

## Glanmire Community College Procedures for Fire Drill- September 2026

- Please make yourself and all students are aware of the Fire Exits and the Evacuation Route for the classroom you are in.
- Ensure roll call is done at the start of each class.
- Each teacher is designated a number between 1 and 100.
- These numbers will be displayed on the outdoor courtyard (basketball courts) fencing at the back of the school.
- When the fire alarm is sounded teachers are asked to accompany the group, they are teaching at that time, to the teacher's designated number in the courtyard area. If the drill goes off during a break then the students go to their Class Teachers number; therefore, Class Teachers need to inform their class of their number.
- Teachers are asked to ensure that rooms are fully cleared, windows are closed and to remember to close the door behind them. **Please do not lock the door by key.**
- Please remind students to remain calm and to proceed towards the basketball courts.
- Please ensure students do not bring any belongings with them.
- Out at the basketball courts teachers are asked to check the numbers of students present against the number of students they marked present on the role at the start of class and confirm that each individual is accounted for.
- In the event of an issue or concern, please bring it to the attention of the relevant Deputy Principal.
- 1st & 2nd Year - Caroline Byrne
- 3rd & 4th Year - Tom Pittam
- 5th & 6th Year - John Baldwin
- Our Health and Safety Coordinator James Harrington will stand at the centre of the basketball courts and link with the Deputy Principals as required
- Teachers are asked to stand at the inner court end of their class line (not at the fence) so that the checking process can be more efficient.
- If you do not have a class when the fire alarm sounds, you must still proceed to the courtyard to your designated number.
- There is a designated number in the courtyard for SNA, Ancillary and Canteen staff to gather.
- For the drill to be completed in full students must return to their classroom with their supervising teacher.

As stated, part of the process is to review the drill once it has taken place. To this end after the drill has taken place, we will be asking staff for feedback on any issues or improvements that can be implemented for future drills.

**Fire Drill Procedures for Students**

- Please make sure you are aware of the Fire Exits and the Evacuation Route for the classroom you are in, there is a plan on each classroom door.

*On hearing the fire alarm:*

1. *STOP WHATEVER YOU ARE DOING*
2. *REMAIN SILENT*
3. *CLOSE ALL WINDOWS*
4. *MAKE YOUR WAY TO THE HARDCOURT AREA IN SINGLE FILE*
5. *WALK IN SILENCE, DO NOT RUN*
6. *THE TEACHER WILL BE THE LAST PERSON OUT AND SHOULD CLOSE THE DOOR. **PLEASE DO NOT LOCK IT.***
7. *DO NOT STOP TO COLLECT PERSONAL BELONGINGS*
8. *DO NOT RE-ENTER THE BUILDING*
9. *STAY AT ASSEMBLY POINT (HARDCOURT AREA) WITH YOUR SUBJECT TEACHER.*
10. *LINE UP, SILENTLY, IN ALPHABETICAL ORDER, UNTIL YOUR TEACHER ROLL CALL IS*

**Remember 3 's**

**SWIFTLY,**

**SILENTLY,**

**SINGLE FILE**

**Glanmire Community College Procedures for Fire Drill**

## Fire Exits

| Evacuation route                                  | Rooms                                                                                                          |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Exit beside the library                           | B20, B21, B22, B26, B27, B28, B29, D.P.'s Office, Transition Year Office, Toilets & Career Guidance Offices.   |
| Exit beside Dress Design room                     | B30, B31, B33 (resource), B34, B37, B38, B39, B41<br>B40 (Art Room), B44 (stage), Caretaker's Office & Toilets |
| Through Science Preparation room / Store          | B42, B43 Science labs                                                                                          |
| Exit beside Tech. Graphics room                   | B45 (Computer Room), B46 (Kitchen), B50, B56, B57                                                              |
| Exit Doors within rooms                           | B47 (Demo Room), & B49 (Science lab), B3, A1, A2, A3, A4, B55 (Woodwork room), B53 (Resource Room), C6,C7      |
| Exit beside Music room                            | B1, B2 (Music Room), B4, B6, B8, B9, B10.                                                                      |
| Main Entrance, B Block                            | B11, B13, B18 (Resource Room), B19, Toilets, Principal's Office, Main Office & Staff Room                      |
| C Block, Emergency Exit beside C1<br>Stair 1 Exit | C1, C2 (Art), C3 (Home Economics), C10, C11, C12, C13                                                          |
| C Block, Canteen Emergency Exit                   | C4, C5, C14, C15, C16, Staff Room                                                                              |
| C Block, Hub Exit<br>Stair 2 Exit                 | C17 (Lab), C18, C19 (Computer Room), C20                                                                       |
| C Block, Hub                                      | Hub                                                                                                            |

## Glanmire Community College Procedures for Fire Drill

Location of numbers on Hard courts

