



EMERGENCY EVACUATION PROCEDURES

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FIRE EMERGENCY PROCEDURES

- The alarm must be further confirmed by telephone to the NZ Fire Service by dialing prefix 1 then 111 and ask for the "Fire Service".
- Then confirm the address:
Longburn Adventist College, 100 Walkers Road, Palmerston North, and the nature of the emergency. If you can give any further information about the type of fire and its precise location within the building, then do so.
- NOTE: you will have to obtain an outside line before you dial prefix 1 then 111.
- Fire hoses and fire extinguishers **should only be used if no personal risks are taken**. Fire hose reels are not to be used on electrical equipment.

EARTHQUAKE EMERGENCY PROCEDURES

- STAY INDOORS
- SHELTER UNDER DOORWAYS OR DESKS
- IF OUTSIDE – STAY CLEAR OF BUILDINGS AND ELECTRICAL WIRES
- FOLLOW INSTRUCTIONS
- STAY AWAY FROM GLASS WINDOWS AVOID USING THE TELEPHONE
- EVACUATION OF STUDENTS ONLY ONCE TREMORS HAVE SUBSIDED AND UPON INSTRUCTION OF CLASSROOM TEACHERS
- THE HEAD OR DEPUTY HEAD WARDEN WILL MANAGE THE SITUATION AT THE TENNIS COURTS

Roles and Responsibilities in an EMERGENCY

**An emergency could be a range of scenarios which
include fire and earthquake**

Head Warden:

Deputy Head Warden:

Senior Area Warden:

Deputy Senior Area Warden:

Student Warden:

Deputy Student Warden:

Staff Warden:

Deputy Staff Warden:

Area Warden:

Roll Mark teachers:

Deputy Principal

Principal or AP

Business Manager

Librarian

AP (Principals Nominee)

Year 13 Dean

Receptionist

Accounts Clerk

variety refer next page

variety refer next page

Area Wardens - Clear the following areas and report to the Senior Area Warden at the Tennis Court.

Area Warden in charge of the following areas. The deputy is in brackets:

- **Gymnasium** **TA/OK (AS)**
- **Manual Arts** **FH (NW)**
- **Church/Music** **SVW (CS)**
- **First Floor (main block)** **RG (JL)**
- **Art Room** **DB (MR)**
- **Science Wing Photography Labs** **GC **KM****
- **Ground Floor and Sheila McNabb** **MR (GW)**
- **Campus Ministries Office** **KG (DJ)**
- **Top and Bottom Floors Block B** **WP (TF)**
- **International Student Centre** **TP (TF)**
- **Main Administration** **AW (AC)**

staff in new positions

If the Area Warden is absent then the deputy will complete the clearance of the designated area.

Classroom Teacher Job Description

On hearing the alarm:

- Direct students to leave school bags and belongings in the classroom
- Ensure that the teacher is the last to leave the room and is responsible for closing the door
- Ensure that all students in the classroom(s) are directed to the tennis court in an orderly manner
- If the fire alarm occurs in your area ensure that reception is alerted, so the school alarm can be sounded

Leaving the classroom

- Please, leave the room via the outside classroom door
- Only leave via corridor doors if you do not have an outside door for your classroom
- Leave all materials in the classroom
- Move quickly and quietly
- Remain calm

Roll mark Teacher Job Description

Note – where a roll mark teacher is absent the person who relieved as the roll mark teacher for that day will take on the following tasks

On hearing the alarm:

- Go to Tennis Courts
- Get checked off by Staff Warden
- Get roll mark sheet from Staff Warden
- Line up your roll mark class and take the roll
- Where able account for those who are absent e.g. school trip
- Report to Student Warden
- Stay with your roll mark class and wait for the All Clear or alternative instructions from the Head Warden

Area Wardens Job Description

On hearing the alarm:

- Evacuate any class you may be teaching first and direct them to the tennis courts
- Each Warden is required to direct, enforce and have full charge of evacuation of all personnel located within their designated area during an emergency evacuation
- Go to the tennis courts
- Report to the Senior Area Warden
- Complete roll mark teacher duties if applicable
- Wait at the Tennis Courts until the Head Warden gives the all clear or alternative instructions
- **Deputy Area Wardens**
- In the absence of the Area Warden the Deputy Area Warden will assume the role as detailed above.

