



St. Louise's

Comprehensive College, Belfast

FIRE EVACUATION PROCEDURES FOR STUDENTS



St Louise's College is committed to ensuring the health and safety, and welfare of all students, staff and visitors to site

St. Louise's Comprehensive College

468 Falls Road - Belfast - BT12 6EN

Tel: 028 90 325631 | Fax: 028 90 269600

Email: info@stlouises.belfast.ni.sch.uk | www.stlouises.org.uk

SAFETY IS EVERYONE'S RESPONSIBILITY

Safety is everyone's responsibility - each member of staff and each student. All staff and students can help make the College a safer environment by:

- ◆ Adhering to procedure and processes on all occasions
- ◆ Ensuring that they are fully familiar with the Policy
- ◆ Getting to know all the fire exit routes available in case of emergency
- ◆ Keeping all fire exits clear
- ◆ Reading and obeying safety notices
- ◆ Reporting any concerns immediately
- ◆ Taking reasonable care for their personal health and safety and of other persons who may be affected by their acts or omissions at work

THE FIRE ALARM

The main fire alarm is a continuous ringing bell or continuous siren in all buildings (except Technology and Design and the Sports Hall)

When the fire alarm is activated the Principal's Personal Assistant (Mrs Mooney) will immediately contact the Technology & Design and the Sport's Hall with the instruction to evacuate

On hearing the fire alarm all students and staff must stop their activity and evacuate the building in an orderly manner

1. DURING CLASS

You must:

- ◆ Respond immediately to the fire alarm
- ◆ Follow the directions given by your class teacher
- ◆ Leave your bags and belongings in the classroom
- ◆ Leave the classroom/school building quickly, quietly and in an orderly fashion
- ◆ Follow your class teacher to the closest safe exit
- ◆ Follow your class teacher to the **Bus Park**
- ◆ Follow the directions of senior members of staff
- ◆ Line up with your form class in the appropriate year group area within the Bus Park (See map).
- ◆ Stay with your Form Tutor, who will conduct a head count to ensure that everyone is safe and accounted for
- ◆ Return to school and to class when your Form Tutor directs you to do so.
- ◆ Lift any litter you see

2. DURING BREAK TIME AND LUNCHTIME

You must:

- ◆ Respond immediately to the fire alarm
- ◆ Leave the school building by the closest safe exit
- ◆ Move quickly and calmly towards that exit
- ◆ Follow any directions given by teachers
- ◆ Proceed to the Bus Park
- ◆ Line up with your Form Tutor and your form class in the appropriate year group area within the Bus Park
- ◆ Stay with your Form Tutor, who will conduct a head count to ensure that everyone is safe
- ◆ Follow the instructions of your Form Tutor
- ◆ Return to school and to class when your Form Tutor directs you to do so
- ◆ Lift any litter you see

If you have been given permission to leave the class for any reason:

You must:

- ◆ Leave by the nearest exist when the fire alarm sounds and report immediately to your Form Tutor in the designated area.
- ◆ Do not return to your classroom for any reason

3. BEFORE 8.55 AM OR AFTER 3.30 PM

You must:

- ◆ Respond immediately to the fire alarm
- ◆ Leave the school building by the closest safe exit
- ◆ Move quickly and calmly towards that exit
- ◆ Follow any directions given by teachers
- ◆ Proceed to the Bus Park
- ◆ Line up with other members of your form class in the appropriate year group area within the Bus Park and await instructions for your Form Tutor or a senior members of staff

4. IF YOU ARE ATTENDING SATURDAY SCHOOL (OR CLASSES DURING OFFICIAL SCHOOL HOLIDAYS)

You must:

- ◆ Ensure that you have signed in at reception) - (You also need to sign out when leaving)
- ◆ Respond immediately to the fire alarm
- ◆ Follow your class teacher to the closest safe exit
- ◆ Follow you class teacher to the Bus Park
- ◆ Line up with other members of your class in the appropriate year group area within the Bus Park and await instructions from a senior member of staff
- ◆ The teacher in charge will direct you to the nearest exit

If you are in school for independent study you should:

- ◆ Respond immediately to the fire alarm
- ◆ Leave the school building quickly and calmly by the closest safe exit
- ◆ Follow any directions given by teachers
- ◆ Proceed to the Bus Park
- ◆ Find the Study Supervisor or a senior member of staff to inform them you are safe and accounted for

