
**UNIVERSITY OF HAWAI‘I AT
HILO
HAWAI‘I COMMUNITY
COLLEGE**

**EMERGENCY
OPERATIONS
PLAN**

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**UNIVERSITY OF HAWAI‘I AT HILO & HAWAI‘I COMMUNITY
COLLEGE EMERGENCY OPERATIONS PLAN**

APPROVED BY:

**Dr. Rose Tseng, Chancellor UHH
(EOP Co-Plan Executive)**

Date

**Dr. Rockne Freitas, Chancellor HawCC
(EOP Co-Plan Executive)**

Date

1. PURPOSE AND AUTHORITY

A. PURPOSE

The Emergency Operations Plan (EOP) shall provide the necessary guidance to organize and direct University of Hawai'i at Hilo's and Hawai'i Community College's operation in the event of an emergency and/or civil defense action that may be necessary (University of Hawai'i APM A-9.700, Plan for Emergency and Civil Defense Events).

B. TYPES OF EMERGENCIES

1. Human-Caused Hazards

Emergencies such as unlawful assemblies resulting in riots; labor strikes; large scale demonstrations, threats of violence against individuals or groups, utility failures; chemical or radiological accidents; bomb and bioterroristic threats; shooting incidents; fires; explosions; aircraft crash and others.

2. Natural Hazards

Emergencies such as storms, hurricanes, waterspouts, tornadoes, droughts, earthquakes, tsunamis and volcanic activity.

C. REPORTING A POTENTIAL EMERGENCY

For identified Police, Fire and/or Medical Emergencies, call 911 (9-911 from campus phones) and provide the requested information. For all other emergencies, contact the University Security Office at 974-7911 (4-7911 from campus phones) and provide the following information:

- Your Name.
- Your location and telephone extension or number.
- Type of emergency.
- Special Directions (if any).

D. AUTHORITY

1. State of Hawai'i

The Governor's Administrative Directive No. 90-13, dated September 21, 1990, State of Hawai'i Plan for Emergency Preparedness, states: "State departments and agencies and county governments are responsible for developing and maintaining disaster response plans which are in consonance

with this plan. Specific procedures, action-oriented checklists, and prepackaged administrative forms required for prompt and effective response to disaster situations are to be included."

2. University of Hawai'i and Community Colleges

Executive Policy E2.203 Plan for Emergency and Civil Defense Actions dated August 1983, directed Chancellors to "develop, implement and maintain an emergency operations plan to meet the particular needs and circumstances of the campuses and organizations under their jurisdiction. University of Hawai'i at Mānoa will include the system offices, facilities, personnel and operation in its plan."

3. University of Hawai'i at Hilo (UHH)
Hawai'i Community College (HawCC)

The UHH Chancellor is responsible for the protection of the physical and academic environment of the UHH, and for the security and public safety program to provide that protection. The HawCC Chancellor is responsible for the protection of the physical and academic environment of HawCC, and for the security and public safety program to provide that protection. The Chancellors or Designees, have the authority to suspend classes and close campus; whenever possible, they will do so in collaboration.

4. Delegation of the UHH Chancellor's Authority

The Emergency Operations Plan delegates the Chancellor's authority for maintenance of order to specific individuals. It also defines specific tasks and responsibilities these individuals have for maintenance of order during periods of emergency.

a. Co-Plan Director (Vice-Chancellor for Administrative Affairs)

During periods of campus emergency, as the Emergency Co-Plan Director, acts for the Chancellor and may make decisions accordingly.

b. Auxiliary Services Officer

Authority for the security of grounds, buildings and other property is delegated to the Auxiliary Services Officer.

c. Vice Chancellor for Student Affairs

The Chancellor delegates authority to implement and administer

University regulations and policies affecting discipline for students to the Vice Chancellor for Student Affairs.

5. Delegation of the HawCC Chancellor's Authority

a. Co-Plan Director (Vice Chancellor for Administrative Affairs)

During periods of campus emergency, as the Emergency Co-Plan Director, acts for the Chancellor and may make decisions accordingly.

b. UHH Auxiliary Services Officer

Authority for the security of grounds, buildings and other property is delegated to the Auxiliary Services Officer.

c. Dean of Student Services

The Chancellor delegates authority to implement and administer College regulations and policies affecting discipline for students to the Dean of Student Services.

2. ORGANIZATION

A. PLAN RESPONSIBILITY AND CONTROL

1. Plan Direction and Control - System wide

In a system wide scale disaster or emergency, the overall Emergency Operations Plan is under the command of the UH President and is directed by the UH Director of Logistical Services. The UH President's Office will be the liaison between all local, county, regional, State emergency service agencies and the various campuses and units of the UH system. It will also establish communication with the campuses for the purposes of public information (news releases) and resources assistance (mutual aid) mobilization.

2. Plan Direction and Control - UHH and HawCC

Emergency operations are under the command of the UHH Chancellor and HawCC Chancellor. The Emergency Operations Plan are co-directed by the UHH Vice Chancellor for Administrative Affairs and HawCC Vice Chancellor for Administrative Affairs. They are responsible, as Plan Directors of the UHH and HawCC, for implementing and coordinating emergency operations.

3. UHH Chain of Command

When emergency conditions are such that normal campus operational efforts can no longer effectively deal with the emergency, the Emergency Operations Plan will be placed into effect and the chain of command will be:

Co-Plan Executive --Chancellor

Alternate #1 --Vice Chancellor for Administrative Affairs

Alternate #2 --Vice Chancellor for Academic Affairs

Co-Plan Director --Vice Chancellor for Administrative Affairs

Alternate #1 --Environmental Health & Safety Officer

Alternate #2 --Auxiliary Services Officer

4. HawCC Chain of Command

Co-Plan Executive -- Chancellor

Alternate #1 --Vice Chancellor for Administrative Affairs

Alternate #2 --Vice Chancellor for Academic Affairs

Co-Plan Director --Vice Chancellor for Administrative Affairs

Alternate #1 --Environmental Health & Safety Officer (UHH)

Alternate #2 --Auxiliary Services Officer (UHH)

5. Emergency Notification Procedure

Dependent on the nature of the situation, only the following officers will receive initial notification. Auxiliary Services/Campus Security is charged with this responsibility.

a. Working Hours

During working hours, the UHH telephone operator will notify the following individuals of an emergency:

- (1) UHH Chancellor
- (2) UHH Vice Chancellor for Administrative Affairs
- (3) UHH Vice Chancellor for Academic Affairs
- (4) UHH Vice Chancellor for Student Affairs
- (5) UHH Director of University Relations
- (6) UHH Auxiliary Services Officer
- (7) UHH Environmental Health & Safety Officer
- (8) UHH Director of Housing
- (9) HawCC Chancellor
- (10) HawCC Vice Chancellor for Administrative Affairs

b. Outside Working Hours

Home telephone numbers of the above individuals shall be available at the Auxiliary Services/Campus Security office for use in an emergency. (See also, Appendix A)

c. Emergency Operations Plan Officers

The UHH and HawCC Plan Director's offices will notify the Emergency Operations Plan Officers providing directions as necessary.

6. In the absence of the UHH Chancellor or HawCC Chancellor, the UHH Vice Chancellor for Administrative Affairs and HawCC Vice Chancellor for Administrative Affairs or pre-designated employee is authorized and directed to take actions as described herein, or other actions as may, in his/her judgment, be necessary to save lives, and mitigate the effects of disasters and disruptions. As soon as possible, thereafter, the individual shall notify the UHH Chancellor or HawCC Chancellor of actions taken.

7. **Emergency Telephone Numbers** for the following Departments/Agencies and Staff are located in Appendix A.

