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REVISED/SIMPLIFIED EMERGENCY STEPS

(Listing with links that go to these places)

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**I.
EMERGENCY STEPS:**

1. Call 911

Provide:

- **Type of emergency**
- **Victim's condition or situation**
- **Location: Honolulu Community College (give specific location & road to enter)**

Choose from the following: (click on On-campus or Off-campus & info opens up with details listed below)

=On-campus sites:

- **Main campus, 874 Dillingham Blvd., Bldg__ Rm __ & Road to enter:**
 - Ewa side of campus – enter Kokea Street driveway
 - Middle of campus – enter parking lot on Dillingham at Alakawa intersection
 - For Dillingham (Diamond Head side) enter driveway across old Cutter Dodge
 - For Bldg 12 & 13 on Diamond Head side-enter from Robello Lane
- **King Street, 879 North King St. (old Fire Station), Rm ____**
- **Automotive (Bldg 43)/Diesel (Bldg 44), 445 Kokea Street, Rm__**

=Off-campus sites:

- **Airport Training Center (Aeronautics), 140 Iako Place (off Lagoon Drive), Rm ____**
- **Kalaeloa – Pacific Aerospace Training Center, 91-1259 Midway Road, Kapolei, Rm ____**
- **Marine Education Training Center, 10 Sand Island Parkway, Rm __**

2. Stay with victim.

3. Send someone to meet emergency crew.

4. Call Security at 284-1270 or 271-4836.

If no answer: Weekday business hours call 845-9142 or Vice Chancellor of Administrative Services call 294-9123.

5. Security will notify nurse of medical emergencies.

6. Initiate first aid or CPR, if trained.

7. Remain available to give info to emergency crew.

8. Call emergency contact person designated by victim.

9. Complete an HCC Incident Report and/or UH Form 29 and turn it in immediately after emergency to Vice Chancellor of Administrative Services.

II.

BOMB THREAT

In the event of a bomb threat, do the following: (can click on **During Call, Notification, & Evacuation** and will open up with details)

=During Call:

1. **Stay calm.**
2. **Take caller seriously.**
3. **Don't hang up.** Keep caller on the line as long as possible.
4. **Use HonCC Bomb Threat Checklist Form** (click her for form) in HCC phone directory.
5. **Pay attention for:**
 - o **Caller's name** and **phone number**, **Time** call received, Length of call
 - o **Bomb information:** What, Where, Time, Kind of bomb
 - o Any strange or peculiar **background noises** or music
 - o **Voice quality**, accents, speech impediments
 - o **Threat language** - foul, taped, incoherent, irrational, well-spoken
6. **Ask & note information** given by caller during or after call.

=Notification:

7. **Call Campus Security (284-1270 or 271-4836)** immediately upon hanging up or have co-worker/student call while the threat is in-progress. **Campus Security will contact Vice Chancellor of Administrative Services & 911** will be contacted. A decision to evacuate and search will be made.
8. **After hours notification**, call 911, then Vice Chancellor of Administrative Services 294-9123.
9. **Notify your supervisor.**
10. **Provide report to Campus Security.**

=Evacuation:

11. If evacuation occurs, **proceed and remain at least 500 feet away upwind** from the building.
12. **Wait for "all-clear notification"** from an authorized campus official before returning to the building.

III.

DISRUPTIVE BEHAVIOR (Section) (create links from here)

The Hawaii Penal code makes it a criminal offense for anyone to threaten, harass, and/or physically assault another person.

A.

==Verbal Threats and Harassment

===During Incident:

===Notification:

===After Incident:

B.

==Physical Violence

Call 911 (HPD) immediately if a disruptive situation escalates towards physical violence.

===During Incident:

===Notification:

===After Incident:

C.

=Temporary Restraining Order

D.

=Criminal Prosecution

A.

==Verbal Threats and Harassment

In the event of verbal threats and/or harassment, the following steps should be taken: :

===During Incident:

1. **Be calm, passive, and respectful.**
2. **Do not argue or upset the individual.**
3. If possible, secure the name of the individual.
4. **Keep a safe distance** of minimum 3-6 feet.

