



Safety Plan

Date Originally Adopted: 05/10/2004
Revisions: 6/10/2019

IMPORTANT PHONE NUMBERS

School:

Director 331-3130
..... 936-9718

Emergency:

Police, Fire, Ambulance 911 / 935-3311
Civil Defense 935-0031
Kona Community Hospital..... 322-9311
Suicide Crisis Team..... 1-800-753-6879
Crime Stoppers 329-8181
Weather Service..... 1-808-973-4380
Department of Attorney General 323-2045

Victim Assistance:

Child Abuse Hotline 1-800- 422-4453
Child Protective Services 327-4787
Domestic Violence Hotline 959-8864
Sex Assault Crisis Line 935-0677

Hazardous Materials / Poisons:

Hazardous Materials leak or spill 1-808-586-4249
Poison Center 1-800-362-3585

Disaster Assistance:

American Red Cross..... 326-9488 /935-8305

Temporary Restraining Order:

Family Court 969-7798
Civil Court 961-7470

GUIDELINES FOR 911 CALLS

When calling from a school phone, dial 911 and have the following information available:

School Name	Innovations Public Charter School
School Address	75-5815 Ka’ahumanu Highway, Kailua-Kona
School Phone Number	direct (808) 331-3130 director cell: (808) 936-9718
Type of Emergency	<i>(Fire, accident, etc.)</i>
Specific Location of Emergency	<i>(Building Name: Admin, Gr. 1-2, Grade 3-4, Gr. 5-6, Middle School)</i>
Information about Injuries	Type(s) if known Names and ages of injured, if known and severity, if known

Notify the director immediately of the emergency after making the call (936-9718) or the office (331-3130).

CAMPUS CRISIS RESPONSE TEAM

The Crisis Response Team serves as the command unit at times of crisis. When a crisis situation arises, the Crisis Response Team is responsible for:

- Assessing the situation, meeting with key personnel to formulate an action plan
- Handling the media
- Serving as the contact with the Police Department, Fire Department and other governmental agencies
- Facilitating staff meetings to provide relevant information to staff
- Assigning staff to work with students individually or in groups as needed
- Maintaining necessary contact with parents to provide helpful, factual information

Chain of Command of the Crisis Response Team

Director	Jennifer Hiro
Student Services Coordinator.	Eli Broderson
Special Education Teacher	Ira Yamagata
Office Manager – SASA	Jennifer Daniels
Facility Manager	George Arnott

To properly handle the different demands during a crisis, the Crisis Response Team will divide the responsibilities among the team members. Team members will communicate with each other with radios. Structure of the Crisis Response Team is as follows:

Command Post

The **Director and Student Services Coordinator** are in charge of this post. The Command Post will be set up in the admin office or on the lawn fronting the office depending on the situation. The Director will give instructions to the staff and answer questions via walkie-talkie. She will also communicate with the police and fire departments or Civil Defense from this location. Personnel must tune in to Channel 13 on their walkie-talkie in order to communicate with others on campus.

Communication Center

A communication center will be set up within the Command Post. The **Director** will be in charge of this Communication Center. She will have a walkie-talkie with her to facilitate communication with all staff/teachers. All teachers are to take charge of the students in their grades and await communication from the Crisis Support Team members. Support staff will immediately report to the communication center for assignments. The **SASA** will report to the Command/Communication Center with a walkie-talkie and bull horn. The **Special Education teacher** and **Facility Manager** will report to the Command/Communication Center to complete the Crisis Response Team chain of command support.

First-Aid Station

The Special Education Teacher is to set up a first-aid station if it is deemed necessary by the Director/Crisis Support Team at the Command Center. **A first-aid team** will be activated including certified First-Aid personnel on staff: **Ira Yamagata**.

CRISIS TEAM RESPONSIBILITIES

Director: Jennifer Hiro

Ensures that each member of the Crisis Team is notified when needed; facilitates development of plan to handle emergency / crisis; disperses Crisis Response Team to notify staff on campus of plan and to assist Director with its implementation; brings cell phone, walkie-talkie and safety folder with employee master list and student / parent contact list to command post.

For Fire: picks up walkie-talkie and proceeds to Pavilion to assess where to evacuate; at evacuation site, collects Attendance Report Forms for students and adults; gives all clear signal to SASA

SASA: Jennifer Daniels

Notifies house occupants of emergency / plan. Before evacuating, checks to be sure no children / adults remain in the house building; makes master list of employees working at IPCS for roll call during emergency.

