

# EVACUATION PROCEDURES

STAFF	RESPONSIBILITIES
<b>SASA (back up for OA)</b>	1. Alert via PA system
	2. Obtain walkie-talkie
	3. Report to Community Park
	4. Receive teachers' Accountability Report and report to Principal on walkie-talkie
<b>PRINCIPAL</b>	1. Obtain walkie-talkie
	2. Report to Post 1*
	3. Give the all clear signal
<b>OFFICE ASSISTANT (back up for SASA)</b>	1. Call 911, if needed
	2. Obtain list of Student/Staff Emergency Contact
	3. Grab water jug/cups in office and haul to Community Park
<b>HEALTHAIDE</b>	1. Responsible for emergency kit
	2. Report to Post 1* and proceed to Community Park
	3. Administer first aid, if needed
<b>EA'S / PPT'S</b>	1. Assist in stopping traffic from school to Community Park (Hoea Lane, Hoaikane and Unahe Streets)
	2. Follow and assist last class to Community Park
<b>CUSTODIAN #1 (HEAD) (back up for Custodian #2)</b>	1. Evacuate and secure restrooms, lab and library
	2. Once campus is cleared, proceed to Community Park
<b>CUSTODIAN #2 (back up for Custodian #1)</b>	1. Check all Cottages
	2. Once campus is cleared, proceed to Community Park
<b>TEACHERS</b>	1. Lock all windows and doors
	2. Proceed to lead students to Post 1* and proceed as directed to Community Park
	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