In the event of an emergency on campus, UH West O‘ahu will send a UH Alert message via email and/or text. For more information about the UH Alert system or to sign up for SMS/text messaging, go to [www.hawaii.edu/alert/](http://www.hawaii.edu/alert/)

**Medical Emergency**

**Call 911 First**
Call 911 immediately
Call Campus Security: 808-689-2911

**First Aid**
If you have been trained and it is safe to do so, administer first aid/CPR/AED

**Evacuation**
- In the event of an official notification, evacuate using the nearest exit
- If safe, take essential personal possessions
- If safe, secure hazardous or sensitive materials
- Proceed to the nearest exit
- Do NOT use elevators
- Help those requiring assistance; if you are unable, inform Emergency Responders of the individual’s status and location
- Evacuate to the mauka/diamond head corner of the Great Lawn
- Do not return to the building until Campus Security permits re-entry

**Active Threat**

**Run**
If there is an accessible escape path, attempt to evacuate the premises

**Hide**
LOCKDOWN means to take any measures to prevent someone from entering your hiding space

**Fight**
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter

**Student Crisis Resources**

**Notify Security**
Call Campus Security: 808-689-2911

**Find Support**
Counseling Services: 808-689-2675

**Always Report**
Compliance/Title IX Office: 808-689-2934

**Utility Failure**

- If you are inside a building:
  - Stay where you are until the shaking stops
  - Drop down to your hands and knees
  - Cover your head and neck with your arms
  - If safe, crawl for cover under a sturdy desk or table
  - When the shaking stops, if there is a clear path to safety, evacuate to a safe area

- If you are outside:
  - Do NOT enter any buildings
  - Stay away from power lines or anything that might fall
  - Do NOT use lighters, candles, matches, or any open flame

**Earthquake**

- Notify others in the vicinity that there is a fire and they need to evacuate
- Activate the fire alarm pull station
- Call 911
- Call Campus Security: 808-689-2911
- If safe, take essential personal possessions
- Proceed to the nearest exit

- Immediately report a failure, outage, or leak to the Work Coordination Center at 808-689-2535 or uhwo-wcc-l@lists.hawaii.edu
- In the event of a power outage, turn off and disconnect computers and other voltage-sensitive equipment
- In the event of a gas leak, immediately evacuate the area, warn others to stay away, DO NOT attempt to shut off or manipulate valves, and DO NOT switch on/off lights or any other electrical equipment

For more information on campus emergency preparedness and response visit uhwo.hawaii.edu/emergency or email uhwocomm@hawaii.edu