Scoil an Linbh Íosa Ballycane, Naas

UPDATE ON FIRE DRILL

SCHOOL 2022/2023

As part of our **School Policy** on **Safety**, it has been decided that we have a **FIRE DRILL** at least once a term during the school year - The following are the procedures outlined for such a drill.

(1) On hearing the fire alarm, teacher asks pupils to form in a line, - the formation which is generally used upon leaving the Classroom for break periods - **Before** teacher issues the order to leave the classroom he/she **must check to see if there are any children in the toilets.** Having accounted for all he/she now asks the children to leave the classroom and to remain at school exit door until he/she escorts them to their assembly point. **Classroom door must be closed** after all pupils have vacated it. Teacher must by now have in **his/her possession an up to date register/class list of all his/her pupils.**

(2) Children under supervision of teacher now make their way to allocated assembly points as detailed below:-

(A) **CLASSROOMS 13, 14, 15, 15A, 16 & 16A, Old Office and Secretary** go out via the **MAIN DOOR EXIT NO. 1** and go up the steps and line up on grass area to the left of the car park/behind the bike shelter. Assembly **ZONE A**. Pupils in **Support Rooms** are returned to their **CLASS TEACHER** by the support teachers if safe to do so. SET teacher to stay in big yard if he/she has returned a child there - no need to go back to the front of the school.

(B) **CLASSROOMS, 1, 2, 3,** plus children in **READING ROOM** go out via **TOP DOOR EXIT NO. 2** facing Lacken View and down to the end of **BIG YARD**

(C) **CLASSES 4, 5, 6** go out via **SIDE DOOR** on the **LEFT - EXIT NO. 5** to the end of **BIG YARD**

(C) **CLASSES 7, 8, 9** go out via **SIDE DOOR** on the right - **PRE. FAB**. side of building - **EXIT NO. 4.** these classes remain in the **BIG YARD**

(D) **CLASSES 10, 11, 12, 17** and **18, (PRE-SCHOOL)** go out via door leading into **SMALL YARD -EXIT NO. 3** and proceed to the end of **BIG YARD**

(F) Pupils in **P.E. HALL** go out to **BIG YARD** via **EXIT 4 or EXIT 5**

(G) **CLASSES 19, and 20** (in Pre Fabs) go out through **NORMAL ENTRANCE DOOR - EXIT NO. 6** if possible or otherwise they exit via **EMERGENCY DOORS** in each classroom (which must be kept clear at all times).They assemble in the **BIG YARD**

{H} **CLASSES 21, and 22** (in Pre Fabs} go out through Normal entrance and line up in the **BIG YARD – ZONE C EXIT NO. 7** if possible or otherwise they exit via **Emergency Doors** in each **classroom** which must be kept **CLEAR** at all times. They assemble in the **BIG YARD**

(I) **CLASS 23** (Learning Support Pre Fab} go out through Normal entrance and line up in the **BIG YARD** or returned to their class teacher if it is safe to do.

(J) **All pupils going to the BIG YARD WILL LINE UP ACCORDING TO THEIR CLASSROOM No. at end of yard.**

(J) **PRE-SCHOOL children will line up on line 24**

(K) **During Fire Drill or in the event of an evacuation, children who are attending E.A.L., Literacy Support, Maths Support, those with an S.N.A, or those with any other adult in the school should exit the school with that adult. Once safely outside the school, these children should be taken (by said adults) to their own classes. Their class teacher should then call the register/roll. SET teacher to stay in big yard if he/she has returned a child there - no need to go back to the front of the school.**

(L) **Visitors exit the building with the person/class they are visiting.**

(M) **AP1 to send a text on staff whats app group letting any class/staff member who may be offsite that there is fire/fire drill taking place.**

There must be no rushing or overtaking other pupils on the way. Children will remain at assembly points until the **ALL CLEAR** is given to return to classrooms.

(3) At assembly points all teachers will make a roll call.

(4) If all pupils present in school on the day cannot be accounted for an immediate check must be made among other classes and in the general environment to locate the missing child/children - To help with this task it has been decided that the **PRINCIPAL will go to the GRASS AREA – ZONE A, DEPUTY PRINCIPAL TO ZONES IN THE BIG YARD,** who upon getting a report from a teacher concerning any missing pupils will set out to locate them.

(5) In order to ensure that children who are in school but who are not under the direct supervision of a teacher(delivering a message, etc.) are accounted for, **the Principal will check rooms 1,2,3,4,5,6,7,8,9,10,11,12** and the **Deputy Principal will check rooms 15,15(a),16,16(a), 17,18,19,20,21 & 22 prior to leaving the school building.**

(6) **School Gates to Staff Car-park will be opened by Joe to allow the emergency services access to the school.**

(7) Having accounted for all pupils and having ensured that the procedures adopted by us for our **FIRE DRILL** are understood by all concerned, the Principal or other person in charge will now signal the end of the drill and teachers are asked to escort children to their appropriate classrooms in an orderly fashion

In the event of any **EMERGENCY** such as - an actual fire, a bomb alert or any type of explosion the above procedures will be immediately put into operation upon the signal of an alarm.

(8) In the event of a major fire and assembly zones become unsafe, children will be escorted via new gate to the Church Car Park.

ZONE A GRASS AREA CAR PARK

MAIN FIRE EXITS

No. of Exit Doors		**Areas Covered**
Exit No.1 – Main Entrance	**Covers**	**C.Rooms 13,14,15,15A,16,16A Principals Office, Old Staff Room, Secretary's Office, Old Office**
Exit 2	**Covers**	**C.Rooms 1,2,3, Reading Room and New Staffroom**
Exit 3	**Covers**	**C.Rooms 10,11,12,17, 18, ECCE Pre-school**
Exit 4	**Covers**	**C.Rooms 7,8,9 – P.E. Hall**
Exit 5	**Covers**	**C.Rooms 4,5,6, - P.E. Hall**
Exit No. 6 + Emergency Door	**Covers**	**C.Rooms 19,20**
Exit No. 7 + Emergency Door	**Covers**	**C.Rooms 21,22**
Pre-fab 23 exit	**Covers**	**C. Room 23**

Church Car Park – Secondary Assembly Point in case of major Fire