

**Tab E**  
**Action Plans for Specific Emergencies/Disasters**

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**E-1. GENERAL EMERGENCY LOCKDOWN PROCEDURES**

- 1) A “Campus Lockdown” or “Shelter-in-Place” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Threats that trigger an emergency lockdown are likely life-threatening.
- 2) Examples of situations that may cause a campus lockdown include; violent or potentially violent behavior exhibited by an individual, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, terrorist attacks, hostile intruder, etc.
- 3) Warning
  - a) An “Emergency Lockdown” or Shelter-in-Place” will be announced by Campus Security through the use of the Emergency Broadcast System enunciator device connected to the fire alarm system.
  - b) Fire evacuation alarms will not be sounded.
- 4) Required Actions
  - a) Lock all interior and exterior classroom and office doors.
  - b) Close all windows and window treatments.
  - c) Turn off lights.
  - d) Account for everyone in the classroom or office.
  - e) Everyone should remain quiet and not enter hallways.
  - f) Crouch down in areas that are out of sight from doors and windows.
  - g) If a gun shot is heard, stay near the floor and shielded under or behind room furniture as much as possible.
  - h) Individuals in hallways should seek shelter in the nearest classroom or office.
  - i) No person should leave a building when a Lockdown is in effect.
  - j) Individuals in outdoor areas should immediately take cover.

- k) Contact Campus Security at 455-0611 as soon as possible of any medical emergencies.
- l) The Lockdown is to remain in effect until cancelled by Campus Security.
- m) Should the fire alarm sound, **do not** evacuate the building unless;
  - i) You have first hand knowledge that there is a fire in the building
  - ii) You are in imminent danger
  - iii) You have been advised by Campus Security to evacuate the building

## **E-2. HURRICANES AND SEVERE STORMS**

- 1) The National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf, and hurricanes with a high degree of accuracy.
- 2) Warning
  - a) **Hurricane Watch** means that hurricane conditions are possible within 36 hours. During a watch, listen to radio and television (TV) broadcasts and check the Leeward CC website.
  - b) **Hurricane Warning** is issued when sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. County Civil Defense sirens will sound. Continue to listen to radio and TV broadcasts and check the Leeward CC website.
  - c) Hurricanes also produce coastal flooding. Therefore, all should plan for and be prepared to respond to coastal flooding as described in the Action Plan for Tsunami and Coastal Flooding.
- 3) Required Actions
  - a) If time and conditions permit, the Leeward CC EMT will convene and issue instructions via local radio, TV, email and telephone tree on whether classes and/or work schedules will be suspended. Designated and essential employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.
  - b) If severe winds or a flood watch occurs while class is in session, employees or visitors are on site, the following Emergency Actions should be followed:
    - i) Seek shelter in designated buildings on campus.
    - ii) If a designated shelter is not available or shelter locations are unknown, students, staff and visitors should go to a designated County Civil Defense shelter. In the case of hurricanes or high winds where no known shelters are available, seek shelter in a large building and stay away from windows and exterior doors. In the case of possible flooding, leave basements or low lying buildings and go to designated shelters or to the upper floors for shelter. Do not seek shelter in basements of buildings unless it has been designated as a shelter.
    - iii) Persons responsible for buildings, classrooms or laboratories shall ensure that all handicapped persons have been assisted to reach a shelter or cover.
    - iv) Avoid gymnasiums and other structures with large roof spans. If in a best available building instead of a designated shelter, evacuate rooms subject to full force wind and remain near an inside wall away from windows. Close all windows and blinds.

- v) If available, check out mobile emergency pumping equipment. If time permits, check and clean out all building walkways and catch basins to keep debris to a minimum and permit free flow of water.
- vi) Prior to an event, secure any latches and skylights. Remove or secure all outside staging/scaffolding/planking and other material that can blow away. During or after the event, notify Operations and Maintenance (O&M) at 455-0275 of any break, damage or suspected problem in any utility system.
- vii) After winds have abated and an all clear notification has been given, secure damaged buildings to prevent further weather damage. If possible remove fallen trees, branches and debris from roads. This will allow safe access for emergency, fire and maintenance personnel. Call O&M at 455-0275 or Campus Security at 455-0611 for assistance if necessary.
- viii) Keep tuned to a local Emergency Alert System (EAS) radio station for the latest advisories.

