

BATHGATE PARK FIRE PROCEDURE/GUIDELINES

Reviewed Jan 2025 (Resource: Fire New Zealand)

1. Warning System is Activated

The fire alarm system will be initiated manually for all fire drills. It will activate automatically in the event of a suspected fire.

The fire alarm is a series of continuous bell ringing with an automated voice recording which will say ***Please evacuate the building.***

This will continue indefinitely in the event of a real suspected fire until the fire service disalarm. In a fire drill this will be manually switched off after a period of time.

Fire wardens are responsible for going to their assigned evacuation point with the following:

- Evacuation folder (contains all relevant & up to date information)
- hi viz vest
- school cell phone
- visitor book
- having visually checked the sign in buttons on casual staff board

Classes begin the evacuation process.

2. If You Are Warned of A Fire:

Each area of the school is assigned to an evacuation point. Teachers and classes will evacuate to the nearest evacuation point depending on their location at the time of the alarm being activated.

When the alarm bell sounds all people in the school should evacuate **immediately** in a calm and orderly manner and meet at designated points, using a route that is unaffected by fire. There should be a laminated drill on the wall by the door of all classes which outlines the evacuation and assembly point for this area of the school.

- Ensure that all rooms are checked, e.g. cloakrooms, toilets.
- You may delegate this task to a responsible person as needed.
- Everyone should leave their bags and other belongings.
- Ensure anyone who requires assistance to evacuate is assisted from the building and to the assembly point.
- For regular student's pre-plan and practice a 'buddy system' to ensure those who may need assistance will be catered for.
- Take your class emergency kit with you

Teachers (class or Arts) / adults should take their register (class list on wall) if it is safe to do so and seat the class **SILENTLY** in two rows at their designated post. As part of the roll check the following should be noted:

- all adults (including learning assistants / visitors) accounted for
- all children accounted for

After calling the roll any of the following should occur:

- a runner from each class should be sent to the flagpole to inform the Assembly Warden of missing children or staff or to give the all clear for that class. Senior student's can assist with junior classes if needed:
 - runner must be reliable
 - runner must move smartly and with haste
 - bringing a visual is helpful
- a txt message can be sent to the school cell phone(if internet working). An acknowledgement will be sent if received, if no response, then send a runner.

As people / classes check in, they will be marked off by the marshall on the evacuation register.

Everyone to follow the instructions of the Assembly Warden

If a staff member is not with a class, they must report in independently and acknowledge any other people who may be with them,

Parents and visitors should accompany the class / staff they are with, or evacuate to either Tonga Park asphalt area or tennis courts depending on which they are closer to.

Once you have exited, you should not re-enter for any reason. Ensure all staff & students stay at the assembly point until the 'all clear' has been given by the Chief Warden or Fire and Emergency

A debrief of any evacuation will take place soon after.

3. School Breaks

Teachers on duty will direct students in the school grounds to the assembly point, provide any assistance (or delegate someone else to) if it is required by any students or visitors to ensure everyone can get to the assembly point.

Teachers not on duty will proceed to their classroom or area if it is safe to do so to ensure occupants have evacuated from this space. They will then proceed to the Assembly Point and report the evacuation status to the Assembly Warden.

Children should know of this procedure if it is at break times.

Providing assistance to those who require it

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need or if instructed to by a Warden.

For regular students, a 'buddy system' will be in place to ensure those who may need assistance will be catered for.

Assistance may be required in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate
- Reassuring those who appear stressed by the situation
- Guiding people who may have a sight impairment
- Using a carry down method to assist people with limited mobility

Chief Warden (Hi-Viz Vest) - Principal or most senior staff member

If you are warned of a fire

1. Uplift the Chief Warden pack from the Reception area. This should contain Warden ID, evacuation sheets, pens and the school emergency cell phone.
2. Proceed to your designated reporting point at the corner of the flag pole or by fence line on Tonga Park. (depending on nature of the fire)
3. Ensure Fire and Emergency have been called with a 111 call – this may be delegated and reported back to you. Clearly state the address (Bathgate Park Primary School, 213 Macandrew Road, South Dunedin, Dunedin) and the nature of the emergency (e.g. alarm sounding, smoke etc).
4. Receive reports from the Assembly Warden and maintain the Evacuation Sheet.
5. Meet Fire and Emergency on their arrival and advise them of the evacuation status of the school, including any known details of the fire.
6. Consult with Fire and Emergency to establish when it is safe to reoccupy individual school buildings

Assembly Warden (Hi-Viz vest) - Office Administrator or Senior Leadership Team Member

1. Wear your Warden identification and proceed to the assembly point (flag pole or fence line at Tonga Park).
2. Receive reports from Classroom Wardens as areas are deemed clear and update your Evacuation Sheet. Make enquiries if no reports are received for an area.
3. Relay the evacuation status to the Chief Warden by using a cell phone or runner.
4. Ensure all occupants gathered at the assembly point remain safe and calm. If there is any risk from fire or smoke, coordinate with the Classroom Wardens to quickly and safely move everyone to another part of Tonga Park clear of any danger

Evacuation Drills

Bathgate Park will hold a fire drill at the following times:

Term 1 = 2x

- 1x in first week of school = planned for and known by the whole school it is going to happen
- 1x sometime in the term = only staff will know

Terms 2, 3 & 4 = 1x each

- These 3 practises will be unknown to staff and students
- one will take place during a break time
- one will take place when outside visitors are onsite e.g arts team; hearing hub; friday readers etc

