**Fire Drill Evacuation Policy**

**Introduction:**

The fire drill/evacuation policy of Bansha 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 (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
* To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available, and to train the mind to react rationally when confronted with a fire or other emergencies at school or elsewhere.

**Fire Drill Procedures:**

In the event of a fire, the following steps must be taken;

* Activation of fire alarm by Principal/ Safety Representative/ Polling Booth Officer (on polling days)
* 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
* All teachers must check the class toilets before vacating the room.
* All teachers close the classroom doors in order to prevent fire spreading.
* Each class is to assemble at the allocated fire assembly point, in the school yard at the front of the school.
* Each teacher will take the roll book of their own individual class with them and call the roll on reaching the fire assembly point (the yard)
* Pupils can only return to the classroom once permission has been given to do so
* The fire drill is be carried out once a term, in October, February and May (2nd Friday of these months)

**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 Bansha National School.

**Important Notes:**

* Pupils must not take personal property such as bags, coats etc to the assembly points during the evacuation
* All ancillary staff, parents and visitors must also exit immediately to the nearest exit upon hearing the alarm.
* Special care should be given to children with Special Educational Needs.

**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 9th of December 2016

**Ratification:**

The policy was ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_ 2017

**Signed on behalf of the Board of Management:**

**Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Safety Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**References:**

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