



Pelletstown Educate Together National School

Fire Safety Policy

This policy was ratified by the Board of Management on: 30th September 2025

Review due: September 2026

Fire Safety Policy 2025/2026

Introduction and Rationale

This policy was formulated in order to set out the fire safety procedures that are in place in Pelletstown Educate Together National School. It was drawn up in consultation with staff and Board of Management and highlights the roles and responsibilities in relation to fire safety, as well as the safety measures that are in place in the school. This policy also links to the Health and Safety statement of the school.

The Board of Management has commissioned a company to assist with the upkeep of Fire Safety equipment and procedures in the school. Total Fire Protection will be contracted for maintenance of fire extinguishers, smoke heads and all relevant equipment.

Fire safety measures

The Board of Management of Pelletstown Educate Together National School recognises the importance of fire safety and of drawing the attention of all members of the school community to this.

It is the policy of the Board of Management that:

1. An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, clearly visible and regularly serviced by authorised and qualified persons.
2. Each fire extinguisher shall have instructions for its use.
3. The Deputy Principal (Siobhán Maguire) shall be responsible for fire drills and evacuation procedures. In her absence, the Acting Assistant Principal I (Bill Mc Cormack) will assume this responsibility.
4. The Principal will ensure that a fire drill takes place at least once a term.
5. Fire alarm sounders will be tested by the caretaker weekly and a record kept beside main panel.
6. Fire alarm activators shall be clearly marked.
7. All call points will be covered to minimize the risk of intentional fire alarm activation/activation in error.
8. Fire exits will be clearly labelled so that all employees, pupils and visitors are aware of their location.
9. All doors, corridors, and entries shall be kept clear of obstruction and can be opened at all times from within the building.
10. Fire exits and escape routes will be checked monthly by Siobhán Maguire.
11. Each teacher must ensure that the exit route through the classroom door is kept clear at all times.
12. Assembly points outside the school will be designated at specific locations.
13. Exit signs shall be clearly marked.
14. All electrical equipment that poses a risk of fire shall be left unplugged when unattended for lengthy periods. Responsibility for this rests with each teacher in the case of their classroom, the secretary in the case of the office; the Principal in the case of the Principal's office; and all employees in the case of the Staff Room.
15. The last person to leave the school building each day will ensure that all lights and electrical equipment are turned off.
16. Storage areas will be maintained in a tidy and safe condition.
17. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
18. 'Be Safe' lessons will be taught at each class level as part of the SPHE programme.

Fire evacuation procedures

The Board of Management of Pelletstown Educate Together National School has set out the following procedures in relation to fire evacuation.

All children will be talked and walked through the fire evacuation procedures proceeding the first fire drill of the school year. This will take place so that all personnel (adults and children) respond in a calm, safe and responsible manner (walking only) when the fire alarm is activated. All personnel (adults and children) evacuate the building and proceed to the designated Fire Assembly Area outside the school building.

The following sets out the exit doors for each area of the school, and are also displayed in each individual room:

Lower Ground Floor:

Storage Room (R020):

Exit door, keep right up steps to main foyer and exit the building via main school door on the right

Classbase 1 (R005):

Exit building via fire escape door inside the classroom, keep left and exit school site via gate

Classbase 2 (R016):

Exit building via fire escape door inside the classroom, keep left and exit school site via gate

Multi Sensory Room (R018):

Exit room, keep left and exit the building via *grey double doors on left and fire escape door on right at bottom of Stair core 1 (orange stairs)*

Movement Room (R019):

Exit room, keep left and exit the building via *grey double doors on left and fire escape door on right at bottom of Stair core 1 (orange stairs)*

Linen/Sluice Room (R008)

Exit room, keep left and exit via *grey double doors on left and fire escape door on right at bottom of Stair core 1 (orange Stairs)*

Toilet (R002)

Exit toilet, turn right and exit via double doors on the right and then the main door on the left.

Toilet (R003)

Exit toilet, turn alright and exit via double doors on the right and then the main door on the left.

Office (R001)

Exit toilet, turn alright and exit via double doors on the right and then the main door on the left.