For Fire: shuts off fire alarm after signal from director

SSC: Eli Broderson

Assists Director with whole school planning/implementation of emergency plan; **notifies lower campus of emergency / plan.**

For Fire: pulls the handle on pull station in pavilion to set off alarm; meets in pavilion with Command team to determine where to evacuate; checks to be sure no children / adults remain in the buildings; assists Director with accounting for all students and adults on campus.

SPED: Ira Yamagata

Notifies any classes in Resource room of emergency / plan. Before evacuating, checks to be sure no children / adults remain in Grade 5-6 Or Bathrooms

For Fire: goes to pavilion to meet with Command team to determine where to evacuate

First Aide: Sets up first aid station if needed.

Office Staff

For Evacuation: Goes to office to pick up

- safety binder
- student medical bags (Epipen bags)
- first aid bag

Proceeds to cross-over intersection to stop traffic while students exit if students assemble in cross-over road parking area

Facility Manager: George Arnott

Before evacuating, checks to be sure no children / adults remain in the boys and girls bathrooms and all outdoor areas on the campus.

For Fire: uses key to release handle on pull station

Middle School: Caleb Stroud

Receives call from SSC and follows directives from Crisis Team. Facilitates development of plan to handle emergency / crisis at site. Coordinates and implements practice drills; reports drill results.

For Fire: before evacuating, checks to be sure no children / adults remain in building

MEDIA PROCEDURES

The means to inform the general public is best served by using mass media as a means of communication. Therefore, it is important to ensure that the media receive prompt, accurate information. Isolated quotes from individuals can be incomplete or misleading and must be avoided. Every effort should be made to protect students and staff from over zealous media representatives.

The following procedures are to be followed in dealing with the media:

- Media personnel will be kept off-campus during an emergency situation. Once the situation is deemed safe for students and staff, media may be granted access by the Director or her designee.
- **The spokesperson for Innovations will be the Director, School Board Chair, and the Student Services Coordinator. No one else should speak to the media unless directed to do so by the above individuals.**
- Telephone inquiries from the media shall be directed to the school office at (808) 331-3130.
- Staff and students should refrain from talking to the media.

Tips for Interviews (To be conducted only with Director/Board's Permission.)

- The Director can assist with interview preparation. Contact the Director if the interviews are arranged ahead of the time.
- Be honest. If you don't know an answer, say so. Tell the reporter you will get back to him/her. If you make a mistake in the interview, say so.
- There is no such thing as "off the record."
- If you are in a room with a camera or microphone, always assume it is on.
- Set goals for the interview. "I am only going to talk about..." Don't let yourself get distracted.
- Make sure you have knowledge about the topic before you respond.
- Be clear and concise.
- Don't get into a discussion on what would or could have happened.
- Stick to the facts.

Media Statement:

1. Prepare and issue a brief written statement (have generic statement ready, adapt for crisis), include verifiable facts, steps taken to contain/ defuse situation, assurance of safety, request of support from staff/students/others. Show empathy in media statement.
2. Emphasize the safety of students and staff.
3. Briefly describe school's crisis plan for responding to emergency.
4. Respect privacy of victim(s) and family of victim(s). Do not release names to media.
5. Do not admit fault or liability.

STUDENT EMERGENCY KITS

Aloha Innovations Parents and Ohana

As part of our school safety plan we think it is a good idea for every student to have his/her own bag of emergency supplies. All families are to provide a bag that will remain in the classrooms during the school year. The school will provide bottled water and a sealed storage bin to store the students' emergency packages.

Please send the following items to school with your child in a labeled Ziploc bag:

1. Small flashlight or pen light with batteries
2. Plastic spoon
3. Two leaf/lawn bags (or rain poncho)
4. two to three snacks (jerky, granola bar, fruit snacks, dried fruit)
5. one single serving, securely sealed, NON perishable food item that does not require heating
6. One canned or boxed juice drink
7. A reassuring note from your family and or a family picture that student can refer to for reassurance during an emergency
8. A whistle

Please use the Ziploc to put together your child(s) emergency pack and send it to school by

_____.

Thank you!

How to Handle an Angry Parent

If a parent approaches you angry, assess the situation and either

1. Handle the situation yourself following the tips and strategies below or
2. If you feel threatened, send for help.

Some Tips and Strategies

Step one- Stay Calm: Calm yourself, take a deep breath, and tell yourself that this is not personal. Keep your voice low and calm.

Take a pen and write the details of the parent's complaint while the parent is talking. This makes the parent feel that, since you are making a written record, there will be follow-up on the complaint. It also forces you to be quiet and not to make a quick response.

Step two- Listen: Try to discover what the real problem is, what the parent's expectations are, and what can be done to correct the problem. Speak and answer questions in a low, slow, calm voice. Listen to the parent talk. Use Active Listening techniques like, "What I hear you saying is . . ."

