



Montessori
SCHOOL OF CAYMAN

EMERGENCY MANAGEMENT PLAN

Keeping Our School Community Safe, Prepared and Informed

Reviewed: August 2025

Reviewed and updated: July 2026

Emergency Management Plan for Montessori School of Cayman

Address	519 South Church Street P.O. Box 30333, George Town, Grand Cayman KY1-1202, Cayman Islands
Contact Details	Phone: 345-949-0202 Email: admin@caymanmontessori.com or info@caymanmontessori.com Website: www.caymanmontessori.com
School Emergency Contacts	Briana Bergstrom Currie — Managing Director/Head of School — 345-526-9137 Kris Bergstrom — School Director — 345-516-3301
Radio	Our local station for emergency information: Radio Cayman 89.9 FM
Website / Social Media	Hazard Management Cayman Islands: www.caymanprepared.gov.ky Facebook: facebook.com/caymanhazard
Last Revised	July 2026

Aims

This policy aims to clarify the measures required to be in place to ensure the safety of all staff, children, and school visitors in the event of an emergency situation within the school, and the measures expected to be in place for prompt and effective recovery following the event.

Policy Statement

In the event of an emergency situation, Montessori School of Cayman is committed to:

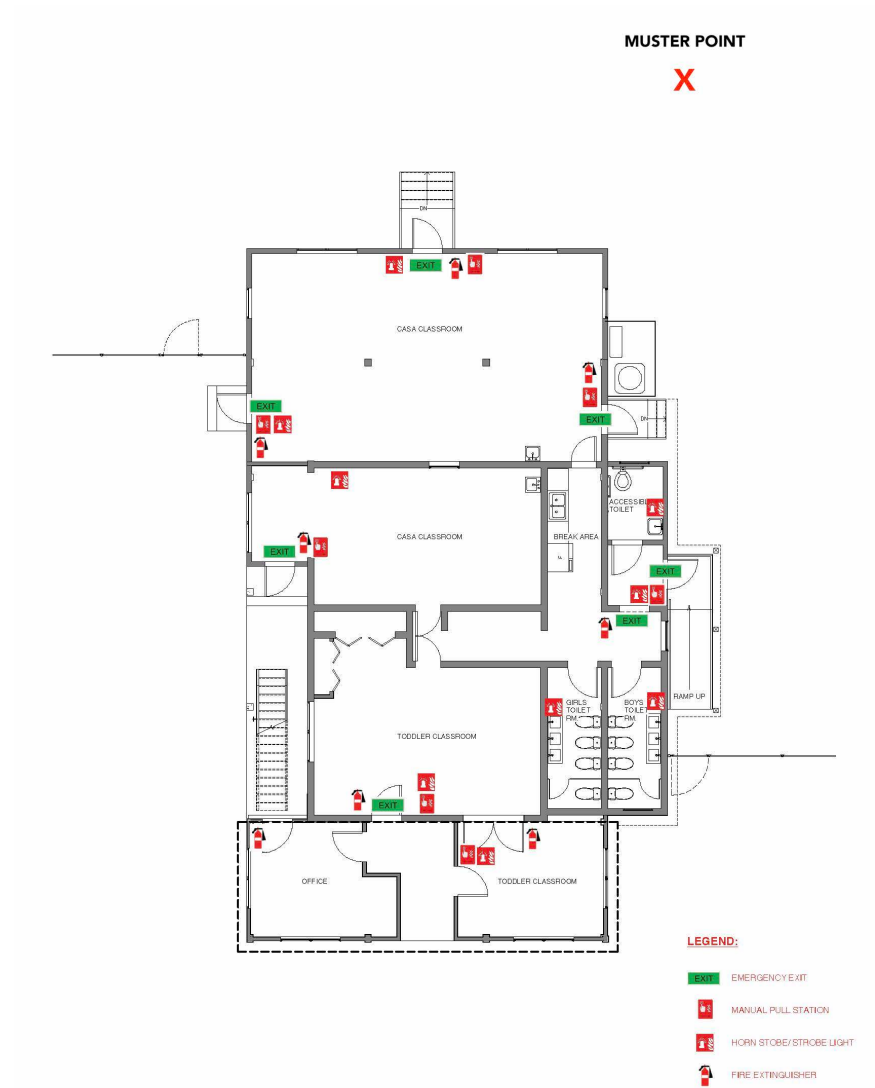
- ensuring safety
- minimising trauma or distress to children and their families, staff, and visitors
- minimising damage; and
- establishing prompt and effective recovery planning to assist in the restoration of the centre and its routines.

