



**Montessori**  
SCHOOL OF CAYMAN

# **EMERGENCY MANAGEMENT PLAN**

**Updated: April 2021**



## Table of Contents

<b><u>EMERGENCY MANAGEMENT PLAN FOR MONTESSORI SCHOOL OF CAYMAN</u></b>	<b>4</b>
<b><u>BASIC EMERGENCY RESPONSE PROCESS</u></b>	<b>6</b>
<b><u>EMERGENCY PLAN SITE MAP</u></b>	<b>7</b>
<b><u>EVACUATION PROCEDURE</u></b>	<b>8</b>
<b><u>GENERAL EVACUATION PLAN</u></b>	<b>8</b>
<b><u>EMERGENCY CONTACT PLAN – PARENTS AND CAREGIVERS</u></b>	<b>9</b>
<b><u>ESSENTIAL CONTACT LISTS – LAST UPDATED: JANUARY 2021</u></b>	<b>10</b>
<b><u>EMERGENCY SERVICE CONTACT INFORMATION</u></b>	<b>10</b>
<b><u>SCHOOL CONTACT LIST</u></b>	<b>12</b>
<b><u>STUDENTS/PARENTS AND CAREGIVERS CONTACT LIST</u></b>	<b>13</b>
<b><u>FIRE EVACUATION POLICY GUIDE</u></b>	<b>14</b>
<b><u>HURRICANE/TROPICAL STORM/SEVERE WEATHER</u></b>	<b>18</b>
<b><u>PANDEMIC PROTOCOL</u></b>	<b>19</b>
<b><u>EARTHQUAKE</u></b>	<b>21</b>
<b><u>TSUNAMI</u></b>	<b>22</b>
<b><u>FLOODING</u></b>	<b>23</b>
<b><u>GAS LEAK</u></b>	<b>24</b>
<b><u>CHEMICAL SPILL</u></b>	<b>25</b>
<b><u>DEALING WITH A SUSPICIOUS LETTER OR PACKAGE</u></b>	<b>26</b>



<b>BOMB THREATS</b>	<b>28</b>
<b>TRESSPASSER ON SCHOOL COMPOUND</b>	<b>29</b>
<b>VIOLENT INTRUDER</b>	<b>30</b>
<b>SERIOUS DEATH OR INJURY</b>	<b>31</b>
<b>MISSING CHILD OR STUDENT</b>	<b>32</b>



## 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 E-Mail: <a href="mailto:admin@caymanmontessori.com">admin@caymanmontessori.com</a> or <a href="mailto:info@caymanmontessori.com">info@caymanmontessori.com</a> Website: <a href="http://www.caymanmontessori.com">www.caymanmontessori.com</a>
School Emergency Contacts	Name: Briana Bergstrom Position/Title: Managing Director/Head of School Phone: 345-526-9137  Name: Kris Bergstrom Position/Title: School Director Phone: 345-516-3301
Radio	Our local station for Emergency information is: Radio Cayman 89.9 FM
Website/Social Media	Our website for Emergency information is: <a href="http://www.caymanprepared.gov.ky/portal/page/portal/hmchome">http://www.caymanprepared.gov.ky/portal/page/portal/hmchome</a>  Our Social Media outlet for Emergency information is: <a href="https://www.facebook.com/caymanhazard">https://www.facebook.com/caymanhazard</a>
Last Revised	April 2021



**Aims:**

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

**Policy Statement:**

In the event of emergency situations the Montessori School of Cayman is committed to:

