



St Mary's Christian Brothers' Grammar School

FIRE EVACUATION PROCEDURE (March 2019)

IF YOU DISCOVER A FIRE

Students must notify the nearest member of staff.

The staff member must raise the alarm by activating the nearest Break Glass Unit. Report the fire to the school office.

The person picking up the emergency call should report to the **Principal** (and if absent **Vice Principal Mrs F Crookes**, followed by the **Vice Principal, Mr G O'Connor** and **Director of Corporate Services Mr D. Finnegan**) who will telephone the Fire Brigade.

Do not attempt to tackle a fire unless your escape route is inhibited. Get out and stay out.

1. Fire Action Routes are displayed throughout the school. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do.
2. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings, do not use lifts.
3. If it is safe to do so:
 - Stop/close down all machinery & electrical equipment
 - Isolate electrical supplies to equipment
 - Turn off gas supplies and gas cylinders
5. Teaching staff are required to keep their class together but not carry out a head count on evacuation.
6. On leaving the building make your way to the designated Fire Assembly Point (the All-Weather pitches) which is indicated on Building Evacuation Routes Notices.
7. **Chief Fire Warden (1) Principal** should make her way to the Evacuation Area and take charge there.
8. **Chief Fire Warden (2) (Director of Corporate Services)** should be positioned at the Reception/School Office which will act as the Command Centre should a major emergency incident occur.
10. The **Vice Principals** will assume the role of **Fire Warden 3 & Fire Warden 4**

DO NOT UNDER ANY CIRCUMSTANCES RE-ENTER THE BUILDING UNTIL GIVEN AUTHORITY TO DO SO.

Mobility Impaired

Staff, who at the time of an evacuation have in their care any staff member, student or visitor with mobility impairment should give specific assistance to their evacuation via the nearest safe exit.

EVACUATION PROCEDURE – Form Teacher guidance for pupils

On hearing the continuous sound of the fire alarm, you must leave the building in single file in a calm, orderly manner, leaving schoolbags in the classroom.

You must proceed to the nearest emergency exit clearly indicated above the classroom door, following the route indicated on the map.

You must walk along corridors and down stairs in single file.

NO RUNNING is permitted.

Lifts must **NOT** be used.

Everyone must follow the routes indicated on the map to the **ASSEMBLY POINT** on the **ALL-WEATHER PITCH**.

Each class must assemble in line behind their assigned form class point.

Neither staff nor pupils should re-enter the school until instructed by senior management.

Please make your form class and subject classes familiar with the location of the evacuation procedure information displayed in your room.

Please also make yourself familiar with evacuation routes from all of the rooms in which you teach.

Teachers must close but NOT lock classroom doors as they leave.

If pupils are in the toilet when the alarm sounds, they are to make their way to the assembly point to join their class and **NOT** return to the classroom. They must inform the form teacher **immediately** on joining the class at the assembly point.

Any child on crutches or otherwise mobility impaired should have another boy assigned to accompany him to the assembly point. These pupils must be closely supervised by the teacher.

SLT / PLT members with a specific role during an evacuation should ask a nearby teacher to accompany their class to the assembly points.

Classroom assistants should ensure the safe evacuation of any student in their care. In the absence of the classroom assistant, the classroom teacher should ensure that pupils with AEN are safely evacuated and monitored at the fire assembly point.

All efforts should be made to ensure that the evacuation does not have an unsettling impact upon students with AEN.

When pupils are at the assembly point they must conduct themselves in an orderly fashion in the interests of safety, while their register is called.

They must line up in alphabetical order.

This must be maintained until they are instructed to return to class by the principal.

Form teachers should actively supervise their form class at the assembly point

Heads of Year should collect class registers from **Mr Noel O'Sullivan** and distribute them to their form teachers to be completed immediately.

Once **Form Teachers** have taken their register, they must confirm this with their **Year Head**.
In the event of a Form Teacher being absent, the teacher who took the morning roll is responsible for the same class at the Assembly Point.

When a year head has confirmed all classes in their year group, they must sign off with **Noel O'Sullivan**.

No teacher is to leave the designated area before being told to do so by senior staff.

Pupils must re-enter the school in the manner in which they made their exit; there is to be STRICTLY NO RUNNING.

