



UNIVERSITY of HAWAI'I®
LEEWARD
COMMUNITY COLLEGE

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

June 10, 2024



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Promulgation of the Leeward Community College Comprehensive Emergency Management Plan

As Chancellor for Leeward Community College (LeeCC), I approve the LeeCC Comprehensive Emergency Management Plan (CEMP) and hereby promulgate the LeeCC CEMP dated March 2024 upon my signing.

The LeeCC CEMP provides the underlying policy and procedure framework for the protection of health, safety, and property of students, faculty, staff, and visitors during incidents or emergencies at LeeCC's Pu'uloa, Wai'anae Moku, and Wahiawa Value Added Product Development Center campuses. This document assists LeeCC personnel in providing guidance in the management and response to incidents or emergencies that may pose a threat to the health and safety of the campus community or disrupt LeeCC's programs, services, or activities.

Using a comprehensive approach to emergency management, the LeeCC CEMP integrates the Federal Emergency Management Agency's (FEMA) four phases of which include:

1. Mitigation - actions taken to prevent or reduce the cause, impact, or consequences of potential emergencies.
2. Preparedness - includes planning, training, and educational activities for events that cannot be mitigated.
3. Response - actions necessary to stabilize the emergency, save lives and property, and facilitate the transition to recovery.
4. Recovery - capabilities necessary for restoration of the learning and working environment.

The LeeCC CEMP complies with the University of Hawaii (UH) Executive Policy EP 2.203 - Emergency Management, which directs all UH chancellors to develop, implement, and maintain a CEMP for their campus. The LeeCC CEMP has been modeled after the National Incident Management System (NIMS) concepts and processes, consistent with federal, state, and university guidelines.

Revision of this plan and its promulgation will occur on an annual basis. LeeCC's Vice Chancellor of Administrative Services is hereby authorized to amend the LeeCC CEMP as necessary.

For security reasons, the signature of the chancellor has been redacted. The signed (March 6, 2024) original is on file with Leeward Community College's Public Safety Chief and is available to be viewed. Contact Public Safety at (808) 455-0611

Leeward Community College Comprehensive Emergency Management Plan

Record of Changes

Change Number	Date of Change	Summary of Change and Affected Pages	Approved By
2023-1	12/12/2023	<ul style="list-style-type: none"> • Name Change: Campus Security to Campus Public Safety • Campus Public Safety phone numbers included in footer of CEMP document • Inclusion of new Wahiawa Value Added Product Development Center (VAPDC) and Evacuation Map • Inclusion of Wahiawa VAPDC Campus Public Safety phone number • Update to name and numbering of FEMA's Independent Study (IS/ICS) courses • Reorganization of Incident Command System: Incident Commander Role • Update Pu'uloa Campus Evacuation Map • Update Wai'anae Moku Campus Evacuation Map • Update of Emergency Management Team Contact Directory 	CP
2024-1	3/5/2024	Update of Emergency Management Team Contact Directory	CP
2024-2	6/10/2024	Update: Section VIII.K. Utility Outage and Emergency Management Team Contact Directory	KB

Section I – General Provisions

A. Purpose

The LeeCC CEMP provides the underlying policy, procedural, and organizational framework for the protection of health, safety, and property of students, faculty, staff, and visitors during incidents or emergencies. This document assists LeeCC personnel in providing guidance in the management and response to incidents or emergencies that may pose a threat to the health and safety of the campus community or disrupt LeeCC's programs, services, or activities.

Supplementing the LeeCC CEMP are Emergency Guides that highlight specific responsibilities, tasks, and operational actions when responding and managing an incident or emergency.

Separate Emergency Guides are produced for LeeCC's Pu'uloa campus, Wai'anae Moku campus, and Wahiawa Value Added Product Development Center (VAPDC).

B. Authority

The LeeCC CEMP complies and aligns with the UH Executive Policy EP 2.203 – Emergency Management. In addition, the LeeCC CEMP has been modeled after the Department of Homeland Security's NIMS concepts and processes, which established the management structure of an Incident Command System (ICS) and is consistent with federal, state, and university guidelines.

C. Scope

The LeeCC CEMP and its contents applies to all LeeCC's students and employees. The LeeCC CEMP is a flexible and scalable framework that encompasses all hazards and serves as a guide for the management of an array of incidents that may adversely impact LeeCC, such as tropical cyclones, severe weather, fires, traffic accidents, sick or injured individuals, and mass casualty events. The LeeCC CEMP also serves as a tool for communication and coordination with the UH System and other UH campuses.

On-campus incidents or emergencies may also impact surrounding communities. Similarly, off-campus incidents or emergencies may require the activation of the LeeCC CEMP. During either of these situations, LeeCC will make every effort to work cooperatively with local, state, and federal agencies with their delivery of emergency-related services.

D. Situation Overview

LeeCC is one of ten publicly-funded UH campuses scattered across the Hawaiian Islands. LeeCC is located on the island of Oahu, the most populated island in the state (1,016,506 residents from 2020 U.S. Census data), and 3rd largest island in area (597 square miles). LeeCC's service region extends from Oahu's North Shore to the central plateau of the island to the shores of Pearl Harbor; and then west encompassing all of the Ewa Plain and the Wai'anae Coast.

The main campus is located in Pu'uloa on the shores of Pearl Harbor's Middle Loch. The Pu'uloa campus occupies 49 acres at the confluence of several major highways and arterials, including the H1 and H2 interstate highways, Farrington Highway, and Kamehameha Highway.

A rail station is also on property.

A satellite campus, Wai'anae Moku, is located in Mā'ili along the Wai'anae Coast. This campus is comprised of a single building on 2.5 acres and is located in a residential development. It is approximately 19 miles northwest of the Pu'uloa campus.

LeeCC's also extends its presence in central Oahu at the Wahiawa Value Added Product Development Center. This center is a 33,000 square foot food manufacturing facility located next to the Wahiawa Shopping Center. It is approximately 10 miles north of the Pu'uloa campus.

E. Planning Assumptions

This plan is designed to provide an organized management protocol for LeeCC in the event of an incident or emergency. The plan may be enacted partially or fully, as deemed appropriate to the situation. Emergency planning, like all planning activities, consists of certain assumptions used in the development of a plan. These assumptions provide the foundation of LeeCC's operational procedures and cover a wide range of incidents that could impact LeeCC.

The LeeCC CEMP is based on the following planning assumptions and considerations:

- a. Critical incidents may occur with or without warning and will quickly overwhelm LeeCC's resources and capabilities.
- b. The assistance of external resources may be required.
- c. Based on incidents or emergencies that are most likely to impact the campus community.
- d. Must be scalable and flexible to manage a wide array of unanticipated, complex, and unique situations.
- e. For all critical incidents, the NIMS-ICS command and control structure will serve as the foundation for emergency response activities.
- f. Takes into consideration the unique requirements needed for assisting persons with disabilities.
- g. Utility services such as water, gas, electricity, network, and telecommunications may be impacted, compromised, or interrupted.
- h. Buildings, grounds, roadways, parking lots, and other campus infrastructure may sustain damage.
- i. The regular flow of delivery of goods may be suspended or interrupted.
- j. Campus ingress and egress may be compromised.
- k. Local, state, and federal assistance may not be immediately available.
- l. Individuals and/or units tasked with specific responsibilities are aware of their roles and will fulfill their requirements during critical incidents utilizing their current capabilities according to their policies, procedures, and guidelines.

F. Limitations

Although the LeeCC CEMP is a comprehensive, all-hazards approach to managing critical incidents, it is not intended to deal with every conceivable emergency scenario. Rather, it is intended to provide guidance and outlines responsibilities for specific individuals charged with emergency management coordination and response.

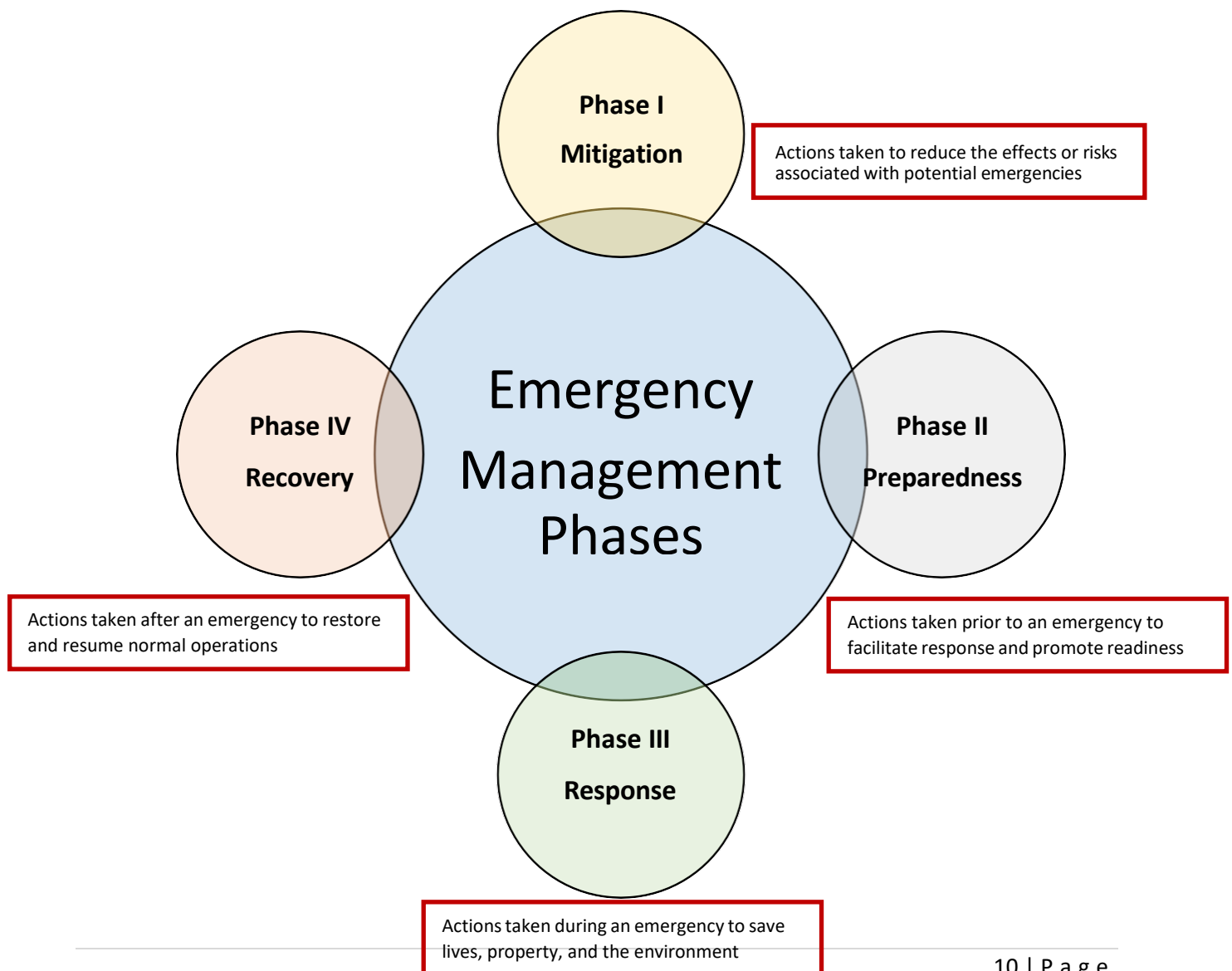
Section II – Concept of Operations

A. General

LeeCC's CEMP provides the framework of an organized command and control management system for use in responding to incidents or emergencies. The plan is flexible, allowing for partial or full activation of its parts depending on the size, scope, and complexity of the specific incident or emergency.

