Leeward Community College
Emergency Operations Plan

Record of Revisions and Changes

<table>
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<th>Date of Change</th>
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<td>2008-01</td>
<td>July 7, 2008</td>
<td>Annual update</td>
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## Emergency Management Team (EMT)

<table>
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<tr>
<td>Chancellor</td>
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<td>Vice Chancellor Academic Affairs</td>
<td>2</td>
</tr>
<tr>
<td>Vice Chancellor Administrative Services</td>
<td>2</td>
</tr>
<tr>
<td>Auxiliary Services Officer</td>
<td>2</td>
</tr>
<tr>
<td>Security Supervisor</td>
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<table>
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<tr>
<td>Dean, Continuing and Technical Education</td>
<td>2</td>
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<tr>
<td>Dean, Student Services</td>
<td>2</td>
</tr>
<tr>
<td>Director, Office of Continuing Education and Workforce Development</td>
<td>2</td>
</tr>
<tr>
<td>Director, Planning, Policy and Assessment</td>
<td>2</td>
</tr>
<tr>
<td>Fiscal Officer</td>
<td>2</td>
</tr>
<tr>
<td>Human Resources Officer/EEO/AA</td>
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</tr>
<tr>
<td>Building and Maintenance Supervisor</td>
<td>2</td>
</tr>
<tr>
<td>Janitorial Supervisor</td>
<td>2</td>
</tr>
<tr>
<td>Coordinator, LCC-Waianae</td>
<td>2</td>
</tr>
</tbody>
</table>

| Total Copies Issued | 32 |
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EMERGENCY OPERATIONS PLAN

I. INTRODUCTION

A. PURPOSE – The Leeward Community College (LCC) Emergency Operations Plan (EOP or Plan) provides procedures for managing and responding to major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The EOP outlines necessary emergency preparedness requirements and identifies organizations and individual positions that are directly responsible for emergency preparedness, response and recovery.

B. AUTHORITY – The EOP is promulgated under the authority of the Chancellor of LCC and University of Hawai‘i Executive Policy E2.203 Emergency Preparedness and Response Responsibilities.

C. EMERGENCY PLAN CONCEPT OF OPERATIONS – This Plan is designed to provide an organized management system for the LCC campus to follow during times of emergencies. The system is flexible where parts of or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and is a management tool for providing critical functions and roles during an emergency. Emergency response leadership at LCC will be provided by the Emergency Management Team (EMT), drawn from the College’s senior administration, academic leaders, and other key personnel. The EMT Executive shall be the LCC Chancellor.
II. SITUATIONAL REQUIREMENTS

A. CAMPUS PRIORITIES – The LCC emergency response organization shall respond to an emergency situation in an organized, safe, effective and timely manner. LCC personnel and equipment will be utilized to accomplish the following priorities:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Protect Life and Safety</td>
</tr>
<tr>
<td>II</td>
<td>Assess Critical Infrastructure and Facilities</td>
</tr>
<tr>
<td>III</td>
<td>Restore/Maintain Campus Operations and Resume Education/Research Programs</td>
</tr>
</tbody>
</table>

B. EMERGENCY CLASSIFICATIONS - Each incident will be classified by Type according to its potential impact, severity and response requirement.

**Type 1 – Minor Incident**

- Type 1 incidents are localized in nature or contained in a small area. It can be quickly resolved with existing campus resources or limited outside help. Type 1 incidents have little or no impact on personnel or normal operations outside of the affected area. No campus notification for assisted action is required.

- Type 1 incidents are typically resolved by Security personnel, Janitorial personnel, or Maintenance personnel. Notifications beyond needed personnel are not required.

- Examples of Type 1 incidents: odor complaints; localized chemical spills; plumbing failures; water leaks.

**Type 2 – Emergency**

- Type 2 incidents disrupt a sizeable portion of the campus community. These incidents require assistance from external organizations. These incidents can escalate quickly and have serious consequences for mission-critical functions and/or life and safety. *The Tier 1 Emergency Contacts for Leeward Community College are to be notified when possible.*

- Examples of Type 2 incidents: building fire or explosion; biological or terrorist threat; major chemical or hazardous materials spill; severe storm and/or flooding; extensive utility outage. Also includes off-campus emergencies that may impact campus operations and/or personnel.
Type 3 – Disaster

- Type 3 incidents involve a large part of the campus and its surrounding community. Normal campus operations are curtailed or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires campus-wide cooperation and extensive coordination and support from external jurisdictions. *Tier 1 and Tier 2 Emergency Contacts for Leeward Community College are contacted.*

- Examples of Type 3 incidents: major earthquake, terrorist attack, biological outbreak, pandemic; volcanic activity; civil disturbance.

C. HAZARD CATEGORIES

i. **METEOROLOGICAL HAZARDS** – This is the most common category of hazard that can cause disasters in the State of Hawai‘i. Meteorological hazards may threaten any part of the State or the entire State at the same time.

1. Storms – Pose the most frequent threat to life and property and may occur many times during the winter months. Disaster agents associated with storms include high winds, high surf, and heavy rains resulting in floods. Storms have caused the most property damage in Hawai‘i.

2. Hurricanes – Are potentially very serious threats to life and property as they occasionally threaten the State during the hurricane season from June to November. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, heavy rains and flooding.

3. Waterspouts – Rarely occurs over land, but can cause heavy damage.

ii. **GEOLOGICAL HAZARDS** – This category of hazard is always a potential risk as the Hawaiian Islands are situated on both a volcanic and tectonically active region in the Pacific Ocean. Geological hazards causing disasters are less frequent, but can be more severe than other hazards.

1. Earthquakes – Pose a continuing threat to life and property as they occur frequently. Although most earthquakes in Hawai‘i are of low magnitude, damaging earthquakes have occurred in the past.
2. Tsunami – Pose a very serious threat to life and property as they have caused the most disaster related deaths in the State. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawai‘i. Locally generated tsunamis pose a greater problem as they can strike in a matter of minutes with little or no warning.

3. Volcanic Activity – Poses a minimal threat on O‘ahu, but occurs on the island of Hawai‘i and could break out on any island or surrounding ocean. If it occurs on O‘ahu, it could be a threat to populated areas.

iii. OTHER NATURAL HAZARDS – Most other natural hazards in the State are associated with weather or geologic hazards.

1. Landslides – Usually associated with meteorological hazards, but can be caused by a combination of weather and man’s development activities.