===Notification:

5. **Submit a written report** of the incident to the Vice Chancellor of Administrative Services at 845-9123. Forms are on-line.

===After Incident:

6. **Disruptive Student** – The Dean of Student Services (845-235) will handle further investigation and any disciplinary action.
7. **Disruptive Non-Student** – The Vice Chancellor of Administrative Services (VCAS) will handle further investigation. After procedural actions have been implemented, if non-student continues to remain on campus, Honolulu Police Department will be contacted by VCAS to have the person arrested for Trespass, under Section 708-814(6) of the H.R.S.
8. The Vice Chancellor of Administrative Services will direct Campus Security and others regarding of further actions to be taken.
9. The Vice Chancellor of Administrative Services will advise the victim of his/her right to seek restraining orders against individual for harassment.

B.

==Physical Violence

Call 911 (HPD) immediately if a disruptive situation escalates towards physical violence.

The following steps should be taken:

===During Incident:

1. Be courteous.
2. Aggressive behavior? Ask person to leave.
3. If the person does not leave, remove yourself from the situation.
4. Position self so that exit route is readily accessible.

===Notification:

For uncontrollable behavior or if physical violence occurs:

5. **Call 911** or have someone else call
6. **Dismiss class**
7. **Do not touch person or physically force person to leave.**
8. **Violent behavior occurring - Escape, hide** if not already seen, **or cover-up.**
9. **Do not disarm or accept weapon** from person in question.
10. **Don't argue, threaten , or block their exit.**
11. **Call Campus Security at 284-1270 or 271-4836**
12. **Call Vice Chancellor of Administrative Services at 294-9123.**

===After Incident:

13. **Complete an HCC incident form** including names and statements from witnesses, and submit it to Vice Chancellor of Administrative Services.
14. **Disruptive Student** – The Dean of Student Services (845-9235) will handle further investigation and any disciplinary action.
15. **Disruptive Non-Student** – The Vice Chancellor of Administrative Services (VCAS) will handle further investigation. After procedural actions have been implemented, if non-student continues to remain on campus, Honolulu Police Department will be contacted by VCAS to have the person arrested for Trespass, under Section 708-814(6) of the H.R.S.
16. The Vice Chancellor of Administrative Services will direct Campus Security and others regarding of further actions to be taken.
17. The Vice Chancellor of Administrative Services will advise the victim of his/her right to seek restraining orders against individual for harassment.

C.

=Temporary Restraining Order

Temporary Restraining Order Petition for Temporary Restraining Order and for Injunction Against Harassment

1. Any person seeking relief from harassment may **file a petition in the Civil Section of the District Court of the First Circuit** for Temporary Restraining Order against harassment.
2. Legal forms, which are recommended by the Court for use in seeking a Restraining Order against individuals for harassment, are made available by the **District Court of the First Circuit, Civil Division; Kauikaouli Hale, 111 Alakea Street; Honolulu, Hawaii 96813**. The clerk of the court can provide instructions as to preparation of forms; there is a filing fee of \$10.00.

D.

=Criminal Prosecution

Request for Criminal Prosecution Request for Criminal Prosecution per Chapter 707, Section 710, 712, 715, 716, 717 and Chapter 711, Section 1106, HRS Revised Statutes

1. Should the victim (faculty, staff member, or student) insist on criminal prosecution, the investigating Campus Security Officer shall request that an Officer from the Honolulu Police Department handle the investigation.
2. The Campus Security Officer initially investigating the incident will submit an incident report, which will be placed in Campus Security files.

IV.

=ELEVATOR MALFUNCTION

=To report elevator problems

=While awaiting elevator repair

=Elevator Servicing Companies

=To report elevator problems:

- Weekdays 7:30am to 4:30pm - call 845-9142.
- After hours/weekends - call Security 284-1270 or 271-4836.

