



Tobar an Léinn

Raheen, Mountrath, Co. Laois

"Tús Maith"

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Roll No: - 16667w

Date:- 1-5-'07

The following policy has been approved and ratified by the school's Board of Management.

Signed,


Ms. Annette Duff
Chairperson of B.O.M

Date 1-5-'07

FIRE DRILL

TOBAR AN LÉINN SCHOOL

1. Purpose: *To train staff and pupils on the actions to take in the event of an outbreak of fire in the school.*

2. Objective: *To evacuate pupils and staff from the school as quickly as possible on raising the alarm.*

3. Basic Concept: *On the alarm being raised all occupants should, as far as possible turn their backs to the fire location and proceed without delay to a place of safety outside the building[s] where they are accounted for.*

4. Fire Drill:

a. A staff member who discovers an outbreak of fire will

- {i} Extinguish the fire using an extinguisher or any other means if they consider they can do so.*
- {ii} Sound the fire alarm by breaking the glass at nearest point.*

b. On hearing the alarm each teacher in class will inform her/his class to prepare to leave the building and assemble at an assembly point.

c. The teacher will stand at the door, select the exit route {away from the fire} and direct the class out.

d. When all pupils have left the classroom the teacher will do a final check on the room to see all have left and then close the door.

e. Pupils will assemble at a fire assembly point where each teacher will call the roll and account for all the pupils in that class group.

f. Teachers will report the roll call to the Principal / Deputy Principal.

g. The caretaker and other non-teaching staff will also report to a fire assembly point and will account for themselves to the Principal / Deputy Principal.

h. Books, bags, or coats are never to be carried and no student is ever allowed time to collect any belongings during a fire drill.

i. No-one may re-enter the school building without the direct approval of the person in charge of the evacuation.

j. Fire notices should be read to classes frequently.

5. Calling the Fire Brigade: *In a "real fire" situation the fire brigade should be called as soon as possible. This will normally be done by the Principal, but if he/she is not immediately available then the Deputy Principal or any member of staff will do so.*

Telephone No:- 999

When the fire brigade arrives they will need to know:

- > has everyone been evacuated.
- > The general location of the fire.
- > The location of water for fire-fighting
- > Special risks - oil tank, electric mains switch, chemicals, gas cylinders, etc.

They should be met by the Principal and briefed.

Arrangements should then be made to remove all pupils from the scene if it is a serious fire.

6. General Notes:-

- a. When leaving the building, walk, do not run.
- b. Close all doors behind you.
- c. Do not return to the building until you are sure it is safe.

*** Interference with the alarm system or the fire fighting equipment is
a very serious offence and will be severely dealt with.**

TOBAR AN LÉINN

Fire Instructions Notice **On Hearing An Alarm Or Other Warning**

- * Report a fire immediately.**
- * All pupils will prepare to leave the building under the control of the teacher.**
- * Proceed immediately to a fire assembly point for roll call.**
- * Do not run, shout or talk.**
- * Do not re-enter the building.**
- * Obey the instructions of staff.**