

# LEEWARD COMMUNITY COLLEGE

Pearl City Campus

# EMERGENCY GUIDE

**OCTOBER 2011**

**CAMPUS SECURITY**

**455-0611 or x611**

<http://www.leeward.hawaii.edu/emergency-info>

The Emergency Guide is disseminated Campus-wide in order to assist students, faculty and staff to respond to various types of emergencies.

This manual should be kept within easy access in all offices and classrooms. Please familiarize yourself with the contents of this manual and ensure that all students and employees are acquainted with its contents and location. In the event of an emergency, all or a combination of the following emergency notification systems will be utilized: Leeward CC website, UH Alert, voicemail, email, Campus enunciator system or code blue emergency phone speaker system.

**Campus Security is available seven (7) days a week, 24 hours a day, to respond to any emergency situation.**

Questions or comments regarding this manual, should be referred to Leeward CC Administrative Services at 455-0213 or x213.

## INTRODUCTION

- 1 Notify Campus Security at 455-0611. If you are unable to reach Campus Security, call “911.”
- 2 Give your name, location and telephone number. Follow the officer’s instructions.
- 3 Assess the situation for danger. Situational awareness and personal safety should dictate any action. **DO NOT** move a seriously injured person unless a life-threatening situation exists. **ONLY** administer first aid and/or initiate CPR if you have been trained.

## **WHEN TO CALL FOR HELP**

*If the victim:*

- Is unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has pressure or pain in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache, or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back
- Has possible broken bones

**MEDICAL EMERGENCY**

- 1 **DO NOT** compromise your safety.
- 2 **DO NOT** attempt to apprehend or interfere with the criminal unless your personal safety is compromised. Situational awareness and personal safety should dictate your actions.
- 3 If possible, get a description of the perpetrator. Note height, weight, sex, ethnicity, age, clothing, method, and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics.
- 4 Notify Campus Security at 455-0611. If you are unable to reach Campus Security, call “911.”
- 5 Give your name, location and telephone number. Follow the officer’s instructions.

## Robbery

- 1 **DO NOT** resist unless your personal safety is compromised.
- 2 Release money immediately to the criminal if asked to do so.
- 3 Close your operation and secure the crime scene.
- 4 Ask any potential witnesses to remain on scene.

## Civil Disturbance

- 1 In the event of civil disturbance secure your area. If the disturbance is outside, stay away from doors and windows.
- 2 **DO NOT** interfere with or confront the people creating the disturbance.

**CRIME IN PROGRESS**

If you are the victim of or witness to a violent or hostile situation, Campus Security (455-0611) and/or “911” should be contacted as soon as possible. Acts of aggression that may cause fear, bodily harm, or death may be considered criminal acts. Situational awareness and personal safety should be taken into consideration when attempting to notify authorities.

If a violent or hostile situation arises for which Campus Security and/or “911” personnel are being called, the following information should be provided at the time of the call:

- 1 The location of the incident.
- 2 The nature of the incident.
- 3 A physical description of the perpetrator.
- 4 Descriptions and license numbers of any vehicles involved.
- 5 Name and contact information of possible witnesses.
- 6 Situational awareness and personal safety must be considered before any attempt is made to deter or stop the threat or action.

Law enforcement personnel will assume control of the situation upon their arrival.

## **Active Shooter**

- 1 If possible, exit the immediate area - call Campus Security (455-0611) or “911.”
- 2 If you cannot exit, remain behind closed doors in a locked or barricaded room.
- 3 Stay away from windows; turn off lights; turn cell phones to vibrate or silence; remain calm and quiet.
- 4 Evacuate only when authorities have arrived on scene and instructed you to do so.
- 5 **DO NOT** open the door for anyone except for law enforcement personnel.
- 6 Seek further information via web, telephone, text, etc.

# **ACTIVE SHOOTER/VIOLENT/HOSTILE SITUATIONS**

In the event of a fire, do the following:

- 1 Activate the nearest “fire alarm.”
- 2 Notify Campus Security at 455-0611 and/or call “911.”
- 3 Give your name and location of the fire. Follow the officer’s instructions.
- 4 **DO NOT** attempt to put out the fire, unless you have been trained to do so.
- 5 Situational awareness and personal safety should be taken into consideration when attempting to assist in an evacuation of the building.
- 6 When you hear a fire alarm, evacuate building immediately, closing doors as you exit.
- 7 **DO NOT** use the elevator.
- 8 **DO NOT** re-enter building.

Bomb threats usually occur by telephone. The person receiving the threat should use the *checklist on the next page* and follow the instructions.

- 1** Call Campus Security at 455-0611. **DO NOT** use a mobile phone. Give your name, location, and land line number. Inform officer of the threat. You may be asked to provide the information you have received. Follow the instructions given by the officer.
- 2** Inform your supervisor and/or department head.
- 3** Campus Security will be responsible for contacting the appropriate authorities.
- 4** Campus authorities will coordinate any evacuation efforts.
- 5** If you spot a suspicious object, package, etc., report it to Campus Security. **DO NOT** touch it, move it, or tamper with the item in any way.
- 6** If instructed to evacuate, leave the area in a safe and timely manner. **DO NOT** re-enter the buildings until instructed to do so by Campus Security.

If you receive a bomb threat, report the call immediately to Campus Security, 455-0611 or Ext. 611, make a copy of this form, complete it, and submit it to Campus Security.

