



Kula Aupuni Niihau A Kahelelani Aloha
(KANAKA) New Century PCS

**Papa Hana Popilikia
Emergency Plan**

2023

Emergency Plan PAPA HANA POPILIKIA

Kula Aupuni Niihau A Kahelelani Aloha (PCS)

Bomb Threat Pota Hooweliweli

**A bomb threat is made to any school personnel
Pota hooweliweli I na ano kula pilikino**

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Write down exactly what was said.
1. Takau pono na mea I olelo ia.
2. Notify administrator.
2. Hoite I ta Tahu (Poo Tumu)
3. Turn off all radios/walkie talkies, cell phones, remote controls.
3. Hoopio pau loa I ta lekiio/pahu tahea, kelepona selula,
4. Leave other electrical devices as is. Do not turn on/off devices.
4. Waiho na mea uwila. Aole e ho'a.
5. Evacuate at designated time and report to designated area with your attendance book. Teachers take roll call.
5. Hoonee I tahi wahi maitai I ta Manawa pono me tau pute hoite. Tumu tahea inoa.
6. Record any missing student(s). Wait for "all clear" signal.
6. Hoopaa na haumana nalowale. Kali I ta moataata o ta hoailona.
7. If school closes, release students home via their usual mode of transportation.
7. I na e hoopau ia ta kula, hootuu I ta haumana e hoi ma ta hale ma ketahi taa pono.
8. Remaining students will be sheltered in a designated area.
8. Haumana I toe e malama ia ma ketahi wahi maitai.

Administrative Responsibilities:

Kuleana o na Luna Hoohana:

1. Notify all and determine evacuation or alert staff and begin campus wide search. Administrative will start call.
1. Hoite a hoomanao I ta hoonee ia airole hoite I ta limahana e hoomakautau e huli mao o ta tahea a ta lunahoohana.
2. Call 911.
2. Tahea 911.
3. Turn off all radios, cell phones, remote controls, bell systems.
3. Hoopio pau loa I ta lekiio, kelepona selula.
4. Leave other electrical devices as is. Do not turn on/off devices.
4. Waiho wale I na poe mea uwila pela. Aole e hoopio/ho'a.
5. Notify Governance School Board (GSB) President
5. Hoite I ta Pelekikena o ta Governance School Board (GSB)

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Drug & Alcohol Affected Laaui no & Lama Hoohuli

Situation: Student appears to be under the influence of any drug or alcohol substance in class.

Kulana: Haumana ite ia ua hana paha I ketahi laaui no ai ole inu lama paha iloko o papa.

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Notify office of the situation.
1. Hoite I ta teene I na kulana.
2. Isolate the student, if possible.
2. Hootaawale I ta haumana, te hiti.
 - Move other students away from the student.
 - Hoonee na haumana mai tela haumana aku.
 - Do not physically handle the student.
 - Aole loa e hoopa lima I na haumana.
3. Wait for administrative staff to arrive.
3. Kali a hiti mai ta lunahoohana.
4. Document incident and fill out referral form.
4. Hoopaa I ta pilikia a hoopihapiha I ta palapala hoite.

Administrative Responsibilities:

Kuleana o na Lunahoohana:

1. Staff member to transport student to the office.
1. Limahana no e lawe na haumana I ta teena.
2. Follow up with teacher who reported the incident.
2. Hui me ta tumu nana I hoite mai I ta pilikia.

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Trespassers, Student Unrest, and Campus Riot

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Call Office.
1. Tahea I ta teena.
2. Assist administration to identify and isolate assailant for trespassers and student unrest situations.
2. Kotau I ta lunahana e nana a I ta poe tomo wale ame ta haumana me to lakou kulana.
3. In a riot, contain non-rioting students in your classroom.
3. Iloko o ta hakata, haumana hakata ole hoopaa iloko o ta lumikula.
4. Attend to needs of the victim(s), if any.
4. Kotua I ta poe eha ne loa.
 - Determine extent of injury
 - Nana te ua eha
 - Inform Administrator/Office of injuries.
 - Hoite I ta Lunahooponopono/Teena ina ua eha.
5. Maintain crowd control or classroom discipline.
5. Malama a hoomalu I ta puulu.
6. If bell sounds, follow **Lock Down** procedures.
6. I kani ta pele, hahai I ta palapala laka a paa.

Administrative Responsibilities:

Kuleana o ta Lunahoohana:

1. Stop the disturbance and diffuse the situation.
1. Hoopau I ta kulana o ta pilikia.
2. Treat the injured.
2. Lapaau I ta eha.
3. Identify and isolate the major participants.
3. Nana a hoopaa I ta mea nui loa ta eha.
4. Activate the Lock Down procedure, if necessary.
4. Hoohana I ta palapala laka a paa, te pono.
5. Administer discipline, if appropriate.
5. A'o me ta itaita, te pono.
6. Prepare for media inquiries. Follow Media **Plan**.
6. Hoomakautau no ta poe nupepa.

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Irate Parent(s) Matua Huhu

Situation: Irate Parent(s) on Campus.

Kulana: Matua huhu ma ta tahua kula.

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Leave doors open.
1. Waiho iputa hemo.
2. Keep a personal space between you and the parent (physical barrier or distance).
2. Malama I wahi towa mawaena oe ame na matua
3. Call office for assistance.
3. Tahea I ta teena me kotua.
4. Call neighboring teacher for witnesses, if possible.
4. Tahea I ketahi tumu me ite mata, te hiti.
5. Diffuse situation by listening to the parent's concerns and issues.
5. Hootaawale I ta kulana a hoolohe I na manao o na matua.
6. End conversation/conference if parent refuses to cooperate.
6. Hoopau na olelo/tuta me na matua I na ole lakou e lohe.
7. Direct parent to administration.
7. Alakai na matua I ta luna hooonopono.
8. Inform office that the parent is on the way.
8. Hoite I ta teena te lawe ia kula na matua.

