

**Scoil Chormaic**  
COMMUNITY NATIONAL SCHOOL  
*SCOIL NAÍSIÚNTA POBAIL*



Stephenstown, Balbriggan, Co. Dublin  
*Baile Stiofán, Baile Brigín, Co. BÁC*

# Fire Drill and Evacuation Policy

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## **Introductory Statement**

Scoil Chormaic CNS was established in 2010. It is under the patronage of Dublin Dún Laoghaoire Education and Training Board. This policy outlines the school's measures to ensure the safety of staff and pupils in the event of a fire or the fire alarm sounding.

## **Rationale**

The staff and management of Scoil Chormaic CNS acknowledge the importance of providing a safe and secure environment for all of the children in the school. This policy has been written by the ISLT as a statutory requirement for the health and safety of the school community in collaboration with staff, parents and board of management

## **Context**

The school moved to its permanent location in Stephenstown in January 2018. The school is on a shared campus with Bremore Educate Together Secondary School.

The main fire alarm system is located in the reception area and can be triggered here. There are also a number of fire alarms located around the school which operate on a push button system. These can be used to trigger the fire alarm by breaking the panel of glass. Fire exits and fire doors are clearly labelled and the fire doors close automatically when the fire alarm sounds. Fire doors and corridors are kept clear of obstructions at all times.

## **Aim**

The aim of this policy is to:

- Provide information to all school personnel on the procedures to be followed in the event of the fire alarm sounding
- Ensure the safety of all school personnel in the event of a fire or the fire alarm sounding

# Evacuation Procedures

## Stairwells

In the event of the fire alarm sounding, the following stairwells are used as emergency exits:

- Stairwell 1: Located after classroom 24 - exits into playground via door beside school hall
- Stairwell 2: Not an escape stairwell
- Stairwell 3: Located beside photocopying room - exits beside principals office
- Stairwell 4: Located in between 4<sup>th</sup> and 3<sup>rd</sup> class, exits into back green play area
- Stairwell 5: Located beside classroom 9 - exits into top end of playground

## Staff Toilets

Staff toilets will be checked by the teachers in the classrooms closest to the staff toilet. Two teachers are named in case of one teacher being absent.

Office: Staff in the office will check the staff toilets in the main entrance

Teacher in Classroom 6/7: Check staff toilet across from these classrooms

Teacher in classroom 17/18 will check the toilet across from these classrooms

Teacher in Classroom 21/22: Check staff toilet across from classroom 21

## Evacuation Routes

In the event of the Fire Alarm sounding, the following routes must be followed:

Stairwell and Exit	Classrooms
Stairwell 1	<p><b>Classrooms 1, 2, 10, 11:</b></p> <ul style="list-style-type: none"> <li>Walk to fire exit door located at the bottom of Stairwell 1. Pupils exit the fire escape using the door on the <u>left side</u>.</li> <li>Pupils enter <u>right playground gate</u> and walk to their line.</li> </ul> <p><b>Classrooms 21, 22, 23, 24:</b></p> <ul style="list-style-type: none"> <li>Use stairwell 1 and use exit door to enter the playground. Pupils exit the fire escape using the door on the <u>right side</u></li> <li>Pupils enter <u>right playground gate</u>. They should enter the right playground gate, walk to the back of the playground and across to their line.</li> </ul>
Stairwell 3:	<p><b>Classrooms 12, 13, 14</b></p> <ul style="list-style-type: none"> <li>Use stairwell 3 and use exit door to exit the building and walk around the back of the building to enter the playground.</li> <li>Pupils exit the fire escape using the door on <u>both sides</u>.</li> <li>Rooms 12/13 enter the playground using the <u>right playground gate</u></li> <li>Room 14 enter playground using the <u>left playground gate</u></li> </ul> <p><b>Computer room/Library/Resource room/Meeting room 1/Meeting room 2/Office/Principals Office</b></p> <ul style="list-style-type: none"> <li>Walk to fire exit and use exit door to exit the building and walk around the back of the building to enter the playground.</li> <li>Pupils enter playground using the <u>left playground gate</u></li> </ul>
Stairwell 4:	<p><b>Classrooms 3, 4, 5, 6:</b></p> <ul style="list-style-type: none"> <li>Walk to fire exit door located at the bottom of stairwell 4. Pupils exit the fire escape using the door on the <u>left side</u>.</li> <li>Pupils enter playground using the <u>right playground gate</u></li> </ul> <p><b>Classrooms 15, 16, 17:</b></p> <ul style="list-style-type: none"> <li>Use stairwell 4 and use exit door to enter the playground. Pupils exit the fire escape using the door on the <u>right side</u></li> <li>Pupils enter playground using the <u>left playground gate</u></li> </ul>
Stairwell 5:	<p><b>Classrooms 7, 8, 9:</b></p> <ul style="list-style-type: none"> <li>Walk to fire exit door located at the bottom of stairwell 5. Pupils exit the fire escape using the door on the <u>right side</u>.</li> <li>Pupils enter playground using the <u>right playground gate</u></li> </ul> <p><b>Classrooms 18, 19, 20:</b></p> <ul style="list-style-type: none"> <li>Use stairwell 5 and use exit door to enter the playground. Pupils exit the fire escape using the door on the <u>left side</u></li> <li>Pupils enter playground using the <u>left playground gate</u>. They walk to the back of the playground and then up to their line.</li> </ul>

