FIRE SAFETY / FIRE DRILL AND EVACUATION POLICY

Introduction

The fire/drill/evacuation policy of St. Coen's N.S. has been produced following a collaborative consultation process by staff.

Aims:

- The policy aims 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 for training and staff development, so as to enhance safety procedures
- To develop a tried and tested 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-
- 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. No talking in corridors.
- All teachers must check the class toilets before vacating the room
- Teachers must take their class list with them
- All classroom doors must be closed when vacating school
- Jnr Infants leave by Main entrance door. Senior Infants leave by rear exit. 1st and 2nd class leave via the Broomhall exit. They walk on the right hand side of the stairs. 3rd and 4th classes use the main exit (stairs beside 2nd class). 5th and 6th classes exit through the door at the end of the ground floor corridor beside EI preschool class. Early Intervention preschool and primary class exit through the door beside

preschool class. Learning support teachers to go to assembly area. Any class in the hall leave by the fire exits in the hall.

- Each class is to assemble at the allocated fire assembly point which is located in the senior playground (basketball courts).
- Each teacher will take the class list / Aladdin device from their own individual class with them and call the roll on reaching the assembly point.
- The secretary will bring the visitors book along with early leaving book.
- All persons can only return to the classroom once permission has been given to do so
- The fire drill is to be carried out once a term
- Fire drill will be carried out from classrooms and assembly hall
- To prevent a call out from the fire brigade when a fire drill is being undertaken Group 4 must be informed beforehand by phone (018058399) displayed above the burglar alarm panel in the main entrance lobby of the school.
- Key for gate from EI yard to be taken when children are outside.
- Key for Gate from Junior yard to be taken by the teacher on yard duty when children are outside

Outside groups using school out of school hours-

- All out of hours groups who use the school will be made aware of the fire assembly points and each group should know how to evacuate the building in case of a fire

Role and Responsibilities:

All teachers are responsible for the safety and well-being of the pupils in their care. The principal and in-school management has overall responsibility for ensuring proper procedures are in place.

SET team will ensure their class group is united with their full class at appropriate assembly point and then help Autism class as they evacuate the building safely.

Regular training in the use of fire extinguishers, fire blankets etc. will be provided by the Board of Management with a company providing fire safety training.

Fire extinguishers are checked annually and Apex provide the school with a Certificate.

This policy was reviewed by the Board of Management of St. Coen's N.S. on the 21/10/2026.

SIGNED: Mary Murphy Lee Kavanagh

Mary Murphy — Chairperson of the Board of Management

Lee Kavanagh — Principal