

## **St Columba's Catholic Primary School**

# **EMERGENCY PROCEDURES**

All visitors to the school are requested to sign in and out at Reception so that in the event of a fire or other emergency we can ensure that all those on the premises are evacuated safely.

**IN THE EVENT OF A FIRE OR OTHER EMERGENCY THE INTERNAL SCHOOL BUZZER WILL RING CONTINUOUSLY.**

If this happens please consult the notice board in the room where you are and follow the Emergency Evacuation Procedures.

If you require assistance to evacuate the building, please make the Office staff aware of this on your arrival.