

## MILFORD NATIONAL SCHOOL

# Fire Drill & Evacuation Policy

### Introduction:

The fire drill/evacuation policy of MILFORD NATIONAL SCHOOL 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 utilize outside agencies (Anti-Fyre Ireland Ltd., 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:

### **ON HEARING THE FIRE ALARM**

- The Principal will bring a mobile phone to the Assembly Area. She will phone the Fire Brigade if necessary.
- **Fire Marshals** will open Exit Doors and ensure route of egress is clear and safe to evacuate.
- Class Teachers must check toilets to ensure that all children are in class line.

- Teacher ensures that classroom windows and door are closed and that lights are turned off.
- Teachers will take up their Roll Books and marshal their classes in an orderly manner to the **Appointed Assembly Area** by the **Designated Exit Route** for the class.
- Children attending Learning Support/Resource classes at the time of evacuation will be evacuated by their LSRT and will be returned to their class teacher at the **Appointed Assembly Area**.
- There must be no rushing or overtaking on the way to the **Appointed Assembly Area**.
- **Single File. No Talking.**
- **Fire Marshals** will ensure that all school doors are closed to prevent further spread of fire.
- Classes using the Music Room or Staffroom should exit through the nearest Emergency Exit and assemble at their classroom door number in their Assembly Area. Outdoor classes (PE, External coaches etc) should go directly to their Assembly Area.

**Fire Marshals:**

- Corridor A – John Nelligan
- Corridor B – Louise Hill
- Corridor C – Siobhán Fenton
- Corridor D – Áine Burke
- Rooms 17+18 – Yvonne Newman/Olive Doody
- **DO NOT RETURN** for anything you have forgotten.
- Other members of staff will immediately make their way to the assembly point, evacuating their rooms by the **Designated Exit Route** for their location.
- As soon as classes are assembled, **each teacher will count their class twice** to ensure correct number of pupils present. Roll call is only used to identify missing pupils; if all are accounted for, then roll-call is not necessary. Teachers report to their designated Fire Marshal if anyone is missing.

- All five Fire Marshals report the result of their corridor's head-count/roll-call to the principal.
- If anyone is deemed to be missing, an immediate check must be made by **Fire Marshals**.
- No child should leave their **Assembly Area** to recover anything from the school.
- After Building Check, Fire Marshals inform the principal that everyone is accounted for. Fire marshals open Gym Doors and the children proceed into the Gym (Assembly Area A) in an orderly fashion, where they will stay until the danger has passed or until they are collected.

### **FIRE EVACUATION: ASSEMBLY AREA INFORMATION**

- The number on your **Classroom Door** will be your **Fire Evacuation Number**.
- Each class will assemble at their **Appointed Assembly Area** at the point denoted by their classroom door number. The numbers are painted on the ground.
- **Assembly Area B** is in Yard B, directly in front of Gym, Signage side.
- Classrooms 1-4, 14-18 will assemble at **Assembly Area B**.
- **Assembly Area C** is in Yard C, directly in front of Gym, Large Doors side.
- Classrooms 5-13 will assemble at **Assembly Area C**.

#### 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 Milford National School.

#### 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 March 2010.

#### Ratification:

The policy was first ratified by the Board of Management on 24-03-2010. It was reviewed and updated on 21st March 2013 .

#### References:

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