

Corpus Christi Primary School



Fire Safety Policy 2021/22

2021/22

POINTS OF CONTACT

Co-ordination of Fire Safety:	Hilary McAlea
Fire Safety equipment and General management:	Tony Buckley
Calling the Fire Brigade:	Tony Buckley Jason Mac Namara
If it is a fire drill Call Q3 Security: 061-353533 Need to be notified Before Alarm is Activated and after	Jason Mac Namara
Notification of missing persons following: Roll call at assembly point	Hilary McAlea
Assistant to Fire Brigade:	Tony Buckley
Notification of missing persons:	Hilary McAlea
Location of fire:	Tony Buckley & Jason Mac Namara
Location of Fire Hydrants:	Tony Buckley
Location of access doors:	Tony Buckley

Evacuation and Assembly Points

<u>BLOCK A</u>	
Classrooms	33,34,35 & 36
Evacuation	Brown Coloured Door (Through Senior Yard Exit)
Assembly Point	Main Entrance Yard – Assembly Point B
Report to	Jason Mac Namara
Classrooms	37, 38, 39 & 40
Evacuation	Orange Coloured Door (Through Church Exit)
Assembly Point	Church – Assembly Point A
Report to	Ms. Órfhlaith Prendergast

<u>BLOCK B</u>	
Classrooms/Office	15, 16 & 17 – 22, 23 & 24
Evacuation	Purple Coloured Door (Through Main Entrance)
Classrooms	25, 26, 27 & 28
Evacuation	Brown Coloured Door (Through Senior Yard Exit)
Assembly Point	Main Entrance Yard – Assembly Point B
Report to	Jason Mac Namara

<u>BLOCK C</u>	
Classrooms	10, 11, 12 & 13
Evacuation	Blue Coloured Door (Through Senior Infant Exit)
Assembly Point	Yard 2 – Assembly Point C
Report to	Ms. Miriam Collins

<u>BLOCK D</u>	
Classrooms/Office	5, 6, 7 & 8
Evacuation	Red Coloured Door (Through Junior Infant Exit)
Assembly Point	Yard 3 – Assembly Point D
Key Holder & Report to	Mr. Liam Kelly

BLOCK E	
Classrooms/Office	1, 2, 3 & 4
Evacuation	Yellow Coloured Door (Through Pre School Exit)
Assembly Point	Yard 3 – Assembly Point D
Key Holder & Report to	Ms. Mary Fouhy

MOVING STAFF	
Ancillary Staff	Cleaning & Maintenance
Evacuation	Through Nearest Exit
Assembly Point	Main Entrance Yard – Assembly Point B
Key Holder & Report to	Jason Mac Namara

Unless otherwise told – Emergency Services will assemble at Assembly point B.

IF EMERGENCY OCCURS DURING OCCUPATION OF HALL BY CLASS OR CLASSES

EXIT MUST BE MADE THROUGH THE MAIN HALL DOOR AND THEN PROCEED THROUGH BLOCK C TO THE BLUE COLOURED DOOR (SENIOR INFANT EXIT). CONTINUE ON TO YARD 2 – ASSEMBLY POINT C

Instructions

- 1. On hearing alarm, class lines up.**
- 2. Teacher takes class list which is on the back of the classroom door, checks toilets and follows class out.**
- 3. Close classroom door.**
- 4. Proceed to assigned exit – no talking, single file.**
- 5. Close (not lock) fire doors and all doors on escape route, which will not be used again.**
- 6. Go straight to designated assembly area.**
- 7. Take roll call.**
- 8. Report to designated person if anyone is missing.**
- 9. With the exception of searching for missing persons where feasible; no one must re-enter the building for any reason until permission is given by the Fire Brigade.**

Take Note:

If a student is not in own class he/she will evacuate building through nearest exit and make way to appropriate assembly point.

If teacher is not in own class an assigned student will take class list and class proceeds to assembly point, as does the teacher who then calls the roll. In infant classes the teacher on duty takes class list.

On a daily basis, after calling the roll write the number of children in their class on the blackboard,

Resource/Learning support teachers are responsible for the children in their class at time of evacuation.

Teachers are responsible for the children who are in their class because their own teacher is absent.

If a missing child is reported to the designated person, Ms. Hilary McAlea must be told immediately.

FIRE INSTRUCTIONS TO BE TAUGHT TO CHILDREN

- **How to raise Alarm if there is a fire – Break Glass / Call Teacher.**
- **On hearing fire alarm line up, follow the practical route.**
- **If the teacher is not in class the assigned child take the class list.**
- **Proceed to the correct assembly point, no talking, running or passing out.**
- **No one is to return to the classroom for anything.**
- **If a child is not in room on hearing alarm, he/she makes way through nearest exit to correct assembly point.**