



Emergency Crisis Procedures

Teachers:

- Must be knowledgeable of all emergency procedures
- Must discuss emergency procedures with students
- Must stay with students during emergencies and account for all students
- Will take Emergency Envelope with Class List and “Release Information” with them when evacuating

Signals:

- Fire Drill: Fire Alarm will activate
- Bomb Threat: Notification by telephone by school office
- Lockdown: Notification by telephone by school office
- Evacuation of School: Notification by telephone by school office

TYPE OF DISASTER	TYPE OF WARNING	ACTION PLAN
FIRE When in Classrooms	Fire Alarm Activation	<ol style="list-style-type: none">1. Teachers and students evacuate quickly and quietly to fire drill sites (see fire drill map).2. In case of smoke or gas, teachers and students should keep a tissue or piece of cloth over their mouths.3. Close doors and leave in unlocked position. Keep windows open. If closed, leave closed.4. Check adjacent restrooms for students.5. Take roll at evacuation site and report missing students to administration.6. Remain at designated area and in an orderly manner. Wait for instructions or until “all clear” bell is heard.
FIRE When in Gymnasium, Chapel, or Near Playground, Grass or Parking	Fire Alarm Activation	<ol style="list-style-type: none">1. Students to walk quickly to their class’ designated fire drill site. (Classes in gym or on field report to grass/field area. Classes in chapel go to field or parking area.)2. Students to line up and wait quietly for teachers to arrive (If teachers are not all in gym)3. Teachers arrive and take roll. Report missing students to administration.

<p>BOMB THREAT</p>	<p>Telephone Call to Classroom</p>	<ol style="list-style-type: none"> 1. Teachers evacuate students quickly and quietly to same area as fire drill. 2. Students should leave bags/backpacks in room (bomb may be in bag/backpack) Teachers whose bags have not been left out in the open and unattended may take their bags. 3. Make a visual check of the room before leaving. 4. Report any “suspicious” objects to administration. Do not touch or remove objects. 5. Leave doors and windows open. Turn off lights. 6. Check adjacent restrooms for students. 7. Homeroom teachers take attendance at the evacuation site. Report any missing students to administration. 8. Remain in an orderly manner at designated area and wait for further instructions. 9. Do not return to classroom until notified by the administration. Wait for “all clear” bell to ring. 10. Be prepared to evacuate to Ben Parker Elementary School on Kamehameha Hwy. Follow Emergency Evacuation of School Procedures.
<p>HAZARDOUS MATERIALS</p>	<p>Fire Alarm and Call Office if Hazardous Materials are in Your Room</p>	<ol style="list-style-type: none"> 1. Hazardous materials, toxic smells or fumes must be reported to Administration and School Office who will investigate, remove, or isolate the source if it can be done safely, and inform safety officials. Do not attempt to clean. 2. If evacuation is needed, fire alarm will be used. Follow appropriate procedures listed for fire or bomb threat. 3. If toxic smells or fumes are from a neighboring source, the school will go into Lockdown procedures. 4. Administration will contact the police and Poison Control Center to determine course of action. If the decision is to close the school follow procedures for Emergency Closing of School.
<p>TSUNAMI/FLOODING</p>	<p>Civil Defense Sirens (Three minutes of Wailing Tones)</p>	<ol style="list-style-type: none"> 1. There should be no need to evacuate. Stay where you are. Those with special needs may be released to Administration. 2. In the event that the school needs to evacuate, follow the procedures for Evacuation of School. 3. If it is determined to close school during the school day, see procedures for Emergency Closing of School. 4. Prior to the opening of school, listen to Civil Defense broadcasts/news reports (KSSK station).

<p>HURRICANE <i>Ben Parker Elementary School is Our Civil Defense Hurricane Shelter</i></p>	<p>Hurricane <u>Watch</u></p>	<ol style="list-style-type: none"> 1. The school will follow Civil Defense broadcast instructions. 2. The office will monitor communications with appropriate State agencies.
<p>HURRICANE <i>Ben Parker Elementary School is Our Civil Defense Hurricane Shelter</i></p>	<p>Hurricane <u>Warning</u></p>	<ol style="list-style-type: none"> 1. Administration will review procedures for Closing of School. 2. If it is determined to close school during the school day, follow procedures for Emergency Closing of School. 3. The school will follow the instructions of the Civil Defense broadcast and Administration.
<p>EARTHQUAKE</p>	<p>No Advance Warning</p>	<ol style="list-style-type: none"> 1. Stay where you are; keep calm. If indoors, stay indoors. If outdoors, stay outdoors. <ul style="list-style-type: none"> • Avoid glass, falling objects, and exterior walls. • Move away from windows and out from under heavy light and fan fixtures. • Stand against a wall near the center of the building or stand in the doorway inside the building. • Get under a desk or sturdy furniture. • Be cautious in evacuating buildings. Do not run. • Anticipate aftershocks. 2. Do not return to buildings until declared safe.
<p>WARTIME DISASTER ATTACK</p>	<p>Civil Defense Sirens (Three minutes of Wailing Tones)</p>	<p>Attack without Warning</p> <ol style="list-style-type: none"> 1. Staff and students lay face down close to inner walls, under desks or tables, away from windows, and shield eyes. 2. If outside, move to shelter if time permits or seek immediate protection in ditches or other protected areas. 3. When safe, move to safer location (nuclear fallout can be expected to arrive near immediate vicinity or target areas within approximately 30 minutes). 4. Listen to radio for Civil Defense information and instruction. <p>Threat of Attack If order from President, Governor, or National Warning Center to close schools during school day, follow procedures for Emergency Closing of School.</p>

