

Scoil Naomh Iosaf Fire Drill Procedure

- There will be a minimum of three fire drills per year. Two planned and one unplanned.
- Each teacher should call the roll by 10:00 each day and be aware of the number of children present in the class each day.
- Each class should have a plastic pocket containing a copy of the class list, pen, guidelines for fire drill and any required keys etc. This should be kept on the hook on the back of the classroom door. Bring this with you in the event of a fire drill.
- For the initial fire drill each year, the Principal will announce over the intercom that the alarm will be sounded for 10 seconds so that children are aware of how it sounds and will tell the children that this is just a practice so we can all leave the building safely.
- Prior to the initial fire drill, teachers should 'practice' their exit route with the children so that they are familiar with the procedure/route prior to the formal fire drill.
- The teacher that is first out into the staff car park and to the old trampoline area must bring the key to the green gate with them. A key should also be kept with your class list and pen on the classroom door.
- When a fire drill is planned, the Principal will let teachers/children know over the intercom that the fire alarm will briefly sound and that everyone in the school should follow the fire drill procedure.
- When the fire alarm is sounded, remind the children to walk out of the building as quickly and quietly as possible. Children should not bring any belongings with them.
- Class teacher must close windows, class room doors and corridor/fire doors to prevent fire spreading.
- Once the fire alarm is sounded, all door locks are released so there will be no need to use the key pad to open doors.
- Check classroom and corridor toilets.
- Take class list and pen. This should be hanging inside your classroom in plastic pocket. Do not put on coats.
- Children in SEN rooms stay with SETs and rejoin classes outside.
- SETs doing inclass support and mainstream SNAs exit along with the classes they are with when the alarm sounds.
- The class on the playground should head up the steps to the yard area.
- If a class is in the PE Hall, exit the hall via the main door, turn left and leave the building via the side entrance.

Exit from Building:

- Main Front Door: Rooms 0, 1, 2, Office
Turn left, go around school, through carpark to top yard.
- Room 2 teacher checks corridor toilets. Secretary checks staff toilets.
- Staff Side Door Entrance: Room 5, Principal's Office
Go through staff carpark, around school up to top yard.

- Side Door near Room 4/Trampoline: Room 3, 4
Go through staff carpark, around school up to top yard.
- Room 4 teacher checks toilets outside Room 4.
- Réalta Door: SEN 1, SEN 2, SEN 3, SEN 4, Réalta 1, Réalta 2, Staffroom
- Réalta teachers, SNAs and children congregate in Réalta car park/bottom of ramp. SETs and children turn left, go around school, through car park to top yard. SETs bring children to rejoin their classes and assist class teachers with rolla.
- Fire Door, left hand corridor: Rooms 6, 7, 8, 9
Go up the steps to the top yard.
- Fire Door, right hand corridor: Rooms 14, 15,
Go left and up to top yard.
- Back Door into Top Yard: Rooms 10, 11, 12, 13, Isolation room and Servedy
Room 12 teacher checks wheelchair accessible toilet.
Room 13 teacher checks corridor staff toilets.
- P.E. Hall Doors:
- If a class is in the PE Hall, go through the main door and out the side entrance and up to the top yard.
- Teachers at the end of the corridor/Lobby spaces go out the door closest to the teaching space. Return the children to their class group on arrival at yard so they can be included in the roll call.
- Anyone on the playground when the alarm sounds should also go to the top yard.
- The last teacher to bring a class through a fire door must close the door behind them.

ASSEMBLY

- All classes line up in the order they come out, on the basketball court furthest from the school, facing the main grass area/Baltinglass Hill. (The order does not matter.)
- Each class lines up at a white painted mark on the kerb.
- Children with SETs rejoin their regular classes.
- Teachers call a roll of each class immediately after they have lined up.
- Secretary, SNAs, SETs, cleaners, visitors etc. should group together and make sure all are accounted for.
- The Deputy Principal should phone a Réalta teacher or SNA to make sure all have left the building safely.

Staff Responsibilities

- Please know your room number, especially if you're new or if you have moved room.
- Please read the instructions for the fire drill carefully, so you know what to do and where to exit and line up. Please display this sheet in your classroom near the door for the year.
- Ensure the fire drill procedures, map showing your exit route from the classroom and a class list with pen are all placed inside your classroom door.

- The most important things to practise are: closing all windows and doors, taking the rolla sheet and pen with you and reminding the classes to leave quietly and quickly.

Staff/Room Numbers

- 0. Clare Owens
- 1. Alice Carroll
- 2. Martina Gibbons
- 3. Sarah Delaney/Alison Gibbons
- 4. Aine McGuirk
- 5. Nora Timmins
- 6. Leanne Barrett
- 7. MJ Moran
- 8. Hilary Anne Norton
- 9. Elizabeth O'Neill
- 10. Michelle Hannafin
- 11. Daniel O'Rorke
- 12. Orla Maher
- 13. Ciarán Walshe
- 14. Maeve Phelan
- 15. Sarah Coleman
- Servery: Siobhan Nolan/Michelle Mooney
- EAL Room: Viktoriia Kogutenko
- SEN 1: Eimer Casey
- SEN 2: Joan Murtagh
- SEN 3: Fionnuala Larkin
- End of Corridors: Charmaine Dowling, Tom Hannafin, Bernie Donegan, Clare O'Neill, Louise Lawlor and Ruth Hedderman.
- Réalta 1 (Junior): Niamh Gannon and Marie Fitzpatrick. SNAs: Eleanor O'Toole, Collette Jeaney and Lynda McLoughlin.
- Réalta 2 (Senior): Bernadette Lambert. SNAs: Paula McHugh, Lynda McLoughlin/Elaine Keogh and Helena Byrne.
- Réalta 2 (Senior): Ciarán Harmon. SNA: Mandy O'Brien
- SNAs – in classrooms/school grounds: Lana Courtney, Angela Kehoe, Valerie Robinson, Ken Kiernan and Ann Murphy.
- Principal's Office: Mairéad Hennessey
- Office: Rachel Fennell
- Ancillary Staff: Patsy Barrett, Mags Wybrant, and Mary Murphy.

