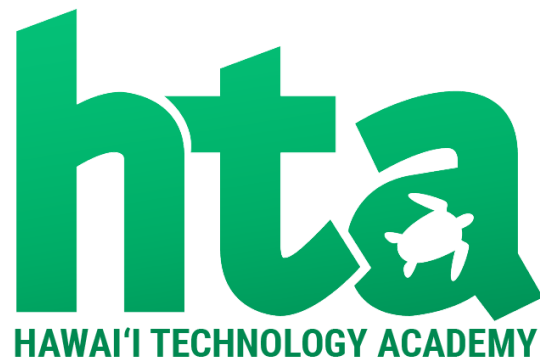




2025-2026
Safety and Security Plan
Final Copy
Updated June 18, 2025

Please note that this document constantly evolves to ensure the safety and security of our students. If you have any suggestions, please submit them to Matt Zitello at mzitello@myhta.org.

Table of Contents

Sections are in Alphabetical Order

- Section 1: **Abuse of a Student**
- Section 2: **Assault on Student or Staff**
- Section 3: **Aircraft Disaster**
- Section 4: **Bomb Threat Assessment**
- Section 5: **Bomb Threat Report Form**
- Section 6: **Death on Campus or at a Physical School Event**
- Section 7: **Drug Overdose/Poisoning/Allergic Reaction**
- Section 8: **Electrical Malfunction in Bricks and Mortar Locations**
- Section 9: **Fire Alarm/Emergency**
- Section 10: **Gas Leak**
- Section 11: **Hazardous Material Accident**
- Section 12: **Intruder**
- Section 13: **Kidnapping**
- Section 14: **Media for Crisis-Related Issues**
- Section 15: **Missing Child**
- Section 16: **Oil Spill**
- Section 17: **Rape/Suspected Rape**
- Section 18: **Natural Disasters**
- Section 19: **Suicide**
- Section 20: **Weapon Found on Property**
- Section 21: **Weapon Suspected on Student**

Emergency Contacts:

Executive Director, Matt Zitello: 808-391-2929

Director of Academics, Traci Sullivan: 808-635-8062

‘Ewa Beach Campus Director, Kim Ladia: 808-392-1084

Kona Campus Director, Makala Paakaula: 808-699-9601

Kaua‘i Campus Director, Nathaniel Evlinson: 808-634-8255

Kīhei Campus Director, Allison Trapp: 215-356-2152

Lāhainā Community Coordinator, Ginny Kamohalii-Dew: 808-269-3273

Waipahu Campus Director, Neil Bowers: 808-286-0495

Distance Learning Director, Alana Tyau: 808-294-3684

Director of Communications, Alice Keesing: 808-375-1622

Section 1: Abuse of a Student

1. Reports of abuse or suspected abuse are handled by the Campus Director, who informs the Executive Director.
2. **Victims are not interviewed, but written statements are documented.**
3. The Campus Director will notify local Health & Welfare; parents are not notified.
4. The Campus Director will notify the appropriate office personnel.
5. The Campus Director will fill out an incident report as soon as possible.

When a school employee is suspected of abuse

1. The Executive Director must be notified of reports of abuse or suspected abuse. (If the suspect is the Executive Director, the Governing Board is notified.)
2. The Executive Director is reached via telephone or in person (if possible).
3. If necessary, in a physical abuse situation, the Campus Director may document the appearance of the victim. The victim or suspect is not interviewed, but written statements are documented.
4. The Executive Director/Campus Director will make parental contact at an appropriate time.

Section 2: Assault on Student or Staff

The Executive Director is immediately notified of an assault on a student or member of staff.

Injuries are handled with extreme caution and care, always using proper procedures.

1. The Campus Director will assign a staff member to record the names of suspect/s and any witnesses.
2. The Campus Director will locate the suspect and isolate them, if this can be done in a non-confrontational manner.