Provide the following information:

- Elevator in Bldg # _____
- Problem Elevator (left, middle, right)
- Any passengers trapped?
- Specific Problem:
 - Not moving
 - Stuck between floors
 - Door open or won't close
 - Doors shut and won't open
 - Elevator doesn't line up with floor
 - No elevators responding when call button pressed
 - Other _____
- Passenger got on elevator on floor # _____
- Passenger going to floor # _____

=While awaiting elevator repair:

- College personnel will attempt to resolve problem and will contact appropriate elevator company if problem cannot be corrected.
- Do not pry doors open.
- Reassure any passengers that help is on their way. Elevator company prioritizes response when person(s) are trapped in the elevator or person(s) with mobility difficulties need to exit building.
- If possible, have someone remain on the phone to keep passengers calm and updated of response status.

Building	Elevator Phone #	Company	Phone
2	809	Schindler Elevator Corp. (Bldg. ID#186343)	800-225-3123
5	810	Schindler Elevator Corp. (Bldg. ID#186353)	800-225-3123
6	808	Otis Elevator Co. (Bldg. ID#STH211736)	800-233-6847
7	812	Schindler Elevator Corp. (Outside 1-3)	800-225-3123

7	xxx	ThyssenKrupp (In Library)	808-834-6310
14	811	ThyssenKrupp (Bldg. ID#186454)	808-834-6310
27	809	Otis Elevator Corp (Bldg ID#STH211736	800-233-6847
50		Schindler Elevator Corp.	800-225-3123
52		Kone Inc.	877-276-8691
			<i>Elevator Info updated 1/08</i>

V.

ENEMY ATTACK

CIVIL DEFENSE - ENEMY ATTACK

In the event of an emergency due to **enemy attack**, these procedures will be followed:

1. **Warnings** - All warnings of significant anticipated emergencies will be disseminated by the University President to the Chancellor by telephone or messenger service.
2. **Suspension of Classes** - University President or his or her authorized representative may suspend classes. Chancellor may suspend classes where immediate action may be necessary.
3. **Evacuation** - Chancellor will order signal to evacuate college facilities.
4. **Coordination of Campus Evacuation Activities** - The Vice Chancellor of Administrative Services will coordinate evacuation activities.
5. **Take cover**
 - a. The warning will be the Civil Defense ATTACK WARNING signal which may or may not be preceded by other warnings.
 - b. **On hearing** the Civil Defense **ATTACK WARNING** signal, **go to the interior ground floor or interior hallways of bldg.**
 - c. In an **ATTACK** without warning, **fall flatly and shield eyes** from any flash.

For other disasters, proceed as directed by the Chancellor or Vice Chancellor of Administrative Services.

VI.

EVACUATION (Link to choices below)

=EVACUATION

Select from the following:

A.

=General Evacuation Procedures

B.

=High Rise Evacuation Procedures

1. ==Bldg 2 Stairwell Evacuation Plans

2. ==Bldg 7 Stairwell Evacuation Plan

C.

=Life Threatening Situations

D.

=Outdoor Evacuation Locations

E.

=Persons with Disabilities

1. ==Emergency

a. ===Ambulatory

b. ===Hearing Loss

c. ===Vision Loss

d. ===Wheelchair Users

2. ==Non-Emergency

F.

=Preparation

A.

General Evacuation Procedures

Once alarm sounds, do the following:

1. **Evacuate promptly.**
2. **Go to designated assembly area** at least 200 feet away from bldg.
3. **Assist Persons with Mobility Difficulties to preferred stairwells** - Instructors and supervisors should **designate helpers to assist persons with mobility difficulties to inside stairwell. (link info below and info will open up)**

=**Preferred stairwells** –persons with mobility difficulties proceed if safe to:

- o **Bldg 7 - Ewa Stairwell & await HFD assistance**
 - o **Bldg 2 – Inside of Diamond Head stairwell & await HFD assistance**
 - o **Bldg 5 - Get as far away from the fire & await HFD assistance.**
 1. **Go to farthest corner away** from fire due to the u-shaped and open design of the building **-OR-**
 2. **Go to an Area of Refuge** (a room with solid door with an **operable exterior window and telephone** to stay in touch with HCC emergency telephone, 284-1270 or 271-4836.
 3. If it is safe and possible, **hang a piece of clothing out of the window** or **use a flashlight** at night to signal rescue personnel.
 4. **Inform HFD officials of the exact location** of the person requiring assistance.
4. **Floor captain** – account for **all personnel** & instructors will account for **each student.**
 5. **Inform HFD and Emergency Coordinator of missing persons or location of persons with mobility difficulties** requiring assistance.
 6. **Wait for "all-clear notification"** from an authorized campus official before returning to the bldg.

B.

=**HIGH RISE BLDGS SPECIAL EVACUATION PROCEDURES (click on Bldg 2 or Bldg 7)**

1.

=**Bldg 2 Stairwell Evacuation Plan**

6th floor

Rms 616, 601, 604 should take Mauka exit stairway.

Rms 614, 613, 612 should take Ewa exit stairway.

Rms 611, 609, 608 should take **Diamond Head** exit stairway. (used Makai terminology)

5th floor

Rms 501, 516, 503 should take Mauka exit stairway.

Rms 514, 505, 506, 507 should take Ewa exit stairway.

Rms 512, 516, 508, 509 should take Diamond Head exit stairway.

4th floor

Rms 416, 401, 405, 415 should take Mauka exit stairway.

Rms 414, 407, 406, 412 should take Ewa exit stairway.

Rms 411, 410, 408, 409 should take Diamond Head exit stairway.

3rd floor

Rms 316, 302, 315, 303 should take Mauka exit stairway.

Rms 314, 304, 305, 306, 327 should take Ewa exit stairway.

Rms 313, 312, 308, 309 should take Diamond Head exit stairway.

2nd floor

201, 216, 214 should take Mauka exit stairway.

201 and Rm 208 should take Ewa exit stairway.

Children Center Offices should take Diamond Head exit stairway.

2.

==Bldg 7 Stairwell Evacuation Plan**6th floor**

Rms 613, 604, 616, 635, 612, 611, 617, 618 should take Diamond Head exit stairway.

Rms 602, 620, 621, 622, 624, 632, 625, 633 should take Ewa exit stairway.

Rms 610, 603, 601, 623, 626, 619, 634 should take Makai exit stairway.

5th floor

Rms 503, 510, 511, 512, 519, 534 should take Diamond Head exit stairway.

Rms 502, 520, 521, 501, 532, 533 should take Ewa exit stairway.

Rms 504, 513, 505, 518, 535, 517, 516 should take Makai exit stairway.

4th floor

Rms 403, 410, 411, 435, 416, 417 should take Diamond Head exit stairway.

Rms 420, 421, 401, 432, 420, 433 should take Ewa exit stairway.

Rms 409, 408, 412, 405, 413, 419, 418, 433 should take Makai exit stairway.

3rd floor

Rm 313, the College Skills Center, should take Ewa exit stairway.

Recording Room, TV Control, TV Film Studio and Rms 304, 303, 302 should take Makai exit stairway.

Audio Studio, Dark Room and Rms 326, 326A, 325, 312, 311, 310 should take Diamond Head exit stairway.

C.

=OUTDOOR EVACUATION AREAS BY BUILDING (EWA TO DIAMOND HEAD)

