

# EMERGENCY PROCEDURES GUIDE

## College of Education

University of Hawai'i at Mānoa

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# Introduction

The Emergency Procedures Guide for the College of Education is intended to assist all staff, faculty, and students in their ability to respond to different types of emergencies.

Procedures for handling emergencies on the University of Hawai'i at Mānoa (UHM) campus are documented in the Emergency Response Plan (ERP). The most current version of the ERP can be found at <http://manoa.hawaii.edu/emergency/management/plan.html>.

The University Laboratory School also has an Emergency Procedures Guide with special guidelines appropriate for assuring the safety of its K–12 student population.

This guide was created specifically for the College of Education, and should be kept within easy reach in your office or classroom where it will be immediately available during an emergency.

Please familiarize yourself with the contents of this guide. In the event you are faced with an emergency, it will serve as a quick reference for effective action.

If there are any questions or comments regarding this guide, please contact the associate dean for administration at **956-2762**.

# Emergency Numbers

**Fire, Ambulance, Police**.....**911**

**UH Campus Security**..... **956-6911**

## **Emergency**

Disaster Service Civil Defense (state)..... **733-4300**

Department of Emergency Management (O’ahu) ..... **723-8960**

## **Hazardous Materials/Poison**

Hazardous Materials Leak or Spill ..... **586-4249**

Hawaii Hazard Emergency Response (24 Hours.) ..... **247-2191**

Honolulu Fire Department-HAZMAT ..... **911**

Poison Center (national hotline) ..... **1-800-222-1222**

## **Disaster Assistance**

American Red Cross..... **734-2101**

## **Campus Emergency Call Boxes**

There are two (2) blue light emergency call boxes (red phone box mounted on a post topped with a blue light) on the COE campus.

They are located

- ❖ outside of the Multi-Purpose Building (MPB), and
- ❖ outside Everly Hall at the Zone 1 parking lot entrance on Metcalf Street.

The call boxes connect directly to the Campus Security dispatcher. These emergency call boxes are activated by picking up the handset. Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

# Building Contacts

## Everly Hall

Dean's Office (1st floor) . . . . . 956-7703  
Elaine Mezurashi (2nd floor) . 956-4241

## Wist Hall

Marsha Ninomiya (1st floor) . 956-7817  
Beverly Suemoto (2nd floor). 956-7671

## Wist Annex 1

Mark Yap (room 101) . . . . . 956-5914  
Frank Walton (room 102) . . . . 956-7908  
Carrie Consalvi (room 103) .. 956-9707

## University Annex Buildings 1, 2, 3, 4

St. John Baccam. . . . . 956-3817

## UHS Building 1

Kati Kuroda (room 111). . . . . 956-7158  
John Southworth (room 108) 956-6871

## UHS Building 2

Valerie Hashimoto . . . . . 956-6918  
Noren Lush . . . . . 956-6831

## UHS Building 3

School Office (1st floor) . . . . . 956-7833  
Fay Zenigami (2nd floor) . . . . 956-9955

## Multi-Purpose Building (MPB)

Nancy Chang, Cafeteria . . . . . 956-7752  
Ira Wong, Band Room . . . . . 956-8690  
Computer Lab . . . . . 956-4955

## Castle Memorial Hall

CRDG Director (room 133)... 956-7961  
Marcus Hayden (room 130).. 956-7706  
Doug Doi, Art Wing . . . . . 956-7893  
Maria DaSilva, Elementary... 956-6422  
Wayne Watkins, Childrns Cntr 956-7963

## Castle Memorial Annex

Alycia Fujii, MaPS . . . . . 956-4969

## Locker Rooms

Jan Allen/Katie Bourne . . . . . 956-3462

## Laboratory School Portable 1

Jim Bukes . . . . . 956-7955

## Laboratory School Portable 2

Kevin Olafsson . . . . . 956-4966

## Laboratory School Portable 3A

Classroom . . . . . 956-4638

## Laboratory School Portable 3B

Classroom . . . . . 956-7906

## Laboratory School Portable 4B

Office. . . . . 956-6057

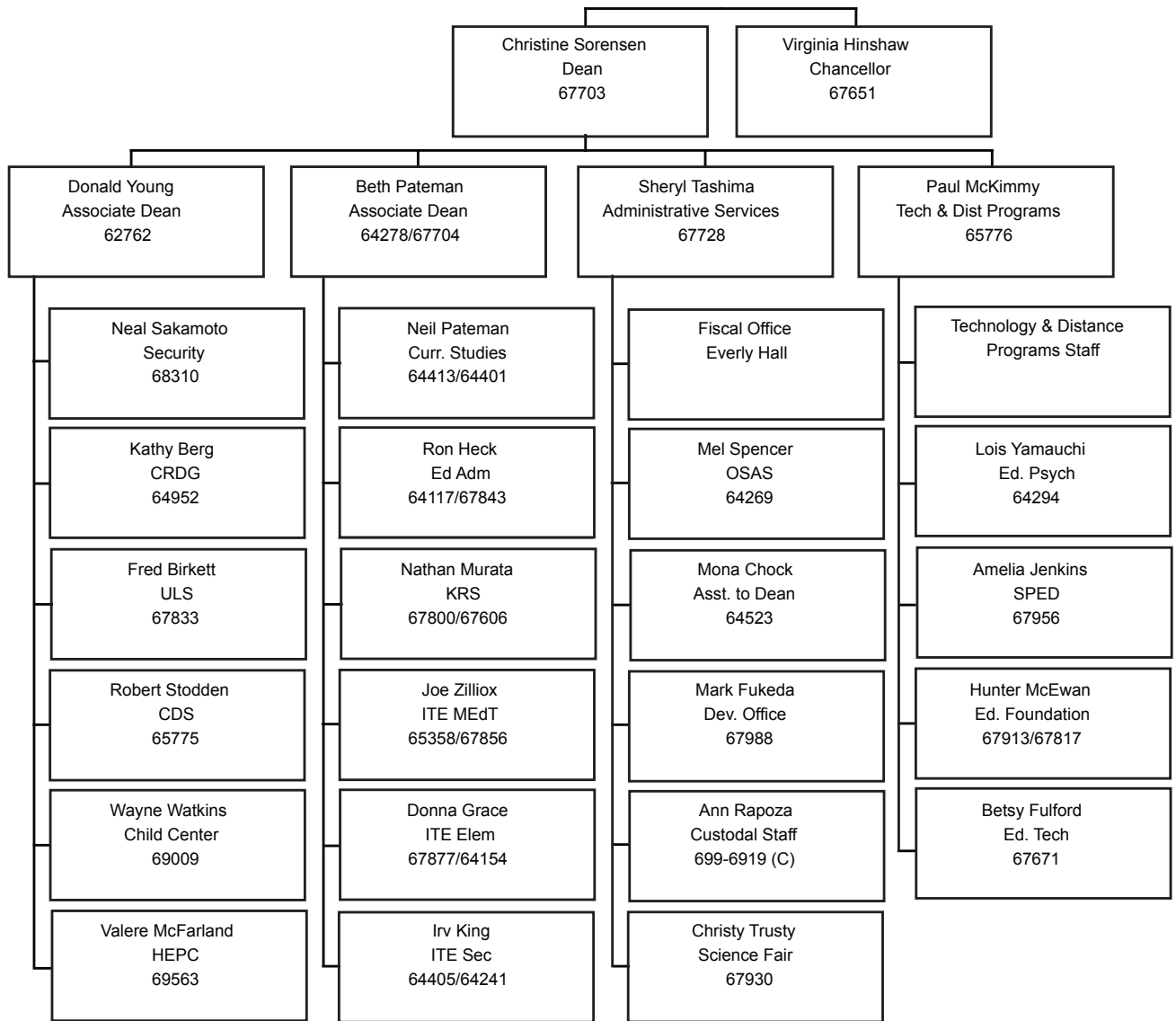
## Building & Grounds Management.

Ann Rapozo, Supervisor . . . . . 699-6919

## Laboratory School Safety Officer

Peter Estomago . . . . . 956-8846

# COE Emergency Phone Tree



# University of Hawai‘i at Mānoa Emergency Response Plan

Procedures for handling emergencies on the University of Hawai‘i at Mānoa (UHM) campus are documented in the Emergency Response Plan (ERP). The most current version of the ERP can be found at <http://manoa.hawaii.edu/emergency/management/plan.html>.

Following are relevant excerpts from the ERP.

## I. INTRODUCTION

- A. PURPOSE** – The University of Hawai‘i at Mānoa Emergency Response Plan (ERP) provides procedures for managing and responding to major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The ERP outlines necessary emergency preparedness requirements and identifies organizations and individual positions that are directly responsible for emergency preparedness, response and recovery.
- B. AUTHORITY** – This ERP is promulgated under the authority of the Chancellor of the University of Hawai‘i at Mānoa and University of Hawai‘i Executive Policy E2.203 Emergency Preparedness and Response Responsibilities.
- C. STATEWIDE RESPONSIBILITIES** – The State of Hawai‘i, Plan for Emergency Preparedness, Volume III provides the overall plan for the state and specifies the support required from the University of Hawai‘i and other state agencies. The university has specific requirements to provide the following support under the State Plan for Emergency Preparedness:
1. Supporting county governments in identifying and meeting the health and medical needs of disaster victims.
  2. Supporting the State Department of Health in providing technical assistance on disease and injury control measures.
  3. Providing shelters for evacuees and/or victims during or after a disaster occurs.
  - 4 Supporting the State Department of Health in providing assistance for any hazardous materials disaster.