Do not try to defend yourself or the school. While listening, keep in mind that this parent's frustration may be due to ignorance, wrong information, or an inability to understand. Do not take a parent's temper tantrum personally.

Step three- Respond: Apologize sincerely for the problem.

Step four - Problem Solve: After you get all the facts, either tell the parent you will get back to him or suggest a solution. The solution could involve a five-point plan with goals to be reached by the school and family working together. If you made a mistake, admit it, and make every effort to right the error. Treat the parent with respect, i.e., do not make a six-foot, 230 pound father sit in a first grader's chair while you sit behind your teacher's desk.

Make it right, if at all possible. This involves getting things back to the status quo. It is important to demonstrate to the parent that you have his child's best interest at heart. Do not attempt to simply blame someone else. As a teacher, remember you represent the entire school. You are a part of a team; be a good team player.

It is important to remain calm and congenial even if an agreement cannot be reached. If a meeting becomes counterproductive, close the meeting as best as you can. If the parent wants to pursue the matter, provide him or her with the next step in that process.

Step five- Express empathy. Unlike sympathy, empathy shows compassion for the person or parent who feels wronged.

Step six - Engage in follow-up. Either call or send a note and ask the parent, "Was the problem corrected to your satisfaction?"

Bomb Threat/Threatening Calls

1. Upon receiving a bomb threat or any threat on the telephone, the person receiving the call will make every attempt to:
 - a. Use bomb threat card checklist.
 - b. Record Caller ID number.
 - c. Prolong the conversation (follow the bomb threat checklist to prolong the conversation). Do not hang up the phone. If possible, ask another staff member to call 911.
 - d. Pay attention to any background noises and voice accents, dialects, etc.
 - e. Try to get the caller to describe the bomb, placement of the bomb and time it is due to explode.
2. The person receiving the call will notify the Director. He or she should also make sure that **911** has been called.
3. The Director will give the order to evacuate the building(s) by activating the fire alarm. Evacuation will progress following school evacuation procedures. The Crisis Team will determine if off-site evacuation is necessary.
4. Leave doors and windows open.
5. Make visual checks while exiting. Report suspicious object(s) to the Director. **Do not touch or move** any suspicious object found.
6. Follow the Emergency Evacuation Procedures and wait for instructions from the Crisis Response Team. Teachers are to evacuate their students according to the evacuation plan posted in the classrooms.

Bomb Threat Checklist:

Time: _____ Date: _____ Call Received By: _____

Record as much as possible, the message left by the caller:

- Don't hang up:**
- Be calm
 - Be courteous
 - Listen closely to what is said

- Ask:**
- Where is the bomb?
 - What does the bomb look like?
 - Type of bomb?
 - When is it set to go off? Hour? Time remaining?
 - Where are you?

Evaluate: Male/Female _____ Accent _____

Style _____ (example: slurred, sharp, direct)

Adult _____ Teen _____ Child _____

Background Noise: Music _____ Traffic _____ Other Voices _____

(When responding to a bomb threat call, the Police Department will not make decisions to evacuate, search for a bomb and/or re-enter building. These decisions are left to the school's administrators.)

Earthquakes

Earthquakes strike without warning. The island of Hawaii is identified as one of the high seismic risk areas in the nation. The movement of the ground is seldom the direct cause of harm. Most of the casualties are the result of falling objects or collapsing structures.

In the event of a powerful earthquake :

Those who are indoors should:

1. Immediately drop to the floor, taking cover under sturdy furniture such as a desk or heavy table. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Move away from windows, bookcases, shelves, lights and other objects, which may break or fall.
3. Stay where you are until the earthquake is over. Do not attempt to escape from the building while it is shaking.

Those who are outdoors should:

Move away from buildings and power lines - get out in the open. Sit down until the tremors stop. Stay put until directed by the Crisis Team.

Those in a moving vehicle should:

Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.

Earthquake procedures for students / staff at lunch recess (lunch area, pavilion area); in a tent, at P.E., at the beach

- ❑ **Lunch area:** students go under picnic tables
- ❑ **Pavilion:** students move out to the open yard
- ❑ **Beach:** leave beach with students immediately. Escape time from a Tsunami may be from 1 to 7 minutes.

Following the shock and after the building stops shaking, students will follow the evacuation plan posted in each classroom and evacuate the buildings (if it is safe to do so). Because of the possibility of after-shocks, no one is to re-enter the building once evacuated.

