



Fire Safety Policy

Date of Review: June 2026

Date of Next Review: June 2027

Approved by Board of Governors: 11th June 2026

Signature:



Introduction & Aims

It is the overall aim of Mount Lourdes School to minimise the risks to staff, pupils and visitors which may arise from fire. All reasonable precautions are taken to avoid fires occurring and by making sure that procedures for minimising the effects of an outbreak of fire and evacuating the premises are understood and followed.

Fire Safety Management Main duties are:

- To minimise risk from fire through undertaking regular and comprehensive risk assessments. Ensure all recommendations from each risk assessment are implemented.
- To ensure appropriate staff training is delivered regularly and all records are formally recorded.
- To conduct fire evacuations at regular intervals and ensure appropriate fire notices are in situ.
- To ensure all fire apparatus/equipment to include fire detection and protection systems are regularly serviced and maintained.
- To conduct regular fire safety inspections and record and report on the findings to the Health and Safety Committee.
- To ensure fire escape routes and fire exit doors are unobstructed and operate correctly.
- To ensure Fire Safety Log Book is kept up to date and accessible.

Zones

In the event of the fire alarm being raised, the school should be evacuated in a phased manner. To enable this to be done the school has been divided into zones. Two of the zones are detached buildings (Technology Building and St. Fanchea's).

The main school building has been designed and built in one zones. This has been designed to contain fire and smoke for a minimum of two hours.

The zones are as follows:

Zone 1 – Entire Main Building

- St Catherine's including the canteen
- St Anne's
- St Paul's
- Sacred Heart House
- Sports Hall / Main Assembly Hall block

Zone 2 – Technology Suite

Zone 3 – St Fanchea's Building

Figure 1 illustrates the zones:

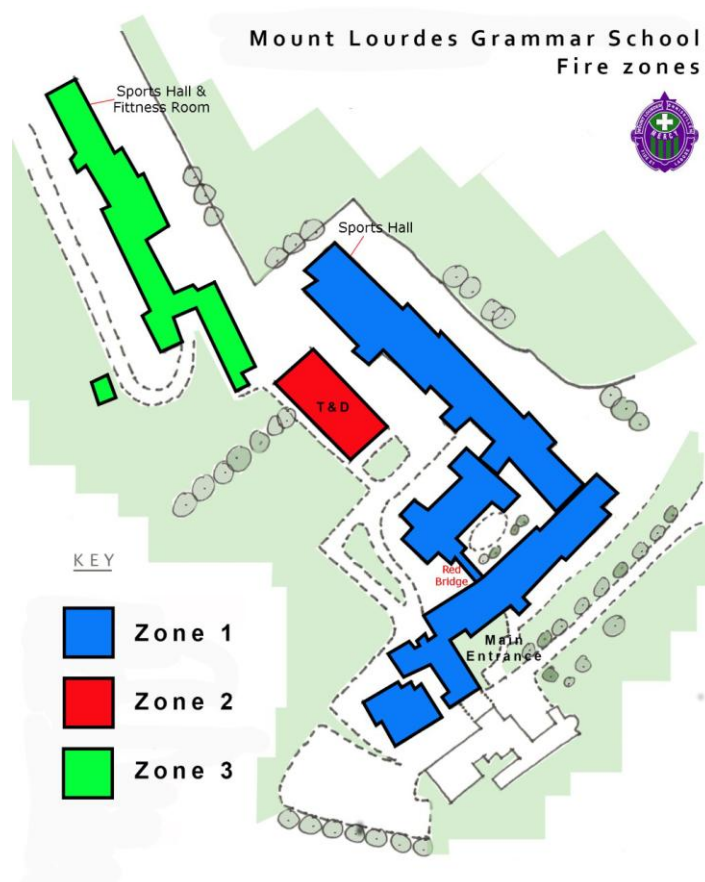


Figure 1

Emergency Procedures

In the event of suspecting or detecting any fire the following procedures should be followed:

Raise the Alarm

- a. Break the glass at one of the alarm / call points
- b. Inform the main office (ext. 100)

During school hours it is the responsibility of the office staff to call the fire services. This will only be done once the existence of a fire has been verified by a member of staff. The office staff will notify the fire services of which school entrance to take i.e. Belmore Street or Mill Street.

During school hours a member of the support staff (Mr Kevin McManus – Mill Street Entrance and M/s Sara Jonaic – Belmore Street Entrance. In the event of either staff member being absent Mrs Nicola Millar will deputise where required will meet the fire services at the appropriate entrance gate and provide directions as to where in the building the fire is located.