Basic Emergency Response Process

Some basic steps to follow when responding to any emergency are outlined below:

1. Event occurs.
2. Assess impact on school.
3. Call Emergency Services: 911.
4. Respond to the event as outlined in this plan.
5. Notify the Manager/Principal and all staff.
6. Initiate the parent/caregiver contact plan.
7. Consider the need for evacuation.

Emergency Plan Site Map



Evacuation Procedure

Evacuation from the school may be required to ensure the safety of staff and students in an emergency event. In all cases, evacuations need to be planned and practised so that all persons know what to do in such circumstances.

General Evacuation Plan

1. Alarm sounds.
2. Teachers direct students to evacuate to the predetermined assembly area(s).
3. Teachers take their attendance register with them.
4. Remember to: walk calmly and quickly — don't run — and check bathrooms and other spaces along the way.
5. Ensure people with special needs are assisted to evacuate.
6. At the evacuation point, teachers check students against the roll.
7. Teachers manage the process for parents collecting their children, so the school is aware that each child has been removed safely.

Emergency Contact Plan — Parents and Caregivers

In any emergency event, parents and caregivers will need to be contacted to advise them of the situation and how they can collect their children.

- In the event of an emergency, parents will be advised at their earliest convenience by text from one of our classroom phones (345-547-4717 Casa, 345-327-9794 Toddler Garden, 345-327-9795 Toddler Sun), by phone call from the school, and/or by email from bri@caymanmontessori.com or info@caymanmontessori.com
- Montessori School of Cayman monitors students' attendance and keeps a daily digital record using our school app, Transparent Classroom. Your child is logged in and out on a classroom iPad when they arrive in the morning and leave in the afternoon.
- Your child's profile contains a list of authorised persons who may collect them from school. If someone not on the list comes to collect a child, we require parents to notify us beforehand and use a 'password' system to ensure the safety and wellbeing of all our students.
- Should our app not work, we will make a physical record of attendance if necessary.

Essential Contact Lists

Last updated: July 2026

Emergency Service Contact Information

Contact	Details
Police, Fire, Ambulance	911
Police — Local Station	George Town, Elgin Avenue
District Medical Centre	Cayman Islands Hospital P.O. Box 915, Grand Cayman, KY1-1103 Phone: 345-949-8600 Email: info@hsa.ky
Hazard Management Cayman Islands	4th Floor GAB, 133 Elgin Avenue Phone: 345-945-4624 Mobile: 345-925-6028 Email: simon.boxall@gov.ky

Essential Government & Utility Contact Information

Contact	Details
Ministry of Education	Government Administration Building, Grand Cayman, KY1-9000 Phone: 345-244-2417
Department of Education Services	130 Thomas Russell Avenue, P.O. Box 910, Grand Cayman, KY1-1103 Phone: 345-244-1199
CUC (Caribbean Utilities Company Ltd)	457 North Sound Road, P.O. Box 38, Grand Cayman, KY1-1101 Phone: 345-949-5200
Home Gas Ltd	Citrus Grove, P.O. Box 291, Grand Cayman, KY1-1104

School Contact List — see Appendix A.

Students/Parents and Caregivers Contact List — see Appendix B.

Fire Evacuation Policy

Purpose

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of Montessori School of Cayman and its occupants in the event of a fire or other emergency.

Objectives

1. The primary objective of this plan/policy is to minimise and/or prevent injury and property damage.
2. The second objective is to provide proper educational training as part of the continuing training programme for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Safety Plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition.

