

Franciscan College Gormanston



EMERGENCY / FIRE EVACUATION PROCEDURES 2026-2027

- Staff are required to familiarise themselves fully with the Emergency / Fire Evacuation Procedure along with evacuation routes from all classrooms and areas of the school.
- Students are advised to have a clear understanding of the evacuation procedures.
- During class time – students follow teacher's instruction and route indicated if safe.
- During breaktime and lunch time (outside of official classtime) – students proceed to their Year Group Designated Assembly Area.

THE DESIGNATED AREA IS THE GRASS AREA TO THE INSIDE OF THE RUNNING TRACK

- School Safety Officer (SG) and SMT to oversee that the head count of students / adults matches the register and the number of adults and students on site.

When the fire alarm sounds, evacuate the building immediately.

EXIT ROUTES:

- Via Bell Quad
- Via Teanglann gate

ALL STAFF AND STUDENTS ASSEMBLE ON THE GRASS AREA TO THE INSIDE OF THE RUNNING TRACK

IN YEAR GROUP ORDER:

1ST YEAR / 2ND YEAR / 3RD YEAR / TRANSITION YEAR / 5TH YEAR / 6TH YEAR – LCA / TEACH FRANCIS

Daily Procedures:

- Class attendance is completed and submitted on VShare by 8.55am daily (head count verification).
- Every teacher to keep their mobile phone on their person.
- A substitute teacher should take note of the number of students in the class and the number / names of those absent.
- Year Heads to have a list of their Year Group accessible in case of emergency.
- Each designated teacher** to have access, in their classroom, to list of designated base classes.
- Base class lists to be available in staff rooms / at office.

There are two Exit Routes and one Assembly Area :

1. Exit A: Bell Quad
2. Exit B: Teanglann Quad
3. Assembly: Grass Area Inside Running Track
4. Alternate area: Front of School (only used if AREA A/B are blocked)

The school should be evacuated every time the fire alarm sounds.

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There are only two possible times when the fire alarm will sound:

Number 1:

This is when students are with a teacher during class time.

It is the responsibility of the class teacher / substitute teacher to move their students to the ROOM ASSEMBLY POINT AND MOVE TO SPORTS TRACK ASSEMBLY POINT.

Exit classrooms in single file. Students should be informed of the procedure but it is the teacher's responsibility to enact it.

Each base class has a DESIGNATED YEAR HEAD, DESIGNATED EMERGENCY TEACHER (in the absence of the Year Head) AND ASSEMBLY POINT.

DIRECTION OF EXIT AND TRAVEL:

<u>Area A: Bell QUAD</u>	<u>Area B: Teanglann QUAD</u>	
Rooms 1 – 4 Rooms 5 – 12 Room 26 Art Room Physics Lab Biology Lab Music Room Computer Room 2 Study Hall (supervision classes)	Sports Complex Teanglann – CR1 Teanglann – S1, S2 Teanglann - Careers Room Teanglann – TG Room Chemistry Lab Teach Francis Rooms 13 – 25	Administration Staff Board Room & Visitors Staffroom & Photocopy Library Canteen Staff Cleaning Staff

Key Points:

- Teachers (including substitute teachers) escort classes to assembly area and REMAIN with same year group until RELEVANT Year Head has accounted for all students.
- TF students (in mainstream with SNA) REMAIN with class group until RELEVANT Year Head has accounted for student / s and then proceed to TF assembly area.
- Year Head or “Designated Teacher” (in absence of Year Head) takes responsibility for individual year group and advises SG / SMT of total number.
- Identified Fire Marshals in main building “sweep” building before exit.

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Number 2:

This is **out of class time** such as before school or break-time or lunchtime. Each Year Group has Assembly Area, which is located in the sports track, they exit Via Bell Quad or Teanglann Quad - (whichever is closest)

Each base class has a DESIGNATED YEAR HEAD, DESIGNATED EMERGENCY TEACHER (in the absence of the Year Head) AND ASSEMBLY POINT.

Sports Track	
	DESIGNATED TEACHER**
Non-teaching Staff	
6TH YEARS	
	Niall Flynn (YH)
6A1	Emma Sweeney
6A2	Niamh Barrett
6A3	Calla Trant
LCA	Mary Duff
5TH YEARS	
	Pauline Murphy (YH)
5A1	Gillian Feeney
5A2	Rachel Casey
4TH YEARS	
4A2	Alan Horan (Co-Ordinator)
4A2	Lisa Reay
Teach Francis and SNAs	Claire Duffy
3RD YEARS	
	Sonya Cummins (YH)
3A1	Mary Dunne
3A2	Margaret Doyle
2ND YEARS	
	Elaine Roberts (Y/H)
2 Oak	Ciaran McManus
2 Pine	Heather Buchanan
1ST YEARS	
	Jacqui Gray (YH)
1A1	Dermot Boyle/Cian Fisher
1A2	Orlagh McMahon/Claire McGlew
	** Available

Fire Marshal for Sports Track VDU & SG

Available teachers:

TB (EF), KR, JK: (The following staff may be assigned by the Fire Marshall to cover for absence).
SNA colleagues to remain with students they are assigned to at this time.