

**Introduction:**

The Fire Drill/evacuation policy of SS. Michael & Peter JS 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 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/resource areas, children are to stand up, push their chairs under the tables and walk calmly and quietly in a single file to the door.**
- **All teachers must check the class toilets before vacating the room.**
- **All teachers must close door when leaving classroom.**
- **Each class is to assemble at the allocated fire assembly point.**
- **Each teacher will take the class list with them and call the roll on reaching the fire assembly point.**
- **When roll called teacher must report to designated person.**
- **Pupils can only return to classroom once permission has been given to do so.**
- **Fire Drills to be carried out once a term.**

### **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. Fire Drill schedules are part of the post of responsibility within the in-school management structure of SS.Michael & Peter JS.**

### **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 has been in operation since 12<sup>th</sup> December 2017**

**Ratification:**

**This policy was ratified by the Board of Management on 12<sup>th</sup> December 2017**

**References:**

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