

# Fairview Primary School



## EMERGENCY EVACUATION POLICY

**Date Ratified: August 2013**  
**Last Review Date: August 2026**  
**To Be Reviewed: August 2027**

# **FAIRVIEW PRIMARY SCHOOL (Updated Sept 2026)**

## **PROCEDURE IN THE EVENT OF AN EMERGENCY EVACUATION DUE TO FIRE, GAS OR BOMB**

Fire doors in corridors will be held open by electronic locks which release in the event of the fire alarm sounding.

Exit doors in the building are locked between 5.15 pm and 5.30 pm. Please ensure that you have left the building before 5.30 pm using the exit door beside Room 8.

### **SIGNAL FOR EVACUATION**

The signal for the evacuation of the building shall be the intermittent ring of the school bell.

### **EVACUATION ROUTES**

The evacuation of the building shall commence immediately on hearing the alarm.

#### **From classrooms**

You should evacuate by the nearest safe route indicated by green arrows. See exit routes listed at end of this document. On the door of each room is an evacuation notice indicating these safe routes as well as the assembly points. Staff using each room must familiarise themselves with the information on each notice.

#### **From the assembly hall**

Evacuation from the assembly hall is by the fire exit door which opens by pushing the bar as directed on the door. Alternative routes are available *but* should only be used if this exit is blocked by fire

- Through the main entrance, into the entrance hall and out the front door
- Through the exit opposite Room 22 (staff room corridor) and out through door at end of that corridor towards senior playground

In the event of a fire during assembly time, evacuation should be by the nearest safe exit. For all assemblies, this will mean classes evacuating through each of the three exits, providing it is safe to do so. Provided it is safe to do so, classes should make their way to their designated assembly point upon leaving the building.

#### **From the canteen**

The supervisors will escort the children out by the nearest safe exit (exit doors at top right of canteen or through main door and out side door at Room 8) to the assembly point which will be the front playground. Teachers will evacuate immediately and proceed to the appropriate playground (normal class assembly point) to be reunited with their classes for a roll call.

Should a pupil be in the canteen on a message e.g. healthy break, canteen staff will guide the pupil(s) through their exit door and reunite pupils with their teacher.

**From the lunch rooms**

The supervisors will escort the children out by the nearest safe exit to the assembly points – as per evacuation guidelines for that classroom. Supervisors on duty in a lunch room must make themselves familiar with these guidelines. Supervisors should stay with the children until the class teacher has arrived to take over.

**Extraordinary Circumstances**

Should a child be on a message anywhere in the school grounds when the fire alarm sounds, they should join the class nearest to their current location. The child should inform the teacher with that class of their presence and remain with that class until it is safe to be returned to his/her own class. The teacher who has the extra pupil should ensure the senior teacher in that playground is informed, who in turn should ensure the child's class teacher knows of the pupil's whereabouts.

## EVACUATION PROCEDURE

During fire drills you may find a usual route blocked by cones to simulate the route being blocked by fire or smoke. This will allow practice for you to decide on the next nearest safe route. Evacuation should not be delayed by attempting to bring any personal belongings such as coats, bags etc. The aim is to evacuate the children as quickly and as safely as possible.

Everyone should evacuate in an orderly fashion without panic or noise. Fire drills should emphasise this point. Teachers should evacuate at the back of the line, ensuring all children are ahead of them and therefore heading out of the building. In the event of an exit door being wedged open, the last teacher out should, without compromising their own safety or that of the pupils in their care, ensure the door is closed following exit. Good practice dictates that the child at the front of the line should hold the fire door open before rejoining his/her class at the end of the line in front of the teacher who will exit last. Upstairs classrooms which share a set of stairs should evacuate one class at a time to ensure safety and reduce the risk of falling.

**\*\*Primary 1 teachers will lead their line as they exit the building. Classroom assistants, if available, will stay at the rear of the line.**

Children should be trained that if the fire alarm activates when they are out of the classroom they should not try to make their way back to the classroom but to join the nearest class to their current location (see Extraordinary Circumstances above).

