



St. Peter's National School Drogheda



Principal:
Ms. Geraldine McKenna

Fire Drill & Evacuation Policy

Introduction:

The fire drill/evacuation policy of St. Peter's N.S. has been produced following a collaborative consultation process by staff.

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 utilise outside agencies (local fire station, fire officer) for training and staff development, so as to enhance safety procedures
- To develop a tried and tested 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;

- Raise the 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 door.
- Teachers must check the toilets before vacating their rooms.
- Ms. Murphy, Mr. Jenkinson and Mr. Donegan will accompany pupils down the stairs in an orderly fashion and vacate the building using the front door.
- Ms. Williams will walk her class to the front of the school using the front door.
- Ms. McKenna and Ms. Lynch vacate the building using the side entrance of the school.
- SNA will stay with the child they are working with, if an SNA is performing school duties they go outside directly with that class.
- Children attending learning support/resource teachers will be brought to their class line.
- Each class is to assemble at the allocated fire assembly point.

- Class teachers will call their class roll on reaching the fire assembly point and Ms. McKenna will check that all staff are present.
- Pupils can only return to the classroom once permission has been given to do so.
- A Fire Drill is to be carried out at regular intervals and a log of same is to be kept.

Role and Responsibilities:

All teachers are responsible for the safety and well-being of the pupils in their care. The Principal has the overall responsibility for ensuring proper procedures are in place.

Evaluation:

- Positive feedback from all stakeholders
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Implementation:

Children during the first term of school will be advised of what to do in the event of hearing the fire alarm. Children will be advised that there will be a fire drill on the first occasion and they will be brought to their designed area to line up. There will then be a further fire drill without any prior warning given to the children. A fire drill will be carried out at regular intervals in the school.

Ratification:

The policy was ratified by the Board of Management on 1st September, 2021.

References:

- Fire safety in the school – National Safety Council

Signed on Behalf of the Board of Management:

Chairperson Board of Management: _____

Principal/Sec. B.O.M.: _____

Date: _____