



**Saint Mark Lutheran School**  
K Ā N E ' O H E , H A W A I ' I

# **EMERGENCY CRISIS PROCEDURES**

A copy of this guide should be placed in every classroom, office, and other prominent locations around campus. For best results, this guide should be reviewed with the staff at least once a year so that everyone understands his/her role in an emergency.

This guide is intended to serve as a reference for educators, administrators, students, and staff and does not replace common sense, sound judgment, and prudent actions in response to emergency situations. It is important to remember that actual emergency responses must address the uniqueness of each situation.

## **Teachers and/or Administrators Must:**

- Be knowledgeable of all emergency procedures
- Discuss emergency procedures with students
- Stay with students during emergencies and account for all students
- Take student emergency information binders when evacuating

## **Type of Warning / 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: Fire Alarm and notification by school office

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TYPE OF CRISIS	TYPE OF WARNING	ACTION PLAN
<p align="center"><b>FIRE</b> <b>When in Classrooms</b></p>	<p align="center"><b>Fire Alarm Activation</b></p>	<ol style="list-style-type: none"> <li>1. Teachers and students evacuate quickly and quietly to Fire Drill sites (see Fire Drill Map).</li> <li>2. In case of smoke or gas, teachers and students should keep a tissue or piece of cloth over their mouths.</li> <li>3. Close doors and leave in unlocked position. Keep windows open. If closed, leave closed.</li> <li>4. Check adjacent restrooms for students.</li> <li>5. Take roll at evacuation site and report missing students to administration.</li> <li>6. Remain at designated area and in an orderly manner. Wait for instructions or until “All Clear” bell is heard.</li> </ol>
<p align="center"><b>FIRE</b> <b>When at Recess near Playground, Grass or Parking Lot or when in Gymnasium or Chapel</b></p>	<p align="center"><b>Fire Alarm Activation</b></p>	<ol style="list-style-type: none"> <li>1. Students at recess should report to their class' designated Fire Drill site and wait quietly for teachers to arrive and take roll <u>or</u> the nearest safe designated Fire Drill site under the direction of a school official.</li> <li>2. Classes in gym or on field report to grass/field area.</li> <li>3. Classes in chapel go to field or parking area.</li> </ol>
<p align="center"><b>HURRICANE</b> <i>Ben Parker Elementary School is Our Civil Defense Hurricane Shelter</i></p>	<p align="center"><b>Hurricane <u>Watch</u></b></p>	<ol style="list-style-type: none"> <li>1. The school will follow Civil Defense broadcast instructions.</li> <li>2. The office will monitor communications with appropriate State agencies.</li> </ol>
<p align="center"><b>HURRICANE</b> <i>Ben Parker Elementary School is Our Civil Defense Hurricane Shelter</i></p>	<p align="center"><b>Hurricane <u>Warning</u></b></p>	<ol style="list-style-type: none"> <li>1. Administration will review procedures for Closing of School.</li> <li>2. If it is determined to close school during the school day, follow procedures for EMERGENCY CLOSING OF SCHOOL.</li> <li>3. The school will follow the instructions of the Civil Defense broadcast and Administration.</li> </ol>

<p><b>TSUNAMI/FLOODING</b></p>	<p><b>Civil Defense Sirens</b> (Three minutes of Wailing Tones)</p>	<ol style="list-style-type: none"> <li>1. There should be no need to evacuate. Stay where you are. Those with special needs may be released to Administration.</li> <li>2. In the event that the school needs to evacuate, follow the procedures for EVACUATION OF SCHOOL.</li> <li>3. If it is determined to close school during the school day, see procedures for EMERGENCY CLOSING OF SCHOOL.</li> <li>4. Prior to the opening of school, listen to Civil Defense broadcasts/news reports (KSSK station).</li> </ol>
<p><b>EARTHQUAKE</b></p>	<p><b>No Advance Warning</b></p>	<ol style="list-style-type: none"> <li>1. Stay where you are; keep calm. If indoors, stay indoors. If outdoors, stay outdoors. <ul style="list-style-type: none"> <li>• Avoid glass, falling objects, and exterior walls.</li> <li>• Move away from windows or other objects that may fall and cause harm.</li> <li>• Stand in the doorway, get under a desk or sturdy furniture or move outside.</li> <li>• Be cautious in evacuating buildings. Do not run.</li> <li>• Anticipate aftershocks.</li> </ul> </li> <li>2. Do not return to buildings until declared safe.</li> </ol>
<p><b>BOMB THREAT</b></p>	<p><b>Telephone Call to Classroom</b> (cell phone usage should be kept to a minimum)</p>	<ol style="list-style-type: none"> <li>1. Teachers evacuate students quickly and quietly to same area as Fire Drill.</li> <li>2. Students should leave bags/backpacks in room (bomb may be in bag/backpack)</li> <li>3. Make a visual check of the room before leaving.</li> <li>4. Report any suspicious objects to administration. Do not touch or remove objects.</li> <li>5. Check adjacent restrooms for students.</li> <li>6. Homeroom teachers take attendance at the Fire Drill area. Report any missing students to administration.</li> <li>7. Remain in an orderly manner at designated area and wait for further instructions.</li> <li>8. Do not return to classroom until notified by the administration. Wait for “All Clear” bell to ring.</li> <li>9. Be prepared to evacuate to the <i>Senior Residence at Kaneohe</i>. Follow the procedures for EVACUATION OF SCHOOL.</li> </ol>

