

EMERGENCY **Procedures** **Guide**

College of Education
University of Hawai'i at Mānoa

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UNIVERSITY *of* HAWAI'I®

MĀNOA



EMERGENCY RESPONSE GUIDEBOOK

with additions specific to the

COLLEGE OF EDUCATION



Introduction

This guidebook was designed to provide quick-reference emergency procedures. Safety is a responsibility that we all share. Please review this book periodically, so you will be prepared to rapidly and effectively manage any emergencies.

Every emergency poses a unique and ever-changing combination of factors and challenges, so no guide can ever be complete. Plan ahead.

This emergency guidebook was created by the UH Mānoa Department of Public Safety. For more information, please visit <http://manoa.hawaii.edu/dps/>.

Additional information has been added specific to the College of Education and University Laboratory School.

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 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 **COE Dean's Office at 67703**.

Emergency Numbers

The UHM Department of Public Safety (DPS) is the primary contact for all campus incidents. DPS operates 24 hours a day, 7 days a week, to patrol and respond to reports of crime or suspicious activity on UH Mānoa campuses.

Emergency Call Boxes are located throughout campus to provide instant communication with DPS officers, and are easily identified at night by their blue lights. Calls will be routed to the appropriate campus and local emergency responders from UHM DPS dispatchers.

UHM Department of Public Safety (UHM DPS).....	808-956-6911 or x66911
On or off-campus emergencies (Police/Fire/EMS).....	911
UHM Fire Safety Program (non-emergency).....	808-956-4954
UHM Environmental Health and Safety Office.....	808-956-8660
UHM Work Coordination Center..... (for facility emergencies)	808-956-7134
Information status line..... (for information about an ongoing emergency)	808-956-0001
Counseling Services.....	808-956-7927
UHM Dept. of Public Safety (during power outage).....	808-973-2899

Important Links

UH Alert: <https://www.hawaii.edu/alert/>

DPS Website: <http://manoa.hawaii.edu/dps/>

DPS Facebook: <https://www.facebook.com/UHManoaSafety/>

DPS Twitter: <https://twitter.com/UHManoaSafety>

COE Campus Emergency Call Boxes

There are two (2) emergency call boxes 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 UHM Department of Public Safety dispatcher. These emergency call boxes are activated by picking up the handset. DPS can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

COE Building Contacts

Everly Hall

Sheryl Tashima..... 64279
Kory Yonemoto 64935

Wist Hall

Marsha Ninomiya (1st floor) 67817
Kitty Hino (2nd floor)..... 67671

Wist Annex 1

Mark Yap (room 101) 65194
Vanessa Tanaka (room 103)..... 69707

University Avenue Annex 2

Stephanie Furuta..... 64390

University Avenue Annex 4

American Sāmoa Project 67710

171 Trailers L, M, and P

Building 171 E. Building 171 F

Joann Yuen 65462
Velina Sugiyama 65688

Bio-Med Building

Rebecca Ozaki 69376

UHS Building 3

ULS School Office 67833
Principal A. Keoni Jeremiah..... 67844

Multi-Purpose Building (MPB)

Band Room 68690
Yearbook Room..... 64955

Castle Memorial Hall

Paul Brandon 64928
Laverne Fukata 67961
Leilani Au (Children's Center) ... 67963

Castle Memorial Annex

Alycia Fujii, MaPS 64969

Locker Rooms 63462

Laboratory School Portable 1

Hoku Haliniak..... 67955

Laboratory School Portable 2

Classroom 64966

Laboratory School Portable 3A

Classroom 64638

Laboratory School Portable 3B

Classroom 67906

Laboratory School Portable 4A

Classroom 65921

Laboratory School Portable 4B

Conference Room..... 66057

My Building Information

Select buildings on the UHM Campus have a Building Coordinator representative (BC). The BC coordinates safety and security-related issues for the building.

Please visit the OPF Website for a list of BCs,

<http://manoa.hawaii.edu/opf/buildingCoordinators.php>

Building Name: _____

Building Address: _____

Primary BC is: _____

Backup BC is: _____

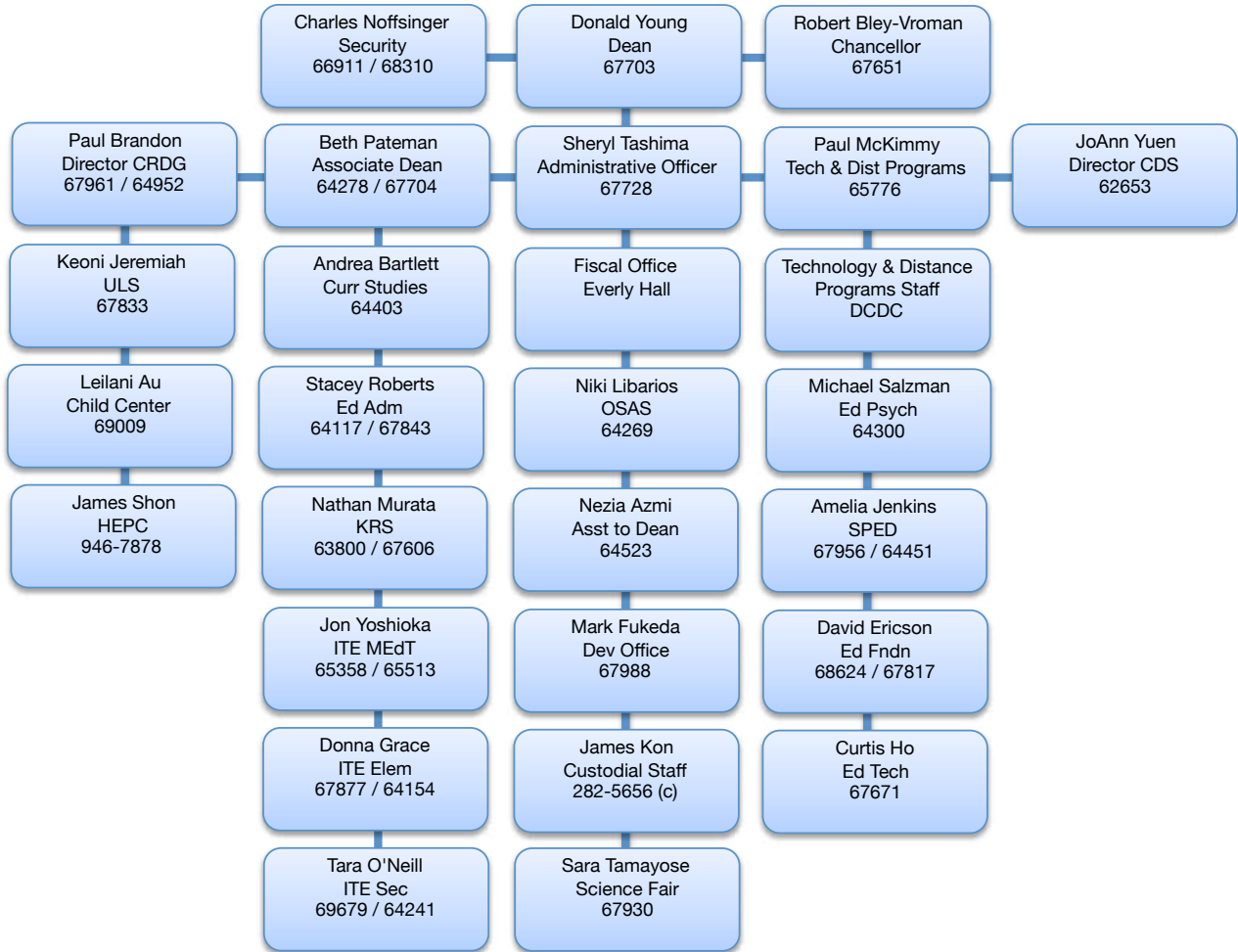
Fire evacuation assembly area is: _____

Location of nearest First Aid Kit: _____

Location of nearest Automatic External Defibrillator (AED):

Location of nearest fire pull station or extinguisher:

COE Emergency Phone Tree



EMERGENCY NOTIFICATION

The following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty and visitors on the UH Mānoa campus.

- UH Alert (www.hawaii.edu/alert) – Subscribe to UH Alert in order to receive emergency text message notifications through our mass notification system.
- UH Emergency Information Page (www.hawaii.edu/emergency) – Visit this webpage to view information on weather closures and emergency updates for all UH System campuses.
- UH Mānoa Emergency Status Line (808-956-0001) – Call the Emergency Status Line to receive information about an ongoing campus emergency.
- It may be difficult to remember all of the phone numbers that you have entered into your cell phone. Keep a printed list of phone numbers for family, friends, and other contacts in case your cell phone is inoperable, the battery is dead, or you lose your phone.

