

SCHOOL EMERGENCY/EVACUATION PLAN

As Prepared by Lisa A. Foster, Principal

It is very important that parents, guardians, faculty, staff and students be aware of major hazards the school might face, and also familiar with the procedures that will be followed should we be affected. This information is being provided not to unduly alarm you, but to inform you that we are making necessary preparation for the safety and welfare of your children. Preparedness brochures that explain emergency procedures are available from the Oahu Civil Defense Agency. Please call the agency at (808) 523-4121 for more information.

All emergency actions that need to be taken are directed by the Principal. In the event the Principal is not present, the Assistant Principal will direct all emergency actions.

Procedures for School Emergency/Evacuation Plans

1. Fire

- a. The signal for a fire drill or actual fire is the fire bell. Fire drills are conducted every month. Students will quickly leave their classrooms in an orderly fashion (without running and under the supervision of staff) and proceed to the church grounds.
- b. All staff and students will exit the building according to evacuation plans posted on campus. Staff members have been assigned to "sweep" all bathrooms, classrooms, hallways and lanais to make sure that all students have exited the building safely. The secretary is responsible for collecting all attendance sheets and the emergency card file prior to exiting the building.
- c. In the event of an actual fire, our evacuation procedures and destination will be the same as for the fire drill, and staff will assist. Anyone unable to walk will be assisted by staff (children unable to walk will be carried).
- d. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will take all students to the Star of the Sea Elementary School cafeteria and you will be called to collect your children.
- e. Smoke and fire detectors, as well as extinguishers, are located in the kitchen, classrooms/hallways and lanai areas of the center.

2. Tsunami Warning

The Early Learning Center is not located in a tsunami inundation zone, so we do not have to evacuate. In the event of a tsunami warning, the following procedures are in effect:

- a. If a **tsunami warning** (defined: waves have been confirmed and all coastal areas must be evacuated) is issued while school is in session, our staff will remain with the children until pick-up can be safely accomplished. It is recommended that you not leave work or rush to the school if a watch or warning is announced. Delaying unnecessary travel will assist in minimizing traffic gridlock on the streets. After the "All Clear" signal is announced, the ELC will call parents to pick up their child at the earliest time possible.
- b. If a warning is issued before our school begins, the school will be closed. A good "rule of thumb" for determining if the school is open or closed is: if it is announced over the radio or television that public schools are closing for some disaster-related event, we will also, in all likelihood, be closing.

3. Hurricane/Tropical Storm

Hurricanes and tropical storms are intense weather systems, usually generated over warm Pacific waters that are capable of producing damaging surf, destructive winds and heavy flooding. In the event of a hurricane and/or tropical storm watch or warning, the following procedures are in effect:

- a. **Watches** are issued by the National Weather Service about 36 hours or less prior to the arrival of a hazardous storm. **Warnings** are issued when the storm effects could hit Oahu in 24 hours or less.

- b. If a watch is issued, administration will monitor the storm and make a decision to close before the issuance of a warning. We will try to time the closure of the school with the end of a normal working day.
- c. The hurricane or tropical storm public evaluation shelter closest to our school is Wilson School. It is unlikely that movement to the shelter is necessary, unless our facility is deemed unsafe.

4. **Flooding**

Our school is not located in an identified flood zone. However, during extremely heavy periods of rain, or under tropical storm or hurricane conditions, flooding in our area is possible. In the event that we are advised to evacuate, or should water begin to rise around our building, we plan to gather our survival kit and immediately move to the second floor of our building.

5. **Earthquake**

Should an earthquake of significant magnitude occur on Oahu, considerable disruption to road networks can be anticipated. Please be assured that your child will be under the care and supervision of staff until he or she is picked up.

In preparation for an earthquake event, we will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. If indoors, children and staff will take cover under tables, desks and supported doorways. If outdoors, children and staff will move toward the large field area, away from electrical lines, tall trees and buildings.

- a. If the facility is sound, we will remain in place and listed on our battery-operated portable radio for Civil Defense instructions. We have necessary preparations for us to survive in place for up to 72 hours without outside assistance.
- b. If the facility is damaged or could sustain damage as the result of an aftershock, we will gather ourselves and our survival kit and attempt to move to Wilson Elementary School or an open area in the neighborhood. We will sustain ourselves the best way we can until assistance can be provided by civil authorities.

Summary

In summary, Star of the Sea Early Learning Center administration, faculty and staff will do everything possible to ensure your children's safety in the event one of these hazards were to threaten or affect us.

- a. In an emergency, it is a general "rule of thumb" that we will close if the public schools are closing. The school will remain open until all children have been safely picked up by parents or their designee.
- b. In an emergency, staff will call parents to pick up their children at the earliest time possible after an "All Clear" warning.
- c. It is important that each family establishes their own emergency family plans for tsunami, hurricane, flooding and earthquake. These plans should identify the preparatory actions needed for each hazard. Plans should also include where shelters are located, method of travel, what you plan to do if the family is separated, what type of survival supplies are needed, etc. Such information can be obtained from the Oahu Civil Defense Agency at (808) 523-4121.