

Myron B. Thompson
Academy
1040 Richards Street
Suite 220
Honolulu, Hawaii
96813
Safety Manual
2018-2019

Revised: 7/2018

Table of Contents

Safety Emergency Guidelines	3
Safety Organization	4
On Site Communication Tree	6
Emergency Response Team	7
School Emergency Response Team Member Contact Information	8
Floor Wardens	9
School Safety Plan	10
Building Safety Features	11
Emergency Procedure (Elementary/Secondary)	12
Elementary Supervision Procedure	13
Fire Evacuation Procedure	14
Staff Directions- Fire Drill	16
Lockdown and Evacuation	17
Evacuation Drill	19
Designated Off Campus Evacuation Site	20
Bomb Threat Procedure	21
Bomb Threat Information Sheet	22
Allergic Reaction	24
Drug/Alcohol Use (Suspected)	25
Field Trip Emergency	26
Irate Parent/Visitor	27
Riot	28
After Action of Any Emergency	29
Bomb Threat	30
Weapons	32
Hazardous Material	33
Hurricane	34
Earthquake/Tsunami/Serious Injury	35
Campus Disturbance/Riot	36
Assaults/Fight	38
Intruder/Hostage	39
Lockdown Procedure/Shelter-In-Place	41
Active Threat on Campus	42
Pre-Fire Inspection Checklist	44

Myron B. Thompson Academy Safety and Emergency Guidelines

The following are guidelines for your safety and are to be used in conjunction with any emergency procedure publications provided by our school.

In the event of an emergency situation, employees should follow the instructions contained on the following pages. These procedures are designed to minimize the loss of life and property during emergency situations. Since earthquakes, power blackouts, fires and other emergencies may occur with little warning, we recommend all employees read the following carefully and keep it in a handy place. By cooperative pre-planning, the threat of life safety and property loss can be minimized in the event of such emergencies. The overall effectiveness of this system relies on you and your own knowledge. It requires your disciplined response in the event of an emergency. We require all teachers/staff to participate in the Emergency and Safety Plan for Myron B. Thompson Academy.

For the sake of preparedness and safety, all employees are urged to:

FAMILIARIZE themselves with the location of fire exit stairwells, hallways, fire extinguishers, and fire alarm pull boxes.

REVIEW the school's emergency procedures bi-annually.

ESTABLISH a pre-planned emergency evacuation route from their desk to a pre-designated safety area.

PARTICIPATE in the school's evacuation drills.

DIRECT students and visitors during a drill or in the event of an emergency.

Myron B. Thompson Academy Safety Organization

Safety Director

The secondary administrator has been designated as MBTA's Safety Director.

Duties and responsibilities consist of the following:

1. Prepare, implement and maintain the pre-Emergency Plan.
2. Establish a safety/emergency committee.
3. Assign responsible staff to the position of Floor Warden.
4. Train and educate the Floor Wardens in their duties.
5. Form and supervise a fire prevention/shelter-in-place program for all occupants of the school.
6. Prepare a plan of inspections and tests to provide for the ready use of fire safety equipment/features.
7. Conduct monthly fire drills and quarterly review of emergency safety drills.

Additional duties, in the event of a fire or other emergency, are as follows:

1. Have a reliable method for promptly notifying the Fire Department or other appropriate agency.
2. Activate the building's evacuation or shelter-in-place plan for the school.
3. Be prepared to advise the Fire Department Official-in-charge about any service equipment in the building.
4. Be capable of providing the Fire Department with keys to locked rooms, closets, secured areas, and keys required for emergency devices and equipment.
5. Maintain an up-to-date set of floor plan layouts of all floors of the building; these shall be made available to the Fire Department Official if needed.
6. Be aware of disabled persons' location.

Deputy Safety Director

The duties of the Deputy Safety Director are as follows:

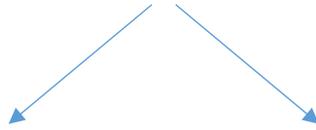
1. To assume the duties of the Safety Director in his/her absence.
2. Perform all tasks assigned by the Safety Director.

Floor Wardens

1. The Floor Warden should be a person who is usually available at his or her work station during normal periods of occupancy. The person selected must be emotionally stable and be willing to accept the responsibility. Each warden should have a designated alternate to perform required duties in his/her absence.
2. The Floor Warden is responsible for the following:
 - a. Assist the Safety Director in evacuating or maintaining shelter-in-place in the event of a drill or actual emergency.
 - b. Direct occupants to the nearest safe exit, and prevent them from running.
 - c. If there are disabled persons in the area, provide necessary assistance.
 - d. Check his/her designated area(s) to ensure everyone has evacuated/executed lockdown.
 - e. As soon as their assigned area has been checked, complete his/her own evacuation of the building/lockdown.
 - f. If the recommended evacuation route should become blocked, carefully reroute all evacuees to another available exit.
 - g. Conduct "head count" of people from his/her area once evacuated/locked down.
3. Floor Wardens are not expected to risk their personal safety by delaying their own evacuation from a building in order to perform rescue.

