

Scoil Íosagáin

Fire Drill & Evacuation Policy

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Introduction:

The fire drill/evacuation policy of Scoil Íosagáin has been produced following a collaborative consultation process by staffs in response to changing circumstances in the school.

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.

Rationale:

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.

Internal Procedures:

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

On hearing the fire alarms

- The principal will be responsible for ensuring that the fire brigade is called immediately.
- Toilets must be checked by the teachers to ensure all children are in the class at the time.
- Teachers ensures that all windows are closed
- Children stand; push in their chairs under their tables and on teacher's instruction walk in single file to the door.
- Teachers will take class list and lead their classes in an orderly manner, safely distanced apart, to the Appointed Assembly Area by the Designated Exit Route for the class.
- Children attending learning support classes at the time of evacuation will be evacuated by their SET teacher and will be returned to their class teacher at the Appointed Assembly Area.
- There must be no rushing or overtaking on the way to the Appointed Assembly Area
- Single File. No talking.
- Last teacher in line will be responsible for closing the exit door to prevent further spread of fire
- Do not return for anything
- Other members of staff will immediately make their way to the assembly point, evacuating their rooms by the Designated Exit Route for their location.
- As soon as classes are assembled, each teacher will count their classes twice to ensure correct number of pupil's present. Roll call is used to identify missing pupils. Teachers report to the principal if anyone is missing.
- If anyone is deemed to be missing an immediate check must be made by the principal.
- No child should leave their Assembly Area until instructed to do so by their teacher.
- After building is checked and everyone is accounted for the children may return to the building in an orderly fashion.

Fire Evacuation: Assembly Area Information

CLASSROOM	EXIT	ASSEMBLY POINT
6 th Classroom	Main Door	Bus Carpark - F
Office/Old Staff room/Art room	Main Door	Bus Carpark - G
Jnr/Snr Infants Classroom	Main Door	Bus Carpark - E
Resource Room/Staff room	Exit B	Bus Carpark - G
Senior Infants/1 st Class Classroom	Exit B	Basketball Court - C
2 nd / 3 rd Classroom	Exit C	Basketball Court - A
4 th Classroom	Exit C	Basketball Court - B
5 th Classroom	Exit B	Bus Carpark - D
School Visitors	Closest Exit	Bus Carpark - G

External Procedures:

In the event of a fire during playtime the following steps must be taken.

- Activation of fire alarm
- On hearing the fire alarm children stop and walk towards their designated assembly point silently.
- Teachers/other classes leave the school via the designated exit door and assemble with their class at their designated assembly point.
- On leaving the staff room each teacher carries their own class list available in the staffroom.
- Last Teacher leaving the building will be responsible for closing the exit door.
- Windows are also checked at the beginning of lunch time and closed before leaving the classroom unless instructed otherwise.
- As soon as classes are assembled, each teacher will count their classes twice to ensure correct number of pupil's present. Roll call is used to identify missing pupils. Teachers report to the principal if anyone is missing.
- If anyone is deemed missing an immediate check must be made by principal
- No child should leave their Assembly Area until instructed to do so by their teacher.
- After building is checked and everyone is accounted for the children may return to the building in an orderly fashion.

Classroom	Assembly Point
Jnr/Snr Infants	Bus Carpark – E
Senior Infants/1 st Class	Basketball Court - C
2 nd /3 rd Classroom	Basketball Court – A
4 th Classroom	Basketball Court – B
5 th Classroom	Bus Carpark - D
6 th Classroom	Bus Carpark – F

Pupils in the Junior Infants Classroom must line up in their own yard area in the small tarmac yard initially and proceed to the General Assembly Area on the Basketball Court with their teachers/classroom assistant.

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. Fire drill schedules are part of the post of responsibility within the in-school management structure of Scoil Íosagáin.

Evaluation:

- Positive feedback from all stakeholders.
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Implementation:

This policy will be implemented following ratification in February 2022.

Ratification and Communication:

This policy was ratified by the board of management on Feb. 21st, 2022
Date

Signed P. J. Harrington
Chairperson Board of Management

