



Fire

Emergency

Procedures

Spotswood Primary

Fire Emergency Procedures



Refer to Operational Policy 6: Health and Safety

Reviewed: 17.02.25 **Due for Review:** February 2026

Normal School Hours - Procedure 1

The warden structure and duties will be initiated when a fire alarm sounds

Warden Team	Identification	Main Duties
Classroom Wardens	None (Teachers)	<ul style="list-style-type: none"> • Direct all building occupants in their area to the Assembly Point (Netball Court) • Ensure all parts of their area are clear • Supervise their group at the Assembly Point (Netball Court) ensuring everyone remains calm and safe
Assembly Warden (Senior School Team Leader or other Team Leader if offsite)	Orange hi-vis vest	<ul style="list-style-type: none"> • Receive updates from Classroom Wardens on evacuation of their areas • Coordinate the safety of everyone at the Assembly Point (Netball Court) • Ensure everyone remains at the Assembly Point (Netball Court) until the 'all clear' is given • Communicate evacuation status to Chief Warden using cell phone or runner
Chief Warden (Principal or Assistant Principal if offsite)	Yellow hi-vis vest	<ul style="list-style-type: none"> • Ensure 111 call has been made • Recieve updates on evacuation status of the school • Meet Fire and Emergency on their arrival to inform them of the status of the evacuation and any known details of the fire

General Fire Evacuation Instructions

IF YOU DISCOVER A FIRE

1. Remove anyone in immediate danger.
2. Raise the alarm by operating the nearest safe fire alarm switch.
3. Contain the fire (if possible and it is safe to do so) by closing doors.
4. Phone 111
 - Use a telephone in a safe place or at a neighbouring property away from the sound of the alarm
 - Ask operator for FIRE.
 - Clearly state the address (Spotswood Primary School, 177 South Road, New Plymouth) and the nature of the emergency (eg. alarm sounding, smoke etc.)
5. Report to the Chief Warden to advise the nature of the emergency and confirmation that a 111 call has been made. The Chief Warden will be located at the front entrance of the Administation Building (A Block) beside the Fire Alarm Panel.

IF YOU HEAR THE FIRE ALARM:

School Staff - complete your duties as outlined in these procedures.

Non-staff/Visitors - report to the designated Assembly Point (Netball Court).

- Leave the area immediately by the nearest fire exit (indicated by exit signs) - move quickly but do not run.
- Do not return to any buildings until the Chief Warden or Fire and Emergency have given the 'all clear'.

Classroom Wardens (All Teachers)**IF YOU ARE WARNED OF A FIRE:**

1. Retrieve your class paper roll if it is safe to do so (located on clipboard by front door of the classroom)
2. Evacuate all occupants from your classroom and the immediate surrounding area.
 - Ensure that all rooms are checked eg. cloak bays and toilets
 - You may delegate this task to another responsible person as required eg. teacher aide
3. Ensure students follow the nearest safe escape route (indicated by exit signs) that is unaffected by fire.
 - Ensure students evacuate efficiently, walking quickly and quietly, leaving their bags and other belongings.
4. Direct your class and any visitors to gather at the designated Assembly Point (Netball Court)
5. Ensure anyone who requires assistance to evacuate is helped from the building and to the required assembly point.
6. In addition to having checked that your room is clear and ensuring any visitors have evacuated, call your class roll to determine that all students are individually accounted for.
7. Report your class status to the Assembly Warden.
8. Follow any directions from the Assembly Warden.
9. Ensure that all of your students stay at the Assembly Point (Netball Court) until the 'all clear' has been given by the Chief Warden or Fire and Emergency.

Teachers on Release

Proceed to the Assembly Point (Netball Court) and assist your relief teacher to manage the safety of your students.

Break Times

Teachers on active supervision (duty) will direct students in the school grounds to the Assembly Point (Netball Court), provide any assistance if it is required by any students or visitors to ensure everyone can get to the Assembly Point (Netball Court).

