**Safety and Emergency Policies and Procedures**

**I. Earthquake and Tsunami Evacuation Plan and Drill**

**SIGNAL (BELL): Bryon Saifoloi**

Earthquake! Earthquake! Earthquake: 20 rapid rings of the bell.

~ While the earthquake is happening: The teacher yells, “Drop, Cover, and Hold.”

1st, Students should do the following once the teacher yells.

~ Get under a table or desk

 ~ Drop the head down and put both hands on the back of the neck

 ~ If the desk or table moves, hold on and move with it

 ~ Turn away from windows

***NOTE: If you are outdoors, move to a clear area, away from trees, buildings, electric wires, and poles.***

2nd ~ students and staff will remain under desks, tables, etc. until the following rapid rings of

 the bell (15 rings) to evacuate.

3rd ~ During 15 rapid rings, the teacher will take students to designated areas and evacuation site.

**OLD BUILDING**

* ECE & L2 : teachers & students move upstairs (2nd floor) to Tatupu’s room
* K5 & Level 1: teachers & students move upstairs to Wellness room
* Level 3 & 4: teachers & students move to Pisa’s room

**NEW BUILDING**

* LEVELS: 5, 6, 7, and 8: teachers and students remain in their classrooms
* Administrators, TAOA, SLP, Bathroom Monitors, Janitors, and Sanitizer move upstairs to the computer lab

4th ~ Upon arriving at the designated areas, the teacher will take roll to ensure all students present that day are accounted for.

**NOTE:**

~ **SEARCH & RESCUE TEAM:** Filemoni, Leiloa and Bryon

5th ~ Clearance Bell: Once an official clearance from ASDHS and NOAA is given, the rescue team will ring the bell five times. Teachers, students, and staff on campus will be cleared to return to their rooms.

**School Map:**

MOUNTAINSIDE MOUNTAIN SIDE MOUNTAIN SIDE MOUNTAIN SIDE



MAIN

 ROAD



SPED & LIBRARY



 PARKING SPACE

SCHOOL ENTRANCE









**II. Fire Evacuation Procedures**

**\*\*\* FIRE ALARM BELL RINGS 10 TIMES \*\*\***

Followed by

**“Clear the rooms and evacuate.”**

Evacuation is used when conditions outside are safer than inside. Once the principal directs an evacuation by sounding the bell and announcing, “Clear the rooms and evacuate,” all students and staff move from the school to the outdoor Emergency Assembly Areas 1, 2, and 3 (EAA) away from the school. After students and staff are accounted for and the threat has cleared, students and staff return to their classrooms after the incident commander or a member of the Rescue Team have announced the “All Clear.”

Teachers, students, and staff:

* + 􏰀 Close, but do not lock windows and doors.
	+ 􏰀 In an orderly fashion, students and staff take the closest and safest way out as posted (use the secondary route if the primary path is blocked or hazardous).
	+ 􏰀 Direct students away from areas where emergency service vehicles enter the school complex.
	+ 􏰀 Arrange special assistance for those in need.
	+ 􏰀 Do not stop for student/staff belongings.
	+ 􏰀 Go to the designated Emergency Assembly Area closest to you.
	+ 􏰀 Once at the EAA, teachers maintain control of their class, check for injuries, take attendance, and report any missing or extra students. This information is passed on to the principal and police, and fire personnel.
	+ 􏰀 Use cell phones and two-way radios to maintain effective communication.
	+ 􏰀 Wait for further instructions.

􏰄 Evacuation Locations:

* Off-site (1st relocation site) – Ana Epenesa’s Residence
* Off-site (2nd relocation site) – Tololi’s Residence.
* Off-site (3rd relocation site) – N&S CCCAS Church Hall