Human Caused Incident
Annexes

Revised October 2017
Human Caused Incident Annexes Overview

Contained within the following annexes are incidents and threats caused by humans that have a potential to negatively impact the University of Hawai’i West O’ahu (UHWO). These annexes include detailed procedures of how the campus community is to respond to critical incidents.

The following are the Human Caused Incidents contained within these Annexes:

Annex A: Active Shooter/Active Threat
Annex B: Bomb Threat/Explosion
Annex C: Civil Unrest
Annex D: Hazardous Materials Spill/Release
Annex E: Utility Failure/Power Outage
Annex F: Fire
**Active Shooter/Active Threat**

**Objective**

The objective of this annex is to define the actions, roles, and responsibilities of the campus community in order to coordinate a safe and effective emergency response in the event of an active shooter/active threat. This specific annex provides a general concept of emergency procedures before, during, and after the occurrence of an active shooter/active threat incident.

**Situational Overview**

The potential for an active shooter on campus exists and the risk should be treated in a serious manner. The nature of the threat will dictate the response by the UHWO campus community and determine the actions which will have the highest likelihood of success (i.e. lockdown, evacuation, etc.).

It is important to remember that active shooter/active threat incidents can occur without warning, are unpredictable, and evolve quickly. It is incumbent upon the entire UHWO campus community to understand how they can best prepare for and respond during an active shooter/active threat incident in order to minimize the effect this type of incident has on our campus.

**Definitions**

**Active Shooter:** Individual(s) who are actively engaging in a random or systematic shooting incident. The individual(s) demonstrate a specific intent to inflict serious bodily injury or death with firearms, or with any other deadly weapon (i.e., knife, club, bow and arrow, explosives, etc.). Generally, there is no pattern or method to their selection of victims.

**Active Terrorist:** Similar to an active shooter due to the violence they intend to commit. However, an active terrorist is motivated by belief in a cause and is likely to have had advanced training.

**Active Threat:** Any on-going act of violence which threatens the life and safety of a population and/or results in mass causalities/fatalities. Perpetrator(s) use firearms, knives, clubs, pipe bombs, improvised explosive device(s), vehicle(s), or other associated deadly weapon with the intent to cause serious bodily injury or death of an individual, group, or population.
Preparedness and Mitigation

In order to reduce the effects of a critical incident such as an active shooter/active threat, the UHWO campus community can actively take part in preparedness and mitigation strategies by:

- Staying informed and preplan
- Developing a plan for your work space, office, and/or classroom and practicing the plan
- Studying building evacuation maps posted throughout campus and walking the exit routes for familiarization
- If you see something, say something; report suspicious behavior or activity to the UHWO Campus Security Department (808)-689-2911
- Being aware of and recognizing indicators of potentially violent behavior; and report these behaviors to UHWO Campus Security (808)-689-2547
- Participating in trainings regarding active shooter/active threat scenarios offered on campus or in the community
- Know the Department of Homeland Security’s Run, Hide, Fight principles; UHWO has adopted these principles as the plan of action in the event of an active shooter/active threat incident

*Remember, each and every one within the UHWO campus community can make a difference.*

Response Actions for the UHWO Campus Community

In the event of an active shooter/active threat, faculty, staff, and students should respond according to the information provided by UHWO Campus Security, first responders, and any of the emergency notification systems.

If an employee or student comes into contact with an active shooter/active threat incident:

- Call 911 immediately and contact UHWO Campus Security (808) 689-2911 to report the incident
- **DO NOT** pull the fire alarm, as this may put others in danger
- Take precautions and actions to protect yourself

When an Active Shooter is in your vicinity follow the Campus wide practice of **RUN, HIDE, FIGHT**: *(Adopted from the Department of Homeland Security’s Active Shooter: How to Respond)*

**RUN:**

(If there is an accessible escape path, attempt to evacuate the premises)

- Have an escape route and plan in mind
• Evacuate regardless of whether others agree to follow
• Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering an area where the active shooter may be
• Keep your hands visible
• Follow the instructions of any police or UHWO Campus Security officers
• DO NOT attempt to move wounded people
• Call 911 and UHWO Campus Security at (808)-689-2911 when you are safe

HIDE:

(“Lockdown” means take any measures to prevent someone from entering your hiding place)

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you

Your hiding place should:

• Be out of the active shooter’s view
• Provide protection if shots are fired in your direction (i.e., an office/room with a closed and locked door)
• Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

