



# Mount Anville

Montessori Junior School

2½ – 12 years

## Fire and Emergency Procedures

(Extracted from Health and Safety Statement 2020/2021)

**Safety Officer/Fire Marshall:** Mr Robert Dobbyn

**MAMJS Safety Representatives:** Deirdre Conway and Kyra Murphy

It is not possible to make a definitive list of imminent emergencies, which are likely to arise on the premises, however, it is possible to identify probable occurrences of which emergencies are possible. These may be listed as:

- Fire and Explosions.
- Other Emergencies (e.g. Bomb Warnings).

The **Safety Officer** shall ensure that all Staff, Pupils, Contractors and Visitors are aware of the procedures and understand the action to be taken in the event of any emergency, which shall include:

- Telephone number of the Fire Brigade.
- Measures to be taken to ensure safety.
- Assembly points and evacuation procedures.

### **EMERGENCY FILE**

The following information is located in an emergency file which is located at the reception desk:

- Contacts list.
- Building Plans (emergency exits, sounder zones, break glass, fire points).
- Fire alarm manual / instructions.
- Location of fire hydrants.
- Location of gas mains / emergency cut off valves.
- Architects drawings where available.
- Location of hazardous chemicals and gases.
- Location of electrical switch rooms and panels.
- Location of boiler, pump and plant rooms.
- Emergency procedures (fire, bomb, lift).
- Miscellaneous.

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## FIRE AND EMERGENCY NOTICE

- The Fire Action Notice is designed on the following sequence of events.
- All members of Staff, Pupils and Visitors must obey these procedures.
- Fire Notices are posted in prominent locations throughout the premises.

### FIRE AND EMERGENCY NOTICE

#### Mount Anville Secondary and Montessori Junior Schools

##### If you discover a fire:

- Sound the alarm by operating the nearest break glass point.
- Evacuate the building.
- Inform the Fire Brigade by dialling 999 or 112.
- Attack fire only if it is safe to do so.
- Report to assembly point.

##### If you hear the fire alarm:

- Evacuate the area using the nearest available exit.
- Close all doors and windows.
- Report to assembly point.

***Do not re-enter the building until instructed to do so by the Fire Brigade.***

***Do not attempt to gather personal belongings.***

***Do not use Lifts***

Assembly Point:

**Tennis Courts (Montessori Department)  
Cedar House Garden (Junior Department)**

## FIRE EMERGENCY PROCEDURE

Due to the Covid-19 pandemic, the practice fire drills will be done where class bubble must keep their social distancing from each bubble. This means that the known practice fire drills in term 1 where the teachers have knowledge will maintain social distancing when exiting the school. We have also reversed





the line at the Emergency Point where 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class will keep their positions at the Assembly Point, however they will reverse their line (start at path as usual and the line will continue towards the statue).

In the event of the 'fire alarm' being activated, the following procedures must be adhered to:

### Day Procedure

- Staff must ensure the evacuation of the premises commences immediately.
- Staff must ensure the safe evacuation of Students, Visitors or member of the in their care.
- Nominated Staff members for each area shall ensure all persons leave the premises. public
- **Safety Officer/Deputies** and nominated Staff member to determine location and investigate the cause of the alarm.
- Entry to the building shall be prohibited.
- In event of alarm, front receptionist shall be instructed to call the fire brigade.
- Nominated Staff members to conduct roll calls and report results to **Safety Officer**.
- **Safety Officer** to greet Fire Brigade at the main entrance.
- **Safety Officer** shall provide the following information:
  - (a) Emergency File.
  - (b) Location of Fire.
  - (c) Evacuation stairs.
  - (d) All persons accounted for.
- Fire alarm system to be reinstated.
- **Safety Officer / Emergency Service Officer** shall provide clearance to return to premises.
- **Safety Officer** to update records as required.

### BOMB ALERT PROCEDURE

- Do **not** Panic
- Safety Officer to co-ordinate action – evacuate building.
- Do not approach or touch any suspicious object.

### FIRE SAFETY

All staff members of Mount Anville Secondary and Montessori Junior Schools have received training in fire safety matters, extinguishing fires and emergency evacuation procedures.

The School has been provided with the following fire defenses:





### Passive

- Compartmentalisation
- Emergency Exits
- Fire Doors

### Active

- Fire Detection and Alarm Systems.
- Emergency Lighting.
- Fixed and Portable Fire Extinguishing Equipment.

