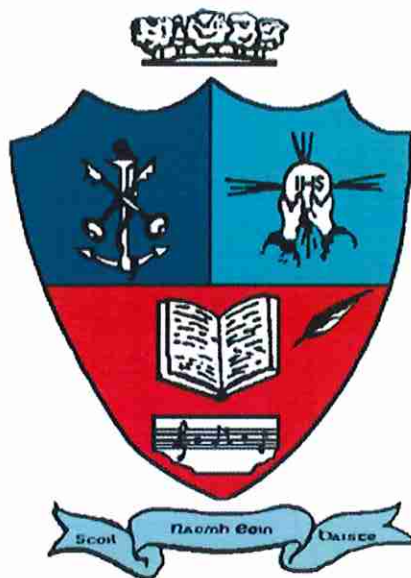


Fire/Evacuation Policy



*St. John the Baptist
Junior Boys' School
Belgrove
Roll 19006Q*

Introduction

The school fire drill and evacuation policy was originally formulated through whole staff consultation in response to the extension and refurbishment of the School in 2011/12. It was updated in November 2023 following some logistical changes and a change of fire marshal. It was updated in November 2024 following advice from Dublin City Fire Services.

Rationale for the policy

This policy aims to:

- enable the school to provide for the immediate needs of pupils, staff and visitors in the event of a fire or other emergency.
- have in place appropriate safety procedures which comply with the Safety, Health and Welfare at Work Acts 2005 to 2014.
- ensure a safe school environment for all.

Relationship to School Ethos

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with these ideals.

Aims / Objectives

- To develop a tried and trusted framework which will ensure the safety of all school personnel and visitors in the event of a fire or other emergency.
- To utilise outside agencies (local fire station, fire officer, parents who are members of the Fire Service) for school visits, to enhance safety procedures.

Internal procedures

- Children are taught the importance of evacuation drills.
- Evacuation drills are practised at least once per term.
- Each class has a map of the evacuation route to the assembly area clearly displayed.
- Pupils and visitors are reminded of all exit points from the Hall before all assemblies/performances.
- Fire extinguishers are checked regularly by a certified installer.
- Each area of the school is served by a fire siren.

- The fire alarm console for the main building is in the main foyer.
- Each teacher is responsible for ensuring his/her classroom door, windows, and door to ensuite toilets are closed before leaving school at the end of the day.
- The Principal and Caretaker are fire marshals.

Fire drill and evacuation procedures:

The signal for evacuation is the fire alarm.

The BGUs (Break Glass Units) are located:

1. On the ground floor at the JBS main entrance.
2. On the ground floor corridor adjacent to Room 3.
3. On the ground floor adjacent to the stairs exit to the JBS yard.
4. In the Solas Classroom to the pergola area
5. At either gates in the pergola area to the side entrance and car park.
6. In the plant room in the JBS yard.
7. In the SBS foyer at the main door.
8. On the first-floor corridor of the new building adjacent to Room 6.
9. On the first-floor landing in SBS.
10. At the top of the corridor adjacent to Room 17. (Exit to playground).
11. On the corridor leading to the hall. (Exit to JBS yard).
12. In the PE store in the hall. (Exit door leading to Seafield Road).***
13. At each of the hall exit doors to Seafield Rd.
14. At the rear hall door exiting to JBS yard.
15. At the front and rear exit doors of both prefabs.
16. At the rear exit door behind the stage.***

*** The key to these doors will be hanging up beside the exits.

As soon as the alarm sounds, teachers evacuate their class to the main assembly area at the lane end of Vernon Court without delay.

In order to account for all pupils during evacuation drill it is essential that class teachers call the roll before 9:30 in the day. A note of the number of pupils present should be made in a designated area in the class as early as possible (corner of whiteboard).

If extra boys are allocated to a classroom (in the event of a teacher being absent) the receiving teacher should note the extra number on the whiteboard.

Parents are aware of the procedures and assembly point in the event of the alarm sounding at or near home time. Parents will not enter the school yard if they hear the alarm, and they will line up on the opposite side of the road to ensure the entrance is clear to allow classes to evacuate to Vernon Court. In this event, dismissal will be on Vernon Court.

In the event of an emergency the following steps must be taken:

(This procedure is also used for fire/evacuation drill but it is crucial that in the case of a drill, the fire alarm is taken off-line by telephoning the monitoring centre. Failure to do so will result in fire appliances being deployed to the school and consequent expense).

