

**DRAFT**

**APPENDIX A**

**STANDARD OPERATING PROCEDURES  
FOR  
EMERGENCY RESPONSE OPERATIONS**

April 2008

**HONOLULU COMMUNITY COLLEGE**  
**STANDARD OPERATING PROCEDURES: EMERGENCY RESPONSE OPERATIONS**

**TABLE OF CONTENTS**

- A.1: Emergency Operations
  - Emergency Management Team
  - Responsibility
  - Emergency Operation Center
- A.2: Guide to Emergency Preparedness
  - Departmental Emergency Planning
  - Campus Emergency Response Kit
  - Personal Emergency Response Kit
- A.3: Emergency Action
  - General Classroom Emergency Procedures
  - Medical Emergency
  - Fire
  - Chemical Incidents
  - Bomb Threat
  - Suspicious Packages, Mail, etc
  - Elevator Emergency
  - Power Outage
  - Shelter-in-place – not done
  - Epidemic Outbreak – not done
  - Civil Defense - Natural Disasters
  - Civil Defense – Enemy Attack
- A.4: Emergency Evacuation Procedures
  - General Evacuation
  - Designated Assembly Areas
  - Evacuation Procedures for Persons with Disabilities
- A.5: Threats, Harassment, and Assault of Faculty, Staff, or Students
- A.6: Emergency Information
  - Emergency Contact for Students
  - Emergency Medical Identification Card and Information
  - “ICE” or “In Case of Emergency”
- A.7: Supportive Documents
- A.8: References

# HONOLULU COMMUNITY COLLEGE

## A.1: EMERGENCY OPERATIONS

This document is part of the University of Hawai'i's Emergency Operations Plan. It establishes emergency response procedures, response organizational structure, authority, and personnel responsibilities. It shall be used to manage emergency operations at all facilities considered part of the Honolulu Community College.

### **Emergency Management Team**

The Emergency Management Team (EMT) shall manage all emergency response operations for the College. Refer to the following page for organizational structure of EMT.

The responsibilities listed below for each Section of the Emergency Management Team follow the Occupational Health and Safety Administration (OSHA) guidelines on the Incident Command System (ICS).

*EMT Executive:* Responsible for all aspects of the response, including developing incident objectives and managing all incident operations. These may include establishing immediate response priorities, objectives, and strategies; stabilizing the incident; monitoring the incident organization; ensuring health and safety of response personnel

*Operations Section Staff:* Responsible for all operations directly applicable to the primary mission of the response.

*Planning/Intelligence Section Staff:* Collects, evaluates, and disseminates the tactical information related to the incident, and prepares and documents Incident Action Plans.

*Logistics Section Staff:* Provides facilities, services, and materials for the incident response.

*Finance Section Staff:* Provides all financial, administrative, and cost analysis aspects of the incident

*Public Information Officer:* Develops and releases information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.

*Safety Officer:* Develops and recommends measures to the EMT Executive for assuring health and safety of the College's response personnel.

**Need to include EMT Org Chart**

## **Responsibility**

### *Chancellor*

The Chancellor, the EMT Executive, is responsible for the overall emergency planning, response, and management. During an emergency, the chancellor is authorized to:

- appoint members of the Emergency Management Team for Honolulu Community College
- activate the emergency response operation
- act as the Executive for the Honolulu Community College's Emergency Management Team
- terminate the response operation

### *Vice Chancellor of Administrative Services*

In the absence of the Chancellor, the Vice Chancellor of Administrative Services (VCAS) shall act as the EMT Executive.

Upon responding to an emergency, VCAS shall assume the role of the Operations Section Leader. The Operations Staff include the following Honolulu Community College Personnel:

- Apprentice Coordinator 1
- Fiscal Officer Assistant
- Maintenance Supervisor
- Custodial Supervisor
- Campus Security Officers
- Administrative Officer (Business Office)
- Health Nurse

The Operations Staff shall assist with emergency response operations as assigned by the Operations Section Leader.

- Administrative Officer: acts as a communication coordinator, located in the Business Office.
- Campus Security Officers: establishes site security control, prevents unauthorized entry, and assists in other security-related matters

*Notes:* In an event of a bomb threat, with or without specific information, the Operations Section Leader shall immediately contact the Honolulu Police Department (HPD) for advice. If the specific locations are known, the areas shall be evacuated immediately. If advised by HPD, the Operations Staff shall conduct a search of the facilities. The Operations Section Leader shall allow occupants to re-enter the facilities when it is determined that the threat is no longer present.

## **Emergency Operations Center**

The second floor of Building 6 is the primary location of the Emergency Operations Center (EOC). However, an alternative location may be used as EOC when it is determined that the primary location is unsuitable or unsafe for the specific emergency (tsunami or others).

If Building 6 is unavailable for use, EOC should be relocated to other locations. The list of these locations and analyses is presented below.

### ***Building 6 (Primary Location)***

#### ***Benefits:***

- Current “Headquarter”/main office for the College. Records, reference materials, and other essential documents are already in place
- Executive staff are in place
- Access to many desks with telephones, computers, and printers
- Telecom hub in place
- Rooftop is ideal for listening/observation post
- Three access points (two main, 1 mailroom)
- Sturdy structure
- Easy public access for deliveries, etc.
- Conference rooms available, on the first and second floors, for planning purposes

#### ***Concerns:***

- No direct telephone lines to outside
- No backup lighting (in case power outage)

### ***Building 27, First Floor***

#### ***Benefits:***

- Located next to Administration (Building 6)
- Easy public access for deliveries etc.
- Rooftop is ideal for listening/observation post
- Second floor’s outer walkway lanai encircles building which is excellent for visual observation to take estimate of the emergency situation
- Big conference room available for planning purposes
- Four or more possible available entry ways to access building.

#### ***Concerns:***

- Chemicals stored in building may present inhalation exposure and fire hazards
- No direct telephone lines to outside
- Runner may be needed to shuttle documents/records/materials between Buildings 6 and 27.

### ***Building 14***

#### ***Benefits:***

- Furthest/highest building away from Kapalama Canal
- Least amount of exterior windows/glass
- Technical programs (Welding, Refrigeration, Carpentry) may have tools and items that are useful during an emergency.

#### ***Concerns:***

- Difficult to navigate through building due to its design
- Interior halls/rooms lack adequate lighting
- Stairways have been designated as Civil Defense shelter
- Equipment may expose occupants to hazardous potentials

### ***Building 7 (Highest floor may be appropriate in case of a tsunami)***

#### ***Benefits:***

- High rise
- EMC equipment housed in this building on the third floor
- Interior offices and classes on may be safer than ones on perimeter.

#### ***Concerns:***

- Limited areas to safely store items needed for emergency
- Rooms in the exterior may not be as safe as interior spaces during high winds
- When the elevators are out of service, it will be difficult to transport emergency equipment from the lower floors and the area will not be accessibility to persons with disabilities

### ***Building 2 (Highest floor may be appropriate in case of a tsunami)***

#### ***Benefits:***

- High rise
- Some EMC equipment is housed in this building on the second floor
- Network servers and equipment are located on the fifth floor.

#### ***Concerns:***

- Limited areas to safely store items needed for emergency
- When the elevators are out of service, it will be difficult to transport emergency equipment from the lower floors and the area will not be accessibility to persons with disabilities
- The Norman W.H. Loui Conference Room is not appropriate for shelter during tsunami/high winds due to its large glass windows.

## **A.2: Guide to Emergency Preparedness**

The procedures outlined in this section are designed to assist in preparing for an emergency. In the event of a large-scale disaster, local, state and federal agencies may be affected. A long delay of the arrival of emergency services may be expected and key personnel may not be available or able to carry out tasks during an emergency. Thus, taking a pro-active approach by being mentally and physically prepared for the unexpected is an important first step in dealing with an emergency.

### **Know:**

- Surrounding areas and campus procedures for various types of emergencies.
- Locations of all exits in case fire or debris should block one.
- Locations of fire alarm pull stations.
- Locations of fire extinguishers and first aid kits.
- Where to find the nearest phone to notify police or fire departments and Campus Security in case of an emergency.
- Activities and associated hazards around the work areas.

### **Do:**

- Conceal valuable items. Never leave personal property unattended.
- Have a personal emergency kit handy in case an evacuation from the work area or from the campus is necessary.
- Keep this guide handy, either close to or under the telephone.

### *Instructional Faculty Members:*

- Know the College's procedures for various types of emergencies.
- Instruct students, on the first day of class, on evacuation procedures and routes including alternate routes if the nearest exit is obstructed. If possible, practice an evacuation by guiding the students through the evacuation route to the assembly area.
- Keep an attendance roster with student's cell phone numbers to facilitate accounting for students after an evacuation.
- Designate a meeting point, within the College's designated assembly area, to gather and account for students present in class.
- Designate a "Buddy" to safely escort each student with a disability who cannot see, hear, or walk in the class.
- Review above items with students several weeks into the semester to make sure everyone is informed.

### **In an Emergency:**

**Do not hesitate to call 911 immediately if you believe an emergency exists.**

Contact Campus Security at 284-1270 (or 271-4836)  
if you have any questions concerning emergency procedures.



## Departmental Emergency Planning

*Responsible Persons: Deans, Directors, Division Chairs*

Since not all employees may not be present during an emergency, it is essential for each academic unit to develop its own emergency response procedures addressing special employees' needs and specific handling of data/equipment. The procedures, establishing response priorities and steps, will be used to direct available personnel in minimizing losses and ensuring speedy recovery.

Although developing a departmental emergency plan may seem tedious and difficult, the benefits of having a plan will definitely be advantageous and of benefit in the long run especially when serious damages can be expected from an emergency.

The departmental emergency procedures, in supplementing the College's general emergency action plan, should include:

- Instructions for personnel to maintain their own personal emergency kit in the work area. (Go to [http://home.honolulu.hawaii.edu/~hseps/hseps/pdf/Ohana\\_Resource\\_Kit.pdf](http://home.honolulu.hawaii.edu/~hseps/hseps/pdf/Ohana_Resource_Kit.pdf) for more information).
- Phone Tree – List of names, telephone numbers, and email address that will be used to disseminate important information during an emergency
- Priority Items of Value – List of items of value that require relocation or special attention in an emergency.
- Items for Emergency Use – List of specific equipment or items, within the department, that might be needed elsewhere in an emergency. Tag the items and include this information on the tag: “Property of” and “Move to”
- Emergency Evacuation & Accountability – Establish a buddy system for all personnel, including those with special needs that may impact evacuation. Review evacuation procedures and assembly areas each semester.
- Priority Steps in Emergency (Shutdown & Powering Up) – Developing priorities and specific instructions on the safe handling of specialized equipment, servers, etc. that may become damaged should electrical power be affected to office/campus.
- List of Emergency Equipment and Location- Securing and storing of various emergency response items to protect valuable equipment (tarps, clothespins, duct tape, rope, etc. that may be accessed in an emergency. Make sure that all personnel are aware of the location where the kit is stored. Assign specific employees (Safety Liaison, etc) to oversee the kit and to transport the kit when needed.
- Post-disaster/emergency Recovery Instructions – Priorities of actions, lists of persons, and specific instructions of important contacts necessary for the recovery.
- Posting of floor schematic indicating location of items of value & emergency items.
- Posting of updated departmental emergency plan in a designated area (e.g., bulletin board, bookshelf).