2. Mudslides – Associated with meteorological hazards and/or geologic events and are rare in Hawai‘i.

3. Forest/Brush Fires – Frequently occurs during dry weather, but are more often associated with the careless acts of man or arson.

iv. HUMAN CAUSED INCIDENTS – The incidents listed here are due to the actions and activities of human beings.

1. War (Nuclear or Conventional Attack) - Poses a threat because of the military presence in Hawai‘i, but could occur in another part of the world and affect Hawai‘i. The hazards of nuclear attack include blast and radioactive fallout and its damaging effect on life and property.

2. Terrorist Attack – Always poses a potential threat to people and facilities in the United States. Terrorist activity can take various forms with the most devastating being the use of bombs, chemical or biological weapons.

3. Bomb Threat/Explosion – Poses a potential threat due to and man’s activities where material that can cause explosions are used on a regular basis.
4. Biological Outbreak - Always poses a potential threat and can occur naturally, through man’s activities, terrorist attack or through biological warfare.

5. Pandemic – Poses a potential threat through the spread of infectious disease. Due to the seriousness of this hazard, the State will be issuing a separate pandemic plan.

6. Hazardous Material Spill – Poses a potential problem at College facilities where hazardous materials and chemicals are used on a regular basis. The establishment and adherence to operational procedures and safety standards are important factors in keeping spills to an absolute minimum.

7. Fire – Always poses a potential problem at University facilities. The use of fire retardant materials and the establishment and adherence to fire safety codes and procedures are important factors in minimizing the potential for building fires.

8. Aircraft Accident – Poses a potential problem, as College facilities are located under aircraft flight paths.

9. Major Utility Outage – Always poses a potential problem at College facilities due to the size and amount of personnel that work at, attend or visit our campus and facilities. Electricity and water are the primary utilities where outages can cause problems and seriously affect the College’s daily operations.

10. Civil Disturbance – Poses a potential problem at College facilities because we are a public institution and civil rights activities often occur on the College campus.

D. MASS CASUALTY EVENTS – May be the result of any of the hazard and incident categories listed above. Mass casualty events may occur on campus, at an off-campus facility, or in the general area of the College. College assets, including personnel, supplies, equipment and facilities, identified in the State Emergency Operations Plan may be requested to support mass casualty events.
III. OPERATIONAL REQUIREMENTS

A. EMERGENCY OPERATIONS – LCC operational responsibilities for emergency preparedness, response and recovery include all campus and off-campus facilities. Key campus personnel and all other activities on campus will be assigned responsibilities for emergency preparedness and response requirements as identified in this Plan, associated Emergency Action Plans, the Hawai‘i State Plan and Standard Operating Procedures. Emergency Action Plans for Specific Emergencies/Disasters are located in this Handbook.

B. EMERGENCY MANAGEMENT – The LCC Chancellor has the overall responsibility for emergency preparedness and response for the LCC campus and shall be the EMT Executive when emergencies warrant the activation of this plan. The LCC Chancellor shall be the point of contact with the UH President who in turn is the point of contact with State Civil Defense, Oahu Civil Defense and other Federal, State and County agencies. Depending on the requirements of the emergency, the UH President may delegate point of contact responsibilities to the LCC Chancellor and the LCC EMT to improve and expedite communications and operational support. In some instances, Action Plans and Standard Operating Procedures will indicate that contact points with outside agencies have been pre-delegated to the LCC EMT. The LCC Chancellor or an authorized representative is responsible for determining the following emergency actions:

i. ALERT – Initiated via siren warning from the Civil Defense Agency and followed with alert information over the Emergency Alert System (EAS). The EAS includes local television and radio stations and the alert is used to advise personnel to prepare for an impending emergency or natural disaster. May also include Emergency Lockdown or Shelter-In-Place requirements to remain on campus in an effort to eliminate traffic gridlock and/or to keep people out of the danger zone.

ii. TAKE COVER – Normally initiated via a siren warning from the Civil Defense Agency. The UH President or LCC Chancellor or their representatives may order it for natural disasters such as sudden windstorms and earthquakes.

iii. SUSPEND CLASSES – Issued by the LCC Chancellor or authorized representative and used to keep students, faculty and staff away from campus, LCC facilities or nearby community. A directive to Suspend Classes may also be used to expedite removal of personnel during an alert, emergency or disaster.
iv. **EVACUATE BUILDING(S)** - Issued by the LCC Chancellor or an authorized representative and used if a catastrophe or emergency situation is imminent or has occurred and the building(s) must be evacuated to protect lives.

v. **EVACUATE CAMPUS** – Issued by the LCC Chancellor or authorized representative and used to begin orderly evacuation of the campus by all persons except for personnel with emergency operations and security duties.

vi. **CONVERT CAMPUS** – Only initiated upon order of the UH President or Governor to provide temporary shelter for people affected by emergencies/disasters and/or relocation of State government offices.

C. **EMERGENCY RESPONSE CENTER (ERC)** – Unless otherwise designated, the Emergency Response Center (ERC) will be the Campus Conference Room in the LCC Administration Building. The ERC will serve as the central command center.

i. When activated, response activities and work assignments will be planned, coordinated and delegated from the ERC. The LCC EMT will report to the ERC as required in this Plan and associated Action Plans and Standard Operating Procedures.

ii. The ERC and other locations will also be used for emergency preparedness training, meetings and exercises.
IV. EMERGENCY MANAGEMENT TEAM (EMT)

A. EMT RESPONSIBILITIES – The EMT is drawn from College’s senior administrative and academic leadership and other key personnel from the campus. They direct, coordinate and provide the necessary support for emergency preparedness and response activities. As much as possible, emergency response and recovery responsibilities are assigned to campus personnel relative to their normal work responsibilities.

B. EMT EXECUTIVE – The LCC Chancellor is the EMT Executive and has the authority and responsibility for emergency preparedness and response for the LCC campus and assigned facilities. The EMT Executive authorizes activation of the ERC.

