

Fire

This checklist outlines what to do in the event of fire. You can also use it when practising a fire drill.

	Response actions (as appropriate)
Discovery of a fire	<input type="checkbox"/> Ring the fire alarm.
	<input type="checkbox"/> Call 111.
	<input type="checkbox"/> If safe to do so extinguish the fire.
On hearing the alarm-an evacuation message	<input type="checkbox"/> Teachers should collect their registers and take their pupils to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed or hazards are encountered.
	<input type="checkbox"/> Check toilet areas before leaving - ESOL (hall toilets), Rooms Ihenga 3, Hinemoa 3, Hinemoa 4, Kupe 1, Ihenga 1, Ihenga 0, Ihenga 7/gym and Kupe 4.
	<input type="checkbox"/> Walk calmly and quickly and avoid panic.
	<input type="checkbox"/> Ensure students / visitors with disabilities are assisted by a responsible person.
	<input type="checkbox"/> Ensure any visitors are included in the evacuation.
<input type="checkbox"/> Mark off roll and inform warden of full attendance or missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.	
Returning to buildings	<input type="checkbox"/> Do not return to the building(s) until given the all clear by the Fire Service.
Ongoing operations following a fire	<p>The continuing operation of the school will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>

Earthquake

This checklist outlines what to do in the event of an emergency. You can also use it when practising an earthquake drill.

	Response actions (as appropriate)
During an earthquake	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> ● Move no more than a few steps. Drop, Cover head or take cover under a desk or table and to Hold onto the legs until the shaking stops. ● Keep away from shelves containing heavy objects and other large items of furniture. ● Keep away from windows. ● Stay indoors until the shaking stops and it's safe to go outside.
	<input type="checkbox"/> If outside: <ul style="list-style-type: none"> ● Move no more than a few steps-away from trees, buildings and power lines. Drop and Cover. ● Students stay in the school grounds until a teacher comes to get them.
When the shaking stops	<input type="checkbox"/> Ensure your personal safety first.
	<input type="checkbox"/> Check toilet areas before leaving - ESOL (hall toilets), Rooms Ihenga 3, Hinemoa 3, Hinemoa 4, Kupe 1, Ihenga 1, Ihenga 0, Ihenga 7/gym and Kupe 4.
	<input type="checkbox"/> If anyone requires medical assistance, call 111 and/or administer first aid.
	<input type="checkbox"/> Evacuate to the designated assembly point. Collect your registers and take their pupils to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed or hazards are encountered.
	<input type="checkbox"/> Mark off roll and inform the warden of full attendance or missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.
Returning to buildings	<input type="checkbox"/> Do not return to the building(s) until given the all clear is given.
	<input type="checkbox"/> Relocate staff and pupils away from dangerous areas.
Ongoing operations following an earthquake	<p>The continuing operation of the school will be determined by the nature of the earthquake and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>

Lockdown

This checklist outlines what to do in the event of a lockdown emergency. You can also use it when practising a lockdown drill.

In the event or situation requiring a "Lock Down" senior management will contact the police immediately and trigger the *Lock Down* alarm (the words "**code red**" will be repeated over the speakers)

	Response actions (as appropriate)
During a Lockdown	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> ● Drop down and keep out of sight ● Lock all of the doors and windows ● Close curtains or move out of sight from the windows (depending on class) ● Turn all lights off (including the screens of any computer or device) ● Stay out of sight until instructed by senior management or police ● No one is to answer the door under any circumstances
	<input type="checkbox"/> If outside (including before school, interval, lunchtime or after school): <ul style="list-style-type: none"> ● Move into the nearest building (excluding the main gym due to its proximity to the road). ● Drop down and keep out of sight. ● Lock all of the doors. ● Close curtains ● Turn all lights off (including the screens of any computer or device) ● Stay out of sight until instructed by senior management or police ● No one is to answer the door under any circumstances
Teachers during a Lockdown	<input type="checkbox"/> Ensure the safety of all.
	<input type="checkbox"/> If the lockdown is during teaching time (not during breaks) complete a silent roll check of your class and contact the office immediately email (or phone) if anyone is not present OR <input type="checkbox"/> If the lockdown occurs during break times take a roll of the students that you have with you (these may not be students from your usual class) and contact the office immediately email (or phone) to let them know which children are with you.
	<input type="checkbox"/> If anyone requires medical assistance administer first aid and/or contact the office.
After a Lockdown	<input type="checkbox"/> Do not leave the building(s) until given the all clear is given by senior management or police.
	<input type="checkbox"/> After the all clear is given, evacuate to the designated assembly point. Collect your registers and take their pupils to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed.
	<input type="checkbox"/> Mark off roll and inform the warden of full attendance or missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.
Ongoing operations following a Lockdown	<p>The continuing operation of the school will be determined by the nature of the event and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>

Evacuation Assembly Point A - Warden Duties & Responsibilities

Evacuation Assembly Point A - School Field

Property Manager: 1. Bert Hollis then 2. Hinei Taute 3. Michael Cunliffe

- **Site check - Fire alarm board and overall site check then notify lead warden of outcome**

Warden Personnel:

Lead Warden 1: Michael Cunliffe **then**
Warden 2: Lisa Hohepa **then**
Warden 3: Samantha Harliwich/Andy Doyle **then**
Warden 4: Angela Donlon/Elizah Ward
Office Staff Support: Kerrie Ryan

When an alarm operates:

- Wear your building warden identification and have cell phone on you
- If applicable, ensure emergency services have been called using 111. This may be delegated and reported back to you. This may be done using a telephone in neighbouring premises, cell phone from outside or, if it is safe to do so, from within the building. Clearly state School Name, Street Address, City and the nature of the emergency (fire, bells ringing, etc).
- Proceed to Assembly Point A via the nearest safe exit.
- Office Staff Support to collect evacuation paperwork and equipment.
- Using evacuation check list, ascertain if all students and staff are accounted for
- Liaise by phone with Warden for Assembly Point B to ensure all school students and personnel are accounted for. Advise who is missing and any extra personnel in the area.
- Meet the Property Manager and/or Fire Service or other Emergency Services on their arrival and advise them of the evacuation status of the building(s), including the location of any person not evacuated or with disabilities and the location and type of emergency.

Evacuation Assembly Point B - Warden Duties & Responsibilities

Evacuation Assembly Point B - School Carpark

Property Manager: 1. Bert Hollis *then* 2. Hinei Taute 3. Michael Cunliffe

- **Site check - Fire alarm board and overall site check then notify lead warden of outcome**

Warden Personnel:

Lead Warden 1: Hinei Taute 0212773447 ***then***

Warden 2: Karen Belt 0274833014 ***then***

Warden 3: Michelle Van Schadewijk ***then***

Warden 4: Andrea Tapsell

Office Staff Support: Mary-Anne Brady

When an alarm operates:

- Wear your building warden identification and have cell phone on you
- Proceed to Assembly Point B via the nearest safe exit.
- Office Staff Support to collect evacuation paperwork and equipment.
- Using evacuation check list, ascertain if all students and staff are accounted for
- Liaise by phone with Warden for Assembly Point A to ensure all school students and personnel are accounted for. Advise who is missing and any extra personnel in the area.
- Meet the Property Manager and/or Fire Service or other Emergency Services on their arrival and advise them of the evacuation status of the building(s), including the location of any person not evacuated or with disabilities and the location and type of emergency.