



# TYRRELSTOWN

Educate Together National School

## Whole School Fire Drill Evacuation Procedure/Policy

<input checked="" type="checkbox"/> Policy <sup>1</sup>	<input type="checkbox"/> Procedure <sup>2</sup>
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Status	Approved ▾
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<sup>1</sup> A policy is that which has been approved directly by the Board of Management.

<sup>2</sup> A procedure is that which approval of has been delegated to the Principal and staff by the Board of Management.

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## 1. Frequency of fire drills

- The school will carry out 3 scheduled fire drills per school year, one in each term. In term one the staff and students will be made aware of the planned fire drill in advance. In term two the staff will be made aware of the fire drill but not the students. In the third term the majority of staff and students will not be made aware in advance. Exceptions can be made to prepare SEN students who may be particularly upset by the noise of the alarm.
- All cases of an alarm sounding should be treated as a possible real emergency and all staff and students should evacuate.

## 2. Evacuation route

- A map of the evacuation route is on the back of every classroom door.
- The assembly point is located in the yard, classes line-up at the number matching their classroom. Little stars line up beside the green fence.
- All substitute teachers or teaching practice students should be given a copy of the fire drill procedure in the morning and asked to check the map on their classroom door for their evacuation route.

## 3. Staff Responsibilities

- At the beginning of each school year the class teachers will receive a laminated class list printed on a green a red page, which should be stuck beside the door. Copies of these class lists will also be left at first aid and can be accessed if a class is out of their classroom when an alarm sounds.
- Staff are aware of the location of fire extinguishers. Some staff have received training to use the fire extinguishers. There will be a brief recap on the use of them once a year.
- All staff must tick in at the office in the morning and visitors must sign in. Aladdin must be taken by teachers before 10am everyday.
- 3 members of staff are assigned the role of sweeper. These staff members will be the Secretary (bottom floor), the Principal (middle floor), and Deputy Principal (top floor). When the alarm sounds these sweepers begin a “sweep” of their designated floor of the building, checking that each room has been evacuated.

- Teachers who are on tour or going off campus should note this on google calendar and/or tell another member of staff.

#### 4. Pupil Responsibilities

- Children should line up in alphabetical order every day so they are very familiar with this line in the case of a fire drill.



## 5. Evacuation Procedure

When an alarm sounds, the procedure is;

1. When the alarm sounds, 3 sweepers should start checking that all rooms are evacuated.
2. On hearing the fire alarm, pupils push in their chairs and line up, in alphabetical order, at the classroom door. Walk in single file to the assembly point. Leave everything behind. Exit the building by your yard time exit, **during an evacuation use both sides of the stairs.**
3. Teachers must bring their fire drill class list. Copies of the fire drill class list are left at first aid should a class be away from their room when the alarm sounds.
4. Teachers should check the toilets and prop the doors open with a chair to show they are empty. The teacher is the last to leave the classroom and should close the door.
5. Any pupil who is visiting another classroom for whatever reason is to leave the school with that class and make his/her way to the assembly point.
6. If a class has been split for the day, the children should stay with the class they have been assigned to. The teacher of the class should check that they have their visitors and include them in their roll call. (Copy of split lists should be sent to the office in September).
7. Resource teachers/ Support teachers/SNAs exit with the children and go to the assembly point, children who were in a support group etc can rejoin their class at the assembly point.
8. Staff members who do not have a child in their care should proceed directly to the assembly point.
9. Teachers call the roll at their assembly point and then wait at the end of their class line, **class teachers hold up green side of card when the roll is complete.**
10. Children should remain in their line and quiet during assembly at fire drill to facilitate a quick roll call. The consequence for pupils who interrupt roll call is extra homework assigned by their class teacher.
11. The school secretary brings the visitor and staff sign in book to the assembly point to account for all staff/visitors on the premises and reports to the principal that all staff are present.
12. **REFUGE POINT** - Children or adults who can't use the stairs must be taken to the refuge point (middle floor & top floor -over at stairwell 3- nearest Quiet Area side). A teacher/ SNA will wait with child(ren). The lift will not work in the event of a fire.
13. Evacuation is complete when roll call of classes is complete, the secretary has confirmed all staff are present and the sweepers have confirmed there is no one in the building.