



## Polish Teachers Association Polish Saturday School SEN in Dublin 2024

### FIRE SAFETY/FIRE DRILL & EVACUATION POLICY

#### **Introduction**

The fire/drill/evacuation policy of Polish Saturday School SEN has been produced following a collaborative consultation process by staff.

#### **Aims:**

- The policy aims 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 the fire alarm.
- Fire brigade contacted by Secretary or Principal.
- In all classroom/resource areas, 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.
- All classroom doors must be closed when vacating school.
- Exits from all classrooms, as well as staffroom is through school's main door to outside. If fire blocks these exits, teacher will bring pupils through other exit/emergency door/window.
- Each class is to assemble at the allocated fire assembly point which is located on school's yards.
- Each teacher will take the class list from their own individual class with them and call the roll on reaching the fire assembly point.
- Pupils can only return to the classroom once permission has been given to do so.
- The fire drill is to be carried out once a term.
- Fire drill will be carried out from classrooms and assembly hall.

**Role and Responsibilities:**

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

LSRT team will ensure their class group is united with their full class at appropriate assembly point and then help infant classes as they evacuate the building safely.

Regular training in the use of fire extinguishers, fire blankets etc will be provided by the Board of Management. Fire extinguishers are checked annually.