

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

*ACTIVATE THE FIRE ALARM TO WARN OTHER
OCCUPANTS*

DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

WHEN WARNED OF A FIRE IN THIS BUILDING

*LEAVE THE BUILDING IMMEDIATELY USING THE
NEAREST EXIT*

*THE FRONT DOOR OF THE BUILDING IS THE
NEAREST EXIT, FOLLOW THE GREEN ARROWS
AND 'EXIT' SIGNS IN THE HALLWAY TO AN
ALTERNATIVE EXIT*

*ASSEMBLE ON THE SPORTS FIELD BEHIND THE
HALL*

*IF YOU REQUIRE ASSISTANCE TO EVACUATE,
INFORM A TEACHER*

*A FIRE EXTINGUISHER AND HOSEREEL ARE
LOCATED IN THE HALLWAY OUTSIDE THE
CLASSROOM*

Example of Training Document – School



Standard Primary School Fire Emergency Training



Training frequency

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

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 Hosereel 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 people
 - School break procedure
 - Out of hours' procedure
 - Roles and responsibilities of various Wardens
 - Keeping people clear of an emergency area
- Recovering after an event and resuming normal operation

Maintenance of skills

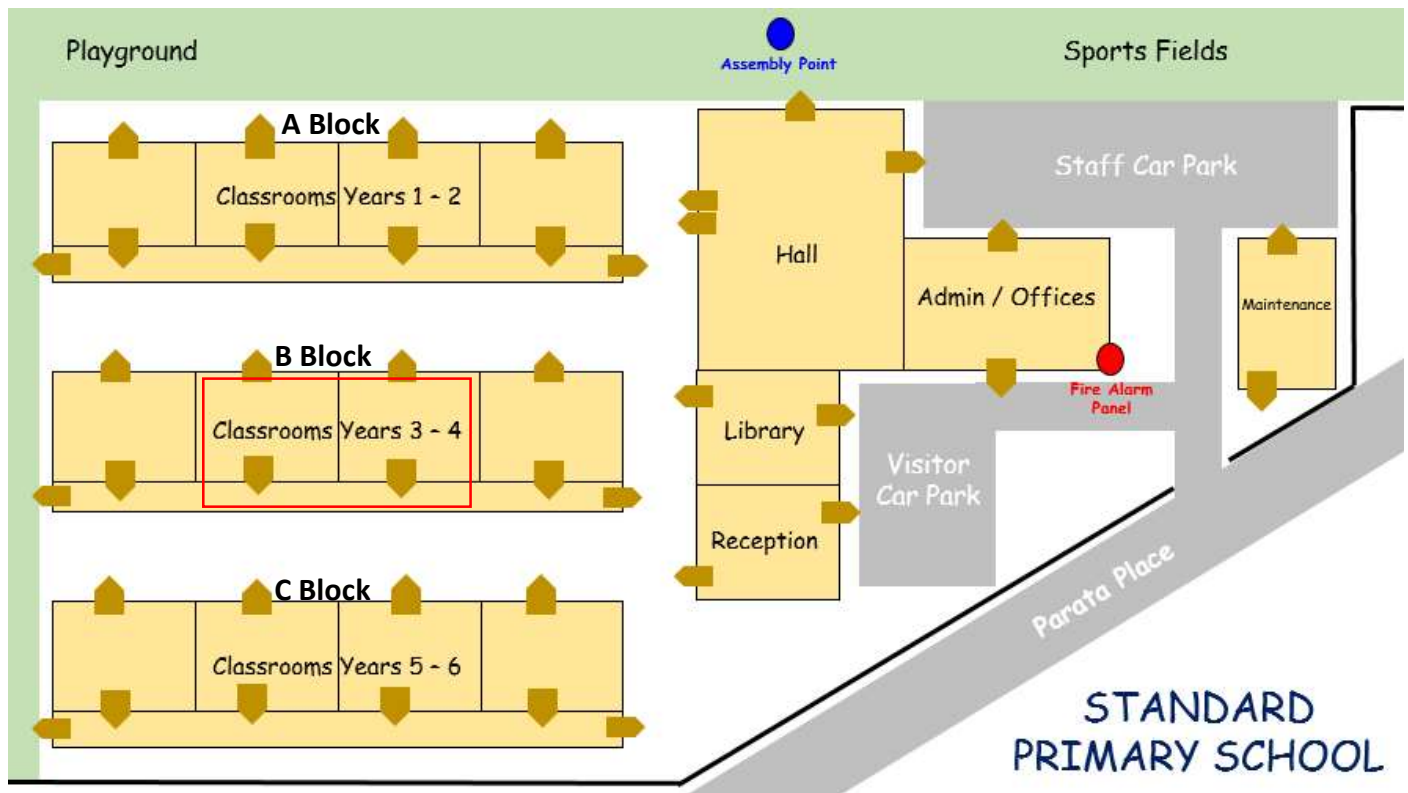
A full copy of the evacuation procedures/scheme is provided to all staff.

