

General Evacuation Guidelines

- Incident Commander will make decisions and decide protective actions and confirm that 9-911 has been called.
- Administrators may activate primary alarm/warning/instructional system as directed and collects and compiles student, staff and visitor accountability information.
- Occupants should remain silent. Directions and important instructions cannot be heard if teachers and students are talking.
- Occupants should exit the building immediately through a predetermined exit route and report to predetermined evacuation assembly area.
- Teachers are responsible for carrying the Kamehameha Schools issued classroom emergency kit with them.
- If an evacuation exit route is blocked, the next nearest exit should be used.
- Teachers must ensure that all students with disabilities are evacuated safely from the building.
- Teachers should take the classroom emergency kit with them to the evacuation assembly area (outdoor evacuation assembly areas should be designated for evacuations. All students and staff shall go to the designated evacuation assembly area. This evacuation assembly area should be free of overhead obstruction
- The evacuation assembly area is to be considered a waiting area until proper departments and/or agencies can respond. No student shall be moved from the evacuation assembly area until the order is received from the Incident Commander
- Positioning/location of students and staff in the evacuation assembly area should be in such a way that dismissal of students and staff will be orderly and efficient.
- Within close proximity of the assembly area, a student release station, first-aid station, and command communications station should be set up. All staff shall be aware of location of the evacuation assembly area and all station locations.
- Relocate as far from the building and the emergency vehicle access areas as possible to the previously designated evacuation assembly area.
- Teachers should take roll books and shall call roll after evacuation and report missing students and/or staff to the Incident Commander.
- Administration staff shall take master list of all students and staff and sign out sheets for offsite student release if required.
- Any unaccounted students should be reported immediately to the Principal and Incident Commander.
- No student shall be dismissed until appropriate procedures are implemented.
- Incident Commander determines whether students and staff should be evacuated to an off-site location or relocation to a designated site.

- Transportation will be provided to another location and/or home as required by the specific incident.
- The Principal, Vice-Principal or Headmaster will give a verbal or manual "all clear" to return to the building after all areas have been determined safe.

Procedures If Evacuation/Relocation Is Needed

- **The Incident Commander will see that the following are contacted:**
 - Relocation site
 - The Transportation Manager (contact Gomes and Roberts Bus Service if needed)
- **Relocation of students and teachers:**
 - Teachers are responsible for carrying the classroom emergency kit to the relocation site.
 - Teachers are responsible for accounting for students in their classes at all times including as they enter and exit the bus.
 - Students will leave their personal vehicles at the impacted site and ride buses to the relocation site.
 - Essential life-sustaining medications/equipment will be transported with the relocation of students.
 - Teachers should notify the Incident Commander if there are missing or additional students.
 - Once at the relocation site, students will go to the designated check-in site
 - Teachers will be accountable for their students at the relocation site.
- **Evacuation/Relocation of Students and Staff with disabilities:**
 - Adults designated to assist persons with disabilities should implement the campus evacuation plan.
 - Designated staff should notify the Incident Commander or Incident Command Post of the location of students needing evacuation assistance.
 - Kapālama Campus Emergency Response Team Members will oversee the evacuation of students and staff with disabilities.
 - Once evacuated, students with disabilities will proceed to the relocation area with the designated adult(s) assisting them.
- **The following sites will be set up at the relocation area:**
 - On-site Control Center
 - Check-in site:
 - Students and teachers check in as they arrive by bus.
 - Checkout site:
 - Parents or designees must sign out students.

- Parents or designee must show picture identification.
- Students are brought to the checkout area for parents or designee to take home. (Staff of relocation campus will be requested to assist.)
 - Medical site with Emergency Medical Services and school nurse

THE LOCATION OF THESE SITES WILL BE DETERMINED BY THE ADMINISTRATION OF THE RELOCATION SITE. STAFF AT THE RELOCATION SITE SHOULD ASSIST WITH SETTING UP.

- **The following actions should be taken by the relocation campus:**
 - Schedules should be altered so that there will be no class changes.
 - All students should be cleared from the auditorium and gymnasium.
 - Staff should assist in designating and setting up areas for the check-in site, the checkout site, the medical site, and the miscellaneous needs site.
 - All car pick up sites should be cleared for the arrival of campus buses carrying students from the impacted campus.
 - No students from either the relocation campus or the impacted campus should be dismissed or allowed to leave until all procedures are put into place by the proper authorities.

Procedures If Evacuation/Relocation Is Not Needed

- The entire campus will be locked down and the Security and Physical Plant Departments will block off the area.
- The impacted areas of the campus are cleared and taped off by the Security Department. These areas are considered a crime scene.
- There should be no movement of students or staff until notified by law enforcement or the Security Department.
- Teachers should account for all students in their class and make a list of any missing students as well as any injuries. This list must be submitted to the Incident Commander as soon as possible.
- Any witnesses to a major critical incident will be gathered and separated for law enforcement debriefing.
- The CEO, Headmaster, and Communications Department will coordinate all media briefings.
- The designated area for the News Media Center is immediately outside the main gate (Ulupono parking lot) or as determined by the Incident Commander or designee.
- Local law enforcement and the Security Department will direct and contain the media at the News Media Center.

- The media will provide information to the public.
- The following sites will be set up:
 - Incident Command Post
 - Checkout Site -
 - Parents/designee must sign out students
 - Parents/designee must show picture identification (unless staff can identify them).
 - Students are brought to the checkout area for parents/designee to take home
 - Medical site for Emergency Medical Services
- Miscellaneous needs site: Assist students having difficulty contacting their parents and other miscellaneous needs of students.