

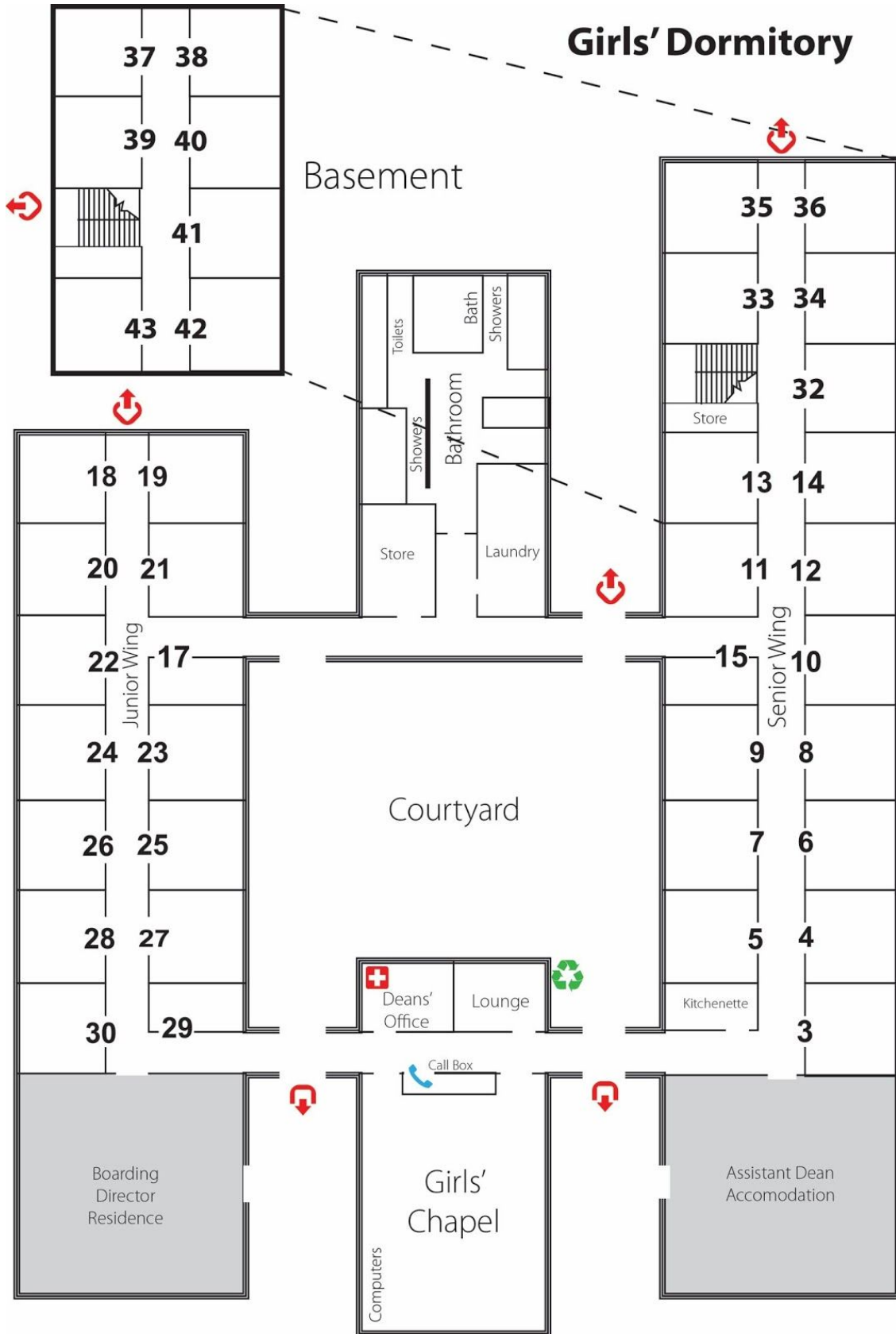


Longburn Adventist College

**GIRLS' DORMITORY
EMERGENCY and
EVACUATION
PROCEDURES
2020**

Introduction

The current Girls' dormitory building was built in the early 1970s with an extension to the senior wing late 1980s (see diagram). This building is located between the school administration block and the school cafeteria building. The girls' dormitory has a housing capacity of up to 87 girl residents and 4 female staff.