Administrative Responsibilities:

Kuleana o na Lunahoohana:

1. Have Staff member standby and alert the office staff that Police Assistance may need to be summoned.
1. Limahana tu malie a hoite I na limahana o ta teena ne matemate ia ta kotua o ta makai.
2. Diffuse situation by listening to the parent's concerns and issues.
2. Hootaawale I ta kulana a hoolohe I na manao o na matua.
3. Build rapport with parent and establish some conference ground rules if necessary. Include office staff and teacher in conference, if appropriate.
3. Tutulu a tuta me na matua no na lula o ta tahua ne pono. Hui pu me na limahana o ta teena me na tumu ketahi iloko o ta tuta, ne pono.
4. End the conference if parent refuses to cooperate.
4. Hoopau I ta tuta ana ne lohe ole ta matua
5. Call 911/Dispatch, if necessary.
5. Tahea 911/ ne pono.
6. Document incident.
6. Hoopaa I ta pilikia.

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Assault of a Staff Member or Student Ho e'ha ia na limahana aiole na haumana

Situation: Witness to an assault of a staff member or student.

Kulana: Ite mata ta ho e'ha ia na limahana aiole na haumana

Teacher's Responsibilities:

Kuleana o na Tumu:

1. DO NOT ENGAGE IN PHYSICAL CONTACT WITH THE ASSAILANT OR FURTHER AGITATE THE ASSAILANT.
1. AOLE LOA E PILI KINO AKU ME TA MEA HO'EHA MAI IAOE AOLE E HO'EHA AKU IAIA.
2. Repot the incident to the office.
2. Hoite aku I ta pilikia I ta teena.
 - Identify people involved.
 - Hoomapopo I ta poe hooihia.
 - Report any injuries.
 - Hoite I na eha.
 - Report exact location of incident.
 - Hoite I ta wahi I pilikia ai.
3. Wait for Office/Staff Member and attempt to disperse crowd.
3. Kali I ta limahana mai ta teena aia e hootaawale ia lakou
4. After Office/Staff Member arrives; assist in clearing the area and identifying witnesses.
4. Kali a hiti mai ta limahana o ta teena, kotua e hoomaemae a hoomapopo I ta poe ite mata.
5. Report to office and write an incident report.
5. Hoite I ta teena a katau i ta palapala pilikia.
6. Consult your GSB member, if necessary (if applicable).
6. Tutatuta me ta lala o GSB, ne pono (ne kupono).

Administrative Responsibilities:

Kuleana o na Lunahoohana:

1. Have health aide attend to any injuries.
1. Pono loa kauta me kotua I ta mea eha.
 - Contact ambulance if necessary.
 - Tahea I ta taaola ne pono.
2. Have Staff members write an incident report.
2. Na ta limahana e katau I ta palapala pilikia.
3. Attempt to resolve dispute.
3. Hoao no e hooponopono I ta pilikia.

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4. Call the GSB President, if necessary.
5. Refer victim/suspect to counseling services, if appropriate.
5. Hoopili ia I ta lawelawe olelo a'o, ne pono.

Shelter-In-Place Hale Hoomalu

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Proceed to the nearest classroom/facility if not already in classroom.
1. Holomua I ta lumikula kokote/hale kula I na I tomo mua ma ta lumi kula.
2. Position students away from doors and windows.
2. Hoonee ta haumana mai ta iputa ame ta putaaniani.
3. EAs to assist impaired students to pre-designated Safe Area for that classroom.
3. EAs kotua e hoomalu I ta haumana ma ketahi wahi pono ma ta lumikula.
4. Bring nearby students into your classroom.
4. Hoihoi mai na haumana iloko o ta lumikula kokote.
5. Keep students calm.
5. Hoomalu I na haumana.
6. Lock Doors.
6. Laka na iputa.
7. Close louver windows.
7. Pani na iputaaniani.
8. Use plastic sheeting, duct tape, wet cloth, etc. to seal windows and under door (if Possible).
8. Hoohana apana ea, duct tape, welu pule, etc. me pani ta putaaniani malalo ta iputa
9. Retake attendance.
9. Tahea inoa.
 - Report any injuries and missing student(s) to Administration.
 - Hooite I ta Lunahooponopno I na ua eha aiole nalowale paha na haumana.
10. Do not open doors/windows or leave building/classroom until "All Clear" is signaled.
10. Aole e wehe I ta iputa/putaaniani aole haalele I ta hale kula/lumikula a hiti mai ta Hoite.

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Administrative Responsibilities:

Kuleana o na Lunahoohana:

1. Access situation and decide if Shelter-In-Place is necessary.
1. Nana I ta kulana a hoomanao ne pono e noho mata hale hoomalu.
2. Announcement by Office. Announcement to be repeated two times with a five second interval.
2. Na ta teena e hoite mai. Hoite I mai elua Manawa iloko o elima kekona.

After the crisis:

Mahope o ta popilikia:

1. Asses' damage/injuries.
1. Helu I ta inoino/ehaeaha.
2. Follow **Aftermath Plan**.
2. **Hahai mahope o ta palapala Aftermath Plan.**
3. Process report forms.
3. Hoopihapiha I ta palapala hoite.
4. **Close Shelter.**
4. **Pani I ta hale hoomalu.**

Fire Ahi

Teacher's Responsibilities:

Kuleana o ta Tumua:

1. Clear area of students.
1. Hoomaemae wahi o na haumana
2. Use fire extinguisher for small fires.
2. Hoohana I ta kini hoopioahi no ta ahi liilii.
3. Activate fire alarm signal.
3. Ho'a I ta hoailona pele ahi.
 - Pull alarm or notify school office.
 - Huti ta pele ahi aiote hoite I ta teena.
4. Evacuate upon hearing the fire alarm.
4. Holo I na e lohe I teia pele ahi.
 - Take attendance/grade book.
 - Lawe I ta pute inoa/ pute hoite.
 - Turn off light and close doors.
 - Hoopio I ta tutui pani I ta puta.
 - Evacuate to designated area (if designated area is affected, report to alternate
 - Holo ma tahi e pono e hui ai(I na ua maitai ole tela wahi, hiote I ta teena.
5. At evacuation site:

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5. Ma tahi e hui ai:
 - Tend to any injuries, if any.
 - Kotua I ta mea ua eha, ne pono.
 - Take attendance.
 - Lawe I ta hoite inoa.
6. Keep students calm and under control
6. Hooluolu I na haumana a hoomalu ia lakou.
7. Wait for “all clear” signal (bell system).
7. Kali a hiti mai ta hoite (hoailona o ta pele)
8. If administration closes school, monitor the releases of students:
8. I na e hooponopono ia e pani I ta kula, mataala I ta haalele ana o na haumana:
 - Students to be released via their normal mode of transportation.
 - Haalele no na haumana e like no me to lakou hele ana mai.
 - Remaining students will be sheltered in a designated area.
 - Haumana I toe e malama ia no ma tahi pono.

