



Education

Dunedin Rudolf Steiner

Learning with head, heart and hands

Emergency Evacuation Plan

Signal

Continuous ringing of the fire alarm bell. Whistle or smoke alarm signal will be used to alert the upper classrooms or if the fire alarm bell doesn't work.

Exit

Walk in a quiet orderly manner, in single file. Exit out the fire exit door. If any obstructions occur use alternative door. Teachers take attendance register (or phone to access on-line app) for the class. Office staff take the day sheet.

Toilets / final check of areas

The kindergarten person responsible checks the main kindergarten toilets. An office staff member checks the staffroom extension rooms and toilets are clear, the Principal checks the Octagonal classroom, forest classroom and yurt are clear. The teacher in the lower classroom checks the school toilets are clear

Assembly Points

HARD COURT for kindergarten, lower classrooms

TOP FIELD for upper classrooms, office, staffroom & playgroup

Roll Check

Teacher is to check that all children are present, using either phone or attendance list. If a child is missing this should be reported to the Principal or Kindergarten Head Teacher. Office staff to bring visitor book, daybook and emergency contacts.

Other Points

- 1. SAFETY OF CHILDREN IS PRIORITY**
- 2. EVACUATION TIME SHOULD BE 1-2 MINUTES**

In the event of an EARTHQUAKE, all persons are encouraged to take shelter under the nearest strong structure, e.g. desks, tables, doorways or by adopting the turtle position. When the earthquake ceases, staff will be responsible for then following the above evacuation procedure.

FIRE OUTSIDE CLASS HOURS, WHEN SOME OR ALL CHILDREN ARE IN PLAYGROUND, CLOAKROOMS ETC

The children are to make their way to the assembly point.

Each teacher is to check his/her classroom, toilet area to ensure it has been evacuated.

The Principal will check the office area.

People are to avoid buildings as they head to the evacuation assembly point.