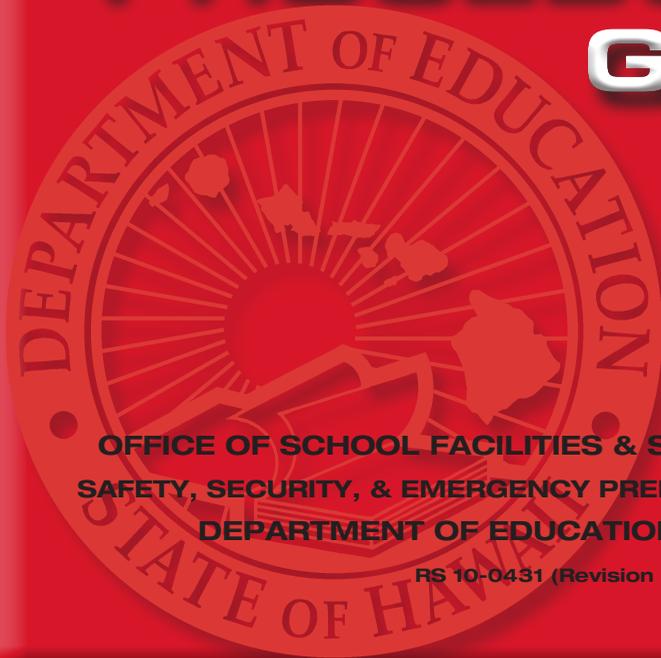


EMERGENCY

PROCEDURES GUIDE



**OFFICE OF SCHOOL FACILITIES & SUPPORT SERVICES
SAFETY, SECURITY, & EMERGENCY PREPAREDNESS BRANCH
DEPARTMENT OF EDUCATION STATE OF HAWAII**

RS 10-0431 (Revision of 99-1167) OCTOBER 2009

USE OF THIS GUIDE

A copy of this guide should be placed near exits, or next to instructor's desk, and be clearly visible in every classroom, gym, cafeteria, office, and other occupied locations. Since this guide contains general recommended emergency response procedures, each school or district should refer to its school specific Emergency Management Plan.

Other references to use: "Emergency Preparedness Handbook" and the "Safety and Accident Prevention Program/Policy and Safety Index" for detailed information.

Remember, actual emergency responses must address the uniqueness of each situation.

At a minimum, along with school specific plans, this guide should be reviewed with staff during the school's safety training before the start of each school year. This guide should also be reviewed with substitute teachers and volunteers prior to school duty assignments.

Administrators must review this guide and their school's safety plans prior to the start of the school year and update as needed. For information on the use of this guide, contact the Safety, Security, & Emergency Preparedness Branch at 586-3457.

ACKNOWLEDGEMENTS

The Department's *Emergency Procedures Guide* is the result of cooperative efforts of the:

Superintendent's Office
Safe and Drug Free Schools and Communities Program
Reprographic Section
Safety, Security, & Emergency Preparedness Branch

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GENERAL RESPONSIBILITIES

1. **A/S** Assess situation.
2. **A/S** Take charge immediately.
3. **A/S** Address life safety (first aid, safety of victim, etc.)
IMPORTANT – Keep written chronological detailed notes
4. **A** Call 911 (if necessary) and Administrator in charge.
5. **A** Contact the Complex Area Superintendent, Communications Office, and Safety, Security, & Emergency Preparedness Branch.
6. **A/S** Evacuate/secure area. Notify school staff of emergency.
7. **A/S** Activate School Emergency Response Team and Incident Command System.
8. **A/S** Seal off high-risk area(s).
9. **A/S** Control traffic ingress/egress. Keep area clear for emergency vehicles.
10. **A/S** If evacuation is implemented, be sure to have student release forms and health cards available.
11. **A/S** Preserve evidence.
12. **A/S** Refer media to Complex Area Superintendent, Administrator or designee.
13. **A/S** Keep written chronological detailed notes.
14. **A** Provide “status” information to parents.