PREPARING FOR EMERGENCIES

In large-scale emergencies that may impact the entire campus and/or community, first responders may not be able to reach you immediately. As a result, there are several simple steps that you can take to be prepared to manage emergencies on your own. In order to be prepared, you should:

- Know what emergencies can impact you and have a plan for each.
- Always locate two exits in any building that you frequent.
- At a minimum, have an emergency kit in your car and/or residence with a flashlight, whistle, small first aid kit and other items to sustain you for three days.
- Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed. Try texting and/or establishing an out-of-town emergency phone contact person who family and friends can call to check in and relay messages.

EVACUATING PEOPLE WITH DISABILITIES

People who are visually-impaired or blind

Announce the type of emergency, offer your arm for mobility assistance, tell the person where you are going, ask if further help is needed once you reach safety, and announce to the person where you are located when you reach your destination. If possible, stabilize the person against something sturdy.

People who are Deaf or Hard of Hearing

Turn lights on/off to gain the person's attention, indicate directions with gestures, or write a note with evacuation directions and assist to safety as needed. If you speak to the person, do not yell, but ensure that the person has a clear, direct line of sight to you.

People using crutches, canes, or walkers

Evacuate these individuals as injured persons. Assist and accompany to the evacuation site if possible, or use a sturdy chair (or one with wheels) to move the person, or help carry the individual to safety.

Wheelchair users

Check with the individual on their preference, determine if an evacuation chair is available, remove any immediate dangers, and immediately advise arriving first responders of special evacuation cases. If possible, take the person to one of the building's pre-established areas of rescue assistance. Keep in mind that stairwells may be safer than hallways.

If you have any questions about other considerations for people with disabilities, please call the UH Mānoa KOKUA program at 808-956-7511

University of Hawai'i 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 UHM will be provided by the Emergency Management Team (EMT), drawn from the university's senior administrative and academic leadership. The EMT executive for UHM is 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 Department of Public Safety 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 DPS 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.

2. 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.

3. 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 human 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 or arson.

4. HUMAN-CAUSED INCIDENTS The incidents listed here are due to the actions and activities of humans.

- 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.
- 7. EMERGENCY OPERATIONS CENTER (EOC):** The Emergency Operations Center is located in the new Information Technology Services (ITS) Building. The EOC serves as the central command center with dedicated telecommunications capability and operational resources.

ACTIVE SHOOTER

Call the police at 911 immediately, and contact UHM DPS at 808-956-6911.

- Take precautions and actions to protect yourself.
- Do not pull the fire alarm, as this may put others in danger.

When an active shooter is in your vicinity—RUN, HIDE, FIGHT.

RUN

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

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police or security officers
- Do not attempt to move wounded people
- **Call 911 and DPS at 808-956-6911 when you are safe**

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

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

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock or barricade the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- **CALL 911**, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or act as aggressively as possible against him/her by:

- Throwing items and improvising weapons
- Yelling
- Committing to incapacitate the active shooter by your actions

How to react when law enforcement arrives.

- Remain calm, and follow the officers' instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

Information to provide to police or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

WEAPONS

If you become aware that a weapon has been brought on campus:

- Notify **DPS at 66911** and the **Dean's Office at 67703** with information on 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.

MEDICAL EMERGENCIES

Call 911 immediately, and notify UHM DPS at 808-956-6911.

- Provide the emergency dispatcher with your location, name, number of people injured, and a description of the medical emergency.
- Stay on the phone for instructions on how you can assist.
- Send a responsible person to meet first responders outside the building on the street, to lead the emergency responders back to the injured individual(s).
- Do not move the person unless there is an immediate threat to the injured person in that location.
- Be sure to wear personal protective equipment and avoid bodily fluids.
- Report the medical injury to your supervisor once the victim receives professional medical attention.
- Render First Aid as appropriate.

SUSPICIOUS PACKAGE

Call 911 immediately, and notify UHM DPS at 808-956-6911.

- Do not open the suspicious item. If you have opened it, remain calm.
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by UHM DPS or emergency personnel.

FIRE

Call 911 immediately, and notify UHM DPS at 808-956-6911

Please note: Only a few campus buildings automatically notify DPS or HFD. ALWAYS call to report a fire or fire alarm.

- Activate the building fire alarm by pulling a manual fire alarm station.
- Evacuate the building immediately (When the fire alarm is activated, evacuation is mandatory.). Evacuate in an orderly manner to a safe area on the lawn fronting Metcalf Street or the corner of University Avenue and Dole Street. See the building evacuation maps in the appendix.
- Close doors behind you when exiting any room or building.
- Do not use elevators.
- Take your personal belongings (purse, wallet, keys, etc.) as long as these items do not hinder your ability to exit the building quickly.
- Follow directions given by your building's emergency coordinator, fire department, or the police.
- Assist individuals who may need assistance to move to a safe area.
- Meet with students and staff at an established outside evacuation location so all personnel can be accounted for after the evacuation.
- Do not reenter the building until authorized to do so by emergency personnel or UHM DPS.

CHEMICAL SPILL

Call 911 immediately, and notify UHM DPS at 808-956-6911.

- Do not attempt to clean up the spill unless trained to do so for minor spills.
- Leave the area immediately, and encourage others to follow.
- Cordon off the area and do not let others enter.
- Do not pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical, and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “all clear” is provided by emergency personnel or UHM DPS officers.

NATURAL DISASTERS

With the exception of an earthquake, most natural disasters will give ample warning and time to initiate the Campus Emergency Management Plan.

The Hawai'i Emergency Management Agency 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.

In all cases, when you hear a siren, tune your radio to any station. Listen to emergency information and instructions broadcast by government officials.

TAKE NECESSARY ACTIONS.

The media will also broadcast information about the status of state functions, if they are open, closed, and who should or should not report to work.

Campus-specific guidance will be posted on the UH main web page www.hawaii.edu as warranted.

DO NOT USE YOUR TELEPHONE EXCEPT IN AN EMERGENCY.

EARTHQUAKE: If you are:

- **INDOORS**, get under a desk, table, or supported doorway.
- **OUTDOORS**, stay in the open. Do not enter damaged buildings. Beware of fires, downed power lines, and/or aftershocks.
- **DRIVING**, stop. Stay in your vehicle.

Note: A local strong earthquake may cause a tsunami.

HURRICANE: High winds, heavy rain, flooding, high surf

- WATCH: Storm expected within 48 hours. Get ready.
- WARNING: Storm expected within 36 hours. At this point, the sirens may sound.

Listen to your radio for emergency information and instructions.

TSUNAMI: Series of destructive ocean waves affecting all shorelines

- WATCH: Tsunami possible-get ready.
- WARNING: Sirens will sound at this point. Stay away from shorelines.

For more information, visit the UHM DPS Emergency Management webpage:

<http://manoa.hawaii.edu/dps/emergency.html>

PREPARING FOR HURRICANES

- Stay Informed. Keep updated on the latest weather news and info with the National Weather Service, local media, and the UHM Emergency page: <http://hawaii.edu/emergency/>
- Make plans with family for contacting them in case of a widespread disaster. If phone service is affected, services like the American Red Cross can contact your family. Choose a point of contact for other family and friends to connect with and inform them of your safety.
- Stash a bag with an extra blanket, a flashlight, batteries, a first aid kit, and a few days' worth of nonperishable food and water in case of a power outage or weather-related emergency. Students in residence halls, please consult your Resident Advisor/Director. Visit <http://www.ready.gov/> for a list of recommended disaster preparedness supplies.
- Prepare your room or apartment by closing and locking windows, storing items, and unplugging electronic equipment.
- Back up any computer data and take a copy with you if you leave. Cover your computer and other equipment with plastic sheeting or large plastic garbage bags.
- Protect important documents. Place them in waterproof containers and take them with you.
- Fuel your vehicle and check all fluids and tire pressure (including spare).
- Have cash on hand. ATMs may not operate should the area experience a power failure.
- Sign up for UH Alert to stay informed of campus closures and emergency information.
- Become familiar with local hurricane evacuation shelters, which can be found online at the City & County of Honolulu website: <http://www.honolulu.gov/demevacuate/hurricaneinfo.html>
- If you have pets, ensure that you are familiar with local pet-friendly evacuation shelters. More information on pet emergency plans can be found on the American Red Cross website.
- For more information on preparing for a hurricane, visit the National Weather Service website: <http://www.prh.noaa.gov/cphc/pages/pr5.php>

CIVIL DISTURBANCE/ DEMONSTRATION

Call 911 immediately, and notify UHM DPS at 808-956-6911.

