



Safety Policy & Emergency Procedures Manual

Date Originally Adopted: 6/6/08

Revisions: 4/4/13, 6/9/15, 12/22/2016

Related Documents:

Table of Contents

	General Emergency Procedures	1
I.	Fire	3
II.	Evacuation	6
III.	Tropical Storm/Hurricane Procedures	7
IV.	Tsunami	8
V.	Earthquake	9
VI.	Air Quality Emergency/Vog	10
VII.	Weapons on Campus	11
VIII.	Emergency Lock-Down Procedures	12
IX.	Bomb Threat/Threatening Calls	14
X.	Post Emergency	16

General Emergency Procedures

School Closure

In the event of an emergency that makes road travel unsafe or threatens the safety of the students, staff or school families, the school will close. Kona Pacific will have emergency closure any day on which area DOE schools are closed for emergency, or any additional days at the discretion of Kona Pacific administration.

When the decision to have an emergency closure is made, the school office will contact (1) all families via school electronic message system; and (2) the Hawaii State Public Charter School Commission office.

Emergency Before School Begins

In the event of a school closure prior to the beginning of the school day, an automated telephone message will be sent to all families and staff informing them that the school is closed for the day. In addition, school staff will change the message on the school phone to indicate closure of school. The school closure notification will be sent by 6:30 a.m. when possible.

Emergency During School Hours

In the event of an emergency that requires closure during school hours, an automated telephone message will be sent to all families and staff informing them of the closure. Students must be picked up at school as soon as possible.

In the event of an emergency requiring evacuation of the school campus, students and staff will be evacuated to Kona Scenic Park on Haleki'i Street. If possible, an automated telephone message will be sent to all families, and students must be picked up from Kona Scenic Park as soon as possible. Staff will remain with the students until all students have been picked up. For evacuation procedures, please see below Evacuation section.

If all children have not been picked up at the Kona Scenic Park before dark, the remaining children will go home with a member of the faculty or staff, who will work to contact the parents or guardians to arrange pick up.

Chain of Command in Case of Emergencies

1. School Director
2. Assistant Director
3. Office Manager

Communication

1. Each classroom will be supplied with a walkie-talkie.
2. The Custodian is responsible for maintaining the walkie-talkie's in good working order.
3. When possible, all staff should keep their cell phones on while on campus.
4. All staff must have cell phones on while with their class outside of immediate campus area (e.g. on nature walk, etc.).

General Emergency Procedures

Staff, Volunteer & Visitor Safety Requirements

Staff Requirements

1. All staff must maintain current certification in CPR and First Aid.
2. All staff that work unsupervised with children must successfully clear a criminal background check. Whether a finding in the background check prevents hire of the staff member is at the discretion of the Governing Board.

Volunteer Requirements

1. All volunteers that work unsupervised with children must successfully clear a criminal background check. Whether a finding in the background check prevents the volunteer from serving at the school is at the discretion of the Director.
2. Kona Pacific encourages all volunteers that work with children to present proof of a negative TB test.
3. All volunteers must check in at the school office.

Visitor Requirements

1. All visitors to campus must check in with the school office and obtain a visitor's pass.

I. Fire

In the event of a fire on campus, the children will leave the facility in an orderly and rapid manner and reassemble in the school parking lot. Decisions on whether the school will remain open after a fire will be based on an assessment of safety and any damages to the facility.

Fire Evacuation Preparation

At the beginning of each school year:

1. The Office Manager 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. The Custodian and Office Manager will review and inspect all fire extinguishers and service them if necessary.

Fire Evacuation

1. In case of fire, call 911 and contact the Fire Department immediately. Give the correct address and location of the fire.
2. If it is necessary to evacuate the buildings, use the fire alarm system. If the alarm system does not work, use airhorn and sound in a series of short blasts for two minutes duration.
3. Evacuation shall proceed immediately via the exits designated on the evacuation charts posted on the walls.
 - a. Teachers shall assemble children at designated area outside doorway and conduct a head count based on the Evacuation Attendance Sheet before proceeding to evacuation area.
 - i. Fire Alarm During Recess
 1. If fire alarm sounds during recess, students and adults on the upper field or north and south playgrounds should proceed directly to the evacuation site. Any students and adults already at the evacuation site should remain there and line up with their class.
 2. Student Services Director will ensure that all students and adults on upper field evacuate.
 - b. Close the classroom door. Do not lock the door.
 - c. Teachers shall carry out the Evacuation Attendance Sheet and emergency kit.
 - d. All personnel shall proceed in an orderly fashion to the evacuation area as designated by the evacuation map posted near the doorway.
 - e. The Custodian shall check all rooms and offices to ensure everyone has evacuated. If Custodian is absent, Office Manager shall conduct check.
 - f. At the evacuation area, teachers shall conduct a roll call to account for all students from their classroom. If all students are present, teacher shall indicate by showing a green card. If not all students are present, teacher shall indicate by showing a red card.

