



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org
www.saipansdaschool.org

Emergency Preparedness, Response, and Recovery Plan

Physical Address: 3206 Chalan Kiya Drive, Chalan Kiya, Saipan, MP 96950

Mailing Address: P.O. Box 501063, Saipan, MP 96950

Primary Contact: Yeon Ho Song Contact Number: (670) 785-1155

Alternate Person: Virle Shay P. Gayatin Contact Number: (670) 789-7584

Updated as of: **August 19, 2026**

Table of Contents

I. Brief Purpose of the Plan	PAGE 4
Primary Emergency Phone Numbers	PAGE 4
Date this Plan is Completed/Reviewed	PAGE 5
II. Staff Assignment During Emergency	PAGE 5
Primary and Alternate Contacts	PAGE 5
Transportation	PAGE 6
Brief Description of Each Staff Responsibility	PAGE 6
III. Disasters Likely to Occur Around the Area	PAGE 10
IV. Preparedness Plan	PAGE 11
Narratives to Explain Clearly the Evacuation Procedure	PAGE 11
In-Place Evacuation Procedure	PAGE 11
On-Site Evacuation Procedure	PAGE 11
Off-Site Evacuation Procedure	PAGE 11
Vertical Evacuation Procedure	PAGE 12
Emergency equipment needs to be purchased	PAGE 13
Training attended by staff related to emergency preparedness	PAGE 13
Emergency Plan/Layout	PAGE 13
Emergency Kit/tools/supplies List	PAGE 14
Emergency Evacuation Procedures for Non-Ambulatory Children	PAGE 15
Emergency & Disaster Log sheet	PAGE 15
Mitigation Plan	PAGE 17
Emergency Power Sources	PAGE 17
Emergency Water Sources	PAGE 18
V. Response Plan	PAGE 18
Communication Procedure	PAGE 18
Transportation Procedure	PAGE 18
Process of Notifying Parents	PAGE 19
Alternate Location to Operate	PAGE 19
Family Reunification	PAGE 19
Summary of Staff Duties	PAGE 19
VI. Recovery Plan	PAGE 20
Alternate Site	PAGE 20
Operating Daycare Elsewhere/Staffing	PAGE 20
Timeframe to the Normalcy of Daycare Operation	PAGE 20
VII. Attachments	PAGE 20
Staff Roster with Contact Numbers	PAGE 20
Children Roster with Age Information/ Parents' Contact Numbers	PAGE 21-22
List of Available Vehicles in Case Off-Site Evacuation	PAGE 22
Parent Notification Procedure	PAGE 23
Family Reunification Procedure	PAGE 25
Child Emergency Card Template	PAGE 27
Student Release Form Template	PAGE 28

Guidelines on Responding to Emergencies/Disasters	PAGE 28
Fire Emergency Procedure	PAGE 29
Earthquake Emergency Procedures	PAGE 30
Lock Down Emergency Procedures/Active Shooter on School Site Procedures	PAGE 31
Flash Flood/Storm Surge Emergency Procedures	PAGE 32
Tsunami Warning Emergency Procedures	PAGE 33
Severe Thunderstorm Emergency Procedures	PAGE 34
Typhoon Preparedness Plan	PAGE 35
Glossary	PAGE 37

I. Brief Purpose of the Plan

The purpose of this Emergency Preparedness, Response, and Recovery Plan (EPRRP) is to:

- ensure the safety of students and personnel;
 - communicate effectively with staff, parents/guardians, and students;
 - provide timely and coordinated emergency support to the school;
 - protect school property, assets, and vital records; and
 - maintain continuity of mission-critical services and support operations.
-
- **In-Place Evacuation – Remaining in a safe indoor location until authorities issue an “All Clear” or direct occupants to evacuate.**
 - **On-Site Evacuation – Moving occupants to a designated safe area on the school premises without leaving the campus.**
 - **Off-Site Evacuation – Moving occupants to a designated alternate location when the school premises are unsafe or when directed by authorities.**
 - **Vertical Evacuation – Moving occupants to higher ground or another designated elevated safe area to avoid hazards such as flooding, storm surge, or tsunami.**

Primary Emergency Phone Numbers

Title/Agency	Contact Name	Phone Number
ALL Emergencies		911
Homeland Security and Emergency Management	Joey Dela Cruz	(670) 285-4736
DPS Police		(670) 664-0911/6017
Department of Fire and Emergency Medical Services		(670) 664-9003/9178
Commonwealth Utilities Corp.		(670) 664-4282
Commonwealth Health Center		(670) 234-8950
Ambulance Service		(670) 664-9003
American Red Cross – NMI		(670) 234-3459
Department of Public Works		(670) 235-9570
Child Care Licensing Program	Gordon Salas	(670) 783-8599
Division of Youth Services		(670) 287-2851
Bureau of Environmental Health		(670) 664-4870
CCDF Program Director	Gordon Salas	(670) 664-2572
CCDF Administrative Officer	Vince Rabauliman	(670) 664-2575/76
EPRRP Lead Person	Yeon Ho Song	(670) 785-1155
Electrical Contractor	Oscar Erni	(670) 989-3291

Plumbing Contractor	Oscar Erni	(670) 989-3291
Mechanical Contractor	Jeff Elliott	(670) 285-5333
Pest Control Contractor	PROTECH	(670) 285-4748
Governor's COVID-19 Task Force		(670) 287-0046/0489
CHCC COVID-19 Hotline		(670) 285-1672/1854

REVIEWED & REVISED DATES

Dates Completed/Reviewed/Revised	Person-in-Charge	What was revised? (if any)

II. **Staff Assignment During Emergency**

The Director is responsible for the overall implementation of this Plan during an emergency.

Primary and Alternate Contacts:

Position/Designation	Name	Contact Number
Primary Contact Person/Director	Yeon Ho Song	(670) 785-1155
Alternate Primary Contact Person	Virle S. Gayatin	(670) 789-7584
First Aid Attendant	Evelyn Crisostomo	(670) 483-3478
Toddler Attendant	Hyo Sun Chin	+8210-3569-3605
Preschool Attendant	Charito Restauro	(670) 785-7557
Pre-K Attendant	Cee Jay Ordanza	(670) 785-0070
Before/After School Attendant	Tina Anglin Vand Axel Ross Geronimo Joelyn Varona Jae-Yong Lee Alissa Stafford Sarah Cole Ernesto Martinez Mateo Green	(670) 287-6385 (670) 785-0061 (670) 785-2548 (423) 464-3488 (509) 571-0210 (208) 416-8619 (209) 765-3128 (909) 353-5214

Child Care Aide/Asst. Teacher	Saioko Manuel Rosita Caluya Liah Wabol Jensen Fred Visitacion Fitial	(670) 783-1065 (670) 588-3420 (670) 989-0901 (670) 838-5744 (670) 285-2149
-------------------------------	--	--

Transportation

The following vehicles and designated drivers may be used during an emergency:

Name	Contact Number	Vehicle and Plate Number
Van Axel Ross Geronimo	(670) 785-0061	Toyota Tacoma A371
Mateo Green	(909) 353-5214	Toyota Yaris ACU288
Ernesto Martinez	(209) 765-3128	Toyota Yaris ACX677
Virle S. Gayatin	(670) 789-7584	Mazda CX-9 ADB400
Yeon Ho Song	(670) 785-1155	Toyota Sienna ADS183

Brief Description of Each Staff Responsibility

Yeon Ho Song	The Center Director (Evacuation Chief) is responsible for working with all government agencies in emergency planning, preparation, and implementation of the Center's EPRRP procedures. <u>Pre-evacuation duties:</u> • Communicate to parents and staff all emergency evacuation procedures. <u>Evacuation duties:</u> • Call 911 – notify emergency services of the evacuation meeting point. • Gather attendance records • Gather Emergency backpack with the Emergency Contact Folder and mobile phone • Gather rosters • Check visitor book to see if anyone is signed in • Check entire premises for persons left behind: all rooms in the Center, bathrooms, kitchen, and staff room. • Proceed to evacuation area • Check with all head teachers that all children are accounted for
--------------	---

Virle S. Gayatin	Next in Charge ● Assist the Director during an emergency, and in the absence of the Director, assume all responsibilities. 1. Assemble Children on the evacuation exit route. 2. Evacuate to the car park using the exit gate. 3. Do a roll call per class before each class boards the emergency vehicle or, in case of no emergency vehicle, before each class starts walking to the evacuation area. 4. Advise the Principal that all classes have been accounted for by saying “CDC All Clear” en route to the evacuation area. 5. At the evacuation area, call roll per class and inform the Principal. 6. If a child is missing, alert the Principal right away.
Hyo Sun Chin	Toddler 1. Assemble students in the evacuation area. 2. Headcount all children before exiting the room. 3. Check the bathroom, kitchen and other hiding areas. 4. Start to exit the room with one teacher at the front and one at the end. 5. Take Emergency Backpacks 6. Once everyone has evacuated the room, then close the doors and windows. 7. Follow your group of children at the end of the line to the evacuation exit area. 8. Evacuate to the car park using the exit gate. 9. At the evacuation exit area, advise the Primary or Alternate Contact Person that the room has been checked by saying “Toddler All Clear”. 10. Do a roll call once on board the emergency vehicle. If no emergency vehicle is available, do a roll call before leaving the evacuation exit area. 11. Upon arrival at the designated evacuation area, call roll and inform the Primary or Alternate Contact Person that all students are accounted for. 12. If a child is missing, alert the Primary or Alternate Contact Person right away.

