Fire Drill Procedures

AIMS

1 To ensure the safety of all pupils and personnel in the school in the event of a fire. 2 To help management, teachers and staff to carry out a fire safety appraisal. 3 To increase awareness of the dangers of fire and provide information which will help in the prevention and control of fire outbreak.

4 To educate the children for life so that in the event of a fire they will react responsibly, therefore avoiding panic and possible hazards to their personal safety.

RESPONSIBILITY: School Principal & Deputy Principal are responsible for the fire prevention arrangements and evacuation procedures:

1 All escape routes from the school be kept free from obstructions and readily accessible at all times.

2 When people are in the building all doors across escape routes should be unlocked at all times.

3 All exit doors should be easily and immediately accessible from the inside. 4 There is a procedure in operation for regular inspections of the firefighting equipment and testing of fire extinguishers and precise records of such inspections. 5 Evacuation schemes and practices of the building carried out in accordance with recommended procedures.

6 Fire notices are kept in a legible condition and in accessible positions. 7 Members of staff have an awareness of the use of Firefighting equipment and the action to be taken in the event of a fire.

8 Adequate precautions taken when using paper for decorations, posters etc. 9 No flammable decorations hung or placed near light fittings or heating appliances. 10 Particular precautions taken during the performance of school plays and school parties to ensure there is no likelihood of costumes and party dresses catching fire.

(A)

Signal – Fire Alarm Bell

1 Children will proceed calmly to the nearest exit.
2 Teacher will check all toilets and close windows.
3 Teacher must take Class List laminate from wall of classroom.
4 Teacher to leave classroom last.
5 Children shall line up on designated area in play areas.
6 Teacher will take a roll call.

7 All present signal to be sent to officer in charge of senior yard and junior yard. 8 No child to re-enter the school until the Principal or Deputy Principal gives the all clear.

(B)
Learning Support and Resource Rooms

1 Above teachers will leave the school by the nearest exit with his/her pupils. 2 The teacher will then bring each child to his/her class group and have them checked off on the roll.
3 The above teachers will then remain in the yard until the all clear is given.

(C)
Music Room

1 The music teacher will leave the school immediately by the nearest exit with his/her pupils.
2 The music teacher will personally bring each child to his/her class group and remain in the yard.

(D)
Ancillary Staff

1 Upon hearing the alarm bell shall leave their work areas, closing the door behind them and proceed to the senior yard via the nearest exit.
2 Upon clearance from the principal Safety Officer they will make sure all exit doors are shut.

(E)
Principal / Deputy Principal

1 When informed the Principal / Deputy Principal shall trigger the fire alarm if this has not already been done by another staff member.
2 The Principal / Deputy Principal with the help of ancillary staff shall make sure the school has been cleared of all visitors.
3 The Principal / Deputy Principal will check with staff members on both yards that all children are present and safe.
4 The Principal / Deputy Principal will make sure that all ancillary staff are safe and present on the senior yard.
5 The Principal / Deputy Principal will inform the fire authorities of the fire within the school.
6 The Principal / Deputy Principal may give permission for a staff member to re-enter the school to locate a pupil or ancillary staff member

(F)
Hall - Gym

1 Leave by the hall fire exit and proceed to the designated point in the senior and junior yards

(G)

Montessori School

1 Designated Person – Principal - to proceed immediately to the Montessori school and ensure that all children have evacuated to the designated area on the junior yard.

(H)

Real Fire

1 Procedures as per section A to G to be followed

2 Upon confirmation of all children being present in yard each class teacher will bring the class to the nearest school group exit

Senior Yard - Beaufort Place Exit (Mr. Griffin overseeing)

Junior Yard - Silverlawn's Exit (Ms. McCaughey overseeing)

3 Children shall be kept at these exits until the Fire Brigade Officer either gives the all clear or requires all staff and pupils to depart fully from the ground.

4 In the latter case, the Junior Yard group to be kept in Londis' car park and the Senior Yard to proceed to the far side of the road at the Beaufort Place exit.

5 Teachers to stay with the class group until arrangements for all children to be brought home or in the case of some of the older pupils to walk home. 6 No bicycles to be retrieved until the 'all clear' is given.

7 No cars to be moved in the car park until the all clear is given or requested to move it for safety reasons i.e. fire access purposes.

Updated Procedures during school building programme.

Junior /Senior Infants

Rooms 3 /4, 5/6, 7/8- Exit via their own door- proceed to line up areas in Junior

Yard **First /Second**

Exit own door & proceed to line up areas in Junior Yard

Third Class

Room 1 & 2- Exit Front Door & proceed to line up areas in Junior yard

Room 17 - Exit own door & proceed via back of school to Junior Yard line up

areas Room 29- Exit own door –Proceed to Junior Yard line up areas.

Fourth Class

Room 18 & 19 – Exit own door & proceed via back of school to Junior Yard line up areas

Rooms 20 & 24- Exit own door & proceed by back of school to line up areas in Junior

Yard

Fifth Class

Rooms 11 & 12 exit via door at 15/16- Proceed to line up areas in Junior

Yard Room 13 & 14, Exit own door and proceed via back of school to Junior

Yard

Sixth Class

Room 9 & 10 – Exit via Front Door – Proceed to Junior Yard line up areas

Room 15 & 16- Exit via own door- Proceed to line up areas in Junior

Yard.

Hall

Exit Fire door in hall & proceed via front of school to line up areas in Junior Yard

Offices

Exit Front door and proceed to lining up area