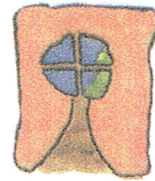


# St Patrick's NS

## Fire Drill Procedures



### In the event of a fire:

- ✚ Immediately activate the fire alarm
- ✚ Initiate evacuation of building
- ✚ Use fire fighting equipment to extinguish small fires only if safe to do so.  
(REMEMBER YOUR FIRST PRIORITY IS THE SAFETY OF THE CHILDREN)

The Senior Member of Staff is responsible for calling the Fire Brigade on 999.

### Evacuation of building:

Class Teachers will co-ordinate the evacuation of their individual classes.

- ✚ Check that the class exit is safe to use by looking through the window in the classroom door. If it is not safe, use the alternative exit.
- ✚ Form the children into a line with 2 responsible pupils leading.
- ✚ Collect the Class Roll.
- ✚ A member of staff or responsible pupil will lead the children out of the building. The first child will hold the door open and finally leaves with the class teacher.
- ✚ The Class Teachers will ensure all children have left the classroom, close all windows and check the toilets before following the children out of the building and ensuring all doors are closed behind them.

**The assembly point is at the green fence behind the Bridge Club/Health Centre.**

Learning Support/Resource Teachers are responsible for the evacuation of any children in their care and should supervise them until they reach the Assembly Point, at which time, the children will join their own classes.

Once at the Assembly point

- ✚ notify the Senior Member of Staff of location of the fire
- ✚ the Class Teacher will take a roll of the children, and report if all children are present or not to the Senior Member of Staff.

The Senior Member of Staff and the Secretary will have a master copy of class lists with them in case any teacher is unable to collect his/her own. The Secretary will also have the 'Sign Out Book'. The Senior Member of Staff will ensure that the school gates are unlocked (a Learning Support/Resource Teacher may be nominated for this task) and will liaise with the Fire Brigade informing them of the status of the school's evacuation.

### If a fire occurs at break time:

Children line up with their class. One supervising adult supervises the children; the other is responsible for checking that the designated toilets are vacated.

Teachers leave the staffroom (taking with them their class lists from their pigeon holes), collect their class and proceed to the Assembly Point.

The teacher on Indoor Duty is responsible for the evacuation of any children in the Quiet Room and should supervise them along with his/her own class until they reach the Assembly Point, at which time, the children join their own classes.

**UNDER NO CIRCUMSTANCES SHOULD ANY PERSON RE-ENTER THE BUILDING.**

On completion of the fire drill, and only when instructed by the Senior Member of Staff, will the teachers accompany their classes back into the classrooms.

If, on the advice of the Senior Fire Officer, the total evacuation of the site is ordered by the Senior Member of Staff, Class Teachers will accompany their classes to the Swann Hall at the Parish Centre where they will supervise the children until they are collected by parents/guardians.