

Ohope Beach School EVACUATION PROCEDURES

Reviewed October 2018

Fire, Earthquake, Flood, Volcanic Eruption, Tsunami, Lockdown

Building Details

Ohope Beach School
170 Pohutukawa Avenue
Ohope 3121
Whakatane Ph (07)3124617

Nearest Civil Defense Post

Christian Camp
64 Pohutukawa Avenue
Ohope 3121 Ph (07)3124496

- ❖ ***In the event of a Fire*** - On discovery of a fire, raise the alarm immediately by operating the nearest fire alarm. A long bell sound will be heard, followed by recorded voice advising people to leave the buildings.
All students and adults will leave the premises immediately by nearest safe exit route under the supervision of the ***space wardens*** (their classroom teachers), in a calm and orderly fashion ***DO NOT RUN*** to these designated assembly point. On each classes' arrival at the designated assembly points, a Roll Call will be done. See more detail below.
- ❖ ***In the event of an Earthquake*** – follow normal procedure (Drop-Hold-Cover?) and wait for further instruction about safe evacuation. Teachers to conduct roll call record missing persons. Classes to stay where they are (if safe) until safe access to Evacuation point or points is advised.
- ❖ ***In the event of Volcanic Eruption*** – An emergency evacuation announcement will be made to all classes and areas of the school from the main school office. Take class emergency packs and evacuate to the top court area (Fire Evacuation Area). Wait for further instructions.
- ❖ ***In the event of a Tsunami*** - An emergency evacuation announcement will be made to all classes and areas of the school from the main school office. Take class emergency packs and evacuate to the top court area (Fire Evacuation Area). Wait for further instructions. Evacuation points from the assembly area will be to the highest point accessible behind the school on Ngati Awa Farm.
- ❖ ***In the event of Severe Flooding*** – An emergency announcement will be made to all classes and areas of the school from the main school office. **Wait inside** for instructions about evacuation procedures.
- ❖ ***In the event of a Lockdown*** - An Emergency Lockdown will be announced by intercom or other voice communication. The announcement will state the following:
 - i. "This is a LOCKDOWN"
 - ii. "This is not a fire drill"
 - iii. "Everyone is to stay in the room, remain seated and to keep calm and quiet."***Alternative signal:*** the sounding of the School electric bell with intermittent 5 second (on/off) bursts for a continuous one-minute period.
Students and staff should stay where they are until the person in charge or an identified police officer provides official notification that the lockdown is over. See separate 'Lockdown' Procedure document for more detail.

General Evacuation (dependent on type of emergency) & Fire Evacuation Procedures

Please refer to site plans and Map to identify buildings and their names/labels

1. **Appointment/Designation of Emergency Wardens**
 - a. **Warden** -
School Principal, or DP/AP or most senior teacher available at the time.
 - b. **Deputy Warden** -
School Secretary
 - c. **The Building Wardens** –
1 designated person from identified floor/block or classrooms
 - d. **Space Wardens** – Classroom Teachers.
2.
 - a. On discovery of a fire, raise the alarm immediately by operating The nearest fire alarm. A long bell sound will be heard, followed by recorded voice advising people to leave the buildings.
 - b. Ensure Fire Service is notified per 111 call, this can be done by Using the phone in neighboring premises, cell phone or if safe to do so, by the Secretary/Receptionist.
 - c. All students and adults will leave the premises immediately by Nearest safe exit route under the supervision of the **space wardens** (their classroom teachers), in a calm and orderly fashion
DO NOT RUN to these designated assembly points.
 - d. On each classes' arrival at the designated assembly points, a Roll Call will be done.
 - e. On completion of the roll calls, the **space wardens** (classroom Teachers) will notify the **Building Warden** for the designated assembly point.
 - f. **Building Wardens** will then inform the **Fire Warden** of missing persons and their likely whereabouts.
At this point if deemed safe, the **fire warden** or **appointed Warden** will search for missing persons, or return to original assembly point if no missing persons.
 - g. All occupants will stay outside the building until the "all clear" is Given by the **fire officer** and **building warden**
3. **Designated Assembly Points** – refer to attached site plans and map
 - a. **Assembly Point** – On the concrete netball/basketball area (Opposite the Senior Playground) and/or the grassed rugby field area.
4. **Floor Wardens Duties**
 - a. **Areas of responsibility for space wardens will be their own classrooms and adjoining toilet areas if any.**
 - b. Assist all occupants in your classroom to leave the building via the Nearest safe exit
 - c. check adjoining toilet areas
 - d. ensure doors are closed
 - e. watch for people with disabilities who may require assistance, or appoint a suitable person to assist as necessary.
 - f. Note location of any persons remaining inside a building