Ground Floor:

Secretary's office (R028):

Exit office, turn right and exit the building via main school door on the right

Ground Floor Toilets (beside Secretary's Office - R026):

Exit toilet door then exit the building via main door on the right (ground floor)

Ground Floor Toilets (beside Secretary's Office - R027):

Exit toilet door, turn right and exit the building via main school door on the right

Classroom 1 - Junior Infants(R030):

Exit through classroom door, keep right and exit the building via main school door on the right

Classroom 2 - Junior Infants(R035):

Exit through classroom door, keep right and exit the building via main school door on the right

Classroom 3 - Senior Infants(R033):

Exit through the classroom door, turn right then keep left and exit the building using the fire escape door on the right beside P.E hall.

Classroom 4 - Senior Infants(R034):

Exit through the classroom door, turn right then keep left and exit the building using the fire escape door on the right beside P.E hall.

Multi-Purpose Room/Nurture Room (R036):

Exit through door, to the right and exit building via the fire escape door on the right beside P.E hall.

Library (R037)/3rd Class:

Exit through the door, keep right and exit the building via the fire escape door on the right beside P.E hall.

Support Room (R038):

Exit through door, keep right and exit the building via the fire escape door on the right beside P.E hall.

P.E Hall (R048)

Exit the building via fire escape doors inside the P.E hall

Servery ((R046):

Exit room and exit the building via fire escape door opposite servery.

Ground Floor Toilets (R041, R042, R043, R044, R045):

Exit through the door, keep right and exit the building using the fire escape door on the right beside P.E hall.

First Floor:

Support Room (R101)

Exit room, use stair core 1 and exit the building via fire escape door on the left at bottom of staircase

Toilet (R012)

Exit toilet, use stair core 1 and exit the building via fire escape door on the left at bottom of staircase

Classroom 5- 1st Class(R105):

Exit through the classroom door, turn right, use stair core 1 and exit the building via fire escape door on the left at bottom of staircase

Classroom 6 - 1st Class (R106):

Exit through the classroom door, turn right and use stair core 1 and exit the building via fire escape door on the left at bottom of staircase

Classroom 7 - 2nd Class (R107):

Exit through the classroom door, turn right and use stair core 2 and exit the building via main school door on the right

Classroom 8 - 2nd Class (R108):

Exit through the classroom door, turn right and use stair core 2 and exit the building via main school door on the right

Toilet (R110)

Exit through door, turn left and use stair core 2 (orange stairs) and exit the building via main school door on the right

Cleaner's Store (R111)- Exit through door and use stair core 2 (orange stairs) and exit the building via main school door at bottom of staircase on the right

Toilet (R112)

Exit through door and use stair core 2 (orange stairs) and exit the building via main school door at bottom of staircase on the right

Second Floor:

Principal's Office (R117)

Exit through door and use stair core 2 (orange stairs) on the left and exit building using main door at bottom of staircase on the right

First Floor Toilets (beside Principal's Office - R116)

Exit through door and use stair core 2 (orange stairs) on the left and exit building using main door at bottom of staircase on the right

First Floor Toilets (beside Principal's Office - R117)

Exit through door and use stair core 2 (orange stairs) on the left and exit building using main door at bottom of staircase on the right

Comms Room (R113)

Exit through and use stair core 2 (orange stairs) on the right and exit building using main door at bottom of staircase on the right

Classroom 9 - 3rd Class

Exit through classroom door, keep left use stair core 3 (red stairs) and exit the building using fire escape door on the right at bottom of staircase

Classroom 10 -3rd Class: Exit through classroom door, keep left use stair core 3 (red stairs) and exit the building using fire escape door on the right at bottom of staircase

Classroom 11 - Fourth Class:

Exit through classroom door, keep right, use stair core 3 (red stairs) and exit the building using fire escape on the right door at bottom of stairs

Classroom 12 -Fourth Class:

Exit through classroom door, keep right, use stair core 3 (red stairs) and exit the building using fire escape on the right door at bottom of stairs

Support Room (R124): Exit through the door, turn right and use stair core 3 (red stairs) and exit the building using Stair core 3 exit door.