### **E-3. WATERSPOUTS**

- 1) A waterspout is a tornado like whirlwind occurring over water that can move inland near the body of water where it occurs. The whirling wind and water in a waterspout can reach high speeds and cause severe damage. College facilities and vessels at or near the ocean are subject to damage from waterspouts.
- 2) Warning
  - a) Since waterspouts cannot be predicted, warnings can only occur after a waterspout is sighted.
  - b) Once sighted, Coast Guard, State and County Civil Defense Agencies should be notified. These agencies will take the necessary actions to provide warnings and keep the public informed via radio and TV.
- 3) Required Actions
  - a) Affected College facilities and vessels should take the necessary actions to plan for and prepare emergency procedures for waterspouts.
  - b) Report waterspout sightings and/or damage to the Coast Guard, State and County Civil Defense Agencies.
  - c) If a waterspout is reported in your area, take the necessary actions to close windows, doors, portholes and hatches. Remove or secure loose equipment and material at exterior and outside areas.
  - d) Remain inside vessels at sea or take shelter in the best available building on shore. Evacuation may be necessary depending on the severity of the waterspout and the availability of shelters on site. Take the same precautions within buildings as with hurricanes and high winds.

#### **E-4. TSUNAMI AND COASTAL FLOODING**

- 1) The island of O‘ahu is highly susceptible to tsunami and coastal flooding as these events have occurred many times in the past. Coastal areas where College facilities and vessels are located may be affected. Coastal flooding is also associated with hurricanes, high surf and severe storms.
- 2) Warning
  - a) A local earthquake of high magnitude in the Hawaiian area may generate a tsunami where no warning is provided.
  - b) The Pacific Tsunami Warning Center on O‘ahu provides the initial warning to the public via State and County Civil Defense Agencies and their EAS radio and television stations.
  - c) When a Tsunami Warning is issued, the County Civil Defense Agency will sound emergency sirens. The EAS will carry official tsunami advisories and provide shoreline evacuation instructions.
  - d) Coastal flood and storm surge warnings associated with hurricanes may be issued by the National Weather Service.
- 3) Required Actions
  - a) Tsunami - The estimated time of arrival will dictate the course of action to be taken. The College will convene its EMT and issue instructions to its facilities. The person in charge at the affected facility shall initiate the following emergency actions:
    - i) Special consideration and attention should be given to the Leeward CC at Waianae facility.
    - ii) For facilities on the shoreline or low-lying coastal areas – If the ground shakes or the ocean suddenly withdraws or surges inland unusually, move to high ground immediately. Do not delay egress to listen to radio, TV or EMT instructions
    - iii) Order alert warnings and/or evacuations as necessary.
    - iv) Implement local emergency plans. Assure that safety of all personnel and animals are considered.
    - v) Remove or secure loose equipment and material.
  - b) Coastal Flooding – The magnitude and location of possible tsunami, storm surges or hurricanes that result in coastal flooding will dictate the course of action to be taken. The person in charge at the affected facility shall initiate emergency actions.
    - i) Special consideration and attention should be given to the Leeward CC at Waianae facility.

- ii) Implement local emergency plans. Assure that safety of all personnel and animals are considered.
- iii) Remove or secure loose equipment and material.
- iv) Travel to and from all College facilities must be carefully considered if roads are flooded. It may be safer to stay at home or at the facility if flooding has already occurred or flash flood warnings have been issued.

## **E-5. EARTHQUAKES**

- 1) Earthquakes are unpredictable and strike without warning. Damage to buildings, structures and infrastructure can range from negligible to severe depending on the magnitude of the earthquake. Possible severe outcomes of an earthquake are a tsunami, wave damage, coastal flooding and fires.
- 2) Warning
  - a) Since earthquakes are unpredictable, warnings are not usually given.
  - b) Earthquake advisories may be provided by State and County Civil Defense Agencies due to increased seismic activity.
- 3) Required Actions
  - a) Inside buildings.
    - i) The instructor or person in authority directs students to stand against the wall away from windows or get under desks or tables. Special attention shall be given for the safety of handicapped persons.
    - ii) Avoid glass and falling objects by moving away from windows or large panes of glass and from under suspended light fixtures or objects.
    - iii) Implement local emergency plan to EVACUATE BUILDING when instructed or when the earthquake is over.
      - (1) EVACUATE to a pre-designated open area to assemble and conduct accountability check.
      - (2) DO NOT BLINDLY RUN OUTSIDE as parts of the building may still be falling. Move to a clear area away from the building and large trees.
      - (3) DO NOT RETURN to any building for any reason until the building is declared safe. Subsequent shocks may follow initial tremor.
      - (4) Building monitors or guards will be posted a safe distance from building entrances to keep people from re-entering building.
    - iv) Put out all flames or fires. Do not light any fires after quake has hit.
    - v) Avoid touching fallen electrical wires and stay away from damaged utilities and unidentified spilled liquids.
    - vi) Move injured persons to a safe area and render First Aid if necessary.
    - vii) Request assistance, as needed.
  - b) On Campus outside of buildings and structures.
    - i) DO NOT PANIC OR RUN. The safest place during an earthquake is in the open. Stay in the open away from buildings and large trees until the earthquake is over.
    - ii) Follow procedures a(v) through a(vii) under “Inside buildings” above.
  - c) In car or bus.

