



VISITORS EMERGENCY INFORMATION

VISITORS INFORMATION

**WELCOME TO
PACIFIC ADVANCE SENIOR SCHOOL.**

We would ask that you take a few moments to familiarise yourself with our Health and Safety procedures contained in the booklet titled **VISITORS EMERGENCY INFORMATION**



TAKE NOTE and READ all the **EMERGENCY SIGNS** that are displayed around the rooms. They are colour coded as follow:

- 1. FIRE ACTION**
- 2. EVACUATION PLAN**
- 3. LOCK DOWN**
- 4. VISITORS WITH DISABILITIES**

Our staff will be able to answer any queries that you may have regarding your visit to PASS. We hope you have a safe and enjoyable visit with our whanau.

VISITORS INFORMATION

Welcome to PACIFIC ADVANCE SENIOR SCHOOL.

We would ask that you take a few moments to familiarise yourself with our Health and Safety information contained in this leaflet. Our staff will be able to answer any queries that you may have regarding your visit to PASS. We hope you have a safe and enjoyable visit with our whanau.

EVACUATE - Vacate the building



EVACUATE

Evacuation is a process for vacating the building for reasons of safety or protection. All occupants of PASS buildings are required to **EVACUATE** a building when a fire alarm and/or an official announcement is made indicating a potentially dangerous situation within the building.

Evacuation for Visitors

Familiarize yourself with all exit doors of each room/classroom and building you are in. Remember that the nearest exit door may not be the one you used when entering the building.

If you require assistance in leaving a room or building, please inform Administration team or Staff member nearby.

Building Evacuation

1. Close office doors and turn off lights and computers.
2. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators.
3. Assemble in designated areas per the Building Emergency Plan – REAR CAR PARK.
4. Follow instructions of emergency personnel. Report any individuals left in the building to them.
5. Do not re-enter the building until an all-clear announcement is given by emergency personnel.

LOCKDOWN- Lock/Barricade Interior Doors



LOCKDOWN

A **LOCK DOWN** is an emergency safety procedure in which Management, staff and students lock down their classroom or office to prevent the entrance of an armed intruder or active shooter. A lockdown occurs when occupants of PASS buildings are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, barricading, seeking cover, etc. Lockdowns necessitate a law enforcement response and immediate intervention.

IF YOU ARE OUTSIDE:

1. **DO NOT ENTER THE BUILDING.** Move as far away as possible from the building under lockdown.
2. Await further instructions from law enforcement.
3. Check the PASS website and social media sites for updates and further information as it becomes available.
4. **DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN.** Phone calls to anyone inside the building that is in lockdown may endanger them.
5. **DO NOT LEAVE YOUR SAFE AREA.** Wait until law enforcement has opened the door.

IF YOU ARE INSIDE:

6. **DO NOT EXIT THE BUILDING.** Lock doors, and windows and do not open until physically notified by management or emergency services.
7. **Wait and Listen** to instructions from staff re Lockdown procedures.
8. Lie face down on the floor away from doors and windows – **TURN OFF** – lights, mobile phones and electronic devices on silent mode. Minimise noise and be patient.

9. ONLY MANAGEMENT WILL PHYSICALLY ANNOUNCE THE ALL CLEAR

LOCKOUT - Lock Exterior Doors



LOCKOUT

A LOCKOUT occurs when occupants of a building are directed to remain inside the building because of an outside threat. People are free to move around in the building. This differs from a lockdown scenario, where there is an imminent threat to life and safety.

During a lockout PASS Staff will:

1. Cooperate with staff instructions
2. Lock ALL doors to PASS buildings due to a possible armed threat or disturbance on or near the campus
3. **ONLY MANAGEMENT WILL PHYSICALLY ANNOUNCE THE ALL CLEAR**

Visitors with Disabilities:



Disabled visitors may need help in the event of a workplace evacuation.

Visitors with disabilities will have 2 PASS staff nearest them, to assume the role of designated assistant. Monitors will ensure that all areas on the floor, including restrooms, are thoroughly checked for any individuals with disabilities.

ELEVATOR USE: DO NOT USE THE ELEVATOR DURING AN EMERGENCY

1. The elevator is strictly for the use of the following people at all times:
 - a. Disabled Persons
 - b. Elderly who cannot walk up the stairwell
 - c. People with authorised status due to medical conditions.
2. During a workplace evacuation or fire drill, visitors with disabilities will be assisted by two assigned designated assistants - Staff members near you.
3. **FIRST DESIGNATED ASSISTANT:** will help disabled visitors to the nearest exit that leads outside of the building, to the nearest stairwell (area of refuge), or to another safe area to await evacuation by the fire department.
4. **SECOND DESIGNATED ASSISTANT:** will report the location of the individual with a disability to an emergency monitor for evacuation by emergency personnel, if necessary. If only one assistant is present, they will remain with the visitor/individual and have another employee inform the monitor of their location.
5. **NOTE:** Firefighters and rescue personnel always proceed initially to the area of greatest risk to systematically perform search and rescue operations.

Exit Routes:

1. If normal exit routes are dangerous due to the fire, heat, smoke, etc., the designated assistant must proceed to an alternate exit or the closest stairwell.
2. If a stairwell must be used, wait for the flow of traffic to stop then enter the stairwell. If the disabled employee cannot be safely evacuated down the stairwell, they should remain in the area of refuge until emergency response team arrives or the all clear is given.