

O'Growney National School

Fire Safety & Evacuation Plan

2023 2024

Introduction

This school evacuation policy has been formulated through whole staff consultation.

Rationale

- *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 that comply with the Safety, Health and Welfare at Work Act 2013.*
- *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, secure environment for learning. This policy is in keeping with those ideals.

Aims/objectives

- *To utilise 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 personnel in the event of a fire.*

Internal procedures

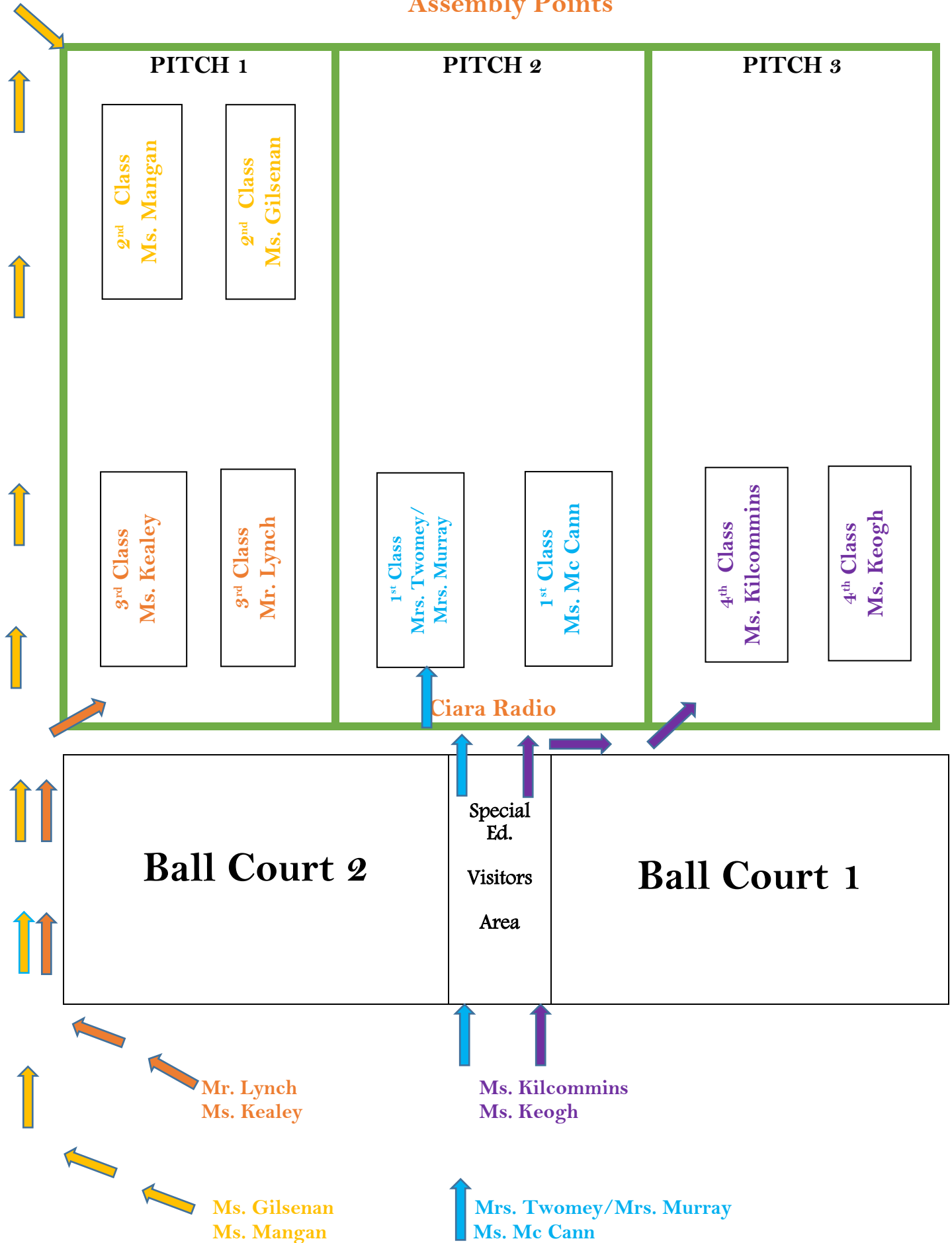
Mr. James Herward, school caretaker, will use a fire checklist to ensure that all exits are clear and safe and all equipment is in working order e.g. fire extinguishers, fire blankets and alarms. The fire extinguishers, fire blankets and fire exits will be checked regularly.

