



Presentation Primary School

Sexton Street, Limerick, V94P028

Tel: 061-412494

Email: info@preslimerick.ie

Roll No: 20018H

FIRE DRILL & EVACUATION

INTRODUCTION

The fire drill and evacuation policy of Presentation Primary School endeavours to provide a safe and secure environment for students, staff and visitors. The policy is in keeping with the school's commitment to the care of the whole school community.

AIMS

The aim of this policy is to:

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire
- Ensure a safe school environment for all

SCHOOL ETHOS

The school ethos 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 develop a tried and trusted framework which will ensure the safety of all school personnel in the event of a fire
- To incorporate outside agencies in the preparation and implementation of effective fire safety procedures (local fire station and fire officer)

INTERNAL PROCEDURES

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

- Activation of fire alarm
- The Principal/Other designated staff member or SEAKEL Fire and Security will be responsible for ensuring that the fire brigade is called immediately

RATIFICATION

The policy was ratified by the Board of Management on ____ / ____ / ____

Signed _____

Date _____

(Chairperson Board of Management, Presentation Primary School)

Signed Barbara McNamara

Date 12th November 2025.

Barbara McNamara (Principal, Presentation Primary School)

FIRE DRILL PROCEDURES (Main Building)

← Front Stairs

Back Stairs →

1st classes and 3rd class (Ms. O'Sullivan)

Walk down **front stairs** on the **right-side**.
Please hold onto the banister.

2nd classes

Walk down **back stairs** on the **left-hand**.
Please hold onto the banister.

Senior Infants

Walk down **front stairs** on the **left-hand side by the wall**.

Junior Infants

Walk down **back stairs** on the **right-hand side by the wall**.

Ms. Fitzgibbon and Ms. O'Halloran

Please walk out the **front door**..

3rd class

Please walk out the **back door**.

Halla

Please walk out the Halla **front door**.

HSCL

Please walk out the **back door**.

Front doors to be opened by:

**Barbara McNamara /
Jean Hartigan**

Backdoors to be opened by:

**Kieran O'Byrne /
First Teacher on Arrival**

FIRE DRILL PROCEDURES (Modular Building)

Both **4th classes** walk down the stairs. Ms. Touhy's class walk down on the left-hand side by the wall. Mr. McNicholas' class walk down on the right-hand side. Please hold onto the bannister.

5th class walk out the classroom back door.

6th class walk out the classroom back door.

All other visitors walk out the front door.

FIRE DRILL PROCEDURES

On hearing the alarm, please leave the classroom in single file and take your class list.

Front Entrance

- The two 4th classes will go down the front stairs and will exit by the front door to their assembly point.

Back Entrance

- 5th class and 6th class will exit by the back door of the classroom to their assembly point.
- Please ensure that pupils walk in a single orderly file. Please also check that the overtaking of classes or individuals does not take place while walking to assembly points.
- Once at your assembly point, please take a roll call and report anyone who is missing.
- Special Education Teachers please take your pupil to his/her class assembly point and then proceed to your allocated assembly point.
- If you have any visitors in your classroom, please ask them to go to the 'Visitor' Assembly Point.

Review Process

This policy will be subjected to regular review in conjunction with the School's Health & Safety Policy.

Reviewed & Ratified by the Board of Management, Presentation Primary School, Sexton Street, Limerick.

Signed *Maio Jero*
Chairperson of the Board of Management
Presentation Primary School

Date *25/2/26*

Signed *Barbara McNamee*
Principal
Presentation Primary School

Date *25/2/26*

Scheduled for review *March 2027*

