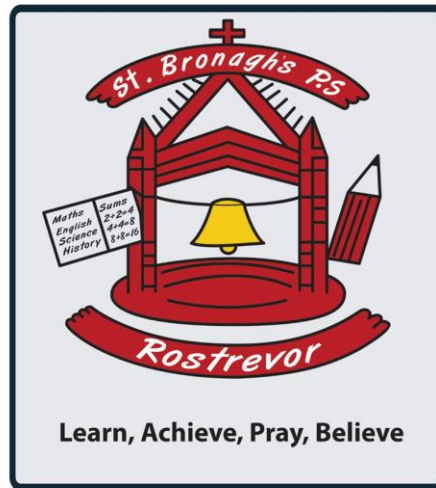


# St Bronagh's Primary School



## Evacuation Policy

# Incorporating Fire Drill Procedures

Date approved by Board of Governors – Spring 2026

Review Date: Spring 2027.

## Mission Statement

St Bronagh's Primary School aims to maximise the potential of each pupil, to develop self-confidence and to promote a spirit of tolerance towards others.

It is of paramount importance that both pupils and staff are fully aware of evacuation procedures and know what to do in the case of an emergency.

A school is legally required to have a means of fire evacuation to be followed in case of a fire. The Fire Precautions (Workplace) Regulations (NI) 2001 place a responsibility on the Employer to carry out a fire risk assessment of their premises and consider their employees and all other people who may be affected by a fire in the workplace.

If you hear the fire bell, follow these basic instructions immediately: -

1. Activate the fire drill.
2. Leave everything in the classroom, or wherever you are and leave the building.
3. Bring your class to MUSTER AREA 1 by the agreed route, ensuring that the children walk in a sensible manner.
4. Teachers should arrange for the classroom door to be closed when their class has left the room.
5. Inform the office staff so that they can ring 999 for the Fire Brigade.

MUSTER AREA 1 is in the MUGA PITCH beside the school and MUSTER AREA 2 is the large playground. Walk there in an orderly fashion.

## Guidance

- It is the duty of ANY ADULT discovering a fire or other emergency to operate the nearest EMERGENCY/ALARM POINT.
- On no account should a member of staff attempt to put out a fire without firstly evacuating the building. The members of staff have a duty of care primarily towards the pupils, not the building.
- Pupils discovering a fire or emergency should inform the nearest teacher.
- Pupils not actually in class e.g., going back to class from office etc. will go to the nearest teacher who will take the child with their own pupils to the Muster Area and then send them to their own teacher.
- Any missing children or adults will be reported to the Principal, or in his absence to the Vice-Principal. The Principal/ Vice Principal will ensure that all classes have evacuated the building.
- All ancillary staff, visitors etc. should leave the building and report to the Principal /Vice Principal at the Muster Area.
- No person will leave the Muster Area to recover clothing etc. until permission has been given.
- Classes will evacuate the building using the following plan-
- *The Assembly Point for everyone is the MUGA football pitch (option 2 is the large playground if option 1 isn't appropriate).*
- *P1 pupils shall leave the building through the top door and walk to the MUGA pitch.*
- *P2 pupils shall exit the building through the P1/P2 door from their cloakroom and walk to the MUGA pitch.*
- *P3 pupils shall exit the building through the P3/P4 door from their cloakroom and walk to the MUGA pitch.*
- *P4 pupils shall leave the building through the exit door in the foyer and walk to the MUGA pitch.*
- *P5 shall exit the building through the P5 door from their cloakroom, go up the steps and walk to the MUGA pitch.*

- *P6 pupils shall exit the building through the P6/P7 door from their cloakroom, go up the steps and walk to the MUGA pitch.*
- *P7 pupils shall make their way on to the corridor, leave the building through the bottom door, go up the ramp and walk to the MUGA pitch.*
- *A class using the Assembly Hall for P.E. should leave through the exit door from the hall, make their way up past the front of the school and assemble at the MUGA pitch.*
- *A class using the library should make their way on to the main corridor, walk up the steps beside the lift, leave the building through the exit door in the foyer and walk to the MUGA pitch.*
- *Pupils and classroom assistants using any of the resource areas or multipurpose rooms should leave through the closest exit door referenced above and make their way to the MUGA pitch.*
- *Ancillary staff should leave the building through the nearest exit door referenced above and make their way to the MUGA pitch.*

*Classroom assistants or teachers will check toilets before leaving the building.*

*Pupils on a message or working with another teacher etc. will join the nearest teachers' line, go with them to the assembly point and then go to their own class.*

*Teachers will take their class list to check that all pupils have left the school and all classes must line up in silence, with boys and girls in two separate lines, to allow this to happen.*

*Mr Mussen will check with all the teachers to make sure everyone is accounted for and then inform the Fire Commander that the building is clear. Mrs Crimmins, or the teacher in charge will follow these procedures if Mr Mussen is unavailable. Pending the arrival of the appropriate service, any action will be initiated and directed by the Principal or Vice Principal.*

#### Fire Alarm Points (14)

- Reception.
- Foyer beside exit door.
- Exit door close to library.
- On P5-P7 corridor across from the computer hub.
- Assembly hall beside exit door.
- On P5/P7 corridor across from boys' changing room.
- Beside exit door from P5/P7 corridor.
- P6/7 cloakroom.
- P5 cloakroom.
- P3/4 cloakroom.
- Beside staffroom on P1/P4 corridor.
- Beside multi-purpose room 1 on P1/P4 corridor.
- P1/2 cloakroom.
- Beside exit door from P1/P4 corridor.

#### Fire alarm systems

The purpose of an alarm system, in the event of a fire, is to alert occupants to evacuate the premises quickly.