The plan complies with the Incident Command System, the management structure identified in guidance provided by the National Incident Management System of the U.S. Department of Homeland Security. Emergency response leadership at Mānoa will be provided by the Emergency Management Team (EMT), drawn from the university's senior administrative and academic leadership. The EMT executive for Mānoa shall be the chancellor.

## **II. SITUATIONAL REQUIREMENTS**

**A. CAMPUS PRIORITIES** – The University of Hawai'i at Mānoa (UHM) emergency response organization shall respond to an emergency situation in an organized, safe, effective and timely manner. UHM personnel and equipment will be utilized to accomplish the following priorities:

**PRIORITY I** Protect Life and Safety

**PRIORITY II** Assess Critical Infrastructure and Facilities

**PRIORITY III** Restore/Maintain Campus Operations and Resume Education/ Research Programs

**B. EMERGENCY CLASSIFICATIONS** - Each incident will be classified by type according to its potential impact, severity, and response requirement.

### 1. Type 1 (Minor Incident)

- a. A Type 1 minor incident is localized or in a small area. It can be quickly resolved with existing UHM resources or limited outside help. A Type 1 incident has little or no impact on personnel or normal operations outside the locally affected area.
- b. Type 1 incidents do not require activation of the UHM ERP. Impacted personnel, departments, or offices coordinate directly with operational personnel from the UHM Office of Safety and Security and the Office of Facility and Grounds or other units to resolve Type 1 incidents. In certain incidents, the Mānoa director of communications will be asked to provide necessary media releases.
- c. Examples: Odor complaints, localized chemical spill, plumbing failure, or water leak.

### 2. Type 2 (Emergency)

- a. A Type 2 emergency disrupts sizable portions of the campus community. Type 2 emergencies require assistance from external organizations. These events can escalate quickly and have serious consequences for mission-critical functions and/or life and safety.

- b. The Mānoa Emergency Management Team (EMT) Executive (chancellor) or an authorized representative receives intelligence from responding operational departments or from the Campus Security Call Center and determines whether the ERP and Emergency Response Center (ERC) should be activated.
- c. Senior members of the Mānoa EMT, the president of the University of Hawai'i, and State Civil Defense may be alerted depending on the nature and severity of the emergency.
- d. Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and extensive utility outage. Also includes external emergencies that may affect campus personnel or operations.

### 3.Type 3 (Disaster)

- a. A Type 3 disaster involves a large part of the campus and its surrounding community. Normal campus operations are curtailed or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires campus-wide cooperation and extensive coordination and support from external jurisdictions.
- b. The chancellor is notified and the ERP and ERC are activated. State Civil Defense is notified and communications opened. Mānoa EMT members and other key personnel are alerted to report to campus and the Campus Emergency Response Teams (CERTs) are activated and engaged in the campus emergency response. Operations and finance units activate plans to respond with facilities personnel and resources and provide the necessary financial, contracting, and claims support. Planning and logistics units activate plans to provide intelligence, record keeping, and distributes material and equipment and assigns personnel where needed. The Mānoa EMT Executive activates the Public Information Plan and requests support from the System Joint Information Office.
- c. The president is notified and the system EMP and Emergency Operations Center (EOC) may be activated. System EMT members may be alerted to report to campus.

## C. HAZARD CATEGORIES

- 1.METEOROLOGICAL HAZARDS** – This is the most common category of hazard that can cause disasters in the state of Hawai'i. Meteorological hazards may threaten any part of the State or the entire state at the same time.

- a. Storms pose the most frequent threat to life and property and may occur many times during the winter months. Disaster agents associated with storms include high winds, high surf, and heavy rains resulting in floods. Storms have caused the most property damage in Hawai'i.
- b. Hurricanes are potentially very serious threats to life and property as they occasionally threaten the State during the hurricane season from June to November. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, heavy rains, and flooding.
- c. Waterspouts rarely occur over land, but can cause heavy damage.

**3. GEOLOGICAL HAZARDS** – This category of hazard is always a potential risk as the Hawaiian Islands are situated on both a volcanic and tectonically active region in the Pacific Ocean. Geological hazards causing disasters are less frequent, but can be more severe than other hazards.

- a. Earthquakes pose a continuing threat to life and property as they occur frequently. Although most earthquakes in Hawai'i are of low magnitude, damaging earthquakes have occurred in the past.
- b. Tsunami pose a very serious threat to life and property as they have caused the most disaster related deaths in the state. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawai'i. Locally generated tsunamis pose a greater problem as they can strike in a matter of minutes with little or no warning.
- c. Volcanic activity poses a minimal threat on O'ahu, but occurs on the island of Hawai'i and could break out on any island or in the surrounding ocean. If it occurs on O'ahu, It could be a threat to populated areas.

**4. OTHER NATURAL HAZARDS** – Most other natural hazards in the state are associated with weather or geologic hazards.

- a. Landslides are usually associated with meteorological hazards, but can be caused by a combination of weather and man's development activities.
- b. Mudslides are associated with meteorological hazards and/or geologic events and are rare in Hawai'i.
- c. Forest/Brush Fires frequently occur during dry weather, but are more often associated with the careless acts of man or arson.

**5. MAN-CAUSED INCIDENTS** – The incidents listed here are due to the actions and activities of man.

- a. War (Nuclear or Conventional Attack) poses a threat because of the military presence in Hawai'i, but could occur in another part of the world and affect Hawai'i. The hazards of nuclear attack include blast and radioactive fallout and its damaging effect on life and property.
- b. Terrorist Attack always poses a potential threat to people and facilities in the United States. Terrorist activity can take various forms with the most devastating being the use of bombs or of chemical or biological weapons
- c. Bomb Threat/Explosion poses a potential threat due to the relative ease in obtaining the material to make bombs and man's activities where material that can cause explosions are used on a regular basis.
- d. Biological Outbreak always poses a potential threat and can occur naturally, through man's activities, terrorist attack or through biological warfare
- e. Pandemic poses a potential threat through the spread of infectious disease. Due to the seriousness of this hazard, the state will be issuing a separate pandemic plan.
- f. Hazardous Material Spill poses a potential problem at university facilities where hazardous materials and chemicals are used on a regular basis. The establishment and adherence to operational procedures and safety standards are important factors in keeping spills to an absolute minimum.
- g. Fire always poses a potential problem at university facilities. The use of fire retardant materials and the establishment and adherence to fire safety codes and procedures are important factors in minimizing the potential for building fires.
- h. Aircraft accidents pose a potential problem as university facilities are located under aircraft flight paths.
- i. Major utility outage always poses a potential problem at university facilities due to the size and amount of personnel that work at, attend, or visit our campus and facilities. Electricity and water are the primary utilities where outages can cause problems and seriously affect the university's daily operations.
- j. Civil disturbance poses a potential problem at university facilities because we are a public institution and civil rights activities often occur on the university campus.

**D. MASS CASUALTY EVENTS** – These may be the result of any of the hazard and incident categories listed above. Mass casualty events may occur on campus, at an off-campus facility, or in the general area of the university.

University assets, including personnel, supplies, equipment and facilities, identified in the State Emergency Operations Plan, may be requested to support mass casualty events.

### **III. OPERATIONAL REQUIREMENTS**

**EMERGENCY MANAGEMENT** – The chancellor has the overall responsibility for emergency preparedness and response for the Mānoa campus and shall be the EMT Executive when the Mānoa ERP and ERC are activated. The chancellor shall be the point of contact with the president who in turn is the point of contact with State Civil Defense, O’ahu Civil Defense, and other federal, state, and county agencies. Depending on the requirements of the emergency, the president may delegate point of contact responsibilities to the chancellor and the Mānoa EMT to improve and expedite communications and operational support. In some instances, action plans and standard operating procedures will indicate that contact points with outside agencies have been pre-delegated to the Mānoa EMT. The chancellor or an authorized representative is responsible for determining the following emergency actions:

- 1. ALERT** – Initiated via siren alert tone from the O’ahu Civil Defense Agency and followed with alert information over the Emergency Alert System (EAS). The EAS includes local TV and radio stations and the alert is used to advise personnel to prepare for an impending emergency or natural disaster. May also include Shelter-In-Place requirement to remain on campus in an effort to eliminate traffic gridlock and keep people out of the danger zone.
- 2. TAKE COVER** – Normally initiated via a SIREN WARNING from the O’ahu Civil Defense Agency. The president or chancellor or their representatives may order it for natural disasters such as sudden windstorms and earthquakes.
- 3. SUSPEND CLASSES** – Issued by the chancellor or authorized representative and used to keep students, faculty, and staff away from campus, UHM facilities or nearby community. A directive to suspend classes may also be used to expedite removal of personnel during an alert, emergency, or disaster.
- 4. EVACUATE BUILDING(S)** – Issued by the chancellor or an authorized representative and used if a catastrophe or emergency situation is imminent or has occurred and the building(s) must be evacuated to protect lives.
- 5. EVACUATE CAMPUS** – Issued by the chancellor or authorized representative and used to begin orderly evacuation of a campus by all

persons except for personnel with emergency operations and security duties.

**6.CONVERT CAMPUS** – Only initiated upon order of the president or governor to provide temporary shelter for people affected by emergencies/disasters and/or relocation of state government offices.