Administrative Responsibilities:

Kuleana o na Lunahoohana:

1. Access situation and decide if evacuation is necessary.
1. Helu I ta kulana a hoomanao na pono e hoonee ia.
2. Call Fire Department – 911
2. Tahea ia ta Oihana kinai ahi - 911
3. Signal the Fire Evacuation bell (if possible)
3. Ho’ a I ta pele ahi (ne pono)
4. Inform GSB President.
4. Hoite ia I ta Palekikena GSB.
5. Principal to direct custodial and staff duties.
5. Pootumu e alakai I ta oihana o na limahana.

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After the Crisis, Administrative Responsibilities:

Mahope o ta Popilikia, Kuleana o na Lunahoohana;

1. Address the media (follow **Media Plan**)
1. Hoite ia ta poe nupepa (hahai Media Plan)
2. Communicate with:
 2. Halawai me:
 - Faculty and staff, parents, students, community
 - Puulu Tumu kula ame na limahana, matua, haumana, ohana
 3. Plan for alternative facility accommodations, as appropriate.
 3. Hoomakautau I ketahi wahi hale, ne pono.
 4. Conduct investigation immediately (follow Investigation Plan)
 4. Alakai a huli kote(hahai I ta palapala huli)
 5. Provide psychological first aid for students, victim, suspects, faculty/staff and parents.

Hoolako I ta kini kauta na ta haumana, puulu Tumu/limahana me na matua.

 - Provide counseling and support
 - Hoolako a tatoo ma ta olelo a'o.
 - Assess nature and severity
 - Refer and connect w/ appropriate resources (mental health, medical, social agencies)
 6. Follow through with disciplinary actions, as appropriate.
 6. Hahai pono I ta a'o ana, ne pono
 7. Notify utility companies of any break in services.
 7. Hoite aku I ta hale uwila ne ua pilikia ta uwila.

Earthquake Ola'i

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Remain where you are until tremors have subsided.
1. Noho ma tahi pono a eimi mai ta luli ana.
 - Avoid windows and falling objects
 - Hootaawale mai ta putaaniani me na mea helele'i.
 - Stand against a wall, doorway, or under desk.
 - Tu matahi o ta paia, iputa paha, airole malalo o ta pakautau
2. Assess for injuries/damages.
2. Helu no ta poe eha/inoino.
3. Evacuate if you are in immediate danger.
3. Holo kote I na oe I loko o tai no loa.
 - Post a note on all doors of your name and evacuation site
 - Hootau I ka pepa inoa ame tahi I holo ai ma ta iputa.

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- Exercise caution. Watch for live wires, broken glass, and debris.
 - Mataala a atahele nana na uwea, aniani naha, ame ta puuopala.
 - Attend to any injuries at evacuation site.
 - Kotua I ta poe eha ma tahi I holo ai.
 - Take roll. Report any missing students.
 - Lawe I ta alakai. Hoite I na nalowale ketahi haumana
 - Remain calm.
 - Hoomau I ta hoomalu.
 - Communication will be given via walkie-talkies through administration.
 - Pane aku pane mai ma ta pahu tahea mao o ta hooonopono ana.
 - Wait for “all clear” signal.
 - Kali a hiti mai ta hoite hoailona.
4. If danger is not imminent, remain in your classroom. Remain calm.
4. Ne ole loa e nui ta ino, hoomau no ta noho ma ta lumi kula. Hoomau no ta hoomalu.
5. Turn on your radio, if electricity is available.
5. Ho’a I tau lekio, ne ua a hou ta uwila.
6. Wait for instructions from administration.
6. Kali ta tuhituhi iamai
7. Follow **Evacuation Plan**, if instructed to evacuate.
7. Hahai I ta palapala Evacuation, ne hoonee ia.

Administrative Responsibilities:

Kuleana o na lunahoohana:

1. Remain where you are until tremors have subsided.
1. Noho ma tahi pono a pau ta luli ana.
2. Assess for injuries/damages.
2. Nana I na loa ketahi eha/poino
3. Call 911 for emergency response. Report damages and injuries.
3. Tahea 911 ne loa ketahi pilikia. Hoite na ino ame na eha.
4. Turn on radio for Emergency Alert System announcements.
4. Ho’a I ta lekio a hoolohe mataala.
5. Principal to direct custodial and staff duties.
5. Pootumu e alakai I ta oihana o na limahana.
 - Station security/custodian to keep access roads open for emergency vehicles only and control traffic.
 - Wahi no ta makai ame na limahana e alakai ai I ta taa ahi/taa hatupila wale no.
 - Principal to provide a detailed map/plan for the school to emergency workers.
 - Na ta Pootumu no e haawi mai I palapala tuhituhi o ta kula I ta poe hana.
 - Security to sweep buildings and report injuries or if any rooms have evacuated.