Fire Safety Organization

To effectively implement the provisions of this Fire Safety and Emergency Evacuation Plan/Policy, a Fire Safety Organization for the building is established and staffed as follows:

Fire Safety Director: Quincey Bunton

Fire Warden — Casa: Blessa Valdez

Deputy Fire Warden — Casa: Denise Webb

Fire Warden — Toddler Garden: Emily Benson

Deputy Fire Warden — Toddler Garden: Maretha Harmse

Fire Warden — Toddler Sun: Anna-Katharina Farah

Deputy Fire Warden — Toddler Sun: Kasey Rankin

Person to Call 911: Briana Bergstrom Currie

Person to Check the Building is Clear: Quincey Bunton

Evacuation Attendant for People with Disabilities: Allegra Jansen van Vuuren

Duties of the Fire Safety Director

1. Be thoroughly versed with this Fire Safety and Emergency Evacuation Plan. Periodically review the plan to ensure that it is current, and incorporate all administrative, technical and operational changes. (If changes are made, re-submit a copy to the Cayman Islands Fire Service for review and approval.)
2. Ensure that Fire Wardens and Deputy Wardens are assigned for each classroom.
3. Conduct fire drills monthly as required by law.
4. Maintain a current list of persons with disabilities and their location(s).

Duties of the Fire Wardens and Deputy Fire Wardens

Each room of the building is under the designated Fire Warden for the evacuation of occupants in the event of a fire. They will be assisted by a Deputy Fire Warden assigned to each classroom. In the absence of the Fire Warden, the Deputy Warden will assume the Warden's responsibility.

Each Fire Warden will review and study the floor plan of the school building and confirm that all fire doors (if installed) are automatically released to the closed position in the event of an alarm. They will also be knowledgeable about all equipment related to fire protection.

Fire Wardens will keep a current list of persons with disabilities for their respective classrooms. Those who cannot access evacuation corridors unaided will have two 'evacuation attendants' assigned for assistance.

Fire Wardens are responsible for taking their class register; individual registers with each class list can be found in each classroom.

Deputy Fire Wardens are responsible for holding up a 'red' card while the register is being completed, and then a 'green' card once completed, so that the Fire Safety Director is aware and can verify.

Person to Call 911

In case of fire or other emergency, the designated person will call 911 immediately, giving their name, the name of the occupancy/facility, the address, and the nature of the emergency.

Evacuation Attendants

In an emergency, two Evacuation Attendants will be assigned to help each person with a disability evacuate the building.

Evacuation in the Event of Fire or Other Emergency

In case of fire, the Warden or Deputy Warden will first ensure that an alarm has been activated and the Cayman Islands Fire Service has been contacted (call 911, give your name, the name of the school/facility, address, and location of the fire).

Upon sounding the alarm horns, the Deputy Wardens will immediately begin evacuating the occupants to the nearest approved fire exit.

While occupants are moving towards the exits, the Fire Warden or the alternate will search the building to ensure that all persons are evacuating. A Deputy Warden should be assigned to check storage rooms, restrooms, kitchens, etc. to ensure that all occupants are evacuated.

All occupants must proceed to the exits in an orderly fashion. Remember that some persons may require assistance due to disability. Report any missing persons or persons needing special assistance to the fire department.

All evacuees will proceed directly to the assembly point/muster point on the property, located at a minimum of 100 feet from the building. Wardens and Deputy Wardens will be responsible for directing all missing persons to the fire department personnel.

If a fire is located at the front of the Montessori School of Cayman building (on South Church Street), our driveway will be obstructed and inaccessible. If this is the case, staff and students will evacuate the premises using the back exit gate onto Point Four Street. Staff will carefully escort students onto Echo Street, where we will congregate on the

empty lot on the left side of the road. When it is safe to do so, parents will be contacted to collect their children and asked to reach Montessori School of Cayman using Walkers Road and entering onto Moxam Road.

