



105 Windsor Road, Bellevue, Tauranga 3110

EVACUATION PROCEDURE

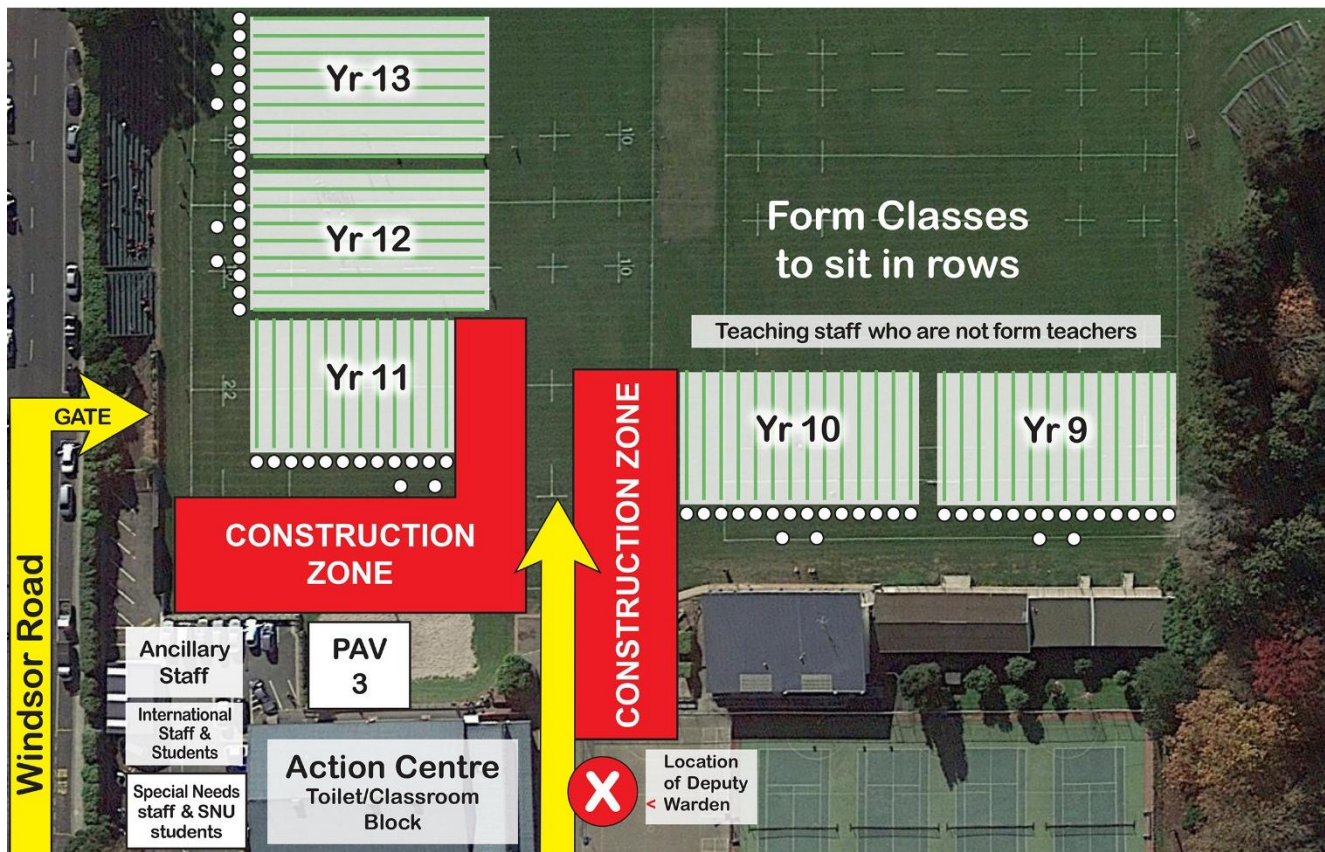
(as at 23 February 2026)

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/Relief 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.
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' is given by the Chief Warden (either over the speaker system OR 2 short rings of the school bell).
6. Any hazardous substances present will be secured before evacuating the building.



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

Entrance on to Field

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

ASSEMBLY AREAS

All Administration / Ancillary / Canteen / Property / Wellness Centre Staff – North end of Action Centre car park.

