



St. Mary's Grammar School, Belfast

FIRE EVACUATION PROCEDURE

September 2024



Aisling Award Winner
Outstanding Achievement in Education



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 A Barr**, 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 and 3G pitches) which is indicated on Building Evacuation Routes Notices.
7. **Chief Fire Warden (1) Principal** should make their 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 **specific emergency exit** clearly indicated **on the green sign** by the classroom door, following the route indicated on the map. **(Appendix 1 & 2)**

It is important that you evacuate via the exit & route specified in the room you are leaving

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 POINTS** on the **3G and 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 or in any room you might be using.

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 exited; there is to be 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

RETURN TO CLASS

Subject teachers must collect the class they brought to the evacuation point from the appropriate Year Group area and return to the **classroom they evacuated**, via the same evacuation route and door.

The Principal will be based in a central location and will commence the dismissal of classes, assisted by SLT and PLT. Classes will be dismissed beginning with Year 8. When all Year 8 classes have been dismissed, Year 9 teachers will then be called, followed by Year 10, continuing this pattern until Year 14.

Classes must **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 weren't teaching at the time of the evacuation and whose form class has been collected should assist with the supervision of the remaining form classes.

STAFF OFF-SITE

If a staff member is not going to be onsite outside of their allocated lunch/break period they are asked to follow the procedure below:

Telephone the Principal's PA, Annette, to let her know that you are off-site and again alert Annette on your return.

If staff are leaving for the day because they do not have a teaching period at the end of the day, then they should alert Annette also.

Annette would keep a daily list. This can then be taken outside if the fire bell sounds, along with the various registers held at reception for pupils.

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>Annette Chivers</u> | Employee Lists, long-term substitute teachers |
| <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 |
| <u>SLT Miss Convery</u> | Attendance lists for Student Teachers |

***** 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 conduct an overall check within their Year Groups.

- Non-Teaching staff, and teachers who are not form tutors should gather at the area between the picnic tables and the entrance to the 3G pitch.
Here you will be able to assist at the assembly points and with the overall management of the evacuation.
- **Staff not involved with a form class should actively assist with pupil supervision at the assembly points**

Personal Emergency Evacuation Plans have been produced for all pupils requiring assistance and ensure that they know what the emergency procedures are, how they will be alerted, who will assist them to evacuate the premises/ location, what additional equipment (if any) is provided to access the evacuation (exit) procedures and safe routes to use during practice and real evacuations.

- A copy of the PEEP is to be held by the individual concerned, Senior Teacher/SENCO, and Classroom Assistant.

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> | |
| Miss O Convery | <u>R, S1, S2 corridors</u> | |
| Mrs A Barr | <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 P Hughes | Canteen, Assembly Hall, Sports Studies rooms (except Thursday) | |
| 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 | 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 Annette Chivers** that all staff are present or accounted for.
- **Mrs M McGurk / Mrs Annette Chivers** 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, communicated via SLT & PLT, and on a year-by-year sequence beginning with Year 8.
- Classes will leave at walking pace accompanied by their subject teacher, and return via the route and door used for their evacuation to the room they vacated before the evacuation.
- Year Heads will remain at the pitches to assist with the return-to-class procedures, and will return to school with their own classes at the end of this process.

Mr S Moyes

N11 Staircase

(collect sign-in sheet from foyer if evacuation is before 10.30am)

Mr M Smith

E21 Staircase

Mr C McEvoy

Edmund Rice R5 Staircase

Miss D Murphy

N14 Staircase

Mr T Austin

Edmund Rice Main Staircase

Miss J Mervyn

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 A Barr

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 A Barr 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. All Saints 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

In charge of Assembly Point

Dr K Robinson
Mrs J Carron
Mr C McDonnell
Mr P McDonnell
Mrs M Farag
Mr D McVeigh
Mrs C Wright
Mr R Graham
Mrs M Gibson
Mr C Hundy
Mr P Cunningham



First aid at Assembly Point

Fire Evaluation Checklist

DATE: _____

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?