3. The victim and suspect statements should be taken separately by the Campus Director.
4. The Executive Director, in collaboration with the Campus Director, will decide if the police should be contacted to respond. If there is any doubt concerning the seriousness of an offense, the police are to be called. **THE STRIKING OF ANY STAFF MEMBER BY A STUDENT IS CONSIDERED A CRIMINAL OFFENSE.**

The Campus Director is to make sure a written account of the incident is completed and shared with the Office Manager and the Executive Director. [Incident Report](#)

Section 3: Aircraft Disaster

1. The Executive Director and/or Campus Director is notified.
2. Call the police, fire, or rescue as indicated by the accident.
3. HTA's Board Chair is notified.
 - o Emergency exit plans are utilized and modified to maximize the safety of students by avoiding areas made dangerous by aircraft.
 - o Students and staff who are present should be assembled in an area as far from the crash scene as possible and should be uphill and upwind from the crash.
 - o Injured building occupants are treated and removed, if safely possible.
 - o All building occupants must be accounted for, and the extent of injuries must be determined.

Section 4: Bomb Threat Assessment

PLEASE REMAIN CALM

Levels and procedures:

<u>Low Level –</u> ● Information in the threat is inconsistent or lacks detail. ● Threat is vague or indirect. ● Content of the threat suggests the person is unlikely to carry it out. ● There is <u>no</u> indication that he/she has taken any steps to carry it out. <u>Example:</u> A threat is written on a desk or bathroom wall, or someone said they heard a rumor, etc.	<u>Procedure –</u> ● Initiate an investigation into the threat. ● Initiate a lockdown of the school, office, or outing location. ● Ask all staff to look around their locations for anything out of the ordinary. *If something unusual is found, move to the High Level procedure.* ● Ensure you are checking hallways and bathrooms. ● Advise law enforcement that you have had a Low Level Threat.
---	---

	• Advise the Executive Director that you had an incident. • Details should only be given out as needed and never to students or families.
High Level- • A threat that appears to pose imminent and serious danger. • Threat is direct, specific, and plausible. • The threat suggests concrete steps that have been taken toward carrying it out. • There may be an indication of a place or time. <u>Example:</u> A letter which states, "At eight o'clock tomorrow morning, I intend to blow up the gym. I am sick of school." <u>Example:</u> A phone call telling you that a bomb is in the school.	Procedure – • Initiate an investigation into the threat. • Notify law enforcement and the Executive Director immediately. • Prepare to evacuate the location • Follow the necessary steps required by the emergency services that arrive, as well as any service personnel that arrive. • Details should only be given out to teachers as needed and never to students.

** All threats will be prosecuted if the perpetrator is found

Section 5: Bomb Threat Report Form

Faculty and staff should not hang up, remain calm, and attempt to get the following information:

Questions to Ask:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why is this going to happen?
- Who are you?
- Exact wording of threat:

Listen for Background Noise:

Street	Animal Noises	Local
Static	PA system	Office Machinery
Voices	Music Long	Distance
Motor	House Noises	Booth

Take note of:

- Time: _____ Date: _____
- Sex of caller: M / F Age: _____
- Number at which the call was received

Caller's Voice Descriptions:

Calm	Angry
Excited	Slow
Rapid	Soft
Loud	Laughter
Crying	Normal
Distinct	Slurred
Whispered	Nasal
Cracking	Voice Lisp
Raspy	Deep
Ragged	Disguised Clearing Throat Accent
Deep Breathing	Stutter

Threat Language:

- Incoherent
- Foul
- Well Spoken
- Taped
- Irrational

Section 6: Death on campus or at a physical school event

1. The area is secured and kept clear of traffic.
2. The police and ambulance (911) are contacted.
3. The Executive Director/Campus Director is contacted.
4. The location is locked down.

5. All witnesses are separated until police arrive (to the extent possible, witnesses should not speak with each other or anyone else). Statements made by witnesses are documented, but interviews are not conducted.
6. The Executive Director/Campus Director contacts parents at the appropriate time if given permission by law enforcement or the central office.
7. If there is a need to handle the media, contact the Manager/Director of Communications.

