

<b>Approved Date:</b>	<b>December 2019</b>
<b>Review Date:</b>	<b>December 2021</b>

### **Fire Drill & Evacuation Policy Introduction**

The fire drill/evacuation policy of Scoil Cholmcille 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

### **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.
- The children are to line up by classes (boys first, then girls.)
- All teachers must check the class toilets and storeroom before vacating the room. The teacher is last to leave the room.
- The Special Education Teacher is to check the main toilets and the resource room. If there are students in the SET room, the SET teacher will lead them out the front school door and to their class assembly point.
- Each class is to assemble at the allocated fire assembly point.

- The teacher who currently has the roll book will take it 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. Fire drill schedules are part of the post of responsibility within the in-school management structure of Scoil Cholmcille.

In the event of a fire, the school secretary or alternatively the Principal or Deputy Principal will call 999.

### **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 01/09/2014.

Ratification: The policy was ratified by the Board of Management in September 2014. It was reviewed in November 2019 and will be subject to a further review in 2021.

### **References**

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