

AN ROINN OIDEACHEAIS
FIRE PRECAUTIONS ROUTINE
IN SCHOOLS

Attention to the following fire precautions should become a routine to be followed carefully:

1. Ensure that all escape routes from the school are maintained free from obstruction and readily available at all times. Doors across escape routes should **NEVER** be locked when anyone is in the building and exit doors should be easily and immediately openable from the inside. Locked doors are in breach of Regulations P.E. equipment.
2. Institute a regular system of inspection of
 - a. first-aid
 - b. fire fighting equipment
 - c. testing of fire warning systems,keeping a precise record of inspection results and action taken.
3. Maintain fire instruction notices for every classroom in legible condition and accessible positions - specimen notices attached. This is a legal requirement.
4. Ensure that periodic fire evacuation drills are carried out.
5. Train all members of staff and senior pupils in the use of first-aid, fire-fighting equipment and the action to be taken in case of fire.
6. Take adequate precautions when using paper or other flimsy materials for decorations.
7. Never use cotton wool for this purpose
8. Do not suspend such decorations from light fittings or near heating appliances.
9. Exercise great care during the performance of school plays and at school parties so that there is no likelihood of costumes and party dresses catching fire. No mirrors should be allowed near open-type fires in Dressing Rooms.
10. See fire exit and hoses - where situated and place a map. Colour code different things.

AFTER SCHOOL HOURS

Carry out an inspection to ensure

11. that all heating devices, gas fittings, irons and other heat-producing appliances have been turned off and left safe; cooker left on. Stickers for.
12. that all cleaning materials (oily rags, polishing cloths, mop-heads, etc.) are properly stored in suitable closed metal receptacles outside the building as a precaution against spontaneous combustion;
13. that rubbish and combustible waste are not allowed to accumulate in Laboratories, Workshops, Craftrooms, Boiler Rooms, Wooden Halls and Store Rooms or elsewhere in the building.
14. Specimen Notice for display in Staff Rooms, a copy of which should be issued to every member of the staff;

FIRE INSTRUCTIONS

N.B.

1. The Fire Alarm Signal is: **The Fire Bell**
2. The Place of Assembly is: **In Front of the Statue at Senior School**
3. It is the duty of **ANYONE** discovering a fire to raise the alarm at once and sound the fire warning signal.
4. On hearing the Fire Alarm;
The senior teacher in charge will be responsible for ensuring that the Fire Brigade is called immediately. 999
5. Persons in charge will take up their registers and marshal the class in an orderly manner to the assembly point by an exit route from the fire.
6. Close all doors.
7. Other members of staff will immediately make their way to the assembly point.
8. Anyone not with their class or group when the alarm sounds will assemble at the assembly point. Teachers will check registers once assembled.

NEW INTAKE

15. On the first day of a school term all new entrants, staff and pupils should be conducted over all primary and secondary escape routes, shown the alarm points, where existing, and instructed in the fire routine procedure.

NOTICES

16. Each fire point, where existing, should be indicated conspicuously by a notice worded **FIRE ALARM** followed by appropriate operating instructions.

TEST FIRE DRILLS

17. Test fire drills should be held at least twice per term (N.B.), that is at the beginning of every term and again during the course of each term.
Drills should not be allowed to become stereotyped and, where possible, should alternate the exits and routes to be taken to provide against any fire eventuality. For instance a certain area may be presumed to be unusable due to smoke or other cause.

In cases where it is felt that the lack of alternative means of escape from any part of the school premises may constitute a danger or that the existing escape routes are inadequate to handle the number involved, the Local Fire Officer should be informed so that an investigation can be carried out.

18. N.B. A record of all fire drills should be kept. It should include details of drills, including date, time, weather conditions, time taken for evacuation, brief description of drill including any difficulties encountered, and any other relevant information

ATTACKING FIRE

19. Circumstances will dictate whether fire fighting operations should be attempted; the important thing to be remembered is that **FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.** While small fires, such as a quantity of spilled inflammable liquid in a laboratory can often be dealt with similarly, in the case of a sizeable fire safe evacuation should be of primary concern.

FURTHER ADVICE

20. The Chief Officer of the local fire authority should be consulted by Principal teachers or post holders on any matters regarding fire drills or problems of fire safety in schools.
21. **Query** - if fire in toilet/entrance area exit to be effected through..... windows? If so, practise? Back to issue of windows as hazard? Practise getting out windows when we have proper windows –

Sequence

22. Alarm – call Fire Brigade – Evacuation – Assembly – Roll call Tackle the fire.

Assembly

1. Pupils stand to attention by desks.
2. Leave classroom in single file.
3. Proceed to assembly point.
4. Teacher follows at rear with attendance register.

5. Close all doors behind.
6. Talking or laughing are not permitted during evacuation.
7. Anyone not in class should go directly to assembly point
8. No one to re-enter building – except to search for missing persons permission from Principal or Fire Brigade necessary.
9. Each class has pre-arranged position at Assembly Point.
10. Immediately classes have mustered at place of assembly – roll call should be taken – report to Principal. If anyone is missing search to be made by staff.
11. Children attend learning support.
12. Check toilets.

If all is going well present Statement, if not do the Fire Safety Check and give out sheets on same.

N.B. It is a legal requirements to display these notices – maps, instructions etc. –
Fire Alarm Switch.

1. Nearest Fire Exit.
 2. Nearest Fire Hose.
 3. Check and see if map is displayed beside lights inside door.
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1. Locked doors are in breach of fire regulations.
 2. P.E. equipment or any other equipment must never be put near any fire equipment.
 3. Fire Instructions – Regulations that is in hand and there are new Regulations coming.
 4. Cotton Wool.

5. Onus on staff to be aware as our children are so young.
6. Date to be set for fire drill..

1. All fire equipment must be kept clear at all times.
2. Foam spray extinguishers for everything except electricity.
3. Dry foam powders extinguishers for everything – multi purpose.
4. Questioned the practicality of heavy fire extinguishers - suggested two smaller ones.
5. Arranged the day for demonstration: Wednesday 14th October at 2.15 p.m.
6. Checked prices of various signs:
 - (a) Fire Alarm sign - £6.50
 - (b) Assembly Point sign - £7.00
 - (c) Keep Clear sign - No Price
 - (d) Fire Exit sign - £5.50
 - (e) Fire Point - No Price
7. Child proof holder for fire hose.
8. Fire-stop phone: (045) 481401 Contact Martin Malone : (087) 2766747
9. £40 for demonstration, refills extra.
10. F.S.E.L. Firestop Enterprise Ltd.

Fire Drill Report sheet–Scoil Mhuire Ballymany

Day

Date

Time

Windows left open

Room

Doors left open

Room

Comments