The following template is provided as a basic guide. Each academic is unique in its operations and day-to-day activities, some may store sensitive information and specialized equipment.

- Brainstorm to solicit input from personnel will help in developing a meaningful and realistic written emergency plan for each unit.

- Make emergency planning a routine part of each meeting or hold special emergency planning meetings to get this important task done.
- Consider various scenarios that may affect the operations and plan accordingly in advance. Pre-planning could minimize long-term problems and losses. Take steps to minimize damages to equipment such as covering it with a waterproof barrier to minimize potential water damage in event of a water leak from the ceiling, and moving computers off from the floor in case of flooding.
- Plan and review for these type of events and others:
  - Immediate Evacuation for Fire
  - Water damage from flood, tsunami, plumbing, roof, windows
  - Lockdown (not able to leave office, etc) – Have ready a personal emergency kit
  - Fire
  - Bomb Threat
  - Disruptive or violent situation

## **Campus Emergency Response Kit**

*Responsible Persons: Logistics Section Leader, Safety Liaisons*

The main campus and each satellite sites shall maintain an emergency kit. The kit should be stored in a central area that is agreed upon by personnel within each academic unit. The unit's Safety Liaison or designated personnel shall ensure that the kit is complete and in operating condition. During an emergency evacuation, the kit may be transported to assembly area, by the Safety Liaison or pre-designated personnel. At a minimum, the kit should contain the following items:

1. A copy of this Standard Operating Procedures, along with a current employee roster. The roster can be used in accounting for personnel after an evacuation.
2. First aid supplies. In some emergencies, the College personnel may have to provide first aid to those with non-life threatening injuries.
3. A blanket or plastic tarp
4. Flashlights and extra batteries
5. AM/FM radio and extra batteries
6. Small quantity of bottled drinking water

In addition, specialized emergency kits will be maintained in certain areas including the Emergency Operations Center, high-rise buildings and floors, emergency shelters, and Operations & Maintenance department. The Logistics Section Leader shall ensure that the specialized kits are adequate and available when needed.

## **Personal Emergency Response Kit**

*Responsible Persons: Individual employees*

It is recommended that each employee maintain a personal emergency kit in the immediate work area. Examples of items to be included in the kit are:

1. Water and non-perishable food (nuts, granola, dried fruits, beef jerky, etc.)
2. Emergency space blanket or large plastic garbage-size bag (for warmth/rain)
3. First aid supplies (few bandages, antibacterial ointment, non-latex gloves)
4. Personal medication and extra eyeglasses
5. Personal hygiene items (toiletries, toilet /paper tissues, waterless hand sanitizer, feminine supplies)
6. Portable AM/FM radio (spare batteries)
7. Flashlight (spare batteries)
8. Money (small amount)
9. Clothing (jacket, change of clothes)
10. Pair of socks/walking shoes to wear in evacuation
11. Work gloves, duct/masking/adhesive tape
12. Copies of personal documents of significant importance (drivers license, Federal or State ID card, birth certificate, marriage certificate, divorce decree, social security cards, medical insurance, auto insurance, home insurance info, medical/immunization records, pay stubs, etc.).
13. List of after school and weekend activity schedules of family members in addition to essential phone numbers to daycare, schools, activity centers, babysitters, close family, friends, neighbors and an out-of-state family contact phone number.
14. Consider making prior arrangements to have a trusted and reliable relative, friend or neighbor be authorized to pick up young children in the parents' absence.
15. Recent photos of close family members.
16. Discuss, rehearse, and update these plans periodically.

### **A.3: EMERGENCY ACTION**

In an emergency, follow these procedures:

1. Call 911 for Fire, Police, or Ambulance (911 on campus telephone). Give essential information:
  - a. Exact Location -- building and room number, road to enter campus
  - b. Nature of problem or injury/accident and victim's condition
  - c. Name and phone number of person placing the call.
2. Call Campus Security, 284-1270 or 271-4836. If there is no answer or additional assistance needed, call 845-9142 (Business Office) or 294-9123 (Vice Chancellor of Administrative Services). Campus Security will notify nurse and Mental Health Counselor depending on type of emergency.
3. Stay with the victim.
4. Send someone to meet emergency crew.
5. Initiate first aid or CPR, if trained.
6. Remain available to provide any information to the emergency responders.
7. Call emergency contact person designated by the victim.
8. Complete an HCC Incident Report and/or UH Form 29 and turn it in immediately, after the emergency, to VCAS.

#### **General Classroom Emergency Procedures**

*Fire alarm sounds continuously:*

1. Calmly collect your things and head toward the nearest emergency exit.
2. If in a lab or shop, turn off equipment as you prepare to leave, if can be done safely.
3. Always exit by stairway. Do not use the elevator.
4. Go to the assembly checkpoint designated by the instructor.
5. Check in with the instructor and await further instructions.

*Power outage:*

1. Stay in place until your eyes adjust to the lowered light level.
2. If the outage appears to be long term, calmly collect your things and carefully exit the building.
3. Go to the assembly checkpoint designated by the instructor.
4. Check in with the instructor and await further instructions.

*Earthquake:*

1. Drop and cover your head for protection.
2. After shaking stops, evacuate the building.
3. Use stairways to exit, not elevators.
4. Go the assembly check point designated by the instructor.
5. Check in with the instructor and await further instructions.

*Faculty members' Responsibilities:*

1. Communicate the nature of the emergency to all students.
2. Designate students within the class to assist students with disabilities as appropriate.
3. Bring along class attendance roster as guiding the evacuation.
4. Supervise the orderly movement of students from the classroom or work area to the pre-designated assembly point, at least 500 feet away from the building.
5. Direct students to report to the meeting point and to receive further instructions.  
Emphasize to the students never to leave campus without informing the instructor.
6. Notify emergency personnel and Campus Security of the location and needs of students with disabilities.
7. Account for all students at the meeting point within the assembly area.
8. Report to the emergency responders any people who are unaccounted for and may still be in the building.
9. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. Wait for the "all clear" notification from an authorized campus official before returning to the building.

## Medical Emergency

In any life-threatening situation, **immediately call 911 and request an ambulance.**

Provide the following information:

1. Exact campus location and directions to nearest entry route

### *On-campus sites:*

- Main campus, 874 Dillingham Blvd., Bldg\_\_ Rm \_\_ &  
Road to enter (select):
  - Ewa side of campus – enter Kokea Street driveway
  - Middle of campus – enter parking lot on Dillingham at Alakawa intersection
  - For Dillingham (Diamond Head side) enter driveway across old Cutter Dodge
  - For Bldg 12 & 13 on Diamond Head side-enter from Robello Lane
- King Street, 879 North King St. (old Fire Station), Rm \_\_\_\_
- Automotive (Bldg 43)/Diesel (Bldg 44), 445 Kokea Street, Rm\_\_

### *Off-campus sites:*

- Airport Training Center (Aeronautics), 140 Iako Place (off Lagoon Drive.), Rm \_\_\_\_
- Kalaeloa–Pacific Aerospace Training Center, 91-1259 Midway Rd., Kapolei, Rm \_\_\_\_
- Marine Education Training Center, 10 Sand Island Parkway, Rm\_\_

2. Description of victim (e.g., name, age, gender)
3. Condition of victim
4. Caller's name and phone number

### *While awaiting emergency responders:*

1. Call Campus Security at 284-1270 or 271-4836. For additional help, weekday business hours call 845-9142 or Vice Chancellor of Administrative Services call 294-9123.
2. Campus Security will notify nurse & mental health counselor depending on type of emergency.
3. Stay with the victim.
4. Send someone to meet emergency crew.
5. Have colleague assist in documenting sequence of events such as: time of 911 call, arrival of emergency crew, what was done at the scene, time victim's emergency contact called & when the contact arrived, status/destination of injured person, belongings released & to whom, etc.
6. Assess the scene for safety before approaching the victim.
7. If spillage of blood or bodily fluids has occurred, use protective gear (e.g., gloves, goggles, face mask). CPR mask and gloves are available in all campus first aid kits.
8. Assess for unresponsiveness.
9. If a person has fallen, struck his or her head or hurt his or her back or neck, do not attempt to move the person.

10. Initiate first aid or CPR, if trained.
11. Provide privacy & crowd control.
12. Witnesses should remain available to give information to emergency crew.
13. Call emergency contact person designated by victim. Confirm alternate phone numbers should emergency crew or campus need to reach them.
14. Do not engage in unnecessary conversation with the victim. Never discuss who was at fault or who will be responsible for paying medical bills. The cause of the accident will be investigated and any unsafe conditions/actions will be corrected.
15. Complete an HCC Incident Report and/or UH Form 29 and submit to the Vice Chancellor of Administrative Services immediately after the emergency.
16. The College personnel may consider going to the hospital to provide information, assistance and support.
17. Post-Incident:
  - Ensure that the Health Nurse & mental health counselor are available to assist.
  - Review the incident and response action to identify strengths and weaknesses of the emergency procedures. Document the findings and forward the recommendations to appropriate parties.

## Fire

**Instructors and Supervisors:**  
**Review evacuation route and meeting place at the start of each semester!**

In the event of a fire, sound an alarm, then follow these procedures:

*When witnessing a fire:*

1. Activate the alarm and evacuate promptly.
2. Call 911 to request assistance for the Honolulu Fire Department. If the fire involves chemicals, make sure to inform the emergency operator of the identities and amounts of chemicals (if known). Give location of the fire and direction to the location.
3. Call Campus Security at 284-1270 or 271-4836. If there is no answer, call 845-9142 or 294-9123 (Vice Chancellor of Administrative Services)

*At the sound of building alarm:*

1. Stop all activities.
2. Instructor to announce “Follow me down the stairs and meet at \_\_\_\_\_ (designated assembly area) for roll call. Do not stay close to this building.”
3. Promptly leave the work area. Proceed to the nearest fire exit and go to the designated assembly area. Do not attempt to save possessions.
4. If in a lab or shop, shutdown any equipment or processes before leaving, if it is safe to do so.
5. Do not open the door if the knob is hot or if smoke is visible from the bottom of the door.
6. Close (do not lock) all doors when leaving.
7. Use the stairways to exit the building. Do not use elevators.
8. Classes/offices should proceed to designated area and instructor/supervisor or designee should take roll call after vacating the building.
9. Instructor/Staff should advise Emergency Action Plan (EAP) coordinator if any persons are missing who were present earlier in class or at work who did not show up at designated location for roll call.
10. EAP Coordinator will advise Fire Department of missing persons or persons with disabilities who need assistance in leaving building.
11. Re-enter the building only when informed by the EAP coordinator.