- Notify your supervisor, professor, building representative or Dean, as appropriate.
- Remain calm and wait for instructions from UHM DPS.
- Do not attempt to negotiate with the crowd unless directed to do so by UHM DPS or police.
- Do not attempt to conduct crowd control measures or to intervene unless instructed to do so by police or UHM DPS.
- Stay in your building or find a safe place. Do not evacuate unless directed to do so by police or UHM DPS.

STUDENT CRISIS RESPONSE

If you are in contact with a student who appears to be an immediate threat to his or her own safety or the safety of others, call 911 immediately.

Crisis situations include:

- Stated intention to commit suicide or inflict serious harm to self.
- Stated intention or obvious behavior indicating an imminent threat to harm others.

Non-emergency situations in which the student does not pose an immediate threat to self or others, but exhibits behavior revealing a potential for harm may be referred to:

- Counseling and Student Development Center: 808-956-7927
- Office of the Dean of Students: 808-956-8177
- UHM Department of Public Safety: 808-956-6911

The UHM campus has a group of key administrators who assess and determine the appropriate response to students who exhibit threatening behavior to self and/or others. They are trained and empowered to take necessary steps to initiate and coordinate actions to assist any student who may present a direct threat of harm to themselves, to other students, and/or to other members of the UHM community.

BOMB THREAT

Bomb threats usually are received by telephone. If you receive a bomb threat, call, remain calm and obtain as much information as possible from the caller.

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Who placed the bomb?
- Why did they place the bomb?
- What is your address?
- What is your name?

If the bomb threat is received via a note or e-mail, provide this information to UHM DPS immediately.

Call 911 immediately, and notify UHM DPS at 808-956-6911 to give the information you have obtained.

- Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Notify your supervisor, a building representative and/or the Dean's Office at the building where you are located.
- Do not touch suspicious packages. Be sure to inform UHM DPS of any suspicious packages, items or people in the area.
- Follow instructions from the Building Coordinators and first responders in regards to evacuation assembly areas.

Suspicious Object

If you spot a suspicious object, package, or device, do not handle the item.

Evacuate the immediate area. **Call UHM DPS at 66911.**

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

Remarks: _____

Name: _____ Position: _____

Phone: _____ Date: _____

UTILITY FAILURE

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.

REQUIRED ACTIONS

Electrical outage:

- Report all electrical outages to the Office of Planning & Facilities (OPF) Work Coordination Center (WCC) at 808-956-7134 (select option #3 to be directed to a live person). If the campus telephones are not working, refer to the Telecommunications Outage protocol on the next page, and call DPS at 808-973-2899.
- 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. OPF will take action to turn off large electrical equipment at all the facilities on the UHM campus.
- Evacuate the building or facility if safety of personnel is a concern.

Water Outage:

- Report all water outages or pipe breaks to WCC at 808-956-7134. OPF will send their maintenance personnel to investigate the problem and will fix any problem within their capability. OPF will report major line breaks to the city and coordinate the repairs.
- Turn off all water faucets and taps. Conserve remaining water resources until restored.
- OPF may restrict the use of restrooms in affected buildings. Personnel will be directed to the closest building where restrooms are operational.
- Should the water outage affect large sections of the campus or the entire campus, classes and operations, except for essential workers, may be suspended.

Gas Outage:

- Close all outlets and shut off all flame or heat-producing equipment and devices, as a leak may have occurred.
- If the smell of gas is strong, immediately notify all personnel in the vicinity to evacuate. Always evacuate any area where air exchange is poor or if any kind of leak in your building is detected or announced.

Telecommunications Outage:

Should telephones and computers go down, **contact Information and Technology Services (ITS) at 808-956-8883 or help@hawaii.edu, and call DPS at 808-973-2899.**

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.

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 DPS 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. COE faculty and staff should recognize the air-horn signal and be alert for further instructions from DPS personnel.

When a lock-down is issued 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.

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 the following 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.

Colored vests will be issued to identify persons in charge.

UNIVERSITY HIGH SCHOOL

BUILDING #3

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do NOT allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the **door(s)**. **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
4. All persons upstairs in UHS #3 rooms 201, 204, 205, 206, 212, 215, 217, and 218 will use the stairs on the makai side and go directly to the lawn, opposite the **MPB**.
5. All persons upstairs in UHS #3 rooms 235, 233, 232, 230, 229, 227, 225, 221 and 220 will use the stairs on the mauka side and go directly to the lawn facing **UNIVERSITY AVENUE**.
6. All persons on the first floor of UHS #3 rooms 137, 136, 135, 133, 132, 130, 125 and 121 will go directly to the lawn facing **UNIVERSITY AVENUE**.
7. All Persons on the first floor of UHS #3 rooms 101, 103, 104, 111, 115 and 116 will go directly to the lawn opposite the MPB.
8. ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING AND NOT IN THE PATH OF THE FIRE HYDRANT LOCATED ON UNIVERSITY AVENUE.
9. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal Form is filled out. Please keep talking to a minimum.
10. An administrator will check the rooms in the building.

MULTI-PURPOSE BUILDING

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. Do NOT allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the **door(s)**. LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.
4. All persons in the **MPB** will exit through the side doors of the Cafeteria and go directly to the lawn facing **UNIVERSITY AVENUE**.
5. All persons in the Band Room and Band Room Office will leave through the doors that lead to the Cafeteria, exit through the MPB side doors and go directly to the lawn.
6. All persons in the Computer Lab will exit through side door and go directly to the lawn facing **UNIVERSITY AVENUE**.
7. All persons in the Kimono Room will exit through the Computer Lab and go directly to the lawn facing **UNIVERSITY AVENUE**.
8. ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING AND NOT IN THE PATH OF THE FIRE HYDRANT LOCATED ON UNIVERSITY AVENUE.
9. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal Form is filled out. Please keep talking to a minimum.
10. An administrator will check the rooms in the building.

WIST ANNEX #1

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate when a fire drill is being conducted, or in the event of an emergency.

The aim is to get **OUT** of the building as quickly and quietly as possible.

1. **NO ONE** is to go back for clothing or other items not already in their possession once the alarm has sounded.
2. The last person to leave must close (**NOT LOCK**) the **door(s)**. **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
3. All persons in rooms 101B and 101A will go directly out the side door and go directly to the **METCALF STREET EVACUATION AREA.**
4. All persons in room 101 will go directly out the front door and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in rooms 102, 102A, 102B, 102 Conference Room, Telecom Room and the Restroom will go directly out the front door and go directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in room 103 and the Restroom will go directly out the front door and go directly to the **METCALF STREET EVACUATION AREA.**
7. ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.
8. CRDG Personnel will check all the rooms in the building.

CASTLE MEMORIAL HALL

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. **Do NOT** allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
4. All persons in rooms 114, 115, 116, 117, 118, 123, 124, 125, 126, 127, 130, 131, 132, 133, 101, 102 and 103 will exit through the center hallway and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in room 119 will go directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in rooms 120, 121 and 122 will go down the ramp and around the corner directly to the **METCALF STREET EVACUATION AREA.**
7. All persons in room 129 will go up the steps and directly to the **METCALF STREET EVACUATION AREA.**
8. All persons in rooms 109, 110 and 111 will go down the ramp and around the side of the building directly to the **METCALF STREET EVACUATION AREA.**
9. ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.
10. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal Form is filled out. Please keep talking to a minimum.
11. An administrator will check the rooms in the building.

CASTLE MEMORIAL ANNEX

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate when a fire drill is being conducted, or in the event of an emergency. The aim is to get **OUT** of the building as quickly and quietly as possible.

1. **NO ONE** is to go back for clothing or other items not already in their possession once the alarm has sounded.
2. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
3. All persons in rooms 101, 102, 104 and 105 will exit through the front door in room 101 and go directly to the **METCALF STREET EVACUATION AREA.**
4. All persons in rooms 106 and 108 will exit through the delivery doors in room 106 and go directly to the **METCALF STREET EVACUATION AREA.**
5. All persons in rooms 103 and 107 will exit through the back doors; go around the building and directly to the **METCALF STREET EVACUATION AREA.**
6. ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.
7. CRDG personnel will check all the rooms in the building.

