



**Scoil Náisiúnta Naomh Fheargus,
An Gleann,
Co. Luimnigh.**

**St.Fergus' National School,
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Fire Safety Plan St Fergus' NS-September 2024

Objective:

To ensure the safety of all students and staff during a fire emergency through effective fire prevention strategies, evacuation procedures, emergency communication protocols, guidance on responding to a fire, and post-incident procedures.

Fire Prevention Strategies

In recognition of the Board of Management of St. Fergus' National School's duty of care to its pupils and staff the following protocols are in place to prevent a fire occurring.

1. Regular Inspections

- Regular inspections of all electrical systems, heating units, and fire safety equipment (extinguishers, alarms, etc.).
- All fire exits are clearly marked and unobstructed.

2. Fire Safety Education

- A comprehensive fire safety curriculum is conducted as part of the SPHE Programme, that includes lessons on identifying fire hazards, understanding fire risks, and learning how to prevent fires .
- Regular fire safety training for staff that includes hands-on training on using fire extinguishers and understanding emergency procedures are conducted.

3. Fire Safety Equipment:

- Smoke/Heat detectors are installed, with regular testing to ensure functionality.
- Fire extinguishers and fire alarm buttons are placed in accessible locations throughout the building, with clear signage indicating their locations.
- Fire blankets are in designated areas (Kitchenette) for immediate use in case of small fires.

4. Proper Storage:

- Flammable materials are stored in designated, well-ventilated areas away from heat sources.
- Clear access is maintained to fire extinguishers and other emergency equipment.

5. Safety Drills and Simulations

- Termly fire drills are conducted to prepare students and staff for real-life scenarios.
- Students are educated in the importance of and the and execution of drills to enhance their understanding and readiness.

Fire Drill Overview

Schedule

- Practice and explanation of Fire Drill Procedures will take place in September under the direction of the Principal.
- Fire drills will be conducted once a term
- The drill will be performed by the Principal/Deputy Principal
- The first drill of the year will be announced prior to the start to prepare students without causing panic. Subsequent drills of the year will not be announced in order to replicate fire procedures under real circumstances. The exception to this will be for Autism Classes where the noise may upset pupils. Autism Class teachers will deal with these procedures in a way which is sensitive to each of their pupils needs.

Fire Assembly Points

- Regular Fire Situations: All students and staff will evacuate to the marked spot at the shelter in the Junior Yard.
- Fire in Modular Buildings: If the fire is detected in one of the three Modular Buildings, the assembly point will be relocated to the Senior Basketball Court.

Evacuation Procedures

- **Classroom Evacuation:**
 - Hall: Students and teachers will exit via the external double door, turn left and proceed to the Junior Yard.
 - SET Room (Sliding Door), The Principal, Secretary, and teachers/students in SET Room will exit via Red Door 1.
 - Classroom 1 (Junior Corridor): Exit through White Door 1.
 - Classroom 2 (Junior Corridor) and SET Room: Exit via White Door 2.
 - Staff Room and Room 3 (Senior Corridor): Exit via White Door 2.
 - Classrooms 4 and 5 (Senior Corridor) and Nurture Room: Exit via White Door 3 and proceed to Yard.
 - Modular Buildings: Students and teachers will exit via their own doors.
 - Students in corridors should be advised to make their way to the nearest white door and exit there. They will join their appropriate class line when they reach the Fire Assembly Point

- **Students in Toilets:**

- Teachers in Rooms 1, 2 and 4 will be assigned to check all bathrooms immediately after the alarm sounds to guide any students to the nearest exit.

- Any student found in the toilets will be escorted to the assembly point by that Staff Member with the class they are going with.

- **Students with Special Education Teachers**

- Special Education Teachers will ensure their students are ready to evacuate and will guide them to the assembly point. They will rejoin their own class there.

- If a student requires additional support, teachers or SNAs will assist them as needed.

Responding to a Fire

If you encounter a fire on the premises:

- Stay calm. Do not panic. Assess the situation quickly.

- Do not attempt to fight the fire: If the fire is small and manageable, and you have been trained to use a fire extinguisher, assess your ability to do so safely. If unsure, evacuate immediately.

- Sound the alarm :If the fire alarm has not already been triggered, break the glass on the nearest fire alarm activation point (found at the ends of each long corridor and inside Red Door 1. One is also found in the Halla.)

- Evacuate immediately: Leave the area quickly and safely using the nearest exit, following the established evacuation routes.