C. EMT TIER 1 PERSONNEL – These individuals are the primary points-of-contact for all LCC emergencies. Other key personnel may be contacted should the emergency warrant or as deemed necessary by the EMT Executive or designated representative. Tier 1 Personnel include the following:

- Chancellor
- Vice Chancellor Academic Affairs
- Vice Chancellor Administrative Services
- Auxiliary Services Officer
- Security Supervisor

D. EMT TIER 2 PERSONNEL – Depending upon the nature of the emergency, these individuals will be contacted by EMT Tier 1 Personnel as the situation warrants in order to provide additional support for emergency preparedness and response activities. Tier 2 Personnel include the following:

- Dean, Academic Services
- Dean, Arts and Sciences
- Dean, Continuing and Technical Education
- Dean, Student Services
- Director, Office of Continuing Education and Workforce Development
- Director, Planning, Policy and Assessment
- Fiscal Officer
- Human Resources Officer/EEO/AA
- Building and Maintenance Supervisor
- Janitorial Supervisor
- Coordinator, LCC-Waianae
E. **EMERGENCY RESPONSE DIRECTORIES** – The EMT Tier 1 and Tier 2 personnel and contact information are listed in this Plan. The office telephone numbers will be listed on public documents and the website while the home and cellular telephone numbers are considered confidential and will be listed only on “For Official Use Only” publications. Also included in this Plan are the Emergency Response Directories for LCC-Waianae and UHWO. The information contained in these directories should be treated as confidential and will be listed only on “For Official Use Only” publications.
V. DE-ACTIVATION AND PLAN RE-ASSESSMENT

A. EMERGENCY DE-ACTIVATION – When emergency conditions are stabilized and normal campus operations can resume, the declaration of the emergency will be de-activated by the EMT Executive.

i. A formal announcement will be disseminated using emergency notification and information systems.

ii. If the nature of the emergency requires an extension of certain emergency services, special work groups will be assigned to key EMT Tier 1 or Tier 2 personnel to coordinate and/or complete continuing recovery or support requirements. Continuing assignments may include:

1. Ongoing repairs and relief efforts.
2. Academic or administrative space adjustments.
3. Support services for impacted students, faculty or staff.
4. Cost recovery and claim support.

B. PLAN RE-ASSESSMENT

i. Immediately following the cessation of Type 2 Emergency or Type 3 Disaster operations and exercises, a survey of EMT members, support participants and campus constituents will be conducted to evaluate the effectiveness of the emergency effort.

ii. The survey response will be collected and evaluated by the EMT and key subordinates. Survey results and recommendations will then be made to individual members of this group to coordinate operational improvements and/or emergency and Action Plan revisions.
VI. CAMPUS EMERGENCY SHELTERS

Depending on the nature of the emergency, the campus community may be required to evacuate to various buildings that have been designated by State Civil Defense authorities as emergency shelters. The Emergency Management Team (EMT) with support from Campus Security will provide guidance and instruction to ensure an orderly movement of faculty, staff, students, and visitors to these designated shelters should the need arise.

University of Hawaii System Emergency Shelters
Campus: Leeward Community College

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<th>Survey Date</th>
<th>Building / Location</th>
<th>Number of Shelter Spaces</th>
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<td>Category 1: Shelters With Usable Risk</td>
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<tr>
<td>9/23/1995</td>
<td>Bldg 879 - Math and Science (M&amp;S)</td>
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<tr>
<td></td>
<td>Bldg 880 - General Technology (GT)</td>
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<tr>
<td></td>
<td>Bldg 883 - Arts and Music (AM)</td>
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<td></td>
<td>Bldg 884 - Fine Arts (FA)</td>
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<td>Bldg 885 - Theatre</td>
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<td>Bldg 885 - Theatre</td>
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<td></td>
<td>Bldg 889 - Language Arts (LA)</td>
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Category 2: Usable With Added Risk - Needs Security Screens

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Category 2A: Usable With Increased Risk

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<tr>
<td>Subtotal - Category 2A</td>
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Category 3: Not Presently Usable - Minor Upgrading Required

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<tr>
<td>9/23/1995</td>
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<td>Subtotal - Category 3</td>
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Category 4: Not Usable - Major Upgrading Required

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<tr>
<td>Subtotal - Category 4</td>
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Total - All Categories | 7,863

Source: State Civil Defense Survey Records
Emergency Shelter Categories

Category 1: Shelters Usable With Risk
The current shelter survey assumes that a building is usable for sheltering with risk if it is not in an identified flooding or inundation surge zone if it enhances (but not guarantees) the safety of evacuees.

Category 2: Usable With Added Risk – Needs Security Screens
The listed building or room has wooden or PVC louvers but no security/debris screens. The building meets other Category 1 standards and can be used for evacuee sheltering in its present configuration. Priority should be given to installing sturdy aluminum/steel security/debris screens on all wood/PVC-louver windows.

Category 2A: Usable With Increased Risk
The listed building or room meets Category 2 criteria but requires minimal mitigation measures such as additional bracing or minor hardware installation. The activation of this shelter category will be dictated by the need for public shelter space as determined by Civil Defense officials.

Category 3: Not Presently Usable – Minor Upgrading Required
The listed building or room is not yet ready for evacuee occupancy. Some rooms require the replacement of glass louvers with wood/PVC louvers, the installation of debris impact resistant covers over some glass windows/panels, doors require additional hardware or bracing, etc. The upgrading costs are not considered significant for shelter space gained.

Category 4: Not Usable – Major Upgrading Required
The building/room is not ready for evacuee use. Modifications to roofs, roof and auxiliary elements (air vents, skylights), foundations, walls, glass windows/panels, doors, etc. are essential. The recommended modifications would probably be very expensive and, in some cases, fail a cost-benefit analysis.
VII. TABS

**Tab A:** Emergency Management Team (EMT) and Emergency Response Directories

**Tab B:** Campus and Facilities Location Maps

1. O’ahu Map with LCC Campus Locations
2. LCC Map – Pearl City Campus
3. Aerial View – Pearl City Campus
4. Aerial View – Waianae Campus.