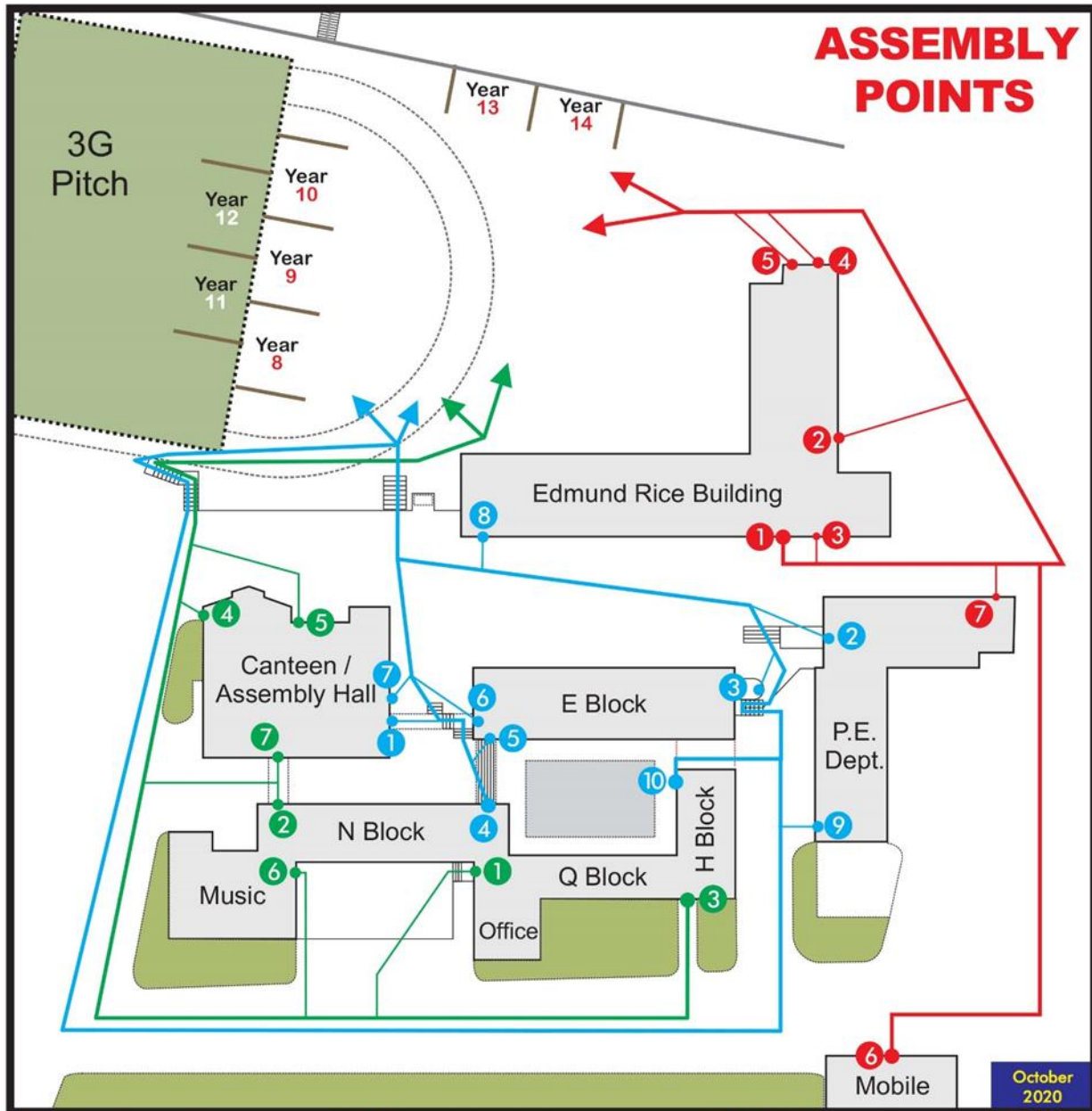
Was there a smooth return of pupils to class?

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

Any other points for consideration



BUILDING EVACUATION ROUTES



- | Green Evacuation Route | |
|------------------------|---------------------|
| 1 | Main Foyer Door |
| 2 | N16 Door |
| 3 | Book Store Door |
| 4 | Assembly Hall Door |
| 5 | Kitchen Door |
| 6 | Music |
| 7 | Sports Studies Door |

- | Blue Evacuation Route | |
|-----------------------|------------------------|
| 1 | Joiner's Room Door |
| 2 | Gym Upper Door |
| 3 | E3 Fire Escape |
| 4 | N11 Door |
| 5 | E11 Door |
| 6 | E21 Door |
| 7 | Canteen |
| 8 | ER2 Door |
| 9 | Gym Hall Door |
| 10 | Bus. Studies Back Door |

- | Red Evacuation Route | |
|----------------------|--------------------|
| 1 | ER Main Door |
| 2 | ER Fire Door 1 |
| 3 | ER Lecture Theatre |
| 4 | ER Art Fire Door |
| 5 | ER Technology Door |
| 6 | Mobile |
| 7 | Weights Room |