Department/Agency

1. Police Department
2. Fire Department
3. Civil Defense Agency
4. Campus Security

UHH Staff

1. Chancellor
2. Vice Chancellor for Administrative Affairs
3. Vice Chancellor for Academic Affairs
4. Vice Chancellor for Student Affairs
5. Environmental Health & Safety Officer

6. Auxiliary Services Officer
7. Facilities Planner
8. Director of Housing
9. Student Health Nurse
10. Director of Media Relations & Webmaster

HawCC Staff

1. Chancellor
2. Vice Chancellor for Administrative Affairs
3. Vice Chancellor for Academic Affairs
4. Dean of Student Services
5. Dean of Continuing Education and Training

B. CO-PLAN DIRECTORS

1. Responsibility and Authority

The Co-Plan Directors shall be responsible for the overall operation and coordination of the Emergency Operations Plan under the supervision of the Co-Plan Executives. No part of this plan will be implemented unless specifically ordered by the Co-Plan Directors or in their absence, by said alternates.

2. Policies and Procedures

Plan policies and procedures are the responsibility of the Co-Plan Directors and must be approved by the UHH Chancellor and HawCC Chancellor. The Plan Directors may conduct meetings and schedule such reports from unit heads as necessary to update records and maintain maximum efficiency in time of sudden emergency.

3. Updating and Maintenance of Emergency Operations Plan

The Plan Directors shall update and maintain the Emergency Operations Plan, distributing revisions as required.

4. Emergency Operations Center (EOC)

The UHH/HawCC Emergency Operations Center (EOC) will be in the UHH's Auxiliary Services Office, Bldg. 300, Room 102. Its title will be the UHH/HawCC Emergency Operations Center.

5. Records

The Plan Directors shall maintain such records as necessary to keep the

Emergency Operations Plan current at all times. This will include updated personnel records, emergency communications and equipment lists, and shelter managers.

6. Liaison with and Use of Outside Agencies

Outside assistance will be summoned by the Plan Directors at the discretion of the Plan Executives. When an emergency is pending, such as a potential riot, outside agencies shall be informed as early as possible in advance by the Plan Directors. The decision as to whether the emergency is of sufficient magnitude to request special outside assistance rests solely with the Plan Executives. This includes the decision to enlist the aid of State and County disaster units, as well as law enforcement assistance.

7. Notification Responsibilities

The Plan Directors will be responsible for notifying the various Deans and Directors of any emergency or incident that may require action. However, in the event of a local emergency requiring immediate action, such as evacuation of a building, and in the absence of instructions from a superior, each Dean and Director or designated employee is authorized and directed to take actions as necessary that may, in the individual's judgment, be necessary to save lives and mitigate the effects of disasters and disruptions. These actions must be reported at the earliest opportunity to the Plan Directors.

C. EMERGENCY OPERATIONS PLAN OFFICERS

The following campus administrative personnel are assigned as Emergency Operations Plan (EOP) Officers during any contingency when all or part of this plan is implemented. **Prior or after any disaster, they shall automatically report to the Emergency Operations Center as quickly as possible.**

- (1) **Co-Plan Directors**----- UHH Vice Chancellor for Administrative Affairs
HawCC Vice Chancellor for Administrative Affairs
- (2) **Damage Control Officer**----- Facilities Planner
- (3) **Field Control Officer**----- Auxiliary Services Officer
- (4) **Communications/Transport. Officer**-- Auxiliary Services Officer
- (5) **Public Information Officers**----- Director of Media Relations & Webmaster
- (6) **Safety Officer**----- Environmental Health & Safety Officer
- (7) **Medical and Health Officer**----- Student Health Nurse
- (8) **Student Assistance Officers**----- UHH Vice Chancellor for Student Affairs
HawCC Dean of Student Services
- (9) **Housing and Food Services Officer**---- Director of Housing

1. **GENERAL RESPONSIBILITIES OF EOP OFFICERS.**

Campus personnel designated as Emergency Operations Plan Officers shall be responsible for:

- a. Preparation and submittal of a practical plan of emergency action for their units.
- b. Appointment of their alternates.
- c. Staffing an emergency crew for their unit, and maintaining a current roster of this crew.
- d. Providing adequate training of their emergency crew.
- e. Maintaining liaison with various community resources within their specialty.

2. **DAMAGE CONTROL OFFICER**

a. Responsibility

The Facilities Planner is designated the Damage Control Officer and shall be responsible for organization, mobilization, and operation of UHH/HawCC physical resources, including restoration of utilities, if required, during an emergency. The Damage Control Officer shall determine whether a building is structurally sound for occupancy.

b. Location Assignment

The Damage Control Officer will report to the scene of the emergency with radio capacity* to provide advice and assistance to the Field Control Officer. He will remain on the scene until released by the Plan Directors or Field Control Officer.

***Radios must not be used in situations where explosives may be present, such as Bomb Threat situations.**

c. Duties

1. Provide engineering services, damage surveys, emergency construction and demolition plans to minimize the adverse results of a disaster and restore normal operation.

2. Provide damage assessment by surveying campus buildings immediately after and at intervals during an emergency, reporting findings to EOC. Photographic documentation is essential and should be utilized.

3. FIELD CONTROL OFFICER

a. Assignment

The Auxiliary Services Officer is designated the Field Control Officer and as such shall be responsible for the maintenance of public safety, the security of the grounds, buildings and campus property.

b. Communications

The Field Control Officer shall have available immediate and continuous lines of communication with the EOC and field operations.

c. Duties

1. Act as campus liaison with the Hawai'i County Police Department.
2. Provide first notice and first response in emergency situations, alerting Emergency Operations Officers as required.
3. Control and direct foot and vehicle traffic for orderly evacuation of buildings and campus.
4. If an emergency is declared on campus, staff all automobile entrances and limit access to only those persons authorized to be on campus.
5. Arrange for training of all Campus Security Personnel in crowd control.
6. Establish coordination with the County Police Department, private security companies or civilian personnel to obtain necessary personnel to supplement the regular Campus Security force as necessary in an emergency.

7. Determine locations of critical electrical needs in the event of an extended power outage and establish procedures to acquire required power equipment (i.e. generators).
8. Provide portable public address systems, portable radios, backup electrical power, etc. required at an emergency site.
9. Provide equipment such as electrical generators, emergency lighting (i.e. lanterns flashlights, candles, and batteries), and alternate communication systems at the EOC.
10. Check and secure, if required, all buildings affected by an emergency.
11. Control utilities to buildings, securing or maintaining those required.
12. Provide manpower, as needed, to Campus Security.

4. COMMUNICATIONS AND TRANSPORTATION OFFICER

a. Assignment

The Auxiliary Services Officer is designated the Communications and Transportation Officer and shall be responsible for providing adequate emergency communications and transportation facilities.

b. Emergency Communications

Adequate and clear lines of communication are paramount to the success of any emergency procedure. Since electrical power outages can be anticipated, reliable backup equipment (i.e. generators, batteries, portable radios, etc.) is essential to support existing communications systems. Therefore, plans must include their acquisition.

c. Transportation

It is essential that continuous transportation and related automotive services are available in the event of a major disaster.

- d. Duties
 - 1. Provide radio communication equipment to permit communication with Civil Defense, police, fire and other agencies during an emergency.
 - 2. Maintain updated inventory of all campus radio and paging equipment.
 - 3. Determine feasibility/desirability to maintain alternate radio communications (other than present system) on campus.
 - 4. Devise methods for the storage, safety, issue, use and repair of vehicles and equipment under emergency conditions.
 - 5. Maintain an up-to-date inventory of operational vehicles and equipment and an adequate fuel reserve.
 - 6. Control usage and location of all serviceable motor vehicles throughout the emergency operation.
 - 7. Maintain and provide to the EOC a current inventory of apparatus, auxiliary and heavy equipment that would be available during an emergency. This list should include any items of heavy equipment which can be used to bulldoze, lift, dig, scrape or drag.