A - Administrator

S - Staff

A/S - Administrator/Staff

GENERAL RESPONSIBILITIES

RESPONSIBILITIES

PRINCIPAL OR DESIGNEES:

1. Verify information.
2. Activate school emergency response team and implement response procedures.
3. Call 911 (if necessary).
4. Seal off high-risk areas and preserve scene.
5. Notify students and staff of the emergency.
6. Notify Complex Area Superintendent.
7. Evacuate students and staff if necessary.
8. Account for all faculty and staff.
9. If necessary, refer media to Complex Area Superintendent or DOE Communications Office.
10. Notify community agencies (if necessary).
11. Implement post-crisis procedures: debrief.
12. Keep detailed notes of crisis event and complete reports.
13. If necessary, recommend school closure to Complex Area Superintendent.

STAFF:

1. Verify information.
2. Follow emergency procedures.
3. Warn students, if advised.
4. Stay with students during an evacuation.
5. Take class roster, emergency information, and account for all students.
6. Refer media to school administrator (or designee).
7. Keep detailed notes of crisis event.

GENERAL RESPONSIBILITIES

BOMB THREAT

UPON RECEIVING A MESSAGE THAT A BOMB HAS BEEN PLANTED:

1. **A/S** If the threat is by phone. Keep caller on the line.
Use bomb threat card checklist.
2. **A/S** Record Caller ID number.
3. **A/S** IMMEDIATELY cease the use of all two-way radio, cellular phones, radio activated bell systems, or PA announcements.
4. **A** Call 911. Notify Complex Area Superintendent.
5. **A** Notify personnel of possible evacuation.
6. **A/S** Make visual checks of the classroom/campus.
7. **S** Report suspicious object(s) to Administrator.
8. **A** The all clear signal will be given by Administrator.

IF SUSPICIOUS DEVICE IS FOUND:

1. **A/S** **DO NOT TOUCH OR MOVE OBJECT/PACKAGE, etc.**
2. **A/S** Secure the area. Preserve scene and be aware of more bombs.
3. **A/S** Evacuate the immediate area or building in the vicinity of the object.
4. **A** Call 911 and notify Complex Area Superintendent.

EVACUATION PROCEDURES:

1. **A/S** Leave doors and windows open.
2. **A/S** Direct students and staff NOT TO TAKE their belongings (except for money, jewelry, medication, personal effects).
3. **A/S** Evacuate per school plan.
4. **S** Account for all students. Bring the student class roster.
5. **A/S** Do not re-enter building(s) until it is declared safe by fire, police and school Administrator.
6. **A** The all clear signal will be given by school administrator.

IF BOMB IS DETONATED:

1. **A/S** Calmly evacuate student(s) away from danger area.
2. **S** Respond to injured person(s).
3. **S** Call 911; notify Administrator.
4. **S** Secure area, preserve scene.

BOMB THREAT

WEAPONS

ADMINISTRATOR/ STAFF WHO IS AWARE OF A WEAPON BROUGHT TO SCHOOL:

1. **S** Notify Administrator.
2. **S** If you suspect that a weapon is in the classroom; do not leave the classroom. Get a neighboring teacher to notify Administration and Security.
3. **A/S** Tell Administrator who the suspect is, where the weapon is thought to be located, if anyone has been threatened and any other details.
4. **A/S** If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up and remain calm.
5. **A/S** Isolate the suspect. DO NOT ALLOW the suspect to pick up or carry his/her belongings. Conduct search if reasonable suspicion is determined. Use extreme caution. Do not ask for weapon to be turned over. If weapon is found, notify police.
6. **A** Notify Complex Area Superintendent.
7. **A** Notify parent(s) or guardian(s) if suspect is a student. Explain why a search was conducted and results of the search.
8. **A/S** Take notes on specific/general information.

IF THE SUSPECT IS AN EMPLOYEE OR ADULT ON CAMPUS IN POSSESSION OF A WEAPON:

1. **S** Notify Administrator. Administrator to call 911.
2. **S** If suspect is known, inform Administrator who the person is.
3. **A** Implement school's lockdown procedures.
4. **A** Notify/Inform Complex Area Superintendent.
5. **A/S** Remain in lockdown until the all clear is given.