*When caught in a smoke-filled facility:*

1. Drop to knees and crawl towards the exit.
2. Breathe through your nose, filtered with shirt or jacket.
3. Hold your breath as much as possible.
4. Stay close to the wall while exiting the facility.



*When trapped in a room:*

1. Call 911 and Campus Security at 284-1270.
2. Close as many doors as possible.
3. Place cloth under each door to block smoke.
4. Signal your location if possible by placing an article of clothing outside a window as a marker.
5. Shout at regular intervals to alert emergency crews of your location.
6. Open or break windows only as a last resort because oxygen feeds the fire.

*When advancing through flames:*

1. Hold your breath.
2. Move quickly.
3. Cover head and hair with blankets or cloth.
4. Keep head down.
5. Keep eyes closed as much as possible.
6. “Stop, drop, and roll” if clothes catch fire.

## Chemical Incidents

### *Chemical Emergency Preparedness:*

Operations involving chemical usage and storage are recommended to have a spill kit available to clean up small spills. The kit should include at least:

MSDSs for chemicals used/stored within the facility

Personal protective equipment (PPE) including gloves, chemical goggles, chemical resistant apron, etc.

Absorbent materials sufficient to absorb at least 1 liter of liquid

Plastic container or bag for waste material

### *Small & Low Hazard Spills:*

A chemical spill/release/leak is considered “small” or “incidental” when it:

- involves a small amount of chemical with known identity (normally less than 8 oz),
- poses minimal health and injury risk,
- poses no potentials for fire or explosion, and,
- can be absorbed, neutralized or otherwise controlled at the time of the incident by trained personnel at the College

### *If you are knowledgeable of the chemical’s hazards and clean-up methods:*

1. Tell others to leave the area.
2. Don the appropriate PPE.
3. Apply the absorbent material starting around the outside of the spill, encircling it, then apply the absorbent material to the center of the spill.
4. Sweep or shovel up the absorbent material and place in the waste container/bag. Dispose of the PPE used to cleanup in the waste container as well. Seal the container.
5. Label and dispose of the container as hazardous waste. Contact the Community College system’s Environmental Officer at 956-9464 for waste pickup.
6. Document the spill clean-up and submit the report to the Division Chair and to the Health & Safety Coordinator. The report should include
  - Identity and approximate quantity of the spilled material
  - Date, time, and location of incident & how the spill occurred
  - Person(s) involved, including injuries (if any)
  - Person conducted the cleanup.

### *Large Spills:*

Do not attempt to cleanup a large spill or a spill involving a fire, explosion, or health threatening:

1. Sound the alarm and evacuate immediately. Do not attempt to perform first-aid on, or rescue contaminated victims.
2. Call 911 to request immediate assistance from HFD-HazMat Unit. Provide the following information: your name, identity and approximate quantity of the spilled material, location of the spill, injured victim’s condition. Stay on the phone until released by the operator.
3. Call Campus Security, 284-1270 or 271-4836 to report the incident.

### *Skin Contact:*

1. Remove all contaminated clothing.
2. Flush the contacted area with running water for at least 15 minutes.
3. Have a co-worker contact 911 for an ambulance. Inform the emergency operator that the injured is chemically contaminated.
4. Contact Campus Security, 284-1270 or 271-4836.

*Eye Contact:*

1. Forcibly hold the eyelid open and rinse eyeball & inner surface of eyelid with running water for at least 15 minutes.
2. Have a co-worker contact 911 for an ambulance. Inform the emergency operator that the injured is chemically contaminated
3. Contact Campus Security, 284-1270 or 271-4836.

## **Bomb Threat**

Use the bomb threat checklist on the following page. When receiving a threat by telephone, follow these steps:

1. Do not hang up.
2. Refer to the checklist on the following page. Document the information.
3. Signal to a co-worker or student to notify Campus Security at 284-1270 or 271-4836.
4. Keep the caller on the line as long as possible. Ask the caller to repeat the message. If possible, record every word spoken by the person making the call.
5. If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller to provide this information.
6. Inform the caller that the building is occupied and the detonation of a bomb would result in death or serious injury to many innocent people.
7. Pay particular attention for any strange or peculiar background noises, such as motor running, background music (and the type of music), and any other noises, which might give even a remote clue as to the place from which the call is being made.
8. Listen closely to the voice (male-female), voice quality, accents and speech impediments.
9. Report information to the Vice Chancellor of Administrative Services (VCAS) at 294-9123. VCAS will contact the Honolulu Police Department. Call 911 directly if school is not in session.
10. A room-by-room search will be coordinated by VCAS and the Honolulu Police Department. Decisions will be made whether an evacuation is necessary.
11. If hearing an alarm, evacuate and proceed to the assembly area, at least 500 feet away upwind from the building. If directed by authority use alternate assembly area, follow the instructions.
12. Return to the building only when directed by an authorized campus official.

# Honolulu Community College: BOMB THREAT CHECKLIST

Keep this handy near each phone.