**Tab C:** Emergency Procedures for Security Personnel

**Tab D:** Emergency Broadcast System (EBS)

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

1. General Emergency Lockdown Procedures
2. Hurricanes and Severe Storms
3. Waterspouts
4. Tsunami and Coastal Flooding
5. Earthquakes
6. Volcanic Activity
7. Landslides and Mudslides
8. Fire
9. Hazardous Materials
10. Bomb Threats and Explosions
11. War and Terrorist Attack
12. Biological Outbreak
13. Utility Outages
14. Civil Disturbance and Labor Strikes
15. Aircraft and Fallen Object Accidents
16. Pandemic Flu Plan
17. Individuals in Distress

**Tab F:** University of Hawai’i Executive Policy E2.203 – Plan for Emergency and Civil Defense Actions
Leeward Community College
Emergency Management Team (EMT)
Tier 1 Personnel

LCC Emergency Contacts

Manny Cabral, Chancellor
Office: 455-0659

John Morton, VP UHCC
Office: 956-3720

Cheryl Mokuau, Secretary
Office: 455-0665

Mike Pecsok, VC/CAO
Office: 455-0269

Mark Lane, VC Admin. Svs.
Office: 455-0214

Mike Unebasami, Assoc VP
Office: 956-6280

Doug Hill, Auxiliary Svs. Officer
Office: 455-0462

Talbort Hook, Security Supvr.
Office: 455-0611

LCC Security
Initial Contact/Notification
Office: 455-0611

Emergency Responders
(contact as necessary)

HPD - Fire
Emergency Medical Services
Number: 911

State Civil Defense
Emergency Operations Center
Number: 733-4300

American Red Cross
Number: 734-2102

Armed Forces Police (HSAP)
Number: 438-7105

Radio Station - KSSK (newsroom)
Number: 528-3981

Utility Companies:

Hawaiian Electric Company
Number: 548-7961

Board of Water Supply
Number: 748-5010

The Gas Company
Number: 526-0066

Humane Society (animals)
Number: 946-2187

Vector Control (pests)
Number: 483-2535

Other Key Personnel (contact as required)

John Hashimoto, Risk Management
Office: 956-7243

Miles Nirei, CC Safety Officer
Office: 956-9464

Gene Awakuni, UHWO Chanc.
Office: 454-4721

Gwen Barros, Stdnt Health Ctr
Office: 455-0216

Mike Wong, EEO/AA
Office: 455-0491

William Akama, Facilities Use
Office: 455-0558

Ann Nishimoto, VC Admin. Svs.
Office: 454-4841

LCC Emergency Management Team; Tier 1 Website
Last Update: July 2008
Leeward Community College
Emergency Management Team (EMT)
Tier 2 Personnel

LCC Security
Initial Contact/Notification
Office: 455-0611

Tier 1 Personnel

Manny Cabral, Chancellor
Office: 455-0659

Mike Pecsok, VC/CAO
Office: 455-0269

Tier 2 Personnel

James Goodman, Dean A&S
Office: 455-0440

Mike Tagawa, Dean CTE
Office: 455-0268

Mark Lane, VC Admin. Svts.
Office: 455-0214

LCC Security
Initial Contact/Notification
Office: 455-0611

Mike Wong, HRO
Office: 455-0491

Linda Saiki, Fiscal Officer
Office: 455-0325

Sandy Hoshino, Dean Stdt Svts
Office: 455-0265

Kaz Chambers, Acad Svts
Office: 455-0321

Aki Hirota, Janitorial Supvsr
Office: 455-0276

Vacant, Director OCEWD
Office:

Jae Han, Bldg/Maint Supvsr
Office: 455-0275

Laurie Lawrence, LCCW Coord.
Office: 696-6378

Kathy Hill, Director OPPA
Office: 455-0616

Tier 3 Personnel

Divison and Unit Head Personnel Notification
(Responsibility of Tier 2 Personnel)

LCC Emergency Management Team; Tier 2 Website
Last Update: July 2008
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Direct Bus Phone</th>
<th>Direct Home Phone</th>
<th>Pager or Cell Phone</th>
<th>FAX No.</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Chancellor</td>
<td>Manuel Cabral</td>
<td>455-0411</td>
<td>455-0641</td>
<td><a href="mailto:mcabral@hawaii.edu">mcabral@hawaii.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Cheryl Mokuau</td>
<td>455-0665</td>
<td>455-0641</td>
<td><a href="mailto:mokuau@hawaii.edu">mokuau@hawaii.edu</a></td>
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</tr>
<tr>
<td>* Vice Chancellor of Admin Svcs</td>
<td>Mark Lane</td>
<td>455-0214</td>
<td>455-0471</td>
<td><a href="mailto:marklane@hawaii.edu">marklane@hawaii.edu</a></td>
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</tr>
<tr>
<td>Secretary</td>
<td>Dixie Kawamura</td>
<td>455-0213</td>
<td>455-0471</td>
<td><a href="mailto:dixiek@hawaii.edu">dixiek@hawaii.edu</a></td>
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</tr>
<tr>
<td>Vice Chancellor &amp; CAO</td>
<td>Mike Pecsok</td>
<td>455-0269</td>
<td>455-0471</td>
<td><a href="mailto:mpecsok@hawaii.edu">mpecsok@hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Shirlene Callejo</td>
<td>455-0453</td>
<td>455-0471</td>
<td><a href="mailto:callejos@hawaii.edu">callejos@hawaii.edu</a></td>
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<tr>
<td>Dean of Arts &amp; Sciences</td>
<td>James Goodman, Interim</td>
<td>455-0664</td>
<td>455-0471</td>
<td><a href="mailto:goodman@hawaii.edu">goodman@hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Shirlene Callejo</td>
<td>455-0453</td>
<td>455-0471</td>
<td><a href="mailto:caliejos@hawaii.edu">caliejos@hawaii.edu</a></td>
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<tr>
<td>Dean of Career &amp; Tech Ed</td>
<td>Michael Tagawa</td>
<td>455-0268</td>
<td>455-0471</td>
<td><a href="mailto:tagawa@hawaii.edu">tagawa@hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Vaughnelle Lani O'Neal</td>
<td>455-0228</td>
<td>455-0471</td>
<td><a href="mailto:vaughnel@lcc.hawaii.edu">vaughnel@lcc.hawaii.edu</a></td>
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<tr>
<td>Dean of Academic Services</td>
<td>Kaz Chambers, Interim</td>
<td>455-0321</td>
<td>455-0471</td>
<td><a href="mailto:kazuoc@hawaii.edu">kazuoc@hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Patricia Kimokeo</td>
<td>455-0440</td>
<td>455-0471</td>
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<tr>
<td>Dean of Student Services</td>
<td>Sandy Hoshino, Interim</td>
<td>455-0265</td>
<td>454-8804</td>
<td><a href="mailto:shoshino@hawaii.edu">shoshino@hawaii.edu</a></td>
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<td>Secretary</td>
<td>Susan Durango</td>
<td>455-0260</td>
<td>454-8804</td>
<td><a href="mailto:durango@hawaii.edu">durango@hawaii.edu</a></td>
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<tr>
<td>Dir. of OCEWD</td>
<td>Michael Tagawa, Acting</td>
<td>455-0470</td>
<td>453-6730</td>
<td><a href="mailto:tagawa@hawaii.edu">tagawa@hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Grace Yoshimura</td>
<td>455-0699</td>
<td>453-6730</td>
<td><a href="mailto:gklee@hawaii.edu">gklee@hawaii.edu</a></td>
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<tr>
<td>LCC-Waianae Coordinator</td>
<td>Laurie Lawrence</td>
<td>696-6378</td>
<td>696-4024</td>
<td><a href="mailto:laurie@lcc.hawaii.edu">laurie@lcc.hawaii.edu</a></td>
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<tr>
<td>Clerk-Steno</td>
<td>Walterbea Aidegue</td>
<td>696-6378 X100</td>
<td>696-4024</td>
<td><a href="mailto:walterbea@hawaii.edu">walterbea@hawaii.edu</a></td>
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<tr>
<td>UH-West Oahu, Chancellor</td>
<td>Gene Awakuni</td>
<td>454-4750</td>
<td>453-6076</td>
<td><a href="mailto:awakuni@uhwo.hawaii.edu">awakuni@uhwo.hawaii.edu</a></td>
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<tr>
<td>UH-West Oahu, VC of Admin Svcs</td>
<td>Ann Nishimoto</td>
<td>454-4841</td>
<td>453-6176</td>
<td><a href="mailto:ann@uhwo.hawaii.edu">ann@uhwo.hawaii.edu</a></td>
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<tr>
<td>UH-West Oahu, Manager, Facilities</td>
<td>James &quot;Kimo&quot; Yamaguchi</td>
<td>454-4798</td>
<td>453-6176</td>
<td><a href="mailto:kimo@uhwo.hawaii.edu">kimo@uhwo.hawaii.edu</a></td>
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</tr>
</tbody>
</table>

