



Fire & Emergency Evacuation Plan



V5A: 2023

Coláiste De Lacy, Ashbourne

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1. Managing Fire Safety Checklist



MANAGING FIRE SAFETY

A management commitment to fire safety is essential to assist with achieving suitable fire safety standards in schools and in the maintenance of a staff culture of fire safety. The below checklist is used annually to ensure that the school has each policy/plan in place

	NO	YES	NOTES
FIRE SAFETY POLICY		X	
FIRE AND EMERGENCY EVACUATION PLAN		X	
ROLES & RESPONSIBILITIES DURING EVACUATION		X	
HOT WORK/WORK PERMIT		X	<i>Part of Safety Statement</i>
FIRE SAFETY INFORMATION AND TRAINING		X	<i>All training listed in Appendix 1</i>
FIRE DRILLS		X	
FIRE PREVENTION		X	<i>All Fire Prevention and Safety Measures currently being reviewed as part of DES/WBS Remediation Programme. Fire Remediation works are ongoing (August 2022)</i>

2. Coláiste De Lacy Fire Safety Policy

Adherence to Responsibilities under the Fire Services Act 1981 and 2003

Coláiste De Lacy recognises that it shall be the duty of every person having control over the school premises to take all reasonable measures to guard against the outbreak of fire on the premises. Coláiste De Lacy will ensure as far as is reasonably practicable the safety of persons and students on the premises in the event of an outbreak of fire.

Adherence to Responsibilities under the Child Care Act 1991

Coláiste De Lacy shall keep a record (Fire Register) of any fire drill that takes place on the premises and also the number, type and maintenance record of firefighting equipment and smoke alarms on the premises. This record needs to be available for inspection by a parent/guardian, employee or authorized person. Records shall be kept in accordance with LMETB Records Retention Policy.

Adherence to Responsibilities under the Safety Health and Welfare at Work Act 2005

Coláiste De Lacy shall provide/put in place the necessary measures to be taken appropriate to the place of work for first aid, firefighting and the evacuation of students, employees and any other individual present. The school shall arrange any necessary contacts with the appropriate emergency services, in particular with regard to first aid, emergency medical care, rescue work and fire-fighting.

The school leadership shall designate employees who are required to implement those plans, procedures and measures and ensure that the number of those employees, their training and the equipment available to them are adequate.

The school shall carry out regular Fire Risk Assessments (at least once per year) and implement findings and recommendations.

Obligations

Coláiste De Lacy shall adopt a systematic approach which identifies priorities and objectives with respect to planning. The school will have a structure with the aim of ensuring improvement in fire safety performance and place an emphasis on fire prevention. Coláiste De Lacy will ensure decisions for achieving fire safety are implemented. The Principal (Janice Uí Bheoláin) has overall responsibility to manage fire safety within the school.

3. Fire and Emergency Evacuation Plan

It is the responsibility of the school leadership team to have in place both a *Fire and Emergency Evacuation Plan (FEEP)* and arrangements to implement the plan. The evacuation of all persons, including disabled persons, is a school leadership responsibility which cannot be delegated to the Fire and Rescue Service.

3.1 The Purpose of the FEEP is as follows:

- To ensure that the people on the premises know what to do if there is a fire
- To identify the specific roles and responsibilities carried out by personnel during an evacuation of the school
- To ensure that appropriate action is taken in the event of a fire and that the premises can be evacuated
- To ensure that all staff react in a predetermined and regulated manner under emergency conditions
- To comply with safety legislation
- To make maximum use of the school's resources to contain and bring an emergency under control

3.2 Scope & Associated Policies

This FEEP outlines the procedures for personnel with direct involvement in the control and administration of an evacuation on the site of Coláiste De Lacy. It applies to all members of the school community and visitors to the school. As with all school policies, this policy does not operate independently but rather is supported by and associated with many other school policies including the school Safety Statement & Risk Assessments, the CDL Code of Conduct, LMETB Suspension and Exclusion Policy and the Child Safeguarding Statement & Risk Assessment. The list is not exhaustive. This policy and plan must be read in conjunction with the school Safety Statement.

3.3 Fire Safety Measures/Resources

IMPORTANT INFORMATION! – PLEASE NOTE:

- Fire doors in the Coláiste De Lacy school building are identifiable by a blue circular badge with "Fire Door. Keep shut" printed on it. The double Fire doors (on the corridor) shut automatically when the fire alarm goes off. Fire doors are located along the length of corridors (purple/blue colour) and in some specialist/practical rooms in Coláiste De Lacy (green colour).



- The emergency lights system is part of the overall lighting system and each corridor is well served by emergency lights. Some Emergency Lighting is recessed into the ceiling panels as look like little white LED bulbs when lit. These operate for approximately 3 hours even in the event of a fire



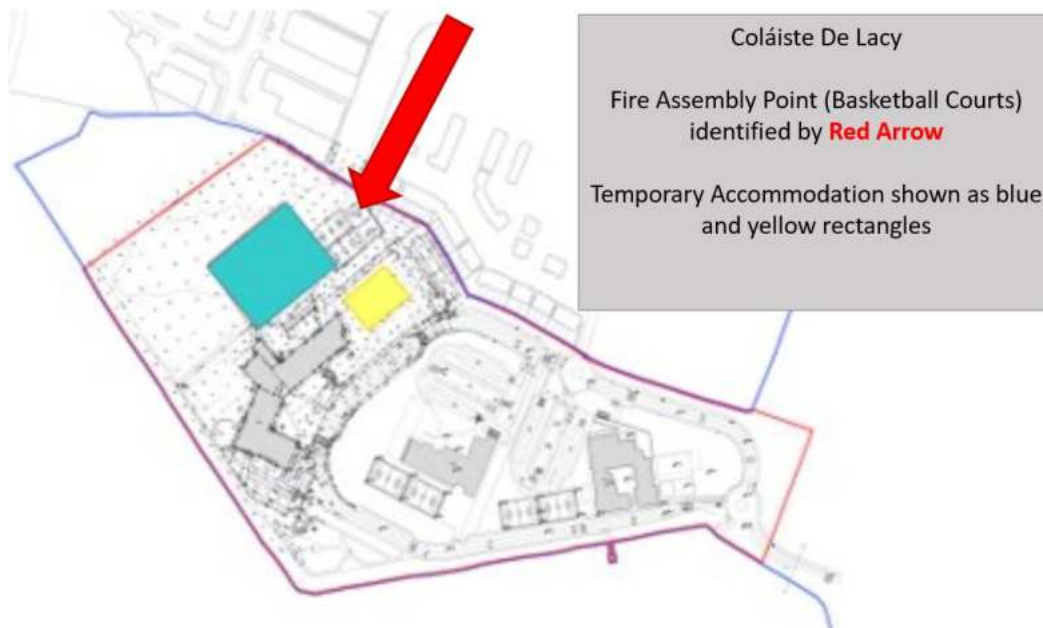
- There are a few different types of emergency lighting in Coláiste De Lacy. The main type is identifiable by illuminated signs (see below) mounted on the ceilings in the corridors, stair wells and near exit doors.



- Directional Emergency Exit Signage located at various points of the building assists occupants with their escape. This signage is identifiable by white symbols (arrows and running person) on a green background.



- On escape, occupants must gather at the designated assembly points located on the Basket Ball courts located on the north east side of the school grounds.



The Fire and Emergency Assembly points are recognisable by the following images:



Fire Extinguishers – Suitability

- It is important to be aware of the suitability of fire extinguishers to a specific fire type. For example, the incorrect use of water or foam fire extinguishers on electrical fires, could result in electrocution.
- **Employees should only attempt to use a fire extinguisher if the exit is clear**
- **Employees should only attempt to use a fire extinguisher if they have been formally trained to do so, or have a good understanding of the categories of fire extinguisher and feel confident in their ability to do so.** Fire warden training provides guidance on extinguishers. All staff should register their interest in completing fire warden training with the Principal
- The suitability and selection of fire and emergency equipment for the building will be made in consultation with a competent fire consultant/advisor/company. The details of the service provider will be displayed on the canister along with the service history.

Canisters must not be removed from their designated bracket, and canister information displayed above.

- Never direct water at any electrical installation.
- Please see image below:

How To Choose Fire Extinguishers

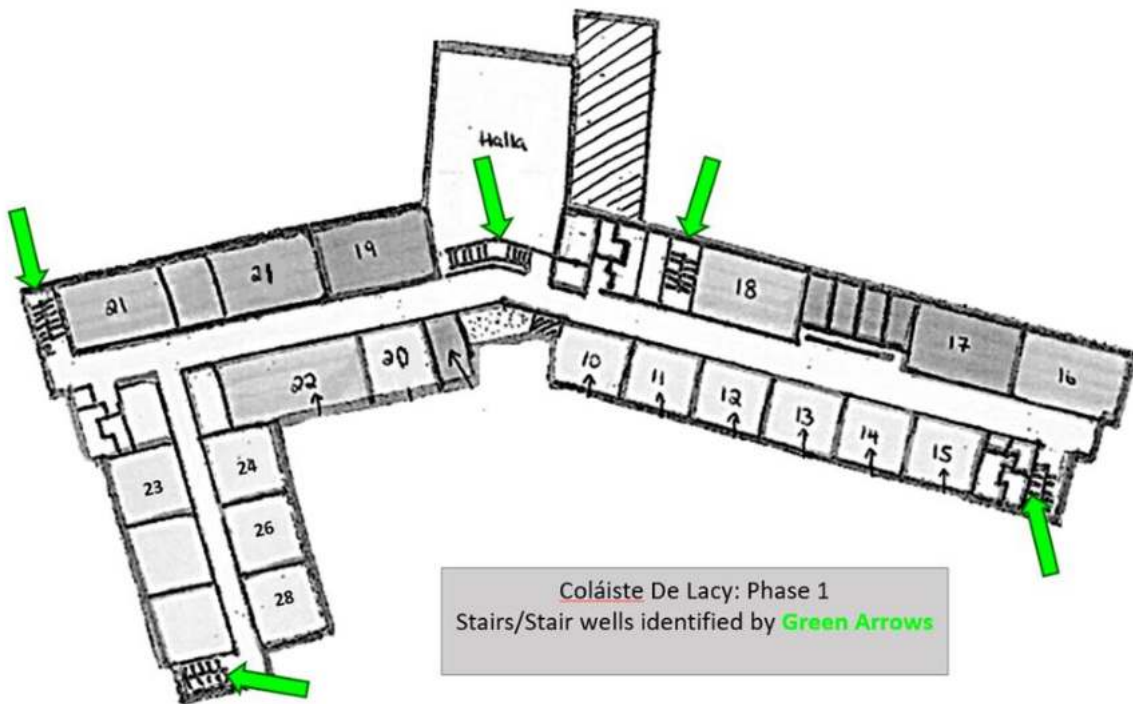
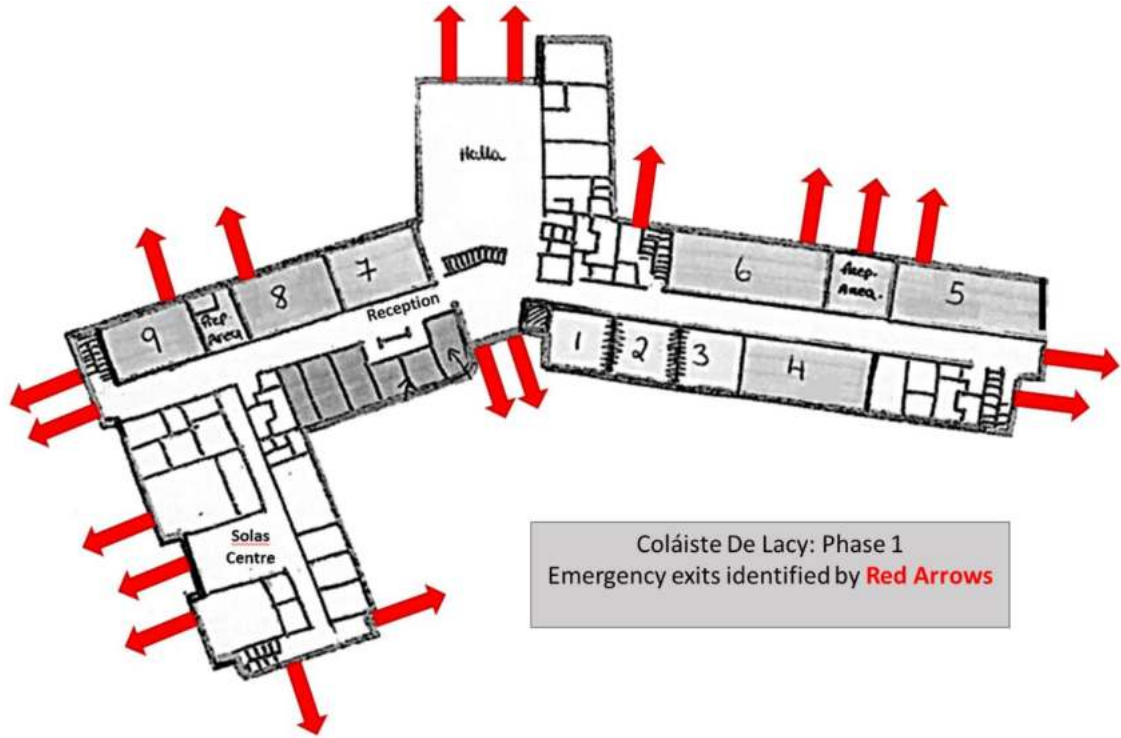
• Always think Fire! • Fire kills, never take risks
• Good housekeeping is the key to a safer workplace

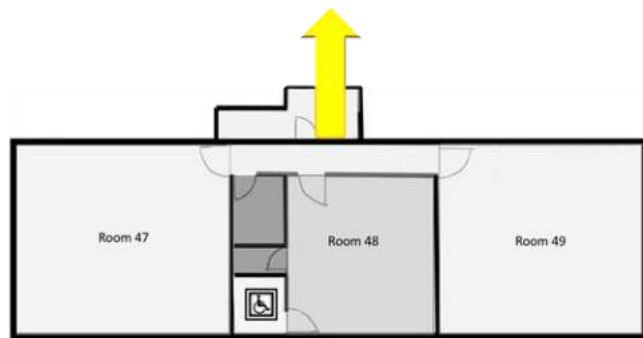
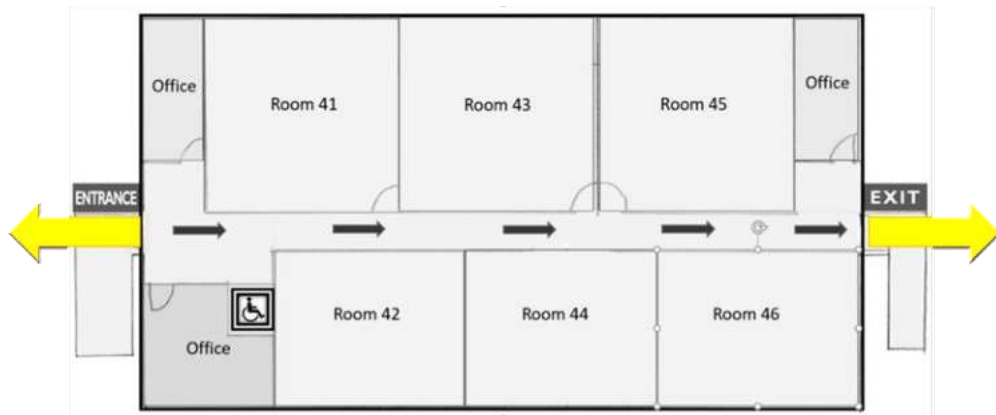
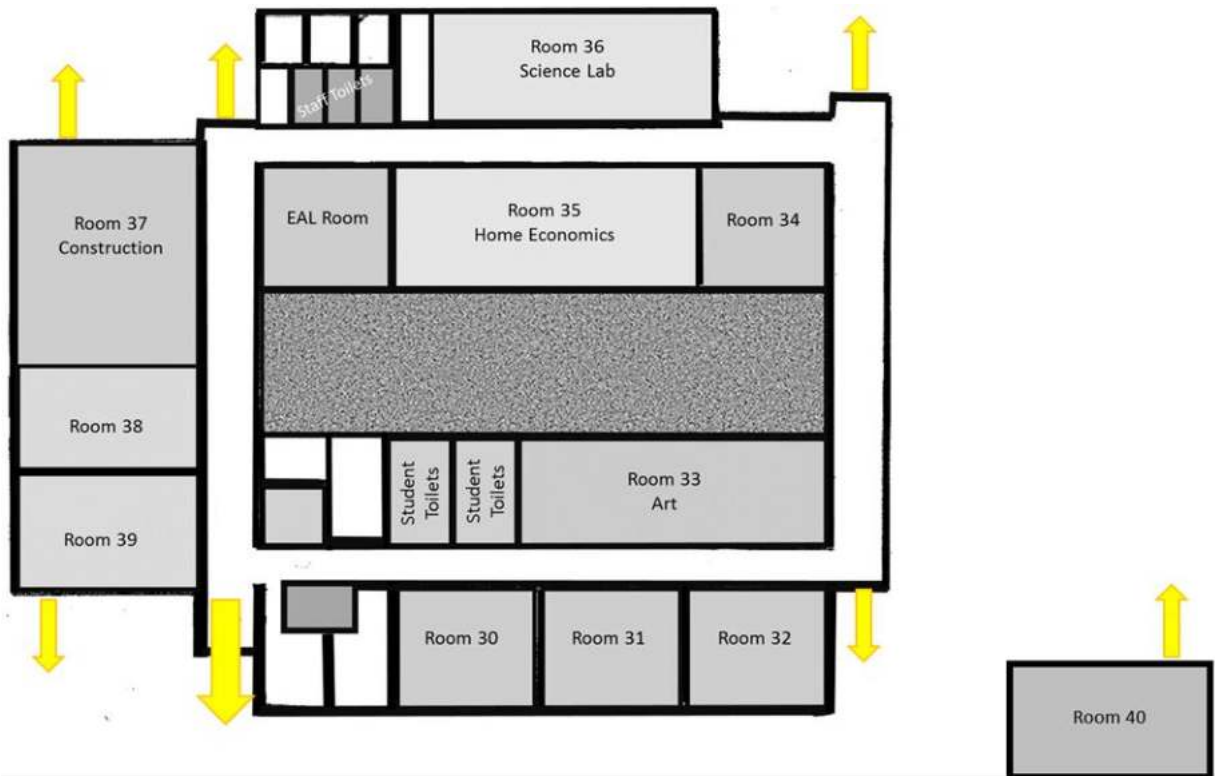
WATER	AFFF FOAM SPRAY	DRY POWDER	CO₂	WET CHEMICAL
Water Use for wood, paper, fabrics, tyres etc.	Foam Spray Use for solids and flammable liquids. Not usually safe on electricity.	Dry Powder Use for solids, liquids and gases. Safe on electricity, but can be messy.	Carbon Dioxide Use for electricity and flammable liquid fires. Ventilate area after use.	Wet Chemical For use on cooking oils & fats.
 Do not use on live electricity				

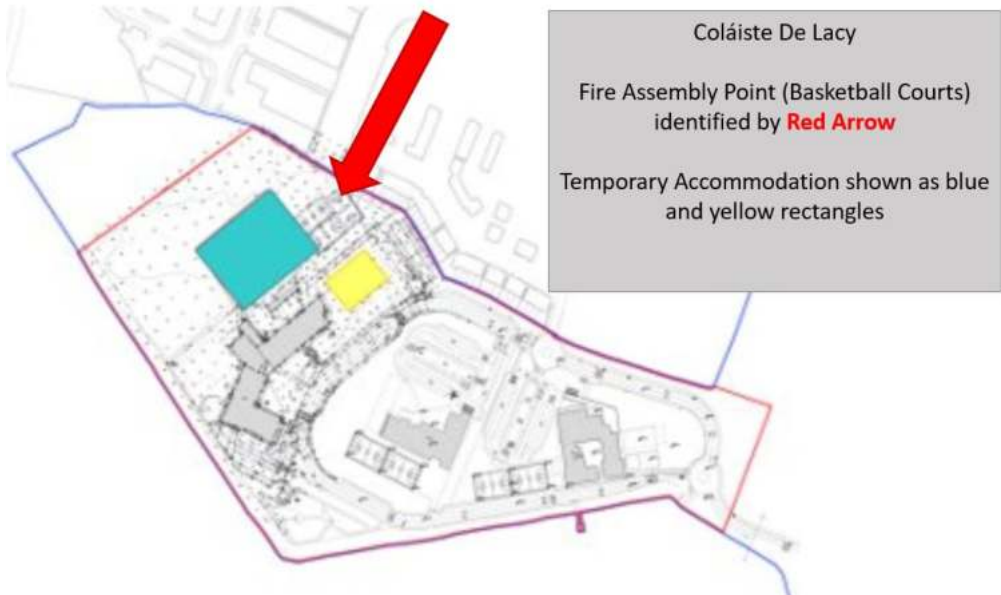
<i>Type of Fire Extinguisher</i>				
	Foam	CO2	Powder	Wet Chemical
Front Door	X			
Reception	X	X		
Halla	X	X	X	
Halla	X	X		
Canteen			X	X
Base Orange Stairs	X	X		
Room 4		X		
Room 5			X	
Room 6			X	
Outside Room 6	X	X		
Outside Comms Room		X		
Base Yellow Stairs	X	X		
Room 7	X	X		
Room 8		X		
Room 9		X		
Base Blue Stairs	X	X		
Top Blue Stairs	X	X		
Outside Room 13	X	X		
Outside Room 18	X	X		
Staffroom		X		
Room 22		X2		
Outside Room 22	X	X		
Room 23		X		
Outside Room 24	X	X		
End of 20s Corridor	X	X		
Top of Red Stairs	X	X		
Top of Yellow Stairs	X	X		
Prefabs Entrance	X	X		
Prefabs Emergency Exit	X	X		
Prefabs Emergency Exit	X	X		
Home Ec Kitchen		X	X	
Science Lab	X	X		
Prefabs Emergency Exit	X	X		
Construction Room	X	X		
Room 39		X		
Solas Hall	X	X		
Solas Centre Main Door Entrance	X	X		
DLS		X		
West door of Cabin Pac prefabs	X	X		
Pod in Cabin Pac prefabs	X	X		
Corridor of Cabin Pac prefabs	X	X		
East door of Cabin Pac prefabs	X	X		
Room 49 (Emergency Exit)	X	X		
Outside Room 48	X	X		
Inside Room 48		X		
Room 47	X	X		
Room 40	X	X		

