



UNIVERSITY of HAWAI'I
WEST O'AHU

Emergency Procedures

July 2007

Introduction

This information is disseminated to assist students, faculty, and staff in their ability to respond to different emergencies.

This manual should be kept within easy access in your office or classroom, where it will be immediately available as a guide for action during an emergency.

Please familiarize yourself with the contents of this manual. In the event you are faced with an emergency, it will serve as a quick reference for effective action. It will also serve as a good training tool for new students and new employees as part of their orientation.

Leeward Community College (LCC) Campus Security is available seven (7) days a week, twenty four (24) hours a day, to respond to any emergency situation.

If there are any questions or comments regarding this manual, please contact UHWO Facilities/Auxiliary Services at 454-4798.

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Serious Injury

1. Do not move a seriously injured person unless a life threatening situation exists.
2. Call LCC Campus Security at x611. LCC Campus Security officers are trained in emergency first aid and CPR. They will contact and direct medical personnel to the scene.
3. Return to the victim. If you have been trained, apply first aid and /or CPR.

Lock Down Procedures

Lock down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus.

1. Issue lock down through the phone and email system.
2. Direct all students, faculty, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
3. Account for everyone in the room or office.
4. Lock classroom internal and external doors.
5. Secure and cover all exterior doors.
6. Move all persons away from windows and doors.
7. do not allow anyone to exit the classroom until the "all clear" signal is given by the administration, or LCC Campus Security.

Crime in Progress

1. Do not try to apprehend or interfere with the criminal except in case of self protection.
2. If you are involved in the hold up, do the following:
 - a. Do not resist, do as the person says.
 - b. Give up the money immediately.
 - c. Secure crime scene.
3. If you are able to, try to get a good description of the criminal. Note height, weight, sex, color, age, clothing, method and direction of travel. If a vehicle is used, note the license plate number, make, model, color and any outstanding characteristics of the vehicle.
4. Call LCC Campus Security at x611. Advise them of your situation and follow their instructions.
5. Ask witnesses to remain until the arrival of LCC Campus Security and HPD.

Weapons

If you are aware that a weapon has been brought onto campus:

1. Call LCC Campus Security (x611)
2. Notify Campus Security who the suspected person is, where the weapon is located, if anyone has been threatened and any other details.
3. If suspect threatens you with a weapon, do not try to disarm suspect. Back away and remain calm.



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Hazardous Materials

In the event of a hazardous material spill, please do the following:

1. Isolate area of leak/spill. Do not attempt to clean.
2. Call LCC Campus Security (x611).
3. Call the Director of Administrative Services (45-4742).
4. If you have been trained, apply first aid and/or CPR to any injured personnel.
5. Wait for emergency personnel and keep others from entering the hazard area.

Suspicious Mail

1. Do not move mail.
2. Isolate mail.
3. Secure area (room) where mail is located.
4. Call LCC Campus Security (x611).
5. Letter/Package Bomb:
 - a. Follow bomb and evacuation procedures.
6. Biological (Anthrax):
 - b. Isolate anyone that was exposed.

Fire

In the event where fire or smoke has been detected:

1. Pull the fire alarm.
2. Call HFD at 911 (9-911 from a campus phone).
3. Notify LCC Campus Security (x611). Provide your name, location and severity of fire.
4. Evacuate in an orderly fashion to a designated safe area.
5. Help anyone requiring assistance.

If your clothes catch on fire, you should:

1. "Stop, drop and roll" until the fire has been extinguished. Running only makes the fire burn faster.

To escape a fire, you should:

1. Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat, burning these areas of your body may impair your ability to escape a fire (i.e., ladders and crawling).
2. Crawl low under any smoke to your exit – heavy smoke and poisonous gases collect first along the ceiling.
3. Close doors behind you as you escape to delay the spread of the fire.
4. Stay out once you are safely out. Do not re-enter.



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Warning and Notification

1. Warn students, faculty and staff if an emergency requires immediate action to protect the safety of the University, its property, personnel, and student body. Activate warning system.
2. Ensure staff and students are familiar with warning systems.