Staffroom (R125):

Exit through door, turn right and use stair core 3 (red stairs) exit door

Store Room (R126):

Exit through door, turn right and use stair core 3 (red stairs) exit door

Staff Toilets (R128):

Exit through door, turn left and use stair core 3 (red stairs) exit door

Third Floor:

Support Room (R201):

Exit room, use stair core 1 (orange stairs) and exit the building via fire escape door on the left at bottom of staircase

Toilet (R202):

Exit toilet use stair core 1 (orange stairs) and exit the building via fire escape door on the left at bottom of staircase

Classroom 13 - 5th Class (R207):

Exit through classroom door, keep right, use stair core 1 and exit the building via fire escape on the left at bottom of staircase

Classroom 14 -5th Class (R208):

Exit through classroom door, keep right, use stair core 1 and exit the building via fire escape on the left at bottom of staircase

Classroom 15- 6th Class (R209):

Exit through the classroom door, turn right and use stair core 2 (orange stairs) and exit the building via main school door on the right

Classroom 16 - 6th Class (R210):

Exit through the classroom door, turn right and use stair core 2 (orange stairs) and exit the building via main school door on the right

Toilet (R212)

Exit through door, turn left and use stair core 2 (orange stairs) and exit the building via main school door on the right

Cleaner's Store (R213)- Exit through door and use stair core 2 (orange stairs) and exit the building via main school door at bottom of staircase on the right

Toilet (R214)- Exit through door and use stair core 2 (orange stairs) and exit the building via main school door at bottom of staircase on the right

Rooftop: Use stair core 2 (orange stairs) and exit main front door on the right or stair core 3 (red stairs) and exit fire escape door at bottom of staircase on the right.

The designated Fire Assembly Area for all is the Fire Assembly Point on the grass opposite the main school entrance.

When the Fire Alarm Activates/Fire drill is announced:

1. The teachers should take the Fire Drill Class Checklist from the wall, having called it that morning and marked appropriately.
2. The children should stand up silently and wait for further instructions from the teacher.
3. The teachers should lead the children, in an orderly and quiet fashion to the designated Fire Assembly Area. No time should be spent putting on coats or taking possessions etc and both sides of the stairways and corridors may be used. Children will be told that if they are not in the classroom when the fire alarm rings that they should proceed immediately, in a safe and calm manner to the designated **Fire Assembly Area (green space in front of school).**
4. Children will line up silently in the Fire Assembly Area and listen while their teacher calls the roll. Teachers must hold up a Fire Drill Class Checklist to indicate that rolla has been called and all children are accounted for.
5. The designated adult will check the toilets and rooms to ensure that they are empty, and will close all doors. The designated adults are;
Lower Ground Floor - **Maeve**
Ground Floor - **Maeve**
First Floor - **Caitríona**
Second Floor - **Caitríona**
Third Floor and Rooftop – **Aoife T**

If one of the designated adults is not present **Orlaith** will step in for them.

6. The designated adult (Maeve) will check the staff sign-in book.
7. Siobhán will communicate with all personnel to give the ALL CLEAR signal in the event of a fire drill.
8. The Fire Brigade will be called by the Principal teacher or other available designated personnel in the event of the fire alarm activating.

In the case of Fire Alarm Activation: A Fire Brigade Officer will inform the Principal Teacher/Other designated staff member when re-entry to the school building is permitted.

In the case of Fire Drill: All staff/adults and pupils will stay outside the building until the Fire Alarm stops or until they are instructed by the Principal Teacher/Other designated staff member to re-enter the building.

Review Process

A formal annual review of the Fire Safety Policy will be conducted every September. The policy will be reviewed and reflected upon after each fire drill/fire alarm activation.

Date of ratification by Board of Management: 30th September 2025

Date of submission of fire safety review to Educate Together: 1st October 2025

Signed: 
Chairperson, Board of Management

Date: 30/9/25

Signed: 
Principal

Date: 30/9/25