

**St. John's School
Mairangi Bay**

FIRE EVACUATION SCHEME



**Fire Safety and Evacuation of Buildings
Regulations 1992**

Prepared : MARCH 2017

Applicant: Mrs Viki Trainor

Position: Principal
Responsible for managing and maintaining this Fire Evacuation Scheme

Postal Address: St. John's School
87A Penzance Road
Mairangi Bay
Auckland

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Name of Buildings: The buildings listed below are used between 7am and 6pm weekdays. They are used additionally by the School Board of Trustees for a meeting on the last Wednesday of each month from 7.30 – 11.00pm and by the PTA group on the first Tuesday of each month.

Rooms 1, 2 and 3
Rooms 4, 5, 6 and Administration
Rooms 7, 8 and 9
Rooms 10, 11, 12 & 13
School Hall, Computer Suite, Library and Resource Room
Caretaker's Shed
Toilet Block
Room 14

The School Hall is used on a casual basis on the weekends for functions which are approved by the School Principal.
The School Hall is used regularly as follows:

Monday	7-9pm Bujinkan North Shore
Tuesday	
Wednesday	9.30-11.30am – St. John's Parish Playgroup 1.30-3.15pm (alternate weeks) – Happy Hour for Elderly 6.30-8.30pm Chan's Martial Arts
Thursday	
Friday	
Saturday	10.30-12.30pm – Chans Martial Arts 4pm-10pm Once per calendar month – Youth Parish Group

Building Owner: Catholic Bishop, Catholic Diocese of Auckland
Pompallier Diocesan Centre, 30 New Street, Ponsonby
Phone: 360 3002 Fax: 360 3016

BUILDING WARDEN: Principal

DEPUTY BUILDING WARDEN: Principal's Secretary – Michele Nash

AREA WARDENS:	Rooms 1, 2 & 3	Irene Judge
	Rooms 4, 5 & 6	Kristen Webster
	Rooms 7, 8, 9	Maureen Harris
	Rooms 10, 11, 12 & 13	Vivienne Ball
	Hall, Toilet Block, Caretaker's Shed, Rm 14	Paul Dixon
	Administration	Anneliese Bridges
	Gate Warden	Jill Marsh
		(or designated see Deputy)

(All Building and Area Wardens will be identified by an orange bib.)

CLASSROOM WARDENS: All teachers are Classroom Wardens in their own rooms.

REVIEW OF BUILDING WARDENS: The appointment of Building and Area Wardens will be reviewed annually. The next review will be February 2017.

WARDEN TRAINING: Wardens will receive training conducted by the Building Warden in respect of :

- School Emergency Response Document
- School Fire Evacuation Scheme
- Individual warden duties
- Practise evacuations and follow up reporting

ASSEMBLY POINTS: Rooms 1, 2 & 3 Assemble at the maypole area above the Classroom block.

Room 4 Go up steps outside classroom and across carpark in front of the hall to the concrete wall.

Room 5 Use middle steps and cross the carpark in front of the hall to the concrete wall.

Room 6 Use steps nearest hall and cross carpark in front of the hall to the concrete wall.

Rooms 7, 8 & 9 Exit room and proceed to field via steps above the turf.

Rooms 10, 11, 12 & 13 Exit room and proceed to the field via the path above the pool.

Hall Users Proceed to the top court area by the brick wall.

Library/Computer Suite/Resource Room Exit and proceed to the field via the path above the pool.

Room 14 Cross the seal to the concrete block wall at the end of the court

Introduction

This Evacuation Scheme has procedures that identify:

1. What to do if you discover a fire
2. The duties and roles of Wardens appointed to supervise emergency evacuations
3. How to safely evacuate school buildings and promptly report to safe assembly points
4. How to ensure that all persons including those with disabilities are assisted and accounted for during an evacuation
5. How to notify the Fire Service
6. Fire-fighting precautions
7. The evacuation procedures for when Wardens are required and for after hours evacuation procedures
8. The maintenance of this Evacuation Scheme

All staff, students and visitors to our school must comply with the requirements of this Evacuation Scheme.