Charito Restauero	Preschool 1. Assemble students in the evacuation area. 2. Headcount all children before exiting the room. 3. Check the bathroom, kitchen and other hiding areas. 4. Start to exit the room with one teacher at the front and one at the end. 5. Take Emergency Backpacks. 6. Once everyone has evacuated the room, then close the doors and windows. 7. Follow your group of children at the end of the line to the evacuation exit area. 8. Evacuate to the car park using the exit gate. 9. At the evacuation exit area, advise the Primary or Alternate Contact Person that the room has been checked by saying "Preschool All Clear". 10. Do a roll call once on board the emergency vehicle. If no emergency vehicle is available, do a roll call before leaving the evacuation exit area. 11. Upon arrival at the designated evacuation area, call roll and inform the Primary or Alternate Contact Person that all students are accounted for. 12. If a child is missing, alert the Primary or Alternate Contact Person right away.
Cee Jay Ordanza	Pre-K 1. Assemble students in the evacuation area. 2. Headcount all children before exiting the room. 3. Check the bathroom, kitchen and other hiding areas. 4. Start to exit the room with one teacher at the front and one at the end. 5. Take Emergency Backpacks. 6. Once everyone has evacuated the room, then close the doors and windows. 7. Follow your group of children at the end of the line to the evacuation exit area. 8. Evacuate to the car park using the exit gate. 9. At the evacuation exit area, advise the Primary or Alternate Contact Person that the room has been checked by saying "Pre-K All Clear".

	10. Do a roll call once on board the emergency vehicle. If no emergency vehicle is available, do a roll call before leaving the evacuation exit area. 11. Upon arrival at the designated evacuation area, call roll and inform the Primary or Alternate Contact Person that all students are accounted for. 12. If a child is missing, alert the Primary or Alternate Contact Person right away.
Vand Axel Ross Geronimo Joelyn Varona Tina Anglin Jae-Yong Lee Alissa Stafford Sarah Cole Ernesto Martinez Mateo Green	Before/After School Assist the head teacher with the following procedures: 1. Assemble students in the evacuation area. 2. Headcount all children before exiting the room. 3. Check the bathroom, kitchen and other hiding areas. 4. Start to exit the outdoor play area or indoor play room with one teacher at the front and one at the end. 5. Take Emergency Backpacks. 6. Follow your group of children at the end of the line to the evacuation exit area. 7. Evacuate to the car park using the exit gate. 8. At the evacuation exit area, advise the Primary or Alternate Contact Person that the outdoor play area or indoor play room has been checked by saying "After School students All Clear". 9. Do a roll call once on board the emergency vehicle. If no emergency vehicle is available, do a roll call before leaving the evacuation exit area. 10. Upon arrival at the designated evacuation area, call roll and inform the Primary or Alternate Contact Person that all students are accounted for. 11. If a child is missing, alert the Primary or Alternate Contact Person right away.

Saioko Manuel/ Rosita Caluya/ Liah Wabol/ Jensen Fred/ Visitacion Fitial	Child Care Aide Assist the head teacher with the following procedures: 1. Assemble students in the evacuation area. 2. Headcount all children before exiting the room. 3. Check the bathroom, kitchen and other hiding areas. 4. Start to exit the room and stay at the front while the head teacher is at the end. 5. Take Emergency Backpacks. 6. Once everyone has evacuated the room, supervise the students while the head teacher closes the doors and windows. 7. Bring your group of children to the evacuation exit area. 8. Evacuate to the car park using the exit gate. 9. At the evacuation exit area, assist the head teacher in boarding all students to the emergency vehicle or, in the absence of an emergency vehicle, in preparation for walking to the designated evacuation site. 10. Assist in the roll call once on board the emergency vehicle. If no emergency vehicle is available, assist in the roll call before leaving the evacuation exit area. 11. Upon arrival at the designated evacuation area, assist in the roll call and make sure all students are accounted for. 12. If a child is missing, inform the head teacher to alert the Primary or Alternate Contact Person right away.
---	--

III. List All Human-Caused or Natural Disasters Likely to Occur

The following human-caused and natural hazards may affect the Center and surrounding area:

In Place	On-Site	Off-Site	Vertical
Active Shooting Earthquake Illness/Death Rainstorm/Flood Volcanic Alert	Fire Earthquake Illness/Death Rainstorm/Flood Volcanic Alert Typhoon Warning	Fire Earthquake Illness/Death Rainstorm/Flood Volcanic Alert Bomb Threat	Storm Surge Tsunami Rainstorm/Flood

		Typhoon Warning Storm Surge Tsunami	
--	--	---	--

IV. Preparedness Plan

The following procedures apply whenever an emergency requires evacuation. The Principal, or designated alternate, will direct and coordinate the evacuation.

There are four (4) types of evacuation as follows:

1. In-Place Evacuation Procedures:

Assigned staff: Principal and Classroom Head Teachers

- If outside, immediately move inside the Center and account for all students in care. If inside, immediately move inside the bathroom area and account for all students in care.
- Call 911, identify the name and address/exact location of the Child Development Center.
- Describe the emergency and state the Child Development Center is locking down.
- Provide intruder description and weapon(s), if known.
- All students and teachers will stay in the bathroom area while waiting for an all-clear signal from the Primary or Alternate Contact Person.
- Emergency bags will be available in the bathroom closets.

2. On-Site Evacuation Procedure:

Assigned staff: Principal and Classroom Head Teachers

- Take attendance list and children's emergency contact information folder.
- Evacuate the building using designated routes and report to the designated area.
- If the exit route is blocked, follow an alternate exit route.
- Take attendance at the designated area. Note any students who are not present and the reason.
- When finished, inform the Principal if all students are accounted for.
- The Principal will call 911, identify the name of the school, describe the emergency, state the Child Development Center is evacuating, and identify the location of the evacuation site.

3. Off-Site Evacuation Procedure:

Assigned staff: Principal and Classroom Head Teachers

Designated Off-Site Evacuation Location: Northern Marianas College

- Call 911, identify our school name, describe the emergency, state the SDA Child Development Center is evacuating, and identify the off-site evacuation location.
- Decide if it is safe for children to walk to the relocation or if transportation is required.
- Determine the appropriate pre-designated relocation site and make appropriate contact to gain access to that site.
- Teachers will take their attendance record, roster, and emergency phone lists.
- Close the classroom door and turn off lights.
- If the exit route is blocked, follow an alternate exit route.
- Take attendance at the designated exit area first. Take note of any children who are not present and the reason.
- Accompany children to the off-site evacuation location and continue supervision until family reunification.

4. Vertical Evacuation Procedure:

Assigned staff: Principal and Classroom Head Teachers

1. All students, teachers, and faculty (including building maintenance and groundskeepers) will come out of their room and area, then assemble in the chapel area by the exit gate. All electricals must be turned off and all doors locked (bottom lock). Likewise, building maintenance will shut off the main electrical supply box. *Students will not be allowed to go back in the school to use the restroom or get any items out of their classroom or lockers. An emergency bag should be carried by all school personnel. All school personnel should put on their yellow vest and use communication devices available to reassure clear lines of communication. Classroom head teachers should bring their emergency roster folder. Office personnel must supply an emergency number to all authorized registered parents and/or guardians.
2. After assembling in the chapel area exit gate, a roll call by classes will be taken by the Alternate Contact Person. All CDC classes will board available vans and/or authorized automobiles and will exit the school campus heading towards its designated evacuation area at the Northern Marianas College, driver designated as PE teacher or any other driver assistant who has no immediate classroom responsibility.
3. If no emergency vehicle is available, students and teachers will line up in order and walk towards the side gate at the back of the school. Then they will be guided through the area designated at the CUC sub-station awaiting command to cross the street. Upon crossing the street, students will be directed to their evacuation destination at Northern Marianas College.
4. Upon arriving at the designated evacuation area, schools are to supply the needs for their students, such as water, etc. Supervision will continue until family reunification.