Warning systems to be used in alerting our campus.

First Method:

Telephones, cellular phones, hand held transceivers (not to be held in a bomb threat).

Second Method:

Messages relayed by runners (LCC Campus Security, UHWO Administrative Services Office).

Alternative Method:

Email

Emergency Alert System (EAS)

These are the primary stations that provide emergency alert information for Oahu:

KSSK AM – 590 AM

KSSK FM – 92.3 FM

KAIM – 870 AM

KAIM – 95.5 FM

Bomb Threats

Upon receiving a message that a bomb is on campus:

1. Follow bomb threat checklist.
2. Record caller ID number (if possible).
3. Inform your supervisor or department head.
4. Call LCC Campus Security (x611). LCC Campus Security will contact the proper authorities. They will also coordinate any evacuation efforts.
5. Call the Director of Administrative Services (454-4742).

If a suspicious device is found:

1. Do not touch, move or tamper with the object.
2. Call LCC Campus Security (x611). LCC Campus Security will contact the proper authorities. They will also coordinate any evacuation efforts.
3. Call the Director of Administrative Services (454-4742).
4. Secure the area.
5. Do not use cell phones, radios, or any transmitting devices.

Evacuation Procedures:

1. Leave doors and windows open.
2. Take personal effects that can be hand carried such as money, jewelry, medication, etc.
3. Evacuate to the nearest evacuation site (a minimum of 300 feet away from the building).
4. Do not re-enter buildings until declared safe by the Director of Administrative Services and/or LCC Campus Security.



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Important Phone Numbers

Emergency Phone Numbers

Leeward Community College Campus Security.....	x611
Honolulu Police Department.....	911
Ambulance.....	911
Fire.....	911
Hawaii Poison Control Center	(800) 222-1222

Other Important Phone Numbers

Castle Medical Center.....	263-5500
Hawaii Medical Center East.....	547-6011
Hawaii Medical Center West	678-7000
Kaiser Permanente Moanalua Medical Center.....	432-0000
Kapiolani Health Center at Pali Momi.....	486-6000
Kapiolani Medical Center for Women and Children	983-6000
Kuakini Medical Center.....	536-2236
Leeward Community College Student Health Center	x216
Pearl City Police Substation.....	455-9055
Sex Abuse 24 Hour Hotline	524-7273
State Civil Defense	733-4300
Straub Clinic and Hospital.....	522-4000
Suicide and Crisis Center	521-4555
The Queen's Medical Center	538-9011
Tripler Medical Center	433-2809
Wahiawa General Hospital.....	621-8411
Waianae Coast Comprehensive Health Center	696-7081
Waipahu Police Substation	677-1409

UHWO Administrators

Chancellor.....	454-4750
Vice Chancellor for Academic Affairs.....	454-4773
Director of Administrative Services	454-4742
Dean of Students.....	454-4700
Manager, Facilities/Auxiliary Services.....	454-4798

ALL MEDIA REQUESTS OR INQUIRIES SHOULD BE REFERED TO THE CHANCELLOR'S OFFICE
OR THE DESIGNATED CAMPUS SPOKESPERSON.



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Earthquake

Earthquakes are unpredictable and strike without warning. An earthquake may occur once or may be followed by several aftershocks. In the event of an earthquake, if you are:

Indoors:

1. Stand against the wall away from windows or get under desks/tables. Stay away from windows or large panes of glass, and from under suspended light fixtures or objects.
2. Evacuate the building when instructed to do so or when the earthquake is over. Move to a clear area, away from buildings and trees.
3. do not return to the building for any reason until it has been declared safe by emergency personnel.

Outdoors:

1. Stay in the open away from buildings and large trees.
2. Avoid fallen and/or exposed wires, and damaged utilities and structures.

Driving:

1. Pull to the side of the road and stop.
2. Avoid utility lines or other objects that may fall.
3. Set brakes and turn off ignition.
4. Wait until the earthquake is over to resume driving or exiting from vehicle.