3.4 Escape Routes

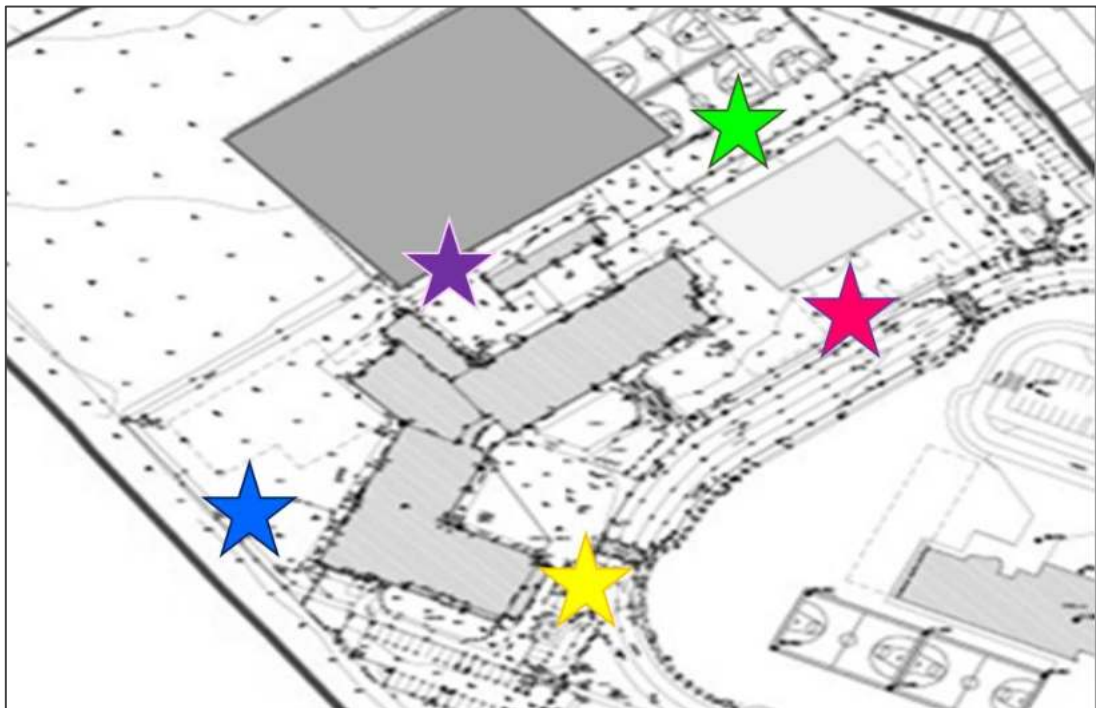
All students and staff must familiarise themselves with the following as soon as possible with the general layout of premises. Simple labelled diagrams of the campus and school building are provided at induction and are available on the staff MS Team. Basic floor plans of the school building are also published in the student dialann each year.







Location of Fire Hydrants



3.5 Fire and Emergency Evacuation Procedures

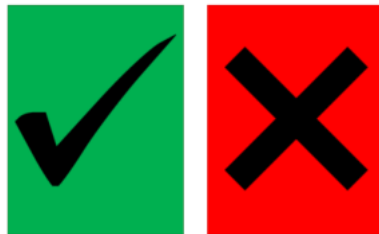
For the purpose of this FEPP, two separate procedures are described: firstly, the procedures in the event of the fire alarm being activated (whether a drill or real life event.... described below) and secondly, the procedures in the event of the discovery of a fire/suspected fire (as described in Section 3.6)



- Staff and students should follow the procedure in place for safely evacuating from the school building. All staff, whether scheduled for lessons at the time or not, will assist with the immediate evacuation of the school buildings
- Open the nearest emergency exit in your vicinity and direct people towards the exit. Try to keep calm and **WALK** briskly (**do not run or encourage others to run!**) to the nearest exit and Assembly Point
- Do not use the lift
- All staff should ensure that students exit swiftly and in silence. They should also ensure that students descend stairs in pairs only
- Do **NOT** delay to pick up personal belongings, nor try to re-enter the building for any items. This could hinder evacuation of the building and put not only a person's own life in danger but also the lives of others
- Doors should always be closed on leaving a room to help restrict the spread of heat and smoke
- In the absence of Fire Wardens, **and only if it is safe to do so**, ensure all areas (i.e. toilets, offices etc...) are quickly scanned for occupants as you make your way along the corridor to the exit, i.e. visually sweep the zone of the building you are in as you exit
- Obey the instructions of the Fire Wardens and the Emergency Services on site
- Stay at the assigned space in the assembly point, encourage others to avoid obstructing the safe means of passage for access by the emergency services.
- **DO NOT OBSTRUCT SAFE MEANS OF PASSAGE BY CONGREGATING NEAR EXITS**
- The school administration will bring the fire register clipboards for each class group to the

assembly point and place each clipboard inside the relevant box for each year group

- The school administration will also bring the Visitors Book and the Sign-in/Sign-Out books in reception
- All staff must comply with any roll call / head check to establish that all persons are identified and present
- Each Year Head immediately collects the Fire Register clipboards for their year group from the relevant box and distributes to their team of *Cláritheoirí* (attendance registrars....one per class)
- *Cláritheoirí* (attendance registrars) immediately call the roll for each class group (starting at the back of the line and only marking those absent) and report any missing students to the Year Head (located at the front of the class lines for the relevant year group). *Cláritheoirí* should double check all roll calls. Each *Cláritheoir* then holds up a visual sign (see below.... green side for no issues, red side if any issue/concern at all) to indicate if all students are accounted for or not



- Year Heads ensure that the relevant year group are compliant with expectations and directly report any issues to the Principal/Deputy Principal or a designated nominee
- Assistant Principal 1 staff (who are not year heads) will ensure that all staff are accounted for by checking the fire register for staff and directing queries to the Deputy Principal who has the greatest overview of the school calendar of events and staff absences on a daily basis
- Any teaching staff who are not designated *Cláritheoirí*, should congregate in front of the boxes on the fence in the courts. If a *Cláritheoir* is absent, then a Year Head will ask a non-*Cláritheoir* member of teaching staff to stand in and call a roll for a class group instead
- All SNA's assigned to the Solas Centre should stay with their assigned students but make themselves clearly known to the Assistant Principal 1 checking for all staff present/absent
- Any persons suspected to be missing must be reported to the Fire Wardens and emergency services immediately
- **Remember!** Stay at the assembly point and follow instructions from the emergency services/management/fire wardens. Do NOT re-enter the building until authorised to do so by the emergency services/ Principal.
- **A copy of the procedure for students as published in the school dialann is**

shown below

Emergency Evacuation Procedure

The Emergency Evacuation Procedure is notified by a siren which will remain sounding during the procedure.

ON HEARING THE EMERGENCY EVACUATION SIREN:

- Orders will be given by members of staff and it is extremely important that students remain absolutely silent so that they can clearly hear the instructions given
- Students should leave the room calmly and quietly in single file on the instruction of their múinteoir
- Students should leave all bags and property behind. The safe and smooth exit of *people* is the most important thing
- Everyone should exit the school building through the nearest exit and proceed to the designated assembly point
- ***Students must remain silent throughout the whole procedure***
- Múinteoirí should accompany the students to the designated assembly point and line the students up in their ranganna
- The rúnaí (or another member of staff) will bring the lists of students in each rang out to the designated assembly point
- A member of staff will call a roll call for each rang in order to account for each student
- Another member of staff will account for the presence of each staff member
- Everyone must remain in their lines at the designated assembly point until the Caretaker or Príomhoide give the all clear to re-enter the building
- Under no circumstances should anyone re-enter the building without clear instruction to do so
- Quiet, calm and order is to be observed during the emergency evacuation
- Since the safety of everyone is the most important issue, students must be on their absolute best behaviour during the whole procedure
- Any disruption of the emergency evacuation procedure will be viewed as a very serious infraction of school rules and will be dealt with as such
- Once the all clear is given, all staff will accompany the students back into the building in single file (line by line)

At all times:

DO NOT run

DO NOT laugh, talk or make noise

DO NOT attempt to pass others

DO NOT return for anything you have forgotten



3.6 Procedure in the Event of Discovering a Fire/Suspected Fire



If you find a fire.....

- Shout "FIRE" as loud as you can to alert others
- Leave the area and close doors
- Press the nearest "break glass unit" that you can safely reach



- ONLY USE THE CORRECT FIRE EXTINGUISHER IF:
 - The fire is small
 - Your exit is clear
 - You know and have the correct type of fire extinguisher to use
 - And you are trained to do so
- Close doors behind you as you leave to help restrict the spread of heat and smoke
- DO NOT USE LIFTS
- Follow the *Fire and Emergency Evacuation Procedure* as described above
- Proceed to your assembly point and inform the Chief Fire Warden (Principal) of what happened.

The following staff have received Fire Warden training and therefore are trained to select and use a fire extinguisher if IT IS SAFE TO DO SO:

	Name	Date of Training
1	Janice Uí Bheoláin (Chief Fire Warden)	30/11/2023
2	Barry O'Higgins (Fire Warden)	30/11/2023
3	Stephanie Spillane (Fire Warden)	30/11/2023
4	Niall O'Donoghue	30/11/2023
5	Caroline Reilly	30/11/2023
6	Diana Albert	30/11/2023
7	Chris Campbell	30/11/2023
8	Martin Burmeister	30/11/2023
9	Rowan Gillick	30/11/2023
10	TJ Freney	30/11/2023
11	David Maguire	30/11/2023
12	Therese Doran	30/11/2023
13	Alison O'Sullivan	30/11/2023
14	Eimear Woods	30/11/2023
15	Fiona Madden	30/11/2023
16	Shane McGinty	30/11/2023
17	Catherine Tuohy	30/11/2023
18	Eileen Corcoran	30/11/2023
19	Angela Guinan	30/11/2023
20	Niamh Rooney	30/11/2023

21	Niamh Murray	30/11/2023
22	Aideen King	30/11/2023

3.7 Checking the Fire Control Panel

On hearing the Fire Alarm, the Principal, Deputy Principal and Caretaker proceed to the Fire Control Panel located in reception. The first person to arrive will check the panel to identify the cause and the location of the activation, e.g. *break glass unit, ground floor, Solas Centre*.