A - Administrator

S - Staff

A/S - Administrator/Staff

WEAPONS

HAZARDOUS MATERIALS

INCIDENT OCCURRED IN SCHOOL:

1. **S** Isolate area of leak/spill. Do not attempt to clean.
2. **S** Evacuate affected room.
3. **S** Notify Administrator.
4. **A/S** Call 911 to alert Fire Department.
5. **A** Notify Complex Area Superintendent.
6. **A** Notify Safety, Security, & Emergency Preparedness Branch .
7. **A/S** Follow fire official's orders for shelter-in-place or evacuation.

INCIDENT OCCURRED NEAR SCHOOL PROPERTY:

1. **S** Fire or police official will notify Administrator.
2. **A** Notify Complex Area Superintendent.
3. **A** Notify Safety, Security, & Emergency Preparedness Branch .
4. **A** Follow fire official's orders for shelter-in-place or evacuation.
Decide on the appropriate response, based on location of the chemical release and the direction and speed of winds.

FIRE

IN THE EVENT A FIRE OR SMOKE HAS BEEN DETECTED.

1. **A/S** Activate the fire alarm.
2. **A/S** Call 911 to alert fire and police departments.
3. **S** Shut doors and turn off lights before leaving class.
4. **A/S** Evacuate building in accordance with prearranged route(s).
5. **S** Account for all students and staff.
6. **A** Notify the Complex Area Superintendent.
7. **A** Do not re-enter building(s) until approved by Administration.
8. **A** Administration will give the all clear signal.

A - Administrator

S - Staff

A/S - Administrator/Staff



TORNADO / WATER SPOUT

SEVERE WEATHER STATEMENT ON FUNNEL CLOUDS HAS BEEN ISSUED:

1. **A** Monitor Emergency Alert System and radio stations.
2. **A/S** Bring all persons inside buildings.
3. **S** Close windows and blinds. Keep students away from windows and doors.
4. **S** Shut off all utilities (gas, electric, etc.).
5. **S** Review tornado/water spout drill procedures and location of safe areas (basements and enclosed first floor hallways and rooms are best).
6. **A** DO NOT evacuate by buses or cars.
7. **S** Review "Drop and Tuck" procedures with students. (Crouch down on elbows and knees with hands over the back of the heads.)
8. **S** Remain in a safe area until "all clear" by Administration is issued.



EARTHQUAKE



EARTHQUAKES OCCUR WITHOUT WARNING. IN THE EVENT OF STRONG TREMORS, VIOLENT SHAKING:

1. **A/S** Indoors-Drop to the ground, get students under desks, tables, supported doorways or in interior hallways.
HOLD ON; brace yourself until the shaking stops.
Avoid sitting under glass windows, light fixtures, cabinets and other moveable furniture.
2. **A/S** Stay indoors until the shaking stops, evaluate the path of evacuation before evacuating outdoors.
3. **A/S** Outdoors-Stay in an open area, away from buildings, lights, utility wires or objects that may fall.

A - Administrator

S - Staff

A/S - Administrator/Staff



TSUNAMI

Schools that are not located in the tsunami inundation zone shall remain open unless directed otherwise by authorized DOE personnel or State Civil Defense.

1. **A** Schools located in tsunami evacuation zones are to evacuate immediately.
Follow school's evacuation plans to move to higher ground.
Take student attendance upon arriving at the evacuation site.
2. **A** Inform Complex Area Superintendent of the emergency and evacuation plans/procedures taken.
3. **S** Do not return to school until the all clear has been given by Administrator.
4. **A** Schools not in the tsunami inundation zone are to remain open.

A - Administrator

S - Staff

A/S - Administrator/Staff

TORNADO / WATER SPOUT / EARTHQUAKE / TSUNAMI

SUICIDE / ATTEMPT

COUNSELING SUICIDAL TEENS:

1. **A/S** Offer help and listen; trust your instincts.
2. **A/S** Recognize the warning signs.
3. **A/S** Report suspicions to Administrator/Counselor.
4. **A** Meet with parents.

SUICIDAL ATTEMPT IN SCHOOL:

1. **A/S** Call 911 or ACCESS 832-3100.
2. **A/S** Notify Administrator/counselor.
3. **A/S** Do not leave suicidal person unattended.
4. **A/S** Verify information with Emergency Medical Services.
5. **A** Call parents/guardian(s) and Complex Area Superintendent.
6. **A/S** Calm suicidal person.
7. **A** Implement post-crisis intervention.

