

Scoil Eoin Phóil

Fire Drill/Evacuation Policy

Updated in September 2020

Introduction

This fire drill/evacuation policy of Scoil Eoin Phóil has been produced following consultation with staff and management. It has been reviewed in September, 2020 to reflect changing circumstances in the school due to the impact of Covid 19 on the day to day organization of the school.

Aims

This policy aims to:

- Enable the school to provide for the immediate needs of pupils, 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 develop a tried and trusted framework which will ensure the safety of all school personnel in the event of a fire
- To utilize outside agencies (local fire station, fire officer) for training and staff development, so as to enhance safety procedures

Fire Security/Monitoring

Scoil Eoin Phóil has a service agreement with Chubb Security for the fire alarm. We also have a service agreement with Chubb Security to service the fire extinguishers.

The school is fitted with a smoke detection system which will activate the fire alarm when smoke or fire is present. The monitoring station is contacted in the event of an activation.

Procedures

In the event of a fire, the following steps must be taken:

ON HEARING FIRE ALARM

1. Children line up instantly.
2. Teacher checks toilets.
3. Teacher brings laminated class list with her/him (Absences have marked on this list when calling roll).
4. Teacher steps onto corridor first (in case there is a fire on corridor)
5. Teacher closes classroom door when all children are out of the classroom.
6. Children walk silently to class line and stay silent (this is absolutely necessary as it is impossible to do number 7 if children are noisy).

Due to changes in yard positions and staggered breaks, classes go to the markers designated for their classes in the event of a fire or fire drill - not to their positions at breaks. When assembly point is on the grass area at the front of the school, the classes go to the designated markers. Children stand one metre apart in their lines and maintain pods as far as possible.

7. Teacher checks all are present using laminated class list – children answer ‘anseo/ present’.
8. Having checked class, teachers report to Ms. Lohan - or Ms O Gorman in her absence - whether all are accounted for or not.
9. Children return to class when told to do so by Principal.
10. Children who are in Learning Support/Resource rooms (rooms 5a, 5b, 17 and 18) should accompany the teacher in that room to their class line.
11. Any child who is on a message should make their way to their line with the nearest class going out (e.g. if they are on a message near Room 8 but are from Room 16, they should go out with Room 8 but should then join their class on the yard.
12. Mrs Macken/ Mrs Garrigan closes end doors on Corridor 1.
Mrs Fadian closes end doors on Corridor 2.
13. SNAs should accompany the child/ren in their care to the class line
14. Each classroom and support room will be given a laminated copy of these procedures and it is to be placed on the back of the classroom door.

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Administrative Staff/Caretaker/Visitors

These personnel should walk to the designated assembly point. The Secretary will name check the personnel and report to Ms. Lohan or to Ms. O Gorman in her absence.

The activation of the fire alarm is linked to the fire brigade service but as an extra safeguard, a call should be made to 999 and fire brigade assistance should be requested. The school's eircode should be given – W25FY81. The call should be made by the Principal or Secretary or Deputy Principal.

Activation of Fire alarm during break times

Teachers and SNAs on yard duty should direct children to the class assembly points. Teachers not on yard duty should go immediately to the class assembly points. Doors should be closed as they leave the building where it is safe to do so.

Wet Days

Should the fire alarm be activated during break times and the children are indoors because of rain, staff not on supervision duty should return to their rooms where it is safe to do so. Supervising staff will assemble the children in the classrooms and proceed to evacuate the classrooms.

Non activation of fire alarm in the event of smoke/fire

Where the alarm does not automatically sound, an adult or child becoming aware of fire should raise the alarm by breaking the glass at the fire alarm points located throughout the school.

Fire Drills

Fire drills will be held at least once per term.

Prior to activating the fire alarm, a call will be made to the monitoring station advising them of the approximate time of the fire drill. This is to prevent an unnecessary call out of the fire brigade service. The fire alarm will be activated by the caretaker.

Fire Alarms and Fire Extinguishers locations

Electrically operated fire alarm system located in the reception area to the left inside the main door. This is supported by battery back up in the event of power failure.

Fire Alarm points (break glass)

Reception/Office Area x 3

PE Hall x 2

Corridor 1 x 1

Corridor 2 x 1

Fire Extinguishers locations

Corridor 1
Corridor 2
Kitchen
Toilet area off Infant yard
Electrical Store
Boiler House
12 in total

Smoke detectors

Reception area, Corridor 1, Office area, Corridor 2, Staffroom, Kitchen, Toilet area off Infant yard.

Hose Reels

Corridor 1 x 2
Corridor 2 x 2

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 Eoin Phóil.

Evaluation:


- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Implementation:

This policy has been reviewed and some alterations made to it in September, 2020 to reflect some changed circumstances arising from Covid 19.

Ratification:

The policy was ratified by the Board of Management on 28th September, 2020.

Signed 
Chairperson

Signed 
Principal

Date 28th September, 2020

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