

BOMB THREAT PROCEDURES

IMMEDIATELY cease the use of all two-way radio, cellular phones, radio activated bell systems, or PA announcements.

Do NOT TO TAKE your belongings (except for money, jewelry, medication, personal effects).

STAFF	RESPONSIBILITIES
SASA (back up for OA)	1. Notify Principal
	2. Call 911
	3. Obtain walkie-talkie (for off-campus use)
	4. Walk to inform Library and Portable
	5. Report to Post 1*, proceed to Community Park
	6. Receive teachers' Accountability Report and report to Principal
PRINCIPAL	1. Notify CAS
	2. Obtain walkie-talkie (for use off-campus use)
	3. Walk to inform Cottages
	4. Report to Post 1*
	5. Meet authorities and media
	6. Give master key and radio to appropriate authorities
	7. Give the all clear signal
OFFICE ASSISTANT (back up for SASA)	1. Obtain list of Student/Staff Emergency Contact
	2. Grab water jug/cups in office and haul to Community Park
	3. Align teachers/students at Community Park
HEALTHAIDE	1. Walk to inform classrooms A105-A108
	2. Responsible for emergency kit
	3. Report to Community Park
	4. Administer first aide
EA'S / PPT'S	1. Assist in stopping traffic from school to Community Park (Hoea, Hoaikane and Ho` Streets)
	2. Follow and assist last class to Community Park
CUSTODIAN #1 (HEAD) (back up for Custodian #2)	1. Evacuate and secure restrooms, lab and library
	2. Once campus is cleared, proceed to Community Park
CUSTODIAN #2 (back up for Custodian #1)	1. Check all Cottages
	2. Once campus is cleared, proceed to Community Park
TEACHERS	1. Leave all windows and doors open
	2. Proceed to lead students to Post 1*
	3. Report to designated areas at Community Park by grade
	4. Account for students and give report to SASA

*Post 1 = corner of Maunaloa Road/Oha Street