Spraoui	Spraoui will use the fire doors in their hall area and enter the playground. Pupils make their way with their teacher and SNA's to the back, left corner of the playground
SET	SET teachers are in many classrooms throughout the day. Should the fire alarm sound, they should exit the building via their nearest emergency exit

## Evacuation from mainstream classrooms

In the event of the Fire Alarm sounding, the following procedures must be followed:

- Teacher ceases classroom activities
- Pupils are instructed by their teacher to stand up and form a line in the classroom in an orderly fashion
- Pupils are instructed not to take any personal belongings from the classroom
- The class teacher checks that there are no pupils in the toilets before leaving the classroom
- Each teacher gets their copy of their laminated fire roll call sheet (this is stored in the plastic cubby beside the classroom door with a whiteboard marker)
- Teachers lead their class to the assembly point in the playground using their designated exit route, closing the classroom door as they leave
- Teachers should ensure that their line stays together, and that they watch every pupil leave the building
- Classes line up in the playground on the line that corresponds with the number on their classroom door
- Once the class arrives to the playground and has lined up on the correct line, the teacher calls the roll and ensures that all pupils are present
- Once the roll has been called, teachers should stand at the top of their line and hold their laminated roll sheet in the air

## Teacher Absence

In the event that a teacher is absent and the class have been split, the pupils should remain with the class they have been split into. The class teacher must also account for these pupils.

## Evacuation from SET

In the event of the fire alarm sounding while pupils are in a SET room:

- SET teacher ceases classroom activities
- Pupils are instructed to line up
- The SET teacher brings a laminated copy of their timetable with groups listed.
- Teachers lead their group to the assembly point in the playground using their nearest exit route, closing the classroom door as they leave
- The pupils should return to their own class line and make themselves known to the class teacher

## Evacuation during a movement break

In the event of the fire alarm sounding while pupils are on a movement break with an SNA:

- The SNA should lead their pupil/pupils to the assembly point in the playground.
- The pupils should return to their own class line and make themselves known to the class teacher.

### **Evacuation while in the PE hall**

In the event of the fire alarm sounding while pupils are in the PE hall:

- Teachers should cease PE activities and instruct pupils to line up in an orderly manner
- Pupils should be instructed not to collect any personal belongings
- Teacher and pupils exit the hall and make their way to the assembly point in the playground
- The pupils should return to their own class line and make themselves known to the class teacher

### **Evacuation while on the playground during lunch time**

In the event of the fire alarm sounding while pupils are in the playground:

- Supervising Teachers should instruct pupils to line up
- Teachers on their lunch break should collect their laminated fire roll from the folder in the staffroom and make their way to the assembly point in the playground

### **Visitors to the School**

All visitors to the school must sign in at the office. If the fire alarm sounds, visitors to the school should make their way to the nearest fire exit and assemble in the school playground. The assembly point for visitors to the school is next to line 1, beside the double gate at the bottom of the playground.