1. Teachers are to take their emergency safety bags with them and escort their students to their posted evacuation site (if it is safe to do so) and roll will be taken.
2. Each teacher is to assign a student to deliver an Evacuation Attendance Form including a missing student list to the Crisis Response Team. Teachers are to include any other vital information on that list. The Crisis Response Team will set up the communication center in the evacuation area.
3. Injured students are to be taken to the First-Aid Station immediately by support personnel or uninjured students. If the injured students are immobile, send uninjured students to the First-Aid Station to get help.
4. Wait for instructions from the Crisis Response Team. The Director or Crisis Team designee will monitor Emergency Alert System announcements.
5. Office staff will remove vital records and equipment.

6. Facility Manager will turn off utilities (if possible).
7. Director will notify emergency resources

If Trapped Under Debris:

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with clothing.
4. Tap on a pipe or wall so rescuers can locate you. Shout only as last resort. Shouting can cause you to inhale dangerous amounts of dust.

Mitigation and Preparedness Guidelines

Buildings will be inspected yearly by the Facility Manager for possible hazards:

- Place large and heavy objects on lower shelves or floor.
- Secure shelves to walls; brace or anchor high or top heavy objects.
- Store breakables on low shelves or in closed cabinets.
- Store hazardous materials in a safe, well-ventilated storage area.

The Facility Manager and Director will know the location of main utility switches and valves.

EVACUATION TO ALTERNATE SITE

Although highly unlikely, a crisis situation may require that the students be evacuated and relocated. At least one (1) of the monthly evacuation drills conducted yearly will be to this alternate site.

UPPER CAMPUS EMERGENCY

The Innovations Public Charter School alternative site for evacuation purposes shall be:

The neighboring property to the North of our campus. The site is accessible via the school's exit road. Staff will be able to evacuate students to this alternate site by either walking students on the exit road to the neighboring land parcel or using the cleared path through the pasture. Best judgment for the situation will determine which is safest for students to take. Once at the site, assemble students in the front yard area.

LOWER CAMPUS EMERGENCY

The alternate site for evacuation purposes of an emergency occurring on the lower campus will be the yard above middle school pavilion or access road to Hualalai Road. If the exit road is selected, students are to form a single line and walk on the side of the road with a teacher at the head of the line. The lead teacher will signal exiting cars to stop until students have passed. Once at the site, assemble students in the yard area or shoulder along one side of driveway.

If it is suspected that the campus is unsafe:

- Notify the Director.
- If it is decided that evacuation is in order, the Crisis Response Team will decide whether to excuse students from school for the remainder of the day or to move to the designated evacuation site.
- If it is decided that the school move to the evacuation site, the Crisis Response Team is to make arrangements to begin evacuation of students and staff to the site through the established path. Teachers take student records and evacuation bags with them.
- Parents will be informed of the evacuation through radio, email or television announcement(s).

EMERGENCY EVACUATION PROCEDURES

At the beginning of each school year and the summer session, the Director /SSC shall inspect all classrooms to ensure that an emergency evacuation map is posted in every classroom. Contact the school secretary if the map is missing from your classroom.

The fire alarms should be utilized once the Director/SSC gives the order to evacuate buildings.

Once the signal to evacuate is given, everyone should do so immediately. Do not linger to find out whether the signal is real or a prank.

Teachers and students are to follow the fire evacuation route to the pavilion, get directions of where to proceed and evacuate to the designated area. Students are to stay with their classroom teachers at the designated area. Classroom teachers are responsible for taking roll and informing the principal or designee, if any of his/her students are missing by completing the Evacuation Attendance Report form included in each classroom's Evacuation Procedure Envelope posted at each classroom's exit door.

Students who are in the building(s) but are not in a class should also evacuate to the closest evacuation area. These students should report to their homeroom teacher.

Since it's difficult to account for every student, especially those who have a free period but are in the affected building (s), designated faculty and staff (custodians, Special Education Teacher, Student Services Coordinator and School Counselor – not directly responsible for a class) are to check common areas, such as restrooms, on their way out of the building to make sure that no one is left behind in the building. The assignments will be made by the Director at the beginning of a new school year.

A First Aid Station is to be set up by the Special Education teacher and middle school teacher if it is deemed necessary by the Crisis Response Team who has established the Command Center.

All faculty, staff and students are to remain at the evacuation area and wait for instructions from the Crisis Response Team.

Fire Prevention

Fire evacuation drills will be conducted monthly at different times throughout the school day to facilitate development of student evacuation training in various school day situations and routines.

The procedure for evacuation is as follows:

1. Director to call the Fire Alarm Monitoring Company in advance to inform them of the time and date of the fire evacuation drill.
2. To initiate the drill, the Director will use the fire alarm system or a word of mouth (verbal warning) system.