Senior Area Warden Job Description

On hearing the alarm:

- Go to the Tennis Courts
- Get checked off by the Staff Warden
- Receive Bib and Building Checklist
- Record Area Wardens clearance reports on the building checklist
- Report to Head Warden once checklist is completed
- Assume any tasks required by the Head Warden or the Fire Service Officers
- **Deputy Senior Area Warden**
- In the absence of the Senior Area Warden the Deputy Senior Area Warden will assume the role as detailed above.

Student Warden Job Description

On hearing the alarm:

- Go to the Tennis Courts
- Get checked off by the Staff Warden
- Receive Bib and Roll mark Checklist
- Record roll mark teachers reports on the roll mark checklist
- Report to Head Warden once checklist is completed
- Assume any tasks required by the Head Warden or the Fire Service Officers

Deputy Student Warden

- In the absence of the Student Warden the Deputy Student Warden will assume the role as detailed above.

Staff Warden Job Description

On hearing the alarm:

- Go to the Tennis Courts and take the emergency evacuation 'banana' box
- Put on bib
- Inform roll mark teachers of who has left/arrived during the day
- Check off staff and visitors on the Staff Checklist as they arrive at the tennis courts
- Supply bib and Building Checklist to the Senior Area Warden
- Supply bib and Roll mark Checklist to the Student Warden
- Supply bib and Master Checklist to the Head Warden
- Report to Head Warden once staff checklist is completed
- Assume any tasks required by the Head Warden or the Fire Service Officers

Deputy Staff Warden

- In the absence of the Staff Warden the Deputy Staff Warden will assume the role as detailed above
- At the end of the emergency ensure that the emergency evacuation 'banana' box is replenished

Head Warden Job Description

On hearing the alarm:

- Go to the Tennis Courts
- Get checked off by the Staff Warden
- Receive Bib and Master Checklist
- Record Senior Area Wardens, Student Warden and Staff Warden's clearance reports on the Master checklist
- Assume any tasks required by the Head Warden or the Fire Service Officers
- Decide on an appropriate course of action in conjunction with emergency services and appropriate individuals

Deputy Head Warden

- In the absence of the Senior Area Warden the Deputy Senior Area Warden will assume the role as detailed above
- Meet the fire brigade and keep in communication with the head warden



