



Longburn
Adventist™ College

Emergency and Evacuation Procedures Manual 2019

19 September 2019

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FIRE, EMERGENCY & EVACUATION PROCEDURES

1. Set the fire alarm.
2. Phone 111 (prefix 1):
 - a. Ask for “Fire Service”
 - b. State location: Longburn Adventist College, 100 Walkers Road, Palmerston North – off Pioneer Highway – State Highway 56
 - c. State nature of emergency: type of fire, precise location within building.
3. Contact the front office to get the main alarm sounding – the whole school must evacuate.
4. 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.
5. Evacuate the school to the tennis courts.

EARTHQUAKE EMERGENCY PROCEDURES

1. Stay indoors: **DROP, COVER and HOLD.**
2. Shelter under doorways or desks.
3. **If outside** – stay clear of buildings and electrical wires.
4. Follow instructions from teachers.
5. Stay away from glass windows & avoid using the telephone.
6. **Evacuation of students** only once tremors have subsided and upon instruction of classroom teachers. The siren will sound to evacuate.
7. Follow evacuation procedures: move to the tennis court. The Head (DP) or Deputy Head Warden will manage the situation.

ROLES AND RESPONSIBILITIES IN AN EMERGENCY

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

Head Warden:	Deputy Principal
Deputy Head Warden:	Principal or Assistant Principal
Senior Area Warden	Business Manager
Deputy Senior Area Warden:	Librarian
Student Warden:	Assistant Principal
Deputy Student Warden	Year 13 Dean (Bex)
Staff Warden:	Receptionist
Deputy Staff Warden:	Accounts Clerk
Area Warden:	variety - refer next page
Roll Mark teachers:	variety - refer next page

AREA WARDENS - PERSONNEL

Role:

Clear the following areas and report to the Senior Area Warden at the **Tennis Court that your area is cleared. Area Warden in charge of the following areas. The deputy is in brackets.**

- Administration main (A block-front half): Andrew Chen (AFI)
- A block downstairs A1-A6 & archives: Rachel Paki (MCa)
- **A block library/careers: Rebecca King (CMA)**
- A block Science wing: Gavin Cornford (GWO)
- A block upstairs (includes toilets): Ryan Gounder (TGr)
- B block downstairs exterior rooms: Francis Aiono
- B block downstairs interior: Sophie Bain (KGr, TAI)
- B block upstairs: Juliana Paul (RBu)
- Chapel/Music: Sandy van Wyk (KGr)
- Music: Sandy van Wyk
- Gymnasium: Stephanie Ngarepa
or PE teacher (OKo/SRa)
- Hospitality Suite: Angela Wood
- Technology outside room: Olivia Korte
- Technology: Nigel Wright
- LAC House Headquarters: Eifion Paul (MHe)
- LAC House Dorms Girls: Maria Henry/Asst. Deans
- LAC House Dorms Boys: Roy Henry/Asst. Deans
- Grounds Staff/Contractors: Andrew Chen

Absent Wardens

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

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. Check toilets and other spaces in your areas.
- Go to the tennis courts
- Report to the **Senior Area Warden (Andrew Chen)**
- 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.

Evacuation - Classroom Teacher Role

On hearing the alarm:

- Direct students to leave school bags and belongings in the classroom. Leave all materials in the classroom.
- Direct students to leave using the nearest external exit. (Downstairs A block – use external doors rather than corridor doors).
- Only leave via corridor doors if you do not have an outside door for your classroom
- Ensure that the teacher is the last to leave the room and is responsible for closing the door.
- Instruct students to **REMAIN CALM** - move to the tennis courts **quietly and quickly**. Students are to line up **alphabetical order** in roll mark lines.
- If the fire alarm occurs in your area ensure that reception is alerted with the details, so the school alarm can be sounded

EVACUATION - 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 to the tennis court
- 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 (after completing role as classroom teacher)
- Get checked off by **Staff Warden (Mrs Higgins)**
- Get **roll mark sheet** from **Staff Warden (Mrs Higgins)**
- Line up your roll mark class in alphabetical order and take the roll
- Where able, account for those who are absent e.g. school trip
- Take the roll to the **Student Warden (Mrs Aiono)** to be marked off
- Stay with your roll mark class and wait for the All Clear or alternative instructions from the **Head Warden (Ms Burnett)**

Roll mark teachers:

1. Practice lining your students up quickly in alphabetical order.
2. Have students practice identifying who is absent.

Senior Area Warden - Job Description

Mr Chen

On hearing the alarm:

- Go to the Tennis Courts
- **Allocate someone to direct emergency services** if required to location of emergency. Someone to direct from the front gate, near chapel and at other pivot points
- Get checked off by the **Staff Warden (Mrs Higgins)**
- Receive **Bib** and **Building Checklist** from **Mrs Higgins**
- Record **Area Wardens** clearance reports on the building checklist
- Report to **Head Warden (Ms Burnett)** once checklist is completed
- Assume any tasks required by the Head Warden or the Fire Service Officers
- **Deputy Senior Area Warden (Mrs King)**

In the absence of the Senior Area Warden the Deputy Senior Area Warden will assume the role as detailed above.

