



Redeemer Boys' National School
Ard Easmuinn
Dundalk, Co. Louth

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Fire Drill & Evacuation Policy

Ratified by Board of Management on 25th September 2025

Assembly Points:

- All Junior Classes and anyone based in the top half of the school before the link corridor (SETs, HSCL, SCP main office, Secretary etc.) will assemble on the yard at the side of the school/on the field as appropriate.
- All Senior Classes and anyone based in the lower half of the school after the link corridor will assemble at the back of the school (5th Class yard in front of the back gate).
- Please note, however, that the assembly point for Class 1 and 2 in 'The Orchard' area is at the side of the school with the junior classes as their classroom exit doors will lead them to this area. Staff can use discretion when in the OT room, Kitchen or corridor as the exit doors in these rooms and on the corridor may be more appropriate in the event of a drill/fire. If exiting via these doors, your assembly point will be at the back of the school.

Frequency of Drill: A fire drill will take place three times a year, one in September, one in January and one just after Easter. Principal will organise one of the fire drills as a surprise.

Maintenance of Alarm: Lenarm currently have the contract to service the fire alarm system quarterly. Fire extinguishers are located in all zones and are serviced annually in the last term by Element Fire Safety Services.

Before an Alarm: ALL staff should familiarise him/herself with fire extinguishers, escape routes and the designated assembly point for where you are based in the school. ALL staff should keep escape routes clear of obstructions ensuring that they are readily accessible at all times. Teachers should have a copy of this policy, a Class List and a red and green card in a poly pocket folder on the classroom wall at the exit door ready to take to the assembly point.

Introduction:

The fire drill/evacuation policy of Redeemer Boys' N.S. has been produced following a collaborative consultation process by staff in response to changing circumstances in the school.

Aims:

This policy aims to;

- Prevent panic and ensure the safe, orderly and efficient evacuation of all occupants of the school using the exit facilities available, and to train the mind to react responsibly and rationally when confronted with a fire or other emergency at school or elsewhere
- 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 by increasing awareness of the dangers of fire and provide information which will help in the prevention and control of fire outbreak.

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 classrooms/SET rooms/Computer room etc., children are to stand up, push their chairs under the tables and calmly walk in a single file to the door.

- All teachers must check the class toilets before vacating the room and close the windows and door/s on evacuating (this will help contain the fire).
- The designated SNAs will assist the teachers in evacuating their classrooms and the teacher will leave the classroom last after taking the poly pocket folder from the wall.
- During evacuation and on assembly, absolute order and attention must be maintained. Pupils must be able to hear clearly any instructions given by the teacher. No one should push, run or overtake others.
- Principal/Deputy Principal/AP II post holders will bring a mobile or handset to the assembly points. A member of the ISM Team *may* have to move from one assembly point to the other when safely outside to allow communication between the two areas.
- Each class is to assemble at the allocated fire assembly point.
- Each teacher will take the class list of their own individual class with them and call the roll on reaching the fire assembly point (hard copy OR Aladdin App on phone). When the roll call is complete the pupil at the top of the line will be given a green or red card to hold up over their head until the all-clear has been given (green indicates that everyone is present and accounted for/red indicates that this is not the case).
- Principal will remain in one of the assembly points (most likely the one at the side of the school) and obtain the following information – name of teachers, classes and pupils missing report and duration of fire drill. Principal will also liaise with a member of the ISM Team at the other assembly point.
- Pupils can only return to the classroom once permission has been given to do so and the alarm is deactivated at the end of the drill. Return to room should be quiet and unhurried.
- If visitors are in the school, it must be ascertained that they have evacuated the building.

Notes: * Pupils must not take personal property such as bags, coats etc. during evacuation.

*All ancillary staff, parents and visitors must evacuate immediately on hearing the alarm.

*Special care should be given to children with additional needs.

*The Principal should meet with the fire brigade and immediately inform them whether or not persons have been safely evacuated.

*No one should re-enter the building until the all-clear has been given by the person in charge OR the fire brigade.

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. Fire drill schedules are part of the post of responsibility within the in-school management structure of Redeemer Boys' N.S.

Evaluation:

- Positive feedback from all stakeholders
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

Ratification & Communication:

This policy was adopted by the Board of Management of Redeemer Boys' N.S. at its meeting on 24th September 2025. It will be communicated to all staff by the principal in Term 1 2025-26. It will also be published on the school website.

Signed: F. Mullen [Chairperson Board of Management]

Signed: M. Murray [School Principal]

Date: 25/09/2025