5. PUBLIC INFORMATION OFFICER

a. Assignment

The Director of Media Relations in the University Relations Office is designated as Public Information Officer (PIO) and shall report to the EOC to act as liaison with the news media and the public. The PIO shall also be responsible for email notifications to faculty, staff, and students. The Webmaster shall be tasked with providing emergency information on the UHH Home Page as well as periodic updates to the web page as needed.

b. Duties

1. Assist in handling inquiries from the public relative to the emergency, as well as assist in suppressing rumors that are usually prevalent during crisis periods. Campus telephone operators are to refer calls from the public relative to the emergency to the Public Information Officer.
2. Establish communications with the local radio and TV stations.
3. Prepare, for the news media, statements for release by the UHH Chancellor or HawCC Chancellor concerning the University Emergency operations.
4. Compose and distribute email notifications to faculty, staff, and students.
5. Update web page to show emergency information and provide periodic updates as needed.
6. Maintain a complete record or diary of events during an emergency situation.
7. Maintain a complete file of all statements released to the news media.

c. Issuance of Official Statements

Other than the UHH Chancellor or HawCC Chancellor, only the following administrators are authorized to issue any required, official statements during an emergency situation:

1. UHH/HawCC Plan Directors: All other aspects of the emergency operation.
2. UHH/HawCC Deans of Student Services: Student activities

6. SAFETY OFFICER

a. Assignment

The Environmental Health and Safety Officer is designated Safety Officer and shall report to the EOC. When appropriate the Safety Officer shall report either to the scene of the emergency to provide advice and assistance or to the Civil Defense office to facilitate communications.

b. Duties

1. Act as Civil Defense Coordinator and establish relations with the local civil defense organization.
2. Organize, coordinate and direct the campus fire prevention and fire control organization.
3. Establish and maintain liaison with the local fire department.
4. Develop and administer an effective emergency training and educational program in the areas of damage assessment, usage of emergency fire equipment or any areas in which prior training would be essential in an emergency.
5. Maintain up-to-date records of all fire equipment as to location, condition, etc., and maps indicating location of all fire alarm boxes, water lines, fire hydrants and building exit routes.

7. MEDICAL AND HEALTH OFFICER

a. Assignment

The Student Health Nurse is designated Medical and Health Officer and shall report to the Emergency Operations Center during an emergency.

b. Duties

1. Develop an effective medical response to disaster situation to help save lives, prevent suffering and minimize personal injuries and losses.
2. Provide periodic reports to the EOC listing deaths or

injuries, including the extent, disposition and status of treatment.

3. Along with the Damage Control Officer and Safety Officer, determine landing sites for MEDEVAC helicopter on campus and prepare plans for utilization of this type of transport in an emergency.
4. Develop procedures to coordinate flow to off-campus medical facilities if required, as well as on-campus cooperation between Campus Security, local police and Student Health Center.
5. Maintain a reasonable amount of medical supplies (i.e. bandages, dressings, splints, aspirin/non-aspirin, antiseptic solutions, rubbing alcohol, etc.)

8. STUDENT ASSISTANCE OFFICERS

a. Assignment

The UHH Vice Chancellor for Student Affairs and the HawCC Dean of Student Services are designated Student Assistant Officers and shall report in the event of an emergency to the Emergency Operations Center.

b. Duties

Recruit student volunteers that could be effectively used in an emergency and establish the functions that these student volunteers would perform. Students will not be used in hazardous activities but could be used for crowd control, building evacuation, messengers between the various emergency centers and offices.

9. HOUSING AND FOOD SERVICES OFFICER

a. Assignment

The Director of Housing is designated Housing and Food Service Officer and shall in an emergency report to the Emergency Operations Center.

b. Duties

1. Develop plans to operate, as needed, the campus housing and feeding facilities to accommodate and/or feed the normal university population and non-university personnel as the facilities permit, in the event of a major disaster. All Food Service Facilities will be used as required and the directors/operators of these facilities will report to this officer during emergency operation requiring the activation of this service.
2. Insure that all resident managers and other staff personnel are trained and aware of their duties in the event of a disaster.
3. Establish auxiliary kitchens or mess hall as required.
4. Prepare required buildings for sleeping purposes and assign spaces. This may involve the use of buildings not normally used for sleeping.
5. Maintain records on persons using emergency housing and feeding facilities and submit to the Plan Director a report of activities and operations conducted and cost of such.
6. Insure that emergency provisions (food and water) for approximately two hundred fifty (250) people are available for a minimum of three (3) days.

3. ORGANIZATIONAL CHART

CO-PLAN EXECUTIVES

UHH Chancellor
HawCC Chancellor

CO-PLAN DIRECTORS

UHH Vice Chancellor for Administrative Affairs
HawCC Vice Chancellor for Administrative Affairs

PUBLIC INFORMATION

Director of Media Relations
WebMaster

SAFETY

Environmental Health & Safety Officer

MEDICAL & HEALTH

Student Health Nurse

STUDENT ASSISTANCE

UHH Vice Chancellor for Student Affairs
HawCC Dean of Student Services

DAMAGE CONTROL

Facilities Planner

FIELD CONTROL COMMUNICATION & TRANSPORTATION

Auxiliary Services Officer

HOUSING & FOOD SERVICES

Director of Housing

4. DISSEMINATION OF EMERGENCY INFORMATION:

Disaster conditions occurring during scheduled class periods will require expeditious communication of information and instructions to employees and students. Uncertainty and confusion must be avoided, prevented or minimized and the protection of lives must be the primary concern.

A. COMMUNICATION SYSTEMS

1. Mobile Loudspeakers (Audio Hailers)

Audio hailers (bull horns) will be utilized at the Field Control Point for on-site public information and instruction purposes.

2. Radio

The local radio stations have the potential of reaching a considerable number of employees and students. Likewise, television stations may also carry emergency messages through the Emergency Broadcast System (EBS). During a major disaster, tune in to a local EBS radio station.

3. Email/Website

Emergency information shall be sent periodically to faculty, staff, and student email accounts. Information and updates shall also be posted on the UHH Home Page.

3. Building Fire Alarm Systems

Most buildings have independent audible fire alarm systems that can be activated to indicate that immediate evacuation of a building is ordered. **IMPORTANT: DO NOT** activate the Fire Alarm Systems for building evacuation in the event of a Bomb Threat

4. Campus Telephone System or Word of Mouth

While slow compared to the above, these systems can be utilized in conjunction with any of the above. The dissemination of emergency information and instructions by means of a "communication pyramid" telephone system will be utilized. All Deans and Directors will be contacted who, in turn, will contact their sub-units.

5. EMERGENCY ANNOUNCEMENTS

A. INFORMATION TO BE DISSEMINATED THROUGH UHH SECURITY PERSONNEL AND UHH SWITCHBOARD OPERATOR.

1. Alert

This is the traditional alert to advise all persons involved to prepare for an emergency with further instructions to follow.

2. Suspend Classes

The UHH Chancellor and HawCC Chancellor or designee is authorized to suspend classes. This action shall be considered as a rapid method of removing employees and students from the campus and dispersing them as rapidly as possible.

3. Evacuate Buildings and/or Campus

Each person appointed as **Building Administrator or Assistant Building Administrator** for that building shall announce the evacuation signal. The names of the Building Administrator and Assistant Building Administrator and subsequent replacements shall be sent to the Environmental Health and Safety Office for inclusion into the Emergency Operations Plan. **(See Appendix B for listing of Building Administrators and Assistant Building Administrators).**

The signal to evacuate any building will be by mobile loudspeaker, and/or word of mouth. On hearing the alarm, all persons will leave the building in an orderly manner. Without compromising their safety, the Building Administrator and/or the Assistant Building Administrator, for the respective building, will ensure that all personnel are clear of the building and that all necessary utilities are secured.

