



Island Academy DISASTER PLAN

The occurrence of disasters may be beyond our control but the impact is not. Well-planned procedures and well-trained staff, students and parents can effectively reduce the effects of a disaster/emergency. This plan outlines information, instructions and procedures to be supportive in a disaster situation

Stay Calm.

Regardless of the situation it is important to remain calm, be attentive and follow directions accurately.

Listen.

Listen to the instructions given by teachers, staff, administration, local authorities and emergency departments.

Earthquakes



Hurricanes



Know the First Aiders

Experienced:

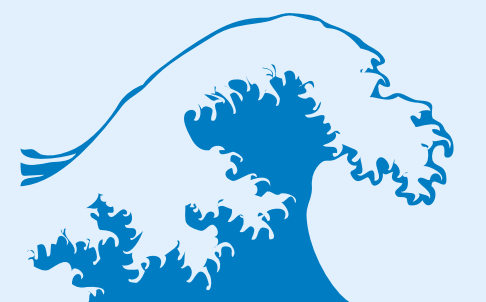
- Miss. E Wiegand
- Mr. M Mitchell
- Ms. A Goodwin
- Mr. D James

All staff have been trained in First Aid by ABSAR.

Fire



Tsunami



CONTACT NUMBERS:

Island Academy	+1 268 460-1094
Emergency	911
MSJMC	+1 268 480 2700
Belmont Clinic	+1 268 562 1343
Urgent Care	+1 268 562 1168
NODS	+1 268 462 4742
ABSAR	+1 268 725 5044/562 1234



Fire



In the event there is a fire at Island Academy, you must follow the following steps.

Students

1. REMAIN CALM
2. Notify a teacher/member of staff (if you discover the fire)
3. Listen for the siren, this signals silence is required.
4. Listen to the teachers' instructions
5. Quickly & Quietly form a line
6. Do not collect your personal belongings
7. Walk sensibly to the car-park with your class
8. Line up, in silence and listen for your name to be called
9. Follow all instructions by teachers & admin

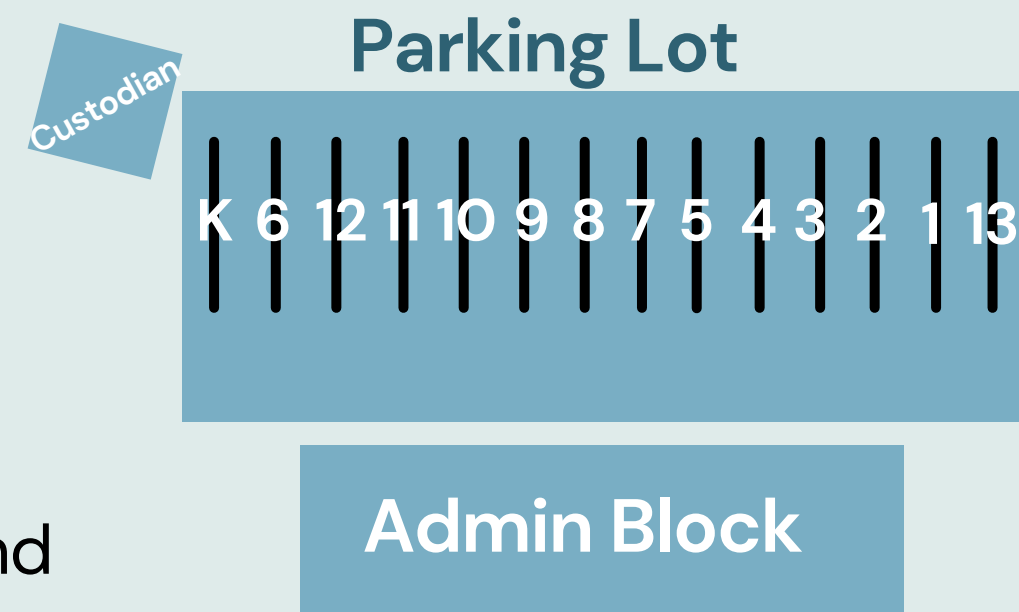
Teachers/Staff



1. REMAIN CALM
2. Notify admin (if you or a student discovers the fire)
3. Listen for the siren, this signals silence is required.
4. Have students quickly form a line at the emergency exit
5. Close all windows & turn off lights and fans
6. Advise your class to walk quietly & sensibly to the carpark
7. Take the emergency clipboard from next to the door
8. Close all doors and windows behind you
9. Sweepers should check all rooms are empty and doors are closed as they are passing
10. Once in the car park, collect your class register from admin & take attendance
11. Follow all directions from admin/head of school

Admin

1. REMAIN CALM
2. Sound the fire alarm & notify ALL staff members
3. Call 911 and inform the Fire Department
4. Collect blue attendance registers for ALL grades
5. Obtain Emergency Contact file from Front Desk
6. Walk to the car-park, closing all windows and doors behind
7. Distribute blue registers to teachers to do roll-call
8. Once everyone is accounted for, wait for Fire Department to arrive