Summary of Evacuation Procedures

This Evacuation Scheme consists of a number of evacuation procedures that cover the following occupancies of the school.

1. Normal school hours
2. Special occasions such as gala's, concerts
3. Hall hire
4. After hours

Each evacuation procedure (evacuation process actions) covers specific occupancy activities, within the school. Areas of the school that are not occupied will be closed and locked. These areas will not require wardens to carry out a physical check in the event of a fire emergency.

Summary of each Evacuation Procedure

Procedure One: Normal School Hours (8am to 4.00pm)

This procedure when activated will evacuate the whole school to a designated assembly point(s), under the assistance and supervision of our Fire/Emergency Wardens.

Procedure Actions

1. Our school has an automatic fire alarm system. In the event of a fire our automatic fire alarm system will activate the school's fire alarm and automatically call our Monitoring Station, Alarm New Zealand.

On activation the alarm system will emit a loud siren and bells will also activate. The onset of the siren and bells sound will necessitate an evacuation of all buildings.

A search of the buildings will be undertaken (see control panel for activation zone.) If a fire is discovered a 111 call will go out to the Fire Brigade. Alarm New Zealand will contact the school and if necessary the Fire Brigade.

2. If a building occupant discovers a fire they are instructed to operate the nearest safe manual fire alarm call point which will activate the school's fire alarm system and cause the school to go into evacuation procedures.

If it is established that the smoke alarm activation is a false alarm, Building Wardens will reset the security alarm system and return the building occupants.

When the school's fire alarm is sounding, all occupants have been instructed to evacuate the school complex to their designated assembly points. The fire alarm activation will initiate the school's Fire Warden System.

We have a number of warden roles, they are as follows:

1. Building Warden
2. Area Wardens
3. Classroom Wardens
4. Gate Warden

Their duties are listed in the Evacuation Scheme.

School Break Times

Teachers on duty will direct students in the school grounds to the assembly point(s). Teachers not on duty will proceed to classrooms and ensure occupants have evacuated and then report to their assembly point. All wardens will carry out their assigned duties.

- EVACUATION:** Evacuation should occur within one minute of the Fire Bell sounding.
- FIRE ACTION NOTICES:** Fire Action Notices will be placed visibly at all exit points of all buildings.
- TRIAL EVACUATIONS:**
- a) A trial evacuation will be conducted once per school Term. NOTIFICATION OF PROPOSED TRIAL EVACUATION form will be completed/ emailed to cpuwaitemata@fire.org.nz 10 DAYS BEFORE THE TRIAL.
 - b) NZ Fire Service Communications Centre Waitemata: ☎486 7948 30 minutes prior to commencement.
 - c) Alarm New Zealand: ☎303 0303 (30 minutes prior to commencement).
 - d) BUILDING WARDEN will ring 111 as part of their duties and ask for Fire Service (once bells sound) and advise "conducting trial / building name/street address/suburb/town/nearest cross street to the building"
 - e) NZ Fire Service Communications Centre Waitemata: ☎486 7948 and advise trial has finished. TRIAL EVACUATION REPORT will be emailed to cpuwaitemata@fire.org.nz or faxed to: Waitemata Office 440-9591.
 - f) Trial Evacuations will be conducted by the Building Warden.

- ESCAPE EXITS:**
- a) Weekly checks will be made to ensure that all exits are kept clear of obstacles; and
 - b) That Exit Doors are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time; and
 - c) Stairways and passageways are not used as places for storage or places where refuse is allowed to accumulate; and
 - d) Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from fire and are stored in non-combustible containers. Flammable liquids will be managed and stored by the Caretaker.

EVACUATION OF PERSONS WITH DISABILITIES:

- a) A Building Assistance Register **Appendix 2** will be maintained and continuously updated by the Principal's Secretary.
- b) The Building Assistance Register **Appendix 2** will be kept in the School Evacuation Scheme document and made available to the Building Warden.
- c) The Register will be located in the School Office.
- d) Children will be included on the register at the point of enrolment or on notification of a disability.
- e) Persons with disabilities will be evacuated in the manner set out in the Assistance Register.
- f) All staff will be generally responsible to ensure disabled visitors are assisted from the building to the Assembly point(s) during a Fire/Emergency.