Incorporated into the design of the LeeCC CEMP are the four phases of FEMA's emergency management cycle...Mitigation – Preparedness – Response – Recovery (Figure 1). Through these overlapping phases, LeeCC is able to develop and maintain a comprehensive and systematic approach to potential or actual incidents or emergencies.

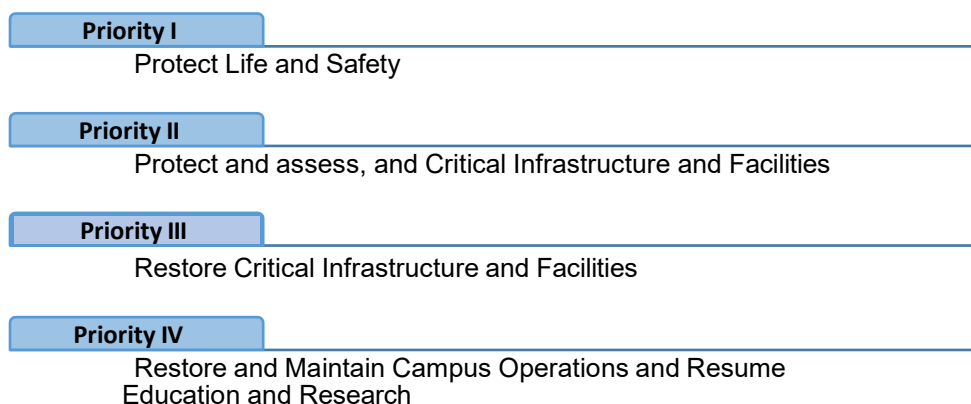
Figure 1 - Four Phases of Emergency Management



B. Campus Priorities

LeeCC's emergency organizational structure is designed to respond to incidents or emergencies in an organized, safe, effective, and timely manner. LeeCC's designated personnel and equipment may be utilized to accomplish the following priorities (Figure2):

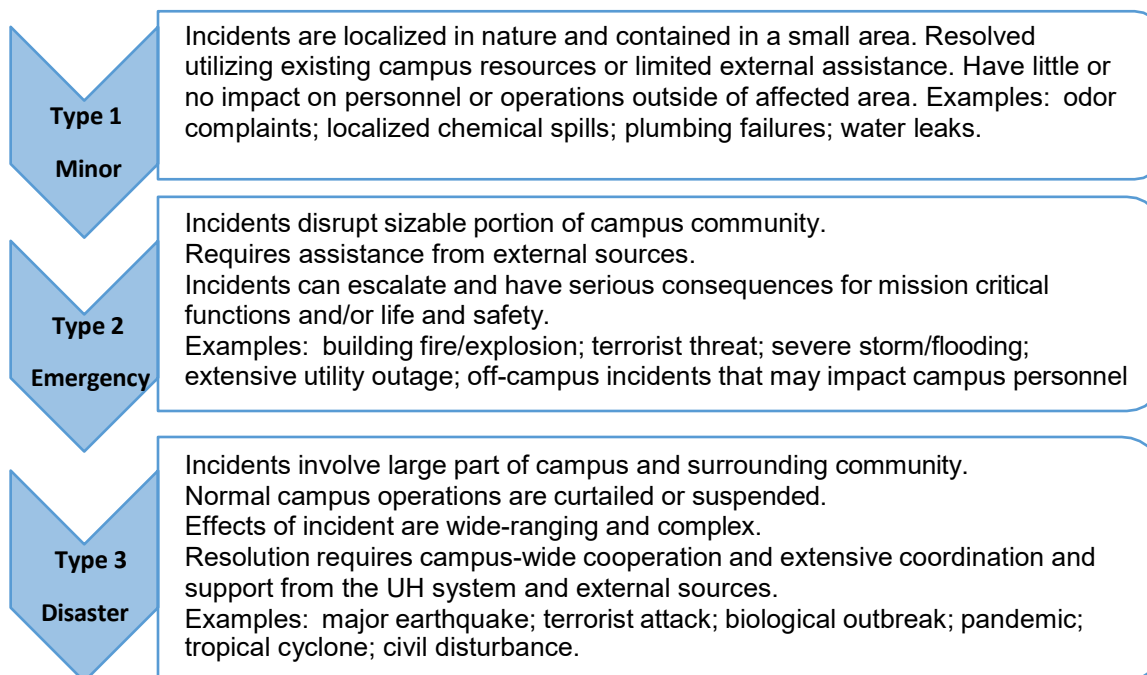
Figure 2 Campus Priorities



C. Emergency Classification Levels

Each incident will be classified by one of three Types of Emergency Classifications (Figure 3) according to its potential impact, severity, response, and recovery requirements.

Figure 3 Emergency Classification Levels



D. Hazard Categories

1. **Meteorological Hazards** – This is the most common category of hazard that can cause disasters in the State of Hawaii. These events may threaten any part of the State or the entire State simultaneously.
 - a. Storms: Pose the most frequent threat to life and property and may occur at any time, especially during the winter months. Disaster attributes include, but are not limited to; high winds, high surf, heavy rains, and flooding.
 - b. Tropical Cyclones: May potentially be very serious threats to life and property. Conditions are more conducive to this threat during hurricane season from June to November each year. Disaster attributes include, but are not limited to; high winds, storm surge, damaging surf, heavy rains, and flooding.
 - c. Waterspouts: Rarely occurs over land but can cause heavy damage.
2. **Geological Hazards** – This category of hazard is a potential risk because the Hawaiian Islands are situated on a volcanic and tectonically active region in the Pacific Ocean. Geological hazards that cause disasters are less frequent but can be more severe than other forms of hazards.
 - a. Earthquakes: Pose a continuing threat to life and property as they occur unexpectedly. Although most earthquakes are of low magnitude, damaging earthquakes have occurred in the past.
 - b. Tsunami: Pose a serious threat to life and property as these events 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 shoreline in Hawaii. Locally-generated tsunamis pose a greater threat as they can strike in a matter of minutes with little to no warning.
 - c. Volcanic Activity: Poses a minimal threat to Oahu but occurs on the island of Hawaii. Residual impacts of volcanic emissions, such as smog or haze containing volcanic dust and gases, may cause respiratory-related threats to populated areas on Oahu.
3. **Other Natural Hazards** – Most other natural hazards are associated with weather or geologic hazards.
 - a. Landslides: Usually associated with meteorological or geological hazards, but can be caused by a combination of weather, geology, and land-use development activities.
 - b. Mudslides: Associated with meteorological or geologic events and are rare in Hawaii.
 - c. Forest/Brush Fires: Frequently occurs during periods of dry weather, but are more often associated with the careless acts of individuals or arson.
4. **Human-Caused Incidents** – The incidents listed are usually associated with the actions and activities of individuals.

- a. War (Nuclear or Conventional): Poses a threat due to the military presence and strategic importance of Hawaii, but could also occur in another part of the world and affect Hawaii. The hazards of nuclear attack include blast and radioactive fallout and its long-term damaging impacts to life and property.
- b. Terrorist Attack: Poses a potential threat to individuals and facilities. Terrorist activity can take various forms with the most devastating being the use of bombs and chemical or biological weapons.
- c. Bomb Threat/Explosion: Poses a potential threat due to an individual's activities whereby material or substances that may cause explosions are used on a regular basis.
- d. Biological Outbreak: Poses a potential threat and can occur naturally, through an individual's activities, terrorist attack, or through biological warfare.
- e. Pandemic: Poses a potential threat through the spread of infectious disease.
- f. Hazardous Material Spill: Poses a potential problem in facilities where hazardous materials and chemicals are used. The establishment and adherence to operational procedures and safety standards are important factors in keeping spills to an absolute minimum.
- g. Fire: Poses a potential threat at all campus 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 fires.
- h. Aircraft Accident: Poses a potential risk as campus facilities are located near aircraft flight paths of the Daniel K. Inouye International Airport and military installations.
- i. Utility Outage: Poses a potential risk on campus due to the sheer number of individuals (students, employees, visitors). Electricity, gas, water, network, and telecommunication outages may seriously affect LeeCC's daily operations. In the event of a catastrophic utility failure, LeeCC does not have the capability to support normal business operations or continuity.
- j. Civil Disturbance: Poses a potential risk due to the public nature of LeeCC and the traditional use of post-secondary institutions by activists to promote their agenda or cause.

E. Mass Casualty Incident

A mass casualty incident is an incident in which emergency medical services resources, such as personnel and equipment, are overwhelmed by the number and severity of casualties that may result from any of the hazard categories noted above. These events may occur on campus, at an off-campus location, or in the general area of LeeCC. Institutional or UH system assets, including personnel, supplies, equipment, and facilities may be requested to support, respond, and recover from mass casualty events.

F. Emergency Declaration

Campus emergency declaration authority rests with the LeeCC Chancellor, or a duly appointed authorized representative. An emergency declaration is used to take necessary and appropriate actions during a critical incident that affects or has the potential to affect LeeCC's two campuses.

These actions may include suspending campus operations, lockdown, shelter-in-place, or evacuation orders.

G. Emergency Notification

The LeeCC Chancellor, or a duly appointed authorized representative, is responsible for determining and issuing emergency notifications and actions. These notifications and/or actions may include:

1. **Issuing Important Messages** – Initiated via one or more of the communication systems, including, but not limited to; UH emergency alert notifications delivered through email and text message, website and social media platforms, fire alarm annunciator system, emergency call box public address system, digital signage display screens, bulletin boards, and emergency response directory.
2. **Emergency Lock Down or Shelter-In-Place** – May be issued for natural disasters such as earthquakes or imminent threats or violence occurring on or near LeeCC.
3. **Campus Closure or Suspension of Operations** – May be issued to keep students, employees, and visitors away from campus grounds, facilities, or neighboring communities. The directive may also be used to expedite the evacuation of personnel during an alert, emergency, or disaster.
4. **Building Evacuations** – May be issued if a catastrophe or emergency is imminent or has occurred and the building(s) must be evacuated for response and/or recovery purposes.
5. **Campus Evacuations** – May be issued to begin orderly evacuation of campus grounds and facilities with the exception of personnel with emergency operations and security duties.
6. **Convert Campus** – Only initiated by order of the UH President or Governor to provide temporary support during response and/or recovery operations due to emergency conditions.

H. Campus Emergency Management Plan (CEMP) Activation

The LeeCC CEMP may be activated whenever an incident or emergency occurs in which normal campus operations are, or may be, severely impacted. The LeeCC CEMP is flexible, allowing for partial or full activation of its parts depending on the size, scope, and complexity of the specific incident or emergency.

If there is an actual or potential threat to LeeCC, campus personnel will need to be prepared to handle the impact of the emergency or disaster. The number of casualties

and the amount of damage sustained may be reduced if the LeeCC CEMP is followed and the command and control functions are in place.

In the event an incident exceeds LeeCC's emergency response capabilities, external assistance may be available, either through mutual aid support with first responder agencies or volunteer emergency organizations.

Campus Public Safety plays a vital role in reporting incidents to LeeCC administration and to local authorities in a timely manner. Campus Public Safety is tasked to provide security for LeeCC's three campuses and is the receiving department for all incidents or emergencies that occur on campus.

I. Activation of the Emergency Operations Center (EOC)

The LeeCC Chancellor, or a duly appointed authorized representative, may activate the Emergency Operations Center (EOC) when necessary. The EOC will serve as the central command and control center and is the physical location where the coordination of information and resources to support incident management activities will normally take place.