• Lock the door, if possible; faculty and staff are encouraged to know how the door to their office or classroom can be locked/secured; if possible have keys at the ready
• Blockade the door or entrance with heavy furniture; know if your doors open inward or outward and have a plan in mind for preventing someone from accessing your space
• If you are in a room with no lock on the door, or a door that opens outward, use whatever is available to you and wrap it around the door closure located at the top of the door

If the active shooter is nearby:

• Lock or barricade the door
• If you are in a room with no lock on the door, or a door that opens outward, use whatever is available to you and wrap it around the door closure located at the top of the door
• Close all blinds, shades, and/or curtains; faculty and staff are encouraged to learn how to close any blinds/shades/curtains in their area
• Silence cellphones
• Turn off the lights; stay still so as not to activate the lights by motion
• Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Remain quiet
• Remember the shooter/threat may attempt to lure you out of hiding; DO NOT leave your hiding place or unlock/open the door until UHWO Campus Security and/or the Honolulu Police Department announce themselves and manually key the door open
• Call 911 if you are unsure about it being safe to leave your hiding place

If evacuation and hiding are not possible:
• Remain calm
• Call 911, if possible, to alert police to the active shooter/threat location (see below for information to provide when you call 911)
• If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT:
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter/threat by:
• Acting aggressively as possible against the threat
• Throwing items and improvising weapons
• Yelling
• Committing to your actions and incapacitate the active shooter/threat by your actions

How to react when law enforcement arrives:
• Remain calm and follow the officer’s instructions
• Put down any items in your hands (bags, jackets, etc)
• Immediately raise hands and spread fingers
• Keep hands visible at all times
• Avoid making quick movements toward officers such as holding on to them for safety
• Avoid pointing, screaming, and/or yelling
• DO NOT stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

*Remember that when the Honolulu Police Department arrives, they will initially focus on stopping the active shooter/threat and proceed directly to the area where the shots or threat was reported. They will not stop to help the injured; their job is to immediately incapacitate the shooter/threat.*

Information to provide to police or 911 operator:
• State there is an active shooter/threat and ask for police (the police will coordinate emergency medical services)
• Location of the active shooter/threat
• Number of shooters or individuals involved, if more than one
• Physical description of shooter(s)/individual(s)
• Number and type of weapons held by shooter(s)/individual(s)
• Number of potential victims at the location
• If you do not know, say you do not know; providing false or misleading information will only hinder the response efforts.

Subsequent Procedures/Information

Once you are evacuated and in a safe location or designated assembly area, remain there until the situation is under control. An accounting of all individuals at the evacuation assembly areas must be completed to determine if anyone is missing or potentially injured.

Witnesses will be identified and questioned. **DO NOT** leave until law enforcement authorities have instructed you to do so.

The UHWO campus community will be kept informed of the incident and its progression through UHAlert and other communication means such as the UHWO website. Please follow instructions provided through these communication methods.

Response by UHWO Campus Security

UHWO Campus Security is responsible for:

- Alerting police (HPD) and other emergency responders.
- Facilitating the arrival of law enforcement and additional emergency responders to the incident.
- Assisting emergency responders with perimeter and access control, evacuations, and post-incident actions as warranted.

Recovery/Post Incident

The decision to resume normal activities on campus will be made jointly by the Director of Auxiliary Services or his/her designee in consultation with the appropriate individuals in UHWO administration and law enforcement authorities.

The campus community will be notified, through the emergency notification system and other forms of communication as warranted, once the decision has been made to resume operations.
Annex B: Bomb Threat/Explosion

Objective

The objective of this annex is to define the actions, roles, and responsibilities of the UHWO campus community in order to coordinate a safe and effective emergency response in the event of a bomb threat/explosion. This specific annex provides a general concept of emergency procedures before, during, and after a bomb threat/explosion.

Situational Overview

A bomb threat may come to the attention of the receiver in a variety of ways, such as email, phone calls, text messaging, social media avenues, and written communication. It is important to compile and save as much information as possible. The majority of bomb threats are false and are largely meant to elicit a response from the intended target/receiver. However, bomb threats are to be taken seriously and the proper course of action will be determined through considering a variety of factors. Safety of the UHWO campus community is paramount and will guide decision making by UHWO Campus Security, UHWO Administration, and first responders.

Definitions

**Unattended Package:** A package or item of unknown content and/or unknown origin.

**Suspicious Package:** Any unattended or out of place package, object or device that, due to circumstances under which it was discovered, information or threat received, suggests that it may contain explosives or other potentially hazardous material.