On Site Communication Tree

Principal



Secondary Administrator	Elementary Administrator
SSC/SPED	Elementary Office
Main Office Staff	Elementary Teachers
Room 311	K
Room 210, 207 (Tech Department)	1
Room 312	2
	3
	4
	5
	6

Emergency Response Team

Since an emergency can occur at any time, the Emergency Response Team will assist in the command, control and coordinate efforts to stabilize the emergency.

The Emergency Response Team shall consist of the following people:

- Principal
- Secondary Administrator **
- Elementary Administrator **
- Student Services Coordinator (SSC) **
- Main Office Clerk
- Elementary Office Clerk **
- Registrar **
- Account Clerk
- Secondary Counselor **
- Elementary Counselor **
- Director of Curriculum
- Director of Technology

If the Emergency Response Team is activated, the centralized gathering area will be in the main office (room 220). Decisions will be made and responses will be coordinated at this site.

**indicates in possession of walkie talkie

School Emergency Response Team Member Contact Information

Position	Phone Number	Room
Principal	441-8001	220
Secondary Administrator	441-8016	220
Elementary Administrator	441-8003	220
Student Services Coordinator (SSC)	441-8013	220
Main Office Clerk	441-8015	220
Elementary Clerk	441-8035	213
Registrar	441-8047	220
Account Clerk	441-8011	220
Secondary Counselor	441-8024	220
Elementary Counselor	441-8026	220
Director of Curriculum	441-8017	220
Director of Technology	441-8002	207

Floor Wardens:

Second Floor (elementary division): Elementary Administrator
Substitute: Elementary Administrative Assistant

Main office and Breezeway: Student Services Coordinator
Substitute: Registrar

Third Floor: Designated Teacher (room 311)
Substitute: Designated Teacher (room 311)

Narrative Report: Registrar
Substitute: Principal

School Safety Team:
Leadership Council (Designated Lead- Secondary Administrator)

School Safety Plan

1. All visitors are required to report to the main office to check in.
2. Students with a valid school ID reporting for tutoring with their teacher must report sign in/sign out at the counselor's office.
3. Students without a valid school ID must report to the main office to sign in and get a temporary school ID. The school ID must be returned before the student leaves campus.
4. Students reporting for a face to face class should not arrive earlier than 15 minutes before the start of a class and should leave the school premises immediately after the class ends.
5. Teachers are responsible to walk their students to the front entrance when their class or tutoring session is over (elementary students only).

In any emergency requiring students to be evacuated or school locked down, the following procedures will be followed:

1. On site communication tree or fire alarm will be activated.
2. As soon as it is possible, information/directions to parents will be posted on our website by our webmaster or principal and an email will be sent to parents and students informing them of the emergency (brief description of the emergency and action to be taken by parent/guardian).
3. Teachers will give names/contact numbers of all students at the facility to the school's Safety Director and keep a copy for themselves.
4. Teachers will be responsible for students in their immediate area.
5. If it has been determined safe for students to be released, teachers will be responsible for their own students and assist them in contacting their parent/guardian. Teachers will make note of the contact.
6. Teachers who do not have students in their care will assist other teachers.
7. Teachers will remain with students until parents retrieve them. Teachers will make note of the release to parent and report this info to Safety Director.
8. Safety Director and school principal will remain at school site until all students have been released to parent/guardian.

Building Safety Features

The following is a brief overview of the safety features built into the school building located 1040 Richards Street.

1. Fire Alarm System maintained by YWCA (landlords).
2. Fire Alarm control panel maintained by YWCA (landlords).
3. Portable Fire Extinguishers

These features are described in more detail below:

1. Fire Alarm System will activate with loud alarm in the event of a drill or fire.
2. Fire Alarm Control Panel- monitored by the YWCA.
3. Portable Fire Extinguishers- Portable fire extinguishers are located in various locations throughout the YWCA building. Please check the fire escape plan posted in hallways, office and classrooms for those locations.

Fire Safety Equipment Companies

Fire Extinguishers: Alii Fire Protection (841-6143)

Emergency Procedures- Elementary Division

Should there be an emergency in the classroom during class hours (10:00-12:00/1:00), the following procedure is in place.

Teacher will request help via walkie talkie. Teacher will say room number and brief description of emergency.

If walkie talkie is not working the following will be implemented:

Each teacher has a red laminated note card that reads;

Alert, alert

Emergency in room _____

Come now.

This card will be used in the instance when there is no team teacher present that day or no staff member in the near vicinity. In this scenario, the card is given to a student who is instructed to take to elementary/main office or nearest YWCA personnel.

Emergency Procedures- Secondary Division

1. Teacher in room 312 will request assistance from another teacher in the room.
2. If another adult is not available, the teacher will call the main office to request assistance or ask for help using the walkie talkie.
3. If the teacher is unable to make a phone call, he/she will send a student to room 311 to request assistance.
4. If there is no adult in room 311, the teacher will send a student to the main office to request assistance.

Elementary Supervision Procedure

Elementary students legitimately on campus attending a class or event, must be supervised by an MBTA teacher/staffer at all times.

