

Children with Aloha Academy

# Emergency Preparedness Plan

2017-2018



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# Children with Aloha Academy

## Emergency Plan

CHILDREN WITH ALOHA ACADEMY has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack.

The types of emergencies that CHILDREN WITH ALOHA ACADEMY prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

### CHILDREN WITH ALOHA ACADEMY Emergency Plan Development

- The emergency plan needs to be reviewed annually by the Director and will direct the office staff to update the plan as needed.
- Staff will be notified of any changes during Teachers' Week or, if changes occur during the school year, the Director will email the changes to staff as soon as possible and review the changes at the next staff meeting.
- CHILDREN WITH ALOHA ACADEMY Staff will educate parents about the emergency plan at Parent Orientation Day.
- CHILDREN WITH ALOHA ACADEMY will notify parents of any changes to the emergency plan by sending information home with backpacks and through an email.

### Distribution of Emergency Plan

- Each staff member will receive a hard or electronic copy of the emergency plan.
  - A copy of the emergency plan will be in each "Ready To Go Kit" for each class.
  - There will be a downloadable pdf copy of the emergency plan on the CHILDREN WITH ALOHA ACADEMY website
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<u>Director</u>	<u>Office Staff</u>	<u>Teacher</u>	<u>Classroom Assistant/Aide</u>
Declare an emergency	Carry "Disaster Supply Kit"	Lead evacuation lines	Close windows and doors of classroom
Call for assistance (911)	Check rest rooms	Keep accurate headcount of students	Carry "Ready to Go Kit"
Make decision to EVACUATE, LOCKDOWN or SHELTER	Check storage areas	Supervise students	Carry needed medications
Initiate contact with evacuation site if decision made to evacuate	Guard or lock exits	Entertain and comfort students	Put LOCKDOWN or SHELTER sign on the windows of the classroom facing parking lots during LOCKDOWN or SHELTER conditions.
If necessary, direct Classroom Assistant/Aide to contact class families	Complete final building check after evacuation		If Directed by Director, contact families with a cell phone with the emergency contacts in her class
Arrange transportation for students/staff	Contact families via text message and/or email (preferably text) from cell phone or internet Connection		Pet arrangements if time allows or applicable
Contact the President of the CHILDREN WITH ALOHA ACADEMY Board	Write note on door about the emergency status and, if applicable, evacuation Location		
Conduct fire drills	Leave message on answering machine		
Communicate the emergency plan to parents	If necessary, turn off ventilation system.		
Act as media contact	Monitor weather stations in case of weather		

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	emergency.		
Determine when the emergency is over			
Check to make sure everything on this chart is Completed			

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There will be copy of the plan in the CHILDREN WITH ALOHA ACADEMY hallway

- near the front door.
- Honolulu Police Department will have a copy of the emergency plan.
- There will be an office copy of the plan kept in the Emergency Cards 3-ring binder on the shelves next to the photocopier in the office.

### Personnel Responsibilities During an Emergency

### Personnel Chain of Command

Director reports to the CHILDREN WITH ALOHA ACADEMY Founder. The Office Staff and Teachers report to the Director. The Classroom Assistant/Aides report to the Teachers.

During an emergency, the command post is the CHILDREN WITH ALOHA ACADEMY Office.

CHILDREN WITH ALOHA ACADEMY's Director will be in charge in case of an emergency. If the Director is not available the Lead Teacher will be in charge. If neither person is available, staff, who have taken the Emergency Preparedness Training and the Medication Training, will be in charge. Preferably this will be a 5-day week staff member. The names of the current staff with that training for each year will be posted on the bulletin board in the Office Annex.



## Letter of Agreements

Letter of agreements have been arranged with Parents. Please find these agreements in the form of printed emails in the Emergency Plan Folder and as an addendum at the end of this document. These agreements should be reviewed and updated annually by the CHILDREN WITH ALOHA ACADEMY office staff.

