

2017-2018

Safety and Security Plan

Hawaii Technology Academy

Updated February 27, 2018

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 (mzitello@myhta.org)

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Emergency Contacts:

Executive Director, Leigh Fitzgerald: 808-283-6155

Associate Director (Oahu), Matt Zitello: 808-391-2929

Assistant Director (Big Island), Sandy Brunet: 808-645-1778

Assistant Director (Maui/Kauai), Jenelle Peterson: 808-281-8382

Director of Communications, Erika Jordan: 253-970-5573

Section 1: Abuse of a Student

1. Report abuse or suspected abuse to Assistant Director/Associate Director who informs Executive Director
2. **DO NOT INTERVIEW VICTIM, BUT WRITE DOWN ANY STATEMENTS MADE BY VICTIM**
3. Assistant Director/Associate Director will notify local Health & Welfare; **810 Richards St Ste. 400, Honolulu · (808) 586-5667** DO NOT CALL PARENTS
4. Assistant Director/Associate Director will notify appropriate office personnel
5. Assistant Director/Associate Director will fill out an incident report as soon as possible

When school employee is suspected of the abuse

1. Report abuse or suspected abuse to Executive Director (IF THE SUSPECT IS THE BUILDING ADMINISTRATOR, NOTIFY THE GOVERNING BOARD)
2. Call Executive Director
3. If necessary, in a physical abuse, document appearance of victim. DO NOT INTERVIEW VICTIM OR SUSPECT, BUT WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT
4. Executive Director/Assistant Director/Associate Director will make parental contact at appropriate time

Section 2: Assault on Student or Staff

Notify Executive Director. **REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING PROPER PROCEDURES.**

1. Assistant Director/Associate Director will assign a staff member to get the names of suspect/s and any witnesses.
2. Assistant Director/Associate Director will locate suspect and isolate, if this can be done in a non-confrontational manner.
3. Victim and Suspect statements should be taken separately by Assistant Director/Associate Director.
4. Executive Director in collaboration with Assistant Director/Associate Director will decide if the police should be contacted to respond. **REMEMBER: WHEN**

**IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE,
CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A
STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE. Dial**

911

Assistant Director/Associate Director is to make sure a written account of the incident is completed and shared with Executive Assistant and Executive Director. [Incident Report](#)

Section 3: Aircraft Disaster

1. Notify Executive Director and/or Assistant Director/Associate Director.
2. Call police, fire or rescue as indicated by the accident.
3. Notify Board Chair
 - o Utilize emergency exit plan modified to maximize 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 up-wind from the crash.
 - o Provide for treatment and removal of injured building occupants.
 - o Account for all building occupants and determine extent of injuries.

Section 4: Bomb Threat Assessment

PLEASE REMAIN CALM

Levels and procedures:

<p><u>Low Level –</u></p> <ul style="list-style-type: none">• Information in the threat is inconsistent or lacks detail• Threat is vague or indirect• Content of the threat suggests person is unlikely to carry it out.• There is <u>no</u> indication that he/she has taken any steps to carry it out. <p><i>Example: A threat is written on a desk or bathroom wall, or someone said they heard a rumor...etc.</i></p>	<p><u>Procedure –</u></p> <ul style="list-style-type: none">• Initiate an investigation into the treat.• 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 to as needed and never to students or families.
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<p>High Level-</p> <ul style="list-style-type: none"> • 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. <p><i>Example: A letter which states “At eight o’clock tomorrow morning I intend to blow up the gym. I am sick of school.”</i></p> <p><i>Example: A phone call telling you that a bomb is in the school</i></p>	<p>Procedure –</p> <ul style="list-style-type: none"> • Initiate an investigation into the treat. • Notify law enforcement and 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.
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** All threats will be prosecuted if the perpetrator is found

Section 5: Bomb Threat Report Form

Don’t 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 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. Secure Area. Disturb as little as possible and keep area clear of traffic.
2. Call police and ambulance (911).
3. Contact Executive Director/Assistant Director/Associate Director
4. Lock down location.

