



FIRE DRILL & EVACUATION POLICY

INTRODUCTION

The fire drill / evacuation policy of St. David's National School has been produced to ensure the care of the whole school community and to provide a safe and secure environment for learning.

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.

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:

ON HEARING THE FIRE ALARM

- The principal will bring a mobile phone to the Assembly Area. She will phone the Fire Brigade if necessary;
- **School Staff** will open Exit Doors and ensure the exit route is clear and safe to evacuate;
- **Class Teachers** must bring their class list with them to their designated area. These lists are kept by the classroom doors;
- Teachers / SNAs must check toilets to ensure that all children are in the class line;
- Teacher / SNA / Designated pupil ensure that classroom door is closed;
- Teachers will marshal their classes in an orderly manner to the **Appointed Assembly Area** by the **Designated Exit Route** for the class;

- Children attending Learning Support at the time of evacuation will be evacuated by SET and will be returned to their class teacher at the **Appointed Assembly Area**;
- There must be no rushing or overtaking on the way to the **Appointed Assembly Area**;
- **School Staff / Designated pupils** will ensure that all school doors are closed to prevent further spread of fire
- Classes using the library or GP Hall should exit through the nearest Emergency Exit and assemble in the appointed assembly area. Outdoor classes (PE, External coaches etc.) should go directly to the **Appointed Assembly Area**;
- **DO NOT RETURN** for anything you have forgotten;
- As soon as classes are assembled, **each teacher must call a class roll**;
- If anyone is deemed to be missing, they must immediately report this to the principal. Principal will immediately inform the fire brigade;
- No child should leave their **Assembly Area** to recover anything from the school.

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. Fire drill schedules are part of the post of responsibility within the in-school management structure of St. David's National School.

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 **January 2023**.

RATIFICATION

The policy was ratified by the Board of Management on the date below.

It will be reviewed as and when is required.

Signed: Rev. Ruth O'Keely
Chairperson

V. Rank
Principal

Date: 23-1-23

23-1-23