During class hours, all elementary teachers will coordinate restroom visits with breaks. However, should a student have a need to go to the restroom sometime between scheduled breaks then the following procedures will be in place:

1. Student will be escorted to the restroom by the grade level teacher. Students and teachers on the third floor will proceed down the main stairway, makai end of the building and NEVER down the steps at the mauka end near the elementary office.
2. Prior to student entering the respective restroom, the teacher will commence a “sweep”** of the restroom.

***Sweeping is the process of checking restroom stalls for any suspicious individuals. If you are sweeping a restroom of the opposite gender, then merely calling out, “Hello is anyone in here? We are doing a security check for students entering the restroom area,” or something similar, will suffice.*

All MBTA staffers are to remain cognizant of suspicious individuals mainly on the second and third floors, and for informing the YWCA staff, immediately. Should that individual need to be escorted off the premises, MBTA staffer will contact the YWCA at 695-2626 (emergencies only) or MBTA administrator. It is the responsibility of the YWCA personnel to remove a trespasser from the premises.

Fire Evacuation Procedure

All staff and students at Myron B. Thompson Academy have a responsibility to remain calm, follow instructions by the Fire Department or Fire Safety Director and relocate in an orderly fashion in the event of an emergency. Do not attempt to determine the cause of the alarm. Evacuate. Should it be necessary to evacuate during an emergency, it will be conducted in accordance with the school's Fire Evacuation Plan under the direction of the Fire Safety Director and/or the Fire Department.

Steps To Fire Safety

1. Identity your exits: Be aware of at least 2 exits.
2. Get out fast: Don't stop to call the fire department or grab belongings. If you can already smell smoke or see flames, you need to move quickly.
3. Check door for heat before opening: If you are in a closed room, feel the door and doorframe before you open it. Use the back of your hand and check the entire door from top to bottom. If it feels warm or hot, **DO NOT OPEN THE DOOR**. Seek another exit or remain inside.
4. Stay low to the ground to avoid breathing smoke: The leading cause of death or injury in fires is actually asphyxiation, or lack of oxygen caused by smoke. Since smoke rises during a fire, staying close to the ground when exiting (either crawling or crouching) can make it easier to see and breathe.
5. Close your office/room door as you leave: This will help contain the fire. Teachers are to take their classroom roster with them. **DO NOT LOCK YOUR DOOR** and do not attempt to return for valuables. Leave the lights on for fire fighting personnel.
6. If you can't get out, secure your room and yourself: Place wet towels, blankets, or clothing under the door to keep out smoke.
7. If anything on your person catches fire, **STOP, DROP and ROLL**: The fastest way to put out a fire is to deprive it of what it needs- oxygen. IF your hair or clothing starts to smoke or flame, drop to the ground and roll.
8. When exiting into the stairwell: use the right side to allow for firefighters on their way up the fire floor.

9. Disabled/mobility-impaired persons: are to be assisted to an area near the stairwell or to the designated safe area.
10. High-heeled shoes: should be removed to avoid the possibility of tripping in the stairwell.
11. **DO NOT PANIC. REMAIN CALM AND WALK QUICKLY. DO NOT RUN. KEEP TALKING TO A MINIMUM.**
12. Once in the designated safe area “report in” to the Fire Warden and wait for instructions. Remain alert in case further evacuation is ordered.
13. **DON’T GO BACK INSIDE!** Once you have escaped a burning building, don’t go back in for anything. Even if the fire doesn’t seem bad from outside, the smoke and heat may be overwhelming.
14. Practice your escape plan regularly: The more familiar you are with your escape plan, the less likely you’ll be to panic during a real emergency.

Myron B. Thompson Academy
Staff Directions
Fire Drill

1. Face-to-face teachers are to check their rooms to ensure all students have left.
2. Students must walk quickly/don't run while exiting the building.
3. Absolutely no talking. Listen for directions.
4. Stay with your teacher/group. Keep talking to a minimum. Listen for directions and the all clear announcement.
5. Stay off the street. Walk quickly to the grassy area at Iolani Palace (along Richards Street).
6. When given the all clear announcement, walk quickly and quietly back to the school and, if directed assemble in breezeway for debriefing. Everyone enters through the main entrance on Richards Street. No one is allowed to enter from the side entrance near Café Julia.
7. Depending on the outcome of the first drill, drill may be repeated.
8. Counselor will take the sign-in folder (located near her office door) to check secondary students once evacuated. Shut doors once everyone has left the room.
9. Fire wardens, please be ready to clear your area, please keep a written or mental list of office staff/visitors and check to see that all have evacuated safely. Office clerk will grab the visitor/teacher sign-in located in the business office.
10. Main office warden: Check student/staff count with each face to face teacher and elementary administrative assistant.