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- Na ta makai no e hoomaemae I ta hale a hoite mai ne ua eha paha ai ole ua hoonee mai ta lumi aku.
- Designate a person to tape office windows, secure loose items, unplug power sources, and secure vital records and equipment.
- Loa no ketahi poe e hana a paa ta putaniani, hoopaa ta poe ukana, hutihuti ta poe palaka uwila, malama ta poe pepa hoite ame na ukana.
- Designate a person to man the phones.
- Loa no ketahi poe me pane kelepona.
- Assess damages and/or injuries.
- Helu ta poe mea pilikia/eha paha.
- Determine plan of action.
- Hoomanao ta mea e hana ai.
 - ❖ Follow School Closure procedures, if necessary
 - ❖ Hahai ta lawelawe ana I ta pani o ta kula, ne pono.
 - ❖ Follow Evacuation **Plan**, if necessary
 - ❖ Hahai I ta palapala hoonee, ne pono.
 - ❖ Resume School
 - ❖ Hoomata hou kula.

High Wind, Tornado, Water Spout Makani Nui, Toi

Teacher's Responsibilities:

Kuleana o na Tumu:

1. Maintain class order
1. Hoopaa I ta kanawai o ta paa
2. Turn on TV radio for Emergency Alert System announcements.
2. Ho'a I ta TV lekiio hoolohe I ta hoite ame ta kani o ta pele.
3. Take cover:
3. Holo pe'e:
 - Move away from window and suspended light and fan fixtures.
 - Nee mai ta putaaniani hoopio I ta tutui ame ta fan.
 - Stand against a solid wall or get under a sturdy piece of furniture (e.g. tables, desk, or chairs.)
 - Tu mata paia ai ole kolo malalo o ta pakautau.
4. Do not tie up telephone lines.
4. Aole e nakii I ta uwea kelepona.
5. Wait for further instructions from administration or security for possible evacuation.
5. Kali I a hoite ia mai e ta Lunahana ai ole makai paha ne pono e hoonee.
6. If signaled to evacuate, follow **Evacuation Plan** after the crisis has subsided.
6. Ne hoite ia e nee, hahai ta palapala hoonee mahope o ta eimi ana o ta ino.

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Administrative Responsibilities:

Kuleana o na Lunahoohana

1. Listen to national weather services advisories and district directions.
1. Hoolohe I ta wanana a te aupuni.
2. Follow School Closure **Plan**, if necessary.
2. Hahai I ta palapala pani kula, ne pono.
3. Follow **Evacuation Plan**, if necessary.
3. Hahai I ta palapala hoonee, ne pono.
4. Provide emergency shelter if requested by the American Red Cross or the local civil defense agency.
4. Hoolako I hale hoomalu ne noi ia mai e ta American Red Cross ame ta Local Civil Defense Agency.

After the Crisis:

Mahope o ta popilikia:

1. Assess damage/injuries
1. Helu I ta inoino/ehaeha
2. Follow **Aftermath Plan**
2. **Hahai mahope o ta palapala Aftermath Plan.**
3. Process report forms
3. Hoopono pono palapala hoite
4. Close Shelter
4. Pani I ta hale hoomalu

Hurricane Makani nui

During the Crisis, Teacher's Responsibilities:

Manawa o ta po ino, kuleana o na Tumu:

1. Turn on radio/TV for Emergency Alert Systems Announcements.
1. Ho'a I ta lekio/TV hoolohe I ta hoite ame ta kani o ta pele
2. Report to school unless otherwise advised.
2. Hoite I ta kula aiole a hoite ia mai
3. Tape windows, secure loose items, unplug power to electrical sources, and protect vital records and equipment.
3. Tape ta putaaniani, hoopaa ta ukana, wehewehe uwea uwila, malama na palapala ame ta poe mea hana.
4. Keep students calm and secure and safe area of the room.
4. Hoomalu I na haumana a huli I wahi pono e pe'e ai maloko o ta lumi.
 - Stand along a solid wall, away from windows or doors.
 - Tu ma tahi paia, a taawale mai ta putaaniani ame ta iputa.
5. Keep phone lines open to report injuries.

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5. Wehe I ta laina kelepona me hoite I ketahi ehaeha.
6. Wait for instructions from administration via security to release students.
6. Kali a hoomapopo ia mai e ta luna hoohana aia e hootuu ia na haumana.
 - Students to go home via their usual transportation. Bus companies will be notified for early pick up.
 - Hoi no na haumana ma ta taa ohua. Tahea
 - Remaining students will be sheltered in a designated area.
 - Haumana I toe loa no ta halehoomalu me malama ia lakou.
7. Secure your room, bring valuable items with you, and leave upon notification of administration.

Hoopaa I ta lumi kula, lawe I tau mau mea minamina, a haalele I ta pane mai a ta lunahoohana.

During the Crisis, Administrative Responsibilities:

Manawa o ta po ino, kuleana o na lunahana:

1. Turn on radio for Emergency Alert System announcements/
1. Ho'a I ta lekiio me hoolohe I ta hoite ame ta kani o ta pele.
 - Designate a person to tape office windows, secure loose items, unplug power sources, and secure vital records and equipment.
 - Hoohiti hootahi kanaka me malama I ta kuleana e tape I ta putaaniani, hoopaa ta ukana wehewehe uwea uwila, malama na palapala ame ta poe mea hana.
 - Shut off main gas valve.
 - Hoopio I ta kula aila(gas).
 - Designate a person to man the phones.
 - Hoohiti hootahi kanaka me pane kelepona.
 - Follow School **Closure** procedures, if necessary.
 - Hahai I ta lula pani kula, ne pono.
 - Follow Civil Defense procedures.
 - Hahai I ta lula o ta Civil Defense.
 - Prepare to open emergency shelters.
 - Hoomakautau e wehe I ta hale hoomalu.
 - Designate an area for remaining students.
 - Hoopaa I wahi e noho ai na haumana I toe.
 - Supervising adult to call parents of remaining students for pick up.
 - Na ta Luna matua e tahea i ta poe matua e tii mai I na haumana I toe.

After the Crisis:

Mahope o ta popilikia:

1. Assess damage/injuries
1. Helu I ta inoino/ehaeha.
2. Follow **Aftermath Plan**

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2. Hahai mahope o ta palapala Aftermath Plan.

