Are you prepared to deal with a campus emergency?

Your prompt and appropriate response can save lives. Do you know what to do if an event like these occurs on campus?

- Student falls down and cannot get up
- Stranger with a knife enters your classroom
- Sound of a scream outside your office
- Pungent chemical odor from somewhere
- Bomb threat
- Fire in the office next door

The College’s “Standard Operating Procedures (SOP) for Emergency Response Operations” includes response actions for various emergencies including medical incidents, fire, natural disasters, etc.

The SOP is posted at: http://programs.honolulu.hawaii.edu/intranet/node/1677. While waiting for a final approval, we continue to follow the procedures as listed in the SOP.

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**Emergency Evacuation (Generic)**

At the beginning of the semester, please make sure that building occupants (students/co-workers) understand and are able to follow the evacuation procedures. Agree on a specific location, within the designated assembly area, to gather.

**At the sound of the building alarm:**

- Stop all activities, instruct occupants to gather their personal belongings and promptly exit the building using the nearest exit. Make sure that no one is left behind in the area. Keep all doors unlocked.
- Direct occupants to leave the building using the stairways. Do not use elevators to evacuate buildings.
- Upon exiting the facility, guide occupants to the designated assembly areas. Instructors holding class during an evacuation should conduct a roll call to ensure that all students have left the building.
- If anyone is missing, report to the floor leader. If none is present, call Security Office immediately at 284-1270.
- Wait for a clear signal from security personnel or administrators to reenter the building.
Emergency Preparedness Checklist

☐ Sign-up for the UH Alert System (https://www.hawaii.edu/alert/signup.php) to receive official emergency notifications in the event of a natural, health or civil emergency.

☐ Provide your personal emergency contact information to your colleagues. Also, make sure that your family knows how to contact the colleagues in case of an emergency.

☐ Maintain a personal emergency kit in the work area. Kit may include portable radio with extra batteries, flashlight and extra batteries, emergency contact information, small notebook and pen to make notes, cell phone with charger, several-day supply of prescribed medicine, bottled water, first aid kit, blanket, extra clothing, walking shoes, etc.

☐ Ensure that emergency posters and evacuation routes are prominently displayed and that students/co-workers know what to do during an emergency.

☐ KNOW WHAT TO DO IN CASE OF AN EMERGENCY. Some emergencies require evacuation while others may require sheltering-in-place.

☐ Know at least two escape routes for every building where you have your classes/office. If one exit route is blocked, use another route to evacuate.

☐ If you are an instructor, make sure that students will be able to follow the emergency evacuation procedures. At the beginning of each semester, inform the students of the procedures AND take them on the evacuation route to the designated assembly area. For each evacuation, conduct roll call to confirm that every student has safely evacuated.

☐ Develop a buddy system for those with special needs that may impact evacuation. Agree on the types of assistance and other evacuation details ahead of time.

☐ Make emergency planning a routine part of the departmental meetings or hold special emergency planning meetings. Consider developing a specific departmental emergency plan that includes equipment inventory, equipment shutdown/restarting procedures, emergency contact phone tree, availability of emergency supplies, and post-disaster recovery.