



Scoil Náisiúnta Phadraig Naofa,
Avoca,
Co. Wicklow.
Roll No 18198A

Fire Drill & Evacuation Policy

Introduction:

The fire drill/evacuation policy of **Scoil N. Phádraig Naofa, Avoca** 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
- All teachers must check the class toilets before vacating the room
- Two designated SNA's will assist the classes that they are with at the time.
- Each class is to assemble at the allocated fire assembly point

- Each teacher will take the class list of 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 once a term

Role and Responsibilities:

All teachers are responsible for the safety and well-being of the pupils in their care. The Principal and the post holder that has fire safety as one of her listed duties 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 N. Phádraig Naofa, Avoca

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 2010

Ratification:

The policy was ratified by the Board of Management on the 10th of November 2021 and will be reviewed in 2024 or prior to this date if necessary.

References:

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

Signed; _____
Valerie Twomey Chairperson)

Mary Cahill (Principal)

Date: 10/11/21

FIRE SAFETY EXIT POINTS AND PROCEDURES AT SCOIL NÁISIÚNTA PHÁDRAIG NAOFA, AVOCA.

- 1. SENIOR INFANTS, FIRST AND SECOND TO EXIT THEIR NORMAL EXIT DOORS AND GO TO THE PITCH.**
- 2. JUNIOR INFANTS, 3RD, 4TH TO EXIT THEIR NORMAL DOORS AND GO TO THE BASKETBALL COURT**
- 3. 5TH AND 6TH TO EXIT THROUGH THE FRONT DOOR OF THE BUILDING AND GO TO THE BASKETBALL COURT**
- 4. LEARNING SUPPORT TEACHERS TO TAKE THEIR CHILDREN OUT BY THE OIL TANK EXIT AND JOIN THE BASE CLASS THAT THE CHILDREN ATTENDING LEARNING SUPPORT AT THAT TIME BELONG TO. THEY WILL INFORM THE CLASS TEACHER THAT THE CHILDREN HAVE BEEN RETURNED**
- 5. CLASS TEACHERS TO TAKE A CLASS LIST OUT WITH THEM AND TAKE ATTENDANCE WHEN THE CLASS IS ASSEMBLED AND LINED UP AT THE WAITING POINT.**
- 6. SNA'S WILL GO WITH THE CHILDREN THAT ARE IN THEIR CARE AT THE TIME THAT THE FIRE ALARM GOES OFF**
- 7. ANCILLARY STAFF (CARETAKER, SECRETARY AND CLEANERS) WILL GO TO THEIR NEAREST EXIT AND ASSEMBLE ON THE BASKETBALL COURT.**
- 8. CLASSES WILL RETURN WHEN INSTRUCTED TO DO SO BY THE HEALTH AND SAFETY OFFICER OR THE PRINCIPAL**

