Education
Dunedin Rudolf Steiner
Learning with head, heart and hands

EMERGENCY EVACUATION PROCEDURE FOR FIRE AND EARTHQUAKE

Any staff member who notices a fire must sound the fire alarm to start an evacuation.
Displayed at each exit in the School and Kindergarten is the **evacuation plan** as attached:

1. All emergency exits are clearly marked
2. A trial fire evacuation as outlined in the 'Emergency Evacuation Plan' is carried out at least every six months for the school and every three months for the kindergarten and reported to their governing bodies. The evacuation notification is sent to the fire service by the Executive Officer and filed in the Emergency Plan folder
3. 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 Executive Officer who times the trial evacuation and reports to the fire service[1]. 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.
4. 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 and doors are closed behind them. The office staff take the emergency contact lists and the visitors book (to 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 wears the armband so that if the Fire Service attends, they know who to see.
5. The kindergarten person responsible checks the main kindergarten toilets. The Administrator checks the staffroom extension rooms and toilets are clear, other teaching spaces (eg forest classroom and yurt) are checked by the Executive Officer. The teacher in Class Kākāpō checks the school toilets are clear and closes those doors.
6. In the event of a real fire it is the Building warden who calls 111

---

[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

7. All staff will be advised of the evacuation process as part of their induction and shown how to set off the fire alarms in the event of a real fire.
8. Egress : All classroom doors stay unlocked during opening hours and teachers check the exits are clear each day.
9. In the event of an earthquake staff and children will Drop, Cover and Hold. Once shaking has stopped and it is safe to do so the evacuation procedures as above will be followed if the buildings are not deemed to be safe to stay in.

Refer also to the Earthquake and Tsunami Response Procedure

Signed: R. fisher Print Name: A. Noble R. Fisher

Dated: 22 / 6 / 2026 Review Date: 22 / 6 / 2029