After action:

- o An incident report is completed.
- o The Executive Director issues a statement briefly explaining what happened and the support available at school.
- o The Executive Director is contacted for debriefing and planning for the next day.
- o Administration meets with families for support and to encourage a return to normalcy.
- o If necessary, witness advocates can be contacted for on-site counseling.

Section 7: Drug overdose/poisoning/allergic reaction

1. The Campus Director and Executive Director are notified.
2. The Campus Director/Registrar checks the school medical file.
3. Police are contacted (if appropriate).
4. Poison control is contacted if the substance is known or potentially poisonous: 1-800-222-1222. Counselor/Campus Director/Executive Director.
5. The Counselor/Campus Director/Executive Director will contact parents
 - a. advise on the situation
 - b. advise on steps being taken
6. The Executive Director will notify the Board Chair and advise of the situation and steps being taken.
7. The Executive Director/Campus Director will complete an incident report.
8. If there is a need to handle the media, contact the Director of Communications

Section 8: Electrical Malfunction in brick and mortar locations

1. The Executive Director/Campus Director will contact the Technology Director.
2. The Executive Director/Campus Director will notify teachers to hold classes until further notice.
3. The Executive Director/Campus Director will accompany the building manager to locate the problem and report findings to Maintenance.
4. The police (911) are contacted if there is a concern about a fire or a safety hazard.
5. If there is a need to handle the media, contact the Director of Communications.
6. A detailed incident report is completed at the earliest opportunity.

Section 9: Fire Alarm/ Emergency

1. The fire alarm is sounded over the PA system or bullhorn.
2. Standard fire evacuation procedures are followed.

'Ewa Beach Campus

- Please follow the color-coded evacuation map posted in every room.
- Upper Elementary will exit campus through the pedestrian gate on Ma Ka Kula Street
- Lower Elementary will exit through the gate near the playground

Waipahu Campus

- Please follow the color-coded evacuation map posted in every room and/or the hallway
- Rooms #1-6 and #18-23 exit out of the main entrance and walk behind Liberty Dialysis to Malakeke Street, turn left, and left again to Malakeke Place, congregate in front of PACE. Rooms #7-17 exit out of the rear exit and head towards the Filipino Community Center parking lot.
- Rooms #24-25 exit out of their main entrance, turn right towards Mokuola Street, and head for the Filipino Community Center parking lot.
- Rooms #26-28 exit out of their main entrance and head down Malakeke Street, turn left at Malakeke Place, and congregate in front of PACE.

Kona Campus

- Please follow the color-coded evacuation map posted in every room and/or the hallway
- Emergency Exit signs are posted. Proceed to the nearest marked exit located in the two main Campus classrooms. Walk out into the parking lot(s) and make your way to the safe zone between the coconut trees at the back end of the West Hawai'i Today parking lot area.

Kihei Campus

- Please follow the color-coded evacuation map posted in every room and/or the hallway
- Assemble across the street on the sidewalk/grass area in front of Maui Brewery.

Kaua'i Campus

- Please follow the color-coded evacuation map posted in every room and/or the hallway.
- Proceed to the nearest marked exit located in the two main Campus classrooms. Walk out and cross the street, obeying pedestrian crossing rules.
- Meet in the designated meeting spot at the far end of the parking lot near Taco Bell.

Lāhainā Campus

- Please follow the color-coded evacuation map posted in every room and/or the hallway.
 - Assemble safely west of the parking lot in the grass area.
3. All students are led by a classroom teacher to the designated muster area. Role/headcount will be taken and reported “all accounted for” to the evacuation supervisors.
 4. The classroom teacher will bring the red go bag to the meeting spot.
 5. The Campus Director will call 911.
 6. The Campus Director will check the area of alarm to assess the situation.
 7. The Campus Director should have available for the fire department upon their arrival:
 - a. Location and type of fire, if known
 - b. Knowledge & location of anyone remaining in the building
 - c. Floor plan and internal systems information
 8. The Executive Director will notify the Board Chair, update and advise if any assistance is needed.
 9. The Campus Director will notify police if the alarm was pulled falsely.
 10. If there is a need to handle the media, contact the Director of Communications.
 11. Complete a detailed incident report at the earliest opportunity.