5. Separate all witnesses until police arrive (To the extent possible, witnesses should not speak with each other or anyone else). Document any statements made by witnesses, but do not conduct interviews with witnesses
6. Executive Director/Assistant Director/Associate Director to contact parents at appropriate time if given permission by law enforcement or central office.
7. If there is a need to handle the media, contact Director of Communications

After action:

- o Complete incident report.
- o Executive Director to issue statement briefly explaining what happened and support available at school.
- o Contact Executive Director for debriefing and planning for next day.
- o Meet with staff and families for support and encourage a return to normalcy.
- o If necessary contact witness advocates for on-site counseling

Section 7: Drug overdose/poisoning/allergic reaction

1. Notify Assistant Director/Associate Director and Executive Director
2. Assistant Director/Associate Director/Registrar to check school medical file.
3. Contact police (if appropriate).
4. Call poison control if substance is known or potentially poisonous
1-800-222-1222. Counselor/Assistant Director/Associate Director/Executive Director.
5. Counselor/Associate Director/Executive Director will contact parents
 - a. advise of situation
 - b. advise of steps being taken

6. Executive Director will notify Board Chair and advise of the situation and steps being taken.
7. Executive Director/Assistant Director/Associate Director will complete an incident report.
8. If there is a need to handle the media, contact Director of Communications

Section 8: Electrical Malfunction in bricks and mortar locations

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

Section 9: Fire Alarm/ Emergency

1. Sound fire alarm over the PA system or bullhorn
2. Follow standard fire evacuation procedure.

Waipahu Learning Center-

- Please follow the color coded evacuation map posted in every room and/or the hallway

- Rooms #1-7 and #18-22 (offices) exit out of the main entrance and walk towards the YMCA. Rooms #8-17 exit out of the rear exit and head towards the Ballet Studio parking lot.

Kona Learning Center-

- 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 learning center classrooms. Walk out and cross street obeying pedestrian crossing rules.

Hilo Learning Center-

- Please follow the color coded evacuation map posted in every room and/or the hallway.
- Students are not to line up behind the building, they should line up on the sidewalk in front of the building by the street.

Wailuku Learning Center-

- Please follow the color coded evacuation map posted in every room and/or the hallway
- Assemble in municipal parking lot away from traffic flow as directed by teacher or administrator

3. All students led by classroom teacher to the designated muster area. Role/head count will be taken and reported “all accounted for” to the evacuation supervisors.

4. Front desk to bring medical kit.
5. Assistant Director/Associate Director will call 911.
6. Assistant Director/Associate Director will check area of alarm to assess situation.
7. Assistant Director/Associate 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. Executive Director will notify Board Chair, update and advise if any assistance is needed.
9. Assistant Director/Associate Director will notify police if alarm was pulled falsely.
10. If there is a need to handle the media, contact 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 uses 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:

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

Kona: Shorebreak Coffee Shop, 75-170 Hualalai Rd, Kailua-Kona, HI 96740

Hilo: Sweet Cane Cafe, 48 Kamana St, Hilo, HI 96720

Maui: Stellar Clinic, 30 N Church St #300, Wailuku, HI 96793

Kauai: Please consult Lihue Public Library and Kauai Community College Evacuation Plans

Section 10: Gas Leak

1. ***DO NOT*** activate the fire alarm system or any other electrical equipment.

LEAVE AS IS.
2. Notify Executive Director/Assistant Director/Associate Director

IMMEDIATELY.
3. Assistant Director/Associate Director will notify each class to evacuate building

by sending personnel to each area of the school building.
4. Evacuate the building using the standard fire alarm procedure.
5. Call Police Department (911).
6. Evacuate to designated safe area.
7. Assistant Director/Associate 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 Director of Communications.

Complete a detailed incident report at the earliest opportunity.

Section 11: Hazardous Material Accident

1. Notify Executive Director/Assistant Director/Associate Director.

2. Executive Director/Assistant Director/Associate Director will evacuate building using standard fire emergency procedure, by-passing affected area.
3. Call Police (911) as evacuation is taking place. Describe condition and type of hazardous material if known.
4. Assistant Director/Associate 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: Intruder

1. **Initiate intruder alarm protocols.**
2. **Google chat/text may also be used if available.**
3. Immediately close, lock, and secure ALL doors.
4. Drop blinds on windows adjacent to hallway doorways.
5. Drop blinds on all other exterior windows.
6. Instruct students to “lock down.”
7. Notify Executive Director/designee.

