

WAIMEA COLLEGE EMERGENCY PROCEDURE 2018/2019

In the event of a Fire which threatens all or a large part of the school activate the nearest safe Manual Call Point and follow the evacuation procedure below. In the event of a power failure a member of staff will walk around with a bell or air horn to sound the alarm.

1. **General Action** - When the Fire Alarm sounds (or similar evacuation requirement) it will always be treated as an emergency evacuation. All staff and students will evacuate the buildings and report to their designated areas or conduct their specified tasks. No one is to re-enter the buildings until told to do so by the Evacuation Co-ordinator, even if the alarms are silenced. Re-entry to the buildings will happen when it is determined safe to do so and the registers have been taken.
2. **Staff Teaching** – evacuate your class, via the nearest exit, in a safe and orderly manner. Ensure that the students do not stop to pick up bags or other personal belongings. Assemble in the designated area.
3. **Support Staff** – evacuate the building you are in via the nearest exit and assemble in your designated area.
4. **Fire Wardens/HOD** – check that your designated areas are fully evacuated and that there are no signs of fire. Report to Evacuation Co-ordinator that all is well. If signs of fire are spotted do not attempt to put it out, contact the Evacuation Co-ordinator who will call the Fire Brigade.
5. **Assembly Points** – all students will assemble in their Form Classes, sat down alphabetically in rows ready for their Form Teacher to take a roll call. Report all missing students to the Head of House who will inform the Evacuation Co-ordinator.
6. **Bells/Sounders** – there are two distinctive sounder tones:
 - i) everyday class change – short – on, off/on, off
 - ii) fire/evacuation – long slow rise (whoop)
 - iii) lockdown – is the class change bell rung continuously

DO NOT LEAVE YOUR AREA UNTIL INSTRUCTED TO



PLEASE NOTE:

- ⇒ Attempt to put fire out **ONLY** if it is extinguishable with local equipment and the alarms have not activated.
- ⇒ Library/teacher in the Library are to look after **ALL** students who were in the library and escort them to the assembly area.

Earthquake:

Don't evacuate **until** you hear the evacuation bell, then follow evacuation procedures:

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| Until the bell | ⇒ Stay in room, away from windows |
| | ⇒ Get under desks and hold onto desk legs |
| On exit from the building | ⇒ Keep away from ... Buildings, Trees, Power lines |

Be aware of any instructions for specialist rooms. Check with HOD of the relevant Department.

Lockdown – please also read the Lockdown Procedures.

IF YOU HAVE A CONCERN OR EMERGENCY RING EXT 810