HTA uses several community locations during school hours. Staff and teachers are required to view all emergency rules thoroughly before using a community facility. In the unfortunate situation of an emergency, the staff and/or teachers should use the emergency processes of the chosen community facility.

Off-Site Evacuation Locations:

In the event that circumstances require an off-site evacuation, students and faculty will muster at the following locations:

‘Ewa Beach: ‘Ewa Beach Community Park, 91-955 North Rd, ‘Ewa Beach, HI 96706

Kaunā‘i: Burger King, 4440 Kukui Grove, Līhu‘e, HI 96766

Kīhei: Maui Brewing Company, 605 Līpoa Parkway, Kīhei, HI, 96753

Kona: West Hawai‘i, City and County Recreation Center - Kailua Park, 75-5530 Kuakini Hwy., Kailua-Kona, HI 96740

Lāhainā: Green space west of the parking lot, 200 Kapalua Dr.

Waipahu: Filipino Community Center, 94-428 Mokuola St #302, Waipahu, HI 96797

Section 10: Gas Leak

1. **DO NOT** activate the fire alarm system or any other electrical equipment. **LEAVE AS IS.**
2. The Executive Director/Campus Director must be notified IMMEDIATELY.

3. The Campus Director will notify each class to evacuate the building by sending personnel to each area of the school building.
4. Evacuate the building using the standard fire alarm procedure.
5. The Police Department (911) is contacted.
6. Evacuate to the designated safe area.
7. The Campus Director should have available for the fire department upon their arrival:
 - a. Location/s of leaks, if known
 - b. Knowledge of anyone remaining in the building
 - c. Floor plans and internal systems information
8. If there is a need to handle the media, contact the Director of Communications. Complete a detailed incident report at the earliest opportunity.

Section 11: Hazardous Material Accident

1. The Executive Director/Campus Director is notified.
2. The Executive Director/Campus Director will evacuate the building using standard fire emergency procedure, by-passing the affected area.
3. The Police Department (911) is contacted as the evacuation is taking place. Describe the condition and type of hazardous material, if known.
4. The Campus Director should have the following available to the fire department upon their arrival:
 - a. Person/s knowing the location and type of hazardous material
 - b. Knowledge and location of anyone remaining in the building
 - c. Floor plans and internal systems information
5. Complete a detailed incident report at the earliest opportunity.

*IN THE EVENT A PERSON COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIAL, FOLLOW SAFETY PRECAUTIONS LISTED ON CONTAINER. CALL the Executive Director and (if appropriate) POISON CONTROL (1-800-222-1222)

Section 12: Armed Intruder

1. Intruder alarm protocols are initiated.
 - a. Text the Campus Director and/or Office Manager.
 - i. Text "911" only!
 - ii. Assess the situation. If possible, send additional information via text or Google chat. Plans are in progress for the incorporation of an emergency alert mechanism in HonuHub.
2. Immediately close, lock, and secure ALL classroom/office doors. Enlist the assistance of students as necessary.
3. Drop blinds on windows adjacent to hallway doorways. Enlist the assistance of students as necessary.
4. Drop blinds on all other exterior windows. Enlist the assistance of students as necessary.
5. Instruct students to "lock down."

- a. Based on the assessment of the situation, students should take cover away from windows and doorways.
- b. Students or faculty members located in hallways or open areas should identify the nearest uncompromised exit and immediately flee as far from the building as possible and report to the designated off-site evacuation location.