(Suicidal) Death on Campus:

1. **A/S** Isolate the deceased and cover the body.
2. **A/S** Verify Information.
3. **A/S** Notify Administration and Complex Area Superintendent.
4. **S** Secure and protect the scene.
5. **A** Arrange for psychological first aid support using school psychologists or assistance from Behavioral Health Specialists.
6. **A** Activate School Emergency Response Team.
7. **A** Notify staff before the next school day.
8. **A** Conduct a staff meeting to build awareness of other students who may be critically affected by the death of a friend.
9. **A** Consider activities to help friends and family with the grieving and healing process.
10. **A** Determine best method of notifying students and parents.
11. **A/S** To protect privacy of the family; do not mention details about incident and do not hold memorials or make death appear heroic.

A - Administrator

S - Staff

A/S - Administrator/Staff

SERIOUS INJURY

1. **A/S** Do not move a seriously injured person.
2. **A/S** Administer first aid.
3. **A/S** Call for help: 911 (ambulance, police, fire).
4. **A** Activate School Emergency Response Team.
5. **A/S** Isolate victim and provide comfort.
6. **A/S** Direct emergency medical personnel to victim.
7. **A** Call/Inform Complex Area Superintendent.
8. **A** Conduct internal investigation.
9. **A/S** Take notes on specific/general information.

FOR EMPLOYEES:

1. **A** Call HIOSH "Account Reporting" hotline at 586-9102 for:
 - Work related accidents resulting in loss of life (within 8 hours of the fatality).
 - Work injuries to three or more employees requiring hospitalization (within 8 hours of the incident).
 - Industrial accidents that result in property damage of more than \$25,000 (within 8 hours of the incident).
2. **A** Notify DOE Worker's Compensation administration.

A - Administrator

S - Staff

A/S - Administrator/Staff

SUICIDE / ATTEMPT / SERIOUS INJURY

CAMPUS DISTURBANCE / RIOT

CAMPUS DISTURBANCE/RIOT ACTION STEPS

1. S Notify Administrator.
2. A Assess situation to determine the level of emergency. Call 911.
3. A Activate School Emergency Response team and warn staff.
4. A Issue lockdown, if necessary.
5. A/S Urge students to calm down, encourage students to leave area.
6. A/S Diffuse disruptive situation by using distraction techniques (whistle, yell, bull horn, etc.).
7. A/S Identify and isolate the major participants.
8. A Contain unrest. Seal off area of disturbance and call for assistance.
9. A/S Move students involved in disturbance to an isolated area.
10. A Seal off the area for investigation.
11. A/S Monitor the campus entrances and exits to document each person entering and leaving.
12. A Notify Complex Area Superintendent.
13. A/S Check for injuries. Provide first aid.
14. A/S Take notes on general/specific information.

TEACHERS WITHIN CLASSROOMS:

1. Keep students calm.
2. Lock classroom doors, but admit students in need of refuge.
3. Do not allow students outside of classroom until you receive an all clear signal from Administration. Follow lockdown procedures.
4. Take attendance and make a list of students absent from the classroom.

SECURITY FUNCTIONS:

1. **Diffuse situation. Separate people involved.**
2. Clear scene. ID suspects, witnesses and victims.
3. Preserve scene and related evidence.
4. Limit media movement on campus.
5. Secure exits and entrances.
6. Resolve conflicts at school level.
7. Prepare for escalation.
8. **Restore order as soon as possible.**
9. Take notes on general/specific information.

A - Administrator

S - Staff

A/S - Administrator/Staff

ASSAULTS / FIGHTS

1. **A/S** Assess situation.
2. **A** Select response options:
 - **Call 911.**
 - Activate school Emergency Management Plan.
 - Deploy security.
 - Mobilize school Emergency Response Team.
3. **A/S** First school personnel on the scene will call for assistance and remain until assistance arrives.
4. **A/S** Avoid stepping between combatants.
5. **A/S** Issue command to stop.
6. **A/S** Use loud distractions (yell names, whistle, air horn, etc.).
7. **A/S** Separate the victim(s) and suspect(s) and diffuse the situation if possible.
8. **A/S** Assist by identifying and documenting students, witnesses, weapons, etc.
9. **A/S** Attend to victim(s).
10. **A/S** Disperse spectators.
11. **A/S** Seal off area for investigation.
12. **A/S** Supervise students.
13. **A/S** Take notes of general/specific information.