Small group teaching and SEN pupils should be escorted by the support teacher to their own class assembly point after evacuating the building by the nearest safe route.

Should a class be participating in P.E. when the fire bell sounds, evacuation should occur via the main fire exit in the hall, as detailed on page 1, and onto that class's assembly point for roll call.

Should a fire occur during assembly, the classes involved should evacuate as quickly as possible, using all the fire exits available in the hall. Classes should then proceed, provided it is safe to do so, to their registered assembly point for roll call.

Should a fire occur at lunch time, teachers will evacuate the building to their normal class assembly point. Upon arrival of teachers in each of the playgrounds, supervisors will accompany children not currently in the correct playground to their teacher in another playground for a roll call. Teachers should remain with their class.

Each teacher will be given their roll sheet at the assembly point by a member of the office staff. Teachers should check that the pupils tally with those marked present in the roll book. A report should then be made to the co-ordinator for that assembly point.

If, in the event of a real fire, you discover someone is missing DO NOT enter the building. Inform the principal, vice-principal or senior teacher, whoever is applicable at your assembly point, so that they may inform the Fire Brigade. Returning to the building is not permitted except on the authority of the Principal for fire drills or the Fire Brigade for real fires.

All non-teaching staff (classroom assistants evacuate with their pupil) and visitors to the school should evacuate by the nearest safe route

## ON DISCOVERING A FIRE

On discovering a fire you should raise the alarm by breaking the glass at the nearest fire point (locations detailed below).

Your priority is the safety of the children and others; you should only tackle a small fire if there is no threat to life and if you feel confident and capable of doing so. Location and type of Fire Extinguisher is detailed in appendix 1.

When the fire alarm sounds, all occupants of the building will begin to evacuate. It is the responsibility of Mr Jefferson to complete a sweep on the main building, upstairs and down. Mr McAllister will complete the sweep in Mr Jefferson's absence and liaise with Mr Jefferson when both are in attendance.

Upon discovering a fire (or other need to evacuate) in a mobile, the teacher should press their panic button and immediately begin evacuation of the room. Teachers in mobiles should guide children out of the building before leaving themselves at the rear of the line, ensuring all children are out. Assembly point will become the senior playground and **not** the Field. Office staff will contact other mobiles accordingly.

## CONTACT OF FIRE BRIGADE

The Fire Brigade will be contacted by the Principal or the office staff. Your responsibility is to begin the evacuation of your class.

In the event of inaccessibility to the office the telephone in the canteen can be used to contact the Fire Brigade. The responsibility for contacting the Fire Brigade is (in order of availability):

Office Staff  
Principal  
Vice-Principal

## LOCATION OF ALARM POINTS (FA)

1. Beside infant corridor exit door
2. Beside main door in entrance hall
3. Assembly Hall – top left when entering
4. Beside exit door on staff room corridor
5. Beside exit door at Learning Support 2 (Mrs Knowles)
6. Bottom of P6 exit stairs
7. Beside exit door at Room 8 – end of main corridor
8. Canteen beside Fire Door 8
9. Boiler Room
10. Lawnmower store beside vegetable garden

## LOCATION OF FIRE EXTINGUISHERS AND TYPE (FE)

- See Appendix 1

There are 4 main types of fire extinguisher:- Water, Foam, Dry Powder and Carbon Dioxide. Two of these types can be found in Fairview Primary School. Fire extinguishers are serviced annually by arrangement of the EA (North Eastern Region).

| Type of Extinguisher | Colour                   | Application                                                           |
|----------------------|--------------------------|-----------------------------------------------------------------------|
| Water                | All red                  | Paper, wood, textile and fabric. Must not be used on electrical fires |
| Carbon Dioxide       | Red with a band of Black | Electrical fires, flammable liquids and flammable gases               |

## ASSEMBLY POINTS

- For Rooms 1, 2, 3, 4, 9, 10, 11 and 12      Infant Playground
- For Rooms 6, 7, 8, 13, 14 and 22      Senior Playground
- For Rooms 15, 16, 17, 18, 19, 20 and 21      Field beside mobile classrooms

At each assembly point, the following member of Senior or Middle Management will assume the role of coordinator.

