



Fire Safety Policy

All teachers are responsible for making the children in their class aware of procedure in the event of a fire.

A school fire officer, appointed by the staff, co-ordinates school policy and procedures with regard to fire safety. The school fire officer is Ms Sinéad Sinnott.

At least three practice fire drills take place each year, with at least one in each term. Some of these will be unannounced.

Evacuation procedure is as follows:

- (a) On hearing alarm, each teacher collects class list and takes their class to the designated exit and assembly point outside. Children leave everything behind and do not return for anything. Instructions and directions to assembly point are on display in the staffroom and each classroom. Toilets must be checked before leaving room and door closed.
- (b) Children attending Learning Support or Special Needs exit with the teacher they are working with but re-join their class at assembly point outside for roll call.
- (c) Children en route to class/office should go directly to their fire assembly point and report to the teacher.
- (c) When the class teacher calls the roll, he / she then reports to the principal who is the designated co-ordinator.

Reviewed and approved by the Board of Management in April 2016 and will be reviewed again in 2021 or earlier if required.

Signed Patrick Stafford 11

Rev. P. Stafford PP

Chairperson BoM

Date 25th April 2016.