

FIRE & EMERGENCY EVACUATION PROCEDURES

In the event of a fire, a continuous alarm is sounded. Both blocks are simultaneously evacuated.

1. Children will proceed in a calm and orderly fashion out of the nearest safe exit to the playground.

Class 4 to leave by girls' cloakroom door. Class 6 to leave by main coded door leading onto path.

Any children in Creation Zone to leave by Junior Hall Fire Exit.

2. To ensure buildings are cleared:

Class 1 teacher to check Class 1 area, Sunshine Room, Class 1 toilets and cloakroom

Class 3 teacher to check Class 3, toilets and cloakroom

Class 2 Teacher to check Class 2 and the Busy Bee Room

Mrs. Badland to check Infant Hall, corridor, staff toilet, office, Music Room and Infant Resource Room and leave by Infant entrance door

Class 4 teacher to check Class 4 and 6 girls' cloakroom and toilets.

Mrs. O'Brien to check SLT's Office, Terry's Room, Community Kitchen and Class 4 and 6 boys' cloakrooms and toilets.

Class 6 teacher to check Staffroom and Library.

Class 7 teacher to check Technology Room

Class 5 teacher to check Junior Hall, Class 5 and 7 toilets and cloakrooms and ICT Suite

As far as possible doors and windows should be closed.

All class teachers should ensure their classroom areas are clear.

CHILDREN WHO ARE NOT WITH CLASS BUT IN TEACHING GROUP ELSEWHERE SHOULD NOT ENDANGER THEMSELVES BY RETURNING TO CLASS BUT **MUST LEAVE BY THE NEAREST EXIT.**

3. Children to assemble in class lines on respective Infant and Junior playgrounds.

4. Class registers and Visitors Book to be brought out by Mrs. Armstrong.

Class registers to be distributed

Class Teacher will take register as quickly as possible and report any "absences" to Mrs. Fahy (Mrs. Elliott if she is off site.)

5. No-one should re-enter the buildings until cleared to do so by the Fire Brigade/Mrs. Fahy as appropriate.

During Breaktime:

1. Children to assemble in class lines on respective Infant and Junior playgrounds.
2. All staff to leave by the nearest exit and assemble on the playground.
3. Class registers and Visitors Book be brought out and distributed by Mrs. Armstrong. Report any absences to Mrs. Fahy (Mrs. Elliott if she is off site.)
4. No-one should re-enter the buildings until cleared to do so by the Fire Brigade/Mrs. Fahy as appropriate.

During Dinner Time:

1. Lunchtime Supervisors to assist in evacuating any children they are with and then to assemble with the class they are responsible for.
2. Children to assemble in class lines on respective Infant and Junior playgrounds.
3. All staff should leave by the nearest exit and assemble on the playground.
4. Class registers and Visitors Book to be distributed by Mrs. Armstrong.
5. Any persons missing to be reported to Mrs. Fahy. (Mrs. Elliott if she is off site.)
6. No-one should re-enter the buildings until cleared to do so by the Fire Brigade/Mrs. Fahy as appropriate.

Visitors in School

1. All visitors must sign the Visitors' Book.
2. Visitors should leave by the nearest exit and assemble on the playground.
3. Mrs. Armstrong will check visitors' evacuation and report any absences.

Emergency Evacuation of entire site, including outside area

If a situation occurred where it is necessary to evacuate the entire site
e.g. unexploded bomb discovered, terrorist threat, serious gas leak in area
all adults and children to evacuate to Sacred Heart Catholic Church, Witton Road.

1. Each class to assemble with class adults, leaving school site by safest gate.
2. Staff to leave site with school keys and church keys.
3. Children & Staff to remain in church building until given the all clear to return to school or to be collected from the church by parents/carers.

IN ALL CASES OF EMERGENCY EVACUATION, SETS OF KEYS FOR THE SECURITY GATES AND THE SECURITY DOORS WILL BE BROUGHT OUT BY THE FOLLOWING PERSONNEL:

Mrs. Armstrong
Mrs. Elliott
Mrs. Fahy

Emergency Services should be rung from the nearest telephone point on 9-999

Initial date of policy: October 1992
Policy last reviewed: July 2018

It is the intention to review this policy annually.