3. Document the action plan
3. Moopaa I ta palapala action plan.
4. Process report forms
4. Hooponopono I ta palapala hoite.
5. Close shelter
5. Pani I ta hale hoomalu

Signals/Communication Methods Hoailona/

ALL CLEAR	three one-second blasts with two-seconds of silence in between bell ring
LOCKDOWN LAKA A PAA	One continuous bell ring Hootahi kani a ta pele
FIRE AHI	Fire alarm signal, ringing of bell Kani ana o ta pele ahi.
WALKIE TALKIES PAHU TAHEA	Administration Lunahoohana
EMERGENCY CARDS PALAPALA MAI	Bomb Threat Warning Hoailona potapahu Bomb Threat Evacuation Request for Aid
TELEPHONES	Be aware of the nearest phone located in your building

Aftermath Plan

Situation: Unexpected or uncontrolled events that cause emotional distress (e.g., unexpected deaths, natural disasters, accidents.)

Teachers' Responsibilities.

1. Announce event in classroom.

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2. Identify students in need of counseling.
3. Notify Counseling Office of number of students wanting counseling services.
4. Remove very distraught students from the class by having them escorted to the counseling office.
5. Discuss the crisis.
6. Postpone testing.
7. Involve class in constructive activities relating to the event.
8. Eliminate, shorten and structure assignments for a few days.
9. Discuss with and prepare students for funeral attendance.

Situation: Unexpected or uncontrolled events that cause emotional distress (e.g., unexpected death, natural disasters, accidents).

Administrative Responsibilities:

1. Determine the facts surrounding the crisis.
2. Assess the degree of impact on the school.
3. Determine level of response required.
4. Contact List:
 - Call GSB President
 - Call School Social Worker (if staffed)
 - Call CRMT, if needed
 - Call family of the crisis victim (within 48 hours)
 - Call neighboring schools: Kekaha Elementary, Waimea High, Waimea Canyon, Ke Kula Niihau
6. Prepare written statements describing situation (refer to the **Media Plan**).
7. Determine how the information will be shared.
8. Designate a counselor to initiate triage and referral procedures.
9. Designate a person to act as crisis personnel liaison.
10. Designate someone to control incoming phone calls.
11. Debrief with staff and faculty members on a daily basis.
12. Provide closure.
13. Remove the victim's name from the computer, attendance, and remove belongings from desks, etc. Make sure that teachers/counselors/clerks do not call home to report the students absent.
14. Contact GSB.

Evacuation Plan

Danger is imminent, Teacher's Responsibilities:

1. **Post a** note on all doors of your name and evacuation site.
2. Tapili I palapala hoite I ta wahi hoonee ma na iputa a pau.
3. Exercise caution and remain calm. Watch for live wires, broken glass, and debris.

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4. Hoomaamaa pono me ta hoomalu. Nana I na uwea uwila, aniani weluwelu, ame ta opala.
5. Attend to any injuries at the evacuation site.
6. Kotua I ta poe eha ma ta wahi hoonee.
7. Take roll using the Emergency Attendance Log.
8. Lawe I na helu mata palapala popilikia.
9. Communication will be given via walkie-talkies through security/administration.
10. Kali I ta hoite ia mai mata pahukahea na ta lunahoohana.
11. Wait for the “all clear” signal or for further instructions.
12. Kali I ta hoite ame ta hoailona.

Danger is not Imminent:

1. Remain in your classroom. Remain calm.
2. Noho mata lumipapa. Noho hoomalu.
3. Turn on your Radio, if electricity is available.
4. Ho a I tou lekiu, ina loa ta uwila.
5. Wait for instructions.
6. Kali ita hoite.
7. Report any injuries to Office. Note your room number, name of student and extent injuries.
8. Hoite I na eha ma ta teena. Palapala hoiko helu lumi me na inoa kamalii.

Administrative Responsibilities:

1. Principal contact list:
2. Palapala hoite a ta pootumu:
Kauai Disaster Offices
Keena popilikia O kauai
 - Media
 - Ahahui olelo
 - KPD/KFD
 - Assess the situation. Determine the necessity to evacuate immediately or alert the staff.
 - Kulana e hikiai. E pono e hoone’e koke airole maka’ala ika poe hana.
 - Determine evacuation site.
 - Ho’oholo mana’o ika wahi hoonee.
 - Kekaha Park or up Kokee Road.
 - Paka o kekaha airole ke alanui o kokee.
 - Determine if School closure is necessary (follow School Closure Plan).
 - Pa’a ka manao ina pono e pani ia ke kala.(Hahai ika palapala pani kula).
3. Principal will assign necessary staff member to assist with custodial personnel.
4. Na ka po’okumu e kauoha pono ika poe hana amen a lala e ka ko’o ike kahu malama po’o hana.

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- Direct assigned staff member to distribute a memo to the teachers in their assigned buildings. Include in the memo: evacuation site, specific instructions (how evacuate, what to bring, when to evacuate, doors open or locked, turn off/on power, turn on closed circuit TV, bring role book, etc.)
 - Alakai kauoha ika poe lala hana e hoolaha ika memo na ke kumu kula iloko o ko lakou hale e kauoha hookomo pu iloko oka memo ika wah hoonee, kuhikuni pono a olele ao pehea e hoonee ai heaha ka mea lawe, ka wa'hea e ha;allele ai, wehe ika ipuka, airole laka, hoopio/ho a ika uwilg/ho'a apuni ka'apuni ke kiwi, lawe ikekahi apana puke, a pela wale aku.
 - Direct assigned staff member to notify the Health Aide to prepare medications for transportation.
 - Alakai a kauoha ika poe lala hana e ho'ike ike kahu malama ola kino e ho'omakaukau ika laau no ka lawe ana.
 - Custodians to open up the evacuation site.
 - Na ke kahu malama e wehe ika wahi hoonee.
 - Custodians to secure buildings.
 - Na ke kahu malama e kiai ika hale.
 - Custodians to shut off non-essential utilities. Na ke kahu malama e pani paa ika wahi uwila ole meka pono.
 - After the memos are distributed, assigned staff member will report back to the Principal.
 - Mahope oka memos kauoha ia e ho'olaha ika po'e lala hana e hoike mahope ike po'okumu.
4. Principal to air a message, if possible, for further instructions of the evacuation plan (who, what, where, why, when), updates, and to assure safety. Na ke po'okumu e ho'olele leo ina hiki no ka 'olelo a'o ma'o aku ika palapala ho'onee(owai, heaha, mahea, no keaha, ka Manawa hea),nana hou a hooia meka malu.
5. Administration to ring evacuation bell after all security personnel reports back.
6. Na ka poe lawelawe hana e hookani ika pele noka hoonee mahope ka hoike a ka poe hana kiai.
6. 2nd assigned staff member to assist in the office to answer questions and maintain campus order.
- Kauoha elua ika poe lala hana e kakoo iloko oke keena ika haina ninau a malama ike kauoha oke kahua.
7. Assigned staff member to collect Attendance Log from the evacuation site.
8. Kauoha ika poe lala hana e houluulu ika pepa maamau mai ke kahua hoonee.
9. Office Staff to contact:
10. Hai meka poe hana oke keena:
- Neighboring schools
 - Kula hoalaula
 - KANAKA school Van/Bus arrange for transportation

