

Two Mile House National School

Fire Drill Policy

Introductory Statement:

This Policy was drawn up by the Post Holder in consultation with the Principal, staff, BOM and parents.

Rationale:

This policy was drawn up because it was felt a policy was needed in the interest of safety of staff and pupils.

Relationship to Characteristic Spirit of the School:

Two Mile House National School is fully committed to safeguarding the well being of its pupils and staff. Every individual in the school should, at all times, show respect and understanding for their safety and welfare and conduct themselves in a way that reflects the principles and ethos of the school.

Aims:

- To create a fire drill policy.
- To ensure the safety of staff and pupils in the event of a fire.

Guidelines:

Assembly point is the Tennis Court. Signs posted along the fence.

Exits from all classrooms, as well as staffroom, library, learning support is through their main door to outside. If fire blocks this exit, teacher will bring pupils through other exit/emergency door/window.

Exits for Secretary's office, Principal's office, General purpose hall, resource rooms are through main door facing yard. If fire prevents this exit, these rooms will exit through back door (i.e. facing staffroom).

Teachers will bring class lists with them.

During break-times if fire alarm sounds, children should line up in their usual places, to be collected by class teachers immediately and brought to Fire Assembly area. Teachers should collect class lists.

Roles and Responsibilities:

Responsibilities of Teachers:

- Get children safely out of building to assembly point and bring class list.
- Call roll of own class.
- Include fire safety in SPHE classes.
- Learning Support/Resource/Language Support teachers accompany children to their class group at their designated assembly point.

Responsibilities of Resource and Learning Support Teachers/Language Support:

- Bring children in their care to their own classes at assembly point.
- Learning support teacher to check staffroom and library.

Responsibilities of Children:

- Walk in line with teacher to Assembly point.
- Walk quietly.
- Stay in own place in line.
- **Do not return** for anything you have forgotten.

Responsibilities of Principal:

- Call Fire Brigade - Naas 045 879964 / Newbridge 045 431370
- Collect staff lists
- Check all children and staff are accounted for.
- Make sure substitute teachers are aware of Fire Drill Policy.

Responsibilities of Post Holder

- Ensure that a copy of Fire Drill is posted on back of doors in each classroom, in the offices, learning support rooms, staff room, hall and corridors.
- Ensure that Fire Drills take place regularly.

Responsibilities of Secretary:

Bring staff list and check toilet areas.

Responsibilities of BOM

- Ensure that an adequate supply of Fire Extinguishers is available, identified and serviced by authorised and qualified persons and each extinguisher has instructions for use.
- Install and maintain a Fire Alarm separate from bell used for breaks and dismissal.

Implementation:

Policy will be implemented from November '08.

Review:

It will be reviewed November '19 and on a biannual basis thereafter.

Responsibilities for review:

This will be with the post holder who has responsibility for organisational policies.

Ratification and Communication:

The Draft Policy will be discussed by teachers at a staff meeting and will be forwarded to the Board of Management members at their meeting for discussion and ratification.

Communication:

Pupils will be spoken to on a class by class basis by their teachers and at assembly by the Post Holder and the Principal.

FIRE EXIT PROCEDURES

**ALL CLASSES - EXIT THROUGH MAIN
CLASSROOM DOOR LEADING TO OUTSIDE +
PROCEED TO ASSEMBLY POINT.
CLASS LIST TO BE BROUGHT BY TEACHER.**

**PRINCIPALS OFFICE, SECRETARY'S OFFICE,
RESOURCE ROOMS, LEARNING SUPPORT ROOM,
STAFFROOM, LIBRARY, GENERAL PURPOSES HALL
- EXIT THROUGH MAIN DOOR FACING YARD +
PROCEED TO ASSEMBLY POINTS**

ASSEMBLY POINTS

**In the event of fire, the following are the
ASSEMBLY POINTS for all classes.**

**ASSEMBLY POINT A - ROOMS 1, 2, 13, 14, 14A
ASSEMBLY POINT B - ROOMS 3, 4, 5, 6, 11, 12
ASSEMBLY POINT C - ROOMS 7, 8, 9, 10, 15, 16
ASSEMBLY POINT D - ROOMS 17, 18, 19, 20, 21**

ASSEMBLY POINT SIGNS LOCATED ON TENNIS COURT

**CLASSES TO FOLLOW THEIR NORMAL ROUTE TO YARD (ONCE
CLEAR)**