**Improvised Explosive Device (IED):** Any object that contains explosive materials or an explosive device that has been constructed for the sole purpose of causing serious bodily injury, death and/or destruction of property, i.e. coffee cup, backpack, pressure cooker, animal carcass, vehicle, toys, etc.

**Hazardous Device:** Any package or device that contains explosives. This includes military ordnance (ex: grenades, artillery rounds), explosive materials (ex: black powder, dynamite, blasting caps, ¼” or ½” sticks, super M-80s), any substance suspected to be explosive material, and any object which may contain explosives and a source to detonate same.

**Weapons of Mass Destruction (WMD):** Any object that can be explosive, chemical, nuclear or biological or a combination of any of these. WMDs, chemical, nuclear or biohazard devices may
also contain a small explosive dispersal charge or a mechanical dispersal method that may operate with similar mechanisms as a bomb.

**Preparedness and Mitigation**

In order to reduce the effects of a critical incident such as a bomb threat/explosion, the UHWO campus community can actively take part in preparedness and mitigation strategies by:

- Pre-planning
- Studying building evacuation maps posted throughout the campus and walking the exit routes to familiarize yourself with the routes
- Reporting any suspicious behavior or activity to the UHWO Campus Security Department (808)-689-2911
- Downloading and placing a copy of the Bomb Threat Checklist by each phone in your office and/or classroom. A Bomb Threat Checklist is available under the resources tab on the UHWO Campus Security Department webpage.

**Response Actions for the UHWO Campus Community**

In the event of a bomb threat, faculty, staff, and students should respond according to the information provided by UHWO Campus Security Department, first responders, and any of the emergency notification systems.

**If an employee or student receives the actual bomb threat, he/she should respond as follows:**

- Immediately notify UHWO Campus Security (808) 689-2911 to report the incident.
- Notify your professor, supervisor, or building coordinator at the building where you are located.
- Evacuate the building when instructed by a university official (such as building coordinators or UHWO Campus Security) or first responders (such as Honolulu Police Department or Honolulu Fire Department). Refer to Evacuation Annex for evacuation procedures.

**If a bomb threat is received via telephone:**

- **DO NOT** hang up, even if the caller does. Try to keep the caller on the line as long as possible.
- Have someone else contact UHWO Campus Security (808) 689-2911 from another line.
- Stay calm and attempt to gain as much information from the caller as possible (use the Bomb Threat Checklist as your guide).
- **DO NOT** anger the caller.
• Listen carefully, be polite, and show interest
• If your phone has a display, copy the number and/or letters that appear in the display.
• Pay attention to specific details such as background noises (traffic, machinery, other voices, music, television, PA announcements).
• While speaking with the caller, take note of their specific voice characteristics (gender, age, accent, speech, emotional state, and choice of words), and try to write down exact words.
• Attempt to obtain information on the location of the device (building, floor, room, etc.).
• Attempt to obtain information on the time of detonation and type of detonator.
• Advise the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to innocent people.
• Immediately after the call has ended, DO NOT hang up. From a different phone, notify UHWO Campus Security (if you were alone when taking the call, otherwise, someone else should have already notified UHWO Campus Security). Provide all information you gathered during the call and await instructions.
• If the bomb threat was left on a voicemail, DO NOT erase.
• Refer to the Bomb Threat Checklist at the end of this annex.

If a bomb threat is received by handwritten note:
• Immediately contact UHWO Campus Security at (808) 689-2911
• Handle the note as minimally as possible

If a bomb threat is received via e-mail:
• Immediately contact UHWO Campus Security Department at (808) 689-2911.
• DO NOT delete the message.

If a bomb threat is received via social media:
• Immediately contact UHWO Campus Security Department at (808) 689-2911.
• Take a “screen shot” of the social media posting, image, or message.

