EMERGENCY INFORMATION for New Hires

This handout only highlights key information that was deemed critical at the time this packet was put together. More information and specific details may be found on the HCC Intranet > HCC Policies and Procedures > “Emergency Procedures”. Please feel free to contact the safety liaison who represents your area on our HCC Health & Safety Committee. We also have an Emergency Planning Subcommittee that concentrates on emergency response for our campus. Questions? Contact hccslih@hawaii.edu or 845-9282.

Documentation of an emergency or an incident is important and should be filed immediately with the Vice Chancellor of Administrative Services (keep a copy for yourself). Form-fillable incident report forms that you can type and print out may be accessed on the intranet:

- Illness or Injuries – Complete Form 29; Go to FORMS > PERSONNEL FORMS > ACCIDENTAL INJURY OR ILLNESS FORM
- Incidents – Complete HCC Incident Report Form; Go to FORMS > INCIDENT REPORT

Follow HCC Emergency Posters for General Emergencies

The red and white HCC Emergency Posters such are placed in classrooms and around the campus. These emergency instructions should be followed for escalating disruptive situations or threats of physical violence, in addition to more customary (or usual) emergencies requiring assistance from medical, fire, and police personnel.

EXTREME CRISIS EMERGENCY STEPS
(Physical Threat or Escalating Disruptive Situation)

1. Call or have someone else call 911 immediately.
2. Call Campus Security at 284-1270 or 271-4836. Appropriate campus personnel will be activated.
3. Call Vice Chancellor of Administrative Services at 294-9123.
4. Do not disarm or accept weapon from individual.
5. If violent behavior is occurring – Escape, hide if not already seen, or cover-up.
6. Be courteous. Don’t argue, threaten or touch person or physically force person to leave. Don’t block their exit.
7. Position self so that exit route is readily accessible.
8. If aggressive, ask person to leave. Doesn’t leave? Remove yourself if safe to do so.
10. Notify your Supervisor, Division Chair, and Program Dean ASAP.

For medical or mental health emergencies while awaiting emergency responders:
1. Call Campus Security at 284-1270 or 271-4836. For additional help, weekday business hours call 845-9142 or Vice Chancellor of Administrative Services call 294-9123.
2. Campus Security will notify Nurse & Mental Health Wellness Counselor depending on type of emergency.
3. Have colleague assist in documenting sequence of events such as: time of 911 call, arrival of emergency crew, what was done at the scene, time victim’s emergency contact called & when the contact arrived, status/destination of injured person, belongings released & to whom, etc.
4. Provide privacy & crowd control.
5. Witnesses should remain available to give information to emergency personnel.
6. Complete an HCC Incident Report and/or UH Form 29 and submit to the Vice Chancellor of Administrative Services immediately after the emergency. Keep copy for your records.
7. Contact supervisor, Division Chair or Program Dean & notify of incident.
8. The College personnel most knowledgeable of the situation may consider going to the hospital to provide additional information, assistance and support to hospital personnel or family.
9. Obtain a Police Report Number, if applicable, from the officer-in-charge.
10. Post-Incident:
   - Support: The Health Nurse & Mental Health Wellness Counselor are available to assist.
   - Debriefing: Review the incident and response action to identify strengths and weaknesses of the emergency procedures. Document the findings and forward the recommendations to appropriate parties.
Emergency Evacuation Procedures

At the beginning of the semester, make sure that students 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:

1. Stop all class activities, instruct the students to gather their personal belongings and promptly exit the building using the nearest exit. Make sure that no one is left behind in the classroom. Keep all doors unlocked.

2. Take class roster or sign-in sheet.

3. Direct the students to leave the building using the stairways. Do not use elevators to evacuate buildings. Use alternative exits should there be a crowd. Walk, Don't Run, and Stay to the Right while evacuating.

4. If observing anyone else in the area, advise he/she to evacuate immediately.

5. Upon exiting the facility, guide the students to the designated assembly areas. Conduct a roll call to ensure that all students have left the building.

6. Report any person needing assistance and where they may be to HFD.

7. If a student is missing, report to the floor leader. If none is present, call Security immediately at 284-1270 or 271-4836.

8. Wait for a clear signal from Security or campus official to reenter the building.

Evacuation of Persons with Mobility Problems (New!)

