

**Principal: Trixie Scanlan-Fruean**

**Vice Principal: Christina Leatimua**

**Counselor: Lene Matila-Chanel**

**Vice Principal: Magdalene Hakalo**

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*"The Learners of Today are Leaders of Tomorrow O Fanau A'oa'oina o le Aso' o Ta'ita'i o Taaao."*



**Leone Midkiff Elementary School**  
*Home of the Mighty Cubs*  
**P.O. Box DOE Pago Pago, AS 96799**  
**Phone: (684) 688-7341 Email: lmk.elementary@doe.as**

## LMES-SCHOOL EVACUATION PLANS

This school plan is designed to evacuate students, faculty, and staff of Leone Midkiff Elementary School during any unforeseen circumstances or natural disasters that may cause harm to their lives. Such includes earthquake, tsunami, flood, hurricane, bomb threat, shooting, fire &etc. It is possible that this plan may be activated before school, during instruction, lunch time, or after school.

As highly recommended, teachers must conduct head counts for their students thoroughly to ensure that ALL students are accounted for and prepared to evacuate the premises. Similarly, our administrators must account for everyone on the school campus as well. These tentative plans will be closely monitored for a safe and smooth evacuation process as well as for a school improvement action plan. Consequently, it is very crucial that we implement these safety procedures for our students, faculty, and staff during any real life event and any school drill. Hence, let us continue to work together to ensure that our goal in creating a safe learning environment for our students and safe workplace for our staff is being activated and maintained. In essence, teamwork truly makes the dream work at the Home of the Cubs! Godspeed ❤️

### **Possible Scenario (s):**

- 1. If Alarm sounds off from the lower campus, that means fire is taking place at the Lower campus (K5-L5).**
- 2. If Alarm sounds off from the upper campus, that means fire is taking place at the Upper campus (L6-L8).**

## **I. FIRE EVACUATION STEPS**

**Step 1:** Bell signal- long intervals of 4 rings! (F-I-R-E); Call 911!

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**Step 2:** Depending on where the fire is:

- If the fire is occurring at the Lower campus= ALL will assemble at the school gymnasium in the Upper campus.
- If the fire is occurring at the Upper campus= assemble at the Lower campus; (K5-L2) in front of the K5 building, (L3-L5) in front of the main office, (L6-L8) & SPED Resource Room in front of the library.
- If the fire is occurring in the middle of both campuses or the flames are getting stronger with more damages and debris from the wind, then we must conduct an off-campus evacuation procedure to the safe locations (EAST-vs-WEST) mentioned in the shooting evacuation drill. (e.g., EAST-Leone Police Station & WEST-Leone Gas Station).

**Step 3:** Remain at the designated safe area until an "ALL CLEAR" is given.

**Step 4:** Teachers/Admins conduct a final head count, post assessment, and dismissal bell procedures.

NOTE:

***PLEASE Escort your students safely in an orderly manner to the designated safe area then take roll calls to make sure ALL students are there with you. Pls Use your record book or whatever you can to record the names of the students present in any school evacuation drill.***

## **II. EARTHQUAKE EVACUATION STEPS**

**Step 1:** Bell signal - long intervals of 5 rings! (Q-U-A-K-E)

**Step 2:** Everyone takes cover

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A) Drop, Cover, & Hold (under the desks, tables, chairs)

B) Stand and hold (door way, closet)

C) Open area, if possible

**Step 3:** Remain at a designated safe area (classroom/open area) until an “ALL CLEAR” is given.

**Step 4:** Teachers/Admins conduct a final head count, post assessment, and dismissal bell procedures.

### **III. TSUNAMI EVACUATION STEPS**

**Step 1:** Bell signal -1 continuous ring!

**Step 2:** Everyone moves up to the 2nd floor of all buildings in both campuses (vertical evacuation due to safe zone recommendation by DHS).

