

SCOIL SAN EOIN FIRE DRILL & EVACUATION POLICY



INTRODUCTION

The Fire Drill/Evacuation policy of Scoil San Eoin has been produced following a collaborative consultation process by staff 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 (fire officer, safety consultant) for training and staff development, so as to enhance safety procedures
- To develop a tried and trusted framework which will endeavour to ensure the safety of all school personnel in the event of a fire.

RESPONSIBILITIES

All members of staff in the school need to be aware of this plan and the school will remind employees at the beginning of each term of these arrangements in order to maintain appropriate precautions in the event of a fire on the school premises.

STAFF TRAINING

Each term, the school will engage in a fire drill in order to practice implementing these plans. Fire drills will be unannounced and scheduled at different times of the school day. On activation of the fire alarm, all instances must be regarded as genuine and not false alarms. New/visiting members of staff will be informed of the detail of this plan as part of their induction procedures.

VISITORS/VOLUNTEERS

All visitors to the school should sign in, in the sign in book, located outside the secretary office. All visitors/volunteers should also be instructed to sign out on leaving and, in the event of a fire alarm being raised, should be instructed on what to do and where to go.

PROCEDURES

During the school day

- If someone discovers a fire, they should immediately raise the alarm using the call points.
- During an evacuation, teachers should stop class activity and escort the class immediately to the evacuation point.
- Teachers should always lead the class out of the building. All personal belongings must be left behind.
- SET and guests are responsible for ensuring the children that are in their room are escorted safely from the building to the fire assembly point.
- Ensure that all doors are securely shut in the event of any evacuation.
- When the secretary is not on the premises the SET is then responsible to bring the visitors and pupil sign out book to the assembly point.
- All staff must report any missing pupils immediately to the Principal Linda Greene.
- In the event of a real fire, the health and safety Officer Ann-Marie Nuzum will contact the fire brigade to request immediate help. If the safety officer is not on the premises the principal has the responsibility of contacting the Fire Brigade.
- Once assembled the Principal, in consultation with the school caretaker, will inform everyone of what to do next (leave premises or return to class in case of a false alarm).

FIRE DRILL

A fire drill is held each term. In the event of a fire you must leave the building using the nearest fire exit. Your class must line up in single file at the assigned assembly point. Junior Room Point A and Senior Room point B. The roll call needs to be taken promptly. Pupils can only return to the classroom once permission has been given to do so. During fire drills various hazards (indicating the area of fire) will be put in place to vary the means of evacuation.

PROCEDURE IN THE EVENT OF A REAL FIRE

The main priority in event of a real fire is to maintain the safety of the persons on the school premises. All subsequent decisions should be made with this in mind. Upon arrival at the school the health and safety officer Ann-Marie Nuzum should meet the fire brigade and liaise on all matters. The Principal should take responsibility if Ann-Marie Nuzum is not present. The location of where flammable substances (i.e. cleaning products) are stored should be immediately communicated.

In the event of an evacuation, the school can proceed to the premises of Amanda Jordan – Redcross Montessori School as an emergency relocation. A text will be sent out to inform parents of the location of the pupils and the Parent Reps will be notified as well.

FIRE ESCAPE ROUTES

All fire escape routes will be maintained free of obstructions and combustible materials at all times.

EMERGENCY LIGHTING

The caretaker will regularly check that emergency lighting is operational. Any malfunctions will be immediately reported and requests will be made for immediate repair.

ESCAPE SIGNAGE

The health and safety officer and the caretaker will regularly check that escape signage is in place.

FIRE ALARM

The fire alarm service and testing contract is held with Guardian Security Ltd. The service agreement at present is annual.

FIRE EXTINGUISHERS

The location of all fire extinguishers is recorded in the school's Health & Safety folder located in the school office. Guardian Security complete an annual servicing on all fire extinguishers within the school. Any faulty or empty extinguishers will be replaced immediately.

ASSEMBLY POINTS

The assembly points for each class are designated areas on the playground away from the buildings (see Appendix 1). In each room in the school is a plan that marks the exit routes to these points. This plan is checked during each internal school audit.

FIRE FIGHTING

Members of staff should only consider fighting a fire if they have had the necessary training to operate a fire extinguisher and then only after they have ensured the safe evacuation of all pupils from the premises. Nobody should re-enter the building at any time until the all clear has been given.

PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

A PEEP will need to be written for any person with a physical disability, in order to manage a safe exit from the building. These are always individual and only prepared for

specific individuals (please see Appendices 3). A copy is to be kept with the class teacher and the Health & Safety Co-ordinator.

- **APPENDIX 1: PLAN OF EVACUATION POINTS**
- **APPENDIX 2: Plan of School Site**

REVIEW

This policy will be constantly reviewed in an informal way by the staff of Scoil San Eoin. A formal review will take place on a biannual basis.

RATIFICATION AND COMMUNICATION OF POLICY

This policy was ratified by the Board of Management of Scoil San Eoin on _____ . It was then made available on the school website.

Signed: _____ (Principal) Date: _____

Signed: _____ (Chairperson) Date: _____

APPENDIX 3
EXAMPLE OF PERSONAL EMERGENCY EVACUATION PLAN

To be completed by the Health and Safety Officer

PERSONAL EMERGENCY EVACUATION PLAN FOR:

Name: _____

Class: _____

Class Teacher: _____

AWARENESS OF PROCEDURE: The disabled person is informed of a fire evacuation by:

Existing alarm system

Pager device in disabled toilet

Visual alarm system

Other (please specify): _____

DESIGNATED ASSISTANCE: (The following people have been designated to give me assistance to get out of the building in the case of an emergency).

Name: _____

Position: _____

Class: _____

Name: _____

Position: _____

Class: _____

METHODS OF ASSISTANCE: (e.g. transfer procedures, methods of guidance, etc.)

EQUIPMENT PROVIDED (including means of communication):

EVACUATION PROCEDURE: (A step by step account beginning from the first alarm)

SAFE ROUTE(S): _____

Parent/Guardian: _____

Date: _____

Health and Safety Officer

Signature: _____

Date: _____

Class Teacher: _____

Date: _____

Learning/Resource

Teacher: _____

Date: _____

Date: _____

Principal: _____

Date: _____