The Honolulu Fire Department (HFD) will be alerted to make it a priority to assist in the evacuation of persons in wheelchairs from these designated locations in the following buildings:

- Building 7 – Ewa Stairwell – Stay on lanai between 1st & 2nd fire doors to be visible.
- Building 2 – Diamond head stairwell – Get inside fire door & stay clear of evacuation path.
- Building 14 – Go into the nearest stairwell; stay on landing and stay clear of evacuation path.
- Building 5 – Get as far away from the fire or other hazards.
- If unable to get to a designated fire exit in a multi-story building, get inside a fire exit. Stay clear of evacuation path & remain on stairwell landing. Wait for help to arrive.

Students with disabilities requiring assistance in case of an emergency should notify Student ACCESS at the beginning of the semester and provide a copy of their class schedule. An individualized emergency plan will be developed and shared with the instructor. It is not required to stay with an individual with a disability in the evacuation emergency stairwell, however, it is required to ensure the emergency personnel is specifically informed of the location of the individual. For questions and assistance, please contact the Student ACCESS office at 844-2392 or 845-9272 voice/text.

At the beginning of the semester, ascertain and review the individualized emergency plan with the student and the steps that follow as applicable to your location.

Buildings with two or more floors, except Bldg 5:

1. Assist the person to the nearest fire escape (Preferred designated Bldg 7 is Ewa stairwell; Bldg 2 is Diamond Head stairwell).
2. Do not attempt to carry the person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the person.
3. Place the person in a safe area on the landing inside the designated fire escape.
4. Make certain that the person is not obstructing evacuating traffic.
5. Keep the fire door closed.
6. Inform HFD officials of the exact location of the person waiting for assistance. Note the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

Building 5 & 27:

New Hire Packet of HonCC Emergency Instructions page 2 (Emergency Evacuation Instructions for New Hires 7-12.doc)
1. Assist the person to a location as far away from the hazards as possible. Select an area with a solid door and operable exterior window. If safe and possible, hang a piece of clothing outside the window. At night, use a flashlight to signal HFD officials.
2. Before leaving, assure the person that you will seek help from HFD.
3. Obtain their cellphone # and provide Security's phone numbers 284-1270 or 271-4836 for them to contact or to call 911, if needed.
4. Inform HFD officials of the exact location of the person requiring assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

**One-story Buildings:**
1. Assist the person to the nearest exit and to the designated assembly area.
2. Instructor will conduct a roll call to ensure all students have left the building.
3. After all-clear given by campus official, assist the person, as needed, back to the building after all-clear given by campus official.

**GENERAL CLASSROOM/OFFICE EMERGENCY PROCEDURES**

**Faculty/Supervisor Responsibility -- Be Prepared**
1. Become familiar with the campus procedures for various types of emergencies.
2. Announce that accommodations for persons with disabilities should be made officially through Student ACCESS for students and Human Resources for employees for class/employment needs. Include syllabi statements on Disability & Emergencies in your syllabi to communicate our campus plan for safe evacuation of persons in wheelchairs.
3. Brief students and employees on the first day of class/semester on evacuation procedures and routes including alternate routes if the nearest exit is obstructed.
4. Assist student with Designate a "Buddy"/helpers to safely escort each student/employee with a disability who cannot see, hear, or walk in the class.
5. Keep an attendance roster with student's/co-worker's cell phone numbers to facilitate accounting for students/co-workers after an evacuation.
6. Discuss exactly where to meet in designated assembly area (i.e. Last row in parking lot 1 near chained driveway or ?). Account for all who were present in class.
7. Review above items with students/employees several weeks into the semester to make sure everyone is informed.

**Noteworthy Highlights & Reminders:**
- KNOW WHERE TO FIND the HCC Emergency Action Plan & other related documents online! These may be accessed by clicking on "Emergency Information" on bottom of HCC's homepage or "HCC Emergency Operations" under Quick Links on the HCC Intranet homepage.
- BE UP ON THE LATEST SCOOPI! Be Informed of Campus Closures & Emergencies! Sign-up for the UH Alert System -- Faculty, Staff, and Students -- Sign-up to receive official Emergency Notification from the official network of the University of Hawai‘i (UH Alert System) through https://www.hawaii.edu/alert/index.php. Encourage your students and co-workers to join UH Alert!
- MEDICAL ID CARDS -- The College does not recommend that faculty/supervisors solicit nor store personal medical or disability information on their students or employees and instead, recommend that the following persons consider carrying a medical identification and information card: Go to http://www1.honolulu.gov/bsd/ems/medicalidcard.htm to

