St James School Bomb and Fire

Signal To Evacuate:

Prolonged ringing of the school hand bell which is located on the desk in the main office. By the Secretary, Principal or next in charge.

Evacuation Procedures:

Students and Teachers:

1. At the ringing of the bell leave your class room
   - Infants and library via the southern door in the classroom.
   - Primary via the northern door in the classroom.

2. Teachers collect roll book and pen.

3. Teachers direct children to leave in an orderly way. Leave everything behind.

4. All students, staff and other helpers walk to the car park at the front of the school. Have the children sit in class groups.

5. Teachers mark the roll.

6. Report any missing children to, the Principal or next in charge.

7. Wait to be instructed by the Principal or next in charge to be dismissed.

8. Secretary, Assistant Principal or next in charge to report the emergency to the fire brigade/police and collect first aid materials.

9. Ancillary staff and other helpers report to the Assistant Principal in the staff car park. If anyone is missing advise the Principal or next in charge, who will then try to locate the missing person.
Principal or Assistant Principal or next in charge:

1. Check the type of disaster.
2. Check with each class teacher for any missing or injured children.
3. Principal, Assistant Principal or next in charge dismiss classes.
4. Inform the Catholic Education Office, Catholic Church Insurance and the Parish Priest.

Precautionary Tasks:

1. Have fire extinguishers professionally maintained on a regular basis.
2. Train and familiarise staff with the location and use of extinguishers.
3. Check the location of extinguishers.
4. Have at least two practise evacuations each year