

# FIRE DRILL AND EVACUATION

**FIRE WARNING IS THE CONTINUOUS RINGING OF THE SCHOOL BELL AND/OR HANDBELLS plus PAGE ALL ON THE SCHOOL TELEPHONE SYSTEM ANNOUNCING FIRE, PLEASE EVACUATE**

1. The classes are to leave the rooms quickly at the teacher's command.
2. Teacher is to ensure that no pupils are in the toilets or in the classroom.
3. Teachers are to ensure that all windows are closed, as well as doors in the classrooms.
4. Pupils to leave classrooms via field side doors and walk across playground to assembly area.
5. The children will form up in their classes quickly on the grass field area as directed.
6. The teacher MUST bring a copy of the Attendance Register.
7. The Attendance Register must be called immediately and unknown pupil absences notified immediately to the Warden or his delegate.
8. Office Staff to check Administration block before exiting.
9. **Notify the Warden (Deputy Principal ) or their delegate as soon as all the children are accounted for.**
10. It is essential that all children stay quiet so that all pupil's responses, are counted.
11. Throughout, the exercise should be done quickly and with a minimum of fuss.
12. The Office Secretary or Principal will dial 111 as required.
13. If in an earthquake situation and shaking classrooms and furniture occurs - use the **Drop, Cover, Hold** technique to enable pupils to locate themselves under classroom tables. Once tremors cease, and after a safe period an evacuation of classrooms would follow as per "Fire Drill."
14. Read information on all emergency procedures as detailed in the Administration folder.

## **Rationale**

In the event of a disaster, fire etc the school needs to be able to be expeditiously evacuated of all children, staff, visitors without further endangering lives.

## **Purpose**

An efficient drill should be organised and regularly practised (at least once a term) for the whole school to be vacated from the school buildings.

**EMERGENCY EVACUATION POLICY**  
**&**  
**EMERGENCY PROCEDURE**

**Guidelines**

1. In the event of a disaster or fire the school bell will ring long sounds and / or handbells plus page all on the school phone system announcing Fire, please evacuate, to warn everyone to vacate the buildings. The school secretary will telephone 111 and ask for the Fire Service.
2. In the event of an earthquake, pupils and teachers will seek refuge under desks until appropriate time enables buildings to be vacated.
3. Teachers, with attendance registers will lead classes to a designated assemble point using practical egress as drawn on the school evacuation map. A class attendance check must be taken once at the assembly point.
4. Those with designated responsibility will check specific building areas closing fire stop doors after them before themselves going to assembly areas.
5. Any absences must be reported immediately to the warden (Deputy Principal) and whereabouts, if known, listed for checking.
6. The school will ask all visitors to report into the school office on arrival. On evacuation visitors must be checked off this list. Any person in the school having disabilities will also have that noted.

**Type of emergency covered in this plan:**

- \* Serious Injury
- \* Fire
- \* Explosion
- \* Earthquake
- \* Hazardous Substance Spill

Also refer to **Civil Defence Procedures** and **Emergency Evacuation Procedures**.

**Staff Members:**

Make it your business to know the following points and how to react should an emergency arise.

**EMERGENCY EVACUATION POLICY**  
**&**  
**EMERGENCY PROCEDURE**

1. Building or emergency exits
2. Location of the fire extinguishers
3. Location of the fire alarms
4. Nearest telephone
5. Check on how the phone system works (you may need to dial another number to obtain an outside line)
6. Where the evacuation assembly area is and who to report to.

**When calling the emergency services:**

**Remember-**

**tell** the operator the service you require  
**wait** until the service answers  
**state** exactly where you are, the nature and situation of the emergency  
**arrange** for somebody to meet the service and direct them to the emergency.

**Note**

- \* That some telephone systems may require you to dial another number to get a line out. Then dial 111
- \* 111 calls made from cell phones do not require you to dial the area code. Simply dial 111 as you would on a normal phone.

**Emergency Services** phone numbers (both urgent and non urgent) are listed on the first pages of your phone book.

**Emergency Procedures:**

**1. Serious Injury** (as a result of an accident)

Secure the accident area - to avoid further injuries  
Make victim as comfortable as possible - cover to keep warm  
Do not attempt to move the victim if he/she is unable to tell you his/her condition.  
Arrange for immediate first aid  
Dial 111 for emergency service required - follow correct procedure and advise the operator carefully.

**EMERGENCY EVACUATION POLICY**  
**&**  
**EMERGENCY PROCEDURE**

**2. Fire**

Raise the alarm

- dial 111 for the emergency required
- follow the correct procedure and advise operator carefully

Evacuate the area

- check other pupils/visitors in the area are evacuated
- shut any doors as you leave

Proceed to the assembly area

- see the evacuation notices displayed for your assembly area

Ensure that you tell the warden(Deputy Principal) that you are safe

Stay in the assembly area until you are advised that you can leave

Do not re enter the area until the all clear is given

**3. Explosion**

Raise the alarm

- dial 111 for emergency service required
- follow correct procedure and advise the operator carefully
- you may need all three emergency services

Secure the explosion area

- to avoid further injuries
- water, gas and electricity supplies are likely to be ruptured

Make victims (if any) as comfortable as possible

- cover to keep warm

Do not attempt to move any victims if they are unable to tell you their condition

Arrange for immediate first aid

If fire follows the explosion evacuate area as set out under the Fire procedure

**4. Earthquake**

**Safety Measures Indoors**

**EMERGENCY EVACUATION POLICY**  
**&**  
**EMERGENCY PROCEDURE**

Do not evacuate the area

Take cover beneath a strong desk or table or a doorway

Remain calm and give reassurance

Evacuate the ONLY when instructed to do so or if the building is obviously structurally unsafe

- check others in the area are evacuated
- shut any doors as you leave
- ensure all electrical or gas supplies are turned off

Proceed to the assembly area

Ensure that you tell the warden that you are safe

Stay in the assembly area until you are advised that you can leave

Do not re enter the area until the all clear is given

**Safety Measures Outside**

Move clear of all buildings and potentially dangerous structures  
20 paces is a safe distance for a single storey building

**5. Hazardous Substance Spill**

Raise the alarm

- dial 111 for emergency service required
- follow correct procedure and advise the operator carefully

Evacuate the area

- shut any doors as you leave

Proceed to the assembly area

Ensure that you tell the warden that you are safe

Stay in the assembly area until you are advised that you can leave

Leave the clean up to the emergency services

If you are unaware of what is needed to neutralise the hazardous material phone:

**EMERGENCY EVACUATION POLICY**

**&**

**EMERGENCY PROCEDURE**

- Poisons & Hazardous chemicals phone number  
Urgent information 03 474 7000  
Non urgent and general information 03 479 1200  
(business hours)

Assist in clean up ONLY if you have the full protective safety gear as recommended by the emergency services and then only if asked.

Do not re enter the area until the all clear is given.