Building	Building Number	Evacuation Area
Noted from Ewa to Diamond Head direction fro the HCC Main Campus:		Note *-pending approval
Classrooms	71	Parking Area #1
Auto Body	3	Parking Area #1
Library Classroom	7	Parking Area #1
Campus Center	2	Parking Area #2
Cafeteria	4	Parking Area #2
Science	5	Parking Area #2
Child Care Center	11	Parking Area #2
Sheet Metal/Plastics Shop	17	Parking Area #2
Administration	6	Parking Area #3
Maintenance	18	*Parking Area #3
Print Shop	16	*Parking Area #3
Classroom/Maintenance Storage	8	*Parking Area #3
OESM Offices	9	*Parking Area #3
CENT	13	Parking Area #3
Tenants (Future MELE)	12	Parking Area #3
Electricity	24	Parking Area #3
Electronics	20	Parking Area #3
Cosmetology	27	Parking Area #3
Trade & Industry: Mauka & Diamond Head Exits	14	Parking Area #3
Trade & Industry: Makai & Ewa Exits	14	Parking Area #3
Old Fire Station (Construction Academy)	28	* nearby Kaiulani Elementary School
Automotive Technology	43	Parking Area #8
Diesel Mechanics	44	Parking Area #8
Marine Education Training Center	50	Parking Area
Airport Training Center	52	Parking Area
Pacific Aerospace Training Ctr (Kalaeloa)	57	Parking Area

D.

=EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

1.==Life-threatening Situations

In a life-threatening situation only, when possible, you may help **assist person to walk**, **carry person in a seated chair**, or **carry person with the assistance of 2 or more persons**:

- Do not carry motorized chair with person seated in it.
- Use regular wheelchair –or--

Transfer to a strong/sturdy office chair with armrests.

- Retrieve wheelchair later if it is safe and possible to do so.
- Do not leave wheelchairs in stairwell.
- Reunite person with wheelchair as soon as practical.

See examples in policies and procedures section for detailed information. (LINK to PHOTO)

2.

In a life-threatening situation only, when possible, use these tips to transport the person via the stairwell to the ground floor and then to the designated assembly area. Solicit others to help when possible. Ask whether he/she prefers to ambulate, be moved with a chair or be carried and follow these procedures.

Regular Wheelchair Users:

- Make sure that at least two or more assistants are available to move the person while seated in their wheelchair.
- Ask if the person wants to be moved forward or backward down the stairs. Keep in mind that some persons have no upper trunk or neck strength. Use the seatbelt if available.

Motorized Wheelchair Users:

- Use an evacuation chair or strong/sturdy chair with armrests instead of moving the person in his/her motorized wheelchair. Motorized wheelchairs are heavy and have movable & weak parts.
- Make sure at least two or more assistants are available to move the person.
- Retrieve the wheelchair later if it is safe and possible to do so. Do not leave wheelchairs in a stairwell.

Wheelchair Users Who Walk with Difficulty:

- Check the evacuation route for obstructions before assisting the person through the route.
- Check with the person on how to remove him/her from the wheelchair, whether to move his/her extremities, whether he/she wants to be moved down the stairs forward or backward. Use *Back Pack Lift* to get person standing or *Seat Carry* as needed (see below).
- Let others pass. Assist as necessary & ensure safety due to mass exiting of the building.
- Check whether the seat cushion should be brought.

If safe & possible, delegate others to bring the wheelchair. Reunite the person with his/her wheelchair as soon as practical.

In extreme life-threatening situations when transport of a person down the stairs is imperative, these other examples of transport techniques may be used with caution:

One Person -- Back Pack Lift

1. The assistant kneels at the front of the person.
2. The person places his/her arms up and over the assistant's shoulders and across the assistant's chest.
3. The assistant then leans forward before rising slowly, to a full standing position.



Two Assistant Seat Carry (preferable)

1. Two assistants position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder



2. The person places his/her arms firmly around each assistant's neck.



3. The assistants then lean forward, place free arms under the person's legs, firmly holding each other's wrists.



4. Working together, the assistants lift, using legs, and then carefully stepping forward.

==Emergency Situations

By request, students with disabilities may be placed on a building evacuation list. HFD will be alerted to provide assistance of persons with mobility difficulties.

- If safe to do so, go to preferred stairwell (**LINK to Preferred Stairwell Section**)
- Seek refuge within stairwell behind fire doors off to the side out-of-traffic.
- Send messenger to inform HFD of location of person needing assistance.
- Await HFD assistance.
- Call Security at 284-1270 or 271-4836 if no response.

a.

