

Sligo Grammar School



EMERGENCY EVACUATION

All emergency events will be signalled by the operation of the Fire Alarm System.

Instructions are displayed throughout the premise and all employees are advised of same.

Leave the premises by the nearest exit.

The relevant Managers/Supervisors are responsible for ensuring their staff and students are reminded and kept aware of the Emergency Evacuation Procedure and the Assembly Point to which they should evacuate calmly and quickly.

Fire drills will be held at least once per half term and the evacuation times monitored. There will be no advance warning of a fire drill.

In the event of a fire, the source may be tackled using the portable fire extinguishers and/or fire hose reel provided it is safe to do so and preferable if more than one person is present.

Regular training is provided to employees in the proper usage of the fire appliances provided in the workplace.

WHAT TO DO WHEN THE ALARM RINGS

Duty Staff:

On hearing the Evacuation Bell, the person(s) on duty immediately assume(s) the post of Acting Fire officer, and then proceeds to the Control Centre ("Front Reception") to coordinate the evacuation. One person on duty (Headmaster, Deputy Headmaster or Mrs G Baines, Mrs A Johnston, Mrs Lorna Hennessy remains at the Control centre until relieved by the Fire Officer Mr H Nairn/Mr A Dunbar/Mr M Fabian.

Mr A Flores, MOD on Night Duty, MOD of Day Duty.

Mrs D Potter, MOD on Night Duty, MOD of Day Duty.

The Acting Fire officer must activate the following procedure:

Telephone the fire, Brigade; pin-point school location:

“Sligo Grammar School (Eircode F91 YW68), is located on The Mall, Sligo, opposite the front entrance of Sligo General Hospital. It can be entered from the gate adjacent to Calry Church or the front entrance opposite Sligo General Hospital.” If there is any doubt as to whether the Fire Brigade has been alerted, ring again. If power is off, please use the school mobiles and/or personal mobile.

Teaching Staff

On hearing the Evacuation Bell, the teacher should:

- 1 Instruct students as to nearest exit route.
- 2 The Fire list is collected from the staffroom and 1752 Building
- 3 In a circumstance where the fire is between your location and the nearest exit use the nearest exit travelling away from the fire.
- 4 Students leave the 1752 Boys Boarding Building with the MOD to the area at the Front Door of the School and line up with the MOD.
- 5 Students leave from the Herm with the MOD to the area outside the Herm Garden and line up with the MOD.
- 6 STUDENTS DO NOT LINE UP IN FORM GROUPS ... LINE UP QUICKLY AND QUIETLY AT THE EVACUATION AREA AND AWAIT INSTRUCTIONS.
- 7 Pupils leave in single file. Walk smartly. No overtaking, jostling, talking etc.
- 8 MOD follows behind students, closing doors
- 9 The MOD takes their role call comparing attendance with the fire roll call list and the leave-out list (it is important that the leave-out register is kept up-to-date).

If someone is found to be missing from the attendance registrar the MOD leaves the students under the supervision of the nearest MOD and informs the Acting Fire Officers. (First by phone call and if the person(s) are not contactable by mobile phone proceed to the front door of the school by an external route, if it is safe to do so).

The contact numbers of the Fire Officers are available from the school office and should be saved on your mobile phone.

- 10 If not on Duty, go directly to Assembly Point and assist MOD on Duty.

General:

- 1 Do not re-enter buildings unless informed by the Acting Fire Officer that it is safe to do so.
- 2 Fire Routine Sequence:
 - (a) ALARM
 - (b) EVACUATION
 - (c) CALL FIRE BRIGADE
 - (d) ASSEMBLY
 - (e) ROLL CALL

(f) ATTACK FIRE

- 3 Attack fire only if safe to do so
- 4 Never abort an evacuation

6.26 **FIRE DRILL**

Staff and Prefects

A member of staff or a prefect, on being advised that there is a fire, must raise the alarm by breaking a Fire Panel and sounding the Fire Alert. He/she must then proceed to the Control Centre ("Front Reception").

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If power is off, please use the school mobiles and/or personal mobile.
- 2 Staff and prefects not taking roll calls must proceed to the Control Centre, via an external route, as soon as they have evacuated their dormitory or area.
- 3 SEND STAFF WHO HAVE REPORTED AVAILABLE to check that evacuation is proceeding; infirmaries; dormitories; etc.
Check Dormitories, Bathrooms, Window sills, beneath beds, communal areas.
Staff Room Corridor Room 1, 2, 3, 4, 5, 6, 7
- 4 SEND PREFECTS to check that roll calls are being taken by MOD
- 5 Prepare to turn off E.S.B. and GAS if necessary:
Facilities Staff responsible for implementation
- 6 Organise use of extinguishers, etc.
- 7 Prepare hydrants for use, if necessary.
- 8 Prepare plans for Fire Brigade.

Do NOT use hoses unless E.S.B. is turned off.

Keys

An emergency key box is located in the school office:

This contains:

FIRE PLAN, TORCHES. Staff should familiarise themselves with the contents of this room.

ESSENTIAL EMERGENCY PROCEDURES

Take register at the start of every duty

Leave the building in an orderly manner with your dormitory by the nearest safe fire exit

Stay with class and check attendance register for missing persons

If a student is missing leave your students with available MOD and report absence to the Fire Officer(s), (First by phone call and if the person(s) are not contactable by mobile phone proceed to the front door of the school if safe to do so).

Do not return to the building until the Fire Officer tells you to do so.