

**Fire Policy**

**Frequency:**

CF School conducts fire drills in accordance with the recommended frequency established by the Cayman Islands Fire Service (CIFS): 10 fire drills a year will be held (1 per month during the times the school is open).

These drills will cover a range of scenarios including from the deck, before school and at the end of school.

CF School will be inspected annually by the CIFS to ensure that fire drills procedures are appropriately completed, and that all fire safety equipment complies with codes and to complete a hazard check. The lead teacher will contact firesafetyinspections@giv.ky to organize the inspection. This will be based upon a week given to CF School by CIFS. CIFS will conduct the drill at some point during that week but it will be a ‘surprise’ drill.

It is noted that the CIFS have the authority to enter CF School and conduct a fire drill without notice.

**Procedure:**

* Before conducting the drill, CF School will inform 911 and the building management team. They will also inform the other tenants of the building.
* A bell will be sounded by the lead teacher. Teachers in each classroom will alert the children to an important event, and the children are instructed to freeze and remain quiet.
* The lead teacher will designate a supporting teacher who will collect the Attendance Roster, high vis jacket, the Student Contact Listing and a mobile phone.
* The lead teacher (supported by the remaining teachers) will gather the children in a line by the exits door and lead them in a orderly fashion to their muster station.
* The supporting teacher will visually sweep all rooms (bathrooms, closets, office) to check for any remaining children.
* Once the supporting teacher has checked the premises they will leave the building closing all doors behind them and join the lead teacher and students at the muster station.
* The lead teacher will take attendance and note the response time on the Fire Drill log, along with any notations regarding the efficiency of the drill if concerns were presented.
* Once the all clear is provided by the lead teacher, the children will be led back to their classrooms (as this is only a drill exercise and no threat exists).
* If a threat exists, the children will be led across to the school field for safety.
* Once the fire drill is completed, the lead teacher will complete the fire log including the date of the drill, the time of day it took place and the length of time if took for students and staff to exit the building.

**Further Notes:**

The CIFS has begun introducing differently scenarios during fire drills to see how schools respond. CF School will follow all instructions from the CIFS during the inspections. In the event the scenario involves a ‘missing child’, that child must be accompanied by a member of CF School staff. If this scenario takes place, CF School will contact the student’s parent to notify them their child was involved.

Updated: September 2022