



## Fire, Earthquake and Civil Defence Emergency Policy

### **Rationale**

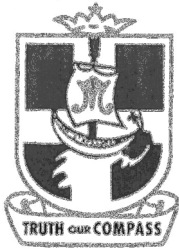
- This policy is to comply with Part 1 of the "Fire Safety & Evacuation of Buildings" Regulations 1992.
- The school recognises the importance of the safety of the pupils in the event of a fire, earthquake or civil defence emergency.

### **Purposes**

- To inform and educate all pupils on the "Fire/Earthquake/Civil Defence Emergency Drill" to ensure safety for all in the unlikely event of a fire/earthquake/civil defence emergency.
- To ensure all members of staff are fully aware of their role in the event of a fire/earthquake/civil defence emergency.

### **Guidelines**

1. All staff are to have a copy of the "Fire/Earthquake/Civil Defence Emergency Drill" and to be familiar with
  - classroom procedure
  - assembly points
  - areas of the school that are to be checked
  - each adult role
2. The school is to practise the "Earthquake/Fire Drill" at least once a term.
3. All classes are to be familiar with the
  - evacuation procedure - fire
  - "drop" procedure - earthquake
  - assembly points
4. Exits to be clearly signposted
5. Emergency Evacuation Procedure posters to be clearly visible in
  - each classroom
  - library
  - staffroom
  - office foyer
  - PE shed
6. A copy of the current class roll is to be kept by each door.
7. Pupils are to remain at school until collected by a parent. Teachers will supervise the pupils until they are collected.



## Civil Emergency

### Emergency equipment to be readily accessible

- torch (Medical Bay)
- battery-powered radio (Medical bay)
- hand bell/whistle (Staffroom)
- loud hailer (staffroom)
- medical kit (medical bay)
- stick on labels (office)
- fresh water supply (hot water cylinder)
- matches (office)
- axes, shovels (caretakers shed)
- blankets (medical bay)
- candles (science room, staffroom)

### Chemical or industrial accident

- Move children from the area using furthest exit point.
- Evacuate to Vardon School (the nearest Civil Defence Warden Post), Braid Road Shopping Centre (Library) depending on location of accident.
- If possible notify Radio Stations. Notice on school Facebook and Website. Leave notices around the school advising of evacuation.

### Flood

- If it is necessary and safe to leave the school walk children to Minogue Park/Forest Lake.

### Volcanic Activity

- If ash fall is light remain indoors. Close all windows and doors.
- If ash fall is heavy evacuate to the Church as it has a high pitched tile roof.
- Breathe through a damp handkerchief or cloth.

### Emergency Checklist

- Apply first aid to injured students and staff.
- Account for all students and staff.
- Locate missing students and staff.
- Check for damaged utility systems.
- Turn off mains power, water and gas if necessary.
- Isolate and signpost areas where hazardous materials have been spilled.
- Tell everybody to wear shoes and all available clothing.
- Establish communication with Civil Defence.
- Listen to the radio.
- Don't use the telephone except in dire emergencies.
- Don't let students leave the grounds unless as previously arranged or accompanied by parents or approved escort.
- Keep a record of students released to parents or other persons.



## Fire Drill

### Fire

Train children to call a teacher if they discover a fire.

### Signal

Continuous ringing of the bell, hand-bell, or whistle.

If School Secretary in office ring Fire Brigade.

Principal - notify Fire Dept., if Secretary is absent.

### Aim

1. To get the children **out** from the building as quickly and calmly as possible.
2. To get **away** from the building to avoid falling debris, exploding glass and windows etc.

### Action

- Calmly and clearly tell the children you are teaching at the time to stand and put in chairs and monitors close the windows. Children to forward out in an orderly manner, using the quickest, safest escape route and to avoid panic send groups out one at a time e.g. boys or girls, year groups or Houses.
- Teacher to take class register kept by each door in the classroom and follow. Close door as you leave the room. Check toilets, storage rooms.

### Assembly areas -

- Northern end of playing field in front of native bush marked with appropriate room number.
- Teachers to ensure all pupils are present checking against the roll.
- Classes brought together and teachers report to Deputy Principal in the middle of the field.

### Teachers check all areas...

Room 3 Teacher           Block B Toilets and Storeroom

Room 6 Teacher           Block C Toilets and Storeroom

Room 8 Teacher           Block D Toilets, Storeroom, Library and Resource Room

Room 12 Teacher         Block H Toilets and Storeroom

Principal/Administration Staff

check toilets, sick bay, staffroom and office

close windows, doors and filing cabinets, uplift school register if secretary is absent.

Ring the Fire Brigade if it hasn't already been done.

Room 12 Teacher         Meet fire engine at gate.

### All clear indicated by Deputy Principal

### Fire Drill

To be carried out at least once a term.

### Fire Equipment

All clearly labelled.



# SAINT PETER CHANEL CATHOLIC SCHOOL

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## FIRE DRILL CARRIED OUT AND EVALUATED

Year:	TERM 1	TERM 2	TERM 3	TERM 4
DATE				
SIGNED				

### BRIEF EVALUATION:

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Year:	TERM 1	TERM 2	TERM 3	TERM 4
DATE				
SIGNED				

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**BRIEF EVALUATION:**

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