

# **Scoil Náisiúnta Cúil an tSúdaire 2 (also known as Sandylane NS No. 2) Fire Drill & Evacuation Policy**

## **Introduction:**

The Fire Drill & Evacuation policy of Scoil Náisiúnta Cúil an tSúdaire 2 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
- To have all safety equipment (fire extinguishers/blankets) checked annually by a trained safety officer

## **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 – no running
- All teachers must check the class toilets/cloakroom areas before vacating the room. Doors are to be closed.
- As teachers leave they must check the ancillary accommodation, e.g. resource room, general purpose room, toilets, store rooms, office etc
- Each class is to assemble at the allocated fire assembly point
- Each teacher will take a class list of their own individual class with them and call the roll on reaching the fire assembly point and report to the Principal
- Non teaching staff will report to their nearest assembly point and report to the Principal.

- Pupils can only return to the classroom once permission has been given to do so
- The fire drill is 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 Náisiúnta Cúil an tSúdaire 2.

Due to Covid 19 measures junior and senior infants will exit through the back door, 1<sup>st</sup> and 2<sup>nd</sup> class, 3<sup>rd</sup> and 4<sup>th</sup> class and 5<sup>th</sup> and 6<sup>th</sup> will exit through their fire exit doors and walk to the assembly points so that they will remain in their class bubbles.

**Calling the Fire Brigade:**

In a real fire situation the fire brigade should be called as soon as possible. This will normally be done by the school Principal but if they are unavailable, any staff member not evacuating a class will do so. The fire brigade should be met by the Principal and briefed.

**Evaluation:**

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

**Ratification:**

The policy was reviewed by the Board of Management on 25<sup>th</sup> of August 2020

Signed: \_\_\_\_\_  
The Ven Leslie Stevenson  
Chairperson, Board of Management  
Date: 25/08/2020

Signed: \_\_\_\_\_  
Mr. Deirdre Chute  
Principal  
Date: 25/08/2020