



Fire Drill & Evacuation Policy

St Brendans BNS

Introduction:

The fire drill/evacuation policy of St. Brendans has been produced following a collaborative consultation process by staff 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

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

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
- Teachers should be last to leave room and make sure door is closed.
- Classes walk to pre designated assembly points.
- Children will accompany class in which they are working at the time.
- Learning Support teacher rm 6 will check upper corridor and toilets.
- Principal will check lower corridor and toilets.
- Assistant Principal will check lower corridor staff toilets and staff room.
- Secretary will check side corridor, toilets, library, play school classrooms and close all doors.

- Each teacher will take the laminated roll sheet of their own individual class with them and call the roll on reaching the fire assembly point
- No child or unauthorised adult is to return to the building once vacated
- Pupils can only return to the classroom once permission has been given to do so by the Principal or Deputy principal
- The fire drill is to be carried out once a 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. Fire drill schedules are part of the post of responsibility within the in-school management structure of St. Brendans.

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 has been in operation since Sept 2003

Ratification:

The policy was ratified by the Board of Management on

References:

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

FIRE DRILL ASSEMBLY POINTS

RESPONSIBILITY OF DEPUTY PRINCIPAL	RESPONSIBILITY OF PRINCIPAL	
MAIN GATE	LONG SHELTER	SMALL SHELTER
Room 3	Library	Room 1
Room 4	Playschool 11	Room 2
Room 7	Playschool 12	Room 5
Room 8	Playschool 13	Room 6
Breakfast Club	Secretary	Room 9 (a)
Parents Room	Principal	Room 9 (b)
Hall		Staffroom
HSCL		
Resource Room		