Fire Drills

At the beginning of each school year and the summer session:

1. The Director shall inspect all classrooms to ensure that an emergency evacuation map is posted in every classroom.
2. Each teacher shall review the emergency evacuation map and procedures with his/her students. It is especially important for students to be advised to report to the designated evacuation area if they are out of the classroom during fire.
3. Each teacher shall ensure that their emergency kits contain the appropriate Evacuation Attendance Report forms and first aid supplies.
4. The Facility Manager and Director will review and inspect all fire extinguishers and service them if necessary.

Fire Evacuation

In case of fire, **call 911 and contact the Fire Department immediately**. Give the correct address and location of the fire.

- A. If necessary to evacuate the buildings, **use the fire alarm system or a word of mouth** (verbal warning) system.
- B. **Evacuation shall proceed immediately via the exits** designated on the evacuation charts posted on the walls.
 1. Teachers shall assemble children at doorway and conduct a head count based on the morning attendance record before leaving their respective classroom.
 2. Turn off lights, shut windows and close the classroom door. Do not lock the door.
 3. Teachers shall carry out the grade book/class list for roll (daily roster) and emergency kit.

4. All personnel shall proceed in an orderly fashion to *the evacuation area as designated by the crisis team or use the evacuation map. (see attached)*
5. The Facility Manager, School Services Coordinator, Special Education Teacher or School Counselor (not solely responsible for a classroom) shall check all rooms and offices to ensure everyone has evacuated.
6. At the evacuation area, teachers shall conduct a roll call to account for all students and adults from their classroom. Each teacher is to assign a student to deliver an Evacuation Attendance Form including a missing student list to the Crisis Response Team. All other personnel will report directly to the crisis team.
7. The Director shall establish the Command/Communications Center and meet the First Responders and provide them with information on the fire and missing persons, if any.
8. A First Aid Station will be set up near the evacuation area by the Special Education Teacher if it is deemed necessary by the Crisis Response Team.
9. Injured students are to be taken to the First-Aid Station immediately by support personnel or uninjured students. If the injured students are immobile, send uninjured students to the First-Aid Station to get help.
10. Wait for instructions from the Crisis Response Team.
11. When the buildings are safe to reenter, the Director shall effectuate a verbal All-Clear announcement so students may return to classes.

C. Fire Extinguishers: Only trained-designated employees shall use the fire extinguishers only for defensive purposes while attempting to evacuate the facility/buildings.

Training will be provided annually to designated employees.

1. Pull Safety pin from handle.
2. Aim (nozzle, cone, horn) at base of fire.
3. Squeeze the trigger handle.
4. Sweep from side to side (watch for re-flash).

D. If there is smoke in a building:

1. Drop to hands and knees, and crawl to the nearest exit.
2. Hold breath as much as possible.
3. Take shallow breaths through nose, using clothing as filter.
4. Insofar as is practical, keep head down and eyes closed.

Feel any closed door (top and bottom with back of hand); if it is hot, do not open, if it is not hot, open door slowly. Be prepared to close the door if the fire is blocking your exit

E. If trapped:

1. Retreat from the area and close as many doors as possible between yourself and the fire.
2. Place cloth material around or under the doors to prevent smoke from entering through cracks. Be prepared to signal from window. Do not break glass unless absolutely necessary as outside smoke may be drawn in.

EVACUATION LOCATIONS

Innovations campus is surrounded by pasture and dry brush on all four sides. Buildings are wood construction. Brush fires started on any of the four sides pose a danger to the campus. In addition, smoke will be a danger factor. Multiple evacuation routes have been planned depending on the point of origin of the fire. The Crisis Team will evaluate the situation and determine the safest place to evacuate students / staff.

- ❑ If there is a brush fire in the front of the property, move students to the pavilion.
- ❑ If there is a brush fire south of the property, move the students to the designated evacuation area (teacher parking by crossover road).
- ❑ If there is a brush fire north of the property, move students to the upper parking lot.
- ❑ If there is a brush fire east of the property, move students to designated evacuation area in the front of administration building.

Once in our safe area, it will be determined if students need to be evacuated in vans and cars.

CRISIS TEAM RESPONSIBILITIES FOR FIRE DRILL

Director – Jennifer Hiro:

1. picks up walkie talkie and proceeds to Pavilion to assess where to evacuate
2. at evacuation site, collects Attendance Report Forms
3. gives all clear signal to Office Staff

Office Staff Member :

1. turns on and carries walkie-talkie to communicate with Director
2. checks to be sure no children / adults remain in the house building
3. shuts off fire alarm after signal from director

SSC – Eli Broderon:

1. pulls the handle on pull station in pavilion to set off alarm;
2. checks to be sure no children / adults remain in the buildings
3. assists Director with collecting attendance report forms

SPED: Ira Yamagata

1. meets with Command team to determine where to evacuate
2. **First Aide:** Sets up first aid station if needed.