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- Wane kula o kanaka/hooponopono ike kaa ohua noka halihali ana

Lock Down Plan

Teacher's Responsibilities upon hearing the air horn or gunfire:

Ke kuleana oke kumu kula mamuli oka lohe ana I ke kani oka pu:

1. Drop and roll to safety.
 2. Hoohaule a olokaa ika wahi malu.
11. Secure room.
 12. Ho'opa'a ika lumi.
 - Bring students in the nearby vicinity into your classroom.
 - Lawe ina kamalii ma kahi kokoke iloko oka lumipapa.
 - Lock doors.
 - Laka ika ipuka.
 - Close lower louver windows.
 - Pani haohao ika ipuka aniani.
 3. Assess situation and attend to any injuries.
 4. Ke ala ehiki ai ina eha like'ole.
 5. Turn on radio for further information.
 6. Ho'a ika lekiio noka hoike mao aku.
5. Position students under desk or tables away from doors or windows.
 6. Kulana kamalii malalo oka pakaukau kaawale mai ka ipuka meka ipuka aniani.
 7. Retake attendance.
 8. Lawe hou ika helu poe.
 - Report all injuries and missing student to Administration.
 - Hoike ina eha apau amen a kamalii nalowale ika hale ho'oponopono.
 7. Wait for the "all clear" signal (bell system).
 8. Kali noka moakaka hoailona apau(kahu bele).
 - Do not open the doors until the "all clear" has sounded.
 - Aole e wehe I ka ipaka a kakani bele ua mo akaaka.
 - Do not answer to anyone except security or administration.
 - Aole e haina I kekahi poe, koe ke kiai ame ka hale ho'oponopono.
 9. Keep telephone lines open and available for emergency responses.
 10. Malama ike kelepona wehe ika laina ina Manawa apau noka pane popilikia.

During Crisis, Administrative Response:

Oiai kawapopilikia pane ka luna ho'ohano:

1. Send staff to access situation and report back to administration.
2. Ho'ouna ika poe hana ike kulana ala e hiki ai a hoike mahope ika hale ho'oponopono.
3. Call 911

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4. Kahea ika helu eiwa ekahi, ekahi.
 - Designee directs officer/ambulance to area
 - Alakai luna/Ka'alawe ma'I ika wahi.
 - Contact victim's parents – Administration or Health Aide/School Nurse, after Administration approval.
 - Hui meka makua oka mea I eha- Ho'oponopono kokua da kino/kahu malama ma'I oke kula mahope oka hooponopono a apono.
 - Assign someone to meet and direct ambulance upon arrival on campus – Principal.
 - Kauoha I kekahi poe e hui a alakai ike ka'a lawe mai maluna oka hiki ana kahua ma ke pookumu.
 - Provide responsible adult (school staff) to escort student on ambulance – Principal. **DO NOT LEAVE STUDENT ALONE AT ANY TIME!**
 - Hoolako kuleana makua (poe hana oke kula) e alakai ina kamalii maluna oke kaa lawe mai. Pookumu aole e waiho ike kamalii no lakou iho ina wa apau.
 - Responsible family member may escort student on ambulance.
 - Kuleana ka lala ohana e alakai ike kamalii maluna oke kaa lawe mai.
 - From hospital, school escort should report back to school official on condition/plan/doctors remarks, etc.
 - Mai ka hakupila, na ke kula e alakai a hoike mahope oke kula ike ano hana o ke aupuni/hoolala/nana a ke kauka, apela wale aku.
 - Make home/ hospital visits; make follow up visits/calls – Principal or designee
 - Hana home/makai kai hakupila; hana a hahai makaikai mau/kahea ika pookumu aiole ka mea nana e hookumu.
3. Designee directs officers/ambulance to area. Provide police with maps, floor plans, student and staff information. Na mea hookumu e hakahaka ika makai meka palapala aina, palapala papahele, hoike kamalii meka poe hana.
 5. Call GSB President.
 6. Kahea ika pelekikena GSB.
6. Turn off school bell system.
7. Hoopio ike kahua bele kula.
 7. Use discretion to sound air horn or bell system to minimize student activity.
 8. Hoohana a hoemi I ke kani o ka aiole ke kahua bele noka hana ana kamalii.
7. At air horn or bell signal, crisis team assembles if team can safely reach Administration Building.

Oka olea ai ole ka hoailona bele, hoakoakoa ka puulu ika wa popilikia ina hiki ka puulu I kahi maluhia ma ka hale hooponopono.
8. Principal gives out "all clear" signal or sends security to notify teachers when situation is safe to open doors.

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Na ka pookumu e haawi a hoomoakaka ina hoailona apau a hoike palekana ike kumu kula ika Manawa pono a maluhia noka wehe ika ipaka.

