

# Lissan Primary School

## Fire Evacuation Policy

**Article 3- The best interests of the child must be a top priority in all things that affect children.**

We at Lissan Primary School believe that the safety of pupils and staff is of paramount importance and therefore we must put much thought and practical detail into the procedures to ensure everyone's safety.

The aims of the policy are:

To provide all members of staff with a clear statement of procedure in the event of danger to themselves and to the pupils.

To provide a written account of the procedure in the event of an evacuation.

## PROCEDURE FOR EVACUATION OF LISSAN PRIMARY SCHOOL

1. In the event of a life threatening incident such as a fire, the person raising the alarm will do so by sounding the electric bell continuously for as long as they can or until everyone has evacuated the premises. In the case of a fire, the alarm will sound automatically and the services will arrive promptly.

2. On hearing the bell, all staff without responsibility for a class will make their way immediately to the fire assembly point in the school playground.

3. All teachers will leave immediately with the roll book, leading the pupils from their own class to the Fire assembly point. Classroom assistants will assume responsibility for those with mobility issues.

4. Children who may be availing of special needs teaching will rejoin their own class at the Fire assembly point.

5. If teachers are on break and their pupils are being supervised by others, these teachers will recover their roll books from their rooms if possible.

6. Pupils and teachers in the mobile classrooms will make their way directly from their classroom door to the designated area

7. Pupils having their lunch in the dining room will proceed out through the front door of the school and onto the designated area.

8. When each class arrives in the playground, they will line up one behind the other and the teacher will immediately call the roll.

9. Each teacher on completing the roll call will immediately report to the Principal “All present”

10. If any child is reported as missing, the principal will leave his class under supervision with the nearest teacher and search for the missing child/children. The children will most likely be in the toilet or their classrooms.

11. The principal will then ring the emergency services and asks for the appropriate service. The Principal will then remain at the gate to prevent other unauthorised persons from entering the building.

12. If the danger is in the kitchen, the principal will use the school office phone. However, if the danger is in the school building he will use a mobile phone.

13. When the NIFRS arrive and eventually declares the building safe, each class will quietly make their way back to their rooms.

14. Teachers should try to remain calm throughout this ordeal reassuring pupils.

We practice this evacuation procedure on a termly basis when our school secretary unexpectedly sets off the alarm bell.

This policy is reviewed on an annual basis.