

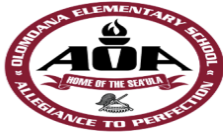
# Olomoana Elementary School

*"Allegiance to Perfection"*

Phone Number: (684)-622-7622

*Olomoana Elementary School (O.E.S.) has created a Standard Operating Plan (S.O.P) to address emergencies and natural disasters. The plan outlines a structured approach to ensure effective responses, prioritizing the safety of employees and students during emergencies, whether caused by natural disasters or human-related incidents.*

<b>School Emergency Preparedness</b>	<ul style="list-style-type: none"> <li>• First Aid Kits are stocked and ready</li> <li>• "Red Folders" are updated and complete</li> <li>• Drills are conducted regularly to familiarize the school with the Standard Operational Procedure (SOP) plan.</li> </ul>
<b>Signaling School Emergency (Ring of School Bell)</b>	<ul style="list-style-type: none"> <li>• Constantly for <b>1 minute</b> for <i>Tsunami/Earthquake</i></li> <li>• <b>10 times</b> for <i>fire or any other emergency</i></li> </ul>
<b>SOP FOR TSUNAMI / EARTHQUAKE</b>	
<i>Note: Given the school's dangerous location, SOP will be activated upon ANY shaking of the ground.</i>	
<b>Classroom School Building</b>	<ul style="list-style-type: none"> <li>• "DROP, COVER &amp; HOLD ON</li> <li>• Get under the desk or table and hold tight with your back to the windows</li> <li>• Drop to knees; clasp both hands behind neck; bury face in arms; make the body as small as possible; close eyes and cover ears with forearms.</li> <li>• Maintain position until shaking stops.</li> <li>• Proceed to assembly site for headcount             <ul style="list-style-type: none"> <li>○ <b>PLAN A:</b> Vehicles on campus will be utilized to transport students to safety.</li> <li>○ VP &amp; Janitor will conduct the final sweep and proceed to the assembly site by vehicle.</li> <li>○ <b>PLAN B:</b> (no vehicles) Proceed to the foot of the hiAdmin will lead staff and students on the roadside to the assembly site for headcount (red folders) while proceeding to the rendezvous point.</li> <li>○ The final sweep is the same as <b>PLAN A</b></li> </ul> </li> <li>• Take a quick roll call and report missing students while proceeding to the rendezvous point.</li> </ul>
<b>School Grounds</b>	<ul style="list-style-type: none"> <li>• DROP, COVER &amp; HOLD ON</li> <li>• Move quickly away from buildings, trees, overhead wires and poles</li> <li>• Assume Drop and Cover position in an open space</li> <li>• Maintain position until tremor stops</li> <li>• <b>See plans A &amp; B above</b></li> </ul>
<b>SOP FOR FIRE</b>	
	<ul style="list-style-type: none"> <li>• Fire located on the East of campus-evacuate students West side.</li> <li>• Fire located on the ocean side of campus-evacuate students to the Aoa bus stop on the West side.</li> </ul>



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- Fire is located on the West side of the campus-evacuate students to the East Side.
- Notify the fire department (911).
- Keep students at a safe distance from the fire
- Take a quick roll call and report missing students (red folder)
- The fire department will determine when the school is safe for reentry.

## **SOP FOR INJURY / ILLNESS DURING INSTRUCTIONAL HOURS**

- Refer students and or students to the office.
- Contact parents or legal guardians.
- If needed, paramedics and or proper authorities will be contacted.
- Contact ASDOE for heads-up notification.
- School personnel will accompany the injured student to the hospital.
- The administrator in charge will file a report with ASDOE.

## **SOP FOR HAZARDOUS MATERIALS**

- The school administrator will physically survey the suspected site.
- Close classrooms will take evasive action upon instructions from the school administrator.
- Contact the proper authority and await further directives.



