



**Devon Intermediate School**  
*Te Kura Takawaenga o Ngāmotu*

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**EMERGENCY EVACUATION POLICY**  
**&**  
**EMERGENCY PROCEDURE**

**No 507**

**Rationale**

In the event of a disaster, fire etc. the school needs to be able to be expeditiously evacuated of all children, staff, visitors without further endangering lives.

**Policy Statement**

An efficient drill will be organised and regularly practiced for the whole school to be vacated from the school buildings. This drill will be carried out on a termly basis. Details of drills carried out must be reported to the board as soon as is practicable following each drill, and information regarding the drill will be lodged with FENZ.

**Policy Guidelines**

1. In the event of a disaster or fire the school bell will ring long, short, short sounds to warn everyone to vacate the buildings.
2. In the event of an earthquake, pupils and teachers will seek refuge under desks until appropriate time enables buildings to be vacated.
3. Teachers, with attendance registers will lead classes to a designated assembly point using sign posted egress. A roll must be taken once at the assembly point.
4. Those with designated responsibility will check specific building areas closing fire stop doors after them before themselves going to assembly areas for calling class roll.
5. Any absences must be reported immediately to the principal and whereabouts, if known, listed for checking.
6. All visitors to the school must sign in at the school office. On evacuation visitors must be checked off this list. Any person in the school having disabilities will also have that noted any assistance required and details of their whereabouts in the school.
7. Each classroom, office etc. must have posted in a prominent place by an egress details of evacuation procedures and assembly points.
8. At the conclusion of an emergency or drill an all-clear bell will sound a continuous alarm to signal return to class.

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Ratified by Board: 4 September 2023

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Next Review: September 2026

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