Emergency equipment needs to be purchased:

- Communication Radios (Purchased)
- Yellow Vests for School Personnel (Purchased)
- Blue Vest for Principal (Purchased)
- Emergency Backpacks for School Personnel (Purchased)

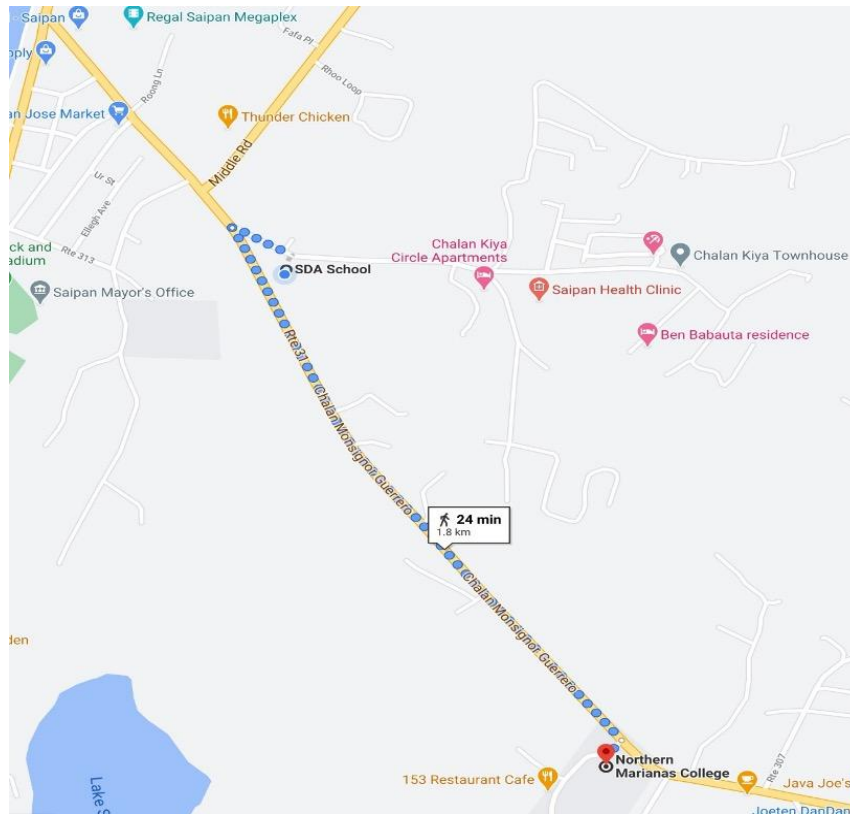
EPRRP-related training and drills attended or conducted by Center administrators and teachers:

- 1) Tsunami Drill - September 13, 2022 (With DPS, DFEMS, HSEM, and PSS)

**Saipan SDA Child Development Center
EMERGENCY EVACUATION PLAN**

In an emergency requiring off-site or vertical evacuation, including an earthquake followed by a tsunami warning, students and staff will proceed to the designated safe zone at Northern Marianas College.

- Keep a current class roster and student emergency contact information readily available at all times.
- If there is an earthquake, first protect yourself and your students. Drop, cover, and hold on. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover, but do not go through an area with more debris.
- When the shaking stops, if there are natural signs or official warnings of a tsunami, then move immediately to your safe zone.
- Proceed safely with your class to the Northern Marianas College grounds.
- If caught in the water, hold onto a floating object, if available.
- Listen to local alerts and authorities for information on areas to avoid and shelter locations.
- Maintain a classroom emergency communication plan, including a designated meeting location if the group becomes separated. When feasible, the school will send mass notifications with pick-up instructions after local authorities issue an “All Clear.”



Emergency Kit, Tools, and Supplies (Director's Responsibility)

Ready America Emergency Bag:

- sealed drinking water
- nonperishable food items
- hygiene kit (pocket tissue, cleansing towelettes, biohazard bags, & safety goggles)
- light sticks
- power station (flashlight, radio, siren, cell phone charger)
- work gloves
- nylon cord
- first-aid kit
- survival blankets and ponchos
- blankets
- students' roster
- whistle
- duct tape
- multi-function tool

Emergency Kit, Tools, and Supplies (Teacher's Responsibility)

Ready America Emergency Bag:

- sealed drinking water

- nonperishable food items
- hygiene kit (pocket tissue, cleansing towelettes, biohazard bags, & safety goggles)
- light sticks
- power station (flashlight, radio, siren, cell phone charger)
- work gloves
- nylon cord
- first-aid kit
- survival blankets and ponchos
- blankets
- students' roster
- whistle
- duct tape
- multi-function tool

Emergency Evacuation Procedures for Non-Ambulatory Children

Objective: To ensure the safe, orderly, and timely evacuation of non-ambulatory children during an emergency.

1. Preparation and Planning:

- **Designated Staff:** Assign one staff member to assist two non-ambulatory children.
- **Staffing:** Five staff members, including custodians and office staff, will be designated to help the toddler class.

2. Immediate Response:

- **Alarm Activation:** When an emergency alarm is triggered, staff must act quickly and calmly.
- **Identification:** Ensure all non-ambulatory children are identified and accounted for by their designated staff member.

3. Evacuation Steps:

- **Child Care:** Each staff member will assist two non-ambulatory children. Ensure the children are securely supported and guided.
- **Safety Route:** Staff will guide children to the nearest safe exit route, avoiding any obstructions. Follow the predetermined evacuation routes as detailed in the evacuation plan.

4. Evacuation Process:

- **Evacuation Order:** The Principal will give the evacuation order, and staff should follow it promptly.
- **Coordination:** Staff will work together to maintain communication and assist with the evacuation process.
- **Assembly Area:** Once outside, gather all non-ambulatory children and staff at the designated assembly area.

5. Post-Evacuation:

- **Accountability:** Conduct a headcount of all non-ambulatory children to ensure everyone is accounted for.
- **Medical Attention:** If any child requires medical attention, contact emergency services immediately. Provide any necessary medical information to the responders.

EMERGENCY AND DISASTER DRILL

Log Sheet

Date Practice	Type of Drill	Time Begin	Finish Time	No. of Adults	No. of Children	Materials/ Equipment Use	Person In Charge

**Emergency drills (e.g., lockdown and fire) will be conducted once each month.
Natural-disaster drills (e.g., tsunami and earthquake) will be conducted twice each year.**

Mitigation Plan

The following mitigation measures are intended to reduce the potential impact of emergencies and disasters:

- Identify hazards and risks.
- Develop plans to address specific hazards and risks.
- Identify necessary preventative strategies.
- Develop response plans.
- Implement corrective programs.
- Reassess hazards to determine whether corrective measures were effective.
- Make necessary adjustments in emergency/disaster plans.

The following checklist supports ongoing emergency and disaster hazard mitigation.

Safety Action Plan	Date and Comments
To prevent tilts or falls, secure all tall or heavy furniture to a wall.	
Unplug all electronic devices before exiting the room.	
Have the electrical system checked by a licensed electrician at regular intervals.	
Inspect exterior parts of the building and determine which areas need weatherproofing.	
Review insurance policies to verify coverage, limits, and exclusions.	

Emergency Power – In the event of a power outage during child care operating hours, the following procedures will apply:

- If there is a power outage, the school generator will switch on, and then the Principal will contact the local electricity supplier to determine the extent of the power loss and when the power supply is expected to resume.
- If the power failure is expected to continue for an extended period, contact the parents/guardians and request student pick-up. This period would be determined by the Principal based on local circumstances.
- At all times ensure children are kept away from hazards associated with power failure such as fallen power lines or damaged electrical equipment.
- The school's mobile phone will be available for use when landline is disabled.

Emergency Water Supply – In the event of a water outage during child care operating hours, the following procedures will apply:

- Immediately attempt to ascertain whether the water failure is due to a problem based on-site or if it is out of the school’s control.
- If the outage originates off-site, contact CUC for a status update and estimated restoration time.
- If the problem originates on-site, use the emergency water supply as appropriate. The Principal will promptly arrange for a qualified plumber to assess the problem and provide a repair estimate.
- If water cuts are not on-site and are expected to continue for an extended period, contact the parents/guardians to inform of school closure. This period would be determined by the Principal based on local circumstances.

V. Response Plan

Communication Procedure

School office personnel will first contact the appropriate emergency-response agency. The office will then notify families through the AeConnect and Illumine school management system. If evacuation is required, the message will identify the reunification site and anticipated pick-up timeframe. If power or internet service is unavailable, the office will use mass text messaging or other available communication methods to provide the same essential information.

Transportation Procedure:

- In the event of an evacuation, all students, except those in the Toddler class, will walk to Northern Marianas College. The Toddler class will be transported to safety using five school vehicles. Since the school is close to Northern Marianas College, the school vehicles may return to pick-up preschoolers if needed.
- For medical assistance, contact CHCC, DFEMS, and DPS. For fire emergencies, contact DFEMS and DPS. Northern Marianas College will serve as the alternate shelter.

