



Coosan N.S. Fire Drill & Evacuation Policy



Introduction:

The fire drill/evacuation policy of Coosan 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;

- 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
- All teachers must check the class toilets before vacating the classroom.
- Mr. Cunningham (Principal) will check all other toilets in the school to ensure they are all vacant
- Each class is to assemble at their allocated fire assembly point in the car park
- Learning Support/Resource teachers will return the children they have in their care to the class teacher after evacuation and inform them of same.
- SNAs who are not with the child they are designated to at that particular time will return to that child as soon as possible.
- Mr. Cunningham (Principal) will take a roll call of teachers and SNAs, caretaker and secretary on reaching the fire assembly point.
- Each mainstream class teacher will take the laminated class list and pen (stored at their classroom door) with them and call the roll on reaching the fire assembly point
- 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



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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.

Implementation:

This policy was drafted by the staff of Coosan National School in May 2019

Ratification:

The policy was reviewed and ratified by

1. Coosan School staff on May 2019
2. The Board of Management on September 2022 (re ratified)
3. The Parent Association on May 2019

References:

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