Office Staff Member

Goes to office to pick up

- safety binder
- student medical bags (EpiPen bags)
- first aid bag

Reports to traffic access to evacuation area to direct traffic away from student gathering site

Facility Manager: George Arnott

Checks to be sure no children / adults remain in the boys and girls bathrooms, north side of campus and all outdoor areas on the campus.

Uses key to release handle on pull station after all-clear has been given

Middle School: Caleb Stroud

Checks for visual or radio directions and follows directives from Crisis Team to determine evacuation site. Directs middle school occupants of assigned evacuation location

EMERGENCY LOCK-DOWN PROCEDURES

Once it's determined that a situation warrants an emergency lock-down, staff member(s) will sound an **air horn with three long blasts**. (Air horns are located in the red classroom emergency bags in classrooms and offices.)

Shooting/Hostage Situation

- If the situation allows, **call 911**.
- **Notify the Director and/or office by dialing 331-3130 (or use speed dial to office on your cell)**. The Director will call 911 if it has not been done and SASA will notify 7th grade via their cell.
- The Director will give the order to proceed with the emergency lock-down.
- Students out of the room report to closest adult teacher / supervisor
- Students in bathroom go to closest room (Ms. Yamagata's room)
- Teachers in lunch area go to closest classroom
- Garden area (Mauka Mala) to move into facility building
- Teachers proceed with locking the classrooms.
 - Close windows and lock doors.
 - Direct students to sit on the floor and stay low.
 - Keep students away from windows.
- The Director will assemble the Crisis Response Team. The team will assess the situation and formulate an action plan.
- The Crisis Team will communicate with classrooms and offices via **walkie-talkie**. All **walkie-talkies must be turned on** as soon as lockdown is initiated. (Cell phones for back-up)
- Situation will be communicated by saying who is causing the problem (person or animal) and the location. Example: person / pavilion or person / office or wild pig / roaming
- Teachers will be asked to verify student count and any missing students or adults.
- As soon as the police arrive on campus, allow the police to take the lead in handling the situation.
- Lock-down lasts until an **end-of-lockdown** announcement is made on the **walkie-talkie**
- All calls regarding the crisis situation are to be referred to the school office.

Intruder on Campus

- The first person to notice an intruder (person with weapon, threatening students/staff, acting out of control, acting suspiciously, etc.) will notify the nearest staff member who will **determine whether or not the emergency lock-down procedure needs to be initiated**.
- **Notify Director and /or Office**.
- **No Danger:** If intruder does not appear dangerous, two staff will politely greet intruder and identify themselves.
 - Offer assistance.
 - Inform intruder that all visitors must register at the main office.
 - If the intruder's purpose is not legitimate, ask him/her to leave.
 - Accompany intruder to exit. If intruder refuses to leave, call 911.
- **Danger:** If the intruder appears dangerous or threatening, **do not approach the intruder**. However, try to keep him/her in view so you can relay his/her location.
- **Initiate Lock-down. Follow procedures above.**

- Lockdown lasts until an end-of-lockdown announcement is made.
- Staff members who have knowledge of the intruder and/or the situation must document the information and give it to the Director

Drill Protocol

If live event, **call 911** first, then **notify middle school** by cell

- ❑ Use **bull horn** to alert classrooms : **3 long blasts**
- ❑ Turn on **walkie talkies**
- ❑ Announce to all **who or what is causing the lockdown** (person or animal) and where
- ❑ Announce to all to
 - **close windows and lock doors**
 - **students sit on floor away from windows**
- ❑ Announce you **will check in shortly to verify student and adult count** for each class and office
- ❑ **wait** one minute or less
- ❑ **Begin check of each classroom / office via walkie talkie** – verify student and adult counts for
 - Gr. K
 - Gr. 1-2
 - Gr. 3-4
 - Gr. 5-6
 - Gr. 7-8
 - Admin / Resource / Facility Mgr.
- ❑ Locate any **missing** students or adults
- ❑ **Report to all: Crisis team to work on solving problem** causing lockdown – wait for end-of-lockdown announcement.
- ❑ When all clear: Announce via walkie-talkie **end of lockdown.**

Admin to go out and check all doors are open to all classrooms.