Do not re-enter the building until permission is given by the fire department. Do not silence or reset the fire alarm system until told to do so by the Cayman Islands Fire Service.

If You Discover a Fire, or See or Smell Smoke — “RACE”

R — Rescue persons in immediate danger if you can safely do so.

A — Activate the fire alarm by pulling the nearest fire alarm pull station and call the fire department at 911.

C — Contain the fire and smoke by closing as many doors to the fire area as possible.

E — Evacuate immediately, taking all persons to the assembly area. Do not put yourself or anyone else in danger.

Fire Evacuation Drills and Training

Fire evacuation drills are conducted monthly, as a continuing part of the fire safety education programme required by the Local Fire Code. All personnel and students occupying the building will participate in the drills.

Details of the drills and evaluation of their effectiveness are maintained on record by the Fire Safety Director, and are available for examination by the Cayman Islands Fire Service whenever requested.

All drills begin with the sounding of the fire alarm horns. Please notify the Cayman Islands Fire Service at 345-949-2499 before and after each drill.

All staff members are trained on the evacuation plan as needed.

Hurricane / Tropical Storm / Severe Weather

In the event of a hurricane or tropical storm warning, Montessori School of Cayman will be closed. We follow the recommendations placed on Government schools. Parents are advised that if Government schools are closed, we will also be closed until further informed. If the announcement for school closing is issued during school hours, you will be advised by the Head of School and asked to come and collect your child. If the announcement is issued outside of regular school hours, you will be advised no later than 7:00am the same day.

In order to prepare our school for a storm, a few precautions will be taken to ensure the safety of all students, staff, materials, and our school environment. We will take the following actions based on whether the Cayman Islands is on storm 'alert', 'watch', or 'warning':

- Storm Alert — storm conditions expected within 72 hours
- Storm Watch — storm conditions expected within 48 hours
- Storm Warning — storm conditions expected within 36 hours.
- Teachers are responsible for the materials in their classrooms. If necessary, teachers will protect classroom materials and pack them in plastic bags, stored off the floor to avoid the possibility of getting wet in case of a flood.
- All outdoor toys in the garden will be removed and stored in the back classroom of the school building.
- All picnic tables on the back porch will be moved and secured as best possible.
- All sail shades will be removed and stored for safekeeping. If necessary, the privacy screen around the playground will also be removed.
- The school maintenance team will ensure trees in the playground and on the premises are secured and cut appropriately.
- School animals will be moved and secured in the school building, the home of a staff member, or the Head of School.
- All students' personal belongings will be sent home with them.
- Edgewater Development will be called (345-946-3343) to organise putting up the required shutters on the outside of our school building for protection, and to do a final check to ensure the overall safety of our school building and environment.
- All potted plants on school property will be secured and moved inside for safety.
- Sandbags will be placed at each doorway in the event of flooding.
- School staff will be given time to organise and prepare their own homes and personal effects.

The school will remain closed until the storm threat has passed and conditions and the school structure are deemed safe for staff and students to return. Parents can check with Hazard Management Cayman Islands (HMCI) and listen to Radio Cayman for updates on schools reopening.

Pandemic Protocol

Purpose

The purpose of this plan is to establish a clear outline of responses to a range of scenarios regarding a global pandemic, such as COVID-19.

Scenario 1 — Prevention & Self-Protection (NEOC Level 1 — No Confirmed Cases; in effect on an ongoing basis)

- Monitor your environment, staff, students, friends and family for symptoms of the illness in question.
- Contact Public Health if you or anyone in your school or home displays relevant symptoms.
- Maintain clean workspaces/classrooms/shared spaces — clean and disinfect frequently touched surfaces daily, and increase the frequency of cleaning play equipment in classrooms.
- Utilise self-protection measures (see protection posters and visit www.hsa.ky for additional information).
- Staff should self-isolate/quarantine and contact Public Health if they are experiencing relevant symptoms, are caring for or living with someone who is, or following any travel to an impacted area.