- i) DO NOT PANIC. If possible, pull to the side of the road, away from any building and crouch or lie down in the vehicle.
  - ii) On a mountain road, such as the Pali Highway, the side of the road may not be safe due to overhanging structures, large trees or boulders. The driver should determine if the terrain is safe before deciding to stop.
  - iii) Stay away from fallen and/or exposed wires and damaged utilities and structures.
  - iv) If parked and in a safe location, set brakes and turn off ignition.
  - v) Wait until earthquake is over to resume driving or exiting from vehicle.
- d) Walking to or from Campus.
- i) DO NOT PANIC OR RUN. The safest place during an earthquake is in the open. Look for and stay in the open until the earthquake is over.
  - ii) Stay away from damaged utilities, structures and fallen wires.
  - iii) After the earthquake, if you are on the way to school and closer to school, continue to school. If home is closer, go home.
  - iv) After the earthquake, if you are on the way home, continue home.

## **E-6. VOLCANIC ACTIVITY**

- 1) Volcanic activity occurs in areas of seismic activity. It can involve the release of noxious gas and eruptions of molten rock that may occur as lava flows or be airborne. Volcanic activity on O‘ahu is very rare.
- 2) Warning
  - a) Seismic activity can be measured and any suspicious increase will result in action by the responsible State Departments and the State and County Civil Defense Agencies. Information, advisories, alerts and warnings will be issued by the State and County via the EAS.
  - b) Should any volcanic activity start, State or the County Civil Defense Agencies may issue evacuation orders depending on the severity and location of the volcanic activity or eruption.
- 3) Required Actions
  - a) The Leeward CC EMT will contact SCD and take appropriate action depending on the severity of the problem.
    - i) The Leeward CC EMT will issue information and pass on advisories, alerts and warnings to the campus community.
    - ii) The Leeward CC EMT will pass on all evacuation orders issued by SCD or the County and assure that evacuation plans are executed and completed.
    - iii) The Leeward CC EMT will assure that lines of communication are opened with the State and County and reports of any problems encountered are promptly reported.
  - b) If classes are in session and alerts or warnings are issued, the following emergency actions should be followed:
    - i) Keep tuned to a local EAS radio or TV station for the latest advisories.
    - ii) Check the Campus Security website for the latest instructions for the campus community.
    - iii) Seek shelter in designated buildings on campus if instructed to do so. Persons responsible for buildings, classrooms or laboratories shall ensure that all handicapped persons have been assisted to reach a shelter.

## **E-7. LANDSLIDES AND MUDSLIDES**

- 1) Landslides normally occur due to wet weather, earthquakes and other conditions that destabilize the soil or rock formations. Mudslides normally occur due to a combination of wet weather and volcanic activity. Landslides occur frequently on the island of O‘ahu due to the age and condition of its mountains and geologic structures.
- 2) Warning
  - a) Landslides and mudslides cannot be predicted and warnings can only occur after an event occurs.
  - b) Should a landslide occur, the Honolulu Police Department (HPD) should be notified by calling 911. HPD will inform the local County Civil Defense Agency who will decide if the EAS will be used to issue alerts and warnings.
- 3) Required Actions
  - a) College facilities located in areas where landslides and mudslides can occur should take the necessary actions to plan for and prepare emergency procedures.
  - b) College facilities should report any areas where landslides and mudslides can occur to Campus Security at 455-0611. The Leeward CC EMT will take the necessary action to survey and research potential problems and take a report concerning possible problems and mitigation if necessary.
  - c) College facilities should report any landslides or mudslides to Campus Security at 455-0611 if they occur on their property or near their property if it affects access to their facility.
  - d) If the Leeward CC EMT determines it is necessary, they will report landslides and mudslides to the State and County Civil Defense Agencies. The Leeward CC EMT will also determine if alert and warnings will be issued via the Campus Security website.