LABORATORY SCHOOL PORTABLES

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and quietly as possible.

1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. **DO NOT** allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the door(s). **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
4. All persons in UHS Portables #1, #2, #3, and #4 will go directly to the lawn area toward **METCALF STREET EVACUATION AREA.**
5. ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING AND NOT IN THE PATH OF THE FIRE HYDRANT LOCATED ON UNIVERSITY AVENUE.
6. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal Form is filled out. Please keep talking to a minimum.
7. The teachers will check all the rooms in the building.

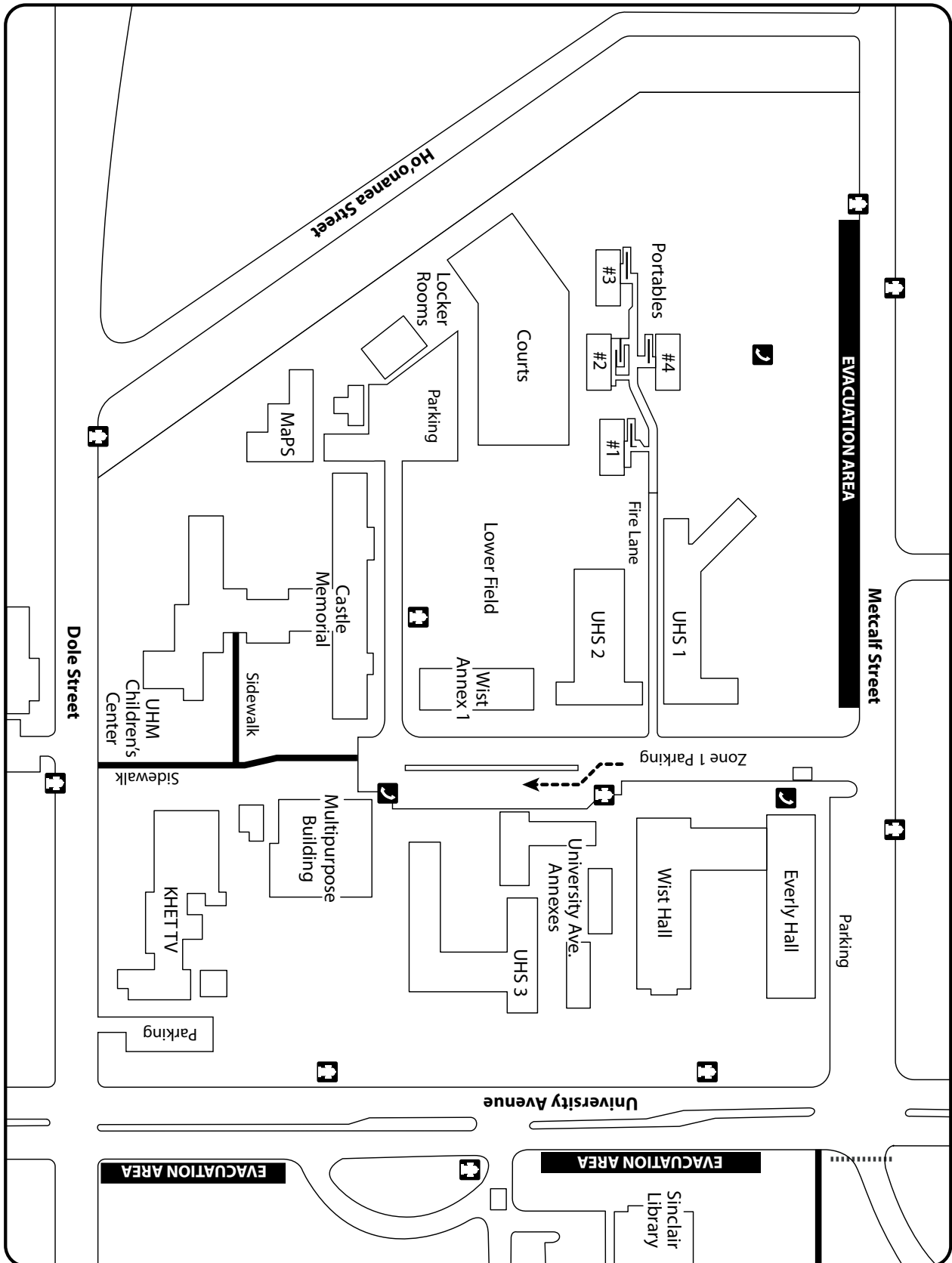
LOCKER ROOMS

FIRE DRILL PROCEDURE

Note the attached evacuation map so you will know where to evacuate your students when a fire drill is being conducted, or in the event of an emergency. The aim is to get your students **OUT** of the building as quickly and quietly as possible.

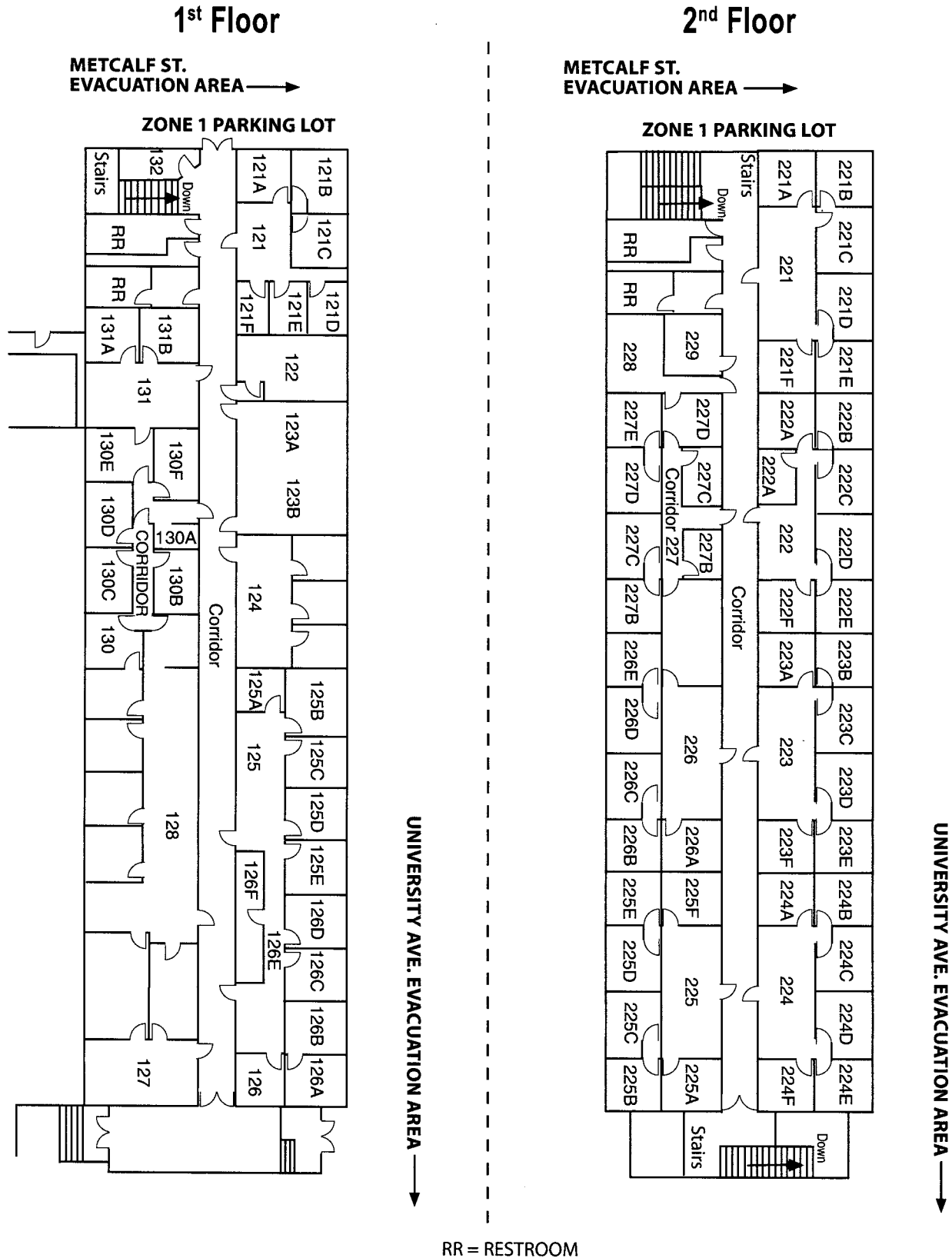
1. Have students line up in a **SINGLE** line at the door as fast as possible and move out of the building without running or talking.
2. **DO NOT** allow students to go for clothing or other items not already in their possession once the alarm has sounded.
3. The last person to leave must close (**NOT LOCK**) the **door(s)**. **LEAVING DOORS OPEN AFTER EXITING A ROOM OR BUILDING IS A VIOLATION OF FIRE CODE.**
4. All persons in the Boys' Locker Room will go directly out the front doors and to the **METCALF STREET EVACUATION AREA.**
5. All persons in the Boys' Restroom will go out the doors, around the building and directly to the **METCALF STREET EVACUATION AREA.**
6. All persons in the Girls' Locker Room will go directly out the doors, around the basketball courts and to the **METCALF STREET EVACUATION AREA.**
7. All persons in the Girls' Restroom will go out the doors, around the building and directly to the **METCALF STREET EVACUATION AREA.**
8. **ALL PERSONS SHOULD BE AT LEAST 300 FEET FROM THE BUILDING.**
9. Teachers: It is imperative that roll is taken in the assembly area and the yellow Accountability Transmittal Form is filled out. Please keep talking to a minimum.
10. The P.E. teachers will check all the rooms in the building.