Location:

Heading south along State Highway 56, Walkers Road is on the left-hand side, 400m before the Longburn township.

LAC House – Girls' Dormitory

100 Walkers Road, Longburn 4477

Palmerston North

Vehicles Directions:

- From Walkers Road, School entrance go down school driveway past the Administration building on the left-hand side, opposite the School chapel on the right-hand side.
- Continue past the building and turn left down the driveway to the girls' dormitory building on the right-hand side beside the School building and School Cafeteria.

BUILDING WARDENS

- The Senior Girls' Dean – Maria Henry is the Building Warden.
- The Volunteer Assistant Girls' Dean – ? is the Deputy Building Warden.
- Head Warden – is the person on Duty at the time of the Evacuation.

Training for these positions will be taken in February and August.

FIRE EMERGENCY PROCEDURE

1. At the sound of the alarm from the Fire Panel front entrance of the Girls' Dormitory, Head
2. Warden put on switch lighting at the dorm office.
3. Collect Emergency Attendance Register on way out of the office to Safe Place Area – Green Sails.
4. Two Floor Wardens in hi-viz jackets immediately go to the school front entrance to await and direct fire vehicles to girls' dormitory.
5. Two Hallway Floor Wardens in hi-viz jackets, immediately begin evacuating residents along their hallways including Staff flats – A, B, C.
6. One Floor Warden to check the bathroom, laundry area.
7. Evacuate to designated Safe Place – Green Sails Assembly Point, the centre of campus.

EARTHQUAKE EMERGENCY PROCEDURE

1. Remain indoors.
- 2. DROP COVER HOLD**
3. Shelter under doorways or desktops.
4. If outside, stay clear of buildings
5. Follow instructions over girls' dorm intercom system.
6. Stay away from glass windows and avoid using the telephone.
7. Evacuation of girl boarders' AFTER tremors have subsided and upon instruction from the Duty Warden.
8. An intercom notice will be given in the girls' dorm to signal all clear sound.

LOCKDOWN EMERGENCY PROCEDURE

1. Lockdown siren is activated at the girls' dormitory office.
2. Dial 111 – Inform Police
- 3. STOP - THINK - ACT - REVIEW**
4. Go low and remain in the room
5. Lock the door and draw curtains
6. Take cover and keep out of sight
7. Avoid using digital devices
8. Remain Calm
9. The Police or Girls' Dean will release you.

GIRLS' DORM EMERGENCY ROLES AND RESPONSIBILITIES

An emergency could be a range of scenarios which include Fire and Earthquake.

Head Warden: Senior Dean

Deputy Head Warden: Assistant Dean

Floor Wardens:

- Section A (junior side) Room **20**
- Section B (senior side) Room **10**
- Section C (senior wing) Room **34**
- Bathroom/Laundry Room **15**
- Basement (downstairs) Room **41**
- School Entrance Room **2 & 30**

Job Description:

Building Warden

1. Duty Warden contacts Building Warden on hearing the sound of the alarm.
2. Put all dorm lights on.
3. Access Hi-viz jacket and attendance register then go to Safe Place – Green Sails assembly point.
4. Begin to check off as girls arrive at Safe Place
5. Assume any tasks required by the Duty Warden or Fire Service officers.
6. Decide on the appropriate course of action in conjunction with emergency services and appropriate individuals.
7. Await all-clear signal from Fire Service Officers.
8. Fire Panel call out contacted by Kelvin

Job Description:

Deputy Building Warden

1. In the absence of the Head Warden, the Deputy Building Warden will assume the role as detailed above.
2. Meet with the fire officers and keep in touch with the Head Warden.

Job Description:
Floor Warden (1)
Section A – Junior Side

On hearing the alarm:

1. Put on a Hi-viz vest and go quickly down your hallway and point to nearest Exit
2. Bang on closed doors to evacuate
3. Assemble at Safe Place area
4. Remain calm

Job Description:

Floor Warden (2)

Senior Side

On hearing the alarm:

1. Grab Hi-viz vest and go quickly along the hallway directing foot traffic to the nearest exit.
2. Knock/bang hard on closed doors and call out, fire, get out.
3. Assemble at Green Sails area middle of campus between the school building and HQ (building with large bell).