Mr Joe Gunn (Fire Warden / Technology and Design Technician) will respond to the alarm by identifying the location of the fire from the fire control panel. The deputy Fire Warden is Mr Kevin McManus. Mr Gerard Quinn (Senior Teacher) will be contacted by the main office to unlock barrier between school buildings to allow emergency vehicle access. (In the event that Mr Kevin McManus is acting as Fire Warden, Mr Gerard Quinn will unlock barrier and proceed to meet fire services at Mill Street Entrance)

The Principal will determine the need, if any, for the complete evacuation of the school. In her absence, her nominated deputy will undertake this role (Vice Principal, Mrs Michelle Judge or in her absence, a member of the Senior Leadership Team). This decision should be made within 30 minutes of the alarm being activated.

If a fire is detected outside school hours the alarm monitoring company will contact the fire services.

The Alarms

The fire alarm in the school has two sounds:

- a. a continuous tone
- b. a one second pulsed tone

In the case of the pulsed alarm sounding:

- Remain in the room until further notice

- Be prepared for possible evacuation
- If you need to evacuate the alarm will change to a continuous tone
- In this case leave the building by the nearest exit and assemble on the Tennis Courts
- Follow the evacuation procedures outlined below (as for continuous alarm)

In the case of the continuous alarm sounding:

- Close all windows in your room
- Evacuate your room, leave the building by the nearest exit and assemble on the Tennis Courts
- Pupils leave all bags in the room
- Any machines / appliances/ processes / power supplies that need to be stopped or isolated should be
- Ensure that all doors are closed
- Each teacher will ensure that all pupils in his/her care at the time of the alarm proceed to the assigned assembly point. S/he must remain with the pupils until further instructions are received
- The study hall supervisor will take responsibility for students in the Study Hall
- Mrs Rita Doran/Mrs Dee Kerr will take responsibility for students in Sick Bay
- Staff on Common Room Floor will assist with evacuation of pupils from the Study Hall and the Common Room. (currently Mrs Carmel McCarron, Mrs Dee Kerr* if in reprographics)
- The Head of Department / Support Staff Line Manager should act as a Fire Marshall in their respective area if evacuated.
- Mr Kevin Colgan will assist with the evacuation of pupils from Room 60
- In the event of a whole school evacuation, Mrs Shauna Rice (Senior Teacher) will act as a Marshall outside the main staffroom and ensure that students move in a swift manner to their evacuation point.
- On route to the evacuation point Mrs Shauna Rice (Senior Teacher) will check that the Tennis Pavilion is unoccupied.
- If students are missing, staff should inform the Principal or Vice Principal or member of the Senior Leadership Team
- No one may re-enter the school building until authorised to do so by the Principal or her deputy.
- Lifts should not be used.

In the event of either a pulsed or continuous alarm at any point during the school day, a member of the Office staff (Mrs Ann McCaughey) will go to the evacuation point bringing the Chemical List, Diary and Visitors Book.

Break, Lunch Time and Change of Class

Should an alarm sound (pulsed or continuous) during either break or lunchtime (both junior and senior lunches) the following procedure should be carried out:

- Evacuate the entire school and assemble on the Tennis Courts
- Pupils line up beside their form class designated area
- Form teachers go to their form class and ensure all students are present
- Teachers who were on rota for morning registration must go to that form group and ensure that all students are accounted for
- Mrs M Judge will be carry out the student attendance register check. In her absence Mr G Quinn will deputise
- If students are missing, teachers must inform the Principal or Vice Principal
- No one may re-enter the school building until authorised to do so by the Principal or her deputy.

Entrance to the Tennis Courts

Top Tennis Court: Years 8,9,10 & 11. Approach the courts by the path and use the gate directly below the tennis pavilion regardless of the type of evacuation.

Lower Tennis Court: Years 12, 13 & 14. Approach the courts using the steps and use the appropriate gate regardless of the type of evacuation.

Students evacuating the St Fanchea's building should proceed to the designated Tennis Court by the most direct route i.e. using the bottom path.

Pupil Roll Call:

- Heads of Year / Form Teacher will record the name, time of departure and time of return of each student who has permission to leave the school during the day. In the case of a whole school evacuation they will bring this list to the assembly point if possible and safe to do so
- These lists will be used in conjunction with the form teachers' absentee report to determine if there are still students present within the school
- Mrs M Judge will carry out the student attendance register check. In her absence Mr G Quinn will deputise
- If students are unaccounted for the emergency services will be informed upon arrival.

Staff Roll Call

- A list of staff absentees and staff who have left the school premises will be maintained in the main office

- This book/record will be brought to the Tennis Courts by a member of the administration staff in the event of a whole or partial evacuation
- Katherine Colton, Administrator, will take responsibility for taking the roll call of all support staff. In her absence Mrs A McCaughey will deputise.
- The Principal or her deputy will take responsibility for taking the roll call of teaching staff
- If staff are unaccounted for the emergency services will be informed upon arrival.