- Alternate Site/Shelter – Northern Marianas College

Emergency Evacuation – Corresponding driver(s) information and the vehicle(s) to be used:

Driver Name (Staff)	Contact Number	Vehicle and Plate Number
Van Axel Ross Geronimo	(670) 785-0061	Toyota Tacoma A371
Mateo Green	(909) 353-5214	Toyota Yaris ACU288
Ernesto Martinez	(209) 765-3128	Toyota Yaris ACX677
Virle S. Gayatin	(670)789-7584	Mazda CX-9 ADB400
Yeon Ho Song	(670) 785-1155	Toyota Sienna ADS183

Process of Notifying Parents

School office personnel will notify families through the AeConnect and Illumine school management system. If evacuation is required, the message will identify the reunification site and anticipated pick-up timeframe. A mass text message will also be sent when appropriate. If no response is received, office personnel may contact parents/guardians by telephone to provide emergency and reunification information.

Alternate Center/Facility for Child Care Operations

If the current Center is determined to be unsafe or unsuitable for child care operations, the designated alternate facility is SDA Central Church on Quartermaster Road, Chalan Laulau, Saipan. Use of the alternate facility is subject to inspection and approval by the appropriate licensing and regulatory agencies.

Operating Child Care Services at an Alternate Site

Families will be informed of the alternate facility location, directions, drop-off and pick-up procedures, and the date on which services are expected to begin at the alternate site.

Family Reunification

The relocation site/area will be designated depending on the evacuation procedures to be done.

In-Place and On-Site Evacuation: Reunification Site: School Campus

Off-Site and Vertical Evacuation: Reunification Site: Northern Marianas College

Summary of Staff Duties:**Principal/Office Personnel:**

- Contact a government agency that can help in the emergency response.
- Contact parents regarding the emergency.
- Contact volunteers/government agencies if transportation is needed for evacuation.
- Make sure the reunification process is completed.

Classroom Teachers:

- Make sure to take the following items during evacuation:
 - Cell phones or school radio
 - Emergency Bags
 - Student roster folder with parents'/guardians' contact information
- Only release children to authorized persons after checking proof of identity.
- Instruct parents/guardians to leave the site once they have signed out their children.
- Children and parents/guardians will be notified of the reunification procedures in advance.

VI. Recovery Plan

Alternate Site – SDA Central Church, Quartermaster Road, Chalan Laulau, Saipan

Emergency Child Care Operations/Staffing – Following an emergency, the Principal will meet with staff to assess personnel availability and facility conditions. In consultation with classroom head teachers, the Principal will determine whether operations can safely resume at the current location or must move to the alternate site. If relocation is required, the school will obtain permission to use the alternate site and secure all required inspections and licensing approvals before reopening. Classroom teachers will prepare assigned spaces for operation. If staffing levels permit, the regular staff schedule will resume.

Estimated Timeframe for Resuming Normal Operations:

- **Minor Damage** – approximately 3–7 days
- **Major Damage** – approximately 14–28 days
- **Severe/Total Damage** – approximately 1–2 months

VII. Attachments

1. Staff Roster with Contact Number

Yeon Ho Song.....(670) 785-1155
Virle Gayatin.....(670) 789-7584
Hyo Sun Chin.....+82 10-35693605
Charito Restauero.....(670) 785-7557
Cee Jay Ordanza.....(670) 785-0070
Visitacion Fitia.....(670) 285-2149
Liah Wabol.....(670) 989-0901
Rosita Caluya.....(670) 588-3420
Jensen Fred.....(670) 838-5744
Eva Awitan.....(670) 789-4273
Saiko Manuel.....(670) 783-1065
Evelyn Crisostomo.....(670) 483-3478
Vand Axel Ross Geronimo.....(670) 785-0061
Joelyn Varona.....(670) 785-2548
Tina Anglin.....(670) 287-6385
Jae-Yong Lee.....(423) 464-3488
Alissa Stafford.....(509) 571-0210
Sarah Cole.....(208) 416-8619
Ernesto Martinez.....(209) 765-3128
Mateo Green.....(909) 353-5214

TEACHERS AND ASSIGNED AGE GROUPS

Toddlers	Hyo Sun Chin/Liah Wabol
Preschool	Charito Restauro/Rosita Caluya
Pre-K	Cee Jay Ordanza/Jensen Fred
Before/After School	Vand Axel Ross Geronimo/Joelyn Varona/Tina Anglin/Jae-Yong Lee/Alissa Stafford/Sarah Cole/Ernesto Martinez/Mateo Green
Floater	Visitacion Fitial Saiko Manuel

2. Children Roster, Age, and Parent Contact Information

Toddlers (12)											
Last Name	First Name	Middle Name	Age	Mom	Mom's H	M Cell	M Work	Dad	Dad's H	D Cell	D Work
1	CCDF-Asao	Zoey Jaymer	1	Sandy Asao	789-1877	0	664-3901/02				
2	Sakisat	Lila Rayne	1	Suah Sakisat		783-7924	234-8950	Melvin Wayne Sakisat Jr.		285-0555	
3	CCDF-Tilipao	Emika Dayjah	1	Mayuko Juliana Nakamura Arriola		285-8133		Alupiang Jonathan Sablan Tilipao		285-8132	
4	Tudela	Josiah Haru	2	Su Jung Tudela	989-3336 (auntie)	788-8022		Peter John Tudela			
5	Tang	Kayne	2	Xiao Lei Nie	286-0077	989-2806		TingJian Tang		287-8866	
6	Tan	Eric	2	Tianjiao Liu		783-8698		Jiaxin Tan		588-6836	
Preschool (15)											
Last Name	First Name	Middle Name	Age	Mom	Mom's H	M Cell	M Work	Dad	Dad's H	D Cell	D Work
1	Albert	Cahliya Elizabeth	3	Marria Albert	235-1291	284-0025		Clinton Albert	235-1291	783-6575	
2	Blanco	Constanca Avyanna	3	Qiaifei Wei Blanco		588-3570		Harry Camacho Blanco		483-5716 / 588-1849	323-1849
3	Jinna	Ben Jeffery	2	Wina Kios		789-0174		Rolton Jinna		789-0174	
4	CCDF-Pangelinan II	Tom	3	Kayla Dee Manglona Atalig		285-9394	237-3763	Tom Torres Pangelinan		285-0730	
5	CCDF-Raymond	Luka Stone	3	Tamleen Ada	288-0702	484-8269	235-9090	Kenner Raymond		788-5582	322-2706
6	Sanchez	Jeremiah Grey	3	Ericka Sanchez		287-9503	237-3542	Jonathan Sanchez		989-9426	237-3542
7	Torres	Jordan Luke	2	Lenny-Lyn Torres		671-678-6999		Jesse David Torres		671-688-5118	
Pre- Kindergarten (18)											
Last Name	First Name	Middle Name	Age	Mom	Mom's H	M Cell	M Work	Dad	Dad's H	D Cell	D Work
1	Aldan	Theodore Victor	4	Nyamkhuu Aldan	588-4936	588-4936		Vincent Wesley Aldan	588-4936		235-4199
2	Aquino	Taylor Hyerin	4	Hyunhwa Aquino		783-5213	288-8680	Sixtus Aquino		285-8135	664-9004
3	CCDF-Goomtam	Ariah	4	Maureen Goomtam		286-8692	322-1201/2/3				
4	CCDF-Cabrera-Hill	Saniyah Franchesca	4	Leyanna Marie L. Cabrera		287-5429					
5	Jin	Ayana Ysabelle	4	Kimberly Anne Jerusalem		989-5183		Hexiu Jin			989-6670
6	CCDF-Kileleman	Blake Peter	4	Maria Camacho	234-6116	287-1834	237-3710	Shaun Kileleman	234-6116	788-6116	234-8950 / 236-8745
7	CCDF-Raymond	Rhea Lei Limwarelitip	4	Tamleen Ada	2880702	4848269	2359090	Kenner Raymond	2880702	7885582	
8	CCDF-Taitano	Micah Tano	4	Anrita L. Benavente	285-8566	285-8566		Jovano Q. Taitano	783-1088	783-1088	
9	Tenorio	Susana Rufina	4	Geraldine D. Tenorio	233-1082	989-3055		Juan Diego V. Tenorio	233-1082	989-6556	287-4401
10	Torres	Jesse John	4	Lenny-Lyn Torres		671-678-6999	670-2359089	Jesse David Torres		671-688-5118	
11	Khang	Audrey	4	Xiangshan Cui		285-1515	235-2222	Paul Sung-Mo Khang		989-9897	