Instructions if the Alarm System is in-operative:

If the Fire Alarm system at the school is inoperative and you discover a fire, you should:

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Ensure the Fire Service is notified per 111 call. Use telephone in neighbouring premises or if safe to do so, by the telephonist prior to them evacuating. State the name and address of premises and nature of the emergency (fire, and or bells ringing etc.)
3. Potentially dangerous processes or machinery should be closed down. Leave lights on. The closing down process should only be carried out if possible to do safely and with no delay.
4. Leave immediately by the nearest safe exit route. Move quickly but do not run.
5. Report to the designated assembly point.
6. Stay outside the building until the "all-clear" is given.
7. Only if it is safe to do so should firefighting be attempted.

CLASSROOM WARDEN'S DUTIES:

1. Assist all occupants in your class to leave the building via the nearest safe exit and to go to the assembly area.
2. Ensure critical appliances and systems are turned off if it is safe to do so.
3. Watch for people with disabilities who may require assistance or appoint a suitable person to assist as necessary.
4. Note location of any persons remaining inside the building.
5. Check all your class is present at the Assembly Point.
6. Report to Area Warden that you have all your children or who is missing and their whereabouts.
7. Only if it is safe to do so should firefighting be attempted.

AREA WARDEN'S DUTIES: (Wear identification bib)

1. Evacuate your own class or people in your area.
2. Take charge of your Assembly Area.
3. Receive reports from Classroom Wardens.
4. Report to the Building Warden at the school front entrance indicating area is clear or occupied i.e. location of any persons fire fighting or location of persons with disabilities or if all children have been accounted for.
5. Only if it is safe to do so should firefighting be attempted.

BUILDING WARDEN'S DUTIES: (Wear identification bib)

1. Ensure the Fire Service has been called. Dial 111 or delegate duty.
2. Report to front entry.
3. Await reports from wardens.
4. Initiate action if no report is received from any wardens.
5. Appoint a suitable person to assist persons with disabilities if necessary.
6. Advise Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities still in the building.

GATE WARDEN'S DUTIES: (Wear identification bib) Unlock entrance and court gates.

Provisions for the avoidance of Panic

The following provisions are in place to assist in avoiding panic in the event of a fire:

- Regular trial evacuations
- Training of Building, Area and Classroom Wardens
- Set procedures as outlined in this Fire Evacuation Scheme

MORNING/AFTERNOON AND LUNCH BREAKS EVACUATION PROCEDURES

The Building Warden and Area Wardens

- will collect and wear their identification and follow their list of duties.

Playground Duty Teacher(s)

- will assume the role of Warden for the Playground area and direct students to the Assembly Point(s)

Teachers not on Duty

- proceed to their Classroom (if safe to do so) and ensure occupants are evacuated. Uplift your class roll. Then report to the assembly area and carry out your classroom warden's duties.

AFTER HOURS EVACUATION PROCEDURE

In the event of an Emergency Evacuation of the building being required outside normal working hours, all building occupants should follow the instructions set out below:

IF YOU DISCOVER A FIRE:

1. Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
2. Ensure the Fire Service is notified per 111 call.
3. If safe to do so, quickly check that the floor is clear of all other personnel.
4. Leave immediately by your nearest escape route as indicated on the Fire Action notice displayed on your floor/area.
5. Assemble at:

TENNIS COURT BY TOILET BLOCK

6. Report to the Fire Service on their arrival.
7. Do not attempt to re-enter the building until the Fire Service have given the "all clear".

IF YOU HEAR THE FIRE ALARM SOUNDING FOLLOW STEPS 2 – 7

SCHOOL HALL

EVACUATION INSTRUCTIONS:

If you discover a fire :

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Ensure the Fire Service is notified per 111 call.
3. Potentially dangerous processes or machinery should be closed down. Leave lights on. The closing down process should only be carried out if possible to do safely and with no delay.
4. Leave immediately by the nearest safe exit route. Move quickly but do not run.
5. Report to the designated assembly point of the Basketball Court.
6. Stay outside the building until the "all-clear" is given.
7. Only if it is safe to do so should firefighting be attempted.

