

Fire Drill

When the alarm sounds, follow this procedure immediately:

- Students should leave their seats in an orderly and calm way, leaving all property behind.
- Where possible, the teacher should close the doors when leaving the room and building.
- Everyone should leave by the nearest available exit in an orderly way. Please note to prevent smoke spreading, a red shutter will block the main stairwell between the top floor and Croi na Scoile – other stairwells should be used instead.
- Every form should assemble in a straight line in roll order on the grass beside the Astroturf Pitch. 1 Altidore and 1 Avondale to line up nearest to the School building and the other houses in order beside them with the most senior Tinakilly class nearest to Redford Park. Be very careful crossing the driveway.
- The form teacher or another teacher should take the roll from the roll sheet, which will be given to him/her by the Year Head. The Year Heads will be given these by the office staff. If a Form Tutor is absent, the Year Head will complete the sheet. IF the Year Head is absent, the Deputy Principal or Principal shall carry out their duty.
- The teacher should return details of the roll call to the Year Head, who will return the completed sheets to the office staff.
- The return to class will take place, only when instructed to do so by the Principal or Deputy Principal. It should take place in an orderly way, led by the teachers who were taking the classes when the alarm went off.