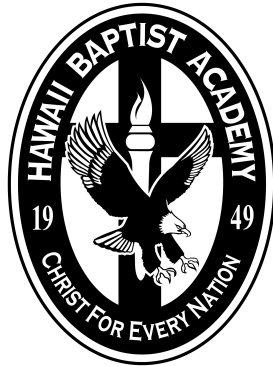


Hawaii Baptist Academy Middle School
Dan Kong Campus



Disaster Preparedness Manual

*Bomb Threat Procedure
Earthquake
Fire/Fire Drill
Hurricane and Tropical Storm
Tsunami*

Compiled/Updated July 1997
Reviewed/revised July 21, 2010

**Hawaii Baptist Academy Middle School
Dan Kong Campus
Bomb Threat Procedures**

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| Immediate Response to threat: | |
| <p>Phone Threat</p> <ul style="list-style-type: none"> □ Signal another adult (by waving, or raising one’s voice for attention) to listen in or help trace the call. Check Caller ID. <ul style="list-style-type: none"> --Call 643-7111 (Hawaiian Telcom Corporate Security) if possible to report that a bomb threat is in progress on high school line 595-6301 or middle school line 595-6302. □ Keep calm and keep caller on the line as long as possible. <ul style="list-style-type: none"> --Attempt to record as much information as possible by prolonging the conversation. --Use bomb threat report form posted by the phone as a guide. --When caller hangs up, call 911 and inform police. | <p>Threat Involving Personal Contact</p> <ul style="list-style-type: none"> □ To the extent possible, keep the person making the threat under surveillance until relieved by the Principal or designee. □ Note approximate age; height; weight; sex; ethnicity; color of eyes, skin, and hair; type of clothing; distinguishing marks or characteristics. □ If the person leaves the scene, note the direction, kind of transportation (make, model, license number, and color of vehicle) and other details that will assist the police. □ If suspicious article is involved: <ul style="list-style-type: none"> --Do not handle a suspicious letter, envelope or package. --Report the article to the Principal or designee. --If in doubt, evacuate the area pending further instructions from police. |
| Notification Procedures | |
| <ul style="list-style-type: none"> □ Notify the Principal or designee immediately of any phone, personal or mail threat. □ Upon receipt of such notification, the Principal or designee will immediately notify the police, President, and other campus administrators. □ The Police Department may request assistance from other agencies. | |
| Actions by the Principal or Designee | |
| <ul style="list-style-type: none"> □ Analyze the threat; consider available information and decide to: <ol style="list-style-type: none"> 1. Evacuate the building(s)--completely or partially--and make a visual check. 2. Examine the building(s) visually without evacuation. 3. Evacuate the immediate and surrounding areas (disregarding any visual check) if a parcel is received. | |

(Continued on the next page)

**Hawaii Baptist Academy Middle School
Dan Kong Campus**

| Actions by the Principal or Designee | [continued] |
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| <ul style="list-style-type: none">□ Guidelines for ordering evacuation and/or visual check:<ol style="list-style-type: none">1. Serious consideration should be given to every bomb threat.2. Obtain advice from the police (if time permits) prior to ordering any evacuation and/or visual check.3. Consider immediate evacuation if no specific building or time is mentioned or short-time notification is given.4. Consider starting the evacuation immediately (if a specific time, but no area is mentioned) but no later than one hour before the specified time.5. Consider evacuation immediately (if a specific time and specific building or area is mentioned) but no later than one hour before the designated time.6. In both 4. and 5., visually check the area after the bomb is supposed to have detonated. | |
| <ul style="list-style-type: none">□ Evacuation Procedures<ol style="list-style-type: none">1. The buildings will be evacuated with the use of the fire alarm system.2. Turn off all electrical appliances and lights before leaving.3. Teachers will stay with their classes.4. Students will be directed to their designated areas.5. Teachers will take roll once in the evacuation area.6. Students will be kept in the evacuation area until an all-clear notification has been given verbally or with the school bell. | |
| <ul style="list-style-type: none">□ Bomb Search (Visual Check) Procedures<ol style="list-style-type: none">1. The Principal or designee will be responsible for organizing and conducting the visual check after contact with the Police Department.2. If a visual check is made before an evacuation, the following assignments will be made:<ol style="list-style-type: none">a. Teachers will be sent a note (“coded”). At such time, they will make a visual check of the room.b. The Physical Plant department will check outside the classroom building.c. The Athletic Director or Gym Manager will check the Shiraki Building (B).d. The Principal or designee will check the administration building.3. In the event the decision is made to evacuate immediately:<ol style="list-style-type: none">a. The assignment as listed in #2 above will be the same except for 2a.b. In this case, the Physical Plant department will also check inside the classrooms. | |
| <ul style="list-style-type: none">□ All Clear<p>The Principal or designee will make the decision to re-enter the building(s) following an evacuation and visual check in which no bomb was found. This will be in consultation with the police. The President and administrators of the other HBA campuses will be notified. When all is clear to return, teachers and students will be notified.</p> | |