**EMERGENCY RESPONSE CENTER (ERC)** – Plans are currently underway to construct a new Information Technology Services (ITS) Building that will house a permanent ERC. In the interim, the temporary ERC will be in **Conference Room 309, Hawai'i Hall**. The ERC will serve as the central command center with dedicated telecommunications capability and operational resources. An alternate Mānoa ERC will be located in **Keller 204**, which is the designated ITS Coordination Center.

# Natural Disasters

With the exception of an earthquake, most natural disasters will give us ample warning and time to initiate emergency procedures.

The key to disaster action lies in being prepared. Hawaii State Civil Defense provides an early warning system through the use of “**WATCHES**” and “**WARNINGS**” with statewide notification by sirens. When you hear the warning sirens, immediately go to a place where you can hear a radio.

- ❖ Tune your radio to any station. Listen to emergency information and instructions broadcast by Civil Defense—**TAKE NECESSARY ACTIONS.**
- ❖ Radio stations will also broadcast information about the status of state functions— if they are open or closed, who should/should not report to work, etc.
- ❖ **DO NOT USE YOUR TELEPHONE EXCEPT IN AN EMERGENCY.**

## EARTHQUAKES

- ❖ If you are **INDOORS**, get under desks, tables, supported doorways, or interior hallways. Stay clear of exterior walls and falling objects. Do not evacuate buildings unless exits and egress paths are safe.
- ❖ If you are **OUTDOORS**, stay in the open away from objects that may fall and protect your head. Beware of fire, downed power lines, aftershocks, and broken water mains.

Note: A strong earthquake anywhere in the Pacific may cause a tsunami.

## HURRICANE

1. **A WATCH** means a storm is expected within 36 hours. **GET READY.**
2. **A WARNING** means a storm is expected within 24 hours. At this point, the County Civil Defense sirens will sound. Listen to your radio for emergency information and instructions.

## TSUNAMI

1. **A WATCH** means a tsunami is possible. **GET READY.**
2. **A WARNING** means shorelines are in imminent danger. County Civil Defense sirens will sound. Stay away from shorelines.

## EMERGENCY ALERT SYSTEM

The State Civil Defense Agency primarily uses the following radio stations to provide emergency alert information to the island of O’ahu:

**KSSK-590 AM, 92.3 FM AND KRTR 96.3 FM**

# Fire

In the event that fire or smoke is detected, the following steps should be taken:

- ❖ After confirming the fire, pull the "Fire Alarm".
- ❖ Call Campus Security at **956-6911** and provide information on the location and severity of the fire and if any casualties are known. Campus Security will immediately notify the fire department and dispatch a security officer(s) to the location to aid in evacuation, crowd control, and reporting of casualties and utility damage.
- ❖ Fight fire only if not life endangering and if an appropriate fire extinguisher for the type of fire is available.
- ❖ Turn off lights and close doors and windows if time permits.
- ❖ Evacuate in an orderly manner to a safe area on the lawn area fronting Metcalf Street or the lawn on the corner of University Avenue and Dole Street
- ❖ If teaching class, account for all students and report any missing students to a UHM administrator who will check the evacuation sites before the all clear sign is given.
- ❖ Do not re-enter building(s) until it is declared safe by fire or police personnel.

# Serious Injury

In the event of a serious injury, take the following steps:

## **DO NOT MOVE A SERIOUSLY INJURED PERSON.**

- ❖ Immediately call for help, if needed (**911** for medical assistance; **956-6911** for Campus Security).
- ❖ Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, and so on. Campus Security officers are trained in emergency first aid and CPR; they will also contact and direct medical personnel to the scene.
- ❖ Administer first aid and/or initiate CPR if you have been trained.
- ❖ Isolate the victim and provide comfort.
- ❖ Stay with the victim until medical personnel arrive.
- ❖ Contact the Dean's Office (**956-7703**) and provide a written report of the incident.

# Bomb Threat

**DO NOT USE CELLULAR PHONES OR WALKIE-TALKIES!  
RADIO FREQUENCIES MAY SET OFF BOMBS.**

## Threat by Telephone

The person receiving the call should use the bomb threat checklist on the next page. Immediately call Campus Security at **956-6911** and notify the College of Education Dean's Office at **956-7703**. Give your name, location, and telephone number. Inform them of the situation and provide all the information you have received.

## Suspicious Object

If you spot a suspicious object, package, or device, do not handle the item. Evacuate the immediate area. Then, call Campus Security at **956-6911** and notify the Dean's Office at **956-7703**. Give your name, location, and telephone number. Inform them of the situation and provide all the information you have received.

If instructed to evacuate the building, a written or verbal message will be sent to all personnel. When this occurs, the following steps should be taken:

- ❖ Make visual checks of your area and report suspicious objects to Campus Security and the Dean's Office.
- ❖ Leave doors and windows open.
- ❖ Take valuables with you when evacuating and move to the open lawn area fronting Metcalf Street or the corner of University Avenue and Dole Street.
  - Maintain order and silence during the evacuation.
  - If teaching class, escort students to the open lawn area on Metcalf Street or the corner of University Avenue and Dole Street.
  - Account for all students and report any missing student(s) to the administration.
  - Do not re-enter the building(s) until declared safe by fire or police personnel.

# Bomb Threat Checklist

If you receive a bomb threat, report the call immediately to Campus Security, x66911, complete this form, and submit it to Campus Security.

## Questions to ask if possible:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

## The following information would assist Campus Security:

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

## Characteristics of caller's voice:

- |                                  |                                   |  |   |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lipped          | <input type="checkbox"/> Distinguished    |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Accent           |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar         |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged          | <input type="checkbox"/> If familiar, who |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing throat | did it sound like?                        |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep breathing  | _____                                     |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking voice  |   |

## Background sounds:

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

## Threat language:

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

Remarks: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# Weapons

If you become aware that a weapon has been brought on campus, the following steps should be taken:

- ❖ Notify Campus Security at **956-6911** dean's office at **956-7703** who the suspected person is, where the weapon is located, if anyone has been threatened, and any other details.
- ❖ If you suspect that there is a weapon in your classroom, do not leave the classroom. Send someone to notify the dean's office.
- ❖ If a suspect threatens you with a weapon, do not try to disarm him/her. Back away with your arms up.
- ❖ Remain calm.

# Hazardous Materials

If you become aware of a hazardous material leak/spill, the following steps should be taken:

- ❖ Notify Campus Security at **956-6911** and the dean's office at **956-7703**.
- ❖ Isolate the area of leak/spill. **DO NOT ATTEMPT TO CLEAN THE AREA.**
- ❖ When officials arrive, follow their instructions.
- ❖ If the incident occurs near campus, fire or police officials will notify the UHM administration and personnel should follow fire official's instructions.

# Assault/Fights

If an assault or fight occurs take the following steps:

- ❖ Call Campus Security at **956-6911** for assistance and remain until help arrives.
- ❖ Do not step between combatants.
- ❖ Try to defuse the situation if possible by using loud distractions such as calling aloud, using a whistle, and so on.
- ❖ Attend to the victim(s) and give medical attention if necessary.
- ❖ File a report with Campus Security following the incident.
- ❖ Inform the dean's office at **956-7703**.

# Intruder

If you become aware of an unauthorized or unknown person on campus, the following steps should be taken:

- ❖ Notify the dean's office at **956-7703** and Campus Security at **956-6911**.
- ❖ If you have access to a computer, check the following website for persons known to Campus Security:

**<http://128.171.191.73/Trespassed/Default.asp>**

- ❖ Ask another staff member to accompany you before approaching the intruder.
- ❖ Be polite and greet the intruder, identify yourself, and offer assistance.
- ❖ If you are alone and the intruder is agitated, seek assistance.

# Hostage

If you become aware that someone has been taken hostage, the following steps should be taken:

- ❖ Notify Campus Security at **956-6911** and the dean's office at **956-7703**, if possible.
- ❖ Assist in sealing off the area near hostage scene.

If you are taken hostage, follow these guidelines:

- ❖ Follow the instructions of hostage taker.
- ❖ Remain calm and calm others if they are present.
- ❖ Treat the hostage taker as normally as possible.
  
- ❖ Be respectful to hostage taker.
- ❖ Ask permission and do not argue.
- ❖ Be cooperative and keep in mind the safety of yourself and others.

# Suicide Attempt

If a suicide attempt occurs in school, the following steps should be taken:

## **DO NOT LEAVE THE SUICIDAL PERSON ALONE.**

- ❖ Offer help and listen.
- ❖ Trust your instincts.
- ❖ Report your information/suspicious to an administrator.
- ❖ Call **911** if a weapon is present, or if medical attention or restraint are needed.
- ❖ Try to calm the suicidal person.
- ❖ Remain calm.

# Campus Disturbance/Riot

If a campus disturbance or riot occurs, the following steps should be taken:

- ❖ Contact Campus Security at **956-6911** and the dean's office at **956-7703**.
- ❖ Stay away from and do not confront any of the demonstrators.
- ❖ If necessary, check for injuries and give medical attention.

If teaching class at the time of a disturbance, take the following steps:

- ❖ Keep students calm.
- ❖ Lock classroom doors, but admit persons in need of refuge.

# Crime In Progress

If you become aware of a crime in progress, the following steps should be taken:

- ❖ Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- ❖ Do, if safe, get a good description of the criminal. Note height, weight, sex, color, age, clothing, method, and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics.
- ❖ Use the closest Emergency Call Box to get help, or call **956-6911** for Campus Security. Emergency call boxes are located outside Everly Hall near the Zone 1 parking lot entrance on Metcalf Street and outside the Multipurpose Building (MPB) at the end of the Zone 1 parking lot.
- ❖ Advise Campus Security officers of your situation; provide your name and location; then remain where you are until contacted by a security officer.
- ❖ When safe, report the incident to the dean's office at **956-7833**.

