

Emergency Evacuation Procedure



Purpose

To ensure that emergency situations are managed in a way that minimises risk to students and staff.

A. Procedure

1. **Principal's responsibilities:**
 - a. The principal is primarily responsible for the safety of children and staff, and the protection of school property.
 - b. The principal's responsibility is to oversee emergency procedures and manage whatever actions are taken. The principal is the building warden for fire evacuations.
 - c. The principal will report to the Board annually on compliance with the procedures detailed in this procedure.
2. **In the principal's absence:**
 - a. If the principal is not present during an emergency his/her responsibility, including that of being the building warden for fire evacuations, will be taken over by the next most senior member of staff present.
3. **Staff responsibilities:**
 - a. All staff are required to be familiar with and to be able to competently carry out the school's emergency procedures as detailed in this procedure.
 - b. The prime responsibility of all staff is the safety of children.
 - c. A teacher's first responsibility is to her/his own class.
 - d. In the event that a teacher is not with the class at the time of an emergency the teacher of the nearest class (or another adult member of staff if that teacher so delegates) is to take responsibility for the class and stay with them until relieved of the responsibility by the class teacher or the senior staff member present.

B. Information:

1. Each room will have a plan showing the location of the nearest:
 - a. assembly point(s).
2. Exits from all rooms will be clearly marked with EXIT signs.

C. Practice of emergency procedures

1. **Teaching programme**
 - a. A programme of safety instruction will be included in each class programme. The programme will include:
 - i) awareness of the need for emergency practices
 - ii) knowledge of the school's safety procedures as they apply to pupils
 - iii) assessment of pupils ability to comply with safety procedures
 - iv) related safety knowledge, skills and attitudes
2. **Trial evacuations**
 - a. The school will hold trial evacuations each term under conditions which check the effectiveness of the procedures; ie:
 - i) practices will be held at different parts of the school day

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D. Equipment

1. Inspection and reporting
 - a. The Principal will carry out safety inspections as required in the *School Building System and Features Manual* and complete the required reports.
2. Fire extinguishers
 - a. The Principal is primarily responsible for ensuring that emergency equipment is maintained in good working order.
 - b. All staff share a duty to inform the Principal if equipment is known to be in need of maintenance.
3. Emergency exits
 - a. Emergency exits will be clearly marked.
 - b. Staff are required to ensure that exits are not obstructed in any way at any time.

E. Procedures

1. Fire
 - a. The person discovering the fire is to ring the alarm.
 - b. The Building Warden will immediately call the emergency services.
 - c. The buildings will be evacuated as per the evacuation procedure.
 - d. If children are outside when the fire alarm sounds they will assemble at the evacuation point.
2. Earthquake
 - a. The alarm for earthquake emergencies will be teachers calling earthquake.
 - b. When the earthquake alarm sounds:
 - i) all pupils in the room will immediately cease talking
 - ii) people will take shelter under the nearest available desk or table and hold onto its legs
 - iii) if no suitable table is available they should kneel with their backs towards the nearest window, their head against their knees, their hands clasped behind their neck, and their arms protecting their head, close their eyes tightly, and stay in that position until they are told they are safe to move.
 - iv) if children are outside when an earthquake occurs they should be moved at least 20 metres away from the buildings.

NOTE: Generally speaking it is safer to stay inside than move outside during an earthquake. Because of the danger of aftershocks the evacuation of children will be delayed unless it is essential. It is likely that children will stay inside following an earthquake.
3. Windstorm Procedures
 - a. Pupils will be kept indoors and away from windows.
 - b. Windows likely to burst will be secured with adhesive tape
 - c. If there is a danger of the roof lifting open windows on the side of the building away from the wind.
 - d. The principal or some other designated staff member will, if it can be done in safety, secure loose materials outside which could be carried by the wind and inflict damage or injury.

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4. Electrical Storm Procedures

- a. Pupils will be kept indoors and away from windows.
- b. People will stay away from metal objects which could act as conductors.
- c. People outside will keep clear of trees.