Discovery of a Suspicious Package
• DO NOT handle or touch the object, it may be a bomb or explosive
• DO NOT open the item or package. If you have opened it, gently place the item or package down and DO NOT touch it or move it.
• If you came into contact with the item or package, DO NOT touch your face, DO NOT touch others, and DO NOT let others touch you; wash your hands and arms with soap and water.
• DO NOT operate any power switch
• DO NOT activate the fire alarm
• **DO NOT** utilize any walkie-talkie type radios
• Back away from the suspicious item alerting others to stay away from the vicinity of the suspicious item
• Immediately contact UHWO Campus Security Department at 808-689-2911

**In the event of an explosion:**

- Dial 911
- Contact UHWO Campus Security 808-689-2911
- Only use the stairs; **DO NOT** use elevators
- Be aware of, and look for secondary devices
- Move to a safe location, far from the site of the hazard (buildings should already have in place a designated evacuation assembly areas)
- If being evacuated by first responders, follow their instructions carefully. They may advise you to move further away from your designated evacuation assembly area depending on the severity of the explosion or hazard.
- Evacuate the building immediately, unless there is greater threat by moving people outside.
- Be aware of, and look for secondary devices.
- Move to a safe location, far from the site of the hazard (buildings should already have in place a designated evacuation area). If your designated evacuation assembly area has been compromised, follow the instructions of first responders.
- Only use the stairs; **DO NOT** use elevators.

**Evacuation**

If the decision to evacuate is made, remain calm and avoid panic. Walk to the nearest exit and move to the designated primary or secondary evacuation assembly area or as instructed by the UHWO Campus Security or other first responders.

Evacuate exactly as you are instructed. If you observe a suspicious item or a bomb, **DO NOT** move, jar, or touch the object or anything attached to it.

Notify UHWO Campus Security immediately if you observe something suspicious.

**Building Searches**

Faculty and staff *may* be asked to assist first responders with a search of a building or particular area after a bomb threat is received. Faculty and staff are more familiar with their workspaces
and classrooms than first responders and would easily be able to identify any suspicious package or item out of place

Subsequent Procedures/Information

- If a suspicious package or bomb is discovered, UHWO Campus Security will notify the Honolulu Police Department and await their instructions.
- If you are evacuated, account for and assess all individuals within your office, department, or classroom.
- Remain in your evacuation assembly area until released by first responders or UHWO Campus Security Department. First responders may want to speak with you; you may have critical information that can assist first responders with investigating the incident.

Response by UHWO Campus Security

UHWO Campus Security is responsible for:

- Alerting first responders such as the Honolulu Police Department, Honolulu Fire Department, and Emergency Medical Services.
- Facilitating the arrival of emergency responders to the incident.
- Assisting emergency responders with perimeter security, building searches, and evacuations as warranted.

Recovery/Post Incident

The decision to resume normal activities in the facility will be made jointly by the Director of Auxiliary Services or his/her designee in consultation with the appropriate individuals in UHWO administration and local first responders such as the Honolulu Police Department and Honolulu Fire Department.

UHWO Campus Security will remain on scene and assist with returning location back to normal operations.

UHWO Campus Security will assist emergency responders with post-incident actions as warranted in the area of scene management and victim/witness documentation.

The campus community will be notified, through the emergency notification system and other forms of communication as warranted, once the decision has been made to resume operations.
Annex C: Civil Unrest

Objective

The objective of this annex is to define the actions, roles, and responsibilities of the UHWO campus community in order to coordinate a safe and effective emergency response in the event of civil unrest occurring on campus. This specific annex provides a general concept of emergency procedures before, during, and after the occurrence of civil unrest on campus.

Situational Overview

Protests, demonstrations, rallies, and marches are organized for a myriad of reasons. The majority of these events are peaceful gatherings which seek to exercise their freedom of speech. However, there are individuals who convene on protests, demonstrations, rallies, or marches to cause harm or incite violence. Many of these individuals are involved in activities such as disruption of activities, resistance, and rejection of all forms of control and authority.

It is important for students to exercise their right to protest. The danger lies in those that become part of a group for ulterior motives, individuals coming to campus with malicious intent, or individuals who allow emotions to cloud their judgement. It is in these situations that the UHWO campus community must be cognizant of the potential for violence to erupt.

Definitions

Civil Unrest: Any unlawful assembly constituting breach of the peace or any assembly of individuals where there is imminent danger of collective violence, destruction of property, or other unlawful acts.

Preparedness and Mitigation

In order to reduce the effects of a critical incident such as civil unrest, the UHWO campus community can actively take part in preparedness and mitigation strategies by:

- Paying attention to current events and issues at other university campuses
- Alerting UHWO Campus Security Department at 808-689-2547 if they receive any flyers depicting hate or offensive rhetoric.
- Understanding that even peaceful protests and rallies organized with good intentions may attract dissenters or those with their own agenda and violent tendencies. Always
be alert and aware of your surroundings when participating in protests and/or rallies. Contact UHWO Campus Security Department at 808-689-2547 at the earliest sign of trouble or if you are in fear for your safety.