A - Administrator

S - Staff

A/S - Administrator/Staff

INTRUDER / HOSTAGE

INTRUDER IS AN UNAUTHORIZED OR AN UNKNOWN PERSON WHO ENTERS SCHOOL PROPERTY:

1. **S** Notify Administrator, School Security.
2. **S** Ask another staff to accompany you before approaching intruder.
3. **A/S** Politely greet intruder and identify yourself.
4. **S** Offer assistance.
5. **S** Make mental notes of visitor's characteristics (clothing, height, etc.).
6. **S** Inform intruder that all visitors must register at the main office.
If you are alone and the intruder looks agitated, seek assistance.
7. **A/S** If intruder's purpose is not legitimate, ask him/her to leave. Have school security escort intruder to the exit.
8. **A/S** Call 911 to request police assistance if the visitor refuses to cooperate.
9. **A** Prepare to initiate lockdown procedures if necessary.

IF INTRUDER REFUSES TO LEAVE:

1. **A** Warn intruder of consequences for staying on school property.
Inform him/her that you will call police.
2. **A/S** Note description, location, and if possible, determine if the intruder is carrying a weapon.
3. **A/S** If intruder still refuses to leave, notify office and call 911.
Give police a full description of intruder.
4. **A/S** Keep a safe distance from intruder, be aware of intruder's actions at all times. Treat the intruder as potentially violent.
5. **A** Initiate lockdown procedures if necessary.
6. **A** Notify Complex Area Superintendent.

A - Administrator

S - Staff

A/S - Administrator/Staff

INTRUDER / HOSTAGE

HOSTAGE:

1. **A/S** Do not intervene if hostage taker is unaware of your presence.
2. **S** Notify Administrator.
3. **A** Call 911 immediately. Ask assistance from hostage negotiation team.
4. **A/S** Seal off area near hostage scene.
5. **A** Assess situation and order Lockdown and/or Evacuation as appropriate.
6. **A** Notify Complex Area Superintendent.
7. **A** Give control of scene to police. Coordinate response activities with police to address safety of students and staff.
8. **A** Keep detailed notes of events.

IF TAKEN HOSTAGE:

1. **A/S** Follow instructions of hostage taker.
2. **A/S** Remain calm. Calm students down if they are present.
3. **A/S** Treat the hostage taker as normally as possible.
4. **A/S** Be respectful to hostage taker. Do not argue.

A - Administrator

S - Staff

A/S - Administrator/Staff

SCHOOL EMERGENCY RESPONSE TEAM MEMBERS

PRINCIPAL

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

VICE PRINCIPAL

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

VICE PRINCIPAL

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

COUNSELOR

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

COUNSELOR

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

HEALTH AIDE

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

SASA

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

CUSTODIAN

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

SCHOOL FOOD

NAME _____

SERVICE MANAGER

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

SCHOOL EMERGENCY RESPONSE TEAM MEMBERS



SCHOOL EMERGENCY RESPONSE TEAM MEMBERS

ATHLETIC
DIRECTOR

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

TEACHER

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

TEACHER

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

OFFICE STAFF

NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

_____ NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

_____ NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

_____ NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

_____ NAME _____

WORK # _____ HOME # _____

CELLULAR # _____ ROOM # _____ CPR FIRST AID

SCHOOL EMERGENCY RESPONSE TEAM MEMBERS



WARNING AND NOTIFICATION

1. **A** Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate warning system.
2. **A** Ensure staff and students are familiar with warning system.

Examples:

Public address system

Telephones, cellular phones

Color-coded cards

Message relay by adult runners

Closed circuit television

Air horn

Fire triangle

Whistle

EMERGENCY ALERT SYSTEM (EAS):

The Emergency Alert Sentinel radio monitors the EAS and is activated when an EAS alert is received. Monitor Emergency Alert System notification during impending natural or human emergency.

