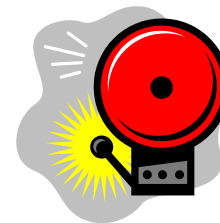


ENNISKILLEN MODEL PRIMARY SCHOOL

FIRE/EVACUATION INSTRUCTIONS (MANAGEMENT PLAN)

SEPTEMBER 2025 – UPDATED/ACTIVE VERSION



The prevention of fire:

Combustible material must not be left on or close to heaters, computers etc. Care should be taken to ensure that all electrical equipment is switched off at the end of the day. Annual checks of the school's fire equipment will be supported (organised by the Education Authority)

Staff will report any concerns to the principal.

Curriculum topics will promote good fire safety habits.

N.B. EDUCATION AUTHORITY FIRE SAFETY AWARENESS TRAINING VIDEO LAST WATCHED COLLECTIVELY BY ALL TEACHING, NON-TEACHING STAFF AND GOVERNORS IN AUGUST 2023. COMPLETION CERTIFICATE FILED. THIS GUIDANCE IS DRAWN TO THE ATTENTION OF ALL STAFF ANNUALLY AND UPDATES ARE RELAYED ABOUT THIS POLICY AFTER FIRE DRILLS – A COPY OF WHICH IS ON DISPLAY IN MANY AREAS THROUGHOUT THE SCHOOL.

UPON OBSERVING SIGNS OF FIRE:

- 1. Break nearest fire-alarm panel - each member of staff must be aware of locations
- 2. Contact the office immediately using internal phone/verbally/adult messenger
- 3. The office staff will ring 999
- 4. Evacuate the building using the nearest available exit.

ALL FIRE EXITS MUST BE LEFT CLEAR ON ALL OCCASIONS.

This policy applies to everyone who is in the building at the time of evacuation. All guests in school are asked to sign in at the office for purposes of safeguarding and to assist with accounting for the occupants of the building at the time of a fire/emergency. Each class teacher has the responsibility of knowing who should be accounted for in their respective classroom.

This school does not ask anyone to attempt to extinguish a fire or use specialist equipment (regardless of its size).

EXITING THE BUILDING:

ASSEMBLY POINTS – MUSTER STATIONS A, B and C

MUSTER A – Far side of playground close to the netball court and beside the play trail (Castlecoole Roadside) – KS2 classes

MUSTER B – Far side of playground, on the football pitch (Castlecoole Roadside) – KS1 classes

MUSTER C – Far side of playground, right of the football pitch and close to the play trail (Castlecoole Roadside) – FS and Language Centre classes

ACTION UPON HEARING THE ALARM:

1. Long continuous ring of the bell.
2. Leave in an orderly and lined fashion - there is no need to run. Bring (only) essential medical supplies pertinent to the very specific needs of a child/children in your class and close classroom and cloakroom doors. Sort own spacing on exiting and when lining up in the designated Assembly Point. Only one class at a time to use the stairwells (up and down). **N.B. THE LIFTS ARE NOT TO BE USED**
3. LC and P1 to P3 classes (note exception below to P2G) – exit via cloakroom/cloakroom fire doors and make own way to the playground - MUSTER B or C
4. P2G should use the same fire exit as P2N - MUSTER C
5. P7 and P5J exit via stairwell one and make own way to the playground. MUSTER A

6. P6 and P5K exit via stairwell two and make own way to the playground. MUSTER A
7. P4 exit via stairwell three and make own way to the playground via the kitchen link road route (use exit closest to the link corridor at black metal gates when leaving the building) MUSTER B
8. Children who are with SEN support (e.g. Sunshine Room) or with another visitor/support person in the District Office at the time the alarm sounds, will be escorted to the Assembly Area at MUSTER A, B or C to join their class using the exit at the end of the link corridor, going through the black metal gates to make their way to the playground via the kitchen link road route.
9. Other District Office users, non-teaching staff and visitors to the school should leave the building immediately using the nearest fire exit (these are clearly labelled). Proceed to the Fire Assembly point (Muster A, B and C) located in the playground as documented on Visitor passes and in 'Guidance for Students and Visitors' – on display at the office window.
10. Kitchen staff to exit via the dining hall – all convene close to MUSTER A
11. Fire wardens to check areas as detailed below and should then leave via the nearest available exit once relevant area is deemed empty of pupils/adults.
12. If in the Assembly Hall/Dining Hall when the alarm sounds use the exit closest to the playground and make your way to the relevant MUSTER station.
13. If in ICT room, Multi-purpose rooms, Reprographics room or Staffroom when the alarm sounds use the exit at the end of the link corridor, go through the black metal gates and then make your way to the playground via the kitchen link road route. Assemble at MUSTER A, B or C according to Key Stage.

