

Emergency preparedness and evacuation protocols

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Review Date: July 2025

Introduction

At SFIS, the safety and well-being of our students, staff, and visitors is of utmost importance.

This Emergency Preparedness and Evacuation Policy outline the protocols and procedures to be followed in the event of an emergency, with a particular focus on fire emergencies.

Regular fire drills will be conducted to ensure everyone is prepared and capable of responding effectively. This policy is designed to minimize risks and ensure a safe environment for all individuals within the school premises.

Emergency Response Team

The school will establish an Emergency Response Team (ERT) comprising designated staff members who will receive training in emergency preparedness and response procedures.

The ERT will be responsible for implementing and overseeing all emergency drills, procedures, and communication.

Fire Drills

Two fire drills will be conducted each academic year, one during the first half of the year and the other during the second half of the year.

The date and time of the fire drills will not be announced beforehand to simulate realistic emergency scenarios.

The ERT will work in collaboration with the local fire department to ensure compliance with safety regulations and to provide guidance and support during fire drills.

Fire Drill Procedures

The ERT will develop a fire drill procedure that includes clear guidelines for staff and students to follow during fire emergencies.

Prior to conducting the fire drill, the ERT will communicate the fire drill procedure to all staff members and students, including appropriate actions to be taken.

All fire exits, evacuation routes, and assembly points will be clearly marked and regularly maintained.

During fire drills, staff members will be assigned specific roles and responsibilities, such as ensuring all students are accounted for and assisting with the evacuation process.

Students will be educated about fire safety and the importance of remaining calm and following instructions during fire drills.

Fire drills will simulate various emergency scenarios, including evacuation from different areas of the school building and testing response times.

Evacuation Procedures

In the event of a fire or any other emergency requiring evacuation, the following procedures will be followed:

- a. All individuals in the school building will evacuate immediately when the fire alarm sounds or when instructed to do so by the designated staff members.
- b. Staff members will assist students in calmly and swiftly exiting the building using the designated evacuation routes.
- c. Students will be instructed to leave all personal belongings behind and proceed to the designated assembly point outside the building.
- d. The ERT will conduct a headcount to ensure that all individuals are present and accounted for at the assembly point.
- e. Emergency services will be contacted promptly to inform them of the situation and to request assistance, if necessary.

Communication and Notification

The school will maintain an efficient communication system to ensure effective coordination during emergencies.

Parents/guardians will be informed of the school's emergency preparedness and evacuation procedures through regular communication channels, such as a newsletter and the school website.

Any changes or updates to the emergency procedures will be communicated promptly to all stakeholders.

Review and Training

This policy will be reviewed annually by the ERT and Board to ensure its effectiveness and compliance with relevant safety regulations.

Staff members and students will receive regular training on emergency preparedness and response procedures, including fire safety, evacuation techniques, and first aid.

Conclusion

SFIS is committed to maintaining a safe environment for everyone on its premises. By implementing this Emergency Preparedness and Evacuation Policy, we aim to minimize risks, ensure preparedness, and effectively respond to emergencies. Regular fire drills will be conducted to familiarize staff and students with evacuation procedures and to enhance their ability to handle emergency situations