<p style="text-align: center;"><b>HAZARDOUS MATERIALS</b></p>	<p style="text-align: center;"><b>Fire Alarm and Call Office if Hazardous Materials are in Your Room</b></p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. If toxic smells or fumes are from a neighboring source, the school will go into LOCKDOWN procedures and wait for instructions from the school office.</li> <li>3. Administration will contact the police and <i>Poison Control Center</i> to determine course of action. If evacuation is needed, follow the procedures for EVACUATION OF SCHOOL.</li> <li>4. If the decision is to close the school, follow procedures for EMERGENCY CLOSING OF SCHOOL.</li> </ol>
<p style="text-align: center;"><b>WARTIME DISASTER ATTACK</b></p>	<p style="text-align: center;"><b>Civil Defense Sirens</b> (Three minutes of Wailing Tones)</p>	<p><b>Attack without Warning</b></p> <ol style="list-style-type: none"> <li>1. Staff and students lay face down close to inner walls, under desks or tables, away from windows, and shield eyes.</li> <li>2. If outside, move to shelter or seek immediate protection in ditches or other protected areas.</li> <li>3. When safe, move to safer location (nuclear fallout can be expected to arrive near immediate vicinity or target areas within approximately 30 minutes).</li> <li>4. Listen to radio for Civil Defense information and instruction.</li> </ol> <p><b>Threat of Attack</b> If ordered from President, Governor, or National Warning Center to close schools during school day, follow procedures for EMERGENCY CLOSING OF SCHOOL.</p>
<p style="text-align: center;"><b>UNAUTHORIZED PERSON ON CAMPUS</b></p>	<p style="text-align: center;"><b>Telephone call to Office</b></p>	<ol style="list-style-type: none"> <li>1. Staff will identify themselves and inform intruder to register/ sign-in at the school office.</li> <li>2. If intruder’s purpose is not legitimate, administrator/designee will request person to leave.</li> <li>3. Call 911 and/ or follow the procedures for a LOCKDOWN if intruder refuses to leave or causes disturbance.</li> </ol>

