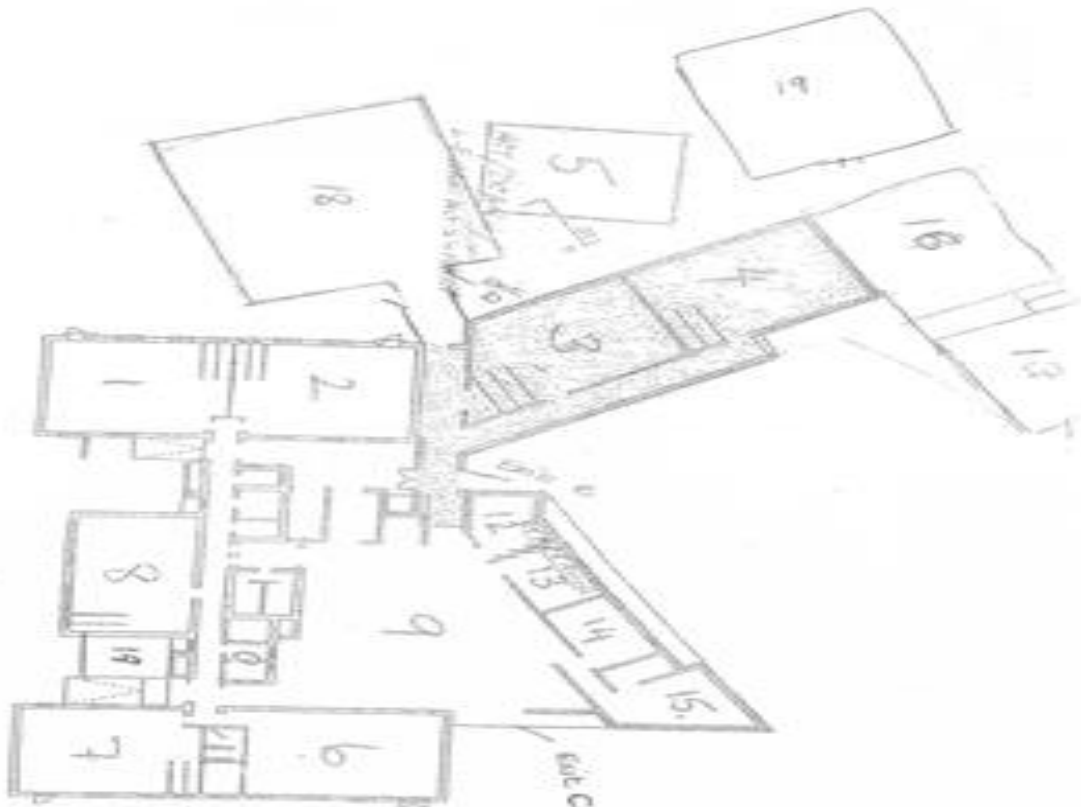




Sandpit N.S

Fire Drill Policy

Adopted by BOM 2013
Updated November 2023



General Procedure

- When a fire is discovered Principal/Teacher/SNA/Secretary activates the nearest fire alarm. (See map for alarm points)
- The alarm sounds
- Each child stands
Places chair under table
Stands behind chair
Awaits instruction from Teacher or Special Needs Assistant
- Teacher checks toilets if any child is not at his/her chair
- Teacher gets the class list
- Teacher tells children to leave by the designated route
- Children **WALK** smartly & silently to their designated fire assembly point on the field at the rear of the school
- Children stand in twos in their class groups

Fire Drill - General

Assembly Point Procedure

- Teacher counts total number of children in his/her class
- Teacher calls roll - each child responds in a loud clear voice
- Secretary to help with Junior Infants
- Each Teacher/SNA report to Principal

Room 13 - Staff Room

- Proceed to **Exit C** in the G.P. room
- Teachers calmly walk to their class assembly points at the back of the school yard.