Drill Protocol for Lockdown During Recess on Elementary Campus

- ❑ Designated Safe Rooms = those closest to Pavilion:
 - **Gr. 1st/2nd Building; Kindergarten Room**
 - **Middle School Campus = boys and girls bathroom or classroom closet**
 - **Garden Area = facility building**
- At sound of 3 blasts on horn, students go to closest room
- Bathroom kids stay in elementary bathroom (if safe will be escorted into SPED room)
- Close and lock doors / windows
- Students sit on floor away from windows in homeroom rows
- Adult Supervisor in Each Designated Room:
 - Turn on Walkie-talkie
 - Locate student list next to walkie-talkie
 - Students are to sit in homeroom rows
 - Adult Supervisor in designated room takes roll using list; check those present; not present leave blank
 - Adult supervisor calls out names – rather than students responding orally

- Wait to be contacted by admin to report those students / adults present in room. Admin staff records students accounted for on master list
 - Admin reporting team needs to have the following documents at hand:
 - Lockdown roll sheet
 - Daily attendance sheet for the day
 - Field trip forms for any group travelling
 - Volunteer log
- Contact order:
 - Gr. K Room
 - Classrooms Gr. 1-2
 - Classrooms: 3-4
 - Classrooms: 5-6
 - Classrooms: 7-8
 - Resource rooms if in session
 - Adult roll call of non-supervisory staff
 - Facility Manager
 - Admin Blg
 - Final check will request anyone not contacted to report their location and who is with them
- Follow same procedures as above:
 - Locate any **missing** students or adults
 - **Report to all: Crisis team to work on solving problem** causing lockdown – wait for end-of-lockdown announcement.
 - When all clear: Announce via walkie-talkie **end of lockdown.**

SCHOOL CLOSURES

If it is announced by Hawaii County Civil Defense that any of the following advisories are in effect for this area, it is very likely our facility will be closed:

- Hurricane Warning
- Major Earthquake report
- Major Flood Warnings

Children should not be dropped off at school unless school is open.

If the warning occurs before school hours and staff is not on campus, the emergency phone tree for staff will be activated and each person will be notified of the closure.

During any major disaster, it is critical that all staff keep informed by listening to a local radio station for civil defense updates.

School Initiated Closures

School initiated closures may be necessary due to local conditions that affect the ability to maintain a safe environment for our students and staff such as water line breaks, loss of electricity, hazardous material spill, fires, flooding or inclement weather.

After Care Program Closures

In the event that weather worsens during the day to dangerous conditions or Civil Defense issues weather advisories such as: tropical storm, hurricane, earthquake damage report or wind advisories after the school day has begun, we will contact parents of after care program closure via email, school website and/or phone calls to advise parents.

TROPICAL STORM / HURRICANE PROCEDURES

Tropical Storm / Hurricane season normally runs from June through November for the Hawaiian Islands. Hazards of damaging winds and/or torrential rains may occur during a tropical storm or hurricane. There is usually ample time to respond to a hurricane alert.

The National Weather Service and Civil Defense agencies monitor weather conditions and make recommendations for school closure. Innovations will follow recommendations of Civil Defense for school closure due to weather concerns.

Tropical Storm / Hurricane WATCH: The term “tropical storm watch” or “hurricane watch” is issued when dangerous conditions of wind, rain or surf pose a possible threat. The National Weather Service tries to declare a watch status when hazards are expected to affect the area within **36 hours**. Watches are announced over radio and television. IPCS will immediately begin preparing for a tropical storm or hurricane warning.

Tropical Storm / Hurricane WARNING:

A warning is issued when dangerous conditions of wind, rain or surf are expected to affect the area. The National Weather Service declares a warning when hazards are expected to affect the area **within 24 hours**. Warnings are announced over the radio, television and units of police and fire departments. Sirens may also be activated in hurricane warnings. If a warning is issued during school hours, IPCS will immediately implement the emergency plan procedures.

HIGH WIND / HEAVY RAIN PROCEDURES

Should high winds and heavy rains develop while school is in session, take the following action:

1. **One long continuous blast on the bull horn siren** will announce stormy day alert
2. Assemble in your classrooms; account for all students;
3. Keep students indoors. Limit trips to bathroom (emergency only) or in the case of high winds/heavy rain, no trips allowed.
4. Close all windows
5. Review “drop and tuck” procedures with students (Crouch down on elbows and knees with hands over the back of the head).
6. Remain in room until notified by a Crisis Team member.

Before leaving at the end of the day:

Crisis team will assess if it is safe to lead students out of the room. If it is not safe, students will stay in classroom. Not safe: High winds – objects blowing around that might hit student or blow student down.