KINDERGARTEN													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	CCDF-Cabrera-Hill	NyLani RyLeigh		K	9/10/2021		287-5429					Leyenne Marie L. Cabrera	
2	CCDF-Cabrera-Hill	SeRai Genise		K	10/13/2020		287-5429					Leyenne Marie L. Cabrera	
3	Dela Cruz	Mason Manuel	Sablen	K	7/7/2021	322-5883	783-5725	237-8802		287-5842		Monique Boyer Sablen	Shawn Dela Cruz
4	CCDF-Jinna	Kochi Laito	Kios	K	4/22/2021		789-8939	789-8939			Wina Kios	Rolton Jinna	8058 SVRB, Kobler
5	CCDF-Kwon	Taejun Jace	Deleon Guerrero	K	5/28/2021		287-0454	285-5599		287-9013	285-3814	Krisae Mae Gose Deleon Guerrero	Dixon Kwon
6	CCDF-Miller	Lucas	Sun	K	12/29/2020	989-1989	989-1989		322-1234	989-7890		Qi Sun	Joe Wang Miller
7	CCDF-Saklat	Ronan Xayne	Cho	K	10/12/2021	783-7924	234-8950	783-7924	234-8950		285-0555	Suah Saklat	Melvin Wayne Saklat Jr.
8	CCDF-Salas	Olivia Mai	Tietano	K	9/17/2021		588-7356	287-8704		588-8529		Belmyn Lopez Tietano	Mario Agulto Salas Jr.
9	CCDF-Shen	Muran	Rhesa	K	9/4/2021		789-8228	235-0218				Jiang Yang	Li Shen
10	CCDF-Selepeo	Cell Joel	Romolot	K	2/18/2021	783-3478	783-3478			783-2145		Foster Evelyn Chiscotomo	Calisto Chiscotomo
1st Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	CCDF - Agulto	Ivan Martin	Diaz	1	3/30/2020		788-3420			783-7737		Ann Margaret Camacho Diaz	Ise Joseph Agulto
2	CCDF-Emul	Noa Darling		1	3/30/2020		789-1877					Bendy Asao	
3	Deleon Guerrero	Rylee	Remedio	1	12/31/2019	USA(819) 885-8923	783-5533			783-8817		Dewery Babaute	Jesse Joshua Deleon Guerrero
4	CCDF-Glinthad	Leutiana Jee	Rimang	1	8/10/2020	288-2338	285-0483	234-8323		286-0370		Laure Glinthad	
5	CCDF-Jinna	Jebon Speed	Kios	1	10/10/2019		789-8939			789-8939		Wina Kios	Rolton Jinna
6	CCDF-Leon Guerrero	Zoe Nien	Zhu	1	11/8/2019		789-8888	234-8088		287-7282	235-8200	Hongjian Zhu Leon Guerrero	Scott Alvin Camacho Leon Guerrero
7	CCDF - Liaue	Bentley Zayne	Nortie	1	8/9/2020	258-2733	588-2733	237-8757		483-8874		Belinda Carla Agulto Nortie	Bernardo Daniel Mori Liaue
8	CCDF-Onr	Isaiah Orlando Conrad		1	9/11/2020		287-8385					Tina Anglin	
9	CCDF-Saklat	Melvin Wayne III	Camacho	1	3/10/2020		783-7924	234-8950		285-0555		Suah Saklat	Melvin Wayne Saklat Jr.
10	Sun	Tina	Tienyu	1	3/21/2020		588-3888			588-3999		Ying Liu	Xiaoming Sun
11	Tudela	Olivia L'hale	Jeng	1	1/4/2020	989-3338 (kurdie)	788-8022					Sujung Jeng Tudela	Peter John Castro Tudela
12	CCDF-Tuxun	Ryder	Breyden	1	5/27/2020		288-8892	322-1201/203				Maureen Goomben	
13	Ayala Gutierrez	Rafina		1	3/17/2020		287-1382			287-1382	234-8323	Reyna Lizeb Gutierrez Gonzales	Daniel Ayala Gallegos
2nd Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	Alden	Owensvire Marlene	Tsweenjergal	2	7/28/2019	588-4938	588-4938		588-4938		235-4199	Nyenkhuy Alden	Vincent Alden
2	Bianco	Hamilton		2	9/5/2019		588-3570		483-5718	588-1848	323-1849	Glafel Wei Bianco	Henry Camacho Bianco
3	CCDF-Felix	Euan Andrei	Benevidez	2	4/29/2019		483-3758	235-2853		483-3283	235-2853	Alene Felix	Eufonio Felix
4	CCDF-Goomben	Aaina	Mae	2	1/12/2019		286-8892	322-1201/203				Maureen Goomben	
5	Li	Owen		2	10/26/2018	989-8870	285-0718			783-1234		Xingqi Jin	Xiangzhe Li
6	Malin	Pelagie	Sheng	2	1/11/2019	Ms. One - 838-0488	789-2999	588-4440		989-2400 / 788-3381		Yanjie Sheng Malin	Christopher Scott Malin
7	Pangellman Jr.	Peter Damien	Lu	2	7/23/2019	235-8852	483-3188	234-3928	235-8852	783-0025		Lucy Yunyuan Lu Pangellman	Peter Jos Leon Guerrero Pangellman
8	Shen	Felix	Wu	2	4/19/2019		285-8388			783-8888		Rushong Wu	Chonghao Shen
9	Wlee	Jermia Holuani	Sachiko	2	5/21/2019		989-8898	235-0132		288-8898	235-8175	Jaymie Kande	Joshua Wlee
	Sablen	Callie Raighn	Mercl	2	01/23/2019	488-0222	488-0222			483-5739		Rhned Mercl	Richard Nortie
3rd Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	Albert	Clayton Dean	Caugdan	3	8/15/2018	235-1291	284-0025		235-1291	783-8575		Marla Albert	Clinton Albert
2	Chiscotomo	Callamlyn Reina	Selepeo	3	10/01/2018	Evelyn 483-3478				783-2145		Guarden Evelyn Chiscotomo	Calisto Chiscotomo
3	Glenn	Kelena Lavon	Ayayu	3	1/30/2018		588-0428	235-8781		783-1432		Natalie Mable Glenn	James Robert Glenn
4	CCDF-Kan	Mathlyn Mariana	Widel	3	08/01/18		284-2888				233-3238	Liah Widel	Matt Kan
5	CCDF-Leon Guerrero	Emma Nika	Zhu	3	3/28/2018		789-8888	234-8088		287-7282	235-8200	Hongjian Zhu Leon Guerrero	Scott Alvin Camacho Leon Guerrero
6	Mufa	Daighton Frank	Cabrera	3	10/22/2017	235-7807	287-9912	234-8950	235-7807	287-7807		Daisy Cabrera	Franklin Mufa
7	Yu	Alan Jiankun Wang		3	10/27/2017	234-2978	483-8085			287-7348		Yuyu Wang	Jingyang Yu
4th Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	CCDF-Felix	Eulene Andrea	Benevidez	4	7/25/2017		483-3758	235-2853		483-3283	235-2846	Alene Felix	Eufonio Felix Jr.
2	CCDF-Jinna	Elizer	Lain	4	12/24/2015		789-8939			284-2784		Wina Kios	Rolton Jinna
3	CCDF-Santiago	Averick Theo	Dela Cruz	4	4/10/2017	235-1419	989-4340	235-8090		287-9880		Janelle Dela Cruz Santiago	Franz Decene
4	Wlee	Jordan Keldiani	Michiko	4	11/8/2016		989-8898	258-0132		288-8898	235-8175	Jaymie Kande	Joshua Wlee
	Sablen	Riley Shay	Mercl	4	04/20/2017	488-0222	488-0222			483-5739		Rhned Mercl	Richard Nortie
5th Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	Agulto	Isaiah Vincent	D	5	1/23/2018		788-3420			783-7737		Ann Margaret Camacho Diaz	Ise Joseph Agulto
2	Ayayu	Hanalei Moana		5	4/28/2018		588-0428	235-8781		783-1432		Natalie Mable A. Glenn	James Robert Glenn
3	CCDF-Emul	Henry Wallace	Asao	5	7/18/18		789-1877					Bendy Asao	
4	Li	Jiyuan		5	7/18/2018	234-0803	285-0718			783-1234		Xingqi Jin	Xiangzhe Li
5	CCDF-Zhu	Jasper	Shi Xian	5	3/7/2015		789-8888	234-8088				Hongjian Zhu Leon Guerrero	
6th Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	Alcantara	Chericky Danyel	De Guzman	6	7/30/2015	235-2423			235-2423	287-8288	235-8004	Cherry Ann DG Alcantara	Dominic A. Alcantara
7th Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	Alcantara	Cherica Dyanne	De Guzman	7	2/14/2014	235-2423	288-9977	234-8323 ext.1002		989-0619	234-7831	Arcelia T Alcantara	Danilo M. Alcantara
2	CCDF-Awtan	Lillian Evel	Allovide	7	5/22/2014	234-8425	288-9738	234-7328	234-8425	789-1944		Eva Awtan	Raul Awtan
3	George	Victoria Ritica	Oubou	7	4/18/2014	288-7221	288-9388		288-7221	789-7891	287-3753	Mika George	O'Ricobert George
4	CCDF - Liaue	Bri'ana Josephine	Nortie	7	8/22/2014	258-2733	588-2733	237-8757	258-2733	483-8874	237-8757	Belinda Carla Agulto Nortie	Bernardo Daniel Mori Liaue
5	CCDF-Salas	Mybah Jan		7	8/27/2014		588-7356	287-8704		588-8529		Belmyn Lopez Tietano	Mario Agulto Salas Jr.
6	Sukerpong	Wuttipol		7	3/12/2014	788-3000	285-3000	323-3000			323-3000	Verhane Sukerpong	Wuttiford Sukerpong
7	Yamaguchi	Hannah	Ishiwata	7	8/10/2013	488-1033	588-0227	588-0227	488-1033	483-7633		Tomoko Yamaguchi	Jun Yamaguchi
8th Grade													
	Surname	First Name	Middle	GR	B-DAY	Mom's H	M Cell	M Work	Dad's H	D Cell	D Work	Mom	Dad
1	Babaute	Arise Jade	Cepede	8	12/31/2012		285-2378	884-8524		285-5838	884-2123	Bernice Babaute	Lufa Don Babaute
2	CCDF - Liaue	Bernardo Daniel Jr.	Nortie	8	5/18/2013	258-2733	588-2733	237-8757	258-2733	483-8874	237-8757	Belinda Carla Agulto Nortie	Bernardo Daniel Mori Liaue
3	Restauero	Pamela Carrie	Rivera	8	8/7/2013	233-0029	785-0516	234-7328	233-0029	785-7557	234-7234	Paulo Restauero	Charlo Restauero