4. The evacuation location is the south end of the school parking lot. If there is a fire in the parking lot area, students will be evacuated to the Kona Community Hospital parking lot or Kona Scenic Park.
5. 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.
6. A First Aid Station will be set up near the evacuation area if necessary.
7. 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.
8. Wait for instructions from the Director.
9. When the buildings are safe to reenter, the Director will issue a verbal all-clear announcement.
10. If there is smoke in a building:
 - a. Drop to hands and knees, and crawl to the nearest exit.
 - b. Hold breath as much as possible.
 - c. Take shallow breaths through nose, using clothing as filter.
 - d. In so far as is practical, keep head down and eyes closed.
 - e. 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.
11. If trapped:
 - a. Retreat from the area and close as many doors as possible between yourself and the fire.
 - b. 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.

Fire Drills

Fire evacuation drills will be conducted monthly following the fire evacuation procedure. Drills will be conducted 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. Office to call the Fire Department 10 minutes in advance to inform them of the fire evacuation drill.
2. To initiate the drill, the Director or designee will use the fire alarm system.
3. When fire evacuation drill is complete, office will call the Fire Department to inform them.

Fire Extinguishers

Instructions for use:

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).

Team Responsibilities During Fire or Fire Drill

School Director

1. Proceed to courtyard to assess where to evacuate.
2. Facilitate smooth evacuation.
3. At evacuation site, assess evacuation attendance.
4. Give all clear signal to office.

Office

1. Pull the handle on pull stations to set off alarm.
2. Shut off fire alarm after minimum of two minutes (during fire drill).
3. Notify any classes in outdoor areas.
4. Go to office to pick up:
 - a. Emergency Card binder
 - b. student medical supplies (Epipens)
 - c. first aid kit
5. Records drill results in the Fire Log.

Custodian:

1. Check to be sure no children or adults remain in the buildings or outdoor areas on the campus.

II. Evacuation

In the event of an emergency requiring evacuation of the school campus, students and staff will be evacuated to Kona Scenic Park on Haleki'i Street.

- Use Fire Alarm to signal the start of the Evacuation. If time permits have students put on their shoes and gather their belongings prior to alarm.
- Students evacuate as for a Fire Evacuation and line up in the lower parking lot.
- Instructions will be given verbally to students and staff in the lower parking lot.
- Students partner with hanai buddies for the walk down to the park. Eighth Grade with Fourth Grade will lead. Seventh and Third Grade will go next. Sixth and Second will follow. Fifth and First will follow. Likolehua Kindergarten will walk with Pulelehua Kindergarten last.
- Class Teachers will partner, one at the front of the classes and one at the rear.
- Special Education Teachers and Classroom Aids will walk with their students.
- Specialty Teachers will help where they are needed.
- Office Staff will be in place to help with crossing intersections.

Students

- Students are to stay on the sidewalk and walk with hanai buddies.
- Students will only cross the street in a crosswalk when cleared by an adult.
- Students will notify an adult if they need help.
- After arriving at the park, students will stay in the designated area until told to do otherwise.

Teachers

- When the fire alarm sounds, teachers will get Evacuation Attendance Sheets and first aid kits.
- Teachers escort students to lower parking lot.
- Teachers supervise students as they walk to the park and after arrival at park.
- Teachers have cell phones on and call or signal if extra help is needed.
- Teachers count students at the park to make sure all have arrived safely.

Administration

- Director will supervise entire Evacuation Drill.
- Director will access attendance and give instructions in parking lot.
- Director will supervise walk and supervise at park.

Tropical Storm/Hurricane

III. Tropical Storm/Hurricane Procedures

Tropical Storm or Hurricane Watch or Warning

When a tropical storm or hurricane watch or warning is issued for the Island of Hawaii, Kona Pacific PCS will follow the recommendations of the Hawaii County Civil Defense regarding school closure. Even if closure is not required by Civil Defense, Kona Pacific may decide to close school if school administration determines that the weather threatens the safety of the students, staff or school families or makes road travel unsafe.

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

1. Teachers will be notified in person, or one long continuous ring of the school bell will announce stormy day alert.
2. Students will assemble in their classrooms, where teachers will account for all students.
3. Teachers will keep students indoors and limit trips to bathroom (emergency only).
4. All windows will be closed.
5. Teachers and students will remain in the classroom until notified by school staff.
6. Before leaving at the end of the day, school administration will assess if it is safe to lead students out of the room. If it is not safe, students will stay in classroom.

IV. Tsunami

In the event of a tsunami warning outside of school hours, the school will close until the all clear is given by the Hawaii County Civil Defense.

In the event of a tsunami warning during school hours, the school will follow the advice of the Hawaii County Civil Defense. This may require that students remain on campus under the supervision of school staff members until the “all clear” is announced.

V. Earthquake

In the event of an 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 instructed otherwise.

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.

Following the shock and after the building stops shaking:

Director will determine if evacuation of buildings is required. If so, proceedings for fire evacuation will be followed. Because of the possibility of after-shocks, no one is to re-enter the building once evacuated.

1. Teachers are to take their emergency kit with them and escort their students to their posted evacuation site (if it is safe to do so).
2. Fire evacuation procedures should then be followed.
3. Custodian will check any gas lines and turn off if necessary.

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 (prior to the first day of instruction) by the Custodian 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 Custodian, Director and Assistant Director will know the location of main utility switches and valves.