Resource Room - Room 14

- Proceed to **Exit C** in the G.P. room
- Resource teacher calmly brings the children in her care to their class fire assembly points at the back of the yard
- Inform class teachers
- Assist whole class organisation

Learning Support Room - Room 15

- Proceed to **Exit C** in the G.P. room
- Resource teacher calmly brings the children in her care to the designated fire assembly point on the field at the rear of the school
- Inform class teachers
- Assist whole class organisation

Special Needs Assistants

From classroom

- Calmly reassure child
- Put chair under table
- Stand with child
- Hold child's hand if necessary
- Walk calmly beside child in class group to the designated fire assembly point on the field at the rear of the school
- Assist with class organisation

If child is with Resource Teacher

- Proceed to Resource room and assist teacher
- Walk to fire assembly point at the back of the yard and inform class teacher immediately

Child out of class on errand

- If a child is out of his/her classroom when the alarm sounds go directly to their designated fire assembly point on the field at the rear of the school

Or

- Report to teacher you were sent to and leave with that class and
- Rejoin your own class at the class fire assembly point at the back of the yard

Visitors to the school

- Please leave the school with the class you are visiting and report to the designated fire assembly point on the field at the rear of the school
- Class teacher to inform Principal when giving class report

Fire Drill - individual class instruction

Room 1

- Exit by **Classroom Fire Door** calmly & quietly
- Walk smartly along footpath under the canopy and around by rooms 16 and 17.
- Assemble at class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in 2's. Wait to be counted.
- Answer out loud when your name is called

Room 2

- Exit by **Classroom Fire Door** calmly & quietly
- Walk smartly along footpath under the canopy and around by rooms 16 and 17.
- Assemble at class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in 2's. Wait to be counted.
- Answer out loud when your name is called

Room3

- Proceed to **Exit B** - main back door to the yard
- 1st child to hold open classroom door
- 2nd child to hold open exit door
- Walk smartly into yard at the rear of the school
- Assemble at the class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in 2's. Wait to be counted.
- Answer out loud when your name is called

Room 4

- Proceed to **Exit B** - main back door to the yard
- 1st child to hold open classroom door

- Walk smartly to class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in twos. Wait to be counted.
- Answer out loud when your name is called

Room 5 - Learning Support Room

- Calmly and quietly exit by **Classroom Fire Door**
- Proceed around new building to the yard
- The Learning Support teacher calmly brings the child/children to their class fire assembly points at the designated fire assembly point on the field at the rear of the school
- Informs the class teachers
- Assists whole class organisation

Room 6

- Calmly and quietly exit by **Classroom Fire Door**
- Teacher close fire door when all students have left the class
- Walk smartly along footpath to class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in twos. Wait to be counted.
- Answer out loud when your name is called

Room 7

- Stand quietly in classroom and wait for teacher to check that room 6 fire door is closed
- Calmly and quietly exit by **Classroom Fire Door**
- Walk smartly along footpath to class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in twos. Wait to be counted.
- Answer out loud when your name is called

Room 8

- Exit by main classroom door and proceed to **Exit C** - in the G.P. room
- 1st child to hold classroom door
- 2nd child to hold open corridor door
- 3rd child to hold open fire doors
- Walk smartly along GP wall to yard at the rear of the school.

- Walk quietly to class line up position at the designated fire assembly point on the field at the rear of the school.
- Stand quietly in twos. Wait to be counted.
- Answer out loud when your name is called

Room 16

- Stand quietly in room and wait for teacher to check that Room 17 have exited
- Proceed to **Exit A** - the back door in the new extension - calmly and quietly
- 1st child to hold classroom door
- 2nd child to hold open exit A door
- Walk smartly across the yard
- Assemble in class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in twos. Wait to be counted.
- Answer out loud when your name is called

Room 17

- Proceed to **Exit A** - the back door in the new extension calmly and quietly
- 1st child to hold classroom door
- 2nd child to hold open exit A door
- Walk smartly across the yard
- Assemble in class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly in twos. Wait to be counted.
- Answer out loud when your name is called

Room 18 Orchard Room (ASD Class - 6 children)

- Proceed to **Exit D** - the corridor door in the new extension calmly and quietly
- SNAs & Teacher to take 2 children each by the hand to exit the building
- Walk smartly along footpath around the back of rooms 16 and 17.
- Assemble in class line up position at the designated fire assembly point on the field at the rear of the school

- Stand quietly beside the infant line.
- Wait while all children are accounted for.

Room 19 Meadows Room (ASD Class - 6 children)

- Proceed from the classroom around the back of the school
- SNA and Teacher to take 2 children each by the hand to exit the building
- Walk smartly around the back of rooms 16 and 17
- Assemble in the class line up position at the designated fire assembly point on the field at the rear of the school
- Stand quietly beside the infant line
- Wait while all children are accounted for

Review

At the end of the Fire Drill Principal and staff will have a brief discussion noting system successes and failures if any. Principal will address general assembly to reaffirm good practice.

The time, date and comments, if any, will be noted in The Fire Drill Log Book which is kept in the Secretary's office attached to notice board.

Reviewed: 08/02/2024