Hawaii Baptist Academy Middle School

Dan Kong Campus

Earthquake

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| <p>There is a high probability that a damaging earthquake will affect Oahu within our lifetimes. Presently, there is no advance warning of an earthquake.</p> | |
| <p>Response Procedures - In the event of an earthquake during school hours, students, faculty and support personnel will:</p> | <p>Recovery Procedures - Once the shaking stops, everyone will remain in place (if indoors, remain indoors, if outdoors, remain outdoors) until advised otherwise by the Principal or designee. No one will leave the campus.</p> |
| <ul style="list-style-type: none"> ❑ If indoors, stay indoors and take cover under desks, tables, benches, supported doorways or against inside walls. Stay away from glass, window, and outside doors. ❑ If outdoors, stay outdoors and move away from buildings, utility poles/wires, tall trees, etc. Once in the open, stay there until the shaking stops. ❑ Refrain from running through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls. ❑ Refrain from using candles, matches, or other open flames either during or after a tremor. Extinguish all fires. | <ul style="list-style-type: none"> ❑ Teachers will immediately account for all students and report any missing to the Principal or designee during the damage assessment as explained below. ❑ The Principal or designee will make a preliminary assessment of damage and move those in buildings whose structure is questionable, or who are in untenable open areas, to safe buildings or locations. The Principal will also determine the status of those reported missing. ❑ The HBA Nurse, assisted by the office staff, will treat and care for anyone who is injured. |
| <p>Note to Parents: Should an earthquake of significant magnitude occur on Oahu, considerable disruption to our roads and communication networks is anticipated. If your student (s) is (are) in school at the time, you may not be able to reach them even though you live close by. Please be assured the staff and faculty will care for your children until you can safely pick them up.</p> | |

**Hawaii Baptist Academy Middle School
Dan Kong Campus
Fire and Fire Drill**

FIRE EVACUATION PLAN (diagram) with Fire Escape Plan

Posted in each room to show the area of the campus where each room should be evacuated (including directions for evacuating the building).

Procedure -

1. The alarm will be sounded for drills or for an actual fire.
2. Teachers will quickly lead students to the designated area.
3. Teachers should make an effort to take their grade books. If the grade book cannot be quickly found, they should leave without it. However, it is recommended that roll be taken.
4. Teachers are asked to keep the noise level down.
5. Teachers and students should remain in the designated area until the bell sounds to return to classes.

**Hawaii Baptist Academy Middle School
Dan Kong Campus
Hurricane and Tropical Storm**

| When school is closed prior to the arrival of a hurricane or tropical storm | |
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| <p>The Principal or designee will be responsible for:</p> <ol style="list-style-type: none"> a. Notifying the media, faculty, and support personnel of the closure and ensuring sufficient staff are available to prepare the facility for storm arrival; b. Collecting and safeguarding all important records and documents, including computerized files and financial data; and c. Securing the facility and turning off all gas and electricity at the main switches. | |
| Other than normal school hours | |
| <p>Parents should listen for school closing information on the radio or the television. As a general rule, if the public schools are closed or closing, HBA will also close.</p> | |
| During school hours: | |
| Watch Condition (storm may strike within 48 hours) | Warning Condition (storm may strike in 36 hours or less) |
| HBA will normally complete the day's class schedule and release students, faculty and support personnel at the regular time. | HBA will attempt to complete the normal class schedule. |
| The Principal or designee will evaluate forecast weather and determine if school should be closed on subsequent days. If possible, a closure announcement will be made prior to dismissal. If not, parents should listen to the radio/TV for school closing guidance; call HBA, if in doubt. | If, however, the Principal or designee is advised by local authorities of the National Weather Service that weather is likely to rapidly deteriorate during school hours, and providing there is ample time for notification and response, parents will be advised that school is closing and students should be picked up as soon as possible by parents or designated emergency contacts listed on the Health Services form. The Principal and staff will remain until the campus has been vacated. |
| | Note: Under no circumstance will students be released in an unsupervised status if there is any possibility they could encounter severe storm effect on their way home. |
| | If existing weather conditions do not permit the controlled student release described above, students, faculty, and support personnel will go to the gym and remain there until parents can safely pick up their children. Note: The American Red Cross, the Department of Emergency Management and State Civil Defense have surveyed the gym and found it to be suitable for hurricane/tropical storm sheltering purposes. |

**Hawaii Baptist Academy Middle School
Dan Kong Campus
Tsunami**

| Other than normal school hours | |
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| <p>Parents should listen for school closing information on the radio or the television. As a general rule, if the public schools are closed or closing, HBA will also close. The President or designee will be responsible for notifying the media, faculty, and support personnel of the closure.</p> | |
| During school hours: | |
| Watch Condition | Warning Condition |
| <p>A tsunami-producing event has occurred but the Pacific Tsunami Warning Center is as yet unable to confirm the presence of waves. HBA staff will prepare for the issuance of a Warning.</p> | <p>The Pacific Tsunami Warning Center has confirmed that a tsunami has been generated. Evacuation of coastal inundation zones is required.</p> |
| <p>Classes will continue as scheduled. The President, or designee, will evaluate the Watch information and make a determination, prior to dismissal, if release of the students would be prudent.</p> | <p>Students will continue their normal schedule and be retained in their homerooms beyond regular dismissal time, if that is necessary. The staff and faculty will provide student supervision.</p> <p>Parents should instruct students with automobiles to remain at school.</p> <p>Students will be released to parents or designated emergency contacts listed on the Health Services form</p> |
| <p>Note (1.): Under no circumstance will students be released if there is a chance they could become involved/delayed in the evacuation traffic or their lives jeopardized by entering or transiting inundation zones.</p> <p>Note (2.) If a Tsunami Warning is issued while school is in session, parents need not leave home or work and rush to HBA to pick up their student(s). Rather, it is recommended that if they are in a safe area, or can get to one close to where you live or work, you should remain there until the “ALL CLEAR” is announced. By so doing, you will avoid contributing to unnecessary traffic and preclude gridlock on our roads and highways.</p> | |