

# Tubber National School

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## Fire Drill & Evacuation Policy

### **Introduction:**

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

### **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 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

### **Assembly Point**

The assembly point is the back wall in the yard by the mural.

### **Internal Procedures:**

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

- Activation of fire alarm
- In all classrooms/resource areas/office, children are to stand up, push their chairs under the tables and calmly walk in a single file to the door
- The junior room teacher leads the children from her classroom to the assembly point as noted above.
- Once all pupils have left the school building the principal takes the roll book, checks the toilets and office area, closes internal doors and joins the others at the assembly point taking the roll book with him/her.
- A roll call or count is taken by the principal. Each responsible person will report at one to the principal teacher "all present" or otherwise. If anyone is missing an immediate search by the staff should be made as far as is practicable.

- With the exception of a search for missing persons, where feasible, no one must be allowed to re-enter the building to retrieve their clothing, books etc until permission is given by the Fire Brigade or in the case of a fire drill, by the principal.
- Pupils can only return to the classroom once permission has been given to do so.
- The fire drill is to be carried out once a term

### **Calling the Fire Brigade:**

All outbreaks of fire will be reported immediately to the Fire Brigade by the quickest means available.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all 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 Tubber National School.

Ancillary staff role – Go to assembly point

- Secretary should check toilets (if drill is carried out during her working hours)
- Recording of fire drill along with evacuation time suggestions for improvement (if there are any)

### **Planning for drills and evacuations**

- All new staff will be made familiar with fire drill and evacuation procedures.
- The fire evacuation procedure and the school's evacuation map (showing the outline of the school layout) are displayed near or adjacent to the two main exit points of the school and in both classrooms.
- Each fire alarm point is identified by appropriate operating instructions.
- Test fire drills will be held at least once per term. Drills should not be allowed to become stereotyped. A record of fire drills will be kept in the Health and Safety Policy. It includes details of drills including date, time, weather conditions, time taken for evacuation, brief description of drill including any difficulties encountered, and any other relevant information – which may include suggestions for improvements to procedures.
- Circumstances will dictate whether fire fighting operations should be attempted. The important thing to be remembered is that fire fighting must always be secondary to life safety.
- An annual service of fire equipment is undertaken by Glennon Fire and Safety. Instructions on use of equipment are clearly displayed.
- An evacuation from the front porch (the alternative route to the main school entrance) must be done at least once during the school year.

### **Evaluation:**

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

- Yearly reviews

**Implementation:**

This policy has been in operation since [11/12/2013].

**Ratification:**

The policy was ratified by the Board of Management on [10/12/2013].

**References:**

- Fire safety in the home – National Safety Council
- Fire safety in the school – National Safety Council

**Appendix:**

**Fire Drill**

1. Ring Alarm-Top Security 021-4968967
2. Ask for Control Room.
3. Quote account number 37926
4. Tell them you are doing "school on test"
5. End call and set off the alarm.
6. Leave for 30 seconds.
7. Turn off
8. You may do this drill a few times.
9. Ring Alarm-Top Security when you are finished.

Date Drill	Door Evacuated	Comments