Two key changes on HonCC’s emergency procedures, starting August 2016:

1. After calling 911, call Security at 284-1270 to notify about the incident and to request assistance. If there is no answer, call the Safety & Security Manager (Rick Murray) at 561-3809.

2. Designated assembly areas for certain buildings have been modified.

The new poster and assembly area map are being posted, beginning in the fall 2016 semester.
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.