



Tropical Storm/Hurricane Procedures

Tropical Storm or Hurricane Watch

When a tropical storm or hurricane watch is issued for the Island of Oahu, Voyager PCS will follow the recommendations of the Honolulu County Civil Defense if school closure is recommended. Even if closure is not required by Civil Defense, Voyager PCS may decide to close school if school administration determines that the weather makes road travel unsafe or threatens the safety of the students, staff or school families.

Should high winds and heavy rains develop while school is in session, the school will take the following action:

1. Teachers will be notified in person, or one long continuous ring of the school bell will announce stormy day alert.
2. Students will assemble in their classrooms, where teachers will account for all students.
3. Teachers will keep students indoors and limit trips to bathroom (emergency only).
4. All windows will be closed.
5. Teachers will review “drop and tuck” procedures with students (crouch down on elbows and knees with hands over the back of the head).
6. Teachers and students will remain in the classroom until notified by a school staff.
7. Before leaving at the end of the day, school administration will assess if it is safe to lead students out of the room. If it is not safe, students will stay in classroom. It is not safe if there are high winds and objects blowing around that might hit a student or blow student down.
8. At the end of the day at dismissal time, if it is safe to leave but it is raining hard:
 - The teacher will get students prepared to walk quickly to parking lot to wait for parents to arrive and pick up.
 - Students will use covered routes as much as possible to keep dry.
 - When possible, students will wait in the classroom for notice that a parent has arrived to pick up student.
 - Teachers will stay with their class until all of the students have been picked up.
 - Teachers will report to the office that all the students in their class have left the campus.

Tropical Storm/Hurricane Protocols

9. If needed, school personnel may be instructed to unplug all electronic equipment from the wall in classrooms and offices. This includes the server, router, phone system, fax and copy machines in the office. Unplugging equipment from the wall ensures that electrical brownouts and lightning strikes cannot reach through the wall outlet and surge protector to the equipment.

Hurricane Warning

Closure of the school will be scheduled immediately after the issuance of hurricane warnings or specific evacuation advisories for this area. The timing of the closure will generally coincide with the end of the normal school day. If this is not possible and the situation is more critical, an automated telephone message will be activated and parents will be notified to pick up their child(ren) as soon as possible.

Communication

The Voyager Public School Principal will send out information to parents and community that school will not be in session until the hurricane has passed or the “warning” has been lifted via the following channels:

- Twitter @VoyagerPCSHI
- Facebook <https://www.facebook.com/VoyagerPublicCharterSchool>
- Voyager Public School Website www.voyagerschool.com
- Via telephone using School Reach
- Email Blast

All buildings on campus will be closed. Windows will be secured as much as is possible. Items that can be carried by the wind, such as garbage containers and light benches, will be placed indoors. Items that cannot be placed indoors will be secured as much as is possible. Electronic equipment in all classrooms and offices needs to be turned off and unplugged from the wall. This includes the server, router, phone system, fax and copy machine. At the end of the workday, staff in every office will secure vital records to the greatest extent possible.