## Staff Training and Drills

Staff Training will be held annually during Teachers' Week. It will be conducted by either the Director or appropriately trained staff. Training will include

- Reviewing the actual plan
- Outlining each staff person's responsibilities during emergency
- Reviewing items that each family must provide the school, including up-to-date emergency forms, emergency bags, and change of clothes.
- Reviewing emergency exit and evacuation routes.
- Ensuring that everyone has important emergency contact information in their emergency binders.
- Providing staff with opportunities to ask questions.
- Participating in two non-fire emergency drills, one which include a practice emergency evacuation to the side of the building at **QUINN LANE STREET** next to the fire department.

## Communications

CHILDREN WITH ALOHA ACADEMY monitors a NOAA weather emergency radio. In case of an emergency, the school will monitor radio stations (**KSSK AM 590 kHz / FM 92.3 MHz**).

CHILDREN WITH ALOHA ACADEMY adapting to the policies outlined by Honolulu County Public Schools (MCPS), will use the terms Lockdown, Evacuate or Shelter to identify the response that will implemented during an emergency.

Lockdown is an emergency alert and response to imminent danger in school or on campus. Students (under adult supervision), staff, and visitors report to the nearest securable location. A member of the CHILDREN WITH ALOHA ACADEMY Office Staff will ensure that 911 is called to request immediate assistance. Students, staff and visitors remain secured until police have controlled the situation.

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Evacuate is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

Shelter is an emergency alert and response called by an office staff when it is too dangerous to leave the school. There are three types of shelter alerts: Public Safety Shelter, Severe Weather Shelter, and Outside Hazardous Materials Release (More detailed descriptions below).

### **Announcing Emergency within CHILDREN WITH ALOHA ACADEMY Facility**

Within the Academy, the fire alarm will be activated or the Director or office staff will ring a loud bell to announce an evacuation. In case of lockdown or shelter, the Director or office staff will verbally inform the teachers.

### **Announcing Emergency and Communicating with Parents outside the CHILDREN WITH ALOHA ACADEMY Facility**

- Notifying parents: Depending on the emergency situation and the school's communication capabilities during and after the emergency, CHILDREN WITH ALOHA ACADEMY will attempt to inform and instruct parents/guardians about the emergency in a number of different ways in the following order including:
    - An email message sent to primary family contacts by the Office staff.
    - A text message sent from the office to emergency contact numbers given to the school from the parents and staff members.
    - A phone call from an CHILDREN WITH ALOHA ACADEMY staff member. After the text message has been sent or in the absence of the text message being sent, the Classroom Assistant/Aide or teacher or, if necessary, any present office staff will call the emergency contact numbers for each student until an authorized adult is reached. Teachers and Classroom Assistant/Aides will have all the emergency contact numbers for the students in their class and the emergency plan contact list numbers stored in their emergency binders. Office staff, including the Director, will have the emergency contacts for the teachers and Classroom Assistant/Aides in their cell phones. The Director will contact the President of the Board of Directors, who will notify the rest of the CHILDREN WITH ALOHA ACADEMY Board. If necessary, CHILDREN WITH ALOHA ACADEMY staff will ask board members and room parents to help reach families.
    - Once the emergency status has changed or is lowered, the emergency contact will receive either a second text or a phone call from CHILDREN WITH ALOHA ACADEMY staff member informing him/her of the change in status.
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- Answering machine: If possible, the school will leave a message on the answering machine notifying parents of the emergency status of the school and any appropriate instructions for the parents to follow.
- Website: If possible, emergency updates will be posted on CHILDREN WITH ALOHA ACADEMY's website.
- Testing of communications equipment: Cell phones and walkie-talkies will be tested once a month during the emergency drills. The emergency contact list, including communicating via text and voice, will be tested twice a year. Parents will be given plenty of advance notice of the drill before any test text messages are sent or phone calls are made.

## LOCKDOWN

LOCKDOWN is an emergency alert and response to imminent danger in the school or on campus. It can be caused by a specific local emergency such as a perpetrator in the area or a possibly dangerous person (on) the premises. This indicates that there is an emergency that requires all of the building be secured.

LOCKDOWN means that the students and staff will remain in the Building (CHILDREN WITH ALOHA ACADEMY's school building) until the Director determines it is safe to release the students to authorized adults. Staff will remain with the students until all have been released to authorized adults. Students will only be released to those adults authorized on the emergency form.

