



SCOIL NAOMH TREASA

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FIRE SAFETY / FIRE DRILL & EVACUATION POLICY

Introduction

This fire drill / evacuation policy of Scoil Naomh Treasa has been produced following a collaborative consultation process by staff.

Aims:

- The policy aims 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 procedure.
- 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 the fire alarm
- Fire brigade contacted by Secretary or Principal
- In all classroom/ support rooms, 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
- All classroom doors should be closed when vacating school, where possible
- Each class has designated exits and assembly points.

Room 1 – Fire Assembly Point 1: Exits via the emergency door adjacent to the classroom, veering right past the basketball court, then turning left down the hill towards the bike rack to assembly point 1.

Room 2 – Fire Assembly Point 2: Exits via the main front door, veering left in the direction of the water tower and proceed down the hill towards the bike rack to assembly point 2.

Room 3 – Fire Assembly Point 3: Exits via the main back door, veering left down the hill towards the track to assembly point 3

Room 4 – Fire Assembly Point 4: Exits via the emergency door, veering left down the path, turning left along the wall to assembly point 4

- The **SEN team will** ensure their pupils are united with their full class at the appropriate assembly point and then assist infants, if required, as they evacuate the building safely.
- **Principal** to check office, staff toilets adjacent to room 1 and the photocopying room.
- If the **secretary** is on site she will assist with evacuating the infants.
- Assigned fire officer SNA, to check the staff room and staff toilets in new wing. If unavailable teacher in Room 3 to complete checks.
- Each teacher will take the class list from 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 a minimum of once a term
- To prevent a call out from the fire brigade when a fire drill is being undertaken **MasterFire** must be informed beforehand by phone **(01-8058399)**. This information is displayed opposite Room 1. If needed, a callout support number for MasterFire is 1800 910 801.

Role and Responsibilities

All teachers are responsible for the safety and well being of the pupils in their care. The Principal and in-school management has overall responsibility for ensuring proper procedures are in place. Regular training in the use of fire extinguishers, fire blankets etc will be provided by the Board of Management. Fire extinguishers are checked annually.

Communication, Monitoring and Review

This policy will be communicated to staff and the school community as appropriate and will be subjected to regular review. In accordance with the systematic cycle of review of policies adopted in Scoil Naomh Treasa, it will be reviewed every three years, unless there is a compelling reason to review it earlier.

Ratification and Review

This **FIRE SAFETY / FIRE DRILL & EVACUATION POLICY** was adopted and ratified by the Board of Management on 7/10/21.

Chairperson of BOM: Signed: *Fr Mark English* Date: 7/10/21

Principal: Signed: *Aidan Mc Loughlin* Date: 7/10/21