1. Unless otherwise designated, the EOC will be the Campus Conference Room (CCR) located on the first floor of the Administration (AD) building.
2. When activated, response and/or recovery activities and work assignments will be planned, coordinated, and delegated from the EOC.
3. The LeeCC Emergency Management Team (EMT) will report to the EOC as required in support of the LeeCC CEMP and associated action plans.
4. The EOC and other locations will be used for emergency preparedness training, meetings, and exercises.

J. Sequence of Action

- a. **Mitigation and Preparedness** – In the event that LeeCC receives notice of a potential emergency from the Department of Homeland Security, the State or County Emergency Management Agencies, the National Weather Service, the Honolulu Police or Fire Departments, or other reliable sources, the LeeCC Chancellor, or a duly appointed authorized representative, should take the following actions:
 - i. Brief appropriate UH Community College and UH system officials of the potential emergency.
 - ii. Determine any actions that may need to be implemented in preparation for the potential emergency.

- iii. Alert LeeCC EMT personnel and develop potential staffing plans and financial tracking structure related to the potential emergency.
 - iv. Prepare the EOC.
 - v. Notify students and employees, when deemed appropriate, of the situation and any protective actions or measures that they should take. Utilize appropriate notification systems.
- b. **Response** – These actions are taken to preserve life, property, environment, and the social and economic structure of LeeCC:
- i. The LeeCC Chancellor, or a duly appointed authorized representative, initiates the ICS structure. The Incident Commander (IC) is identified.
 - ii. LeeCC EMT personnel staff the EOC.
 - iii. Functions and operations of LeeCC that do not contribute directly to the emergency response activities may be suspended for the duration of the emergency event.
 - iv. Resources (personnel, physical, financial) may be redirected to support an emergency task or function and these resources are applied directly and effectively to emergency response activities.
 - v. Implement delegations of authority for emergency response activities to ICS staff.
 - vi. Monitor the situation and adjust response actions as needed.
 - vii. Implement evacuation orders as needed.
 - viii. Maintain security of grounds and facilities.
 - ix. Close routes of ingress and egress as deemed necessary for the emergency.
 - x. Support emergency shelters as needed.
 - xi. Ensure information is accurate and appropriate for all audiences, including media.
 - xii. Set up a briefing location for media if necessary.
 - xiii. Coordinate public information responses with the UH System Emergency Communicator.
 - xiv. Monitor resource needs and request additional resources through appropriate UHCC and UH system level channels (internally) and first-responder agencies (externally).

- xv. Accurately track financial costs utilizing prepared event cost-tracking system.
- c. **Recovery** – Recovery occurs after the initial response has been implemented. These actions should assist LeeCC in the restoration and resumption of normal operations.
 - 1. Provide traffic and crowd control measures to ensure site security.
 - 2. Continue to provide public information updates that are accurate, appropriate, and timely to all audiences, including the media. Set up a briefing location for media if necessary. Continue to coordinate public information responses with the UH System Emergency Communicator.
 - 3. Assess the mental and behavioral health impacts to students, employees, and emergency responders. Request appropriate resources to address potential issues as needed. Set up a family or victim's assistance center if needed.
 - 4. Assist with local, state, or federal investigations as necessary.
 - 5. Assess infrastructure and determine viability for re-entry to campus grounds and facilities.
 - 6. From assessment, prioritize projects and begin immediate repairs to infrastructure and utilities.
 - 7. Complete disaster-related expense staffing and expense records. Begin request for reimbursement process through the state or federal public assistance program if eligible.

Section III – Organizational Structure

A. Emergency Management Team (EMT)

The LeeCC EMT structure is composed of two (2) tiers of individuals from LeeCC's senior administrative and academic leadership and other key personnel from various functional areas. Additional LeeCC employees may be utilized to assist with specific actions in support of LeeCC's CEMP. The LeeCC EMT is responsible to direct, coordinate, and provide the necessary support of all activities related to emergency mitigation, preparedness, response, and recovery efforts. The LeeCC EMT Tier 1 personnel will report to the EOC when activated. The EMT Executive is the Chancellor.

A. **EMT Tier 1 Personnel** – These individuals are the primary points-of-contact for all campus incidents or emergencies. Other key personnel may be included should the emergency warrant or as deemed necessary. Tier 1 personnel include:

- i. Chancellor
- ii. Vice Chancellor of Administrative Services
- iii. Vice Chancellor for Academic Affairs
- iv. Enterprise Operations Officer/Emergency Management Coordinator/Chief of Campus Public Safety
- v. Campus Public Safety Captain/Supervisor
- vi. Marketing Officer
- vii. Auxiliary Services Officer

B. **EMT Tier 2 Personnel** – Depending on the nature of the incident or emergency, these individuals will be contacted by EMT Tier 1 personnel as the situation warrants in order to provide additional support for emergency mitigation, preparedness, response, and recovery activities. Tier 2 personnel include:

- i. Dean of Student Services
- ii. Dean of Academic Services
- iii. Dean of Arts and Sciences
- iv. Dean of Career and Technical Education
- v. Fiscal Administrator
- vi. Human Resources Officer/EEO/AA
- vii. Assistant Auxiliary Services Officer
- viii. Information Technology (IT) Coordinator
- ix. Information Technology (IT) Specialists

- x. Building and Maintenance Supervisor
- xi. Janitor Supervisor
- xii. Wai'anae Moku Coordinator
- xiii. Wahiawa Value Added Product Development Center Coordinator
- xiv. Assistant Emergency Management Coordinator
- xv. Senior Administration Secretaries

B. Alignment with National Incident Command System (NIMS) and Incident Command System (ICS)

In the event of a large-scale emergency or disaster and the subsequent activation of the EMT, the Incident Commander (IC) will be established and will provide emergency direction and coordination, consistent with LeeCC's CEMP. EMT personnel will be assigned and support the NIMS and ICS organizational structure.

It is expected that the IC will initially take on all responsibilities defined by NIMS and the ICS structure. However, it is critical that the IC expand their command staff (Public Information Officer, Security and Safety Officer, Liaison Officer) and general staff (Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief) by delegating EMT personnel to those positions as the incident or emergency escalates.

The IC's responsibilities include; overall management of the incident, assessment of the incident priorities, assessment of resource needs and orders, and coordination with external partners and agencies.

C. Succession of Authority

In the event the LeeCC Chancellor is absent or unavailable, the succession of authority is hereby delegated to the following LeeCC personnel in the order listed below (identified by NIMS-ICS Command and General Staff positions):

A. Incident Commander (IC)

- i. Chancellor
- ii. Vice Chancellor of Administrative Services
- iii. Vice Chancellor for Academic Affairs
- iv. Enterprise Operations Officer/Emergency Management Coordinator
- v. Campus Public Safety Captain/Supervisor

B. Public Information Officer (PIO)

- i. Marketing Officer
- ii. Communications Specialist

C. Safety Officer

- i. Enterprise Operations Officer/Emergency Management Coordinator
- ii. Assistant Emergency Management Coordinator

D. Liaison Officer

- i. Vice Chancellor of Administrative Services
- ii. Enterprise Operations Officer/Emergency Management Coordinator

E. Operations Section Chief

- i. Campus Public Safety Captain/Supervisor or Auxiliary & Facilities Services Manager or Coordinator and Public Safety Officer assigned to off campus site (Wai'anae and Wahiawa)
- ii. Campus Public Safety Sergeant or Auxiliary & Facilities Services Asst. Manager

F. Planning Section Chief

- i. Vice Chancellor for Academic Affairs
- ii. Dean of Arts and Sciences or Dean of Academic Services or Dean of Career and Technical Education or Dean of Student Services

G. Logistics Section Chief

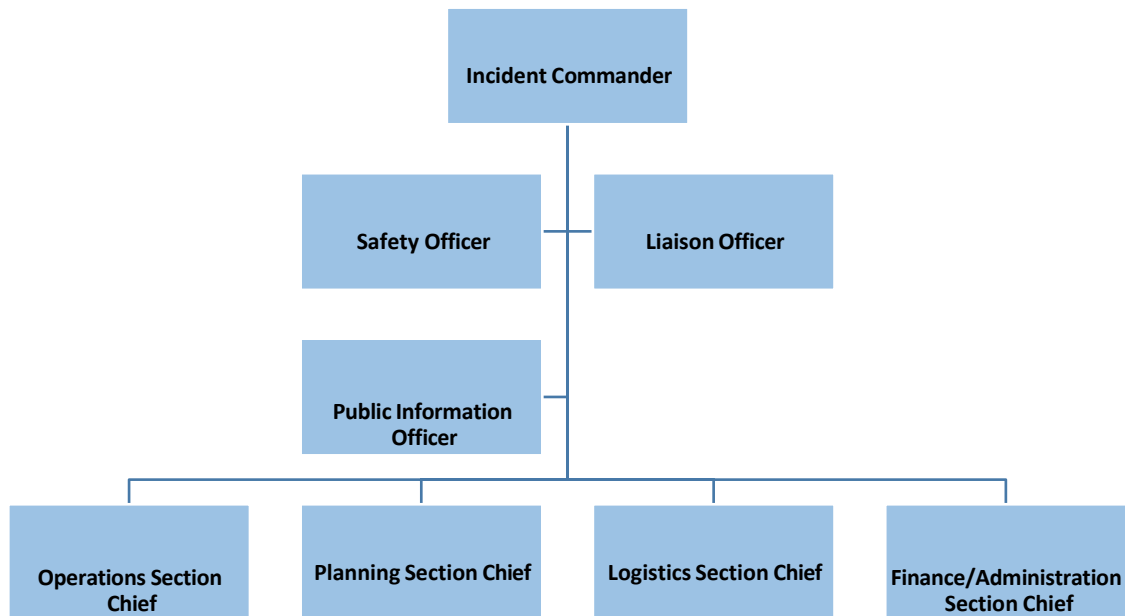
- i. Auxiliary & Facilities Services Manager
- ii. Auxiliary & Facilities Services Assistant Manager

H. Finance/Administration Section Chief

- i. Fiscal Administrator
- ii. Senior Fiscal Specialist

- D. Wai'anae Moku and Wahiawa Considerations
Due to the size and limitations of these facilities, the following personnel shall have operational authority of their respective centers in coordination with Pu'uloa Incident Command: Coordinator and the on-duty Public Safety Officer or University Security Officer.

Figure 4 LeeCC Incident Command Structure for Large-Scale Emergency or Disaster



E. External Partners

LeeCC maintains coordination and communication with various external partners and emergency first-responder agencies. During a critical incident or emergency, LeeCC may rely on these partners and agencies for emergency response and recovery activities.

LeeCC's external partners and agencies include, but are not limited to:

- a. Department of Homeland Security
- b. Federal Bureau of Investigation
- c. State of Hawaii Emergency Management Agency
- d. State of Hawaii Fusion Center
- e. Hawaii State Sheriff Department
- f. City and County Department of Emergency Management
- g. Threat Team Oahu
- h. Honolulu Police Department – Major Events Division
- i. Honolulu Police Department
- j. Honolulu Fire Department

F. Emergency Response Directories

EMT personnel and contact information are listed in Section X of the LeeCC CEMP. Office telephone numbers will be listed on public documents and the LeeCC website. The home and cellular telephone numbers are considered confidential and will be listed only on “For Official Use Only” publications.

Section IV – Roles and Responsibilities

A. Emergency Management

The Chancellor has the ultimate authority and responsibility for emergency mitigation, preparedness, response, and recovery for LeeCC. The Chancellor may place into immediate effect the LeeCC CEMP and any procedures or measures deemed necessary or appropriate to respond to an emergency, safeguard people and property, and maintain orderly operation of LeeCC.