The Principal, Deputy Principal and Caretaker then commence a 'sweep' of their allocated zones. Either the Principal, Caretaker or Deputy Principal will press another break glass unit nearest to a fire/suspected fire, should one be discovered.

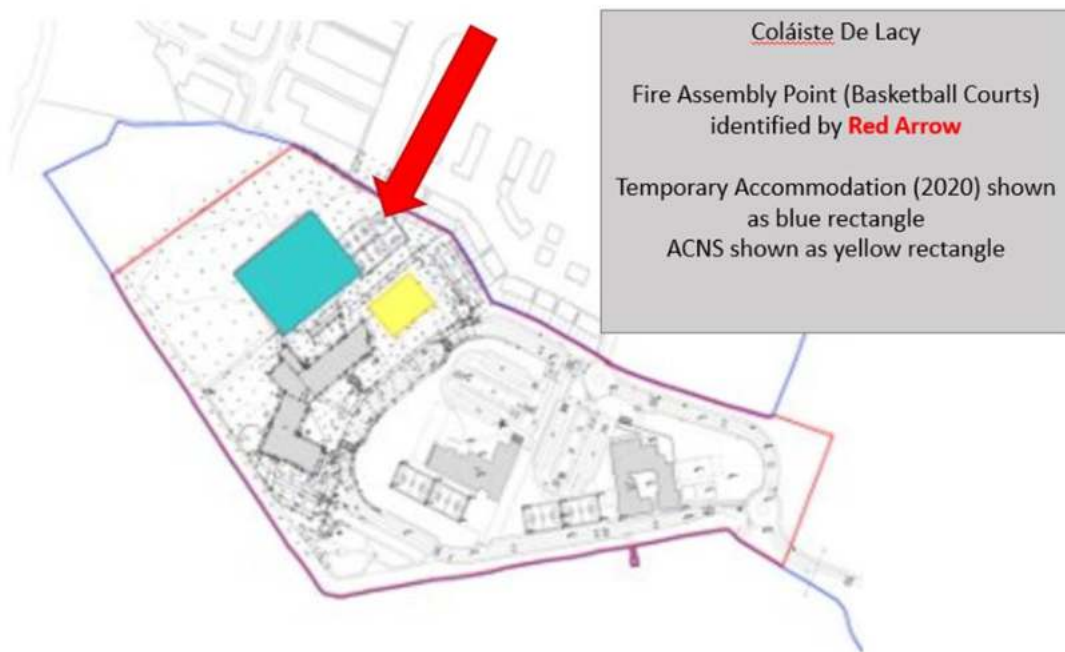
The Principal, Deputy Principal and Caretaker will check doors for heat using the back of their hands as they sweep their respective zones. This will be the second sweep of each area, as the teachers will have swept as they exited the building with their students.

The Principal, Deputy Principal and Caretaker immediately liaise upon arrival at the assembly point in order to communicate if a fire/suspected fire was discovered, the location of the fire/suspected fire, the time it has taken to evacuate/clear the building and if there were any other issues on sweeping the building. If necessary, the Principal will call the emergency services by mobile phone.

In the event of a planned fire drill, the Caretaker will contact the alarm monitoring company in order to inform them of an impending alarm activation so that they do not respond.

3.8 Assembly Points

The assembly point for evacuation is the basketball court located on the north-east site of the site (directly behind *Ashbourne Community National School*).



At the start of each year, a whole school training session takes place regarding evacuation procedures. Students are shown where their class group should line up on the basketball courts. Staff are assigned roles and responsibilities. See below for location of each year group on the basketball court.

Cláritheoirí 2023-2024

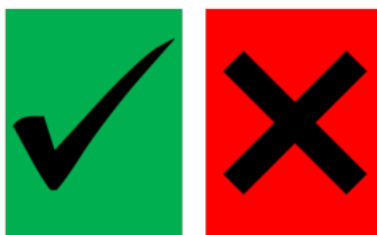
Class group	Caomhnóir	Year Head
1Carruth	Niall Murphy	NR
1Delaney	Shona Kerrigan	
1Harrington	Aishling McNeill	
1O'Donovan	Shane McGinty	
1O'Sullivan	Ray Prendergast	
1Taylor	Alison O'Sullivan	
2Ash	Michelle Carpenter	ST
2Birch	Aoibheann Galvin	
2Hazel	Dylan Mimna	
2Oak	Meghan Ennis	
2Rowan	Emma O'Reilly	
2Willow	Helena Patton	
3Geraghty	Caroline Reilly	CBN
3Dowd	Katie Nolan	
3Cassells	David Maguire	
3Lyons	Martin Burmeister	
3Darby	Lauren Deegan	
3McDermott	Aideen King	
4Aran	Therese Doran	MR
4Blasket	Wayne Campbell	
4Skellig	Niall O'Donoghue	
5Boyne	Diana Albert	CC
5Lee	Niamh Murray	
5Liffey	Eve Alder	
5Moy	TJ Freney	
5Shannon	Lauren McCann	
5 Blackwater	Adrian Noone	AN
6Brugha	Aidan Mangan	ED
6Childers	David Hopkins	
6Collins	Grainne Caraher	
6Griffith	Michelle Moyles	
6Markievicz	Ailish Sheahan	



3.9 Accounting for Personnel

Roll calls/registers are taken each morning during Clann Time (08:45 – 08:57am) and also during Period 1 (09:00 – 10:00am). The school administration prints off fire registers after Clann Time and record the names of the students who sign in late in a "Sign-In" book and also on the school management system.

The hard copies of the Fire Register hard are inserted into the blue Fire Register clipboards in reception. These clipboards are arranged in class order and are highly visible and accessible. There is also a single red Fire Register clipboard with the other Fire Register clipboards that contains the list of staff/PME students and a weekly schedule for when various class groups are at PE in Donaghmore-Ashbourne GAA. Each Fire Register clipboard also contains a double sided visual sign (as shown below) which is used to indicate quickly and clearly that a staff member wishes to report an issue/concern.



Upon the sounding of the fire alarm, the school administration gathers all of the Fire Register clipboards (blue & red), along with the Visitors Book and the Sign-in/Sign-Out books in reception

The school administration will bring the fire register clipboards for each class group to the assembly point and place each clipboard inside the relevant box for each year group. These boxes are mounted on the internal fence of the basketball courts so that they are easily accessible. They are also shallow so that it is evident if any Fire Register clipboards have not been collected.

Each Year Head immediately collects the Fire Register clipboards for their year group from the relevant box and distributes to their team of *Cláritheoirí* (attendance registrars....one per class).

The *Cláritheoirí* (attendance registrars) immediately call the roll for each class group (starting at the back of the line and only marking those absent) and report any missing students to the Year Head (located at the front of the class lines for the relevant year group). *Cláritheoirí* should double check all roll calls.

Each *Cláritheoir* then holds up a visual sign (see below....green side for no issues, red side if any issue/concern at all) to indicate if all students are accounted for or not



Year Heads ensure that the relevant year group are compliant with expectations and directly report any issues to the Principal/Deputy Principal or a designated nominee

Assistant Principal 1 staff (who are not year heads) will ensure that all staff are accounted for by checking the fire register for staff (red clipboard) and directing queries to the Deputy Principal who has the greatest overview of the school calendar of events and staff absences on a daily basis

Any teaching staff who are not designated Cláitheoirí, should congregate in front of the boxes on the fence in the courts. If a Cláitheoir is absent, then a Year Head will ask a non-Cláitheoir member of teaching staff to stand in and call a roll for a class group instead.

3.10 Staff with Specific Responsibilities during an Evacuation

The following staff have specific responsibilities during an evacuation of the school building:

Principal/Chief Fire Warden	<p>Check Fire Control Panel in the event of an alarm activation</p> <p>Validate alarm</p> <p>Sweep ground floor (West) of the building on way out to assembly point</p> <p>Remain at allocated space and visible at assembly point so that other staff can report to her if necessary</p> <p>Liaise with Caretaker and Deputy Principal on arrival at assembly point and communicate clearly any issues/concerns</p> <p>Record timings of drills (if possible)</p> <p>Has overall responsibility for emergency evacuation and aftermath</p> <p>Call the Emergency Services if necessary</p> <p>Liaise with Emergency Services and provides information about nature of incident, location, access/egress, hazards, and details of persons unaccounted for...etc.</p> <p>Ensure that all staff and students collaborate and comply with procedures</p> <p>Request information from Deputy Principal, Fire Wardens, Caretaker, School Administration, Year Heads, teachers, SNA's, students, as necessary</p> <p>Co-ordinate all emergency resources i.e. Fire Brigade, Ambulance, Garda Siochana...etc.</p> <p>Liaise with other Principals on the campus (if necessary and appropriate) so that a co-ordinated/complimentary response can occur</p> <p>Direct an individual to address the alarm (silence, disable, enable, reset) as warranted</p> <p>At the conclusion of the evacuation, alert personnel how to proceed (with direction from the emergency services if necessary), e.g. re-enter</p>
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	<p>the building, move to one of the primary schools or to Donaghmore-Ashbourne GAA...etc.</p> <p>Collaborate with Deputy Principal to decide upon contingency arrangements if it is not possible to re-enter building</p> <p>Decide the wording of communications sent to bus drivers and parents/guardians. Communicate this clearly to school administration and give instruction regarding contacting parents/guardians</p>
Deputy Principal /Deputy Chief Fire Warden	<p>Deputises for the Principal in her absence</p> <p>Check Fire Control Panel in the event of an alarm activation</p> <p>Validate alarm in collaboration with Principal</p> <p>Sweep first floor (West) of the building on way out to assembly point</p> <p>Liaise with Principal and Caretaker on arrival at assembly point and communicate clearly any issues/concerns</p> <p>Remain at allocated space and visible at assembly point so that other staff can report to him if necessary</p> <p>Ensure that all Year Heads report issues or concerns and reports this information in turn to the Principal</p> <p>Informs that Assistant Principal in charge or checking Fire Register for staff of staff absences and other school events/activities</p> <p>Ensure good order of staff and students at assembly point</p> <p>Collaborate with Principal to decide upon contingency arrangements if it is not possible to re-enter building</p>
Caretaker	<p>Check Fire Control Panel in the event of an alarm activation</p> <p>Validate alarm in collaboration with Principal</p> <p>Sweep ground and first floor (East) of the building on way out to assembly point</p> <p>Liaise with Principal and Deputy Principal on arrival at assembly point and communicate clearly any issues/concerns</p> <p>Address the alarm (silence, disable, enable, reset) as instructed by Principal</p> <p>Provide information to the emergency services as directed by Principal</p>
School Administration	<p>Print and file fire registers in correct Fire Register clipboards</p> <p>Bring Fire Register clipboards, Visitors book and Sign-In book to assembly point</p> <p>Place Fire Registers in correct box for each year group</p> <p>Hand Staff Fire Register (red clipboard) to Assistant Principal with responsibility for checking all staff are accounted for</p>

