

Fire Drill Protocol for Ballinspittle NS 2022

1. The principal and deputy principal will decide on a date and location of the supposed fire.
2. The teachers will be informed on the morning of the drill of the location but not the time.
3. Mrs Wall will activate the alarm at the appointed time.
4. The children will vacate the premises by the nearest exit, which is safe according to where the fire is located.
5. The children will line up in the classroom and a lead child will lead the children, walking to the assembly point.
6. The class teacher will count them as they exit the door of the classroom.
7. The class teacher checks the toilets in the classroom/or allocated toilets before leaving & taking the class list as they follow their children to their designated assembly point.
8. The children who are in the learning support rooms will be evacuated by the teacher in whose charge they are in at the time of the fire drill.
9. The SET team will check the toilets in the SEN area and will accompany any children who are using the toilets to their assembly point where they will meet their teacher.
10. When all children, school staff or any visitors in the school on the day, are present at the assembly point and everyone is accounted for, the time taken for the evacuation is to be noted by each teacher.
11. The alarm will then be disabled by Mrs Wall and any issues that arise from the drill will be discussed by staff.