

FIRE POLICY

It is the policy of the Board of Management of Scoil Mhuire, Clondra that outside agencies (local fire station, fire officer) are utilized to enhance safety procedures. Fire officers talk to 3rd class from time to time on the importance of fire safety both at home and at school.

Our designated fire officer is Fiona Reilly. If Fiona Reilly is unavailable/on leave our designated Fire Officer is Dayna Doherty.

We will ensure that:

- ❑ There is an adequate supply of fire extinguishers which will deal with any type of fire. At present there are 10 CO2 extinguishers to deal with electrical fires and 10 Foam extinguishers to deal with all other types of fires.
- ❑ All fire equipment is identified and serviced regularly, in line with legislation.
- ❑ Fire drills take place regularly (at least once per term).
- ❑ Instruction is given in the use of Fire Extinguishers for specific materials/ equipment.
- ❑ The fire bells are clearly marked,
- ❑ Signs will be clearly visible to ensure visitors are aware of exit doors,
- ❑ All electrical equipment should be unplugged or turned off outside school hours and when the school is vacated for lengthy periods,
- ❑ An assembly area is designated outside the school and marked with 'Fire Assembly Point' signs.
- ❑ Those leaving buildings/classrooms should let someone know,
- ❑ Exit doors are clearly marked. The main exit areas being the fire doors at the front on both sides of the building and also a fire door at side of building.
- ❑ Exit zones and alarm guidelines are on display in the hall.
- ❑ All doorways and exits are to be kept clear at all times.

Fire Drill/Evacuation Procedures

1. The teacher in each classroom is responsible for fire drills and evacuation procedures.
2. If fire/smoke is noticed one of the fire bells will be rung, located each side of the fire door and at top of stairs.
3. When fire alarm is sounded, 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.
4. All teachers must check the class toilets before vacating the room.
5. All teachers have a class list which will be brought with them from the classroom in the event of a fire.
6. Leave the classroom in an orderly manner as quickly as possible leaving all personal items behind. Classroom 1 uses the fire door to the left of front door. Classrooms 2, 3 and 4 use fire door to the right of the front door. Those in downstairs resource/learning support or general purpose rooms use the fire door at the side of the building. Those in

Learning Support/Resource Room upstairs use the double fire doors to the right of the front door.

7. Leave the building in an orderly manner using the designated exit.
8. Meet at fire assembly point inside the cage. Each class line up at their designated colour coded spots (which they are familiar with at break times).
9. Get into Class Groups. To make sure everyone is out the roll will be called.
10. A teacher or pupil from the senior room may be requested to go to nearest phone and call the Fire Brigade.
11. If a teacher decides that the fire can be tackled he/she will use the fire extinguishers available. Safety of employees and pupils is paramount and fire should only be dealt with if it is contained and within a small area.
12. Pupils can only return to the classroom once permission has been given to do so.

Exit Zones:

Classroom 1:

Fire door to the left of front door.

Classrooms 2, 3 and 4:

Double fire doors to the right of the front door.

Those in downstairs resource/learning support or general purpose rooms

Fire door at the side of the building.

Those in upstairs Learning Support/Resource Room

Double fire doors to the right of the front door.

Review: This policy will be reviewed as necessary, but at the very latest, October 2028.

RATIFICATION

This policy was ratified on _____

Signed: _____

Ms Mary Duignan, Chairperson BOM, Scoil Mhuire, Clondra.