	<p>Remain at allocated space and visible at assembly point so that Principal can request information if necessary</p> <p>Contact Bus Drivers with school mobile phone if an alternative collection point is designated</p> <p>Send text message to parents/guardians to communicate the occurrence of an incident and to arrange for the safe collection of students</p>
Assistant Principals	<p>Follow Fire & Emergency Evacuation Procedure (including sweeping the zone of the building that they exited from)</p> <p>Deputise for Year Head if requested</p> <p>Collect Fire Register for Staff (red clipboard) from school administration and account for all staff</p> <p>Liaise with Deputy Principal in order to check regarding staff absences and school events/activities</p> <p>Ensure good order of students</p> <p>Assist the Principal and Deputy Principal in the operation of the evacuation (as requested)</p> <p>Follow the direction of the Principal in the event that the re-entry to the building is not possible</p>
Year Heads	<p>Follow Fire & Emergency Evacuation Procedure (including sweeping the zone of the building that they exited from)</p> <p>Collect fire registers for year group upon arrival at assembly point</p> <p>Ensure good order of students (straight lines in alphabetical order, stand in silence)</p> <p>Ensure that all Cláirtheoir check lists twice and hold sign up high to indicate if there are any issues or not</p> <p>Assist Cláirtheoir if there is an issue, e.g. check with school administration to see if a student was signed out or is actually unaccounted for</p> <p>Report to Deputy Principal any issues that occur</p> <p>Maintain year group at assembly point</p> <p>Follow the direction of the Principal in the event that the re-entry to the building is not possible</p>
Cláirtheoir	<p>Follow Fire & Emergency Evacuation Procedure (including sweeping the zone of the building that they exited from)</p> <p>Collect fire registers from Year Head upon arrival at assembly point</p>

	<p>Ensure good order of students (straight lines in alphabetical order, stand in silence)</p> <p>Call roll for class group, starting at the back and only marking absences</p> <p>Double check roll</p> <p>Indicate if there are no issues by holding the <i>Green Sign</i> aloft</p> <p>Alternatively, indicate if there are any issues/concerns at all by holding the <i>Red Cross</i> sign aloft</p> <p>Report issues to Year Head who will inform Deputy Principal</p> <p>Assist the Year Head in maintaining good order</p> <p>Follow the direction of the Principal in the event that the re-entry to the building is not possible</p>
All other teaching staff	<p>Follow Fire & Emergency Evacuation Procedure (including sweeping the zone of the building that they exited from)</p> <p>Deputise for a Cláritheoir if requested by a Year Head</p> <p>Remain at the designated space at the assembly point in case they are needed to assist</p> <p>Follow the direction of the Principal in the event that the re-entry to the building is not possible</p>
Special Needs Assistants	<p>Follow Fire & Emergency Evacuation Procedure (including sweeping the zone of the building that they exited from)</p> <p>Assist students to exit building and to line up correctly so that they can be accounted for at assembly point</p> <p>Reassure and support students who may be very anxious on hearing the fire alarm</p> <p>Assist students as required to exit the building swiftly and move to assembly point</p> <p>Ensure that they make their presence known to the Assistant Principal with responsibility for checking the Staff Fire Register</p> <p>Remain at the designated space at the assembly point in case they are needed to assist</p> <p>Follow the direction of the Principal in the event that the re-entry to the building is not possible</p>


3.11 Fire Brigade Contact & Liaison

- **Do not** assume someone else has made the call (by mobile phone). Generally, the Principal will make the call to the Fire Brigade but if in doubt, call!
- DIAL **112 OR 999** ASK THE OPERATOR FOR THE FIRE BRIGADE
- Speak in a clear calm voice and **give the nature of the emergency, e.g. Fire**
- **Give the name and location** of the school, **Eircode (A84 TW90)** if possible, **the nearest landmark or road** and any other information necessary. For example; Coláiste De Lacy Post-Primary school, at the back of the new education campus beside Donaghmore-Ashbourne GAA. See below for sample directions:

Coláiste De Lacy

*Ashbourne Education Campus,
Killegland,
Ashbourne,
Co Meath*

Eircode for SatNav: A84 TW90
086 4102507



Caution:
Do not use Google Maps to locate school. It sends users to neighbouring residential area.

Directions from Dublin:

- Travel north on the M2 (exit 5 off the M50 northbound: Ashbourne/Derry/Finlas exit)
- Stay on the M2 until the very end when you will come to a big roundabout at the Pillo Hotel
- Take the 3rd exit off the 'Pillo Hotel' roundabout for Ashbourne town
- Go through two sets of traffic lights
- Take the first right turn after the second set of lights (there is an 'XL' shop on the corner of the turn)
- Continue on to the 'Thomas Ashe' roundabout and take the third exit off the roundabout
- Continue up the avenue to the gates of the campus (beside entrance to Donaghmore-Ashbourne GAA)
- Coláiste De Lacy is located at the back of the campus....just follow the drive around.
- Parking will be available in the car parks located either side of the Coláiste

Directions from north of Ashbourne:

- Travel south along the N2 until you come to a big roundabout at the Pillo Hotel
- Take the 2nd exit off the 'Pillo Hotel' roundabout for Ashbourne town
- Go through two sets of traffic lights
- Take the first right turn after the second set of lights (there is an 'XL' shop on the corner of the turn)
- Continue on to the 'Thomas Ashe' roundabout and take the third exit off the roundabout
- Continue up the avenue to the gates of the campus (beside entrance to Donaghmore-Ashbourne GAA)
- Coláiste De Lacy is located at the back of the campus....just follow the drive around.
- Parking will be available in the car parks located either side of the Coláiste

- If possible give the operator a mobile phone contact number so they can call you back away, to confirm details without putting yourself in danger
- The Principal will direct a member of staff to the campus drive in order to direct the Emergency Service personnel to the assembly point
- The Principal will liaise with the Emergency Services when they arrive and provide them with the following information:
 - Exact location of the incident

- Type of incident
- Hazards on site
- Access/Egress routes
- Numbers involved
- Details of anyone unaccounted for (as known)
- Other information as requested.

3.12 Re-Entering the Building

All staff, students and visitors must wait at the assembly point until instructed that it is safe to re-enter the school building. If the Emergency Services have been called, then the Senior Fire Service Officer is responsible for giving the permission for re-entry to the building. The Principal will communicate to the school community if and when they can re-enter the building.

3.13 Contingencies If Not Re-Entering the Building

The Principal and Deputy Principal will decide on what contingency arrangements are to be implemented in the event that permission is not given by the Senior Fire Officer or An Garda Síochána to re-enter the building. Consideration will be given to the weather, time of year, capacity for students to be collected, safe egress from the campus... etc. Options available to Coláiste De Lacy include relocating students to one or more primary schools on the campus so that they can be safely collected by parents/guardians. Alternatively, the Principal will contact Donaghmore-Ashbourne GAA Club to relocate students to their premises and to arrange for the safe collection by parents/guardians and buses.

The Principal and Deputy Principal will collaborate on the wording and distribution of all communications to parents/guardians, bus drivers and others.

The Principal will communicate the contingency arrangements decided upon to the Assistant Principals and SNA's. If conditions allow, the Principal will address the whole school.

Note regarding Campus: In the event that a Critical Incident occurs on the Ashbourne Education Campus common grounds, drive way or approach road, then the Principals of the four Campus schools (Coláiste De Lacy, Gaelscoil Na Mí, Ashbourne Community National School, and Ashbourne Educate Together National School) will meet first to discuss the impact on and the response from each of the individual schools and on the collective campus community. Each Principal will then follow the CIMP of their own individual school as appropriate. The purpose of the first campus meeting is to establish what has occurred, who

is affected and to plan a co-ordinated response (if necessary). A co-ordinated approach may be necessary (depending on the type of Critical Incident). For example: in the event of a road traffic accident or a serious injury/death on the campus, then a co-ordinated response would be necessary. Following this meeting, the Principal of each school will then implement their own schools CIMP in a coordinated way. Regular communication and co-ordination between the schools on campus will be through the Principals.

4. FIRE DRILLS

A Fire Drill is a method of practicing how a building would be evacuated in the event of a fire or other emergencies. In most cases, the building's existing fire alarm system is activated and the building is evacuated by means of the nearest available exit as if an emergency had actually occurred. The school leadership team plan Fire Drills in advance taking account of the weather and school events/activities. The Caretaker notifies the alarm monitoring and response company in advance of a drill. The number of staff informed of fire drills in advance is kept to a minimum.

The purpose of Fire Drills is as follows:

- to check that staff, understand the *Fire and Emergency Evacuation Plan* and procedures (including all relevant emergency egress plans)
- to ensure that staff are familiar with the operation of the *Fire and Emergency Evacuation Plan* and procedures
- to evaluate the effectiveness of the plan
- to identify any weaknesses in the evacuation strategy
- to rehearse and improve on the plan.

The Fire Drill is timed by the Principal, Deputy Principal and the Caretaker. Times taken to clear the building and to account for all persons are recorded in the Fire Register (red book). Coláiste De Lacy is committed to performing at least 2 Fire Drills per year (at least one planned and one unannounced). These Fire Drills will be documented in the *Fire and Emergency General Register* (red book) and retained as per LMETB's Records Retention Schedule. The school has worked with *AFEC (Ahearne Fire Engineering Consultants)* since the remediation works for Phase 1 were announced in October 2018 to evaluate and improve fire evacuation plans and drill times. The school continually seeks to improve on previous drills. All fire drills (planned) are evaluated in consultation with staff and learning shared with staff and students. The FEPP is tweaked frequently following fire drills.

5. FIRE SAFETY MANAGEMENT STRUCTURE

Coláiste De Lacy Fire Management Structure



Coláiste De Lacy recognises the necessity to have an appropriate number of Fire Wardens in place to adequately assist with the safe evacuation of all occupants from the premises. Coláiste De Lacy is also aware of its legal obligation to provide training for all staff in Fire Safety. All staff training is detailed in Appendix 1.

5.1 Fire Wardens

Coláiste De Lacy recognises the necessity to have an appropriate number of Fire Wardens in place to adequately assist with the safe evacuation of all occupants from the premises. All Fire Wardens will receive appropriate training on an annual basis which will enable them to discharge their specific responsibility. Training will be provided in accordance with the OGP Framework.

