



SN Tulach Uí Chadhain

Fire and Evacuation Plan

Introduction:

The fire drill/evacuation policy of Scoil Naomh Bríde Tulach Uí Chadhain has been produced following a collaborative consultation process with school staff in response to the risk of fire in the school.

Aims:

This policy aims to;

- Provide a key control measure to reduce the risk of injury/fatality in the event of a fire
- Enable the school to provide for the immediate needs of pupils, staff and visitors in the event of a fire
- Put in place appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act
- Ensure a safe school environment for all

Internal Procedures:

- The school is supplied with an adequate number of fire extinguishers and these are serviced regularly.
- Children will be explicitly taught what to do in the event of a fire and a fire drill is be carried out once a term
- The fire alarm is clearly marked
- Adequate training is provided in the use of fire extinguishers
- Exits are clearly marked
- All electrical equipment is turned off/unplugged as appropriate outside of school hours or when a room will be empty for four hours or more
- Fire Assembly points are clearly marked

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 to the door
- All teachers must check the class toilets before vacating the room
- Each teacher should remove the room number from their door and close the door behind them once they have checked that the room is empty.

- The principal is responsible for ensuring that there is no one in the staff room or senior toilet area/cloakroom
- Each class is to assemble at the designated fire assembly point outside
- Each teacher will call the roll on reaching the designated fire assembly point
- The principal will collect the numbers from each teacher to ensure that each room has been evacuated.
- Pupils can only return to the classroom once their teacher has given them permission to do so
- No pupil will return to the room to retrieve belongings or search for another

Exits:

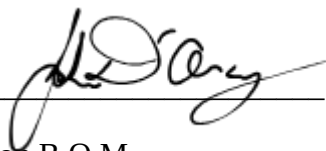
- The Junior Room should exit using the fire exit in their room if possible.
- All others should exit using the front door.
- Should either of these exits be impassable then the other exit should be used or, if necessary, windows

Roles and Responsibilities

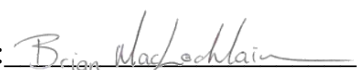
- Múinteoir Brian is the Fire Officer
- Each teacher is responsible for the safety and well being of the children in their care
- The principal has the overall responsibility for ensuring the fire drills are carried out as per schedule
- The Board of Management has the ultimate responsibility to ensure that fire safety and evacuation procedures are adequate within the school and reviewed and updated regularly.

Ratification and Communication:

This policy was reviewed and ratified by the Board of Management of Scoil Naomh Bríde Tulach Uí Chadhain on October 1st 2025 and subsequently communicated to the school via the school's website

Signed: 
Chairperson B.O.M.

Date: 01/10/2025

Signed: 
Brian MacLochlainn

Date: 01/10/2025

Brian MacLochlainn
Principal