



## Fire Drill & Evacuation Policy

### Introduction:

The fire drill/evacuation policy of Scoil Mhuire NS 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

### 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
- All teachers must check the class toilets before vacating the room
- One designated SNA will assist the Junior and Senior infant classes in evacuating their classroom.
- Each class is to assemble at the allocated fire assembly point.

- Each teacher will take the roll book of their own individual class with them and call the roll on reaching the fire assembly point
- Pupils can only return to the classroom once permission has been given to do so
- 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.

**Evaluation:**

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

**Ratification of Policy:**

This policy will be reviewed by the Board of Management every two years.

This policy was adopted by the Board of Management on 18<sup>th</sup> December 2017

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This policy was ratified by the Board of Management on 18<sup>th</sup> December 2017.

**References:**

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