EMERGENCY EVACUATION Master Checklist

Senior Area Warden

Comments _____

Student Warden

Comments _____

Staff Warden

Comments _____

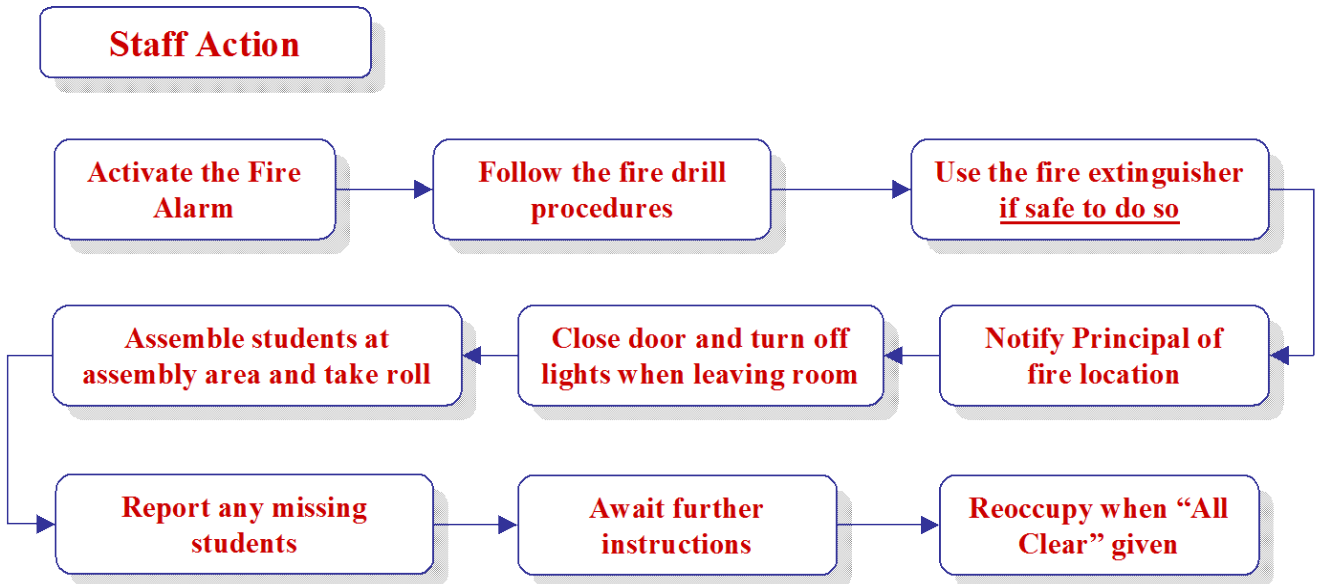
Signature

Date