## When receiving a bomb threat phone call:

- Stay calm. Take the caller seriously. Do not hang up.
- Keep caller on the line as long as possible.
- Ask and note information given by caller during or after call.
- Call Campus Security (284-1270 or 271-4836) immediately upon hanging up or have a co-worker/student call while the threat is in progress. Also, notify your supervisor. Campus Security will contact the appropriate authorities (VCAS & 911) and coordinate any evacuation efforts.
- When possible, photocopy this as an office copy.
- Provide original report to Campus Security.

~~~~~  
Tell caller: "We want to prevent innocent people from being killed". If possible, record every word spoken by the person making the call. **TRY ASKING:**

Caller to repeat the message: \_\_\_\_\_  
What time is the bomb going to explode? \_\_\_\_\_  
Where is the bomb right now? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
What will cause it to explode? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_  
Why? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
What is your address? \_\_\_\_\_

## EXACT WORDING OF THE THREAT:

## IF KNOWN:

Name of caller: \_\_\_\_\_ Phone # or Ext. where call originated: \_\_\_\_\_  
Gender: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Number where call received: \_\_\_\_\_  
Time call received: \_\_\_\_\_: \_\_\_\_\_ am/pm Date call received: \_\_\_\_\_ Length of call: \_\_\_\_\_

## Characteristics of Caller's Voice:

- |                                          |                                         |                                 |                                                               |
|------------------------------------------|-----------------------------------------|---------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Lisp   | <input type="checkbox"/> Slurred                              |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Deep/Low       | <input type="checkbox"/> Loud   | <input type="checkbox"/> Stutter                              |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Distinguished  | <input type="checkbox"/> Nasal  | <input type="checkbox"/> Familiar                             |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Normal | <input type="checkbox"/> If familiar, whom did it sound like? |
| <input type="checkbox"/> Cracked         | <input type="checkbox"/> Distinct       | <input type="checkbox"/> Ragged |                                                               |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Excited        | <input type="checkbox"/> Rapid  |                                                               |
|                                          | <input type="checkbox"/> Laughing       | <input type="checkbox"/> Raspy  |                                                               |
|                                          |                                         | <input type="checkbox"/> Slow   |                                                               |

## Background Sounds:

- |                                         |                                        |                                          |                                         |
|-----------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Street noises  | <input type="checkbox"/> House noises  | <input type="checkbox"/> Clear           | <input type="checkbox"/> Kitchen noises |
| <input type="checkbox"/> Music          | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Booth           | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Factory noises | <input type="checkbox"/> Long distance | <input type="checkbox"/> PA system       |                                         |
| <input type="checkbox"/> Local          | <input type="checkbox"/> Voices        | <input type="checkbox"/> Office machines |                                         |
| <input type="checkbox"/> Crockery       | <input type="checkbox"/> Motor         | <input type="checkbox"/> Static          |                                         |

## Threat language:

- |                                                 |                                     |                                                 |
|-------------------------------------------------|-------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Foul       | <input type="checkbox"/> Message read by caller |
| <input type="checkbox"/> Taped                  | <input type="checkbox"/> Incoherent |                                                 |
|                                                 | <input type="checkbox"/> Irrational |                                                 |

**ADDITIONAL COMMENTS (may continue on another sheet):** \_\_\_\_\_

Call reported immediately to: \_\_\_\_\_ Security \_\_\_\_\_ Supervisor \_\_\_\_\_ Other \_\_\_\_\_

Submitted by: \_\_\_\_\_ Report Date: \_\_\_\_\_



## **Suspicious Packages, Mail, etc.**

Do not handle any suspicious packages found on campus. Be cautious of packages with these characteristics:

- Restrictive markings such as “Confidential”, “Personal”, or “Special Delivery”
- Misspelling of common words
- Oily stains or discoloration
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tin foil
- No return address
- Excessive tape or string
- Excessive or insufficient postage
- Strange odors

When finding a suspicious package, follow these procedures:

1. Do not touch the package.
2. Call 911, and, notify Campus Security at 284-1270 or 271-4836.
3. Notify other work area personnel of the situation and have them prepare to evacuate their area.
4. Evacuate when hearing an alarm or when directed by an authorized Campus official. Remain at least 500 feet away from the building.
5. Upon evacuation, close the office door, but leave it unlocked. If possible, secure the college property and records before leaving. Evacuate with personal items, do not leave them behind.
6. Return to the building only when directed by an authorized campus official.
7. Person finding package should complete the “HCC Incident Report” form and submit it to Campus Security.

### *Incident Response Team:*

1. Campus Security personnel will notify VCAS at 294-9123 of situation.
2. The following personnel will be activated: Fiscal Officer, Assistant Fiscal Officer, Administrative Officer, Operations and Maintenance supervisor, and Janitor supervisor. VCAS will direct these personnel to assist Campus Security.
8. The response team will assess the situation and determine whether an evacuation is necessary.
9. If decision made to evacuate, activate the building alarm.
10. When the danger is no longer exist, direct personnel to re-enter the affected area.

## **Elevator Malfunction**

Report the emergency to Campus Security at 284-1270 or 271-4836. Alternately, contact 845-9142 for an emergency during 7:30 am through 4:30 pm (weekdays). After 4:30 pm, call the Apprenticeship Office at 845-9245. In addition, notify the Dean on night duty, if having the Dean's contact information.

### *Reporting elevator problems:*

- Weekdays 7:30am to 4:30pm - call 845-9142
- After hours/weekends - call Security 284-1270 or 271-4836

Provide the following information:

- Elevator in Bldg # \_\_\_\_\_
- Problem Elevator (left, middle, right)
- Any passengers trapped?
- Specific Problem:
  - Not moving
  - Stuck between floors
  - Door open or won't close
  - Doors shut and won't open
  - Elevator doesn't line up with floor
  - No elevators responding when call button pressed
  - Other
- Passenger got on elevator on floor # \_\_\_\_\_
- Passenger going to floor # \_\_\_\_\_

### *While awaiting elevator repair:*

- College personnel will attempt to resolve problem and will contact appropriate elevator company if problem cannot be corrected.
- Do not pry doors open.
- Reassure any passengers that help is on their way. Elevator company prioritizes response when person(s) are trapped in the elevator or person(s) with mobility difficulties need to exit building.
- If possible, have someone remain on the phone to keep passengers calm and updated of response status.

Refer to the following page for the list of elevator contractors for specific buildings.



### **List of Elevator Contractors**

*January 2008*

| <b>Building</b> | <b>Elevator<br/>Phone #</b> | <b>Company</b>                             | <b>Phone</b> |
|-----------------|-----------------------------|--------------------------------------------|--------------|
| 2               | 809                         | Schindler Elevator Corp. (Bldg. ID#186343) | 800-225-3123 |
| 5               | 810                         | Schindler Elevator Corp. (Bldg. ID#186353) | 800-225-3123 |
| 6               | 808                         | Otis Elevator Co. (Bldg. ID#STH211736)     | 800-233-6847 |
| 7               | 812                         | Schindler Elevator Corp. (Outside 1-3)     | 800-225-3123 |
| 7               |                             | ThyssenKrupp (In Library)                  | 808-834-6310 |
| 14              | 811                         | ThyssenKrupp (Bldg. ID#186454)             | 808-834-6310 |
| 27              | 809                         | Otis Elevator Corp (Bldg ID#STH211736      | 800-233-6847 |
| 50              |                             | Schindler Elevator Corp.                   | 800-225-3123 |
| 52              |                             | Kone Inc.                                  | 877-276-8691 |

## **Power Outage**

If possible, unplug computers, equipment, and appliances to prevent damage in case of power surge. Use flashlights to help people in darkened area to move to safety and check the elevators to determine if anyone is trapped inside. Notify Campus Security at 284-1270 or 271-4836.

## **Civil Defense – Natural Disasters**

During a natural disaster, all warnings of significant anticipated emergencies will be disseminated by the University President to the Chancellor. The alert message will include nature of the disaster and action to be taken. Class suspension and/or evacuation may be ordered by the Chancellor. The Vice Chancellor of Administrative Services will coordinate evacuation activities.

### **Earthquake**

#### *When indoors:*

1. Stay away from glass, windows, shelves and heavy equipment. Get under a table or desk. Hold on and be prepared for aftershocks.
2. If no shelter is available seek cover against an interior wall and protect your head and neck with your arms.
3. Do not stand in a doorway if not sure that it is reinforced.
4. During shaking, do not run for exits or attempt to leave the building since heavy objects or debris may fall in your path.
5. Do not use elevators.
6. When shaking stops, check for injuries to people in your area. Render first aid if required. However, do not attempt to move injured persons.
7. Check the area of safety hazards, fires, spills of flammable liquids or gas leaks. Do not use telephones, matches, or lighters. Turn off electrical, heat, and gas sources if possible.
8. Open doors carefully and watch for falling debris. Evacuate to an open area away from trees, buildings, and power lines.
9. Report any serious injuries, damage, or potentially hazardous situations to emergency personnel.
10. Do not re-enter the building until trained emergency personnel have inspected it.
11. Tune in to radio broadcasts for emergency information.
12. If you are near the coastline, move to higher ground.

#### *When outdoors:*

1. Move quickly away from buildings, utility poles, and other structures. Find an open area, drop to your knees in a fetal position, close your eyes and cross your arms over the back of your neck for protection.
2. If in an automobile, stop away from power lines and trees and stay in the vehicle for the shelter it offers.
3. Be prepared for aftershocks. Stay put until the shaking stops.
4. Do not enter any buildings or structures until trained emergency personnel have inspected them.
5. Tune in to radio broadcasts for emergency information.
6. If you are near the coastline, move to higher ground.

## **Floods**

Prepare to evacuate since flood waters can rise quickly. Unplug all electrical appliances, if possible, before flooding occurs.

### *Serious water leak or flooding in the building*

1. Notify Campus Security at 284-1270 or 271-4836. During the weekdays, also call the Business Office at 845-9142. After hours, call 845-9247 or 844-2340.
2. If flooding is internal due to broken water pipes, etc, turn off water source if possible.
