

Emergency Action plan

For

Oasis Montessori Schools

780 S 2000 W Bldg. B Syracuse UT 84075

Emergency Personnel Names and Phone Numbers

Designated Responsible Official

(Owner)

Name: Ramesh Wettasinghe Phone **714 353 8710**

Emergency Coordinator

(Center Director)

Name: Kanchana Duwe arachchige Phone **714 723 4167**

Area/ Floor Monitors

Area: Class room 1, 2 and 3 Name Rilee McEwen Phone **385 219 6164**

Evacuation Routes

Evacuation route maps have been posted in each class room. The following information is marked on evacuation maps:

1. Emergency Exits
2. Locations of Fire Extinguishers
3. Assembly points

Emergency Phone numbers

Fire Department: 801 614 9614

Police: 801 825 4400

Building Manager: 801 882 1118

Utility Company Emergency Contacts

Electric: 801 221 7070

Gas: 801 621 3262

Telephone/Internet Company: 855 861 2800

Emergency Reporting and evacuation procedures

Type of emergencies to be reported by site personnel are:

Medical

Fire

Severe weather

Chemical Spill

Extended Power Loss

Other (Gunman/Hostage taking)

Phone: 714 353 8710/ 801 820 6347

Medical Emergency

Call medical emergency phone number: 801 614 9614/ 911

Call Site Manager: 801 820 6347/ 714 353 8710

Provide the following information

Nature of medical emergency

Location of the emergency (address, Building Class room number)

Caller's name and phone number from which he/she is calling

Do not move victim unless absolutely necessary

Call the following personnel trained in CPR and First aid to provide the required assistance prior to the arrival of the professional medical help

FIRE EMERGENCY

When fire is discovered:

- Notify the Fire Department by calling: 801 614 9614 / 911
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- notify the site personnel about the fire emergency by the following means:

Voice Communication

Intercom phone system

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you are trained to use it

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (Syracuse High School Across the street – 665 S 2000 W Syracuse
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
 - Add propylene-glycol to drains to prevent traps from freezing
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- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Severe Weather and Natural Disasters

Tornado:

When A warning is issued by sirens or other means, seek inside shelter

Stay away from outside walls and windows

Use Arms to protect head and neck

Earthquake:

Stay calm and wait instructions from designated official

Keep away from overhead fixtures, windows, and electrical power

Evacuate as instructed by the designated official

Blizzard:

Stay calm and wait instructions from the designated official

Stay indoors!

If there is no heat, Close off unneeded rooms or areas

Stuff towels or rags in cracks under doors

Chemical Spill

Notify the Site supervisor / Director

If toxic fumes are present, Secure the area (with caution tapes or cones) to prevent children and other personal from entering.

Spills must be handled in a safe manner. Review general Spill cleanup procedures

Other (Telephone Bomb Threat)

Telephone Bomb Threat

Be calm, be courteous, Listen, do not interrupt the caller.

Caller's Identity:

Sex ___ Male ___ Female ___ Adult _____ Juvenile _____ Approx age _____

Voice characteristics:

Speech:

Language:

Accent:

Manner:

Background Noises:

Pretend Difficulty hearing

Keep Caller Talking

Notify your supervisor immediately

Training

The following personnel have been trained to ensure a safe and orderly emergency evacuation of Children and other employees:

Facility: Oasis Montessori Schools

Name	Title	Responsibility	Reviewed Date