5. **Ensure fire-fighting is only carried out if it is safe to do so.**

6. **Building Wardens Duties**

1. ***Building Wardens*** make their way quickly to designated assembly point – to act as liaison between space wardens and Fire wardens.
2. ***Building Warden*** to check that all persons have assembled – collect class evacuation tags, and note missing persons.
3. **Building Wardens - Areas of responsibility for checking**

➤ ***Building Warden 1 (Block A refer to school site plan & map) –
Jenny McKenzie/Julie Staniland Admin Block***

- Lift downstairs
- Wellness Room
- Principal Office
- Meeting Room
- Staff Toilets
- Unlock Metal screens if safe to do so
- Check Te Taonga
- Manuka Space

➤ ***Building Warden 2 (Block A refer to school site plan & map) –
Current Warden's Classroom Space is Underlined***

- **Rimu Space – Roberta McKelvey**
- Staffroom and deck
- Toilets on deck outside Totara Space
- Totara Space
- Upstairs Lift
- Covered Outdoor space/Decking

➤ ***Building Warden 3 – (Block B refer to school site plan & map)
Current Warden's Classroom is Underlined***

- **Kahikatea Space (Upstairs) – Sandy Jones**
- Toilets next to Kahikatea
- Awatea
- Matariki
- Meremere
- Te Waenganui
- Cleaners Cupboard next to Toilets

➤ ***Building Warden 4 – (Block B Downstairs & Block C (Hall)
refer to school site plan & map)
Current Warden's Classroom is Underlined***

- **Kowhai Space (Downstairs) – Cherie Walker**
- Computer Suite
- Performing Arts Room
- Toilets
- Hall Kitchen
- Main Hall
- Technology Area
- Cleaners Cupboard/Server Room

➤ ***Building Warden 5 – (Block D refer to school site plan & map) Peter & Val Steward (Caretakers) or appointed Warden if caretakers are not on site.***

- Caretakers Shed
- Pool Changing Rooms
- Pool Pump Shed
- Caretakers storage sheds

4. Once all classes are accounted for and tags collected the building warden will then take the tags to the **Fire Warden** located at the main evacuation board, and report any missing persons and their possible whereabouts.
5. At this point if deemed safe, the fire warden will search for missing persons, or return to original assembly point if no missing persons.

7. Warden and Deputy Warden Duties.

1. Ensure Fire Service or other appropriate Services have been notified by dialing 111 or delegate someone else to do so.
2. Appoint a suitable person to assist persons with disabilities if it is Safe to do so.
3. Advise the Fire Service or other appropriate services on the arrival of the evacuation status, including the location of any persons with disabilities still in the building.

9. Fire Action and Evacuation Procedure Notices

- a. Copies of the Fire Action and Procedure notices will be located in each space, reception area in the admin block, staffroom, and principals office.

10. Trial Evacuations

- a. Trial evacuations will take place every term at least once.
- b. Notify appropriate services that we are conducting a trial evacuation

11. Means of Escape Monitored

Monthly checks will be carried out by the School Caretakers to ensure that:

- a. Escape routes are kept clear of obstacles at all times
- b. Exit doors are not locked, or blocked preventing occupants from leaving the building at any time
- c. Passage ways are not used as places of storage
- d. Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from Fire and are stored in non-combustible containers.

12.

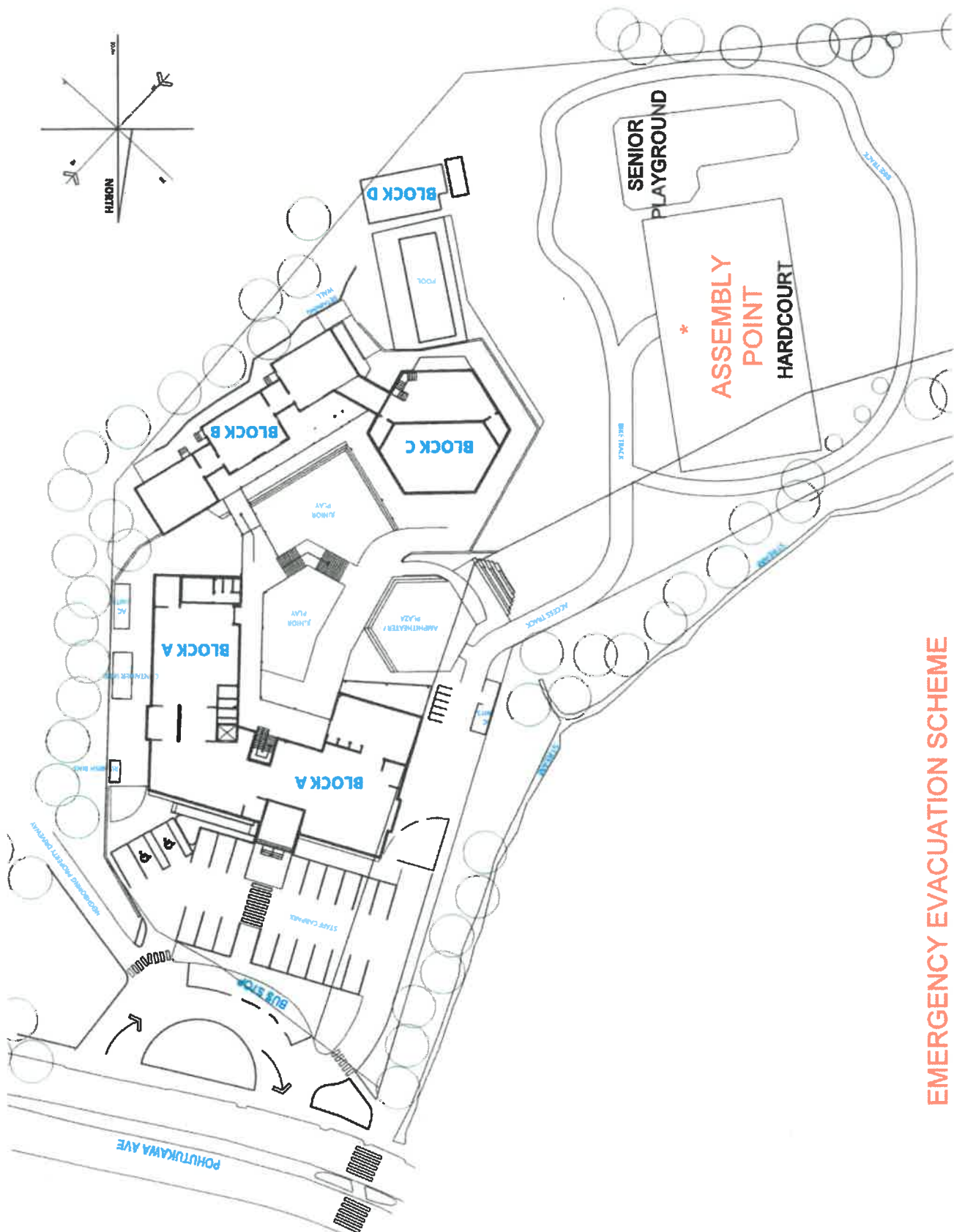
Evacuation of Persons with Disabilities

Any persons with disabilities on the school premises full time or visiting the school premises will be recorded in the building assistance register.

The assistance register will be maintained and updated by Jenny McKenzie or Julie Staniland (School Admin)

The register will be kept at reception in the main administration block and is accessible to the **Building Wardens** and Fire Service at all times.





EMERGENCY EVACUATION SCHEME

OHOPÉ BEACH SCHOOL

170 Pohutukawa Ave, Ohope 3121.

SCALE
1:500 @ A3

SITE PLAN

0818-010

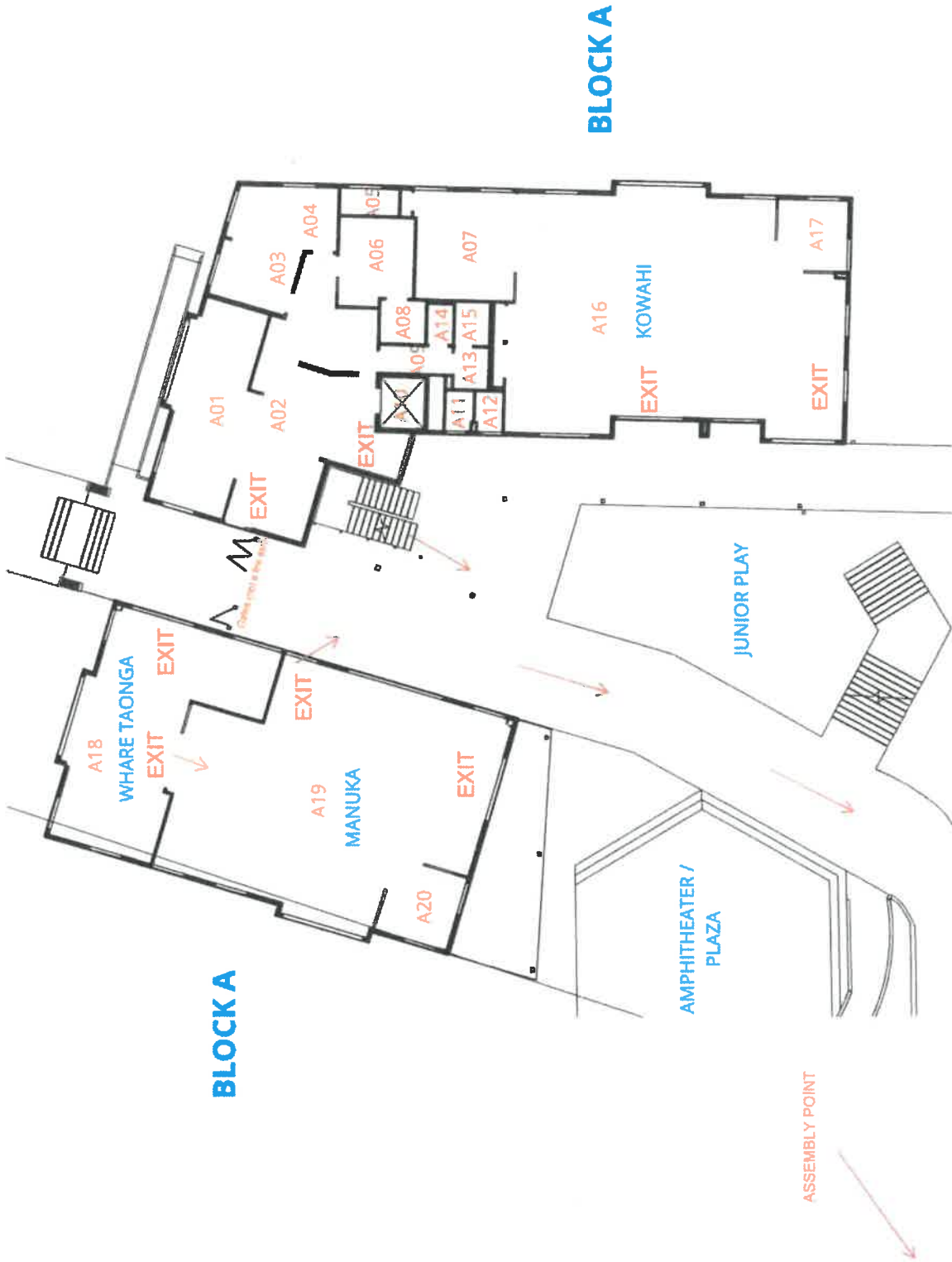
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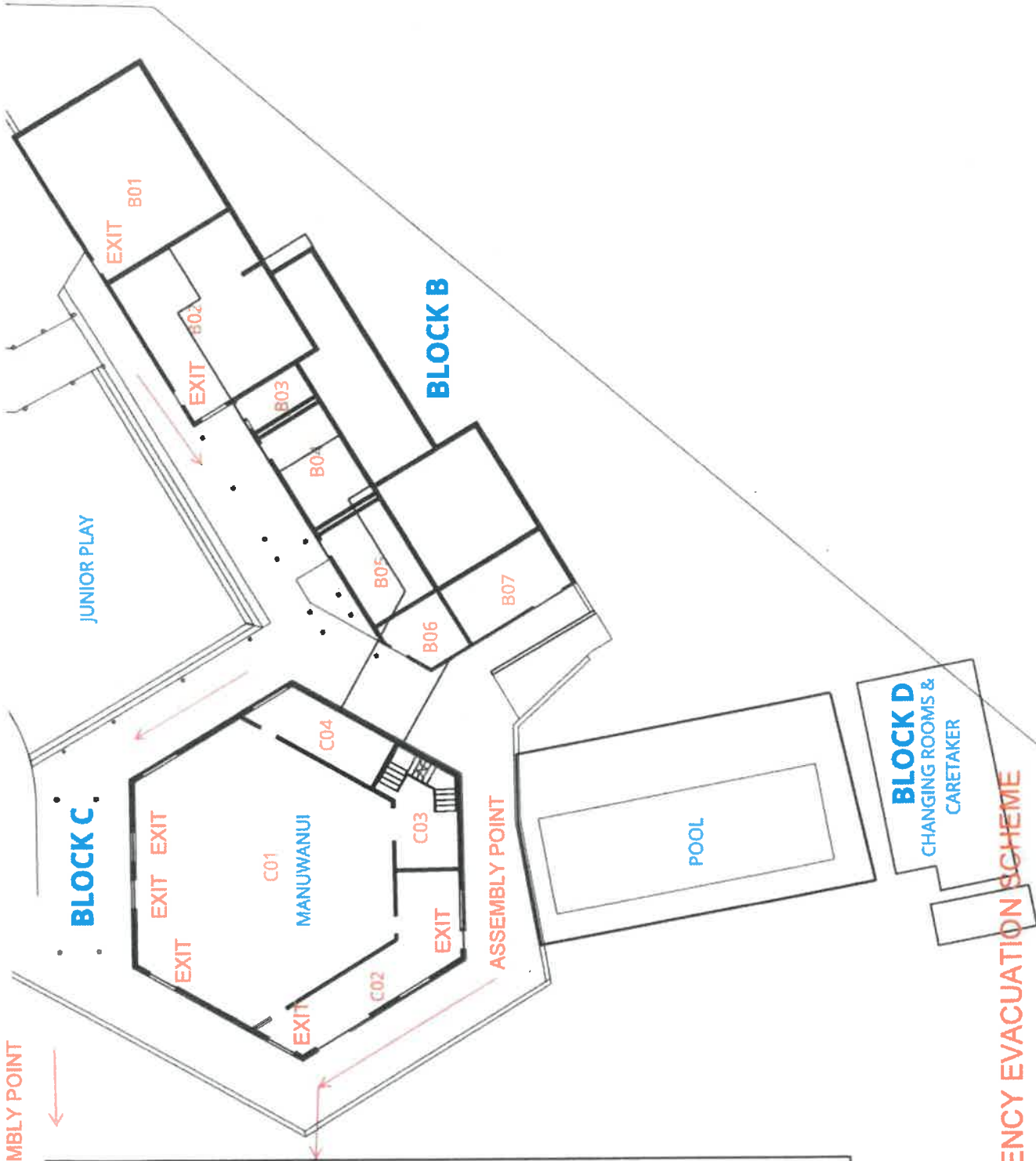


IGNITE

ROOM SCHEDULE - GROUND FLOOR NET AREA		
NO.	NAME / USE	AREA
A01	FRONT OFFICE	36 m ²
A02	RECEPTION	61 m ²
A03	PRINCIPLE OFFICE	10 m ²
A04	STAFF ROOM	14 m ²
A05	SERVICES ROOM	3 m ²
A06	SICKBAY	14 m ²
A07	BREAKOUT	24 m ²
A08	ACC WC	4 m ²
A09	LOBBY	4 m ²
A10	LIFT	5 m ²
A11	WC	2 m ²
A12	WC	2 m ²
A13	WC	3 m ²
A14	WC	2 m ²
A15	CLEANERS ROOM	3 m ²
A16	TEACHING SPACE	159 m ²
A17	BREAKOUT	11 m ²
A18	LIBRARY	67 m ²
A19	TEACHING SPACE	141 m ²
A20	BREAKOUT	13 m ²
B01	COMPUTER ROOM	58 m ²
B02	MUSIC ROOM	56 m ²
B03	STAFF WC	6 m ²
B04	GIRLS WC	18 m ²
B05	BOYS WC	18 m ²
B06	CLEANERS ROOM	9 m ²
B07	EQUIPMENT SHED	18 m ²
C01	MULTIPURPOSE HALL	149 m ²
C02	RESOURCE STORE	33 m ²
C03	STAIR	18 m ²
C04	KITCHEN	16 m ²
Room & Area Totals: 31		980 m ²



EMERGENCY EVACUATION SCHEME



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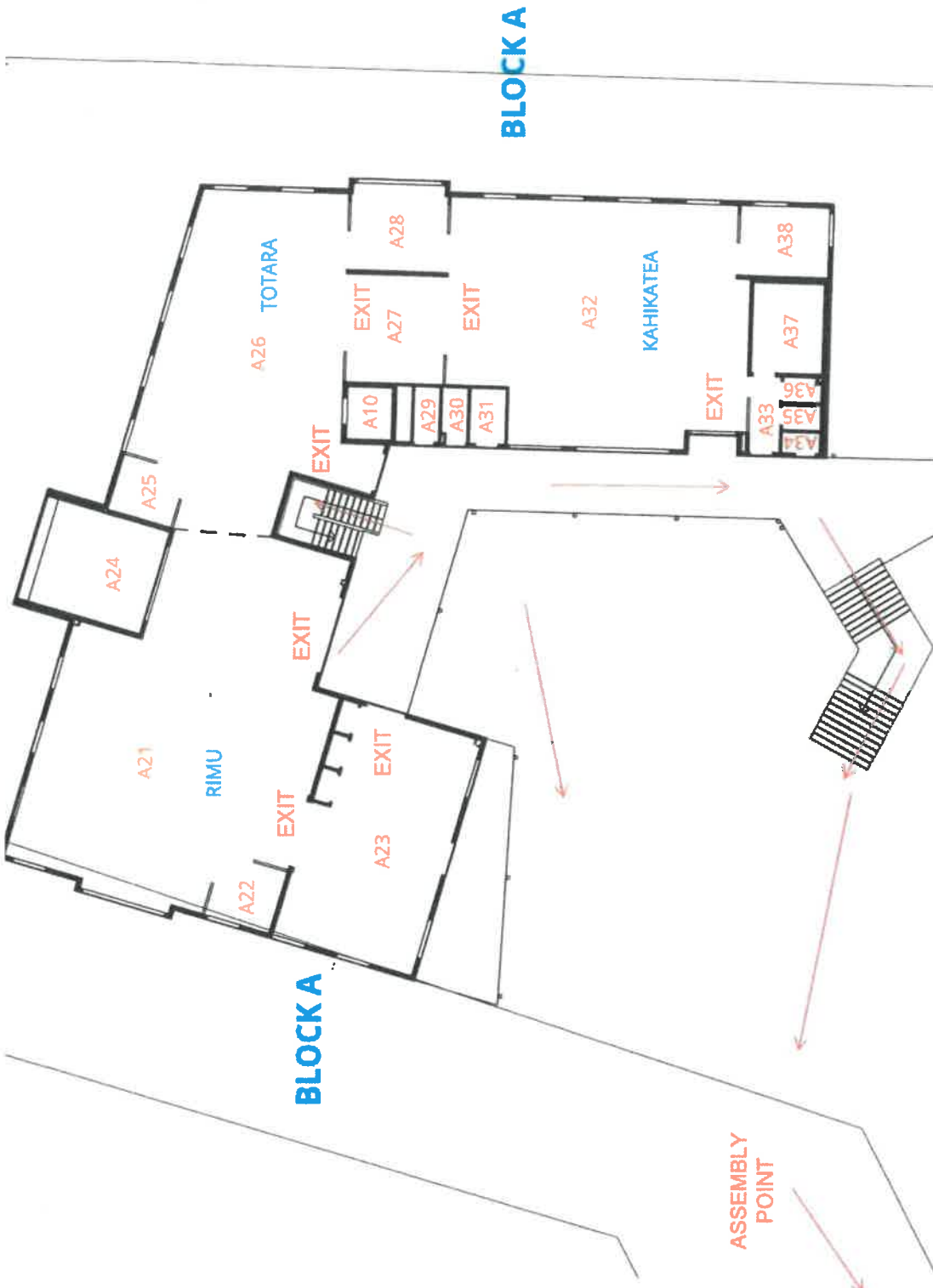
OHOPE BEACH SCHOOL
170 Pohutukawa Ave, Ohope 3121.

SCALE 1:200 @ A3
GROUND FLOOR - part b

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17/10/18
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ROOM NO.	NAME / USE	AREA
A21	TEACHING SPACE	181 m ²
A22	BREAK OUT	9 m ²
A23	STAFF ROOM	74 m ²
A24	OUTDOOR WET AREA	26 m ²
A25	BREAKOUT	8 m ²
A26	TEACHING SPACE	124 m ²
A27	BREAKOUT	23 m ²
A28	BREAKOUT	16 m ²
A29	STAFF WC	3 m ²
A30	STAFF WC	3 m ²
A31	ACC WC	4 m ²
A32	TEACHING SPACE	143 m ²
A33	LOBBY	5 m ²
A34	CLEANERS ROOM	2 m ²
A35	WC	2 m ²
A36	WC	2 m ²
A37	HDU	13 m ²
A38	BREAKOUT	13 m ²
B10	CLASSROOM	61 m ²
B11	WITHDRAWAL	10 m ²
B12	CLASSROOM	67 m ²
B13	WITHDRAWAL	11 m ²
B14	CLASSROOM	66 m ²
B15	LINK	18 m ²
C05	STORE	7 m ²
C06	MEZZANINE	84 m ²
C07	STORE	7 m ²
Grand total: 27		983 m ²



EMERGENCY EVACUATION SCHEME

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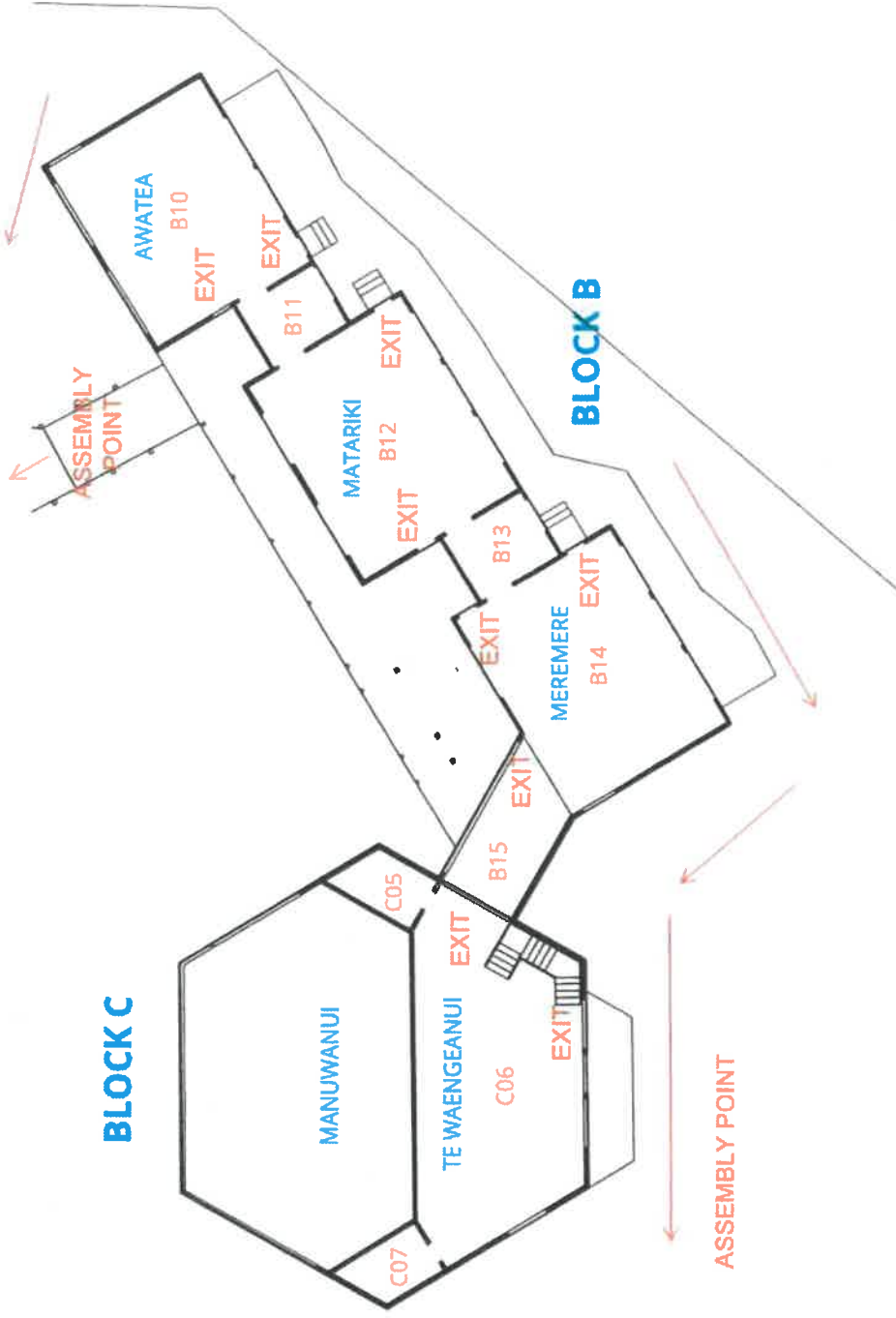
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FIRST FLOOR - part a

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 0818-010



ROOM SCHEDULE - FIRST FLOOR NET AREA		
NO.	NAME / USE	AREA
A21	TEACHING SPACE	181 m ²
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SCALE
1:200 @ A3

FIRST FLOOR - part b

17/10/18

08/18-010

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