9. Prepare and give factual statement to the media. (See **Media Plan**.)
10. Hoomakaukau e haawi ika palapala oiaio ika. (Ahahui olelo)

After Crisis:

Mahope oka popilikia:

1. Restore order
2. Haawi kauoha
3. Conduct investigation (see **Investigation Plan**)
4. Alakai huli (palapala huli)
13. Inform staff, students, and parents appropriately (faculty meeting! Assembly/letter home) Hoomaopopo ina poe hana, kamalii, amen a makua, haawi ika leka aha olelo lahui hoihoi ika hale.

Media Plan

Hoolala Ahahui olelo

Administrative Responsibilities:

Kuleana oka luna hoohana:

1. Organize your thoughts before making verbal remarks to anyone especially the media.
2. Hoonohonoho ikou manao mamua oka hana ana I kekahi olelo lokoino I kekahi poe oi kela ahahui olelo.
3. Refer to school's established policy/procedure and advise staff and students of procedure.
4. Pili ika palapala kula noho paa/lawelawe ana a meka olelo ao ika poe hana amen a kamalii noka hana pono.
5. The principal will be the chief spokesperson for the school.
6. Ka pookumu oia ke alii waha olelo no ke kula.
 - In his/her absence, designee will be the spokesperson.
 - Iko laua hele ole mai, oka mea hookumu hana oia ka waha olelo.
 - All public statements are to be made or reviewed by the principal.
 - Na ka pookumu e hoomaamaama hou ika olelo hoike ika lehulehu apau.
 - Direct the staff that no one is to talk to the media except the principal or designee.
 - Kauoha ika poe hana aole kekahi e walaau meka ahahui olelo koe ka mea hookumu hana a ka pookumu ai ole ka mea nana e hookumu.
 5. Communicate appropriately with media to contact.
 6. Launa olelo kupono hiki ke hoopili me ka ahahui olelo.
 - Principal to decide specific media contact.
 - Na ka pookumu e hooholo ika manao kuhikuhi pono ika ahahui olelo.

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- Set geographic and time limits (e.g., the principal will address the press in the AC room at 10:00. At this time, no one will be admitted beyond the AC room).
 - Hoonoho ika hoike honua a meka Manawa kaupalena, na ka pookumu e hai olelo aku ika poe hoike maka lumi AC ka hola umi no keia Manawa, aole kekahi ehiki ke hookomo ia mao aku oka lumi AC.
 - Through a prepare statement, advise media of the incident and efforts to resolve the matter.
 - Mao ka hoomakaukau ana ika hoike olelo hai aku ika ahahui olelo ika hopena hana e hooholo ai ike kumuhana.
 - Advise media that further reports will be made at the appropriate time.
 - Hai ika ahahui olelo noka hoike ikoe e hana ia ika Manawa kupono.
 - Do not release names of students to the media.
 - Aole e hookuu ika inoa ona kamalii ika ahahui olelo.
 - Do not refuse to speak to the press.
 - Aole hole ika walaau ana me ka poe hoike olelo.
5. Thoughts/words to consider in making statement.
6. Noonoo/olelo ika manao iloko oka hana hoike olelo.
- Stick to the facts.
 - Hoopili ika mea oiaio.
 - Regret this unfortunate incident.
 - Minamina keia popilikia ika mea hiki wale mai.
 - Treating this matter seriously.
 - Hana hoio I keia mea.
 - We want the learning climate to be safe.
 - Makemake makou e ao ike ano oka noho maluhia.
 - Speaking from a prepared text is acceptable.
 - Olelo mai ke kumu manao, makaukau ika apono ia.
 - Be succinct and accurate.
 - Kupono a pokole, me ka pololei/pono.
 - Give the impression that a sense of order will prevail.
 - Haawi ika pai ana a kela ike oke kauoha holopapa.
 - Respect the privacy of individuals.
 - Mahalo ika pono o kanaka.
7. Some things to avoid in dealing with the media:
8. Kekahi mea pono e hoalo ika aelike meka ahahui olelo:
- No comment.
 - Aohe manao.
 - Release of the student's name.
 - Hookuu ina inoa kamalii.
 - Release of unfound information.

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- Hookuu ina hoike loa ole.
- Give lengthy question-and-answer activities.
- Haawi loihi ika ninau a meka haina oihana.
- Giving preferential treatment to selected individuals.
- Haawi kekahi mao kekahi mea hoohalike a koho kanaka.
- Rambling.
- Auana.
- Sensationalism, distortions, exaggerations, and histrionics.
- Ku ike kahaha, hoopaewa, hoonui, a kuka kuka olelo.

Media Phone Numbers:

Helu Kelepona Ahahui Olelo:

Radio:

Lekio:	KFMN	FM97	246-1197
	KONG	KONG-FM-AM	245-9527
	KUAI	720-AM	335-3720

TV:	HO'IKE	246-1556
	GARDEN ISLAND TELECOM	245-7720
	KHNL	847-3246
	KHON	591-2222
	KITV	536-9979
	KGMB	973-9889
	KHET	973-1000

NEWSPAPER:

THE HONOLULU ADVERTISER	245-3074 (KAUAI New Bureau)
THE GARDEN ISLAND	245-3681
HONOLULU STAR BULLETIN	245-7676

Tsunami

Kai pii/kahinalii

During the Crisis Teacher/Staff Responsibilities:

Oiai ka wa popilikia oke kuma kula/kuleana oka poe hana:

1. Turn on radio/TV for Emergency Alert System Announcements.
2. Hoa ika lekio/kiwi noka makaala ika hoolaha popilikia.
3. Report to school unless otherwise advised.
4. Hoike ike kula ina aole olelo ao, aka nae.
5. Secure loose items, unplug power to electrical sources, and protect vital records and equipment.