**Evening Instructors**
- EVENING ESCORT SERVICES -- Announce to your students that Evening Escort Service available! Additional security guards are hired to provide escort services and are located on the Mall between Building 7 & 2 and Building 27 on Mondays thru Thursdays from 7pm to 10pm. Call 271-4836 (Security) to request assistance. For safety reasons, encourage students to purchase on-campus evening parking passes & after evening classes, students should also be encouraged to walk in groups to their vehicles.

- ON-CAMPUS HELP AFTER HOURS -- A Situation Arises & You Need Help After Hours? The Evening/Weekend Duty Administrator Schedule provides Administrator support after normal working hours and on Saturday to take care of problems that arise on campus. Click on the Administration (Night Duty) link under Honolulu CC Information heading link on the resources page: http://honolulu.hawaii.edu/intranet/services/admin.html or going directly to http://programs.honolulu.hawaii.edu/intranet/node/616
Changes have been made based on our past experiences with live & practice evacuations to designated assembly areas on our main campus. We have reviewed and made revisions to our designated evacuation assembly areas for our main campus.

- Periodically during the semester, review procedures and assembly information with your students & staff.
- Remind others to use alternate evacuation routes should primary route be congested to get to assembly site.
- Instructors and Employees should make sure that each classroom and office has a posted evacuation route & assembly area.

See campus map in back of directory for where these evacuation areas are located.

<table>
<thead>
<tr>
<th>Building</th>
<th>Building #</th>
<th>Evacuation Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC Main Campus -- Noted from Ewa to Diamond Head direction</td>
<td></td>
<td>Note *-pending approval</td>
</tr>
<tr>
<td>Classrooms</td>
<td>71</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Auto Body</td>
<td>3</td>
<td>Parking Area #1</td>
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<tr>
<td>Library Classroom</td>
<td>7</td>
<td>Parking Area #1C</td>
</tr>
<tr>
<td>Campus Center</td>
<td>2</td>
<td>Parking Area #1C</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>4</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Science</td>
<td>5</td>
<td>Parking Area #1</td>
</tr>
<tr>
<td>Kokea Training Center</td>
<td>45A &amp; 45B</td>
<td>*Parking Area #1C, Outside Mauka Fence</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>11</td>
<td>*Grassy area by Parking Area #7</td>
</tr>
<tr>
<td>Sheet Metal/Plastics Shop</td>
<td>17</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Administration</td>
<td>6</td>
<td>Parking Area #4A</td>
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<tr>
<td>Maintenance</td>
<td>18</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Print Shop</td>
<td>16</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Classroom/Maintenance Storage</td>
<td>8</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>OESM Offices</td>
<td>9</td>
<td>Parking Area #7</td>
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<tr>
<td>CENT</td>
<td>13</td>
<td>Parking Area #7</td>
</tr>
<tr>
<td>Apprenticeship Shop/Storage</td>
<td>12</td>
<td>Parking Area #7</td>
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<tr>
<td>Electricity</td>
<td>24</td>
<td>Parking Area #7</td>
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<tr>
<td>CENT/Native Hawaiian Center</td>
<td>20</td>
<td>Parking Area #7</td>
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<tr>
<td>Cosmetology</td>
<td>27</td>
<td>Parking Area #4A</td>
</tr>
<tr>
<td>Trade &amp; Industry</td>
<td>14</td>
<td>Parking Area #3 Diamond Head side</td>
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<tr>
<td>Old Firehouse (Construction Academy)</td>
<td>28</td>
<td>* Kailulani Elementary School</td>
</tr>
<tr>
<td>Off-campus Locations listed below:</td>
<td></td>
<td></td>
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<tr>
<td>Automotive Technology</td>
<td>43</td>
<td>Parking Area #8</td>
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<tr>
<td>Diesel Mechanics</td>
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<td>Parking Area #8</td>
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<td>Marine Education Training Center</td>
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<td>Airport Training Center</td>
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<td>Parking Area</td>
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<tr>
<td>Pacific Aerospace Training Ctr (Kalaeloa)</td>
<td>57</td>
<td>Parking Area</td>
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