Provisions and responsibilities for the safe notification and evacuation of those individuals with disabilities are outlined in Attachment 1 – Emergency Considerations for those with Disability Issues.

This simple emergency announcement should suffice to begin an orderly evacuation of the building by the staff and non-essential employees. Campus residents--dormitory students and staff residents--may or may not be evacuated, depending on conditions. All campus personnel not essential to carrying out the Emergency Operations Plan must be dismissed and encouraged to proceed to their home if sufficient time is available.

4. Building Evacuation is Appropriate For:

- a. Hurricanes
- b. Fire
- c. Bomb Threat, Explosion or threat of Explosion
- d. Bioterrorism
- e. Shooting Incidents
- f. Hazardous Material Incident
- g. Post-earthquake
- h. Any occurrence which would make a building uninhabitable

5. Convert Campus

Action to convert the campus to temporary shelters will be accomplished only upon direction from the UHH Chancellor and HawCC Chancellor. In the event of extensive personal property damage from tsunami, flood, earthquake, etc., portions of the campus may be used for temporary shelter for persons who lost their homes. The UHH Chancellor and HawCC Chancellor will designate buildings to be utilized for shelter after being notified by Civil Defense of the extent of shelter space and other services required.

6. Seek Shelter

The UHH Chancellor and HawCC Chancellor may order Seek Shelter for disasters such as sudden windstorm, hurricane, flood, etc. Shelters are listed under **Appendix D and Appendix E**.

B. CIVIL DEFENSE WARNINGS AND ALERT SIGNALS

Know the Civil Defense warning and alert signals and what action to take when hearing them (Refer to the *Civil Defense Disaster Preparedness Information* section in the Verizon Hawaii Tel Phonebook).

- 1. A STEADY THREE (3) MINUTE SIREN TONE IS THE ATTENTION ALERT SIGNAL. Tune your radio or television to any station and listen for emergency information and instructions.
- 2. Listen to Emergency Alert System broadcasts for further instructions and the all-clear announcement.

C. EMAIL ALERTS/WEBPAGE UPDATES

Following initial notification of emergency, the EOC shall issue update notifications at 6 AM, 12 noon, and 6 PM or more frequently as required.

APPENDIX A

EMERGENCY TELEPHONE NUMBERS

Police Department9-911
Fire Department9-911
Civil Defense Agency935-0031
Campus Security974-7911

Note: Residence numbers not included in on-line version but available to appropriate personnel.

<u>Staff</u>	<u>Business</u>	<u>Residence</u>
UHH Chancellor, (Rose Tseng) rtseng@hawaii.edu	974-7444/7445	
UHH Vice Chancellor for Administrative Affairs, (Debra Fitzsimons) bchen@hawaii.edu	933-3311 974-7750/7751 (c)	
UHH Vice Chancellor for Academic Affairs (Philip Castille) hora@hawaii.edu	974-7707	
UHH Vice Chancellor for Student Affairs (Luoluo Hong) luoluo.hong@hawaii.edu	974-7334/7335	
HawCC Chancellor, (Rockne Freitas) rfreitas@hawaii.edu	974-7659	
HawCC Vice Chancellor for Administrative Affairs (Mike Leialoha) mikaloha@hawaii.edu	974-7614 974-7656	
HawCC Vice Chancellor for Academic Affairs (Douglas Dykstra) dykstra@hawaii.edu	974-7592	

APPENDIX A

EMERGENCY TELEPHONE NUMBERS (CONTINUED)

<u>Staff</u>	<u>Business</u>	<u>Residence</u>
HawCC Dean of Student Services, 974-7658 (Barbara Arthurs) arthurs@hawaii.edu		
HawCC Dir. of Continuing Education & Training (Sara Narimatsu) saran@hawaii.edu	974-7531	
Director – UH Center at West Hawaii (Beth Sanders, interim) sanders@hawaii.edu	322-4850	
Interim Assistant Dean Joni Onishi jonishi@hawaii.edu	974-7497	
Interim Assistant Dean Noreen Yamane noreeny@hawaii.edu	933-3236	
Director of Publications, (Alyson Kakugawa-Leong) alyson@hawaii.edu	974-7642	
WebMaster (Sunny Walker) swalker@hawaii.edu	933-33908	
Auxiliary Services Officer, (Kolin Kettleon) kolin@hawaii.edu	974-7369/7599	
HawCC Auxiliary Services Officer (William Affonso) waffonso@hawaii.edu	933-9993 333-7801(c)	
Environmental Health & Safety Officer, (Ken M. Ikeda) keni@hawaii.edu	933-3300 937-4089(c)	

APPENDIX A

EMERGENCY TELEPHONE NUMBERS (CONTINUED)

Facilities Planner, (Lo-Li Chih) loli@hawaii.edu	974-7595/7720
Student Health Nurse, (Carolyn Lesnett) lesnett@hawaii.edu	974-7636
Director of Housing, (Miles Nagata) mnagata@hawaii.edu	974-7522 938-1834 (c)
CTAHR County Administrator Susan Miyasaka miyasaka@hawaii.edu	981-5199

APPENDIX B

BUILDING ADMINISTRATORS AND ASSISTANT BUILDING ADMINISTRATORS

<u>Building</u>	<u>Bldg.Administrator</u>	<u>Assistant</u>
300 Auxiliary	Kolin Kettleon	Alan Sugiura
300 A- Business	Lois Fujiyoshi	William Steiner
301 UCB	Walter Dudoit	Alton Okinaka
319 Agriculture	William Steiner	Michael Shintaku
320 Athletics	Jim DeMello	Kallen Miyataki
321 Auto Body	Lloyd Sanborn	Michael Saito
322 Auto Mechanics	Harold Fujii	Kenneth Shimizu
323 Diesel	Mitchell Soares	Clyde Kojiro
324 Welding	Darrell Miyashiro	Douglas Leite
330 Hale Ikena	Miles Nagata	Kyle Fujiyoshi
331 Hale Kehau	Miles Nagata	Kyle Fujiyoshi
333 Kanakaole Hall	Marcia Sakai	David Miller
333 Kanakaole Hall	Carole Kuba	Cathy Gourd
333 Kanakaole Hall (HawCC)	Paula Medeiros	Maris Asato
334 Library/Media Center	Linda Golian-Lui	David "Moku" Baptiste
335 Administration	John Oshima	Philip Castille
336 Campus Center	Ellen Kusano	Laisha Delos Sanots
337 PB10 to PB14	Gail Makuakane-Lundin	Dan Brown
337 PB17 & PB18	Keiki Kawai'ae'a	Keakealani Robinson
338 Student Services	Luoluo Hong	Jim Mellon
339 PB8	Jackie Johnson	Richard Lee
340 PB9	Carolina Lam	Todd Shumway
341 PB5 to PB7	Elizabeth Ojala	Jane Sherwood
342 Theater	Lee Dombroski	Robert Abe
343 Hale Kauanoe	Miles Nagata	Kyle Fujiyoshi
344 Life Sciences	Leon Hallacher	Debbie Scott
345-A & B College Hall	Carl Dionne	Corrine Tamashiro
345 C	Jene Michaud	Darcy Bevens
345-D Gym/Cottage	Alan Sugiura	Kolin Kettleon
346 Business Ed	Jim Yoshida	Daryl Masuda/VCAA Ofc
347 Hale Kanilehua	Miles Nagata	Kyle Fujiyoshi
348 Wentworth Hall	Robert Fox	JP Michaud
349-A, C PB1, PB3	Jim Yoshida	Joni Onishi
349-B, D PB2, PB4	Kainoa Areola	Carl Dionne
351 Marine Science	Jim Beets	John Coney
378 Chancellor	Mike Leialoha	Barbara Arthurs
379 Office	Kenoa DelaCruz	Kaleo Quintana

Appendix B (cont.)