The alarm system is tested weekly, and a record kept of the test.

A list of Fire Drills and dates of System Tests is kept in the Fire Safety Folder in the Building Supervisor's Office.

It is the responsibility of the Principal to ensure that staff and pupils are aware of the following:

### Action to be taken on discovering a fire

How to raise an alarm and location of call points;

- Action to be taken on hearing the Fire Alarm.
- The location of escape routes.
- Assembly point.
- Evacuation and roll call.

In addition, members of staff should receive instruction in:

- The operation of the Fire Alarm.
- How to call the Fire Brigade.
- The evacuation of visitors and disabled persons.

It is the duty of the Principal to ensure that an annual Fire Safety Audit/Inspection is carried out by the Building Supervisor and Principal.

It is the duty of the Building Supervisor to check the Fire Bell on a weekly basis at a time outside of teaching hours.

It is the duty of the Principal to arrange a termly Evacuation /Fire Drill practice and to note comments and time on the record sheet in the Fire Safety Folder in the office.

### Good fire prevention practices

There are a number of measures which can be taken to prevent a fire. The following are examples:

- Identify all materials, which are combustible within the school and ensure that these are not stored on escape routes or close to sources of ignition.
- Avoid the use of multi-point adapters where possible. If this is not possible, do not overload.
- Turn off electrical devices every afternoon before leaving.
- Ensure that electrical equipment has undergone portable appliance testing.
- Keep up to date records.
- Any faulty equipment should be taken out of use immediately.
- Good housekeeping, remove waste on a regular basis.
- Where possible all large bins, skips etc., should be sited at least 10 metres away from the building. These should be secured in an enclosure or locked to a metal post.

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### Signage

- All escape routes are signed with the running man, open door and arrow pictograms.
- Fire doors are labelled 'Fire Door Keep Shut'.

### Fire drills

***The building should be evacuated in 3½ minutes.***

Fire Safety Audits/Inspections (to be completed annually by the Building Supervisor and Principal)

	YES/NO [Tick or Cross]	COMMENTS
<p>Are combustible materials close to light bulbs or fittings?</p> <p>Are portable heaters used?</p> <p>Are there multi point adapters in electrical sockets?</p> <p>Has portable electrical equipment been routinely inspected and has it been deemed safe to use?</p> <p>Is there any evidence of damage to portable electrical appliances, frayed leads etc.?</p> <p>Is someone designated to switch off lights at night?</p> <p>Are there displays, notice boards containing combustible materials on escape routes or elsewhere?</p> <p>Are stores capable of being secured against unauthorised entry?</p> <p>Are flammable and oily rags disposed of separately from other combustible materials?</p> <p>Are housekeeping standards good?</p> <p>Is waste and rubbish disposed off on a regular basis?</p> <p>Are outside bins secured away from the building?</p> <p>Are all members of staff aware of the risk of fire and measures to be taken to reduce the risk?</p> <p>Is someone designated to check that all doors and windows are closed last thing at night?</p> <p>Are exits and escape routes kept free from obstructions, tripping and slipping hazards?</p> <p>Are emergency exits kept unlocked?</p> <p>Are internal fire doors labelled as such and kept in the closed position?</p> <p>Are 'Push Bar to Open' signs on Fire Doors fitted with a Push Bar?</p>		

<p>Are Fire Action Notices displayed in all areas of the building?</p> <p>Have fire extinguishers undergone routine testing?</p> <p>Are all extinguishers wall mounted?</p> <p>Are there fire extinguisher guides fitted beside each fire extinguisher?</p>		
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## **Fire Safety Advice**

### Prevention of fire -

Fires are caused when there is a combination of 1) Oxygen, 2) An ignition source (heat) and 3) Fuel. Take away any one of these essential elements and the fire does not exist.

- Ensure good housekeeping practices.
- Check electrical equipment (PAT testing).
- Check alarm systems.

### Identifying Fire Hazards -

Wedging open fire doors.

Overloading electrical sockets.

Leaving electrical devices turned on overnight.

Faulty electrical equipment.

Build-up of combustible material.

### Action in an emergency -

1) Raise the alarm by pressing the button on the nearest activation device or shout FIRE, FIRE.

2) Contact the emergency services (need to explain the location, the incident, if other services are needed, the extent of the incident).

3) Evacuate the building by the nearest route (if safe) and close all doors behind you. Go to the agreed assembly point and do not re-enter the building. GET OUT AND STAY OUT.

### Operation of fire equipment

If the fire is small and contained, you could try to use a fire extinguisher to tackle it. Fires are classified as A, B, C, D and F and the Fire Extinguisher to use depends on that classification. In school we have two types – 1) Water and 2) Carbon Dioxide (there is one chemical fire extinguisher in the canteen kitchen which should be used to extinguish a fire involving cooking oils). The Water fire extinguisher is suitable for fire involving ordinary combustible materials. DO NOT USE ON ELECTRICAL EQUIPMENT OR OIL FIRES. The Carbon Dioxide fire extinguisher is suitable for all fires.

If you decide to use a fire extinguisher, remember – P A S S

P = Pull out the pin at the top of the fire extinguisher.

A = Aim at the base of the fire, not the flames.

S = Squeeze the trigger slowly.

S = Sweep from side to side.

If using the CO<sub>2</sub> fire extinguisher do not touch the nozzle as it will be freezing.

REMEMBER –

Before starting to fight a fire, ensure that the alarm has been raised.

Do not fight a fire if it is dangerous to do so; if it is too large or is spreading rapidly.

The fire or smoke could prevent you from escaping so always keep the nearest emergency exit behind you.

Check if there are any gas cylinders at risk from the fire (storage area beside external kitchen door).

