



Fire Safety Policy

For

St Louis Grammar School Kilkeel

Date of Policy: September 2019

Last reviewed: June 2026

Reviewed by: Mr E McGlue

Next Review Date: June 2027

FIRE SAFETY POLICY

All Staff must familiarise themselves with this document and **ensure a copy is posted in their room with the appropriate class list** attached to it. All teachers must speak to tutor group and class groups at the beginning of each year about emergency procedures.

ROOM _____

FIRE ALARM SIGNAL

Continuous sounding of 'class change' bell

PROCEDURE

As soon as the teacher or person in charge gives the order to leave the classroom, the pupils proceed quietly along the arranged route on the Left-Hand Side of the Corridor with the Teacher who takes the FIRE DRILL LISTS with him/her, to the assembly point. Close the door on leaving the room but do not lock it.

ASSEMBLY POINT

The assembly point is the Bus Parking Area beside the Football Field. Y8-Y14 use the steps into the car park and walk across the pedestrian crossing

Tutor groups will now line up in front of fence (across from Bus Parking Area) in Year Groups.

Signs are up on pitch fence (see photograph attached).



All pupils line up in alphabetical order, in tutor groups facing the pitch as follows. Signs are on the Fence.

- *Registers need brought from the office and issued to Year Heads*
- *Year Heads need to check with tutors that all pupils are in attendance*

LOCATION:

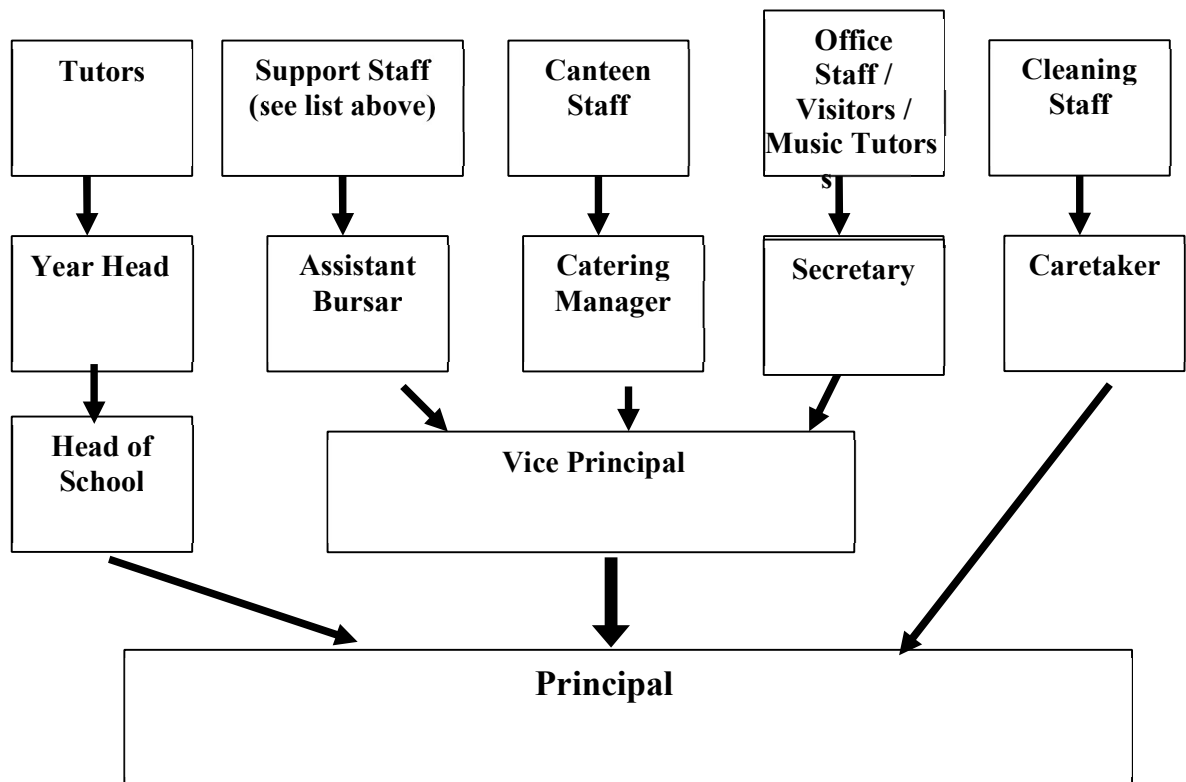
PITCH		PITCH		PITCH		PITCH		PITCH					
FENCE		FENCE		FENCE		FENCE		FENCE					
<u>Year 14</u>		<u>Year 13</u>		<u>Year 12</u>		<u>Year 11</u>		<u>Year 10</u>		<u>Year 9</u>		<u>Year 8</u>	