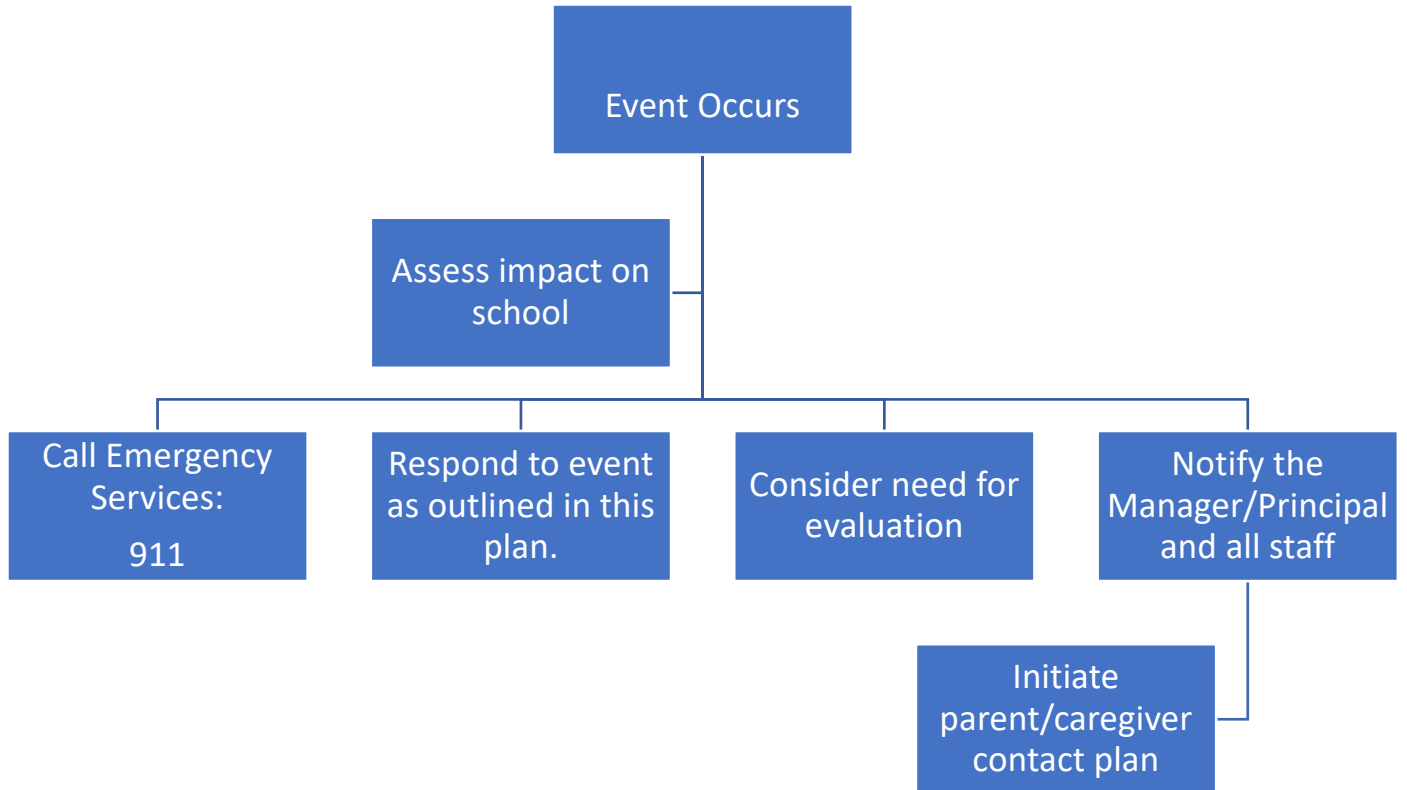
- ensuring safety
- minimising trauma or distress to children and their families, staff and visitors
- minimising damage and
- establishing prompt and effective recovery planning to assist in restoration of the centre and centre routines