Job Description:

Floor Warden (3)

Senior Wing

On hearing the alarm:

1. Put on reflector jacket and immediately, direct girls' to the nearest exit.
2. Meet at the assembly point, Green Sails area between HQ (building with large bell) alongside the school gym and opposite the school building.
3. Assemble in an orderly fashion and await instructions.

Job Description:

Floor Warden (4)

Basement/Downstairs

At the sound of the alarm:

1. Put on a Hi-viz jacket
2. Bang on doors and call out to exit the dorm
3. Once outside, point to the direction to speedily ascend the slope across to the Green Sails area
4. Wait for instructions

Job Description:

Floor Warden (5)

Bathroom / Laundry

At the sound of an alarm:

1. Go quickly along the corridor by the bathroom and call out to exit the dorm.
2. Same procedure for the laundry and drying rooms beside the bathroom
3. Once outside, move quickly to the green sails area and await instructions.

Job Description:

Front Gate (6)

Wardens

At the sound of the fire alarm

1. Put on a Hi-viz jacket and carry a torch
2. Go immediately to the school entrance front gate
3. Await signs of fire trucks
4. Text if you have your mobile to duty warden of fire truck arrival

EMERGENCY EVACUATION MASTER CHECKLIST

Duty/Head Warden:

Student Warden comments:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Sign off (Head Warden) _____ Time _____