**CRITICAL STAFF**

Administrative Officer: Linda Saiki 455-0325 455-0471 saiki@hawaii.edu
Auxiliary Services Officer: Doug Hill 455-0462 453-6728 dhill@hawaii.edu
Asst Auxiliary Services Officer: Grant Okamura 455-0462 453-6728 okamurag@hawaii.edu
Bldg Maint. & Grounds Spvr: Jae Han 455-0275 453-6728 jaeh@hawaii.edu
Bookstore Manager: Sylvia Honda 455-0205 456-5331 sylvia@hawaii.edu
Cafeteria Manager: Travis Kono 455-0375 455-0626 ttkono@hawaii.edu
Health Center Nurse Pract.: Gwendolyn Barros 455-0216 455-0471 gwenn@hawaii.edu
Human Resources Officer: Mike Wong 455-0491 455-0568 mckwong@hawaii.edu
IT Coordinator: Kaz Chambers 455-0321 455-0509 kazucci@hawaii.edu
Janitor Supervisor: Aki Hirota 455-0276 453-6728 fhirot@hawaii.edu
Risk Management: John Hashimoto 956-7243 956-2304 johnhash@hawaii.edu
Security Supervisor: Talbort Hook 455-0611 455-0659 talbort@hawaii.edu
Theatre Manager: Joe Patti 455-0381 455-0384 jpati@hawaii.edu
UHCC Health & Safety Offr: Miles Nirei 956-9464 956-3205 nirei@hawaii.edu

**Designated Oahu Civil Defense Contact Person for the Campus**

Emergency Operations Center (EOC) 733-4300
FBI 566-4300
U.S. Coast Guard 842-2601
Honolulu Police Department 529-3111
**EMERGENCY (Police, Ambulance, Fire, HazMat)** 911 or 9-911
**LCC SECURITY** 455-0611 or ext 610
UHWO - Contract Security Guard 528-7517 or 306-6459

Notify Risk Management for:
1. Death of an employee within scope of employment
2. Injury of 3 or more employees within scope of employment
3. Property damage in excess of $25,000
# Leeward Community College - Waianae
## Emergency Response Directory
### as of July 1, 2008