## Basic Emergency Response Process

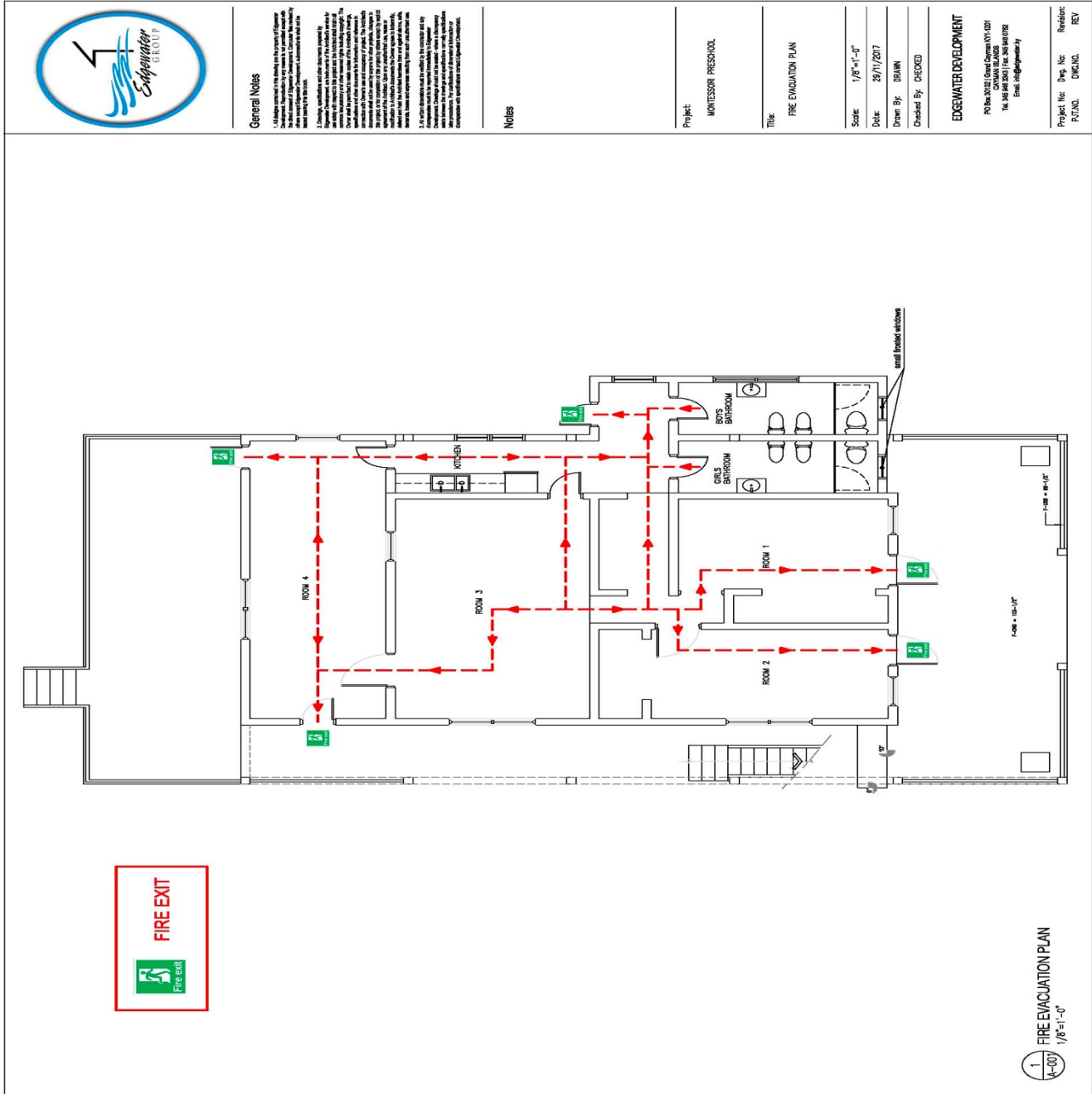
---

Some basic steps to follow when responding to any Emergency, which is outlined below:





**Emergency Plan Site Map**



***In the event of a fire, the muster point for all MSC staff and students is located at the back right of the school garden. An additional muster point is located behind our school, on Echo Street, about a 1 minute walk from the exit gate.***