Trapped under debris:

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Wait until the earthquake is over to resume driving or exiting from vehicle.

Tsunami

When a tsunami warning is issued, the Oahu Civil Defense Agency will sound emergency sirens. The University of Hawai'i – West O'ahu is not in a flood zone.

1. Monitor the Emergency Alert System radio station.
2. If you should be in a flood zone, evacuate at once to high ground or a safe area.
3. Remain in the safe area until the warning expires or until emergency personnel have issued an "all clear" signal.



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Hurricane/Tropical Storm

The Hawaii State Civil Defense provides an early warning system through the use of “Watches and Warnings” with statewide notification by sirens.

Hurricane Watch:

1. A watch means that hurricane conditions are possible within 36 hours. During a watch, listen to radio and television broadcasts.
2. Secure all exterior equipment and materials from high winds.
3. Protect valuable equipment from water or errant electrical damage.
4. Protect any large windows facing the direction that the hurricane is coming from.
5. Check if the Chancellor has suspended classes or has further instructions.

Hurricane Warning:

1. A warning means that sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. Civil Defense sirens will sound. Continue to listen to radio and television broadcasts.
2. Check with the Chancellor for further instructions.

Required Actions:

1. Seek shelter in designated buildings or at a Civil Defense shelter.
2. Keep tuned in to the Emergency Alert System (EAS) radio station for the latest advisories.

Tornado/Waterspout

If a severe weather statement or funnel clouds has been issued:

1. Monitor Emergency Alert System radio station.
2. Do not stay outdoors, move into buildings.
3. Close windows and blinds.
4. Review tornado/waterspout procedures and location of safe areas. Basements and enclosed first floor hallways are best.
5. Review “drop and tuck” procedures. (Crouch down on elbows and knees with hands over the back of the head).

If a tornado/waterspout warning is issued or is spotted near the University”

1. Move students and staff to safe areas. Do not evacuate by bus or car.
2. Ensure all are in “drop and tuck” positions under desks and tables.
3. Remain in safe area until warning expires or until emergency personnel have issued an “all clear” signal.



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Threatening or Hostile Situations

In a threatening or hostile situation, another management employee should be present with the supervisor if it is anticipated that there 1) may be a need for a witness later, 2) is a potential for a misconduct charge or, 3) is the possibility of violent verbal or physical behavior.

Violent Situations

If a violent situation arises for which law enforcement personnel are being called, the following information must be provided at the time of the call:

1. The location of the incident.
2. The nature of the incident.
3. A physical description of the perpetrator.
4. Descriptions and license numbers of any vehicles involved.
5. The name of the individual who will meet/escort the law enforcement personnel when they arrive at the location.

After law enforcement personnel have been called, a determination must be made whether to evacuate the facility. If the situation allows, the supervisor should contact the following to aid in the evacuation decision:

1. LCC Campus Security at x611
2. UHWO Director of Administrative Services at 454-4742
3. UHWO Human Resources at 454-4742

Hostage Situations

If a hostage has been taken or the perpetrator is armed, employees must not attempt to 1) disable or disarm the perpetrator, 2) negotiate or, 3) set off any audible alarms. If possible, employees must prevent entrance to the facility or area by others. Law enforcement personnel will assume control of the situation upon their arrival and will establish a command post in or near the facility.

If taken hostage:

1. Follow instructions of hostage taker.
2. Remain calm.
3. Treat the hostage taker as normal as possible.
4. Be respectful to hostage taker.
5. Ask permission and do not argue.