<u>Building</u>	<u>Bldg.Administrator</u>	<u>Assistant</u>
379-A OCET/FAO	Sara Narimatsu	Sheryl Lundberg-Sprague
380 AECTech/OCET/CVE/ I Ola Haloa	Clyde Kojiro	Gayle Cho
381 Class, Intensive English Program	Sherri Fujita	Sara Narimatsu
381-A Nā Pua No'eau	David Sing	Raymond Busniewski
381-14 Digital Art	Violet Murakami	John Cole
382 Food Service	Allan Okuda	Sandra Barr Rivera
383 Hale Aloha	Loli Chih	Cornelia Anguay
385-A Office	Wilt Watanabe	Gordon Nekoba
385-B Ceramics	John Cole	Violet Murakami
385-C Art	Meidor Hu	Violet Murakami
386-A AgMech	Marcel Tsang	David Ikeda
386-B Carpentry Shed	Gene Harada	Joel Tanabe
387 Computer/Testing	Steve Schulte	Nancy Schein
388 Office/Disability	Donnalyn Kalei	Karen Kane
389 Aux. Shop	Kolin Kettleison	Fred Dela Cruz
390 Carpentry	Joel Tanabe	Gene Harada
391 Electricity/Electronics	Harry Takiue	Harvey Motomura
392 Applied Tech Ed.	Clyde Kojiro	April Nakagawa
393 Agro./Early Childhood Ed.	Mary Goya	Judy Puniwai
394 Art	Mike Marshall	Wayne Miyamoto
395 Art	Wayne Miyamoto	Mike Marshall
397 Business/Personnel	Susan Horimoto	Mari Chang
Panaewa Farm	Gregory Nielson	Richard Short
Komohana Ag. Complex	Susan Miyasaka	Trent Hata

APPENDIX C

ACTION TO BE TAKEN DURING SPECIFIC EMERGENCIES

1. FIRE

A. Fire Within a Building

If a fire is detected within a building, the following procedures will be followed:

1. Alert others in the building. Activate the building fire alarm. All building occupants shall immediately evacuate the building.
2. Call the Fire Department and report the fire. Inform Auxiliary Services/Campus Security of the situation and actions taken.
3. Do not re-enter the building.
4. Stay upwind of the fire/smoke and remain at a safe distance from the fire and fire fighting equipment. Render first aid as may be required.
5. Security personnel will keep access roads open for emergency vehicles and direct fire fighters to location of fire.
6. The Chancellor will direct further action as required.

B. Fire Near a Building

If a fire is detected near a building, the following procedures will be followed:

1. Inform Auxiliary Services/Campus Security of the fire. If the nearby fire poses an immediate threat to students, faculty, and staff or the building, Activate the building fire alarm to evacuate the building.
2. The Chancellor will evaluate the situation and determine the need to evacuate the building or area. The Fire Department may be called depending on the nature of the fire.
3. The Chancellor will direct further action as required.

2. EARTHQUAKE

A. Earthquakes usually strike without warning. The following actions, as time permits, should be accomplished:

B. Inside of Buildings:

1. The faculty, teaching/laboratory assistant, or other employee directs occupants to stand against the wall away from the windows, drop down to the floor and take cover under a desk, sturdy table, door jamb or stairwell. If that is not possible, seek cover against an interior wall, protecting your head and neck with your arms.
2. Avoid areas near large windows, tall furniture and heavy hanging objects.
3. After the earthquake, remain calm. Do not leave the building until the shaking is over. Then exit in a calm and orderly manner. Do not use the elevators. DO NOT BLINDLY RUN OUTSIDE, parts of buildings may still be falling.
4. Do not return to buildings for any reason until they have been declared safe.
5. The Building Administrator and Assistant Building Administrator should observe from a safe distance from all building entrances to see that no one re-enters the buildings.
6. Do not light any fires after the earthquake. If your area has gas utilities, do not flip switches, including light switches, which may spark and ignite the gas.
7. Avoid touching electrical wires which may have fallen.
8. Check for injured persons. Render first aid if trained. Do not move the victim unless he or she is in immediate danger. Seek emergency help as soon as possible.
9. The Chancellor will determine the advisability of closing the campus. If necessary he/she will try to procure the advice of competent authorities about the safety of the building.
10. Turn on the radio for latest bulletins.
11. Subsequent shocks may follow the initial tremor. Do not return to buildings until officials declare them safe.

C. Outside of Buildings:

1. The safest place is in the open. Stay there until the earthquake is over.
2. Move away from buildings, trees, and exposed wires.
3. DO NOT RUN.
4. Follow the procedures under "*Inside Building*" in previous section (B) #4 through #7.
5. In Car or Bus: On a mountain road, the side of the road may not be the safest place; hence the driver should quickly consider the terrain before deciding where to stop.
6. If possible, pull to side of road away from any buildings, and crouch or lie down in car.
7. Set brakes.
8. Turn off ignition.
9. Wait until earthquake is over.
10. Follow procedures D through F under "*Inside Building*" in previous section (B) #4 through #7.

3. SEVERE WINDSTORM

A. Severe windstorms usually strike without warning. The following actions if time permits, should be accomplished. Classes may be suspended to allow students, faculty and staff to return home. Dormitory students shall be guided by instructions from the Housing staff.

1. Auxiliary Services:
 - a. Assist with taping of glass panes on windows and doors.
 - b. Secure any outside staging, scaffolding, planking, loose iron roofing, and anything that can blow away.

- c. Shut off gas to buildings when campus operations cease.

2. Occupants of Buildings:

- a. Tape up glass panes on windows and doors.
- b. Close windows and blinds (draw all drapery in a closed position). Stay away from glass windows.
- c. Secure loose materials (i.e. store inside of file cabinets, desk drawers, etc.).

B. If high winds develop during instructional hours with little or no warning, the following emergency action steps should be followed:

1. Everyone should seek shelter immediately.
2. Employees and Students should be assembled inside shelters or best available buildings. (Refer to *Appendix D, Hurricane Rating of University Space*). Each person responsible for a building, classroom or laboratory shall ensure that all disabled/handicapped persons have been assisted to reach cover.
3. Close windows and blinds (draw all drapery in a closed position). Stay away from glass windows.
4. During the windstorm, remain near an inside wall, on the lower level if possible.
5. Stay inside the building as loose flying objects, downed wires, falling branches/trees, etc. may pose life-threatening situations.
6. Avoid structures with large roof spans.
7. Evacuate rooms subject to full force winds.
8. Keep tuned to the Emergency Broadcast System radio station for latest advisory information.

C. Actions after the winds subside:

1. After the winds subside, temporarily secure damaged buildings to prevent

- further weather damage.
2. Notify the Damage Control Officer of any break, damage, or suspected break, in any utility system or building.
 3. Do not touch any downed wires due to electrical hazards. Notify the Damage Control Officer and the Hawaiian Electric Light Company of the downed wires.
 4. Should anyone detect gas, notify the Damage Control Officer. Ventilate the building if able to do so safely. Do not light any matches, lighters, etc. or turn on any device that may cause ignition.
 5. Be careful of broken glass and other sharp objects (eg. protruding nails, jagged metal edges).
 6. If a building sustained considerable damage from the windstorm, do not enter the building until given permission by the Damage Control Officer.

4. **HURRICANE**

The Central Pacific Hurricane season runs from June 1 to November 30. Although the greatest likelihood for hurricanes is during the hurricane season, Central Pacific Hurricane Center continually monitors for the threat of tropical systems throughout the year. The National Weather Service Forecast Office in Honolulu activates the CPHC when: (1) a tropical cyclone moves into the Central Pacific from the Eastern Pacific, (2) a tropical cyclone forms in the Central Pacific, or (3) a tropical cyclone moves into the Central Pacific from the West.

