

# **IRIS School Fire Safety Policy**

**Effective Date:** October 2024

**Review Date:** October 2025

## **Purpose**

The purpose of this Fire Safety Policy is to establish guidelines and procedures to ensure the safety of all students, staff, and visitors at IRIS School in the event of a fire emergency. The policy aims to minimize the risk of fire, ensure effective response to fire incidents, and promote fire safety awareness within the school community.

## **Scope**

This policy applies to all students, staff, contractors, volunteers, and visitors at IRIS School.

## **Policy Statement**

IRIS School is committed to maintaining a safe environment for all members of the school community. This commitment includes implementing preventive measures, conducting regular training and drills, and adhering to all relevant fire safety regulations and standards.

## **Objectives**

- To prevent the occurrence of fires through risk assessment and mitigation.
- To ensure all personnel are properly trained in fire safety, emergency procedures, and the use of fire extinguishing equipment.
- To establish clear evacuation procedures to ensure the safety of all individuals in the event of a fire.
- To conduct regular fire drills and inspections to ensure preparedness and compliance with fire safety regulations.
- To maintain the integrity of fire safety equipment and ensure it is readily accessible.

## **Fire Safety Responsibilities**

### **School Administration**

- Ensure compliance with local, state, and federal fire regulations.
- Conduct regular fire risk assessments and update the Fire Safety Policy as necessary.
- Maintain records of fire safety training, drills, and equipment inspections.

### **Fire Safety Officer**

- Coordinate the implementation of the Fire Safety Policy.
- Maintain and inspect fire safety equipment, including fire extinguishers, alarms, and emergency lighting.
- Act as a liaison with local fire authorities and other emergency services.

## **Staff**

- Participate in fire safety training and drills.
- Familiarize themselves with the school's fire safety procedures and evacuation routes.
- Report any fire hazards or safety concerns to the Fire Safety Officer promptly.

### **Students**

- Participate in fire drills and safety training sessions.
- Follow instructions during fire drills and evacuations.
- Report any fire hazards or activities that may pose a fire risk to an adult.

### **Fire Safety Procedures**

#### **Risk Assessment**

- Conduct annual fire risk assessments to identify potential hazards, evaluate risks, and implement corrective actions.
- Maintain a list of potential fire hazards and the corresponding mitigation measures.

#### **Fire Safety Training**

- Provide annual fire safety training for all staff, including:
  - Understanding fire hazards and prevention methods.
  - Proper use of fire extinguishers and other emergency equipment.
  - Familiarization with evacuation routes and assembly points.
- Provide fire safety awareness sessions for students at the beginning of each school year.

#### **Fire Drills**

- Conduct fire drills at least twice per academic year, ensuring all students and staff participate.
- Debrief after each drill to identify areas for improvement and update procedures as necessary.

#### **Evacuation Procedures**

- Clearly mark and communicate evacuation routes and assembly points throughout the school.
- Post emergency exit maps in each classroom and common areas.
- Ensure all exit doors are unobstructed and operational.

#### **Fire Safety Equipment**

- Ensure that fire extinguishers, smoke detectors, and alarm systems are installed, maintained, and regularly inspected.
- Provide proper storage and maintenance for all fire safety equipment.
- Train staff in the use of fire extinguishers and emergency equipment.

#### **Incident Reporting**

- Establish a reporting system for fire incidents, near misses, and safety hazards.
- Investigate all fire-related incidents to determine causes and improve safety measures.

### **Fire Safety Awareness**

- Promote fire safety awareness through educational programs, posters, and announcements.
- Encourage staff and students to adopt fire-safe practices, such as not blocking exits and reporting fire hazards.

### **Review and Revision**

This Fire Safety Policy will be reviewed annually, and revisions will be made as necessary to ensure its effectiveness and compliance with applicable regulations.

### **Conclusion**

IRIS School recognizes that the safety and well-being of our community is paramount. By adhering to this Fire Safety Policy and fostering a culture of fire safety, we can significantly reduce the risk of fire incidents and ensure a prompt and effective response should an emergency occur.