- In the event of an emergency one should activate the nearest fire alarm and call 999 or 112.
- Fire doors automatically close when alarm is activated. Lift doors automatically open and remain so.
- In the event of a power cut, the door release buttons will not work. In this instance staff should press the glass part of the green Emergency Door Release box to open doors leading to outside areas.
- In all classrooms/SET rooms the children are lined up calmly and in single file at the door. They should not bring anything with them.
- The teacher leads the children out first, with two responsible boys closing the classroom door on leaving the room. Staff must close the windows. If there is a special needs assistant (SNA) in the class, she/he leads pupils out to the assembly area and teacher follows. Where there is a pupil with restricted mobility this child should be escorted to the designated assembly area by his SNA alongside his class.
- Class teacher should bring a laminated list of his/her class to the assembly area to help account for all boys. (This list should be adjacent to the classroom door).
- If there is a boy with anaphylaxis, class teacher should bring his epipen/jext pen when evacuating. (Reminder to do so should be highlighted on evacuation list).
- Classrooms 2, 3, 4, 5, SET Rooms 11, 12 A and B exit via main foyer. First teacher out opens both foyer doors fully.
- Classrooms 6, 7, 8, 9 and 10 exit via stairs to Seafield Road door. First teacher out opens both exit doors fully.
- Rooms 14, 15, 16 and SET Rooms 17 and 18 exit via door at the top of Junior Boys' School yard.
- Room 1, Solas exit via the door in their room to the assembly point.
- All persons in the principal's office, secretary's office and staff room exit via main foyer.
- The main entrance door to the SBS foyer may be used by people with mobility issues to evacuate the ground floor and move straight to the assembly point in Vernon Court.
- Where there are ensuite toilets in classrooms, teachers must check these are vacant before exiting the room.
- Staff adjacent to communal toilets should check these are vacant before exiting the building.
- Classes line up in Vernon Court in a calm and orderly manner.
- Special education teachers bring their pupils out to Vernon Court and rejoin their class. Pupils should be handed over to their class teachers and counted with their respective classes.

- Each teacher does a headcount to make sure all pupils are accounted for. (Teacher should use the laminated class list to account for all boys). Missing persons must be reported to the principal who informs the Fire Brigade.
- Class teacher should lead his/her class through the main school entrance and make their way to the assembly point in Vernon Court. SNA or 2 responsible boys follows at the back of the line.
- Special education teachers and Secretary should assist classes who have no SNA to evacuate safely to Vernon Court.
- Ancillary staff must evacuate the building once the alarm is sounded and make their way to assembly area in Vernon Court.
- If the fire alarm sounds while classes are in the Junior Boys' yard, the children line up in their usual line-up places under the supervision of the teacher and SNAs on duty until class teachers/SNAs make their way to the yard to oversee the evacuation of their classes to Vernon Court.
- If a class is in the hall when the fire alarm sounds, the teacher evacuates the class via fire doors to Seafield Rd or doors into JBS yard (whichever is safest) to assembly area in Vernon Court.
- If a class is on the astro-turf pitch when the fire alarm sounds, the teacher should line the pupils up in an orderly manner, count them and remain on the pitch until given the all-clear by the Fire Marshal. Teachers should bring a mobile phone to the astro-turf pitch.
- If a class is in the library or Hub prefab at the rear of the school when the fire alarm sounds, the teacher evacuates the class to the astro-turf pitch where boys are counted. They remain there until given the all-clear by the Fire Marshal. Teachers should bring their mobile phone to the library and Hub.
- If a class is in the playground area when the fire alarm sounds, the teacher evacuates the class to Vernon Court via the Seafield Road (hub gate) where the boys are counted. They remain there until given the all clear by the Fire Marshal.
- Students/work-placement trainees/visitors to the school assemble with the group with whom they work.
- In the event of a teacher supervising boys from another class (eg when a class is split during a teacher's absence), these boys remain with the teacher to whom they have been assigned and evacuate with that teacher's class. In this case the supervising teacher should make a note on his/her whiteboard of extra boys assigned to him/her that day.
- Everybody should wait until they are given the go-ahead by the Fire Marshal before returning to the school.
- If the alarm sounds at or during home time dismissal, class teachers will lead their line out the school gate and to Vernon Court.
- Fire Marshalls and Class Teachers will ask parents to leave the yard and line up on the footpath across the road to ensure the school gate entrance is clear for classes to evacuate.

Fire/evacuation drill is carried out at least once a term.

Term 1: All staff and children are given advance notice of drill.

Term 2: Staff (but not children) are given advance notice of drill.

Term 3: Neither staff nor children are given advance warning of drill.

Roles and Responsibilities

- Charlie Grant & Fiona Sheridan are Fire Marshals on the site.
- In the event of both Fire Marshals being absent Marguerite/Marie will assume the role of Fire Marshal.
- 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.
- Fire/evacuation drill schedules are part of the post of responsibility within the in-school leadership structure of St. John the Baptist J.B.N.S.
- A text is sent to parents following each evacuation drill requesting that they discuss the necessity and importance of drills with their sons and reassure them if they are anxious.
- Parents have an important role in reinforcing the school's message about safe evacuation.

Evaluation

- Feedback from all stakeholders following evacuation drill. Matters arising from drill will be discussed at staff meeting with all staff, with Evacuation Marshals and with persons with a professional background in fire safety.
- Maintaining safety standards by responding to problems and implementing changes on foot of feedback.
- Evacuation Marshals keep a log of drills and compliance.
- Achieving a co-ordinated and orderly evacuation in the shortest time possible. (All drills will be timed).
- Yearly review. This policy will be discussed at the first staff meeting of each school year.
- 'Dry runs' by individual class teachers in order to gauge effectiveness of evacuation procedures, timing, etc.

Implementation

This policy was updated in November 2023.

This policy was amended following advice from Dublin City Fire Services as well as staff feedback on our evacuation on 13th October 2024.

This policy was discussed with staff at the February 2025 meeting.

The Policy is in force until next reviewed.

Ratification

This policy was ratified by the Board of Management on 26th March 2025

Elaine McKiernan
Chairperson

25/3/25
Date

Kara Sheridan
Principal

25/3/25
Date