## **E-8. FIRE**

- 1) Fire can occur in buildings, rubbish bins, mechanical equipment and surrounding brush and forests. Early detection and reporting of fires are keys to limiting the fire, containing it and putting it out.
- 2) Warning
  - a) All campus facilities have installed automated fire alarm systems which will produce a fire alarm should smoke or fire occur. These systems are wired to Campus Security.
  - b) All campus facilities have fire alarm stations located on every floor of every building and can be used to sound an alarm and alert occupants that a fire or smoke has occurred in that building.
- 3) Required Actions
  - a) For fires within buildings, the following steps should be taken:
    - i) Activate the building fire alarm. This will immediately notify building occupants who should immediately evacuate the building.
    - ii) Fight fire only if not life endangering and if an appropriate fire extinguisher for the type of fire is available.
    - iii) Persons responsible for a building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and shall insure that all handicapped persons are assisted to safety.
    - iv) Campus Security will notify the Leeward CC EMT who will determine whether classes will be suspended or any further actions are necessary. All required directions for students and staff will be posted on the Campus Security website.
    - v) Students and staff shall not return to the building until Fire Department officials declare the building and area safe. Persons in charge of the building with the aid of Campus Security will ensure that no one enters the building until the building is declared safe.
  - b) For fires near buildings, the following steps should be taken:
    - i) Call 911 to report the fire. Provide location and severity of fire. Campus Security will immediately dispatch a Security Officer to aid in evacuation and reporting to the Leeward CC EMT.
    - ii) If the fire poses an immediate threat to the building or occupants, activate the fire alarm and evacuate the building to a safe location away from the fire.
    - iii) Persons in charge of the building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and assure that all handicapped persons are assisted to safety.

- iv) The Leeward CC EMT will issue directions to students and staff via the Campus Security website on the status of the buildings affected and continuance of classes.
  - v) Students and staff should not return to the building until Fire Department officials declare the area safe.
- c) Mechanical equipment, brush and forest fires.
- i) Call 911 and Campus Security at 455-0611. Campus Security will determine if College facilities or operations are affected and whether a Campus Security Officer should be dispatched to the fire location. All determinations to cancel classes or evacuate are made by the Leeward CC EMT.
  - ii) If a determination is made by an outside agency such as SCD to evacuate, then the persons in charge of the facilities affected will be notified via phone tree and email. The Leeward CC EMT will post information concerning the fire on the Campus Security website.

## **E-9. HAZARDOUS MATERIALS**

- 1) Hazardous materials include chemicals, gases, flammable liquids, radioactive substances and biological substances. Hazardous materials are used for normal operations, research or instruction. Should a spill, accident, inadvertent release or dumping of any hazardous materials occur at any College facility, immediate action is required.
- 2) Warning
  - a) Environmental, safety and health warnings are required on all container labels. Hazardous materials have been identified and listed by the Environmental Protection Agency, the Department of Transportation, OSHA and the State Health Department. Regulations by these agencies also requires area and compartment signs providing identification and warnings concerning the location, transportation, use and disposal of hazardous materials.
  - b) No warnings are given when accidents or spills occur and users must have written emergency plans to handle these problems
- 3) Required Actions
  - a) Users of hazardous materials must follow all Federal, State and County regulations. Users must also read and understand the producer/manufacturers instructions and have written instructions or procedures on the use and disposal of hazardous materials.
  - b) Written emergency plans for spills and accidents are required for all users of hazardous materials. These plans shall include actions required to insure safety of personnel and immediate notification of building/area occupants, the Office of Environmental Health and Safety (956-8660/8591), Campus Security (455-0611), the Leeward CC EMT and other State and Federal Agencies as required.
  - c) The senior person in charge will evaluate the need and if necessary, start actions to evacuate building and the surrounding area.
  - d) Persons in charge of classrooms and laboratories shall direct students and other building occupants to a safe location to avoid exposure. They will maintain control of evacuated personnel and keep unauthorized personnel from entering the building or area.
  - e) The Office of Environmental Health and Safety is responsible for determining whether building or area is safe to re-enter and will notify the senior person in charge, Campus Security and the Leeward CC EMT.
  - f) Render first aid as necessary.

g) The Leeward CC EMT will determine if classes will be cancelled or the campus evacuated.

## **E-10. BOMB THREATS AND EXPLOSIONS**

- 1) Bomb threats can occur on government facilities. Colleges and Universities have received bomb threats in the past and will have to handle bomb threats in the future. A bomb threat can turn into an explosion and precautionary plans are necessary to prevent or minimize damage.
- 2) Excessive heat, leaking gas, faulty equipment, ignitable material and chemical reactions can cause explosions. Explosions on College facilities can occur as a result of operations or research. The extent of damage, destruction, fire, casualties and operational disruptions depends on the type and magnitude of the explosion
- 3) Warning
  - a) Emergency plans are necessary to handle bomb threats and potential explosions. Plans should include procedures that may include warning signs where potential explosions may occur as a result of normal operations or research.
  - b) In most cases, there are no warnings of impending explosion as the cause cannot be controlled and will normally occur without notice.
- 4) Required Action
  - a) Bomb threat.
    - i) If a bomb threat is received by telephone, use the Bomb Threat Checklist and immediately notify Campus Security at 455-0611.
    - ii) Inform supervisor or department head.
    - iii) Campus Security will immediately dispatch Security Officers to the location and assist in building evacuation if necessary.
    - iv) If a suspicious package, container or object is found, report it immediately to Campus Security. Do not touch, move or open it and keep others from doing same. Campus Security will determine if assistance from the Honolulu Police Department Bomb Squad is necessary.
    - v) If instructed to move away from the building/location, move a safe distance away or into another building. Do not return or re-enter building until instructed that it is safe to do so.
  - b) Explosion.
    - i) If an explosion occurs or has possibility of occurring, the person in charge or person in authority will activate the fire alarm and immediately order the evacuation of the building. Evacuate to a pre-designated open area to assemble and conduct accountability check.
    - ii) The person in charge will notify Campus Security immediately by calling 455-0611 and provide information on the location and problem encountered. Campus Security will dispatch a Security Officer to the scene to assist in evacuation, crowd control and provide status reports back to Campus Security.