**** ON LEAVING IT IS IMPORTANT TO CLOSE ALL DOORS ACCESSING CLASSROOMS ****
****IN THE EVENT OF A REAL FIRE CORRIDOR FIRE DOORS WILL CLOSE AUTOMATICALLY****

THE ALARM SIGNAL:

- Continuous long ring of the school bell – **lasting more than 10 seconds.**
- Repeated blasts on whistle/sounding of hand bell (in event of main school bell system failing to operate)

All such alarms must be treated seriously. On hearing the alarm all staff and pupils (apart from fire wardens) must evacuate the building in an orderly fashion. Any visitors must proceed to assembly points.

This alarm is tested regularly and fire evacuation drills are held once per term (announced or unannounced).

On occasions, regular fire exit routes will be blocked to trial alternative procedures.

THE ASSEMBLY AREAS:

MUSTER POINTS A, B and C – 'ASSEMBLY AREA'.

Classes assemble independently (and calmly) after leaving the school building.

This area will be used regardless of the weather and only relocated if circumstances dictate otherwise (staff will be informed if the latter is necessary).

In all instances the principal, vice principal and additional named fire wardens will check toilets, bottom and top corridors respectively. If they oversee a class at the time then the assistant assigned to that class must go immediately to that class to take over - leading/waiting with the pupils. Failing this - pupils should be instructed to accompany a neighbouring class

Fire Wardens (x5):

All check specific zones and then evacuate the building.

W. Glass (District Office and all Office areas including staff/visitor toilets)

J. Murray (Dining hall, Assembly Hall, Changing rooms, SALT Room and Rooms 1 to 3)

S. Griffith (Rooms 4 to 8 and all toilet areas directly off this corridor)

A. Keys (Rooms 9 to 12 and the Library)

R. Coulson (Rooms 13 to 16 and all toilet areas directly off this corridor)

The Cook in charge takes sole responsibility for the kitchen staff and their evacuation, ensuring all have exited and that access doors are closed. .

Other designated staff to deputise if wardens are absent e.g. Office Secretary (for Mr Glass)
Mrs McClure (for Mrs Murray)
Mrs Johnston (for Mrs Griffith)
Mrs Smith (for Mrs Keys)
Mrs McCartney (for Mrs Coulson)

Snatch files have been provided for the above.

Considering their being 3 Muster Points (A, B and C) 'Snatch Files' will be at hand for each fire warden who will be responsible for ensuring that their area is cleared of adults/pupils and that all are accounted for in the Muster Point. Each fire warden will exit from the nearest/last fire exit.

Office Staff – having contacted 999 and secured the main entrance to avoid entry to the building, should evacuate the building and bring class registers. **Telephone numbers for all pupils will also be brought to the Assembly Area.**

OUT OF SCHOOL USERS:

The school's procedures will be made clear to all users and appropriate checks will be made about potential fire hazards at the end of use.

Guidance will be given to large audiences as to what the procedures will be in the event of an evacuation being necessary

Pupil Control:

All movements should be brisk and purposeful, but at the same time orderly and safe

Pupils and adults must WALK out of school and across the playground

Special care should be taken during the descent of stairs and when accompanying children who may need help. A Personal Evacuation Plan (PEP) is available should pupils have major mobility problems. **Again, the lifts are not to be used.**

Each class should leave internal doors shut and **close fire doors behind them (not those in the corridor as they close automatically)**. **The last adult leaving the building will close the external doors to prevent access to the school during the evacuation (there is no need to worry about switching off lights, computers etc.)**

IMPORTANT

Practice Drills will **sometimes** be notified in advance. On each occasion the school will aim for a 2.5-minute evacuation of the premises

ALL ALARMS SHOULD BE TREATED AS GENUINE

- All escape routes are signed and fire doors labelled 'Fire Door Keep Shut'.
- The principal and caretaker ensure proper fire prevention practices are maintained and relevant training given in accordance with EA guidance.
- A 'Fire Action' notice is displayed in various areas around the school and near the main entrances.
- This policy complements procedures outlined in the EA 'Health and Safety Manual'.

See 'Critical Incident Policy' - protocol for other incidents (reviewed following new guidance in 2020/2021). All class teachers have access to emergency contact numbers in their classroom.

Revised – September 2025

Fire Audits available via the office (most recent visit was in May 2023) – new building. The caretaker keeps records.

AS CONTAINED IN OUR CRITICAL INCIDENT POLICY, THE PROCEDURES OUTLINED IN THIS POLICY WILL ALSO APPLY TO OTHER OCCASIONS WHEN AN EVACUATION OF THE SCHOOL/GROUNDS IS CONSIDERED NECESSARY E.G. INTRUDER, BOMB SCARE. IF DEEMED NECESSARY THE ASSEMBLY POINTS WILL CHANGE – THE OTHER SIDE OF CELTIC PARK IS OUR STANDBY DESIGNATED ASSEMBLY AREA (ACCESSED ONLY BY CROSSING CELTIC PARK) – STAFF WILL BE GUIDED ACCORDINGLY.