Response by the Campus Community

Any protest, demonstration, rally, or march planned for, or organized on, the UHWO campus should be made known to the UHWO Campus Security Department. By notifying the UHWO Campus Security Department, a determination can be made on appropriate measures to put in place to protect the organizers, those who may be in conflict with the organizers, and the overall safety of the campus community. Depending on the circumstances, the Emergency Management Coordinator will contact some or all members of the crisis management team.

Protests, demonstrations, rallies, or marches organized on the UHWO campus will not be disrupted unless the following conditions exist:

- Protest, demonstration, rally, or march violates the University of Hawai‘i’s Executive Policy 10.206 Free Expression on University Campuses
- Protest, demonstration, rally, or march violates the University of Hawai‘i West Oahu Student Code of Conduct
- Obstructing access to facilities, offices, buildings, or other UHWO property
- Threat or act of, physical harm, violence, and/or injury to individuals
- Threat of or physical damage to UHWO property
- Unauthorized use of or entry into UHWO property, facilities, or equipment

If you are a participant in a protest or rally that is becoming violent:

- Leave immediately for your safety and contact the UHWO Campus Security Department 808-689-2911; provide campus security with as much detail as possible about the individual(s) causing alarm or inciting violence
- Seek out UHWO Campus Security Department if they are on scene
- Aid others, who may have an access or functional need, who wish to leave the protest or rally
- Find a safe location far away from the area and remain there until the protest or rally has been dispersed.
- Be advised that UHWO Campus Security Department will contact the Honolulu Police Department (HPD) to assist with the incident; follow all instructions of HPD for your safety.

In the event a protest, demonstration, rally, or march becomes violent and you are Outside:

- Leave the area immediately if able, and seek safety inside a building
- Consider individuals with access and functional needs who want to leave the area
• Call UHWO Campus Security immediately and provide as much detail as possible about
the event:
  o Who is involved?
  o Are there any weapons involved? (to include improvised weapons such as sticks)
  o Number of individuals involved?
  o Any injuries?
• **DO NOT** attempt to break up the civil unrest
• Follow instructions of UHWO Campus Security or the Honolulu Police Department

*In the event a protest, demonstration, rally, or march becomes violent and you are *Inside* a
building:

• Contact UHWO Campus Security immediately and provide as much detail as possible
about the event:
  o Who is involved?
  o Are there any weapons involved? (to include improvised weapons such as sticks)
  o Number of individuals involved?
  o Any injuries?
• Stay away from windows and doors
• Close blinds, shades, and/or curtains
• Lock doors
• Account for all faculty, staff, students, and/or visitors in your area, office, or classroom;
  if anyone is missing, contact UHWO Campus Security
• Remain in your safe area until notified by UHWO Campus Security or the UHAlert
  system that conditions have returned to normal

**Subsequent Procedures/Information**

Those involved, whether directly or indirectly, with the civil unrest will be asked to remain on
scene to provide witness accounts of the event. If you have left the area and have information
on the event, contact UHWO Campus Security to assist with the investigation process.

Please cooperate fully with HPD and UHWO Campus Security Department instructions and
requests.

Stay informed through UHAlert and other communication methods such as the UHWO website.
Any information relating to the incident will be updated as quickly as possible in accordance
with the Clery Act requirements.
Response by UHWO Campus Security

UHWO Campus Security is responsible for:

- Alerting first responders such as the Honolulu Police Department, Honolulu Fire Department, and Emergency Medical Services.
- Facilitating the arrival of emergency responders to the incident.
- Assisting emergency responders with perimeter security and evacuations as warranted.

Recovery/Post Incident

The decision to resume normal activities will be made jointly by the Director of Auxiliary Services or his/her designee in consultation with the appropriate individuals in UHWO administration and local first responders such as the Honolulu Police Department and Honolulu Fire Department.

UHWO Campus Security will remain on scene and assist with returning location back to normal operations.

UHWO Campus Security will assist emergency responders with post-incident actions as warranted in the area of scene management and victim/witness documentation.

The campus community will be notified, through the emergency notification system and other forms of communication as warranted, once the decision has been made to resume operations.
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Annex D: Hazardous Materials Spill/Release

Objective

The objective of this annex is to define the actions, roles, and responsibilities of the UHWO campus community in order to coordinate a safe and effective emergency response in the event of a hazardous materials spill/release on campus. This specific annex provides a general concept of emergency procedures before, during, and after the occurrence of a hazardous materials spill/release.