Lockdown and Evacuation

In the event the school must “lockdown” or “evacuate”, the following procedures will be followed:

1. The principal will be contacted about the situation. (If the principal is not on campus or is unavailable, secondary administrator or elementary administrator will take her place)
2. The principal (or other administrator) will use the walkie talkie, telephone or bull horn to make the announcement.
3. Everyone is to stay where they are.
4. Teachers/staff are to:
 - a. Quickly glance outside the room to direct any student or staff members in the hall into your room immediately.
 - b. Lock your door.
 - c. Place students against the wall, so that the intruder cannot see them if looking the door. Look for the “SAFE CORNER”.
 - d. Turn out the lights.
 - e. Keep students quiet.
 - f. If staff/students are in the restrooms, they should move to a stall, lock it and stand on the toilet.
 - g. Anyone in the hallway should, move to the closest classroom/office immediately.
5. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made by phone or via bull horn.
6. An administrator will signal all personnel if the lockdown has been lifted.
7. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios and cells phones.

Note: All staff members should locate and hold onto their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

****In the event of a bomb threat, announcement to evacuate will be made using the bull horn. Please do not use school phone, cell phones or computers.**

Evacuation Drill

1. An evacuation drill may be initiated by an administrator or law enforcement officer by walkie talkie, phone or bull horn.
2. Classroom teacher/staff should:
 - a. Listen for specific directions.
 - b. Locate and take attendance book.
 - c. Turn off lights.
 - d. Close doors but do not lock.
 - e. Exit quickly but do not run.
 - f. While exiting, scan areas for anything out of the ordinary and to ensure all students have exited.
 - g. Go to a safe distance as designated.
 - h. Keep students quiet in the event of further directives.
3. An administrator will signal all personnel when the building is safe to re-enter.

Designated Off Campus Evacuation Site

In the event the school needs to evacuate the building, all students/staff will quickly/calmly walk across the street and gather behind the Archives Building that is located on the grounds of Iolani Palace.

Teachers are responsible to take the sign in sheet or their own roll book. Once at the designated site, please do a head count and confirm with designated person that all of your students are with you.

Counselors will help monitor the crosswalk as students/staff make their way across the street.

When given the all clear, students/staff may return to the building

Bomb Threat Procedure

1. As caller calls in threat, “Bomb Threat Information Form” should be completed.
2. Immediately after receiving a bomb threat call, inform administrator on duty.
3. Notify 911. (Staff member will go to the state building and ask the security to call 911)
4. Quickly scan your immediate area of building prior to evacuation.
5. If bomb threat is determined to be real, follow “evacuation procedure” or “lockdown procedure” as determined by threat.

Note: Radios, cell phones, pagers should be turned off during a bomb threat. Electronic communication signals could trigger certain types of bombs.

Bomb Threat Information Sheet

Name of person receiving the call: _____

Time: _____ Date: _____ Length of call: _____

Caller ID # on phone: _____

Check appropriate information:

Caller is:

_____ male _____ female _____ youth _____ adult

Caller's voice characteristics:

_____ loud _____ soft _____ deep _____ raspy _____ high-pitched

Caller's language:

_____ excellent _____ poor _____ fair _____ profane

Caller's manner:

_____ irrational _____ rational _____ angry _____ calm _____ nervous

_____ sober _____ drunk _____ emotional _____ incoherent _____ laughing

_____ voice is familiar

Background Noise:

_____ street _____ animals _____ music _____ voices _____ work place noise

Sample questions to ask caller:

When will it go off? _____

How much time is left before it goes off? _____

What kind of bomb? _____

Where are you now? _____

How do you know so much about the bomb? _____

What is your name? _____

Why did you plant the bomb? _____

Allergic Reaction

- Be aware of assigned student(s) that may have allergic reactions and any Emergency Action Plans in case of exposure to allergens.
- Be knowledgeable of Epi-Pen procedure (annual viewing of Epi-Pen training video).
- Should a student have an allergic reaction:
 1. Keep student comfortable and seek assistance from administration, SSC or counselors via walkie talkie or telephone.
 2. Administer Epi-Pen/medication if available and appropriate. Keep Epi-Pen device and give to paramedic (to be sent with child to the hospital).
 3. Call 911.
 4. Call parent.

Drug/Alcohol Use (Suspected)

All staff should be familiar with signs of drug/alcohol use: change in behavior, glassy eyes, depression, erratic behavior, talkativeness, change in personal hygiene.

If you suspect a student is under the influence of drugs/alcohol:

1. Isolate the student and notify administration.
2. Avoid physically handling the student.
3. Wait with the student until help arrives.

Field Trip Emergency

1. There must be adequate supervision to meet the needs of the activity.
2. Provide the participants with safety instructions for the field trip.
3. Teachers must have field trip forms with students' emergency contact information.
4. Have some kind of communication device (cell phone) available for emergency situations.
5. Provide the office with a roster of students attending the field trip.
6. Have a first aid kit.

If someone should get sick/injured during a field trip:

1. Treat the injured or ill.
2. Call 911 for police, fire and/or emergency medical services (if required).
3. Notify administration.
4. Have a staff member accompany the student(s) if transported to a medical facility; inform the emergency contact person, keep note of where student(s) are transported to and who is transporting the student(s).
5. Account for remaining students and adults.
6. Keep remaining people safe and calm.
7. Await further instructions from administration of emergency responder.
8. Assist with investigation process if necessary.

