**Uifa’atali Peter Coleman Elementary School Evacuation Plan**

**School Year 2024-25**

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**Overview**

Uifa’atali Peter Coleman Elementary School’s Standard Operation Plan (SOP) provides an operative model to help prepare, respond, and recover from any emergencies caused by natural disasters to man-inflict incidents to ensure its employees' and students' safety.

***Objectives:***

1. To ensure safety and protect its student’s welfare, staff, and any visitors present on campus during an emergency.
2. The collaboration of Government agencies like the American Samoa Department of Homeland Security and Department of Public Safety, to provide proper conditions for everyone to return home safely after an emergency.
3. To Safely Execute the School Evacuation Plan.
4. The UPTCES Truant Officer with the support of the school Principal and vice Principals will be the announcer(s) on a portable speaker during this plan Teachers count and confirm roll call and count his/her class list)
5. All teachers, staff, and parents on the school campus will guide students in ensuring their safety during the tsunami evacuation.
* (Students are encouraged
* STUDENTS EMERGENCY PREPAREDNESS0
* Drills are conducted regularly to familiarize the school with the Standard Operational Procedure (SOP)
* Consider the buildings: UPCES is built to code at the time of its construction and many older school buildings may not meet the earthquake protection standards. Seek an architect to evaluate the building and point out areas that could be reinforced.
* Secure furniture: The school will try to avoid placing heavy objects on shelves or other surfaces where they might fall during severe shaking.
* Emergency supplies include plenty of emergency food, water, and first aid kits.
* Drop, Cover, and Hold-on methods are used to make sure students are familiar with safety procedures.
* Hold earthquake drills to ensure an immediate and proper response.
* Practice evacuation plans should get students out of the building within minutes and offer a safe place for all classes.
* Practices fire drills to help students stay calm by reminding them that is is a drill and they know what to do
* SIGNALING SCHOOL EMERGENCY (RINGING OF SCHOOL BELL)
* Bell ring 3 times for Tsunami/Earthquake
* Bells ring 5 times for fire
* The constant ringing bell declares to evacuate to designated premises
* STANDARD OPERATION PLAN FOR EARTHQUAKES
* Move quickly away from buildings, trees, overhead wires, and poles
* Assume Drop and Cover position in an open space
* Maintain position until tremor stops
* Proceed by foot to exit areas
* Take a quick roll call and report missing students while proceeding to the rendezvous point.
* Check yourself and others for injuries.
* Be careful around broken glass and debris.
* Stay away from damaged areas, especially the beaches.
* STANDARD OPERATIONAL PLAN FOR FIRE
* STOP, DROP, AND ROLL
* Keep calm!
* Keep students at a safe distance from the fire and firefighting equipment.
* Take a quick roll call and report missing students.
* Line up and leave the classroom immediately.
* Meet at the assembly point to do a second roll call.
* Ensure escape routes are clear at all times.
* The fire department will determine when the school is safe for re-entry
* to practice the same plan at home or anywhere)
* STANDARD OPERATIONAL PLAN FOR INJURY/ ILLNESS DURING **INSTRUCTIONAL HOURS**
* Refer students to the office.
* Contact parents or legal guardians.
* If needed, paramedics and or proper authorities will be contacted.
* Contact ASDOE for heads-up notification.
* School personnel will accompany the injured student to the hospital.
* The administrator in charge will file a report with ASDOE. Active Shooter Action Plan
1. Run, Hide, or Fight **(Cluster 6 - 8)**
2. Proximity (Map of School)
3. Purpose: Security and Protection of students and staff safety from gun violence in the school
4. Preparedness: Practice according to the action plan created and developed by the leadership team
5. Take into action: Follow guidelines as described in the action plan for gun violence in the school created by the leadership team

Run:

1. Use the map of the school to find out how many exits are possible in case of an incident with guns.
2. Need to make more exits behind the building for the upper level (6-8).
3. Need ladders behind the second-floor building to help students exit the building depending on where the shooter is located.
4. Leave one of the windows behind accessible to open and clear for students to exit.
5. Use the ladder to climb down and find the nearest exit.
6. Use the zipline to the planned destination (a bunch of trees near Mr. Misas’ house where students can hide and find their way out from the school premises).
7. Closest to the steps, listen out for the shooter, then run to the nearest exit.