In accordance with UH Executive Policy EP 2.203 – Emergency Management, each UH campus must designate an Emergency Coordinator and Emergency Communicator. The LeeCC Chancellor has designated these responsibilities to the following:

- i. **Emergency Management Coordinator** – The Chancellor has designated this responsibility to the Enterprise Operations Officer/Emergency Management Coordinator/Chief of Security. This individual shall be the primary point of contact with local, state, and federal agencies to improve and expedite communications and operational support. This position also coordinates preparedness training and exercises for the EMT. With oversight and support from the Vice Chancellor of Administrative Services, this position has responsibility for updating the LeeCC CEMP.
- ii. **Emergency Communicator** – The Chancellor has designated this responsibility to the Marketing Officer. This individual shall be the primary point of contact and have overall responsibility for communications and public information. This position will coordinate internal messages to students and employees via various communication modes, to include email and text messages, website and social media platforms, and other means. This position also has responsibilities to coordinate communications with local media and the UH system emergency communicator.

B. Command Staff

- i. **Incident Commander (IC)** – The IC has the authority and responsibility for emergency mitigation, preparedness, response, and recovery for LeeCC. These responsibilities include overall management of the incident, assessment of incident priorities, assessment of resource needs, and coordination with external agencies. The IC shall authorize activation of the EOC upon consultation with the EMT.
- ii. **Safety Officer (SO)** – The SO monitors incident operations and advises the IC on all matters relating to operational safety and security of the premises, to include the health and safety of students, employees, and emergency response personnel. The SO has emergency authority to stop or prevent unsafe acts during incident operations.
- iii. **Liaison Officer (LNO)** – The LNO is the point-of-contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate their efforts through the LNO.
- iv. **Public Information Officer (PIO)** – The PIO is responsible for all official media announcements and press releases related to emergencies, coordinating media releases with the UH System Emergency Communicator, updating LeeCC website and other social

media outlets with emergency information, and keeping a historical record of the emergency event.

C. General Staff

- i. **Operations Section Chief (OSC)** – The OSC is responsible to the IC for the direct management of all incident-related operational activities. These responsibilities include all efforts and activities on reducing the immediate incident, saving lives and property, establishing situational control, and restoration of normal operations. The OSC will establish tactical objectives for each operational period with other Command and General Staff.
- ii. **Planning Section Chief (PSC)** – The PSC is responsible for the collection, evaluation, and dissemination of incident situation information and intelligence to the IC and incident management personnel. The PSC prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the Incident Action Plans. This position is responsible for assuring that there are functional and operational Incident Action Plans and Standard Operating Procedures for all members of the EMT.
- iii. **Logistics Section Chief (LSC)** – The LSC is responsible for providing facilities, services, and materials support prior to emergencies and disasters and for the provision of logistical support during recovery operations. Logistical support needs may include the planning for supplies, equipment, legal support, human resources, telecommunications, transportation, maintenance and fuel, and food services. The LSC participates in the development and implementation of the Incident Action Plan.
- iv. **Finance/Administration Section Chief (FSC)** – The FSC is responsible for all financial and cost analysis aspects of the incident. This includes the responsibility for procurement, risk management, accounting, and claims. The Finance/Administration Section is established when the agencies involved in incident management activities require finance and other administrative support services.

Section V – Information Collection, Analysis, and Dissemination

Information collection, analysis, and dissemination before, during, and after an incident plays a vital role in the successful implementation of response and recovery efforts. Information collected can provide critical details that will assist and guide LeeCC's decisions and actions.

A. Information Collection – Initial Reporting of an Incident

In the event of an emergency situation, individuals must report the incident as follows:

- a. If the emergency is life-threatening, call 911.
- b. Notify Campus Public Safety at (808) (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC) if dialing from an off-campus telephone/cellular phone. Or if calling from an on-campus telephone, dial 611 (Pu'uloa campus) or 711 (Wai'anae Moku campus) or 811 (Wahiawa VAPDC). Campus Public Safety can also be contacted directly via Emergency Call Boxes located on each campus.

When reporting an incident or emergency, individuals should be prepared to provide the following types of information:

- a. Location of the incident
- b. Type of incident
- c. Number of injured if any
- d. Suspect description and direction of travel
- e. Vehicle descriptions if any
- f. Name and contact information of person reporting

B. Information Analysis – Emergency First Responder Communication

LeeCC's Campus Public Safety department and the City and County of Honolulu 911 dispatch will be in communication and coordinate efforts and activities to meet the needs of emergency first responders. Emergency first responders may include the Honolulu Police Department (HPD), the Honolulu Fire Department (HFD), and/or the Honolulu Emergency Medical Services (EMS).

- i. Campus Public Safety's primary communication mechanisms are mobile two-way radios. Campus Public Safety operates an internal radio system that covers the Pu'uloa, Wai'anae Moku and Wahiawa VAPDC campuses. This interoperable radio system also has the capability to share dedicated radio channels with external first responders and agencies.
- ii. Other forms of communication between Campus Public Safety and first responders may include the use of cellular telephones, email, and text messaging depending on the need and circumstances of the emergency.

C. Information Dissemination

- a. Communication to LeeCC and Community
- b. The IC will ensure communications, actions, and information will be disseminated to those impacted by the emergency by using whatever means is available and appropriate to the incident.

c. Communication with Campus Units and Senior Administration

- i. Campus Public Safety maintains a list of LeeCC, UH, and external resources that could provide support for an incident. When notified of an incident, Campus Public Safety will initiate the notification protocols for internal and/or external support and assist in the notifications to the affected campus department or unit. The process of notification and communication to the affected areas and the LeeCC senior administration will depend on the nature and severity of the incident.

d. Campus Emergency and Notification

- i. UH Alert is the primary method by which LeeCC disseminates emergency information by means of email and text messaging. UH Alert notifications are received by those individuals that have opted-in to the system. Other emergency notification systems include:
 - 1. LeeCC website and social media platforms
 - 2. Campus interoperable two-way radio communications to internal and external officials
 - 3. Campus public address systems which include the fire alarm annunciator system and the emergency call box system
 - 4. Digital signage and bulletin boards
 - 5. Person-to-person contact
 - 6. In situations where a prolonged response and/or recovery are required, the PIO or LNO will assist in the coordination and dissemination of information.

e. UH Alert Emergency Notification – Authorization for Use and Activation

- i. The following positions have been designated as having the primary responsibility for the use and activation of UH Alert emergency notifications:
 - 1. Chancellor
 - 2. Vice Chancellor of Administrative Services
 - 3. Enterprise Operations Officer/Emergency Management Coordinator/Chief of Campus Public Safety (Emergency Coordinator)
 - 4. Marketing Officer (Emergency Communicator)
- ii. These individuals will coordinate the UH Alert notifications with the LeeCC Chancellor and other members of the EMT as appropriate. The Vice Chancellor of Administrative Services, or duly appointed authorized representative, will also contact the UHCC Associate Vice President for Administrative Affairs. The Emergency Coordinator and Emergency Communicator will also contact their respective UH system office counterparts.

f. UH Alert Emergency Notification – Activation Criteria

- i. A UH Alert will be issued immediately upon confirmation of any critical incident that presents an imminent threat to the health or safety of LeeCC students, employees, or visitors. The following are examples of the types of confirmed emergencies that would qualify for an issuance of a UH Alert notification:

1. Large scale fire or explosion
 2. Large scale hazardous material incident
 3. Credible bomb or terrorist threat
 4. Hostage situation
 5. Active shooter situation
 6. Outbreak of a serious disease or illness
 7. Other imminent hazardous or dangerous situations such as; earthquakes, severe weather, gas leaks, chemical spills, biological or radiological hazards.
- ii. Once activated, the UH Alert system will contact all registered users through email and text messaging. Other communication methods noted in Section V-B-3 will also be deployed to ensure the emergency notification is received by the widest audience as possible.

Section VI – Training and Exercises

Training, drills, and exercises are an ongoing effort at LeeCC to enhance preparedness of students and employees. Campus emergency responders receive regular training in first aid, emergency response, and departmental-specific training unique to their roles during an incident. Other members of the campus community receive varying levels of awareness training appropriate to their positions. LeeCC's Emergency Coordinator will lead the training and exercise program for the institution.

A. NIMS – ICS Training for LeeCC Personnel

In order to maintain compliance with NIMS and ICS guidelines, key LeeCC personnel must complete training in specific developed curriculum. It is the responsibility of each of the identified LeeCC personnel to ensure that they meet the training requirements of their positions and understand their roles and responsibilities. The training requirements are consistent with the guidelines set forth by the UHCC System office.

- a. General Role – Personnel that have a role or task in emergency preparedness, incident management, or response.
 - i. Training requirements:
 - 1. IS 100.C: Introduction to the Incident Command System, ICS 100
 - 2. IS 700.B: An Introduction to the National Incident Management System
 - ii. Applicable to the following LeeCC personnel:
 - 1. Chancellor
 - 2. Vice Chancellor of Administrative Services
 - 3. Vice Chancellor for Academic Affairs
 - 4. Dean of Student Services
 - 5. Dean of Arts and Sciences
 - 6. Dean of Career and Technical Education
 - 7. Dean of Academic Services
 - 8. Wai'anae Moku Coordinator
 - 9. Enterprise Operations Officer/Emergency Management Coordinator/Chief of Campus Public Safety
 - 10. Campus Public Safety Captain/Supervisor
 - 11. Campus Public Safety Officers
 - 12. Marketing Officer
 - 13. Fiscal Administrator
 - 14. Auxiliary Services Officer
 - 15. Assistant Auxiliary Services Officer
 - 16. Administration Secretaries
 - 17. Business Office Staff
 - 18. Human Resources Staff
 - 19. Wai'anae Moku Critical Staff
- b. Critical Role – Emergency management personnel with a critical role in mitigation, preparedness, response, and recovery.
 - i. Training requirements:
 - 1. IS 100.C: Introduction to the Incident Command System, ICS 100

2. IS 700.B: An Introduction to the National Incident Management System
 3. IS 800.D: National Response Framework, An Introduction
 4. IS 200.C: Basic Incident Command for Initial Response, ICS-200
- ii. Applicable to the following LeeCC personnel:
1. Chancellor
 2. Vice Chancellor of Administrative Services
 3. Vice Chancellor for Academic Affairs
 4. Dean of Student Services
 5. Dean of Arts and Sciences
 6. Dean of Career and Technical Education
 7. Dean of Academic Services
 8. Wai'anae Moku Coordinator
 9. Enterprise Operations Officer/Emergency Management Coordinator/Chief of Campus Public Safety
 10. Campus Public Safety Captain/Supervisor
 11. Campus Public Safety Officers
 12. Marketing Officer
 13. Fiscal Administrator
 14. Auxiliary Services Officer
 15. Assistant Auxiliary Services Officer
- c. Leadership Role – Members of the EMT and campus emergency management personnel who are required to command and/or manage an incident as well as manage the recovery activities after an incident occurs.
- i. Training requirements:
1. IS 100.C: Introduction to the Incident Command System, ICS 100
 2. IS 700.B: An Introduction to the National Incident Management System
 3. IS 800.D: National Response Framework, An Introduction
 4. IS 200.C: Basic Incident Command for Initial Response, ICS-200
 5. ICS 300: Intermediate Incident Command System for Expanding Incidents
 6. ICS 400: Advanced Incident Command System and General Staff – Complex Incidents
- ii. Applicable to the following LeeCC personnel:
1. Chancellor
 2. Vice Chancellor of Administrative Services
 3. Vice Chancellor for Academic Affairs
 4. Wai'anae Moku Coordinator
 5. Enterprise Operations Officer/Emergency Management Coordinator/Chief of Campus Public Safety
 6. Campus Public Safety Captain/Supervisor
 7. Marketing Officer
 8. Fiscal Administrator
 9. Auxiliary Services Officer

Section VII – CEMP Development, Maintenance, Updates, and Distribution

A. CEMP Development

The Vice Chancellor of Administrative Services and the Enterprise Operations Officer/Emergency Management Coordinator/Chief of Campus Public Safety will lead the development, coordination and updates to the LeeCC CEMP. All members of the EMT will participate in plan development and maintenance activities. Other campus personnel may be invited to serve in plan development and maintenance activities as needed.