The Fire Wardens for Coláiste De Lacy are:

	Name	Date of Training
1	Janice Uí Bheoláin (Chief Fire Warden)	30/11/2023
2	Barry O'Higgins (Fire Warden)	30/11/2023
3	Stephanie Spillane (Fire Warden)	30/11/2023
4	Niall O'Donoghue	30/11/2023
5	Caroline Reilly	30/11/2023
6	Diana Albert	30/11/2023
7	Chris Campbell	30/11/2023
8	Martin Burmeister	30/11/2023
9	Rowan Gillick	30/11/2023
10	TJ Freney	30/11/2023
11	David Maguire	30/11/2023
12	Therese Doran	30/11/2023
13	Alison O'Sullivan	30/11/2023
14	Eimear Woods	30/11/2023
15	Fiona Madden	30/11/2023
16	Shane McGinty	30/11/2023
17	Catherine Tuohy	30/11/2023

18	Eileen Corcoran	30/11/2023
19	Angela Guinan	30/11/2023
20	Niamh Rooney	30/11/2023
21	Niamh Murray	30/11/2023
22	Aideen King	30/11/2023

The list of Fire Wardens is also available on the Health and Safety channel of the staff MS Teams. The above Fire Wardens will be given adequate Fire Warden Training through the provisions available on Office of Government Procurement (OGP) Health and Safety Framework.

Duties of the Fire Wardens:

- Identify possible fire hazards in the school building
- Assist in the fire risk assessment process
- Understand that fires can occur and how fire and smoke can spread
- Identify the correct type of fire equipment for the class of fire
- Identify the fire safety equipment e.g. fire alarm, detectors, emergency lighting and firefighting equipment
- Ensure that the fire equipment is inspected and maintained as frequently as necessary
- Advise staff in measures to reduce the risk of fire occurring and on the action to take in the event of an emergency
- Assisting the school leadership in the development and implementation of the Fire and Evacuation Emergency Plan for the building to include consideration for any persons within the building with mobility issues, disabilities or visual impairment. (referring to the guidance given by the N.D.A) (see below)
- In consultation with school leadership team, the scheduling and conducting of Fire Drills which will occur at least 2 times per year. One drill to be unannounced to ascertain the responsiveness of staff and students in an emergency situation, and the adequacy of the designated assembly points
- Ensuring records are kept of the Fire Drill in the General Fire and Safety Register
- Day to day Fire Safety awareness and assistance around the building, ensuring any noticeable fire hazards, obstructions to Fire doors, fire-fighting or detection equipment

and general defects are removed and/or reported to the caretaker or the Principal for immediate attention.

Accommodations for Persons with Disabilities:

Coláiste De Lacy has a double Autism Unit called the Solas Centre that comprises two special classes (maximum six students in each class) for students with Autistic Spectrum Disorders and Mild-Moderate learning difficulties. There are two ASD Co-ordinators and four SNAs attached to the Solas Centre at present. Other teachers provide support in the Solas Centre and also in mainstream lessons.

Where Coláiste De Lacy has any students with ongoing mobility issues, the school will refer to the "Safe Evacuation for All – A Planning and Management Guide" by the National Disability Association (2011) and any other relevant legislation/guidance provided by LMETB.

The difficulties that disabled persons may have in escaping and associated special evacuation arrangements need to be planned. Where staff may require to physically move or assist persons during an evacuation, they should receive training on the method of achieving this and should be familiar with the use of any evacuation aids or equipment provided for this purpose. Written instructions should be concise, comprehensible and relevant and should be reviewed and updated as new working practices and changes are introduced.

6.FIRE PREVENTION

Louth and Meath Education and Training Board (LMETB) and Coláiste De Lacy recognises the serious potential damage and harm that fire can cause and acknowledges its duty of care as the owner/occupier of Coláiste De Lacy under the Fire Services Acts 1981 & 2003, to provide and maintain appropriate fire-fighting and detection equipment, to provide and practice a safe means of evacuation for all occupants of the premises.

Coláiste De Lacy will do this by:

- Ensuring emergency exits, fire doors, emergency lighting, assembly points and equipment such as fire extinguishers are kept clear of obstruction and easily accessible at all times
- Ensuring staff are aware of their obligations to report defects immediately for maintenance
- Ensuring sufficient fire-fighting and detection equipment is supplied and maintained throughout the premises in accordance with fire regulations. Records will be kept of the servicing in Coláiste De Lacy's Fire and General Register, and retained in line with LMETB's Records Retention Guide

- Ensuring that staff are aware that they should **only ever** use and remove Fire-fighting extinguishers from their original brackets for use in emergencies only. The use of fire extinguishers for means other than fire-fighting is prohibited – e.g. using the canister as a doorstopper! Staff should only ever use fire extinguishers if they have received appropriate training
- Ensuring that Students and Employees are aware of the dangers of tampering with Fire-fighting and detection equipment, and a no tolerance approach enforced to prevent the misuse of such items which could potentially result in endangering the lives of staff and students
- Ensuring competent electricians maintain and service electrics. Fuel tanks and boiler rooms are serviced by professionals. Electric panels, boiler rooms and fuel tank areas are kept clear of combustible and highly flammable items
- Ensuring good housekeeping and storage. All reasonable provision will be made to reduce the possibility of fires occurring due to accidental ignition. Control of combustible materials should be achieved by attention to good housekeeping principles. This can reduce the likelihood of fire. Some guidance on how this can be achieved is outlined in the graphic below.

REDUCING THE Likelihood of Fire



! This chapter provides further information which will assist in evaluating the risk from fire and its prevention including:

- Housekeeping and storage
- Storage and use of dangerous substances in labs
- Notice boards
- Electrical
- Managing building work and alterations
- Smoking
- Particular hazards in escape routes
- Fire raising

HOUSEKEEPING AND STORAGE

All reasonable provision should be made to reduce the possibility of fires occurring due to accidental ignition. Control of combustible materials should be achieved by attention to good housekeeping principles; this can reduce the likelihood of fire. Combustible materials are not just those generally regarded as highly combustible, but all materials that will readily catch fire.

Some of the practices which should be followed are:

	COMMENTS
The storage of equipment should be in designated areas only	Equipment is required to be stored in designated areas – such as the canteen.
Storage of combustible materials should not be permitted in plant rooms, boiler rooms, service voids and shafts, electrical main or sub-switch rooms	No combustible materials are to be stored in plantrooms, transformer room, service voids see Fire Safety check lists
Storage of any description should not be permitted in escape stairs or corridors	Noted see Fire Safety check lists
Regular checks and cleaning should be carried out to prevent the accumulation of rubbish in «out of sight» spaces, such as plant rooms, service voids and shafts, and behind radiators	No combustible materials are to be stored in plantrooms, transformer room, service voids see Fire Safety check lists
Storage of excess materials should be in a dedicated storage area, storeroom or cupboard	NOTED
Bins (particularly wheeled bins) and storage containers which are used outside the building should not be kept in a position next to the building or under overhanging eaves and if capable of being readily moved, they should be secured to prevent this. In some cases where fire raising is a problem, bins may be fitted with locks	NOTED

STORAGE AND USE OF DANGEROUS SUBSTANCES IN LABS

Certain substances and materials are by their nature, flammable, oxidizing or potentially explosive.

Some of the practices which should be followed are:

	COMMENTS
Correctly store dangerous substances, for example in a fire-resisting enclosure. All flammable liquids and gases should ideally be locked away, and segregated if necessary, to reduce the chance of them being involved in a fire or used in deliberate ignition	NOTED
Ensure good ventilation to allow any flammable vapours to be dispersed	NOTED
Ensure that all staff are aware of the fire risk of dangerous substances present and the precautions necessary to avoid danger	NOTED
Liquids in containers should ideally be stored in a properly constructed flammables store	NOTED

NOTICE BOARDS

Notice boards can present a means of surface spread of flame and therefore the use of notice boards in particular in circulation areas should be limited.

The principles of safe handling and storage are:

	COMMENTS
A notice board should not be provided facing another notice board across a corridor. Notice boards to be kept to a maximum length of 3 meters and spaced 1 meter apart.	NOTED
Notice boards in central atria or voids linking one or more storeys should be fitted with glass covers which are normally kept locked. Display cabinets in central atria or voids linking one or more storeys should be in hardwood or non-combustible framing, with toughened or laminated glass enclosures, and should be used only to display items having a non-combustibility or limited combustibility rating.	NOTED
Notice boards should not be provided in dead end corridors unless covered by a suitable material (e.g. glass or polycarbonate) and normally kept locked.	NOTED
The requirement to limit the incidence of paper notices, posters, artwork etc to the designated notice boards must be carefully monitored by the School Authorities to ensure that this specific fire safety measure is met.	NOTED

ELECTRICAL	
Electrical equipment is a significant cause of accidental fires. The main causes include:	
Some of the practices which should be followed are:	
	COMMENTS
Incorrect installation or use of equipment	NOTED
Damaged or inadequate insulation on cables or wiring	NOTED
Combustible materials being placed close to electrical equipment which may give off heat (that may be generated when equipment is operating normally or when equipment becomes hot due to a fault or inadequate ventilation)	NOTED
An effective programme of planned preventative maintenance for all fixed installations and portable appliances should be in place for the premises, with an agreed procedure for reporting faults.	NOTED
Once reported, action should be taken to repair any faults as quickly as possible or otherwise ensure that the equipment is made safe.	NOTED
Maintenance and testing	All electrical systems within the schools are to be maintained and tested to current regulations and standards

Electrical equipment should only be used for its intended purpose. The safe installation of electrical equipment depends not only on good practice such as adequate earthing, using correctly rated equipment, providing overload, short-circuit and earth fault protection, and monitoring but also in compliance with procedures and instructions. All electrical equipment should be installed and maintained in a safe manner. If there is any doubt about the safety of electrical installations, consult an electrician. Where portable electrical equipment is used, including items brought into the premises by staff, then the potential for defects can be reduced if it undergoes portable appliance testing at suitable intervals.

Fire Safety Electrical Equipment Checklist		
Date		
FIXED INSTALLATION TESTING		
Inspected by	Faults Found	Actions Taken
PORTABLE APPLIANCE TESTING		
Inspected by	Faults Found	Actions Taken

Fires often occur when buildings are undergoing refurbishment or alteration, therefore before any building work or decoration starts, the fire safety risk assessment should be reviewed and additional risks likely to be introduced, considered and evaluated. Lack of pre-planning can lead to hazardous co-ordination of fire safety measures.

A 'permit to work' system is a useful procedure and management tool which allows a degree of control over contractors who may be carrying out work involving ignition sources.

Any areas where hot work is undertaken should be frequently inspected during the first 30 minutes after the work is completed, and again 30 minutes later to ensure that materials are not smouldering.

The content of skips or refuse containers, if not emptied regularly to prevent a build-up of waste materials, may be subject to deliberate ignition; these containers should therefore not be sited against or close to a building; they should normally be a minimum of 6 m away.