Teachers not on active supervision (duty) will proceed to their classroom (if it is safe to do so) to ensure that all occupants have evacuated.

They will then proceed to the Assembly Point and report the evacuation status to the Assembly Warden.

If an evacuation occurs during class breaks, students will assemble in class groups, at the designated Assembly Point (Netball Court) to be accounted for by their class teacher.

Chief Warden (Principal or Assistant Principal if Principal offsite)

IF YOU ARE WARNED OF A FIRE

1. Uplift the Chief Warden pack from the Main Office Reception. This contains Warden ID, evacuation sheets, pens and the school cell phone.
2. Proceed to your designated reporting point at the front entrance of the Administration Building (A Block) beside the Fire Alarm Panel.
3. Delegate and dispatch a Assembly Wardens to the Assembly Point (Netball Court).
4. Ensure Fire and Emergency have been called with a 111 call. This may be delegated and reported back to you. Clearly state the address (Spotswood Primary School, 177 South Road, New Plymouth) and the nature of the emergency eg. alarm sounding, smoke etc.
5. Receive a report of the fire from the person who activated the alarm.
6. Receive reports from the Assembly Wardens and maintain the Evacuation Sheet.
7. Meet Fire and Emergency on their arrival and advise them of the evacuation status of the school, including any known details of the fire.
8. Consult with Fire and Emergency to establish when it is safe to reoccupy individual school buildings.

Assembly Warden (Senior School Team Leader or Other Team Leader if offsite)

ON THE DIRECTION OF THE CHIEF WARDEN

1. Wear your Warden identification and proceed to the Assembly Point (Netball Court).
2. Receive reports from Classroom Wardens as areas are deemed clear and update your Evacuation Sheet.
3. Make enquiries if no reports are received for an area.
4. Relay the evacuation status to the Chief Warden by using a cell phone or runner.
5. Ensure all occupants gathered at the Assembly Point (Netball Court) remain safe and calm. If there is any risk from fire or smoke, co-ordinate with the Classroom Wardens to quickly and safely move everyone to the school field, clear of any danger.

After Hours Evacuation - Procedure 2

Teaching and/or cleaning and maintenance staff after hours

Any staff in the premises after hours should ensure the premises are kept secure so that no other person can enter the premises without them being aware - unless it is by another key holder.

If a fire is discovered, activate the fire alarm. If the fire alarm is sounding anyone in the premises should quickly evacuate to the Assembly Point (Netball Court).

Instruct anyone else in the area to move to the Assembly Point (Netball Court) as well.

Once at the Assembly Point (Netball Court), co-ordinate with anyone else there for someone to meet Fire and Emergency at the front entrance of the Administration Building (A Block) beside the Fire Alarm Panel. Have your keys with you in case access to any other buildings is required by firefighters.

Group activity/use of premises outside normal hours

The After Hours Procedure is used in an emergency outside normal school working hours - before 7.30 am and 4.30 pm on school days.

All groups that use school facilities in these times assume responsibility for the evacuation requirements as part of their agreement to use the premises.

Wardens

The person responsible for using the premises must appoint a Chief Warden and as many Fire Wardens as needed to allow for a quick and safe evacuation of all group members, including those who may require assistance to evacuate.

Note: Only the areas occupied by the group will be covered by Wardens. All other areas of the school will be locked and not checked in the event of an emergency evacuation.

