

IRIS School Fire Safety Policy

Effective Date: Sep 2025

Review Date: Sep 2026

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.