September '21

Fire Drill & Evacuation Procedures

SCOIL MHUIRE

LACKEN

Fire Drill & Evacuation Policy Scoil Mhuire Lacken

Introduction:

The fire drill/evacuation policy of Scoil Mhuire Lacken has been produced following a collaborative consultation process by staff.

Aims:

This policy aims to;

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire
- Have in place appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act
- Ensure a safe school environment for all

School Ethos:

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

Objectives:

- To utilize outside agencies (local fire station, fire officer) for training and staff development, so as to enhance safety procedures

- To develop a tried and trusted framework which will ensure the safety of all school personnel in the event of a fire.
- To conduct drills using a warning system that would be in an actual emergency.
- Develop a corrective plan for any procedure problems that arise from the drill.

Internal Procedures:

In the event of a fire, the following steps must be taken;

- Activation of fire alarm
- In all classroom/resource areas, children are to stand up, push their chairs under the tables and calmly walk in a single file to the door (without any belongings)
- All teachers must check the class toilets before vacating the room
- Lights are to be turned off and classroom doors closed on departure of the class.
- SNA's will assist the classes that they are working in at the time of the fire drill.
- Special Education Teachers should exit with their pupils and escort them to their class line
- The following are the exit routes per classroom.

✓ **Junior & Senior Infants** -Exit door immediately outside classroom
✓ **First & Second Class-** Emergency exit via the GP hall.
✓ **Third & Fourth class-** Middle school entrance door
✓ **Fifth & Sixth class-** Emergency Exit in classroom

- Each class is to assemble at the allocated fire assembly point i.e. the football pitch at the back of the school and line up in class order.
- Each teacher will take the laminated sheet at back of classroom door of their own individual class and call the roll at the assembly point.
- Pupils can only return to the classroom once permission has been given to do s.
- Following each evacuation drill a de- briefing will be undertaken to report any particular difficulties encountered with any corrective actions instigated.
- The fire drill is being carried out twice per term.

Role and Responsibilities:

All teachers are responsible for the safety and well being of the pupils in their care. The Principal has overall responsibility for ensuring proper procedures are in place.

Evaluation:

- Positive feedback from all stakeholders
- Maintaining safety standards
- Obtaining fire extinguishing training for all staff.
- Know the number and location of Fire extinguishers
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Implementation:

This policy has been in operation since September '21

Ratification:

The policy was ratified by the Board of Management on 04/10/21

References:

- Fire safety in the home – National Safety Council
- Fire safety in the school – National Safety Council

Signed: Thomas Gallagher

Chairman of the Board of Management

Date: 4/10/2021.

Signed: Aoibhinn O'Neill

Principal