Campus Security will immediately notify the Leeward CC EMT and request medical assistance if necessary.

- iii) Do not attempt rescue as additional explosions may occur. Render first aid if necessary.

## **E-11. WAR AND TERRORIST ATTACK**

- 1) War is a state of open, armed conflict between nations, states and parties. The constitution requires Congress to officially declare war for our country to be at war. Hawai'i is located in a strategic and vulnerable location in the Pacific Ocean and could be seriously affected if war was declared.
- 2) Terrorism is the use of violence, terror and intimidation by a nation, state or party. It is an activity that can occur anywhere in the United States as terrorist attacks in Oklahoma and New York have shown. It has become a costly and difficult task for government agencies to protect themselves from the threat of terrorism.
- 3) Warning
  - a) The declaration of war and its activities will be widely reported in the media. Advisories and warnings will be provided by Federal, State and County governments through the media and EAS.
  - b) The Federal Government has set up a homeland warning system based on threat level. Hawaii State Civil Defense (SCD) has modified the Federal System and established a Hawai'i Homeland Security Advisory System and has it printed in the each County telephone book. Both systems use similar color coded threat levels to aid in the warning process.
  - c) Changes in threat levels are announced by the Federal Government via the media. Any State changes to or differences from the Federal threat level warnings will be announced via the media by the Governor.
- 4) Required Actions
  - a) All students and employees of Leeward CC should read and understand the Hawai'i Homeland Security Advisory System printed in the telephone book. It also provides advice on household and neighborhood preparedness. Information on this system can also be found on the following SCD website:  
<http://www.scd.state.hi.us/>
    - i) Hawai'i Homeland Security Advisory System.
      - (1) Green – Low risk of terrorist attacks.
      - (2) Blue – Guarded general risk of terrorist attacks.
      - (3) Yellow – Elevated significant risk of terrorist attacks.
      - (4) Orange – High risk of terrorist attacks.
      - (5) Red – Severe risk of terrorist attacks.
      - (6) Black – A terrorism incident has occurred in Hawai'i.
    - ii) Listen for the O'ahu Civil Defense Agency alarm system and turn on radio or television to the EAS and listen to the advisories and precautions given by County, Federal and State authorities.

- b) The Leeward CC EMT will consult with SCD and the Governor to decide what advisory and precautionary actions should be taken. The Leeward CC EMT will issue directives via the College website, Campus Security website and through other media channels (newspapers, radio, and television).
  - i) Put Emergency Action Plans into effect.
    - (1) If required, suspend classes, operations and research.
    - (2) Personnel that are required to work and/or remain on campus should be notified.
    - (3) Activate procedures to minimize injury and the possibility of being struck by flying glass and debris.
  - ii) Ensure that all handicapped persons are apprised of the nature of the activity or threat and are provided assistance if evacuation or sheltering is necessary.
  - iii) Activate Campus Shelters as required.
    - (1) Assure that all activated shelters have Shelter Managers on site.
    - (2) Assure that all Shelter Managers complete their required reports to the Leeward CC EMT.
  - iv) Provide UH Status Reports to the SCD at 6 AM and throughout the day at every 6<sup>th</sup> hour.
- c) Fallout Shelters
  - i) Fallout shelters are identified in the UH ERP and may be used if radiation fallout or a nuclear blast occurs.
  - ii) The Action Plan for fallout shelters will be activated when directed by the Leeward CC EMT.

