



Fire Drill & Evacuation Policy

Introduction:

The fire drill/evacuation policy of St. Fintan's National School has been produced following a collaborative consultation process by staff.

Aims:

This policy aims to;

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

Objectives:

- To utilize 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 school personnel in the event of a fire.

Internal Procedures:

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

- Activation of fire alarm
- In all classroom/resource areas, children are to stand up, push their chairs under the tables and calmly walk in a single file quietly to the classroom door
- All teachers must check the class toilets before vacating the room. The teacher or SNA will be the last person to leave the classroom.
- Class Teachers must take the evacuation map and class list off the door and bring it with them to the yard.
- Each class is to assemble at the allocated fire assembly point

- Each teacher will call the roll on reaching the fire assembly point. Teachers must ensure that children are silent during the roll call.
- Pupils can only return to the classroom once permission has been given to do so by the Principal.
- The fire drill is to be carried out once a term.

Role and Responsibilities:

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

Ratification:

The policy was ratified by the Board of Management on 4th March 2024. This policy will be reviewed in three years.

Signed  Chairperson
Signed  Principal

References:

- Fire safety in the home – National Safety Council
- Fire safety in the school – National Safety Council



St. Fintan's National School Calendar for School Year 2024 – 2025

School reopens Thursday 29th August 2024 8.50am

Tailored time arrangements apply for new-intake junior infants. Full school day for all other pupils.

October Midterm Break

School closed from Monday the 28th October 2024 to Friday 1st November 2024 inclusive

Christmas Holidays

School closes **12pm** Friday 20th December 2024

School reopens: Monday 6th January 2025 at 8.50am

St. Brigid's Bank Holiday

Monday 3rd February 2025

February Midterm Break

School closed Thursday 20th February 2025 and Friday 21st February 2025 inclusive

St Patrick's Holiday

School closed Monday 17th March 2025

Easter Holidays

School closes **12pm** Friday 11th April 2025

School reopens: Monday 28th April 2025

May Bank Holiday

School closed Monday 5th May 2025

June Bank Holiday

School closed Monday 2nd June 2025- Friday 6th of June inclusive

Last day of term: Friday 27th June 2025 - School closes at **12pm**

** Junior & Senior Infant Day: 8.50am – 1.30pm. 1st – 6th Class Day: 8.50am – 2.30pm * Dates for Sacraments of First Penance, Holy Communion and Confirmation, once provided to the school by St. Fintan's Parish, will be provided to parents promptly.*

** The school calendar, set by the St. Fintan's NS Board of Management, operates in line with Department of Education requirements:*

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0005_2020.pdf