Or the following stations:

Oahu

KSSK-590 AM

KSSK-92.3 FM

KRTR-96.3 FM

Hawaii

KIPA-620 AM

KIPA-95.5 FM

KHLO-850 AM

KKBG-97.9 FM

KLEO-106.1 FM

KPUA-670 AM

KWXX-94.7 FM

Maui

KMVI-550 AM

KMVI-98.3 FM

Kauai

KQNG-570 AM

KQNG-93.5 FM

A - Administrator

S - Staff

A/S - Administrator/Staff

LOCKDOWN PROCEDURES

LOCKDOWN PROCEDURES ARE USED IN SITUATIONS INVOLVING DANGEROUS INTRUDERS OR OTHER INCIDENTS THAT MAY RESULT IN HARM TO PERSONS ON CAMPUS.

1. **A** Initiate lockdown by announcing warning over PA system or card system.
2. **A/S** Direct all students, staff, and visitors into rooms or enclosed buildings. Ensure all persons are inside.
3. **S** Account for everyone in the room or office.
4. **S** Lock classroom and external doors.
5. **S** Secure and cover windows of classrooms.
6. **S** Move all persons away from windows and doors.
7. **S** Do not allow anyone outside of classrooms to enter until "all clear" signal is given by the administrator.

SHELTER IN PLACE

SHELTERING PROVIDES REFUGE FOR STUDENTS, STAFF, AND PUBLIC WITHIN SCHOOL BUILDINGS DURING AN EMERGENCY SUCH AS CHEMICAL GAS, SPILLS, ETC., WHEN VAPORS ARE GENERATED. SAFE AREAS MAY CHANGE DEPENDING ON THE EMERGENCY AND ENVIRONMENTAL CONDITIONS (e.g., WIND DIRECTION).

1. **A/S** Identify safe areas in each school building.
2. **A** Issue sheltering alert.
3. **A/S** Direct students, staff and visitors to predetermined safe areas or rooms.
4. **S** Account for all students after arriving in safe area.
5. **A/S** Do not allow outside air to mix with inside air where mechanical ventilation systems are used. Shut down air conditioning units.
6. **S** Close all exterior doors and windows.
7. **S** Use plastic sheeting, wet cloths, and duct tape, etc., to seal windows, cracks, etc., to minimize indoor air contamination.
8. **S** Ensure all persons remain in safe areas until "all clear" is given by Administrator or emergency responders.
9. **A** Depending on environmental conditions, an off-campus evacuation may be necessary instead of a "shelter in place" operation at the school.

A - Administrator

S - Staff

A/S - Administrator/Staff

ACTIVE THREAT ON CAMPUS

AN ACTIVE THREAT IS A PERSON(S) WHO APPEARS TO BE ACTIVELY ENGAGED IN KILLING OR ATTEMPTING TO KILL PEOPLE ON OR NEAR CAMPUS.

STUDENTS IN CLASS

1. **A/S** Remain calm and call 911 and stay on the phone.
2. **A/S** Notify Administration.
3. **A** Initiate Lockdown procedures.
4. **A/S** Direct all students, staff, and visitors into the classrooms or offices.
5. **S** Turn off lights, close windows, and lock doors.
6. **S** Turn off all electronic devices and silence cell phones.
7. **A/S** Do not allow students outside of class/office unless given the all clear signal.

STUDENTS OUTSIDE

1. **S** Always move away from danger.
2. **S** If safe to do so, direct all students, staff and visitors into classrooms or offices, turn off lights, close windows and lock doors.
3. **S** If not safe to return to classrooms, direct students away from threat or sounds of threat to an assembly point off campus.

CALLER

1. **A/S** Call 911:
This is ____ School and we have an active threat on campus.
Give a description of the person or shooter(s) (e.g., sex, race, clothing, physical description, type of weapon).
Give location, the number of victims and injured.
2. **A** Notify Complex Area Superintendent.

EMERGENCY EVACUATION OF STUDENTS BY POLICE:

1. **S** Listen to law enforcement officers. Do exactly as the officers instruct.
2. **S** Put down any bags you are carrying, keep hands visible at all times.
3. **S** If you are instructed to lie down, do so.
4. **S** Pay attention and follow instructions until in a safer area away from the threat.

