

LEEWARD COMMUNITY COLLEGE
WAI'ANAE MOKU

EMERGENCY GUIDE

REVISION 3.0

CAMPUS SECURITY

CALL (808) 454-0711 or x711 from a campus phone

<https://www.leeward.hawaii.edu/security>

The information contained within provides guidance for readers when responding to various types of emergencies throughout the Leeward Community College (Leeward CC) Wai‘anae Moku campus.

This guidance should be kept within easy access in all occupied spaces. All individuals who frequent the campus should be acquainted with the contents and location of this guide.

During an emergency, the following mass notification systems may be utilized: Leeward CC website, UH Alert, social media, email, and audible speaker systems throughout the campus.

Leeward CC Security is available during all operational hours throughout the year.

Questions or comments regarding this guide should be referred to Leeward CC Administrative Services at (808) 455-0213 or x213 from a campus phone.

In the event of a fire, do the following:

- 1** Activate the nearest “Fire Alarm Pull Station.”
- 2** Notify Campus Security at (808) 455-0711 or x711 from a campus phone and/or call “911.”
- 3** Give your name and location of the fire. Follow the instructions given to you over the phone by the call taker.
- 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 the building immediately, closing doors as you exit.
- 7 DO NOT** use the elevator.
- 8 DO NOT** re-enter the building.

TSUNAMI: Series of Destructive Ocean Waves Affecting All Shorelines

The Wai‘anae Moku campus IS in a Tsunami Evacuation zone. The Hawai‘i Emergency Management Agency provides an early warning system through the use of “Watches and Warnings” with Statewide notification by outdoor sirens throughout the island.

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 may be notified should a mandatory evacuation be necessary.

The Honolulu Department of Emergency Management website www.honolulu.gov/dem 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.

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 (808) 454-0711 or x711 from a campus phone. If you are unable to reach Campus Security, call “911.”
- 2** Give your name, location and telephone number. Follow the instructions given to you over the phone by the call taker.
- 3** Hazardous materials exposure or spills may produce toxic vapors that can cause injury or death.
- 4** All personnel should move upwind to avoid fumes, vapors or other aerosols and remain outside the danger zone as determined by first responders.
- 5** Do not walk into visible clouds or vapors or through liquid or solid spilled materials.
- 6** Avoid direct contact with those who have been contaminated.
- 7** Situational awareness and personal safety should be taken into consideration when attempting to render aid.
- 8** **Wait** for emergency responders, and if possible, keep others from entering the hazardous area.

- 1 Call Campus Security at (808) 454-0711 or x711 from a campus phone. If you are unable to reach Campus Security, call “911.”
- 2 Give your name, location and telephone number to the call taker. Follow instructions given to you over the phone by the call taker.
- 3 Assess the scene and 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.

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

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

The Hawai'i Emergency Management Agency provides an early warning system through the use of "Watches and Warnings" with statewide notification by outdoor sirens throughout the island.

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 may be notified of further instructions regarding possible campus evacuation/closure. Monitor campus alert systems and UH alert systems for updated information and or further instructions.

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

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

- 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 (808) 454-0711 or x711 from a campus phone. If you are unable to reach Campus Security, call “911.”
- 5** Give your name, location and telephone number to the call taker. Follow instructions given to you over the phone by the call taker.

Robbery

- 1 DO NOT** resist unless your personal safety is compromised.
- 2** Release money immediately to the criminal if asked to do so.
- 3** After the robbery, close your operation and secure the crime scene and when it is safe to do so, notify campus security at (808) 454-0711 or x711 from a campus phone. If you are unable to reach Campus Security, call “911”.
- 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.

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 areas should be clear of downed lines, falling dangers, and other hazards.
- 5** For safety purposes, DO NOT attempt to re-enter buildings.

OUTDOORS:

- 1** Move to a clear area if you can safely do so. Avoid the area surrounding buildings with large panes of glass, overhead light fixtures, large trees, or unstable structures.
- 2** Be aware of your personal safety from ruptured gas lines, fires, downed utility lines, falling objects, flooded areas, 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.

If you are the victim of or witness a violent or hostile situation, Campus Security (808) 454-0711 or x711 from a campus phone 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 (for more information go to www.avoiddenydefend.org)

- 1 If possible, exit the immediate area - call Campus Security (808) 454-0711 or 711 from a campus phone or “911”. **AVOID** the suspect at all costs.
- 2 If you cannot exit, remain behind closed doors in a locked or barricaded room. **DENY** the suspect access to you or your group.
- 3 Stay away from windows; turn off lights; turn cell phones to 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 If you cannot exit the immediate area or remain in a locked or barricaded room, be prepared to **DEFEND** yourself. Be aggressive and commit to your actions. Do Not Fight Fairly. **IT IS ABOUT SURVIVAL.**

