

St Michael's Church School



5:6 PROCEDURES FOR EMERGENCY EVACUATION OF THE SCHOOL

NB. Regular emergency procedure practices will be carried out.

CODE RED CRISIS:

FIRE:

If a fire is detected in any part of the School complex the School period bell will be rung continuously until it has been reported that there is no one inside the building. Alternatively, if a fire is detected by the smoke or thermal sensors, the automatic siren will sound. The Secretary will phone 111.

- Children will leave their classrooms **quickly and quietly, walking** to line up in class lines on the asphalt near the large elm tree.
- Once assembled an initial head count is to be taken of each class and one member of each class to report to the Principal that all are present. In the event that not all are accounted for, then a roll check must be made immediately.

Exit Points:

- Classes in the old stone building: North door nearest the Church
- Temporary Library: into Atrium and out through exit double doors
- New classroom block: external doors from classrooms
- Art and Technology Rooms: Emergency Exit door to Tuam street (South door)
- Music Practice Rooms: into Atrium and out through exit double doors
- Library: Durham Street (East door)
- Resource Teacher: Tuam Street (South door)
- Hall: External doors facing playground or through storage room to Tuam Street fire exit (South door).
- Offices/Staffroom: nearest safe exit

Staff Checks: Before leaving the buildings, the teacher in:

- **Year 8 will check the toilets near the North Door and Father Muschamp Room**
- **Year 7 will check the Lois Daniels Room**
- **Year 6 will check the boys' and girls' toilets**
- **Year 5 will check the Resource Rooms and Teachers Preparation rooms**
- **Year 4 will check Junior toilets**
- **The secretary / assistant secretary will check the Staffroom and Staff toilets, Music Practice Rooms, Library, Photocopy Room and Sick Bay**
- **The Principal will check the Hall and Storerooms**
- Registers of the classes being taught at the time should be taken out by the teachers.
- The pupils nearest windows should be instructed to shut those which can be quickly done, and the last person out of each room must close the door.
- Children will remain assembled, quietly under supervision, until such time as the registers are checked and the "all clear" is given - by the Principal or the Deputy Principal, in the absence of the Principal.
- In the case of a fire in the church children will remain in their classrooms until special instructions have been given*