

# 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
  - buses arrive within 10 minutes
  - buses are loaded and dispatched immediately to the Church of the Pacific
- Parents are notified of School Closure after buses depart via:
  - Auto-Generated call, Hanalei School Website, Hanalei School Instagram
- 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 "Emergency Closing of School" and includes fields for Student Name, Teacher, and Room. It contains instructions for Hanalei/Wainiha/Haena area residents and Princeville area residents. A section titled "PLEASE PRINT" includes fields for Mother/Guardian Name, Home, Cell, and Work phone numbers, and Father/Guardian Name with similar fields. There are also fields for Emergency Parent Email(s) and Emergency Contacts (Name, Relationship, Home, Cell, Work). A section for "Princeville-side Residents Only" includes fields for Name and Contact #. A "Please Note" section contains five numbered instructions regarding emergency procedures. The form ends with fields for Parent/Guardian Signature and Date, and a "Thank you" note.

It is of the utmost importance that Parents understand the need to evacuate the buses from school to Princeville 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.

<h2>Hanalei/Wainiha/Haena Designation</h2>	<h2>Princeville Designation</h2>
<ul style="list-style-type: none"> <li>• If you designated Hanalei/Wainiha/Haena, your child will remain in the <b>Hanalei School Cafeteria</b>.</li> <li>• Please arrange to pick up your child from the cafeteria or have someone else be prepared to pick them up.</li> <li>• Please park along Kuhio Highway if picking up right away, as the parking lot gates will be closed until all buses depart.</li> <li>• Parent or designee must sign their child out.</li> <li>• Teacher supervision will be provided until the last student is picked up.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DO NOT</b> come to school to pick up your child.</li> <li>• All Princeville Designated students will be bussed immediately up to the <b>Church of the Pacific</b>.</li> <li>• Meet your child at the Church of the Pacific (located just outside of Princeville at 4520 Kapaka St, Princeville, HI 96722).</li> <li>• Parent or designee must sign their child out.</li> <li>• Teacher supervision will be provided until the last student is picked up.</li> </ul>