Campus EVACUATION MAP



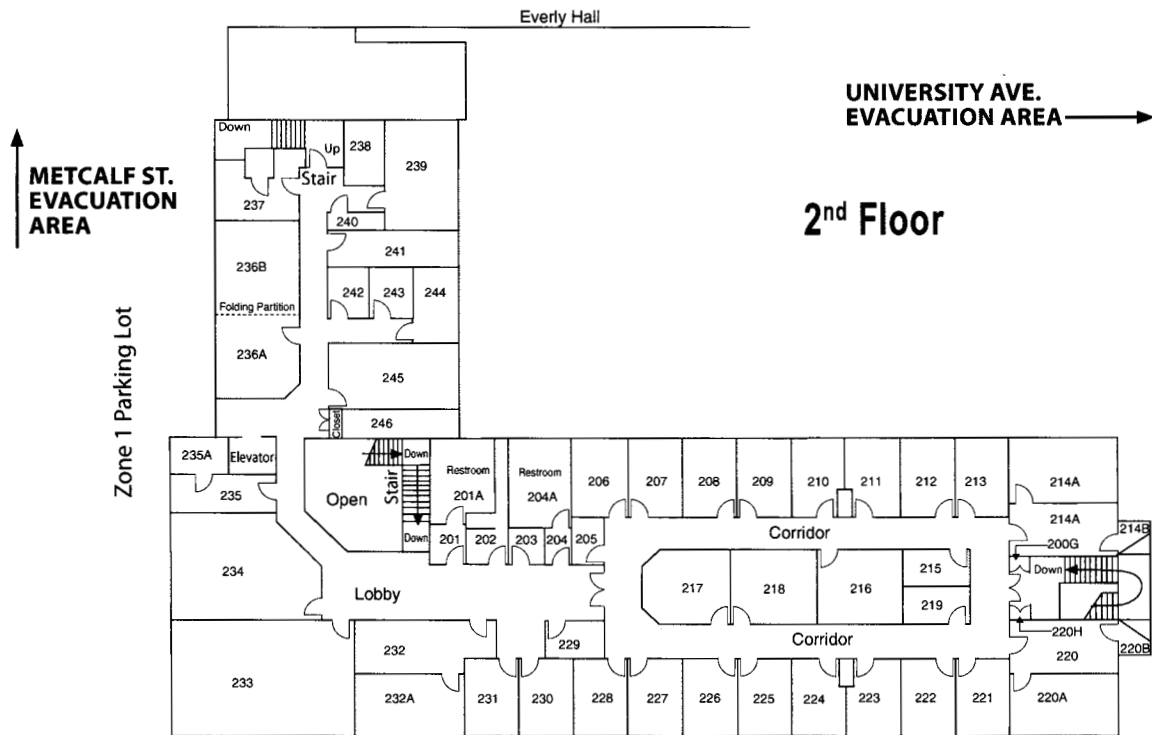
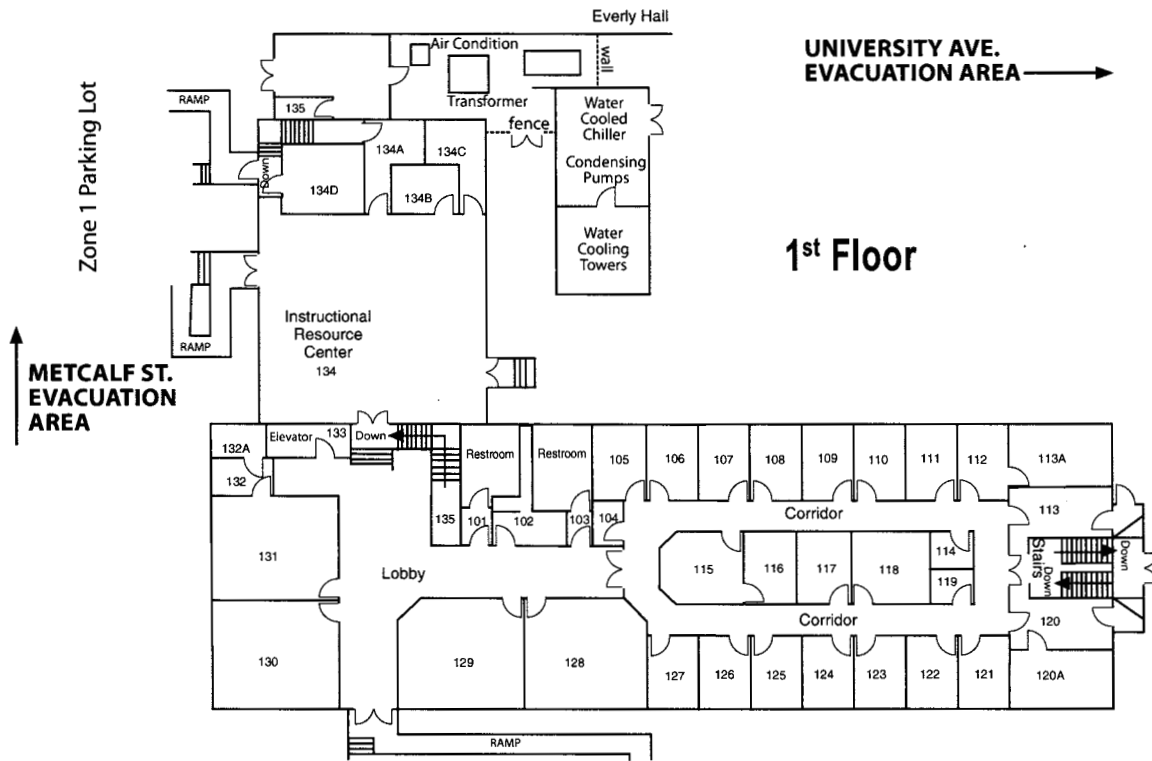
Everly Hall

