



# Muslim National School

19, Roebuck Road, Clonskeagh, Dublin 14. D14 V386 Tel +353 (1) 2961340. Roll No.19949B

## Fire Drill & Safety Drill

- ▶ In the event of a fire the school follows the normal fire drill.
- ▶ In the event of a '**bomb threat**'-the normal fire drill is followed.



### Fire Wardens:-

- ▶ SET teachers support -main building, Mosque building and prefabs.



1. Familiarise yourself with the position of fire alarms and fire extinguishers.

2. Close doors when leaving classrooms.

3. Silence must be maintained when leaving the classroom and in the yard.

4. a) Have a class list beside the fire door that is used as a checklist when the children line up in the designated area.

b) Deputy Principal brings out a laptop with Aladdin attendance record to be used if necessary.

5. Never return to a classroom.

6. Anyone in a toilet or anywhere outside of the classroom, go immediately to the fire position in the yard.



**In the Event of a suspect letter or package being received or noticed:-**

a) Do not touch it.

b) Activate the Fire Alarm nearest to you.

c) Vacate the buildings as for fire drill.

d) Telephone 999/112 and describe the item, if this can be done safely.

e) When in position at fire assembly point children should go to 'crouch' position.

f) Children and staff remain at fire drill stations until all clear is given.



### **Critical Incident Procedure Code 'Happy Christmas' In the event of an aggressive or suspect entrant to school:-**

1. Keep calm.

2. Where applicable lock exit door to yard/bolt classroom door.

3. Drill- which should be practised regularly - children sit on the floor, under classroom tables. Keep quiet and remain there until the all clear is given.

4. If classes are in the school hall, distribute the children to classrooms surrounding the hall as swiftly as possible.

5. If classes are in the school yard, take them into the 'shelter' and get into a 'crouch' position.

6. Dial 999/112 (the person who has noticed the 'intruder').

7. Same person ring office 01-2961340. If engaged, ring Principal's mobile.

8. Principal or school secretary or any person who has access to the principal's office - sound alarm - say 'Happy Christmas' 3 times into the intercom system.

9. All staff - follow emergency drills with their classes.

10. Any child/children from prefabs in the bathroom, go to the nearest internal classroom.

### **Precautions:**

► Be Observant 'Make a habit of noticing any unusual bags, boxes, etc'.

► Be Prepared 'Do the safety drill in relation to 'critical incident procedure' (steps 1, 2 and 3) regularly'.

► Be Informed 'Code for safety drill is simply 'Happy Christmas'.

▶ Be Aware 'If you do not have a Fire Alarm in your room, please be aware of the nearest one to you'.

**Fire Alarms (small box - 8 cm squared with glass frontage) are situation in the following areas:-**

- ▶ Mosque building - Rooms A,B,C,D,E.
- ▶ Old building - One only, outside Secretary's office.
- ▶ Classroom prefabs - J,K,L,M - individual fire alarms.

MAKE SURE YOU KNOW THE LETTER ASSIGNED TO YOUR ROOM (A,B,C, ETC).





**Muslim National School**  
Seek knowledge from the cradle to the grave

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**This Document was approved by the Board of Management at its meeting on 30<sup>th</sup> January, 2025**

Signed: 221 Tawash

Date: 30/01/2025

**Chairperson of the Board of Management**

Signed: John O'Donnell

Date: 30/01/2025

**School Principal**