

# **FIRE AND EMERGENCY EVACUATION PROCEDURES**



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## **Introduction**

The Fire Evacuation Procedures herein, are provided, as an instruction guide for all persons should there be a need to evacuate the HolyCrossCollege building. All staff must ensure they read through the procedures in order to act in a competent manner in the event of an evacuation.

These fire and emergency procedures will be reviewed on an annual basis and revised if necessary by the College Health and Safety Committee.

## **General Emergency Evacuation Procedures**

In the event of the fire alarm being activated, the alarm bell will sound continuously in all parts of the building.

The following procedures must be followed:

On hearing the fire alarm all persons must leave the building via the nearest available fire exit and make their way to the appropriate muster area on the Gaelic pitch.

Do not

- Use the lifts.
- Run down stairs or in other parts of the College.
- Do not smoke at the assembly point.
- Do not wander off from the assembly point.
- Do not re-enter the building until confirmation is received from the Chief Fire Officer or a member of College Management.

**It is the responsibility of all College staff to ensure all pupils leave the building in a safe and calm manner. Should a member of staff or pupil not be accounted for, an employee of Emergency Services/College/Interserve Facilities Management must be notified immediately.**

THE GOLDEN RULE

**"REMAIN CALM AND DO NOT PANIC"**

# Fire Evacuation Procedures

## College staff only

If you discover a fire, raise the alarm immediately at once by operating the nearest fire alarm call point (red box mounted on the wall with the wording "fire break glass"). The Fire Brigade will be automatically dispatched.

## Pupils only

If a pupil discovers a fire, he/she must inform the first College Staff nearest to him/her immediately.



## THE FIRE ALARM SOUND IS A CONTINUOUS ALARM BELL

All fire doors must be closed as you leave. Fire doors will have the following sign:



## The Assembly Points are as follows:

- Area 1** Tennis Courts at side of Gaelic pitch – gates 1-3: KS3  
(Registration Group Names painted on tarmac for lining-up purposes)
- Area 2** Tennis Courts at side of Gaelic Football pitch – gate 4: KS4  
(Registration Group Names painted on path at right side of pitch for lining-up purposes)

**Area 3**      Tennis Courts at side of Gaelic Football pitch – Gate 5(Back of tennis court): Post 16  
*(Registration Group Names painted on path at right side of pitch for lining-up purposes)*

**A member of College Senior Management  
will be located at each nomd assembly point.**

## **Fire-Fighting Equipment**

The building is equipped with a range of fire extinguishers, which should only be used if trained to do so.

### **Types of fire extinguishers**

<b>Colour</b>	<b>Type</b>	<b>Purpose</b>
Red (full body)	Water	Only to be used on paper or textile fires. <b>Caution:</b> not to be used on electric or oil based fires.
Black Band around body	Co2	Only to be used on electric based fires.
Blue band around body	Powder	Can be used on all types of fires ( <i>universal</i> ).
Cream band around body	Foam	Only to be used on oil based fires.



There are also fire blankets installed in rooms that have a means of cooking facilities or equipment that produce flames etc.

## Special Arrangements for Pupils with Limited Mobility

There are currently three students who are wheelchair bound in the college. On hearing the fire alarm, their classroom assistants and other designated staff should take them to one of the four stairwells where there is an evacuation chair, if they are on the first floor. The pupils should be securely placed in the evacuation chair, brought downstairs and then taken to the appropriate refuge point. If they are on the ground floor when the alarm sounds, the classroom assistants and other designated staff should take them directly to the appropriate refuge point.

The evacuation chairs are located at the top of the following stairwells:

- 1. Stair 1**     Refuge Point: Footpath directly opposite fire exit.
- 2. Stair 4**     Refuge Point: Bench close to fire exit.
- 3. Stair 6**     Refuge Point: Tarmac close to bicycle shed.
- 4. Stair 10**    Refuge Point: Centre of courtyard between gymnasium and sports-hall.

On arrival, members of the emergency services will be directed to the appropriate refuge points to take care of these pupils, if necessary. Adults with responsibility for those pupils should remain with them outside the building for as long as required.



# **Departmental Emergency Procedures**

## **Physical Education (PE)**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exits located at either end of the corridor. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion. (Pupils and teachers participating in outdoor activities should make their way to the appropriate muster point.)

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Science Ground Floor**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exit located at the end of the Science Corridor, this is clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Music and Drama**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exits located at either end of the Music Corridor. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Interserve Facilities Management must be notified immediately.