### Fire and Emergency Management Register

As part of the commitment to ensuring the health, safety and welfare of Employees, Pupils, Contractors and Visitors, Mount Anville Secondary and Montessori Junior Schools maintain a Fire and Emergency Management Register with detailed record of the School's fire and emergency matters:

- Fire Safety Policy Statement.
- Fire safety and emergency responsibilities and procedures.
- Fire prevention and protection measures (i.e. inspections, audits, investigations, Maintenance, fire and evacuation drills).
- Staff awareness / training.
- Fire fighting equipment.
- Emergency lighting.
- Fire and exit doors.
- Fire alarm and detection systems.
- Contractors fire safety procedures.
- Associated Records.

The **Safety Officer** or delegated deputy maintains the Fire and Emergency Safety Management Register. All documentation is located in the office of the **Safety Officer**.

### CONTRACTOR FIRE SAFETY

While every member of Staff is trained in Fire Safety Procedures, outside Contractors engaged to carry out specialist tasks, if not familiar with such procedures, could inadvertently compromise fire safety.





The nature of all work to be undertaken must be discussed with the **Safety Officer** or delegated deputy so that safety procedures can be identified and enforced. This is particularly important where the work being undertaken involves the use of flammable liquids, gases or Hot Works.

All Contractors must be in possession of an authorized:

- Work Permit.
- Hot Work Permit (where necessary).

The contents of these permits will identify the risks involved, the process and the fire safety procedures which must be observed.

**Ratification:** Fire Procedures for the School Year 2020/2021 have been published and implemented from August 2020

**Fire Officer:** Robert Dobbyn (Bursar)





## Fire Evacuation Procedures 2019/2020

<b>Class /Room</b>	<b>Exit by</b>	<b>Assembly Point</b>
Ms Marina	Convent Stairs	Cedar House Gardens (facing railings)
Ms Lambert	Convent Stairs	Cedar House Gardens (facing railings)
Ms Lucey	Convent Stairs	Cedar House Gardens (facing railings)
Ms Moran	Convent Stairs	Cedar House Gardens (facing railings)
Ms Bronach	Junior Stairs	Cedar House Gardens (facing railings)
Ms Aileen	Junior Stairs	Cedar House Gardens (facing railings)
Ms Dillon	Junior Stairs	Cedar House Gardens
Ms O'Mahony	Junior Stairs	Cedar House Gardens
Butterfly Room	Junior Stairs	<i>Join class allocated place</i>
Meeting Room	Junior Stairs	<i>Join class allocated place</i> Cedar House Gardens (for visitors)
St Anne's	Main door (at bottom of stairs) to courtyard	<i>Join class allocated place</i> Tennis Court (for visitors)
Ms Etain	Main door opposite 2 <sup>nd</sup> classroom to courtyard	Tennis Court
Ms Ruth	Main door opposite 2 <sup>nd</sup> classroom to courtyard	Tennis court
Ms Beatty	Main Door Old Monti	Tennis Court
Ms Brennan	Fire Door at bottom of Chapel backstairs	Tennis Court
Ms Nikki	Main Door Old Monti	Tennis Court
Ms Rachel	Door off classroom to carpark	Tennis Court
Ms Siobhan	Montessori Main Door	Cedar House Gardens
Ms Helen	Montessori Main Door	Cedar House Gardens
Ms Aoife	Montessori Playground	Cedar House Gardens
Ms Caroline	Montessori Playground	Cedar House Gardens
Ms Deirdre C	Montessori Playground	Cedar House Gardens
Aftercare	Montessori Playground	Cedar House Gardens
Staff Room	Door to Courtyard	<i>Join class allocated place</i>
Junior GP	By Fire doors & through Awning	<i>Join class allocated place</i>
Drama Room	Main Junior Stairs and left out Junior Door	<i>Join class allocated place</i>
Library	Convent Stairs	<i>Join class allocated place</i>
Music Room in Chapel	Down back Chapel Stairs & out fire door	<i>Join class allocated place</i>
Computer Hub	Junior Stairs and left out Junior Door	<i>Join class allocated place</i>
Science Lab/Art Room	Junior Stairs and left out Junior Door	Cedar House Gardens
Extra Curricular Room	Door to Courtyard	<i>Join class allocated place</i>
Administrator's Office	Montessori Main Door	Tennis Court
Welcome Office	Door to Courtyard	Cedar House Gardens





