

Fire Evacuation Procedure Policy

St. Paul's N.S.

Introductory Statement

The Board of Management and staff of the school approve of the following fire drill instructions. This drill procedure will be carried out at least twice a year.

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

List of the firefighting equipment installed in the school

- **Outside office:** One foam extinguisher and one carbon dioxide extinguisher.
- **Kitchen:** One carbon dioxide extinguisher, one foam extinguisher and one fire blanket.
- **Hallway between 1st & 2nd and 5th & 6th classrooms:** One foam extinguisher and one carbon dioxide extinguisher
- **Boiler House:** One glass extinguisher over boiler. This automatically works in the events of a fire.
- **Junior & Senior Infants Classroom:** One foam extinguisher and one carbon dioxide extinguisher

The above equipment is checked and updated annually.

Procedure

1. Fire alarm rings.
2. Each classroom teacher assembles pupils in a line in a quiet orderly fashion.
3. Each teacher brings his or her mobile phone.
4. Teachers and pupils proceed to exit doors clearly marked and on to assembly point (basketball court) and line up in individual classes facing the school.
5. Teacher to check toilets before leaving the building.
 - 5a. Junior & Senior Infants line up at the assembly point beside the large tree, standing on the tarmac.
 - 5b. 1st & 2nd line up on the tarmac starting at the edge of the grass.
 - 5c. 3rd & 4th line up on the tarmac starting at the edge of the grass.
 - 5d. 5th & 6th line up on the tarmac starting at the edge of the grass.
6. Any pupils in the learning support room or hallway proceed to the nearest exit clearly marked and on to assembly point and join their individual class line.
7. Silence should be observed en route and at assembly point.
8. Each teacher takes a roll call for his/her class.
9. If a child is missing the Principal or Deputy Principal returns to check.
10. After each child is accounted for after roll call each teacher and classes return to the classrooms in the case of just fire drill.
11. In the event of the school being evacuated due to a fire, teacher and pupils remain at the assembly point. A member of the staff contacts the Fire Brigade. Dial 999 and ask for Fire Brigade.

12. Staff and pupils remain at assembly point until such time as it is safe to return.
13. On returning to the classrooms the roll is then called again to ensure that each child is back inside safely.

A copy of this procedure is displayed on the wall of each classroom.

Ratification and Communication

The Board of Management ratified this policy on the 25th January 2024

Signed: Rev Andrew Ison (Chairperson, BOM)

Date: 25/01/24

Signed: Clodagh Redican (Principal)

Date: 25/01/24