SMOKING
Careless use of cigarettes and other smoking materials is a common cause of fire. Disposal of smoking materials also needs to be done with care. A cigarette can smoulder for some time, especially when surrounded by combustible material. Many fires are started several hours after smoking materials have been emptied into waste bags and left for future disposal. Smoking is banned on each school site. Smoking in school buildings is prohibited under the provisions of the Public Health (Tobacco) Act, 2002, as amended in 2004.

PARTICULAR HAZARDS IN ESCAPE ROUTES
If a fire were to occur in an escape route or spread to material in the escape route, this would be a particularly difficult and threatening situation preventing occupants from escaping. Corridors and stairways be kept clear and hazard free at all times. Items that may be a source of fuel or ignition should not be located on any corridor or stairway that will be used as an escape route (reduction in escape route width may also be an issue).

Such items include:	
	COMMENTS
Portable heaters	Portable heaters are never to be left in escape corridors
Desk & Chairs	Desks & Chairs are never left in escape routes
Upholstered furniture	Upholstered furniture is never left in corridors
Coat racks	Coat racks never to be left in corridors
Vending machines	Vending machines are never to be left in corridors
Desk & Chairs	Desks & Chairs are never left in escape routes
Electrical equipment, such as photocopiers	Electrical equipment never to be left in corridors
Combustibles, such as refuse and stationary supplies	Combustibles are never to be left in corridors

(Source: AFEC)

NOTE: All electrical systems within the schools are to be maintained and tested to current regulations and standards

The regulations on Portable Appliance Testing in Ireland can be found in the Safety, Health and Welfare at Work (General Application) Regulations, SI 299, 2007. The regulation directs employers to ensure that all portable equipment used in their place of work is periodically inspected and tested by a competent person.

The regulations on Portable Appliance Testing in Ireland can be found in the Safety, Health and Welfare at Work (General Application) Regulations, SI 299, 2007. The regulation directs employers to ensure that all portable equipment used in their place of work is

periodically inspected and tested by a competent person.

According to PAT Testing regulations, if the certificate of the competent person indicates that the portable equipment tested was not safe and without risk on the day of the test, the employer shall ensure that the equipment is not used until it is made safe and certified. The results of PAT inspections and tests must be recorded and kept available for 5 years from the date of inspection. These must be available for inspection by an inspector and access is made available to users of the equipment upon request.

MANAGING BUILDING WORK AND ALTERATIONS	
The impact of building work on the general fire safety measures should be monitored. Only allow the minimum materials necessary for the work in hand within or adjacent to the building	
Additional hazards associated with building work can include:	
	COMMENTS
Hot work such as soldering, roof repair and paint stripping	Permits to carry out Hot Work should be required for all works
Use of temporary electrical equipment	Permit to Work system and Risk Assessment/ Method Statement system
Blocking or obstruction of escape routes including external escape routes	Permit to Work system and Risk Assessment/ Method Statement system
Loss of normal storage facilities	Permit to Work system and Risk Assessment/ Method Statement system
Fire safety equipment, such as automatic fire detectors becoming affected	Permit to Work system and Risk Assessment/ Method Statement system
Fire-resisting partitions being breached, or fire-resisting doors being wedged open	Risk Assessment /Method Statement system
Increased risk from quantities of combustible materials and accumulated waste	Permit to Work system and Risk Assessment/ Method Statement system

FIRE RAISING	
The possibility of deliberate fire raising should be considered as a component of the fire safety risk assessment particularly in areas with a known history of vandalism or fire-setting. Appropriate security measures including the efficient and prompt removal of rubbish and security against un-authorized entry or access, can do much to alleviate this particular problem.	
Additional measures which may reduce the potential for fire raising include the following:	
	COMMENTS
Ensuring the outside of the premises is well lit and all entry points, including windows and the roof, are secure, but making sure that any persons, including those who will be working late or alone, have adequate escape routes.	NOTED
Regular removal of all combustible rubbish.	NOTED
Upholstered furniture should be maintained so that there are no tears which have caused the filling material to be exposed.	NOTED
Encouraging staff to challenge persons acting suspiciously.	NOTED
Keeping flammable liquids stored securely so that intruders cannot use them.	NOTED

Fires started deliberately can be particularly dangerous because they may develop rapidly and may be intentionally started in escape routes. Where there is easy access for the opportunist premises may be targeted specifically or at random.



In addition, all employees must familiarise themselves with the following as soon as possible with:

- the general layout of the school premises. Simple labelled diagrams of the campus and school building are provided at induction and are available in the staff One Note handbook
- The location and operation of firefighting/fire detection equipment such as fire extinguishers, hoses and break glass units where fitted
- The location and operation of emergency exits
- The correct action to be taken on hearing the fire alarm sound.

Employees should observe in addition to above, the following rules to reduce the likelihood and possible consequences of fire:

- In accordance with Section 47 of the Public Health (Tobacco) Act 2002 (as amended), there is a strict no smoking policy in Coláiste De Lacy. Any employee found smoking within the campus will be subject to disciplinary proceedings
- Ensure that emergency exits and emergency equipment and lighting are **never** blocked or obstructed and are fit for use at all times
- Ensure that all fire/emergency doors are never fixed in an open position unless they are automatic
- Ensure that any faults in electrical equipment, gas, appliances or any emergency equipment is reported immediately to the PRINCIPAL/caretaker
- No work should be completed involving any fire hazard without permission of management and assessment of the risks prior to work commencing
- All electrical items should be operated in accordance with manufacturers recommendations
- Any smoldering material should be appropriately extinguished prior to disposal.

7. MAINTENANCE OF FIRE SAFETY MEASURES

The school building, escape routes and exits, fire-fighting equipment, emergency lighting, Fire and Rescue facilities and other fire safety measures should be kept in efficient working order and covered by a suitable system of maintenance. There should be regular checks, periodic servicing (as outlined below), and maintenance of any defects put right as quickly as possible. Some systems and equipment will be the subject of an Irish or British standard which will likely contain recommendation in respect of maintenance and testing.

No.	Item	Frequency							Comments
		Daily	Weely	Bi Weekly	Monthly	Quarterly	6 Monthly	Annually	

M&E - Electrical									
1.	Fire Alarm					√		√	This includes for the testing and inspection of all devices directly or indirectly monitored/controlled by the Fire Alarm. All in accordance with IS 3218
2.	Disabled Refuge					√		√	Test
3.	Accessible Toilet Calls					√		√	Test
4.	Emergency Lighting					√		√	Test and Inspection in accordance with IS 3217
5.	Intruder Alarm							√	Test and Inspection
6.	Electrical Panels							√	Test Correct operation of all MCCB and RCBO
7.	A/C units in Comms Rooms							√	Test and Inspection
8.	IT Installation								No Maintenance Regime Required
9.	PA System								No Maintenance Regime Required
10.	Lobby Doors								
11.	Roller Shutters	√	√			√	√	√	<ul style="list-style-type: none"> Note the Client must carry out a daily visual inspection for damage or any loose items. Weekly Routine Test The first maintenance visit should be 3 months after installation. 6 monthly routine maintenance.
12.	AOV (Stair 6)					√		√	Inspect the vent for any damage , test the batteries, test the MCP, Test the system
13.	Electrically Operated Windows: PE Hall								
14.	Electrically Operated Windows: GP Space								
15.	Electrically Operated (Power Assisted) Doors.								
16.	Electrically Operated Gates								
17.	Lightning protection							√	Test and Inspect Annually

Some useful templates for guiding and recording the maintenance of Fire Safety Measures are provided by AFEC below:

MAINTENANCE OF Fire Safety Measures

The School premises, escape routes and exits, fire-fighting equipment, fire alarm, emergency lighting, Fire and Rescue Service facilities and other fire safety measures should be kept in efficient working order and covered by a suitable system of maintenance. There should be regular checks, periodic servicing and maintenance and any defects put right as quickly as possible. Some systems and equipment will be the subject of a British or Irish Standard which will likely contain recommendations in respect of maintenance and testing.

DAILY:

	NO	YES	COMMENTS
Walk through premises and check escape routes to ensure they are clear of obstructions and combustible materials, that self-closing doors are not wedged open			To be carried out by the School Caretaker
Check any fire alarm control panel and indicating equipment to ensure the system is active and fully operational			To be carried out by the School Caretaker

WEEKLY:

	NO	YES	COMMENTS
Test fire alarm system by activating a manual call point (using a different call point for each successive weekly test), usually by inserting a dedicated test key. Where the system is connected to an alarm receiving centre, the centre should be notified prior to testing and on completion of the test.			AFEC recommends this on a weekly basis.
A check should be made to determine that the testing of the fire alarm also results in the operation or disabling of other linked features (such as an automatically openable vent).			To be carried out by the School Caretaker.
Check that all safety signs and notices are legible.			AFEC recommends this on a weekly basis. Please see sub brief Fire Safety Weekly Checklist.
Check escape routes, and test exit locking mechanisms such as panic bars, push pads and electromagnetic locking devices.			AFEC recommends this on a weekly basis. Please see sub brief Fire Safety Weekly Checklist.
Ensure that fire door self-closing devices operate effectively.			AFEC recommends this on a weekly basis. Please see sub brief Fire Safety Weekly Checklist.

MONTHLY:			
	NO	YES	COMMENTS
Carry out brief visual check of fire extinguishers to ensure there are no obvious faults			AFEC recommends this on a monthly basis
Fire doors should be checked to ensure they are in good working order as follows: <ul style="list-style-type: none"> Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame. Check any fire-resisting glazed panels are in good condition and secure in their frame, and Check that intumescent strips and smoke seals are in good condition 			AFEC recommends this on a monthly basis

THREE MONTHLY:			
	NO	YES	COMMENTS
Functional tests of all Emergency Lighting systems			This is to be carried out every three months by a contractor to IS 3217 2013
Testing of Fire Detection Systems			This is to be carried out every three months by a contractor to IS 3218 2013

SIX MONTHLY:			
	NO	YES	COMMENTS
A person with specialist knowledge of fire-warning and automatic detection systems should carry out six-monthly servicing and preventative maintenance on the fire alarm			AFEC recommends this on a six monthly basis carried out to IS 3218 2013

ANNUAL:			
	NO	YES	COMMENTS
Maintenance of portable fire extinguishers			Conducted by Contractor
Annual discharge test of emergency lighting			This is to be carried out every three months by a contractor to IS 3218 2013
Annual test of Fire Alarm			This is to be carried out every three months by a contractor to IS 3218 2013

