



Aidanfield Christian School

Aidanfield Christian School Board

Health and Safety Procedures: Evacuation and Fire

Fire Drill

Fire and Earthquake drills will be held once a term. Practising the fire drill as detailed in the fire evacuation plan, will ensure that, if evacuation is required for another event, the procedure is familiar and will be carried out effectively.

If evacuation is required for another event, the normal fire evacuation signal should be used to reinforce that normal fire evacuation procedure is to be followed.

FIRE ALARM – Automated voice instructions with persistent alarm or hand bell.

EARTHQUAKE – any movement of land or buildings.

OTHER EVACUATIONS (e.g. chemical spill) – continuous ringing of bell

LOCK DOWN – voice instructions

Response to evacuation alarm

1. All staff and pupils are to move quickly and in an orderly fashion.
2. All staff and pupils are to remain calm and re-assure each other at all times.
3. All staff and pupils will leave everything, slip into shoes (if these are off) before moving to class line– do not do shoe laces/buckles up. Staff will bring attendance register.
4. Each class will exit the building from the most appropriate, unobstructed exit.
5. Building wardens to complete building checks before moving to the assembly point.

Assembly point

1. Everyone on site is to make their way to assemble on the tennis court beside Starfish Swim School.
2. All pupils and staff will walk quickly to the assembly point.
3. All pupils will assemble in their homeroom/whanau classes and sit down facing the back fence (away from the school buildings).

At the Assembly point

1. Homeroom/whanau teacher will take the roll for their class.
2. Each pupil must be physically sighted before being ticked off.
3. Completed roll will be immediately returned to the Emergency Warden.
4. Missing pupils must be verbally spoken to the Emergency Warden as well as in writing.
5. Building wardens will report directly to the Emergency warden and check in.
6. Everyone will remain at Assembly Point until instructed to re-enter the building by the Emergency Warden.



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Instruction Sheet for Staff and Wardens

Staff Instructions

If you discover a fire

1. Raise the alarm immediately by operating the nearest alarm.
2. Ensure the Fire Service is notified by **111** call.
3. Clearly state the premises NAME, ADDRESS (including suburb and town) and NATURE OF THE EMERGENCY (fire, earthquake etc.)

On hearing alarms

1. Fulfil your designated emergency duties.
2. Potentially dangerous processes or machinery should be closed down. Leave lights on. The closing down process should only be carried out if possible to do so safely and with no delay.
3. Organise pupils in your care quickly and calmly.
4. Get the attendance register if at all possible.
5. Leave immediately by the NEAREST escape route. Move quickly, but **DO NOT RUN**.
6. Stay low to avoid breathing smoke.
7. Report to the designated assembly point.
8. Take class roll and report result to **Emergency Warden**.
9. Take injured people to the first aid station.
10. Do not return to the building until the **all clear** is given.

Building Wardens

Your Prime Concern is to Save Life

1. Initiate evacuation.
2. Ensure your building area is evacuated. Check toilets, cloakrooms, resource bays etc.
3. Ensure all doors on route of exit are closed.
4. Proceed to assembly area and check roll.
5. Report to **Emergency Warden** and pass information on.

Emergency Wardens

1. Ensure Fire Service has been notified by **111** call.
2. Report to assembly area.
3. Be sure you are conspicuous.
4. Await reports from Wardens.
5. Report to Fire Service on their arrival.
6. Coordinate actions to preserve life and safety of people.

Administration Staff

1. On hearing alarm check staffroom, admin toilet, sick bay and Principal's office for all clear.
2. Collect emergency class rolls, and any pupil sign in sign out information
3. Proceed to Assembly point and hand out emergency rolls to all staff if required.
4. Check off pupils signed out and staff signed out against incoming rolls and advise **Emergency Warden** of any missing persons.
5. Act as back up report to person.



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Part-time Staff and Teacher Aides

1. Part time staff and teacher aids are responsible for the evacuation of all children that they are directly supervising.
2. On alarm, organise pupil/s to move in an orderly fashion to the assembly point and put each pupil into their home room class line.
3. Report to teacher to ensure they have seen the pupils rejoin the class.
4. Report to Emergency Warden to have name checked off.

Caretaker/Groundsman

1. Report to assembly area check with Emergency Warden.
2. Conduct searches of **safe** grounds areas as directed by Emergency Warden.

Functions and Duties of Building Wardens

Monthly

- To inspect means of escape and promptly advise management on any remedial action required.
- To receive the reports from teachers, regarding any shortcomings relating to equipment, or the premises. These reports will be documented and filed with the Emergency Warden and caretaker@aidanfield.school.nz
- To have an overview of problem-solving regarding safety requirements and make recommendations to management and email caretaker@aidanfield.school.nz

Once per Term:

- To ensure that staff are fully conversant with safety requirements and evacuation procedures.

Functions and Duties of Teachers

Weekly

- To carry out inspection checks of means of escape and regulatory items/equipment and report on any shortcomings to the Building Warden and email caretaker@aidanfield.school.nz
- To see that safety signs are displayed where necessary.
- To help in problem-solving regarding safety requirements and suggest improvements to the system.

Designated Wardens

To be updated

Board Chair Sign: _____

Adopted On: February 2024 _____

Review Date: February 2027 _____



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