

Sligo Grammar School



EMERGENCY EVACUATION

“Get out, Stay out”

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

Training is provided in the proper use of fire appliances provided in the workplace.

Duty Staff:

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

Assembly Points:

1. Astro Turf
2. Hermitage Car Park
3. Canteen Car Park

Teaching Staff/Boarding Staff:

On hearing the Evacuation Bell:

1. Class teachers should instruct class as to **nearest exit route**.
2. Pupils leave in single file. Walk smartly. No overtaking, jostling, etc.
3. Teacher follows behind class, closing doors
4. *Students* not in class, go directly to Assembly Point (outside Herm Car Park) via an external route
5. *Non-timetabled teachers and staff* report to the Acting Fire Officer
6. Class Teacher undertakes class roll.
7. In event of a pupil being found missing between classroom and assembly. Point of Control Centre to be informed immediately.

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 – taken by class teacher.
 - f) ATTACK FIRE
3. Attack fire only if safe to do so
4. Never abort an evacuation

IN THE EVENT OF A FIRE

On being becoming aware that there is a fire, the person 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”) by safe route and notify a member of staff where the fire is located.

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 co-ordinate the evacuation. One person on duty remains at the Control centre until relieved by the Fire Officer, Mr H Nairn/Mr A Dunbar/Mr M Fabian.

The Acting Fire officer must activate the following procedure:

1. Telephone the Fire Brigade; pin-point school location: Eircode F91 YW68
2. “Sligo Grammar School 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.
3. If power is off, please use the school mobiles and/or personal mobile.
4. 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.
5. SEND STAFF WHO HAVE REPORTED AVAILABLE to check that evacuation is proceeding; infirmaries; dormitories; etc.

Top Floor	(Library and Balcony, Computer Room, Comms Room and Offices)
Junior School Foyer	(Science Rooms, Accountancy Room, Home Economics and the HE Workroom)
Junior School Foyer Reception	(Maths, Spanish, History, Media Room, Parents Room) (Art, Staff Room and Work Room, Careers Office and Senior Co-Ordinators Office, Music Room and Practice Area, Ag Science, TG, Biology, Irish Rooms, Photocopying Room and TY Office)

Lower Corridor

(German, Business, French, Geography, English, Maths X 2, English, Construction, PE Changing Rooms, Toilets and Office)

Lower Corridor

(5th year locker area, History, Irish, English, Maths)

6. SEND AVAILABLE STAFF to check that roll calls are being taken
7. Prepare to turn off E.S.B. and GAS if necessary:
8. Facilities Staff responsible for implementation
9. Organise use of extinguishers, etc.
10. Prepare hydrants for use, if necessary.
11. Prepare plans for Fire Brigade.

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

An emergency box is located outside the school reception/headmaster's office:

This contains:

HIGH VIS JACKETS AND TORCHES.

Staff should familiarise themselves with the contents of this box.

Completed May 2018

Approved by Staff: 15th May 2018

Updated and Approved by Board of Management:: ____21/Jan/2019____

Signed _____

Chairperson, Board of Management

Date _____

Signed _____

Principal

Date _____

Due for next review: _____2022_____