B. CEMP Maintenance

UH Executive Policy EP 2.203 – Emergency Management, requires that the LeeCC CEMP is reviewed and updated on an annual basis. In coordination and consultation with the EMT, the LeeCC CEMP will be updated and revised as necessary based on the current structure, organization, operations, and facilities of LeeCC. The completion of training, exercises, and after action reports of actual incidents may also be factors used in determining the need for changes or enhancements to the LeeCC CEMP.

C. CEMP Updates and Distribution

The Vice Chancellor of Administrative Services has been delegated the authority to initiate, approve, and promulgate LeeCC CEMP updates. Updates to the LeeCC CEMP will be documented in the Record of Changes.

Public access to the LeeCC CEMP is available on the LeeCC website.

At the beginning of each semester, all LeeCC students and employees will receive an email from the Vice Chancellor of Administrative Services informing of the LeeCC CEMP availability. Further dissemination of the LeeCC CEMP's availability is made annually via LeeCC's Annual Security Report to all current and prospective students and employees.

Section VIII – Incident Specific Procedures

A. Lockdown or Shelter-In-Place Procedures

- a. 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.
- b. 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.
 - i. Notification
 1. An “Emergency Lockdown” or Shelter-in-Place” will be announced by Campus Public Safety or other emergency officials through the use of one or several communication methods, including UH ALERT (email and text message), the fire alarm annunciator system, LeeCC website and other social media platforms.
 2. Fire evacuation alarms will not be sounded.
 - ii. What You Should Do
 1. Lock all interior and exterior classroom and office doors.
 2. Close all windows and window treatments.
 3. Turn off lights.
 4. Mute all cellular phones.
 5. Account for everyone in the classroom or office.
 6. Everyone should remain quiet and not enter hallways.
 7. Crouch down in areas that are out of sight from doors and windows.
 8. If a gun shot is heard, stay near the floor and shielded under or behind room furniture as much as possible.
 9. Individuals in hallways should seek shelter in the nearest classroom or office.
 10. No person should leave a building when a Lockdown is in effect.
 11. Individuals in outdoor areas should immediately take cover.
 12. Contact 911 and Campus Public Safety at (808) 455-0611 as soon as possible of any medical emergencies.

13. The Lockdown or Shelter-In-Place is to remain in effect until cancelled by first responder agencies or Campus Public Safety.
14. Should the fire alarm sound, **DO NOT** evacuate the building unless;
 - a. You have firsthand knowledge that there is a fire in the building
 - b. You are in imminent danger
 - c. You have been advised by first responder agencies or Campus Public Safety to evacuate the building

B. Medical Emergency

a. A medical emergency includes injuries or illnesses that require the immediate attention of medical professionals.

i. Examples may include but not limited to;

1. Is unresponsive or unconscious
2. Has trouble breathing
3. Has chest pain or pressure
4. Is bleeding severely
5. Has pressure or pain in the abdomen that does not go away
6. Is vomiting or passing blood
7. Has seizures, a severe headache, or slurred speech
8. Appears to have been poisoned
9. Has injuries to the head, neck, or back
10. Has possible broken bones

ii. What You Should Do

1. Call 911 and notify Campus Public Safety at (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC).
2. Give your name, location, and telephone number.
3. Follow the officer's instructions and that of the first responders.
4. Assess the situation for danger. Situational awareness and personal safety should dictate any actions.
5. DO NOT move a seriously injured person unless a life-threatening situation exists.
6. ONLY administer first aid and/or CPR if you have been trained.

C. Crime in Progress

- a. The entire LeeCC community should exercise good judgement and take appropriate precautions to reduce the possibility of becoming the victim of a crime-related event.
- b. Students and employees are encouraged to immediately report any criminal offense or suspected criminal activity. Prompt reporting improves law enforcement's ability to investigate the situation and to apprehend suspects and/or prevent potential crimes.
- c. LeeCC's crime prevention awareness programs are designed on the dual concept of eliminating or minimizing opportunities for crime while encouraging students and employees to assume responsibility for their own safety and the safety of others by taking common sense precautionary measures.

i. What You Should Do

1. General Guidance

- a. DO NOT compromise your safety
- b. 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.
- c. If possible, get a description of the perpetrator. Note height, weight, sex, ethnicity, age, clothing, and method and direction of travel. If there is a vehicle involved, note the make and model, color, license plate number, and outstanding characteristics.
- d. Notify Campus Public Safety at (808) 455-0611 (Pu'uoloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC). If you are unable to reach Campus Public Safety, call 911.
- e. Give your name, location, and telephone number. Follow the officer's instructions.

2. Robbery

- a. DO NOT resist unless your personal safety is compromised.
- b. Follow the robber's directions, but do not offer more than what they ask for.
- c. Close your department's operations and secure the crime scene.
- d. Ask any potential witnesses to remain on scene.
- e. Make mental notes of the robber's appearance and take notice of what he does.

3. Civil Disturbance

- a. Secure your area. If the disturbance is outside, stay away from doors and windows.
- b. DO NOT interfere with or confront the individuals creating the disturbance.

D. Active Shooter/Threat or Violent/Hostile Assailant

- a. An active threat assailant is an individual actively engaged in killing or attempting to kill individuals in a confined and populated area by any means including, but not limited to, the use of firearms, bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active threat situations are unpredictable, evolve quickly, and are over within minutes. Immediate deployment of law enforcement is required to stop the threat and mitigate harm to victims.
- b. Be aware of your environment and any possible dangers. If you see something, say something. Report any suspicious activity or abnormal situations.

i. What You Should Do

1. **AVOID** or Evacuate.

- a. If there is an accessible escape path, attempt to evacuate the premises.
- b. Evacuate regardless of whether others agree to follow.
- c. Leave your belongings behind.
- d. Help others evacuate, if possible.
- e. Call 911 and Campus Public Safety at (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC) when you are safe.
- f. Prevent individuals from entering an area where the active shooter may be.
- g. Keep your hands visible.
- h. Follow the instructions of any police officers.
- i. Do not attempt to move wounded individuals.

2. **DENY** or Shelter-in-Place.

- a. If evacuation is not possible, find a place to hide where the assailant is less likely to find you. Your hiding place should:
 - i. Be out of the active assailant's view
 - ii. Provide protection if shots are fired in your direction
 - iii. Not trap you or restrict your options for movement
- b. To prevent an assailant from entering your hiding place:
 - i. Lock the door

- ii. Block the door to prevent entry
- c. If the assailant is nearby:
 - i. Lock the door
 - ii. Turn off lights
 - iii. Silence your cellular telephone
 - iv. Turn off any source of noise
 - v. Hide behind large items
 - vi. Remain quiet
- 3. **DEFEND** – Protect yourself.
 - a. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the assailant by:
 - i. Acting as aggressively as possible against the assailant
 - ii. Throwing items and improvising weapons
 - iii. Yelling
 - iv. Committing to your actions
 - b. When police arrive:
 - i. Put down any items in your hands
 - ii. Keep hands visible
 - iii. Follow all instructions
 - iv. Avoid making quick movements towards officers
 - v. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

E. Fire

- a. 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.

- i. Warning

1. All campus facilities have an automated fire alarm system that produce audible and visual fire alarms should smoke or fire occur. The automated fire alarm system is monitored by Campus Public Safety.
2. All campus facilities have fire alarm pull stations located on every floor of every building and can be used to sound an alarm and alert occupants that a fire or smoke is present in that building.

- ii. What You Should Do

1. For fires within buildings, the following steps should be taken:
 - a. Activate the fire alarm pull station. This will immediately notify building occupants to immediately evacuate the building.
 - b. Use stairways when necessary. DO NOT use elevators.
 - c. Persons responsible for a building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and shall ensure that all mobility-impaired persons are assisted to safety.
 - d. Campus Public Safety will notify the LeeCC 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 LeeCC's website, social media, and other communication outlets.
 - e. Students and staff shall not return to the building until Honolulu Fire Department officials declare the building and area safe. Persons in charge of the building with the aid of Campus Public Safety will ensure that no one enters the building until the building is declared safe.
2. For fires near buildings, the following steps should be taken:
 - a. Call 911 to report the fire. Provide location and severity of fire. Campus Public Safety will immediately dispatch an officer to aid in evacuation and reporting to the LeeCC EMT.
 - i. 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.
 - ii. 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 mobility-impaired persons are assisted to safety.

- iii. The LeeCC EMT will issue directions to students and staff via LeeCC's website, social media, and other communication outlets on the status of the buildings affected and continuance of classes.
 - iv. Students and staff should not return to the building until Honolulu Fire Department officials declare the area safe.
3. For fires that impact mechanical equipment, brush and forest fires, take these actions:
- a. Call 911 and Campus Public Safety at (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC). Campus Public Safety will determine if LeeCC facilities or operations are affected and whether a Campus Public Safety officer should be dispatched to the fire location. All determinations to suspend classes or evacuate the campus are made by the LeeCC EMT.
 - b. If a determination is made by Campus Public Safety, police or fire to evacuate, then individuals will be ordered to leave the area with notification via UH Alert email and text messaging. The LeeCC EMT will post information concerning the fire on LeeCC's website, social media platforms, and other communication methods.

F. Bomb Threat or Explosions

- a. 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.
- b. Excessive heat, leaking gas, faulty equipment, ignitable material and chemical reactions can cause explosions. Explosions on campus 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
 - i. Warning
 1. 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.
 2. In most cases, there are no warnings of impending explosion as the cause cannot be controlled and will normally occur without notice.
 - ii. What You Should Do
 1. Bomb threat.
 - a. If a bomb threat is received by telephone, refer to the Bomb Threat Checklist on the Emergency Guide and immediately notify Campus Public Safety at (808) 455-0611 (Pu'u'loa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC).
 - b. Inform supervisor or department head.
 - c. Campus Public Safety will immediately dispatch Security Officers to the location and assist in building evacuation if necessary.
 - d. If a suspicious package, container or object is found, report it immediately to Campus Public Safety. Do not touch, move or open it and keep others from doing same. Campus Public Safety will determine if assistance from the Honolulu Police Department Bomb Squad is necessary.
 - e. 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.
 2. Explosion.
 - a. 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.

- b. The person in charge will notify Campus Public Safety immediately by calling (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anāe Moku campus) or (808) 454-4811 (Wahiawa VAPDC) and provide information on the location and problem encountered. Campus Public Safety will dispatch a Security Officer to the scene to assist in evacuation, crowd control and provide status reports back to Campus Public Safety. Campus Public Safety will immediately notify the LeeCC EMT and request medical assistance if necessary.
- c. Do not attempt rescue as additional explosions may occur. Render first aid if necessary.