3. If water is rising quickly, evacuate vertically by moving to a higher level. Take a cell phone, flashlight, warm clothing, and portable radio.
4. If and only if time permits:
  - a. Turn off utilities at main power switch. Do not touch any electrical equipment in a flooded area.
  - b. Transport vital records to secure location.
  - c. Sandbag or divert flow of water, if necessary or able.

### *Serious water leak or flooding on campus ground*

1. When outside the building, remember floods are deceptive. Try to avoid flooded areas and do not attempt to walk across stretches of water that are more than knee deep.
2. Move to higher ground and away from rivers, streams, creeks, and storm drains.
3. Use the telephone only for emergency needs or to report dangerous conditions.
4. Tune to local radio or television stations for emergency information and instructions from local authorities.
5. If it is unsafe to evacuate by car, consider the following:
  - a. Take water, first aid kit, flashlight, warm clothing, and food.
  - b. Keep gas tank half full, as pumps may not be working if no electricity.
  - c. Do not drive where water is over the road.
  - d. If car stalls in flooded area, abandon it as soon as possible.
6. Wait for additional information from authorized campus officials.

## **Tsunami**

Refer to the “Tsunami Preparedness Information” in the Disaster Preparedness Guide section inside of the phone company’s directory for detailed information.

### *Alerting:*

*Tsunami Watch* – means prepare. Tsunami possible.

*Tsunami Warning* – means waves confirmed. Threat to life and property exists.

*Urgent Tsunami Warning* – *Earthquake occurred close to or within Hawaiian Islands.*

Civil Defense Sirens are sounded Statewide at 3 hours, 2 hours, and 1 hour and 30 minutes prior to estimated first wave arrival.

### *When emergency siren sounds:*

1. Turn on radio or TV for emergency information.
2. Listen for shoreline evacuation instructions through the Emergency Alert System.
3. If you have time, unplug nonessential equipment. Move computers away from windows.
4. Evacuate if necessary. Types of evacuation:
  - a. Horizontal – walk if possible to a safe area or shelter outside the evacuation zones (see list of possible evacuation areas near HCC)
  - b. Vertical – go to a heavy concrete and steel building at least 6 stories in height. Move to third floor or higher.
5. If walking to evacuation site do so quickly, taking water and personal belongings.
6. Avoid inland waterways connected to the ocean due to wave surges and possible flooding.
7. Ensure a supply of water for drinking and sanitary purposes.

### *Possible evacuation locations near HCC Dillingham Campus include:*

#### Alternative Site #1:

*Lanakila District Park, 1701 Lanakila Ave., Phone 832-7820 (approximately distance from HCC is about 1 mile).* Lanakila District Park is a much larger park with a gymnasium and is near by Lanakila Elementary. Across the street from Lanakila District Park is the Department of Health’s Lanakila Branch building that houses Public Health Nursing, TB Branch, and Kalihi-Palama Mental Health Center. Nearby on Kuakini Street is Kuakini Medical Center and Rehab Hospital of the Pacific as well as Hawai’i Medical Center East on Liliha Street.

#### Possible walking route from Library:

- Walk up Kokea Street.
- Turn right on King Street and walk in Diamond Head direction.
- Cross King Street when safe to do so in a marked crosswalk before you get to Tamashiro Market.
- Turn left at Tamashiro Market and walk in Mauka direction up Palama Street.
- Cross Vineyard at Tesoro service station and continue walking Mauka.
- Cross North School Street and go Ewa till you get to the park.

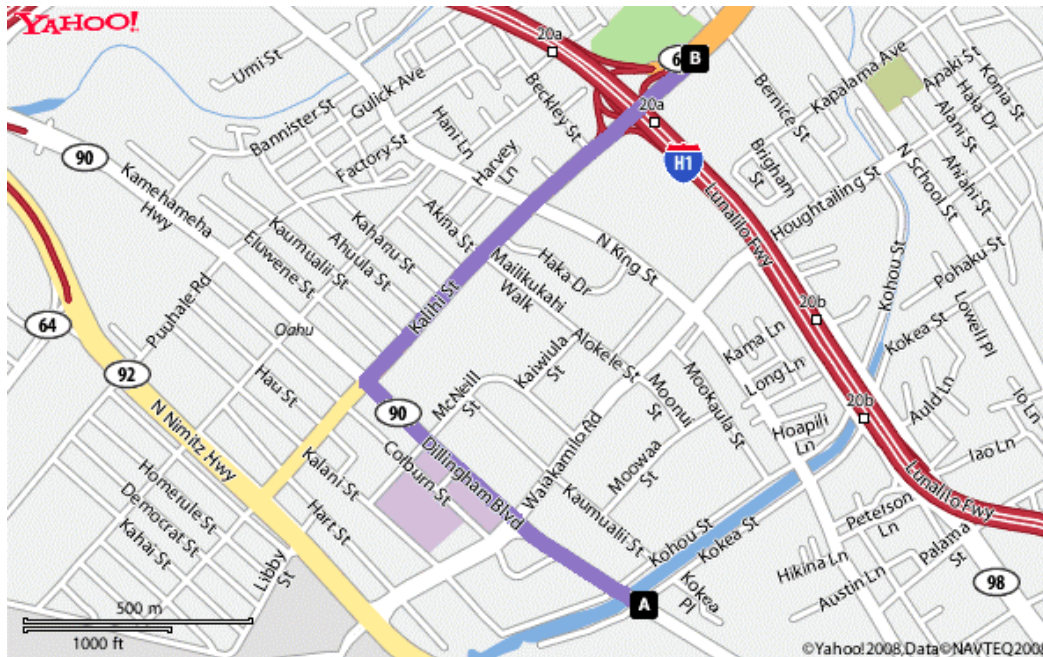
- 
- Map of the Honolulu area showing the proposed rail route. The route is highlighted in purple and blue, starting from the coast near the airport and heading inland towards the city center. Key streets shown include Kalanianaʻōhale Hwy (Hwy 63), Hahaione Hwy (Hwy 92), and the proposed rail line. The map also shows major highways like I-5 and I-90. A scale bar indicates 500 meters and 1000 feet. The map is credited to Yahoo! 2008 and NAVTEQ 2008.

Alternative Site #2:  
*Kamehameha Community Park, 1400 Kalihi St., phone 832-7819 (approximately 1.5 miles from campus).* Kamehameha Community Park is a small park with a small building with restroom facilities located on the Ewa side of Kalihi Street, a four lane divided street, which is across from Bishop Museum. Pedestrians must cross at the main intersection of North School Street and Kalihi Street near Kapalama Elementary School.

Possible walking route from Library:

- Page 30 of 55—DRAFT--HCC Emergency Action Plan Appendix 4/8/08

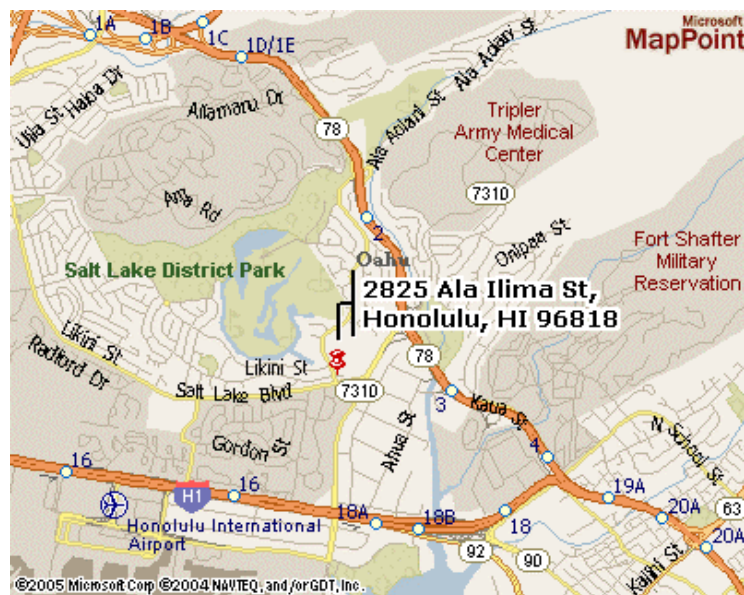




Map from main campus to Kamehameha Community Park, 1400 Kalihi St.

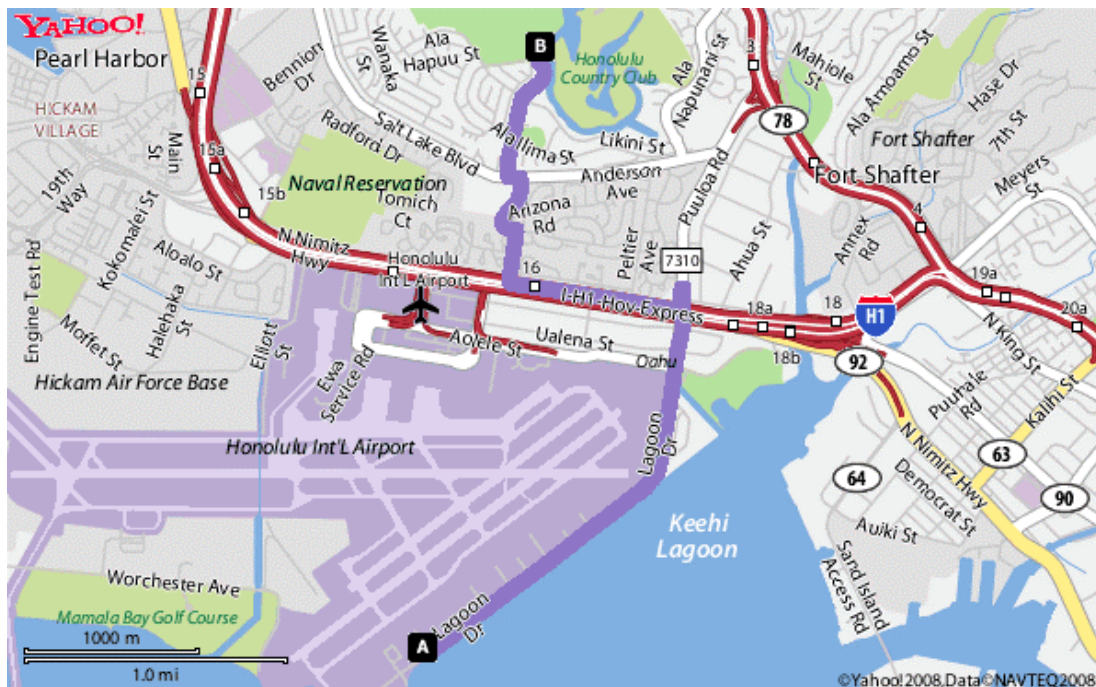
*Potential relocation sites for HCC's off-campus facilities:*

Airport Training Center (AERO): AERO personnel should determine appropriate sites. Potential locations include Moanalua High School and Salt Lake District Park, 1159 Ala Liliko'i Place (telephone: 831-7100 or 831-7101).



## Map to get to Moanalua High School

**-OR-**



140 Iako Place to Salt Lake District Park, 1159 Ala Lilikoi Place

Marine Education and Training Center (METC): METC personnel should determine appropriate sites. Possible relocation sites include Salt Lake District Park, 1159 Ala Lilikoi Place, (telephone, 831-7100/01) and Kalakaua District Park, 720 McNeill St. (telephone: 832-7801 or 832-7802).



METC to Kalakaua District Park, 720 McNeill St., Phone 832-7801 or 832-7802



## **Hurricane**

Hurricane season runs from June – November.

### ***Hurricane Watch:***

1. Hurricane may strike within 36 hours.
2. Tune in to radio or TV broadcasts for emergency information.
3. Check your emergency survival kit and fill your car's gasoline tank.
4. Keep extra batteries and flashlight handy.
5. Be ready to take pre-assembled emergency supplies and protective clothing to nearest shelter.

### ***Hurricane Warning:***

1. Hurricane may strike within 24 hours.
2. Emergency sirens will sound.
3. Tune in to radio or TV broadcasts for emergency information.
4. Secure any loose objects that might blow away.
5. Be prepared to evacuate if you are in a flood or high wind zone.
6. Unplug nonessential equipment.
7. Move computers away from windows.
8. Secure all loose equipment and materials.
9. Protect any large windows facing the direction that the hurricane is coming from.
10. Evacuate if necessary.
11. Ensure a supply of water for drinking and sanitary purposes.
12. If evacuation is ordered for your area, go immediately to a sturdy building or public shelter.
13. At HCC's main campus, Bldg. 27 and Bldg. 14 are designated public shelters.
14. Avoid buildings with large windows.
15. Wait for "Return Home" instructions from the Oahu Civil Defense Agency before venturing outside.

### ***When ALL CLEAR is announced by Oahu Civil Defense Agency:***

1. Carry a valid ID. Security checkpoints may be in place.
2. Keep driving to a minimum. Leave roads clear for emergency crews.
3. Stay away from downed power lines and metal fences that may have been energized by fallen wires.
4. Enter your buildings and homes with caution.
5. Open doors and windows for ventilation.
6. Photograph or videotape damage before making repairs.
7. Do not use an open flame if a gas line is broken.
8. Report broken water, gas or sewer lines to local utility departments as soon as possible.
9. If your home or office has been flooded, have an electrician inspect it before you restore power or connect an emergency generator to the wiring.

10. Use the telephone only for emergencies.
11. Continue to monitor radio or TV broadcasts for official instructions.

*Campus preparation during hurricane watch:*

1. Relocate personal, privacy sensitive, perishable items from offices or work areas.
2. Back up computer files.
3. Relocate items placed near windows.

*Campus preparation when hurricane warning is issued:*

1. Upon closure directive from Chancellor or designee, execute notification list.
2. Secure buildings by closing all windows and doors and locking elevators.
3. Park vehicles in shop.
4. Tape windows.
5. Shutdown air conditioning system. Turn off electricity to each building. Turn off propane gas line.
6. Place trash bins inside.
7. Shutdown computer systems and unplug electrical cords. Cover computers, books, and other valuable materials and equipment with plastic.

*Campus closing:*

1. University officials may opt to cancel classes during extreme weather conditions.
2. The Governor must issue a Declaration of Emergency before state employees may be excused from reporting to work.
3. An authorized supervisor may order employees to evacuate a facility in the interest of personal safety.
4. During off duty hours, emergency declarations will be transmitted by the Governor's Office to the news media.
5. Each employee must ultimately decide if conditions make travel to campus safe or unwise.
6. An employee who is unable to get to work because of weather-related conditions may use annual leave or elect to take a day without pay.
7. Students should clear their absences with the individual instructors whose classes are missed.

*Campus post-storm recovery:*

1. Follow public broadcast instructions.
2. Activate notification list.
3. Reverse preparations completed prior to hurricane.
4. Report damage to building or building contents to Vice Chancellor of Administrative Affairs.

## **Civil Defense – Enemy Attack**

In the event of an emergency due to enemy attack, these procedures should be followed:

1. All warnings of significant anticipated emergencies shall be disseminated by the University President to the Chancellor by telephone or messenger service. The alert message must include extent of dissemination of warning and/or action to be taken.
2. Classes may be suspended only by the University President or his or her authorized representative, except where immediate action may be necessary, in which case, each Chancellor is authorized to suspend classes.
3. The signal to evacuate the college facilities will be ordered by the Chancellor via telephone and/or messenger service. The Vice Chancellor of Administrative Services will coordinate evacuation activities.
4. Take cover
  - a. The warning will be the Civil Defense ATTACK WARNING signal which may or may not be preceded by other warnings.
  - b. On hearing the Civil Defense ATTACK WARNING signal, go to the interior ground floor or interior hallways of your building.
  - c. In the event of an attack without warning, fall flatly and shield eyes from any flash.
  - d. For other disasters, proceed as directed by the Vice Chancellor of Administrative Services.

*Reporting threatening or suspicious activities:*

HPD at 911 or

FBI at 566-4300 or

US Coast Guard Terrorist Incident Reporting Center at 808-541-2450

*Hawai'i Homeland Security Advisory System:*

The following information is from Hawaiian Telcom Telephone Directory's Disaster Preparedness Guide.

Black: A Terrorism Incident has occurred in the State of Hawai'i

Remain calm.

Limit travel and activity.

Ensure that no one is in harm's way.

Stay where you are if necessary, but be prepared to evacuate.

Report suspicious activity to authorities.

Continue actions listed below.

Red: Severe Risk of Terrorist Attacks

Listen to the radio and TV for advisories or warnings.

Follow official instructions about restrictions to normal activities.

Contact employer or school to determine status.

Prepare to take protective actions such as sheltering-in-place or evacuation if instructed by local government authorities.

Continue actions listed below.

Orange: High Risk of Terrorist Attacks

- Review disaster plan.
- Update disaster kits.
- Plan for longer days when traveling.
- Check with school officials for emergency procedures.
- Continue actions listed below.

Yellow: Elevated Significant Risk of Terrorist Attacks

- Contact co-workers and neighbors to discuss their plans and needs.
- Develop alternate routes to and from work and school.
- Discuss fears concerning possible terrorist attacks.
- Continue actions listed below.

Blue: Guarded general risk of terrorist attacks

- Develop disaster plan and kit.
- Develop communication plan in event of emergency.
- Get to know building evacuation plans and emergency procedures.

Green: Low risk of terrorist attacks

- Same as blue.

