



The Red Door School



Fire Safety Policy/ Emergency Evacuation Procedure

Approved by Board of Management: 25th January 2017

Next Review Date: Sept 2018

Signed: _____

Chairperson of Board of Management



Fire Safety Policy

As part of The Red Door School Health and Safety statement, we take fire safety very seriously and comply with HSA requirements as detailed below. Please take time to read this policy as fire drills will occur at least once a term, and considering we are working with children with additional and complex needs, we must specialise our Fire Safety policy to cater for any eventuality.

Our aims of this policy:

- Provision of adequate appliances and fittings for extinguishing fires within school buildings
- To enable occupants within the building to evacuate safely and in an orderly fashion.
- Ensure that the means of escaping the building can be safely and effectively accessed at all times and ensure that all exits remain unobstructed.
- To take note of the flammable nature of the materials from which the building is made.
- To make clear the fire safety notices throughout the school and the designated points of meeting following a fire drill/actual fire.
- To allocate persons within each classroom to be in charge of head counts and checking other blocks within the school (Block 2) when a fire drill is in progress or in the event of a real fire.
- Regular annual checks by official outside agencies to check the functioning of fire blankets, fire exit lights, and fire alarms.

Fire safety records that will be kept:

- Details of specific duties that have been assigned to staff
- The date of each fire and evacuation drill
- The date of each inspection and test carried out on fire safety and prevention equipment.
- The details of all fire incidents and false alarms that may occur.

Fire Drill and Emergency Evacuation:

- Designated escape route and map is displayed in each classroom/area of the school
- All classrooms have an alternative exit should their route be obstructed by fire.



Fire Drill/Emergency Evacuation Procedure

- Upon discovering fire, alarm is to be immediately raised. Only if it is safe to do so should an appropriately trained staff member attempt to tackle a fire.
- Upon hearing fire alarm all personnel are to safely escort pupils out of the school via the designated fire exit of that location and proceed to the assembly area in the school car park without delay. Do not stop to collect personal belongings.
- If designated escape route is obstructed due to fire the class should exit via the closest alternative exit.
- Any pupil who is not with their class for any reason will always be accompanied by an SNA. Should the alarm sound while a pupil is not with their class group their accompanying SNA will escort them safely via the nearest exit to the assemble area.
- Any staff who are on break or in alternative locations of the school should proceed immediately to their classrooms designated area at the assembly point.
- The Class Teacher, or in the absence of the Class Teacher a member of the class team will take the class list and high vis jacket and lead the class to the assembly area. Once in assembly area the Class Teacher will call roll and report any missing staff or pupils to the Principal/Deputy Principal/Receptionist.
- Each class will assemble at their class number when at the assembly point.
- The school receptionist or in absence Principal will take the visitor/staff sign in book to the assembly point and note any missing persons.
- All staff must await Principal's instruction before re-entering the building.

All fires regardless of size must be reported to emergency services via 112