

Fire Drill & Evacuation Policy

St. Nicholas' N.S.

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/ in the event of the fire alarm sounding
- 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 (Rathkeale fire station, fire officer) for pupil and staff development, insofar as possible 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 exit door/door
- All teachers must check the class toilets before vacating the room
- SNAs will accompany the class where they are working at that time
- Each class is to assemble at the allocated fire assembly point in the playground
- The principal/deputy principal will take the roll book to the fire assembly point and check that all pupils are present
- 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 has overall responsibility for ensuring proper procedures are in place.

The principal will ensure that all fire extinguishers are checked annually. A certificate of compliance will be displayed on the internal wall of the school.

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 and ratified by the Board of Management in March 2018.

Signed: _____

Date: _____