A - Administrator

S - Staff

A/S - Administrator/Staff

EVACUATION

ADMINISTRATOR:

1. If necessary, call 911.
2. Coordinate transportation through district office and student transportation if students are evacuated to relocation center.
3. Notify and send staff to evacuation site to prepare for student arrivals.
4. Family re-unification site will be used when schools need to evacuate away from campus. Schools to review school emergency management plan.
5. ISSUE EVACUATION ORDER
6. Direct students and staff to follow the fire drill procedures and route.
7. Follow alternate route if necessary.
8. Post large evacuation designation sign in front of school.
9. Be prepared to move from one evacuation site to another.

TEACHERS:

1. Direct students to follow normal fire drill procedures unless (principal) administrator alters route.
2. Close classroom doors, windows, and turn off lights.
3. Account for all students. Take attendance.
4. Inform Administrator immediately if student(s) is missing.
5. Stay with class.

GENERAL RESPONSIBILITIES:

If evacuation is implemented, be sure to have student release forms and health cards available.

EVACUATION SITES:

List primary and secondary student evacuation sites for each school (sites may be on or off campus).

PRIMARY EVACUATION SITE:

Site A. _____

Address _____

Phone: _____

SECONDARY EVACUATION SITE:

Site B. _____

Address _____

Phone: _____

MEDIA PROCEDURES

ALL STAFF MUST REFER MEDIA TO SCHOOL ADMINISTRATOR:

1. **A** Relays all factual information to Complex Area Superintendent.
2. **A** Complex Area Superintendent informs Superintendent's Office, DOE Communications Office and Safety, Security, & Emergency Preparedness Branch.
3. **A** Complex Area Superintendent advises Administrator to deal with media directly or refer calls to the Complex Area Superintendent.
4. **A** Designated person releases information to the media.
5. **A** Manages media movement on campus:
 - Establishes a designated press area.
 - Distributes school profile information sheet.
 - Does not say "no comment."
 - Updates media regularly.
 - Does not wear sunglasses.
6. **A** Maintains a log of all telephone inquiries. Uses scripted response to inquiries.

MEDIA STATEMENT:

1. **A** Prepares and issues a brief written statement (have generic statement ready, adapt to crisis) include verifiable facts, steps taken to contain/diffuse situation with assurance of safety, request of support from staff/students/others. Shows empathy in media statement.
2. **A** Emphasizes the safety of students and staff.
3. **A** Briefly describe school's emergency management plan for responding to emergency.
4. **A** Respect privacy of victim(s) and family of victim(s) and do not release names to media.
5. **A** Refrain from exaggerating or sensationalizing crisis.
6. **A** Do not admit fault or liability.

A - Administrator

S - Staff

A/S - Administrator/Staff

EMERGENCY PHONE NUMBERS

FIRE, AMBULANCE, POLICE	OAHU	HAWAII	MAUI	KAUAI
Emergency	911	911	911	911
Local Police (Non-emer.)	529-3162	961-2244	244-6400	241-6715
Department of the Att Gen	586-1500	933-8883 (h) 327-6260 (k)	243-5811	241-7112
Disaster Service Civil Def	723-8960	935-0031	270-7285	241-1800
ASK 2000	275-2000			
Crime Stoppers	955-8300	961-8300 (h) 329-8181 (k)	242-6966	241-1887
VICTIM ASSISTANCE				
Domestic Violence Hotline	841-0822	959-8864	877-9888	245-6362
Sex Assault Crisis Line	524-7273	935-0677	873-8624	245-4144
Child Welfare Service	832-5300	933-0350 (h) 327-4787 (k)	243-5143	274-3300
HAZARDOUS MATERIALS/POISON				
Hazardous Materials	586-4249	1-800-586-4249	1-808-586-4249	
Poison Center	1-800-222-1222 (all counties)			
Environmental Concern	692-5656	692-5656	984-8230	
DISASTER ASSISTANCE				
American Red Cross	734-2101	935-8305 (h) 326-9488 (k)	244-0051	245-4919
TEMPORARY RESTRAINING ORDER				
Family Court	539-4200	934-5700	242-0775	245-6362
Civil Court	538-5151	961-7470	244-2706	245-6362

*Funding for this guide was provided by the Readiness and Emergency Management for Schools grant from the OSDFS U.S. DOE.
Printed on recycled paper.*

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