BUILDING EVACUATION MAP



Wist Hall

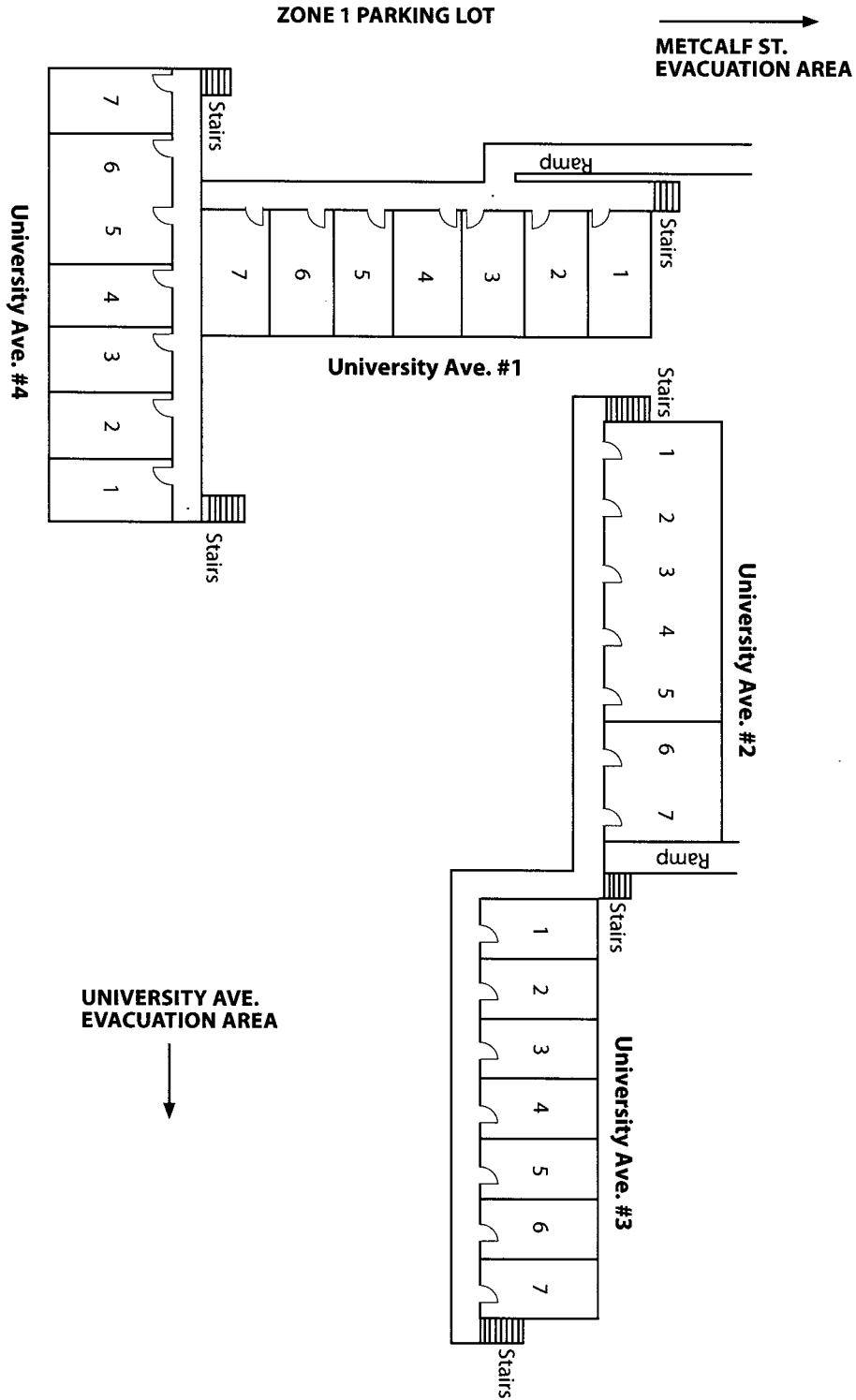
BUILDING EVACUATION MAP



RR = RESTROOM

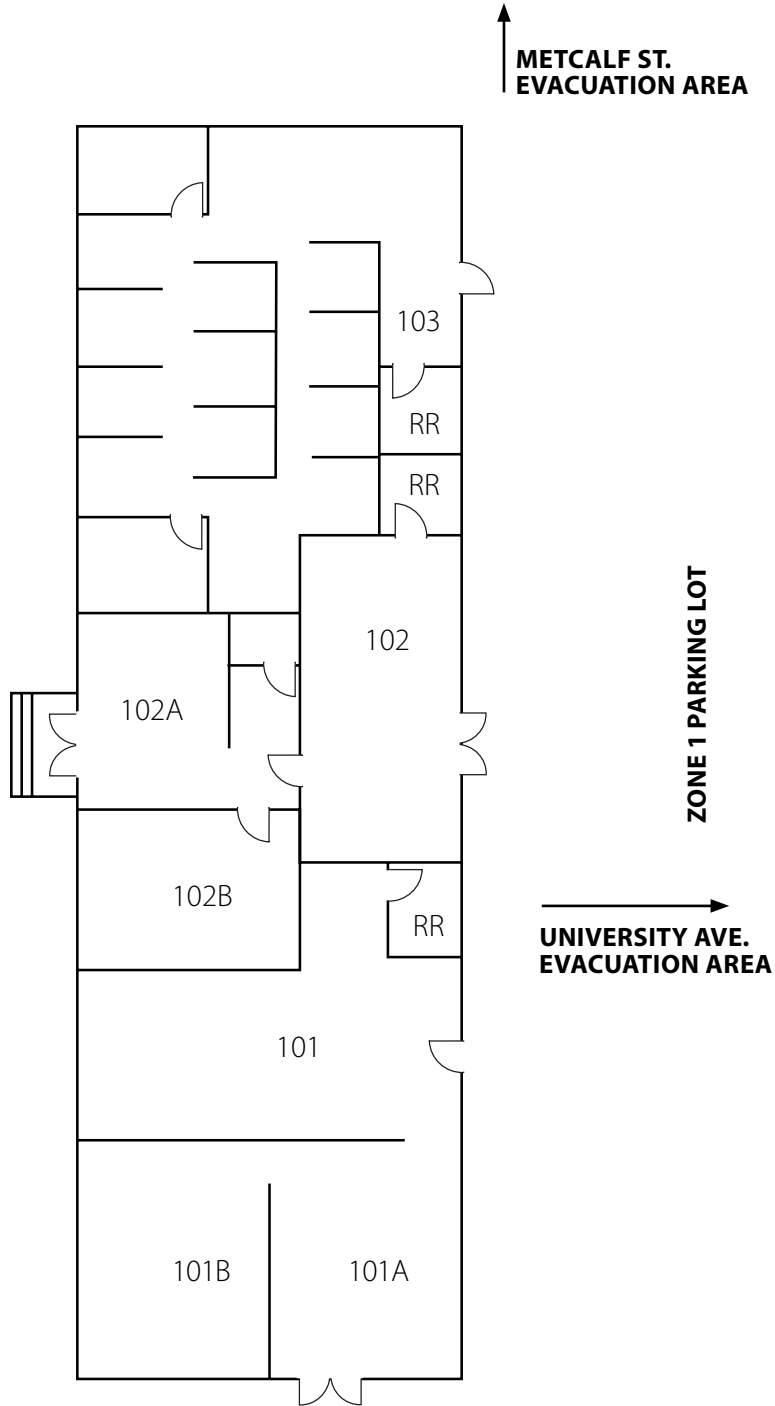
University Ave. Portables

BUILDING EVACUATION MAP



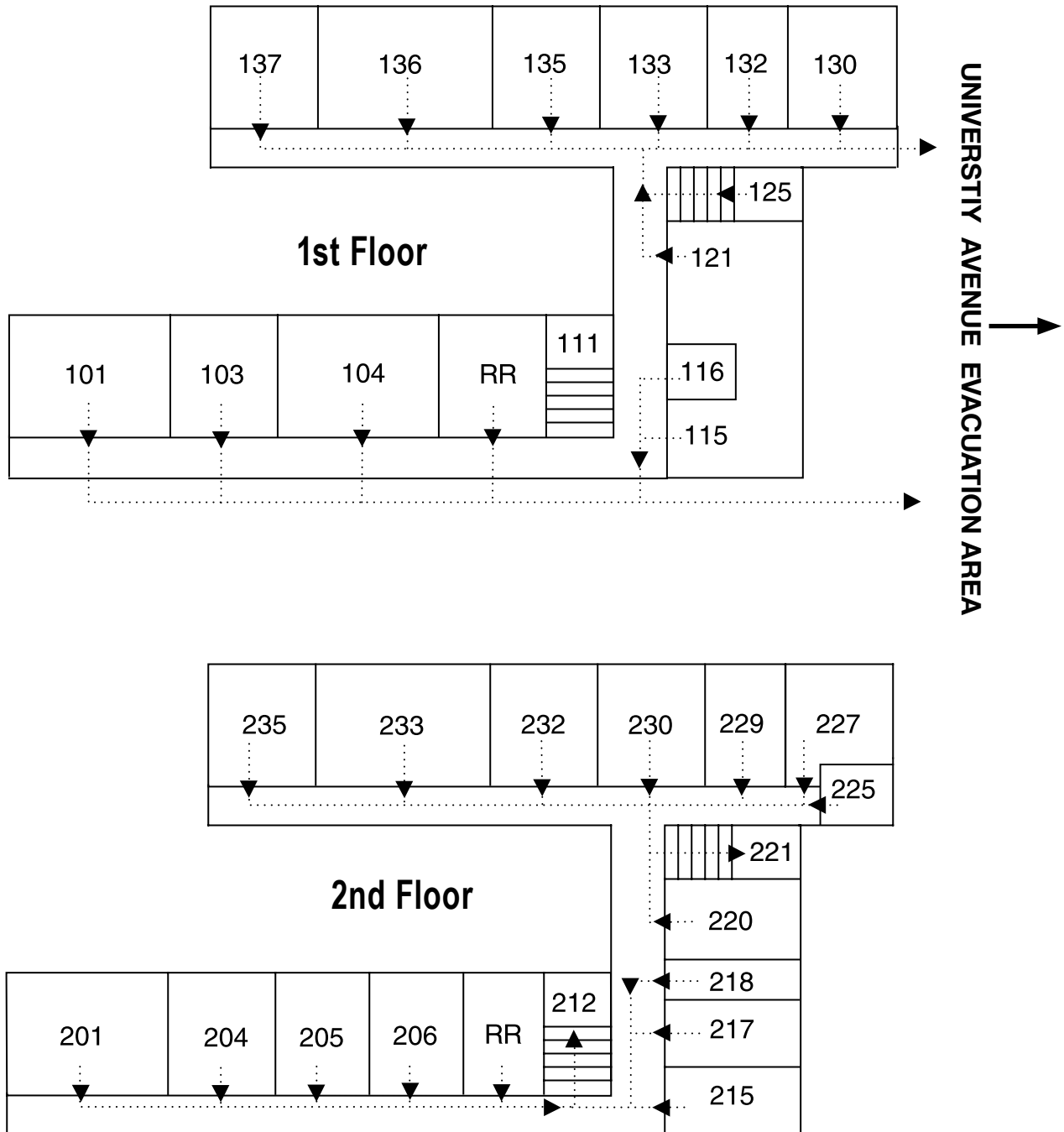
Wist Annex

