

## FIRE POLICY

### Introduction

The fire drill/evacuation policy of Enable Ireland Sandymount School was produced following a collaborative consultation process by all staffs in response to changing circumstances in the school and with consultation with our partners in Enable Ireland. Section 18(2) of the Fire Services Act 1981 states: "It shall be the duty of every person having control over premises to which this section applies to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of fire." This responsibility is with the Board of Management.

### Aims

This policy aims to:

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire.
- Provide an appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act 2005.
- To develop a tried and trusted framework which will ensure the safety of all school personnel in the event of a fire.

### Enable Ireland Sandymount School that:

- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- Enable Ireland site will ensure that fire drills shall place at least once a term.
- Fire Alarms shall be clearly marked
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (see Appendix 1)
- Instructions on how to proceed in case of a fire will be displayed in all rooms and areas. (see appendix 2)
- All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear.
- The assembly points outside the school in the clearly marked on the Seat Tech Building.
- Exit signs shall be clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers and SNA's are responsible for their own classroom. The secretary/Principal, as appropriate are responsible for the office. Staff room is the responsibility of all staff.
- Principal is responsible for fire drills and evacuation procedures.
- All recommendations made by a Fire Officer in addition to these provisions must be implemented.



### Internal Procedures:

In the event of a fire, the following steps must be taken:

- Activation of fire alarm.
- In all classroom/resource areas, pupils are to proceed or be pushed in their wheelchairs / standing frames / Acheeva Beds to the fire door.
- All teachers must check their quiet rooms before vacating the room and close the fire door on evacuating.
- The designated SNAs will assist with all pupils.
- Staff will seek assistance from the Staff of Enable Ireland to assist moving pupils to the assembly point.
- The school assembly point is to the right of the front door of the Seat Tec Building. (A sign on the wall marks the school's assembly point)
- During evacuation and on assembly, order and attention must be maintained. Pupils and staff must be able to hear clearly any instructions given by the teacher/ Fire Marshals.
- Each teacher will take the class list of their own individual class with them and call the roll on reaching the fire assembly point.
- Principal will remain in the assembly point and obtain the following information – name of teachers, room name and pupils missing report and duration of fire drill.
- Pupils can only return to the classroom once permission has been given to do so and the alarm is deactivated at the end of the drill. Return to room should be quiet and unhurried.

If visitors are in the school it must be ascertained that they have evacuated the building. The school secretary will encourage and monitor all visitors at the time of the fire.

Room 1	exit through Fire Door and Proceed to Seat Tec
Room 2	exit through Fire Door and Proceed to Seat Tec
Room 3	exit through Fire Door and Proceed to Seat Tec
Room 4	exit through Fire Door and Proceed to Seat Tec
Room 5	exit through Fire Door and Proceed to Seat Tec
Room 6	exit through Fire Door and Proceed to Seat Tec
Room 7	exit through main door
Room 8	exit through Fire Door and Proceed to Seat Tec
Library	exit through Fire Door and Proceed to Seat Tec
Soft Play Room	exit through Fire Door and Proceed to Seat Tec
Sports Hall	exit through Fire Door and Proceed to Seat Tec
GP Area	exit through Fire Door and Proceed to Seat Tec
Independence Room	exit through Fire Door and Proceed to Seat Tec



### Role and Responsibilities:

All teachers are responsible for the safety and well-being of the pupils in their care. The Principal has overall responsibility for ensuring proper procedures are in place. In the absence of the Principal, the Deputy Principal will act as Fire Officer.

### References:

Fire safety in the home – National Safety Council

Fire safety in the school – National Safety Council

### Review and Ratification

This policy was reviewed and ratified by the Board of Management.

Signed:



Sé Goulding, Chairperson of Board of Management



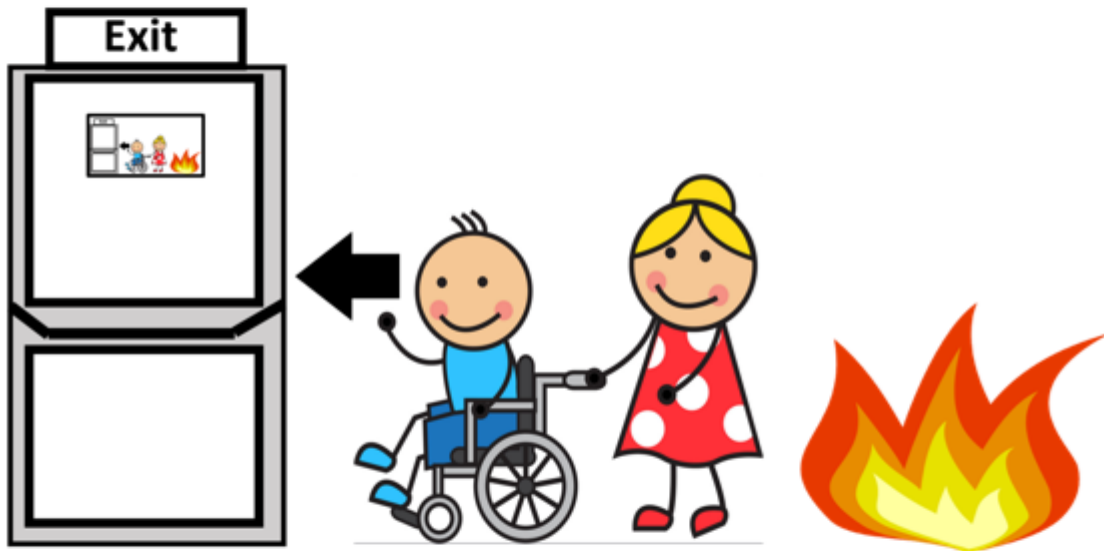
Jennifer Doyle, Principal

Date: 17 July 2024



APPENDIX 1

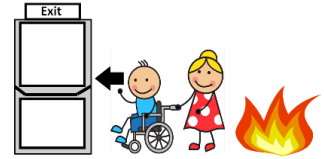
Emergency Exit



Do NOT block  
this door

## APPENDIX 2

# If the fire alarm sounds:



Pupils are to proceed or be pushed in their wheelchairs/standing frames/Acheeva beds to the nearest fire door.

All teachers must check the class quiet rooms before vacating the classroom and close the fire door on evacuating.

The designated SNAs will assist with all pupils.

As pupils leave the building staff from Enable Ireland will assist moving the children to the assembly point.

The school assembly point is to the right of the front door of the SeatTech Building.



Teachers should ensure that all the pupils and staff from their class have left the building and are at the assembly point. The principal will check this information with each teacher.

Only return to the classroom once permission has been granted.



Jim Coody and Associates, Architects, Trinity House Choriston Road, Dublin 8, Drawing file reference: Project\172\current\Fire-gl-122.dwg

