

LITTLE HOKU MONTESSORI ACADEMY

2025-2026 EMERGENCY PREPAREDNESS PLAN

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LITTLE HOKU MONTESSORI ACADEMY EMERGENCY PREPAREDNESS PLAN

Introduction

At Little Hoku Montessori Academy, the safety and well-being of our students and staff is our top priority. We have comprehensive emergency preparedness measures in place to respond to various emergency situations and ensure the safety of everyone in our facility. This Emergency Preparedness Plan outlines our procedures and protocols for handling emergencies such as fires, hurricanes, earthquakes, and other urgent situations. We aim to ensure that our school community is well-informed, trained, and prepared for emergencies.

1. FIRE EMERGENCY PROCEDURES

PREVENTION AND PREPAREDNESS:

- **Regular Inspections:** Our facility undergoes regular inspections to ensure compliance with fire safety regulations.
- **Fire Safety Equipment:** The facility is equipped with smoke detectors, sprinklers, fire extinguishers, and a fire alarm system.
- **Fire Drills:** Fire drills are conducted regularly to ensure all staff and students are familiar with evacuation procedures.

FIRE ALARM ACTIVATION:

- **Immediate Response:** When the fire alarm is triggered, teachers and staff will calmly guide students to evacuate the building.
- **Exit Routes:** Teachers will ensure that students use the nearest marked exit routes.
- **Assistance for Younger Students:** Teachers will assist younger children or those who require additional help to evacuate safely.

EVACUATION AND ACCOUNTABILITY:

- **Assembly Point:** Once outside, students will be taken to a designated safe area away from the building, and attendance will be taken to ensure all students are accounted for.
- **Calling 911:** Teachers will immediately call emergency services (911) to report the fire and provide essential information.
- **Parent Notification:** Parents will be promptly informed once the safety of all students has been confirmed. Clear instructions will be provided for reunification.

REUNIFICATION AND POST-EMERGENCY SUPPORT:

- **Reunification Plan:** A well-defined plan is in place to facilitate the safe reunification of students with their parents or authorized guardians.
 - **Emotional Support:** Staff will provide emotional support to students, ensuring their comfort and safety post-emergency.
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2. HURRICANE PREPAREDNESS PLAN

MONITORING AND COMMUNICATION:

- **Weather Monitoring:** We closely monitor weather updates from reliable sources such as the National Weather Service and local news channels for potential hurricanes.
- **Parent Communication:** As soon as we are aware of a hurricane threat, we will promptly notify parents via phone calls, text messages, and email about school closures and safety recommendations.

SAFETY MEASURES:

- **Follow Local Authorities' Instructions:** We encourage all families to follow local authorities' guidance on evacuation and safety protocols.
- **School Closure:** If the hurricane poses a threat to the island, the school will close, and parents will be notified about closure times.

RESUMING OPERATIONS:

- **Post-Hurricane Communication:** Once the hurricane has passed and it is safe to do so, we will communicate with parents regarding the reopening of the school.
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3. EARTHQUAKE PROCEDURES

IMMEDIATE RESPONSE:

- **Inside the Building:** If an earthquake occurs while students are inside, teachers will instruct them to "Drop, Cover, and Hold On" under sturdy furniture (tables or desks) until the shaking stops.
- **Exit Only When Safe:** After the shaking stops, teachers will assess the safety of the building before evacuating the children. If there is no immediate danger, students will be directed to evacuate to a safe area.

SAFETY MEASURES AFTER AN EARTHQUAKE:

- **Outside Safety:** Once outside, students will be directed to open spaces away from buildings, trees, power lines, or any other hazards.
 - **Parent Notification:** After ensuring the safety of all students, parents will be promptly informed of the situation, and further instructions will be provided regarding pick-up.
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4. TSUNAMI EMERGENCY PROCEDURES

MONITORING AND COMMUNICATION

- **Tsunami Alerts:** We closely monitor updates from the Pacific Tsunami Warning Center and local authorities for tsunami advisories, watches, and warnings.
- **Parent Communication:** Parents will be notified promptly via text, phone, and email about tsunami warnings and evacuation plans.

EVACUATION PLAN:

- **High Ground Evacuation:** In the event of a tsunami warning, students and staff will immediately evacuate to a designated safe zone located on higher ground away from the coastline.
- **Route Management:** Teachers will guide students using predetermined evacuation routes to ensure efficiency and safety.
- **Assistance for Vulnerable Groups:** Additional assistance will be provided to younger students and those needing extra support.

POST-TSUNAMI RESPONSE:

- **Safety Assessment:** Once the tsunami threat has passed, the facility will be inspected for safety before allowing students to return.
 - **Reunification Plan:** Parents will be notified of reunification procedures, ensuring all students are safely returned to their families.
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5. FLOODING EMERGENCY PROCEDURES

MONITORING AND COMMUNICATION

- **Flood Alerts:** Weather updates and flood warnings will be monitored through local emergency management agencies.
- **Parent Updates:** Parents will be informed of any flooding risks and school closures via phone, text, and email.

