

Fire Drill and Evacuation Policy.

Introduction

This is the 1st draft of the school fire drill/evacuation policy which has been formulated through whole staff consultation in response to changing circumstances in the school. This policy aims to

Rationale

- 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.

Aims/Objectives.

- To utilize outside agencies (local fire station, fire officer) for school visits, 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

Fire extinguishers & fire blankets are checked on a yearly basis by a local Fire Company. Smoke detectors and a fire alarm have recently been installed. There is a map of the fire points inside the main doors of the school building.

In the event of a fire the following steps must be taken. (We also use the same procedures for fire drill):

1. The fire alarm activates. The Principal calls the Fire Brigade.
2. In all classroom / resource areas, the children all stand up, push their chairs back under their tables, and calmly walk to the door in single file. Children should not take bags or books with them or change their shoes.
3. Each teacher takes the roll book of his /her own individual class.
4. Each teacher closes the classroom door and windows when leaving the room.
5. All teachers must check the class toilets before vacating the room.
6. The fire assembly point at the rear of the school is the basketball court. Each class has an allocated station.
7. Each class lines up in an orderly manner. Children must remain quiet.
8. Each teacher calls the Roll for his/her own class on reaching the fire assembly point.
9. Pupils return to the school premises only when the all clear has been given.
10. Fire drill is carried out no less than once a year but ideally 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 Maree N.S.

Evaluation.

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

Implementation

Fire drills have been in operation in the school for a number of years. This policy takes effect from March 2008.

Ratification

The policy was ratified by the Board of Management in March 2008. It will soon be available on the school website.

References

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

Ratified by Board of Management on _____
Date

Signed _____
Chairperson, Board of Management