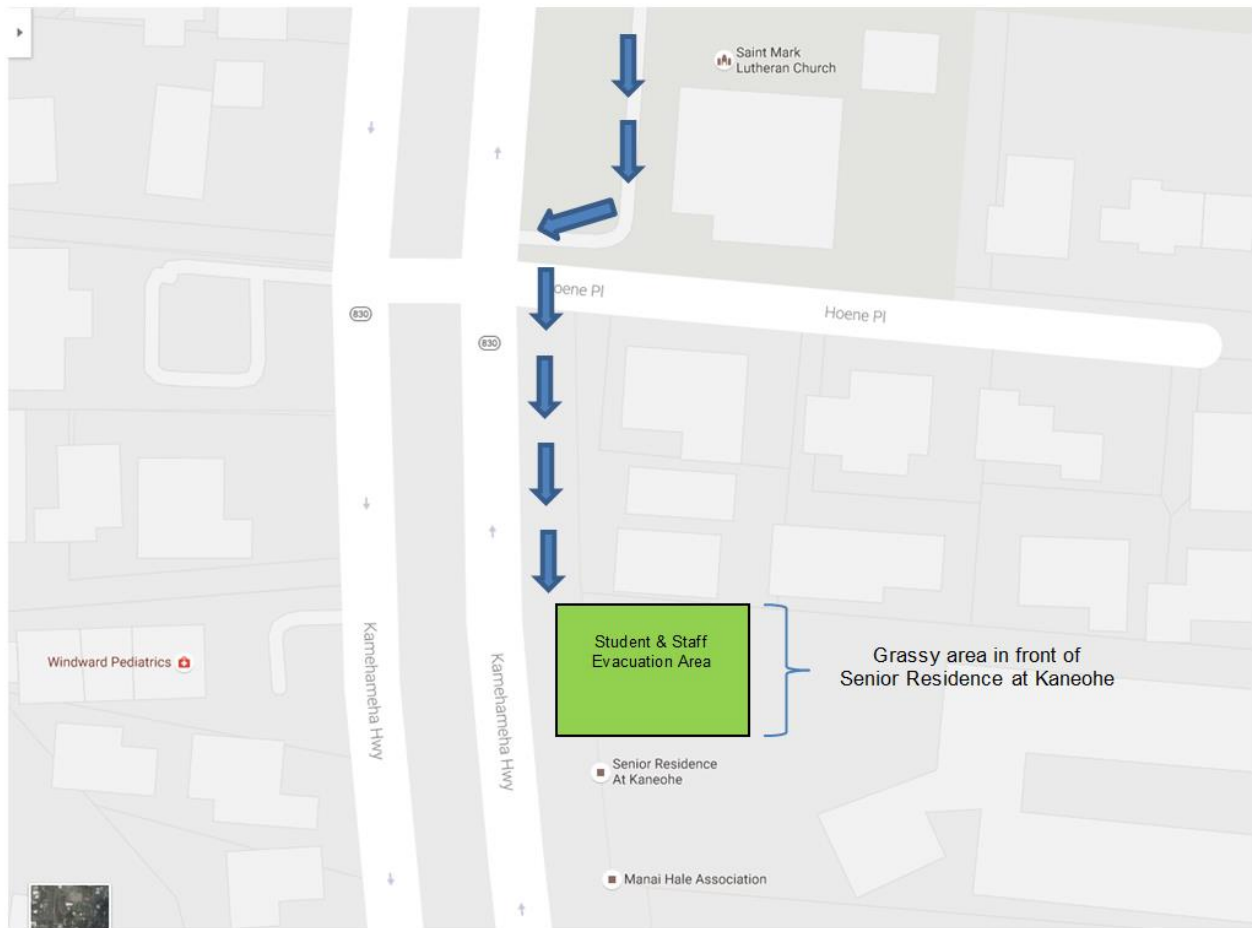
<p style="text-align: center;"><b>LEVEL 1 LOCKDOWN</b></p> <p style="text-align: center;"><b>“FULL LOCKDOWN – SHELTER IN PLACE”</b></p> <p style="text-align: center;"><b>Imminent danger to building or personnel, possible life-threatening situation</b></p> <p style="text-align: center;"><b>Examples Include:</b> dangerous events that occur in general vicinity, fugitive is thought to be in the area, etc.</p> <p><b><u>Assignments:</u></b></p> <p><b><u>1) Announce “FULL LOCKDOWN – SHELTER IN PLACE”</u></b></p> <p><b>Admin Assistant:</b> Call/otherwise contact Gr K-5 &amp; CR, announce “FULL LOCKDOWN – SHELTER IN PLACE”</p> <p><b>Business Manager:</b> Call/otherwise contact Gr 6-8, Lib, Choir, PE, Band and Art room, announce “FULL LOCKDOWN – SHELTER IN PLACE”</p> <p><b><u>2) In the case of a drill Check the Campus</u></b></p> <p><b>Head of School:</b> Check Gr 1-5 classrooms, Art Room, bathrooms, playground</p> <p><b>Asst. Head of School:</b> Check K classroom, CR, Lib, Blacktop, office bathrooms</p> <p><b>Admin Assistant:</b> Check Gr 6-8 classrooms, band room, gym &amp; bathrooms, field</p> <p><b>Business Manager:</b> Stay in office</p>	<p style="text-align: center;"><b>School Bell</b> (30 seconds of steady ringing)</p> <p style="text-align: center;"><b>Followed by:</b> <b>Telephone call to Classroom</b></p> <p style="text-align: center;"><b>Administrative office will have pre-assigned classrooms to call to relay the message:</b></p> <p style="text-align: center;"><b>“FULL LOCKDOWN - SHELTER IN PLACE”</b></p>	<p><b><u>General Guidelines:</u> normal operations cease, the school locks down and everyone is to shelter in place.</b></p> <ol style="list-style-type: none"> <li>1. Teacher keep students in classroom and lock doors from inside.</li> <li>2. Teachers direct students to move away from windows and doors.</li> <li>3. Teachers maintain a “no talking” standard.</li> <li>4. Check immediate hallways to your classroom and direct any students into the nearest classroom.</li> <li>5. All aides or teachers involved in recess or P.E. classes will be informed of “FULL LOCKDOWN – SHELTER IN PLACE”.</li> <li>6. Students and teachers at recess are to immediately return to their home classroom, and all future recesses will cease.</li> <li>7. K-5 students in P.E. class are to stay in the gym with P.E. teacher or immediately return to their home classroom.</li> <li>8. Middle school students in P.E. class are to stay in the gym with P.E. teacher.</li> <li>9. Middle school students in music class and art class are to stay in place.</li> <li>10. Students in choir (meeting in the chapel) are to stay in place.</li> <li>11. Students in computer lab and library, and ukulele are to stay in place.</li> <li>12. All classrooms, library, gym, bathrooms, and office doors should be locked and windows should be closed. (Office Staff will check)</li> <li>13. Teacher must take attendance &amp; turn off all lights.</li> <li>14. Teachers should notify other classrooms if students from another class are in their classroom.</li> <li>15. Remain in LOCKDOWN situation until notified “All Clear!” from school office. If power is off, office staff will use cell phones or go to each classroom, identify themselves and verbally announce, “All Clear.”</li> </ol> <p><b><u>Office Staff Will:</u></b></p> <ol style="list-style-type: none"> <li>1. Call pre-assigned classrooms to announce the “FULL LOCKDOWN – SHELTER IN PLACE ” (see Assignments).</li> <li>2. Check that all school doors are locked and the campus is clear (see Assignments).</li> </ol>