Day _____ Month _____ Year _____

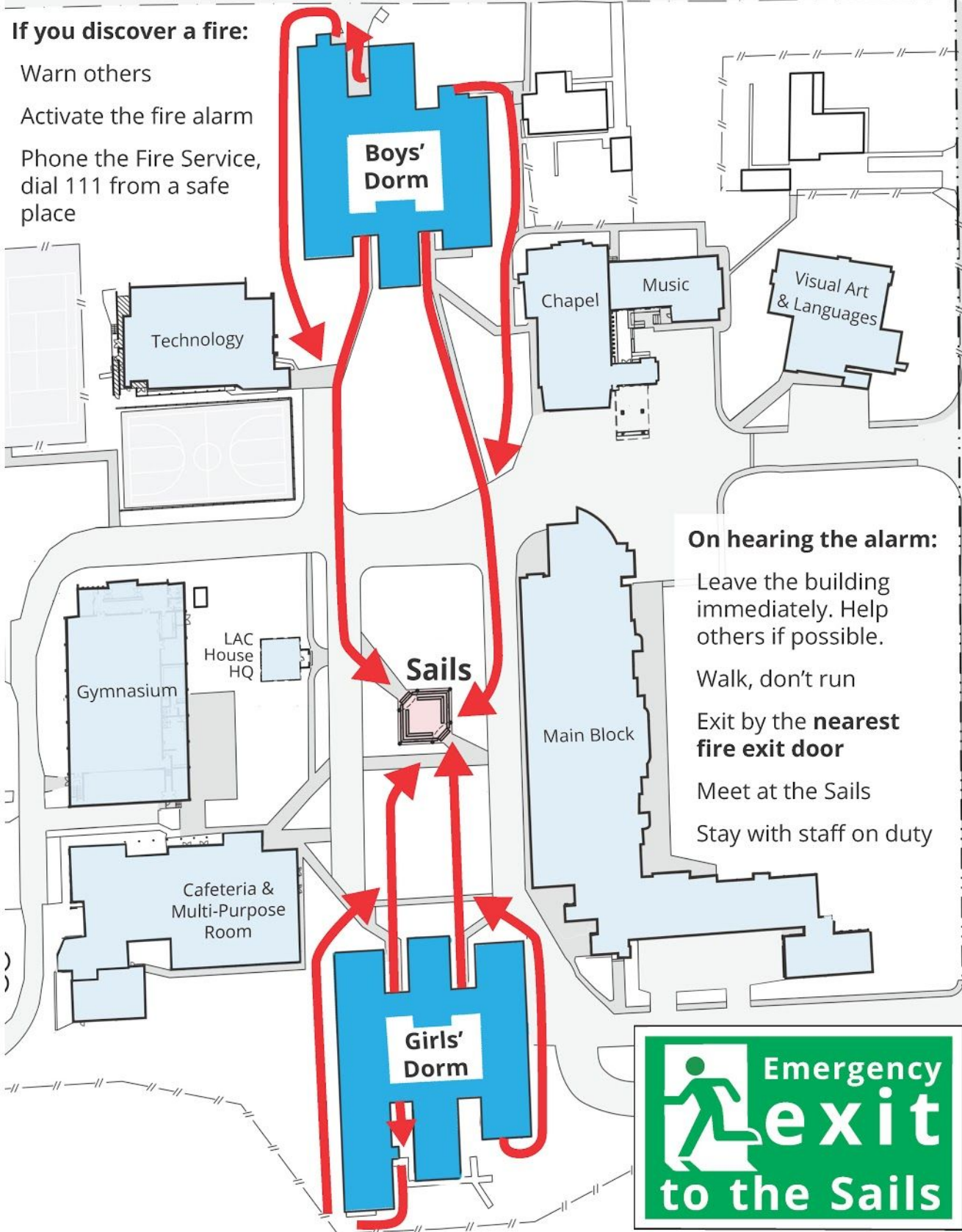
Fire Evacuation Guide

If you discover a fire:

Warn others

Activate the fire alarm

Phone the Fire Service, dial 111 from a safe place



On hearing the alarm:

Leave the building immediately. Help others if possible.