Air Quality Emergency/Vog

VI. Air Quality Emergency and/or Vog

Kona Pacific will follow the advice of the Hawaii County Civil Defense with regard to any Vog or other air quality emergency warnings. However, if the warning requires that all students be kept in an air-conditioned building, then the school will be closed, as there are no air-conditioned buildings on campus.

If an air quality warning is issued during school hours, the school will take the following action:

1. Teachers will inform school administration immediately of any reactions by staff or students.
2. All students and staff will stay away from windows to prevent inhalation of vapor, close all doors to the outside and lock windows, and seal gap under doorways and windows with wet towels or with duct tape, if necessary.
3. If staff suspects that vapors or gas has entered the structure, they will direct students to hold a wet cloth over mouths and noses.
4. Parents will be notified via an automated telephone message to pick up students as soon as possible.
5. Any student or school personnel exhibiting a severe reaction will go to the Kona Community Hospital.
6. School administration will consult with fire, police, or Hawaii County Civil Defense as to "all clear" report, if necessary.

Weapons on Campus

VII. Weapons on Campus

Anyone who is aware that a weapon has been brought to school must:

- Notify the School Director and school office immediately.
- Report name of the person possessing the weapon, where the weapon is located, if anyone has been threatened, and any other pertinent details.
- If you are a teacher and a weapon is in your classroom, do not leave the classroom. Get a neighboring teacher to notify school administration.
- Call **911** if situation is deemed dangerous.
- The school administration will question the suspect.
- The school administration will accompany suspect to private office to wait for police.
- The school administration will inform suspect of his/her rights, and if a search is conducted, why a search is being conducted.
- The school administration will conduct a search only as authorized under and pursuant to the terms set forth in Chapter 19 (Hawaii Administrative Rules Title 8, Department of Education).
- The school administration will keep detailed notes of all events and why a search was conducted.
- The school administration will notify parent(s) or guardian(s) if the suspect is a student. The school administration will also explain to the parents why a search was conducted and results of the search.
- If a suspect threatens another person, that person should not try to disarm the suspect, but should back away with his/her arms up and remain calm.

If a knife (i.e. pocket knife, hunting knife) is mistakenly brought to school, the teacher or adult in charge of the class will confiscate the knife and turn it in to the office. The office will notify the parent or guardian that the knife is not allowed on campus and it will be kept safely in the office until the parent or guardian comes to the office to collect it.

Emergency Lock-Down Procedures

VIII. Emergency Lock-Down Procedures

Once it is determined that a situation warrants an Emergency Lock-Down, office staff member(s) will sound the horn in a long sustained blast.

Emergency Situation

- If the situation allows, **call 911**.
- Notify the Director. The Director will call 911 if it has not been done.
- The Director will give the order to proceed with the Emergency Lock-Down Procedure and the horn will sound at this time.
- Students out of the classroom should report to the closest adult teacher/supervisor.
- Students in the bathroom should go to the closest room.
- Teachers with students outside should proceed to the nearest room/area including the Garden Shed or Extra Lesson Room (SPED).
- Teachers should 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/Office will communicate with classrooms and areas via walkie-talkie or cell phone. All walkie-talkies and cell phones must be turned on as soon as Lock-Down is initiated.
- As soon as possible, the office will communicate with Teachers/Classrooms. Emergency check-ins will be called in grade order beginning with kindergarten through the grades and finishing with the Garden and Extra Lesson Room (SPED). Teachers/Staff should wait to be called. Do not call in to the office. When you are called please check in regarding student count including extra students and any missing students or adults.
- The Director will assess the situation and formulate an action plan.
- If warranted the Director/Office will communicate who/what is causing the problem (person or animal) and the location. Example: person / pavilion or person / office or wild pig / roaming.
- As soon as the police arrive on campus, the police will take the lead in handling the situation.
- Lock-Down lasts until an end-of-lockdown announcement is made by the office via walkie-talkie /cell phone.
- 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 Director, who will determine whether or not the emergency lock-down procedure needs to be initiated.
- No Danger: if the intruder does not appear dangerous, two staff will politely greet intruder, identify themselves, and:
 - 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.

Emergency Lock-Down Procedures

- 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.
 - Staff members who have knowledge of the intruder and/or the situation must document the information and give it to the Director

Bomb Threat/Threatening Calls

IX. 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 (next page).
 - 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 determine whether fire evacuation or school evacuation is necessary and follow said procedure.
4. Make visual checks while exiting. Report suspicious object(s) to the Director. Do not touch or move any suspicious object found.



Bomb Threat Checklist:

Time: _____ **Date:** _____ **Call Received By:** _____

Record as much as possible, the message left by the caller or the conversation with 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 _____

X. Post Emergency

Administration will:

- ❑ Provide clear information to parents, employees and Governing Board.
- ❑ Communicate with external groups as necessary (Press, Commission, Fire Department, etc.)
- ❑ Conduct any necessary investigation immediately.
- ❑ Initiate a damage/injury survey.
- ❑ Process report forms.
- ❑ Contact HIOSH if have an employee death, 3 or more hospitalized, or more than \$25,000 damage.