**Step 3:** Remain at the designated safe area (class/gym) until a notice “ALL CLEAR” has been given.

**Step 4:** Teachers/Admins conduct a final head count, post assessment, and dismissal bell procedures.

### **IV. HURRICANE EVACUATION STEPS**

**Step 1:** Bell signal - long intervals of 3 rings! (HUR-RI-CANE)

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**Step 2:** Everyone takes cover, close the windows and doors, and stay indoors.

**Step 3:** Remain at a designated safe area (classroom) until an “ALL CLEAR” is given.

**Step 4:** Teachers/Admins conduct a final head count, post assessment, and dismissal bell procedures.

## **V. BOMB THREAT EVACUATION STEPS**

In the event of a bomb threat, the administration will assume the responsibility for initiating and directing a search and determining the need for evacuation. If an evacuation is required, a “Fire/Bomb Drill” will be activated and students will be directed away from the danger area.

**Step 1:** Bell signal- long intervals of 2! (PO-MU)

**Step 2:** Depending on where the bomb is:

- If the bomb is at the Lower campus= ALL will assemble at the school gymnasium at the Upper campus.
- If the bomb is at the Upper campus= assemble at the Lower campus; (K5-L2) in front of the K5 building, (L3-L5) in front of the school office, (L6-L8) & SPED Res Rm Team in front of the library.
- If the bomb is alleged to be in the middle of both campuses, then conduct an off-campus evacuation procedure to the safe locations mentioned in the “Shooting” evacuation drill (e.g., EAST-Leone Police Station & WEST-Leone Gas Station).

**Step 3:** Remain at the designated safe area until an “ALL CLEAR” is given.

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**Step 4:** Teachers/Admins conduct a final head count, post assessment, and dismissal bell procedures.

## **VI. SHOOTING INCIDENT EVACUATION STEPS**

- 1) Admin: Call 911 to report the situation and text to inform the staff on the school chat page on FB (& pray silently for a safe outcome).  
NOTE: NO BELL SIGNAL due to the assumption that the active shooter may target the bell ringer.
- 2) If possible, everyone must evacuate the campus away from the shooter and move to a secured area off campus (e.g., EAST-Leone Substation, Leone ECE, Leone Health Clinic, or Leone High School & WEST: Leone Gas station, Kristopher Store, Pritchard's Bakery). Upon arrival at a safe location, proceed with the final head count of students/teachers/staff and school's final assessment. Wait for an "ALL CLEAR" signal then everyone must go home safely; bus duty for students without cars, wait for parents to pick up some children, and secure all school personnel and property.
- 3) If not possible for evacuation, Teachers: Lock the doors immediately, barricade the doors/windows, and secure the students in a safe corner (and pray silently for a safe outcome).
- 4) Staff: Stay indoors (e.g., classroom, caf, office, bathroom) until the situation clears.
- 5) Once everyone is secured, admins will provide an update of the situation (DPS, DHS, EMS, D.O.E).
- 6) Upon arrival of the DPS/DHS crew(s), the admin (principal) will file a report and update the school status (DPS-Dept of Public Safety, DHS-Dept of Homeland Security).
- 7) If all secured, DPS/DHS must be requested to give an OK clearance for all to proceed with the next step for school dismissal procedures.
- 8) If not secured yet, DPS/DHS will take over the situation.

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- 9) Everyone: Please remain indoors until the suspect is apprehended and the coast is clear.  
10) Once DPS and/or DHS gives the OK or "ALL CLEAR" signal, the admin continues with the school dismissal procedures so everyone may return home safely, TYJ!

**REMINDERS of our Bell Signals: Evacuation Drills for LMES**

1	1 continuous ring	Tsunami
2	2 rings (Po-Mu)	Bomb
3	3 rings (Hur-Ri-Cane)	Hurricane
4	4 rings (F-I-R-E)	Fire
5	5 rings (Q-U-A-K-E)	Earthquake
0	Silent Alarm (911)	Shooting