



Derryoobur National School Policies

Roll Number: 17547R

Patron: Most Rev. Michael Duignan, Bishop of Clonfert

Chairperson: Fr. Kieran O'Rourke P.P.

Phone: 0860483344

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Derryoobur National School Fire Drill & Evacuation Policy

1. Introduction

The **Fire Drill & Evacuation Policy** has been developed to ensure the **safety and well-being** of all pupils, staff, and visitors in the event of a fire or emergency. This policy complies with the **Safety, Health, and Welfare at Work Act 2005** and best practices in **fire safety procedures for schools**.

Derryoobur National School is committed to **maintaining a safe school environment** and ensuring all staff and pupils are prepared for **emergency evacuations** through regular **fire drills, training, and clear procedural guidelines**.

2. Aims of the Policy

- To provide a **safe, structured response plan** in the event of a fire or emergency.
- To ensure **full compliance with fire safety legislation** and **Health & Safety Authority (HSA) regulations**.
- To develop **clear evacuation procedures** that prioritise **safety and efficiency**.
- To conduct **regular fire drills** to familiarise staff and pupils with emergency procedures.
- To allocate **responsibilities to key staff members** for managing evacuations effectively.

3. Roles & Responsibilities

Board of Management

- Ensures compliance with fire safety regulations.
- Reviews fire safety procedures annually.
- Approves funding for necessary fire safety equipment and training.

Principal (Fire Safety Coordinator)

- Oversees fire drill procedures and records outcomes.
- Ensures all staff and pupils are familiar with evacuation procedures.
- Liaises with **fire safety officers** and emergency services when necessary.

Teachers & Staff

- Ensure students evacuate **calmly and quickly**.
- Conduct **headcounts and roll calls** at the assembly points.
- Check classrooms, bathrooms, and hallways before exiting.

Fire Wardens (Designated Staff Members)

- Ensure all fire exits are clear at all times.
- Assist with evacuations, ensuring no child is left behind.
- Monitor and report fire hazards.

4. Fire Drill Procedures

A **fire drill** will be conducted **once per term** to ensure all pupils and staff are familiar with evacuation procedures. **In the event of a fire**, the following steps must be taken:

1. **Fire Alarm Activation:**
 - If smoke or fire is detected, the nearest staff member activates the **fire alarm**.
 - All school personnel should respond **immediately**.
2. **Evacuation Procedures:**
 - Pupils **stand, push in chairs**, and proceed **calmly in single file** to the nearest exit.
 - Teachers **check toilets and unused areas** before leaving.
 - **NO running, shouting, or turning back is allowed**.
3. **Assembly at Fire Points:**
 - Each class proceeds to its **designated assembly point**.
 - Teachers **conduct a roll call** to ensure all pupils are accounted for.
 - Pupils remain at the **assembly point until further instructions** are given.
4. **Fire Services Contacted:**
 - If a real fire occurs, the **Principal or Fire Safety Coordinator** will call **112 or 999** immediately.
 - School staff will await **further instructions from emergency services**.
5. **Re-Entry Protocol:**
 - Pupils and staff **cannot re-enter the building** until permission is granted by the **Principal or Fire Officer**.
 - The school must be **declared safe** before normal activities resume.

5. Fire Safety Equipment & Maintenance

- **Fire alarms and smoke detectors** are tested **monthly**.
- **Fire extinguishers and fire blankets** are checked **annually** by a certified fire safety professional.
- **All fire exits and escape routes** are kept **clear at all times**.

- **Evacuation maps and emergency contact details** are displayed **in all classrooms and corridors**.

6. Training & Awareness

- **All staff receive fire safety training** annually.
- **Pupils are educated** on fire safety, emergency response, and evacuation routes.
- **Local Fire Service Officers** may conduct **fire safety awareness sessions** for students and staff.

7. Monitoring & Review

- Fire drills are reviewed **termly**, and reports are kept on file for **Board of Management** review.
- The **Fire Drill & Evacuation Policy** is reviewed **annually** and updated in line with **legislation and best practices**.

8. References & Compliance

This policy complies with the following:

- *Safety, Health & Welfare at Work Act 2005*
- *Fire Services Act 1981 & 2003*
- *Health & Safety Authority (HSA) Fire Safety Guidelines*
- *National Fire Safety Council Recommendations*
- *Department of Education Fire Safety Procedures for Schools*

9. Approval & Signature Page

This **Fire Drill & Evacuation Policy** has been prepared by the **Principal** and approved by the **Board of Management**.

Signed:

Chairperson, Board of Management: _____

Principal, Derryoover National School:



Date:

19 February 2025
