Ascend Tech Academy
Providing Quality Educational Services

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Hazard Management Policy

Last Updated: March 2025

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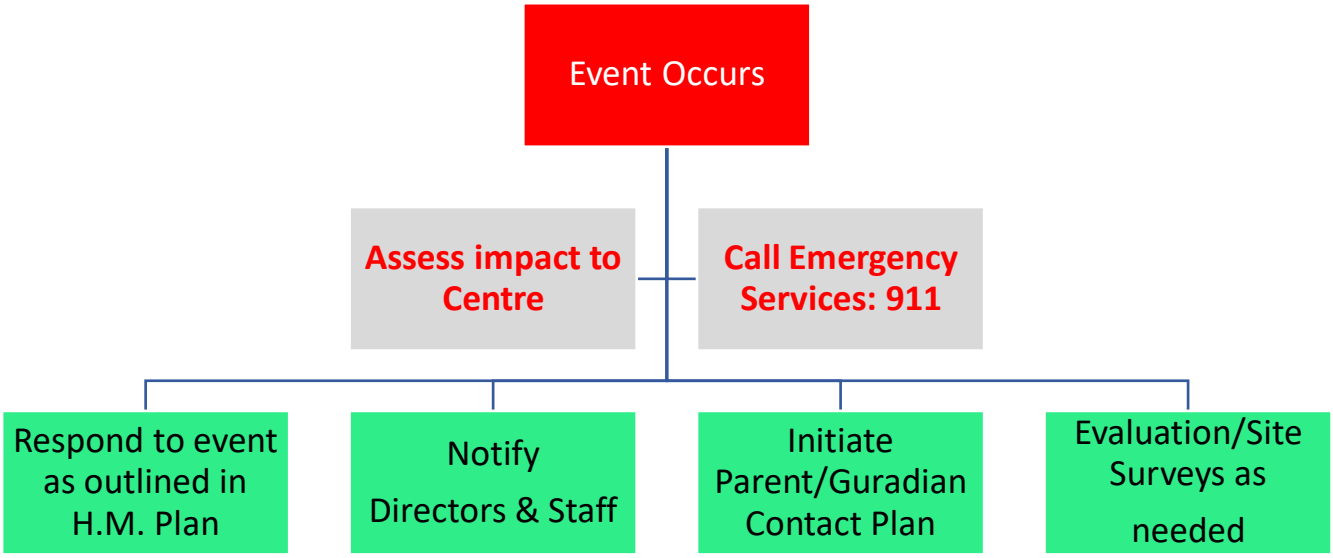
Centre Information	
Address	Windjammer Plaza, 461 Walkers Road, George Town
Contact Details	+1 (345) 326 - 2882 Email: info@ascendtechacademy.com www.ascendtechacademy.com
Emergency Contacts	Patrick Dawkins (326 2882) Michael Dawkins (926 4423)
Last Revised	March 2025
Next Review	March 2026

Section 1: Emergency Response Process and Evacuation Maps:

Action steps to follow when responding to any emergency:



Emergency Evacuation:

Evacuation from the centre may be required to ensure the safety of staff and students in an emergency. In all cases, evacuations need to be planned and rehearsed at the beginning of each school year, and thereafter, termly, to ensure everyone knows what they should do, and risk of panic is minimized.

General Evacuation Plan:

In the event of a hazardous situation occurring, which, forces staff and students to suddenly evacuate, the following method of evacuation is adhered to:

