



Scoil Mhuire, Milford, Co. Cork.

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Fire Drill & Evacuation Policy

Introduction:

The fire drill/evacuation policy of Scoil Mhuire, Milford 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 (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

Evacuation Procedures:

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

- Activation of the fire alarm
- Fire brigade contacted by Secretary or Principal
- On hearing of the fire alarm, children are to stand up, push their chairs under the tables and when instructed by the teacher exit the building via the nearest exit known to each teacher and class pupil via site plan) in a quiet and orderly manner.
- Children who are attending the SET teacher will go to the assembly point with that teacher.
- Bags and coats are not to be collected on the way out.
- All teachers must check the class toilets before vacating the room.
- Each teacher will take the list of class names of their own individual class with them.
- The Teacher ensures that all doors and windows are closed behind them as they leave the premises.
- The Teacher will lead the class to the allocated fire assembly point. If there is an SNA in the classroom she will go to the end of the line.
- The Secretary and any visitors to the school will assemble beside the playschool children.

The evacuation should take place in a quiet and orderly fashion so that instructions can be heard.

Report to Assembly Point:

Assembly point is in the infant yard in front of the school.

- At Assembly point classes lineup with PreSchool children nearest the gate and moving on from sixth to infants at the farthest away end.
- Each teacher calls the roll for their classes.
- Should there be someone missing the teacher will immediately call the Assembly Co-coordinator, Mrs. Keen for assistance.
- Only designated persons i.e. Principal, Deputy Principal will re-enter school, if safe to do so, to look for missing persons.

Re-entering Building

- Only return to the classroom once permission has been given to do so by the Assembly Co-coordinator.
- The fire drill is be carried out once a term
- To prevent a call out from the fire brigade when a fire drill is being undertaken Integral must be informed beforehand by phone 021-4503222- ADA Security System displayed above the burglar alarm panel in the main entrance lobby of 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 Scoil Mhuire. SET team will ensure their class group is united with their full class at appropriate assembly point and then help infant classes as they evacuate the building safely. Regular training in the use of fire extinguishers, fire blankets etc will be provided by the Board of Management. Fire extinguishers are checked annually and Aqua Fire Prevention provide the school with a Certificate.

Other groups using school during school hours:

Milford preschool.

Outside groups using school out of school hours:

Milford breakfast club & afterschool club.

All out of hours groups who use the school will be made aware of the fire assembly points and each group should know how to evacuate the building in case of a fire.

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 Sept 2009.

Ratification:

The policy was reviewed and ratified by the Board of Management on _____

References:

- Fire safety in the home – National Safety Council
- Fire safety in the school – National Safety Council