- Staff will remain in place with the students.
  - If students are outside, they will be taken into their classroom immediately and teachers will take attendance.
  - Exterior doors will be secured and locked by Director or Office Staff. Windows will be locked and shades will be pulled down.
  - Staff will turn off lights in the room.
  - Staff will move themselves and students away from windows and doors and keep students as calm and quiet as possible.
  - Either a text message or a phone call will be made to all emergency contact numbers. A text message will be sent out to let parents know about the LOCKDOWN and that they should NOT come to school.
  - Another text message or phone call will follow when the LOCKDOWN has been lifted and they can proceed to come to school.
  - Exterior doors will be locked and no one will be allowed into or out of the building.
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- Parents and guardians will not be allowed into the school to retrieve their students until the emergency status has been lowered by emergency personnel.

## SHELTER

SHELTER is an emergency alert and response called when it is too dangerous to leave the school. There are three types of shelter alerts:

- Public Safety Shelter is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues.
- Severe Weather Shelter is used when a high wind warning has been issued for the community near the school. All students, staff and visitors are brought into the building. If necessary, staff and students will shelter in designated weather-safe areas.
- Outside Hazardous Materials Release requires students, staff and visitors to be brought into the main building. Exterior doors and windows are secured. Ventilations systems are shut down.

## Long-Term Shelter

If students need to be sheltered in the school for a period of time beyond the regular school day, CHILDREN WITH ALOHA ACADEMY will do its best to ensure the safety of the students. This preparation includes having enough food and water on site to support the students for a length of time. The school's disaster supply kit will include:

- Child appropriate items to help entertain and calm the students for potentially long periods of time
  - A first aid kit kept to standards
  - General supplies including non-perishable food, drinkable water, change of clothing for each child, extra blankets, money, flashlight, cell phone (charged), whistle, tools, plastic sheeting, plastic bags, etc.
  - "Ready To Go" file: attendance lists, sign in/out sheets, contact lists, copies of emergency cards, program essential papers, map of area, and written directions to the emergency site
  - Each child's Emergency Care Kit includes a MIST bag, and a complete change of clothing. The MIST (My Important Stuff) bag is to be a support for the child during an emergency. It is filled with "important stuff" that comfort and reassure a child. This bag will be kept in the class emergency backpack. Parents will pack and provide for
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- each child for each class a LABELED gallon zip lock bag with items from home and return it to the teacher on Parent Orientation night. The bag should include comfort items such as a family photo, soft toy like a beanie baby, cards or coloring activity, or book. Please make sure the zip lock bag is sealed shut with the items inside. It must also include certain essentials such as a change of underwear and socks.

## EVACUATE

Evacuate is an emergency alert and response called by office staff when it is too dangerous to remain in the building.

- The decision to evacuate will be made by the Director.

When evacuation is necessary, the CHILDREN WITH ALOHA ACADEMY staff and students will evacuate PLEASE LISTEN TO RADIO &/or TV.

Hurricanes & Storms ER Disaster Ctr will advise on radio & TV 5 DAYS prior to it hitting Oahu, so we CLOSE SCHOOL; all Elementary schools will also be closed.

- The Director or office staff will notify Police and staff via cell phone when the evacuation decision is made and warn them that CHILDREN WITH ALOHA ACADEMY staff and students will be arriving shortly.
  - In the event that an evacuation is necessary, the Director will either sound the fire alarm or ring a bell.
  - CHILDREN WITH ALOHA ACADEMY staff will follow the evacuation procedures practiced during drills.
  - If it becomes necessary to evacuate the immediate area, CHILDREN WITH ALOHA ACADEMY staff will accompany students to the
  - In every instance of emergency, including evacuation, the personnel chain of command and responsibilities remain the same and as outlined above.
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- Teachers will evacuate with the class “Ready to Go Kit,” which includes: attendance lists, sign in/out sheets, contact lists, copies of emergency cards, program essential papers, map of area, and written directions to the emergency site.
- In the case that shelter outside the facility must be maintained for longer periods of time, the “Disaster Supply Kit” will be brought along to  
  
the evacuation location. The “Disaster Supply Kit” will be transported in a bag with wheels and kept in the Academy’s closet.
- Transportation: All transportation will be walking.