# Lock-Down

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

At the campus level, the Campus Security will notify faculty and staff if a lock down order is issued.

If an incident occurs within the University Laboratory School (ULS), a ULS administrator will initiate a lock-down by announcing a warning using an air horn. Other COE faculty and staff should recognize the air-horn signal and be alert for further instructions from Campus Security.

When a ULS lock-down is issued (air-horn signal), ULS teachers and staff will follow these steps:

- ❖ Direct all students and visitors into rooms or enclosed buildings. Ensure all persons are inside.
- ❖ Account for everyone in the classroom.
- ❖ Lock classroom and external doors.
- ❖ Secure classroom windows.
- ❖ Move all persons away from windows and doors. In rooms that are open or viewable by an intruder, students must sit on the floor away from doors and windows.
- ❖ Do not allow anyone outside of classrooms until the “all-clear” signal is given. An administrator or a designated messenger will do room-to-room contacts.

During a ULS Lock-Down, stay away from the school area!

# Shelter-In-Place

Shelter-in-place procedures are used in case of a natural disaster and will be initiated by the UHM chancellor. The designated shelter-in-place location on the COE campus is the Multi-Purpose Building (MPB).

Direct students and visitors to the MPB or other designated safe area.

Help ensure all persons remain in safe areas until "all clear" is given by an administrator or emergency responders.

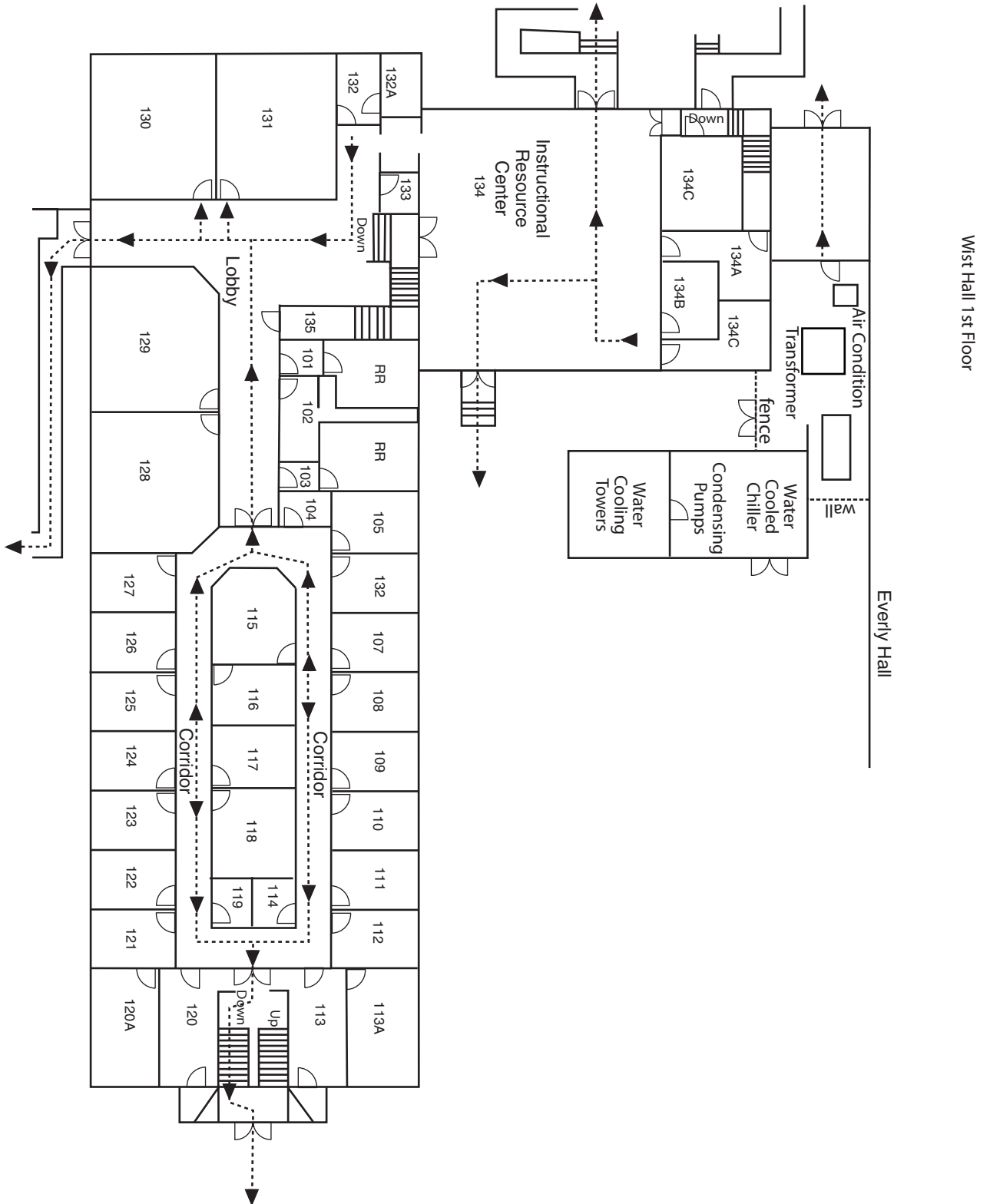
# Evacuation

The UHM chancellor is responsible for issuing an evacuation order. In the event that such an order is issued, follow officials' instructions.

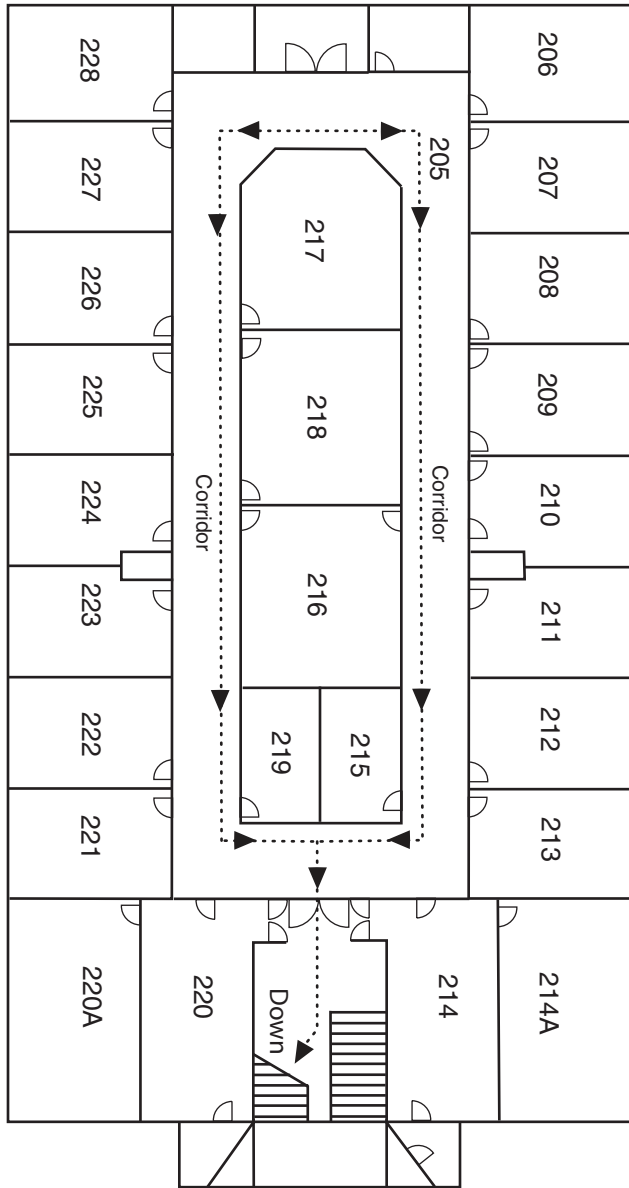
- ❖ Evacuate according to instructions.
- ❖ If teaching class, direct students to evacuate according to routes indicated on evacuation maps. Follow a pre-arranged alternate route if necessary.
  - Instruct students to remain calm and leave single file in exiting to evacuation area.
  - Close classroom doors and windows, and turn off lights.
  - Account for all students and report any missing students to a UHM administrator who will check the evacuation sites before the all clear sign is given.



