



Fire Drill Policy

It is the policy of the school to follow procedures at all times that will keep to a minimum the likelihood of fire breaking out.

The school is equipped with a fire alarm system. This will be activated (manual) in cases where any risk of fire or actual fire emerges so that all children and adults can be evacuated from the school. The fire alarm is connected to the school gates which open automatically when the fire alarm rings. At the beginning of each school year we hold a practice fire drill so all pupils and staff are familiar with the evacuation procedures from their new location. We hold three unannounced fire drills (one per term) throughout the year.

The overall objective of managing fire risk in the school is to protect, first and foremost the health and lives of children, teachers, other staff and visitors to the school. All other considerations are secondary.

In managing the fire risk in the school, the staff has agreed exit routes and practice fire drills every term. During fire drills and in the case of actual fire evacuation, the following procedures are implemented.

Fire Drill Procedures

1. Fire bell rings and staff respond immediately.
2. Line up children quickly in the classroom, bring the laminated sheet/mobile phone to log on to Aladdin.
3. Each teacher check toilets in own room area.
4. **Walk** children quietly and calmly to designated area in the school car park. Children **do not change** into outdoor shoes.
5. Visitors during the fire alert must accompany the employee with whom they are dealing with to the assembly area.
6. Do not return to your class/school building.
7. By calling roll, confirm that all children in your class are in the designated position. If anyone is missing, inform the Deputy Principal immediately. Any children in learning support, language support or resource classes to be delivered to their class line by their respective teachers.
8. Remain at the assembly point until the Principal provides additional instructions.
9. Phoning the fire brigade is the responsibility of the school Secretary.
10. Should a fire occur, the parents/guardians will be notified by text to come and take pupils home.
11. If the teacher is not in the classroom it is not possible to return to the room for the laminated sheet so roll should be called orally or a head count based on the roll that day if Aladdin cannot be used by mobile device.

Points to Consider

- Display the attached fire exit plan in your classroom
- Advise your class how to respond to the fire alarm if for any reason the teacher is out of the room. (Calmly line up, open the door, wait for the class teacher to return or teacher in nearby classroom to come in).
- Classes involved in sporting activities walk to their appointed area.

Signed on behalf of the Board of Management:

Chairperson: _____

Date: _____



digital schools
award

léargas