Off-Site Evacuation Locations:

In the event that circumstances require an off-site evacuation, students and faculty will muster at the following locations:

‘Ewa Beach: ‘Ewa Beach Community Park, 91-955 N Rd, Ewa Beach, HI 96706

Waipahu: Filipino Community Center, 94-428 Mokuola St #302, Waipahu, HI 96797

Kona: West Hawai‘i, City and County Recreation Center - Kailua Park, 75-5530 Kuakini Hwy., Kailua-Kona, HI 96740

Kīhei: Maui Brewing Company, 605 Līpoa Parkway, Kīhei, HI, 96753

Kaua‘i: Burger King, 4440 Kukui Grove, Līhu‘e, HI 96766

Lāhainā: Lower Tennis Court, 200 Kaplawa Dr.

6. Remain in lockdown until officially released from the classroom by the Campus Director and/or Law Enforcement Agent with agreed-upon password.
7. When released, exit to the off-site evacuation location as listed above.
8. The Executive Director, Director of Communication, and/or designee to implement the Communication Procedure.
9. **Parents will be officially notified via text message when it becomes possible. Updates will be sent when available. Please note: parents should not report to the campus during a campus lockdown. Parent presence will hinder the ability of first responders to take action. Students will not be released until the lockdown has officially ended. Students will be released to the off-site evacuation location.**
10. If there is a need to handle the media, contact the Director of Communications.
11. Complete a detailed incident report at the earliest opportunity.

Section 13: Kidnapping

1. The Executive Director/Campus Director is notified IMMEDIATELY.
2. The Executive Director/Campus Director will notify the police IMMEDIATELY (911).
3. Give the police student information
 - a. Name, sex, age, address, dress, and general physical description
 - b. Any suspect info, vehicle info, direction of travel
4. All outside doors are secured.
5. The Executive Director/Campus Director will notify parents. Inform them of the incident and the steps taken.
6. Student information, including a picture if possible, should be available to the police upon their arrival.
7. An incident report is completed.

Section 14: Media for Crisis-Related Issues

The Director of Communications/Executive Director is notified and will make decisions on how information will be released to the media.

Guidelines:

1. Make sure you are authorized to speak to the media.
2. Don't release the names of victims or persons involved.
3. Inform the media when you are not authorized to comment and direct them to the proper person or office.
4. Be of assistance, but remain in control.
5. Do not share information unless authorized by RVP.

If contacted by the media by telephone, explain that all correspondence is conducted through the Director of Communications. Be aware that students may be approached by the media. Suggest to students that they not comment, and refer the media to the school.

Section 15: Missing Child

1. The Executive Director/Campus Director is notified immediately.
2. **LOCKDOWN CAMPUS!**
3. The Executive Director/Campus Director will notify police with the following information:
 - a. child's name
 - b. address
 - c. physical and clothing description
 - d. medical status, if appropriate
 - e. Time last seen
4. The Executive Director/Campus Director will notify parents of the missing child and inform them of the steps taken.
5. An incident report is completed.

Section 16: Oil Spill

Spills other than consumer product containers (Spills from tanks, pipes, etc.).

1. The Executive Director/Campus Director is notified immediately.
2. The Fire Department is notified immediately (911).
3. If vapor or fire is present, EVACUATION MUST OCCUR (use standard Fire Emergency Procedures).
4. EVACUATE IMMEDIATE AREA.
5. If possible, have appropriate personnel shut off the supply line to the tank or system.
6. Close off or dike all floor drains.
7. Confine the area by closing doors.
8. Have building maintenance personnel available for the fire department.
9. Complete incident report.

Section 17: Rape/Suspected Rape

1. The victim is escorted to a private office free from any disruptions.
2. The victim should not be left alone.
3. The Executive Director/Campus Director is notified.
4. Written statements may be documented, but the victim can not be interviewed.
5. The victim is instructed not to remove any items of clothing. If the victim has removed clothing, bag each piece in its own paper bag using latex gloves.
6. The Executive Director/Campus Director will contact the police department.
7. The parents are contacted with permission from the Police Department.
8. If there is a need to handle the media, contact the Director of Communications/ Executive Director/designee will ensure a written account of the school's actions is on file.

