

# Emergency School Closure

In an Emergency School Closure due to heavy rain, Hanalei School follows the following procedures:

- Staff is Alerted of Immediate School Closure
  - Busses arrive within 5-10 minutes
  - Busses are loaded and dispatched immediately to Princeville Library.
- Parents are notified of School Closure after busses depart via:
  - Auto-Generated call, Website, Hanalei School Instagram, Email Blast
- Based on what you selected on the “Emergency Closing of School” Form, your child will evacuate to your designated location, regardless of home address, etc. **Whatever you marked is where your child will evacuate to.**

Please keep this form updated throughout the school year should your home location change.

The form is titled "Hanalei School Emergency Closing of School". It includes fields for Student Name, Teacher, and Room. A section titled "PLEASE PRINT" contains fields for Mother/Guardian Name, Home #, Cell #, and Work #, as well as Father/Guardian Name and Emergency Contact information. A "Please Note" section at the bottom provides instructions for parents/guardians, including a note that the school is authorized to pick up children from the cafeteria. A large black arrow points from the text in the main document to the "PLEASE PRINT" section of the form.

**It is of the utmost importance that Parents understand the need to evacuate the busses immediately. We train to evacuate within 10 minutes. This is the safest possible solution to ensuring all students residing in Princeville and beyond make it across the bridge in sufficient time.**

## Hanalei/Wainiha/Haena Designation

- If you designated Hanalei/Wainiha/Haena, your child will remain in the Hanalei School Cafeteria.
- Please arrange to pick up your child from the cafeteria or have someone else be prepared to pick up.
- All students are signed out by the Teacher In Charge inside the cafeteria.
- Please park along Kuhio Highway if picking up right away, as the parking lot gates will be closed until all busses depart.
- Teacher supervision will be provided until the last student is picked up.

## Princeville Designation

- **DO NOT** come to school to pick up your child.
- All Princeville Designated students will be bussed immediately up to the Princeville Library Evacuation site.
- Meet your child at the Princeville Library and sign out with the Teacher In Charge.
- Teacher supervision will be provided until the last student is picked up.