Scenario 2 — Suspected Case in School (NEOC Level 2)

- Continue the cleaning protocols outlined in Scenario 1.
- Separate the student from the main student body in a secure and comfortable environment until released to a parent/guardian, supervised at all times in line with child protection guidelines, and with care taken to reduce any stigma of isolating the student.
- Notify the parent/guardian to collect the student immediately.
- Notify Public Health of the suspected case and seek advice on whether the school should close.
- Notify the Director of DES and the DCO for Education at the Ministry of the suspected case.

If advised to close the school by Public Health:

- the Principal advises all staff and parents of the closure
- MEYSAL informs Cabinet/the public of the school closure
- the school utilises its Home Learning Resources
- the school undergoes deep cleaning, facilitated through DES
- on receiving the all-clear from Public Health, the Principal advises all staff and parents of reopening, MEYSAL informs Cabinet/the public, and the school reopens.

Scenario 3 — Confirmed Case in School (NEOC Level 3 & 4)

Upon confirmation of a case by Public Health:

- notification is given of continued school closure to the DES Director and DCO Education, the Minister/Cabinet, school staff, parents, and the public
- the school utilises its Home Learning Resources
- the school undergoes deep cleaning, facilitated through DES
- on receiving the all-clear from Public Health, the Principal advises all staff and parents of reopening, MEYSAL informs Cabinet/the public, and the school reopens.

Scenario 4 — Suspected or Confirmed Case in a Staff/Student's Household (NEOC Level 3 & 4)

- Staff/parents/guardians notify the Principal of any absence due to a suspected/confirmed case in their household.
- Continue the cleaning protocols outlined in Scenario 1.
- Public Health advises the Principal and Director of DES of the suspected/confirmed case in a staff or student's home, and advises the school of any further steps to be taken.
- The staff member or student remains at home in isolation or quarantine until the all-clear is provided by Public Health.
- The school utilises its Home Learning Resources.

The school remains open.

Scenario 5 — Suspected or Confirmed Case in the Community (NEOC Level 3)

- Increase vigilance and refer to Scenario 1.
- Listen to children's concerns and answer their questions in an age-appropriate manner, encouraging them to express and communicate their feelings.
- Discuss the different reactions children may experience, and explain that these are normal reactions to an abnormal situation.
- Help children understand the basic concepts of disease prevention and control, using exercises that demonstrate how germs can spread.

The school remains open.

Earthquake Policy

Purpose

The purpose of this plan is to establish procedures for the systematic, safe, and orderly response of Montessori School of Cayman and its occupants in the event of an earthquake or other emergency.

Objectives

1. The primary objective of this plan/policy is to minimise and/or prevent injury and property damage.
2. The second objective is to provide proper educational training as part of the continuing training programme for all occupants, to assure the prompt reporting of, and proper response to, an earthquake.

Earthquake Safety Organization

To effectively implement the provisions of this Earthquake Safety and Emergency Evacuation Plan/Policy, an Earthquake Safety Organization for the building is established. Each Lead Teacher is responsible for overseeing the students in their programme. Our Earthquake Safety Director is Courtney Peddle.

During an Earthquake

If indoors:

1. Drop, take cover under a desk or table, and hold on to the legs until the shaking ceases.
2. Keep away from shelves containing heavy objects and other large items of furniture that may fall and cause injury.
3. Keep away from windows.
4. Stay indoors until the shaking stops and it is safe to go outside.

If outdoors:

1. Move towards an open space and away from buildings and power lines. Get staff and students away from dangerous areas.
2. Remain crouched low to the ground while observing for potential dangers.

When the Shaking Ceases/Stops

1. Ensure your own safety first.
2. Check those around you and offer help if necessary.
3. If anyone requires medical assistance, call 911 and/or administer first aid.
4. Evacuate to the Muster Point, on the left side of the school building, by the Casa garden gate entrance.
5. Get staff and pupils away from dangerous areas.
6. If the school is located near the coastline, be aware of the possible risk of tsunami.
7. Listen to Radio Cayman for instructions from Hazard Management Cayman Islands.
8. Turn off the gas, as it may leak.