Winds that exceed 74 miles per hour are a Hurricane. When a tropical depression forms, the National Weather Service begins to issue a series of advisories, which include watches and warnings, based on the strength and position of the approaching storm. See *Attachment 2 Informational Brochure – Hurricanes*.

A **Hurricane Watch** is issued by the National Weather Service when there is a threat of a Hurricane within 36 hours. Preliminary precautions should be taken.

A **Hurricane Warning** is issued by the National Weather Service when sustained winds of 74 MPH or more are expected in a specified area in 24 hours or less. Actions for protection of life and property should begin immediately when the warning is issued.

With the advance warning systems through our Hawai'i County Civil Defense Office, we should have sufficient time to prepare ourselves to minimize and/or eliminate injury or death and to protect our University through preventive maintenance and precautions before and when the Hurricane arrives.

A. Actions to be taken in preparation to a Hurricane Watch:

1. The University will automatically proceed to Emergency Status.
2. Emergency Operations Plan Officers shall immediately be contacted and made aware of the situation. If required, they shall report to the Emergency Operations Center. The Auxiliary Services personnel shall assist in securing the campus by following the instructions above in *Section 3 Severe Windstorm A.1*, if time and conditions permit (i.e. taping and boarding of glass windows & doors, etc.). The Emergency Operations Plan Officers shall assist Auxiliary Services personnel in any way, if needed.
3. The Emergency Operations Center will assist in preparing the Evacuation Centers for those who may need to evacuate to these centers (see *APPENDIX E - Civil Defense Designated Hurricane Evacuation Centers on Campus* for buildings approved by the Hawai'i County Civil Defense). The Emergency Operations Center will also serve as liason with the Hawai'i County Civil Defense to notify the public of these centers.
4. The Chancellor or Designee will evaluate current information and make a determination whether to suspend and close campus upon notification of a **Hurricane Watch**. All University of Hawai'i at Hilo and Hawai'i Community College functions that are scheduled within this **watch** phase should be evaluated and postponed or cancelled as needed. Dormitory students shall be guided by instructions from the Housing Officer.
5. The Field Control Officer shall insure that emergency equipment is readily available (i.e. electrical generators, emergency lighting, AM/FM radios, alternate communication systems).
6. The Housing & Food Services Officer shall insure and coordinate with the contracted Service Provider that **emergency provisions (food and water)** for approximately two hundred fifty (250) people are available for a minimum of three (3) days.
7. The Public Information Officer and the Webmaster shall provide notifications via email and website to faculty, staff, and students regarding the status of University operations. Updates shall be provided at 6 AM, 12 noon, and 6 PM (or more often as required).

B. Actions to be taken in preparation to a Hurricane Warning:

1. Everyone shall evacuate the campus unless seeking shelter in the designated Evacuation Centers. Dormitory students shall evacuate to locations

designated by the Housing Officer (i.e. specified dorms that are Hurricane proof, Evacuation Centers).

2. If for some reason certain individuals are unable to evacuate the campus and the Hurricane arrives, follow the instructions on Page 26, Section 3, "If high winds develop during instructional hours with little or no warning."

C. Actions to be taken after the Hurricane subsides:

1. After the Hurricane subsides and the all clear signal is given either by notification of phone or radio from the Hawai'i County Civil Defense, all classes shall be suspended and the campus shall remain closed until further notice.
2. When the all clear signal is given, the Emergency Operations Plan Officers shall automatically report to the Emergency Operations Center, assuming roads are clear, their families are safe and their property secured. The EOP Officers shall assist by following the instructions on Page 26, Section 4, "Actions after the winds subside."
3. The Damage Control Officer along with the Field Control Officer shall inspect all buildings to insure that all buildings on campus are safe to enter. In addition, they shall identify buildings which are unsafe to enter and shall make the necessary repairs.
4. The Damage Control Officer shall notify the Chancellor or Designee when the campus is safe to resume classes.
5. The Chancellor or Designee has the authority to reopen the campus and to resume classes.
6. Announcement of reopening of the campus and resumed operations shall be provided via local media, as well as email and website notifications.

5. TSUNAMI OR FLOOD

Tsunami

- A. A tsunami is a series of destructive ocean waves affecting all shorelines. Tsunamis may occur with advance warning or without advance warning (i.e. locally generated).
- B. In case of a tsunami, Civil Defense will sound the ATTENTION ALERT SIGNAL which is a steady blast for one minute on sirens, followed by one minute silence--repeated as necessary. Upon hearing the sirens, turn on the radio and listen for

instructions.

- C. In the event that a **TSUNAMI WATCH OR WARNING** is issued by Civil Defense, Auxiliary Services shall notify the Chancellors, Vice Chancellors, Deans, Directors, and those in charge of off-campus facilities/activities. These individuals shall immediately notify their respective units of the Civil Defense warning and to take proper action. **Note:** Personnel may not be able to hear the Civil Defense sirens from certain locations of the campuses. Therefore, it is essential for Auxiliary Services to notify these individuals without delay.

UHH units currently located in Tsunami Evacuation Zone

- Pacific Aquaculture & Coastal Resources Center
 - High Technology Development Center (Old Bank of Hawaii Building)
 - Research facility (69 Lanihuli Street, leased facility)
 - Kilauea Financial Plaza
 - Four Winds (Marine Science Research Vessel, Hilo Harbor)
 - Small Business Development Center (S. Hata Building)
- D. Upon hearing the Civil Defense sirens and/or obtaining information that a tsunami warning has been issued, all beach/ocean related activities will immediately cease and individuals will evacuate to higher grounds. No one shall return to lower grounds until after the "all clear" declaration is given by Civil Defense.
- E. Potentially serious traffic problems can develop during a tsunami alert. In reducing traffic problems during this situation, all employees and students **not** in a tsunami inundation zone shall remain where they are. Only those employees and students working in an tsunami inundation zone (refer to the Civil Defense Evacuation Maps in the Hawaiian Telcom Phonebook), those having family members in a tsunami inundation zone, and those with unique and special reasons (i.e., having a boat which needs to be removed to the open ocean) may be released (Governor's Administrative Directive No. 96-07, Policy Governing Tsunami Alert Procedures).

Flash Floods

- A. Flash floods are the rapid flooding of streams, valleys, low lying and flood prone areas caused by heavy rains.
- B. Flood Warnings are issued by the National Weather Service. Civil Defense may sound the ATTENTION ALERT SIGNAL. Listen to the radio for information and instructions.
- C. Keep away from flood prone areas, do not enter flooded roadways, paths, streams, flood control systems, etc.

6. VOLCANIC ERUPTION

- A.** Being of volcanic origin with ongoing activity, the Island of Hawai‘i is vulnerable to volcanic eruptions and lava flows. The Hawai‘i Volcano Observatory (HVO) usually provides information about impending activity. Civil Defense (CD) issues advance warning/evacuation notices to the public regarding volcanic activity but at times may not be able to do so due to the unpredictable nature of volcanoes.
- B.** Upon receiving a warning notice:
 - 1. Tune in to an Emergency Broadcast System radio station for latest advisory information.
 - 2. If advised to prepare for evacuation, personnel should secure equipment and buildings; they may also remove valuable items that are relatively easy to transport.
 - 3. If advised to evacuate, keep in mind that in the event of an eruption and lava flow, a long term or permanent evacuation may be possible. The lava flow may cut off roads, utilities and partially or completely destroy property. Alternative sites to conduct operations may become necessary.

