

*Myron B. Thompson
Academy*

*1040 Richards Street
Honolulu, HI 96813*

*Safety Manual
2012-2013*

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 to 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 and Emergency Plan

Preface

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**MYRON B. THOMPSON ACADEMY
SAFETY ORGANIZATION**

Safety Director

The vice principal 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 quarterly(secondary) and monthly(elementary) fire/emergency safety drills.

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

- a. Have a reliable method for promptly notifying the Fire Department or other appropriate agency.
- b. Activate the building's evacuation or shelter-in-place plan for the school.
- c. Be prepared to advise the Fire Department Official-in-charge about any service equipment in the building.
- d. Be capable of providing the Fire Department with keys to locked rooms, closets, secured areas, and keys required for emergency devices and equipment.
- e. 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.
- f. 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.

School Safety Plan

- All visitors are required to report to the business office to check in.
- Students with a valid school ID reporting for tutoring with their teacher must report directly to the Study Room or area designated by the teacher and check in/out with the teacher
- Students without a valid school ID must report to the business office to sign in and get a temporary school ID. The school ID must be returned before the student leaves campus.
- Students reporting for a face to face class should not arrive earlier than 15 minutes before the start of the class and should leave the school premises immediately after the class ends.
- Teachers are responsible to walk their students to the front entrance when their class or tutoring session is over (elementary students).

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 all parents and students informing them of the emergency. The tech administrator will record a message on our telephone answering system.
 - *Brief description of the emergency
 - *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 build into the school building located at 1040 Richards Street:

- a. Automatic Fire Alarm System
- b. Fire Alarm Control Panel
- c. Automatic Fire Sprinkler
- d. Manual Fire Pull Stations
- e. Portable Fire Extinguishers

These features are described in more detail below:

Automatic Fire Alarm Systems

The automatic fire alarm system will activate with a beeping sound and corresponding flashing light in the event of a drill or fire.

Fire Alarm Control Panel

Monitored by the YWCA

Automatic Fire Sprinkler

The entire building is equipped with an automatic fire sprinkler system. Individual sprinkler heads are designed to activate when surrounding temperatures reach approximately 165 degrees. Therefore, it is necessary to cover all exposed wall and ceiling areas and to keep storage items away from the sprinkler head (12 inch distance)

A high output pump located outside of our building in the parking lot supplies water to the system from a city fire main.

Manual Fire Pull Stations

Manual fire pull stations are located near both front entrances, and at the top of both stairwells. Activation of these stations immediately sounds the alarm in the building and notifies the security alarm company. As soon as the alarm company confirms the activation of the alarm with the YWCA, the fire department will be notified.

Manual Fire Pull Stations are located in the following areas: outside of room 220, stairway near 2nd floor restrooms, stairway near room 211, outside of room 310.

Portable Fire Extinguishers

Portable fire extinguishers are located in various locations throughout the school building. Please check the fire escape plan posted in the hallways, office and student study area for those locations. If a fire extinguisher is located inside a room, a sticker posted on the outside wall of the room indicates this location.

Fire Evacuation Procedure

All staff and students of 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.** This is the most important decision you will be asked to make. When in doubt- **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. **Identify your exits.** Be aware of at least two 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 you. **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 room 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 Wardens 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 inside 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, Need to 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.
6. When given the all clear announcement, walk quickly and quietly back to the school and, if directed assemble in study room 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. Designated person will take the sign-in folder from study room to check 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/student sign-in located in the business office.
10. Business office warden: Check student/staff count with each face to face teacher and elementary administrative assistant

Lockdown or Evacuation

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

1. The principal will be contacted about situation. (If the Principal is not on campus or is unavailable, secondary vice principal or elementary vice principal will take her place)
2. The principal (or vice principal) will sound the alarm/ make announcement on the telephone intercom.
3. Everyone is to stay where they are.
4. Teachers/staff are to:
 - a. Quickly glance outside the room to direct any students 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 looking in the door. Look for the ‘SAFE CORNER’.
 - d. Turn out 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 offices 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 offices and administrators will have keys to open the doors or announcements will be made over the intercom.
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 or cell 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 over the intercom.
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**
- 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.

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/ Room Leaders/ 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/ Room Leaders/ Floor Wardens)
7. Have parents been notified via website (Principal) and phone message system? (Derrick)
8. Have parents of students who are at the school site been contacted and information of actions to be taken given? (Teachers/ Room Leaders/ Floor Wardens)
9. Have all students been retrieved by parent/guardian? (Teachers/ Room Leaders/ 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.

Leaders for each room / area:

Second floor: Administrative Assistant

Substitute: Elementary VP

Third floor: Designated teacher

Substitute: Designated teacher

Business Office: Testing coordinator

Substitute: Curriculum director

Narrative Report:

Registrar

Substitute: Principal

School Safety Team:

Leadership Council and Floor Wardens