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Direct Bus Phone</th>
<th>Home Phone</th>
<th>Pager or Cell Phone</th>
<th>FAX No.</th>
<th>e-mail</th>
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<tbody>
<tr>
<td>LCC-Waianae Coordinator</td>
<td>Laurie Lawrence</td>
<td>696-6378x107</td>
<td></td>
<td>696-4024</td>
<td></td>
<td><a href="mailto:lauriejl@lcc.hawaii.edu">lauriejl@lcc.hawaii.edu</a></td>
</tr>
<tr>
<td><strong>CRITICAL STAFF</strong></td>
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<tr>
<td>Clerk-Steno</td>
<td>Walterbe Aldeguer</td>
<td>696-6378 x100</td>
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<td>696-4024</td>
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<td><a href="mailto:walterbe@hawaii.edu">walterbe@hawaii.edu</a></td>
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<tr>
<td>Resource Lab Manager</td>
<td>Emi Chang</td>
<td>696-6378 x103</td>
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<td>696-4024</td>
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<td><a href="mailto:emic@hawaii.edu">emic@hawaii.edu</a></td>
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<tr>
<td>Counselor</td>
<td>Jean StavRue</td>
<td>696-6378 x105</td>
<td></td>
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<td><a href="mailto:jstavrue@hawaii.edu">jstavrue@hawaii.edu</a></td>
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Emergency Operations Center (EOC) State Civil Defense 733-4300
FBI 566-4300
U.S. Coast Guard 842-2601
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<tbody>
<tr>
<td>* Chancellor</td>
<td>Gene Awakuni</td>
<td>454-4750</td>
<td>453-6076</td>
<td>453-6076</td>
<td><a href="mailto:awakuni@uhwo.hawaii.edu">awakuni@uhwo.hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Shirley Ishikawa</td>
<td>454-4752</td>
<td>453-6076</td>
<td>453-6076</td>
<td><a href="mailto:shirley@uhwo.hawaii.edu">shirley@uhwo.hawaii.edu</a></td>
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<tr>
<td>* Vice Chancellor of Adm Svcs</td>
<td>Ann Nishimoto</td>
<td>454-4841</td>
<td>453-6176</td>
<td>453-6176</td>
<td><a href="mailto:ann@uhwo.hawaii.edu">ann@uhwo.hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Linda Nishimoto</td>
<td>454-4770</td>
<td>453-6076</td>
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<td><a href="mailto:linda@uhwo.hawaii.edu">linda@uhwo.hawaii.edu</a></td>
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<tr>
<td>Vice Chancellor, Academic Aff.</td>
<td>Linda Randall 8/11</td>
<td>454-4788</td>
<td>453-6076</td>
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<td><a href="mailto:steve@uhwo.hawaii.edu">steve@uhwo.hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Jean Javellana</td>
<td>454-4770</td>
<td>453-6076</td>
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<td><a href="mailto:jean@uhwo.hawaii.edu">jean@uhwo.hawaii.edu</a></td>
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<tr>
<td>Vice Chancellor, Student Affairs</td>
<td>Lori Ideta</td>
<td>454-4759</td>
<td>454-6075</td>
<td>454-6075</td>
<td><a href="mailto:ideta@hawaii.edu">ideta@hawaii.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Cynthia Vinluan</td>
<td>454-4758</td>
<td>453-6076</td>
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<tr>
<td>Div. Chair, Social Sciences</td>
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<td>453-6076</td>
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<tr>
<td>Div. Chair, Professional Studies</td>
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<td>453-6076</td>
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<td><a href="mailto:rprizzia@hawaii.edu">rprizzia@hawaii.edu</a></td>
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<tr>
<td>Div. Chair, Humanities</td>
<td>Ross Cordy</td>
<td>454-4762</td>
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<tr>
<td>Director of CLEAR</td>
<td>William Puette</td>
<td>454-4777</td>
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<tr>
<td>Secretary</td>
<td>Sandra Maki</td>
<td>454-4778</td>
<td>454-4776</td>
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<tr>
<td>Computer Coord. Admin</td>
<td>James Amihara</td>
<td>454-4760</td>
<td>453-6075</td>
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<td>Computer Coord. Acad.</td>
<td>Eric Flower</td>
<td>455-0497</td>
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<tr>
<td>Manager, Facilities/Grounds</td>
<td>James Yamaguchi</td>
<td>454-4798</td>
<td>453-6176</td>
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<td><a href="mailto:kimo@uhwo.hawaii.edu">kimo@uhwo.hawaii.edu</a></td>
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<tr>
<td>Head Custodian</td>
<td>Mark Nakayama</td>
<td>454-4729</td>
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<td><a href="mailto:markan@uhwo.hawaii.edu">markan@uhwo.hawaii.edu</a></td>
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LCC SECURITY 455-0611 or ext 610
UHWO-Contract Security Guard (Ernesto) 528-7517 or 306-6459
Mon-Fri, 4:30 pm-10:00 pm

Notify Risk Management for:
1) Death of an employee within scope of employment
2) Injury of 3 or more employees within scope of employment
3) Property damage in excess of $25,000
The following Leeward Community College employees have completed the Community Emergency Response Team (CERT) training. CERT is a Federal Emergency Management Agency (FEMA) sponsored training program that consists of 20 hours of training and emphasizes hands-on practice in disaster preparedness, fire safety, disaster medical operations, light search and rescue, CERT organization, disaster psychology, and terrorism. Classes are taught by training emergency personnel, including firefighters and Emergency Medical Services (EMS) personnel.

If available, emergency services personnel (first-responders) are the best trained and equipped to handle emergencies. However, following a catastrophic disaster, the College community may be on their own for a period of time because of the size of the area affected, lost communications, and unpassable roads. CERT members may be mobilized to assist the College in the event of such disasters.

<table>
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<th>Name</th>
<th>Unit</th>
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<th>e-mail</th>
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<tr>
<td><strong>CERT Volunteer and Certified Instructor:</strong></td>
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<tr>
<td>Ralph Toyama</td>
<td>Library</td>
<td>455-0682</td>
<td><a href="mailto:rtoyama@hawaii.edu">rtoyama@hawaii.edu</a></td>
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**Completed Classroom Training and Final Exercise (Summer 2006):**

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<tbody>
<tr>
<td>Terry Ann Richter</td>
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<td><a href="mailto:trichter@hawaii.edu">trichter@hawaii.edu</a></td>
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**Completed Classroom Training and Final Exercise (Summer 2007):**

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<tr>
<td>Rania Agua-Torres</td>
<td>Student Services</td>
<td>455-0555</td>
<td><a href="mailto:rania@hawaii.edu">rania@hawaii.edu</a></td>
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<tr>
<td>Reef Amano</td>
<td>EMC</td>
<td>455-0203</td>
<td><a href="mailto:ramano@hawaii.edu">ramano@hawaii.edu</a></td>
</tr>
<tr>
<td>Michael Bauer</td>
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</tr>
<tr>
<td>Mark Lane</td>
<td>Administrative Services</td>
<td>455-0213</td>
<td><a href="mailto:marklane@hawaii.edu">marklane@hawaii.edu</a></td>
</tr>
<tr>
<td>Priscilla Millen</td>
<td>Math &amp; Science</td>
<td>455-0285</td>
<td><a href="mailto:pmillen@hawaii.edu">pmillen@hawaii.edu</a></td>
</tr>
<tr>
<td>Therese Nakadomari</td>
<td>Info Tech Group</td>
<td>455-0493</td>
<td><a href="mailto:therese@hawaii.edu">therese@hawaii.edu</a></td>
</tr>
<tr>
<td>William (Bill) White</td>
<td>Operations &amp; Maintenance</td>
<td>455-0444</td>
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<tr>
<td>Jonathan Scarpelli</td>
<td>LCC Student</td>
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**Completed Classroom Training; Pending Final Exercise (Summer 2007):**

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<td>Fabiola Castellano</td>
<td>VocTech</td>
<td>455-0300</td>
<td><a href="mailto:fabiola@hawaii.edu">fabiola@hawaii.edu</a></td>
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<tr>
<td>Paul Dela Cruz</td>
<td>Operations &amp; Maintenance</td>
<td>455-0444</td>
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<tr>
<td>Ann Dorado</td>
<td>Student Services</td>
<td>455-0652</td>
<td><a href="mailto:adorado@hawaii.edu">adorado@hawaii.edu</a></td>
</tr>
<tr>
<td>Willy Festin</td>
<td>Operations &amp; Maintenance</td>
<td>455-0275</td>
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<tr>
<td>Brent Hirata</td>
<td>EMC</td>
<td>455-0484</td>
<td><a href="mailto:bhirata@hawaii.edu">bhirata@hawaii.edu</a></td>
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<tr>
<td>Karim Khan</td>
<td>Arts &amp; Humanities</td>
<td>455-0358</td>
<td><a href="mailto:khana@hawaii.edu">khana@hawaii.edu</a></td>
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<tr>
<td>Ronaldo Montecillo</td>
<td>Operations &amp; Maintenance</td>
<td>455-0444</td>
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<tr>
<td>Melissa Dudley</td>
<td>LCC Student</td>
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</table>
Campus Locations