### **Reporting to the Fire Warden**

Once all pupils have been accounted for, the class teacher should inform the Fire Warden that all pupils have been accounted for by standing at the top of their line and holding their ticked, laminated roll sheet in the air.

The responsibility for accounting for staff has been designated to: Fire Warden – Deirdre Corcoran

The responsibility for accounting for visitors to the school has been designated to: Deirdre Corcoran.

If any person cannot be accounted for, this information must be brought immediately to the Fire Warden.

### **Returning to the building**

Staff and pupils may return to the building once they have been given the all clear by the school Principal or a Fire Officer.

### **Evacuation from the playground**

If the building is deemed to be unsafe, pupils and staff will be evacuated to the school car park.

Junior Infants – 3<sup>rd</sup> Class will line up in the car park closest to the building.

4<sup>th</sup> – 6<sup>th</sup> Classes will line up in the car park furthest from the building.

### **Evacuation before the school day**

Should the fire alarm sound before 9am all staff should make their way to their nearest Fire Exit and assemble in the playground.

In the event of the Fire Alarm sounding during clubs, the staff member should follow the evacuation route from their location to the playground. Staff should have a laminated roll sheet for all clubs.

Should the fire alarm sound during arrival, the supervising teachers and any SNA staff assigned to supervision should instruct each class to line up and evacuate using the nearest Fire Exit. All other staff should leave the building via their nearest Fire Exit.

### **Evacuation after school day finishes**

Should the fire alarm sound after the school day has finished, all staff should evacuate using their nearest Fire Exit. If a teacher is running an after school club, they should evacuate the pupils using the nearest Fire Exit and should bring a roll sheet with them to take the roll upon arrival to the playground.

A list of after school clubs is available at the front of the staff sign in book. The school caretaker should collect this book and take a roll call upon arrival to the playground.

## **Fire Wardens**

The Fire Warden in Scoil Chormaic CNS is Principal, Deirdre Corcoran. In the event of her absence, Deputy Principal Alan Weston will act as Fire Warden.

## **Fire Drills**

A Fire Drill will take place in each term. Two drills will be scheduled and one drill will be unscheduled. In the event of a scheduled drill, teachers will be given 2 days notice.

Terms:

September-December

January - April (before the holidays)

May-Jun

## **Success criteria**

This policy will be deemed to have been successful if:

- All school personnel evacuate the school building in a safe and timely manner in the event of the Fire Alarm sounding

## **Implementation**

### **Roles and responsibilities**

- All Staff: Making themselves familiar with the procedures in the policy, reporting any obstructions of corridors or Fire Exits to the Principal/Deputy Principal
- School Caretaker: Regular checks of Fire Doors, Fire Exits and Emergency Exit lights
- Class Teachers: Practising the evacuation procedures with their class, teaching Fire Safety as part of SPHE and ensuring that they have a laminated fire roll and whiteboard marker in the plastic cubby at the classroom door and in the folder in the staffroom (this must be updated to reflect new pupils to the school)
- ISLT: Maintaining the Fire Drill Policy
- Principal: Organising training in the use of Fire Extinguishers for staff, ensuring the regular maintenance of the Fire Extinguishers in the school



## **Timeframe**

This policy has been revised in the 2018-2019 school year. It will be implemented in its entirety once agreed by the Board of Management.

## **Monitoring**

Implementation of the policy will be monitored by the principal, and where appropriate, ISLT.

## **Review**

This policy will be reviewed on a yearly basis. The latest review took place in January 2023.

## **Ratification and communication**

This policy has been communicated directly to staff in the course of staff meeting, and will be made available electronically also. A hard copy will be available alongside other school policies.

Signed by

29<sup>th</sup> August 2023

*Colm Kilgallon*

Chairperson of the Board of Management

*Deirdre Corcoran*

Principal of Scoil Chormaic CNS