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<p style="text-align: center;"><b>LEVEL 2 LOCKDOWN</b></p> <p style="text-align: center;"><b>“HIGH ALERT LOCKDOWN”</b></p> <p style="text-align: center;"><b>Possible threat identified to building, personnel, or surrounding area</b></p> <p><b>Examples Include:</b> high speed chases, threats to non-school buildings, etc.</p> <p><b><u>Assignments:</u></b></p> <p><b>1) <u>Announce “HIGH ALERT”</u></b></p> <p><b>Admin Assistant:</b> Call/otherwise contact Gr K-5 &amp; CR, announce “HIGH ALERT”</p> <p><b>Business Manager:</b> Call/otherwise contact Gr 6-8, Lib, Choir, PE, Band and Art room, announce “HIGH ALERT”</p> <p><b>2) <u>In the case of a drill, Check the Campus</u></b></p> <p><b>Head of School:</b> Check Gr 1-5 classrooms, Art Room, bathrooms, playground</p> <p><b>Asst. Head of School:</b> Check K classroom, CR, Lib, Blacktop, office bathrooms</p> <p><b>Admin Assistant:</b> Check Gr 6-8 classrooms, band room, gym &amp; bathrooms, field</p> <p><b>Business Manager:</b> Stay in office</p>	<p style="text-align: center;"><b>Telephone call to Classroom</b></p> <p style="text-align: center;"><b>Administrative office will have pre-assigned classrooms to call to relay the message</b></p> <p style="text-align: center;"><b>“HIGH ALERT LOCKDOWN”</b></p>	<p><b><u>General Guidelines:</u> no outside activities, all student movement is to be supervised and hallways &amp; surrounding areas are to be actively monitored.</b></p> <ol style="list-style-type: none"> <li>1. Teacher keep students in classroom and lock doors from inside.</li> <li>2. Check immediate hallways to your classroom and direct any students to the their home classroom.</li> <li>3. All aides or teachers involved in recess or P.E. classes will be informed of “HIGH ALERT” situation.</li> <li>4. Students and teachers at recess are to immediately return to their home classroom, and all subsequent recesses are to take place in the classrooms.</li> <li>5. K-5 students in P.E. class are to immediately return to their home classroom.</li> <li>6. Middle school students in P.E. class are to stay in the gym with P.E. teacher with the doors closed.</li> <li>7. All classrooms, library, gym, bathrooms, and office doors should be locked and windows should be closed. (Office Staff will check)</li> <li>8. Students are not to leave the classroom unless they are escorted by a school official.</li> <li>9. K-5 students will continue to switch classes to attend computers and choir but must be escorted by a school official.</li> <li>10. Middle school students will continue to switch classes but must be escorted by a school official.</li> <li>11. All excursions will be cancelled.</li> <li>12. School officials will vigilantly monitor the school grounds while checking the radio and other news agencies for the latest information.</li> <li>13. Remain on HIGH ALERT until the bell is sounded for a FULL LOCKDOWN – SHELTER IN PLACE or until notified of the “All Clear!” from school office. If power is off, office staff will use cell phones or go to each classroom, identify themselves and verbally announce, “All Clear.”</li> </ol> <p><b><u>Office Staff Will:</u></b></p> <ol style="list-style-type: none"> <li>1. Call pre-assigned classrooms to announce the “HIGH ALERT” (see Assignments).</li> <li>2. Check that all school doors are locked and the campus is clear (see Assignments).</li> </ol>