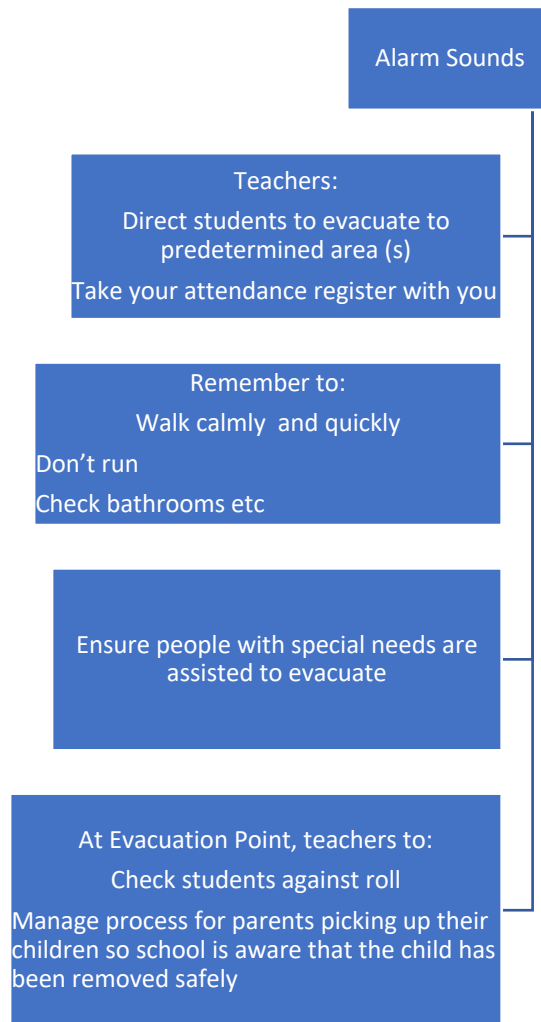


## Evacuation Procedure

---

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 practiced to ensure that all persons know what to do in such circumstances.

### General Evacuation Plan







## Emergency Contact Plan – Parents and Caregivers

---

In any Emergency event, you will need to contact parents and caregivers to advise them on the situation, and advise how they can collect their children.

### Our Emergency Contact Plan – Parents and Caregivers

Record here:

1. In the event of an Emergency, parents will be advised at their earliest convenience by a text from one of our classroom phones (345-547-4717 or 345-547-4716), by phone call from our school, and/or by email from [admin@caymanmontessori.com](mailto:admin@caymanmontessori.com)
2. Montessori School of Cayman monitors students' attendance and keeps a daily digital record using our school app on Transparent Classroom. Your child is logged in and out on a classroom iPad when they arrive in the morning and leave in the afternoon, along with information on who dropped them off or collected them for the day.

Your child's profile contains a list of authorized persons to collect your child from school. In the event that someone not on the list comes to get them, we require parents to notify us beforehand and go by a 'password' system to ensure the safety and well-being of all of our students.

Should our app not work, we will make a physical recording of attendance if necessary.



**Essential Contact Lists – Last Updated: January 2021**

---

Emergency Service Contact Information

Police, Fire, Ambulance	911
Police Local Station	(e.g. East End, West Bay etc)
District Medical Centre	Name: Cayman Islands Hospital Address: PO Box 915, Grand Cayman KY1-1103, Cayman Islands Phone: 345-949-8600 E-Mail: <a href="mailto:info@hsa.ky">info@hsa.ky</a>
Hazard Management	Name: Hazard Management Cayman Is. Address: 4th Floor GAB, 133 Elgin Avenue Phone: 345-945-4624 Mobile: 345-925-6028 Email <a href="mailto:Simon.boxall@gov.ky">Simon.boxall@gov.ky</a>

Essential Government Contact Information/Essential Utility Contact Information

Ministry of Education	Ministry of Education, Govt Admin Bldg Grand Cayman, KY1 – 9000 1345 – 244 - 2417
Department of Education Services	130 Thomas Russell Avenue P.O. Box 910, Grand Cayman KY1 – 1103 1345 244 -1199
CUC (Caribbean Utilities Company Ltd)	Caribbean Utilities Company LTD 457 Nth Sound Road, P.O. Box 38 Grand Cayman, KY1 – 1101 1345 – 949 - 5200
Home Gas (Home Gas Ltd)	Home Gas LTD Citrus Grove P.O. Box 291 Grand Cayman KY1 - 1104



## **FIRE EVACUATION POLICY**

---

### **PURPOSE**

The purpose of this plan is to establish procedures for the systematic, safe and orderly evacuation of **The 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 minimize and / or prevent injury and property damage.
2. The second objective is to provide proper educational training as part of the continuing training program 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 will be established and staffed as follows:

**FIRE SAFETY DIRECTOR** : Isabella Watler

**FIRE WARDEN FOR CASA**: Courtney Peddle

**DEPUTY FIRE WARDEN FOR CASA** : Rebecca Bonnar

**FIRE WARDEN FOR TODDLER**: Katrin Schild

**DEPUTY FIRE WARDEN FOR TODDLER**: Chanel McTaggart

**PERSON TO CALL 911**: Briana Bergstrom

**PERSON TO CHECK THAT THE BUILDING IS CLEAR**: Rebecca Bonnar/Chanel McTaggart

**EVACUATION ATTENDANTS FOR PEOPLE WITH DISABILITIES**: Briana Bergstrom



### **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 will be under the designated Fire Warden for the evacuation of occupants in the event of a fire. He/She will be assisted by Deputy Fire Wardens. A deputy warden will be assigned to each classroom. In the absence of the Fire Warden, one of the Deputy Wardens will assume the Warden's responsibility.