Irate Parent/Visitor

1. Build good rapport with parents and community members.
2. Always conduct meetings in a public place where help may be accessed quickly if necessary.
3. Request assistance from administration if a “difficult” meeting is anticipated.
4. Be calm and courteous.
5. Do not touch the person, try to diffuse the situation.
6. Politely end the meeting if the person is uncooperative and attempt to reschedule another meeting.
7. Leave the room quickly if necessary and seek help from the administration.

Riot

1. Assess the situation.
2. Seek assistance from available school staff, YWCA staff: report location of riot.
3. Attempt to intervene and defuse the situation.
4. Identify participants.
5. Lock down if appropriate.
6. Clear the area of spectators once situation is under control. Keep area secured for investigation.
7. Seek help for the injured.
8. Account for students and await further instructions from administrator or law enforcement officer.

After Action of Any Emergency

After an emergency situation, the following plan is suggested:

1. Communication with everyone involved advising that the emergency is over. (administration)
2. Conduct a head count to insure everyone is accounted for. If someone is not present, do you know where he/she is? Locate everyone. Report anyone not accounted for. (Teachers/Floor Wardens)
3. Does anyone need medical attention?
4. Does anyone need another type of support?
5. Is the facility safe to enter?
6. Have all appropriate notifications for staff been made? (Teachers/Floor Wardens)
7. Have parents been notified via website (Principal) and email (Chris).
8. Have parents of students who are at the school site been contacted and information of actions to be taken given? (Teachers/Floor Wardens)
9. Have all students been retrieved by parent/guardian? (Teachers/Floor Wardens)
10. Assign someone to write a narrative to document the actions of your facility for the after-incident debriefing and report. (Registrar)
11. In days following an incident, debrief with appropriate school safety/administration team members to review incident responses/outcome for additions/corrections to school safety plan.

Bomb Threat

A= Administrator, S= Staff, A/S= Administrator/Staff

UPON RECEIVING A MESSAGE THAT A BOMB HAS BEEN PLANTED:	
1. A/S	If the threat is by phone, keep the caller on the line. Use bomb threat checklist.
2. A/S	Record Caller ID number.
3. A/S	IMMEDIATELY cease the use of all two-way radio, cell phones, radio activated bell systems, or PA announcements.
4. A	Administrator to go to state building and have the security call 911 and notify the charter office.
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 or law enforcement officer.

IF SUSPICIOUS DEVICE IS FOUND:	
1. A/S	DO NOT TOUCH OF 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**	Staff member will go to state building and call 911 and Charter Commission Office at 586-3775.

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, and 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/S	The all clear signal will be given by school administrator or law enforcement officer.

IF BOMB IS DETONATED	
1. A/S	Calmly evacuate student(s) away from danger area.
2. A/S	Respond to injured person(s).
3. A	Call 911. Notify Charter Office.
4. A/S	Secure area, preserve scene.

Weapons

A= Administrator, S=Staff, A/S= Administrator/Staff

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. Contact administrator or office staff.
3. A/S	Tell administrator who the suspect is, where the weapon is thought to be located, if anyone has been threatened and 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	Call 911. Notify Charter Office.
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 the administrator. Administrator to call 911.
2. S	If suspect is known, inform administrator who the person is.
3. A	Implement the school's lockdown procedures.
4. A.	Notify the Charter Office.
5. A/S	Remain in lockdown until the all clear is given by administrator or law enforcement officer.

Hazardous Materials

A= Administrator, S= Staff, A/S= Administrator/Staff

INCIDENT OCCURRED IN SCHOOL:	
1. S	Isolate area of leak/spill. Do not attempt to clean.
2. S	Evacuate affected room and head to designated site (gym)
3. S	Notify administrator.
4. A/S	Call 911 to alert the Fire Department.
5. A	Notify the Charter Office.
6. A/S	Follow fire official's orders for shelter-in-place or evacuation.

INCIDENT OCCURRED NEAR SCHOOL PROPERTY	
1. S	Fire or police will notify administrator.
2. A	Notify Charter Office.
3. A	Follow fire official's orders for shelter-in-place or evacuation. Decide on the appropriate response on the location of the chemical release and the direction and speed of winds.

Hurricane

Since 1959 three hurricanes have made landfall in Hawai'i causing severe damage in the billions of dollars. Of these, Hurricane Iniki was the strongest, with gusts up to 175 MPH and storm surges in the 15'-18' range. **THE THREAT IS REAL. HISTORY HAS PROVEN THIS.**

Hurricanes combine the threats of violent winds, torrential rains, abnormally high waves, and storm surges. Each of these alone pose a serious threat to life and property. Taken together, they are capable of causing widespread destruction.

Please note the differences between a hurricane watch and a hurricane warning:

Hurricane watch- Issued when the threat of hurricane conditions are expected within 48 HOURS. Preliminary precautions should be taken.

Hurricane warning- Issued when the threat of hurricane conditions are expected within 36 HOURS OR LESS. Actions for protection of life and property should begin immediately. Evacuations are generally ordered during a **HURRICANE WARNING.**

In the event that a hurricane warning is issued during school hours, and there is insufficient time for students to go home with their parents, please refer to the section on shelter-in-place.