## **E.4: EMERGENCY EVACUATION PROCEDURES**

### **Preparedness**

During the first week of class, each instructor/supervisor should inform students/employees of the emergency evacuation procedures, location of the nearest fire exit, the evacuation route, and designated assembly area (at least 200 feet away from building). For locations of designated assembly areas, refer to the following list of “Designated Assembly Areas” in this section.

EAP coordinators/Safety Liaisons are responsible for making sure that emergency evacuation escape route plans are posted in key areas throughout the buildings. In addition, they must ensure that all fire exits remain unlocked and unobstructed at all times. Non-exit doors which could be mistaken for exit doors should be clearly marked with a sign “NOT AN EXIT”. If certain exits are locked after hours for security purposes, alternate routes of exits must be designated. Information concerning these alternate exits must be communicated to the occupants of the building and proper signage must be in place to lead personnel to the alternate exits.

#### *Persons with disabilities:*

Instructors/supervisors need to be aware of evacuation procedures for individuals with disabilities and be prepared to assist. Instructors should designate helpers to assist students with mobility problems at the beginning of each semester and supervisors should ensure that employees needing evacuation assistance have designated helpers.

A list of all students with disabilities who request and require assistance in the event of an emergency is maintained and distributed by Student ACCESS to key personnel involved with emergency evacuation. These areas include Campus Security, Health Office, Library, Dean of Student Services, Vice Chancellor of Academic Affairs, Vice Chancellor of Administrative Services, and Administrative Officer (Business Office).

This list is classified by building and day and time when student is scheduled for classes. Students are responsible for informing Student ACCESS of class or work schedule changes that should be made as needed.

### **General Evacuation**

1. At the sound of the alarm, instructors should promptly direct the classes out of the building using the stairways in a quiet and orderly manner. Elevators must not be used to evacuate buildings.
2. At the time of an emergency, designated helpers should assist persons mobility problems to the areas of refuge as described in the specialized evacuation procedures.
3. At the designated assembly area, the floor captains will account for all personnel while instructors will account for each student in their classes. Each employee/student will be accounted for by name. The head counts must be then reported to the EAP Coordinators and Fire Department personnel.
4. Re-enter the building only when notified by the Fire Department or other responsible agency that the building is safe for occupancy.

## Designated Assembly Areas

| Building                                                          | Building # | Evacuation Area              |
|-------------------------------------------------------------------|------------|------------------------------|
| Noted from Ewa to Diamond Head direction for the HCC Main Campus: |            | Note *-pending approval      |
| Classrooms                                                        | 71         | Parking Area #1              |
| Auto Body                                                         | 3          | Parking Area #1              |
| Library Classroom                                                 | 7          | Parking Area #1              |
| Campus Center                                                     | 2          | Parking Area #2              |
| Cafeteria                                                         | 4          | Parking Area #2              |
| Science                                                           | 5          | Parking Area #2              |
| Child Care Center                                                 | 11         | Parking Area #2              |
| Sheet Metal/Plastics Shop                                         | 17         | Parking Area #2              |
| Administration                                                    | 6          | Parking Area #3              |
| Maintenance                                                       | 18         | *Parking Area #3             |
| Print Shop                                                        | 16         | *Parking Area #3             |
| Classroom/Maintenance Storage                                     | 8          | *Parking Area #3             |
| OESM Offices                                                      | 9          | *Parking Area #3             |
| CENT                                                              | 13         | Parking Area #3              |
| Tenants (Future MELE)                                             | 12         | Parking Area #3              |
| Electricity                                                       | 24         | Parking Area #3              |
| Electronics                                                       | 20         | Parking Area #3              |
| Cosmetology                                                       | 27         | Parking Area #3              |
| Trade & Industry: Mauka & Diamond Head Exits                      | 14         | Parking Area #3              |
| Trade & Industry: Makai & Ewa Exits                               | 14         | Parking Area #7              |
| Old Firehouse (Construction Academy)                              | 28         | * Kaiulani Elementary School |
| Automotive Technology                                             | 43         | Parking Area #8              |
| Diesel Mechanics                                                  | 44         | Parking Area #8              |
| Marine Education Training Center                                  | 50         | Parking Area                 |
| Airport Training Center                                           | 52         | Parking Area                 |
| Pacific Aerospace Training Ctr (Kalaeloa)                         | 57         | Parking Area                 |

Updated 2/6/08

(Need to include maps showing buildings and designated assembly areas for each building)

## **Evacuation Procedures for Persons with Disabilities**

### *Instructions for persons with disabilities:*

Persons with disabilities may need special assistance during an emergency evacuation. In order to ensure a safe evacuation, persons with disabilities (including visitors and those with temporary mobility problems) should follow these instructions:

1. *Students:* Notify Student ACCESS at 844-2392 (voice/text) about the nature of assistance needed in the event of an emergency.
2. *Employees:* Notify the EEO/AA Coordinator at 847-9843.
3. Become familiar with two routes of evacuation for each building frequented in addition to locations of telephones and emergency call buttons.
4. Locate safe areas outside the buildings as designated by the instructor or EEO/AA Coordinator.
5. Seek out two colleagues or classmates who are willing to assist in an evacuation.

### *Assisting Persons with Mobility Challenges*

1. Wait until heavy traffic has cleared on the stairwell before attempting to exit.
2. Others should ask if assistance is needed before helping.
3. A helper may offer to carry the person's cane, crutch or walker if needed.
4. A helper can also serve as a buffer between the person and others evacuating.

### *Assisting Persons with Hearing Loss*

1. Alert the person that emergency evacuation is necessary.
2. Communicate with the person by writing a note or through simple hand gestures.

### *Assisting Persons with Vision Loss*

1. Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit.
2. Have the person take your elbow and escort him/her advising of any obstacles such as stairs, overhanging above or protruding objects below.
3. When you have reached safety, orient the person to where he/she is and ask if further assistance is needed.



### *Assisting Persons in Wheelchairs*

During an evacuation, the Honolulu Fire Department (HFD) will be alerted to assist persons in wheelchairs. In multi-storey buildings, helpers are advised to rest wheelchair users on the stairwell landing without blocking the evacuation traffic. If safe and possible, wheelchair users should seek refuge in the preferred areas and wait for HFD assistance. These preferred areas will be first checked during an emergency:

Building 7 –Ewa stairwell

Building 2 –Diamond Head stairwell

Building 5 –Get as far away from the fire or other hazards

- Go to farthest corner away from the hazards, or,
- Go to an Area of Refuge (a room with a solid closed door with an operable exterior window and telephone to stay in touch with HCC emergency telephone, 284-1270). If safe and possible, hang a piece of clothing out of the window or use a flashlight at night to signal rescue personnel. Inform HFD officials of the exact location of the person requiring assistance.

### *Stay-In-Place evacuation for users of wheelchairs:*

1. Do not use the elevators.
2. Go to the nearest stairwell and keep wheelchair clear of evacuation path.
3. One helper remains with person in wheelchair while another goes immediately to notify emergency personnel of the location of person needing assistance.
4. Person in wheelchair should remain in contact with Campus Security at 284-1270 or 271-4836.
5. Helpers should agree to meet at a designated location immediately after the evacuation to account for each person's safety.

### *Life-threatening Situations:*

**In a life-threatening situation only**, when possible, use these tips to transport the person via the stairwell to the ground floor and then to the designated assembly area. Seek help when possible. Ask the person in wheelchair whether he/she prefers to ambulate, be moved with a chair or be carried, and follow these procedures.

### *Persons in wheelchairs who walk with difficulty:*

- Check the evacuation route for obstructions before assisting the person through the route.
- Check with the person on how to remove him/her from the wheelchair, whether to move his/her extremities, whether he/she wants to be moved down the stairs forward or backward. Use the “*Back Pack Lift*” procedures to get person standing or the “*Seat Carry*” procedures as needed (see below).
- Let others pass. Assist as necessary & ensure safety due to mass exiting of the building.
- Check whether the seat cushion should be brought.

*Persons in regular wheelchairs:*

- Make sure that at least two or more helpers are available to move the person while seated in their wheelchair.
- Ask if the person wants to be moved forward or backward down the stairs. Keep in mind that some persons have no upper trunk or neck strength. Use the seatbelt if available.

*Persons in motorized wheelchairs:*

- Avoid moving the person in a motorized wheelchair, since this type of wheelchair is heavy and has movable and weak part.
- Use an evacuation chair or sturdy office chair and follow the “*Office Chair Evacuation*” procedures below.
- If safe & possible, delegate others to bring the wheelchair. Reunite the person with his/her wheelchair as soon as practical.

Only in situations of extreme danger should untrained people attempt to manually evacuate wheelchair users. If this must be attempted, two options follow:

*Two Assistant Seat Carry (preferable):*

1. Wait until other evacuees have moved down the stairwell.
2. Two helpers position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder



3. The person places his/her arms firmly around each assistant's neck.



4. The helpers then lean forward, place free arms under the person's legs, firmly holding each other's wrists.



5. Working together, the helpers lift, using legs, and then carefully stepping forward.

*Office Chair Evacuation:*

1. Transfer the individual from the wheelchair to a sturdy office chair. If possible, select a chair with armrests. Move the wheelchair away from the evacuation path.
2. One helper gently leans the chair backwards.
3. The second helper faces the chair and holds onto the front legs of the chair.
4. Both helpers lift the chair simultaneously.
5. Control the descent by bending legs slowly and keeping back straight.

6. Retrieve the wheelchair later if it is safe and possible to do so.

A helper can also serve as a buffer between the person and others evacuating.