**If you receive a call, ask the caller:**

- |   |                                    |   |                         |
|---|------------------------------------|---|-------------------------|
| 1 | When is the bomb going to explode? | 6 | Did you place the bomb? |
| 2 | Where is it right now?             | 7 | Why?                    |
| 3 | What does it look like?            | 8 | What is your address?   |
| 4 | What kind of bomb is it?           | 9 | What is your name?      |
| 5 | What will cause it to explode?     |   |                         |

**The following information could assist Campus Security:**

Sex of caller      Age      Race      Length of call

**Characteristic of the caller's voice (circle one or more):**

Calm	Laughing	Lisped	Distinguished	Angry	Crying
Raspy	Accent	Excited	Normal	Deep	Familiar
Slow	Distinct	Ragged	If familiar, whom did it sound like? _____		

**Background sounds (circle one or more):**

Street Noise	House Noises	Clear	Kitchen Noises	Crockery	Motor
Static	Voices	Local	Office Machines	PA System	Factory Noises
Animal Noises	Booth	Music	Long Distance	Other	_____

**Threat language (circle one or more):**

Well spoken (educated)	Foul	Incoherent
Message read by caller	Taped	Irrational

**Remarks:**

**Call Received By:**

Name:	Position:
Phone #:	
Phone # Threat received at:	
Date/Time of Threat received:	

Hazardous material accidents may include gasoline/propane truck accidents, classroom laboratory experiments, gasoline or oil spills, the release of toxic materials, biological hazards, or any accident that releases possible hazardous dusts, fumes, or vapors. Should such an accident occur, use the following procedures:

- 1** Notify Campus Security at 455-0611. If you are unable to reach Campus Security, call “911.”
- 2** Give your name, location and telephone number. Follow instructions provided by the emergency responders.
- 3** Situational awareness and personal safety should be taken into consideration when attempting to render aid.
- 4** **Wait** for emergency responders, and if possible, keep others from entering the hazardous area.

**EARTHQUAKES:** Occur without warning and may have aftershocks. Earthquakes may cause buildings, soil, or other structures to be unstable or unsound. Earthquakes may also cause tsunamis.

In the event of an earthquake, if you are:

**Indoors:**

- 1 **DO NOT** exit the building unless you are in imminent danger.
- 2 Get under a desk, table, or supported doorway.
- 3 Stay away from glass windows, shelves, and heavy equipment. Avoid power lines as they may be live.
- 4 If safe to do so, evacuate to open areas after the earthquake. Safe area should be clear of downed lines, falling dangers, and other hazards.
- 5 For safety purposes, **DO NOT** attempt to re-enter buildings.

**Outdoors:**

- 1 Stay in the open.
- 2 Be aware of your personal safety from ruptured gas lines, fires, downed utility lines, falling objects, etc.

**Driving:**

- 1 Pull to the side of the road and stop.
- 2 Avoid utility lines or other objects that may fall.
- 3 Set brakes and turn-off the ignition.
- 4 Stay in the vehicle until the earthquake is over.

Listen to your radio or television stations for emergency information updates.

**TSUNAMI:** Series of Destructive Ocean Waves Affecting All Shorelines

The Pearl City campus is NOT in a flood zone. The Hawai'i State Civil Defense provides an early warning system through the use of "Watches and Warnings" with Statewide notification by sirens.

**WATCH:**                    **Tsunami possible.**  
**WARNING:**            **Sirens will sound at this point.**  
                                  **Stay away from shorelines.**

**DO NOT** evacuate if a tsunami WATCH is issued. The campus community will be notified should a mandatory evacuation be necessary.

The local telephone book has outlined all coastal areas that are subject to flooding in the event of a tsunami or tidal flood. Listen to your radio or television stations for emergency information updates.

**HURRICANE:** High winds, heavy rain, flooding, and high surf.

The Hawai'i State Civil Defense provides an early warning system through the use of "Watches and Warnings" with statewide notification by sirens.

**WATCH: Storm expected within 48 hours.**

- 1** Check all drainage structures to be sure that they are clear.
- 2** Secure all exterior equipment and materials against high winds.
- 3** Protect valuable equipment from water or electrical damage.
- 4** Protect any large windows facing the direction that the hurricane is coming from.
- 5** Secure your area.
- 6** Campus community will be notified of further instructions regarding possible campus evacuation/closure. Check campus alert systems for updated information and or further instructions.

**WARNING ISSUED: Storm expected within 36 hours. Siren warning notification system will be initiated.**

- 1** The Chancellor will issue further instructions as necessary.
- 2** Listen to your radio or television stations for emergency information updates.





Campus Security	455-0611 or x611
Police	911
Ambulance	911
Fire	911
Civil Defense (State)	733-4300
Emergency Management (City & County)	723-8960
Poison Center	1-800- 222-1222

### **Leeward CC Resources**

Student Health Center	455-0515
Counseling	455-0233
Kako‘o ‘Ike “KI” – Support & Services for students with disabilities	455-0421

### **Sexual Harassment Officers**

Students call Dean of Student Services	455-0260
Faculty/Staff call EEO/AA Officer	455-0277

### **Leeward CC Administrators**

Chancellor (AD 102)	455-0215
Vice Chancellor/CAO (AD 109)	455-0453
Vice Chancellor of Admin Services (AD 112)	455-0213
Dean of Academic Services (AD 125A)	455-0228
Dean of Arts and Sciences (AD 101B)	455-0440
Dean of Career & Technical Education (AD 101A)	455-0228
Dean of Student Services (AD 224)	455-0260

### **Community Resources**

Aloha United Way (Statewide Referral Service)	211
Child Welfare Services (Reporting Line)	832-5300
CFS Domestic Violence Hotline & Shelters (Child & Family Service)	841-0822
Hawai‘i Centers for Independent Living	522-5400
Hawaiian Humane Society	946-2187
Narcotics Anonymous	734-4357
Sex Abuse Treatment Center-Hotline	524-7273
Suicide & Crisis (ACCESS)	832-3100

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