## **E-12. BIOLOGICAL OUTBREAK**

- 1) Biological outbreak can be caused by natural occurrence or accidental release of biologic agents, introduced viruses and diseases brought into Hawai'i via humans or animals and through bioterrorism which is the intentional release of biologic agents that can cause illness and death. The State has a plan for biological outbreak and the University of Hawaii is an integral part of the State's Plan to combat any type of biological outbreak.
- 2) Warning
  - a) Federal and State agencies will issue advisories and warnings of biological outbreak in the United States and in Hawaii. Advisories and warnings are issued via the media.
  - b) Should any local biological outbreaks occur that affects the College community, the University Health Services Mānoa (UHSM) Office will issue an advisory or warning via their website, the EMT and the Director of Communications.
- 3) Required Actions
  - a) When the College community is affected, the Leeward CC EMT will assure that all students and employees are informed of the advisories and warnings.
  - b) All students and employees should take the necessary precautions and actions advised by UHSM, State Health Department and Federal Health agencies. This may include isolation or quarantine orders.
  - c) If infected, go to your medical care giver or the UHSM Office for medical treatment.
  - d) Report all cases and incidences of contact with the various types of biological outbreak to the appropriate State Health agency as instructed in advisories.

### **E-13. UTILITY OUTAGES**

- 1) Electricity and water utilities are essential to the operation of all campus facilities and any disruption will require immediate remediation by the Operations and Maintenance (O&M) unit. Prolonged outages in part or all of the campus will negatively affect students and personnel and may result in an emergency situation where classes and operations may be suspended. Outages or interruptions of gas/LPS and telecommunications services are usually not serious and usually can be rectified in a short period of time. Outages of this type will not result in suspension of classes or operations.
- 2) Warning
  - a) There are no warnings for utility outages, except for planned outages, and outages usually occur as the result of other disasters such as hurricanes, earthquakes and fires.
- 3) Required Actions
  - a) Electrical outage.
    - i) Report all electrical outages to O&M at 455-0275. The Campus telephone system will work as the telephone central office has back-up power, however, there may not be any ring tone at the receiving phone. Also, use a cell phone to contact O&M or the Campus Security Office at 455-0611. In the case of a complete power outage, the Leeward CC EMT should report to their designated locations.
    - ii) Disconnect all equipment that could be damaged by a power surge before electricity is restored. Turn off lights, appliances, window air conditioners and other devices to reduce the power requirements for restoration. O&M will take action to turn off large electrical equipment at all the facilities on the College campus.
    - iii) Evacuate the building or facility if safety of personnel is a problem.
  - b) Water Outage.
    - i) Report all water outages or pipe breaks to O&M at 455-0275. O&M will send their maintenance personnel to investigate the problem and will fix any problem within their capability. O&M will report major line breaks to the City and coordinate repairs with them.
    - ii) Turn off all water faucets and taps. Conserve remaining water resources until restored.
    - iii) O&M may restrict the use of restrooms in affected buildings. Personnel will be directed to the closest building where restrooms are operational.
    - iv) Should the water outage affect large sections of the campus or the entire campus, classes and operations, except for essential workers, may be suspended.

- c) Gas/LPS Outage.
  - i) Close all outlets and shut off all flame or heat producing equipment and devices as a leak may have occurred.
  - ii) If the smell of gas is strong, immediately notify all personnel in the area and vicinity to evacuate. Always evacuate any area where air exchange is poor if any kind of leak in your building is detected or announced.
  
- d) Telecommunications Outage.
  - i) Should both telephone and computers go down, contact the Information and Technology Group (ITG) Help Desk via wireless connection or by cell phone at 455-0271.
  - ii) If all forms of electronic communications are down, prepare to send messages via personnel who are able to walk or drive from office to office.

## **E-14. CIVIL DISTURBANCE AND LABOR STRIKES**

- 1) Civil disturbance and labor strikes in Hawai‘i are usually non-violent. The College is an open campus and has a reputation as an institution for freedom of thought by recognizing rights for peaceful civil disobedience and labor disagreements. This plan will be enforced should any violence occur and/or if violence is anticipated.
- 2) Warning
  - a) College administrators may receive intelligence and warnings from State and County agencies that civil disobedience or strikes will occur and make appropriate plans to handle any violent situations that may occur. Planned civil disturbances such as meetings and rallies require permission from campus authorities. Marches on city streets require permission from the City and County of Honolulu.
  - b) Civil disturbance and labor strikes may also occur without warning or notice. A “sit-in” is an example of a civil disturbance that can occur without warning.
- 3) Required Actions
  - a) Civil Disturbance.
    - i) Campus Security and the Leeward CC EMT will be notified to stand-by or implement emergency procedures.
    - ii) Campus Security will provide surveillance and be responsible for providing reports to the Leeward CC EMT.
    - iii) The Leeward CC EMT will decide whether no action is required, action must be taken to persuade the demonstrators to stop the disturbance voluntarily or police must be called for assistance.
    - iv) Campus Security will attempt to limit the civil disturbance to a specific location and seal other areas off from the demonstrators. They will also be responsible for crowd control.
    - v) Students and employees should stay away and not confront any of the demonstrators.
  - b) Labor Strike.
    - i) Campus Security and the Leeward CC EMT will be notified to stand-by or implement emergency procedures.
    - ii) Campus Security will provide surveillance and assist in access control if picket lines are set-up. Reports will be sent to the Leeward CC EMT providing status and any violations by striking employees or their representatives.
    - iii) The Leeward CC EMT will make the decision to request police assistance should access control problems, violence or physical confrontations occur.
    - iv) Departments should have emergency plans for maintenance or essential services if labor strikes occur.