G. Hazardous Material Accident

- a. Hazardous materials may 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 anywhere on campus, immediate action is required. Users must have written emergency plans to handle these problems.
- b. Environmental, safety and health warning labels are required on all hazardous material containers. Hazardous materials have been identified and listed by the Environmental Protection Agency, the Department of Transportation, Occupational Safety and Health Association and the State Department of Health. Regulations by these agencies also require signs providing identification and warnings concerning the location, transportation, use, and disposal of hazardous materials.
- c. Users of hazardous materials must follow all Federal, State and County regulations. Users must also read and understand the producer/manufacturer's instructions and have written instructions or procedures on the use and disposal of hazardous materials.
- d. Written emergency plans for spills and accidents are required for all users of hazardous materials. These plans shall include actions required to ensure safety of personnel and immediate notification of building/area occupants, the Office of Environmental Health and Safety ((808) 956-8660/8591), Campus Public Safety ((808) 455-0611 – Pu'uloa campus or (808) 454-4711 – Wai'anae Moku campus or (808) 454-4811 (Wahiawa VAPDC)), the LeeCC EMT and other State and Federal Agencies as required.
 - i. What You Should Do
 1. The senior person in charge will evaluate the need and if necessary, start actions to evacuate building and the surrounding area.
 2. 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.
 3. The University of Hawaii's 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 Public Safety and the LeeCC EMT.
 4. Render first aid as necessary.
 5. The LeeCC EMT will determine if classes will be suspended or if the campus should be evacuated.

H. Earthquake

- a. 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.
- b. Since earthquakes are unpredictable, warnings are not usually given.
- c. Earthquake advisories may be provided by State or County Agencies due to increased seismic activity.
- i. What You Should Do
 - 1. Inside Buildings:
 - a. The person in authority may direct occupants to stand against the wall away from windows or hide under desks or tables. Special attention shall be given for the safety of persons with disabilities.
 - b. Avoid glass and falling objects by moving away from windows or large panes of glass and from under suspended light fixtures or objects.
 - c. EVACUATE BUILDING when instructed or when the earthquake is over.
 - i. EVACUATE to a pre-designated open area to assemble and conduct accountability check.
 - ii. 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.
 - iii. DO NOT RETURN to any building for any reason until the building is declared safe. Subsequent shocks may follow initial tremor.
 - iv. Building monitors or guards will be posted a safe distance from building entrances to keep people from re-entering building.
 - d. Do not light any fires after quake has hit.
 - e. Avoid touching fallen or exposed electrical wires and stay away from damaged utilities and unidentified spilled liquids.
 - f. Help injured persons to a safe area and render First Aid if necessary.
 - 2. Outside Buildings:
 - a. 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.
 - b. Follow procedures 1(d) through 1(f) under "Inside Buildings" above.

3. In Motor Vehicle:

- a. DO NOT PANIC. If possible, pull to the side of the road, away from any building and crouch or lie down in the vehicle.
- b. 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.
- c. Stay away from fallen and/or exposed wires and damaged utilities and structures.
- d. If parked and in a safe location, activate parking brake and turn off ignition.
- e. Wait until earthquake is over to exit the vehicle or resume driving.

4. Walking To or From Campus:

- a. 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.
- b. Stay away from damaged utilities, structures and fallen wires.
- c. After the earthquake, if you are on the way to school and closer to school, continue to school. If home is closer, go home.
- d. After the earthquake, if you are on the way home, continue home.

I. Tsunami or Coastal Flooding

- a. The island of Oahu is highly susceptible to tsunami and coastal flooding as these events have occurred many times in the past. Coastal areas where LeeCC facilities are located may be affected. Coastal flooding is also associated with tropical cyclones, high surf and severe storms.

i. Warning Signs

1. A local earthquake of high magnitude in the Hawaiian Islands area may generate a tsunami where no warning is provided.
2. The Pacific Tsunami Warning Center on Oahu provides the initial warning to the public via State and County Emergency Management Agencies and their emergency alert system radio and television stations.
3. When a Tsunami Warning is issued, the State and County Emergency Management Agencies may sound emergency sirens. The emergency alert system will broadcast official information and provide evacuation instructions.
4. Coastal flooding and storm surge warnings associated with tropical cyclones may be issued by the National Weather Service.

ii. What You Should Do

1. Tsunami - The estimated time of arrival will dictate the course of action to be taken. The LeeCC EMT will issue instructions to the campus. Special consideration and attention should be given to LeeCC's Wai'anae Moku facility due to its location and proximity to the shoreline. 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 and listen to radio, TV or EMT instructions. The person in charge at the affected facility shall initiate the following emergency actions:
 - a. Order evacuations as necessary.
 - b. Implement local emergency plans.
 - c. Assure that the safety of all students and personnel are considered.
 - d. Only if time permits, remove or secure loose equipment and material.
2. Coastal Flooding – The magnitude and location of tsunamis, storm surges or tropical cyclones that causes in coastal flooding will dictate the course of action to be taken. Special consideration and attention should be given to LeeCC's Wai'anae Moku facility due to its location and proximity to the shoreline. The person in charge at the affected facility shall initiate emergency actions.
 - a. Implement local emergency plans.
 - b. Assure that the safety of all personnel and animals are considered.

- c. Only if time permits, remove or secure loose equipment and material.
- d. Travel to and from all LeeCC 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.

J. Tropical Cyclone or Severe Storm

- a. The National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf, and hurricanes with a high degree of accuracy.

i. Notifications

1. **Hurricane Watch** means that hurricane conditions are possible within 48 hours. During a watch, listen to radio and television (TV) broadcasts and check the LeeCC website.
2. **Hurricane Warning** is issued when sustained winds of 74 mph or higher associated with a hurricane is expected within 36 hours. State and County Emergency Management Agencies sirens may sound. Continue to listen to radio and TV broadcasts and check the LeeCC website.
3. Tropical Cyclones also produce coastal flooding. Therefore, you should plan and be prepared for coastal flooding as described in the Action Plan for Tsunami or Coastal Flooding.

ii. What You Should Do

1. If time and conditions permit, the LeeCC EMT will convene and issue instructions via UH ALERT (email and text message), website, and social media platforms 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.
2. If severe winds or a flood warning occurs while class is in session, employees or visitors are on site, the following emergency actions should be followed:
 - a. Seek shelter in designated buildings on campus.
 - b. If a designated shelter is not available or shelter locations are unknown, students, employees, and visitors should go to a designated State or County Emergency Management 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.
 - c. Persons responsible for buildings, classrooms or laboratories shall ensure that all persons with disabilities have been assisted to reach a shelter or cover.
 - d. Avoid gymnasiums and other structures with large roof spans. If in a best available building instead of a designated shelter, avoid using rooms subject to full force wind and remain near an inside wall away from windows. Close all windows.
 - e. If available, check out mobile emergency water pumping equipment.
 - f. 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.

- g. 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.
- h. 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 (808) 455-0275 or Campus Public Safety at (808) 455- 0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC) for assistance if necessary.
- i. Keep tuned to a local emergency alert system radio station for the latest advisories.

K. Utility Outage

In the event of a utility outage, the college will make every effort to keep the college community informed and provide options to mitigate interruptions. Unplanned utility issues are not always predictable, and the timing for restoring service varies depending on circumstances. Once a problem is identified, a process will be activated which will include the immediate notification to the campus, followed by an assessment of the situation, notification to the campus of the cause and estimated time to restore services, and notification of restored services. Since the estimated time to restore services can vary from the unknown to short, mid, and long-term repairs, the college response will vary as well. Longer estimated times to restore services can result in the relocation, and/or cancelation of classes and services or even campus closures. These decisions are taken seriously, therefore, delays, cancellations and/or closures will likely happen in that order, and based on information produced during the assessment of the outage and in consultation with UHCC.

- a. Electricity and water utility services are essential to the operation of all campus facilities. Any disruption will require immediate remediation by the Operations and Maintenance (O&M) unit. Prolonged disruption in part or all of the campus could negatively affect normal campus operations and may result in an emergency situation where classes and operations may be suspended.
- b. Outages or interruptions to gas, propane, or network utility services are usually not a threat to life or safety and are usually rectified in a short period of time. Outages of this type will not usually result in suspension of classes or operations. There are typically no warnings for utility outages, except for planned outages. Utility outages usually occur as the result of other disasters such as hurricanes, earthquakes and fires.

i. What You Should Do

1. Electrical Outage:

- a. Report all electrical outages to O&M at (808) 455-0275 and Campus Public Safety Office at (808) 455- 0611 (Pu'uolo campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC).
- b. The Campus telephone system will work for a limited time only on back-up power, however, there may not be any ring tone at the receiving phone.
- c. 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 LeeCC campus.
- d. Evacuate the building or facility if safety of personnel is a problem.
- e. In case of a complete power outage, the LeeCC EMT should report to their designated locations.

2. Water Outage:

- a. Report all water outages or waterline breaks to O&M at (808) 455-0275.

- b. Turn off all water faucets and taps.
 - c. Conserve remaining water resources until restored.
 - d. Comply with restroom closure signs in affected buildings.
 - e. O&M will report major line breaks to the City and coordinate repairs.
- 3. Gas/Propane Outage.
 - a. Close all outlets and shut off all flame or heat producing equipment and devices.
 - b. If the smell of gas is strong, immediately notify all personnel in the area to evacuate.
 - c. Always evacuate any area where air exchange is poor if any kind of leak in your building is detected or announced.
- 4. Network Outage.
 - a. Contact the Information and Technology Group (ITG) Help Desk via wireless network connection or by cell phone at (808) 455-0271.
 - b. If all forms of electronic communications are not working, prepare to send messages via personnel who are able to walk or drive from office to office.

L. Elevator Entrapment

- a. Although elevator entrapment events are rare, unanticipated elevator malfunctions may occur. Elevators are designed to protect passengers by stopping or limiting movement when the elevator control systems detect unsafe conditions or malfunctions. More individuals are injured by improperly exiting from stalled elevators than from any elevator malfunction.
 - i. Examples of Elevator Malfunctions:
 - 1. Unresponsive or malfunctioning controls on elevator panel.
 - 2. Individuals stuck in stalled elevators.
 - 3. Elevator doors that open on any floor without elevator in correct position.
 - 4. Any elevator condition or situation that could lead to injury.
 - ii. What You Should Do
 - 1. Contact Campus Public Safety by pushing the Call Button or by cellular telephone at (808) 455-0611 (Pu'uloa campus) or (808) 454-4811 (Wahiawa VAPDC).. Provide the officer your name, location, problem (i.e., stalled, stuck between floors, individuals trapped), and any additional information (i.e., known injuries or life-threatening conditions).
 - 2. If there are life-threatening injuries or conditions, contact 911 by cellular telephone.
 - 3. Individuals trapped inside the elevator should remain calm and resist the urge to force the door open. This could lead to serious injury. Only trained operators or first-responders should conduct elevator operations during a rescue.

M. Volcanic Activity

- b. 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. Volcanic activity on Oahu is very rare, however, airborne particulates, smog and haze associated with volcanic activity from the neighbor islands may have residual impacts on Oahu's air quality.
- c. Seismic activity can be measured and any suspicious increase may result in action by State or County Agencies. Information, advisories, alerts, and warnings may be issued by the State or County via the Emergency Alert System.
- d. Should any volcanic activity start, State or County Agencies may issue evacuation orders depending on the severity and location of the volcanic activity.

i. What You Should Do

- 1. Monitor information disseminated to the campus by the LeeCC EMT.
- 2. Comply with evacuation instructions issued by the LeeCC EMT.
- 3. Maintain open lines of communication with the LeeCC EMT.
- 4. Report any problems encountered to Campus Public Safety. If classes are in session and alerts or warnings are issued, the following emergency actions should be followed:
 - a. Tune to a local radio or TV station for the latest information.
 - b. Check LeeCC website or LeeCC's official social media accounts for the latest information and instructions for the campus community.
 - c. Seek shelter in designated buildings on campus if instructed to do so.
 - d. Persons responsible for buildings, classrooms or laboratories shall ensure that all persons with disabilities have been assisted to reach a shelter.