*One person, back pack lift:*

1. The assistant kneels at the front of the person.
2. The person places his/her arms up and over the assistant's shoulders and across the assistant's chest.
3. The assistant then leans forward before rising slowly, to a full standing position.



***Bldgs 2 & 7: Evacuation procedures for high-rise buildings***

1. Assess if special assistance is required of anyone in class or office at the beginning of each semester.
2. Inform Student ACCESS (845-9392 or x392; [access@hcc.hawaii.edu](mailto:access@hcc.hawaii.edu), (hyperlink) of the names of persons requesting assistance in exiting HCC buildings/classrooms in an emergency. A schedule and list of persons requesting assistance will be given to Campus Security, Health Office, Library, Dean of Student Services, Vice Chancellor of Academic Affairs, Vice Chancellor of Administrative Services, and Administrative Officer at the Business Office. Those assisting in evacuation may obtain foam earplugs from the Student ACCESS.
3. Stairway evacuation of wheelchair users should be done by trained professionals from the Honolulu Fire Department. If a person requests help to exit building, please initiate and practice/verbalize steps with all parties involved:
  - Designate two volunteer helpers (and alternates) to assist person(s) requesting help to the nearest fire exit. Note: Do not carry a person out of the building. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.
  - When possible, wheelchair users & others requesting help should go inside the Ewa stairwell in Building 7 & Diamond Head stairwell in Building 2 that offer fire door protection
  - Helpers #1 and #2 - Confirm meeting instructor/officemates at designated assembly area.
  - Helper #1 - Go for help. Give specific information to Fire Department: Building #\_\_\_\_, Floor, & Fire Escape location (Ewa, Makai, Mauka, or Diamond Head). Then, go to the designated assembly area to find instructor and wait for Helper #2 to arrive.
  - Person with mobility problem wanting to walk down the stairs should go slowly with Helper #2 after traffic has passed.
  - Person(s) in wheelchair or person requesting assistance & Helper #2 - Wait in stairwell for Fire Department. Keep fire door closed. Stay clear of others leaving building.
  - Helper #2 and Person with mobility problem - Go to the designated assembly area to meet Instructor or Officemates after exiting the building.

- All parties - Check-in with instructor/supervisor for roll call. This is to make certain that Helper #1, Helper #2, and the Person needing assistance have safely evacuated the building.

### ***Bldg. 5: Evacuation procedures for Building***

These evacuation procedures are to be used when assisting persons on wheelchairs in Building 5. It is advised that persons with mobility problems identify possible evacuation routes and evacuation assistants. Students should consult with their instructors on the first day of class.

1. *Get as far away from the fire and awaited HFD assistance.* Due to the u-shaped design of the building, person on wheelchair should go to the farthest corner away from fire or an Area of Refuge (a room with a solid closed door with an operable exterior window and telephone to stay in touch with HCC emergency telephone, 284-1270). If it is safe and possible to do so, hang a piece of clothing out of the window or use a flashlight at night to signal rescue personnel. Inform HFD officials of the exact location of the person requiring assistance.
2. *In a life-threatening situation only,* transport the person via the stairwell to the ground floor and then to the designated assembly area. Ask whether he/she prefers to ambulate, be moved with a chair or be carried & follow procedures listed in above section.

### ***Non-Emergency High Rise Evacuation Procedures:***

Special procedures are to be followed to provide assistance in exiting high-rise buildings during non-emergencies. Limited services are available from an outside service provider, Handi-Cabs of the Pacific. The provider will determine whether the service is possible on a case-by-case basis, depending on its scheduled appointments, staffing, driver availability, number of drivers required to provide assistance, etc. During a non-emergency evacuation, follow these instructions:

1. Do not carry any person out of building unless situation changes to be of life-threatening nature (see above instructions).
2. In case of an elevator malfunction, the elevator contractor will be consulted regarding the length of time needed to repair and return the accessible elevator to full service. For details, contact the Business Office or Operations and Maintenance department. If the elevator will not be operable within a reasonable period of time, contact Campus Security or the Business Office to seek approval for acquiring services from Handi-Cabs of the Pacific. Services will include trained personnel who will move person(s) with mobility problems out of the building.

See the following table for approving authority.

| <b>Approval Authority for Non-Emergency Evacuation</b> |                                                                                                                                                                                                                                    |                                                                                      |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Day/Time</b>                                        | <b>Contact</b>                                                                                                                                                                                                                     | <b>Phone</b>                                                                         |
| <b>Weekday</b><br>7:30am-4:30pm                        | Vice Chancellor of Administrative Services (VCAS)<br>or<br>Vice Chancellor of Academic Affairs (VCAA)                                                                                                                              | <b>VCAS</b> 845-9123,<br>294-9123 (cell)<br><b>VCAA</b> 845-9158,<br>294-1141 (cell) |
| <b>M, T, W, Th</b><br>4:30pm - 6:00pm                  | Night Duty Dean (See semester Night Duty Schedule<br>coordinated by VCAA Secretary)<br><a href="http://www.honolulu.Hawaii.edu/intranet/services/nightduty.pdf">http://www.honolulu.Hawaii.edu/intranet/services/nightduty.pdf</a> | Varies                                                                               |
| <b>M, T, W, Th</b><br>6:00pm to 9:00pm                 | Apprenticeship Co-Coordiators<br>James Niino and Guy Shibayama<br>Hours: 8:00am-9:00pm;                                                                                                                                            | 845-9247<br>844-2340<br>282-0248 (cell)                                              |
| <b>M, T, W, Th</b><br>9:00pm - 11:00pm                 | Campus Security                                                                                                                                                                                                                    | 284-1270 (cell)<br>271-4836 (cell)                                                   |
| <b>Fridays</b><br>5:30pm - 11:00 pm                    | Campus Security                                                                                                                                                                                                                    | 284-1270 (cell)<br>271-4836 (cell)                                                   |
| <b>Saturdays</b>                                       | Apprenticeship Co-Coordiators<br>James Niino and Guy Shibayama<br>Hours: Sat 6:30am-1:00pm                                                                                                                                         | 845-9247<br>282-0248 (cell)                                                          |
| <b>Sundays</b>                                         | Vice Chancellor of Administrative Services                                                                                                                                                                                         | 294-9123 (cell)                                                                      |

3. After receiving an approval, contact Handi-Cabs of the Pacific at 524-3866. However, depending on the company's staffing, service may not be immediately available. Follow these steps for non-emergency evacuation on Mondays through Saturdays from 8:30 am to 5:00 pm.:
  - a. Inform the company of the need to have person with mobility problem moved out of the building:
 

"I am calling from Honolulu Community College. We need assistance to get a person in a wheelchair out of the building. HCC and Handi-Cabs has an informal agreement that if scheduling permits, Handi-Cabs will send drivers to the campus to help carry the person down to a floor with an operable elevator or down to the ground floor if all elevators are inoperable."
  - b. Provide this additional information:
 

Approximate weight of the person  
Wheelchair user is in a regular or electric wheelchair
  - c. If Handi-Cabs of the Pacific is able to assist, give directions:
 

"Enter driveway off Kokea Street. Someone will meet you in the parking lot and will direct you to the building and floor that assistance is needed. We are in Building \_\_\_\_ Floor # \_\_\_\_ Room # \_\_\_\_."

- d. Have at least one-person stay with the person needing assistance until help arrives.
- e. Send someone to meet vendor and escort up to floor.
- f. Invoice should be sent to Vice Chancellor of Administrative Services.

## **A.5: THREATS, HARRASSMENT, AND ASSAULT OF PERSONNEL OR STUDENTS**

### **Verbal Threats and Harassment**

- During Incident:* Be calm, passive, and respectful.  
Do not argue or upset the individual.  
If possible, secure the name of the individual.  
Keep a safe distance of minimum 3-6 feet.
- Notification:* Submit a written report of the incident to VCAS (845-9123). Forms are available on the College's Intranet.
- After Incident:* *Disruptive Student* – The Dean of Student Services (845-235) will handle further investigation and any disciplinary action.  
*Disruptive Non-Student* – VCAS will handle further investigation. After procedural actions have been implemented, if non-student continues to remain on campus, the Honolulu Police Department will be contacted by VCAS to have the person arrested for Trespass, under Section 708-814(6) of the H.R.S.  
VCAS will direct Campus Security and others regarding of further actions to be taken and advise the victim of his/her right to seek restraining orders against individual for harassment.

### **Physical Violence**

**Call 911 (HPD) immediately if a disruptive situation escalates towards physical violence.**

- During Incident:* Be courteous.  
Aggressive behavior? Ask person to leave.  
If the person does not leave, remove yourself from the situation.  
Position self so that exit route is readily accessible.
- Notification:* Call 911 or have someone else call  
Dismiss class  
Do not touch person or physically force person to leave.  
Violent behavior occurring - Escape, hide if not already seen, or cover-up.  
Do not disarm or accept weapon from person in question.  
Don't argue, threaten, or block their exit.  
Call Campus Security at 284-1270 or 271-4836.  
Call Vice Chancellor of Administrative Services at 294-9123.

*After Incident:* Complete an HCC Incident Report form including names and statements from witnesses, and submit it to Vice Chancellor of Administrative Services.

*Disruptive Student* – The Dean of Student Services (845-9235) will handle further investigation and any disciplinary action.

*Disruptive Non-Student* – VCAS will handle further investigation. After procedural actions have been implemented, if non-student continues to remain on campus, Honolulu Police Department will be contacted by VCAS to have the person arrested for Trespass, under Section 708-814(6) of the H.R.S.

VCAS will direct Campus Security and others regarding of further actions to be taken and will advise the victim of his/her right to seek restraining orders against individual for harassment.

## **Temporary Restraining Order**

*Temporary Restraining Order Petition for Temporary Restraining Order and for Injunction Against Harassment:*

