

ŌTŪMOETAI COLLEGE

105 Windsor Road, Bellevue, Tauranga 3110

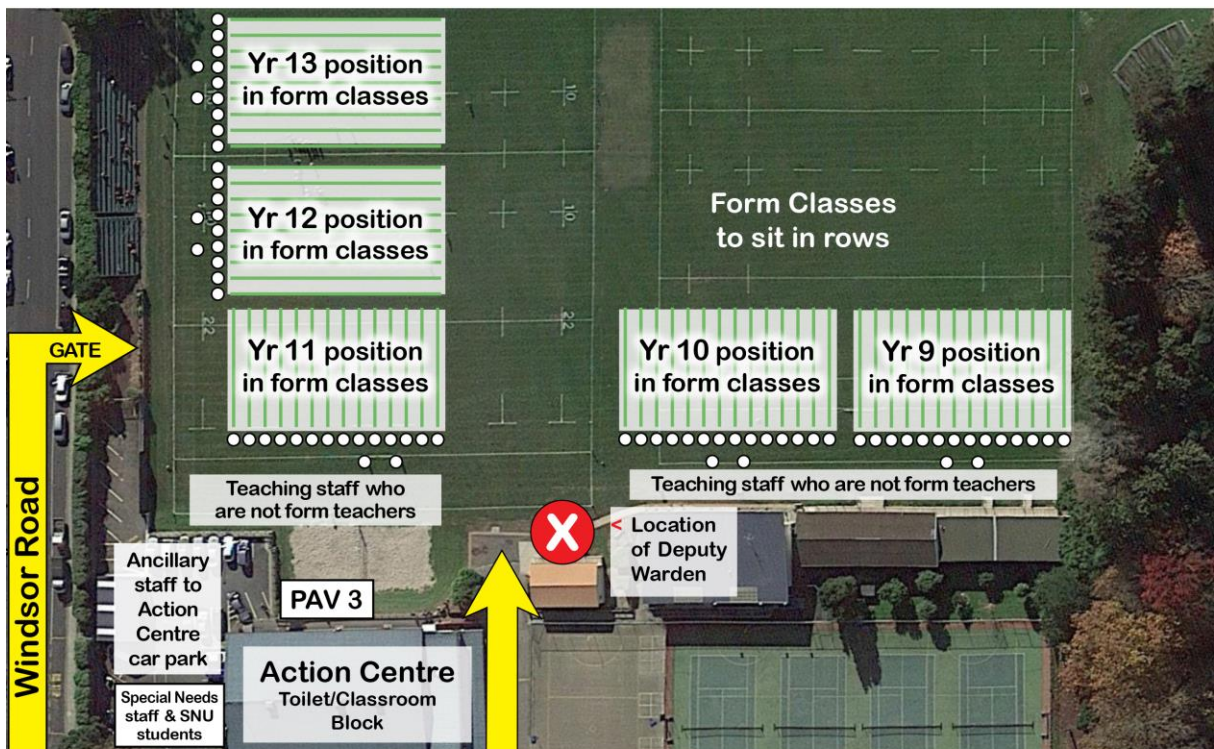
EVACUATION PROCEDURE

ALARM - If you discover or suspect an emergency necessitating the evacuation of the whole school:

1. Sound the alarm (alarm manual switch points are found in each block).
2. School Administrator will ring the Property Manager to alert him about the alarm and its location.
3. Property Manager will check the emergency location and inform the Chief Warden via phone of the emergency status.
4. Chief Warden and Property Manager will determine if we require an Emergency Service and if required, the Property Manager will call 111.

PROCEDURE – When alarm sounds (high pitched continuous ringing)

1. Teacher/Reliever Teacher to take charge of class or duty areas and direct students to go to the college field Assembly Area using the safest route (see diagram below), ensuring the exit routes are kept clear at all times. Please ensure mobility impaired students and all visitors in your area are assisted to evacuate.
2. Fire Action signs are beside all call points and exits, detailing the specific evacuation routes relevant to that area.



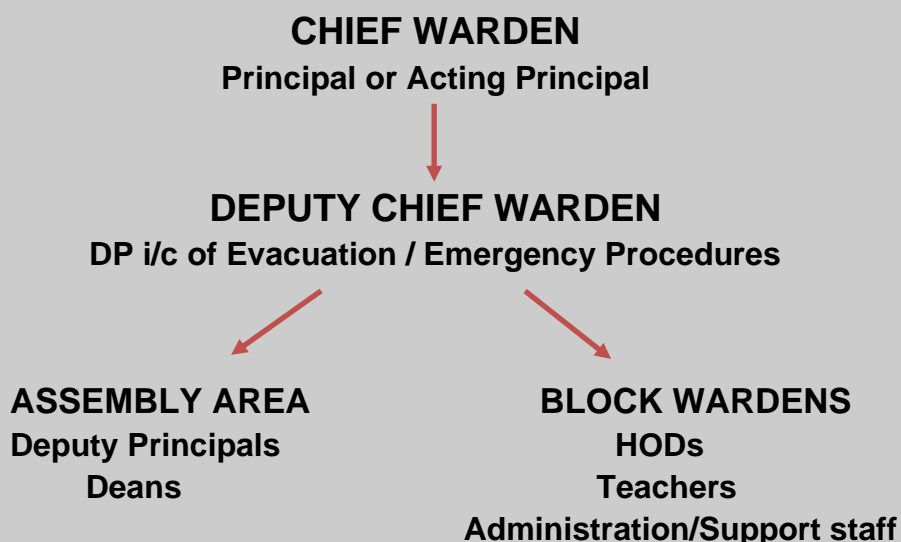
Students/Staff in Blocks A, B, C, J, K, walk down Windsor Road on the footpath and enter field through gate by Randell Stand.

