

EVACUATION PROCEDURE

IN THE EVENT OF A FIRE, TRIGGER ALARMS BY BREAKING GLASS AND FLICKING SWITCH AT ONE OF THE FIRE POINTS THROUGHOUT THE SCHOOL

1. FIRE, EXPLOSION, FLOODING

- Exit through outside doors. If you are upstairs, exit doors are at the end of each corridor.
- Move quickly, but in an orderly manner to the evacuation marshalling area on the grass in front of **Rooms 1 to 6**.
- Teacher to close windows and doors (Wardens to double check).
- Teacher to arrange to have toilets checked nearest to classroom (Wardens to double check).
- Teacher to bring Class List and check that all students are accounted for.
- When roll is checked, report to the Assistant Principal (who will be by the Flagpole).
- Wait for further instructions – do not go back into the buildings until instructed to do so by the Principal or Fire Service.

2. EARTHQUAKE

- Take refuge under desks and hold onto desk legs.
- Once ground movement ceases, a **CONTINUOUS BELL** will advise all classes to assemble on the grassed areas in front of Rooms 1 to 6.
- Follow procedures as for **FIRE EVACUATION**

Eric Shaw
Principal

17 February 2014



EVACUATIONS AT HIGHLANDS INTERMEDIATE 2016

Wardens are in charge of:

- 1) Making sure the area is clear of people (classes empty)
- 2) Windows are closed (for classrooms don't forget computer bays)
- 3) Doors are closed and unlocked
- 4) Wardens are the last to leave their designated areas
- 5) Report to David/Kathryn at the flagpole once the area has been secured

| AREA: | ROOMS/AREAS: | WARDEN: |
|-------|--|--|
| 1 | 20, 21, 22 and 23 | Dean Hikaka |
| 2 | 1, 2 and 3 & Girls downstairs toilets | Juliet Maihi |
| 3 | 4, 5 and 6 & Boys downstairs toilets | Andy Pollock |
| 4 | 7, 8, 9 the Library and the upstairs girls toilets | Tara Lisney |
| 5 | 10, 11, 12 and the Boys upstairs toilets | Tennille Yandle |
| 6 | 15, 16 the HUB and the Teacher Aide's work room | Tatum Eagle |
| 7 | 14, 17, 18, 19 and outdoor changing rooms | Erin Yandle |
| 8 | Workshop, IT, Art and the Hall | Graeme Woodhead |
| 9 | Performing Arts, Food Tech and Rm 24 | Cynthia Kowalewski |
| 10 | Office Staff (includes staffroom, Executive officer, Principal, First Aid room, and visitors book) | Kathy Farley |
| 11 | Resource room, DP's office, Womens toilets and Boardroom | Kathryn Hooper |
| 12 | Property Managers shed | Alan Foster |
| 13 | Club house | Any staff member using using this space at time of evacuation. |