



Manulele Tausala Elementary School **Earthquake/Tsunami Evacuation Plan**

Earthquake Evacuation: (5 rings 2 seconds intervals, continuously)

In case of an earthquake, Manulele staff, students and parents should be aware of the following procedures. With this descriptive document, there should be a Manulele School map(attached) and Classroom assignment (safety areas) list attached with it. Please read and follow along, as is crucial for everyone to be aware of the plan when an earthquake or a tsunami is in occurrence.

****Things to keep in mind:***

- ◆ Keep calm at all times (DO NOT PANIC). It is important that the teachers and facilitators to remain calm as to keep control of the situation.
- ◆ Take count of your students before and after the evacuation. (Have record books or class lists on hand all the time). Give your assigned runner your list of students (present, absent, missing).
- ◆ Stay focused and be prepared at all times.

Evacuation Procedures:

1. In an instant an earthquake might occur, an alarm (school bell)(see *Bell Signal attached*) will go off. In this instant, everyone on campus (staff/students/parents/community) must execute the procedure **DROP, COVER and HOLD ON**.



(After ground movements, all in attendance should find designated area and stay cover until the clearance signal (3 rings).

2. While in designated areas, teachers must take attendance (*students that are present, absent & missing*) and check for any injuries. (*SPED students are included if they are in your classroom*) Runners will collect the lists(attendance) and report it to **Records' Team** for verification. For missing students/staff members, Records' Team will be responsible to alert the 'Search & Rescue Team'. Clearance rings will be activated when all missing persons are found.
3. Clearance: 3 rings (Bell signal)

Roles & Responsibilities:

- **Command Post:** Acting Principal (Chamagne Lito) (oversee all teams and give the final clearance)
- **First Aid Team (Migo & Ane):** administer & determines need for medical assistance. Assures availability of necessary first aid supplies and equipment.
- **Search & Rescue Team/ Runners: (TJ, Peto, Finauga, & 2 Cook (males))** - Follows an orderly pattern of checking each classroom, office, bathrooms, outdoor area, etc. Checks each area visually, vocally, and physically. Reports location of victims and transports them to First Aid Team as soon as possible. Looks for obvious problems (structural damage, hazardous materials spills, fires, etc.) and report it to the Command in Post. Also, reports imminent danger to the commander



and mark areas searched to

avoid duplication of effort. Collect lists

(attendance by teachers) and hand it to Records' Team.

- **Records' Team:** Lucille Tuiasosopo & Makerita Manuma (check students' lists and to alert the Search & Rescue Team for missing persons). Notify Commander in Post if its all cleared.
- **Safety & Security Team:** (TAOA/John, Aokuso/Sulu/Tupea) Upon evacuation, secures all buildings, lock doors & gates. Barricades all areas with apparent structural damage or other danger. Assist in directing staff, students, parents to their designated safety areas.
- **Facilitators:** Buildings A & B (Fogafoga Tai) Buildings C & D (Fuatino & Filomena) (Mafatua & Dora) Buildings E&F

IF a Tsunami Warning is issued:

Tsunami Evacuation Plan Activated: (continuous ringing of the bell

(earthquake-tsunami-Commander on Speaker/Bullhorn to calm everyone & guide them to the second floor of the 2-story buildings.