



Island Academy Emergency 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 and stay quiet. It is critical that the community stays silent during an evacuation. This way, the administration can assess the situation and identify any injuries or missing persons.

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

All current staff have been trained and certified on August 2025 (American Heart Association CPR and First Aid Certification).

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

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

1. 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 the 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

Parents

1. Remain calm
2. Follow all guidelines by local authorities.
3. The administrative team will contact you regarding when/how to collect your child from school campus.

2. 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 & silently 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. Instruct your class to walk silently & sensibly to the carpark
6. Close all windows, doors & turn off lights and fans
7. Sweepers should check all rooms are empty and doors are closed as they are passing
8. Once in the car park, collect your class register from admin & take attendance of the class you are responsible for at that time.
9. 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

3. Earthquake

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

Students

- 1. If you are in an upstairs classroom, persons should crouch under the desk in front of them. They should remain there until relieved by administration.**
- 2. If you are in a downstairs classroom with an external door, persons should evacuate the classroom and walk to the assembly point (car park).**

Teachers/Staff

1. Remain CALM
2. Follow the same instruction as above for students. If you remain in your classroom, take roll call in the classroom.
3. Give First-Aid to any student who needs. Do NOT move any seriously injured person unless in imminent danger,
4. Once the all clear is given (loudspeaker from admin), evacuate students to the car-park
5. Inform admin of any injured, missing students
6. Obtain blue attendance & conduct a roll call
7. 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 If any staff/students are injured, call 911
9. Check all rooms and the grounds once it is safe to do so.

4. 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

Admin



ISLAND ACADEMY
INTERNATIONAL
UNITY IN DIVERSITY

Teachers/Staff

1. REMAIN CALM
2. Have students line up quickly and quietly.
3. Walk to the field
4. Sweepers should ensure there is nobody left in the rooms as they are passing.
5. Once on the field, conduct roll call.
6. Follow all instructions given by admin/head of school