Emergency Action Contingency Plan

Priorities
* To preserve life
* To preserve property
* To restore/continue centre operations

Execution
Action upon receiving initial report of threat
* Director or person witnessing emergency sound whistle blasts
* Teacher phone applicable emergency services
* Director collect roll books
* Rural Care Worker collects roll book
* Director gathers persons at top gate (by oval)
* All other staff assists all persons to exit building at nearest safe exit, in a calm and orderly manner.
* Staff check rolls and director initiates search action if necessary
* Decision taken to move/not move to a safer place and attend to the needs of the children
* If necessary phone parents to collect children, or notify of our different location for pick up.

FIRE 000   POLICE 86512100

Invacuation
  • Staff member outside sounds whistle blasts
  • Children join that staff member who assists children inside.
  • Remaining staff check cubby and shed areas
  • The inside teacher to phone applicable emergency services.
  • Director and Rural Care Worker check rolls
Director initiate search if necessary. Staff tends to children’s needs.
<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Director</th>
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<td>Governing Council 2010</td>
<td>Peterborough Community Preschool and Rural Care Service.</td>
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Review Date: August, 2011.