



VIRGIN MARY GIRLS' NATIONAL SCHOOL

Shangan Road,
Ballymun,
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Roll No. 19303W

Fire Drill & Evacuation Policy

2021

Fire Drill Organisation

The Principal is responsible for **Fire Safety**. She ensures;

- There are **Fire Drills** at least once per term.
- That the **Fire Alarm System** and **Fire Extinguishers** are in working order.
- The events of Fire Drills are recorded.
- She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

Fire Drill Organisation Plan

Assembly Point:

- The main yard (beside the pedestrian gate- Rediscovery Centre Road)

Fire Drill Warning:

- When fire bell sounds there should be **Silence** in the classroom, or wherever you are.

Evacuation:

- The teacher is in **sole charge** of his/her own class. Each class exits **in single file** in **silence**. The Teacher leaves last, making sure all windows and doors are closed. Teachers bring **Emergency Safety Evacuation Class List** along.
- Children attending the Support Teachers (withdrawn from class) are escorted to the Fire Assembly Point by the Support Teacher where they are returned to their class line.
- SNA's are to exit with the class they are working with at the time of the fire drill.
- The first teacher to reach the Evacuation Chair (located outside Room 2) will remove it from the wall, carry it outside, assemble it and place it to the left of the fire door so as not to obstruct anyone's exit.

Exit Routes:

- All Classes exit their classrooms by their own external classroom doors.
- Rooms **1, 2, 5 and 6** will exit via **Shangan Road** door.
- Rooms **9, 10,15,16 Library and HSCL Room** will exit via **Coultry Road** door.
- Rooms **7, 8, 13,14,music room, staffroom** will exit via **door to main yard**.
- **Admin. Corridor** will exit via **Main Door**

Assembling at Fire Assembly Points:

- When pupils arrive at assembly point, they should line up, class by class, facing towards the school.
- The teacher will then call the names from the **Emergency Safety Evacuation Class List** and report the findings to the **Principal**.
- **If a child is missing** his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

Further Fire Precautions

Emergency Lighting and Exit Signs:

At the beginning of concerts, large meetings or whenever crowds are assembled in the Hall, the Principal or her representative (in her absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and **Exit Signs**. This warning should be repeated at intermissions.

Water Mains

The mains water supply, underground water storage tanks located at the front of the school store water for use in the event of a fire. **Location marked in the Senior Yard.**

Location of Fire Extinguishers:

<u>LOCATION</u>	<u>FOAM</u>	<u>QTY.</u>	<u>CARBON DIOXIDE</u>	<u>QTY.</u>
Bottom of main stairs	Foam	2	Carbon Dioxide	1
Corridor Room 8	Foam	1	Carbon Dioxide	1
Staffroom	Foam		Carbon Dioxide	1 (small)
			Fire Blanket	1
Corridor Room 15	Foam	1	Carbon Dioxide	1
Top of main stairs	Foam	2	Carbon Dioxide	1
Corridor Room 1	Foam	1	Carbon Dioxide	1
Corridor Offices	Foam	1	Carbon Dioxide	1
Cookery Room 11	Foam		Carbon Dioxide	1 (small)
			Fire Blanket	1

The Main Traffic Entrance:

Parents are reminded both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as **Ambulance, Fire Brigade** and also to ensure the safety of the **Children** when **entering** and especially when **leaving** the school grounds.

Cleaning the School (Hygiene):

The Cleaner(s) are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker and/or the Principal.

They are aware of the location of the Fire Extinguishers and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

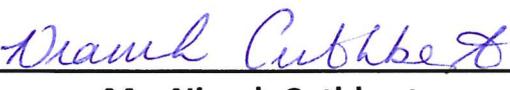
Revision Of This Fire Drill & Evacuation Policy

This statement shall be regularly revised by the Board of Management of Virgin Mary G.N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: 
Mr. Pat Kenny

Date: 19/10/2021

Principal: 
Ms. Niamh Cuthbert

Date: 19/10/2021

Safety Officers: _____

Date: _____

(Nominee of B.O.M.)

Safety Representatives: _____ Date: _____
Ms. Patricia Nolan / Ms. Cliona Creedon
(Nominee of Staff)



Fire Alarm Signal :

CONTINUOUS RINGING OF ALARM

1. On hearing the alarm signal, orders to leave will be given.
2. Teacher will take Emergency Safety Evacuation Class List with them.
3. A check of the toilets will be made before leaving the classroom.
4. Teacher will be the last person to leave the room.
5. Close classroom doors on leaving.
6. Don't go back for anything when leaving or later.
7. Children are to :
 - a. Form Single File.
 - b. Maintain Silence.
 - c. Walk quickly – Do NOT run.
8. Place of Assembly : Senior Yard. (Beside pedestrian gate on Rediscovery Centre Road).
9. Exits :

Rooms 1 & Room 2	Exit – Shangan Road door (Centra).
Room 3 - Rainbow (ASD)	Exit – Main door onto Senior Yard.
Staffroom	Exit – Main door onto Senior Yard.
Room 5 & Room 6	Exit – Down end stairs, Shangan Road door (Centra).
Room 7 & Room 8	Exit – Down main stairs onto Senior Yard.
Room 9 & Room 10	Exit – Side door at Ballymun East.
Parents Room & Library	Exit – Side door at Ballymun East.
SET Rooms	Exit – Down end stairs, side door at Ballymun East.
Room 14 & Room 16	Exit – Down main stairs onto Senior Yard.
Admin. Corridor	Exit – Main door – go to Senior Yard.
10. When not in class go by the most direct route to the place of Assembly.
11. The teachers will take Emergency Safety Evacuation Class List with them to Assembly area.

WALK – DO NOT RUN !

The first member of staff to reach the Evacuation Chair (located outside Room 2) will remove it from the wall, carry it outside, assemble it and place it to the left of the fire door so as not to obstruct anyone's exit