Evacuation after 3.30pm

After school hours it is the responsibility of the office staff to call the fire services. This will only be done once the existence of a fire has been verified by a member of staff. The office staff will notify the fire services of which school entrance to take i.e. Belmore Street or Mill Street.

- If the alarm rings (pulsed or continuous) after 3.30pm all staff and students should assemble in the car park opposite the staffroom
- Members of staff taking after school activities will ensure that all students in his/her care at the time of the alarm proceed to the assembly point. He/she will remain with the students until further instructions are received
- Katherine Colton, Administrator will ensure that all support staff are accounted for
- The Principal, member of the Senior Leadership Team or other member of staff who is in the building at the time of the alarm will ensure that students and staff are accounted for, in so far as it is possible
- No one may re-enter the school building until authorised to do so by the Administrator, member of staff, Principal or her deputy
- If staff/students are unaccounted for the emergency services will be informed upon arrival.

Disabled Staff and Students

Under the Disability Act 2010, disabled staff, disabled students and their Classroom Assistants, will be issued with a Personal Emergency Evacuation Plan (PEEP). Individualised plans will be drawn up in consultation with the student, her Classroom Assistant and the Learning Support Co-ordinator. This process will be overseen by and training provided by Mrs Michelle Judge, Vice Principal. The PEEP will identify the Call Point if necessary. The Secretary in the Main Office will check the Disabled Call Point.

Evacuation of Examination Halls during External Examinations

In the case of the pulsed alarm sounding

- Remain in the examination hall until further notice
- Continue the examination but be prepared for a possible evacuation
- If you need to evacuate the alarm will change to a continuous tone
- In this case leave the examination hall by the nearest exit and assemble on the Tennis Courts
- Follow the evacuation procedures outlined below (as for continuous alarm)

In the case of the continuous alarm sounding:

- Evacuate the examination hall, leave the building by the nearest exit and assemble on the Tennis Courts
- Examinees leave all examination material in the examination hall
- Invigilators will ensure that all examinees proceed to the assigned assembly point. They must remain with the examinees until further instructions are received
- Examinees should be instructed not to communicate with each other
- No one may re-enter the school building until authorised to do so by the Principal or her deputy.
- Examinees will be escorted back to the examination hall by the invigilators when authorised to do so
- The Examination Board will be contacted as soon as possible to alert them of the disruption to the examinations and to receive further guidance

Fire Notices

Each room in the school will display a Fire and Evacuation Procedures Notice. This will be posted in a clear and prominent position and should not be obstructed. It is the responsibility of teachers using that room to notify the Principal or Vice Principal should such a notice not be present or is damaged.

Fire Alarm Checks

The fire alarm will be checked weekly by Mr. Joe Gunn, Fire Warden, to ensure its proper operation. Each week a different alarm point will be used. These checks will be logged and a record maintained in the Fire Safety Measures Log Book which is held in the Fire Proof Cabinet in the Main Entrance Lobby.

Fire Drills

A fire drill will be carried out at least once each year and when possible once each term.

Fire Extinguishers

Fire extinguishers are located throughout the school in corridors as well as classrooms which are deemed to have an increased risk of fire. All fire extinguishers will be checked and maintained annually by an authorised and qualified third party. Administration of this annual check will be carried out by the Administrator, Mrs Katherine Colton. Mr Joe Gunn will conduct a termly check to ensure that all fire extinguishers are in their designated location.

Flammable Chemicals in the Science Department

A list of the chemicals held within the Science Department will be available at all times in the Main Office. Should a fire break out in the vicinity of the science rooms or an evacuation of the entire building takes place, the Emergency Services will be provided with a copy of this list.

Such chemicals are stored in specially designed and clearly labelled fire resistant cabinets in the storeroom off room 15 (Biology Laboratory) on the bottom corridor. Flammable chemicals are stored apart from oxidising chemicals to reduce the hazard should a fire break out.

The following lists are currently available in the Main Office:

- Inventory of chemicals awaiting disposal by a registered waste carrier (in store off the Greenhouse)
- Inventory of radioactive sources held in Physics Prep Room (Room 62/63)
- Inventory of Chemicals locked off Room 15.

Locations of Fire Alarm Control Panels

The control panels for the fire alarm are:

1. At the main entrance of the school
2. At the Assembly Hall entrance
3. At the entrance to the Technology Suite
4. At the main entrance to the St Fanchea's building.

Post Incident Plan

In the event that the school building cannot be re-entered the following locations have been identified as locations for students to go to, if for example in the event of inclement weather.

- Holy Trinity Assembly Hall (Key Stage 3 students)
- St. Michael's Community Centre (Key Stage 4 students)
- Enniskillen Scouts Centre (Post 16 students)

Students would exit the Tennis Court Evacuation point to go to these locations via the Gaelic Pitch and the Mill Street Entrance.