

Fire Safety/Fire Drill & Evacuation Policy



Lurga National School

Gort,

Co Galway

Introduction

The fire/drill/evacuation policy of Lurga National School has been produced following a collaborative consultation process by staff.

Aims:

- ❖ The policy aims 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

In the event of a FIRE(or FIREDRILL) the following procedures should be followed:

A. DISCOVERY OF FIRE

Anyone (adult or child) discovering a fire should raise the alarm at once by ringing the FIREBELL or informing the nearest adult.

The FIREBELL is located on the wall inside the main entrance and must only be used in the event of a fire or when fire drill is being held.

The Principal or a Teacher is responsible for ensuring that the Fire-Brigade is called immediately and give precise instructions as to where the school is located. **Phone 999.**

B. EVACUATION

1. On hearing the FIREBELL, the pupils should stand to attention at their desks.
2. The teacher must ascertain if it is safe to evacuate through the school hall or through the exit door. For the purpose of FIREDRILL children will exit through the Classroom exit.
3. When instructed by the teacher of the class as to the exit route to be followed, the class shall leave the classroom in single file and proceed to the point of Assembly in the Playground.
4. The teacher should follow at the rear of the class, carrying the roll book if possible, having checked that the classroom and toilets are evacuated. The door of the classroom and all other doors on the escape route which will not be used again should be closed.
5. If children are in a class other than their own, they should proceed with that class to the Assembly Point and take up position at their own appointed line.
6. If the children are not in a classroom, e.g. on a message or in the hall, they should form single file, go by the most direct route to the place of Assembly and take up position at their own Assembly Point.
7. If the FIREBELL is heard during break time, a teacher on duty in the school yard should assemble the children at the Assembly Point. The teachers not on duty should return to their classrooms immediately and follow evacuation procedures. If it is a wet day and the children are in the classrooms, all teachers should return immediately to their classrooms and follow evacuation procedure.
8. While evacuating the school, the children must:
 - a. Maintain a line in single file
 - b. Maintain a silence
 - c. Not run
 - d. Not attempt to pass others
 - e. Not return for anything which they have forgotten.

“When you are out stay out”

C. CHECKING/COUNTING

1. On checking the Assembly Point, each class should line up in single file. A head count should be taken immediately and the result conveyed to the Principal or Teacher who will be at the Assembly Point.
2. If any person is missing an immediate check must be made by the Staff.
3. No other person must leave the Assembly Point to recover clothing, books, etc... until permission has been given
 - in the case of FIREDRILL, by the Principal
 - in case of a fire by the Fire Officer in charge.

Outside groups using school out of school hours –

All out of hour groups who use the school will be made aware of the fire assembly points and each group should know how to evacuate the building in case of a fire.

Role and Responsibilities:

All teachers are responsible for the safety and well being of the pupils in their care. The Principal and in-school management has overall responsibility for ensuring proper procedures are in place.

Regular training in the use of fire extinguishers, fire blankets etc will be provided by the Board of Management with Banner Fire Prevention Company.

Fire extinguishers are checked annually with Banner Fire Prevention Services providing the school with a Certificate of Conformity

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Signed



Paul Walsh

Chairperson

18/10/22

Date