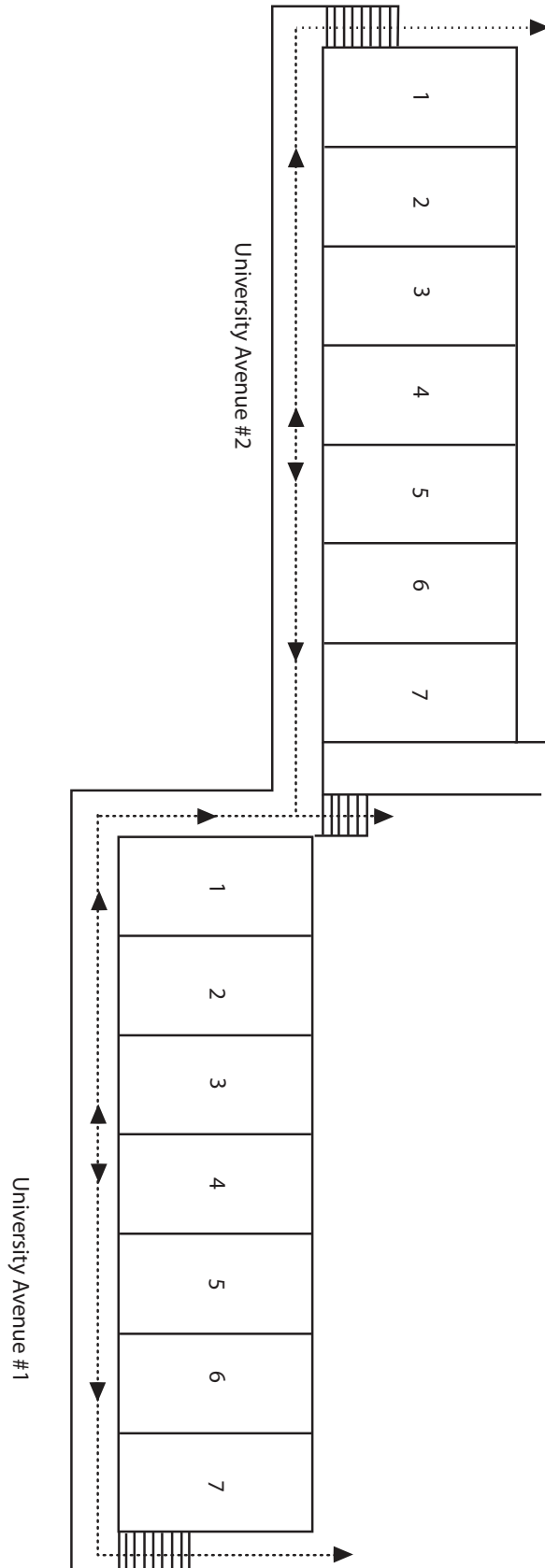
# Wist Hall 1st Floor



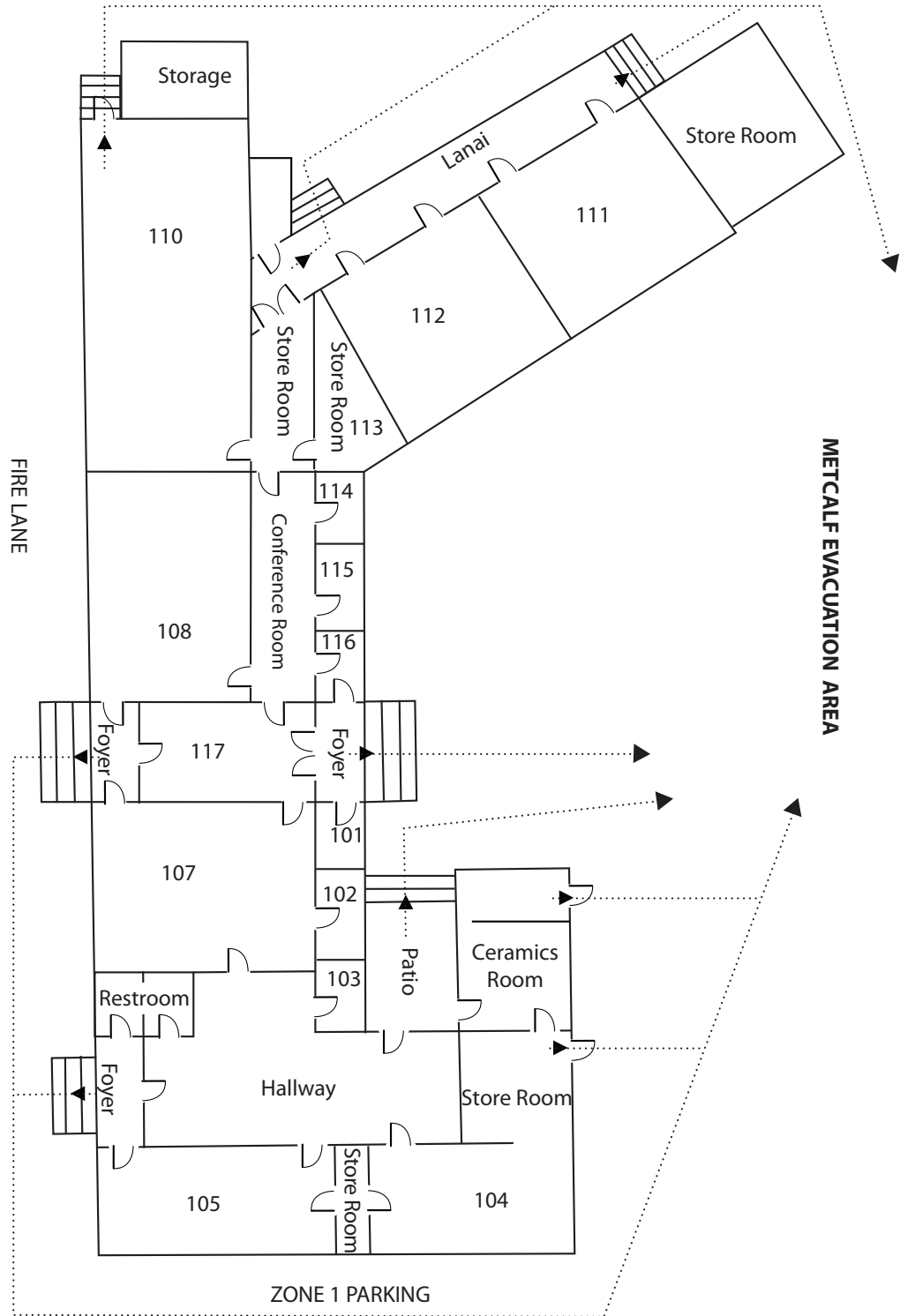
# Wist Hall 2nd Floor



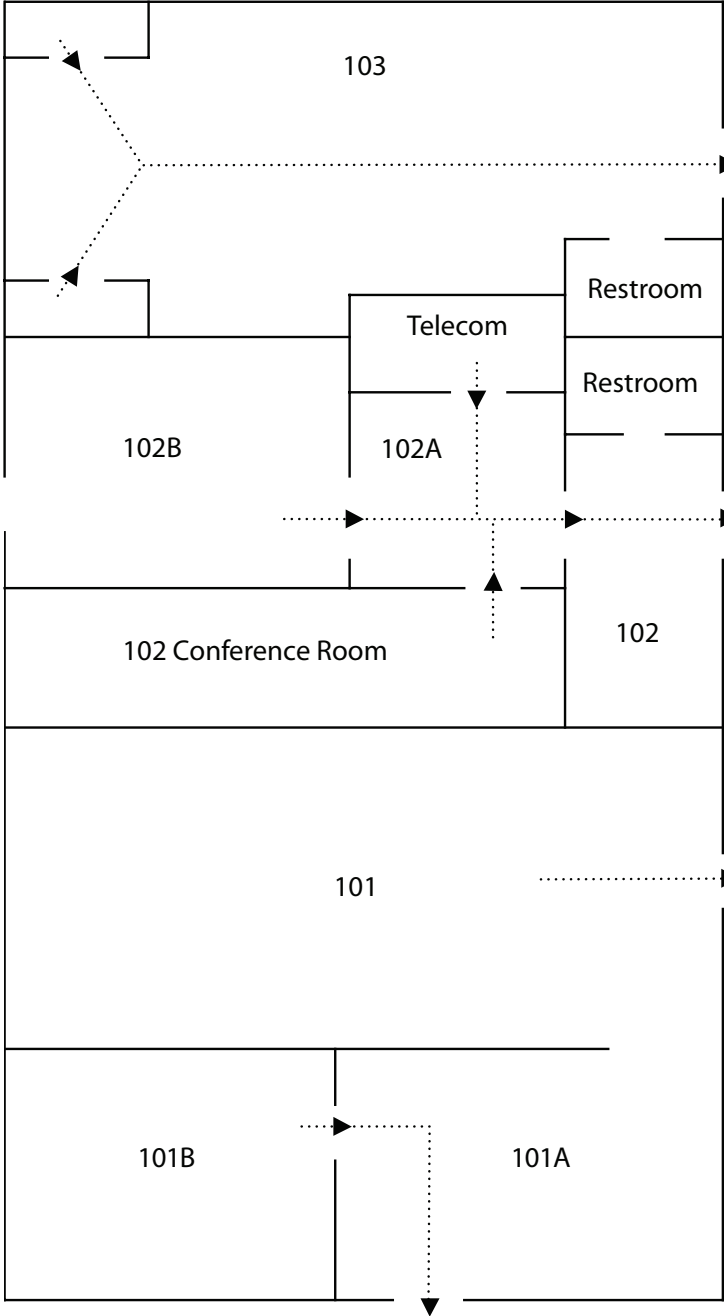
# University Ave. Portables



# Building 1



# Wist Annex



# Mānoa Campus Emergency Management Program

## WHAT TO DO IN CASE OF...

### ACTION PLANS FOR SPECIFIC EMERGENCIES/DISASTERS



**Hurricanes and Severe Storms**



**Waterspouts**



**Tsunami and Coastal Flooding**



**Earthquakes**



**Volcanic Activity**



**Landslides and Mudslides**



**Fire**



**Hazardous Materials**



**Bomb Threats and Explosions**



**War and Terrorist Attack**



**Biological Outbreak**



**Utility Outages**



**Civil Disturbance and Labor Strikes**



**Aircraft and Fallen Object Accidents**



## Hurricanes and Severe Storms

- I. The National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf and hurricanes with a high degree of accuracy.
- II. Warning
  - A. A Hurricane Watch means that hurricane conditions are possible within 36 hours. During a watch, listen to radio and television (TV) broadcasts and check the University of Hawai'i Website.
  - B. A Hurricane Warning is issued when sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. County Civil Defense sirens will sound. Continue to listen to radio and TV broadcasts and check the University of Hawai'i Website.
  - C. Hurricanes also produce coastal flooding. Therefore, all should plan for and be prepared to respond to coastal flooding as described in the Action Plan for Tsunami and Coastal Flooding.
- III. Required Actions
  - A. If time and conditions permit, the University will convene its EMT and issue instructions via local radio, TV, email and telephone tree on whether classes and/or work schedules will be suspended. Designated and essential employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.
  - B. If severe winds or a flood watch occurs while class is in session, employees or visitors are on site, the following Emergency Actions should be followed:
    1. Seek shelter in designated buildings on Campus. A list of designated buildings with the specific rooms and areas that can be used will be made available after shelter surveys and requirements are completed in 2006.
    2. If a designated shelter is not available or shelter locations are unknown, students, staff and visitors should go to a designated County Civil Defense shelter. In the case of hurricanes or high winds where no known shelters are available, seek shelter in a large building and stay away from windows and exterior doors. In the case of possible flooding, leave basements or low lying buildings and go to designated shelters or to the upper floors for shelter. Do not seek shelter in basements of buildings unless it has been designated as a shelter.
    3. Persons responsible for buildings, classrooms or laboratories shall ensure that all handicapped persons have been assisted to reach a shelter or cover.
    4. Avoid gymnasiums and other structures with large roof spans. If in a best available building instead of a designated shelter, evacuate rooms subject to full force wind and remain near an inside wall away from windows. Close all windows and blinds.
    5. If available, check out mobile emergency pumping equipment. If time permits, check and clean out all building walkways and catch basins to keep debris to a minimum and permit free flow of water.
    6. Prior to an event, secure any latches and skylights. Remove or secure all outside staging/scaffolding/planking and other material that can blow away. Facilities shop personnel have trucks and equipment available to assist and can be reached at 956-7134. During or after the event, notify Facilities of any break, damage or suspected problem in any utility system.
    7. After winds have abated and an all clear notification has been given, secure damaged buildings to prevent further weather damage. If possible remove fallen trees, branches and debris from roads. This will allow safe access for emergency, fire and maintenance personnel. Call Facilities maintenance at 956-7134 or Campus Security at 956-6911 for assistance if necessary.
    8. Keep tuned to a local Emergency Alert System (EAS) radio station for the latest advisories.



# Tsunami and Coastal Flooding

- I. The island of O'ahu is highly susceptible to tsunami and coastal flooding as these events have occurred many times in the past. Coastal areas where University facilities and vessels are located may be affected. Coastal flooding is also associated with hurricanes, high surf and severe storms.
- II. Warning
  - A. A local earthquake of high magnitude in the Hawaiian area may generate a tsunami where no warning is provided.
  - B. The Pacific Tsunami Warning Center on O'ahu provides the initial warning to the public via State and County Civil Defense Agencies and their EAS radio and television stations.
  - C. When a Tsunami Warning is issued, the County Civil Defense Agency will sound emergency sirens. The EAS will carry official tsunami advisories and provide shoreline evacuation instructions.
  - D. Coastal flood and storm surge warnings associated with hurricanes may be issued by the National Weather Service.
- III. Required Actions
  - A. Tsunami - The estimated time of arrival will dictate the course of action to be taken. The person in charge at the affected facility shall initiate the following emergency actions:
    1. For facilities on the shoreline or low-lying coastal areas – If the ground shakes or the ocean suddenly withdraws or surges inland unusually, move to high ground immediately. Do not delay egress to listen to radio, TV or EMT instructions.
    2. Order alert warning and/or evacuation of John A. Burns School of Medicine, Waikīkī Aquarium, University Marine Center (Pier 45, Snug Harbor), Hawai'i Institute of Marine Biology (Coconut Island), Kewalo Basin, and Hawai'i Undersea Research Laboratory (Makai Pier).
    3. Implement local emergency plans. Assure that safety of all personnel and animals are considered.
    4. Remove or secure loose equipment and material.
  - B. Coastal Flooding – The magnitude and location of possible tsunami, storm surges or hurricanes that result in coastal flooding will dictate the course of action to be taken. The person in charge at the affected facility shall initiate emergency actions.
    1. Implement local emergency plans. Assure that safety of all personnel and animals are considered.
    2. Remove or secure loose equipment and material.
