

TERENURE COLLEGE JUNIOR SCHOOL



FIRE/EVACUATION DRILL

1. The procedures for Fire Drill/Evacuation are as follows:

- Each teacher will organise the pupils for her/his class to walk from their classroom through the designated doors and stairway and line up at the Assembly Point.
- Each teacher should remove her/his Class Roll Book from the classroom/staffroom.
- The doors of the classroom are to be closed by the teacher (if possible).
- Each teacher, in co-operation with the other teachers and classes nearby, will lead the pupils along the designated route to the point in the playground where the pupils assemble.
- Once the pupils are lined up in an orderly fashion at the Assembly Point, the teachers will call their class roll to verify that all pupils have exited safely from the building.
- Any information relevant to the safety of pupils and/or staff should be conveyed to the Principal at that time.

2. **Please note** that there is a Fire Alarm in the school and that it may be activated manually from a number of different points.

3. **Fire Extinguishers are located at the following points:**

- Outside Principal's Office.
- Outside Pupils' Toilet.
- At stairs leading to upper Cloakroom.
- Outside Library.
- In Computer Room.

The safety of pupils and staff always comes before extinguishing a fire. Only where the safety of pupils and staff is clearly not at risk should an attempt be made to use a fire extinguisher.

4. The signal for Fire Drill or Evacuation in the event of a **Real Emergency** will be the sounding of the Fire Alarm or a direct message to the same effect.

5. **When The Fire Bell Rings:**

- All stand. Do not touch coats, bag, books etc.
- All pupils, with their teachers, walk out of the building in an orderly manner and go to their designated Assembly Point.
- Pupils line up with their teacher.
- Teachers call the class roll.
- No person is to return to the building until instructed to do so.