael Matthews	Principal	Mobile: 0401 317 491
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### DEPUTY CHIEF WARDEN

Aileen Frost	Director-Early Education	Mobile: 0449 509 142
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Halima Khurram	Director-Pedagogy	Mobile: 0424 714 554
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Kate Luck	Business Manager	Mobile: 0421 974 287
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### FIRST AID OFFICER

Tonia Lewis	Administration Assistant	Mobile: 0417 228 022
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### COMMUNICATIONS OFFICER

Judy McGowan	Executive Assistant	Mobile: 0407 604 945
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### Part 3: Emergency Contacts: Important Phone Numbers:

You must report all emergencies no matter how minimal

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Fire and Emergency Services:	000
Emergency calls from mobile phones	000 (112 GSM phones) (106-text)
Police attendance (24 hours)	13 25 00 (24 hours)
Police attendance (24 hours)	13 25 00 (24 hours)
State Emergency Services(flood/storm)	13 25 00
Crime Stoppers	1 800 333 000
Poison emergencies	13 11 26
Public health emergencies	(02) 6205 1700
Electricity	13 10 93
Gas	13 19 09
Water, sewerage, storm water	13 11 93
Canberra Snake Catcher	0421281439
Canberra Connect	13 22 81

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### Emergency Health Services:

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Local Doctor	(02) 6288 6008
Health direct	1 800 022 222
<b>ACT Health</b>	<b>13 11 81</b>
<b>Canberra Hospital</b>	<b>(02) 6244 2222</b>
<b>Calvary Public Hospital</b>	<b>(02) 6201 6111</b>

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## Part 4: Emergency Procedure in the event of Fire

1. When a fire starts, the alarm sounds
2. The Fire Station is automatically notified once the alarm sounds
3. In the event that a fire starts and the alarm DOES NOT SOUND, immediately inform the Chief Fire Warden (Principal) or a senior staff member on site
4. The Chief Warden then notifies the Fire Brigade on 000 stating the following:  
**Name of School: Canberra Montessori School**  
**Address of School: 35 Mulley Street, Holder**  
**Nearest Cross Street: Dixon Drive**
5. When the alarm does sound ALL must evacuate the buildings immediately as directed in the following manner:
  - **Classroom Directors are to move everyone in their classroom to the designated Assembly Point (identified on Emergency Evacuation Plan in each building)**
  - **Classroom Directors are to bring the Attendance Roll and sign in sheet for Cycle 1 rooms**
  - **Classroom Directors are to count children on departure from the room and on arrival at the Assembly Point**
  - **Classroom Assistants are to check the entire classroom and toilets for children**
  - **Classroom Assistants are to shut doors and windows in their classroom to help contain fire**
  - **Classroom Directors are to check children off against the Attendance Roll or sign in sheet**
  - **WhosOnLocation information to be taken to Assembly Point by Administration member**
  - **All staff, parents and visitors are to be accounted for by the Deputy Chief Warden**
  - **The designated First Aid officer is to bring a first aid kit to the Assembly Point**
  - **A senior staff member is to be stationed at the car park to stop entry until the all clear is given by the Chief Warden**
  - **When the fire brigade arrives, the Chief Warden or Deputy Chief Warden is to advise them of the location of the fire and any children and staff not accounted for**
  - **Authority to re-enter the school is given only by the Chief Warden or Fire Brigade**

## Part 5: Emergency Procedure in the event of Lock down

A lock down procedure may occur when a situation is construed as a threat to the safety of the children or staff at Canberra Montessori School. If a Lock down procedure is required, ALL personnel on site must participate in the Lock down.

**THE PRINCIPAL WILL DETERMINE IF A LOCK DOWN PROCEDURE IS DEEMED NECESSARY AND NOTIFY EVERYONE WITH ONE SOUND OF AN AIR HORN**

The following actions need to take place in a Lock down:

1. All people must be locked internally in the school buildings and move to the safest part of the classroom out of sight

2. Classroom Directors are to check that all children are accounted for, using the Attendance Roll
3. Classroom Assistants are to ensure all doors and windows are locked internally
4. Principal to phone police or other services assistance
5. No person is permitted to leave the secured area until the all clear is given by the Principal

## **Part 6: Emergency Procedure in the event of Bomb threat**

A Bomb threat evacuation may occur when a situation is construed as a threat to the safety of the children or staff at Canberra Montessori School. If a Bomb threat procedure is required, ALL personnel on site must participate in the evacuation.

In the event a Bomb threat is received, the following procedure will be adopted:

- The receptionist receiving the bomb threat by telephone will not hang up, but instead should stay on the line and take notes of the conversation
- The caller should be kept on the line for as long as possible, and asked to repeat the information provided and for additional information about the threat
- Where possible, someone else should listen in to the call, and
- The Principal should be called to evaluate whether an emergency evacuation is required

If an evacuation is ordered in response to a bomb threat, all staff should quickly check the work area for any unusual objects and mark these with a sheet of paper without touching the object. They should then leave the building as instructed. The location of any unusual objects must be reported to the Principal or attending emergency services.

### **THE PRINCIPAL WILL DETERMINE IF AN EMERGENCY PROCEDURE IS DEEMED NECESSARY AND NOTIFY EVERYONE WITH THREE SOUNDS OF AN AIR HORN**

The following actions need to take place in an Emergency Evacuation:

- **Reception will SMS parents notification of the evacuation to advise collection of children from the Assembly Point**
- **Classroom Directors are to move everyone in their classroom to the designated Assembly Point (identified on Emergency Evacuation Plan in each building as Saint Jude's School)**
- **Classroom Directors are to bring the Attendance Roll and sign in sheet for Cycle 1 rooms**
- **Classroom Directors are to count children on departure from the room and on arrival at the Assembly Point**
- **Classroom Assistants are to check the entire classroom and toilets for children**
- **Classroom Directors are to check children off against the Attendance Roll or sign in sheet**
- **WhosOnLocation information to be taken to Assembly Point by Administration member**

- All staff, parents and visitors are to be accounted for by Administration
- The designated First Aid officer is to bring a first aid kit to the Assembly Point

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022