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

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

### **PERSON TO CALL 911**

In case of fire or other emergency, these people will be assigned to call 911 immediately, give their name, name of the occupancy / facility, address and nature of emergency.

### **EVACUATION ATTENDANTS**

In case of an emergency, two Evacuation Attendants will be assigned to help each person with a disability to assist them on evacuating the building.

### **EVACUATION IN 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 the occupants are moving towards the exits, the Fire Warden or the alternate will search the building to ensure that all persons are evacuating the building. 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 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' ft. from the building. Wardens and Deputy Wardens will be responsible for directing all missing persons to the fire department personnel.

In the event of a fire 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 entering onto Point Four Street. Staff will carefully escort students safely onto Echo Street, where we will congregate on an empty lot on the left side of the road. When it is safe to do so, parents of students will be contacted to collect their children and will be asked to get to Montessori School of Cayman by using Walker's 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 fire alarm by pulling 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 all persons to the assembly area. Do not put yourself or anyone else in danger.

**FIRE EVACUATION DRILLS AND TRAINING**

Fire evacuation drills will be conducted monthly as a continuing part of the fire safety education program as 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 will be maintained on record by the Fire Safety Director. This information will be available for examination by the Cayman Islands Fire Service whenever requested.

All drills shall 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 will be 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 for school closing is issued outside of regular school hours, you will be advised by 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, the 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 are expected within 48 hours***

### ***Storm Warning – storm conditions are 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. These items will be stored off of 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.
- School animals will be moved and secured in the home of a staff member or Head of School.
- All students' personal belongings will be sent home with them.
- Edgewater Development will be called (946-3343) to organise putting up the required shutters on the outside of our school building for protection. They will also do a final check to ensure the overall safety of our school building and environment.
- All potted plants located on school property will be secured and moved inside for safety.
- School staff will be given time in order 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 deemed safe for staff and students to return. Parents can check HCMI and listen to Radio Cayman for updates on schools reopening.



## PANDEMIC PROTOCOL

---

### PURPOSE

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

### **Scenario 1 (NEOC Level 1 – No confirmed cases): Prevention & Self-Protection (in effect and on-going)**

- Initial communication regarding the COVID-19 virus sent on 4<sup>th</sup> March, 2020
- Monitor your environment, staff, students, friends and family for COVID-19 symptoms
- Contact Public Health if you or any person in your school or home displays COVID-19 symptoms
- Maintain clean workspaces/classrooms/shared spaces (clean and disinfect frequently touched surfaces daily; increase frequency of cleaning play equipment in classrooms)
- Utilise self-protection measures – (see protection posters and visit [www.hsa.ky](http://www.hsa.ky) for additional information)
- Staff – self-isolate/quarantine and contact Public Health:
  - if you are experiencing COVID-19 symptoms
  - if you are caring for or living in the same household as someone experiencing COVID-19 symptoms
  - following any travel to countries impacted by COVID-19

### **Scenario 2 (NEOC Level 2)**

#### **Suspected Case in School**

- Continue cleaning protocols outlined in Scenario 1
- Separate the student from the main student body in a secure and comfortable environment until released to the parent/guardian
  - Student should be supervised at all times in line with child protection guidelines
  - Be mindful and reduce stigma of isolating student
- Notify parent/guardian to collect student immediately
- Notify Public Health of suspected case and seek advice on closure of schools
- Notify the Director of DES and the DCO for Education at the Ministry of suspected case
- **If advised to close school by Public Health:**
  - Principal to advise all staff and parents of closure
  - MEYSAL to inform Cabinet/Public of school closure
  - Utilise School Home Learning Resources
  - School deep cleaning facilitated through DES
  - Await all clear from Public Health to resume normal school operations:





- Principal to advise all staff and parents of reopening
- MEYSAL to inform Cabinet/Public of school reopening
- School reopens

### **Scenario 3 (NEOC Level 3 & 4)**

#### **Confirmed Case in School**

Upon confirmation of case by Public Health:

- Notification to the following of continued school closure:
  - DES Director and DCO Education
  - Minister/Cabinet
  - School Staff
  - Parents
  - Public
- Utilise School Home Learning Resources
- Await all clear from Public Health to resume normal school operations:
  - Principal to advise all staff and parents of reopening
  - MEYSAL to inform Cabinet/Public of school reopening
- School deep cleaning facilitated through DES

#### **School reopens**

### **Scenario 4 (NEOC Level 3 & 4)**

#### **Suspected or Confirmed Case in Staff/Student's Household**

- Staff/parents/guardians to notify principal of any absence due to suspected/confirmed case in household
- Continue cleaning protocols outlined in Scenario 1
- Public Health to advise Principal and Director of DES of suspected/confirmed case in staff or student's home
- Public Health will advise schools of any further steps to be taken
- Staff or student should remain at home in isolation or quarantine until the all clear is provided from Public Health
- Utilise School Home Learning Resources

#### **School remains open**

### **Scenario 5 (NEOC Level 3)**

#### **Suspected or Confirmed Case in Community**

- Increase vigilance
- Refer to Scenario 1
- Make sure to listen to children's concerns and answer their questions in an age-appropriate manner. Encourage them to express and communicate their feelings
- Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation
- Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. **School remains open**



## EARTHQUAKE

This checklist outlines what to do in the event of an Emergency. You can also use it when practicing an Earthquake Drill.

	Response Actions as Appropriate to an Earthquake
During an Earthquake	<p>If Indoors:</p> <ol style="list-style-type: none"> <li>1. Drop, take cover under a desk or table and hold on to the legs until the shaking ceases</li> <li>2. Keep away from shelves containing heavy objects and other large items of furniture that may fall and injure you</li> <li>3. Keep away from windows</li> <li>4. Stay indoors until the shaking stops and it's safe to go outside</li> </ol> <p>If Outdoors:</p> <ol style="list-style-type: none"> <li>1. Move towards an open space and away from building and power lines. Get staff and students away from dangerous areas.</li> <li>2. Remain crouched low to the ground while observing for potential dangers.</li> </ol>
When the Shaking ceases/stops	<ol style="list-style-type: none"> <li>1. Ensure your safety first</li> <li>2. Check those around you and offer help if necessary</li> <li>3. If anyone requires medical assistance, call 911 and or administer First Aid</li> <li>4. Evacuate to Muster Point</li> <li>5. Get staff and pupils away from dangerous areas</li> <li>6. If the school is located near the coast line, be aware of the possible risk of Tsunami</li> <li>7. Listen to Radio Cayman for instructions from Hazard Management Cayman Islands</li> <li>8. Turn off the Gas as it may leak</li> </ol>
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 determined by 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 of the building and congregate on the porch.
- Staff will ensure that they evacuate and move the children calming, walking slowly to maintain the upmost safety at all times. Once staff exit the building they will guide the children upstairs. Stairs are exterior and are located on the left side of the school building.
- School iPads will also be taken in the event of an evacuation to double check attendance and ensure that staff have access to parent contact information. A tsunami register will also be taken by a member of staff to ensure that 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 extremely serious impact on an area. Flooding may be caused by sudden heavy rainfall for an extended period of time. Such flash floods can cause overflowing of low lying areas, ponds, high tides and cascading waters from higher surrounding areas.

Floods within a building can also be caused by normal wear and tear failure of pipe lines, vandalism or could be the result of an earthquake.

	Response Actions as appropriate
Flooding Reported or Sighted	<ol style="list-style-type: none"> <li>1. Check source of the flood and that no students are in danger</li> <li>2. Evacuate if required and get to higher ground</li> <li>3. If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible</li> <li>4. If flood is due to burst pipes etc., turn off the water at the mains if possible</li> <li>5. Summon for help i.e. Call your plumber/Facilities Personnel to address the issue</li> <li>6. If torrents of flash flooding, notify DES/MET &amp; E/ HMCI</li> </ol>



