

**HOLY FAMILY PRIMARY SCHOOL
MAGHERAFELT**



FIRE DRILL PROCEDURES

POLICY STATEMENT

FIRE DRILL PROCEDURES

On hearing the fire bell the teacher of each classroom should check the corridor for the level of smoke. If clear:

- Each teacher should lead their class out of the school by the nearest exit.
- All teachers should ensure they have their attendance list with them
- All classes should proceed to the assembly point, which is The Parish Centre at the rear of the school (use the back lane).
- One person (**Mrs Mulholland**) should check all toilet areas and unused rooms to ensure they are empty.
- One person (**Mr. Donnelly**) should remain in the building to make contact with the emergency service.

All classes should line up in the in the normal fashion and each teacher should carry out a roll call to ensure that all children are accounted for. Care should also be taken to ensure that all adults are also accounted for. **Mrs Mc Kenna** will seek verification from all teachers and tally all adults.

If, on opening the door, the class teacher finds that the level of smoke is too great in one particular area, then another point of exit may be used if more appropriate.

If, on opening the door, the class teacher finds that the level of smoke is too high for children to travel through, then:

- The door should be closed and a wet/damp garment should be placed at the bottom of the door.
- Windows should be opened to allow as much air as possible to circulate
- If exit by window is not possible, all children should be made to lie on the floor as low as possible.

In the case of an extreme emergency, an attempt may be made at opening a window in order to allow it to be used as an exit point. If glass has to be broken children must be made to stand clear and care must be taken to ensure that the broken edges are covered before children are allowed to exit through a broken pane.

One adult [**Mr. Donnelly**] should remain at the front of the building to meet the Fire Brigade and give them as much clear information as possible.