Walk, don't run

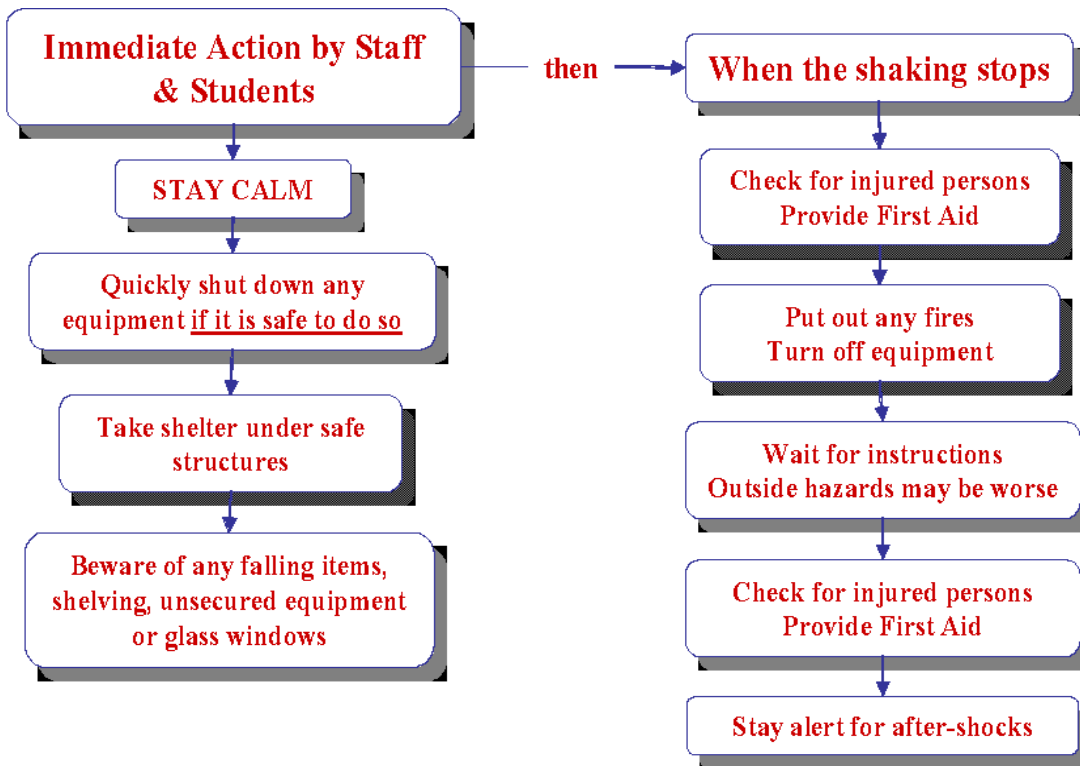
Exit by the **nearest fire exit door**

Meet at the Sails

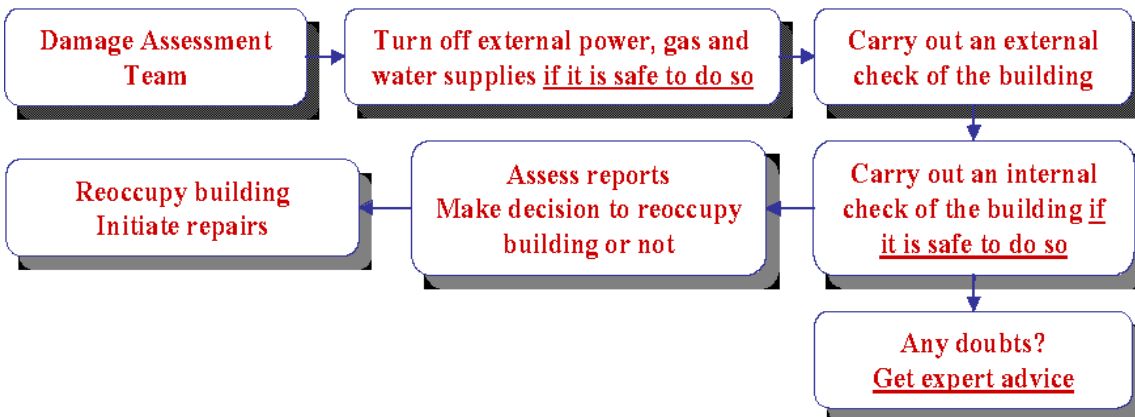
Stay with staff on duty