F. Evacuation Procedures

1. Evacuation Alarm

- a. The alarm for evacuation is the automated system
- b. When the evacuation alarm sounds:
 - i) all pupils will remain completely quiet, and listen for instructions
 - ii) teachers will give instructions as to which exit is to be used.
 - iii) On the teacher's instruction children will move as directed, quietly, to the assembly point, and wait for further instructions.
 - iv) pupils will be trained to understand that if no teacher is present the children will move quietly to the assembly point. A teacher from an adjacent class will if at all possible fill the role of the teacher who is not present.
 - v) assemble on the field by rugby post.
 - vi) the person responsible for each class will count those present to confirm everyone is accounted for.
 - vii) the building warden will be informed of any pupils unaccounted for
 - viii) where possible doors and windows will be closed as rooms are vacated.
 - ix) the warden will ensure that emergency services have been called
 - x) if any person is unaccounted for the building warden will arrange for the buildings to be searched if it is safe to do so

2. Specific Responsibilities for Staff Members

Principal	• the principal is the building warden, and manages the evacuation and assembly. • ensures emergency services are called if appropriate • ensures all pupils and adults are accounted for • ensures the evacuation is recorded on the evacuation checklist
Teachers	• Care for pupils in their own room - supervise them during evacuation and at the assembly point • if a class is without a teacher the teacher from an adjacent class will assume responsibility for the class. • If time permits, and especially in wet or cold weather, teachers will ensure that children take whatever warm clothing they have available when evacuating the premises.

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Office Manager	• If possible with complete safety, takes a current list of contact names and addresses for pupils' families when leaving the buildings • In the event of fire take whatever steps can be taken in complete safety to secure key school records (asset registers, registers of admission and withdrawal)
Teachers aides	• if necessary, under the teachers' supervision assist special needs pupils with whom they work • One TA will be assigned the role of checking the toilets, cloak bay. • gather at the assembly point and under the principal's direction carry out any other duties requested
ALL STAFF	• where possible, close windows and doors, and turn off electrical appliances and the power mains.

G. Re-Occupation of Buildings Following Evacuation

1. **Checking buildings**
 - a. The principal will arrange for buildings to be carefully checked before allowing re occupation of buildings.
 - b. When checking buildings prior to re-occupation check for:
 - i) obvious structural damage (after an earthquake)
 - ii) dislodged book cases, cupboards, fittings which could fall
 - iii) leaks in water and gas pipes
 - iv) breaks or blockages in sewer drains and fittings
 - v) spillage of hazardous substances (ie cleaners' supplies)
 - vi) fires not completely extinguished
 - c. Toilets should not be used until thoroughly checked for damage and leakage.

H. Sending Pupils Home

1. **Decision to send pupils home**
 - a. Any decision to send children home will be made by the principal, or in the principal's absence by a senior member of the staff.
 - b. Children will be kept at school until it is safe to release them.
2. **In the event of earthquake:**
 - a. children may be arranged in groups and escorted home by adults
 - b. Accurate records will be kept of the movement of children:
 - i) when they left
 - ii) who they left with
 - iii) where they were going
3. **Students will not be left to find their own way home if:**
 - a. there is any possibility that their parents/guardians may be delayed
 - b. there is any possibility that children will find it difficult to get home.

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4. Children whose parents or caregivers can't be contacted
 - a. Children whose parents or caregivers can't be contacted will be kept at the school.

I. Staff Training in Emergency Procedures

1. Induction of new members of staff
 - a. The principal will inform new staff members about the school's emergency procedures as part of their induction.
2. On-going staff training
 - a. Following each emergency drill staff will discuss the outcomes and make decisions regarding
 - i) revision of the plan
 - ii) additional training needed for staff and/or pupils
 - iii) additional drills needed to achieve satisfactory standards
3. First Aid Training:
 - a. Each year the Board will offer interested staff members the opportunity to study for the St John's /red cross First Aid certificate.
 - b. The Board will meet the cost of the course.

Reviewed: September 2024

Signed – Principal: _____

Next Review Date: May 2027

Evacuation Drills

- Term 1 2022 - 18th February, 10.30am, no areas of concern.
- Term 3 2022 - 30th August, 10.30am, no concerns, very efficient evacuation by all.
- Term 2 2023 - 28th April, 10.45am, no concerns
- Term 1 2024 - 23rd february, 10.30am, no concerns, very efficient evacuation by all.
- Term 3 2024 - 26th September, 11.30am, no concerns, efficient assembly of all students and staff at evacuation point.

2025

- 21/02/2025, 10.30am - successful evacuation, all students walked and were orderly and safe. Shoes in doorways is the only improvement to work on.

Earthquake Drill

- Term 4 2022 - 27th October, NZ Shake Out, some students need reminding of what to do.
- Term 4 2025 - 16th October, NZ ShakeOut Earthquake Drill, no concerns.

Earthquake - real

- Term 1 2023 - 26th April, no concerns, well done by all

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2026

- Term 1, February 13th, 10.30am. Very well organised and orderly evacuation drill. No areas of concern. RTLB currently occupying Room 3 were advised and included.