### **General Office/Resources Room/Medical Room**

On hearing the fire alarm all teaching staff and pupils must leave the building by the main staff entrance doors at the front of the college. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

### **Multi-Purpose Hall**

On hearing the fire alarm all teaching staff and pupils must leave the building by the doors of the main Key Stage 3 entrance. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

### **English**

On hearing the fire alarm all teaching staff and pupils must leave the building by the doors leading onto the Key Stage 4 Courtyard and the gates at either side of the Technology Block. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Modern Languages**

On hearing the fire alarm all teaching staff and pupils must leave the building by the Sixth Form Entrance located between the modern languages and drama departments. This is clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Canteen**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exits located on either side of the serving area. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Religious Education and Home Economics**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exit located at the end of the Home Economics Corridor or the one at the bottom of Stair 2, whichever is the nearer. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Interserve Facilities Management must be notified immediately.

### **Principal's Office/Principal's Secretary's Office/ Board Room & Administration**

On hearing the fire alarm all teaching staff and pupils must leave the building by the main staff entrance located at the front of the college. This is clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

### **Staff Room Ground Floor**

On hearing the fire alarm all teaching staff or any pupils must leave the building by the doors leading on to the Key Stage 4 Courtyard and the gates at either side of the Technology Block. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil/member of staff is missing an employee from Interserve Facilities Management must be notified immediately.

### **Oratory and Offices adjacent to the Canteen**

On hearing the fire alarm all teaching staff and pupils must leave the building by the main Key Stage 3 entrance. This is clearly marked by a green running man signs. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Technology**

On hearing the fire alarm all teaching staff and pupils must leave the building by the main entrance to the block facing the Gaelic pitch area. This is clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Learning for Life and Work, Learning Support & Staff Room 2**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exits located at the bottom of Stairs 3 and 4 on either side of the Key Stage 4 breakout area on the first floor and the gates on either side of the Technology Block. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Interserve Facilities Management must be notified immediately.

## **Art and PE Classrooms**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exits located at the bottom of the Stair 1 adjacent to the PE classrooms or Stair 2, whichever is the nearer. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Science First Floor**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exit located at the bottom Stair 5 at the end of the Science Corridor and the gate adjacent to the Technology Block. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the muster point in an orderly fashion.

On arrival at the muster point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **Rooms above the Technology Block**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exit located the bottom of the Stair 1 adjacent to the PE classrooms in the Art Corridor. This is clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the assembly point in an orderly fashion.

On arrival at the assembly point, a roll call must be conducted in order to establish if any person is missing. If it is found that a pupil is missing a member of Interserve Facilities Management must be notified immediately.

## **Environment and Society & Mathematics**

On hearing the fire alarm all teaching staff and pupils must leave the building by the Stair 9 leading to the Sixth Form Entrance or Stair 10, whichever is the nearer. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the assembly point in an orderly fashion.

On arrival at the assembly point, a roll call must be conducted in order to establish if any persons is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

**CPD Group Room/Media Studies/Sixth Form Centre/Library/  
Careers/Staff Room 3, Assessment, Guidance, & 13 and 14 Year  
Heads' Offices**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exits located at the bottom of the Stair 7 or Stair 8, whichever is the nearer. These are clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the assembly point in an orderly fashion.

On arrival at the assembly point, a roll call must be conducted in order to establish if any persons is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

**Information Technology/Business Studies**

On hearing the fire alarm all teaching staff and pupils must leave the building by the fire exit located at the bottom of the Stair 6. This is clearly marked by a green running man sign. Once outside the building all pupils and teaching staff must make their way to the assembly point in an orderly fashion.

On arrival at the assembly point, a roll call must be conducted in order to establish if any persons is missing. If it is found that a pupil is missing a member of Senior Management or Interserve Facilities Management must be notified immediately.

## **FIRE MARSHALLS AND AREAS**

<b>Vice-Principal KS3</b>	Canteen, Oratory, Reception, Administration, Lecture Theatre, Multi-Purpose Hall
<b>Vice-Principal KS4</b>	Science Department, Staffrooms 1 & 2, Learning Support
<b>Principal</b>	Art, LLW, HE, RE and PE Classrooms on 1st Floor
<b>Mr G Neeson</b>	Business Studies & ICT Corridor, Library, Assessment, Careers and Staffroom 3
<b>Mr B Gormley</b>	PE area and Facilities Management
<b>Mr L Boyle</b>	English and Modern Languages
<b>Mrs C Meyler</b>	Music & Drama
<b>Mr F. McGavigan</b>	Technology and the classrooms above Technology
<b>Mr A McAlary</b>	Environment & Society and Mathematics

## **FIRE MARSHALLS' ROLES**

1. To facilitate the efficient, controlled and safe evacuation of the building.
2. To check that their area has been completely evacuated.
3. To ensure that pupils with limited mobility have been attended to by the emergency services.
4. To assist with assembling pupils in class lines at their muster areas.