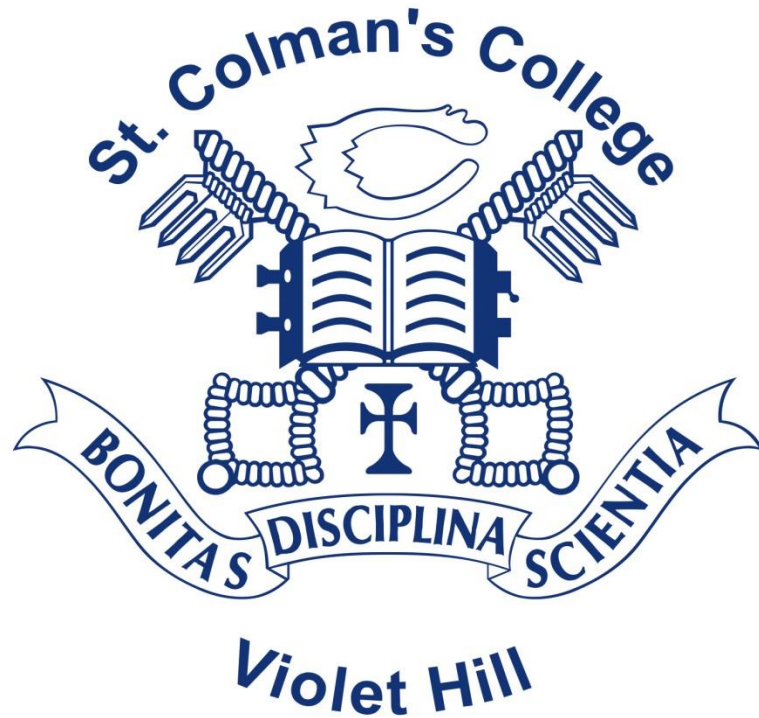


***ST. COLMAN'S COLLEGE  
VIOLET HILL***



***Emergency Evacuation Policy***

*Date of Policy: 2012  
Last Reviewed: Oct 2016  
Reviewed by: Mr C O'Hare  
Next Review: Oct 2017*

## **EMERGENCY EVACUATION OF COLLEGE PREMISES**

*(Reviewed September 2016)*

### **Muster Point - 3G Pitch at the side of the College**

*An emergency evacuation will take place, once per term. The primary aim of an evacuation is to ensure all occupants are evacuated from the building in a safe and secure manner. In the event of an exit route being blocked the nearest available exit should be used.*

Teachers are responsible for leading their class to the Muster Point in a safe and secure manner. **All** members of staff should be familiar with their nearest exit and an alternative route out of the building.

- (a) The fire bell will ring continuously – All persons on the premises must evacuate the building immediately via the **Nearest Emergency Exit** marked –



- (b) Students will leave their classroom and teachers will lead them to the Muster Point on the 3G Pitch. Students must leave when instructed; they **must not** take any property with them. Students who are not in class must go directly to the 3G Pitch and assemble with their Form Group.

### **All Staff must assemble at the Muster Point – 3G Pitch**

Students will line up in Form Class groups facing the sign for their Form Class

- (a) 1st & 2<sup>nd</sup> Year students will line up starting with J1A on the far left of the 3G Pitch followed then by 2<sup>nd</sup> years (J2A) etc.  
(b) 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Years students will line up adjacent to J2E starting with J3A.  
(c) 6<sup>th</sup> & 7<sup>th</sup> Year students will line up on the adjacent to S2G starting with S3(1).  
(b) Subject Teachers or Form Teachers will lead their class to the appropriate place at the Muster Point and then make their way to their Form Group to check the Register.  
(c) Copies of **CLASS Lists and an Absence record for that day** will be supplied by members of office staff and distributed as follows to the appropriate Year Head.

1st Year Mrs L. Grant  
2nd Year Mr M. McLaughlin  
3rd Year Mrs S. O'Hare  
4th Year Miss C. McSorley  
5th Year Mrs R. Jordan  
6th Year Mr C. Sweeney  
7th Year Mr M. Doran

Form Teachers are responsible for checking their own class and reporting those absent to their Year Head. Year Heads will have the **DAILY ABSENCE REPORT** for their own Year to check that all those reported as absent to them match the **ABSENCE REPORT**. All unaccounted students will be reported to SLT (**Mr C. O'Hare**) **immediately** who will check further records. In the absence of Mr C. O'Hare – Mr Michael Doyle will deputise on his behalf).

**Line Managers are responsible for checking his/her team members.**

**Mr McKinney (Principal) to liaise with Fire Authorities/Emergency Services etc**

**Year Heads** report to **Mr Michael Doyle** on the attendance of their Form Teacher Team & Year Group (Please note teachers who are not a Form Teacher must also report to Mr M. Doyle).

**All visiting students and Substitute Teachers** report to **Mrs H. Doherty**

**Mr A. Henry, Mr K. Franklin & Mr P. Collins** will coordinate and control the movement of vehicles around the College including the avenue.

**All Non Teaching Staff (including visitors)** - report to **Mr Derek Campbell**

Once **SLT** have concluded their findings they will report **immediately** to Emergency Evacuation Co-Ordinator, **Mr C. O'Hare**. He will then take any appropriate action that may be needed.

Classes will **return to their classrooms when, and only when directed to by the Emergency Evacuation Co-Ordinator in an orderly manner.**

**\*Please Note:- During Public Examination sessions all candidates will remain together and under the supervision of the Chief Invigilator and assistant invigilators. Student attendance will be recorded using examination registers.**

