

# **ST. HELEN'S JUNIOR NATIONAL SCHOOL, PORTMARNOCK CO. DUBLIN**

EMAIL: [secretary@sthelensjunior.com](mailto:secretary@sthelensjunior.com)  
WEB: [www.sthelenjuniors.com](http://www.sthelenjuniors.com)



TELEPHONE: 01-8461763  
ROLL No: 19578p

## **St. Helen's Junior School**

### **Fire and Evacuation Procedure**

The Board of Management of St. Helen's Junior National School will ensure that;

- there is an adequate supply of appropriate fire extinguishers
- all fire equipment is identified and regularly serviced
- instruction is provided in the use of fire extinguishers for specific materials/equipment
- all exits are clearly marked, are not obstructed, and visitors are accompanied and/or made aware of the same
- all electrical equipment is appropriately maintained, unplugged or turned off outside office hours, and when rooms are vacated for lengthy periods
- assembly areas are clearly designated outside each building and all staff are made aware of their location
- all bottled gas (petrol) is appropriately stored, and segregated from the main buildings
- a fire officer has checked the school and equipment and any recommendations have been appropriately implemented

#### **Evacuation Procedures/Drills**

The process to be followed in the event of a planned or unplanned fire alarm is documented in accordance with St. Helen's Junior National School Fire Escape Procedure Policy 5. Further, a minimum of 2 fire drills will be executed on an annual basis, wherein, the process will be reviewed for adequacy. As a general rule of thumb;

Fire should only be tackled where;

- it is safe to do so
- escape routes are clear
- fire extinguishers are of an appropriate type
- only if you are trained and confident in their use

## **Fire Prevention/Safety**

As a general rule, the following principles will be adopted at St. Helen's as preventative measures;

- refuse or wrappings will be left in designated locations and will not be allowed to accumulate
- corridors, steps, stairs and other escape routes will be kept free from obstacles e.g. school bags, baggage, wrappings, cleaning and maintenance materials, which obstruct the escape path and/or which hinder the visibility or audibility of alarm equipment, extinguishers, arrows or signs indicating fire exit locations
- faults in electrical equipment, fire alarm and extinguishing equipment should be reported to the school principal and logged in the Maintenance log and Health and Safety Log.
- instruction will be given to designated staff in the safe and effective use of fire extinguishers
- no smoking or naked lights are allowed within any school buildings.
- ventilation of equipment must be adequate, in line with vendor recommendations to prevent overheating
- During normal school hours, The Main Entrance, Yard Exit doors, and entrance to Cabhair Centre from the school corridor are secured by access-controlled maglocks which are released in the event of a Fire Alarm activation. They will be kept clear at all times and will be adequately signposted. Designated school exits and entrances are keylocked outside of normal school hours.

# FIRE DRILL NOTICE

## Classroom Teachers

### Exiting the classroom:

- Please ensure that all the children leave the classroom and toilet area in an **orderly fashion** and calmly make their way to the nearest safe outside location.
- To indicate that the classroom has been evacuated, please place a **high vis vest** (located in your cubby) on the door handle outside the classroom door after it is closed.
- Take the red **Class File** (always in the cubby inside the classroom door) with you and call the roll when the entire class are safely outside.
- The 1<sup>st</sup> teacher to reach **EXIT 3** takes the **Junior Yard gate keys** from the wall (above the door) and opens the yard gate.

### Reporting procedures (at Assembly Point):

- When rolls are called, each class teacher reports that all children are accounted for to the Station Leaders (Teachers in **Room 6, 12, 17, 25**).
- These 4 Station Leaders report in turn to the **Deputy Principal** at the yard gates (who is at EXIT 1).

## SET teachers

- Children attending **Resource or Learning support will be brought to the nearest exit**. The SEN teacher will report to the Station Leader who will inform the Deputy Principal.
- SEN teachers who are giving **in-class support**, exit with the class and report to the Station Leader.

## Staff/Children in transit

- All staff not in their classroom or in transit when alarm sounds: if safe, return to class and follow normal evacuation procedures. If not safe, leave via the nearest exit and report to the Station Leader at that assembly point.
- Children on a message will be brought to the nearest exit by a member of staff who will report their presence to the Station Leader.

## IMPORTANT – ALL STAFF

- **Do not** attempt to fight a fire with a fire extinguisher – the priority is the safety of the children.
- **All staff** should know the locations of the ‘**break glass**’ **activators** – near EXITs 1, 2, 3, 4.

<b>FIRE EXIT LOCATIONS</b> <b>(SEE SCHOOL MAP)</b>		
ROOM	EXIT NUMBER	ASSEMBLY POINT
1- 7	1	Car Park/Avenue
10, 11	2	Senior Yard
12, 13	6	Senior Yard
14, 15	7	Senior Yard
16	2	Senior Yard
17, 18	3	Junior Yard
19, 20, 21	4	Junior Yard
24, 25 (inc sensory/soft play)	8*	Junior Yard
Pre-School	8*	Junior Yard
Hall	5 (Use Fire Doors)	Car Park
Prefab A, B	11	Senior Yard
Library	10	Senior Yard
In circumstances where Exit 8 cannot be safely used, use Exit 9 with fob		

**EXIT 1 – Front Door  
yard**

**EXIT 2 – Senior yard door  
yard**

**EXIT 3 – Exit door leading to the library**

**EXIT 4 – Junior yard door**

**EXIT 5 – Hall Exit**

**EXIT 6 – Exit on the LHS leading to Senior**

**EXIT 7 – Exit on the RHS, proceed to Senior**

**EXIT 8 – Pre-school Exit in CC**

**EXIT 9 – Main exterior entrance to CC**

**EXIT 10 – Entrance to Library**

**EXIT 11 – Entrance to Prefab A and B**