Evacuation Procedure and Warden Actions

1. If a fire occurs the smoke and/or heat detectors will normally generate an early warning of the event by activating the fire alarm. If a detector does not function as designed and a fire is discovered, the nearest (safe) Fire Alarm switch must be operated.
2. When the fire alarm has sounded, all occupants must evacuate to the Assembly Point (Netball Court).
3. The appointed Chief Warden will proceed to the front entrance of the Administration Building (A Block) beside the Fire Alarm Panel. The Chief Warden will all ensure that a 111 call is made.
4. The appointed Fire Wardens will check all areas/rooms occupied by the group, including any storage areas or toilets to ensure the area is clear.
5. Once the area has been cleared the Fire Wardens will also evacuate to the Assembly Point (Netball Court)
6. One Fire Warden will report the status of the evacuation (all clear) to the Chief Warden
7. All Fire Wardens will be responsible to ensure the evacuating occupants are safe and remain at the Assembly Point (Netball Court) until the 'all clear' has been given by Fire and Emergency.
8. The Chief Warden will report to Fire and Emergency on their arrival to inform them of the situation.

Fire Emergency Training

Training Frequency

All staff will be trained in fire safety matters and evacuation procedures as part of their induction and during trial evacuations each term.

Training Content

Training will cover the following:

- Basic fire prevention considerations
- Common causes of fire in schools
- Action to deter school arsons
- The speed of fire
- The dangers of smoke
- Fire extinguisher use
- Need to keep paths clear
- Evacuation procedures
 - What to do if a fire is discovered
 - What to do if alerted to a fire
 - Providing assistance to those who require it
 - Accounting for people
 - School break evacuation procedures
 - Out of hours procedures
 - Roles and responsibilities of various Wardens
 - Keeping people clear of an emergency area
- Recovering after an event and resuming normal operation
- [Trial evacuations link FENZ](#)

Maintenance of skills

A full copy of the evacuation procedures is provided for all staff via Google docs. A hard copy of the evacuation procedures will be displayed next to the main fire exit for each work space in the school.

All staff present will participate in trial evacuations held each term, including a debrief and recap of responsibilities following the trial evacuation.

If any staff have concerns about evacuating any part of the school they should raise those concerns with the school management team immediately.

Every staff meeting has a Health and Safety component at which evacuation procedures can be discussed.

Signage

Fire Action Notices and a map of the school showing exits will be posted at the main exit to each work space. Please see below for an example of a Fire Action notice and a school map.

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

ACTIVATE THE FIRE ALARM TO WARN OTHER BUILDING OCCUPANTS

DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

WHEN WARNED OF A FIRE IN THIS BUILDING

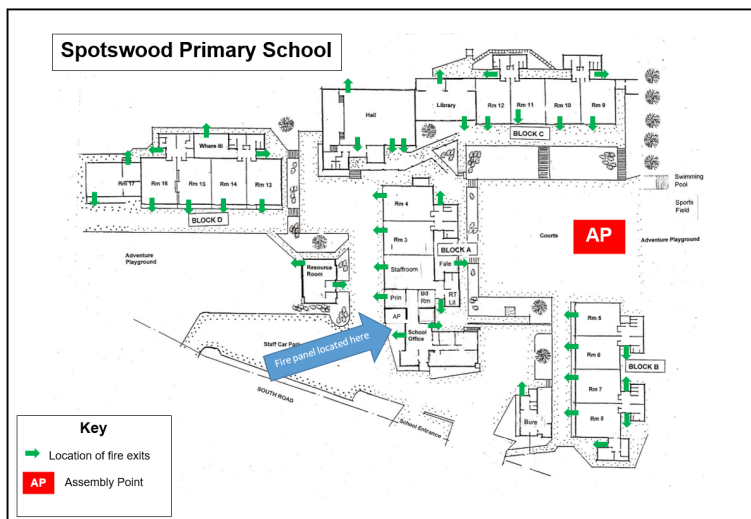
LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST FIRE EXIT

EXITS ARE LOCATED AT ALL EXTERNAL DOORS TO THIS BUILDING AND ARE LABELLED 'EXIT'

ASSEMBLE IN THE NETBALL COURT AREA

IF YOU REQUIRE ASSISTANCE TO EVACUATE, PLEASE INFORM A STAFF MEMBER

Example of Fire Action Notice



Map showing exits and Assembly Point