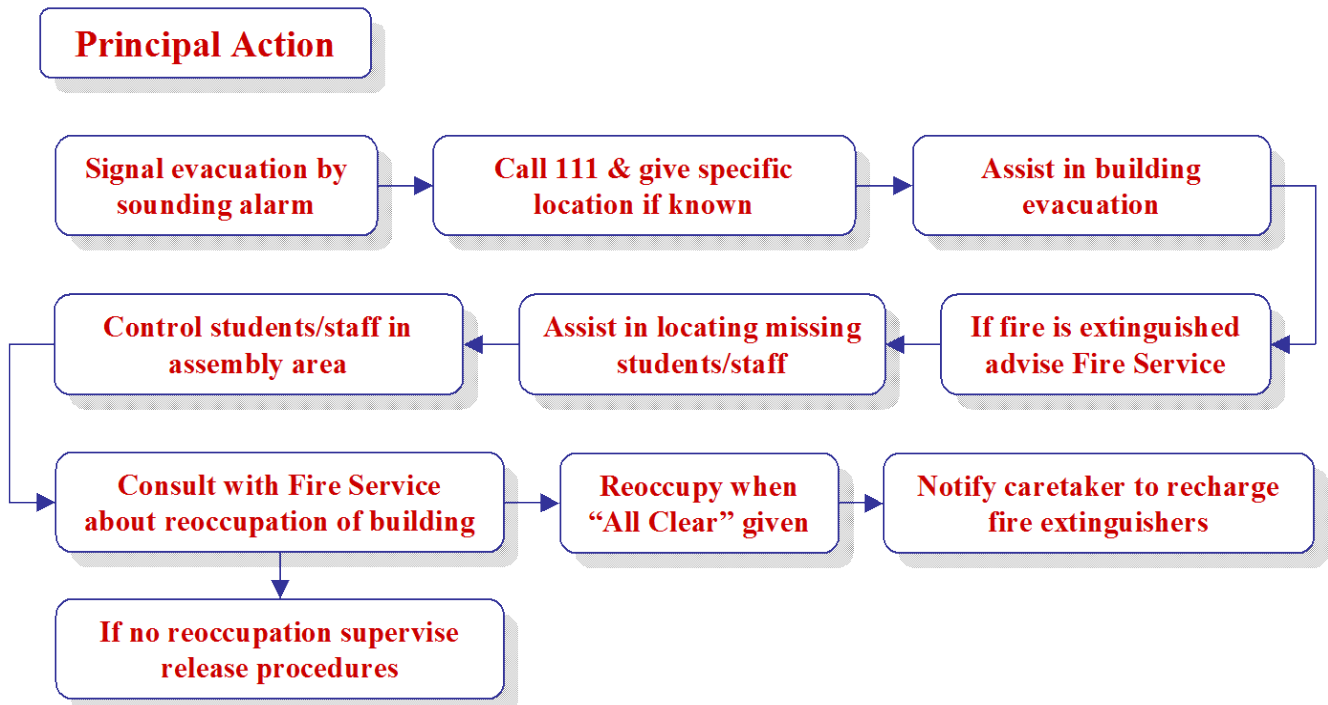
Head Warden

Fire Emergency Response

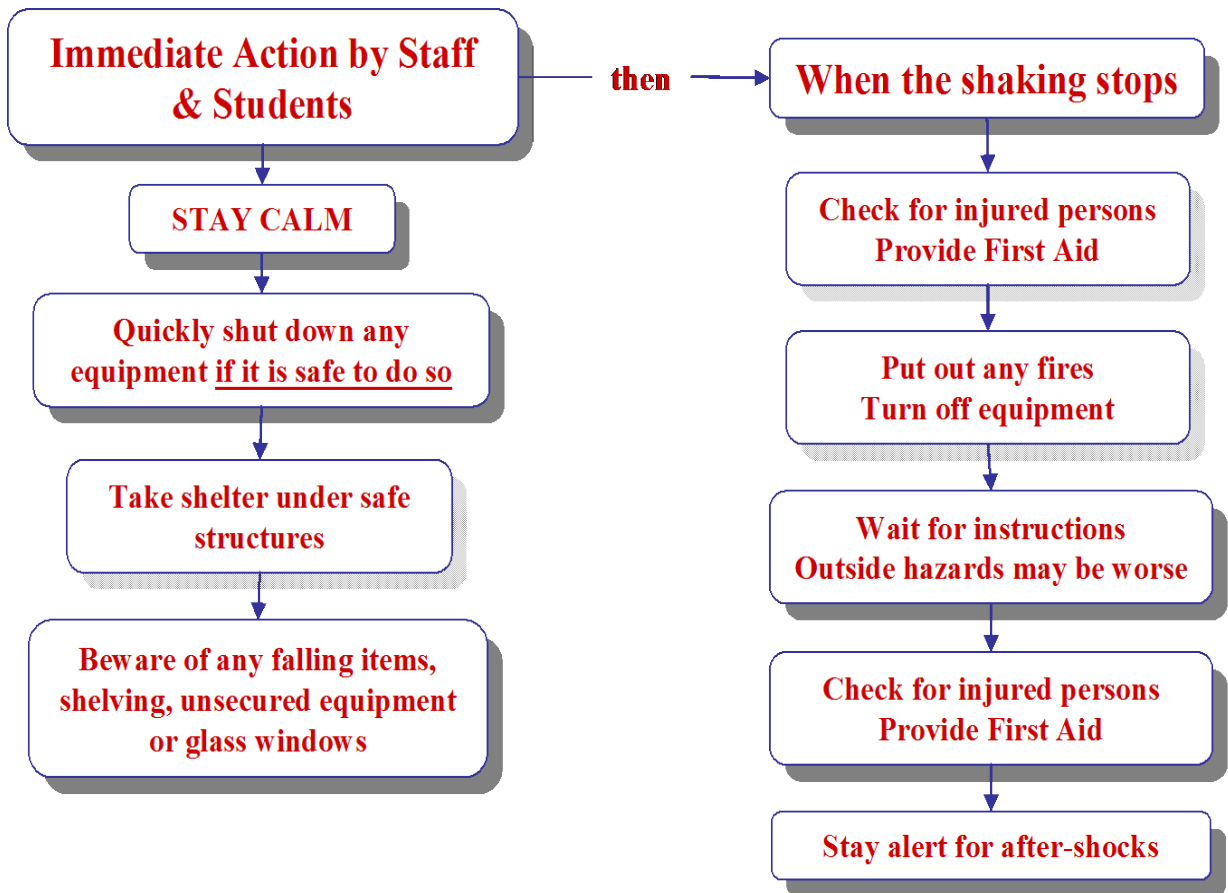
Staff Action



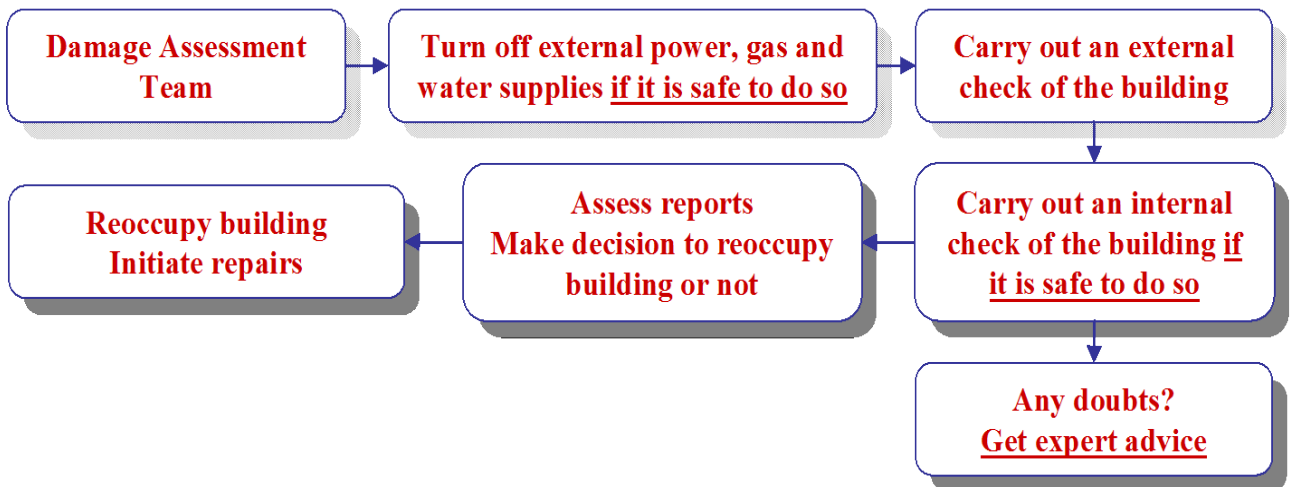
Principal Action