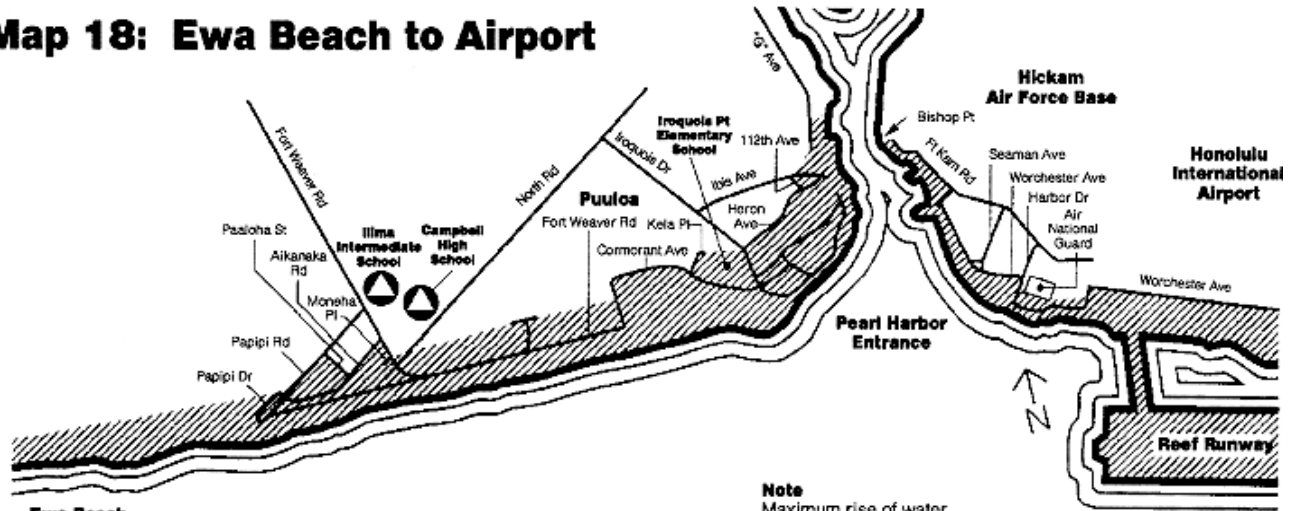


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Civil Defense Tsunami Evacuation Zone

Evacuate all shaded areas

Map 18: Ewa Beach to Airport



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

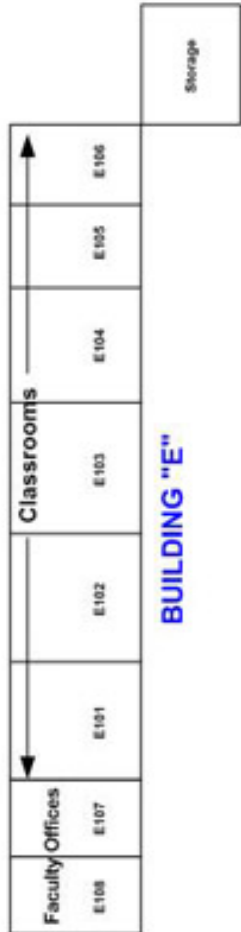
Note
Maximum rise of water levels inside Pearl Harbor should not exceed 4 feet. However, all vessels should be secured, removed, or put to sea due to the probability of strong currents and wave action.