EXAMPLE FIRE SAFETY MAINTENANCE CHECKLIST

DAILY CHECKS (NOT NORMALLY RECORDED)	NO	YES	N/A	COMMENTS
ESCAPE ROUTES				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE WARNING SYSTEMS				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ESCAPE LIGHTING				
Are luminaires and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE FIGHTING EQUIPMENT				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WEEKLY CHECKS				
ESCAPE ROUTES				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Door Self Closing Devices ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE WARNING SYSTEMS				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WEEKLY CHECKS	NO	YES	N/A	COMMENTS
ESCAPE LIGHTING				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE FIGHTING EQUIPMENT				
Are all fire fighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plantrooms free of storage items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Servicevoids free of storage items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Behind Radiators free of items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairs free of combustibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MONTHLY CHECKS	NO	YES	N/A	COMMENTS
ESCAPE ROUTES				
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all internal fire doors close against their rebate / stop? Are Fire Doors Warping or Distorted ? Are Fire Resisting Glass Panels in good condition ? Are hot and cold strips in place on all fire doors ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ESCAPE LIGHTING				
Do all luminaires and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE FIGHTING EQUIPMENT				
Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

THREE MONTHLY CHECKS	NO	YES	N/A	COMMENTS
GENERAL				
Functional tests of all Emergency Lighting systems to IS 3217 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing of Fire Detection Systems to IS 3218 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SIX MONTHLY CHECKS	NO	YES	N/A	COMMENTS
GENERAL				
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE WARNING SYSTEMS				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ESCAPE LIGHTING				
Do all luminaires work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ANNUAL CHECKS	NO	YES	N/A	COMMENTS
ESCAPE ROUTES				
Do all fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE WARNING SYSTEMS				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ESCAPE LIGHTING				
Do all luminaires operate on test for their full duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE FIGHTING EQUIPMENT				
Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MISCELLANEOUS	NO	YES	N/A	COMMENTS
Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any fire fighters switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE ALARM CAUSE AND EFFECT MATRIX (SAMPLE)

REQUIREMENTS FOR WEEKLY FIRE ALARM CHECK

Is front and side door release activated ?	
Is middle door in corridor closed ?	
Does roller shutter in hall close ?	
Have both smoke vents opened ?	
Has lift stopped operating ?	
Have two red lights appeared on panel in boiler house (Ensuring gas has stopped running to the school)	
Ensure with security command centre that the alarm came up on their system as a fire alert.	

8. RECORDING INFORMATION AND KEEPING RECORDS

Information and records as necessary to comply with the legislation should be kept and made available for inspection. The information recorded should in itself offer proof that a suitable fire risk assessment has been carried out. Information should be recorded in respect of:

- The significant findings from the six monthly fire safety risk assessment
- The resulting fire safety measures and action to be taken from the risk assessment (if any)
- Fire safety arrangements for the effective planning, organization, control, monitoring and review of the fire safety measures.

The maintenance of accurate records can assist with the provision of fire safety standards, the review of a fire safety risk assessment and with staff awareness. Maintaining an up-to-date drawing or plan of the premises will assist in verifying that the fire safety measures that are in place are appropriate. Features that should be included in the plan are:

- Indication of the essential structural features such as the layout of the premises, escape routes, doorways, walls, partitions corridors, stairways...etc. To be placed adjacent to the door of each classroom for escape purposes.

Records can be kept in either electronic or paper based format and should include all of the following in the fire register:

- Fire alarm systems, including weekly alarm tests and periodic maintenance
- False alarms of the fire alarm system
- Emergency lighting systems
- Fire extinguishers, hose reels and fire blankets
- Staff instruction and training in fire safety and the evacuation procedure
- Fire drills to be carried out twice per year.

9. USEFUL CONTACTS

<u>Possible Contacts</u>	<u>Address</u>	<u>Contact Details</u>
Ambulance Services		999 or 112
Ashbourne Primary Care Centre	Unit 12 Killelland Walk, Declan Street, Ashbourne, Co Meath	01-6914600
ESB Networks (Emergencies)		1800 372 999 or +353 21 2382410
Gas Networks Ireland (Emergencies)		1800 20 50 50
Connolly Hospital	Mill Road, Abbotstown, Dublin 15	01-6465000
Our Lady of Lourdes Hospital Drogheda	Windmill Road, Moneymore, Drogheda, Co Louth	041-9837601
Ashbourne Garda Station	Frederick Street, Ashbourne, Co. Meath	01-8010600
Ashbourne Fire Station	Rath Cross, Ashbourne, Co Meath	01-8352444
Gaelscoil Na Mí:	Ashbourne Education Campus, Ashbourne, Co Meath	01 – 8353480
Ashbourne ETNS:	Ashbourne Education Campus, Ashbourne, Co Meath	01-8357493
Ashbourne Community National School	Ashbourne, Co Meath	
Donaghmore-Ashbourne GAA	Killelland West, Ashbourne,	01-8499140

	Co Meath	
Martin O'Brien (CE of LMETB)	LMETB Administrative Office, Abbey Road, Navan, Co. Meath	046-9068200
Fiona Kindlon (Director of Schools, LMETB)	LMETB, Chapel Street, Dundalk, Co Louth	042-9334047
LMETB CI Liaison Person	LMETB Administrative Office, Abbey Road, Navan, Co. Meath	046-9068200 <i>Contact Carmel McEvoy (PA to CE)</i>
Vanessa Duffy (NEPS Psychologist)	NEPS, Department of Education , Donore Road Industrial Estate, Drogheda, Co Louth	041-9876940
Fr John Nally PP	Parochial House, Main Street, Ashbourne, Co Meath	01-8350406
Bus Eireann (Bus Inspector)	Bus Eireann Regional School Transport Office, Area Office, Broadstone, Dublin 7	01-8302222 01-7034996
Ashbourne Community School	Dublin Road, Deerpark, Ashbourne, Co Meath	01-8353066
State Examinations Commission	Cornamaddy, Athlone, Co Westmeath	0906-442700
St Mary's NS (Ashbourne)	Race Hill, Dunreagh, Ashbourne,	01-8351299

	Co Meath	
St Declan's NS	Bourne Avenue, Ashbourne, Co Meath	01-8350594
Gaelscoil Na Cille	Archerstown, Ashbourne, Co Meath	01-8351600
St Patrick's NS (Ardcath)	Ardcath, Garristown, Co Dublin	01-8354043
Cushenstown NS	Cushenstown, Ashbourne, Co Meath	01-8354215
St Mary's NS (Garristown)	Garristown, Co Dublin	01-8354505
Jigsaw Meath	25 Brews Hill, Dillonsland, Navan, Co Meath	046-9071702
Jigsaw Dublin 15	Blanchardstown Centre, Blanchardstown, Dublin 15	01-8905810
HSE Area Offices (Meath)	Community Social Work Services, Enterprise Centre, Navan, Co. Meath	046-9097817
	Community Social Work Services, Child and Family Centre, Navan, Co. Meath	046-9078830
	Community Social Work Services, Dunshaughlin Health Care Unit, Dunshaughlin, Co. Meath	01-8024102
HSE Area Office (Dublin North)	Health Centre, Cromcastle,	01-8164200 01-8164244

	Coolock, Dublin 5	
HSE Area Offices (Dublin North Central)	Social Work Office, 22 Mountjoy Square, Dublin 1	01-8772300
	Social Work Office, Ballymun Health Centre, Dublin 11	01-8467236
HSE Area Offices (Dublin North West)	Health Centre, Wellmount Park, Finglas, Dublin 11	01-8567704
	Social Work Department, Rathdown Road, Dublin 7	01-8825000
HSE Area Offices (Louth)	Social Work Department, Local Health Care Unit, Wilton House, Stapleton Place, Dundalk, Co. Louth	042-9392200
	Ballsgrave Health Centre, Ballsgrave, Drogheda, Co. Louth	041-9838574 041-9838163 041-9870111
HSE Covid-19 Contact Number		1850 241850
Miriam Hilliard (Head SENO)	Department of Education, Donore Road Industrial Estate, Drogheda, Co Louth	041-9846533
David Newton (CDL SENO)	National Council for Special Education c/o Government Buildings, Kilcarn,	046-9091362

	Navan, Co Meath	
Imogen Nolan (EWO)	Túsla c/o Government Buildings, Kilcarn, Navan, Co Meath	046-9074472
Department of Education	Marlborough Street, North City, Dublin 1	01-8896400
Inspire: EAP Consultants (Employee Assistance Scheme for staff)		1800 411 057
TUI	73 Orwell Road, Rathgar, Dublin 6	01-4922588
Get Fresh LTD (School Catering)	Get Fresh (Vending) LTD, Dunwiley, Stranorlar, Co Donegal	074-9190294

10.

11. CONSULTATION AND COMMUNICATION

Louth and Meath Education and Training Board with Coláiste De Lacy is committed to meeting their obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005. The school leadership team will, in so far as reasonably possible, consult with the employees of Coláiste De Lacy (and students if necessary) in developing measures to ensure the health, safety and welfare of all.

Furthermore, it is recognised by school leadership that employees and occupants of the building do have the right to be consulted in a timely manner about any measures, plans, activities or hazards that may affect their work environment, health, safety and welfare.

All employees and occupants of the premises are welcome to make representations to the school leadership team outlining any concerns they may have in the area of Health, Safety or Welfare.

As part of the communication and consultation process, school leadership will:

- Provide access to this *Fire and Emergency Evacuation Plan* and risk assessments electronically and via hard copy on request and keep these documents updated as necessary.
- Circulate and store (in an accessible electronic library, e.g. One Note Staff Handbook/MS Teams), Health, Safety and Welfare policies developed locally in the school and nationally via LMETB including this *Fire and Emergency Evacuation Plan*
- Welcome engagement with the Safety Committee or Safety Rep on any issues identified
- Consult with all staff on the effectiveness of Fire Drill each year.

12. MONITORING AND REVIEW

Coláiste De Lacy is familiar with the process of policy review as part of our self-evaluation and improvement process. The school is committed to the monitoring, review and update of this *Fire and Emergency Evacuation Plan* in a similar manner to all Coláiste De Lacy policies that are in place.

The school *Fire and Emergency Evacuation Plan* will be officially updated and reviewed annually, however it is acknowledged that it is a live document and an ongoing process.

Appendix 1: Staff Training

Title of Training	Fire Safety & Fire Warden Training
Date	9 th February 2018
Location	Room 1/2/3
Duration	5 hours
Facilitator/Provider	<i>Safety Solutions</i> , Blanchardstown
List of attendees	Listed in roll call below

Title of Training	Fire Safety Training for Whole Staff
Date	27 th January 2020
Duration	1 hour
Location	Room 39 (Large room in prefabs)
Facilitator/Provider	<i>Safety Solutions</i> , Blanchardstown
List of attendees	Listed in roll call below

Title of Training	Fire Safety Training for Whole Staff
Date	14 th November 2023
Duration	1 hour
Location	Online
Facilitator/Provider	<i>AFEC</i>
List of attendees	

Title of Training	Fire Warden Training
Date	30 th November 2023
Duration	5.25 hours
Location	Room 1-3
Facilitator/Provider	<i>SafeTech</i>
List of attendees	See roll sheet emailed to JUB