

School

Example Evacuation Scheme Document

123 Standard Street, Standard Suburb, Standard Town

This document is prepared in accordance with The Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.

All staff will be trained in fire safety matters and evacuation procedures as part of their induction and during trial evacuations.

Training content

Training will cover the following matters:

- Basic fire prevention considerations
- Common causes of fire in schools
- Action to deter school arsons
- The speed of fire
- The dangers of smoke
- Fire Extinguisher and Hose Reel use
- Need to keep escape paths clear
- Evacuation procedures
 - What to do if a fire is discovered
 - What to do if alerted to a fire
 - Providing assistance to those who require it (including buddy systems)
 - Accounting for all occupants
 - School break procedure
 - Out of hours' procedure
 - Roles and responsibilities of Wardens

Additional evacuation information

A full copy of this Evacuation Scheme is provided to all staff.

All staff present will participate in trial evacuations held each term, including a debrief and recap of responsibilities following the trial evacuation.

Every staff meeting has a Health and Safety component at which evacuation procedures can be discussed.

Fire evacuation procedures are as follows:

NORMAL SCHOOL HOURS

If you discover a fire:

1. Remove anyone in immediate danger.
2. Warn other occupants in the immediate area by shouting “Fire Fire Fire”
3. Raise the alarm by operating the nearest safe fire alarm switch.
4. Contain the fire (if possible and it is safe to do so) by closing doors.
5. Phone 111.
 - Use a telephone in a safe place or at a neighbouring property away from the sound of the alarm.
 - Ask operator for FIRE.
 - You will need to provide the following information:
 - Building name **[Insert Building name]**
 - Building address – **[Insert street number, street name, suburb and city]**
 - Nearest intersection **[Insert nearest Intersection]**
 - The nature of the emergency (e.g. alarms ringing)
6. Report to the Chief Warden to advise the nature of the emergency and confirmation that a 111 call has been made. The Chief Warden will be located at the front entrance of the Admin building beside the Fire Alarm Panel. You can assign this task to a reliable person if needed.

Classroom Wardens (all teachers)

If you are warned of a fire:

1. Retrieve your class roll if it is safe to do so.
2. Evacuate all occupants from your classroom and the immediate surrounding area.
 - Ensure that all rooms are checked, e.g. cloakrooms, toilets.
 - You may delegate this task to a responsible person as needed.
3. Ensure students and other occupants follow the nearest safe escape route (indicated by EXIT signs) that is unaffected by fire. Ensure students walk quickly and quietly, leaving their bags and other belongings.
4. Direct your class and any visitors to assemble at the designated assembly point – the main sports field behind the school hall.
5. Ensure anyone who requires assistance to evacuate is assisted from the building and to the assembly point. For regular student’s pre-plan and practice a ‘buddy system’ to ensure those who may need assistance will be catered for.
6. Once at the assembly area call your class roll to determine all students are individually accounted for.
7. Report your class/area status as being clear to the Assembly Warden.
8. Follow any directions from the Assembly Warden.
9. Ensure all of your students stay at the assembly point until the ‘all clear’ has been given by the Chief Warden or Fire and Emergency.

School Breaks

Teachers on duty will direct students in the school grounds to the assembly point, provide any assistance (or delegate someone else to) if it is required by any students or visitors to ensure everyone can get to the assembly point.

Teachers not on duty will proceed to their next classroom or area if it is safe to do so to ensure occupants have evacuated from this space. They will then proceed to the Assembly Point and report the evacuation status to the Assembly Warden.

