

**AMERICAN SAMOA DEPARTMENT OF EDUCATION  
A.P LUTALI ELEMENTARY SCHOOL  
HOME OF THE GRAY DUCK  
EVACUATION PLANS  
SY: 23 - 24**

**Overview:**

**AP Lutali Elementary (APLES) has put together a Standard Operation Procedure (SOP)/ Evacuation Plan for the safety of its students and employees and to prepare, respond and recover from any emergency situation such as natural disaster and man inflicting incidents.**

**Objectives:**

- 1. Protect and keep students, staff members and any visitors on the school compound safely.**
- 2. Execute School Evacuation Plan in a safe manner.**
- 3. Connect with other Government agencies such as Public Safety and Homeland Security or TEMCO for a safe return home after an emergency.**

**SCHOOL EMERGENCY PREPAREDNESS**

- Red Folders - updated and complete**
- Evacuation drills - conducted in a regular basis / familiarize students & staff with procedures**
- First Aid Kit - complete stocked/readily available**
- Fire extinguishers - readily available**

**STANDARD OPERATIONAL PROCEDURE (SOP) PLAN/EVACUATION  
PLAN**

**Signal For School Emergency : Ringing of School Bell**

- **Tsunami / Earthquake - constantly or repeatedly for 1 minute**
- **Fire or any other emergency - 10 times**

## **SOP/EVACUATION PLAN FOR EARTHQUAKE / TSUNAMI**

**APLES agreed upon and decided that because the school is situated close to the ocean, the SOP/EVACUATION PLAN will be generated/activated in regards to ANY shaking of the ground.**

### **CLASSROOM/SCHOOL BUILDINGS - DROP, COVER & HOLD ON**

- Get under the table or desk, take cover and hold on tight. Make sure to stay away from windows
- Remain until shaking stops
- Resume and proceed uphill to the designated area and wait for further instruction
- Take a quick roll call
- Report missing students
- Wait for clearance from Homeland Security or other first responders

### **SCHOOL GROUNDS - DROP, COVER, & HOLD ON**

- Quickly move away from trees, buildings overhead wires and poles
- Use Drop & Cover position in an open space
- Stay still and remain in position until shake stops
- Resume and proceed uphill to the designated area for further instruction \
- Take a quick roll call
- Report missing students
- Wait for clearance from Homeland Security or other first responders

## **SOP/EVACUATION PLAN FOR FIRE**

- If fire occurs on North of campus: evacuate and move students to the South
- If fire occurs on South of campus: evacuate and move students to the North
- If fire occurs on the East of campus: evacuate and move students to the West
- If fire occurs on the West of campus: evacuate and move students to the East
- Contact fire department - 911
- Distance students from the fire
- Quick roll call
- Report missing students
- Remain there until further instruction from coordinators (principal, vice principal and teachers).
- Wait for clearance from fire department

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

- Report student(s) to the office
- Contact parents/legal guardians
- Contact paramedics or proper authorities if needed
- Injured student (s) will be accompanied by a school personnel preferably a teacher/administrator to the hospital
- File a report with the ASDOE (admin in charged)

## **SOP/EVACUATION FOR HURRICANE**

- Inform teachers and students to remain in their classrooms away from windows.
- Avoid flying and falling objects when outside.
- Teachers do a roll call of students in school
- Wait to be cleared from TEMCO and other first responders
- Transport students to their homes safely.
- Secure all classrooms and resources

## SHELTER PLAN:

### POCs:

**1. VP Raymond Tilialo: 770-5965**

**Roles: LEAD POC. Responsible for distributing rooms to the community that are in need of shelter. Keep records of families that will be using the school buildings for shelter. Make sure classrooms and buildings are secure. Responsible for maintaining school facilities in better and safer condition.**

**2. Misifoa Umi - 731-6237**

**Roles: Assist VP Tilialo with the shelter plan**

**3. Talaluma Mariner - 731-0065**

**Roles: Assist VP Tilialo and Mr. Umi with the shelter plan. Keep records and help to keep the community as comfortable as possible.**

A.P. Lutali Elementary School Map

ECE	ECE Playground
L-8	
L-7	
L-6	
L-5	
L-4	

PLAYING FIELD

L-3
L-2
L-1
K5
Sped

Guesthouse

3

Sec.	Principal	CAFETERIA
Computer	V. P.	

Female Staff Bathroom
Storage
Male Staff Bathroom
GIRLS BATHROOM
BOYS BATHROOM