

Fire Drill and Evacuation

Introductory Statement

This policy has been formulated through whole staff consultation in response to changing circumstances in the school.

ÌRationale 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.

ÌSchool Ethos The school is committed to the care of the whole school community and the provision of a safe secure environment for learning. This policy is in keeping with those ideals.

ÌAims / Objectives

- To utilize outside agencies for training and staff development, so as to enhance safety procedures.
- To develop a tried and trusted framework to ensure the safety of all school personnel in the event of a fire.

ÌProcedures: Fire extinguishers, fire blankets and fire exits are checked on a yearly basis by a registered fire safety company.

In the event of a fire the following steps must be taken.

1. The fire alarm is activated.

2. The children stand up, push their chairs under their tables, and calmly walk to the door.

3. SET 3 MH assists the Junior Infant teacher in evacuating the room.

SET 1 CM assists the Senior Infant teacher in evacuating the room.

SET 2 will call the roll for a class if a teacher is absent. Otherwise she will monitor the yard and assist teachers in carrying out a calm and safe exit from the building

4. Fire assembly points are at the front of the school. Each class has an allocated station. 2nd class - No 1; 1st class - No 2; Senior Infants No 3; Junior Infants No 4; 5th/6th class No 5; 4th/5th class No 6; 3rd/4th No 7

5. The class teacher takes the roll sheet of their individual class with them.

6. The Principal, DP and SET 2 (in case of class split) have master copies.

7. Teachers close all doors and windows.

8. Teachers check the class toilets before vacating the school.

9. Each teacher calls the Roll for their own class on reaching the fire assembly point.

10. Pupils return to the school premises only when given the all clear.

11. Fire drills will be carried out once a term when Covid19 restrictions are lifted. For the moment, pupils will be aware of their assembly point and practice individually with their class.

Roles 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.

Evaluation

- Positive feedback from all stakeholders
- Maintaining safety standards

- Achieving a co-ordinated and orderly evacuation in the shortest time possible
- Regular reviews

Implementation

This policy has been in operation since Feb. 2004. It was reviewed and updated in 2008, 2010, 2012, 2013, 2015, 2017, 2019 and 2021.

Ratification and Communication

This policy was ratified by the Board of Management. It is available on the website www.newcastlens.blogspot.ie.

Signed: Rita Keane Chairperson, BOM Date: 11th October 2021

Procedures in the event of a fire or fire drill

1. When the fire alarm rings the children stand up, push their chairs back under their tables and calmly walk to the door.

2. SET 3 MH assists the Junior Infant teacher in evacuating the room.

SET 1 CM assists the Senior Infant teacher in evacuating the room.

SET 2 will call the roll for a class if a teacher is absent. Otherwise she will monitor the yard and assist teachers in carrying out a calm and safe exit from the building

3. Fire assembly points are at the front of the school. Each class has an allocated station. 2nd class - No 1; 1st class - No 2; Senior Infants No 3; Junior Infants No 4; 5th/6th class No 5; 4th/5th class No 6; 3rd/4th No 7

4. Each teacher takes the roll sheet of their class with them.

5. If possible, teachers make sure that all doors and windows are closed.

6. Teachers must check the class toilets before vacating the building.

7. Teachers call the roll for their class on reaching the fire assembly point.

8. Pupils return to the school premises only when given the all clear.