BUS PARKING AREA

BUS BAYS

- All classes line up in with Tutor.
- Tutors check the Fire List of her/his class. Pupils line up alphabetically and remain in their class lines until given further instructions.
- Tutor informs Year Head all pupils are accounted for and reports to Year Head.
- Year Head reports to Head of School and Head of School reports to Principal/Vice Principal.
- Technicians / Librarian / Student Welfare / Classroom Assistants / Study Supervisor / Language Assistants report to Assistant Bursar who reports to.
- Canteen staff report to Catering Manager who reports to the School Finance Officer that all are present.
- Office Staff should bring visitors' book and music tutors' register. All visitors and office staff report to Secretary who reports to the School Finance Officer that all are present.
- Cleaning staff report to Caretaker who reports to Vice Principal / Principal
- Only the Vice Principal or Principal gives the signal for return to class.
- At given signal, pupils return to class in an orderly manner. The teacher returns the Fire List to the appropriate place.
- If the fire alarm goes when pupils are not in class all teachers, staff and pupils must vacate the school in an orderly manner and assemble at the Bus Parking Area
- All staff to be move away from school building and locate at the fire drill area (bus bay parking area).
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The following diagram shows how reporting should take place.



ROUTES

UNLESS THEY ARE BLOCKED BY FIRE OR OTHER HAZZARD

Science block

Exit via individual fire emergency exits per room to the front of the school to the assembly point.

St. Patricks 1 and 2

Exit along the front of the school to the assembly point.

St. Patricks 3

Exit along the front of the school to the assembly point.

Pottery Shed

Leave by the nearest exit and proceed to the assembly point.

Technology

Exit along the front of the school to the assembly point.

Mount Carmel

Leave by the nearest fire exit and proceed to the assembly point.

Maths Rooms

Leave by the nearest exit and proceed to the assembly point.

Rooms 17 & 18 (Music Room1 and Music Room 2)

Exit down emergency fire escape at back of canteen and proceed to the assembly point.

Geography Room 19, Room 30 (Geography Room 2) and Room 29 (Home Economics 2)

Leave via back stairs and out at the canteen and proceed to the assembly point.

Staff Room and Room 21 (Art Room 2)

Exit left downstairs and out at Assembly Hall and proceed to the assembly point.

Room 22 (Art Room 1)

Leave via back stairs and out at the canteen and proceed to the assembly point.

Boys' and Girls' Changing Rooms

Exit door at Ms Kings office and proceed to the assembly point.

Study Room

Exit via back of the study room to chapel car park if fire exit blocked exit via fire exit in vestry and proceed to the assembly point.

Room 28 (Home Economics 1) & HE Computer Room

Come down the stairs to the ground floor and exit by the Emergency door at the Assembly Hall.

IT Suite (R33, R34)

Turn right; come down the stairs and out the Emergency door at the Assembly Hall.

IT Suite (R35a & 35b)

Downstairs beside IT office into compound and proceed round via the Convent car park to the assembly point.

6th Form Lunchroom

Exit via fire exit stairway and proceed to assembly point.

Basement/Nurture Room

Exit via double doors towards canteen.

Music Practice Rooms

Turn left on leaving room and exit through emergency door into compound and proceed round via Convent car park to the assembly point.

R23, R24, R25, R26 R2, R2A, R2B, Recording Room, Lang Listening Room & Lang Assistants' Room

Come down the stairs at the Chapel, out the door at the Chapel and around to the assembly point.

Careers Room, Room 13 & Room 12

Go left to the Entrance Hall and out the main door to assembly point.

Assembly Hall

Out the door at the side of the Hall into compound and around to Assembly point.

Room 1, Pharmacy & Sick Bay

Down the corridor and out the door at the Chapel

Library

Exit via the emergency door exit and proceed to assembly point

General Office, Business Managers Office

Exit through main front door to Assembly area.

Bursar' Assistant's Office, Room C1, Mr Sloan's room (Room C2) First Aid and Welfare Office

Exit through door at the back of the convent and proceed to assembly point.

Reprographic Room, Staff room 2, Miss Clarke's room

Exit through door beside Chapel and round to Assembly area.

Room C3 (LSC), Room C4

Out emergency exit and walk around front of convent to Assembly Point

Room C5 Pastoral Room, Counselling Room, Principal's Office

Exit through door at the back of the convent and proceed to assembly point.

Room C6A & C6B & Room C7

Downstairs and out through door at the back of the convent or use C3 emergency exit.

Outdoor PE/Games

Proceed to Assembly Point.

