

Fire

This checklist outlines what to do in the event of fire.

	Response actions (as appropriate)
Discovery of a fire	<input type="checkbox"/> Break the call point and push the button down, a long continuous bell will be heard
	<input type="checkbox"/> Senior Management or Office Staff will call 111
On hearing the alarm	<input type="checkbox"/> Teachers should collect their emergency back packs and take their students to the designated assembly point. Do not re-enter classrooms to get your backpack.
	<input type="checkbox"/> Walk calmly and quickly and avoid panic.
	<input type="checkbox"/> Ensure those with disabilities are assisted.
	<input type="checkbox"/> Ensure any visitors are included in the evacuation.
At Assembly Point	<input type="checkbox"/> Check bathrooms and meeting rooms en-route to the designated exit point.
	<input type="checkbox"/> Teachers take their class roll and then give this to their syndicate leader.
	<input type="checkbox"/> Syndicate leaders take all class rolls to the Principal to report attendance.
	<input type="checkbox"/> Class rolls are handed to the Office Staff who will cross reference student attendance with the ICE Report or eTAP
	<input type="checkbox"/> Students who are unaccounted for will be investigated by the Deputy Principal/Site Manager when they inspect the buildings.
	<input type="checkbox"/> Teachers are to direct any visitors in their class to the Principal.
	<input type="checkbox"/> Teachers check medical lists and attend to any first aid needs.
	<input type="checkbox"/> Ensure all students remain at the assembly point until clearance to leave is given.
After the impact of a fire	<input type="checkbox"/> Students may only be released by their class teacher at the assembly point if signed out by designated caregiver/parent (use sign out sheet). It is the teacher's responsibility to check if the adult is a designated caregiver on the class list. If the adult is not a designated caregiver the child stays with their class and the adult is directed to the Principal.
	<input type="checkbox"/> The SENCO accounts for Teacher Aides and passes the roll to the Principal.
	<input type="checkbox"/> Do not return to the building(s) until given the all clear, by air horn, by the Principal.
	<input type="checkbox"/> The Principal in tandem with the Site Manager will make a decision on re-occupation of buildings.
Ongoing operations following a fire	<input type="checkbox"/> If we are unable to re-occupy the buildings we will evacuate to Paraparaumu College.
	<input type="checkbox"/> On evacuation parents will be notified via eTAP, text, Facebook, Skool Loop and website.
	<input type="checkbox"/> The continuing operation of the school will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees, resources and other services.
Ongoing operations following a fire	<input type="checkbox"/> The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal/MoE.
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).