## Sweep

**All sweeps will be duplicated by a staff member from the Bursar's Office**

### **New + Old Monti - Kyra/ Deirdre**

1. All classrooms "old + new Montessori".
2. Children`s toilets & staff toilets
3. Learning Support Office in "Old Montessori
4. Kitchen in Montessori Building

**Place baton 1 over main door to new Montessori**

**Place baton 2 over main door to old Montessori**

### **Computer lab corridor: Brendan**

1. All classrooms - toggles outside door
2. Toilets on classroom floors
3. Science Room + kitchen
4. IT Room
5. Butterfly Room
6. Chapel/Music Room

**Place baton over door at Junior Stairs**

### **Top Corridor – Frances Healy**

1. All classrooms - toggles outside door
2. Toilets (6<sup>th</sup>+main toilets)
3. Library

**Place baton over door at Junior Stairs**

### **Ground Floor - Welcome Office -Julie**

1. Music Room(s)
2. Sports Office
3. Junior GP Room
4. Staff Room (& Toilets)
5. Extra Curricular Room
6. Ms Cruite's Meeting Room
7. Toilet by Welcome Office
8. Welcome Office

**Place baton over door into GP Room corridor**

During Evacuation Procedure:

- Kyra/Deirdre/Julie/Elizabeth: bring roll for all classes, pens, whistles in evacuation folder (JC to bring speaker)
- Julie and Kyra have school mobiles with Aladdin Connect
- The teacher leads the class line and has allocated a 'responsible' student to end of line
- Toggles will not be placed at door by teacher or student - placed by sweepers only
- If students are at Learning Support, should join on-coming class/ nearest class in corridor and then join relevant class when evacuation assembly point is reached





- Class teachers given their relevant roll when in Cedar House/Tennis Courts, filled out and returned to Deirdre (Tennis Courts) and Elizabeth (Cedar House)
- Check tally of all rolls taken at evacuation point and screenshot of Aladdin composite: await safety officer's check and inform one of information to-date

### Procedure for Music classes (*in Music rooms*)

- Check map at back of door of room and follow the evacuation exit and route
- The music teacher must bring student out to evacuation assembly point and ensure that they join the relevant class line, and inform the class teacher of this

### Procedure for extra-curricular classes

- The facilitator to bring out daily roll and pen
- The facilitator leads the line of students (ensure all students are calm and follow an orderly line)
- The facilitator lead the group to the evacuation assembly point in the tennis court (identified on map at back of classroom door)
- Check roll and presences of all students at evacuation assembly point and all students accounted for
- Await instruction from safety officer/fire marshalls

Fire Drill should be carried out at an unusual time (before school, lunch, after-school etc)

### Evacuation Meeting Point

Cedar House		Tennis Court	
Teacher	Class Level	Teacher	Class Level
Marina McMahon	6 <sup>th</sup> Class (6A)	Nikki Conboy	Preparatory (P2)
Caroline Whyte & Deirdre Galligan	Montessori (M3)	Rachel Breen	Preparatory (P3)
Aoife Lambert	6 <sup>th</sup> Class (6B)	Leah Brennan	1 <sup>st</sup> Class (1A)
Aoife Sherriff & Jane Wong	Montessori (M2)	Gillian Beatty	1 <sup>st</sup> Class (1B)
Mairéad Lucey	5 <sup>th</sup> Class (5A)	Étain Linehan	2 <sup>nd</sup> Class (2A)
Deirdre Conway & Sylwia Firyn	Montessori (M4)	Ruth O'Reilly	2 <sup>nd</sup> Class (2B)
Patricia Moran	5 <sup>th</sup> Class (5B)	<b>Eleanor Cruite</b>	
Helen Reddy & Ruth Fagan	Montessori (M1)	<b>PE Teacher</b>	
Brónach McCormack	4 <sup>th</sup> Class (4A)	<b>Ms Steenson</b>	
Siobhan Watters & Catherine Anderson	Preparatory (P1)	<b>Ms Sarah</b>	
Aileen Ryan	4 <sup>th</sup> Class (4B)	<b>Deirdre Conway</b>	
Sophie Dillon	3 <sup>rd</sup> Class (3A)	<b>Ms Kyra</b>	
Jenny O'Mahony	3 <sup>rd</sup> Class (3B)		
<b>Frances Healy</b>			
<b>Claire Donnelly</b>			
<b>Mr Lynch</b>			
<b>Ms Bourke</b>			
<b>Ms Julie</b>			
<b>Elizabeth Kavanagh</b>			