Hide:

1. Do not panic!
2. Plan to barricade doors and windows with desks and tables.
3. Turn the lights and cell phones off.
4. Listen to the teacher/someone in charge.
5. Make sure the doors are locked.
6. Have students hide behind the barricaded area and keep quiet.
7. Listen for the shooter/shooting from a distance, then call for help.

Fight:

1. Prepare and look for sharp classroom items (chairs, staple guns, hammers, etc.)
2. Hide behind the door and wait for the shooter.
3. When he/she comes through the door, when a gun is inside the room, push the door to squeeze the shooter between the door to try to drop the gun, then splash or spray chemicals towards the eyes, then gouge the eyes and then hit the knees to have him drop and then jump on on the shooter, and fight like there’s no tomorrow.

**SPED RESOURCE ROOM**

Run:

1. If it’s possible, have students form 1-2 lines (depending on the number of students) and exit the building/area immediately when you become aware of an active shooter incident, moving away from the immediate path of danger, and taking the following steps:
	1. Evacuate to a safe area away from the danger and take protective cover. Avoid all open areas with little or no cover and concealment.
	2. Notify anyone you may encounter to exit the building or area immediately.
	3. Call 911 and/or Homeland Security and provide the dispatcher with the following information:
		1. State your name and that you are reporting an active shooter incident.
		2. Location of the incident (be as specific as possible)
		3. Number of shooters if known.
		4. ID or description of a person if known.
		5. Type of weapons used if known.
		6. Your exact location and the shooter's location if known
		7. Injuries to anyone if known.
	4. Individuals not immediately impacted by the situation are to take protective cover, moving away from the windows and doors until notified to do otherwise.

Hide:

1. If you are directly involved in the active shooting incident and exiting your building is not possible, the following actions are recommended:
	1. Go to the nearest room or office or remain indoors then close and lock the door. Do not stay in the hallways or outside the building.
	2. Turn off the lights.
	3. Seek protective cover and stay away from doors and windows. Barricade yourself in the room. Move heavy objects to barricade the door.
	4. Hide in a place that reduces viewing from the shooter, but allows you to react if you must to defend yourself..
	5. Keep quiet and act as if no one is in the room. Turn off all devices and/or put them in silent mode.
	6. Do not answer the door unless you are positive it’s not the shooter.
	7. Call 911/Homeland Security to notify about the situation.
	8. Communicate with first responders for updates on the situation.

Fight:

1. Fight is engaged when it offers you the best chance of survival. You may choose to fight if:
2. The shooter directly confronts you or
3. The shooter(s) breaks your barricade and you need to defend yourself and others.

To enhance the chances of survival when getting ready to fight:

1. Secure an improvised weapon (something to strike, or throw)
2. Throw objects aimed at the individual’s head; followed by an immediate counterattack.
3. Attempt to disarm or direct the weapon away from you and others.
4. Focus attacks on the weak points in the shooter’s defense. Hit hard, hit fast, and hit often.
5. Seize the initiative. If your colleague is engaged in a fighting situation with the shooter, join the fight and overwhelm the shooter. Do not stop the attacks until the shooter has shown weakness and is incapable of continuing to fight.
6. Use a strong binding object to bind the hands of the shooter behind his/her back to prevent other offensive actions until help arrives.
7. Remain inside the room for safety until it’s confirmed it is safe to exit the building.
8. Notify first responders immediately once you have managed to disarm and capture the shooter. Provide your name and location to the person in contact. Provide information that the shooter is unarmed and secure.

**Cluster 3-5**

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**RUN: Evacuate only if it is safe to run**

* If you hear a gunshot close by, quickly move away from the armed shooter.
* If the shooter is near your building and it is safe to do so, run out of the building and move far away until you are in a secure place.
* When you decide to run, leave all your belongings behind.
* Run to the nearest school exit if it is safe and clear.
* Call 911 when it is safe to do so.

**HIDE: Hide quietly in a safe place**

* If the shooter is nearby, hide in an area where the shooter cannot see you.
* Lock doors and barricade with school furniture.
* Turn off the lights.
* Silence phones and turn off all electronics.
* Close windows and avoid being seen from outside of the room.
* If you are outdoors and it is not safe to run, find a place to hide that will protect from gunfire (e.g. trees, brick walls, or large buildings)
* Remain calm and quiet.

**FIGHT: Take action**

* As a last resort, fight. If you are not able to run or hide, take action.
* Attempt to disrupt the shooter by gouging the eyes.
* Hit the groin.
* Throw the shooter with solid items in the classroom.
* Be physically aggressive towards the shooter.
* Call 911 when it is safe.