7. HAZARDOUS MATERIAL INCIDENT

- A.** Hazardous material incidents of disaster magnitude would include run away experiments, major spills or release of radioactive material, or storage accidents involving large quantities of toxic substances. Should such an accident endanger the employees and students of the University of Hawai‘i at Hilo and Hawai‘i Community College, the following procedures will be followed:
 - 1. Immediately inform the Environmental Health and Safety Office and Auxiliary Services Office/Campus Security of the incident. Where necessary for safety, employees and students will take immediate action without waiting for direction from University officials.
 - 2. The Chancellor will evaluate the situation and determine the need to evacuate the building/campus. If a decision is made to evacuate the building/campus, the evacuation procedure will be followed.
 - 3. All employees and students should stay upwind of the incident and remain at a safe distance to avoid contact (i.e. fumes, gases, vapors, etc.) with the hazardous material.

4. The Safety Officer or Auxiliary Services Officer shall notify the Hawai'i County Civil Defense and the Fire Department of the incident and seek medical assistance as required.
- B. Security personnel shall prevent entry into incident areas.
 - C. The Chancellor will direct further action as required.

8. MAJOR UTILITY OUTAGE

A. In the event of a major utility outage, the following steps are to be followed:

1. In all cases of electricity, water, gas or communications outages, notify the Field Control Officer (Auxiliary Services) at 974-7369. Auxiliary Services personnel will determine the extent of the outage and take corrective action.

B. Electricity Outage

1. Disconnect all equipment which could be damaged by power surge when electricity is restored.
2. Turn off lights, appliances, window air conditioners and other energy users to reduce power requirements for restoration.

C. Water Outage

1. Conserve water resources until restored, keep taps closed.
2. If localized to main campus, request Auxiliary Services to arrange with Board of Water Supply to provide water distribution point for essential use.

D. Gas Outage

1. Close all outlets.

9. EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the University of Hawai'i at Hilo or Hawai'i Community College, or the threat of an explosion--such as those caused by leaking gas, a faulty boiler or both within a campus/site building--the following will be accomplished:

A. Explosion:

1. If an explosion occurs without warning, take cover by lying on the floor*.
2. If the explosion occurs within the building, or threatens the building, the instructor should immediately evacuate the building.
3. Move to an area of safety, and maintain control.
4. Check for injured persons. Render first aid if trained.
5. Notify the Chancellor's Office. The Chancellor's Office will notify Security and other agencies as needed.
6. Fight fires only if trained and without endangering yourself or others.
7. Students and staff should not return to the building until Fire Department officials declare the building to be safe for occupancy.
8. The Chancellor will direct further action as required.

B. Threat of Explosion:

1. Sound the building fire alarm. This will automatically implement action to evacuate the building.
2. Follow procedures 3 through 6 under "*EXPLOSION*" above.
3. The Chancellor will direct further action as required.

*Faculty should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs when the faculty is temporarily not present.

10. BOMB THREAT

A. When a Bomb Threat Is Received:

1. Keep the caller on the line as long as possible. Utilize the BOMB THREAT CHECKLIST (Exhibit A). Ask the caller to repeat the message. Record every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
3. Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.

4. Pay particular attention to peculiar background noises such as motors running, background music, or any other sounds which may give a clue as to the location of the caller.
5. Listen closely to the voice (male or female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, report the call to the Chancellor's Office and fill out the BOMB THREAT CHECKLIST as completely as possible.

B. Evacuation of Building/Campus

The Chancellor's Office will report the information immediately to the Hawai'i County Civil Defense, Hawai'i Police Department and Hawai'i Fire Department. The Chancellor's Office will then evaluate the threat and decide whether to evacuate the building/campus, not to evacuate, and/or search on a limited basis. If a decision to evacuate the building/campus is made, the following actions will be taken:

1. Call all security personnel on campus to report to immediate area of the building involved and to standby for further instructions. The Chancellor will coordinate the evacuation.
2. During normal working hours, verbal notification, will evacuate the building. Inform employees and students of the bomb threat and request an orderly evacuation from the building area to a designated area of the campus or complete evacuation of the campus.
3. After normal working hours, the Chancellor will be informed of the threat. The Chancellor will inform the Hawai'i County Civil Defense, Hawai'i Police Department, and Hawai'i Fire Department and evaluate the threat and take appropriate action.
4. Two-way radios, cellular phones and fire alarms should not be used during the interim since the radio frequency transmission could activate the explosive device.

C. Location of Suspicious Object

1. Personnel locating any suspicious object should report this to Auxiliary Services/Campus Security. Do not move, jar, or touch the objects or anything attached thereto. The removal/dismanting of an explosive device must be left to the professionals in explosive ordinance disposal.
2. Evacuate the area of all other personnel involved in the search. Do not permit re-entry into the area until the device has been removed/dismantled.

D. Re-occupancy of Building

1. After a search has been completed and all located explosive devices have been removed, or no explosive devices have been located, and the building is declared safe, re-entry will be permitted.
2. The decision to permit re-entry must be made by the Chancellor or Plan Directors.

E. ALL BOMB THREATS MUST BE TREATED AS LEGITIMATE AND MUST BE IMMEDIATELY REPORTED.

11. EXHIBIT A
CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

Time and Date Reported: _____

How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is bomb going to explode? _____

2. Where is bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

Description of Caller's Voice:

Male _____ Female _____ Young _____ Middle Age _____ Old _____

Tone of Voice: _____

Background Noises? _____

Has an Accent? _____ Is voice familiar? _____

If so, who did it sound like? _____

Other voice characteristics: _____

Time Caller Hung Up: _____ Remarks: _____

Name, Address, Telephone of Recipient: _____

12. BIOTERRORISTIC THREAT

A. When a BIOTERRORISTIC Threat of Anthrax or Threat to use any other Biological Agent is received:

1. Call 911, inform the Hazardous Materials (HazMat) Team of the Fire Department of the threat.
2. Notify Campus Security of situation; however, **Do not call Campus Security or any other staff member for emergency response.**
3. Evacuate in a professional manner and stay upwind of the building.
4. Entry into the building should be restricted. Police Department will enforce a quarantine and NO ENTRY ZONE.
5. Remain at the Evacuation Area, until an All CLEAR is announced by the Emergency Personnel.

B. Handling of Suspicious UNOPENED Letter or Package Marked with Threatening Message such as “ANTHRAX”:*

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container or prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
5. WASH your hands with soap and water to prevent spreading any powder to your face.
6. What to do next ... notify your supervisor, campus security, and call 911.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the police and the Department of Health authorities for follow-up investigations and advice.

C. Envelope with Powder and Powder Spills Out Onto Surface:*

1. DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
2. Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. WASH your hands with soap and water to prevent spreading any powder to your face.
4. What to do next ... notify your supervisor, campus security, and call 911.
5. REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
6. SHOWER with soap and water as soon as possible. Do Not Use Bleach Or Other Disinfectant On Your Skin.
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the police and Department of Health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials for further investigation.

**from State of Hawai'i Department of Health, Guidelines for Handling Anthrax Scares or Threats in Letters and Packages.*

D. ALL BIOTERRORISTIC THREATS MUST BE TREATED AS LEGITIMATE AND ACTION MUST BE TAKEN IMMEDIATELY.

13. WORKPLACE VIOLENCE

A. Try to remain calm. Your actions may help calm a potentially violent situation, or they may escalate the problem.

- Stay calm. Don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the other person and yourself sit down. Sitting is a less aggressive position.
- Give positive-outcome statements, such as "We can get this straightened out."
- Give positive feedback for continued talking, such as "I'm glad you're telling me

how you feel."

- Stay out of arms' reach.
- Have limited eye contact.
- Take notes.
- Avoid yelling or arguing.
- Do not joke or be sarcastic.