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6. Hoopaa ina poe mea alu, wehe ika palaka uwila, hoopakele ina pepa ano nui, ame ma kuleana lako.
7. Keep students calm and engaged in quiet activity.
8. Malama ina kamalii, hoomalie a hoonanea iloko okahi oihana maluhia.
9. Keep phone lines open to report injuries.
10. Malama ike kelepona, wehe ika laina noka hoike eha.
11. Release students to parents, if instructed by administration; have parent sign student out.
12. Hookuu ina kamalii ika makua ina olelo ka luna hana haawi ina makua e pulima nona keiki.
 - Students to go home via their usual mode of transportation.
 - Na kamalii hoi ikahale maluna o ko lakou kaa hali maamau.
 - Remaining students will go to designated area.
 - Na kamalii I koe kauoha ia e hele ma ka wahi I koho ia.
7. Secure your room, bring valuable items with you, and leave upon notification of Administration.

Hoopaa iko lumi lawe ina pono wai wai me oe, waiho ina hoike me ka luna hana.
8. The Civil Defense warning siren will be the signal for all classroom teachers and Staff.

Na ke kiwila palekana oeo e hoailona ina papa limi kula apau a mena kumu kula a me na poe hana.

9. If there are students in your classroom who are disabled or unable to walk or move, personnel will assist these students when evacuating begins.

Ina he kamalii maloko o kou lumi kula ua kina a hiki ole ke hele ai ole nee na ka poe hana e kokua ina kamalii no ka hoonee ana.
10. If immediate evacuation occurs: The teachers to whom the students are assigned at THAT TIME are responsible for them. Please account for all students by using your class list before leaving the classroom. Please carry your class list or roster when evacuating the campus. Take emergency cards, clipboard, allergy lists, scratch paper, pencil, yard duty kit and cellular phone (if have one).

Ina e hiki wawe mai ka hoonee ke kumu kula nana ke kamalii ika Manawa e kauoha ia ai oia kuleana oia no lakou. Oluolu helu ina kamalii apau maka hoohana ana iko lakou papa palapala mamua o ka haalele ana ika lumi kula. Oluolu e lawe I kau palapala papa helu kamalii ika Manawa hoonee ai mai ke kahua kula. Lawe ina palapala popilikia papa unii pepa peni na mea pono hana(keloaa hookah).
11. Walk with students to the intersection of Alae Road and Kekaha Road. Police will assist in stopping traffic for students to cross safely to Kokee Road. You will then lead students to staging area pass the traffic signal. Remain there until instructed by administrator.

Hele Wawae me na kamalii iko ka huina alanui o alae me ke alanui o kekaha. Na ka makai e kokua paa ike kaa nona kamalii e hele ma kela aoao oke alanui o kokee meka

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maluhia. Nau no e alakai aku ina kamalii a hoohui makekahi wahi no lakou e kaha ai ika hoailona ala hele.

During the Crisis, Administrative Responsibilities:

Oiai ka wa popilikia/ke kuleana oka luna hoohana:

1. Turn on radio for emergency broadcast system announcements.
2. Hoa ika lekiio noka hoolaha hoike popilikia.
 - Designate a person to secure loose items, unplug power sources, and secure vital records and equipment.
 - Kuhikuhi ike kanaka e hoopaa ika poe mea alu wehe ika palaka uwila a hoopaa ina palapala ano nui apau am eke kuleana lako.
 - Follow School **Closure** procedures, if necessary.
 - Hahai ika pani kula hana ina pono.
 - Follow Civil Defense Procedures.
 - Hahai kiwila palekana hana.
 - Designate an area for remaining students.
 - Koho kuhikuhi I wahi noka koena kamalii.
 - Supervising adult to call parents of remaining students for pick up.
 - Na ka luna makua e kahea ina makua nona koena kamalii e kii mai ai.
3. Update employees.
4. Lawe hou ika hoike poe hana.
3. If immediate evacuation occurs, walk to the intersection of Alae Road and Kekaha Road. Police will assist in stopping traffic for safe crossing to Kokee Road. Walk to and remain in the staging area pass the traffic signal. Remain there until instructed by Administrator.

Ina hiki wawe ka haalele ana, hele ma ka huina alanui o alae am eke alanui o kakaha. Na ka makai e kokua ika hooku ana ike kaa me ka maluhia no ka hele ma aoao o ke alanui I kokee. Hele a noho ma ka wahi e kaa ai ke kuikui hoailona. Noho malaila a hiki ika wa e ao ia mai ai eka luna hooponopono.

After Crisis:

Mahope oka popilikia:

1. Assess damage/injuries
2. Helu poho ina eha.
3. Follow **Aftermath Plan**.
4. **Hahai a hoolaha ika hana mahope oka popilikia.**
5. Document the action plan.
6. Hoolala ika palapala hana.
7. Process report forms.
8. Hana ika palapala hoike.
9. Debrief with administration/GSB.
10. Ninau pokole meka luna hoohana.

**Emergency Plan
PAPA HANA POPILIKIA**

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**EMERGENCY PHONE NUMBERS
Helu Kelepona Popilikia**

Fire, Ambulance, Police Emergency Ahi, kaa lawe poe mai makai popilikia	911
Local Police (Non-Emergency) Koonei makai (ole popilikia)	241-6711
Department of Attorney General Keena oka loio kenelala	274-3222
Disaster Service Civil Defense Oihana kiwila palekana	241-1800
ASK 2000	275-2000
Crime Stoppers Mea hoopaa hewa	241-1887
Victim Assistance Kokua heana	
Domestic Violence Hotline Kuloko manao paa	245-6362
Sex Assault Crisis Line Pa kanaka hoeha laina ulia	245-4144
Child Welfare Service Lawelawe oihana noka pono ona keki	1-800-494-3991
Hazardous Materials/Poison Makau ina pono laau ino	911
Hazardous Material Leak or Spill Makau ina pono kulu ai ole hanini	1-808-586-4249
Poison Center Keena laau ino	1-808-586-4249
Environment Concern Hotline Laina kuleana nohona	527-5091

**Emergency Plan
PAPA HANA POPILIKIA**

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**Disaster Assistance
Kokua popilikia**

American Red Cross 245-4919
Kea ulaula o amelika

**Temporary Restraining Order
Hoopaa kauoha no ka Manawa pokole**

Family Court 245-3350
Aha hookolokolo ohana

Civil Court 246-3303
Kiwila hookolokolo