



# Ballinahinch National School

## Scoil Náisiúnta Baile na hÍnse

### *Scoil Náisiúnta Baile na hÍnse*

### *FIRE SAFETY POLICY.*

#### ***FIRE DRILLS:***

The teachers of Ballinahinch National School are very aware of the importance of Fire Safety and of all the children knowing what to do in the event of a fire breaking out in the school.

To help make the children aware of the proper steps to be taken in the event of a fire, Fire Drills will be undertaken at regular intervals.

All teaching staff will be informed of the timing of the first Fire Drill each Academic Year. This is to facilitate preparation of the pupils. All other Drills will be unannounced.

A minimum of two unannounced fire drills will occur each Academic Year.

#### ***CHECKING FIRE EXTINGUISHERS:***

The School has entered a service contract with the suppliers of our Fire Safety Equipment, namely Antyfire, in Limerick. Under the Terms of the contract all equipment will be tested annually and a Certificate of Safety will be issued on completion of the inspection.

#### ***INSTRUCTIONS:***

1. On hearing alarm-Class lines up quietly.
2. Teacher takes roll-book and follows class out. Remember to check toilets.
3. Close classroom door.
4. Proceed to designated assembly area quietly.
5. Close fire doors and all doors on escape route, which will not be used again.
6. Line up at designated area.
7. Take roll call.
8. Report to designated person if anyone is missing.
9. With the exception of searching for any missing persons, no one is allowed re-enter the building for any reason until permission is given by the Fire Brigade (or by the designated person during a fire drill).

#### ***NOTE:***

- If a student is not in class he/she evacuates the building through the nearest exit and makes way to the appropriate assembly point.

- When the roll call is taken in the morning teacher notes the number present on the blackboard.
- Resource teacher / Educational Support teacher is responsible for the children in her / his care at the time of evacuation. (Children should be taken to correct assembly point to line up with their own class).
- Teachers are responsible for any extra children who may be in their class because their own teacher is absent.
- Any missing children must be reported to the principal immediately.

## *Designated Areas*

- Ms. Uptons's Class     Basketball net nearest Infant Classroom
- Ms Bourkes Class     Basketball court near percolation area
- Mrs. Martin's Class     Basketball net at rear of Court.
- Mr. McGrath's Class     Centre of Basketball Court
- Ms Walsh's Class     Basketball court outside Ms Bourke's room

## ***FIRE INSTRUCTION.***

### ***(TO BE TAUGHT TO ALL CHILDREN)***

1. **How to raise the Alarm if there is a fire-**CALL TEACHER/BREAK GLASS.****
2. **On hearing fire-alarm line up quietly.**
3. **Follow the sensible escape route.**
4. **Go to the correct assembly point.**
5. **No talking, running or passing out.**
6. **DO NOT RETURN TO THE CLASSROOM FOR ANYTHING.**
7. **If a child is not in the classroom when the alarm rings, she/she makes their way through the nearest exit to the correct assembly point**

## ***LOCATION OF FIRE EXTINGUISHERS***

### ***1. ABC POWDER***

Spare classroom in main building  
 On main corridor:     Beside fire alarm.  
    Near girl's toilets  
 Mr. McGrath's Classroom.  
 Office

### ***2. WATER***

Mrs. Martin's Classroom

### ***3. CO2***

In staff-room

Ms Lynch's Room.  
Mrs. Upton's Classroom

### ***FIRE PRECAUTIONS.***

- Fire doors to be kept closed and not wedged open.
- Ensure that all employees can use fire extinguishers.
- Fire extinguishers to be tested regularly. (Service Contract with Antyfire)
- All staff and pupils to be aware of action to be taken in case of fire.
- All combustible materials to be removed from the boiler house and stored elsewhere.
- Equipment not in use to be switched off and plugged out.
- Use of adapters to be avoided.
- Faulty fluorescent tubes to be replaced and ceilings to be checked for scorch marks from fluorescent units.