Wardens

The maximum permitted number of occupants allowed in the Hall is 449.

When the Hall is being used the number of Wardens required are as follows:

99 or fewer occupants -	one Warden to carry out all duties
100 to 300 occupants -	One Building Warden and 2 Floor Wardens
301 to 449 occupants -	One Building Warden and 3 Floor Wardens

Less than 100 People

Generally with an occupancy of less than 100 people the after hours evacuation procedure will operate. However, the Evacuation Scheme Manager may require a Scheme to be put in place after considering the following:

- Number of persons
- Ability of persons
- Maturity of persons
- Whether or not alcohol will be consumed
- Number of rooms intended to be used

This may require the appointment of one or more Wardens.

100 to 449 People

Scheme : When the hall is hired out or used by other parties for an occupancy of 100 to 449 people, outside normal hours, the Hall Evacuation Scheme requirements will operate as follows:

1. All Hirers or Users will sign the Hall Hirers and Users Evacuation Requirement Agreement Form and be given a copy of that document and a Hall Hirers or Users Fire Safety and Evacuation pack.
2. The School Office Secretary administering the hireage of the hall will make all the necessary arrangements to ensure that all evacuation requirements have been complied with prior to the occupation – and shall instruct the hirers or users on the following matters:

- Location of Building Warden identification.
- Location of all Exits, assembly point(s), and manual fire alarm call points.
- Building Warden duties.
- Floor Warden's Duty Board.

BUILDING WARDEN'S DUTIES: (Wear identification bib)

1. Ensure the Fire Service has been called. Dial 111 or delegate duty.
2. Report to Warden Identification and Evacuation Board.
3. Await reports from wardens.
4. Initiate action if no report is received from any wardens.
5. Appoint a suitable person to assist persons with disabilities if necessary.
6. Advise Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities still in the building.

FLOOR WARDEN'S DUTIES:

1. Assist all occupants in hall to leave the building via the nearest safe exit and to go to the assembly area on the court.
2. Ensure critical appliances and systems are turned off if it is safe to do so.
3. Watch for people with disabilities who may require assistance or appoint a suitable person to assist as necessary.
4. Note location of any persons remaining inside the building.
5. Report to Area Warden that you have evacuated all the occupants or who may be missing or still in the hall.
7. Only if it is safe to do so should firefighting be attempted.

SPECIAL NEEDS STUDENTS 2017

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Hall Hirers or Users Evacuation Requirement Agreement Form

Hire or Users Responsibilities

As a condition, the hirer or user, authorised to occupy our school hall, is required to ensure that wardens have been appointed and appropriately trained to carry out fire safety checks, and evacuation duties in the event of a fire. This requirement is in accordance with the Fire Service Act 1975 section 21A, New Zealand Standard 9232 1991 (Places of Assembly) and the school's approved Evacuation Scheme.

A Hirer includes any person or group of persons using the premises outside of administration office hours, whether or not a charge has been made for the use of the facilities.

This will require you to be familiar with all the evacuation scheme requirements that are applicable to our school hall. The person in charge of the user group shall act as the Building Warden with the assistance of Floor Wardens (if required.)

The number of Wardens and Safety Warden depends on the number of hall occupants.

99 or fewer occupants -	one Warden to carry out all duties
100 to 300 occupants -	One Building Warden and 2 Floor Wardens
301 to 449 occupants -	One Building Warden and 3 Floor Wardens

Hall Warden Identification Duty Board

A Warden's identification Duty Board is situated at the main entrance of the hall. When the hall is occupied outside normal school hours and a warden system is operating the appointed Building and Floor Wardens must be identified on the Wardens identification Duty Board at all times.

The above wardens are required to be familiar with the Fire Safety and Evacuation instructions and procedures contained in the Hall Pack. The Pack contains the following:

- A copy of the Building and Floor Wardens duties.
- A copy of the Assistance Register, to account for persons with disabilities

You are required to ensure that the following are maintained;

- Escape routes are clear of obstacles at all times.
- Exit doors are not locked, barred or blocked so as to prevent occupants from leaving the building at any time.
- Smoke / fire control doors are kept closed and not chocked or wedged open.
- Wardens identification Duty Board.

