

# Fire Drill & Evacuation Policy

Scoil Náisiunta Cill Richill  
Kilrickle N.S.  
Roll No: 16293H



## Introduction:

The fire drill/evacuation policy of Kilrickle National School has been produced following a collaborative consultation process by staffs 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
- Exit Points are labeled for each class.
- All teachers must check the class toilets before vacating the room
- Each class is to assemble at the allocated fire assembly point. These are located in the school tennis court.

- Each teacher will take the pupil list of their own individual class 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 carried out once a school year.

**Role and Responsibilities:**

- All teachers are responsible for the safety and wellbeing of the pupils in their care.
- The Principal has overall responsibility for ensuring proper procedures are in place.
- Fire drill schedules are part of the post of responsibility within the in-school management structure of Kilrickle N.S.

**Evaluation:**

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

**Implementation:**

Fire Evacuation drills have been in operation for many years. This written policy has been in operation since [01/09/20].

**Ratification:**

The policy was ratified by the Board of Management on 18th May, 2022

Signed: *Paul Rogers*

Signed: *Colm Gibbon.*

Chairperson (Board of Management)

Principal / Secretary BOM

**References:**

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