### Evacuation Routes from Classrooms

#### General Procedures:

1. Close door to parking.
2. Line up in front of the outside door.
3. Take the class “Ready to Go” kit and cell phone.
4. Count students to see if anyone is missing.
5. Exit the room and close the outside door.

#### Directions for Evacuating Away from Buildings (i.e. – in case of a fire)

##### Room 1:

1. Once you exit the building using the emergency door, walk along sidewalk to the parking lot.
  2. Students will go on **QUINN LANE STREET** in case of fire and stay on sidewalk
  3. Count students again.
  4. Hold up your classroom emergency cards binder for the Director to see that you are evacuated with all your students.
  5. Wait for the “all clear signal” and return to the building going up the sidewalk and walking in the front door.
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Rooms 2, 3, and 4:

1. Once you exit the building, walk carefully, checking for oncoming traffic, directly across the parking lot to **QUINN LANE STREET**.
2. Count students again.
3. If all students are present, continue leading them along the driveway, And

STAY AROUND QUINN LEE STREET.

4. Hold up your classroom emergency cards binder for the Director to see that you are evacuated with all your students.
5. Wait for the "all clear signal."
6. To return to the building, Staff and children will be at front room #102 door of CHILDREN WITH ALOHA ACADEMY and return to the classroom

### Dismissal and Emergency Pick-Up Process

In the case of an emergency, the authorized pick-up guidelines outlined in the CHILDREN WITH ALOHA ACADEMY Parent Handbook still apply. CHILDREN WITH ALOHA ACADEMY staff will notify guardians (via the communication lines outlined above) when it is appropriate for dismissal and the Emergency Pick-Up Process to begin. If the school has evacuated, the school will communicate to parents where to pick-up their child. The safety of children enrolled at CHILDREN WITH ALOHA ACADEMY is our primary concern. A CHILDREN WITH ALOHA ACADEMY staff member will remain with your child until an authorized person is able to pick the child up from the school or the emergency location. The Emergency Pick-Up Process guidelines are outlined below:

Authorized pick-up: (excerpt from CHILDREN WITH ALOHA ACADEMY Parent Handbook)

- If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child" (listed on your child's Emergency Form), you must provide written notification to CHILDREN WITH ALOHA ACADEMY in each instance. Give the person's full name and inform this person that CHILDREN WITH ALOHA ACADEMY will require proof of identification before releasing your child.
  - In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the Emergency Form in order for us to be assured that CHILDREN WITH ALOHA ACADEMY staff is speaking to the parent. There is always a possibility that you will not be able to reach
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office the staff on the phone in an emergency. Consequently, it is really important that you list on your child's Emergency Form multiple people who would be able to pick-up your child in an emergency.

- CHILDREN WITH ALOHA ACADEMY wants to ensure each child's safe transition from CHILDREN WITH ALOHA ACADEMY's care to an authorized adult at dismissal time. Following Hawaii State Department of Education training guidelines, staff is encouraged to observe the state of the adult picking the child up from CHILDREN WITH ALOHA ACADEMY. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs, or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's Emergency Form. (Excerpt taken from the Emergency Preparedness Training and Information for Child Care Providers Hawaii State Department of Education training booklet)

### Procedures to Safeguard Records

- All CHILDREN WITH ALOHA ACADEMY electronic information on the computers is backed up off site on a regular basis.
- There are at least two copies of the emergency cards, one set is the CHILDREN WITH ALOHA ACADEMY office and another is kept with each class' emergency "Ready to Go" kit.

### CHILDREN WITH ALOHA ACADEMY Continuity of Operations Plan for Influenza (COOP)

The CHILDREN WITH ALOHA ACADEMY Continuity of Operations Plan for Influenza (COOP) is implemented by CHILDREN WITH ALOHA ACADEMY staff and parents. All parents/guardians of students enrolled at CHILDREN WITH ALOHA ACADEMY have responsibilities to assist in the plan's successful implementation. CHILDREN WITH ALOHA ACADEMY's internal preventive and responsive procedures, as well as parents' responsibilities, are outlined below.