Earthquake Emergency Response

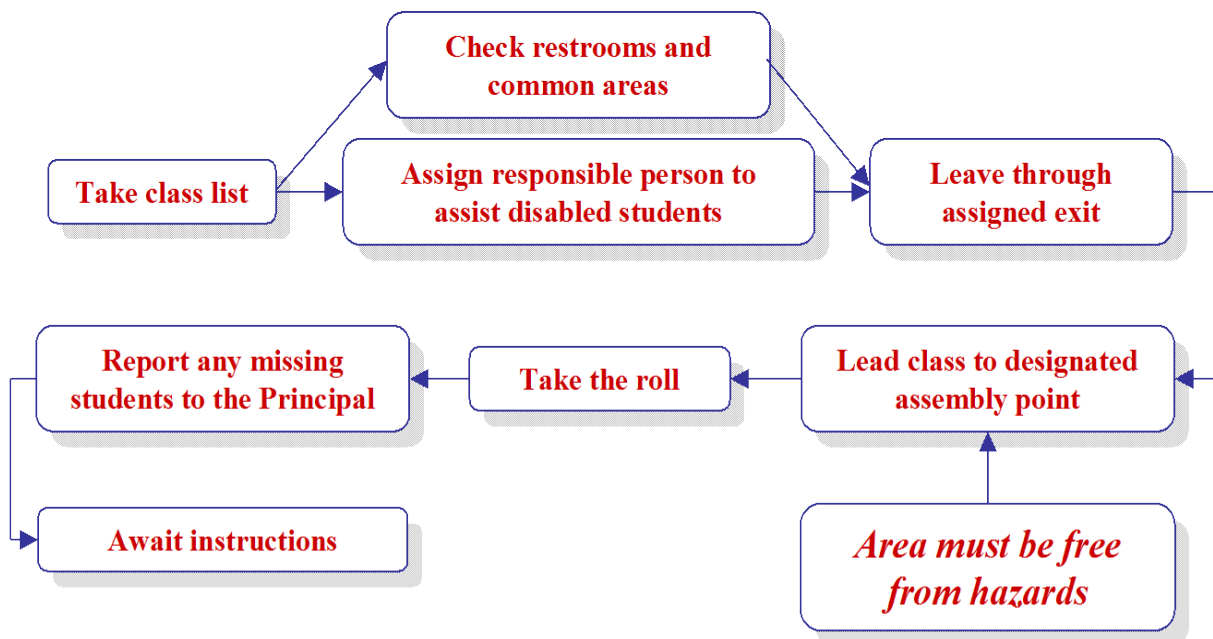


Post Event

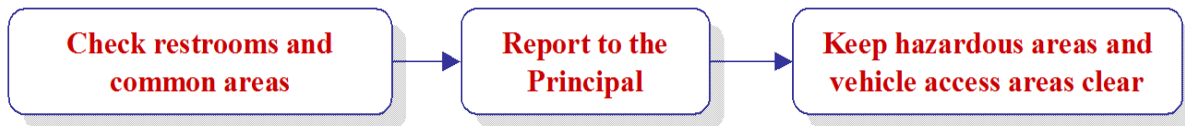


Evacuation Emergency Response Flow Chart

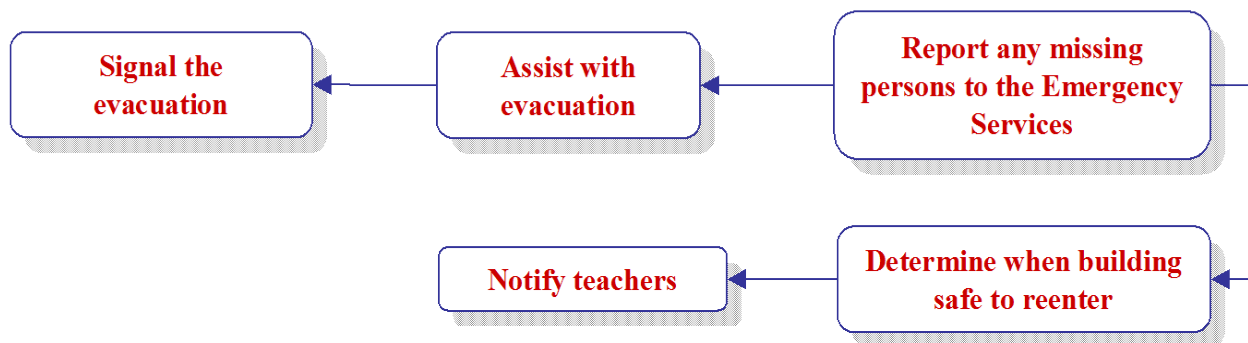