    3. Travel to and from all University facilities must be carefully considered if roads are flooded. It may be safer to stay at home or at the facility if flooding has already occurred or flash flood warnings have been issued.



## Volcanic Activity

- I. Volcanic activity occurs in areas of seismic activity. It can involve the release of noxious gas and eruptions of molten rock that may occur as lava flows or be airborne. Volcanic activity on O'ahu is very rare.
- II. Warning
  - A. Seismic activity can be measured and any suspicious increase will result in action by the responsible State Departments and the State and County Civil Defense Agencies. Information, advisories, alerts and warnings will be issued by the State and County via the EAS.
  - B. Should any volcanic activity start, State or the County Civil Defense Agencies may issue evacuation orders depending on the severity and location of the volcanic activity or eruption.
- III. Required Actions
  - A. The UHM EMT will contact SCD and take appropriate action depending on the severity of the problem.
    1. The EMT may activate the ERC and will issue information and pass on advisories, alerts and warnings to the University community.
    2. The EMT will pass on all evacuation orders issued by SCD or the County and assure that evacuation plans are executed and completed.
    3. The EMT will assure that lines of communication are opened with the State and County and reports of any problems encountered are promptly reported.
  - B. If classes are in session and alerts or warnings are issued, the following emergency actions should be followed:
    1. Keep tuned to a local EAS radio or TV station for the latest advisories.
    2. Check the UHM Campus Security website for the latest instructions for the University community.
    3. Seek shelter in designated buildings on Campus if instructed to do so. Persons responsible for buildings, classrooms or laboratories shall ensure that all handicapped persons have been assisted to reach a shelter.



## Fire

- I. Fire can occur in buildings, rubbish bins, mechanical equipment and surrounding brush and forests. Early detection and reporting of fires are keys to limiting the fire, containing it and putting it out.
- II. Warning
  - A. Most University facilities have installed automated fire alarm systems which will produce a fire alarm should smoke or fire occur. Some of these systems are wired to Campus Security.
  - B. All University facilities have fire alarm stations located on every floor of every building and can be used to sound an alarm and alert occupants that a fire or smoke has occurred in that building.
- III. Required Actions
  - A. For fires within buildings, the following steps should be taken:
    1. Activate the building fire alarm. This will immediately notify building occupants who should immediately evacuate the building.
    2. Call Campus Security at 956-6911 and provide information on the location and severity of the fire and if any casualties are known. Campus Security will immediately dispatch a Campus Security Officer (s) to the location to aid in evacuation, crowd control and reporting of casualties and utility damage.
    3. Fight fire only if not life endangering and if an appropriate fire extinguisher for the type of fire is available.
    4. Persons responsible for a building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and shall insure that all handicapped persons are assisted to safety.
    5. Campus Security will notify the EMT who will determine whether classes will be suspended or any further actions are necessary. All required directions for students and staff will be posted on the Campus Security website.
    6. Students and staff shall not return to the building until Fire Department officials declare the building and area safe. Persons in charge of the building with the aid of Campus Security will ensure that no one enters the building until the building is declared safe.
  - B. For fires near buildings, the following steps should be taken:
    1. Call 911 and Campus Security at 956-6911 to report the fire. Provide location and severity of fire. Campus Security will immediately dispatch a Campus Security Officer to aid in evacuation and reporting to the EMT.
    2. If the fire poses an immediate threat to the building or occupants, activate the fire alarm and evacuate the building to a safe location away from the fire.
    3. Persons in charge of the building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and assure that all handicapped persons are assisted to safety.
    4. The EMT will issue directions to students and staff via the Campus Security website on the status of the buildings affected and continuance of classes.
    5. Students and staff should not return to the building until Fire Department officials declare the area safe.
  - C. Mechanical equipment, brush and forest fires.
    1. Call 911 and Campus Security at 956-6911. Campus Security will determine if University facilities or operations are affected and whether a Campus Security Officer should be dispatched to the fire location. All determinations to cancel classes or evacuate are made by the EMT.
    2. If a determination is made by an outside agency such as SCD to evacuate, then the persons in charge of the facilities affected will be notified via phone tree and email. The EMT will post information concerning the fire on the Campus Security website.



## Bomb Threats and Explosions

- I. Bomb threats can occur on government facilities. Universities and other schools have gotten bomb threats in the past and will have to handle bomb threats in the future. A bomb threat can turn into an explosion and precautionary plans are necessary to prevent or minimize damage.

Excessive heat, leaking gas, faulty equipment, ignitable material and chemical reactions can cause explosions. Explosions on University facilities can occur as a result of operations or research. The extent of damage, destruction, fire, casualties and operational disruptions depends on the type and magnitude of the explosion.

- II. Warning

- A. Emergency plans are necessary to handle bomb threats and potential explosions. Plans should include procedures that may include warning signs where potential explosions may occur as a result of normal operations or research.
- B. In most cases, there are no warnings of impending explosion as the cause cannot be controlled and will normally occur without notice.