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<p style="text-align: center;"><b>EVACUATION OF SCHOOL</b></p> <p style="text-align: center;">(See Evacuation of School Map on p.9)</p>	<p style="text-align: center;"><b>Fire Alarm</b></p> <p style="text-align: center;"><b>Followed by: Announcement to Evacuate the School</b></p>	<ol style="list-style-type: none"> <li>1. All classes report to designated Fire Drill area and account for all students.</li> <li>2. After receiving word from Administration regarding evacuation, faculty and staff remain at Fire Drill location.</li> <li>3. Teachers then line all students up in two lines to create a faster exit from school.</li> <li>4. Assist/maintain order.</li> <li>5. Check all bathrooms and classrooms as you go by</li> <li>6. Take emergency information binders.</li> <li>7. Take first aid kit if you have one in classroom.</li> <li>8. Administrator or designated person will lead everyone along Kamehameha Hwy to the <i>Senior Residence at Kaneohe</i>.</li> <li>9. Escort students to the <i>Senior Residence at Kaneohe</i> (See Evacuation of School Map).</li> <li>10. Exit the school using the driveway fronting the Church following Evacuation of School Map.</li> <li>11. Faculty and Staff will act as Traffic Control Officers in intersections along Kamehameha Hwy.</li> <li>12. Communicate via cell phones with front / back of line going to the <i>Senior Residence at Kaneohe</i>.</li> </ol> <p>* Students need to be picked up at <i>Senior Residence at Kaneohe</i>, unless all clear is given to return to school.</p> <p>* Administration will follow EMERGENCY CLOSING OF SCHOOL procedure for student release.</p> <p><b>Office Staff Will:</b></p> <ol style="list-style-type: none"> <li>1. Walk to site.</li> <li>2. Bring medication of students and emergency kit.</li> <li>3. Bring Emergency Cards/Files to verify authorization for parent/guardian pick up.</li> </ol>
<p style="text-align: center;"><b>EMERGENCY CLOSING OF SCHOOL</b></p>	<p style="text-align: center;"><b>Telephone call to Classroom</b></p>	<ol style="list-style-type: none"> <li>1. Office will notify media of “EMERGENCY CLOSING OF SCHOOL”.</li> <li>2. Teachers and students are to remain in classroom until advised otherwise.</li> <li>3. Office will call to notify teachers when a student’s parent/guardian has arrived for pick up.</li> <li>4. Administration and designated faculty will escort students to pick up area, when needed.</li> <li>5. Teachers are to assist with pick up once all of your students have been safely released.</li> <li>6. Teachers are to assist with monitoring school premises.</li> </ol>



# EVACUATION OF SCHOOL MAP



Saint Mark Lutheran School Evacuation Site:

Senior Residence at Kaneohe  
45-705 Kamehameha Hwy # 302  
Kaneohe, HI 96744

When evacuating the school, students and staff will walk with their teacher(s) in a single file (or double) line from the school campus to the grasses area outside the *Senior Residence at Kaneohe*.

Students will wait there until either the “All Clear” is given and they are allowed to return to school or picked up by their parent.

# EMERGENCY PHONE NUMBERS

Emergency (Fire, Ambulance, Police)	911
Local Police (Non-Emergency)	529-3162
Department of the Attorney General	586-1500

Disaster Service Civil Defense	723-8960
Crime Stoppers	955-8300

## **VICTIM ASSISTANCE**

Domestic Violence Hotline	841-0822
Sex Assault Crisis Line	524-7273
Child Welfare Service	832-5300

## **HAZARDOUS MATERIALS/POISON**

Hazardous Materials	586-4249
Poison Control Center	1-800-222-1222
Environmental Concern	692-5656

## **DISASTER ASSISTANCE**

American Red Cross	734-2101
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## **TEMPORARY RESTRAINING ORDER**

Family Court	539-4200
Civil Court	538-5151