



EMERGENCY EVACUATION PROCEDURE FOR FIRE AND EARTHQUAKE

Displayed at each exit in the School is the **evacuation plan** as attached:

1. All fire exits are clearly marked
2. A trial fire evacuation as outlined in the 'Emergency Evacuation Plan' is carried out at least every six months and reported to the next School Board and Proprietors Trust meeting. The evacuation notification is sent to the fire service and filed in the Emergency Plan folder
3. Trial evacuations following an earthquake drill will also be carried out at least every six months
4. The persons responsible for ensuring the evacuations work smoothly are the class teachers who are the Fire Wardens for their classrooms. The overall building Warden is the office staff member who times the trial evacuation and reports to the fire service¹. Any delays or matters requiring improvement are noted by the office staff, discussed at the next staff meeting where a plan for improvement will be made.
5. The class teachers are responsible for taking their class's attendance information out at the time of the evacuation and for ensuring that their classes evacuate promptly. The office staff take the daybook, the visitors book and the emergency contact lists so that they ensure all visitors are accounted for. All children will be confirmed as being present by their teacher. The teacher then reports to the office staff member who is the Building Warden. The building warden takes the armband so that if the Fire Service attends, they know who to see.
6. The kindergarten person responsible checks the main kindergarten toilets. An office staff members 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.
7. In the event of a real fire it is the Building warden who calls 111
8. All staff will be advised of the evacuation process as part of their induction process

¹ The evacuation report form should be sent to evacuation@fireandemergency.nz within 10 working days of completing your trial evacuation. This form can be found on the online services website: <https://onlineservices.fire.org.nz/Home/PrintableForms> and is on the Forms and templates part of the school server

9. Egress : All classroom doors stay unlocked during opening hours and teachers check the exits are clear each day.

Signed: _____ Print Name: _____

Dated: ____/____/____ Review Date: ____/____/____