Ongoing Operations Following the Earthquake

The continuing operation of the school will be determined by the Ministry/Department of Education Services, in consultation with HMCI and the Principal. This will be based on the availability of resources such as buildings, staff, employees and other resources.

Tsunami

In the event of a tsunami or tsunami warning, Montessori School of Cayman will take the following actions.

When a Tsunami Threatens

- Listen to Radio Cayman and HMCI for advice and information.
- Following a strong earthquake, we will evacuate with students to the Muster Point.

Evacuation Arrangements

- In the event of a tsunami threat, for safety, the Montessori School of Cayman Muster Point is located on the second floor of the school property.
- All staff and students will exit the ground floor of the building and evacuate to the second floor, congregating on the porch.
- Staff will ensure they evacuate and move the children calmly, walking slowly to maintain the utmost safety at all times. Once staff exit the building, they will guide the children upstairs; the stairs are exterior and located on the left side of the school building.
- School iPads will also be taken during an evacuation, to double-check attendance and ensure staff have access to parent contact information. A tsunami register will also be taken by a member of staff to ensure all staff and students are accounted for.
- Once all staff and students have safely evacuated to the Muster Point, staff will contact parents using the school phone or iPhone.
- An initial group message will be sent in each class group chat to keep parents up to date. Parents will be told to refrain from collecting their child(ren) until the all-clear has been given.

Flooding

Flooding can happen very quickly and can have an extremely serious impact on an area. Flooding may be caused by sudden heavy rainfall over an extended period, causing overflow from low-lying areas, ponds, high tides, and cascading water from higher surrounding areas.

Flooding within a building can also be caused by normal wear-and-tear failure of pipelines, vandalism, or the result of an earthquake.

If Flooding is Reported or Sighted

1. Check the source of the flood and confirm that no students are in danger.
2. Evacuate if required and get to higher ground.
3. If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible.
4. If the flood is due to burst pipes, etc., turn off the water at the mains if possible.
5. Summon help — e.g. call your plumber/facilities personnel to address the issue.
6. If there is torrential or flash flooding, notify DES/MET&E/HMCI.

Gas Leak

If a Gas Leak is Suspected

1. Turn off the main valve.
2. If possible and safe to do so, open windows to allow the gas to dissipate.
3. Rescue any person in immediate danger, but only if safe to do so.

Do not:

- open any electrical switches, including lights or alarms
- use a cell phone in the area where the leak is occurring, even if outside the building
- allow anyone to smoke in the vicinity.

Instead:

- warn others in the immediate area
- call emergency services (911) if required
- call the gas company:

Home Gas — Citrus Grove, P.O. Box 291, Grand Cayman, KY1-1104. Phone: 345-949-7474. Emergency: 345-925-4427 or 345-925-4068.

Consider evacuating the area or the school. Do not re-enter buildings or the outside area until cleared by authorised personnel.

Chemical Spill

All chemical spills must be treated as toxic and dangerous. They can be in liquid, solid, powder, or gas form.

On Becoming Aware of a Chemical Spill

Move all people in the vicinity to a safe area. Consider:

1. Evacuation of the entire school, if required and safe to do so.
2. Alternatively, it may be safer to stay indoors and seal doors, windows, and other openings, and switch off any air intake units.
 - If required, contact emergency services (911).
 - Give appropriate first aid to anyone in contact with the spill — first aid guidance should come from 911 if persons are not familiar with caring for chemical wounds.
 - Notify the Principal and staff.

Consideration may have to be given to how students will be able to leave the school if the spill has not been made safe prior to the dismissal of school.

Dealing with a Suspicious Letter or Package

When dealing with suspicious packages, the utmost caution must be exercised, and no attempts must be made to touch, move, or examine the package.

