

Fire Drill Procedures

Policy Statement

FIRE DRILL PROCEDURE

SIGNAL: Bell ringing: continuous sounding

On hearing the fire bell the teacher of each classroom should check the corridor for the level of smoke. If clear:

PROCEDURE DURING CLASS TIME

- Children exit classroom via **DESIGNATED DOOR** of school and **WALK SAFELY AND CALMLY** in orderly lines.
- Children evacuate the building by designated routes to the assembly point area (i.e. **MAIN SCHOOL PLAYGROUND AT FRONT OF THE SCHOOL**).

The Principal should remain in the building to make contact with the emergency services. Principal should remain at the front of the building to meet the Fire Brigade and give them as much clear information as possible.

School Secretary will bring the RED BOX located in the staffroom to the assembly point area. It contains the following:

1. Pupil Registration / Roll books
2. The Register of the children who have left school early
3. The Teaching / Non-Teaching Register
4. Emergency Contact File & Telephone

School Secretary will seek verification from all teachers and tally all adults.

Teachers:

- Check that all children are out of the classroom.
- Check that all exits are clear.
- Close classroom door. **DO NOT LOCK**. (Later entry may be required.)
- In assembly area, teacher takes roll and accounts for each child.
- Children in classrooms other than their own are to remain with that class until given permission to rejoin their class.
- Children remain in orderly and silent lines until a clear signal is given by Principal to either return to school, remain outside of school grounds. **(All Staff will wear High Visibility jackets/bibs)**

Classroom Assistants:

Classroom assistants informed at the start of each academic year.

- Check P4 and P6 toilets and store area.
- Check P1 and P2 toilets and store area.
- Check P3, P5 and P7 toilets and store area.

PROCEDURE USED BEFORE SCHOOL, DURING BREAK & LUNCH

- Children WALK to where they usually line up in their designated playgrounds.
- Children wait in orderly and silent lines for their teacher, or other supervising adult, to lead them to their proper assembly point area.

PROCEDURE DURING P.E.

Teacher, or supervising adult, stops play, organises class (es) into silent and orderly lines and leads class(es) to assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

- Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.

If, on opening the door, the class teacher finds that the level of smoke is too great in one particular area, then another point of exit may be used if more appropriate.

If, on opening the door, the class teacher finds that the level of smoke is too high for children to travel through, then:

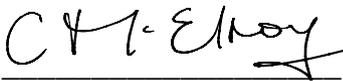
- The door should be closed and a wet/damp garment should be placed at the bottom of the door.
- Windows should be opened to allow as much air as possible to circulate
- If exit by window is not possible, all children should be made to lie on the floor as low as possible.

In the case of an extreme emergency, an attempt may be made at opening a window in order to allow it to be used as an exit point. If glass has to be broken children must be made to stand clear and care must be taken to ensure that the broken edges are covered before children are allowed to exit through a broken pane.

ALL SCHOOL PERSONNEL, CERTIFICATED AND CLASSIFIED ARE TO PARTICIPATE IN ALL FIRE DRILLS.

Parents, guests and community people on the grounds during a drill must participate

Signed  (BoG Chairperson)

Signed  (Principal)

When You Hear The

FIRE ALARM

You Should:

STOP WHAT YOU ARE DOING

All staff, pupils and visitors respond immediately to the Fire Alarm. The Fire Alarm is a continuous ringing bell with voiceover *"This is a fire alarm, please leave the building immediately via the nearest available exit."*

EXIT SCHOOL BUILDING BY THE DESIGNATED DOOR

All classes will be led out in a single file safely and calmly by class teachers (wearing High Visibility jackets)

Designated Teaching Assistants will check each classroom, pupil and staff toilet areas & staffroom closing all doors and switching off all lights to show areas have been checked.

REPORT TO THE EMERGENCY ASSEMBLY POINT IN MAIN PLAYGROUND BESIDE THE GREEN PITCH

On arrival at assembly point in the main playground, pupils must stand in line quietly while teachers take attendance.

Any class in the Assembly Hall during an evacuation will leave the hall through the double doors at the rear that leads directly onto the school playground.

All other Staff & Teaching Assistant personnel will assemble in the main school playground at the front of the school during the fire drill / evacuation procedures.

School Secretary will bring the **RED BOX** located in the staffroom to the assembly point area. It contains the following:

1. Pupil Registration Class Lists
2. Register of the children who have left school early
3. The Teaching / Non- Teaching Register
4. Emergency Contact File

The Principal should remain in the building to make contact with the emergency services and give them as much clear information as possible.

When You Hear The

FIRE ALARM

You Should:

DESIGNATED FIRE EXIT DOORS

Primary 1	FIRE EXIT DOOR 5 (Back door to small playground)
Primary 2	FIRE EXIT DOOR 5 (Back door to small playground)
Primary 3	FIRE EXIT DOOR 1 (Front door at reception)
Primary 4	FIRE EXIT DOOR 6 (In P4 classroom)
Primary 5	FIRE EXIT DOOR 1 (Front door at reception)
Primary 6	FIRE EXIT DOOR 4 (In P6 classroom)
Primary 7	FIRE EXIT DOOR 2 (Back door beside reading room)
Assembly Hall	FIRE EXIT DOOR 3 (Double doors to main playground)
Kitchen / Canteen	FIRE EXIT DOOR 7 (Kitchen to main playground)
P1 & P2 Corridor	FIRE EXIT DOOR 8 (Leading to P4/P6 area & onto P1/P2 playground)

P1 and P2 –via P1 & P2 playground along front of school.

P3 and P5 – via front door and staff car park.

P4, P6 and P7 – via back of school.

When You Hear The

FIRE ALARM

You Should:

TAKE THIS

RED BOX

**TO THE EMERGENCY
FIRE ASSEMBLY
POINT**

This box contains:

1. Pupil Registration Class Lists
2. Register of the children who have left school early.
3. The Teaching / Non- Teaching Register.
4. Emergency Contact File

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 1**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 2**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 3**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 4**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 5**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 6**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 7**

**Fire
exit**



Keep clear

**FIRE EXIT
DOOR 8**