**GAS LEAK**

	Response Actions as Appropriate
If Gas Leak is Suspected	<p>1. Turn off the main valve</p> <p>2. If possible and safe to do so open windows to allow the gas to dissipate</p> <p>3. Rescue any person in immediate danger but only if safe to do so</p> <p><b>Do Not:</b></p> <ol style="list-style-type: none"> <li>1. Open any electrical switches, including lights or alarms</li> <li>2. Use cell phone in area where leak is occurring – even if outside of building</li> <li>3. Allow anyone to smoke in the vicinity</li> </ol> <ul style="list-style-type: none"> <li>• Warn others in the immediate area</li> <li>• Call emergency services (911) if required</li> <li>• Call the Gas Company</li> </ul> <p><b>Company:</b></p> <p style="text-align: center;">Home Gas Citrus Grove P.O. Box 291, Grand Cayman, KY1 – 1104 Phone: 949 – 7474 Emergency #: 925 – 4427 or 925 - 4068</p> <p>Consider evacuating the area or the school. Do not re-enter buildings or outside area until cleared by authorized personnel</p>



**CHEMICAL SPILL**

---

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

	Response Actions as Appropriate
Become Aware of Chemical Spill	<p>Move all people in the vicinity to a safe area.</p> <p>Consider:</p> <ol style="list-style-type: none"> <li>1. Evacuation of entire school if required and safe to do so</li> <li>2. Alternatively, it may be safer to stay indoors and seal doors, windows, other openings and switch off any air intake units</li> </ol> <ul style="list-style-type: none"> <li>• If required, contact emergency services (911)</li> <li>• 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.</li> <li>• Notify the Principal and staff</li> </ul> <p>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</p>



## **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.

	Response Actions as Appropriate
In General	<ol style="list-style-type: none"><li>1. Note the location of the letter/package and description of it (markings etc)</li><li>2. Do not touch, shake or attempt to move the package</li><li>3. check with the person to whom the letter/package is addressed to and see if he/she is expecting the letter/package</li><li>4. Isolate the item</li><li>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</li><li>6. Do not use a cell phone or other radio device anywhere near the letter/package</li><li>7. As appropriate position staff at a safe distance to direct students away from the area where the letter/package is</li></ol>



<p>If you open a letter/package and discover powder:</p>	<ol style="list-style-type: none"><li>1. Put on gloves and place the open letter/package in a plastic bag</li><li>2. If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water</li></ol> <div data-bbox="483 441 1344 940" style="border: 1px solid black; padding: 10px;"><p><b>If Contents Spilled:</b></p><ul style="list-style-type: none"><li>• Do not clean up or wipe spilt contents</li><li>• Avoid breathing the powder or spores</li><li>• Clean and isolate the area</li><li>• Switch off the air conditioning</li><li>• Wash hands with soap and hot water</li></ul><p><b>If Contents are spilt on Clothing:</b></p><ul style="list-style-type: none"><li>• Select a room for changing</li><li>• Remove clothing and place in plastic bag</li><li>• Shower with soap and hot water</li><li>• Change into other clothes</li></ul></div>
--	---





**BOMB THREATS**

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

Questions	Answers
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?	Yes                      No
If so who do you think it is?	
Was the caller familiar with the area?	
Was the caller Well Spoken?	
Was the caller coherent? Irrational?	
Was the caller abusive?	
Did you hear any background noises? What were they? i.e. (birds chirping, dog Barking etc	
Did you hear Aircraft, music, vehicle, machinery etc?	
Date: Length of Call Caller Number if ID	

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



**TRESSPASSER ON SCHOOL COMPOUND**

Only follow this process if it is clear that the trespasser does not come under the category of Violent intruder. Trespassing is where a person enters a school and either:

- Does not have permission to be there, or
- Their behavior is such that the school would not give permission for them to be there