Earthquake

A=Administrator, S=Staff, A/S= Administrator/Staff

EARTHQUAKES OCCUR WITHOUT WARNING. IN THE EVENT OF STRONG TREMORS AND/OR VIOLENT SHAKING:	
1. A/S	Indoors- Drop to the ground, get students under desks, supported doorways, tables, or in interior hallways. Hold on; brace yourself until the shaking stops.
2. A/S	Stay indoors until 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

A=Administrator, S= Staff, A/S= Administrator/Staff

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 the second floor. Take student attendance upon arriving at the evacuation site.
2. A	Inform Charter Office of the disaster and the evacuation plans/procedures taken

Serious Injury

A=Administrator, S=Staff, A/S= Administrator/Staff

1. A/S	Do not move a seriously injured person.
2. A/S	Call for help (ambulance, police, fire). Contact parent.
3. A/S	Isolate victim and provide comfort.
4. A/S	Direct emergency personnel to victim.
5. A	Notify Charter Office.
6. A	Conduct internal investigation.
7. A/S	Take notes on specific/general information.

Campus Disturbance/Riot

A=Administrator, S= Staff, A/S=Administrator/Staff

CAMPUS DISTURBANCE/RIOT ACTION STEPS:	
1. S	Notify administrator.
2. A	Assess situation to determine the level of emergency. Call 911.
3. A	Issue lockdown, if necessary.
4. A/S	Urge students to calm down, encourage students to leave area.
5. A/S	Diffuse disruptive situation by using distraction techniques (whistle, yell, bull horn, etc.).
6. A/S	Identify and isolate the major participants.
7. A	Contain unrest. Seal off area of disturbance and call for assistance.
8. A/S	Move students involved in disturbance to an isolated area.
9. A	Seal off the area for investigation.
10.A/S	Monitor the campus entrances and exits to document each person exiting and leaving.
11.A	Notify the Charter Office.
12.A/S	Check for injuries. Provide first aid.
13.A/S	Take notes on general/specific information.

Teachers Within a Classroom

1. Keep students calm.
2. Lock classroom doors, but admit students in need of refuge.
3. Do not allow students outside the classroom until you receive an all clear signal from administrator or law enforcement officer. Follow lockdown procedures.
4. Take attendance and make a list of students absent from the classroom. Diffuse situation. Separate people involved.

School Staff

1. Clear scene. ID suspects, witnesses, and victims.
2. Preserve scene and related evidence.
3. Limit media movement on campus.
4. Secure exits and entrances.
5. Resolve conflicts at school level.
6. Prepare for escalation.

7. Restore order as soon as possible.
8. Take notes on general/specific information.

Assaults/Fight

A=Administrator, S=Staff, A/S=Administrator/Staff

1. A/S	Assess situation.
2. A	Call 911 if appropriate.
3. A/S	First school personnel on scene will call for assistance and remain until assistance arrives.
4. A/S	Avoid stepping between combatants.
5. A/S	Issue commend 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/Hostage

A=Administrator, S=Staff, A/S=Administrator/Staff

INTRUDER IS AN UNAUTHORIZED OR AN UNKNOWN PERSON WHO ENTERS SCHOOL PROPERTY:	
1. S	Notify school administrator and YWCA staff.
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 intruder's characteristics (clothing, height, etc.).
6. S	Inform intruder that all visitors must register at the YWCA desk or school's main office. If you are alone and the intruder looks agitated, seek assistance.
7. A/S	If intruder's purpose is suspicious, notify YWCA staff.
8. A/S	Call 911 to request police assistance if the intruder refuses to cooperate or leave.
9. A	Prepare to initiate lockdown procedures if necessary.

IF INTRUDER REFUSES TO LEAVE:	
1. A	Notify YWCA staff
2. A	Inform intruder that you will call 911.
3. A/S	Note description, location, and if possible, determine if intruder is armed.
4. A/S	If intruder still refuses to leave, notify office, YWCA, and call 911. Give police a full description of the intruder.
5. A	Keep a safe distance from the intruder, be aware of intruder's actions at all times. Treat intruder as potentially violent.
6. A	Initiate lockdown procedures, if necessary.
7. A	Notify Charter Office.

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 for a 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 Charter Office.
7. A	Give control of scene to police. Coordinate response activities with police to address safety of students and staff.
8. A/S	Keep detailed notes of events.

IF TAKEN HOSTAGE:	
1. A/S	Follow instructions of hostage taker.
2. A/S	Remain calm.
3. A/S	Treat the hostage taker as normally as possible.
4. A/S	Be respectful to hostage taker. Do not argue.

