

BELLAGHY PRIMARY SCHOOL

EMERGENCY PROCEDURES

Evacuation Procedure

As soon as the fire alarm sounds (continuous bell) all children and adults must stop what they are doing and walk out of the building through the nearest exit to the assembly point ***at the side of the football pitch, adjacent to Beatrice Villas.***

Each teacher must check the toilets closest to her classroom on leaving the building. On no account is anyone allowed to delay the evacuation by collecting any personal belongings.

Exit Routes

Exit routes for each classroom are displayed in each classroom, dining-area and other public areas. If your normal exit is blocked for any reason then use the nearest available exit.

Staff Responsibilities

- The register must be brought from each class.
- Take class register, and check that all the children are present.
- If a child is missing it must be reported to the Principal.
- Nobody is to go back into school.
- All children must walk in and out of school in a sensible manner, and line up quietly.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Principal or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children
(see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident

- All children and adults must remain outside
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

Lunchtime Fire Procedure

- The Supervisor on duty in the playground or dining hall shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Staff members will assist with above evacuation and ensure on the way out that any toilets are vacated
- The Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Fire Drills

One fire drill rehearsing all of the above will take place termly.

Request for the fire service/PSNI/Ambulance

- Dial 999 and ask for service you require
- Speak slowly and clearly
- Be prepared to give the following information -
- Telephone number 028 79386419
- Address – 79 William Street, Bellaghy, BT45 8HZ
- Your name
- The location of the fire or area of concern
- Inform the operator of the best entrance
- Explain that someone will be there to meet the crew

POLICY REVIEWED – September 2024

REVIEW DUE - September 2025