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

If any staff have concerns about evacuating any part of the school, they should raise those concerns with the school management team immediately.

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

Example of Site Map - School



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.

Example of Evacuation Scheme Document– School



Standard Primary School Fire Emergency Procedures



NORMAL SCHOOL HOURS – PROCEDURE ONE

The Warden structure and duties will be initiated when a fire alarm sounds.

Warden team	Identification	Main duties
Classroom Wardens	None (Teachers)	<ul style="list-style-type: none">• Direct all building occupants in their area to the assembly point/place of safety• Ensure all parts of their area are clear• Supervise their group at the assembly point/place of safety ensuring everyone remains calm and safe
Assembly Warden	Orange hi-viz vest	<ul style="list-style-type: none">• Receive updates from Classroom Wardens on evacuation of their areas• Coordinate the safety of everyone at the assembly point• Ensure everyone remains at the assembly point until the 'all clear' is given• Communicate evacuation status to Chief Warden – use cell phone or a runner if required
Chief Warden	Yellow hi-viz vest	<ul style="list-style-type: none">• Ensure a 111 call has been made• Receive updates on evacuation status of the school• Meet Fire and Emergency on their arrival to inform them of the status of the evacuation and any known details of the fire

General Fire Evacuation Instructions

IF YOU DISCOVER A FIRE:

1. Remove anyone in immediate danger.
2. Raise the alarm by operating the nearest safe fire alarm switch.
3. Contain the fire (if possible and it is safe to do so) by closing doors.
4. 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.
 - Clearly state the address (Standard Primary School, 42 Parata Place, Gonville, Whanganui) and the nature of the emergency (e.g. alarm sounding, smoke etc).
5. 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.

IF YOU HEAR THE FIRE ALARM:

School staff – complete your duties as outlined in this procedure document.

Non staff / Visitors – report to the designated assembly point (main sports field behind school hall).

- Leave the area immediately by the nearest safe exit route (indicated by EXIT signs) – move quickly but do not run.
- Do not return to the building until the Chief Warden or Fire and Emergency have given the 'all clear'.

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 follow the nearest safe escape route (indicated by EXIT signs) that is unaffected by fire.
 - Ensure students evacuate efficiently, walking 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. In addition to having checked your room is clear and ensuring any visitors have evacuated, 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. Send a runner to complete this task if needed.
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.

Teachers not on duty

Proceed to the classroom or area you are due to use next period (if it is safe to do so) and assist with the evacuation as needed.

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.

If an evacuation occurs during class breaks, students will assemble in class groups (according to the class they were due in next) to be accounted for at the assembly point on the sports field behind the hall.

Chief Warden (Senior Receptionist)

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. Delegate and dispatch an Assembly Warden to the assembly point.
4. 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, 42 Parata Place, Gonville, Whanganui) and the nature of the emergency (e.g. alarm sounding, smoke etc).
5. Receive a report of the fire from the person who activated the alarm.
6. Receive reports from the Assembly Warden and maintain the Evacuation Sheet.
7. Meet Fire and Emergency on their arrival and advise them of the evacuation status of the school, including any known details of the fire.
8. Consult with Fire and Emergency to establish when it is safe to reoccupy individual school buildings.

Assembly Warden (A member of Admin, Teaching or Maintenance staff)

ON THE DIRECTION OF THE CHIEF WARDEN:

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.

AFTER HOURS EVACUATION – PROCEDURE TWO

Teaching and/or cleaning or maintenance staff in after hours

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. If the fire alarm is sounding 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)

Group activity/use of premises outside normal hours/ gala/ social/etc

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

All groups that use school facilities in these times assume responsibility for the evacuation requirements as part of their agreement to use the premises.

Wardens

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, including those who may require assistance to evacuate.

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. If a fire occurs the smoke and/or heat detectors will normally generate an early warning of the event by activating the fire alarm. If a detector does not function as designed and a fire is discovered, the nearest (safe) Fire Alarm switch must be operated.
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.