Lockdown Procedures/Shelter-In-Place

A=Administrator, S=Staff, A/S= Administrator/Staff

LOCKDOWN PROCEDURES ARE USED IN SITUATIONS INVOLVING DANGEROUS INTRUDERS OR OTHER INCIDENTS THAT MAY RESULT IN HARM TO PERSONS ON CAMPUS	
1. A	Initiate lockdown by announcing warning via walkie talkie, telephone, bull horn, cell phone or email.
2. A/S	Direct all students/staff and visitors into rooms or enclosed buildings. Ensure all persons are inside.
3. S	Account for everyone in the room or office.
4. S.	Lock classrooms and external doors.
5. S	Secure and cover windows of classrooms.
6. S	Move all persons away from windows and doors.
7. S	Do not allow anyone outside of classrooms to enter until “all clear” is given by administrator or law enforcement officer.

SHELTERING PROVIDES REFUGE FOR STUDENTS, STAFF, AND PUBLIC WITHIN SCHOOL BUILDINGS DURING AN EMERGENCY SUCH AS SPILLS, ETC. SAFE AREAS MAY CHANGE DEPENDING ON THE EMERGENCY AND ENVIRONMENTAL CONDITIONS.	
1. A/S	Identify safe areas in school building. The gym has been designated as the safe area.
2. A	Issue sheltering alert.
3. A/S	Direct students, staff, and visitors to predetermined safe areas or rooms (gym). Account for all students after arriving in safe area.
4. S	Teacher should grab their class roster and lock down bucket kit and take to the gym. Office staff should grab the first aid kit, lock down bucket kit, shelter in place kit, food/water/ health info binder (elementary and secondary).
5. S	Close all exterior doors and windows. Try to cover windows and door with plastic sheeting or wet towels.
6. S	Ensure all persons remain in safe areas until “all clear” is given by administrator or emergency responders.

7. A	Depending on the environmental conditions, an off campus evacuation may be necessary instead of a “shelter-in-place” operation at the school.
------	---

Active Threat on Campus

A=Administrator, S= Staff, A/S= Administrator/Staff

AN ACTIVE THREAT IS A PERSON(S) WHO APPEAR 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 office.
5. S	Turn off all lights, close windows, and lock doors.
6. S	Turn off all electronic devises and silence cell phones.
7. A/S	Do not allow students outside of class/office unless give the all clear signal from administration or law enforcement officer.

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 classroom, direct students away from threat or sounds of threat to an assembly point off campus.

CALLER	
1. A/S	Call 911:

	This is Myron B. Thompson Academy 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 Charter Office

EMERGENCY EVACUATION OR STUDENTS BY POLICE	
1. A/S	Listen to law enforcement officers. Do exactly as the officers instruct.
2. A/S	Put down any bags you are carrying, keep hands visible at all times.
3. A/S	If you are instructed to lie down, do so.
4. A/S	Pay attention and follow instructions until in a safer area away from threat.

Pre-Fire Inspection Checklist
(Revised October 1999)

Exits:

- Hallways and exits shall be clear. Nothing shall be placed/stored in front of exits and in hallways. Examples: boxes, furniture, trash cans or any other permanent or portable obstruction.
- Exit signs in assembly areas with an occupant load of 50 or more such as cafeterias, libraries, multi-purpose rooms, gymnasiums, etc., shall be installed and illuminated by an internal or external electrical source.
- Cane bolts shall be removed to areas of occupancies of ten or more persons. Examples: classrooms, assembly areas. Cane bolts are acceptable if the maximum capacity of the room is nine or less. Examples: bathrooms, teachers' restrooms, custodians' rooms, storerooms. All illegal deadbolts (deadbolts that require a key to unlock the door from both sides along with those deadbolts that cannot be opened from the inside) shall be removed, including sliding surface mounted barrel deadbolts. Sliding surface mounted barrel deadbolts are allowed on exits or rooms having an occupant load of less than ten, provided such devices can be opened from the inside without the use of a key or special knowledge or effort and located not more than 48 inches above the finished floor.
- Panic hardware locking devices shall be removed and locked in a storage area when the facility is occupied.
- Stairwell gates shall be locked in the open position during school hours and when the building is occupied. A reminder sign (This gate to be locked in the open position when building is occupied) shall be posted unobstructed at the bottom of the stairwell.
- Space under the stairs shall not be used as a storage area for any purpose unless it is enclosed with a door. However, flammable liquids and compressed gases may NEVER be stored here.
- Occupant load signs must be posted in assembly areas with occupant loads of 50 or more. If any area is used as an inside assembly area, such as a multi-purpose room, gym, cafeteria, etc., occupant load signs must be posted.
- A minimum of two exits is required for rooms with an occupant load of 50 or more.
- Two exit stairways are required for all occupancies above the first floor.
- For rooms serving occupant loads of 50 or more, exit doors shall open in an outward direction (direction of the exiting traffic).

Electrical:

- Extension cords shall not be used as permanent wiring, e.g., running extension cords under rugs, through walls, permanently secured to a wall, used to run appliances such as refrigerators, cords used to run wall clocks, etc. The only acceptable alternative other than the installation of additional electrical outlets is a power strip equipped with a circuit breaker, at least on a temporary basis. “Daisy chaining” of power strips and extension cords is not allowed.
- Cover plates are required on outlets, switches, junction boxes and electrical panels.
- Frayed wiring including those found on equipment shall be repaired or otherwise not used.
- Electrical wiring shall not be exposed.

