



Bandonbridge N.S.

Fire and Emergency Evacuation Plan

Date ratified: 21/06/2006
Date of review: 19/12/2022

Introduction:

The fire drill/evacuation policy of Bandonbridge N.S. has been produced following a collaborative consultation process by staff in response to changing circumstances in the school. Additional buildings have been added to the school grounds since the initial build in 1960 so assembling areas have changed over time.

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 utilise 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/support teaching areas, children are to stand up, push their chairs under the tables and calmly walk in a single file to the door
- No child should stop to collect belongings
- Silence must be maintained by children as they walk to the assembly area on the grass area to the rear of the school
- All teachers must check the class toilets before vacating the room
- Where safe to do so, windows and doors should be closed on exiting the building
- SNAs will assist the children in evacuating their classrooms
- Each class is to assemble at the allocated fire assembly point – Junior Infants nearest the school building and 6th class at the far end.
- Each teacher will have a laminated class list of their own individual class posted on their classroom wall near the exits. As they leave the room, they take this list 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 school secretary/Principal will contact and liaise with emergency services
- The fire drill is to be carried out once a term

Evacuation by Class:

Junior Infants: use the emergency exit and cross the courtyard/basketball court to assembly at the first tree at the assembly area.

Senior Infants: use the emergency exit, walk through the passage, cross the courtyard/basketball court to the assembly area

1st – 4th: exit through exterior doors to classroom, cross the courtyard/basketball court to the assembly area

5th: exit through the reception area, cross the courtyard/basketball court to the assembly area

6th: use emergency exit, walk along path by the garden before crossing the basketball court to the assembly area

Role and Responsibilities:

Class teachers are responsible for maintaining tidy classrooms and ensuring all exits are free from clutter. There should be a clear path to the emergency exits in all rooms. Fire extinguishers should be easily accessible. All teachers are responsible for the safety and wellbeing of the pupils in their care.

The staff Safety Officer is responsible for checking teachers are compliant with safety procedures. He/She is responsible for checking that fire extinguishers have not been tampered with and that fire equipment is serviced annually.

The Principal has overall responsibility for ensuring proper procedures are in place. He/She will maintain the fire register with the Safety Officer and organise regular fire safety training for staff. Fire drill schedules are part of the post of responsibility within the in-school management structure of Bandonbridge N.S.

Bells, break glass and smoke detector units are situated throughout the buildings. These are checked regularly. The main fire alarm panel is situated on the wall beside the office near the main entrance doors. An additional fire alarm panel is located in the staffroom upstairs in the standalone block. These are serviced annually.

The Principal and Deputy Principal park their cars in the same places daily so they can be moved quickly to allow access for emergency vehicles.

Evaluation:

- Positive feedback from all stakeholders
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Implementation:

This policy is currently in operation and will be reviewed annually or as legislation changes or where there are physical changes to school infrastructure.

References:

Guidelines on Managing Health, Safety and Welfare in Primary Schools - HSA

Fire safety in the home – National Safety Council

Fire safety in the school – National Safety Council