In General

1. Note the location of the letter/package and its description (markings, etc.).
2. Do not touch, shake, or attempt to move the package.
3. Check with the person to whom the letter/package is addressed to see if they are expecting it.
4. Isolate the item.
5. Call the police (911) and advise them of the circumstances, the description of the letter/package, and its location. (Note: if a suspected bomb, see Bomb Threats below.)
6. Do not use a cell phone or other radio device anywhere near the letter/package.
7. As appropriate, position staff at a safe distance to direct students away from the area where the letter/package is located.

If You Open a Letter/Package and Discover Powder

1. Put on gloves and place the open letter/package in a plastic bag.
2. If hands or any part of the body may have come into contact with the envelope or package, wash with soap and water.

Bomb Threats

Keep calm. Do not hang up. A dialogue with the caller is crucial, as information gleaned from the caller can help assess the situation and assist police with further inquiries. Let the caller talk. Ask questions as the opportunity arises, and avoid being confrontational.

Question	Answer / Notes
When is the bomb going to explode?	
Where is the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is the explosive type and quantity?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	
Exact wording of the threat:	
Sex: Male / Female	
Estimated age:	
Any speech defect:	
Accent:	
Voice — loud / soft, etc.:	
Speech — fast / slow, etc.:	
Manner — calm, emotional, etc.:	
Did you recognize the voice? If so, who do you think it is?	
Was the caller familiar with the area?	
Was the caller well spoken? Coherent? Irrational?	
Was the caller abusive?	
Did you hear any background noises? What were they (e.g. birds chirping, dog barking)?	
Did you hear aircraft, music, a vehicle, machinery, etc.?	
Date, length of call, and caller number if available:	

This checklist should be kept by the phone. Staff who would normally answer the phone should be briefed on the questionnaire to ensure familiarity with it.

Trespasser on School Compound

Only follow this process if it is clear that the trespasser does not fall under the category of Violent Intruder.

Trespassing is where a person enters the school and either does not have permission to be there, or their behaviour is such that the school would not give permission for them to be there.

On Becoming Aware of a Trespasser on the Compound

1. Notify the Principal or another staff member of the description, location, and activity of the trespasser.
2. Assess the nature of the trespasser: benign or aggressive.
3. Ensure the classrooms are kept secure.
4. Greet the trespasser, advise them who you are, and ask why they are there. Wherever possible, ensure you have a colleague with you.
5. If the reason for the visit appears legitimate, take the person to the office where the reason for the visit can be dealt with.
6. If the reason for the visit is not legitimate, explain that they must leave the premises.
7. If the person leaves when requested, they are no longer considered a trespasser.

If the Trespasser Refuses to Leave When Requested

1. Explain that staff will have to call the police.
2. If the trespasser still refuses to leave, ask a colleague to call the police.
3. If it is safe, stay with the trespasser until the police arrive.
4. If the trespasser gives any indication of violence, walk away (if possible, keep the trespasser under observation from a safe distance until police arrive).
5. When police arrive, update them on the situation.

Follow-Up Actions

Advise the Department/Ministry of Education of the incident.

Violent Intruder

This checklist provides a very basic guide to managing a violent intruder incident. The aftermath of such an incident will require very careful management, as even in the 'best case' scenario of no one being killed or injured, there will be traumatised staff and pupils, concerned parents, chaos and confusion, disruption, and media interest.

If Shots Are Heard or a Violent Intruder is Seen on the Compound

Call 911.

Following the Incident

1. Liaise with the Department/Ministry of Education.
2. Consider whether to temporarily close or continue operating.
3. Continue to monitor the wellbeing of students and staff.
4. Notify parents, and have the DOES/Ministry release information to the media as determined appropriate.

Serious Death or Injury

Schools need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death or serious injury of a child, young person, staff member, or family member has the potential to create significant danger or risk to the physical and emotional wellbeing of children, young people, and the wider community.

The event also has the potential to cause sudden and significant disruption to the effective operation of the school and community as a whole. If the aftermath is poorly or insensitively handled, it can impact those affected and attract adverse media or public comment.

If Death/Serious Injury Occurs at School

1. Ensure your own safety. Assess the area for danger (e.g. live wires, poisonous substances, etc.).
2. Do not assume death has occurred — give immediate first aid.
3. Call Emergency Services (911).
4. Notify the Principal; isolate and contain the area.