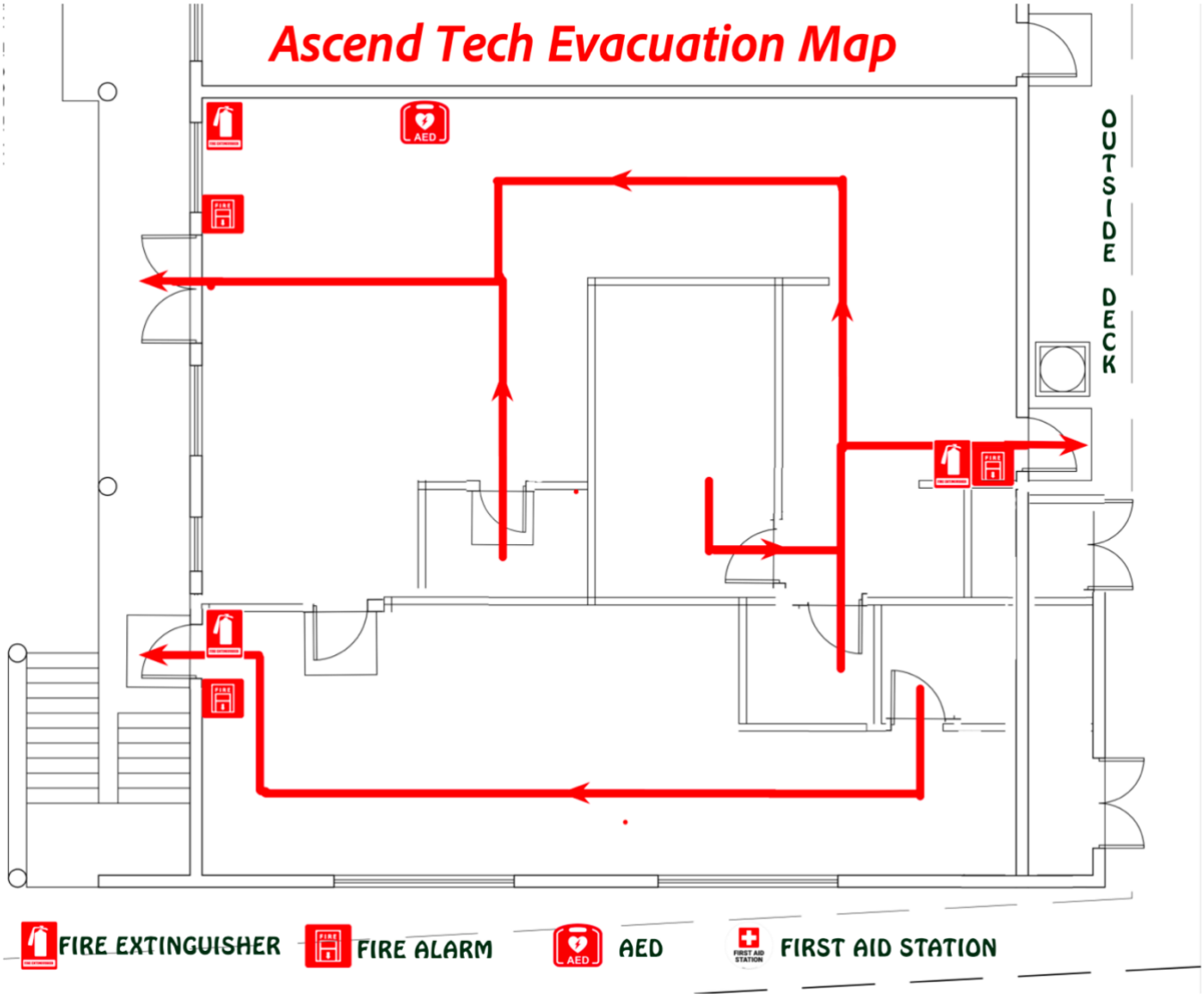
1. The class teacher will call all children to stop, remain quiet and calm. The teacher will lead the children to the nearest exist and, in an orderly fashion, to the school Muster Point.
2. The Head of Centre and any teachers not responsible for a class, will, visually sweep all areas, including bathrooms to confirm no child or adult remains in the building. The daily attendance sheet is taken outside by the attendance officer (or Head of Centre if attendance officer is absent). Attendance is taken to confirm all students and staff have evacuated.
3. Emergency Services are called to attend as needed.
4. Once assembled, staff and students wait at the Muster Point (on Walkers Road) until an emergency officer gives the ‘all clear’.
5. Parents and guardians are notified promptly and updated accordingly.

Assembly Points (Muster Station):

Assembly Area

Windjammer Plaza
Car Park
Walkers Road Sidewalk Assembly Point

Exiting the building:



Section 2: Emergency Contact Lists:

In the event of an emergency, parents will be contacted via the following methods:

1. Send What's App message to 'Parent Group' to notify them of the situation and request for collection of children as needed.
2. Send email to all parents informing them of the situation and request for collection of children as needed.
3. Phone calls to parents and guardians if children are not collected in the required timeframe.

All members of SLT have all parent contact details on their cell phones ensuring communication is prompt and timely.

