

Scoil Mhuire gan Smál, Cill Choirle

Fire Safety Procedure



Date developed:

Signed by

Date Reviewed: Sept 2020

Chairperson: *Ceráidín Keane*

Ref Code: TBA

Principal: *Donna Kirby*

Edition: v1

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FIRE SAFETY PROCEDURE

A school evacuation procedure has been drawn up, see Appendix 1. A copy of this procedure will be made available to all employees including temporary and substitute Teachers. A copy will also be displayed in each classroom, learning support room, language room, hall, staffroom and in the office.

The Principal is responsible for Fire Safety. Evacuation drills will take place three times a year (one drill per term). Employees should familiarise themselves with the procedures so that a fast effective evacuation of the school can be completed in the event of an emergency.

Fire Drill

a) Assembly Point:

For Junior to 4th classes are located next to basketball court – marked for each class (SEE BELOW)

For 5th and 6th classes are located in the Community Centre car park along the back fence.

b) Fire drill warning:

When fire bell sounds there should be **SILENCE** in the classroom, or wherever you are.

c) Evacuation

The teacher is **in sole charge** of his/her class. Each class exits in **single file** in **silence**.

Teacher leaves last, making sure all windows and doors are closed.

Teacher should bring **Class list** along.

d) Exit Routes:

Jun/Sen. Infants exit via class doors

5th and 6th use own exits in Community Centre

1st and 2nd class use back door exit

3rd class use fire exit off their classroom

4th class use back door exit

All other staff exit via nearest doors

e) Assembly

When pupils arrive at assembly point, they should line up class by class facing towards the Community Centre. Children with language, learning support, resource teachers should go with the teachers to their class assembly points.

- The teacher will call the roll and report the findings to the principal
- If a child is missing under no circumstance will a teacher or other person go back into the building looking for the child.

- In the event of a fire and if anyone is missing the principal will report it to the officer in charge of the Fire Brigade, who should be met on arrival by the Principal

Prevention & Maintenance:

- Ensure all fire exits are kept clear of equipment or clutter.
- Ensure all fire doors are functioning correctly, ie. Push bar, self closure, opening freely.
- Ensure classrooms are free of clutter with clear paths for quick exit, ie. tidy away school bags.
- Report any faulty electrical equipment for repair to the Principal/Caretaker.
- Report all faulty furniture for repair/replacement to the Principal/Caretaker.
- Do not overload sockets, use only appropriately approved extensions leads.
- Avoid having cables/leads trailing across floors.

Raising the Alarm:

- All staff are responsible for fire safety in their own work environment.
- All staff are responsible for reporting maintenance issues in a timely manner to the Principal/Caretaker, and for checking that repairs/replacements are completed.
- All staff are responsible for ensuring they are aware of fire exits, evacuation procedure, location of break glass units, and fire fighting equipment.
- All staff are responsible for raising the alarm, should they become aware of smoke or flames before the fire alarm is automatically activated.
- It is the responsibility of the Principal or the person delegated by them to call the Fire Brigade in the event of a fire.
- In the event of a fire and if anyone is missing the Principal will report it to the officer in charge of the Fire Brigade, who should be met on arrival by the Principal.
- In the event of a fire alert, the school management will liaise with the Community Centre personnel.

Fire exits are clear from obstructions. Staff and pupils are familiar with evacuation procedures.

Fire extinguishers and fire blankets are checked and maintained in accordance with the Manufacturer's instructions.

The fire alarm system is tested at regular intervals whilst the school is in session to ensure it works and is audible in all parts of the school. The school has a contract with the company DCS Alarms that carries out an annual maintenance check and is on call if there are any problems with the fire/intruder alarm.

The Community Enterprise Centre has a contract with external company that carries out an annual maintenance check and is on call if there are any problems with the fire/intruder alarm.

**ASSEMBLY POINTS ARE CLEARLY MARKED AT BACK OF THE SCHOOL
ABOVE BASKETBALL COURT**

1	2	3	4	5	6		
Jun Inf.	Sen Inf.	1st	2nd	3rd	4th		

Assembly Points for Community Centre classes 5th and 6th in Community Centre carpark along the fence

FIRE NOTICE

The Fire Alarm Signal is:-
School Alarm

The Place of Assembly is:-
Ballcourt

Sequence:

1. Alarm
2. Call the Fire Brigade
3. Evacuation – in single file – SILENCE
4. Assembly – Ballcourt
5. Roll Call – Report to Principal
6. Tackle the Fire