Student Warden - Job Description

Mrs Aiono

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

Mrs Higgins (Mrs Flood)

On hearing the alarm:

- Go to the Tennis Courts and take the emergency evacuation 'banana' box located at reception.
- Take the 'lates/absences' list
- Put on bib
- 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 (Mr Chen)
- Supply bib and Roll mark Checklist to the Student Warden (Mrs Aiono)
- Inform roll mark teachers of who has left/arrived during the day - identify with Mrs Aiono
- Supply bib and Master Checklist to the Head Warden (Ms Burnett)
- Report to Head Warden (Ms Burnett) 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

Ms Burnett

On hearing the alarm:

- Go to the Tennis Courts
- Get checked off by the Staff Warden (Mrs Higgins)
- Receive Bib and Master Checklist from Mrs Higgins
- Record Senior Area Wardens, Student Warden and Staff Warden's clearance reports on the Master checklist
- Assume any tasks required by 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**

LOCKDOWN PROCEDURE

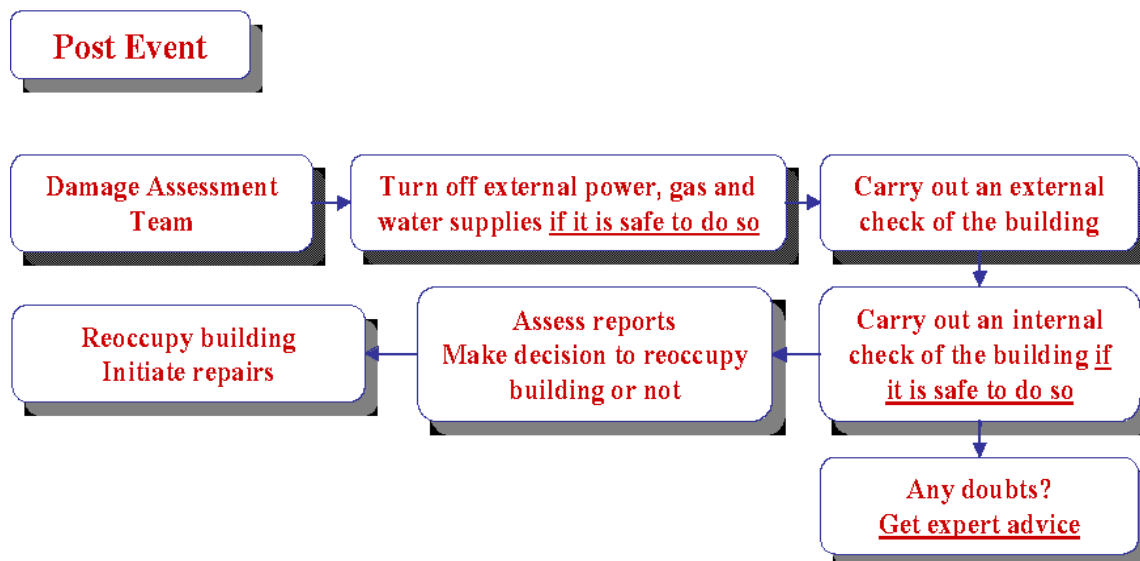
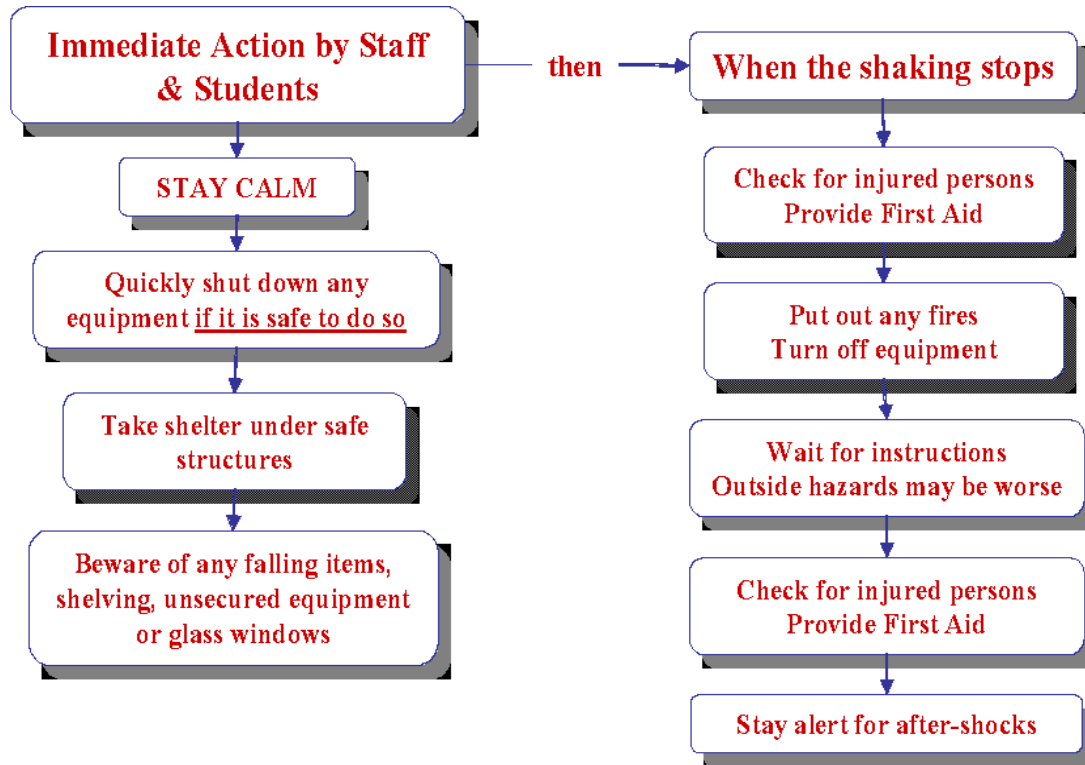
**Lockdown siren is activated at
Staffroom & Ros' Office Reception**