N. Landslides or Mudslides

- e. Landslides normally occur due to wet weather, earthquakes or 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 Oahu due to the age and condition of its mountains and geologic structures. Landslides and mudslides cannot be predicted and warnings can only occur after an event occurs.

i. Mitigation Actions

1. LeeCC facilities located in areas where landslides and mudslides can occur should take the necessary actions to plan for and prepare emergency procedures.
2. LeeCC facilities should report any areas where landslides and mudslides can occur to Campus Public Safety at (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC). The LeeCC EMT will take the necessary action to survey and research potential problems and take a report concerning possible problems and mitigation if necessary.

ii. What You Should Do

1. Report landslides or mudslides to Campus Public Safety at (808) 455-0611 or (808) 454-4711 (Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC) if they occur on or near campus if it affects access.
2. Keep away and maintain distance from affected area(s).

O. Civil Disturbance or Labor Strikes

- f. Civil disturbance and labor strikes in Hawaii are usually non-violent. LeeCC has a reputation as an institution for freedom of thought and expression by recognizing rights for peaceful assembly associated with civil disobedience or labor disagreements. Civil disturbances and labor strikes may also occur without warning or notice. A “sit-in” is an example of a civil disturbance that may occur without advanced warning. This plan will be enacted if any civil disturbance or labor strike is anticipated.

i. Planning

- 1. LeeCC officials may receive intelligence from State, County, University, or other representatives that civil disobedience or strikes may occur.
- 2. LeeCC officials should make appropriate preparations to handle any violent situations that may result.
- 3. Planned civil disturbances such as meetings and rallies require permission from campus authorities.

ii. What You Should Do

1. Civil Disturbance

- a. Contact Campus Public Safety if you observe any civil disturbance on campus.
- b. Stay away and not confront any of the demonstrators.

2. Labor Strike

- a. Contact Campus Public Safety if you observe any civil disturbance on campus.
- b. Stay away and not confront any of the demonstrators.

P. War or Terrorist Attack

- g. War is a state of open, armed conflict between nations, states, or parties. The Hawaiian Islands are located in a strategic and vulnerable location in the Pacific Ocean and could be seriously affected if hostile or aggressive actions are conducted against the United States or its allies by foreign adversaries. LeeCC is located in close proximity to several military installations. These military assets may be prime targets during war time conflicts.
- h. Terrorism is defined as "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives" (U.S. Code of Federal Regulations 28). Terrorism may occur anywhere at any time.
- i. War related activities may be widely reported in the media. Advisories and warnings may be provided by federal, state, and local government officials via the media and State or County Emergency Management Agencies' Emergency Alert System.
- j. The Department of Homeland Security has established a National Terrorism Advisory System (NTAS) to identify threat levels. Changes in threat levels are announced by federal, state, and local government officials via the media.
- i. What You Should Do
 - 1. Familiarize yourself with the Department of Homeland Security's NTAS threat levels. The three threat levels include:
 - a. Threat Level: **BULLETIN** – describes current developments or general trends regarding threats of terrorism.
 - b. Threat Level: **ELEVATED ALERT** – warns of a credible terrorism threat against the United States.
 - c. Threat Level: **IMMINENT ALERT** – warns of a credible, specific and impending threat against the United States.
 - 2. Stay updated to the latest developments by monitoring local television and radio broadcasts and listen to advisories and precautions issued by federal, state, and local officials.
 - 3. Monitor official notification methods such as UH ALERT, LeeCC's website, LeeCC's official social media accounts, and other communication methods. Among the actions the LeeCC EMT may take include:
 - a. Suspend classes and normal campus operations.
 - b. Personnel that are required to work and/or remain on campus will be notified.
 - c. Activate plans and procedures to reduce the possibility of injuries or the destruction of campus facilities and grounds.

- d. Ensure that all disabled individuals are apprised of the nature of the threat and are provided assistance if evacuation or shelter-in-place directives are issued.

Q. Pandemic Influenza Plan

- k. Influenza is a highly contagious viral respiratory infection. In the United States, seasonal outbreaks of influenza often occur in communities during the fall and winter. Influenza spreads from person to person mainly in respiratory droplets from coughs and sneezes or from handling contaminated objects. Yearly immunization with the influenza vaccine is the most effective way of preventing influenza.
- l. At unpredictable intervals a novel (new) influenza virus appears in humans for which we have no immunity. If the novel influenza virus is transmitted easily from person to person and causes significant illness, this creates the setting for an influenza pandemic; a global outbreak of influenza illness with rapid spread from person to person and country to country. The World Health Organization (WHO) is responsible for announcing a global influenza pandemic.
- m. A severe influenza pandemic may lead to a public health emergency with much higher rates of infection depending upon the type of virus identified. This would lead to a much greater number of hospitalizations and significantly more deaths. Such a pandemic has the potential to overwhelm normal healthcare systems and negatively affect local, regional, national and global economies.
- n. Natural disasters such as fires, storms, floods, and earthquakes primarily affect infrastructure, property, and equipment. Such emergency events are often of limited duration, although recovery and repair may be prolonged. Other disasters such as hazardous material spills tend to be localized in their effect.
- o. Pandemic influenza, in contrast, is global in nature, of prolonged duration and primarily affects people – University students and staff as well as individuals in the surrounding community – with secondary effects on University activities, operations and services as increasing numbers of students and employees become ill.
- p. Federal, state, local, and university agencies and officials 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 lead State agency for the medical and public health response. The DOH has developed a State Pandemic Influenza Preparedness and Response Plan that provides guidance for coordinating medical and public health activities in response to a pandemic.
- i. Response to Pandemic
 - 1. LeeCC will activate the LeeCC EMT and issue appropriate announcements to the campus community via multiple communication methods, including but not limited to, UH ALERT email and text messages, LeeCC's website, and LeeCC's official social media accounts.
 - 2. Limit illness and death arising from exposure and infection.
 - 3. Provide information on treatment and care for those who become ill.
 - 4. Minimize disruption to essential support services.

5. Maintain continuity as much as possible or practical.
- ii. Information and Resources
 1. For more information on pandemics, please consult these resources:
 - a. State of Hawaii Department of Health (DOH)
 - i. Pandemics: <http://health.hawaii.gov/prepare/pandemics/>
 - ii. Pandemics and Influenza Information: <http://health.hawaii.gov/prepare/for-health-professionals/pandemics-influenza/>
 - b. Centers for Disease Control (CDC) and Prevention
 - i. Pandemic Influenza: <https://www.cdc.gov/flu/pandemic-resources/index.htm>

R. Individuals in Distress

- q. The following provides guidance when dealing with individuals in distress.
- i. Individuals who exhibit behaviors that are **out-of-the-ordinary** or **strange** but do not rise to the level of disruptive or interruptive behavior and is not a threat to harming themselves or others.
 1. Examples include:
 - a. Inappropriate classroom behavior.
 - b. Talking to oneself.
 - c. Wandering around the classroom.
 - d. Pacing.
 - e. Sudden emotional outbursts.
 - f. Repetitive actions.
 - g. Unresponsive manner.
 2. What You Should Do:
 - a. Document the unusual behavior.
 - b. Contact the Dean of Student Services office.
 - c. Request for classroom observation.
 - d. Development of specific strategies.
 - e. Refer to counseling or mental health professionals.
 - ii. Individuals who exhibit behaviors that are **disruptive** or **interruptive** but are not a threat to harming themselves or others.
 1. Examples include:
 - a. General threats.
 - b. Yelling.
 - c. Obnoxious behavior.
 2. What You Should Do:
 - a. Call Campus Public Safety at (808) 455-0611 (Pu'uloa campus) or (808) 454-4711

(Wai'anae Moku campus) or (808) 454-4811 (Wahiawa VAPDC).

- b. Contact the Dean of Student Services office.
- c. Document the situation as appropriate.
- d. Complete the documentation when the situation has been de-escalated.
 - i. Include in your documentation; location of incident, time of incident, nature of incident, physical description of the distressed individual(s).
 - ii. Campus Public Safety will include this documentation in their official incident report.
- iii. Individuals who pose an ***imminent danger*** to self or others. Examples include; individuals with weapons, individuals threatening self or others with imminent harm, individuals that exhibit irrational behaviors or irrational verbalization.
 - 1. Call 911 and Campus Public Safety at (808) 455-0611 (Pu'uloa campus) or (808) 454-4711 (Wai'anae Moku campus) (808) 454-4811 (Wahiawa VAPDC).
 - 2. Evacuate the area (office, classroom) or cancel/dismiss the class if it is not possible to isolate the individual(s).
 - 3. Make note and document the situation as appropriate. Complete the documentation when the situation has been de-escalated. Include in your documentation; location of incident, time of incident, nature of incident, physical description of the distressed individual(s).
 - 4. Law enforcement and Campus Public Safety will include this documentation in their official incident reports.
- r. Prevention Tips
 - i. Take the individual's situation seriously.
 - ii. Listen carefully and attentively.
 - iii. Speak clearly and succinctly to the individual.
 - iv. Be respectful of individual's problems.
 - v. Honor the individual's personal space.

Section IX – Emergency Response Plans

A. Evacuation Plan

- a. An evacuation order may be given for emergency-related incidents. This may include, but not limited to: fires, tropical cyclones, earthquakes, bomb threats, tsunamis and other incidents that may threaten the health and safety of LeeCC's students, employees, and visitors.
 - i. Notification Methods
 1. The fire alarm system provides audible and visual (via strobe lights) warnings to signal an immediate evacuation. Audible and visual warning devices are located in every classroom and office in every building and may be used to convey information to the campus community during an emergency.
 2. Evacuation notices may also be issued via UH Alert email and text messaging, the LeeCC's website and LeeCC's official social media accounts, public address system, campus telephone, and/or verbal notices.
 3. A master list of Areas of Rescue Assistance shall be located in each classroom and office in every building. This list will be updated annually or as-needed.
 - ii. What You Should Do
 1. Evacuate buildings and facilities immediately.
 2. Take the nearest exit away from the fire or danger.
 3. Report to one of the designated evacuation areas.
 4. If the entire campus is declared a danger zone, follow campus officials instructions to either orderly vacate the campus or quickly move towards higher ground or away from the danger off campus.
 5. Report to a LeeCC official to be properly accounted.
 6. If LeeCC officials did not declare a designated evacuation site, select a site away from the danger and avoid sites that are downwind.
 - iii. Persons With Disabilities
 1. All persons, including those with disabilities, must evacuate a facility anytime the fire alarm system is activated or if instructed to do so. Depending on the facility and type of the person's disability, options to evacuate a person with disabilities include:
 - a. Horizontal evacuation (i.e., going from one building into a connected, adjacent building on the same level).
 - b. Vertical evacuation (i.e., stairway).

