**EMERGENCY PROCEDURES**

**Civil Defense and Natural Disaster Plans**

Maunaloa School has developed plans of action that will be followed in case there is a man made or natural disaster. Procedures and responsibilities for all school personnel have been outlined. The following is a condensed version of our civil defense and disaster plan:

1. Parents/guardians will be notified by radio and/or television for instructions.
2. Pick up your child(ren) at the regular dismissal time unless otherwise instructed.
3. Avoid calls to the school to keep phone lines open for communication with emergency response personnel (e.g. police, fire, and emergency medical services).
4. Do not rush to the school campus. Keeping roadways clear will allow emergency responders quick access while not exposing you to unnecessary danger.
5. The decision to close schools is made by the Complex Area Superintendent’s office.
6. In any event, the Civil Defense Emergency Broadcast System (KGU 760 AM, KIM 870 AM, KSSK 590 AM/92.3 FM, KAIM 870 AM/95.5 FM) directions will be followed.
7. If several hours of warning is available, students will remain in their classes and be dismissed in an orderly manner from the classroom as parents or authorized relatives or friends (per Emergency Card) come to pick them up. In this circumstance only, parents/guardians should go directly to the child’s classroom to sign out the child(ren). The school will make every attempt to contact each parent or guardian by telephone (if it is operable) for children whose parents have not picked them up. Remaining students will be supervised by teachers until provisions are made to return home. We will not release any student unattended by an adult.

**Emergency Drills**

We participate in monthly fire and semester evacuations, lock downs and or shelter in place drills. All students and staff members participate in these drills. In case of an evacuation, students will follow the fire drill procedures and continue to a primary evacuation site (Maunaloa Community Park) or secondary evacuation site (Maunaloa Village Park).

**Hurricane or Tropical Storms**

Hurricane or tropical storms ***watches*** are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or tropical storm ***warnings*** are issued 24 hours in advance of reaching Hawaii. When a *watch* is issued, we will monitor the storm and make decisions to close before a *warning* is issued.