Incident Type	Response Actions as Appropriate
Become aware that there is a trespasser on the compound	<ol style="list-style-type: none"> <li>1. Notify the Principal or other staff member of the description, location and activity of the trespasser</li> <li>2. Assess the nature of the trespasser: benign or aggressive</li> <li>3. Ensure the classrooms are kept secure</li> <li>4. Greet the trespasser, advise them who you are, and ask them why they are there. Wherever possible, ensure that you have a colleague with you</li> <li>5. If the reason for the visit appears legitimate, take the person to the office where the reasons for the visit can be dealt with</li> <li>6. If the reason for the visit is not legitimate, explain that they have to leave the premises</li> <li>7. If the person leaves when requested they are no longer considered a trespasser</li> </ol>
If the trespasser refuses to leave when requested	<ol style="list-style-type: none"> <li>1. Explain that staff will have to call the police</li> <li>2. If the trespasser still refuses to leave ask colleague to call the police</li> <li>3. If it is safe, stay with the trespasser until the police arrive</li> <li>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)</li> <li>5. When police arrive update them on the situation</li> </ol>
Follow-up Actions	<p>Advise the Department/Ministry of Education re the incident</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Consider the following:</p> <ul style="list-style-type: none"> <li>○ Debrief staff on the incident and assess if your Emergency Management process worked correctly or needs amendments</li> <li>○ Debrief students if the incident was a public one to prevent rumors and speculation</li> </ul> </div>



**VIOLENT INTRUDER**

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

	Response Actions as Appropriate
Shots are heard or a violent intruder is seen on the compound	<p>Call 911</p> <ul style="list-style-type: none"> <li>○ Identify yourself and your school, including the address</li> <li>○ Details of the situation</li> <li>○ Details of any casualties</li> <li>○ Description of weapons, number of shots etc</li> <li>○ Description, location, and identity of offender if known</li> <li>○ Identify the ‘target’ of aggression if known</li> </ul> <ol style="list-style-type: none"> <li>1. Alert staff/students (avoid using the fire alarm)</li> <li>2. Move everyone out of hallways and into rooms</li> <li>3. Lock and or barricade, or cover if possible, doors/windows</li> <li>4. Keep quiet and do not leave the classroom unless it is safe to do so</li> <li>5. Should the event occur while students are outside, instruct students to move to the nearest secure room or to a safe predetermined assembly area which may include an off site area close to the school</li> <li>6. Once police arrive, liaise with them to secure the crime scene (s)</li> </ol>
Following the Incident	<ol style="list-style-type: none"> <li>1. Liaise with the Department/Ministry of Education</li> <li>2. Consider whether to temporarily close, or continue operating</li> <li>3. Continue to monitor the wellbeing of students and staff</li> <li>4. Notify parents and have the DOES/Ministry release information to the Media as determined appropriate</li> </ol>



**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 dangers or risks to the physical and emotional wellbeing of children, young people and people within a community.

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

	<b>Response Actions as Appropriate</b>
Death/Serious Injury Occurs at School	<ol style="list-style-type: none"> <li>1. Ensure your own safety. Assess area for danger (e.g. live wires, poisonous substances etc)</li> <li>2. Do not assume death has occurred – give immediate first aid</li> <li>3. Call Emergency Services 911</li> <li>4. Notify the Principal; isolate and contain the area</li> </ol>
Action after Medical Personnel have taken over	<p>Principal to advise (as soon as possible):</p> <ol style="list-style-type: none"> <li>1. School Management Team and staff</li> <li>2. DOES/MET&amp;E</li> </ol> <p>Principal should consider:</p> <ol style="list-style-type: none"> <li>1. Accompanying police to advise parents</li> <li>2. Involving School Counselors etc</li> </ol> <p>The Principal must:</p> <ol style="list-style-type: none"> <li>1. Complete an incident form with all known details</li> <li>2. Ensure the designated media person for the school is fully briefed (i.e. GIS/DES/MET&amp;E)</li> </ol>



**MISSING CHILD OR STUDENT**

---

All instances of a child or student gone missing from school have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts as soon as is 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 him/her.

	Response Actions as Appropriate
Information or Notification that a child/student is Missing	Confirm the following: <ol style="list-style-type: none"> <li>1. That the child/student has been present at school at some time during the day and if so;</li> <li>2. When he/she was last seen</li> <li>3. Notify the Principal and staff</li> <li>4. Search the school</li> </ol>
If Child or Student is found	<ol style="list-style-type: none"> <li>1. If child/student is found injured or ill, call for medical assistance if required</li> <li>2. Notify the Principal and other searchers</li> <li>3. Establish what happened and complete incident report</li> <li>4. Arrange for the child/student's parents or caregiver to be advised</li> </ol>
If Child or Student is not found	<ol style="list-style-type: none"> <li>1. Notify the police immediately</li> <li>2. Notify the parents/caregivers immediately</li> <li>3. Notify DES/MET&amp;E immediately</li> </ol>