Invitees of the school should, on activation of the alarm, follow the direction of their host staff member. Any invitee working independently or in isolation should;

- Exit the school in an orderly manner as soon as the alarm is heard and confirmed
- Proceed quickly and safely to the School Pitches giving assistance as required
- Stay out of the building until a nominated school Fire Marshal has given the all clear

It is vital for students to follow instructions given by Fire Marshals and their teachers calmly and responsibly.

RETURN TO CLASS

Form teachers must accompany pupils to the **classroom the pupils evacuated** to collect their books etc and **remain in the classroom** until instructed by the **Principal** via the PA system. They then must make their way quietly to the next class.

Teachers who do not have a form class should, at the end of an evacuation, make their way to re-entry points to ease congestion

STAFF OFF-SITE

Any staff leaving the site during the day should mention this to their Head of Department. Should a staff member be unaccounted for during an evacuation, the Head of Department will phone the staff member to confirm their safety.

FIRE EVACUATION ROLES AND RESPONSIBILITIES

It is proposed that during a fire EVACUATION the following people have designated responsibilities for registering staff and students.

Designated members of the office staff will bring the following lists to the Assembly Point

<u>Noel O' Sullivan</u>	A set of <u>Class Lists</u> and the <u>Signing Out</u> book for pupils
<u>Receptionist</u>	The Visitors' Book, Teaching Staff list, the Rota Sheet
<u>Anne-Marie Collins</u>	Employee Lists
<u>Maria Morris</u>	Office Staff, Maintenance Staff, Caretakers, Cleaning staff and absence book for support staff
<u>Appropriate HoD</u>	Language Assistants and Peripatetic Teachers
<u>Mr S. Dinan</u>	Catering Staff
<u>Mrs T. Thompson</u>	Laboratory Assistants and Technicians
<u>Senior Teacher AEN</u>	Attendance lists for Classroom Assistants

In the event of a Form Teacher being absent, the teacher who took the morning roll is responsible for the same class at the Assembly Point.

Year Heads will make an overall check within their Year Groups.

Fire Marshals

1. The role of the Fire Marshal is to assist with the evacuation process by checking a specific area of the school, if safe to do so, and reporting to the Chief Fire Warden (Principal).
2. No Fire Marshal is expected to place his/herself in danger; they should check their allocated area swiftly.
3. Once checked they should evacuate to the nearest Fire Assembly Point.

The following have responsibility as fire marshals: -

MARSHALS

Mr V Murphy	<u>Technology</u>	}	Edmund Rice Building
Miss L McGonagle	<u>Art / MIA</u>		
Mrs C Wright	<u>ER Foyer</u>		
Mr M Robinson	<u>R, S1, S2 corridors</u>		
Mrs F Crookes	<u>E21 Door</u> - E Block, H3 Rooms		
Mr G O'Connor	<u>N11 Door</u> - Q Block, H1 Rooms, H2 Rooms, Main staffroom		
Mrs M Lewis	<u>N14 Door</u> - N Block, Music, Conference Suite		
Mr D Finnegan	<u>Reception</u> – Fire Control Point		
Mr J McGarry	Canteen, Assembly Hall, Sports Studies rooms		
Mr R Collins	Gym		
Mr J McBurney	Lane for Emergency Services		
Mr J McGlone	Toilets in N Block, E Block, Outside Toilets		
Miss A McKeown Orla Morrison	Substitute for any warden absent	}	

Duties of Marshals

- All rooms are checked, especially the toilets when clearing each block. All doors left closed but unlocked.
- All **Form Teachers** are to inform their **Head of Year** once all students in their form class have been accounted for, who in turn will inform their **Head of School**.
- **Heads of School** will confirm with **Noel O'Sullivan** once all students have been accounted for.
- Staff on Page 4 with responsibilities for non-teaching staff must confirm with **Mrs M McGurk / Mrs Anne-Marie Collins** that all staff are present or accounted for.
- **Mrs M McGurk / Mrs Anne-Marie Collins** will report to the **Principal** to confirm that all teaching staff have been accounted for.
- The **Principal** may give the 'all clear' and the instruction to disperse pupils may be given. Classes will only leave the assembly point on the **Principal's** instruction.
- Classes will leave at walking pace accompanied by their form teacher to the entrance of the school, and return with their form teacher to the room they vacated before the evacuation.
- Year Heads will take up positions on the staircases during the evacuation and on the return to class:

Mr S Moyes	N11 Staircase
Mr B Mc Comb	E21 Staircase
Dr E McCaffrey	Edmund Rice R5 Staircase
Miss D Murphy	N14 Staircase
Mr T Austin	Edmund Rice Main Staircase
Miss O Convery	H1 Staircase
Dr K Robinson	N2 Landing

Other Designated Responsibilities

Fire Wardens

The **Principal** will act as **Chief Fire Warden 1**
Director of Corporate Services Mr D. Finnegan will act as **Chief Fire Warden 2**
Vice Principals will act as **Deputy Chief Fire Warden** in his/her absence.
In their absence a nominated person will assume this role (**Mr. Herron**).

1. On activation of the fire alarm:
Chief Fire Warden 1 will report to the Fire Evacuation Point and assume responsibility.
Chief Fire Warden 2 (**Director of Corporate Services**) will report to the Fire Control Point and assume responsibility in the main reception area, if it is safe to do so.
2. **Chief Fire Warden 2** (**Director of Corporate Services**) will summon the emergency services.
3. **Chief Fire Warden 1** (**Principal**) will co-ordinate the **Fire Marshals** to ensure full evacuation of the building.
4. If the activation is found to be a false alarm, the incident will be managed by the **Fire Wardens** (**Principal** and the **Director of Corporate Services Mr D. Finnegan**). If a major incident should occur the **Principal** or the **Director of Corporate Services** will ring 999.
5. The **Director of Corporate Services** will meet NIFRS on arrival and direct them to the alarm activation point.
6. When NIFRS are satisfied that no danger exists they will instruct the **Director of Corporate Services** to reset the fire alarm panel.
7. Once NIFRS have departed the **Director of Corporate Services** will inform the **Principal** to give the instruction to re-enter the building.

**DO NOT TAKE RISKS
DO NOT RETURN TO THE BUILDING FOR ANY REASON**

Training

New members of staff and pupils will be inducted in ways to raise the alarm and how to evacuate the building.

Staff will be trained by **Mrs F. Crookes**
Pupils will be trained by **Form Teachers**

Evacuation routes will be walked, fire alarm points identified and extinguishers pointed out.

General

- Any bottlenecks obstructions or other difficulties, which might adversely affect the safe evacuation of the school, should be reported to Mr R Herron in the evaluation pro-forma, to plan for future evacuations.
- Teachers of boys with mobility impairments need to give specific assistance to their evacuation
- All substitute Teachers and Student Teachers will be provided with a copy of the Form Teachers' guidance by Mrs F Crookes or in her absence Mr G O'Connor, on entering service in the school. These will be returned to the office at the end of the period of service.
- A copy of the Evacuation Routes, Evacuation Procedure, Class Assembly Point Numbers and a notice indicating the nearest emergency exit will be displayed in each classroom.
- Regular users of school facilities (e.g. C.B.S. using the pool) will also be briefed of procedures. Head of PE will inform accordingly
- Fire Evaluation Checklist of procedures to be returned by all staff to Co-ordinator Mr R Herron.
- Three Fire Drills are proposed each year, one per term. A report will be completed each time and records of each will be kept for evaluation and possible improvement.

Principal

Dr K Robinson
Mrs J Carron
Mr R Herron
Mr C McDonnell
Mr B McComb
Mr C Clarke
Mr C Hynds
Miss C Warren
Miss J Mervyn
Mr F McConville
Mr N Ward
Mr P Cunningham
Mr E McGuckin

In charge of Assembly Point

First aid at Assembly Point

Fire Evaluation Check List.

Was complete evacuation of your area accomplished?

Were there any bottlenecks along the evacuation routes?

Were all staff and pupils clear as to which route to follow?

Were all rooms in your area open for checking?

Were all Fire Exits open, accessible and used?

Was there a smooth return of pupils to class?

Are there any improvements that are necessary at the assembly points?

Any other points for consideration

APPROVALS

Principal:	
Chair of the Board of Governors:	
Date of Approval by Governors:	
Date of next annual review:	