ON-SITE SAFETY MEASURES:

- **Moving to Higher Ground:** If flooding occurs while students are on campus, they will be relocated to the highest safe location within the facility.
- **Securing the Premises:** Staff will secure windows, doors, and vulnerable areas to minimize water entry.

EVACUATION PLAN:

- **Evacuate When Necessary:** If instructed by local authorities, students and staff will evacuate to a designated shelter or safe area.
- **Emergency Kits:** Emergency supplies, including first aid kits, and water, are readily available for use during flooding events.

POST-FLOOD RESPONSE:

- **Damage Assessment:** The facility will be thoroughly inspected to ensure safety before resuming operations.
 - **Parent Communication:** Updates will be provided regarding the safety of students and when it is safe to return to school.
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6. OTHER HAZARDS

CHEMICAL SPILLS:

- **Immediate Action:** In case of a chemical spill nearby, all students and staff will shelter in place, with windows and doors sealed.
- **Communication:** Parents will be informed of the situation and given instructions regarding pick-up or evacuation.

POWER OUTAGES:

- **Short-Term Outages:** The facility is equipped to handle brief power outages.
- **Extended Outages:** If a prolonged outage poses safety concerns, parents will be contacted, and students may be sent home early.

VIOLENT INCIDENTS OR THREATS

- **Lockdown Procedures:** In the event of a violent incident, all classrooms will immediately go into lockdown. Doors will be locked, lights turned off, and students kept away from windows.
- **Communication with Authorities:** Local law enforcement will be contacted immediately, and the school will follow their guidance.

SEVERE WEATHER (E.G., STRONG WINDS OR HAIL)

- **Sheltering Indoors:** Students will remain indoors, away from windows and exterior doors, until the severe weather subsides.
 - **Parent Notification:** Updates will be provided to parents regarding the status of the weather and student safety.
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7. GENERAL EMERGENCY PREPAREDNESS MEASURES

TRAINING AND DRILLS:

- **Staff Training:** All staff members receive regular training on emergency procedures, including fire, earthquake, and evacuation protocols.
- **Emergency Drills:** In addition to fire drills, we conduct drills for other emergencies (lockdowns) to ensure students and staff are well-prepared.

COMMUNICATION AND ACCOUNTABILITY:

- **Attendance Systems:** In all emergencies, teachers will use a tablet-based attendance system to ensure accurate student accounting.
- **Communication with Emergency Services:** Teachers will have access to phones to immediately contact emergency services and the head of school.

SECURING THE PREMISES:

- **Check Facilities:** Teachers will ensure that bathrooms and all exit doors are secure and locked.
 - **Turning Off Lights:** In some situations, such as a lockdown or power outage, teachers will turn off the lights to conserve energy and avoid attracting attention.
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COMMUNICATION WITH PARENTS DURING EMERGENCIES

- **Parent Notification:** Once safety protocols are in place, parents will be informed of the situation via phone, text, or email.
 - **Reunification Procedures:** After an evacuation or emergency, parents will be provided with clear instructions on how to safely reunite with their child.
 - **Ongoing Communication:** Throughout any emergency, Little Hoku Montessori will prioritize keeping parents updated with real-time information via established communication channels.
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EMERGENCY CONTACT INFORMATION

- **Emergency Contacts:** Maui police 808-244-6400, Kihei fire 808-879-2741, and poison control 800-222-1222
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EVACUATION ROUTES AND SAFETY MAPS

- **Escape Routes:** Exit routes in the facility are clearly marked with glow-in-the-dark signs to ensure easy identification during emergencies.
 - **Designated Safe Areas:** Each classroom has a designated evacuation route and assembly point. These are known to all staff members and regularly reviewed to ensure clarity.
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SPECIAL CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- **Equal Opportunities:** Little Hoku Montessori adheres to the Americans with Disabilities Act (ADA), ensuring that students with disabilities are provided with an equal opportunity to participate in all emergency drills and preparedness activities.
 - **Personalized Evacuation Plans:** For students with special needs, we will work with families to create personalized emergency plans to ensure their safety during any emergency situation.
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CONCLUSION

Little Hoku Montessori Academy is committed to providing a safe environment for all students and staff. We continuously review and update our emergency preparedness plan to ensure it is comprehensive and effective in handling all types of emergencies. Parents are encouraged to review this plan, ensure their contact information is up-to-date, and work with the school to ensure the safety and well-being of all children.

If you have any questions or concerns regarding this plan or need further clarification, please contact the Head of School. Together, we can ensure a safe learning environment for everyone at Little Hoku Montessori.