Situational Overview

Hazardous materials can present a significant risk to the health and safety of UHWO students, faculty and staff if they are spilled or released, whether the release or spill is accidental or intentional. Depending on the hazardous material, those effected will succumb to varying degrees of signs and symptoms. Recognizing what to do in the event of a spill or release is crucial to mitigating the effects of this type of incident.

Definitions

**Hazardous Material:** Any substance or material that is capable of posing an unreasonable risk to health, safety, or property when transported in commerce (49 CFR 172.101).

**Hazardous Substance:** Any substance that, when exposed to it may result in adverse effects on the health and safety of the exposed individual. Any biologic agent and other disease causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations in such persons or their offspring; hazardous waste; any substance listed as a hazardous material under 49 CFR 172.101 (29 CFR 1910.120(a)(3)).

Preparedness and Mitigation

In order to reduce the effects of a critical incident such as an active shooter/active threat, the UHWO campus community can actively take part in preparedness and mitigation strategies by:

- Staying informed and preplan
• Studying building evacuation maps posted throughout campus and walking the exit routes for familiarization
• If working with and/or around hazardous materials, ensure that you are wearing proper personal protective equipment (PPE)
• When working in laboratories that contain hazardous materials, know proper procedures for a spill/release; location of eye wash/shower stations
• Conduct drills or exercises of your laboratory plan
• Being observant while on campus; pay attention to any odd smells, smoke, vapor, and/or liquids

Response by the Campus Community

In the event of a hazardous materials spill/release, faculty, staff, and students should respond according to the information provided by UHWO Campus Security Department, first responders, and any of the emergency notification systems.

If a student, faculty, or staff is involved with, or present during a hazardous materials spill/release:

• Leave the area immediately and prevent others from entering the area
• Contact UHWO Campus Security at 808-689-2911 immediately to report the spill/release
• Provide the following information to UHWO Campus Security Department:
  o Location of the hazardous material spilled/released
  o Type of hazardous material spilled/released (if known)
  o Physical state of hazardous material spilled/released (liquid, solid, gas)
  o Hazardous characteristics of the material spilled/released (toxic, flammable, corrosive, infectious)
  o Quantity of the material spilled/released, and if the material is continuing to spill/release
• If the hazardous material poses an immediate threat to people, property, or the environment, and cannot be safety managed internally through established laboratory spill/release procedures or protocols, contact the UHWO Campus Security Department immediately at 808-689-2911.

Subsequent Procedures/Information

Any information relating to the incident will be updated as quickly as possible in accordance with the Clery Act requirements.
Response by UHWO Campus Security

UHWO Campus Security is responsible for:

- Alerting first responders such as the Honolulu Police Department, Honolulu Fire Department, and Emergency Medical Services.
- Facilitating the arrival of emergency responders to the incident.
- Assisting emergency responders with perimeter security and evacuations as warranted.

Recovery/Post Incident

The decision to resume normal activities within the facility or effected area will be made jointly by the Director of Auxiliary Services or his/her designee in consultation with the appropriate individuals in UHWO administration and local first responders such as the Honolulu Fire Department.

UHWO Campus Security will remain on scene and assist with returning location back to normal operations.

UHWO Campus Security will assist emergency responders with post-incident actions as warranted in the area of scene management and victim/witness documentation.

The campus community will be notified, through the emergency notification system and other forms of communication as warranted, once the decision has been made to resume normal operations for the effected facility and/or area.
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Annex E: Fire

Objective
The objective of this annex is to define the actions, roles, and responsibilities of the UHWO campus community in order to coordinate a safe and effective emergency response in the event of a fire on or near campus. This specific annex provides a general concept of emergency procedures before, during, and after the occurrence of a fire on or near the UHWO Campus property.

Situational Overview
Fires have the potential to severely impact the UHWO campus community to include, loss of life, injury, damage to UHWO property and assets, and disruption of normal operations. Fires must be dealt with appropriately to mitigate these potential effects.

Fires not only can occur on the developed portion of the UHWO campus, but also in the undeveloped acreage that surrounds the facilities to include neighboring lands.

Definitions
N/A

Preparedness and Mitigation
In order to reduce the effects of a critical incident such as a fire, the UHWO campus community can actively take part in preparedness and mitigation strategies by:

- Staying informed and preplan
- Studying building evacuation maps posted throughout campus and walking the exit routes for familiarization
- Know where the fire alarm pull stations and fire extinguishers are in your building
- Stay alert for any signs or smells of smoke
- Actively participate in fire drills
- Know your department’s, classroom’s, or office’s evacuation assembly area
- Establishing accountability procedures
Response by the Campus Community

In the event of a fire within a UHWO building or grounds, faculty, staff, and students should respond according to the information provided by UHWO Campus Security Department, first responders, and any of the emergency notification systems.