Emergency Service Contact Information:

Police, Fire, Ambulance	**911**
Police Station	949-4222
Public Health Medical Centre	George Town Hospital 345-949-8600 or 345-244-2648 E-Mail: info@hsa.ky
Hazard Management	3rd Floor GAB, 133 Elgin Avenue Phone 244 6813 / Duty Officer 925-6028 Email HMCIUsers@gov.ky
Ministry of Education	Ministry of Education, Govt Admin Bldg. 345-244-2417
Department of Education Services	130 Thomas Russell Avenue 345-244-1199
CUC (Caribbean Utilities Company Ltd)	345-949-5200 Main Account: 113769-288728 2nd Account: 113769-287622
Water Authority	345-949-2837 Our Account: 47071-549313
Digicel	345-623-3444 Our Account: 16100357687 Registered IT Number: 13453241903

School Contact List:

Title/Position	**Name**	**Contact Details**
Director/Owner	Patrick Dawkins	326 2882
Head of Centre	Patrick Dawkins	326 2882
Owner	Michael Dawkins	926 4423

Section 3: Fire Emergency Procedures

Fire Exits, Fire Extinguishers, Fire Alarm and Smoke Detectors:

Ascend Tech Academy has 3 external exits. All exits are clearly marked and have illuminated exit signs above them which are battery powered in the case of a power outage. The fire exits are visible locations throughout the building, by each exit door.

Fire extinguishers are located throughout the Centre and are hung in visible and accessible locations. All fire extinguishers are inspected annually for fitness by certified specialists. These are then inspected and approved by the Cayman Islands Fire Service during their annual inspection.

An integrated fire alarm system is installed throughout the building. Fire pulls are located throughout the building next to each exit door. The fire alarm will be triggered to alarm if smoke or heavy dust is detected. Smoke detectors are built into the main fire alarm system and are tested annually by the Cayman Islands Fire Service during their annual inspection.

Fire Safety:

If a person's clothing is on fire, wrap a coat, blanket, rug or similar closely around them and lay them on the ground to prevent flames reaching higher up the body.

If electrical devices are involved, switch off all current before dealing with the fire. Shut all doors and windows.

Fire Drills / Frequency:

Ascend Tech Academy conducts fire drills in accordance with the recommended frequency established by the Cayman Islands Fire Service (CIFS): minimum of 10 fire drills a year will be held (1 per month during the times the Centre is open).

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

Ascend Tech Academy 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 attendance officer / Head of Centre will contact firesafetyinspections@gov.ky to organize the inspection. This will be based upon a week given to Ascend Tech Academy 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 Ascend Tech Academy and conduct a fire drill without notice.

The following checklist outlines what do in the event of a fire. It is also used when practicing a fire drill.

Discovery of a Fire	1. Ring the Fire Alarm 2. Call 911 3. If trained and safe to do so, extinguish the fire
On Hearing the Alarm	1. The children are instructed to stop what they are doing and remain quiet; 2. The Attendance Officer (or Head of Centre if Attendance officer is absent) will collect the Attendance Register and their cell phones. 3. The Head of Centre and, teachers without classes, will visually sweep the bathrooms, closets, offices to check for any remaining children or visitors, paying particular attention to any spaces a child may attempt to hide in; 4. Teachers will lead their students to the designated Muster Point. 5. Children will be instructed/reminded to walk calmly and quickly and avoid panic; 6. Once the supporting teachers have checked the premises they will leave the building, closing all doors behind them and will join the Head of Centre and students at the muster station; 7. The Head of Centre will confirm attendance and note the response time and any notations regarding the efficiency (if this was a drill);
Returning to the Building	Once the all clear is provided (by the CIG Fire Marshall in a real emergency, or Head of Centre in a Drill), the children will be led back to their classrooms provided it is safe to do so.
Ongoing Operations Following a Fire	The continuing operation of the school will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees, and other resources. The responsibility of whether to continue school functions rests with the Fire Department and the Ministry/Department of Education Services in consultation with the Head of Centre.

Section 4: Earthquakes Emergency Procedures

The following checklist outlines what do in the event of an earthquake. It is also used when practicing an earthquake drill.