BUILDING EVACUATION MAP



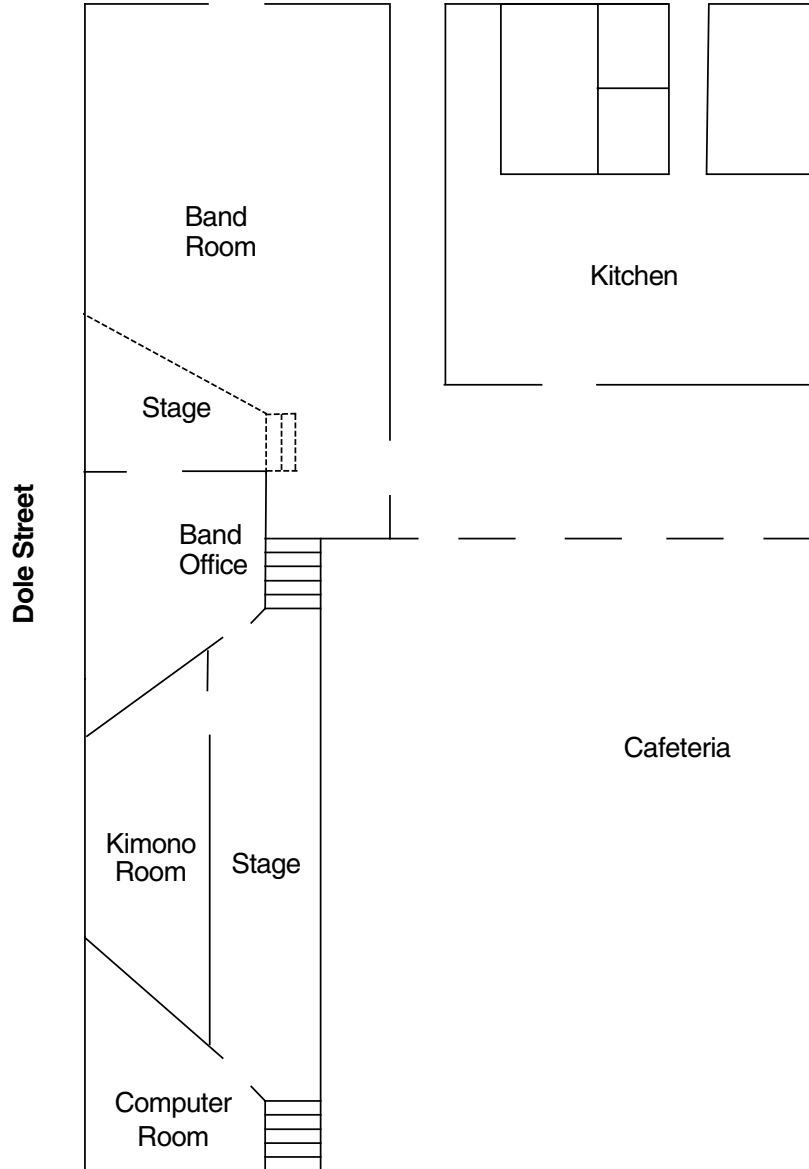
University High School Bldg #3

BUILDING EVACUATION MAP



Multi-Purpose Building

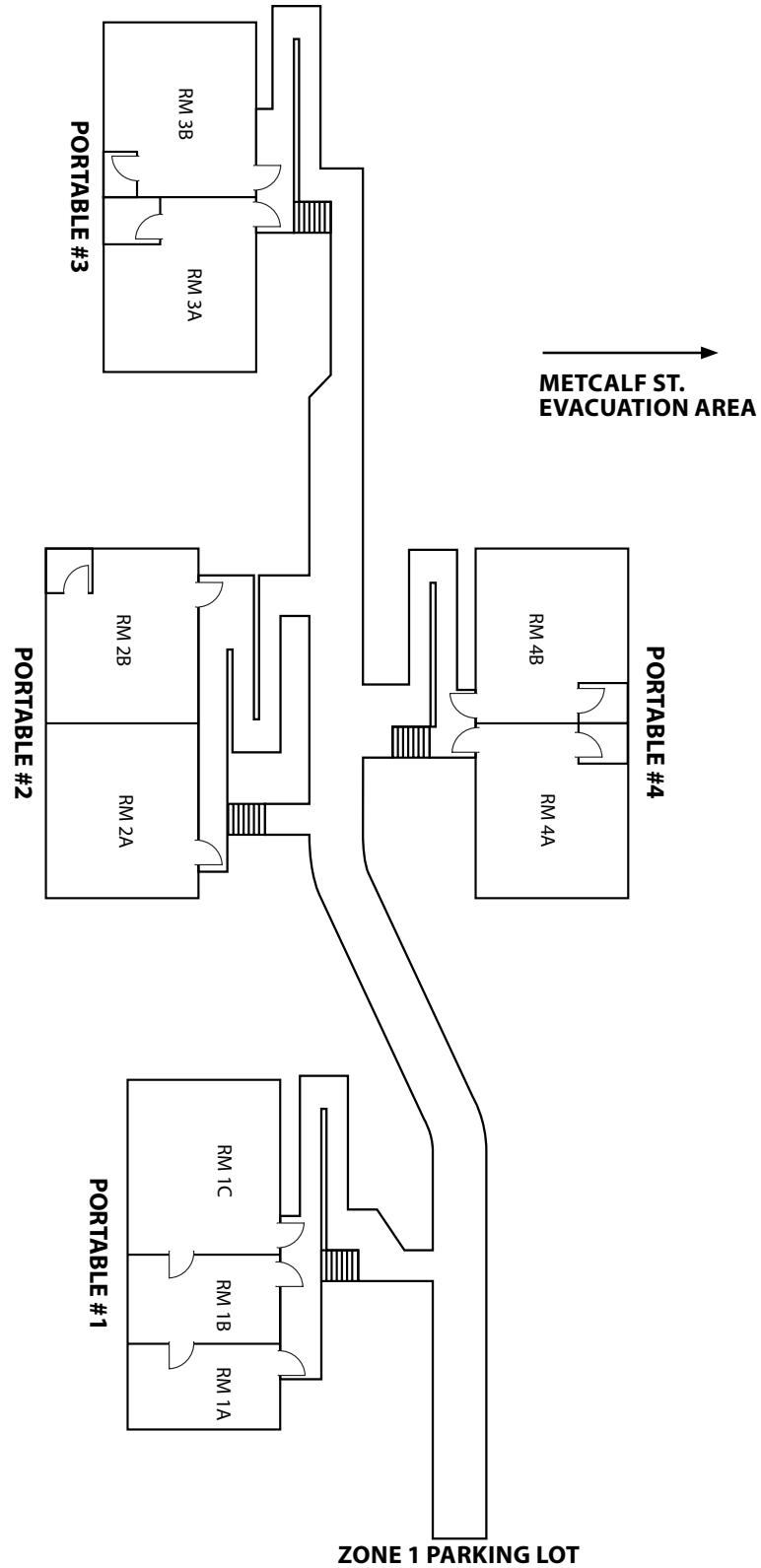
BUILDING EVACUATION MAP



UNIVERSITY AVENUE EVACUATION AREA