Building Fire:

- Activate the fire alarm pull station to initiate evacuation of the building
- Call 911 immediately and notify UHWO Campus Security at 808-689-2911
- Provide as much information as possible about the fire: building, location (if known) of fire, smoke, or area where you smelled the fire/smoke
- Take your personal belongings (purse, wallet, keys, etc.) ONLY if safe to do so
- Secure any hazardous or sensitive materials, ONLY if safe to do so
- Close all doors behind you to confine smoke and fire
- Proceed to the nearest emergency exit
- **DO NOT** use elevators
- If there is smoke, crawl low near the ground toward the nearest exit
- Help those individuals who may need assistance to move to a safe area, without endangering yourself or others further
- Once away from the building, gather at your department’s, office’s, or classroom’s designated evacuation assembly area for accountability
- Notify the building coordinator(s) or UHWO Campus Security if you believe someone may be missing or of anyone who needs assistance still in the building
- **DO NOT** reenter the building until authorized to do so by UHWO Campus Security or the Honolulu Fire Department

Fire (surrounding brush area):

UHWO Campus Security consistently monitors the brush surrounding the UHWO campus facilities for any signs of fire or smoke.

If UHWO Campus Security and/or the Honolulu Fire Department feel that the health and safety of the UHWO campus community is at risk, appropriate notifications will be made to the students, faculty, and staff through UHAlert and other media avenues such as the UHWO website.

Evacuation of the UHWO campus will be determined by the Honolulu Fire Department in conjunction with UHWO Campus Security. Refer to the Evacuation Annex for further detail about evacuating the campus.

Subsequent Procedures/Information
If advised to evacuate the building or campus, follow the instructions of UHWO Campus Security and the Honolulu Fire Department.

Any information relating to the incident will be updated as quickly as possible in accordance with the Clery Act requirements.

**Response by UHWO Campus Security**

UHWO Campus Security is responsible for:

- Alerting first responders such as the Honolulu Police Department, Honolulu Fire Department, and Emergency Medical Services.
- Facilitating the arrival of emergency responders to the incident.
- Assisting emergency responders with perimeter security and evacuations as warranted.

**Recovery/Post Incident**

The decision to resume normal activities within the facility or effected area will be made jointly by the Director of Auxiliary Services or his/her designee in consultation with the appropriate individuals in UHWO administration and local first responders such as the Honolulu Fire Department.

UHWO Campus Security will remain on scene and assist with returning location back to normal operations.

UHWO Campus Security will assist emergency responders with post-incident actions such as scene management and documentation.

The campus community will be notified, through the emergency notification system and other forms of communication as warranted, once the decision has been made to resume normal operations for the effected facility and/or area. Other important information such as rescheduling of classes or building closures due to fire damage will be broadcasted to the UHWO campus community through UHAlert and other media avenues such as the UHWO website.
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Annex F: Utility Failure/Power Outage

Objective

The objective of this annex is to define the actions, roles, and responsibilities of students, faculty, and staff in order to coordinate a safe and effective emergency response in the event of a utility failure or power outage on campus. This specific annex provides a general concept of emergency procedures before, during, and after the occurrence of a utility failure or power outage at the UHWO Campus.

Situational Overview

A utility failure is a loss of an essential utility such as power, water, natural gas, and heat that has the potential to create a significant impact on university operations. Utility failures and power outages can happen without warning, except for planned outages. Other outages result from human error, or they may be the result of natural disasters such as hurricanes, earthquakes, or fires.

Types of Utility Failures:

Power:

- No lighting (except emergency lighting)
- No ventilation fans
- Loss of Air Conditioning
- Potential inability to occupy spaces
- No elevators
- No food service/preparation
- No computers/IT network access
- Potential for loss of research in laboratories
- Critical services may be on battery backup (i.e., fire alarm systems)

Water:

- Loss of potable drinking water
- Disruption of food service/preparation
- Loss of sanitation (i.e., restrooms, hand washing)
- Loss of emergency laboratory showers/eye wash stations

Natural Gas:
• Building heat impacted
• Disruption to food preparation

Definitions

Utility Failure: A loss of an essential utility such as power, water, natural gas, and heat. Has the potential to severely disrupt normal operations.