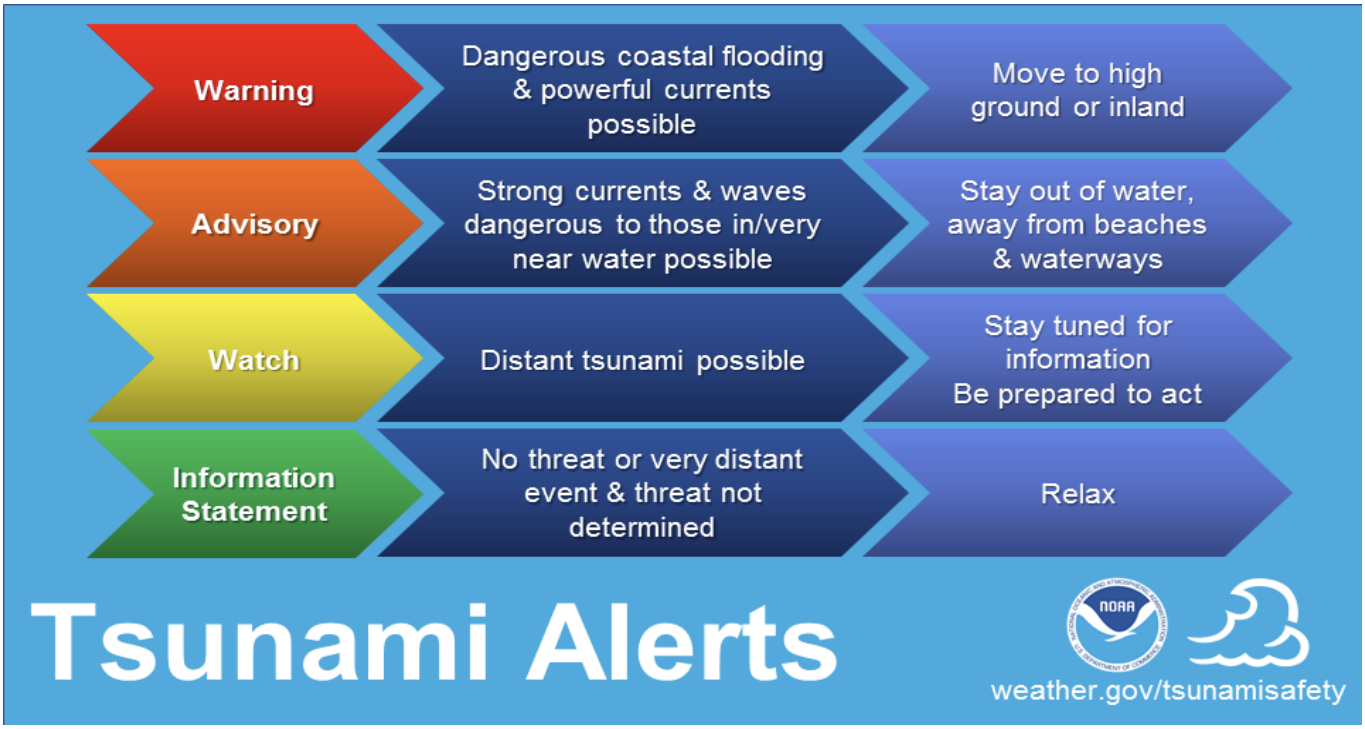
Inside Procedure	1. A bell will be sounded by the head of Centre in each classroom to alert the children to an important event, and upon sounding, staff should react immediately by using the two-word earthquake response command "EARTHQUAKE – DROP" loudly, to initiate the response. (During an actual earthquake, staff should respond at the first sign of ground shaking); 2. On the words "EARTHQUAKE – DROP!", teachers and children should immediately take cover under tables and turn away from the windows quickly and quietly and in orderly fashion, ensuring that the children don't panic; 3. All teachers and children should get down on their knees, face down, making themselves as small as possible, covering all body parts under the table; 4. Teachers and children should secure their shelters by holding on to the table legs using both hands; 5. Teachers and children should remain in this position until the head of Centre states that it is safe to stand up.
Outside Procedure	1. While in the school's outside play area, the Head of Centre will alert the children immediately by calling "EARTHQUAKE"; 2. Teachers and children should turn their back towards the building, and move towards an open space and away from building and any overhead power lines or cables; 3. Teachers and children should crouch low to the ground and keep looking around, remain aware of dangers that may cause movement.