**When EXTREME wet or under instruction of Fire Brigade/Marshal's and evacuation is for a period, MAMJS can shelter in accommodation, announced by the Bursar:**

<b>The Montessori Building (before 12.30pm and 12:10pm Wed &amp; Fri) (Independent Building from Main MAMJS Building)</b>		
	Pink Room (Ms Siobhan)	Ms Siobhan's Preparatory Class Ms Nikki's Preparatory Class Ms Rachel's Preparatory Class
	White Room (Ms Helen)	Ms Helen's Montessori Class Ms Caroline's Montessori Class
	White Room (Ms Aoife)	Ms Aoife's Montessori Class Ms Helen's Montessori Class
	White Room (Ms Caroline)	1 <sup>st</sup> Class (x2)
	Blue Room (Ms Deirdre C)	2 <sup>nd</sup> Class (x2)
	The Street	3 <sup>rd</sup> Class (x2) 4 <sup>th</sup> Class (x2) 5 <sup>th</sup> Class (x2) 6 <sup>th</sup> Class (x2)

<b>The Montessori Building (after 12.30pm and 12:10pm Wed &amp; Fri) (Independent Building from Main MAMJS Building)</b>		
	Pink Room (Ms Siobhan)	Ms Siobhan's Preparatory Senior Class Ms Nikki's Preparatory Senior Class Ms Rachel's Preparatory Senior Class
	White Room (Ms Helen )	Aftercare students and staff
	White Room (Ms Aoife)	1 <sup>st</sup> Class (x2)
	White Room (Ms Caroline)	2 <sup>nd</sup> Class (x2)
	Blue Room (Ms Deirdre C)	3 <sup>rd</sup> Class (x2)
	The Street	4 <sup>th</sup> Class (x2) 5 <sup>th</sup> Class (x2) 6 <sup>th</sup> Class (x2)

### Action Plan

- Double gates should be opened by personnel from Bursar's Office (RD)
- All classrooms need an evacuation map near classroom door (RD)
- Need to inform music teachers and extra-curricular facilitators of procedure (bring pupils out and join relevant class of pupil) (Bursar's Office)
- Point of collection for parents to be advised (RD)
- EK to write up notes of meeting on 5<sup>th</sup> December at 9.15am 2018 (Robert Dobbyn, Colin McGlynn, Julie, Jenny, Deirdre and Elizabeth)
- Exit for pupils (zebra crossing) leaving Rachel's room, 1<sup>st</sup> Class room and Sarah's room from the Chapel





## Sample Record Form for Fire Drill

### Fire Drill Record- Whole School

**Date:** TC= Tennis Court CG=Cedar Garden

**Reason for Evacuation:**

**Duration of Evacuation:**

Class	Procedures Followed	Checks
Pasáiste Daite (CG) <ul style="list-style-type: none"> <li>• Ms Siobhan _____</li> <li>• Ms Aoife _____</li> <li>• Ms Caroline _____</li> <li>• Ms Deirdre _____</li> <li>• Ms Helen _____</li> <li>• Aftercare _____</li> </ul>	Roll books with teacher Adult at front of line Another adult at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
Pasáiste Glas (TC) <ul style="list-style-type: none"> <li>• Ms Nikki _____</li> <li>• Ms Beatty _____</li> <li>• Ms Rachel _____</li> <li>• Ms Ruth _____</li> <li>• Ms Etain _____</li> <li>• Ms Brennan _____</li> </ul>	Roll books with teacher Adult at front of line Another allocated person at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
Pasáiste Gorm (CG) <ul style="list-style-type: none"> <li>• Ms Dillon _____</li> <li>• Ms O'Mahony _____</li> <li>• Ms Aileen _____</li> </ul>	Roll books with teacher Adult at front of line Another allocated person at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
Pasáiste Dearg (CG) <ul style="list-style-type: none"> <li>• Ms Moran _____</li> <li>• Ms Lucey _____</li> <li>• Ms Bronach _____</li> </ul>	Roll books with teacher Adult at front of line Another allocated person at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called	





