

# St. Colman's College

FERMOY, CO.CORK



## FIRE ALARM PROCEDURE INSTRUCTIONS FOR TEACHERS & LOCATION OF ASSEMBLY POINTS



# Fire Alarm Procedure

## ***Instructions for Teachers***

Aims: To prevent panic & ensure the safe, orderly and efficient evacuation of all school occupants.

## ***Evacuation Procedure***

On hearing the fire alarm instruct students to carry out the following:

- Immediately stop what they are doing and remain absolutely silent.
- Close all windows.
- Push in their chair and line up outside classroom door.
- Follow teacher to assembly point in orderly manner and on arrival line up in alphabetical order.
- Remain silent while students roll is checked to ensure all students are present.
- Students must remain at assembly point until the all clear is given to return to the building.

## ***Important***

When students have lined up outside the classroom please ensure that the room is empty and that all windows and doors are shut.

Ensure that no students have gone to the Toilets.

Do not allow anybody to return for personal belongings.

Bring student roll with you and proceed to the assembly point in a swift but orderly manner.

On arrival at assembly point, check that all students are present and remain with students until all clear is given.

Any pupil who is visiting another classroom for whatever reason is to leave the school with that class and make his/ her way to the assembly point.

Resource teachers/ visiting teachers exit with the children and go to the assembly point.

Staff members who do not have a child in their care should proceed directly to the assembly point.

All staff should familiarise themselves with the location of fire escape routes, exits and assembly points.