Chief Warden (Orange Hi-Viz Vest) - Principal or most senior staff member

If you are warned of a fire

1. Uplift the Chief Warden pack from the Reception area. This contains Warden ID, evacuation sheets, pens and the school emergency cell phone.
2. Proceed to your designated reporting point at the corner of the Admin building, next to the Fire Alarm Panel.
3. Ensure Fire and Emergency have been called with a 111 call – this may be delegated and reported back to you. Clearly state the address (Standard Primary School, 123 Standard Street, Standard Suburb, Standard Town) and the nature of the emergency (e.g. alarm sounding, smoke etc).
4. Receive reports from the Assembly Warden and maintain the Evacuation Sheet.
5. Meet Fire and Emergency on their arrival and advise them of the evacuation status of the school, including any known details of the fire.
6. Consult with Fire and Emergency to establish when it is safe to reoccupy individual school buildings.

Assembly Warden (Yellow Hi-Viz vest) - Receptionist

1. Wear your Warden identification and proceed to the assembly point (main sports field behind school hall).
2. Receive reports from Classroom Wardens as areas are deemed clear and update your Evacuation Sheet.
3. Make enquiries if no reports are received for an area.
4. Relay the evacuation status to the Chief Warden by using a cell phone or runner.
5. Ensure all occupants gathered at the assembly point remain safe and calm. If there is any risk from fire or smoke, co-ordinate with the Classroom Wardens to quickly and safely move everyone to another part of the sports grounds clear of any danger.

Providing assistance to those who require it

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need or if instructed to by a Warden.

For regular student's a 'buddy system' will be in place to ensure those who may need assistance will be catered for.

Assistance may be required in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate
- Reassuring those who appear stressed by the situation
- Guiding people who may have a sight impairment
- Using a carry down method to assist people with limited mobility

Maintaining the evacuation scheme

- Conduct 6 monthly trial evacuations and report the results to FENZ within 10 working days

- Ensure that all exit ways and stairwells are kept clear at all times
- Take precautions to avoid fires starting

AFTER HOURS PROCEDURE

The After Hours procedure is used in an emergency outside normal school working hours – before 7:30am and after 4:30pm on school days and on weekends and school/public holidays

Any staff in the premises after hours should ensure the premises are kept secure so that no other person can enter the premises without them being aware – unless it is another key holder.

If a fire is discovered, activate the fire alarm. Anyone in the premises should quickly evacuate to the assembly area in the sports field behind the hall.

Instruct and assist anyone else in the area to move to the assembly area also.

Once at the assembly area, co-ordinate with anyone else there for someone to meet Fire and Emergency by the fire alarm panel at the corner of the Admin Building. (Have your keys with you in case access to any other buildings are required by firefighters)

Groups (eg Before/after school programme, community groups etc...)

All groups that use school facilities outside normal hours assume responsibility for the evacuation requirements as part of their agreement to use the premises.

The person responsible for using the premises must appoint a Chief Warden and as many Fire Wardens as needed to allow for a quick and safe evacuation of all group members, ensuring that assistance is provided to those who require it.

Note: Only the areas occupied by the group will be covered by Wardens. All other areas of the school will be locked and not checked in the event of an emergency evacuation.

Evacuation Procedure and Warden Actions

1. Operate the fire alarm if not already activated
2. When the fire alarm has sounded, all occupants must evacuate to the assembly point (main sports field behind the school hall).
3. The appointed Chief Warden will proceed to the corner of the Admin building, next to the Fire Alarm Panel. The Chief Warden will also ensure that a 111 call is made.
4. The appointed Fire Wardens will check all areas / rooms occupied by their group, including any storage areas or toilets, to ensure the area is clear.
5. Once the area has been cleared, the Fire Wardens will also evacuate to the assembly point.
6. One Fire Warden will report the status of the evacuation (all clear) to the Chief Warden.
7. All Fire Wardens will be responsible to ensure the evacuating occupants are safe and remain at the assembly point until the 'all clear' has been given by Fire and Emergency.
8. The Chief Warden will report to Fire and Emergency on their arrival to inform them of the situation.

Example of a Fire Action Notice (Printed in A4 to achieve required text size of 5mm)
These are displayed beside all manual call points.