Action After Medical Personnel Have Taken Over

The Principal should advise, as soon as possible:

1. the School Management Team and staff
2. DOES/MET&E.

The Principal should consider:

1. accompanying police to advise parents
2. involving school counsellors, etc.

The Principal must:

1. complete an incident form with all known details
2. ensure the designated media person for the school is fully briefed (i.e. GIS/DES/MET&E).

Missing Child or Student

All instances of a child or student going missing from school must be treated urgently, with steps taken to find the missing person or confirm their safe whereabouts as soon as humanly possible. There can be many reasons and associated dangers for a missing child or student, including:

1. the proximity of dangerous hazards to the school
2. the possibility of an abduction
3. the possibility that the child or student has been picked up by a parent or caregiver
4. the child or student has decided to leave school for the day
5. the child or student has felt unwell and simply gone home.

Until the child or student has been found or confirmed in a safe location, action must be taken to locate them.

On Information or Notification that a Child/Student is Missing

Confirm the following:

1. that the child/student has been present at school at some point during the day, and if so;
2. when they were last seen;
3. notify the Principal and staff;
4. search the school.

If the Child or Student is Found

1. If the child/student is found injured or ill, call for medical assistance if required.
2. Notify the Principal and other searchers.
3. Establish what happened and complete an incident report.
4. Arrange for the child/student's parents or caregiver to be advised.

If the Child or Student is Not Found

1. Notify the police immediately.
2. Notify the parents/caregivers immediately.
3. Notify DES/MET&E immediately.

Appendix A — School Contact List

Title/Position	Name	Contact Details (Phone / Email)	First Aid Certified
Principal	Briana Bergstrom Currie	345-949-0202, 345-526-9137 bri@caymanmontessori.com	YES
School Director	Kris Bergstrom	345-946-3343, 345-516-3301 kwbergstrom@candw.ky	NO
School Director	Deborah Bergstrom	345-946-3343, 345-516-0079 dbergstrom@candw.ky	NO
Administration	Aristea Underwood	345-949-0202 info@caymanmontessori.com	YES
SENCO	Allegra Jansen van Vuuren	345-949-0202 learningsupport@caymanmontessori.com	YES
Teaching Staff	Blessa Valdez	345-949-0202, 345-547-4717 casa@caymanmontessori.com	YES
Teaching Staff	Denise Webb	345-949-0202, 345-547-4717 casa@caymanmontessori.com	YES
Teaching Staff	Rachel Goddard	345-949-0202, 345-547-4717 casa@caymanmontessori.com	YES
Teaching Staff	Emily Benson	345-949-0202, 345-327-9794 toddlergarden@caymanmontessori.com	YES
Teaching Staff	Maretha Harmse	345-949-0202, 345-327-9794 toddlergarden@caymanmontessori.com	YES
Teaching Staff	Jeanerose Gacho	345-949-0202, 345-327-9794 toddlergarden@caymanmontessori.com	YES
Teaching Staff	Anna-Katharina Farah	345-949-0202, 345-327-9795 toddlersun@caymanmontessori.com	YES
Teaching Staff	Quincey Bunton	345-949-0202, 345-327-9795 toddlersun@caymanmontessori.com	YES
Teaching Staff	Kasey Rankin	345-949-0202, 345-327-9795 toddlersun@caymanmontessori.com	YES
Teaching Staff	Zoe Scott	345-949-0202, 345-327-9795 toddlersun@caymanmontessori.com	YES
Groundsman/Caretaker	Ruben Martinez	345-917-1310	NO
Cleaners	Margie Laciste	345-929-4249	NO

Appendix B — Students/Parents and Caregivers Contact List

This list is maintained separately (via our school information system, Transparent Classroom) and kept up to date with current parent/caregiver contact details, authorised collection persons, and emergency contacts for every enrolled child. A current export is kept on file with the school office and is available to staff for emergency use.