B. If someone becomes agitated:

- Leave the scene immediately, if possible. Call Campus Security from a safe place.
- Or try to alert a co-worker that there is a problem; e.g. by calling and using an agreed upon code word to indicate trouble.

C. Practice preventive measures:

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Report any strange or unusual activities in and around your workplace immediately to your supervisor, Campus Security, and/or the police.
- Do not leave money or valuable belongings out in the open. Purses should be locked in a desk or cabinet.
- Lock your office and/or lab doors when these areas are not in use, even when you are leaving for "just a moment."
- Always walk in well-lit areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call Campus Security as soon as you are in a safe place.
- Report to your building administrator any workplace locks, windows or lights that are in need of repair or attention.

D. If a reported or on-going incident of possible workplace violence, in the judgment of the first line supervisor, presents an immediate or imminent danger they will immediately take the following action:

- Notify the Hawai'i County Police Department – 911 (9-911 from a campus phone).
- Call Campus Security – 974-7911 (47911 from a campus phone).
- Call their immediate supervisor (Director/Dean/Vice Chancellor).
- Decide whether to continue operations or evacuate the area.

14. SHOOTING INCIDENTS

A. Whenever a shooting incident occurs on our campus, the following steps should be taken:

1. Seek cover to protect yourself and remain calm.
2. If you are accessible to a phone, Call “911” (Police Department) immediately to report the incident.
3. **DO NOT ATTEMPT TO DISARM THE INDIVIDUAL(S).**
4. If you are not in the immediate area but hear the shots, seek cover to protect yourself or move away to a safer location. This will assist the Hawai'i County Police Department, in containing the situation. **DO NOT ATTEMPT TO GET TO YOUR VEHICLE TO LEAVE.**

15. CIVIL DISTURBANCES/LABOR STRIKES

The most important function in either of these types of emergency is that of security operations. All principal entrances to the campus must be manned to ensure free access for authorized personnel and to restrict access of unauthorized personnel.

A. Civil Disturbance

With a civil disturbance, such as a "sit-in", a decision by the Chancellor must be reached within a reasonable time whether to take police action or not. Prior to taking such firm action, every possible attempt must be made to persuade the demonstrators to stop the disturbance voluntarily. Only as a last resort should arrests be contemplated since, once the municipal police are called on campus, the resulting actions are under their control and not under the control of University officials.

B. Labor Strike

During a labor strike, all non-essential maintenance must be stopped and only emergency maintenance service is to be provided. Possibly the most important maintenance item during a labor strike involving blue collar workers will be the cleaning of rest rooms and trash removal. As many volunteers as possible should be recruited to handle rest room cleaning and an attempt should be made to contract trash

removal to a commercial company.

16. WAR

- A. In the event that enemy-initiated action against the United States may be imminent, Civil Defense will sound the sirens at which time personnel shall turn on their radios for emergency information and instructions.

- B. Auxiliary Services shall notify the Chancellors, Deans and Directors of any Civil Defense warnings or /alert notices. **Note: Civil Defense sirens may not be heard from certain locations of the campuses. Therefore, it is essential for Auxiliary Services to notify these individuals without delay.**

APPENDIX D

HURRICANE RATING OF UNIVERSITY SPACE

1. Rating Types and Definition:

The destruction force of a hurricane is unpredictable. This rating is only intended to minimize the damages caused by hurricane. It is not intended to guarantee the integrity of a structure under such a natural disaster.

2. Type "A" Safe Room:

- A. Very well constructed, well protected, which should survive very severe hurricane (up to Force 4).
- B. Floor: Concrete
- C. Wall: Concrete or CM with small or no exterior window
- D. Ceiling (roof): Concrete or heavy lumber

3. Type "B" Safe Room:

- A. Well constructed rooms, which should survive severe hurricane (up to Force 3).
- B. Floor: Concrete
- C. Wall: Concrete or CM with exterior windows
- D. Ceiling (roof): Concrete, concrete/steel or heavy lumber

4. Type "C" Safe Room:

- A. Well constructed rooms, which should survive hurricane (up to Force 1).
- B. Most rooms on campus are type "C" safe rooms, except rooms to avoid as below.

5. Type of Rooms to avoid:

- A. Floor: Light structure without tie-down
- B. Wall: Light structure and wall with large windows
- C. Roof: Light metal roof on light lumber structure
- D. Ceiling: Suspended ceiling under light roof

6. Shelters for emergency other than hurricane. (Do not take shelter under structure during earthquake.)

A. Shelters for non-hurricane emergencies

1. Old Gym
2. Campus Center
3. EKH Classrooms
4. Dorm Recreation Rooms
5. Hale Kehau Dining Room
6. Library Lanai
7. Institute for Astronomy

APPENDIX E

CIVIL DEFENSE DESIGNATED HURRICANE EVACUATION CENTERS ON CAMPUS

The Hawai'i County Civil Defense designated the following UHH and HawCC buildings as Hurricane Evacuation Centers:

<u>Hurricane Evacuation Center No.</u>	<u>Facility</u>
001	HawCC Cafeteria
002	New Gym - Kawili Street
002A	Theater-Auditorium

Note that the shelters listed above will only be opened by order of Hawaii County Civil Defense. UH personnel are not responsible for providing manpower for shelters. Manpower as well as food and supplies are to be provided by volunteers trained by Hawaii County Civil Defense and American Red Cross.

Important Disclaimer:

This manual has been prepared for your convenience. It is intended as a reference guide and contains general descriptions and summaries of various policies, benefits, procedures, and rules. This manual is not a contract or binding agreement. It does not supersede laws, rules, collective bargaining agreements, policies and procedures, and benefit plan documents pertaining to the various subject matters covered. Pay provisions and benefits vary by type of employment appointment and collective bargaining agreement, and are subject to change.

Please note that if the circumstances following any disaster require appropriate action, pursuant to Chapter 128, Hawaii Revised Statutes (HRS), the Governor is authorized to proclaim that a disaster has occurred and, if necessary, suspend any law, which impedes or tends to impede or is detrimental to the expeditious and efficient execution of, or to conflict with, disaster relief or other emergency functions. This authority to suspend any law includes, but is not limited to, laws relating to procurement and civil service.

You should also be aware that pursuant to Chapter 128, HRS, the Governor may also order and direct government agencies, officers, and employees, state or local, to take such action and employ such measures for law enforcement, medical, health, fire fighting, traffic control, warnings and signals, engineering, rescue, construction, emergency housing, and other welfare, hospitalization, transportation, water supply, public information, training, and other civil defense and emergency functions as may be necessary, and utilize the services, materials, and facilities of the agencies and officers. All such agencies and officers are required to cooperate with and extend their services, materials, and facilities to the Governor as the Governor may request. Therefore, you should be prepared, should you be called upon, to provide civil defense and emergency functions outside of your normal employment duties. Of course, pursuant to Chapter 128, HRS, you will retain your salary and all of your employment benefits while engaged in civil defense function.

For further information, please contact your Departmental Personnel Office or refer to the applicable laws, rules, collective bargaining agreements, policies and procedures, or benefit plan documents.

Attachments

Attachment 1

Informational Brochure – Hurricanes

Hurricane Fact Sheet

Link to: <http://www.nws.noaa.gov/om/brochures/hurr.pdf>

Attachment 2

Are You Ready for a Hurricane?

Link to:

http://www.redcross.org/services/disaster/0,1082,0_587_,00.html

Addendum

ADDENDUM FOR PERSONS WITH DISABILITIES

See University of Hawaii at Hilo – Disabilities Services Web Page:

<http://www.uhh.hawaii.edu/studentaffairs/uds/>

See Hawaii Community College - Ha‘awi Kokua Program Web Page:

<http://hawaii.hawaii.edu/studentsvcs/haawikokua.index.htm>