You are also required to ensure all wardens know the location of:

- Manual fire alarm call points
- Fire Extinguishers
- Operation of the hall lighting system
- Wardens Identification Duty Board

I acknowledge my responsibilities and have received the above mentioned documents.

Date: _____ Signed: _____

[Name written in block letters] _____

SPECIAL OCCASIONS

The Evacuation Scheme Manager will ensure that responsible persons are delegated and trained to assume the role of Building Warden and Area Wardens for the hours that the school is operating as Parent Evening or Special Occasions e.g. school gala.

The Evacuation Scheme Manager will:

- Provide a Building Warden Pack to staff who take the role of Wardens
- Indicate location of identification for all Wardens
- Indicate location of all exits, Assembly Point(s) and Manual Fire Alarm Call Points
- Remind them of their responsibility to ensure:
 - All escape routes are clear of obstacles at all times
 - Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time
 - Smoke control doors and fire stop doors are kept closed and not chocked or wedged open

BUILDING WARDEN'S DUTIES: (Wear identification bib)

1. Ensure the Fire Service has been called. Dial 111 or delegate duty.
2. Report to front school office entry.
3. Await reports from wardens.
4. Initiate action if no report is received from any wardens.
5. Appoint a suitable person to assist persons with disabilities if necessary.
6. Advise Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities still in the building.

AREA WARDEN'S DUTIES: (Wear identification bib)

1. Evacuate people in your area.
2. Take charge of your Assembly Area.
3. Report to the Building Warden at the school front entrance indicating area is clear or occupied i.e. location of any persons fire fighting or location of persons with disabilities or if all people have been accounted for.
4. Only if it is safe to do so should firefighting be attempted.

ASSEMBLY AREA:

The school uses three assembly areas:

1. The Maypole area above Rooms 1, 2 and 3
2. The Basketball Court
3. The Lower Field

Which areas will be used will be determined by the Building Warden according to the most appropriate for the Special Occasion taking place.

BUILDING ASSISTANCE REGISTER FOR PERSONS WITH DISABILITIES.

NAME OF BUILDING: **St. John's School**

ADDRESS OF BUILDING **87a Penzance Road, Mairangi Bay**

THE FOLLOWING LOCATIONS HAVE BEEN IDENTIFIED AS AREAS WHERE REGULAR USERS OF THE BUILDING WHO WOULD REQUIRE ASSISTANCE TO EVACUATE THE BUILDING IN THE EVENT OF AN EMERGENCY WILL MOST LIKELY BE FOUND.

Date	Likely Location of Persons Requiring Assistance	Assistance Required	Person Assigned to Assist
Wed 1.30-3.30	Hall Happy Hour (alternate weeks)	Elderly people Need general assistance	Group Organiser
Every Wed 9.30- 11.30	Hall Playgroup	Parents and pre- school age children	Group Organiser

- This Assistance Register will be maintained and continuously updated by the School Secretary.
- The Assistance Register shall be readily accessible to the Building Warden and the Fire Service.
- The Register is location at the School Reception Office.

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Next of Kin at 1 January 2017

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TRIAL EVACUATION REPORT

MAR 2017 APPENDIX

To be completed and forwarded to the local Fire Safety Officer of the NZ Fire Service on the day of the

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WEEKLY SAFETY CHECKLIST

BUILDING: **St. John's School**

DATE:.....

ADDRESS: **87a Penzance Road, Mairangi Bay**

FLOOR/AREA:.....

Check each item and tick the appropriate box. Make note of any work required to rectify the situation immediately.

