

EMERGENCY PROCEDURE/STUDENT ACCIDENT REPORTS

9.0 Emergency Evacuation and Lock Down Procedure

Evacuation of School Buildings

In the event of a fire or any other disaster that may threaten the welfare of students by remaining in buildings and staff.

ANY staff member may activate the Emergency Procedure if they consider the situation is sufficiently serious and then immediately notify the College administration. The activation of any fire alarm is to be followed by an evacuation of the building / area in which the alarm is ringing.

A. Signal

The continuous ringing of bells or siren or fire alarm. If the power supply is disrupted, continuous short blasts on a whistle (or ringing a hand bell).

B. Action

1. Exit immediately by the evacuation procedure on the wall in your room, leaving belongings behind.
2. Students vacate buildings and rooms in an orderly manner under the direction of the subject teacher or Tutor and report to the Assembly Point (SAP) shown on map on classroom wall. They should follow the prescribed route and not enter any buildings.
3. In the case of an earthquake, if it is not possible to get outside immediately, then students and staff need to stand under a door frame or take cover under a desk.

Classroom Teachers

1. Shut classroom door on leaving, but do not lock.
2. Check adjoining offices spaces are empty.
3. Direct students to the Safe Assembly Point (SAP) keeping clear of buildings and leaving access for emergency vehicles on the roadways.
4. All staff with **cell phones** should bring them to the assembly area if at all possible.
5. Await quietly at the SAP until the 'all clear' is given by the Site Warden / Building Warden, to re-enter the building.

Note: In the event of an evacuation outside of class time staff and students are to assemble at the nearest Safe Assembly Point. Building Wardens and deputies should check their designated area. If in another location on campus they are to return to their area.

Note: If necessary, refer to **Policy 7.4 Traumatic Incident Response Policy and Procedures**

Term 4 2020

As at 18 Nov 2020

Location	Assembly Area	Position	Name
Site		Site Warden	Kate Offord 027 584 5139
Site		Deputy Site Wardens	Duncan McQueen / Angee Robertson Steve Ralph – <i>(Term Break only)</i>
Site		Emergency Response Team (Property staff)	Brad James Graeme Martin
Chapel	1	Building Warden	Rev David Smith
Goodfellow Centre	1	Building Warden	Up to 12.30pm Deidre Myers 12.30am to 7pm Krista Yuen
		Deputy Building Warden	Lesley Verryt Mon to Thursday
MacFarlan Centre		Building Wardens	Emily Ping
		Deputy Building Warden	Roland Vink
		Level 2 Floor Wardens	Prachin Harakh / Walter Chieng
		Level 1 Floor Wardens	Suzie Dawson <i>(Health Centre)</i> Maree Galland / Liz Jones
		Level 0 Floor Warden	Carla Adamson
		Y13 Common Room	Jackie Andrews / Teacher on Duty - <i>(Interval/Lunchtime)</i>
Goodfellow Block	2	Building Warden	Natalie Burridge
		Deputy Building Warden	Rob Ryan
Macky Block (Rms 20-38)	3	Building Warden	Kim Smith
		Deputy Building Warden	Jamie Sneddon
Rms 7 - 19	4	Building Wardens	JoAnn Wordsworth
		Deputy Building Wardens	Chris Hodder
Elliot Hall & Rm 6	4	Building Wardens	Glen Mortensen
		Deputy Building Warden	Catherine Watts
DS 1 & 2	4	Building Wardens	Sara Standing
		Deputy Building Warden	Glen Mortensen
T1 – T7	10	Building Warden	Brian Peel
		Deputy Building Warden	Jess Halas
Foundation Building (F1 & 2)	12	Building Warden	Stuart Saunders
		Deputy Building Warden	Mark Robinson
Mungos	12	Building Warden	Elizabeth Thwaites
		Deputy Building Warden	Gail Tua'a
Wingate	12	Building Warden	Richard Tucker
		Deputy Building Warden	Megan Buckley
Language Department	5	Building Warden	Mertxe Martinez
		Deputy Building Warden	Katie Gordon
Music Centre	5	Building Warden	Mary Lin
		Deputy Building Warden	Andrew Lightfoot
Property	5	Building Warden	Brad James
		Deputy Building Warden	Graeme Martin
JPC	6	Building Warden	Rodney Stratton
		Deputy Building Wardens	Garth Horsnell / Miriam Aitken
Science	7	Building Warden	Gerard Hodgson
		Assistant Warden (ground floor)	Hamish Wilde
		Deputy Building Warden	Barbara Warne
(For SC30 & SC31)		Deputy Building Warden	Roxanne English / Catherine May
EMC	8	Building Warden	Kevin Taylor
		Deputy Building Wardens	Callum Deadmarsh / Megan Williams
Sports Centre	9	Building Warden	Geordan Wilcox
		Deputy Building Warden	Karen Smith / Paul Bennett
Cricket Pavilion	12	Building Warden	Mark Greatbatch
Rowing Club	11	Building Warden	Chris Goudie
Bruce House		Building Warden	Martin Piaggi

Disabled Persons Register: William Richardson (Y11), Brenda Yang (Y13) (visual impairment)

As at 14 February 2020



Contact Information

In event of fire text Site Warden by mobile phone (Kate Offord 027 584 5139) - do not enter building. If no answer call reception 09 577 0749 (or dial 0 from a school landline)

Site Wardens

Kate Offord **027 584 5139**

Deputy Site Wardens

Duncan McQueen **027 532 7793**

Angee Robertson **021 0241 6570**

Stephen Ralph (*Term Breaks only*) **027 675 2493**

Emergency Response Team

Brad James **027 275 3724**

Graeme Martin **027 275 3736**

If you are unable to make telephone contact, the Building Wardens must send a runner (informing the 'all clear' i.e. the building evacuated) immediately to report to Site Wardens, outside the College Main Reception.

ROLES

Site Warden:

Point of contact for Fire Brigade. Ensure Building Wardens of all buildings affected have confirmed all clear and advise Fire Brigade. Ensure a Deputy or staff member is at front of building to guide Brigade to point of fire. Once Fire Brigade confirm it is safe to enter, advise staff to re-enter.

Deputy Site Warden:

If Site Warden is not present, to assume role of Site Warden. If Site Warden is present, assist with emergency response requirements.

Building Warden:

Responsible for the safe evacuation of all occupants from a particular building. Is responsible for advising Main Reception and Site Warden of an alarm activation, and communicate "all clear" to Site Wardens when building is clear of staff and students.

Deputy Building Warden:

It is important the Deputy Wardens ensure the designated Building Warden is present at the time of the alarm being set off and if not present to assume the role of Building Warden.

General Wardens:

All teaching staff are classified as General Wardens in that they are responsible for getting all their students out of the classroom and to the Assembly Point safely.

Emergency Response Team:

Support Site Warden during a building or site wide evacuation. Likely to be designated Property staff who will go to building where there has been an activation and assist the Building Warden as required. Site Warden or delegate contacts these staff.

Floor Warden:

Applies to two level buildings eg Bruce House, Science Centre, MacFarlan Centre etc. Ensure that all students and staff evacuate the building in the event of an activation, and report all clear to the designated Building Warden.