1. Any person seeking relief from harassment may file a petition in the Civil Section of the District Court of the First Circuit for Temporary Restraining Order against harassment.
2. Legal forms, which are recommended by the Court for use in seeking a Restraining Order against individuals for harassment, are made available by the District Court of the First Circuit, Civil Division; Kauikeaouli Hale, 111 Alakea Street; Honolulu, Hawai'i 96813. The clerk of the court can provide instructions as to preparation of forms; there is a filing fee of \$10.00.

## **Criminal Prosecution**

Request for Criminal Prosecution per Chapter 707, Section 710, 712, 715, 716, 717 and Chapter 711, Section 1106, HRS Revised Statutes

When the victim insists on criminal prosecution, the investigating Campus Security Officer shall request that an Officer from the Honolulu Police Department to handle the investigation. The Campus Security Officer initially investigating the incident will submit an incident report, which will be placed in Campus Security files.



## **A.6: EMERGENCY INFORMATION**

### **Emergency Contact for Students**

Each newly admitted Honolulu Community College student is sent an Emergency Contact Information form with his/her acceptance letter. Many students either return the form to the Health Office and the information is inputted into the SPAEMRG screen in Banner (UH student information system) or the students may input/update this information themselves through their UH Portal (Banner) account. This information can be accessed by key campus personnel at any of the UH campuses.

It is highly encouraged to have students update this information periodically, even if they feel that they completed an emergency card in their “shop” class because sudden illness or injuries can happen anywhere. Instructors for the shop areas should limit emergency information to only 1) whom to contact and 2) accompanying phone numbers. They should not solicit any information about personal medical information because of privacy laws monitoring the storage and safekeeping of this privileged information. Instead, students and others are encouraged to consider carrying a medical information card in their wallet that might be accessed during a true emergency.

*How often and Where do Students go to Update MyUH Emergency Contact Information?*

- Update MyUH account at least every semester or when phone numbers or emergency contacts change.
- Log into MyUH account > Go to Student Records > Type in “Emergency Contact Info” in search box – OR – click on “Academic Services” > “Personal Information tab > Select View/Update My Emergency Contacts”

### **Emergency Medical Identification (ID) Cards and Information**

The City and County of Honolulu EMS Department highly recommends that people carry Emergency Medical ID cards that can furnish valuable information to emergency personnel. Persons should consider carrying a medical identification and information card especially if an individual:

- Has a medical condition
- Has a disability
- Takes medication on a regular basis
- Has a drug or other serious allergy
- Participates in sports
- Drives or ride in any type of motor vehicle
- Travels
- Does not speak or understand English
- Lives alone

### *Where to Keep the Emergency Medical ID card?*

Health information should be placed behind the driver's license or official ID in the wallet. This is where emergency crews are likely to look.

### *What kind of information should one carry on person?*

- **M** = Medicine list including dosage and frequency (including herbs & supplements)
- **A** = Allergies to medicine and foods & type of side effect
- **D** = Doctor's names, specialty and phone numbers
- List of medical problems/surgeries
- Name & phone number of family or close friends
- For Identity Theft concerns, consider putting only medical information on the emergency ID card (not listing the full name).

Personalized Emergency Medical Identification Card can be printed from the City and County of Honolulu EMS website:

- Write Out Personalized Entry type card:  
<http://www.co.honolulu.hi.us/esd/ems/emergencymedialidcard.pdf>
- Form-fillable Emergency Medical ID Card (requires Microsoft Word):  
<http://www.co.honolulu.hi.us/esd/ems/emergencymedialidcard.doc>
- Print an Emergency ID Card to post on the refrigerator or near telephone (consider printing one for each member of the household).  
<http://www.co.honolulu.hi.us/esd/ems/emergencymedicalrefrigeratorcard.doc>

### *“ICE” or “In Case of Emergency”*

“ICE” or “In Case of Emergency” is the acronym for an idea conceived by Bob Broatch, a Boston paramedic, to provide emergency care providers, paramedics, police fire and ER personnel with one centralized location to find emergency contact information for individuals who are unable to communicate in an emergency situation. They may help:

- Identify someone who was otherwise without an identity
- Gather important medical information such as pre-existing medical conditions
- Receive authorization for medical procedures.

Please Note: “ICE” is not recommended by the College nor by the City and County of Honolulu EMS Department as their primary job is to provide quick, focused medical care based on symptoms exhibited by the victim. Instead, it highly recommends that people carry Emergency Medical ID cards. See the previous section, “Emergency Medical Identification Cards and Information”, on how to print these cards from the EMS Department's websites.

As a means to provide information and options to the campus community, we have compiled information from other sources (see below for links) to help you learn more about this option. Cellphone users are being urged to put the acronym “ICE” -- "in case of emergency" -- before the names of the people they want to designate as next of kin in their cell address book, creating entries such as ".ICE -- Dad" or ".ICE -- Alison. “.” (Dot) placed before ICE will ensure entry appears at the top of the address book for quicker retrieval by emergency crew.

*How to “.ICE” a cellular phone:*

- Access your cell phone’s contact menu
- Multiple entries may be made made.”ICE1-Mom”, “.ICE2-Dad”, “.ICE3-Kyle”, etc.
- Add “.ICE1-xx” as your first contact.
- Phone numbers should include the full 11-digit telephone number (i.e. 1-808-xxx-xxxx)
- Add home, work, cellphone numbers for all entries, if possible.
- If you can only store one contact phone number, make sure it is the best number for person to be contacted at.

*Notes:*

- Always inform your “.ICE” contact that you have identified them as the contact person in case of an emergency.
- “.ICE” information contained in your wireless device should not be a replacement for carrying proper identification such as driver’s license, health care cards, etc.
- “.ICE” information should not replace medical alert tags or medical device information cards.

“.ICE” is a simple tool that in extenuating circumstances may aid emergency care providers in contacting next-of-kin in a timely manner. It should be noted that emergency care providers are mainly interested in medical information. No other personal details should be provided to anyone over the phone. If a next-of-kin contact has any doubt as to who is calling, they should ask the care provider for their name, title and switchboard or dispatch phone number where you can return their call.

*Follow these hints to get the best out of “.ICE”:*

- Add “.ICE” to your cell phone only after you've affixed similar information to (or near) the official photo identification you routinely carry in your wallet.
- Make sure the person whose name and number you are giving has agreed to be your “.ICE” partner
- Make sure your “.ICE” partner has a list of people they should contact on your behalf - including your place of work
- Make sure your “.ICE” person's number is one that's easy to contact, for example a home number could be useless in an emergency if the person works full time
- Make sure your “.ICE” partner knows about any medical conditions that could affect your emergency treatment - for example allergies or current medication
- Make sure if you are under 18, your “.ICE” partner is a parent or guardian authorized to make decision on your behalf - for example if you need a life or death operation
- If you encounter problems with phone not showing callers name anymore, this is because your “.ICE” contact number is a duplicate entry. If you have two numbers that are the same, your phone will not know which one to display so it will show just the number. To remedy this problem, try typing an asterisk “\*” after the number under your “.ICE” contact. Hopefully this will cure the caller-ID problem.

Sources:

Honolulu EMS website - <http://www.co.honolulu.hi.us/esd/ems/emedid.htm>

“Calgary EMS Encourages Citizens to Put a Little “ICE” on Their Cell Phones”

<http://content.calgary.ca/CCA/City+Hall/Business+Units/Emergency+Medical+Services/News/ICE.htm>

“Are You Ready for an Emergency?” <http://www.icesticker.com/>”

ICE in Your Mobile Phone” <http://www.toronet.com/TFD/12092.htm>

“Cell Phone Emergency Contact Safety Tip”

<http://www.statecollegepa.us/index.asp?NID=580>

“ICE Hints” <http://www.portlandonline.com/911/index.cfm?c=djahh>

## A.7: SUPPORTIVE DOCUMENTS

Parties responsible for edits and circulation are listed in parentheses.

### *Employment Training Center*

**ETC Phone Directory** (Pat Tamaye referred us to Val Pedro. Requested that updates be sent to Lorri)

### *University of Hawai'i*

**UH Faculty and Staff System Directory**

### *Honolulu Community College*

- Academic Affairs
  - Deans/Directors/Administrators Night Duty Schedule** (Revised by VCAA Secretary, Renette Sonomura; Posted on <http://honolulu.Hawai'i.edu/intranet/services/admin.html>)
- Administrative Services
  - HCC Faculty and Staff Telephone Directory** (Revised by VCAS Secretary, Jane Niimoto)
- Business Office
  - Operations & Maintenance Information Booklet** (Revised by Administrative Officer, Sharon Isa)
- Education Media Center
  - Campus Maps (Revised by Graphic Artists, Print Shop)
    - Main Campus
    - Automotive Technology & Diesel Mechanics
    - Airport Training center
    - Marine Education and Training Center
    - Pacific Aerospace Training Center (Kalaeloa)
  - Emergency Graphics
    - "Property of (Department)" stickers
    - "Transport to (Emergency location)" stickers
    - Emergency Item strips
    - Emergency Department Plan graphic poster
    - EMT Private Phone Numbers (restricted)
    - Campus Response Phone Numbers
- Emergency Planning Subcommittee
  - EMT Emergency Action Plan chart (Revised by William Lau)
  - Personal Emergency Kit List (Revised by Lorri Taniguchi)
  - Pocket Response Chart (Revised by Lorri Taniguchi)
  - Supply List (Revised by Lorri Taniguchi)
    - Master List
    - Command Center List
    - Emergency Shelter List

- Health Office
  - Campus First Aid Kits Listing
  - Emergency Posters
  - First Aid & CPR Training
- Human Resources (Responsible Party - Chief Personnel Officer, Sharene Moriwaki)
  - Employee Roster
- Library
  - Library Response Chart (Revised by Janet Garcia)
- MIR (obtain copy from Records Office; Revised by Academic Support Specialist, Pat Yahata):
  - HCC Schedule of Classes
  - HCC Course Catalog
- Student ACCESS (Disability Services)
  - Emergency Evacuation of Persons with Disabilities List

## **A.8: REFERENCES**

The Emergency Procedures in this section have been borrowed and adapted from plans developed by the following sources:

CGCC College Safety Department Emergency Procedure Guide

<http://www.cgc.maricopa.edu/safety/guide>

Everett Community College Emergency Response Manual

[http://www.evcc.ctc.edu/template.cfm?doc\\_id=1147](http://www.evcc.ctc.edu/template.cfm?doc_id=1147)

Hawaiian Telecom Yellow Pages. Hoomakaukau “Get Ready” Disaster Information.

Mesa Community College Safety and Emergency Procedures

<http://www.mc.maricopa.edu/administration/ohs/emergency.html#Introduction>

NC Cooperative Extension: Your Guide to Preparing for Emergencies

<http://www.ces.ncsu.edu/disaster>

Palm Beach Community College Emergency Procedures

<http://www.pbcc.edu/disabilities/policy/giAdapting.asp>

University of South Carolina Emergency Management Plan

<http://hr.sc.edu/theplan.pdf>

USC School of Dentistry Emergency Response Plan

[http://www.usc.edu/hsc/dental/images\\_media/emergency\\_plan\\_uscsd.pdf](http://www.usc.edu/hsc/dental/images_media/emergency_plan_uscsd.pdf)