- III. Required Actions

- A. Bomb threat.

1. If a bomb threat is received by telephone, use the Checklist provided by Campus Security and immediately notify them at 956-6911.
2. Inform supervisor or department head.
3. Campus Security will immediately dispatch Officers to the location and assist in building evacuation if necessary.
4. If a suspicious package, container or object is found, report it immediately to Campus Security. Do not touch, move or open it and keep others from doing same. Campus Security will determine if assistance from the Honolulu Police Department Bomb Squad is necessary.
5. If instructed to move away from the building/location, move a safe distance away or into another building. Do not return or re-enter building until instructed that it is safe to do so.

- B. Explosion.

1. If an explosion occurs or has possibility of occurring, the person in charge or person in authority will activate the fire alarm and immediately order the evacuation of the building. Evacuate to a pre-designated open area to assemble and conduct accountability check.
2. The person in charge will notify Campus Security immediately by calling 956-6911 and provide information on the location and problem encountered. Campus Security will dispatch a Security Officer to the scene to assist in evacuation, crowd control and provide status reports back to Campus Security. Campus Security will immediately notify the EMT and request medical assistance if necessary.
3. Do not attempt rescue as additional explosions may occur. Render first aid if necessary.



## Biological Outbreak

- I. Biological outbreak can be caused by natural occurrence or accidental release of biologic agents, introduced viruses and diseases brought into Hawai'i via humans or animals and through bioterrorism which is the intentional release of biologic agents that can cause illness and death. The State has a plan for biological outbreak and the University is an integral part of the State's Plan to combat any type of biological outbreak.
- II. Warning
  - A. Federal and State agencies will issue advisories and warnings of biological outbreak in the United States and in Hawaii. Advisories and warnings are issued via the media.
  - B. Should any local biological outbreaks occur that affects the UHM Community, the University Health Services Mānoa (UHSM) Office will issue an advisory or warning via their website, the EMT and the Director of Communications.
- III. Required Actions
  - A. When the University Community is affected, Vice Chancellors will assure that all students and employees are informed of the advisories and warnings.
  - B. All students and employees should take the necessary precautions and actions advised by UHSM, State Health Department and Federal Health agencies. This may include isolation or quarantine orders.
  - C. If infected, go to your medical care giver or the UHSM Office for medical treatment.
  - D. Report all cases and incidences of contact with the various types of biological outbreak to the appropriate State Health agency as instructed in advisories.



## Civil Disturbance and Labor Strikes

- I. Civil disturbance and labor strikes in Hawai'i are usually non-violent. The University is an open campus and has a reputation as an institution for freedom of thought by recognizing rights for peaceful civil disobedience and labor disagreements. This plan will be enforced should any violence occur and/or violence is anticipated.
- II. Warning
  - A. University administrators may receive intelligence and warnings from State and County agencies that civil disobedience or strikes will occur and make appropriate plans to handle any violent situations that may occur. Planned civil disturbances such as meetings and rallies require permission from campus authorities. Marches on city streets require permission from the City and County of Honolulu.
  - B. Civil disturbance and labor strikes may also occur without warning or notice. A "sit-in" is an example of a civil disturbance that can occur without warning.
- III. Required Actions
  - A. Civil Disturbance.
    1. Campus Security and the EMT will be notified to stand-by or implement emergency procedures.
    2. Campus Security will provide surveillance and be responsible for providing reports to the EMT.
    3. The EMT Executive or Representative will decide whether no action is required, action must be taken to persuade the demonstrators to stop the disturbance voluntarily or police must be called for assistance.
    4. Campus Security will attempt to limit the civil disturbance to a specific location and seal other areas off from the demonstrators. They will also be responsible for crowd control.
    5. Students and employees should stay away and not confront any of the demonstrators.
  - B. Labor Strike.
    1. Campus Security and the EMT will be notified to stand-by or implement emergency procedures.
    2. Campus Security will provide surveillance and assist in access control if picket lines are set-up. Reports will be sent to the EMT providing status and any violations by striking employees or their representatives.
    3. The EMT Executive will make the decision to request police assistance should access control problems, violence or physical confrontations occur.
    4. Departments should have emergency plans for maintenance or essential services if labor strikes occur.



## Waterspouts

- I. A waterspout is a tornado like whirlwind occurring over water that can move inland near the body of water where it occurs. The whirling wind and water in a waterspout can reach high speeds and cause severe damage. University facilities and vessels at or near the ocean are subject to damage from waterspouts.
- II. Warning
  - A. Since waterspouts cannot be predicted, warnings can only occur after a waterspout is sighted.
  - B. Once sighted, Coast Guard, State and County Civil Defense Agencies should be notified. These agencies will take the necessary actions to provide warnings and keep the public informed via radio and TV.
- III. Required Actions
  - A. Affected University facilities and vessels should take the necessary actions to plan for and prepare emergency procedures for waterspouts.
  - B. Report waterspout sightings and/or damage to the Coast Guard, State and County Civil Defense Agencies.
  - C. If a waterspout is reported in your area, take the necessary actions to close windows, doors, portholes and hatches. Remove or secure loose equipment and material at exterior and outside areas.
  - D. Remain inside vessels at sea or take shelter in the best available building on shore. Evacuation may be necessary depending on the severity of the waterspout and the availability of shelters on site. Take the same precautions within buildings as with hurricanes and high winds.



# Earthquakes

- I. Earthquakes are unpredictable and strike without warning. Damage to buildings, structures and infrastructure can range from negligible to severe depending on the magnitude of the earthquake. Possible severe outcomes of an earthquake are a tsunami, wave damage, coastal flooding and fires.
- II. Warning
  - A. Since earthquakes are unpredictable, warnings are not usually given.
  - B. Earthquake advisories may be provided by State and County Civil Defense Agencies due to increased seismic activity.
- III. Required Actions
  - A. Inside buildings.
    1. The instructor or person in authority directs students to stand against the wall away from windows or get under desks or tables. Special attention shall be given for the safety of handicapped persons.
    2. Avoid glass and falling objects by moving away from windows or large panes of glass and from under suspended light fixtures or objects.
    3. Implement local emergency plan to EVACUATE BUILDING when instructed to or when the earthquake is over.
      - a. EVACUATE to a pre-designated open area to assemble and conduct accountability check.
      - b. DO NOT BLINDLY RUN OUTSIDE as parts of the building may still be falling. Move to a clear area away from the building and large trees.
      - c. DO NOT RETURN to any building for any reason until the building is declared safe. Subsequent shocks may follow initial tremor.
      - d. Building monitors or guards will be posted a safe distance from building entrances to keep people from re-entering building.
    4. Put out all flames or fires. Do not light any fires after quake has hit.
    5. Avoid touching fallen electrical wires and stay away from damaged utilities and unidentified spilled liquids.
    6. Move injured persons to a safe area and render First Aid if necessary.
    7. Request assistance, as needed, from the UHM Emergency Response Center via Campus Security by calling 956-6911.
    8. Notify Facilities at 956-7134 or Campus Security of any break or suspected break in any utility.
  - B. On Campus outside of buildings and structures.
    1. DO NOT PANIC OR RUN. The safest place during an earthquake is in the open. Stay in the open away from buildings and large trees until the earthquake is over.
    2. Follow procedures A.5 through A.8 under "Inside buildings" above.
  - C. In car or bus.
    1. DO NOT PANIC. If possible, pull to the side of the road, away from any building and crouch or lie down in the vehicle.
    2. On a mountain road, such as the Pali Highway, the side of the road may not be safe due to overhanging structures, large trees or boulders. The driver should determine if the terrain is safe before deciding to stop.
    3. Stay away from fallen and/or exposed wires and damaged utilities and structures.
    4. If parked and in a safe location, set brakes and turn off ignition.
    5. Wait until earthquake is over to resume driving or exiting from vehicle.
  - D. Walking to or from Campus.
    1. DO NOT PANIC OR RUN. The safest place during an earthquake is in the open. Look for and stay in the open until the earthquake is over.
    2. Stay away from damaged utilities, structures and fallen wires.
    3. After the earthquake, if you are on the way to school and closer to school, continue to school. If home is closer, go home.
    4. After the earthquake, if you are on the way home, continue home.



## Landslides and Mudslides

- I. Landslides normally occur due to wet weather, earthquakes and other conditions that destabilize the soil or rock formations. Mudslides normally occur due to a combination of wet weather and volcanic activity. Landslides occur frequently on the island of O'ahu due to the age and condition of its mountains and geologic structures.
- II. Warning
  - A. Landslides and mudslides cannot be predicted and warnings can only occur after an event occurs.
  - B. Should a landslide occur, the Police should be notified via 911. They will inform the local County Civil Defense Agency who will decide if the EAS will be used to issue alerts and warnings.
- III. Required Actions
  - A. University facilities located in areas where landslides and mudslides can occur should take the necessary actions to plan for and prepare emergency procedures.
  - B. University facilities should report any areas where landslides and mudslides can occur to the UHM EMT via Campus Security. The EMT will take the necessary action to survey and research potential problems and make a report concerning possible problems and mitigation if necessary.
  - C. University facilities should report any landslides or mudslides to Campus Security if they occur on their property or near their property if it affects access to their facility.
  - D. If the EMT determines it is necessary, they will report landslides and mudslides to the State and County Civil Defense Agencies. The EMT will also determine if alert and warnings will be issued via the Campus Security website.



