

Belfast Model School for Girls

Achievement for All



Procedures for Fire Drill/Evacuation of School

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2010

Teacher in charge of procedures: Mr Hamilton.

Key Points

- On every occasion when the alarms sound (either Fire or Gas), the school must be evacuated, by all staff and pupils.
- If the alarms stop sound, the evacuation must continue regardless until all staff and pupils are safely gathered at the assembly points.
- Classes are to be registered at assembly points by form tutors, report anyone missing to the office.
- Everyone is to remain at assembly points until instructed to return to the building by a member of SLT.
- The Principal and SLT members have overall responsibility by ensuring the prompt and complete evacuation of the building.
- Form tutors are asked to emphasise to their pupils the main points regarding fire drill, especially the importance of moving quickly to the assembly points.
- All staff are asked to check rooms in their areas of responsibility to ensure that the evacuation is complete.
- All staff are asked to familiarise themselves with the relevant signage and location of assembly points, to ensure there is speedy, effective evacuation.