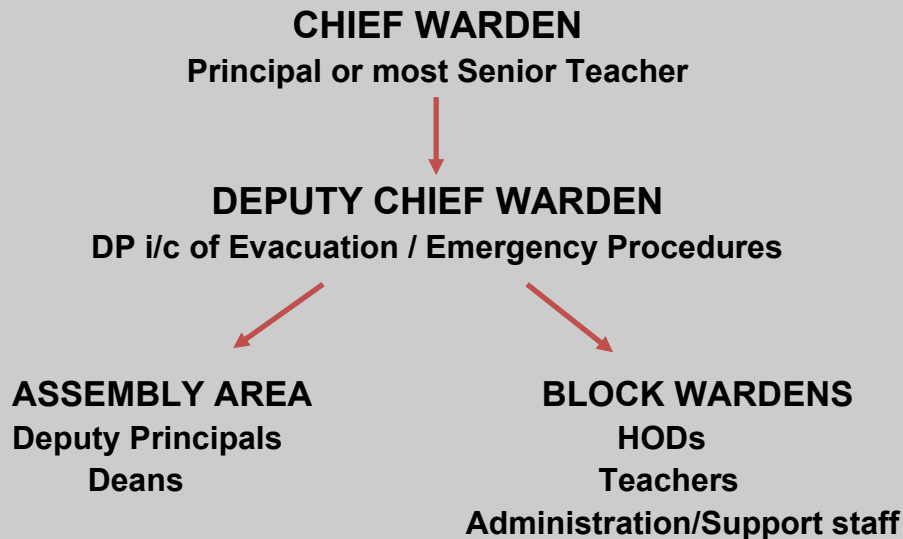
All International Staff and International Students – North end of Action Centre car park.

Special Needs Staff and SNU Students – North end of Action Centre car park.

Rest of School – Main Field and line up in form classes.

NOTE: Please use the route indicated on the evacuation map in your classroom to approach the field.

ORGANISATIONAL STRUCTURE



STAFF DUTIES

PRACTICE EVACUATIONS (Full School)

The School will hold practice full-school evacuations in Term 1 and Term 3 each year.
(Unless there is an alarm prior to the practice).

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 allocated Evacuation location (as per Map).
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.

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 / DEPUTY BLOCK WARDENS

1. Conduct final checks of all classrooms, storerooms, toilets, etc. to ensure that they are clear of all people and ensure all windows and doors are locked.
2. Lock all external block doors.
3. Indicate 'Block Clearance' to the Deputy Warden located bottom of Pavilion 3 steps.
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 Deputy Chief Warden (either over the Speaker System OR 2 short rings of the school bell).

DUTIES OF THE DEANS

1. Proceed to the assembly area and assist in assembling students in the correct area (refer to Assembly Area page).
2. Ensure Form Teachers are with their class.
3. Notify Deputy Warden that Year Level students have been accounted for.

DUTIES OF TEACHERS

1. Work with Year Level Deans to assemble and sit students down in a row.
2. Relief teachers perform the duty of a Teacher.
3. Teachers who are on non-contact to assist with student management.

DUTIES OF THE GROUND STAFF

1. Clear toilet blocks.
 - Toilet block by Canteen is open all day.
 - Toilets in the Quad are only open interval and lunch time.
2. Lock all external doors.
3. Check in with Deputy Fire Warden.
4. Indicate 'Block Clearance' to the Deputy Warden located at bottom of Pavilion 3 steps.

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	Jane Marshall	Marisol Pengelly
Administration	Main Office Admin Corridor and Offices Board Room Deans' Room Attendance & Truancy Offices PAC Foyer and Toilets	Pip Palmer	Karen Raikes
B – Art	Rooms B1 – B7 Dark Room Art Faculty Room Toilet Lift Rooms B11 and B12	David Henderson	Susan Blakemore
C – North	Rooms C1, C2 and C3 Design Room 1 Electronics Room Pantry Storeroom Technology Faculty Room	Lauren May	Ashley Woodford
C – South	Rooms C4 – C10 Design Room 2 Auto Shop Storage Robotics Lab	Kevin Meyer	Andrew Rapley
D – Bottom	Rooms D1 – D7 English Faculty Room Lift Check for any class in Pool	Julie Secker	Ashleigh Young
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	Will Whaley	Sally Price
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	Lisa Weaver
F – Top	Rooms F11 – F19 Toilet Room behind F16 Link area between F and E	Seong Chang	Ashika Prasad
G – Bottom	Rooms G3 - G9 Business Faculty Room Business Meeting Room Link area between G3/G5	Martenette Strauss	Kim Schumacher
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	Ian Ridgway / Chris Matheson / Stacy Percy	Shane Blake / Dennis Playford
Pavilion Prefabs	Pavilion Rooms 1, 2 and 3 Pavilion Store Shed Prefabs 1-5	Sam Loudon	Simon Quin
I – Special Needs	Rooms I1 – I3 Kitchen Office Boardroom Physio Room Shower and Toilet	Caly Pillay	Tracy Parker
Okohanga Block	Rooms Matuku, Titoki, Toka Resource Room Okohanga Mens and Ladies Toilets Shower Room	Awhina Mikaere	Stevie-Jane Mutu
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	David Peek
M – Learning Centre	Rooms M1 – M3 Learning Centre Learning Centre Offices Kitchen Computer Rooms	Paula Purser	Claire Lander

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	Vanessa Gibb
X – ICT	Offices 1-3 and Kitchen Area Storeroom Toilet	Ros Lee / Peter Rainford	Paul Kirsten
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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(as at 23 February 2026)

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