

Newtownwhite Educate Together NS

Ballysakeery,
Ballina,
Co. Mayo.
F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: newtownwhite@gmail.com

Website: www.newtownwhiteetns.com



Fire & Emergency Evacuation Plan

Aims & Objectives:

This plan is designed to:

1. Enable Newtownwhite Educate Together National School to provide for the immediate needs of pupils, staff and visitors in the event of a fire.
2. To ensure that all staff and children are aware of the procedures involved during fire drills, or in the case of a real emergency requiring the evacuation of our school.

Internal Procedures:

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

- The fire drill is to be carried out once a term; the Secretary will notify the appropriate external stakeholders (Fire Service, Alarm Company, etc), and will time the drill.
- When a fire is discovered, the fire alarm should be activated by using the nearest wall unit. The fire service is automatically notified by the alarm system
- Where safe to do so, fire extinguishers, located at each of the 3 main exits may be used by trained personnel
- On hearing the alarm, children are to stand up, push their chairs under the tables and quietly and calmly follow the directions from their teacher (Afterschool Coordinator for Afterschool children)
- Classes evacuate via main door in Classroom and proceed through the hallway to exit the school building and go straight to the fire assembly point
- Mainstream Class Teachers will take their class list with them (Afterschool Coordinator for Afterschool children)
- All teachers must check the shared toilets before vacating the building.
- The secretary, (or if the secretary is not on the premises, the Principal) will check the staff toilet in the main entrance hallway.
- Everyone present is to leave the building calmly, by the nearest available exit, and assemble at the allocated fire assembly point in the school yard. The last adult to leave each room will shut the door of the room.
- If the fire is impeding exit by the shortest route, an alternative route may be used
- Each mainstream teacher will call the roll on reaching the fire assembly point (Afterschool Coordinator for Afterschool children)
- The Principal will check that all staff and pupils are assembled.
- The Principal will do a final check of the building to ensure all buildings are empty and will check all internal doors are closed.
- Staff / Pupils can only return to the classroom once permission has been given to do so by the Principal (or, in her absence, Acting Principal/most senior member of staff)

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Role and Responsibilities:

All teachers are responsible for the safety and wellbeing of the pupils in their care.

The Principal has overall responsibility for ensuring proper procedures are in place and are followed.

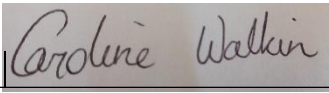
This policy was adopted by the Board of Management on: 25th September 2024

Signed: 

Aidan Doyle

Chairperson of BoM

Date: 25/09/2024

Signed: 

Caroline Walkin

Principal / Secretary to the BoM

Date: 25/09/2024