===Assisting Persons with Mobility Challenges (Ambulatory)

1. Wait till traffic cleared.
2. Ask what kind of assistance is needed.
3. Offer to carry bag, cane, crutch, or walker, if needed.
4. Helper can be a buffer between others evacuating and the person.

b.

===Assisting Persons with Hearing Loss

1. Alert person of need to evacuate.
2. Communicate using simple hand gestures or via paper and pencil.

c.

===Assisting Persons with Vision Loss

1. Alert person of nature of emergency.
2. Guide him/her to nearest emergency exit.
3. Have person take your elbow and escort him/her. Advise him/her of obstacles (stairs, overhanging or protruding objects, etc.)
4. **When safely evacuated, orient person to where he/she is and ask if further assistance is needed.**

2.

=Non-Emergency Evacuation of Persons with Disabilities

- Do not carry person out of building unless situation changes to be of life-threatening nature.
- Elevator Company will be informed if person trapped or person in wheelchair needs to exit building.
- Handi-cabs of the Pacific will be contacted and if available, will provide assistance.

Contact 911 for assistance should repairs be delayed and no one else is available to provide assistance in moving person in wheelchair from building.

E.

=Preparation

Semesterly Evacuation Review and Practice

1. First week of semester, each instructor/supervisor should:
 - Review evacuation procedures
 - Best stairway to use for safer, faster evacuation
 - Where to assemble after evacuation
 - Designate helpers to assist persons with mobility difficulties to inside stairwell or safe location.
2. Ensure emergency evacuation escape route plans are posted.
3. Check to make sure all fire exits remain unlocked and unobstructed at all times.
4. Doors that could be mistaken for exit doors should be clearly marked "NOT AN EXIT".

Remind staff & student to not use elevators in emergency.

VII.

FIRE

In the event of a fire:

Notification:

1. **Sound alarm.**
2. **Call 911** to notify Honolulu Fire Department (HFD).
3. **Call Security (284-1270 or 271-4836). Give:**
 - **Precise location**
 - **Nature of fire**

Evacuation:

4. **Evacuate promptly.**
5. **Go to designated assembly area** at least 200 feet away from bldg.
6. **Assist Persons with Mobility Difficulties to preferred stairwells** - Instructors and supervisors should **designate helpers to assist persons with mobility difficulties to inside stairwell. (link info below and info will open up)**

=Preferred stairwells for persons with mobility difficulties:

- **Bldg 7** - Proceed if safe, to **Ewa Stairwell & await HFD** assistance
 - **Bldg 2** - Proceed if safe to inside of **Diamond Head stairwell & await HFD** assistance
 - **Bldg 5** - **Get as far away from the fire & await HFD** assistance.
 - **Go to farthest corner away** from fire due to the u-shaped and open design of the building **-OR-**
 - **Go to an Area of Refuge** (a room with solid door with an **operable exterior window and telephone** to stay in touch with HCC emergency telephone, 284-1270 or 271-4836.
 - If it is safe and possible, **hang a piece of clothing out of the window** or **use a flashlight** at night to signal rescue personnel.
 - **Inform HFD officials of the exact location** of the person requiring assistance.
7. **Floor captain** – account for **all personnel** & instructors will account for **each student**.
 8. **Inform HFD and Emergency Coordinator of missing persons or location of persons with mobility difficulties** requiring assistance.
 9. **Wait for "all-clear notification"** from an authorized campus official before returning to the building.

**VIII.
NATURAL DISASTERS**

=CIVIL DEFENSE -- NATURAL DISASTERS

In the event of an emergency due to a **natural disaster**, these procedures will be followed:

1. **Warnings** - All warnings of significant anticipated emergencies will be disseminated by the University President to the Chancellor by telephone or messenger service.
2. **Suspension of Classes** - University President or his or her authorized representative may suspend classes. Chancellor may suspend classes where immediate action may be necessary.
3. **Evacuation** - Chancellor will order signal to evacuate college facilities.
 - **Coordination of Campus Evacuation Activities** - The Vice Chancellor of Administrative Services will coordinate evacuation activities.

Information last updated 1/30/08