<p align="center">INTRUDER <i>(Unauthorized person on campus)</i></p>	<p align="center">Telephone call to Administrator</p>	<ol style="list-style-type: none"> 1. Staff will identify themselves and inform intruder to register/ sign-in at the school office. 2. If intruder’s purpose is not legitimate, administrator/designee will request person to leave. 3. Call 911 if intruder refuses to leave or causes a disturbance. 4. If needed, the procedures for Lockdown will be activated.
<p align="center">ARMED INTRUDER</p>	<p align="center">Telephone call to Classroom</p>	<ol style="list-style-type: none"> 1. Follow Lockdown procedures.
<p align="center">LOCKDOWN PROCEDURES</p>	<p align="center">Telephone call to Classroom</p> <p align="center">Administrative office will have pre-assigned classrooms to call to relay the message “Lockdown!”</p>	<ol style="list-style-type: none"> 1. Teacher keep students in classroom and lock doors from inside. 2. Teachers direct students to move away from windows and doors. 3. Teachers maintain a “no talking” standard. 4. Check immediate hallways and bathrooms closest to your classroom and direct any students to the nearest classroom. 5. All aides or teachers involved in recess or physical education class will be informed. 6. Students and teachers on the playground will go to either the Grade 1, Grade 2, or the After-Care classroom. 7. Those on the grassy area will go to the gym. 8. Those on the blacktop area will go to the classroom on the top hallway of the new building, (Room 201), or to classroom next to library. 9. All classrooms, library, gym, and office doors should be locked. 10. Windows, blinds, and curtains should be closed and lights turned off after the teacher has taken attendance. 11. Teachers should notify other classrooms if students from another class are in their classroom 12. Remain in “lockdown” situation until notified “All Clear!” from school office. If power is off, office staff will go to each classroom, identify themselves and verbally announce, “All Clear.”

<p style="text-align: center;">EVACUATION OF SCHOOL</p>	<p style="text-align: center;">Fire Alarm</p>	<ol style="list-style-type: none"> 1. All classes report to designated fire drill area and account for all students. 2. After receiving word from Administration regarding evacuation, faculty and staff remain at fire drill location. 3. Teachers then line all students up in two lines to create a faster exit from school. 4. Assist/maintain order. 5. Check all bathrooms and classrooms as you go by 6. Take emergency card and pick up forms. 7. Take first aid kit if you have one in classroom. 8. Administrator or designated person will lead everyone along Kamehameha Hwy. to Ben Parker Elementary School. 9. Escort students to Ben Parker Elementary School 10. Use right exit from school, the one nearest the computer room end of the school. 11. Faculty and Staff will act as Traffic Control Officers in intersections along Kamehameha Hwy. 12. Communicate via cell phones with front / back of line going to Ben Parker Elementary School. <p>* Students need to be picked up at Ben Parker Elementary School.</p> <p>* Administration will follow Emergency Closing of School procedure for student release.</p> <p>Office Staff Will:</p> <ol style="list-style-type: none"> 1. Drive to site. 2. Bring medication of students and emergency kit. 3. Bring Emergency Cards/Files to verify authorization for parent/guardian pick up.
<p style="text-align: center;">EMERGENCY CLOSING OF SCHOOL</p>	<p style="text-align: center;">Telephone call to Classroom</p>	<ol style="list-style-type: none"> 1. Office will notify media of Emergency Closing of School. 2. Teachers and students are to remain in classroom until advised otherwise. 3. Office will call to notify teachers when a student's parent/guardian has arrived for pick up. 4. Administration and designated faculty will escort students to pick up area, when needed. 5. Teacher are to assist with pick up once all of your students have been safely released. 6. Teacher are to assist with monitoring school premises.