### CHILDREN WITH ALOHA ACADEMY Procedures

#### A. Preventive Health and Safety Procedures

1. Hand Hygiene: Students and staff will practice proper hand washing methods. Students and teachers should wash hands upon arrival at school, before and after sensory table and play dough activities, before eating, after outdoor play, after bathroom use, and after sneeze into hand or use of tissue.
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2. Respiratory Etiquette: The CHILDREN WITH ALOHA ACADEMY community will practice proper cough/sneeze etiquette, including covering your mouth and nose when coughing or sneezing, and using tissues or the crook of the elbow instead of hands. Students will be taught and reminded how to use tissue properly and how to put all tissues in the trash and wash hands.
3. Daily Health Checks: CHILDREN WITH ALOHA ACADEMY follows Hawaii State Department of Education and Center for Disease Control (CDC) guidelines to determine whether a student or staff member is healthy enough to attend or teach class.
4. Routine Cleaning: CHILDREN WITH ALOHA ACADEMY uses the “Three Step Cleansing Procedure,” as required by licensing, for cleaning toys, classrooms and bathrooms.
5. Possible Program Changes: During an influenza pandemic, arrival and dismissal procedures may be assessed and changed as needed. Field trips, large group activities, observers to CHILDREN WITH ALOHA ACADEMY classrooms and the use of the sensory table and play dough may be
6. School Closure: If an excessive number of parents, students and/or staff become ill, CHILDREN WITH ALOHA ACADEMY may find it necessary to cancel a class, or close completely for a short period of time. The decision to close will be made by the Director and Founder.
6. Precautionary Separation: If a student, parent or staff member becomes ill while at school, that person will be separated from his/her class until s/he can be sent home. A critical component to controlling the spread of flu-like illness is for sick individuals to avoid contact with others.
7. Key Personnel and Order of Succession: In the event that the Director is ill, the Director’s responsibilities will be fulfilled by the most senior staff member present in the building at that given time. CHILDREN WITH ALOHA ACADEMY maintains a substitute list and all teachers have substitute plans on file in the office. In the event that a teacher is out sick, there is a curriculum plan for the day all ready to go, to ensure the least amount of disruption for our students.
8. Communications: In the event of a change in operations due to illness, CHILDREN WITH ALOHA ACADEMY will contact families by the following lines of communication outlined in the “Communications” section above.

CHILDREN WITH ALOHA ACADEMY is taking a proactive approach to preventing the spread of the flu. It is our intention that the systems we have put in place will help limit the effects in our community. As this is dynamic situation, CHILDREN WITH ALOHA ACADEMY’s plan is subject to change as new information becomes available. Any changes will be communicated to parents and staff through emails and notes home in school backpacks.

### Parent Responsibilities

Please familiarize yourself with the symptoms of flu (see the CDC website) so that you may recognize and respond to them if your child becomes ill.

The following is from the CDC brochure “Preparing for the Flu”: “Early childhood programs can be challenging places to prevent the spread of flu. Young children are vulnerable to infections and are at higher risk for complications from the flu. Children are in constant contact with one another, sharing toys and other items. It is also hard for children to understand and practice good hand

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washing and covering of coughs and sneezes. It is not possible to completely prevent the spread of infectious out of these settings. Parents should watch their children carefully for signs and symptoms of flu and keep them home if they become sick.”

CHILDREN WITH ALOHA ACADEMY encourages parents to make appropriate decisions and have students stay home from school if they are ill with flu-like symptoms. In keeping with CDC guidelines, students, staff and parents should stay home for 24 hours after fever subsides without the use of fever reducing medicine. Please see the CHILDREN WITH ALOHA ACADEMY Parent Handbook.

If your child is absented from school due to illness, you must notify the school immediately. As suggested by the county health department and the CDC, CHILDREN WITH ALOHA ACADEMY maintains a daily health log to track illness.