3. List of Vehicles Available for Off-Site Evacuation

- School Van
- School Blue Yaris
- School White Yaris
- School Pick-up Truck
- Staff Vehicle Mazda CX-9



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

Parent Notification Procedure:

Date: _____

Dear Parents/Guardians,

In the event of an emergency, the school will use the following procedures to communicate timely and accurate information to families:

1. The school office personnel will send a message to you via the AeConnect and Illumine school management system regarding the emergency. If evacuation is needed, we will inform you of the reunification site and pick-up duration. We will also send a mass text message regarding the emergency. Please make sure that your emergency contact information in your child's registration form is updated. If no response is received from both messages, the school office personnel will call parents via the school's mobile phone to inform them of the emergency, the reunification process, and the pick-up duration.
2. If advance notification is possible, we will also be posting notices on the school's Facebook page. Please make sure to follow Saipan Seventh-day Adventist School (@sdaschoolsaipan) for announcements.
3. **Please avoid calling the Center during an active emergency unless specifically instructed to do so. Keeping telephone lines available is essential for emergency communications. Families may respond through AeConnect or Illumine app or reply to the school's text message, and staff will respond as soon as circumstances permit.**

Transportation Procedure - Please do not come to the school or the alternate destination until instructed to do so. It may be necessary to keep the streets and parking lots clear for emergency vehicles. In the event emergency pick-up is needed, we will send out a message regarding the type of emergency, the reunification location, and the pick-up duration.

In the event that emergency evacuation is needed to the designated off-site evacuation location, we will use the following transportation procedure:

- **Toddler Class:** The Toddler class will be transported to safety using five school vehicles.
- **Preschoolers:** Since the school is close to Northern Marianas College, school vehicles may return to pick-up preschoolers if needed.
- **All Other Students:** All other students will walk to the designated off-site evacuation location at Northern Marianas College.

Evacuation - If evacuation is required, children may be transported to the following locations depending on the emergencies:

- a. **In-place** - Active Shooting, Earthquake, Illness/Death, Rainstorm/Flood, and Volcanic Alert.
 - **Time to complete evacuation: 3 minutes**
 - **Pick-up Time:** After the Principal gives the “All Clear” signal
 - **Reunification Site:** school campus
- b. **On-site** - Fire, Earthquake, Illness/Death, Rainstorm/Flood, Volcanic Alert and Typhoon Warning.
 - **Time to complete evacuation:** 3 minutes
 - **Pick-up Duration:** 30 minutes
 - **Reunification Site:** school campus
- c. **Off-site** - Fire, Earthquake, Illness/Death, Rainstorm/Flood, Volcanic Alert, Bomb Threat, Typhoon Warning, Storm Surge, and Tsunami.
 - **Time to complete evacuation:** 15 minutes
 - **Pick-up Duration:** 30 minutes
 - **Reunification Site:** Northern Marianas College
- d. **Vertical** - Storm Surge, Tsunami, and Rainstorm/Flood.
 - **Time to complete evacuation:** 15 minutes
 - **Pick-up Duration:** 30 minutes
 - **Reunification Site:** Northern Marianas College

Child Release: A child will be released only to a parent/guardian or an authorized pick-up individual listed on the emergency roster, following identity verification. Families are responsible for keeping emergency contact and authorized pick-up information current.

The school will obtain emergency information from appropriate authorities, communicate verified information to families, and advise families when the EPRRP has been activated. Please become familiar with the emergency procedures and reunification sites described in this Plan. Thank you for your cooperation.

Sincerely,

Yeon Ho Song
Principal

Acknowledged:

- Name of Parent/Guardian: _____
- Signature: _____
- Date: _____



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org
www.saipansdaschool.org

Family Reunification Procedure

Date: _____

Dear Parents/Guardians,

To reunite children with their parents/guardians or other authorized adults as safely and efficiently as possible after an emergency, the school will follow the procedures below:

1. **RELEASING OF CHILDREN:** We will follow the list of authorized pick-up individuals from the emergency roster and confirm before the child is released.
2. **PRESENTATION OF VALID PICTURE I.D.:** The authorized pick-up individual will be asked to present a valid picture I.D. to confirm their name from the emergency roster.
3. **ASSIGNED STAFF VERIFIES PRESENTED DOCUMENTS with CENTER'S DOCUMENTS:** Each head teacher and their assistants will verify the documents presented with the school documents.
4. **Parents will be required to sign for the release of the child. We will follow the list of authorized pick-up individuals from the emergency roster and confirm before the child is released. Please make sure your emergency contact list is always updated.**
5. **REUNIFIED of PARENTS/AUTHORIZED ADULT with THEIR CHILD:** Once the child is released/reunited with their authorized adult, they can leave the site.
6. **ALTERNATIVE for PARENTS/AUTHORIZED ADULT UNABLE TO pick-up:** We will communicate via phone and/or AeConnect/Illumine app with the parents or authorized adult to provide verbal authorization over the phone/app for another adult that may not be on the pick-up list to pick-up the child. The parents/authorized adult will need to provide the full name and phone number of the alternate adult for verification upon pick-up.
7. **EVACUATION SITES:** If evacuation is required, children may be transported to the following locations for reunification:
 - a. **In-place Active Shooting, Earthquake, Illness/Death, Rainstorm/Flood, and Volcanic Alert.**
 - **Time to complete evacuation: 3 minutes**

- **Pick-up Time:** After the Principal gives the “All Clear” signal
 - **Reunification Site:** school campus
- b. **On-site** - Fire, Earthquake, Illness/Death, Rainstorm/Flood, Volcanic Alert and Typhoon Warning.
- **Time to complete evacuation:** 3 minutes
 - **Pick-up Duration:** 30 minutes
 - **Reunification Site:** school campus
- c. **Off-site** - Fire, Earthquake, Illness/Death, Rainstorm/Flood, Volcanic Alert, Bomb Threat, Typhoon Warning, Storm Surge, and Tsunami.
- **Time to complete evacuation:** 15 minutes
 - **Pick-up Duration:** 30 minutes
 - **Reunification Site:** Northern Marianas College
- d. **Vertical** - Storm Surge, Tsunami, and Rainstorm/Flood.
- **Time to complete evacuation:** 15 minutes
 - **Pick-up Duration:** 30 minutes
 - **Reunification Site:** Northern Marianas College
- e. **Medical Evacuation:** If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical services (EMS) (e.g. 911). If an Emergency Information Form (EIF) is available for the child, copy the form and provide it to EMS when they arrive. The Principal or designated staff member (preferably the staff member who is responsible for the child) will accompany the child during EMS transport to the hospital. The Principal or teacher will notify the parent or guardian of the situation and what care has been provided, and to meet their child at the hospital.

Sincerely,

Yeon Ho Song
Principal

Acknowledged:

- Name of Parent/Guardian: _____
- Signature: _____
- Date: _____



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

CHILD EMERGENCY CARD

Child's Name: _____

Grade/Level: _____

Teacher/Caregiver: _____

School Year: _____

Please release my child to any of the persons listed below.