Dial 111 – Inform the POLICE

STOP THINK ACT
Review

- Go to the nearest lockable room or area to be least visible
- Improvise with barricades
- Secure doors - Lock the room and draw curtains
- Take cover and keep out of sight - locate the nearest spot to do this.
- Avoid using digital devices
- Remain calm & VERY quiet
- The Police or a Senior Leader will release you.

EARTHQUAKE EMERGENCY RESPONSE

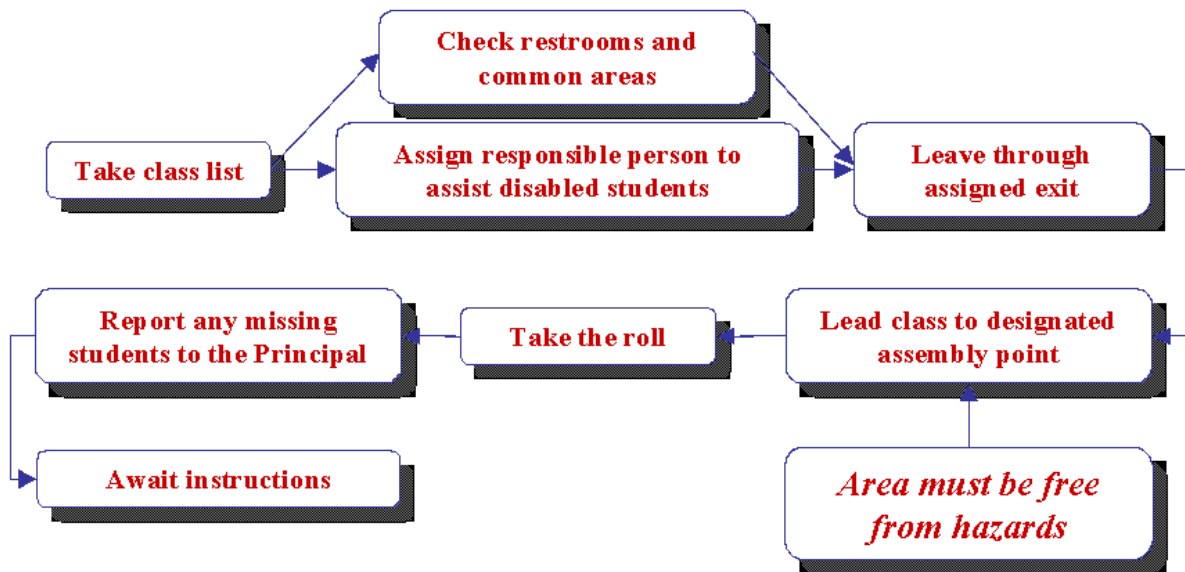


FIRE EMERGENCY RESPONSE



Evacuation Emergency Response Flow Chart

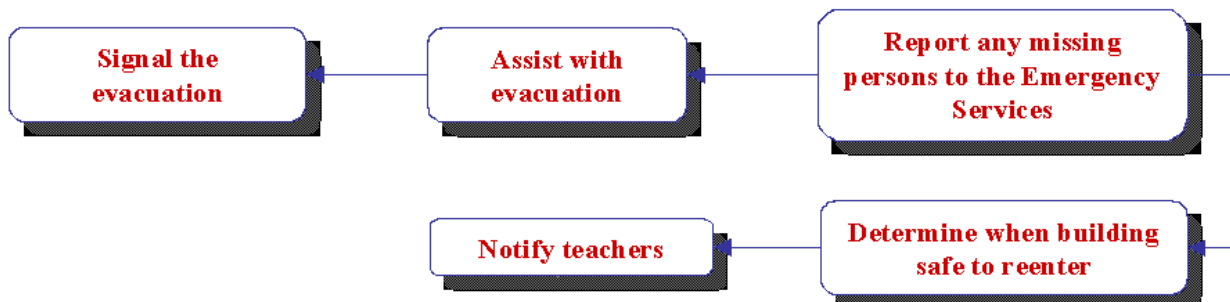
Staff Assigned to a Class



Staff Not Assigned to a Class



Principal



MEDICAL EMERGENCY RESPONSE

