



Fire Drill & Evacuation Policy

Introductory Statement

St. Peter's School is fully committed to safeguarding the wellbeing of its pupils and staff. Every individual in the school should, at all times, show respect and understanding for their safety and welfare and conduct themselves in a way that reflects the principles and ethos of the school.

Aims

This policy aims to

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire.
- Identify and implement appropriate safety procedures which comply with the Health, Safety and Welfare at Work Acts (2005, 2010).
- Ensure a safe school environment for all.

Fire Safety Evacuation Procedures

In the event of a fire, the following evacuation steps must be taken;

1. The fire alarm is activated.
2. The secretary calls Sharpe Control Centre first, then the Lucena Reception desk.
3. In all classrooms/resource areas all students quietly and calmly queue at the door in single file. Students should not take bags, books or possessions with them.
4. Each teacher checks the class list to ensure all students are present.
5. SNAs check the class toilets before vacating the room.

6. Teachers lead their classes from the classroom and SNAs close the classroom door and windows.
7. Classes quietly exit the building via nearest exit doors.
8. The fire assembly point is in the school yard. Each class has an allocated station, classes line up in an orderly manner.
9. Students who are in the care of an adult outside of their class, take direction from the staff member they are with. Staff member brings student to class meeting point and the student joins their own class.
10. Teachers confirm that all students are present/not present and accounted for.
11. Any external visitors are to be escorted off the premises to the meeting point and accounted for via the School Visitor Log for that day which the Secretary will take when exiting the building.
12. The principal confirms that all classes, teachers, children, and visitors are accounted for and gives the OK to return to school. Students walk quietly in a single file back to the school premises.
13. Fire drills are carried out no less than once a year but ideally once a term.

Roles & Responsibilities

- All teachers and SNAs 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.
- Fire drill schedules are part of the post of responsibility within the in-school management structure of St Peter's School.

Allocated Exits and Doors

Jun 1 & 2 Junior 1 Exit Jun 3 & 4 Front Door Sen 1& 2 Senior 1 Exit Sen 3 & 4 Senior 4 Exit Sen 5 & 6 Senior 6 Exit Social Care Team Front Door Principal, Caretaker & Secretary Front Door

Junior 1 & 2	Playroom Door
Junior 3 & 4	Junior 3 Exit Door
Senior 1 & 2	Senior 1 Exit
Senior 3 & 4	Senior 3 Exit
Senior 5	Kitchen Door/Senior 6 Door
Senior 6	Senior 6 Door
Social Care Team	Front Door
Principal, Deputy Principal, Secretary & Caretaker	Front Door

This policy has been drawn up by the principal in collaboration with the staff of St. Peter's and in consultation with the Board of Management. It will be made available to all members of the school community.

This policy will be reviewed annually and amended if necessary.

Rosemary Fahy

Principal St. Peter's School

Eoin Ó Donnagáin

Chairperson to the Board of Management

Signed:



Date: 26th November 2025

Signed:



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