Entrance on to Field

Students/Staff in Blocks D, E, F, G, H, I, M, walk through school and enter field by the Action Centre.

3. If you are a **Relief Teacher** for a form class, you are responsible for that form class.
4. If you have a visitor who is with you onsite, please ensure they are assisted to evacuate to the evacuation area.
5. Students remain lined up and sit in form class lines at the Assembly Area until the 'All Clear' (2 short rings of the school bell) is given by the Chief Warden.
6. Any hazardous substances present will be secured before evacuating the building.

ORGANISATIONAL STRUCTURE



STAFF DUTIES

PRACTICE EVACUATIONS (Full School)

The School will hold practice full-school evacuations in Term 1 and Term 3 each year.

STAFF TRAINING

The School will maintain a training programme for fire wardens (with fire extinguisher training) for required staff. This training will be reviewed 6 monthly (terms 1 and 3 each year).

DUTIES OF THE CHIEF WARDEN

1. Determine the location of the fire/nature of emergency in conjunction with the Property Manager.
2. On confirmation of an emergency, direct Property Manager to call the Emergency Service ('111').
3. Collect Chief Warden Emergency Evacuation folder (red folder).
4. Liaise with Emergency Service.
5. Communicate via phone with Deputy Chief Warden to establish that blocks are clear.
6. Communicate the 'All Clear' (2 short rings of the school bell) once the emergency is over.

DUTIES OF THE DEPUTY CHIEF WARDEN

1. Assist Chief Warden in determining the nature of the emergency.
2. Collect Deputy Chief Warden Folder and move to location alongside Prefab 1.
3. Receive confirmation of the clearance of each block from the Block Wardens.
4. Liaise with the Chief Warden via phone.
5. On an annual basis, or if circumstances require, review emergency evacuation procedures.
6. On a monthly basis, oversee the updating of all Form Class rolls.

DUTIES OF THE PROPERTY MANAGER / ASSISTANT PROPERTY MANAGER

1. When the alarm sounds, the School Administrator will ring the Property Manager to alert him of the location of the emergency.
2. The Property Manager will immediately head to the emergency location and inform the Chief Warden via phone on the status of the emergency.
3. If an Emergency Service is required, the Chief Warden will direct the Property Manager to call 111.

DUTIES OF THE SCHOOL ADMINISTRATOR / OFFICE ADMINISTRATOR

1. When an alarm sounds, immediately determine the location of the emergency on the Main Panel and phone the Property Manager.
2. Hand out Evacuation Folders to Chief Warden and Deputy Chief Warden.
3. Display emergency evacuation signage on Main Office door.
4. Direct and assist any visitors to the school during the emergency evacuation.
5. When directed by the Chief Warden, ring 2 short bells to indicate the 'all clear' at the end of the evacuation.
6. Maintain full inventory of emergency items (see list in emergency cupboard).

DUTIES OF THE BLOCK WARDENS

1. Conduct final checks of all classrooms, storerooms, toilets, etc. to ensure that all windows and doors are locked.
2. Lock all external block doors.
3. Indicate 'Block Clearance' to the Deputy Warden.
4. Stay with either your class at the Assembly Point or with staff who are not form teachers, until the 'All Clear' is given by the 2 short bells.

DUTIES OF THE DEANS

1. Proceed to the assembly area. Collect yellow Year Level folders and form class signs from the Attendance Officer.
2. Distribute rolls and form class signs to Year Level Form Teachers.
3. Assist in assembling students in the correct area (refer to Assembly Area page).
4. Confirm that roll checks have been completed by teachers of their year level.
5. Notify Deputy Warden that Year Level students have been accounted for.
6. Return Year Level rolls and form class signs to the Attendance Officer.

DUTIES OF FORM TEACHERS

1. Work with Year Level Dean to assemble and sit students down in a row.
2. Mark class roll and return roll and form class sign to Year Level Dean when completed.
3. Relief teachers perform the duty of Form Teacher.
4. Non-form teachers assist with student management.

DUTIES OF ATTENDANCE OFFICER

1. Update class rolls each month.
2. Gather yellow Year Level folders and take them to the Assembly Area.
3. Hand Year Level folders to each Year Level Dean.
4. Collect Year Level folders at the end of the evacuation.
5. Highlight discrepancies between KAMAR attendance and paper attendance roll.
6. After the event, return class rolls to form teachers to follow up attendance issues.
7. After the event, reprint the class rolls and form class signs (if required) and update the yellow folders, as necessary.