Role and responsibilities

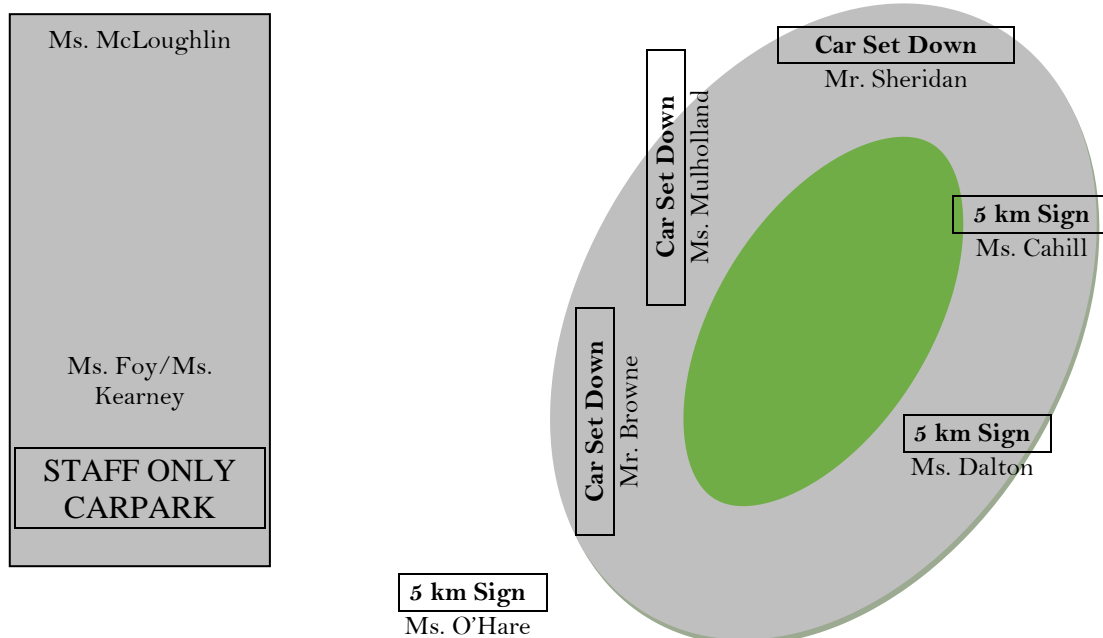
- *All teachers are responsible for the safety and well-being of the pupils in their care.*
- *The Principal has the overall responsibility for ensuring proper procedures are in place.*

Fire/Evacuation

Assembly Points



DOOR 3	DOOR 2	DOOR 1
<p>3rd Class – Mr. Lynch</p> <p>3rd Class – Ms. Kealey</p> <p>3rd Class – Ms. Gilsean</p> <p>3rd Class – Ms. Mangan</p>	<p>1st Class – Ms. Mc Cam</p> <p>1st Class – Mrs. Twomey/Mrs. Murray</p> <p>4th Class – Ms. Keogh</p> <p>4th Class – Ms. Kilcommins</p>	<p>Junior Infants – Ms. McLoughlin</p> <p>Junior Infants – Ms. Foy/Ms. Kearney</p> <p>6th Class – Ms. Mulholland</p> <p>6th Class – Mr. Sheridan</p>
SIDE GATE	FRONT DOOR 4 Keep Left	FRONT DOOR 4 Keep Right
<p>Staff Carpark</p> <p>Junior Infants Ms. McLoughlin (Keep Left)</p> <p>Junior Infants Ms. Foy/Ms. Kearney (Keep Right)</p>	<p>4th /5th Class – Mr. Browne</p> <p>5th Class – Ms. O'Hare</p> <p style="text-align: center;">↓</p> <p>Sinead Skelly {Open Side Gate} Rebecca {Open Main Gate}</p>	<p>Senior Infants – Ms. Cahill</p> <p>Senior Infants – Ms. Dalton</p> <p style="text-align: center;">↓</p>



Follow the outlined route for your class.

An evaluation of this Evacuation Plan will take place immediately following the drill.

Procedures to be taken

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

- *The Secretary will call the fire brigade in the event of an alarm.*
- *The children in all classrooms / special education rooms, will all stand up and exit the room in a calm and mannerly fashion.*
- *All teachers must check the classroom toilets before vacating the room, **leaving the toilet doors open.***
- ***The classroom doors will remain closed, at all times.***
- *Mr. Martin Hanly, Principal will check upstairs corridor and School Caretaker Jimmy Herward will check downstairs corridor. If Jimmy is not on school premises Mrs. Kearney will check downstairs corridor.*
- *S.N.A.'s help with evacuating with their own assigned pupils first.*
- *The fire assembly areas are on the pitch and at the front of the school; each class has an allocated station.*
- *Teachers will take the roll of their individual class, identifying each pupil in person.*
- *Children in Special Education rooms must go with their Special Education Teacher to their allocated station, which is centered between the two ball courts.*
- *The Special Education Teacher will return these children to their allocated class line once all lines have formed.*
- *Mr. Martin Hanly, Principal, will check with each teacher that all children in the class are present.*
- *Pupils will return to the school premises only when all the clear has been given by fire services.*
- *Fire drill will be conducted once per term.*

Evaluation

- *Maintaining safety standards.*
- *Achieving a coordinated and orderly evacuation in the safest time possible*
- *Annual reviews*

Review and Monitoring:

This plan / policy will be made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the Patron, if requested.

Policy was adopted and ratified by the Board of Management on 5th December, 2023.

Signed: Fr. Pdraig Mc Mahon
Chairperson, Board of Management

Date: **5th December, 2023**

Signed: *Martin Hanly*
Principal

Date: **5th December, 2023**