### Missing Children

In the unlikely event that a child is discovered missing from a CHILDREN WITH ALOHA ACADEMY program, the staff will do a quick but thorough search of the property and buildings. The search will include notifying the Honolulu police department and searching the outdoor areas immediately surrounding the buildings and inside the buildings. If the child has not been found after the initial one-two minute search is conducted, the office staff will notify the police and will contact the student’s parents. CHILDREN WITH ALOHA ACADEMY staff will continue searching until the police arrive. CHILDREN WITH ALOHA ACADEMY will be maintaining an up-to-date photo of each student in his/her file. The photo will be turned into school. A printed copy will be kept in the student’s folder.

### FIRE DRILLS PROCEDURES/ TSUNAMI/FLOOD ZONE

The signal for a drill or actual fire is a fire alarm. Drills will be held at regular intervals. The children are instructed to go outside to

### TSUNAMI WARNING

“Children with Aloha Academy is outside of the Tsunami Evacuation Zone, but is in the Extreme Tsunami Zone. I will need to evacuate if an Extreme tsunami warning is issued. In the event of an EXTREME TSUNAMI WARNING and evacuation is necessary, the following procedures will be taken:

In the event of an off -campus evacuation, please find our meeting point at the address listed below and marked on the depicted map, which also outlines our school’s evacuation route:



**Location:**

**CONVENYANCES BUREAU**

1151 Punchbowl St  
Honolulu, HI 96813  
United States

*Only parents and individuals listed on the child's Emergency Contact Card will be allowed to remove the child after an evacuation.*

Below are instructions for pick-up during an evacuation:

**While evacuation is in progress:**

- Note: This is not the preferred method of picking up your child.
- If circumstances require you to pick up your child while evacuation is ongoing and en-route to the pick-up location, calmly find your child's teacher and help him/her move children to the designated evacuation site.
- Once safely out of the evacuation zone, identify yourself to the teacher and provide him/her with your child's full name.
- Patiently wait for the teacher to escort your child to you.
- Patiently wait for the teacher to escort your child to you.



[www.honolulu.gov/dem](http://www.honolulu.gov/dem)

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If a TSUNAMI or EXTREME WARNING is issued before our day normally begins, the Academy will be cancelled and closed.

### HURRICANE/TROPICAL STORM

Hurricane or tropical storm watches are issued when the threat is expected within 48 hours by national weather service's (Oahu: 973-4381). When the threat is expected within 36 hours, hurricane or tropical storms warnings are issued.

The Academy will monitor the storm and make decisions to close during the Watch phase the timing of the closure will generally coincide with the end of a normal working day if at all possible to minimize any inconvenience for parents.

### EARTHQUAKE

Should an earthquake of significant magnitude occur, 6.1 to 6.9, the building facilities maybe compromised.

Parent(s) must anticipate considerable disruption to road networks as parents may not be able pick-up their child up even if close by.

In preparation for an earthquake event, Children with Aloha Academy staff will periodically conduct drills in conjunction with the sounding of the civil defense sirens. If indoors we will stay indoors and take cover under the furniture, tables, supported doorways, etc. If outdoors, we will stay outdoors and move towards the open area staying low, away from electrical lines, and tall trend buildings.

PLEASE NOTE: City and County of Honolulu Department of Emergency Management also notes that public Evacuation shelters will not be opened in the event of an earthquake, unless they also have been inspected for structural integrity. Although, such inspections are of high priority, delays can be expected due to damaged road system or other hazardous conditions. Shelter openings will be announced over the Emergency Broadcast System.

### FLOODING

Children with Aloha Academy is located in an identified flooding zone. If water begins to rise around the building, or in the event the personnel is advised to evacuate, staff will immediately move the children to the second floor of the building.

It is essential that Parent(s) establish individual and family all- hazard plan for such hazards as tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you and your family members will travel to them if evacuation warnings are issued; what you plan to do if the family is separated; what type of survival supplies your family will need, etc. Such information can be obtained from the City and County of Honolulu Department of Emergency Management [www.honolulu.gov/dem](http://www.honolulu.gov/dem).

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