Mother's Name	Home Phone No.	Work Phone No.	Cell Phone No.
Father's Name	Home Phone No.	Work Phone No.	Cell Phone No.
Guardian's Name (If different from above)	Home Phone No.	Work Phone No.	Cell Phone No.

If I/we are unable to pick-up our child, I/we designate the following three people to whom my child may be released in case of emergency.

Name	Home Phone No.	Work Phone No.	Cell Phone No.
Name	Home Phone No.	Work Phone No.	Cell Phone No.
Name	Home Phone No.	Work Phone No.	Cell Phone No.

Authorized adults, other than parents/legal guardians, must be listed on the child's release authorization form.

Parent/Guardian: _____ Signature: _____ Date: _____



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org
www.saipansdaschool.org

STUDENT RELEASE FORM

Adults Authorized to pick-up the Child (aside from the parents/legal guardians):

Child's Printed Name: _____

Age Group: _____

Teacher's Name: _____

Printed Name of the Authorized Adult(s):

Parent/Guardian Printed Name & Signature:

Parent/Guardian Signature and Date: _____

Teacher Signature and Date: _____

Note: For verification and recordkeeping purposes, a copy of each authorized adult's valid photo identification should be maintained as required.

Guidelines on Responding to Emergencies/Disasters:

- Fire Emergency Procedures
- Earthquake Emergency Procedures
- Lockdown Emergency Procedures
- Flash Flood/Storm Surge Emergency Procedures
- Tsunami Warning Emergency Procedures
- Severe Thunderstorm Emergency Procedures
- Typhoon Preparedness Plan



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

Fire Emergency Procedure

1. The Principal or designee will activate the fire alarm or otherwise immediately alert staff to the fire.
2. Evacuate the building quickly and calmly.
3. Take the Emergency Bag, if immediately available.
4. Have staff check areas where children may be located or hiding before leaving the building.
5. Gather in the designated on-site evacuation area and account for all children, staff, and visitors.
6. Call 911 from outside of the building.
7. Do not re-enter the building until authorized by the Fire Department or other appropriate emergency officials.

Target evacuation time: 3 minutes.

Saipan Seventh-day Adventist School
Elementary and Child Development Center

Fire Escape Plan 2

Updated August 2024

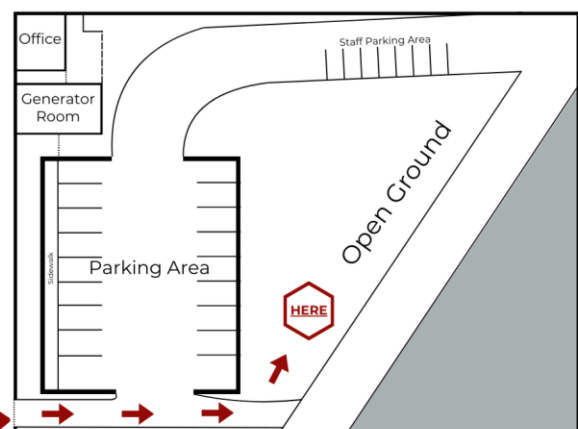
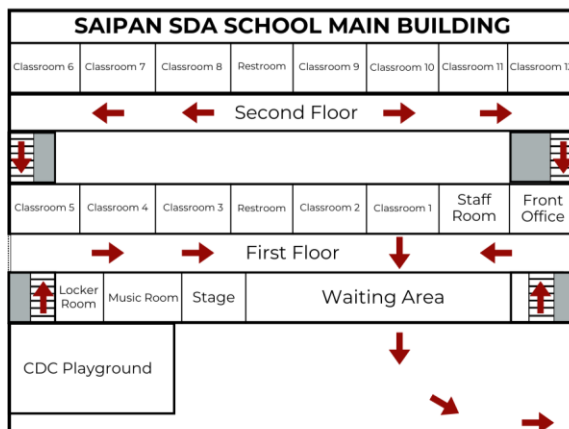
A. 1st Floor: Exit out of the door and head to the gate near the playground and proceed to open ground

B. 2nd Floor: Head to the closest stairway and head downstairs, then to the open ground (Rooms 6-9 turn right to the stairways. Rooms 9-12 left to the stairway)

C. Follow Teacher to the open ground in an orderly line. Students will line up to by class.

D. Office Staff will contact Emergency Services (911), and then proceed to the open ground.

E. Principal will ensure the building is clear and take rollcall at the open ground.





SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org
www.saipansdaschool.org

Earthquake Emergency Procedures

SCHOOL PROCEDURES DURING AND AFTER EARTHQUAKES

- DUCK, COVER, and HOLD ON until ordered to evacuate. Obey the office and/or teacher's order to evacuate. Take cover under desks or tables. Face away from windows. Assume crash position on knees, head down, hands clasped on back of neck.
- Upon All Clear signal, the teacher picks up class "Emergency Kit" and LEAVES THE BUILDING with the students.
- Students line up at the designated emergency evacuation area.
- Teacher checks that all students are accounted for, administers first aid, and awaits administrative direction.
- Buildings are checked to see that all people are out and that there are no obvious structural and electrical malfunctions.

AFTER SHOCK ALERT

- After minor earthquakes, administrators and custodial staff assess damage/building safety. When the school is deemed safe, classes will resume.
- After a major earthquake, students remain outside on the large grass area to await pick-up. If a tsunami alert is issued, students and staff will proceed to the safe zone as indicated in the emergency evacuation plan.
- STUDENTS WILL BE RELEASED ONLY TO ADULTS LISTED ON THE EMERGENCY ROSTER.
- Streets, especially near the school, must be kept clear for emergency vehicles.
- Students not picked up will be cared for by school personnel on the school grounds or at the designated safe zone.



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

Lockdown Emergency Procedures

Active Shooter on School Site Procedures

The Lock-down procedures are necessary to keep children and staff safe inside the building, secured in a classroom or other safe area away from windows and doors in the event of an emergency. Saipan SDA School aims to keep staff, families and visitors safe in situations where there is a hazard or threat at the school or outside the school that requires children and staff to be locked within buildings for their own safety.

Lockdown Procedures are as follows:

Administrator Responsibilities

- Declare a “Lockdown” by sounding the lockdown alarm.
- Identify the problem and the location. Secure and isolate the area.
- Call 911. Caller needs to give a detailed description of the location within the facility.
- Assist Law Enforcement in locating and identifying the possible suspects and victims.
- See emergency folder for other actions.

Staff Responsibilities

- If shots are heard, instruct students to “Drop to the floor /ground”.
- Lock the room and turn off the lights.
- Move all students to the restroom.
- Discourage discussion from students (be as quiet as possible).
- Notify the administrator.
- Advise them of any injuries/property damage.
- Take attendance. Report anyone missing and/or additional students to the administrator.
- Wait for Law Enforcement/Emergency Responders to arrive.
- See Emergency folder for other actions.

Auxiliary Personnel Responsibilities

- Call 911. Caller needs to give a detailed description of the location within the facility.
- Call the administrator to help.
- Assist Law Enforcement in locating and identifying any possible suspects and victims.
- See emergency folder for other actions.

Students Outside a Classroom

- Students in walkways or on the playground should immediately enter the nearest safe classroom or designated secure area and follow staff instructions.



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

Flash Flood/Storm Surge Emergency Procedures

1. **The Principal** will monitor the radio or CNMI EOC State Warning Point Page for updates.
2. The Toddler, Preschool, Pre-K head teachers will move records and valuable equipment to higher places.
3. **The Principal** will make transportation preparations to move children and staff members in the event that evacuation is needed.
4. If evacuation is necessary and time permits, staff members or employees will unplug all electric appliances. **The Principal** will turn off the main switch.
5. If time permits, **the Principal** will move all loose and unsecured outdoor equipment to an indoor location and, before leaving, will lock all the doors.
6. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org
www.saipansdaschool.org

Tsunami Warning Emergency Procedures

1. All students, teachers, and faculty (including building maintenance and groundskeepers) will come out of their room and area, then assemble in the chapel area by the exit gate. All electricals must be turned off and all doors locked (bottom lock). Likewise, building maintenance will shut off the main electrical supply box. *Students will not be allowed to go back in the school to use the restroom or get any items out of their classroom or lockers. An emergency bag should be carried by all school personnel. All school personnel should put on their yellow vest and use communication devices available to reassure clear lines of communication. Classroom head teachers should bring their emergency roster folder. Office personnel must supply an emergency number to all authorized registered parents and/or guardians.
2. After assembling in the chapel area exit gate, a roll call by classes will be taken by the Alternate Contact Person. All CDC classes will board available vans and/or authorized automobiles and will exit the school campus heading towards its designated evacuation area at the Northern Marianas College, driver designated as PE teacher or any other driver assistant who has no immediate classroom responsibility.
3. If no emergency vehicle is available, students and teachers will line up in order and walk towards the side gate at the back of the school. Then they will be guided through the area designated at the CUC sub-station awaiting command to cross the street. Upon crossing the street, students will be directed to their evacuation destination at Northern Marianas College.
4. Upon arriving at the designated evacuation area, schools are to supply the needs for their students, such as water, etc. Supervision will continue until family reunification.