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 (808) 454-0711 or x711 from a campus phone and/or call “911.” **DO NOT** use a cell phone or any device with radio transmittal capability. Give your name, location, and landline number. Inform the call taker of the threat. You may be asked to provide the information you have received. Follow the instructions given to you over the phone by the call taker.
- 2** Inform your supervisor and/or department head.
- 3** Campus Security will be responsible for contacting the appropriate authorities and notifying campus administration.
- 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, approach 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, (808) 454-0711 or x711 from a campus phone, 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):

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

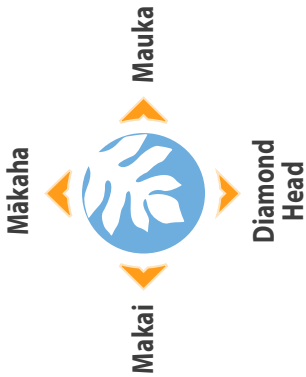
Threat language (circle one or more):

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

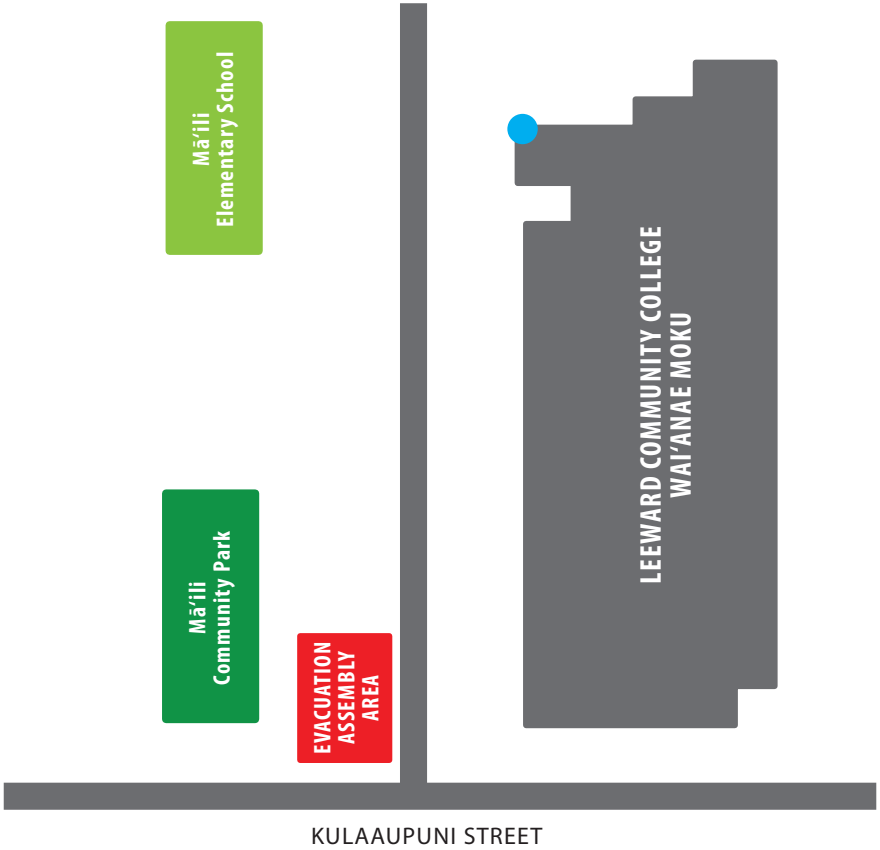
Remarks:

Call Received By:

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



EMERGENCY CALL BOX



CAMPUS MAP - EVACUATION LOCATIONS/EMERGENCY CALL BOX

Campus Security	(808) 454-0711 or x711
Police	911
Ambulance	911
Fire	911
Civil Defense (State)	(808) 733-4300
Department of Emergency Management (City & County)	(808) 723-8960
Poison Center	1-800-222-1222

Leeward CC Resources

Confidential Advocate	(808) 348-0432
Counseling	(808) 455-0233
Disability Services Office for Students	(808) 455-0421
Equal Employment Opportunities and Affirmative Action Officer	(808) 455-0277
Student Health Center	(808) 455-0515
Title IX Coordinator	(808) 455-0478

Leeward CC Administrators

Chancellor (AD102)	(808) 455-0215
Vice Chancellor for Academic Affairs (AD108)	(808) 455-0453
Vice Chancellor of Administrative Services (AD112)	(808) 455-0213
Dean of Academic Services (LC301B)	(808) 455-0440
Dean of Arts and Sciences (AD101B)	(808) 455-0664
Dean of Career & Technical Education (AD101A)	(808) 455-0228
Dean of Student Services (AD224)	(808) 455-0260

Community Resources

Aloha United Way (Statewide Referral Service)	211
Child Welfare Services (Reporting Line)	(808) 832-5300
CFS Domestic Violence Hotline & Shelters (Child & Family Services)	(808) 841-0822
Hawai'i Centers for Independent Living	(808) 522-5400
Hawaiian Humane Society	(808) 946-2187
Narcotics Anonymous	(808) 734-4357
Sex Abuse Treatment Center-Hotline	(808) 524-7273
Suicide & Crisis (ACCESS)	(808) 832-3100



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