## Hazardous Materials

- I. Hazardous materials include chemicals, gases, flammable liquids, radioactive substances and biological substances. Hazardous materials are used for normal operations, research or instruction. Should a spill, accident, inadvertent release or dumping of any hazardous materials occur at any University facility, immediate action is required.
- II. Warning
  - A. Environmental, safety and health warnings are required on all container labels. Hazardous materials have been identified and listed by the Environmental Protection Agency, the Department of Transportation, OSHA and the State Health Department. Regulations by these agencies also requires area and compartment signs providing identification and warnings concerning the location, transportation, use and disposal of hazardous materials.
  - B. No warnings are given when accidents or spills occur and users must have written emergency plans to handle these problems.
- III. Required Actions
  - A. Users of hazardous materials must follow all Federal, State and County regulations. Users must also read and understand the producer/manufacturers instructions and have written instructions or procedures on the use and disposal of hazardous materials.
  - B. Written emergency plans for spills and accidents are required for all users of hazardous materials. These plans shall include actions required to insure safety of personnel and immediate notification of building/area occupants, the Office of Environmental Health and Safety (956-8660/8591), Campus Security (956-6911), the EMT and other State and Federal Agencies as required.
  - C. The senior person in charge will evaluate the need and if necessary, start actions to evacuate building and the surrounding area.
  - D. Persons in charge of classrooms and laboratories shall direct students and other building occupants to a safe location to avoid exposure. They will maintain control of evacuated personnel and keep unauthorized personnel from entering the building or area.
  - E. The Office of Environmental Health and Safety is responsible for determining whether building or area is safe to re-enter and will notify the senior person in charge, Campus Security and the EMT.
  - F. Render first aid as necessary.
  - G. The EMT will determine if classes will be cancelled or the Campus evacuated.



# War

- I. War is a state of open, armed conflict between nations, states and parties. The constitution requires Congress to officially declare war for our country to be at war. Hawai'i is located in a strategic and vulnerable location in the Pacific Ocean and could be seriously affected if war was declared.

Terrorism is the use of violence, terror and intimidation by a nation, state or party. It is an activity that can occur anywhere in the United States as terrorist attacks in Oklahoma and New York have shown. It has become a costly and difficult task for government agencies to protect themselves from the threat of terrorism. The University of Hawai'i is responsible for improving its campus security program and emergency preparedness plans to address the possibility of terrorist attack at its facilities.

- II. Warning

- A. The declaration of war and its activities will be widely reported in the media. Advisories and warnings will be provided by Federal, State and County governments through the media and EAS.
- B. The Federal Government has set up a homeland warning system based on threat level. Hawaii State Civil Defense (SCD) has modified the Federal System and established a Hawai'i Homeland Security Advisory System and has it printed in the each County telephone book. Both systems use similar color coded threat levels to aid in the warning process.
- C. Changes in threat levels are announced by the Federal Government via the media. Any State changes to or differences from the Federal threat level warnings will be announced via the media by the Governor.

- III. Required Actions

- A. All students and employees of the University should read and understand the Hawai'i Homeland Security Advisory System printed in the telephone book. It also provides advice on household and neighborhood preparedness. Information on this system can also be found on the SCD website at [hawaii.scd.gov](http://hawaii.scd.gov).
  1. Hawai'i Homeland Security Advisory System.
    - a. Green – Low risk of terrorist attacks.
    - b. Blue – Guarded general risk of terrorist attacks.
    - c. Yellow – Elevated significant risk of terrorist attacks.
    - d. Orange – High risk of terrorist attacks.
    - e. Red – Severe risk of terrorist attacks.
    - f. Black – A terrorism incident has occurred in Hawai'i.
  2. Listen for the County alarm system and turn on radio or television to the EAS and listen to the advisories and precautions given by Federal and State authorities.
- B. The EMT will consult with SCD and the Governor to decide what advisory and precautionary actions should be taken. The EMT Executive will issue directives via the University website, Campus Security website and through the Director of Communications to the media.
  1. Put Emergency Action Plans into effect.
    - a. If required, suspend classes, operations and research.
    - b. Personnel that are required to work and/or remain on campus are identified in UHM and Departmental Action Plans.
    - c. Activate procedures to minimize injury and the possibility of being struck by flying glass and debris.
  2. Ensure that all handicapped persons are apprised of the nature of the activity or threat and are provided assistance if evacuation or sheltering is necessary.
  3. Activate Campus Shelters as required.
    - a. Assure that all activated shelters have Shelter Managers on site.
    - b. Assure that all Shelter Managers complete their required reports to the EMT.
  4. Provide UHM Status Reports to the SCD at 6 AM and throughout the day at every 6th hour.
- C. Fallout Shelters
  1. Fallout shelters are identified in the UHM ERP and may be used if radiation fallout or a nuclear blast occurs.
  2. The Action Plan for fallout shelters will be activated when directed by the EMT Executive.



## Utility Outages

- I. Electricity and water utilities are essential to the operation of all campus facilities and any disruption will require immediate remediation by the Office of Facilities and Grounds. Prolonged outages in part or all of the campus will negatively affect students and personnel and may result in an emergency situation where classes and operations may be suspended. Outages or interruptions of gas/LPS and telecommunications services are usually not serious and usually can be rectified in a short period of time. Outages of this type will not result in suspension of classes or operations.
- II. Warning
  - A. There are no warnings for utility outages, except for planned outages, and outages usually occur as the result of other disasters such as hurricanes, earthquakes and fires.
- III. Required Actions
  - A. Electrical Outage.
    1. Report all electrical outages to the Office of Facilities and Grounds at 956-7134. The Campus telephone system will work as the telephone central office has back-up power, however be patient as there may not be any ring tone at the receiving phone. Also, use a cell phone to contact Facilities or the Campus Security Office at 956-6911. In the case of a complete power outage, the EMT and Departmental Response Teams should report to their designated locations.
    2. Disconnect all equipment that could be damaged by a power surge before electricity is restored. Turn off lights, appliances, window air conditioners and other devices to reduce the power requirements for restoration. Facilities will take action to turn off large electrical equipment at all the facilities on the Mānoa campus.
    3. Evacuate the building or facility if safety of personnel is a problem.
  - B. Water Outage.
    1. Report all water outages or pipe breaks to the Office of Facilities and Grounds at 956-7134. Facilities will send their maintenance personnel to investigate the problem and will fix any problem within their capability. Facilities will report major line breaks to the City and coordinate repairs with them.
    2. Turn off all water faucets and taps. Conserve remaining water resources until restored.
    3. Facilities, through their Office of Building Services, may restrict the use of restrooms in affected buildings. Personnel will be directed to the closest building where restrooms are operational.
    4. Should the water outage affect large sections of the campus or the entire campus, classes and operations, except for essential workers, may be suspended.
  - C. Gas/LPS Outage.
    1. Close all outlets and shut off all flame or heat producing equipment and devices as a leak may have occurred.
    2. If the smell of gas is strong, immediately notify all personnel in the area and vicinity to evacuate. Always evacuate any area where air exchange is poor if any kind of leak in your building is detected or announced.
  - D. Telecommunications Outage.
    1. Should both telephone and computers go down, contact the Office of Information and Technology Services via wireless connection or by cell phone at 956-8111.
    2. If all forms of electronic communications are down, prepare to send messages via personnel who are able to walk or drive from office to office.



## Aircraft and Fallen Object Accidents

- I. There is always a potential for aircraft, satellites, meteorites and other objects from the sky to crash or fall on the Mānoa Campus and its remote facilities. We need to plan for these types of disasters and occurrences as the University and its remote facilities may be located under aircraft flight paths.
- II. Warning
  - A. There are no warnings for aircraft crashes and accidents.
  - B. Warnings on possibilities of satellite and meteors entering the earth's atmosphere will be provided by the national and local media. Serious warnings for the Hawaiian Island will be issued by SCD if warranted.
- III. Required Actions
  - A. Aircraft crashes and accidents.
    1. Anyone seeing an aircraft crash or accident should call Campus Security at 956-6911. Provide the exact location of the crash/accident and if any fire, explosions or casualties were observed.
    2. All students and personnel should keep a safe distance from any aircraft crash.
    3. Campus Security will contact CERT members and be immediately dispatched as the lead CERT to the scene of the accident on campus or at any of the remote facilities.
    4. The CERT will take all necessary actions as specified in CERT Plans.
      - a. Provide first aid and call 911 for medical, fire and police assistance as required.
      - b. Ensure the safety of students and personnel. Evacuate buildings and/or area to protect people from fire, fumes and possible explosions.
      - c. Request assistance from campus organizations such as Facilities and Grounds, Auxiliary Services and UHMS.
      - d. As soon as time permits, report status to the EMT.
      - e. Responsible persons in buildings where an aircraft accident occurs will request for or provide assistance to handicapped persons.
      - f. The EMT Executive will decide if classes and/or operations will be suspended.
  - B. Fallen satellites, meteorites and other objects.
    1. The EMT will receive advisories and warnings from national and local agencies concerning potential objects falling from the sky.
    2. The EMT Executive will decide if classes and/or operations will be suspended.
    3. If any objects falls on the campus or its facilities, Campus Security will be dispatched to the scene to determine if any emergency measures are necessary.
    4. Personnel on the scene should stay away from the object until it is inspected by Campus Security. Campus Security will provide status report to the EMT.
    5. The EMT will contact other government agencies for assistance as required.