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

Severe Thunderstorm Emergency Procedures

1. **The Principal** will advise all staff members of the crisis.
2. Immediately discontinue all outdoor activities and move everyone to a designated safe indoor area.
3. All children will be moved to a safe location.
4. Maintain reliable communication among staff members and keep flashlights readily available.
5. Direct all children to sit on the floor in a designated area, not in front of doors.
6. Advise all children to wear shoes.
7. Conduct a headcount before moving students and again after reaching the designated safe area.
8. After authorities or school leadership determine that the immediate danger has passed, staff should conduct a final headcount and inspect the facility for fire, water, electrical, or structural damage, when it is safe to do so.
9. Notify **the Principal** as soon as possible with an update of conditions.
10. Notify all agencies if services are needed.



SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: office@saipansdaschool.org

www.saipansdaschool.org

Typhoon Preparedness Plan

There are two Tropical Storm Conditions in the CNMI:

- 1) Tropical Storm Condition 2 or "Weak Tropical Storm" has maximum sustained winds (MSW) of 30-49 MPH (26-43 knots) with a peak gust of 40-64 MPH (33-56 knots).**
- 2) Tropical Storm Condition 1 or "Severe Tropical Storm" has maximum sustained winds (MS) of 50-73 PH (44-63 knots) with a peak gust of 65-94 MPH (57-81 knots).**

There are 5 Typhoon Categories:

- 1) Typhoon Category 1 or "Minimal Typhoon" has maximum sustained winds (MSW) of 74-95 MPH (64-82 knots) with a peak gust of 95-120 MPH (82-105 knots).**
- 2) Typhoon Category 2 or "Moderate Typhoon" has maximum sustained winds (MSW) of 96-110 MPH (83-95 knots) with a peak gust of 121-139 MPH (106-121 knots).**
- 3) Typhoon Category 3 or "Strong Typhoon" has maximum sustained winds (MSW) of 111-129 MPH (96-112 knots) with a peak gust of 140-164 MPH (122-142 knots).**
- 4) Typhoon Category 4 or "Very Strong Typhoon" has maximum sustained winds (MSW) of 130-156 MPH (113-136 knots) with a peak gust of 165-198 MPH (143-173 knots).**
- 5) Typhoon Category 5 or "Devastating Typhoon" has maximum sustained winds (MSW) of 157-194 MPH (137-170 knots) with a peak gust of 199-246 MPH (174-216 knots).**

CNMI TYPHOON CONDITION LEVELS AND PREPAREDNESS INFORMATION

Based on information received from the Joint Typhoon Warning Center (JTWC), Joint Region Marianas (JRM), CNMI Office of Homeland Security & Emergency Management Agency (OHS & EM) will set conditions based on the time destructive winds (50 knots) or greater are expected to reach the CNMI:

CONDITION LEVEL 4:

The CNMI is in CONDITION 4 year-round due to our location in typhoon alley, until a higher condition is set. It means any destructive winds could be upon us within 72 hours.

CONDITION LEVEL 3:

DESTRUCTIVE WINDS ARE POSSIBLE WITHIN 48 HOURS.

CONDITION LEVEL 2:

DESTRUCTIVE WINDS ARE ANTICIPATED WITHIN 24 HOURS.

CONDITION LEVEL 1:

DESTRUCTIVE WINDS ARE ANTICIPATED WITHIN 12 HOURS (OR ALREADY OCCURRING) ONLY EMERGENCY VEHICLES ARE ALLOWED ON THE ROAD

WHAT TO DO:

11. Check for official announcements on the school's Facebook page – Saipan Seventh-day Adventist School, AeConnect, and Illumine app. We will also send a mass text message to all parents regarding school closures, school reopenings, and other important announcements. Please make sure that you have provided the office with your up-to-date contact information.
12. Announcements on school closures and reopenings will also be available on the school's website – www.saipansdaschool.org and at the radio stations Joy FM 89.9 and Power 99.

WEATHER CONDITION

There will be an announcement on the radio in the event of an approaching tropical storm/typhoon, which poses a danger to the CNMI. The school will follow the closing schedule of the Child Care Licensing Program (CCLP) and the Public School System (PSS).

The child care shall close in the event of the official declaration of typhoon conditions and for other disasters and emergencies. Parents and persons responsible for the children shall make every effort to be aware of impending natural disasters and shall monitor picking up their children in the case of natural or other known disasters. Parents are required to cooperate with the check-out system when picking up their children, even during emergencies.

Families may also contact the school for additional information when school officials indicate that telephone lines are available.

CLOSING DURING CALAMITY

Saipan SDA Child Development Center shall close in the event of an official declaration of typhoon condition 2 and for other disasters and emergencies. In the event parents or guardians cannot be located and it is no longer safe to keep the children at the Saipan SDA Child Development Center, teacher & staff members shall take the children home with them or to a shelter set up in response to the disaster and notify the parents as soon as practicable.

Parents and persons responsible for the children shall make every effort to be aware of impending natural disasters and shall monitor and pick-up their children, even during emergencies.

Glossary

Authorized Pick-Up Individuals: People approved by parents/guardians to pick-up a child from school.

Emergency Roster: A list containing the names and contact details of people authorized to pick-up children during emergencies.

Evacuation: The process of moving students and staff to a safe location due to a threat like a fire, earthquake, or storm.

Reunification Site: A designated location where students will be reunited with their parents or authorized individuals after an evacuation.

Lockdown: A safety procedure where students and staff remain locked inside classrooms due to an immediate threat, such as an active shooter.

Typhoon Condition Levels: Alert levels indicating the proximity and severity of a typhoon.

Joint Typhoon Warning Center (JTWC): The organization responsible for monitoring typhoon activity and issuing warnings.

CNMI Office of Homeland Security & Emergency Management (OHS & EM): The agency responsible for managing emergency response and public safety in the CNMI.

Emergency Information Form (EIF): A document containing a child's medical and contact information, used in case of an emergency requiring medical attention.

Aftershock: Smaller earthquakes that follow the main earthquake.

Emergency Medical Services (EMS): Professional medical responders, such as paramedics, who provide emergency care and transportation.

Alternative Pick-Up Authorization: A process allowing parents to authorize someone not on the emergency roster to pick-up their child in case of an emergency.

All Clear Signal: An announcement indicating that it is safe to return to normal activities after an emergency.

Flash Flood: A sudden and severe flood, typically due to heavy rainfall.

Storm Surge: A rise in sea level caused by a storm, leading to flooding.

Severe Thunderstorm: A storm with heavy rain, strong winds, and possibly hail, which can be dangerous.

Fire Alarm: A signal indicating the presence of a fire, prompting evacuation.

Tsunami: A large sea wave caused by an underwater earthquake or volcanic eruption, potentially causing widespread flooding.

Vertical Evacuation: Moving to higher ground or higher floors in a building to avoid dangers like floods or tsunamis.

Designated Evacuation Area: A specific place where students and staff gather during an evacuation.

Safe Zone: A predetermined safe location where people go during a major emergency, such as an earthquake or tsunami.

Authorized Release: The process of handing over a child to a parent or authorized individual during an emergency.

Typhoon Conditions of Readiness (COR): Levels that describe the readiness and preparation required in response to an approaching typhoon.

Response Protocols: Established procedures to follow during emergencies to ensure safety and order.

Critical Information Contacts: Essential contact numbers and information that must be readily available during an emergency, such as emergency services, school administration, and key family contacts.

Alert Notifications: Official messages sent to inform people about an emergency situation and the necessary actions they should take.

Incident Command System (ICS): A standardized approach to the command, control, and coordination of emergency response, providing a common hierarchy within which responders from multiple agencies can be effective.

Shelter-in-Place: The act of seeking immediate shelter indoors in response to an emergency, such as a chemical spill or severe weather event, and remaining there until it is safe to leave.

First Aid Kit: A collection of medical supplies and equipment used to provide immediate treatment for injuries and illnesses.

Emergency Drill: A practice session in which students and staff simulate the actions they would take in response to an emergency situation, such as a fire or lockdown.

Crisis Communication Plan: A strategy for communicating with students, staff, parents, and the public during and after an emergency situation.

Mass Notification System (MNS): A system used to send out alerts and information to a large group of people quickly, often via phone, email, or text message, during an emergency.

Search and Rescue (SAR) Team: A group trained to locate and rescue individuals in emergency situations, particularly after disasters like earthquakes or tornadoes.