ITEM

- Smoke, exit and fire doors move freely, are in good working order YES NO
- and** not held open by non-complying devices. YES NO
- Check escape routes are clear of obstructions (rubbish, storage, etc.) YES NO
- Exit signs in place and visible YES NO
- Exit doors open easily without use of a key YES NO
- Fire hose reels in good condition, and not obstructed YES NO
- Fire extinguishers in place, not obstructed and in clear view YES NO
- Fire extinguisher seal intact YES NO
- Manual Call Points not obstructed, glass intact YES NO
- HOUSEKEEPING: Flammable storage appropriate YES NO
- Floor/Area tidy and neat YES NO
- Rubbish removed YES NO
- Previous faults corrected YES NO
- Does this building have a current Building Warrant of Fitness. YES NO

FAULTS:

Date to be rectified by:/...../..... Signature:

Rectified by:

A SELF - TEST FOR ALL WARDENS

- WHAT DO I DO FIRST IF I SEE FLAMES OR SMELL SMOKE?
- WHERE IS THE NEAREST FIRE ALARM CALL POINT?
- WHO DIALS - 111?
- DO I NEED TO DIAL AN EXTRA NUMBER FOR AN OUTSIDE LINE BEFORE 111?
- WHERE IS THE NEAREST FIRE HOSE REEL?
- DO I KNOW HOW TO OPERATE A FIRE HOSE REEL?
- WHERE IS THE NEAREST EXTINGUISHER, WHAT TYPE IS IT? AND WHAT TYPE OF FIRE WILL IT EXTINGUISH?
- DO I KNOW HOW TO OPERATE THE FIRE EXTINGUISHER?
- STATE WHERE THE OUTSIDE ASSEMBLY POINTS ARE LOCATED?
- WHO IS THE BUILDING WARDEN AND FLOOR WARDEN?
- WHERE DO I MEET THE BUILDING WARDEN DURING A FIRE EVACUATION?
- WHAT DO I DO IF THE SMOKE IS THICK?
- HOW DO I RECOGNISE AN EXIT DOOR?
- IF THE LIGHTING IS OFF, WHERE IS THE NEAREST TORCH?
- WHERE IS THE MAIN ELECTRICAL SWITCH?
- MY WALLET AND RINGS ARE IN THE CHANGING ROOM DURING FIRE ALARM SOUNDING-WHAT DO I DO ABOUT THEM?
- AN OCCUPANT SAYS "I WANT MY HAND BAG" DURING THE FIRE ALARM SOUNDING – WHAT DO I DO ABOUT IT?
- WHO MEETS THE FIRE SERVICE WHEN IT ARRIVES?
- WHERE IS THE FIRE ALARM PANEL?
- DO I SHUT DOORS DURING EVACUATION ?

APPENDIX

TRIAL EVACUATIONS AT ST. JOHN'S

STEP 1

Plan a date and time. Fax: Waitemata Office 440 9591 or scan and email cpuwaitemata@fire.org.nz 10 DAYS BEFORE TRIAL

If the Fire Service attend they will observe your Trial Evacuation and provide you with a report.

STEP 2

Make sure you know how to activate and use the trial evacuation facility of your alarm. Contact your alarm servicing agent for advice on this. A special key may be required to turn on the alarm.

STEP 3

Phone NZ Fire Service Communications Centre Phoned Waitemata: 486 7948
(30 minutes prior to commencement.)

Phone ALARM NEW ZEALAND: 303 0303 (30 minutes prior to commencement.)

STEP 4

Operate the Trial Evacuation switch. Check the performance of your evacuation using the Trial Evacuation Report Form. *See Appendix*

STEP 5

Establish if a 111 call was made by the person delegated. Note and action any problems arising from the 111 call.

Note: If your premises has a fire alarm system that is monitored by the Fire Service you may not need to place a 111 call during a trial evacuation. You will need to establish if the person delegated to make the call does in fact know how to make a 111 emergency call to the Fire Service, and knows what information is to be passed on.

STEP 6

Complete your Trial Evacuation Report and send a copy to the Fire Service cpuwaitemata@fire.org.nz
Or fax to Waitemata Office 440 9591

STEP 7

Conduct a debriefing with your staff and deal with any faults or deficiencies that require remedial action. Schedule your next Trial Evacuation.