Tsunami Public Shelter Refuge Area

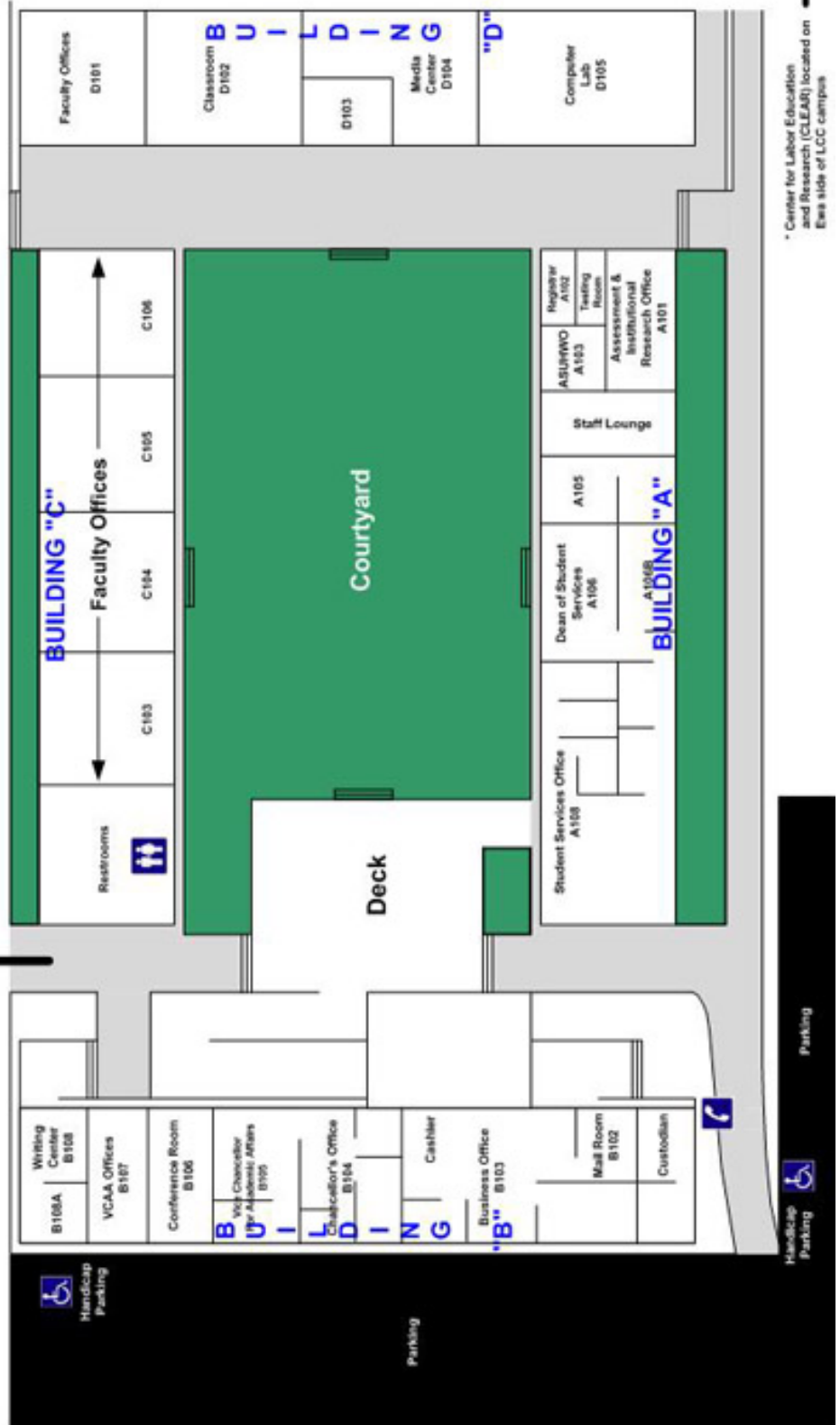


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<http://www.uhwo.hawaii.edu>



To Building E



* Center for Labor Education and Research (CLEAR) located on Ewa side of LCC campus



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Bomb Threat Checklist

(Place this card under your phone)

Exact time of call: _____ Date: _____ Number at which call is received: _____

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____ Age: _____

QUESTIONS TO ASK

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- Did you place the bomb? _____
- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken	Stutter	
Slow	Sincere		Lisp	Rapid	Giggling	Deep
Crying	Squeaky	Excited	Stressed	Accent	Loud	
Slurred		Normal	Raspy	Soft	Deep breathing	Clearing throat

If voice is familiar, whom did it sound like: _____

BACKGROUND NOISES (circle)

Street noises	Voices	PA system	Motor	Animal noises	House noises
Clear	Music	Static	Crockery	Factory noises	Office noises
Pay phone	Local call	Long Distance	Other:		

THREAT LANGUAGE (circle)

Well-spoken	Educated	Foul	Irrational	Incoherent	Taped
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Message read by caller _____

LENGTH OF CALL: _____ REMARKS: _____

PERSON RECEIVING CALL: _____

POSITION: _____ PHONE NUMBER: _____

CALL REPORTED TO: _____ POSITION: _____