

VI. HEALTH AND SAFETY

POLICY #1

EMERGENCY AND DISASTER

The school will at all times have administrative plans clarifying operational procedures that will be activated in the event of emergency or natural disaster. To meet three (3) identified objectives, described below, separate administrative plans will be developed and annually reviewed and updated as necessary by the Director or designee in collaboration with the Health and Safety Committee, and will be made available to staff and families as appropriate.

**A. Emergencies during School Hours**

**Objective:** To ensure the safety and protection of our students and school staff during and immediately after a disaster and minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours. One plan calls for assembly in rally areas and/or campus evacuation or lockdown in the event of fire, bomb threat, earthquake, tsunami, or other emergencies. This plan shall be distributed to all school personnel and shall be on file in the school office. Evacuation maps and other essential emergency information is posted in classrooms, library, cafeteria, and offices. Students will participate in drills throughout the school year.

**B. Student Body Dismissal and Pick-Up in Emergencies**

**Objective:** To provide a safe and effective plan for parents to retrieve their children from school, should it be necessary, following a disaster. Plan accounts for notification of parents/guardians in the event of school closing and for subsequent procedures for safe and efficient pick-up of their children.

**C. Maximum Community Use of School Facilities in the Event of Emergencies**

**Objective:** To support the families of Lanikai School students and other families living in the school's district. Plan accounts for school cooperation with City and County Fire and Police Departments and the Red Cross or other disaster relief organizations in the event the school will be used as an emergency shelter.

Adopted: 10-10-07

Amended: 04/03/13