- Close doors behind you: If possible, close doors as you leave to help contain the fire.

- Notify Emergency Services: If you are able to do so safely, inform the Principal or designated staff member, who will contact the fire service.

Emergency Communication Procedures

1. Contacting the Fire Service:

- The Principal or Deputy Principal will be responsible for calling the Fire Service upon evacuation of the premises..

- School Secretary will be assigned to ensure that the call is made promptly after the alarm sounds.

- The following information should be provided when calling:

- ✓ The address of the school. - The Mall, Glin, Co. Limerick V94 PT68

- ✓ The nature of the emergency (fire).

- ✓ Confirmation that all students and staff are being evacuated.

- ✓ Any specific details about the location of the fire, if known.

2. Communication with Emergency Services:

- After the initial call, the Principal/Deputy Principal will stay on the line to provide any further information requested by emergency services.

Actions at the Fire Assembly Points

Upon arrival at Assembly Points:

1. Teachers' Responsibilities

- ✓ Conduct an initial headcount of students to ensure everyone is accounted for.
- ✓ Principal or Deputy Principal will conduct a roll call as per that day's Aladdin count
- ✓ Remain with their class and provide reassurance to students.

2. Students' Responsibilities:

- ✓ Stay with their teacher and follow any instructions given.
- ✓ Remain calm and quiet to facilitate communication and organisation.
- ✓ Do not leave the assembly area until instructed to do so by a teacher, Principal or Deputy Principal

3. Communication:

- The Principal and Deputy Principal will use their digital devices to communicate with emergency services and gather updates on the situation.
- Staff will be assigned to monitor the Assembly Point and assist with any needs that arise among students.

Post-Incident Procedures

1. If no fire is found:

- Once the fire service has inspected the premises and confirmed there is no fire and deemed it safe to do so, the Principal or Deputy Principal will:
 - Inform all staff and students that it is safe to return to the building.
 - Conduct a debriefing with staff to discuss the drill and any issues encountered.
 - Document the incident and the fire service's findings for future reference.

2. If a fire is found and extinguished:

- The fire service will assess the situation, ensuring the fire is fully extinguished and that the area is safe.
- The Principal or Deputy Principal will:
 - Communicate with the fire service for a report on the incident and any necessary follow-up actions.
 - Ensure an inspection of the affected area is conducted before allowing anyone to return.
 - Notify staff and students when it is safe to re-enter the building, and provide guidance on any necessary precautions.
 - Document the incident, including the cause of the fire (if known) and any recommendations for preventing future occurrences.

Roles and Responsibilities

1. Principal and Deputy Principal:

- All teachers will bring their digital devices to the Assembly Point for roll call. Principal and Deputy Principal will over see this using their digital devices. They will ensure that all teachers have accounted for their students during the roll call process.
- The Principal/Deputy Principal will notify the Fire Service should any student be unaccounted for when they arrive at the scene.
- Principal or Deputy Principal are responsible for liaising with Fire Services and for reporting back to the Board of Management, Staff and Parents on the incident.

2. Staff :

- Class and Set Teachers are responsible for the safe evacuation of pupils in their care.
- Teachers in Classrooms, 1, 2 and 4 to specific areas are responsible for ensuring that all students in toilets nearest to their room are evacuated safely.

Drill Execution

1. Sounding the alarm

- The fire alarm will sound, indicating the start of the drill.
- Staff will initiate the evacuation procedures immediately.

2. Quick and safe movement:

- Everyone should walk quickly but safely to the Fire Assembly Point.

3. Monitoring and feedback:

- After each drill, a debriefing session will be held to review the effectiveness of the evacuation and address any issues.
- Feedback from staff and students will be collected to improve future drills.

Conclusion

This fire safety plan encompasses proactive fire prevention strategies, clear evacuation procedures, effective communication protocols, guidance on how to respond if encountering a fire, and clear post-incident procedures. By educating staff and students, conducting regular drills, and ensuring preparedness, we can help safeguard the well-being of everyone in the school during a fire emergency.

These fire safety procedures were drawn up in September 2024 by Staff in conjunction with the Principal. A copy of the procedures and an Emergency Exit Map will be posted inside each room door for reference.

They were approved by the Board of Management at a meeting on 15th of October 2024.

Signed: _____ Date: _____

CHAIRPERSON

Fire Safety Company used by St. Fergus' NS - APEX FIRE <https://www.apexfire.ie/>