- Infant Playground – Mrs Norris (Miss Earls as cover)
- Senior Playground – Mr Kennedy (Miss Paul as cover)
- Field – Miss McClelland (Mrs Penney as cover)

## EVACUATION FROM ASSEMBLY POINTS

In the event of a raging fire the children must be taken to a safe distance:

- Infant Playground      to the High School grounds
- Senior Playground      into Merion Avenue
- Field beside mobile classrooms      along path into Thornhill Estate

It is normal practice for school gates to be locked during the day. As this is the case, it is the responsibility of the school secretary to bring the keys out to the assembly points as she leaves the building.

In the event of an evacuation due to a bomb scare, the whole school will exit as normal. Assembly Point coordinators will be informed of the situation and advise the teachers evacuating to their Assembly Point accordingly. Classes will then make their way to the front of school and out the front gates.

As the evacuation may be for a period of time, the principal's secretary (Principal in her absence) will bring pupil medications with her as she leaves the building. These will be passed to class teachers after arriving at the safe location.

The following two venues have been confirmed as safe locations:

- Ballyclare High School rugby and/or gravel pitches
- Ballyclare Presbyterian Church

The Vice Principal (or Principal in VP absence) will decide on which location to use. The Vice Principal will lead the lines of classes to the safe location. Each class teacher should take a headcount immediately after leaving the school gates and again at the safe location. The Principal will follow after all classes and staff have been safely evacuated.

Immediately upon receiving the threat (bomb scare), the responsibility for contacting the Police is (in order of availability):

Principal  
Vice-Principal  
Office Staff

The Fire Bell will be sounded. As mobile classrooms cannot generally hear the bell, phone calls will be made to each classroom (Rooms 13-21) by office staff or other available staff. Message will be 'EVACUATE'.

**Leigh to call:**

|              |     |
|--------------|-----|
| Mrs Craig    | 213 |
| Miss Owens   | 206 |
| Mrs McKenzie | 204 |
| Miss Cooke   | 209 |

**Helen to call:**

|                 |     |
|-----------------|-----|
| Mrs Pen/Hynd    | 208 |
| Ms Jordan       | 205 |
| Miss McClelland | 207 |
| Mrs McReynolds  | 212 |
| Miss Paul       | 211 |

After all pupils and staff have been accounted for, efforts will be made to inform parents of the situation. This will either be by text service, school website or the school Twitter account. This may **not** be possible and the safety of our pupils and staff will always take priority.

The Principal and Vice Principal will liaise with the Fire and Police Service regarding returning to school and make arrangements for pupils accordingly.

## EXIT ROUTES

|                                          |                                                                                                                                                                            |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rooms 1, 2, 3, 4                         | through exit door in infant corridor to infant playground. Room 4 to evacuate to the left, Rooms 1-3 to evacuate to the right and then through play area to assembly point |
| Room 6, 7 and Learning Support 2         | through middle exit door in senior corridor into the senior playground                                                                                                     |
| Rooms 8                                  | through end door of senior corridor to car park and on to senior playground                                                                                                |
| Rooms 9, 10                              | turn left at the bottom of the stairs and out through the main entrance at the office into infant playground via steps                                                     |
| Rooms 11, 12                             | continue down bottom stairs and out fire exit at bottom of stairwell. Turn right and head to infant playground via path                                                    |
| Rooms 13, 14 Mobiles                     | straight into senior playground                                                                                                                                            |
| Room 22                                  | turn right from classroom and out Fire Exit at end of corridor into senior playground                                                                                      |
| VP Office                                | turn right and out Fire Exit at end of corridor into senior playground                                                                                                     |
| Learning Support 1 (Sensory Room)        | through end door of senior corridor into front playground.                                                                                                                 |
| Rooms 15, 16, 17, 18, 19, 20, 21 Mobiles | onto adjoining field and line up beside fence at hedge.                                                                                                                    |