Preparedness and Mitigation
In order to reduce the effects of a critical incident such as a utility failure or power outage, the UHWO campus community can actively take part in preparedness and mitigation strategies by:

• Knowing who to report a power outage or utility failure to
• Staying informed of any planned outages in the community that may affect the UHWO campus

Immediate Actions/Basic Community Guidance
In the event you encounter or identify a utility failure, respond as follows:

Power/Electrical Outage:

• Report all outages to the Work Coordination Center (WCC) at (808) 689-2535 or uhwo-wcc-l@lists.hawaii.edu during normal business hours (Monday – Friday 8:00am – 4:00pm), or to UHWO Campus Security Department at (808) 689-2911 after hours.
• If the campus telephones are not working, refer to the Telecommunications Outage protocol within this annex.
• Remain calm and follow directions from university officials.
• DO NOT use elevators.
• If someone is trapped in the elevator, notify UHWO Campus Security Department and reassure the trapped individual(s) that help is on the way.
• DO NOT attempt to pry open the elevator doors.
• Disconnect all equipment that could be damaged by a power surge before electricity is restored.
• Turn off lights, appliances, window air conditioners, and other devices to reduce the power requirements for restoration.
• WCC will take action to turn off large electrical equipment at all the facilities on the UHWO campus.
• Evacuate the building when and if instructed by a university official (such as building coordinators or UHWO Campus Security) or first responders (such as Honolulu Police Department or Honolulu Fire Department).

Water Outage/Leak/Flooding:

• Report all water outages or pipe breaches to the Work Coordination Center (WCC) at (808) 689-2535 or uhwo-wcc-l@lists.hawaii.edu during normal business hours (Monday–Friday 8:00am – 4:00pm), or to UHWO Campus Security Department at (808) 689-2911 after hours.
• WCC will send their maintenance personnel to investigate the problem and will fix any problem within their capability.
• WCC will report major line breaks to the city and coordinate the repairs.
• DO NOT turn on lights or any electrical equipment.
• If safe to do so, turn the local water source off (i.e., water faucets, taps).
• If safe to do so, cover or move objects that could be damaged by water.
• WCC may restrict the use of restrooms in affected building. Individuals will be directed to the closest building where restrooms are operational.
• If there is a water leak and the potential for extensive flooding, evacuate the area
• Should the water outage affect large sections of campus or the entire campus, classes and operations, except for essential personnel, may be suspended.

Gas Outage/Leak:

• Indicators of a gas leak: the smell of “rotten eggs” or when you hear a blowing or hissing noise.
• Evacuate the building immediately, alerting others in the building as you leave.
• Immediately report the issue to the Work Coordination Center (WCC) at (808) 689-2535 or uhwo-wcc-l@lists.hawaii.edu during normal business hours (Monday–Friday 8:00am–4:00pm), or to UHWO Campus Security Department at (808) 689-2911 after hours.
• DO NOT use any phone inside the building.
• DO NOT turn on or off any electric lights or appliance.
• DO NOT open or close windows.
• DO NOT try to shut off gas.
• DO NOT light candles or other types of flames.
• DO NOT re-enter the building until authorized to do so by university officials or responding authorities.

For more information on detecting gas leaks and additional safety tips, go to http://www.hawaiigas.com/safety/detecting-a-leak/
**Telecommunications Outage:**

- Should telephones and computers go down, contact the Information and Technology Service Center at (808) 689-2411 or uhwohelp@hawaii.edu
- If all forms of electronic communications are down, prepare to send messages via personnel who are able to walk or drive from office to office.
- If necessary, you may contact UHWO Campus Security (808-689-2911) during a phone outage from your mobile phone.

**Subsequent Procedures/Information**

The decision to resume normal activities in the facility will be made jointly by the appropriate individuals in UHWO administration, WCC, and/or responding authorities.

**Response by UHWO Campus Security**

Responding personnel shall use extreme caution. Unique hazards to a utility failure can include downed power lines, damaged gas lines, and ruptured water lines. Only personnel with the knowledge, skills, and abilities to properly manage damaged utilities shall approach a location with potentially damaged utilities.

The scene of a utility failure shall be secured and isolated to prevent bystanders from potential harm or hazards.

**Recovery/Post Incident**

Depending on the severity of the utility failure effecting the UHWO campus, post incident information will be communicated through UHAlert or other media avenues such as the UHWO website.