8. Executive Director /designee to implement Communication Procedure.
9. **Parents will be notified via text message when it becomes possible. Updates will be sent when available. Please note: parents should not report to the Learning Center during a campus lockdown. Parent presence will hinder the ability for 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 Director of Communications.
11. Complete detailed incident report at the earliest opportunity.

Section 13: Kidnapping

1. Notify building Executive Director /Assistant Director/Associate Director IMMEDIATELY.
2. Executive Director /Assistant Director/Associate Director will notify the police IMMEDIATELY (911).
3. Give police student information
 - a. Name, sex, age, address, dress, general physical description
 - b. Any suspect info, vehicle info, direction of travel
4. Secure all outside doors.
5. Executive Director/Assistant Director/Associate Director will notify parents.
Inform them of incident and steps taken
6. Have student information including picture, if possible, available to the police upon their arrival.

7. Complete incident report.

Section 14: Media for Crisis Related Issues

Notify Director of Communications/Executive Director will make decision of how information will be released to media.

Guidelines

1. Make sure you are authorized to speak to the media.
2. Don't release 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 they not comment, and refer the media to the school.

Section 15: Missing Child

1. Notify Executive Director/Assistant Director/Associate Director immediately.
2. **LOCKDOWN CAMPUS!**
3. Executive Director/Assistant Director/Associate 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. Executive Director/Assistant Director/Associate Director will notify Parents of Missing Child and inform of steps taken
 5. Complete Incident Report.

Section 16: Oil Spill

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

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

Section 17: Rape/Suspected Rape

1. Get the victim to a private office free from any disruptions
2. DO NOT leave the victim alone
3. Notify the Executive Director/Assistant Director/Associate Director

4. DO NOT attempt to interview the victim, however make note of any statements made by the victim
5. DO NOT allow victim to remove any items of clothing . If victim has removed clothing, bag each piece in its own paper bag using latex gloves.
6. Executive Director/Assistant Director/Associate Director will contact the police department
7. Get permission from police if the school is to contact parents
8. If there is a need to handle the media, contact Director of Communications/
Executive Director/designee will assure a written account of the school's actions are on file

Section 18: Natural Disasters

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

Earthquakes

1. If inside building, stay 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, electrical equipment.
5. If outside building, stay 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, power lines.

Tsunami

If a tsunami WARNING is issued for your area:

1. Do NOT dismiss students until 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 Director of Communications/Executive Director. Executive Director will document actions.

Text system will be used to notify parents.

Tornadoes

If a tornado WARNING is issued for your area:

1. Do NOT dismiss students until warning has been lifted and until you have confirmed with 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 Director of Communications.

Executive Director will document actions.

Section 19: Suicide

If a person is in immediate danger:

1. Notify Executive Director/Assistant Director/Associate Director.
2. Executive Director/designee should assign someone to call police (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. Executive Director/Assistant Director/Associate 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. Escort person to trained school counselor/psychologist or have counselor come to escort person to their office for appropriate intervention.
2. Notify Executive Director/Assistant Director/Associate Director of the situation and actions taken.
3. Executive Director/Assistant Director/Associate Director will assure that the situation will be documented and contact proper authorities.

Section 20: Weapon Found on Property

1. Don't handle unless necessary. The weapon is evidence.
2. If necessary to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify Executive Director/Assistant Director/Associate Director.
5. Executive Director/Assistant Director/Associate Director should call the police (911).
6. Cover the weapon from view of the public (cloth, wastebasket, etc.).
7. Close off human traffic from the area of the weapon.
8. Executive Director/Assistant Director/Associate Director should assign someone to meet police to lead to weapon location.
9. If there is a need to handle the media, contact 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. Do not put anyone in harm's way. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:
 - o Type of weapon

- o Age of suspect
- o Mental state of suspect
- o Victim risk factor
- o Past history of suspect, if known
- o Suspected location of weapon (on person or elsewhere)

Action

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