1 Leeward Community College
96-045 Ala ‘Ike
Pearl City, HI 96782

2 Leeward Community College at Wai‘anae
86-088 Farrington Highway
Wai‘anae, HI 97692
LeeWARD COMMUNITY COLLEGE aerial view
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-site 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-site 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.
The campus fire alarm system includes an enunciator system or Emergency Broadcast System (EBS), which can be used to convey vital and timely information to the campus community in the event of an emergency. This system is located in all classrooms and offices and is an integral component of the campus’ emergency communication network.

Use of the LCC EBS will be limited to emergency situations and conditions. Testing of the system will be conducted by the campus Security Office on a periodic basis, but at least once per semester. Security Officers are designated as the official campus user of the EBS. All Security Officers and Emergency Management Team Tier 1 members shall be trained in use of the EBS.

The EBS can be activated from three (3) designated locations on campus; (1) Security Office, (2) Administration building 1st floor in the Business Office, and (3) the Operations and Maintenance (O&M) building.

### Emergency Situations Requiring Campus Notification

<table>
<thead>
<tr>
<th>Emergency Condition</th>
<th>Announcement</th>
</tr>
</thead>
</table>
| Evacuation          | May I have your attention please. May I have your attention please. This is an announcement from Leeward Community College Security.  
Due to (**) state nature of emergency **) the College is being evacuated. Please take all personal belongings with you, secure your area if possible, and the leave the campus in an orderly fashion immediately. Emergency personnel have been alerted and are responding. Thank you.  
- Repeat message as necessary – |
<p>| Unsafe Situation    | May I have your attention please. May I have your attention please. This is an announcement from Leeward Community College Security. |</p>
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Message</th>
</tr>
</thead>
</table>
| Due to an unsafe situation       | Due to an unsafe situation (** state nature of emergency **) all faculty, staff, and students are requested to find and remain in a safe area. Emergency personnel have been alerted and are responding. Thank you.  
- Repeat message as necessary – |
| Non-Emergency Situations         | May I have your attention please. May I have your attention please. This is an announcement from Leeward Community College Security.  
Due to a (** state nature of incident **) the campus will be closing until further notice. You are encouraged to leave the campus in an orderly fashion as soon as possible. Thank you.  
- Repeat message as necessary – |
| System Test                       | May I have your attention please. May I have your attention please. This is an announcement from the Leeward Community College Security Office.  
This is a test of the College Emergency Broadcast System. This system is a campus-wide means of communicating real-time emergency situations and conditions. I repeat – this is only a test.  
In the event of a campus emergency, you will be informed of the emergency condition and actions that may need to be taken to protect life and property. This system is designated as the primary disseminator of Leeward Community College emergency information. Upon hearing an emergency broadcast, you will be directed to take appropriate action. This may consists of seeking or remaining in a secured location or vacating the campus grounds.  
Again, this is only a test. This system test has concluded. Thank you for your attention and cooperation. |
Emergency Broadcast System (EBS) Operating Procedures

Procedures for activating the fire alarm enunciator/paging device during an emergency:

Panel A, Location: Business Office
1. Push door and open panel
2. Grasp microphone handset
3. Press the EVAC button
4. Press the designated building button(s) or Press the ALLCALL button for all buildings – then wait for three (3) seconds
5. Press the microphone handset button and make announcement
6. Following the announcement, Press the DISABLE GENERAL ALARM/RESET button, return microphone handset, and close panel

Panel B, Location: Operations and Maintenance
1. Open panel and grasp microphone handset
2. Press the EVAC button
3. Press the designated building button(s) – then wait for three (3) seconds
4. Press the microphone handset button and make announcement
5. Following the announcement, Press the DISABLE GENERAL ALARM/RESET button, return microphone handset, and close panel

Panel C, Location: Security Office
1. Open panel and grasp microphone handset
2. Press the EVAC button
3. Press the designated building button(s) – then wait for three (3) seconds
4. Press the microphone handset button and make announcement
5. Following the announcement, Press the DISABLE GENERAL ALARM/RESET button, return microphone handset, and close panel
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 6th 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.
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

- Centers for Disease Control – Avian Influenza Page

- National Pandemic Flu Information Page
**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):

<table>
<thead>
<tr>
<th>Procedures to follow:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Make a note of the unusual behavior</td>
</tr>
<tr>
<td>2. Contact a Crisis Response Team member:</td>
</tr>
<tr>
<td><em>Team members:</em></td>
</tr>
<tr>
<td>Ann Dorado, Counselor/Instructor… 455-0652</td>
</tr>
<tr>
<td>Stu Uesato, Counselor/Instructor….. 455-0295</td>
</tr>
<tr>
<td>Ernie Libarios 455-0242</td>
</tr>
<tr>
<td>Laurie Libarios 455-0420</td>
</tr>
<tr>
<td>3. Possible interventions:</td>
</tr>
<tr>
<td>a. have a team member come and observe your classroom</td>
</tr>
<tr>
<td>b. develop strategies</td>
</tr>
<tr>
<td>c. follow-up to develop strategies with individual, encourage the individual to speak with one of the crisis response team members</td>
</tr>
<tr>
<td>4. Documentation will be completed and confidentially stored</td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Procedures to follow:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call Security x611</td>
</tr>
<tr>
<td>2. Report information to counseling Clerks: <strong>Stella 455-0233</strong> or <strong>Christine 4550234</strong> and they will call upon a member of the Crisis Team.</td>
</tr>
<tr>
<td>3. Document the situation as appropriate (usually done when situation has been de-escalated) with information including:</td>
</tr>
<tr>
<td>a. Location of incident</td>
</tr>
<tr>
<td>b. The nature of the incident.</td>
</tr>
<tr>
<td>c. A physical description of the distressed individual.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
Situations that pose \textit{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:

<table>
<thead>
<tr>
<th>Procedures to follow:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call HPD-\textbf{911} and security \textbf{x611}</td>
</tr>
<tr>
<td>2. When crisis occurs, report information to (report to the first available person): \textbf{Sandy Hoshino, x265}-Interim Dean of Student Services, and/or Counseling Office Clerks \textbf{455-0233} or 0234 who will contact the Crisis Team.</td>
</tr>
<tr>
<td>Team members*:</td>
</tr>
<tr>
<td>Ann Dorado, Counselor/Instructor… 455-0652</td>
</tr>
<tr>
<td>Stu Uesato, Counselor/Instructor…….. 455-0295</td>
</tr>
<tr>
<td>Ernie Libarios, Counselor/Instructor.. 455-0242</td>
</tr>
<tr>
<td>Laurie Libarios, Counselor/Instructor 455-0420</td>
</tr>
<tr>
<td>3. Evacuate classroom or cancel/dismiss class (if it is not possible to isolate student).</td>
</tr>
<tr>
<td>4. Document the situation as appropriate (usually done when situation has been de-escalated)</td>
</tr>
<tr>
<td>a. Location of incident</td>
</tr>
<tr>
<td>b. The nature of the incident.</td>
</tr>
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<td>c. A physical description of the distressed individual.</td>
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</tr>
</tbody>
</table>

\textbf{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
I. Introduction

The Governor's Administrative Directive No. 79-4, dated November 26, 1979, State of Hawai‘i Plan for Emergency Preparedness, states: “State departments and agencies are responsible for developing and maintaining disaster response plans that are in consonance with this plan. Specific procedures, action-oriented checklists, and prepackaged administrative forms required for prompt and effective response to wartime situations are to be included.” In line with this directive and with the President's responsibility for protecting and administering the overall operations of the University of Hawai‘i System, as contained in Section 2-2 of the Board of Regents By-laws and Policies, policies are hereby established to develop, implement and maintain emergency operation plans necessary in the event of an emergency or disaster.

II. Objectives

A. To provide for systemwide emergency plans for taking actions to preserve and protect University of Hawai‘i resources during emergency situations.

B. To ensure that systemwide campuses are kept informed with coordinated (State/Civil Defense/UH) guidance provided.

C. To enable campuses to act independently in meeting emergencies.

III. Policies

A. Emergency Operation Plan (EOP)

1. Chancellors shall develop, implement and maintain an emergency operation plan to meet the particular needs and circumstances of the campuses and organizations under their jurisdiction. The Chancellor for Community Colleges may assign this
function to the respective Provosts. UHM will include the system offices, facilities, personnel and operation in its plan.

2. Each campus, as part of its Emergency Operation Plan, shall identify, establish, and equip, to the extent practicable, an Emergency Operation Center (EOC) for activation when and if needed. This center shall be responsible for maintaining contact with and for making periodic reports, as required, to the President's office (or, if directed, to the Mānoa EOC) concerning the extent of damage and actions being taken to restore normal operations.

3. All Chancellors/Provosts are to familiarize themselves with the statewide disaster support responsibilities of the University of Hawai‘i. These are contained in the State of Hawai‘i, Plan for Emergency Preparedness, Volume III. Paragraph IIIB of Annex J. for Health Services: paragraph IIIB. Annex M for training: and paragraph 18. Enclosure 1, a summary of the University of Hawai‘i's responsibilities, are especially applicable.

4. All campuses and geographically separated university facilities, such as experimental/research stations and facilities, shall provide the Mānoa EOC (Vice Chancellor for Administration's office) with a current inventory of equipment that would be available in an emergency. The equipment custodian or point of contact with telephone number and location of equipment shall be identified. This list shall include portable electric generators, heavy equipment and trucks to bulldoze, lift, dig, transport, scrape or drag and which could be temporarily transported to the site which has emergency need of such items. The listing should also include fuel-operated water pumps, piping and hoses which could be used to pump water from swimming pools, natural pools and streams and to bypass broken mains to provide an emergency source of water; the equipment listing shall be updated at least annually.

5. A Damage Assessment Team (DAT) shall be established and trained to assess campus damage and report to the EOC. This team shall be composed of members as deemed appropriate by the Chancellors/Provosts. A roster of assigned members to a DAT shall be prepared, distributed appropriately, and updated at least annually. The initial report should be made as early as possible after a disaster and every three hours thereafter.
or as needed. A camera should be available to the team to take pictures and thus document all damage. Photographic documentation can be extremely important as proof of damage for subsequent emergency funding requests. It shall be the responsibility of the DAT to submit detailed assessments/reports.

6. A list of trained Civil Defense personnel and their assignments shall be maintained and updated. County Civil Defense agencies have the responsibility to train and assign not less than two shelter managers and two radiological monitors to each approved community shelter. Those campuses having approved shelters should ensure that sufficient volunteers to meet this quota receive this training.

B. Activation of Emergency Operation Plans

1. During period of campus emergency, as determined by a Chancellor, the Chancellor may (if time permits, after consultation with the President), place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain orderly operation of the campus.

2. Dependent on the situation and/or gravity of the emergency, the President or Acting President may choose to shift his operating headquarters from Bachman Hall to the Mānoa Emergency Operations Center and use its resources and personnel to carry out systemwide responsibilities.

3. The President's office will, unless precluded by circumstances, be the liaison between all local, county, regional, state emergency service agencies and the various campuses and element of the UH System and shall also be responsible for receiving and disseminating information regarding emergency/ civil defense actions that may require the resources assistance (mutual aid) and cooperation of the various elements of the University system.

4. The following are emergency actions by category or phase and should be included in each campus', station's or facility's plan:

   (1) ALERT

       Announcement to advise all persons to prepare for an emergency.
(2) SUSPEND CLASSES

Used as a rapid method of removing students and faculty from a campus.

(3) EVACUATE BUILDING(S)

Used if a catastrophe is imminent or has occurred and buildings must be evacuated to protect lives.

(4) EVACUATE CAMPUS

Used to begin orderly evacuation of a campus by staff and employees except for those personnel essential to carrying out Emergency Operations Plan.

(5) TAKE COVER

Normally initiated by an ATTACK warning from Civil Defense. However, a Chancellor or Provost may order it for sudden windstorms, hurricanes, floods, etc.

(6) CONVERT CAMPUS

Normally initiated only upon order of President or Governor to provide temporary shelter for homeless people or relocation of State government offices.