Staff Assigned to a Class



Staff Not Assigned to a Class

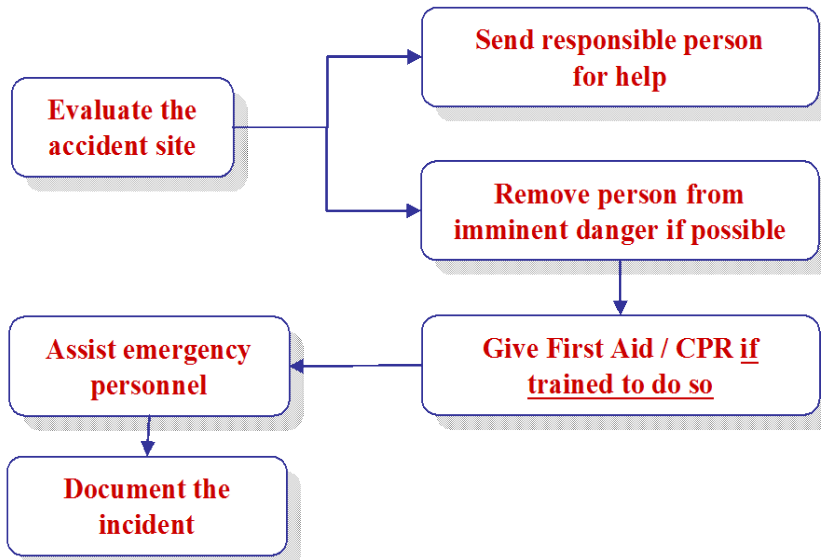


Principal



Medical Emergency Response

School Action



Principal Action