## **E-15. AIRCRAFT AND FALLEN OBJECT ACCIDENTS**

- 1) There is always a potential for aircraft, satellites, meteorites and other objects from the sky to crash or fall on the Leeward CC campus and its facilities. We need to plan for these types of disasters and occurrences as the College and its facilities may be located under aircraft flight paths.
- 2) Warning
  - a) There are no warnings for aircraft crashes and accidents.
  - b) Warnings on possibilities of satellite and meteors entering the earth's atmosphere will be provided by the national and local media. Serious warnings for the Hawaiian Island will be issued by SCD if warranted.
- 3) Required Actions
  - a) Aircraft crashes and accidents.
    - i) Anyone seeing an aircraft crash or accident should call Campus Security at 455-0611. Provide the exact location of the crash/accident and if any fire, explosions or casualties were observed.
    - ii) All students and personnel should keep a safe distance from any aircraft crash.
    - iii) Campus Security will contact CERT members and be immediately dispatched as the lead CERT to the scene of the accident on campus or at any of the remote facilities.
    - iv) The CERT will take all necessary actions as specified in CERT Plans.
      - (1) Provide first aid and call 911 for medical, fire and police assistance as required.
      - (2) Ensure the safety of students and personnel. Evacuate buildings and/or area to protect people from fire, fumes and possible explosions.
      - (3) Request assistance from campus organizations such as O&M at 455-0275 and Campus Security at 455-0611.
      - (4) As soon as time permits, report status to the Leeward CC EMT.
      - (5) Responsible persons in buildings where an aircraft accident occurs will request for or provide assistance to handicapped persons.
      - (6) The Leeward CC EMT will decide if classes and/or operations will be suspended.
  - b) Fallen satellites, meteorites and other objects.
    - i) The Leeward CC EMT will receive advisories and warnings from national and local agencies concerning potential objects falling from the sky.
    - ii) The Leeward CC EMT will decide if classes and/or operations will be suspended.
    - iii) If any object falls on the campus or its facilities, Campus Security will be dispatched to the scene to determine if any emergency measures are necessary.

- iv) Personnel on the scene should stay away from the object until it is inspected by Campus Security. Campus Security will provide status report to the Leeward CC EMT.
- v) The Leeward CC EMT will contact other government agencies for assistance as required.

## **E-16. PANDEMIC FLU PLAN**

According to the World Health Organization, Avian Influenza refers to “a large group of different influenza viruses that primarily affect birds. On rare occasions, these bird viruses can infect other species, including pigs and humans. The vast majority of avian influenza viruses do not infect humans. An influenza pandemic happens when a new virus subtype emerges that has not previously circulated in humans.

“For this reason, Avian (Flu) H5N1 is a strain with pandemic potential, since it might ultimately adapt into a strain that is contagious among humans. Once this adaptation occurs, it will no longer be a bird virus—it will be a human influenza virus. Influenza pandemics are caused by new influenza viruses that have adapted to humans.” (The World Health Organization)

The current threat has been generated by incidences of the H5N1 virus strain seen throughout Asia and Europe. One of the biggest concerns about this strain is its ability to infect a wide range of hosts, including birds and humans. Data indicate that most people will have no immunity to this pandemic virus. As a consequence, international health authorities are pointing to the strong possibility that infection and illness rates will likely be much higher than during seasonal epidemics of normal influenza.

A pandemic outbreak has the potential to spread very quickly, especially if transmission of the virus can be spread by human-to-human contact. Such an outbreak could significantly disrupt normal college functions for a period of two to four weeks or up to several months. An outbreak of this magnitude may require closure or significant disruption of normal college operations.

### **Campus Response to Pandemic**

Should a pandemic outbreak occur, LCC will activate its Emergency Management Team (EMT) and issue appropriate announcements to the campus community using multiple modes of communication, including but not limited to, the Emergency Broadcast System, email, voice mail, and the campus website.

The emergency response plan to a pandemic outbreak will have the primary objectives:

- Limit illness and death arising from exposure and infection
- Provide information on treatment and care for those who become ill
- Minimize disruption to essential services
- Maintain continuity as much as possible

Governmental and non-governmental agencies will issue directives and guidance on the full range of response activities that are to be implemented should a pandemic outbreak occur. In Hawaii, the State Department of Health (DOH) is the State agency charged with leading the medical and public health response to a pandemic disaster. The DOH

has developed a State Pandemic Influenza Preparedness and Response Plan which provides guidance for coordinating medical and public health activities that would need to be executed in response to a potential pandemic.

