

Tab C

Emergency Procedures for Security Personnel

Procedural Steps for Emergency Response

There are numerous emergency scenarios. Each situation can be unique in and of itself. Officer responses are determined through many factors. Changing dynamics of an emergency may determine the best course of action in any given situation. The following guidelines are presented to assist Security Officers in dealing with many variables and personalities when responding to emergency situations.

- 1) **Initial Notification.** Upon being notified of an emergency, a Security Officer must make a determination on the best course of action. Factors that should be considered include:
 - a) **Security Officer Safety.** Remember that you are the primary contact person, coordinator, and controller of all emergency responses. If you are incapacitated, a response to the emergency condition will be severely hampered. Emergency Responders are trained to look for Security personnel for information, direction, and primary on-sight authoritative representation.
 - b) **Information.** Security Officers must obtain as much pertinent information as possible in an expeditious manner and act on that information as soon as possible as a given emergency dictates. This means that the who?, what?, where?, when?, how?, why?, in report writing may not all be required to start the emergency notification process. Security Officer discretion in reacting to and disseminating information is critical and may be the difference in saving lives. If given enough cause and information, contact 911 so that a response may be initiated and a second authority alerted to the problem as soon as possible.

- 2) **Response.**
 - a) **Life.** Above all else, the immediate safety of the individual(s) takes precedence over all action. All secondary actions by Security Officers will not take precedent over the preservation of life and the safety of the campus populace.
 - b) **Notification.** As discussed above, notification precedence belongs to Emergency Responders. Due to possible safety considerations, notification of campus Administrators will be limited to the LCC Emergency Response chain of command personnel. However, Security Officer discretion and situation conditions may dictate notification with on-sight faculty, staff, and public (who may lend assistance). The release of confidential information may be necessary depending on a given situation. If possible, public inquiries should be directed to LCC chain of command personnel.

If necessary, all campus personnel and students may be alerted of emergency conditions in real-time through utilization of the LCC Emergency Broadcast System (EBS) which is operated through the fire alarm enunciator system. EBS units are available in the Security Office, Administration building 1st floor (Business Office), and the Operations and Maintenance (O&M) building.

- c) **Action.** Situational response is just that, situational. Each event is different and Officers are allowed discretionary latitude in dealing with and overcoming field problems. However, Security Officers are not allowed to make or change current procedures or policy. A Security Officer's failure to act and respond to an emergency or situation may be deemed unacceptable. Also, please remember to prioritize responses. Unless duly relieved, Security personnel are the primary point of contact for the campus in the event of an emergency.

- d) **Responsibility.** Security Officers are primary First Responders. Security Officers are also duly empowered authoritative representatives of the State of Hawai'i, University of Hawai'i, and Leeward Community College. Security Officers are required to alert the proper external authorities and Emergency Responders as deemed situational necessary for the safety and security of life and property. Security Officers are also required to report, record, and document any incidences, emergencies, or extenuating circumstances that may warrant future investigation or follow up (Security Officers will be reimbursed for after-watch report writing if necessary). Security Officers are also required to notify campus authoritative personnel if need arises. These campus officials include the Chancellor (office), Vice Chancellor of Administrative Services, Auxiliary Services Officer, and/or Security Supervisor. The Emergency Response contact list is posted in the Security Office. Other duties and course of actions are posted in the SOP.