When the Shaking ceases/stops	1. Ensure everyone is safe. If anyone requires medical assistance, call 911 and or administer First Aid. A member of staff should check the building for any obvious major structural damage. If there is no damage all persons should remain inside the building in case of aftershocks. If obvious major structural damage is found evacuate to Muster Point to ensure staff and children are away from dangerous areas. 3. Confirm via Radio and Social Media that no Tsunami threat exists.
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 Head of Centre. This will be determined by the availability of resources such as buildings, staff, employees, and other resources

Section 5: Tsunami Emergency Procedures

The following checklist outlines what to do in the event of a Tsunami.

When a Tsunami Threatens	1. Listen to Radio Cayman and HMCI for advice and information 2. Following a strong Earthquake evacuate with students to the second floor. 3. The Head of Centre will continue to monitor Radio Cayman and Social Media for updates to a possible Tsunami threat.
Evacuation/Shelter in Place Plan	1. Provided the building is safe (following an earthquake) children and staff should move to the second floor in the event of a Tsunami warning. Teachers and children are to enter the building in their normally designated entry points. 2. Parents and Guardians will be notified using the communication methods outlined above confirming the children's safety, with instructions to collect children once the All Clear has been issued by the Cayman Islands Government. 3. Children will be kept indoors until the all-clear has been issued by HMCI.



Section 6: Epidemic / Pandemic and Mandated Closures

Mandated closures are issued by the Cayman Islands Government and all schools are required to follow their instruction. Mandated closures can be directed due to a variety of hazard management concerns including, but not limited to, the following threats:

- Hurricanes
- Earthquakes
- Tsunamis
- Epidemics / Pandemics
- Civil Unrest

In such circumstances, where the school is mandated to close. Parents will be notified immediately of the time frame for closure using the communication methods above.

In instances of long-term closures (lasting more than 3 days) the school will issue advisories and updates to parents daily and will arrange to switch to online learning if appropriate. Ascend Tech Academy is equipped to move to online learning within 3 days and a variety of platforms will be used. These have been established and practiced by students so that they are familiar with them.

If access can be made into Ascend Tech Academy, we will arrange for all books and equipment needed to be delivered to each student's home.

In instances of epidemics / pandemics, Ascend Tech Academy will re-open in accordance with a pre-approved re-opening programme which will be directed by the Ministry of Education.

Section 7: Flooding

Flooding can happen quickly and with serious impact. 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 pipelines, vandalism, or the result of an earthquake.

Flooding Reported or Sighted	1. Check source of the flood and 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 flood is due to burst pipes etc., turn off the water at the mains if possible 5. Notify the School Directors to summon for help 6. If torrents of flash flooding, notify DES/ HMCI

Section 8: Chemical Spill:

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

	Response Actions as Appropriate
Become Aware of Chemical Spill	Move all people in the vicinity to a safe area. Consider: 1. Evacuation of entire centre if required and safe to do so 2. Alternatively, it may be safer to stay indoors and seal doors, windows, 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 • Notify the Head of Centre and all staff Consideration may have to be given to how students will be able to leave the centre if the spill has not been made safe prior to the dismissal of the centre.

Section 9: Dealing with a suspicious letter or package

When dealing with a suspicious letter of package the utmost caution must be exercised and no attempts should be made to move, touch, open or examine the package.

	Response Actions as Appropriate
In General,	1. Note the location of the letter/package and description of it (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 and see if he/she is expecting the letter/package 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 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 or 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 meet the envelope or package, then wash with soap and water If Contents Spilled: • Do not clean up or wipe spilt contents. • Avoid breathing the powder or spores. • Clean and isolate the area. • Switch off the air conditioning. • Wash hands with soap and hot water If Contents are spilt on Clothing: • Select a room for changing • Remove clothing and place in plastic bag • Shower with soap and hot water • Change into other clothes

Section 10: Bomb Threats

Keep calm and 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 and ask questions as the opportunity arises. Whilst talking 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	

Section 11a: Trespasser on School Grounds (non-violent)

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

- Does not have permission to be there, or
- Their behavior is such that the centre 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	1. Notify the Head of Centre or other 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 them why they are there. Wherever possible, ensure that you have a colleague with you 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 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 re the incident Consider the following: ○ Debrief staff on the incident and assess if your Emergency Management process worked correctly or needs amendments ○ Debrief students if the incident was a public one to prevent rumors and speculation

Section 11b: Violent Intruder on The Centre Grounds:

