

ST MARY'S PRIMARY SCHOOL MAGHERY



FIRE EVACUATION POLICY

FIRE DRILL PROCEDURE

SIGNAL: Alarm

PROCEDURE DURING CLASS TIME

- Students exit classroom via main door and WALK QUIETLY in orderly lines.
- Students evacuate the building by designated routes to the assembly area (ie main gates at the entrance)
- Teachers:
 - Take your ROLL SHEET/PEN AND KEY
 - Check that all students 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.
- Students in classrooms other than their own are to remain with that class until given permission to re-join their class.
- Students remain in orderly and silent lines until a clear signal is given by principal to either return to school or remain outside of school grounds.
- It is the responsibility of each teacher to ensure that the roll sheet, pen and key and the fire evacuation plan provided remains on the back of the door.

PROCEDURE USED BEFORE SCHOOL, DURING BREAK AND LUNCH

- Students WALK to where they usually line up in the yard.
- Students wait in orderly and silent lines for their teacher, or other supervising adult, to lead them to their proper assembly 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.
- The ROLL SHEET/ PEN AND KEY should accompany the class and be used by the teacher, or supervising adult, to account for all students.

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.

Signature Member of staff: _____ Date _____