<ul style="list-style-type: none"> <li>• Ms Lambert _____</li> <li>• Ms Marina _____</li> </ul>	Oral report made to the principal/deputy principal	
Eleanor Cruite (TC) Frances Healy (CG) Claire Donnelly (CG) Mr Lynch (CG) PE Teacher (TC) Ms Steenson (TC) Ms Sarah (TC) Ms Fiana (TC) Ms Bourke (CG) Ms Julie (CG) Ms Kyra(TC) Deirdre Conway (TC) Elizabeth Kavanagh (CG)		
Ruth Fagan (TC) Catherine Anderson (TC) Deirdre Galligan (TC) Sylwia Firyn (TC) Annette Brindley (TC) Jane Wong (TC) Emma Dempsey (TC) Fiona Measey (TC)		
Issues Identified		<b>Agreed Action</b>
Report made to Fire Officer by:		<b>Initials</b>

### Sample Record Form for Fire Drill (2020 2021)

Fire Drill Record- Whole School		
<b>Date:</b>	CG=Cedar Garden	
<b>Reason for Evacuation:</b>		
<b>Duration of Evacuation:</b>		
Class	Procedures Followed	Checks
	Roll books with teacher	





<ul style="list-style-type: none"> <li>Deirdre Conway and Sylwia Firyn</li> </ul>	Adult at front of line Another adult at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
<ul style="list-style-type: none"> <li>Caroline Whyte and Deirdre Galligan</li> </ul>	Roll books with teacher Adult at front of line Another allocated person at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
<ul style="list-style-type: none"> <li>Helen Reddy and Ruth Fagan</li> </ul>	Roll books with teacher Adult at front of line Another allocated person at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
<ul style="list-style-type: none"> <li>Aoife Sherriff and Jane Wong</li> </ul>	Roll books with teacher Adult at front of line Another allocated person at back Children walk out in a line calmly Fire safety checks carried out (Fire Procedure) Roll called Oral report made to the principal/deputy principal	
Issues Identified		<b>Agreed Action</b>
Report made to Fire Officer by:		<b>Initials</b>

### Maintenance of Fire Equipment

During the summer months when the school is closed, the Bursar's Office ensure that all fire extinguishers and smoke alarms are assessed and maintained. The school receives a receipt and validation that all are working satisfactory, including the number, type and maintenance records.





# FIRE

## Evacuation Procedures Schools

### 1. Fire Alarm

On discovery of a fire sound the alarm at once. Do not panic or rush about the building.

### 2. On Hearing the alarm

- a. When in class: Orders will be given by teacher or other person in charge. Follow them strictly.
- b. When not in classroom the specialist teacher /supervisor will bring you to the assembly point to meet your teacher.

### 3. At all times

- Teacher must bring roll book
- Teacher will appoint a responsible child to go at the end of the line and close classroom door.
- Do NOT run or make a noise.
- Do NOT attempt to pass others
- Do NOT attempt to return for anything you have forgotten
- Do NOT use Lift

### 4. Exit by – **Fire Door in Classroom to Courtyard**

**Assembly Point – Tennis Court**





## Fire and Emergency Procedure (Posters on Display)

### If you discover a fire:

- Tell your teacher or an adult
- The adult will sound the alarm
- Your teacher will help everyone evacuate the building.
- Go to assembly point at Tennis Courts and Cedar House Gardens



### If you hear the fire alarm:

- Your teacher will help everyone evacuate the building.
- The teacher will have picked a student to close the door after all the class have left
- Go to assembly point at Tennis Courts and Cedar House Gardens



Tennis Courts



Cedar House Gardens

**Stay with your teacher**

**Do not go back into school until teacher tells you it is ok.**





# Fire and Emergency Procedure (Montessori Classes)





# FIRE

## Evacuation Procedures Schools

### 5. Fire Alarm

On discovery of a fire sound the alarm at once. Do not panic or rush about the building.

### 6. On Hearing the alarm

- c. When in class: Orders will be given by teacher or other person in charge. Follow them strictly.
- d. When not in classroom the specialist teacher /supervisor will bring you to the assembly point to meet your teacher.

### 7. At all times

- Teacher must bring roll book
- Teacher will appoint a responsible child to go at the end of the line and close classroom door.
- Do NOT run or make a noise.
- Do NOT attempt to pass others
- Do NOT attempt to return for anything you have forgotten
- Do NOT use Lift

### 8. Exit by – **Fire Door in Classroom to Courtyard**

**Assembly Point – Cedar House Gardens**

