

Procedure Nag 5

SECTION: Nag 5 Health & Safety

Date Effective: November 2016

SUBJECT: Evacuation

Revision Date: November 2018

Evacuation Procedure

Following an earthquake or during an earthquake drill, or ringing of the fire alarm, students need to be moved from their classrooms to a place of safety, and checked against an accurate list of attending students.

Any event that requires evacuation could be stressful for students (and staff). Be calm, and encourage the children to be calm.

The target for an evacuation is within two minutes, and is timed by the person instigating the drill. Drills should be held at different times of day to practise all contingencies, such as evacuation during assembly, during normal class time, and during lunchbreaks.

The following guidelines ensure that everyone is well prepared for an evacuation procedure:

- Evacuation drills are held each term. The dates of the drills will be noted in the principal's reports.
- The principal or acting principal will oversee the evacuation and liaise with the **chief warden** (office manager).
- If necessary, the principal implements the disaster management plan.
- Staff are **not** free to leave until **all** students have been safely removed from the school. Dependent on the situation the decision to release teachers is at the discretion of the principal.

The Evacuation Procedure

On hearing a continuous ringing or siren:

1. The office manager (Chief Warden) rings the Fire Service. The fire manual call points are not connected to the NZ Fire Service, so they must be called by the school. The office manager puts on vest, collects principal laptop (or other available), personal cell phone, and goes to the relevant school entrance to meet the fire brigade.
2. The principal takes the blue evacuation bag, visitors book and personal cell phone, puts on vest, and goes to the school assembly area (the field), checking allocated areas on the way.
3. All children, staff and visitors must leave the school buildings by the nearest exit keeping away from the front entrance of the school which will be accessed by the emergency services.
4. All children, staff and visitors must assemble QUIETLY on the playing field in room lines
5. Staff without a class must assemble on the field and the principal will check that all staff and visitors are accounted for using the names in the visitor's book.
6. The principal checks off the list of allocated areas to ensure they are clear.
7. Teachers/relievers close doors of school buildings upon leaving, checking any toilets or rooms not normally occupied as they leave to ensure no one is left inside (see Room evacuation check sheet)
8. If an evacuation occurs during a break time, the duty teacher in the area must check all rooms in their area before going to the field. Teachers who are on the field will do a roll call for any teachers not present and inform the principal if the class is all present or not.
9. Teachers or relievers must call off all children's names from the evacuation folder held by the principal to ensure all present are safe. Children must be quiet throughout an evacuation so teachers can be heard calling the roll or when looking for specific children.

10. Once all students are accounted for, the teacher from each class reports to the principal who marks the class off on the class evacuation check sheet
11. Once all are accounted for, the principal must send a staff member to notify the Chief Warden at the relevant school gate.
12. If a child is not present, the teacher will send a runner to the principal who will set in motion a search for the missing child.
13. If an adult is not present, the principal will set in motion a search for the missing adult.
14. If a teacher has a trainee student, it is the responsibility of that teacher to know where the trainee is in the event of an evacuation.
15. Children will be released as parents arrive and teachers will take note of who has been collected and by whom.
16. Even if the event was minor, there still may be major traffic jams out of Wellington. At 3pm, children will be released to parents who come to pick them up. Those who normally walk home will be held at school until the school has been able to contact families.

Evacuation at night - no parents in attendance

To ensure the safety of all staff and students in the event of a fire or earthquake after school hours, follow this procedure:

1. Staff must follow all initial response procedures in place for day time emergencies.
2. If an evacuation alarm sounds and students are in the hall, all exits must be clear and students evacuated from all doors to the field
3. Prior to an evening event, classroom teachers must either (depending on the event):
 - Keep a class list of all students planning to attend
 - Name and collect all tickets presented as children arrive.
 - Collate tickets into class groups.
4. Evacuation kit should be collected from the office.
5. Staff in attendance must meet the students on the field and organise them into class groups and use the tickets / class lists to complete a headcount/roll – in the first instance it is the classroom teacher's responsibility and if the teacher is not there the event organiser will delegate class attendance to other available staff.
6. If it is unsafe to continue the event, students will be released from the field when parents arrive to pick them up.