### Assembly Points 2025/2026– Supervisor Information

| <b>Infant Playground</b> | <b>Senior Playground</b> | <b>Field</b>           |
|--------------------------|--------------------------|------------------------|
| Mrs Beattie              | Miss Wallace             | Miss Cooke             |
| Miss Millar / Mrs Wilson | Mrs McIvor               | Miss Owens             |
| Mrs Graham/Mrs Strong    | Mr Kennedy               | Mrs McKenzie           |
| Mrs McQueen              | Miss Paul                | Mrs Craig              |
| Miss Harrison            | Mrs Houston              | Miss McClelland        |
| Mrs McCullough           | VP Room                  | Mrs Penney/Mrs Hyndman |
| Miss Earls               | Small Group Room (Rm13)  | Ms Jordan              |
| Mr Ritchie               |                          |                        |
| Learning Support 1       |                          |                        |
| Office Staff             |                          |                        |

*Canteen evacuated to senior playground*

*Lunch rooms evacuated as per instructions for that room*

*Assembly Hall (wet lunch) to be evacuated using all three exits to nearest playground – at least one supervisor to accompany children out each exit*

## **Appendix 1**

### **Location and Type of Fire Extinguishers**

| <b>Number (FE)</b> | <b>Location</b>                             | <b>Type</b>    |
|--------------------|---------------------------------------------|----------------|
| 1                  | Infant Reading Area                         | Water          |
| 2                  | Main Entrance                               | Water          |
| 3                  | Main Entrance                               | Carbon Dioxide |
| 4                  | Assembly Hall                               | Water          |
| 5                  | Staff Room Corridor                         | Water          |
| 6                  | Beside exit door at Vice Principal's office | Water          |
| 7                  | Outside Senior Toilets                      | Carbon Dioxide |
| 8                  | Medical Room                                | Carbon Dioxide |
| 9                  | Top of stairs between Rm11 and Rm12         | Carbon Dioxide |
| 10                 | Top of stairs between Rm11 and Rm12         | Water          |
| 11                 | Top of stairs between Rm9 and Rm10          | Carbon Dioxide |
| 12                 | Top of stairs between Rm9 and Rm10          | Water          |
| 13                 | Canteen entrance door                       | Water          |
| 14                 | Room 13 – Small Group                       | Water          |
| 15                 | Room 14 – P5P                               | Water          |
| 16                 | Room 14 – P5P                               | Carbon Dioxide |
| 17                 | Room 15 – P4C                               | Carbon Dioxide |
| 18                 | Room 15 – P4C                               | Water          |
| 19                 | Room 16 – P5C                               | Water          |
| 20                 | Room 17 – P4C                               | Water          |
| 21                 | Room 18 – P4E                               | Water          |
| 22                 | Room 19 – P3McC                             | Water          |
| 23                 | Room 20 – P2J                               | Water          |
| 24                 | Room 20 – P2J                               | Carbon Dioxide |
| 25                 | Room 21 – P2P/H                             | Water          |
| 26                 | Room 21 – P2P/H                             | Carbon Dioxide |

## ***Appendix 2***

### **Location of Emergency Lighting**

1. Main Entrance
2. Canopy outside Main Entrance x2
3. Assembly Hall x3 (1 at each door)
4. Staff Room Corridor x2 (1 at each end)
5. Exit door outside VP Office x2

## ***Appendix 3***

### **Location of External Fire Doors (FD)**

1. Infant corridor
2. Main entrance
3. Assembly hall
4. End of Staff Room corridor
5. Beside VP office
6. Bottom of P6 (Rooms 11 and 12) stairs
7. End of main corridor at Room 8
8. Canteen