Canteen

Exit through the emergency doors. Proceed to Assembly Point.

Fitness Suite

Exit via door at the Canteen and proceed round to Assembly Point.

Additional information in relation to the Emergency Evacuation of the Examination Room In the event of the emergency evacuation of the examination room(s), the examination invigilators are to lead the evacuation in the same manner as all other members of staff in line with the arrangements contained within this document. The invigilators must take the relevant group to the assembly point. The invigilators leave all examination material but must take the examination registers with them to confirm attendance with the Year Head. The invigilators must not lock or secure the examination room.

The group taking the examination must assemble in a separate adjacent area from the rest of the school group. As far as possible the invigilators are to ensure that the group does not communicate with one another, however this is mindful of the nature of the emergency and the extent of the evacuation. The invigilators are to remain with the group at the ratio of 1:30 as per the examination supervision regulations. The Year Heads of the relevant group are to liaise with the Invigilators to confirm registration.

The group must return to the examination room following the evacuation. Reasonable time must be given, and provision made to ensure the students are settled and ready to begin again. Normal Special Consideration arrangements will apply where appropriate and the Chief Invigilator/ Examination Officer will submit a report to the Examination Board.

Please note During examination periods and periods when Year Groups are on study leave it is the responsibility of the Year Head/Head of School to ensure that any student who attends school during study leave (other than for an examination) must SIGN THEMSELVES IN with their Year Head or Head of School. Teachers who request students to attend additional classes must also register such pupils. The year head should have a copy of those in attendance each day.

DUTIES FOR STAFF IN SPECIFIC AREAS

(ADDITIONAL AREAS TO BE CHECKED)

Head of Home Economics

Girls' toilets adjacent to HE ICT Room

Head of Music

Area above the canteen

Head of Languages

Girls' toilets adjacent to Irish Room

Music Technology Room

School Welfare Officer

Corridor at piano music practice room and resources – Pharmacy

Head of Pastoral Care

Entrance Hall Girls and Boys toilets

Head of PE

Boys and Girls Changing Rooms and Toilets.

Librarian

Library

Study Supervisor

Study

Office Staff

Main Office (Remember to take visitors' book)

Boys' toilet adjacent to the General Office

Vestry Toilet – A McGivern

Senior Lunch Room – Kieran Cunningham

Recording Studio – Tim Brown

Head of Biology/ Physic and Chemistry

Science Block, offices, and toilets

Head of Mathematics Staff

Mathematics Block and toilets.

St Patricks 1 & 2 L Grant

Classrooms, offices, toilets and gardens.

St Patricks 3 E Owens

Classroom, and office space.

St Patricks 4 Pottery Room J Grant/ Art Teacher

Classroom

Canteen Catering Supervisor

Ensure canteen staff all safely exit the building, and all cooking appliances are off.

Building and Grounds Supervisor

Music Practice Rooms behind the stage and convent 6th Form Lunchroom

Head of Technology/ Construction

Technology Blocks and toilets

Principal

Convent

Vice-Principal

Mount Carmel

Female Toilets Mount Carmel

Sarah Jayne Morris

School Finance Officer

Check non - teaching staff register.

PERSONS IN CHARGE

Each class tutor is responsible for their class. The class tutor will report to the Year Head.

Please note that if a teacher is absent the Year Head/Head of School will check the attendance register or allocate another person to do so.

Other relevant information

Staff must check rooms regularly for fire hazards. Report these immediately to the Assistant Bursar. Under no circumstances are fire doors to be blocked and fire extinguishers or any other type of chock must not be used to prop open doors. Staff must not bring in their own electrical equipment to use in school. All electrical equipment is given a safety check each year and a label attached. If an item in your room has been missed or has a date which is more than one-year-old, please inform the Assistant Bursar.

Fire Drill and Alarm Bell testing

Staff are required to participate in full fire drill at least once per year, but usually once per term. Instructions for fire drill are given to each teacher at the beginning of each year which must be kept at a convenient point in each room. Fire drill instructions are found in the Staff Handbook. Each teacher is required to accept responsibility for a group at the Assembly Point.

Classroom Emergency Exits must not be used as normal exit routes.

Fire bell testing, extinguisher check, and fire lighting spot check area takes place every Thursday at 3.40 pm. Whole area of school will be annually checked each summer period under company service.

All staff are provided with Fire Safety Training on an annual basis and must adhere to all relevant statutory guidelines and procedures.

Other relevant information

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It is the responsibility of each member of staff to ensure that their areas of work are kept clean, free of all litter and items are stored correctly and within the Health and Safety and Fire Protection guidelines all walk-ways must be kept clear and never used for storage.