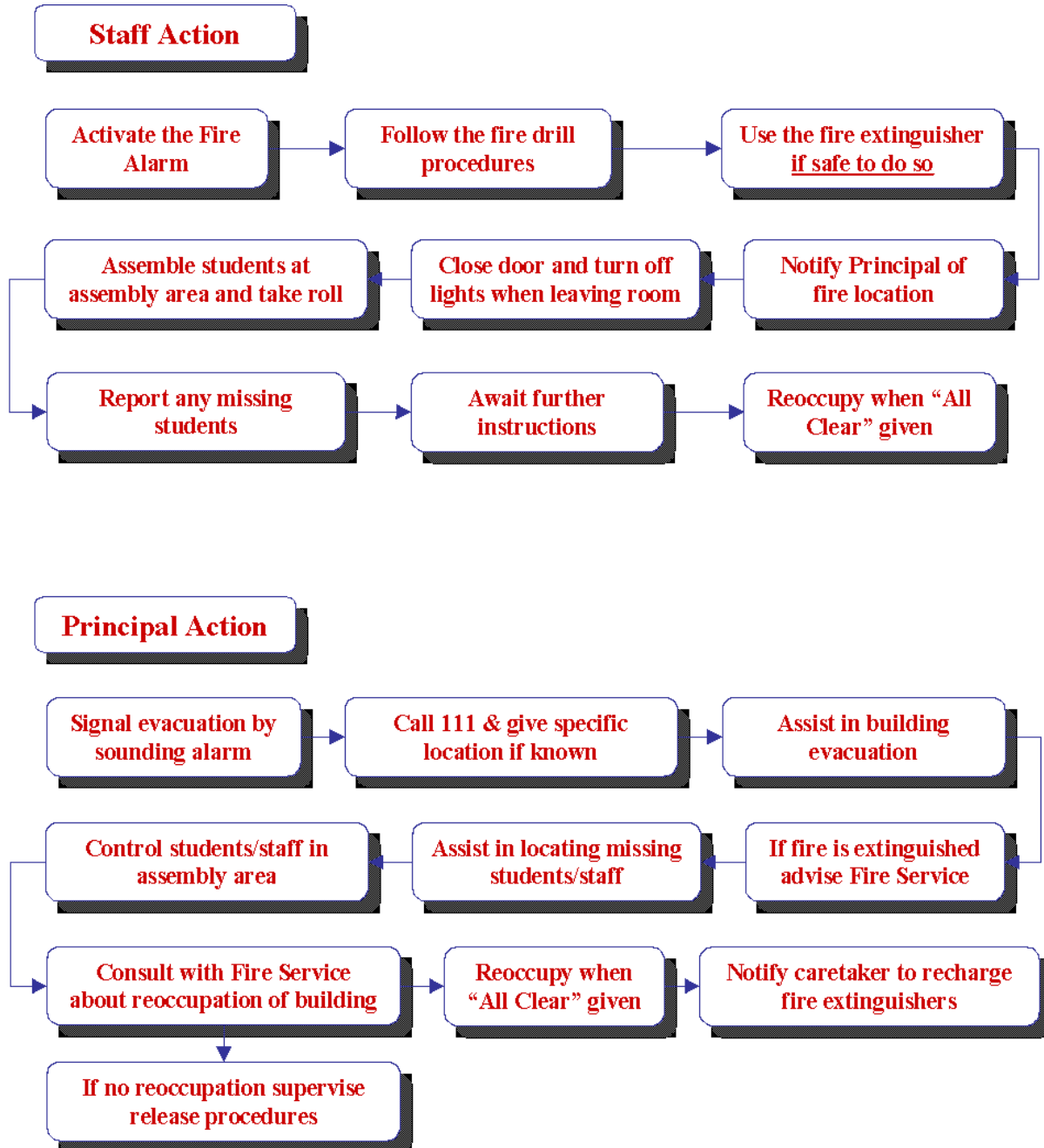
EARTHQUAKE EMERGENCY RESPONSE



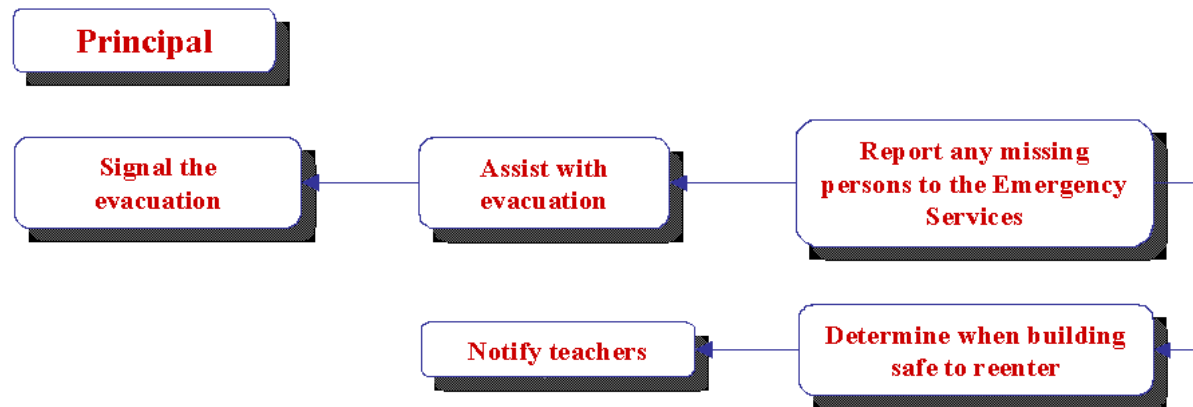
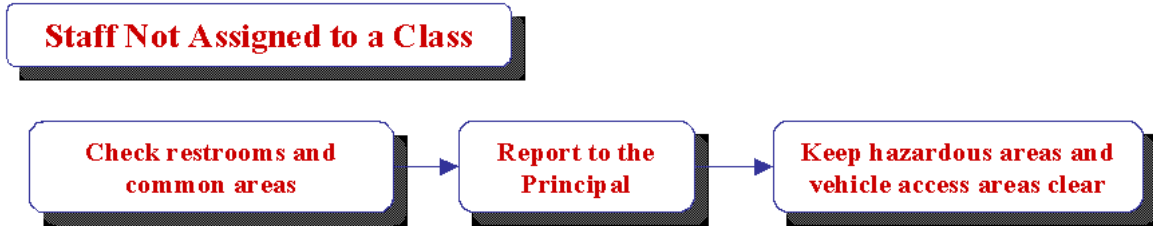
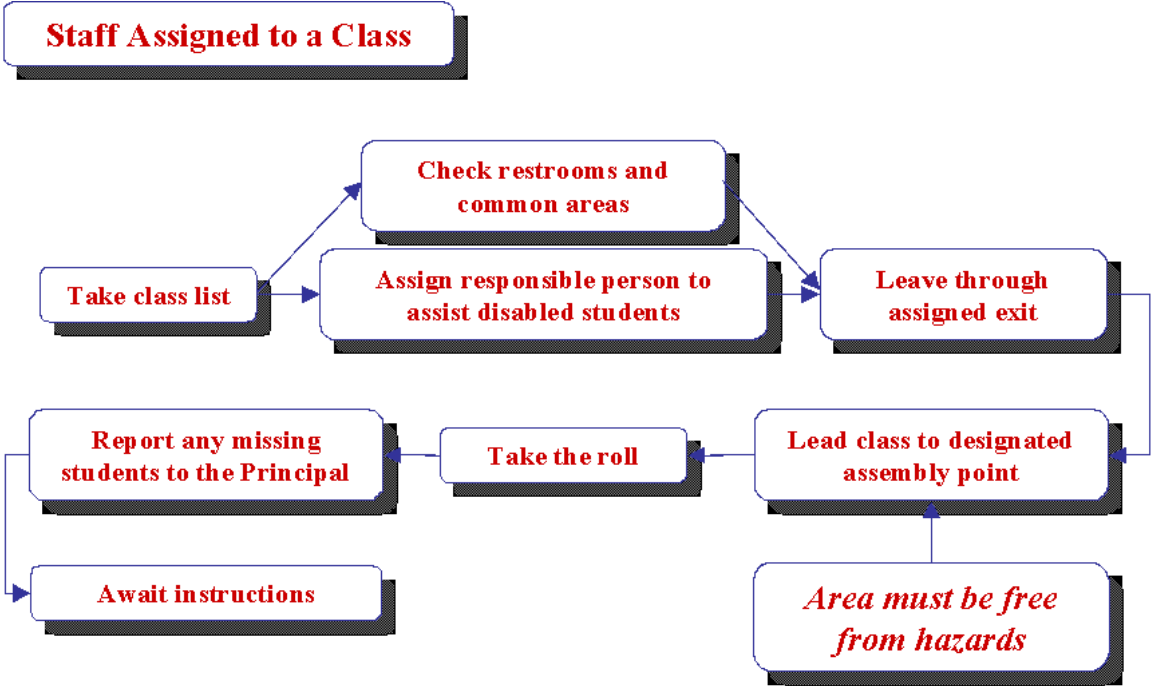
Post Event