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**WARN OTHER BUILDING OCCUPANTS
SHOUT “FIRE FIRE FIRE”**

**ACTIVATE THE FIRE ALARM AND DIAL 111
FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED
BESIDE THE EXIT DOOR**

WHEN WARNED OF A FIRE IN THIS BUILDING

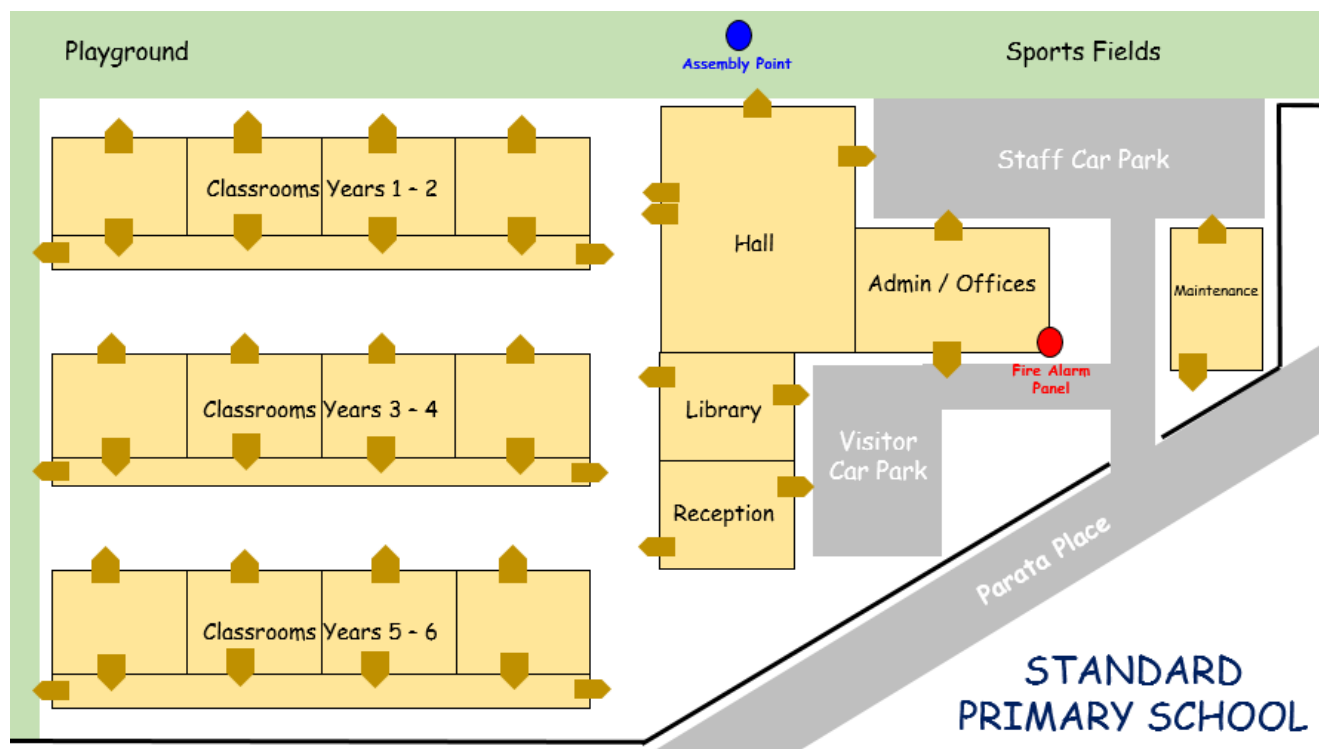
**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED AT THE END OF THE
CORRIDOR TO THE LEFT OF THIS NOTICE**

**ASSEMBLE ON
THE MAIN SPORTS FIELD BEHIND THE HALL**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
ADVISE A TEACHER OR MEMBER OF STAFF***

Site Map



Note: B Block which houses Year 3 and 4 students has 2 classrooms on Level 1, and a further 2 classrooms on Level 2 as indicated by the red box. The rest of the school is all single level.