### **Information and Resources**

For more information and resources on the Avian Flu virus and possible pandemic, please refer to these governmental resources on the internet:

- State of Hawaii Department of Health, Pandemic Influenza Preparedness and Response Plan
  - o <http://www.hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf>
- Centers for Disease Control – Avian Influenza Page
  - o <http://www.cdc.gov/flu/avian/>
- National Pandemic Flu Information Page
  - o <http://www.pandemicflu.gov/>

## E-17. INDIVIDUALS IN DISTRESS

Revised Draft: 8.03.2007

### **Protocol for Dealing with Individuals in Distress**

For the purposes of this response protocol, **crisis** is defined as: *a sudden, unanticipated event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death or threatened injury or death.*

**Situations with individuals that seem *out-of-the-ordinary* or *strange* but DO NOT cause alarm or danger (inappropriate classroom behavior: e.g., talking to oneself, wandering around room, pacing, sudden emotional outburst (i.e., giggling, crying), tracing over & over on their paper, sullen, unresponsive manner:**

Procedures to follow:

1. Make a note of the unusual behavior
2. Contact a Crisis Response Team member:  
\*Team members:

Ann Dorado, Counselor/Instructor...	455-0652
Stu Uesato, Counselor/Instructor.....	455-0295
Ernie Libarios	455-0242
Laurie Libarios	455-0420
3. Possible interventions:
  - a. have a team member come and observe your classroom
  - b. develop strategies
  - c. follow-up to develop strategies with individual, encourage the individual to speak with one of the crisis response team members
4. Documentation will be completed and confidentially stored

**Situations that can cause alarm because they are *disruptive* and/or *interruptive* to the schedule but are NOT imminently dangerous (i.e., general threats, yelling, and obnoxious behavior):**

Procedures to follow:

1. Call Security **x611**
2. Report information to counseling Clerks: **Stella 455-0233** or **Christine 4550234** and they will call upon a member of the Crisis Team.
3. Document the situation as appropriate (usually done when situation has been de-escalated) with information including:
  - a. Location of incident
  - b. The nature of the incident.
  - c. A physical description of the distressed individual.
4. Documentation will be sent to Vice Chancellor of Academic Affairs, Vice Chancellor of Administrative Services, and Dean of Student Services with copy of the document kept confidentially within crisis team files.

**Situations that pose *imminent danger*, i.e. student(s) with weapon, student(s) threatening self and/or others with imminent harm, student(s) that exhibit irrational behavior and/or irrational verbalization:**

Procedures to follow:

1. Call HPD-**911** and security **x611**
2. When crisis occurs, report information to (report to the first available person): **Sandy Hoshino, x265**-Interim Dean of Student Services, and/or Counseling Office Clerks **455-0233** or 0234 who will contact the Crisis Team.  
Team members\*:

Ann Dorado, Counselor/Instructor...	455-0652
Stu Uesato, Counselor/Instructor.....	455-0295
Ernie Libarios, Counselor/Instructor..	455-0242
Laurie Libarios, Counselor/Instructor	455-0420
3. Evacuate classroom or cancel/dismiss class (if it is not possible to isolate student).
4. Document the situation as appropriate (usually done when situation has been de-escalated)
  - a. Location of incident
  - b. The nature of the incident.
  - c. A physical description of the distressed individual.
5. Documentation will be sent to Vice Chancellor of Academic Affairs, Vice Chancellor of Administrative Services, and Dean of Student Services with copy of the document kept confidentially within crisis team files.

## **Prevention Tips**

- Do take the individual's situation seriously
- Listen carefully and attentively
- Speak clearly and succinctly to individual
- Be respectful of individual's current problems
- Honor individual's personal space

\*team members may change as more are trained and wish to be a part of the team

**Learn how to respond to reduce difficult situations. Here are some suggestions:**

Behaviors that **ADD** to Power Struggles

- Overreaction/Under reaction to the situation
- Trying to “convince”
- Threatening
- Increasing the consequences
- Having the interaction in the presence of others
- Remaining in the interaction too long
- Responding emotionally- ( i.e., getting angry, being sarcastic)
- Bribes
- “Putting down” the individual
- Not listening

Behaviors that **DIMINISH** Power Struggles

- Simple directives, choices (less is better!)
- Predetermined consequences (small penalties rather than big ones)
- Listening
- Being brief and direct
- Private discussions (speak privately, use hand signals, send on an errand-follow and talk, before class begins)
- Walking away
- Give individual permission to have last word
- You **MUST** follow through