Fuel Storage:

- Flammable and combustible liquids exceeding ten gallons shall be stored in an approved cabinet.
- Chemicals, such as those found in science labs and photography classroom, shall be stored according to compatibility. Organic and inorganic storage patterns should be considered (see attachment A-1)
- Staff members, including cafeteria workers, custodians and teachers who use gas in their area of work, shall be familiar with the location of and have the knowledge to turn off the main gas shutoff valve (usually located outside of the building). Gas shall be shut off at the main valve when not in use for extended periods, such as during summer vacation.
- Portable gas cylinders, usually found in shops or science labs, shall be chained or strapped and secured to prevent them from falling. Containers shall be capped and stored in an upright position on a secure base when not in use (cylinders shall never be located on bare ground). Containers shall be stored away from highly combustible materials and in locations where they are not susceptible to excessive rise in temperatures, mechanical damage and tampering. Hoses shall be maintained and should be undamaged.
- Custodian shall not store more than ten gallons of gasoline for everyday maintenance purposes. Gasoline shall be stored in an approved safety can (with UL, FMS or other testing laboratory label). Should more than ten gallons be necessary, an approved flammable liquid storage cabinet is required. Not more than three cabinets shall be located in one location and at least 100 feet apart. Total Class I and Class II liquids shall never exceed 60 gallons per cabinet (UFC 79.201g). (See Attachment A-2).

Fire Alarm

- Fire alarms tests shall be conducted and logged once every month.
- Fire exits drills shall be conducted and logged once a quarter for secondary schools and once a month for elementary schools.
- Fire exit drills and fire alarm tests may be conducted at the same time.
- Fire drill exit plans shall be posted in the office, classrooms and assembly areas. All employees, including substitute teachers and related staff, shall be familiar with the implementation of the plan. (Copy of exit plans should be included in substitute teachers' folders).
- Fire alarm pull stations and fire extinguisher locations shall be identified with the fire triangle or flat sign. Where the pull station or extinguisher has been removed according to fire code specifications, the signs must also be removed.
- The fire alarm system shall be ON at all times.
- Access to fire alarm pull stations shall not be blocked or otherwise obstructed in any way.
- All fire alarm pull stations shall be operable with the glass bar intact, if applicable.
- Battery back up for fire alarm systems is only required for new schools and for those systems whose buildings have gone through extensive renovations that would render their present system inoperable or ineffective.

Fire Protection Appliance (portable fire extinguishers, wet/dry standpipes, hood extinguishing systems)

- All Schools shall have their own fire extinguisher inventory provided by the Central Services Division, DAGS.
- All fire extinguishers and wet standpipes shall be checked/serviced annually by a DAGS hired contractor. Schools can assist by ensuring that:
 1. The fire extinguishers are still there and
 2. Service tags are current (good for one year after the punched date on the tag). (See separate printout on Fire Suppression Appliance: Certification/Permit Requirements.)
- All rooms with a fire extinguisher should be identified with a sign on the outside of the room (Fire Extinguisher Inside).
- Wet or dry standpipes that are no longer required shall be removed. Those that are not removed shall be maintained.
- Fire extinguishers shall be mounted on a wall not more than five feet for extinguishers weighting 40 pounds or less and 3-1/2 feet for extinguishers weighing more than 40 pounds, and shall not be mounted less than 4 inches

above the finished floor. (DO NOT relocate fire extinguishers unless instructed to do so and according to fire code requirements). Access to the fire extinguisher shall not be obstructed in any way.

- Cafeteria hood systems, constructed in 1979 or earlier, do not require an automatic hood extinguishing system. The requirement is to install a 40-BC fire extinguisher nearby in the kitchen. However, if at a future date, the original facility is altered with the addition of a grill, burner, broiler, deep fryer or salamander (portable stove), an automatic hood system is required.
- Cafeteria hood systems, installed after 1979, require an automatic hood extinguishing system if it services a grill, burner, broiler, deep fryer or salamander.

For any problems with fire extinguishers or related signs, call the Central Services Division, DAGS, in all districts.

Other Hazardous Locations and Conditions, including Housekeeping

- Stage curtains shall be flame treated. A tag designating flame resistance shall be sewn into the seam of the curtain, or a certificate verifying flame resistance shall be mounted near the curtain or filed in an appropriate place. Otherwise, a laboratory may have to be retained to determine flame resistance.
- Filters in spray booths and hood filters in kitchens shall be clean.
- A yearly user permit for spray booths is required.
- No part of the spray booth shall be used for storage.
- Spray finishing shall be performed in an approved spray booth only.
- Smoking is not permitted anytime, anywhere on a school campus (Chapter 21, HAR).
- Work areas shall be kept clean and free from clutter.
- Dust in and around boilers, washers and dryers shall be removed on a regular basis. Dryer filters should be lint free.
- Combustible rubbish and oily rags, when kept within a building, shall be stored in non-combustible plastic or metal containers with a self closing or hinged lid.
- Mechanical and electrical rooms shall not be used for storage.

