

WHEA's HEALTH AND SAFETY Policies & Procedures Revised 6/29/21

At WHEA your child's health and safety are of the utmost importance and the staff and school Safety Committee work hard to provide a safe learning environment for your child.

General Guidelines for Staff and Students

Stay calm and follow staff instructions. In the event of an immediate evacuation leave valuables and belongings behind. Silence all cell phones. Make calls or texts only after you are out of danger. Students be sure to seek your advisor to check in and be accounted for.

Sudden Inclement Weather

Staff moves students indoors to shelter in place. Administration and office staff will monitor NOAA for guidance. WHEA will close in dangerous weather (i.e. lightning, heavy winds, heavy rains). In the event of school closure related to inclement weather or other natural events, a Once Call Now will be sent using the phone, text and email notification system. An announcement will also be on our school voicemail.

Emergency Plan Evacuation

In a sudden crisis or natural event creating an emergency situation, students will be given instructions for the safest evacuation route available. WHEA is equipped with audio and visual alarms which may be implemented. Our main evacuation site is the Gateway Energy Center located at 73-4485 Kahilihili Street. Our secondary evacuation site is Amcor (formerly Destiny Deep Sea) located at 73-188 Makako Bay Drive. Evacuate in a safe orderly manner to the parking lot of the Gateway Center or Amcor by foot. Do not drive. Do not panic. Evacuate together, stay together. All those that evacuated the site shall report to a staff member for a formal accounting. Follow First Responders instructions or Civil Defense announcements depending on the emergency. Be aware that road closures or evacuations may be implemented.

Please do not attempt to pick up your child unless instructed to do so.

Strong Locally Generated Earthquakes or other Seismic Events

Earthquakes strike without warning. Therefore students and staff need to know what actions and behaviors are expected during and after an earthquake. The most immediate danger from an earthquake is falling objects and glass. If outside, falling utility poles and electrical lines, parts of buildings, trees, glass, etc. are very dangerous. Most injuries occur after the earthquake and in the process of evacuating, therefore students should wait for directions before evacuating. Move outdoors and away from tall structures as quickly as possible until the event passes. If leaving the building is not possible, move under or next to a sturdy structure or desk. Move outdoors after event passes.

If you are inside: All students, staff, and those present are to take positions under desks, tables or other furniture. While under cover, everyone should be on their knees with both hands clasped behind the neck, face buried in arms, eyes closed and ears covered with forearms. Stay away from tall objects that can fall such as files,

bookcases, or cabinets. When the earthquake is over, students are to remain in their positions until the area is cleared by staff and directions are given regarding an evacuation or alternate route.

If you are outside: All students, staff and those present are to drop in a safe, open area. Stay away from buildings, trees and overhead lines.

When the Earthquake is Over remain at your location unless it becomes obvious that doing so would expose you to additional hazards. As soon as practical, the staff will determine the need for evacuation. If evacuation is necessary, all staff, students, and those present on campus will immediately evacuate the building and assemble at designated evacuation sites for an accounting of those present.

Tsunamis: WHEA is not in a tsunami inundation zone.

Campus Intruders

Apparent Visitor(s), Non-threat

Staff approach person(s); request to know their business. Refer person to Office to sign in.

Suspicious Person(s)

Staff approach person(s); request to know their business. Escort to office. Inform office staff if behavior or demeanor warrants. Take license plate number and note make/model and color of vehicle.

Active Violence

(NOTE: Staff should exercise their own best judgment if a quickly evolving situation occurs.)

***Evacuate if Possible* Silence cell phones. When you are out of danger call or text 911.**

Campus Lock Down

If evacuation is not possible, warn students and staff to move indoors as quickly as possible, lock doors and secure buildings. Make efforts to lock and block windows. Stay out of intruder's site. Know where all exits are in case intruder enters building. If intruder enters a secured building and escape is not an option you may need to defend yourself and others by any means necessary.

Fire

Pull Fire Alarm and Call 911.

Staff will direct students away from building and smoke plume. Evacuation site is the NELHA Gateway Center. All students and staff shall be familiar with locations of fire extinguishers and pull station alarms on campus. If a student detects a fire they shall notify the nearest adult immediately, and inform others in the area. Immediately sound the alarm and call 911 if no adult is present or if instructed to do so. Evacuate in a safe, orderly manner to the parking lot of the Gateway Center across the street by foot. Do not drive. Do not panic. Evacuate together, stay together. All those that evacuated the site shall report to a staff member for a formal accounting.

Serious Chemical Spill

In a chemical spill or fire, noxious fumes may not be visible. Move upwind of affected area, and call 911.

