

IRIS School Fire Drill Policy

Effective Date: Sep 2025

Review Date: Sep 2026

1. Purpose

The purpose of this policy is to establish procedures for conducting fire drills in order to prepare students and staff for an emergency evacuation, ensure safety, and comply with legal and safety regulations.

2. Scope

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

3. Policy Statement

Fire drills are essential to practice the evacuation process and ensure all individuals are familiar with the emergency procedures. Frequent drills will enhance safety awareness and promote a culture of preparedness.

4. Responsibilities

- **School Administration:**

- Oversee the implementation and adherence to the fire drill policy.
- Schedule fire drills at regular intervals twice per school year.
- Ensure all staff are trained in fire safety procedures and evacuation routes.

- **Teachers and Staff:**

- Familiarize themselves with fire safety procedures, evacuation routes, and responsibilities during a fire drill.
- Communicate fire drill procedures to students.
- Ensure students evacuate promptly and safely during drills.

- **Students:**

- Follow instructions given by staff during a fire drill.
- Familiarize themselves with evacuation routes and assembly locations.

- **Designated Safety Personnel (Fire Wardens):**

- Ensure that all individuals in their designated area evacuate safely.
- Account for all students and staff at the assembly point.

5. Procedures

1. Scheduling Fire Drills:

- Fire drills should be conducted at least twice a year during different times of the school day to ensure preparedness.

- The schedule will be communicated to all staff and students.

2. Notification:

- The fire alarm system will be used to notify students and staff of a fire drill.
- Staff will ensure that any individuals with disabilities or special needs receive appropriate assistance.

3. Evacuation Procedures:

- All individuals must leave belongings behind and exit the building immediately.
- The designated evacuation routes, as displayed in classrooms and common areas, must be followed.
- Staff will lead students to pre-established assembly points.

4. Attendance Verification:

- Once at the assembly point, designated staff members will take attendance to ensure all individuals are accounted for.
- Missing individuals should be reported to emergency responders.

5. Post-Drill Review:

- A debriefing session will be held after each drill to evaluate performance, discuss any issues that arose, and identify areas for improvement.
- Feedback will be collected from teachers and students.

6. Compliance

All staff, students, and visitors are required to comply with this fire drill policy. Non-compliance may result in disciplinary action, as safety is the highest priority.

7. Review and Revision

This policy will be reviewed annually or as needed based on feedback, changes in regulations, or improvements in fire safety practices.