At the end of the day at dismissal time, **if it is safe to leave but it is raining hard:**

1. Teacher gets students prepared to walk quickly to designated area to wait for parent to arrive and pick up. Turn on walkie-talkie and take with you to the designated area.
 - a. Grade K-1-2: K room

- b. Grade 3-4: office meeting room and lanai
 - c. Grade 5-6: performing arts room if possible, if not - pavilion
 - d. Grades 7-8: facility building and lanai
 - e. Aftercare: Kindergarten rooms
2. Use covered routes as much as possible to keep students dry. Use the eve of the buildings.
 3. Wait in designated room for notice via walkie-talkie that parent has arrived to pick up student.
 4. Adult supervisor will come to designated room to accompany child to parent's car. Stay with your class until all of your students have been picked up.
 5. Report to office that all students have left the campus.
 6. If needed, you may be instructed to unplug all electronic equipment from the wall in classrooms and offices. This includes the server, router, phone system, fax and copy machines in the admin building. Unplugging equipment from the wall ensures that electrical brownouts and lightening strikes cannot reach through the wall outlet and surge protector to travel to your equipment and cause damage.

Hurricane WARNING

Closure of the school will be scheduled immediately after the issuance of hurricane warnings or specific evacuation advisories for this area. **The timing of the closure will generally coincide with the end of the normal school day.** If this is not possible and the situation is more critical, emergency phone trees will be activated and parents will be notified to pick up their child(ren) as soon as possible.

- 1) The school will notify the community that the school will not be in session until the hurricane has passed or the "warning" has been lifted. This notification will be through radio or television announcement(s), email, and/or school and classroom emergency phone trees.
- 2) All buildings on campus will be closed. Windows will be secured as much as is possible. Items that can be carried by the wind, such as garbage containers and light benches, will be placed indoors. Items that cannot be placed indoors will be secured as much as is possible.
- 3) Electronic equipment in all classrooms and offices needs to be turned off and unplugged from the wall. This includes the server, router, phone system, fax and copy machines.
- 4) At the end of the workday, staff in every office will secure vital records to the greatest extent possible.

TSUNAMI

The school is located in a zone deemed safe from tsunami because of its location. To avoid creating more traffic and congestion on the streets, the Civil Defense has advised the school to "stay put" when a tsunami warning is issued. Therefore, in the event of an imminent tsunami, students will remain on campus under the supervision of school staff members, until the "All Clear" is announced.

Parents will be advised that they need not leave work or rush to the school. Parents who are in or can get to a safe area are recommended to remain there until the "All Clear" is announced to avoid contributing to unnecessary traffic on roads and highways.

This information will be provided to parents, annually, as part of the start-of-school year parent handbook.

At the end of the school day:

- a. Students will be released to grade level areas:
K-8th grade level classrooms

Homeroom teachers are also to report to the designated grade level areas. Homeroom teachers are to keep students in the grade level areas until parents arrive to pick up their children or the Crisis Response Team releases students.

- b. Teachers are encouraged to stay on campus until the tsunami warning is cleared. However, for those teachers who must leave campus, the Director must be informed. The Director is to assign other faculty/staff to cover for the absent teacher's responsibilities as necessary.

A "tsunami watch" is issued when an earthquake of sufficient magnitude occurs in the Pacific Ocean area and the possibilities of a tsunami exist. Tsunami watches are announced over radio and television. The announcement will identify an estimated initial wave arrival time and earthquake information. We will immediately begin preparing for a tsunami warning and possible evacuation.

A "tsunami warning" is issued when it has been confirmed that a tsunami has been generated and that potentially destructive waves are on their way. Tsunami warnings are announced over radio and television and will be accompanied by the sounding of civil defense sirens or by police and fire mobile sirens. Local radio stations will broadcast Civil Defense information of initial wave arrival time and the required evacuation completion time. This will determine our evacuation schedule and actions.

Urgent Tsunami Warnings are caused by a local earthquake that causes difficulty standing and maintaining balance. Strong local earthquakes may cause tsunamis and the earthquake is the natural tsunami warning as advance notices by Civil Defense are not possible.

WEAPON(S) ON CAMPUS

Staff who are aware of a weapon brought to school are to:

1. Notify Director
2. Report name of person and where weapon is located, if anyone has been threatened and any other details.
3. If weapon is in classroom, do not leave the classroom. Get a neighboring teacher to notify Administration.
4. Call **911** if situation is deemed dangerous.
5. Get someone to witness questioning the suspect.
6. Accompany suspect to private office to wait for police.
7. Inform suspect of his/her rights and why you are conducting search.
8. Conduct search if **reasonable suspicion** is determined. Use extreme caution.
9. Keep detailed notes of all events and why search was conducted.
10. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of search.
11. If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.