FIRE EMERGENCY RESPONSE

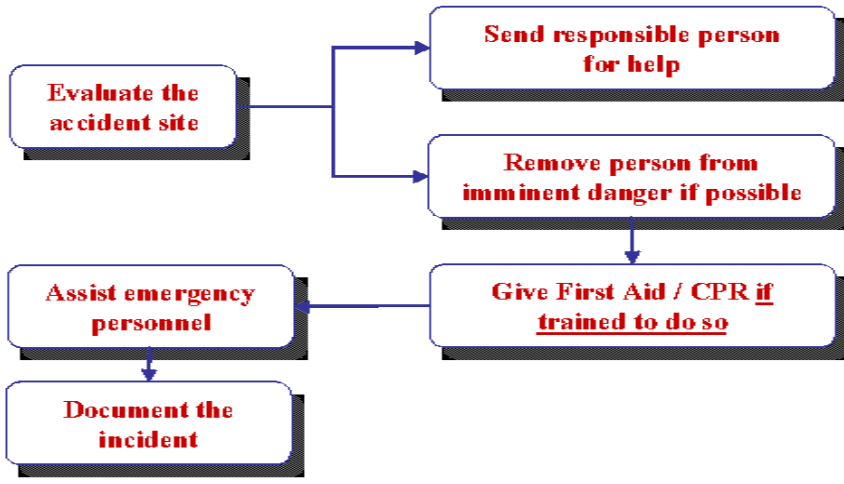


Evacuation Emergency Response Flow Chart



MEDICAL EMERGENCY RESPONSE

School Action



Principal Action