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

Your alternative exit is at:

Assemble at:

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE RANCHSLIDER FACING THE HALL

Your alternative exit is at:

THE RANCHSLIDER FACING THE GIRLS TOILETS

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE RANCHSLIDER FACING THE GIRLS TOILETS

Your alternative exit is at:

THE RANCHSLIDER FACING THE HALL

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE RANCHSLIDER FACING THE HALL

Your alternative exit is at:

THE RANCHSLIDER FACING THE SCHOOL CARPARK

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE RANCHSLIDER FACING THE SCHOOL CARPARK

Your alternative exit is at:

THE RANCHSLIDER FACING THE HALL

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

EVACUATION BOARD			
AREA	OCCUPIED		CLEAR
		In Area	Out

DUTIES OF BUILDING WARDEN ON HEARING WARNING SIGNAL

1. Ensure the Fire Service has been called. Dial 111 (or delegate)
2. Report to front entry. (alarm panel if installed)
3. Await reports from wardens.
4. Initiate action if no report is received from any wardens
5. Appoint a suitable person to assist persons with disabilities as necessary.
6. Advise The Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities.

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE FRONT ENTRANCEWAY

Your alternative exit is at:

THE EXIT TO THE ROOM 4 CLOAKROOM

Assemble at:

THE NETBALL COURT

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE ENTRANCE TO THE CLOAKROOM

Your alternative exit is at:

THE EXIT TO ROOM 5

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE ENTRANCE TO THE CLOAKROOM

Your alternative exit is at:

THE EXIT TO ROOMS 4 OR 6

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE CLOAKROOM EXIT AT THE BACK OF THE ROOM

Your alternative exit is at:

THE FRONT OF THE ROOM

Assemble at:

THE TOP COURT BY THE BLOCK WALL

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111** DIAL
9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE MAIN ENTRANCE TO YOUR CLASSROOM

Your alternative exit is at:

THE FRONT OF THE ROOM

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE FRONT OF THE CLASSROOM

Your alternative exit is at:

THE BACK OF THE CLASSROOM

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

MAIN ENTRANCE TO THE CLASSROOM

Your alternative exit is at:

THE SIDE DOOR

Assemble at:

THE MAYPOLE AREA

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE DOOR IN THE OUTER RESOURCE AREA

Your alternative exit is at:

**THE ENTRANCE TO THE MAIN RESOURCE ROOM
OR LIBRARY**

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE ENTRANCE TO THE RESOURCE ROOM

Your alternative exit is at:

THE OUTER RESOURCE ROOM OR LIBRARY

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

ENTRANCE TO THE LIBRARY

Your alternative exit is at:

**THROUGH THE COMPUTER SUITE OR
RESOURCE ROOM**

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

ENTRANCE TO THE COMPUTER SUITE

Your alternative exit is at:

THE LIBRARY

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE SIDE DOOR

Your alternative exit is at:

MAIN ENTRANCE TO THE CLASSROOM

Assemble at:

THE MAYPOLE

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

FIRE ACTION

IF YOU DISCOVER A FIRE

Operate Fire Alarm &
Telephone the Fire Service immediately

from a safe phone: **DIAL: 111**
DIAL 9 FOR AN OUTSIDE LINE IF USING SCHOOL PHONE
EXTENSIONS

WHEN WARNED OF A FIRE IN THIS BUILDING

Leave the building immediately by your nearest exit which is at:

THE SIDE DOOR


Your alternative exit is at:

MAIN ENTRANCE TO THE CLASSROOM

Assemble at:

THE LOWER FIELD

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS
GIVEN. WALK –DO NOT RUN**

EVACUATION BOARD			
AREA	OCCUPIED		CLEAR
Rooms 1, 2, 3		In Area Out	
Rooms 4, 5, 6			
Rooms 7, 8, 9			
Rooms 10,11,12,13			
Administration Area			
Hall			
Toilet Block			
Swimming Pool			

DUTIES OF BUILDING WARDEN ON HEARING WARNING SIGNAL

1. Ensure the Fire Service has been called. Dial 111 (or delegate)
2. Report to front entry. (alarm panel if installed)
3. Await reports from wardens.
4. Initiate action if no report is received from any wardens
5. Appoint a suitable person to assist persons with disabilities as necessary.
6. Advise The Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities.