



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

Emergency Procedure for Fire

The following procedures need to be implemented quickly and effectively by all staff. The welfare and safety of all school personnel is more important than the buildings, equipment and resources. Do not attempt to collect or save any item of property.

Assembly Point

- All staff and students to assemble on grass area adjacent to the basketball court. The Fire Brigade will enter through the gate on Bush Road and drive onto the basketball court.
- Remain at the assembly point until instructed by head warden to move elsewhere.

Procedure

The sound for a fire is a continuous ringing of the school bell. If the school bell is not working, a continuous handbell or whistle will be used.

- The person who discovers the fire must act immediately:
 - If a child - report to the nearest staff member.
 - If a staff member - break the glass on red fire alarm box and flick the switch down. This will activate the fire bell with an automated voice message saying, "Please evacuate the building." It will also alert the Fire Brigade.
 - The smoke detectors may detect smoke and will activate the alarm. Respond to the automated voice and evacuate the building.
- Students stand and walk from their classroom or from where they are (pool, playground, library, etc) directly to the assembly point. Do not run. Do not carry any belongings. Timing is crucial.
- Stand in class lines.
- Teachers to collect class lists from their room and then check the areas in the school they are responsible for. Teachers must check that each area is clear of people.
- Teachers must not return to their classrooms if they are somewhere else in the school when the fire alarm sounds.
- Once areas have been cleared, teachers walk to the assembly point and call roll immediately. If unable to get a class list from their classroom, collect one from the office administrator who will be located at the assembly point.
- Teachers are to inform the head warden that everyone is accounted for and that their areas have been checked and cleared.
- The alarm will continue to sound until the school site is considered safe and secure.

Exiting areas within the school

- Exit doors around the school must be clear at all times.
- Exiting route to the assembly point from classrooms or areas within the school is the teacher's judgement.



Kamo Primary School

- Classrooms - exit through the designated exit door to the assembly point if it is safe to do so. If not, exit via the other classroom doorway.
- Library - exit via main doors in Room 5 and 6 cloak bay.
- Room 7 - exit via main doors in Room 5 and 6 cloak bay.
- Hall - exit via main doors if it is safe to do so. If not, exit via doors on either side of the hall. Teacher to make judgement.
- Swimming pool - exit via main gate and walk to the assembly point. Go past the oak tree and follow the path if it is safe to do so. If not, walk past Rooms 4a, and 3 and behind Team Kauri block and across turf. Teacher to make judgement.

Responsibilities

Staff are responsible for checking additional areas within the school to ensure they are clear of people. Below are the areas staff are responsible for checking:

- Office administrators - check sick bay, interview room, whānau room, SLT office and finance office. Take Register of Admissions and Withdrawals folder, Class Lists folder, Absences book, Visitors book, and the Children Sign-Out book.
- Room 1 - check art room, teacher break-out room and cloak bay.
- Room 2 - close fire doors, check corridor, and children's toilets.
- Room 3 - check class office and outdoor space.
- Room 4 - check corridor outside classroom.
- Room 4a - check staffroom.
- Room 5 - close fire doors, check staff toilets and library.
- Room 6 - check children's toilets and Room 7 if not in use by LSC.
- Room 8 - check class cloak bay, KPS Newsroom and staff toilet.
- Room 9 - check class cloak bay and girl's toilets.
- Room 10 - check class cloak bay and boy's toilets.
- Room 11 - check class cloak bay, class office and teacher break-out room.
- Room 12 - check class cloak bay, class office and Room 20.
- Room 13 - check class cloak bay, class office and Pono Reading Recovery room.
- Room 14 - walk to assembly point.
- Room 15 - check class cloak bay and junior toilets.
- Room 16 - check class cloak bay, class office and hall.
- Room 17 - check class cloak bay and class office.
- Room 18 - check class cloak bay, Kowhai Reading Recovery room, junior Reading room.
- Room 19 - check class cloak bay.
- Swimming Pool - check changing rooms and toilet.
- Learning Support Assistants - walk to assembly point with any students you have been working with.
- Caretaker - check caretaker's shed.



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Signed:  Principal

Signed:  BoT Chairperson

Reviewed: Term 1, 2022

Review date: Term 1, 2025