Safe Routes to School

It is a parental responsibility to ensure that students have a safe way to get to and from school. WHEA is a “school of choice,” so arranging transportation is entirely the responsibility of families. Through the work of previous parent groups, the Hawai'i County Hele On Bus has established a route into NELHA that has been used by WHEA students for several years. Parents are responsible for the behavior of their children who use public transportation, and may be liable for damage or misuse of the Hele On Bus. Furthermore, parents should be aware that it is within the rights of Hele On employees to remove any disruptive passengers, including minors, at any time along their route. Other considerations for parents include, but are not limited to:

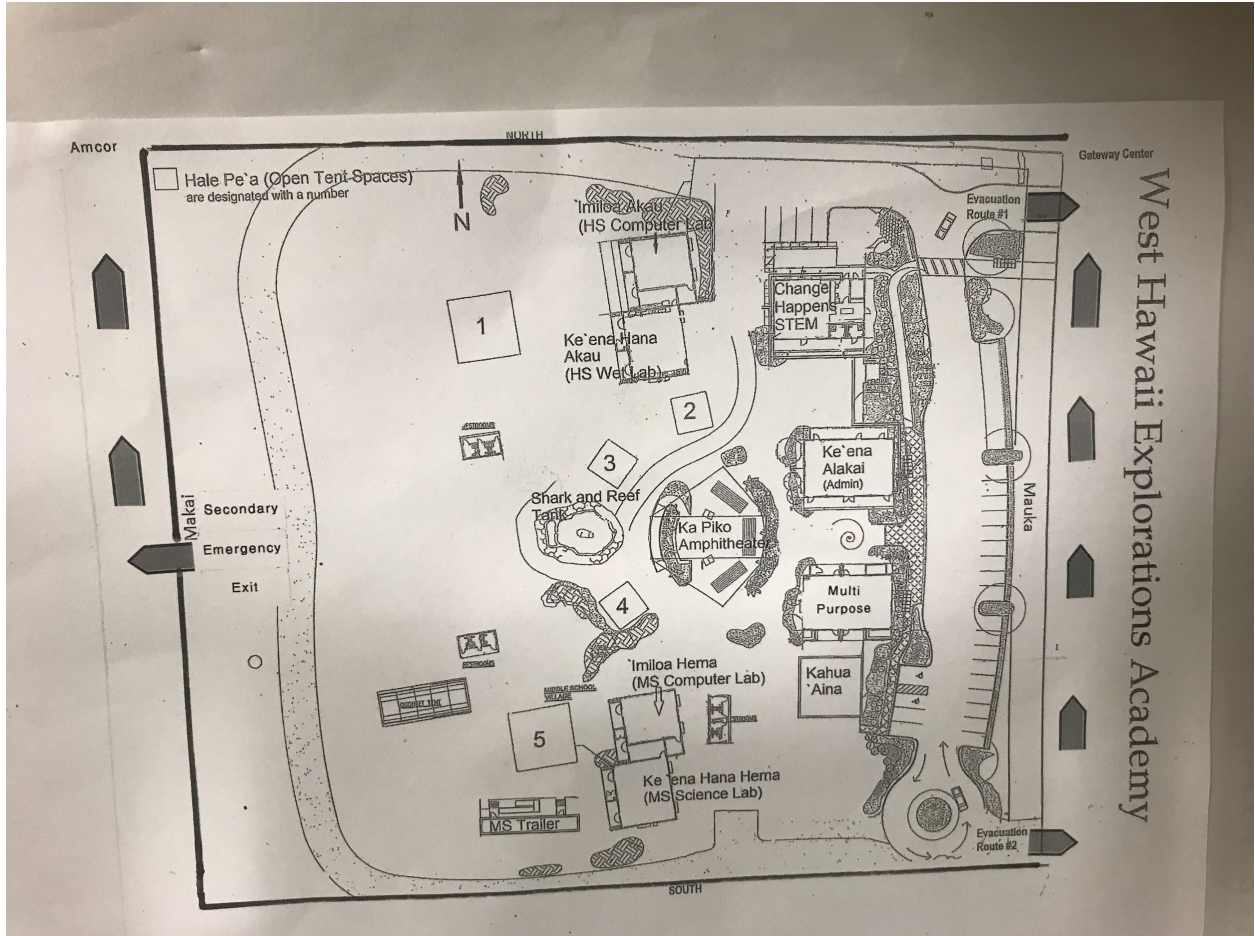
- Busy drop zones near school can pose hazards for children darting in and out of traffic. DRIVERS MUST EXERCISE PATIENCE AND CIVILITY, and follow traffic directives.
- Please set a good example of safe driving for all children at all times.

Evacuation Routes

Evacuation Route #1 – This is the main entrance of the school (farthest north).

Evacuation Route #2 – This is the main exit of the school (farthest south).

Secondary Emergency Exit – This gate is located at the bottom of the campus (farthest makai).



Approved by WHEAPCS: July 1st, 2014 / Reviewed: July 14, 2021