Section 18: Natural Disasters

Campus communication will be initiated via chat, text, and phone.

Earthquakes

1. If inside the building, remain there.
2. Get as low to the ground as possible and cover your head with a book or your hands.
3. If possible, take shelter under desks/tables.
4. Stay clear of windows, cabinets, and electrical equipment.
5. If outside the building, remain there.
6. Get as low to the ground as possible and cover your head with a book or your hands.
7. Stay clear of buildings, trees, and power lines.

Tsunami

If a tsunami WARNING is issued for your area:

1. Do NOT dismiss students until the warning has been lifted and until you have confirmed with Emergency Management and Central Office.
2. Take all persons to an area of greatest safety (lowest level of building, interior area, clear of windows and other glass).
3. If there is a need to handle the media, contact the Director of Communications/Executive Director. The Executive Director will document actions. The text system will be used to notify parents.

Tornadoes

If a tornado WARNING is issued for your area:

1. Do NOT dismiss students until the warning has been lifted and until you have confirmed with the Executive Director.
2. Take all persons to an area of greatest safety (lowest level of building, interior area, clear of windows and other glass).

3. If there is a need to handle the media, contact the Director of Communications. The Executive Director will document actions.

Section 19: Suicide

If a person is in immediate danger:

1. Notify Executive Director/Campus Director.
2. The Executive Director/designee should assign someone to call the Police Department (911).

ASK THAT POLICE OR EMERGENCY RESPONSE BE MADE WITHOUT SIRENS.

1. Talk calmly with the person until appropriate personnel arrive
 - a. Remember.
 - b. Be Positive.
 - c. Engage the person in conversation.
 - d. **Do not** become confrontational.
 - e. **Do not** make fast movements toward the individual.
2. When trained personnel arrive, defer to their judgment on the course of action to be taken.
3. The Executive Director/Campus Director will be responsible for a written account of the event.

If the person is not in immediate danger but has expressed the thought of suicide:

1. The person is escorted to a trained school counselor/psychologist, or a counselor will come to escort the person to their office for appropriate intervention.
2. The Executive Director/Campus Director is notified of the situation and actions taken.
3. The Executive Director/Campus Director will ensure that the situation is documented and will contact the proper authorities.

Section 20: Weapon Found on Property

1. Don't handle unless necessary. The weapon is evidence.
2. If handling the weapon is necessary, do so with extreme caution. Always wear rubber gloves or use a cloth to touch.
3. A staff member must remain with the weapon.
4. The Executive Director/Campus Director is notified.
5. The Executive Director/Campus Director should call the police (911).
6. Cover the weapon from the view of the public (cloth, wastebasket, etc.).
7. Close off human traffic from the area of the weapon.
8. The Executive Director/Campus Director should assign someone to meet the police to lead to the weapon location.
9. If there is a need to handle the media, contact the Director of Communications.

Section 21: Weapon Suspected on Campus

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.
3. Treat all weapon-related information (rumor) to be accurate and plan appropriately.
4. When faced with a suspected weapon on a person, school personnel should consider the following circumstances so as not to put anyone in harm's way:
 - o Type of weapon
 - o Age of the suspect
 - o Mental state of the suspect
 - o Victim risk factor
 - o Past history of the suspect, if known
 - o Suspected location of weapon (on person or elsewhere)

Action

1. Activate Intruder Plan
2. Don't attempt to stop the suspect if a flight from the building is attempted
3. Attempt, in a non-confrontational way, to get the suspect to a private office near an exit.
4. Allow non-essential persons to flee from the area.
5. Do not allow access to book bags, backpacks without first checking their contents.
6. Avoid confrontation.
7. The Executive Director/Campus Director will complete an incident report.
8. Contact the Director of Communications for media relations.