

# Fire Evacuation Procedures.

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## **Aims.**

To

- prevent panic
- ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities
- train the mind to react rationally when confronted with a fire or other emergencies at school or elsewhere.

## **Evacuation Procedures:**

1. Bell will be given three (3) short rings in the event of a fire.
2. On hearing the bell children will, in total silence, line up in single file in the classroom.
3. Each class will then, in silence and in single file, proceed to the designed Fire Assembly Point in the Playground (White Triangles on wall).
4. The teacher closes the classroom door and positions him/herself at the rear of the line when evacuating the building, taking the roll book with him/her.
5. On reaching a staircase the occupants should descend in single file using one side of the staircase only, the other side of the staircase being left of the use of other groups.
6. Overtaking is not allowed.
7. In the event of a particular exit being blocked it is the responsibility of individual teachers to exit their classes by the next most convenient exit.
8. Members of staff not in charge of pupils should go immediately to the assembly point.
9. With the exception of a search for a missing person, where feasible, no one must re-enter the building to retrieve their clothing, books etc. until permission is given by the Fire Brigade or in the case of a drill, by the principal teacher.
10. At the assembly point each class stands in a single file and in total silence
11. The teacher will then do a roll call
12. Each teacher will then report to the Principal teacher that children are present or otherwise.
13. If anyone is missing an immediate search by the staff will be made as far as is practicable, no place to which pupils have access being overlooked.
14. The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

## **Calling Fire Brigade.**

- All outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire Brigade by the quickest means possible
- The Fire Brigade will be contacted by the following people in the following order:
  - School Secretary
  - School Principal
  - Deputy Principal

## **New Intake.**

On the first day of a school term all new entrants, staff and pupils, will be conducted over all escape routes, shown the alarm points, where exiting and instructed in the fire procedure.

## **Notices.**

Each fire alarm point in the playground indicated by:

- White triangle
- Notices

## **Test Fire Drill.**

- Test fire drills will be held on a number of occasions during the school year
- A record of all drills will be kept as follows:
  - date
  - time
  - weather conditions
  - time taken for evacuation
  - brief description of drill
  - any difficulties encountered
  - other relevant information

## **Staff Training.**

- Staff will receive training in the use of fire extinguishers which are strategically placed around the school and serviced at least once a year
- A fire blanket is available in both staff rooms

Teachers will familiarise the pupils with the school fire procedures.

These procedures will be displayed in the classrooms.

N.B.	Contact No's.
	Fire Brigade: 999
	Ambulance: 999
	Doctor: 25312 (Dr. Rouse)
	Gardaí: 22222
	Chairperson B.O.M.: 21932

This Policy will be reviewed on a regular basis.

# **Exit Points.**

## **Downstairs.**

### **Rooms 1, 2, 3, Hall & Secretary's Office.**

Exit by door by the Principal's Office and assemble in straight lines at white triangles marked on playground wall.

### **Rooms 4, 5, 6, Computer Room & Resource Room.**

Exit by door beside down stairs toilets and assemble in straight lines at white triangle marked on playground wall.

## **Upstairs.**

### **Rooms 9, 10, 11 Prayer Room & Staff Room.**

Exit by door leading out to pupils' main exit gate and assemble at white triangle marked on playground wall.

### **Rooms 12, 13, 14, 15.**

Exit by door leading on to playground at the bottom of the stairs opposite downstairs staff room and assemble in playground under white triangles marked on wall.

## **Junior School.**

### **Rooms 1 & 2.**

Exit by Front door.

### **Rooms 3, 4 & 6.**

Exit by Fire Exit Doors.

