



# DOOLIN NATIONAL SCHOOL

DOOLIN, CO. CLARE

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PRINCIPAL: MS. MICHELLE MORONEY

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## Fire Drill & Evacuation Policy

**Assembly Points:** All classes will assemble in the yard at the front of the school.

**Frequency of Drill:** A fire drill will take place three times a year, one in September, one in January and one just after Easter.

**Maintenance of Alarm:** The fire alarm will be tested regularly by Ms. Moroney. ATS currently have the contract to service the fire alarm system once a year. Fire extinguishers are located in all zones and are serviced annually in the first term.

### Introduction:

The fire drill/evacuation policy of Doolin National School has been produced following a collaborative consultation process by staff in response to changing circumstances in the school.

### Aims:

This policy aims to;

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

## Internal Procedures:

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

- Activation of fire 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
- Principal must check the toilets and close the door on evacuating.
- The designated SNA will assist the infants in evacuating their classroom
- During evacuation and on assembly, absolute order and attention must be maintained. Pupils must be able to hear clearly any instructions given by the teacher. Principal will bring mobile or handset to assembly.
- Each class is to assemble at the allocated fire assembly point at the front of the school
- Each teacher will take the class list of their own individual class with them and call the roll on reaching the fire assembly point (Yellow Sheet)
- Principal will remain in the assembly point and obtain the following information – name of teachers and pupils missing report and duration of fire drill.
- Pupils can only return to the classroom once permission has been given to do so and the alarm is deactivated at the end of the drill. Return to room should be quiet and unhurried.
- If visitors are in the school it must be ascertained that they have evacuated the building.

**Notes:** \* Pupils must not take personal property such as bags, coats etc during evacuation.

\*All ancillary staff, parents and visitors must evacuate immediately on hearing the alarm.

\*Special care should be given to children with special needs.

\*The Principal should meet with the fire brigade and immediately inform whether or not persons have been safely evacuated.

## 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 Doolin National School.

## Evaluation:

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

## References:

- Fire safety in the home – National Safety Council
- Responding to Critical Incidents – Dept Education & Skills
- IPPN

**Ratified by Board of Management on** \_\_\_\_\_

Signed: \_\_\_\_\_ (Principal)

Signed: \_\_\_\_\_ (Chairperson)