

Hālau Kū Māna

Emergency Procedures Guide

(Updated July 2017)

The Emergency Procedures for HKM has been created to assist staff, faculty, and students in their ability to respond to different types of emergencies. This guide book should be kept within easy access in all offices and classrooms, where it will be immediately available to provide guidance during an emergency situation.

Please familiarize yourself with the contents of this guidebook. If you have any questions or comments regarding the contents of this guidebook, please contact the main office, 945-1600.

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GENERAL RESPONSIBILITIES

PRINCIPAL OR DESIGNEE:	STAFF:
<ol style="list-style-type: none"> 1. Verify information. 2. Activate school emergency response team and implement response procedures. 3. Call 9-1-1 (if necessary) 4. Seal off high-risk areas and preserve scene. 5. Notify students and staff of the emergency. 6. Notify Governing Board. 7. Notify HIDOE Complex Area Superintendent (if necessary). 8. Evacuate students and staff if necessary. 9. Account for all faculty and staff. 10. If necessary, communicate with media. 11. Notify community agencies. 12. Implement post-crisis procedures: debrief. 13. Keep detailed notes of crisis event and complete reports. 	<ol style="list-style-type: none"> 1. Verify information. 2. Follow emergency procedures. 3. Warn students, if advised. 4. Stay with students during and 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.
A – Administrator	S – Staff

EVACUATION PROCEDURES (TO BE USED IN ANY EVENT WHERE EVACUATING THE CAMPUS IS NECESSARY FOR THE SAFETY OF ALL STUDENTS AND STAFF)

In the event an evacuation is necessary, all students and staff will proceed to the designated meeting place. All students shall be escorted by a teacher, staff or administrator.

DESIGNATED MEETING AREA: LOWER (MA KAI) AREA OF KA LAE TURNAROUND.

SECONDARY DESIGNATED MEETING AREA: ARCHIE BAKER PARK

*If the threat poses a danger to the primary designated meeting area, an **ADMINISTRATOR** will make the call to proceed to the secondary designated meeting area.

WHEN A CAMPUS EVACUATION IS NECESSARY, THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED:

During Instructional Class Time

1. (S) Teachers who are teaching at the time of the evacuation will be responsible for escorting their class to the designated meeting area.
2. (S) The teacher will instruct his/her students to leave all belongings behind, remain calm and proceed together to the designated meeting area.
3. (S) The teacher will ensure that the classroom windows are closed, lights turned off and that the door is closed and locked before leaving the area.
4. (S) Take the Emergency Procedures binder (attendance sheets)

During non-instructional time (lunch, wehe, panina, assembly, etc.)

1. (A/S) All project teachers will escort students to the designated meeting area. Admin and teachers/staff not assigned to a project (SSC, Counselor, SBBHS) will walk through the campus, if conditions and situations allow, to ensure no students are remaining.
2. Office SASA is responsible for the Emergency Binder and will issue attendance sheets to each project, at meeting area.

Once the buildings have been cleared and the student body is at the designated meeting area:

1. (S) Group students by project/grade.
2. (S) Take roll for your project/grade level.
3. (S) Report your attendance to an Administrator
4. (S) Supervise students and remain in the area until given the signal to return.

SCHOOL LOCKDOWN PROCEDURES

Lock-down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to person on campus.

The teacher or staff member will:

1. (A) The Administrator will issue lock-down by announcing warning by a card system, air horn or other warning device.
2. (A) Direct all students and visitors into rooms or enclosed buildings. Ensure all persons are inside.
3. (A/S) Account for everyone in classroom.
4. (S) Lock classroom and external doors.
5. (S) Secure windows of classrooms.
6. (S) Move all persons away from windows and doors.
7. (S) Do not allow anyone outside of classrooms 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 AREA 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 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.

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.
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 Governing Board Chairperson/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 9-1-1.
2. (S) If suspect is known, inform Administrator who the person is.
3. (A) Implement school's lockdown procedures.
4. (A) Notify/Inform Governing Board Chairperson/Complex Area Superintendent.
5. (A/S) Remain in lockdown until the all clear is given.

BOMB THREATS

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 Governing Board Chairperson; Notify State Public Charter School Commission
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 Governing Board Chairperson; Notify Public Charter School Commission.

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.

HAZARDOUS MATERIAL

INCIDENT OCCURRED ON SCHOOL PROPERTY:

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 Governing Board Chairperson.
6. (A) Notify Charter School Commission.
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 Governing Board Chairperson.
3. (A) Notify Charter School Commission.
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 Governing Board Chairperson.
7. (A) Do not re-enter building(s) until approved by Administration.
8. (A) Administration will give the all clear signal.

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 (basement and enclosed first floor hallways and rooms are best).
5. (A) **DO NOT** evacuate by buses or cars.
6. (S) Review “Drop and Tuck” procedures with students. (Crouch down on elbows and knees with hands over the back of the heads.)
7. (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.

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 the Governing Board 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.

SUICIDE / 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.

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.

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.

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 Governing Board Chairperson.
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.

ASSAULTS/FIGHTS

1. (A/S) Assess situation.
2. (A) Select response options:
 - a. Call 911.
 - b. Activate school Emergency Management Plan.
 - c. 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.

INTRUDER

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. 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 Governing Board Chairperson.

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 Governing Board Chairperson.
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.

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 Governing Board Chairperson.

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.

MEDIA PROCEDURES

ALL STAFF MUST REFER MEDIA TO SCHOOL ADMINISTRATOR

1. (A) Relays all factual information to Governing Board and Charter School Commission
2. (A) Designated person releases information to the media.
3. (A) Manages media movement on campus:
 - a. Establishes a designated press area.
 - b. Distributes school profile information sheet.
 - c. Does not say “no comment.”
 - d. Updates media regularly.
 - e. Does not wear sunglasses.
4. (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.
2. (A) Do not admit fault or liability.

EMERGENCY PHONE NUMBERS

FIRE, AMBULANCE, POLICE 911

Local Police (Non-Emergency) 529-3162

Dept of the Attorney General 586-1500

Department of Emergency Management 723-8960

Crime Stoppers 955-8300

VICTIM ASSISTANCE

Domestic Violence Hotline 841-0822

Sex Assault Crisis Line 524-7273

Child Welfare Services 832-5300

HAZARDOUS MATERIALS/POISON

Hazardous Materials 586-4249

Poison Center 1-800-222-1222

Environmental Concern 692-5656

DISASTER ASSISTANCE

American Red Cross 734-2101

TEMPORARY RESTRAINING ORDER

Family Court 539-4200

Civil Court 585-5151

SCHOOL EMERGENCY RESPONSE TEAM MEMBERS

PRINCIPAL	Brandon Keoni Bunag Wk: 945-1610 (Ohi'a) Cell: 330-8178
VICE PRINCIPAL	Anuheia Awo-Chun Wk: 945-1613 (Ohi'a) Cell: 927-2732
COUNSELOR	Kristen Terai Wk: 945-1603 (Ohi'a) Cell: 554-2769
SASA	Kaipo Barros Wk: 945-1600 (Ohi'a) Cell: 636-3004
SITE/FACILITIES HIGH SCHOOL TEACHER	Imai Winchester Wk: 945-1609 (Kānealole) Cell: 780-3680
MIDDLE SCHOOL TEACHER	Kaleilehua Carrillo Wk: 945-1618 (Ka'eleloli Kai) Cell: 230-0998
ELEMENTARY SCHOOL TEACHER	Kaleo Ramos Wk: 945-1617 (Kapuaiwa Uka) Cell: 937-4009
TEACHER	Kawika Mersberg Wk: Cell: 358-2081