This checklist provides a 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	Call 911 ○ Identify yourself and your centre, including the address ○ Details of the situation ○ Details of any casualties ○ Description of weapons, number of shots etc. ○ Description, location, and identity of offender if known ○ Identify the 'target' of aggression if known 1. Alert staff/students (avoid using the fire alarm) 2. Move everyone out of hallways and into rooms 3. Lock and or barricade, or cover if possible, doors/windows 4. Keep quiet and turn cell phones to silent mode, do not leave the classroom unless it is safe to do so 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 offsite area close to the school 6. Once police arrive, liaise with them to secure the crime scene.
Following the Incident	1. Liaise with the Department Education Services /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 DES/Ministry release information to the Media as determined appropriate

Section 12: Death or Serious Injury:

The Centre 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. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

	Response Actions as Appropriate
Death/Serious Injury Occurs at School	1. Ensure your own safety. Assess 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 Head of Centre : isolate and contain the area
Action after Medical Personnel have taken over	Head of Centre to advise (as soon as possible): 1. Centre Management Team and staff 2. DES/MOE Head of Centre should consider: 1. Accompanying police to advise parents 2. Involving School Counselors etc. The Head of Centre must: 1. Complete an incident form with all known details 2. Ensure the designated media person for the school is fully briefed

Section 13: Missing Child / Student:

All instances of a child or student gone missing from the centre must 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 centre
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 the centre 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: 1. That the child/student has been present at centre at some time during the day and if so; 2. When he/she was last seen 3. Notify the Head of Centre and staff 4. Search the centre
If Child or Student is found	1. If child/student is found injured or ill, call for medical assistance if required 2. Notify the Head of Centre and other searchers 3. Establish what happened and complete incident report 4. Arrange for the child/student's parents or caregiver to be advised
If Child or Student is not found	1. Notify the police immediately 2. Notify the parents/caregivers immediately 3. Notify DES/MOE immediately

Section 14: Hurricanes

A hurricane is a severe tropical storm that has the ability to produce violent winds, extraordinary waves, torrential rains, and flooding. Hurricane season runs annually from 1 June until 30 November. The centre subscribes to several alert services which advise if there are any weather systems which have the potential to bring disruption to our island operations. In such cases the Hurricane Action Plan will be invoked and communicated to all staff and parents/caregivers prior to an anticipated Category 3 (or above) hurricane strike within 5 days of landfall, to ensure sufficient time has be given for all staff to make final preparations.

Classification of storms and alerts

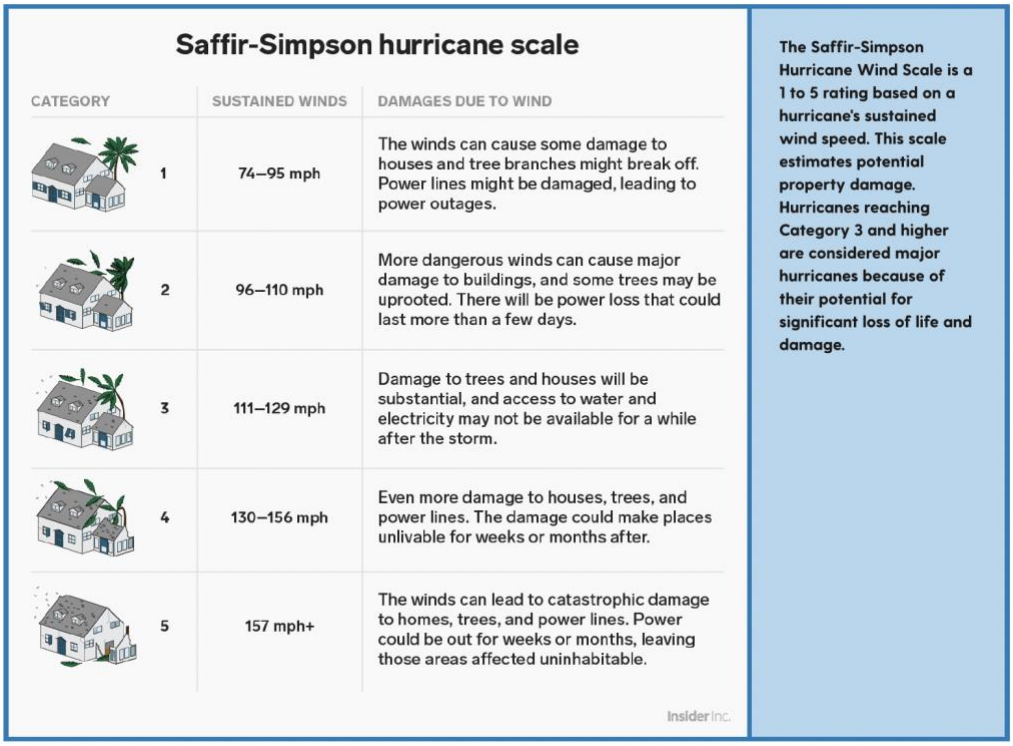
There are three general classifications of Caribbean tropical storms:

- **Tropical Depression**: A tropical cyclone with a max sustained wind speed of 38 mph or less;
- **Tropical Storm**: A tropical cyclone with max sustained wind speeds ranging from 39 - 73 mph;
- **Hurricane**: A tropical cyclone in which the max sustained surface wind speed is 74 mph or more.

Tropical storms are announced by reporting agencies in a 3-tiered approach:

- **ALERT**: Tropical storm or hurricane conditions are possible within 72 hours;
- **WATCH**: Tropical storm or hurricane conditions are possible within 48 hours;
- **WARNING**: An announcement that tropical storm or hurricane conditions are possible within 36 hours. A hurricane warning will remain in effect until the system has passed or is no longer a threat. At this point an "All Clear" notification will be issued, however residents should be cautious as weather conditions may still exist.

Once formed, hurricanes are measured by the Saffir-Simpson Hurricane Scale:



Hurricane Specific Plan Checklist:

Ascend Tech Academy will take all steps necessary to secure the centre and premises in the event of an approaching Tropical Storm or Hurricane which has the potential to physically impact our centre. The following plan may be amended as needed to reflect the severity of an approaching storm.

	Pre-Season Actions
	The Natural Disaster policy is reviewed and updated as necessary.
	Staff meeting held on or near June 1st to review the plan and policies. Staff are encouraged to have their own family plan prepared and the importance of family plans will be restated during each yearly review.
	Staff call tree contact details confirmed
	All required provisions are purchased by June 1st and stored on site
	Landscapers to trim all nearby coconut trees and large tree pruning
	Notice of Storm Alert
	SLT will meet to review storm track and potential for landfall. SLT to liaise with other educational institution and government agencies for additional guidance
	Updates provided to staff and parents/guardians as to the potential event, noting the school will continue to monitor closely and provide updates as they are available
	Staff should advise the directors of their intentions to evacuate the island if necessary, with details as to flight departure/return dates
	Notice of Storm Watch
	Decision to be made to close the centre, and such decisions communicated to parents/guardians and staff in accordance with Communication Methods as set out above. Closing timeline to be established by the Ministry of Education depending on the severity of the approaching storm.
	Property preparations in accordance with Hurricane Preparation Checklist
	Centre to close at 12:00; teachers to remain until 5pm to assist with securing the property
	Centre to close at 5pm to allow teachers time to make personal preparations
	Notice of Storm Warning: SCHOOL IS CLOSED
	Post Event
	SLT to contact all teachers to ensure their wellbeing
	Centre property to be assessed for safety, integrity, cleanliness
	Inspections to be carried out as required by the relevant authorities
	Notifications of likely centre reopening to be communicated to all parents/guardians as soon as practicable
	Works to be carried out as required to enable the schools reopening.

Property Preparations

The Centre is in a very well-constructed building which has withstood prior hurricanes; however, the owners / SLT do not approve for any staff or school families to take shelter at the property as it is not a designated shelter location. The centre highly recommends that all staff and their families seek suitable shelter elsewhere using caution and common sense.

All property preparations are conducted in the interest of minimizing any potential damage which may occur as a result of a storm.

Inside Classrooms and Spaces

- All toilets and sinks turned off and plugs/drains closed
- All centre supplies placed in cupboards/shelves
- All desks/tables stacked, and floors cleared
- Centre computers to be removed and relocated to a secure location
- All blinds closed
- Both electrical boxes turned off at the main breaker box

Outside Building and Spaces

- All hurricane shutters closed and locked
- All windows covered as needed with plywood or shutters
- Water main pipes to be turned off
- All sunshades, umbrellas and window awnings removed and securely stored
- All outside play equipment stored in outdoor cupboards or brought inside
- Where possible sandbags applied to exterior doors