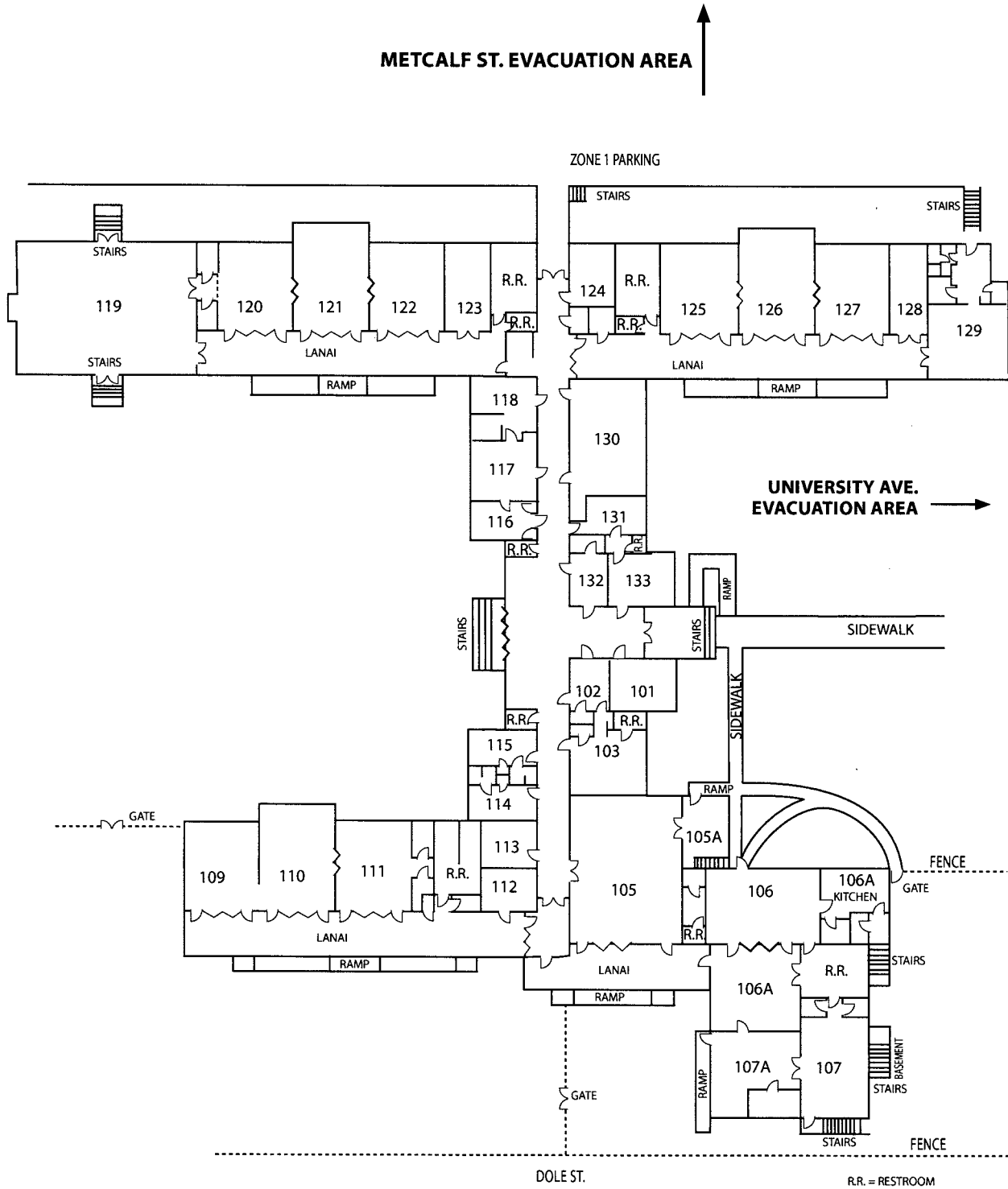
Laboratory School Portables

BUILDING EVACUATION MAP



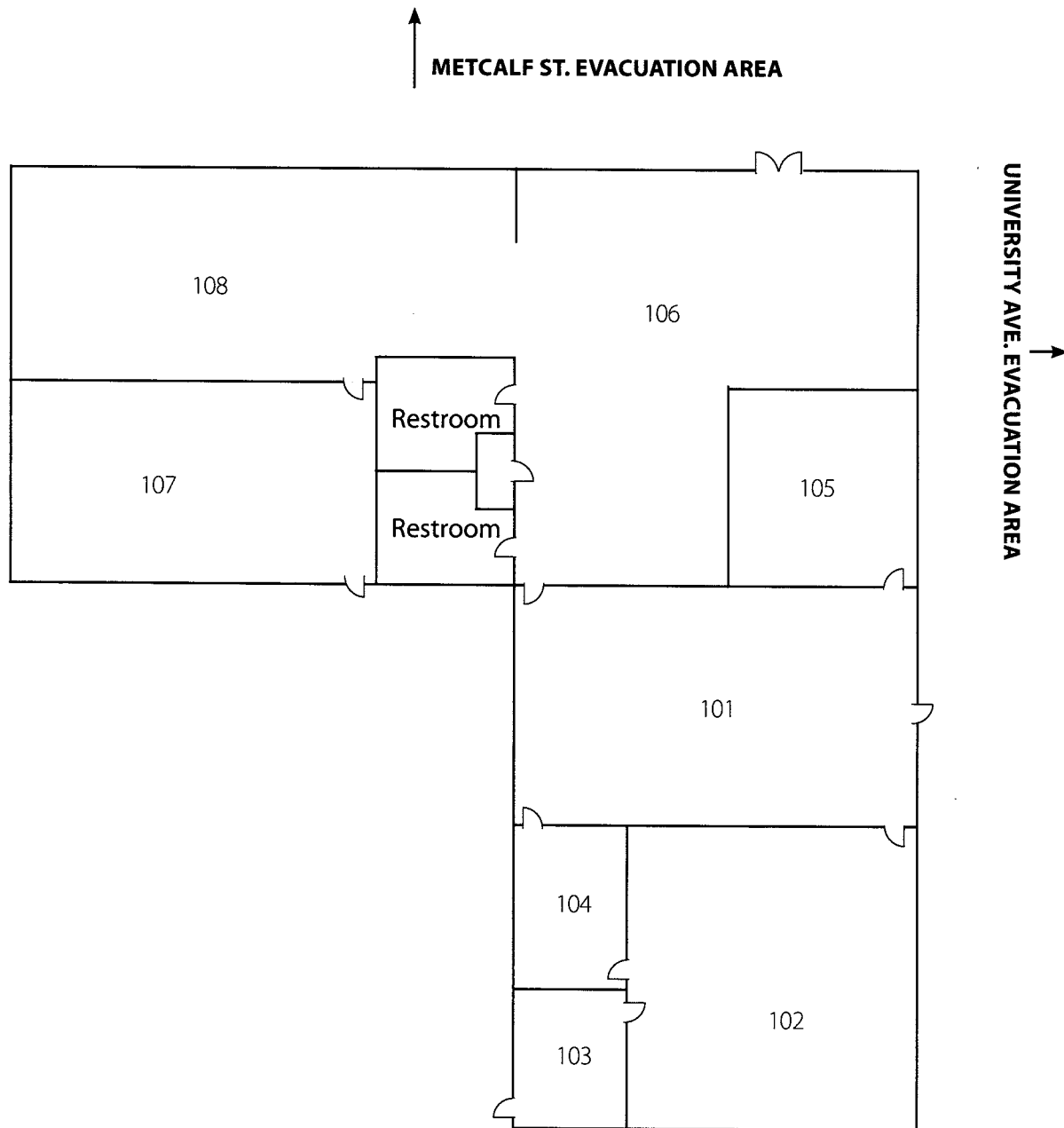
Castle Memorial Hall

BUILDING EVACUATION MAP



Castle Memorial Annex

BUILDING EVACUATION MAP



Locker Rooms

BUILDING EVACUATION MAP

