Fire Safety and Evacuation Policy 2026

Introduction

This is the updated version of the school fire drill/evacuation policy which has been formulated through whole staff consultation in response to changing circumstances in the school.

Rationale

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.

Aims/Objectives

- To utilise outside agencies (local fire station/fire officer) for school visits, 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.

Fire Register

- The person responsible (DP) will be responsible for maintaining the fire register.
- Staff assigned specific responsibilities will be listed in the fire register along with the training they have received. Copies of training certificates will be retained.
- All fire appliances including fire extinguishers, fire reels and fire blankets and their location will be listed along with their most recent service date.
- Evacuation procedures will be drawn up for each room with due consideration to the age range/mobility of the children.
- A Record of Fire Exits Inspection will be maintained monthly to ensure that all Fire Doors are working correctly and are not blocked. Fire Exits must be closed at all times (unless they are doors which automatically close when the alarm is sounded) to prevent the spread of the fire and/or toxic smoke.
- A Fire Detection & Alarm System General Register will be used to record any incidents or activation in relation to the fire detection system.
- A Record of Emergency Lighting Equipment Inspection will be used to record dates of service and ensure that all lighting is maintained in line with the required standards.

- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are supplied and serviced each year. The Fire Safety Warden will ensure that the annual maintenance is carried out by a competent service provider. The service provider we use to service our fire equipment is Apex.
- On completion of the work, a Certificate of Servicing/Testing should be issued by the service provider to the Fire Safety Manager and a copy should be kept with this register for inspection by an authorized person of the local fire authority. Playschool also provided with this.
- A record is retained in the fire register of the number, type and maintenance of firefighting equipment and smoke alarms.
- A record of all fire drills is also retained in the fire register.

Fire Drill

- Fire evacuation drills will be carried out to simulate fire conditions. No advance warning should be given, other than to specific staff or an alarm monitoring centre for the purposes of safety and the avoidance of a false call being made to the Fire Service.
- The alarm will be set off manually or staff will raise the alarm. All fire drills are practiced by setting off the fire alarm.
- Fire drills are conducted 5 times yearly.
- The staff and children will make their way to the assembly point location.
- Staff will bring the child attendance record.
- The fire officer will check each room to ensure no person is left in the building.
- At the assembly point all children and staff will be accounted for using the Attendance Records.
- A record of the fire drill will be maintained including the date, person/section taking part, the evacuation time, any details of deficiencies and actions to be taken.

Evacuation Procedures (Procedure in the event of an outbreak of fire):

Raising the Alarm

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm calls point.

Calling the Fire Brigade

- All outbreaks of fire or any suspected fire, however small, must be reported immediately to the Fire Brigade by the quickest means available. This task will be the responsibility of the Fire Officer.
- When calling the Fire Brigade give clear information including: Name of the building, Address of the building, Eircode, Directions to the building and type of fire situation (if available), for example, fire location, fire size, materials involved, persons missing.

On hearing the fire alarm

The evacuation procedure will be initiated once the fire alarm has been sounded. Everyone will exit the building as fast as possible but in an orderly manner. Staff in each room are aware of the children in their care.

Assembly Point

- An area outside the premises is designated as an assembly point. It is clearly marked and easily identified. The fire assembly point used by Grangemockler NS and Grangemockler Playschool is the court.
- The assembly point must be far enough away from the premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put children and staff at risk from emergency vehicles responding to the incident
- Specific arrangements must be made for children with additional needs to ensure that they are assisted during evacuation
- No running is to be permitted to avoid panic
- Everyone must descend in single file. Overtaking of individuals must not be permitted
- Anyone who is not in a room when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the person in charge.

Roll Call

- Class Lists should be held at a central point and must be brought to the assembly point when the alarm sounds
- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises
- When everyone has assembled at the assembly point, a roll or count must be made immediately to ascertain that no has remained in the premises
- Any visitors or contractors in the premises at that time must be included
- The person in charge of each room must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of any persons missing

Meeting the Fire Brigade

The nominated person who carried out the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so, vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade.

You should provide the following information to the Fire Brigade: the location of the fire; materials involved; details of missing persons; location of nearest fire hydrants; location of all

access doors to the building; location of any special risks, Keys for access into any locked areas.
The Fire Brigade should be notified about any missing persons when they arrive at the scene.

A Fire Warden has been appointed. Our fire officer is **Deputy Principal Vera Power**
*If posts of responsibility change in the school, the acting teacher as DP will take on the role of Fire Warden
An assembly point location has been identified. The location is the court.

Evacuation Procedures

1. The fire alarm activates. The principal calls the fire brigade if necessary.
2. In all classrooms/resource areas the children all stand up, push their chairs back under their tables, and calmly walk to the door in single file. Children should not take bags or books with them.
3. Each teacher takes their class list of his/her own individual class.
4. **Senior Room:** The senior room teacher will instruct the children to go out the door and exit the school from the door on the left of the classroom, they will turn left and enter the court via the steps. They will line up on the halfway line of the court. The class teacher will close windows, doors and emergency exits behind them.
5. **Middle Room:** The middle room teacher will instruct the children to walk out the classroom door and walk out the main door of the school. They will turn left and enter the court via the steps. They will line up to the right of the senior room. The class teacher will close windows, doors and emergency exits behind them.
6. **Infant Room:** The infant room teacher will close windows and then lead the children out of the classroom. They will exit the door beside their classroom. Once out of the school, the teacher will lead the children to the left and walk along the front on the school. Mr Hahessy will help supervise the children walking to the court. They will enter the court via the steps and will line up to the right of the middle room
7. **Playschool:** The playschool teachers will close windows and then lead the children out of the classroom. They will exit the door beside their classroom Once out of the school, the teacher will lead the children to the right and walk along the back of the school. They will enter the court via the steps. They will line up along the bottom of the court
8. The SET will instruct any pupils in their room to follow the infants. The SET will then ensure their windows and doors are closed in the special education room and the infant room. The SET will close the emergency exit as he/she leaves the building. The SET teacher will follow behind the infants and SEN students.
9. All teachers must check the class toilets before vacating the room.
10. The SNA if relevant will exit the school through the nearest emergency exit and will stand at the steps to ensure all children follow the path to the assembly point.
11. Any other staff or pupils not in a classroom at the time of an emergency will proceed to the nearest emergency exit and head to their assembly point.

12. Each teacher calls the roll for his/her own class on reaching the fire assembly point.
13. Pupils return to the school premises only when the lead person allows it.

Roles and Responsibilities

It is the role of the Fire Warden to ensure the following:

- fire register
- fire safety and evacuation policy
- conduct and record 5 fire drills yearly
- All necessary signs are clearly visible around the school: Class lists, evacuation procedure, assembly point signs, emergency equipment and exit.
- All ensure all staff are aware of the procedures and have acknowledged this by signing at the beginning of the year.

All teachers are responsible for the safety and well-being of the pupils in their care.

Evaluation

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

References

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

Review and Implementation

This policy was formally approved by the board of management at its meeting on 11/2/26.

Signed: Vera Power Date: 11/2/26

(Person Responsible: DP)

Signed: _____ Date: 11/02/26

(School Principal)

Signed: _____ Date: 11/2/2026.

(Chairperson B.O.M.)

This policy will be reviewed in December 2027.