Parents

1. REMAIN CALM
2. The administrative team will contact you regarding where/how to collect your child from the school campus.
3. Parents should not arrive to the school without prior instruction



Earthquake



In the event an Earthquake hits the island whilst we are in school, please follow the steps outlined below

Students

Inside

1. REMAIN CALM
2. Listen for the siren, this signals silence is required.
3. Listen to the teachers' instructions
4. If possible, exit the building QUICKLY and get into an open space. Watch out for falling objects.
5. If you cannot exit quickly, crawl under a desk/table, and hold onto it.
6. Stay away from windows, mirrors, overhead fixtures, bookcases and electrical equipment.
7. Follow all instructions given by teachers

Outside

1. REMAIN CALM
2. Listen for the siren, this signals silence is required.
3. Listen to the teachers' instructions
4. Move to an open area away from buildings, trees and power lines.
5. If forced to stand near a building, watch for falling objects.
6. Follow all instructions given by teachers



Teachers/Staff

1. REMAIN CALM
2. Follow the same instructions as above for students
3. Do an assessment of students, note who is missing, injured or trapped
4. Give First-Aid to any student who needs. Do NOT move any seriously injured person unless in imminent danger
5. Once safe, evacuate students to the car-park, taking clipboard with you.
6. Inform admin of any injured, missing students
7. Obtain blue attendance & conduct a roll call
8. Follow all instructions given by admin/head of school

Admin

1. REMAIN CALM
2. Sound the emergency alarm & notify ALL staff members
3. Follow the above steps for outside/inside
4. When safe, collect blue attendance registers for ALL grades
5. Obtain Emergency Contact file from Front Desk
6. Walk to the car-park
7. Distribute blue registers to teachers to do roll-call
8. If any staff/students are missing, begin search
9. If any staff/students are injured, call 911
10. Check all rooms and the grounds once it is safe to do so.

Parents

1. REMAIN CALM
2. Follow all guidelines listed by local Authorities
3. The administrative team will contact you regarding where/how to collect your child from the school campus.
4. Parents should not arrive to the school without prior instruction



Tsunami



In the unlikely event a Tsunami hits the island whilst we are in school, please follow the steps outlined below

Students

1. REMAIN CALM
2. Listen for the siren, this signals silence is required.
3. Listen to the teachers' instructions
4. Form an orderly line and evacuate to the field immediately
5. Line up, in silence and listen for your name to be called
6. Follow all instructions by teachers & admin

Teachers/Staff

1. REMAIN CALM
2. Have students line up quickly and quietly
3. Grab the emergency clip-board from next to the door
4. In an orderly line, have students walk quickly up to the field and line up
5. Sweepers should ensure there is nobody left in any rooms as they are passing
6. Once on the field, obtain blue attendance from admin
7. Conduct roll-call of students
8. Follow all instructions given by admin/head of school

Admin

1. REMAIN CALM
2. Sound the emergency alarm & notify ALL staff members
3. Collect blue attendance registers for ALL grades
4. Obtain Emergency Contact file from Front Desk
5. Walk to the field
6. One member of admin should sweep the buildings and ensure nobody is left behind
7. Distribute blue registers to teachers to do roll-call
8. If any staff/students are missing, begin search
9. Check all rooms and the grounds once it is safe to do so.

Bleachers

13 12 11 10 9 8 7 6 5 4 3 2 1 K

Parents

1. REMAIN CALM
2. Follow all guidelines listed by local Authorities
3. The administrative team will contact you regarding where/how to collect your child from the school campus.
4. Parents should not arrive to the school without prior instruction



Hurricane/Tropical Storm

Once a tropical storm/Hurricane warning is issued, the school will be shut and the island will be advised to prepare their homes/businesses by the Local Authorities. In preparation for a storm/hurricane staff members should do the following:

Staff

1. Place garbage bags over computers and projectors and make sure all items are off of the floor and away from windows.
2. Make sure all windows and doors are closed and securely locked.
3. Install shutters (where applicable)
4. Check grounds and remove loose-lying objects.
5. Unplug all lights and electrical appliances and turn off electricity at main switch.
6. Prepare to bring inside anything that can be picked up by the wind.
7. Secure all important items in a weather resistant box.
8. Listen to the advice of local officials.
9. Complete preparation activities to secure the facility.
10. Take shelter at your home

Hurricane Watch vs. Warning

The Local Authorities will issue a hurricane watch, or hurricane warning depending on the path of the storm. The difference between a watch and a warning is listed below.

WATCH

A hurricane watch means that hurricane conditions (sustained winds of 74 mph or higher) are possible. A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area.

WARNING

Hurricane warnings indicate that hurricane conditions (sustained winds of 74 mph or higher) are expected. The hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparation.