CHECKING BLOCKS

Block	Areas to be Checked	Block Warden	Deputy Block Warden
A - Music	Rooms A1 and A2 Practice Rooms Music Faculty Room Music Store Room Staff Toilets Lift Staffroom Archives Room	Matt Bodman	Kelly McNamara
A - Drama	Rooms A3 and A4 Drama Faculty Room Performing Arts Centre	Mandy Rowe	Jane Harnett
Administration	Main Office Admin Corridor and Offices Board Room Deans' Room Attendance & Truancy Offices PAC Foyer and Toilets	Pip Palmer	Neroli Sole / Karen Raikes
B – Art	Rooms B1 – B7 Dark Room Art Faculty Room Toilet Lift Rooms B11 and B12	Sarah-Jane Smith	David Henderson
C – North	Rooms C1, C2 and C3 Design Room 1 Electronics Room Pantry Storeroom Technology Faculty Room	Lauren May	Charlotte Armstrong
C – South	Rooms C4 – C10 Design Room 2 Auto Shop Storage Robotics Lab	Kevin Meyer	Ian Watson
D – Bottom	Rooms D1 – D7 English Faculty Room Lift Check for any class in Pool	Julie Secker	Lisa Sushames
D – Top	Rooms D11 – D17 Storage Room	David Shefferd	Ellen Rombouts
E – Bottom	Rooms E1 – E6 Downstairs Resource Room Link area between E and D Locker Bay	Ceri Blears-Woodcock	Jean Grattan
E – Top	Rooms E11 – E16 Science Faculty Room Resource Room Link area between E and D HOD Office Technicians Room	Megan Smith	Mark Simpson

Block	Areas to be Checked	Block Warden	Deputy Block Warden
F – Bottom	Rooms F1 – F8 Maths Faculty Room Languages Faculty Room Lift Toilet Rooms H1 and H2 Horticulture Area (if gate open)	Neil McDermid	Jo Mawer / Bernice Quartermain
F – Top	Rooms F11 – F19 Toilet Room behind F16 Link area between F and E	Mike Livingston	Seong Chang
G – Bottom	Rooms G3 - G9 Business Faculty Room Business Meeting Room Link area between G3/G5	Nyssa Poffley	Martenette Strauss
G – Top	Rooms G1, G2, G11 – G16 Social Science Faculty Room Social Science Storage Room Stairwell – South & North	Nick Page	Sarah Smythe
PE - Gym	Gym Change Rooms 1-4 Shed 1 Uniform Room PE Faculty Room	Jamie Davis	Sandra Boubee
Action Centre	Action Centre – downstairs and upstairs	Paul Braddock	Shane Blake
Pavilion Prefabs	Pavilion Rooms 1, 2 and 3 Pavilion Store Shed Prefabs 1-5	Kathryn Brewer	Maryann Braddock
I – Special Needs	Rooms I1 – I3 Kitchen Office Boardroom Physio Room Shower and Toilet	Caly Pillay	Rene Woest
J – Maori	Rooms J1 – J3 Resource Room Okohanga Mens and Ladies Toilets Shower Room	Nadia Rolleston	Hinemoa Rewiti / Bobby Ketu
K – Pathways and IFFS	Rooms K8, K9, K9A, K10 Pathways Offices IFFS Offices Kitchen Room	Stacey Shefferd	Hayley Russell
K – Wellness Centre	Counsellors Offices Physiotherapist Office Wellness Centre and Office Wellness Centre Storage Room Wellness Centre Toilet	Julie Sutton	Raewyn Higgins
M – Learning Centre	Rooms M1 – M3 Learning Centre Learning Centre Offices Kitchen Computer Rooms	Richard Brown	Paula Purser

Block	Areas to be Checked	Block Warden	Deputy Block Warden
Library	Library Rooms 1-3 Staff Areas Staff Reading Room Paper Supply Room Server Room	Carolyn Harrowfield	Jane Fraser
X – ICT	Offices 1-3 and Kitchen Area Storeroom Toilet	Ros Lee	Peter Rainford
Canteen	Canteen Storeroom Referee's Room	Adrienne Carter	Mary Tatley
Toilets	C Block – Girls Toilets C Block – Gender Neutral Toilets Boys Toilets – Canteen Quad Girls Toilets – Canteen Quad	Property staff	Property staff

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EVACUATION PROCEDURE

WET WEATHER / DANGEROUS CONDITIONS - PLAN

1. **ALL students and teaching staff to line up on the field FIRST.**
2. The Deputy Warden will determine if the weather/conditions require students to be directed to covered areas. If they are required to be moved, the Deputy Warden will direct students/teachers to move in order, as follows:
 - Years 9 & 10 students walk to the Covered Dome behind the Gym.
 - Year 11 students walk to the Canteen Quad.
 - Year 12 & 13 students walk to the Covered Basketball Court.

Students remain lined up and sit in form class lines in these covered areas until the 'All Clear' (2 short rings of the school bell) is given by the Chief Warden.



Wet Weather Plan