



'OPENING DOORS OF  
OPPORTUNITY TOGETHER'

# **EMERGENCY EVACUATION PROCEDURE**

JANUARY 2022

## Emergency Evacuation Procedure

It is the duty of anyone discovering a fire to operate the nearest FIRE ALARM CALL POINT immediately and to ensure that the Emergency Services are called.

The Fire Alarm sound is the continuous ringing of the school bell.

### In the event of an emergency and the alarm sounding:

- Stop work immediately. Children should line up and walk in orderly lines with their teacher to the assembly point in the corner of the school playground;
- Children are NOT to bring anything with them;
- Teachers should take the red emergency register sheet with them, carry out a roll call and report to the Principal/Vice-Principal;
- Anyone not in class when the alarm sounds should make their way DIRECTLY to their Assembly Point by the safest exit route and join their appropriate class;
- All doors (classroom and fire doors) are to be closed after a class passes through;
- If total evacuation of the grounds becomes necessary, procedures from the Critical Incident Policy should be followed;
- All staff should be aware of alternative exits in the event that the listed exit is blocked;

### Do not re-enter the building

- No person must leave the assembly point for any reason until permission has been given by the Principal or by the NIFRS fire officer in charge;
- **The Principal, or Vice-Principal, is responsible for receiving confirmation from each teacher that all children have been accounted for and that appropriate and timely decisions are taken;**
- Once an area has been cleared the Fire Warden (if trained) for that area can, if appropriate, use a fire extinguisher to put the fire out.

Continued overleaf ...

## Exit Points and Fire Wardens

Class/Room	Exit Point	Fire Warden
Room 1	Foundation Emergency Exit	Miss R McCrossan
Room 2	Room 1/2 Toilet Area	Miss R McCrossan
Room 1/2 Toilet Area	Room 1/2 Toilet Area	Miss R McCrossan
Room 3	Foundation Emergency Exit	Miss J Neill
Room 4	Room 3/4 Toilet Area	Miss J Neill
Room 3/4 Toilet Area	Room 3/4 Toilet Area	Miss J Neill
Room 7	KS1 Toilet Area	Mr A McCollum
Library	Foyer Emergency Exit	Ms R Stirling
KS1 Toilet Area	KS1 Toilet Area	Mr A McCollum
Room 6	Foyer Emergency Exit	Ms R Stirling
Room 8	KS1 Toilet Area	Mr A McCollum
Room 9	KS2 Toilet Area	Mrs D George
Room 10	KS2 Toilet Area	Mrs D George
KS2 Toilet Area	KS2 Toilet Area	Mrs D George
Room 11	KS2 Emergency Exit	Mr A McQuitty
Room 12	KS2 Emergency Exit	Mr A McQuitty
Computer Suite	KS2 Emergency Exit	Mr A McQuitty
Room 5, Foyer, Staff Toilets, Offices, Staff Room, Visitors, Tutors	Foyer Emergency Exit	Ms E Woods
Supervisory Staff	Assembly Hall Emergency Exit	Mrs A Browne
Assembly Hall/Kitchen	Assembly Hall Emergency Exit	Mr D J Ball