- c. Proceed to an Area of Rescue Assistance or Priority Rescue Area to await evacuation. Do not use elevators.
- d. Individuals with mobility impairments who are able to walk independently or with assistance may be able to negotiate stairs. If danger is imminent, however, the individual should wait until heavy traffic has cleared before attempting the stairs.
- e. In circumstances where evacuation is not possible and relocation to an Area of Rescue Assistance is not practical (i.e., pathway impeded), it is recommended that a person with a disability stay in place.
- f.
- g. It is the responsibility of every member of the LeeCC community to immediately communicate to fire, police and emergency personnel the location of individuals unable to evacuate. In addition, the person with disabilities should call 911 immediately to further ensure that on-site emergency personnel will receive the information as soon as possible.
- iv. Individuals with communication disabilities may be unable to obtain necessary evacuation information from standard auditory fire alarms or public address systems. As a consequence, hearing and visually impaired individuals may need to be alerted and given further instruction in emergency situations by Campus Public Safety personnel and others. Other employees and students should also offer assistance to visually impaired individuals who need assistance negotiating unfamiliar routes during an emergency evacuation.
- v. During an emergency, fire, police and other emergency personnel shall attempt to check all locations, including restrooms, to communicate the need to evacuate. If forced to stay in place during an emergency, persons with disabilities should attempt to contact Campus Public Safety at (808) 455-0611 to notify them of their location, in addition to asking others who are evacuating to alert Campus Public Safety. Campus Public Safety will dispatch an officer to the location to assist with the evacuation. Please stay on the line with Campus Public Safety until emergency personnel arrive.
- vi. It is strongly recommended that persons with disabilities acquire additional alerting devices to draw attention to themselves during an emergency. Cellular telephones, pagers, and loud whistles are effective tools for drawing attention or for contacting emergency personnel.

B. Emergency Notification System Policy and Procedures

- a. LeeCC continuously reviews all possible communication methods at its disposal for dissemination of emergency notifications and warnings. Through this continuous review and improvement process, LeeCC has identified numerous means by which emergency information may be delivered.
- b. It is important to note that no one system is capable of reaching everyone, everywhere, every time. Each communication method has its limitations. As such, it is valuable to consider an emergency notification and warning system that utilizes multiple delivery methods. This ensures greater coverage for intended recipients and redundancy in the event of communication system failures.

1. "UH ALERT"

The University of Hawaii 10-campus system combines all of its emergency notification systems described herein into a single communication concept called “UH ALERT.” Regardless of which notification method or media is utilized, to the recipient all official university emergency notification and warning messages originate from “UH ALERT.”

a. UH ALERT Emergency Notification

- The UH ALERT emergency notification system informs the campus community of an emergency or incident that may affect health, life, and safety. In addition to being the primary emergency notification system for LeeCC and the University of Hawaii, UH ALERT will be tested every semester – once in the fall and once in the spring.
- Automated emergency notification options include:
 - Email – Emergency alerts are sent to hawaii.edu email addresses for all members of the UH system community who subscribe to the UH ALERT system. UH employees may also provide a non-UH email address.
 - SMS/Text Messages – Emergency alerts can be sent via text message to cellular telephones of UH students and employees.
- UH ALERT Sign-Up Instructions:
 - Access the UH ALERT notification website: <https://www.hawaii.edu/alert/>
 - Login with your UH username and password.
 - Indicate the campus(es) or geographic location(s) which you want to receive UH ALERT notifications.
 - Submit your telephone and/or email information.
 - Click “Save Changes” at the end of the form.
 - You may opt-out or change your information at any time.
- Additional information about the UH ALERT sign-up:
 - A test text message will be sent each semester. Depending on your cellular telephone plan, you may be charged by your carrier for this message.
 - Although every effort is made to deliver emergency information using this method, due to limitations with public carrier networks the University of Hawaii cannot guarantee you will receive an emergency message.
 - The use of this capability will be limited to emergency communications. Emergency communications are defined as urgent notices regarding matters that impact the health and safety of members of the campus community and closures of campuses. The determination to utilize UH ALERT emergency notifications will be made only by the president, vice presidents, chancellors, vice chancellors, and formally designated emergency coordinators.
 - The University of Hawaii will not give, rent, or voluntarily supply your information to any third party for any reason other than emergency notifications.

2. Summary of Emergency Notification and Warning Systems

The “UH ALERT” emergency notification and warning system consists of the following communication methods, segregated into two (2) categories...“Primary” and “Secondary.” The “Primary” and “Secondary” categorization of communication methods is based on the speed of delivery and breadth of audience.

a. “Primary” communication methods:

- UH ALERT email messages

- UH ALERT text messages
- LeeCC or UH System websites
- LeeCC social media platforms
- LeeCC Fire Alarm Annunciator System
- Emergency Call Box Public Address System

b. “Secondary” communication methods:

- Media release/press conference
- Local television or radio
- LeeCC digital signage

C. Evacuation Points – Pu‘uloa Campus



Evacuation Points



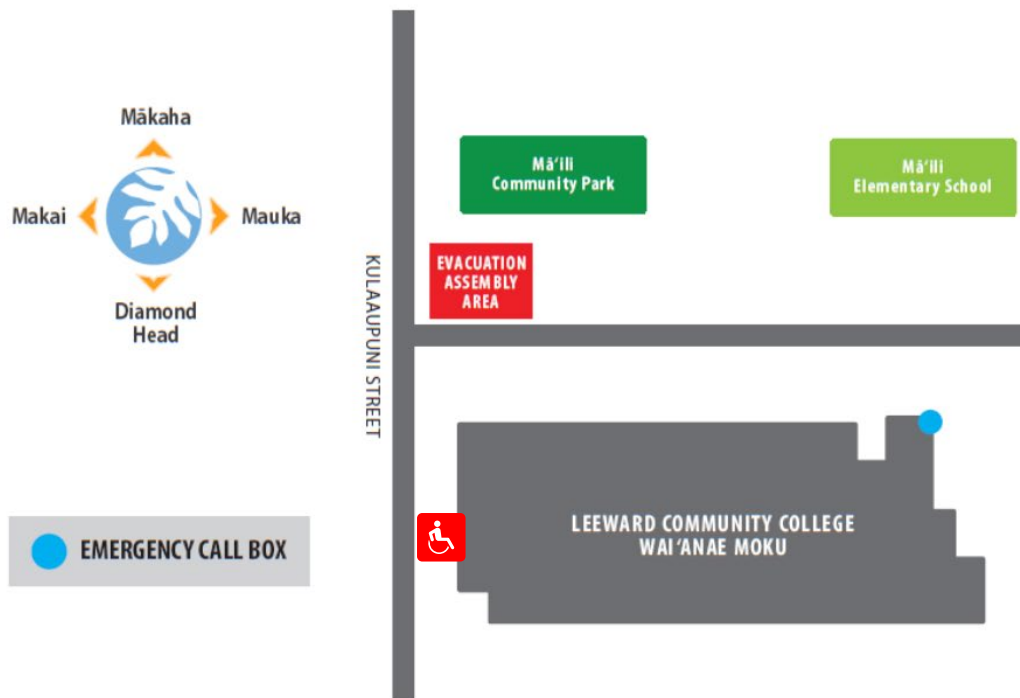
- Grass area between Gates 1 & 2
- Grass area between Gates 2 & 3
- Grass area between Gates 3 & 4
- Sidewalk area Ewa of Gate 4

Evacuation Points – Mobility Impaired



- Ewa of Lot 1A between DH Quad and ED building
- Diamond Head/Makai of Lot 4A
- Ewa/Makai of MS Building 1st Floor

D. Evacuation Points – Waiʻanae Moku Campus



Evacuation Point

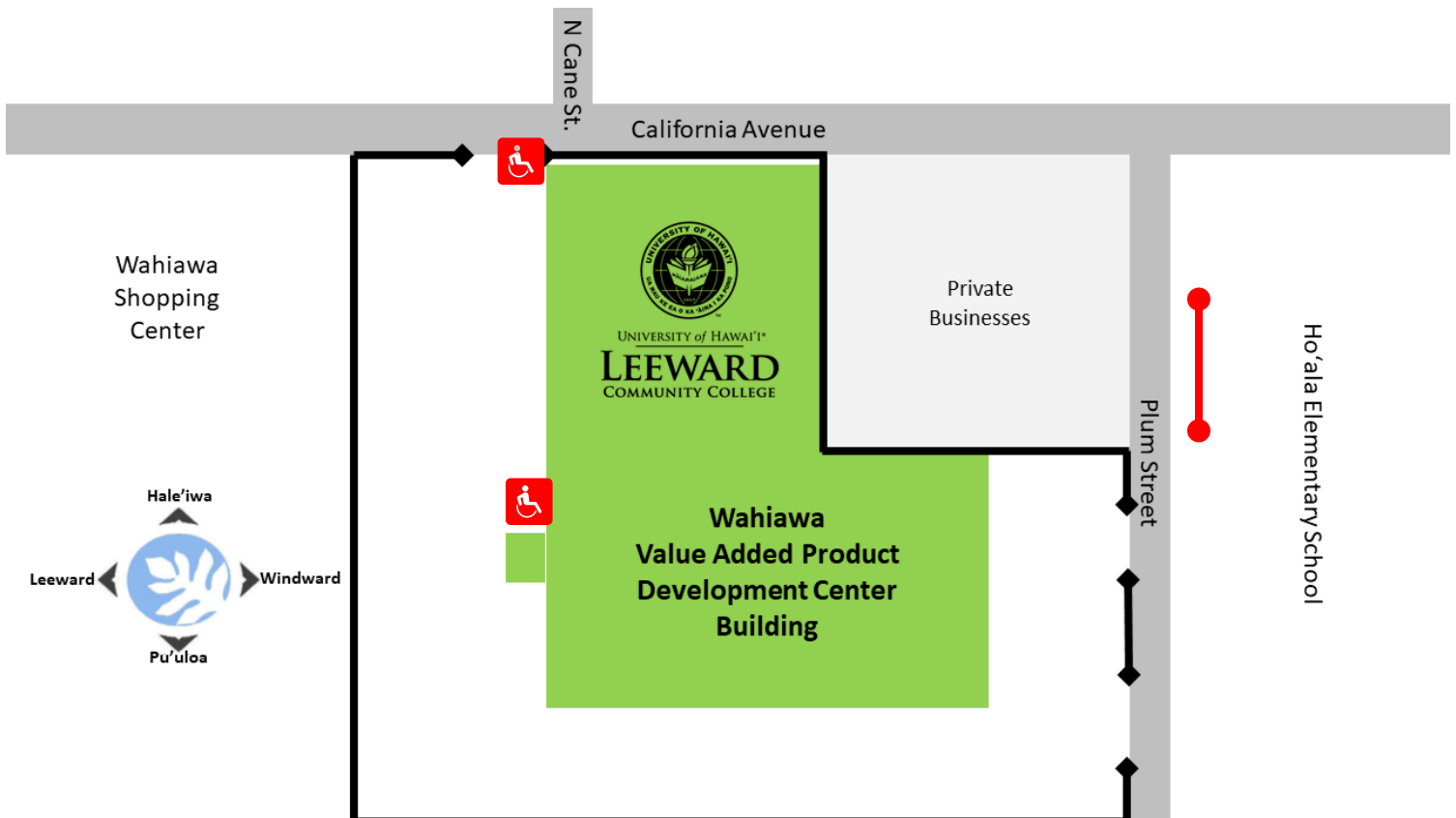
- Maili Community Park fronting Maili elementary school

Evacuation Point – Mobility Impaired



- Front lobby. Makai of Waiʻanae Moku building/main entrance.

E. Evacuation Points – Wahiawa Value Added Product Development Center



Evacuation Point



- Ho'ala Elementary School side of Plum Street

Evacuation Point – Mobility Impaired



Section X – Emergency Management Team (EMT)

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Health Center Doctor	Sharon Hiu	808-455-0515	808-455-0267	ongqs@hawaii.edu
Health Center Nurse	Shari Imanaka	808-455-0515	808-455-0267	sharii@hawaii.edu
Human Resources Manager	Lori Lei Hayashi	808-455-0657	808-455-0658	lhayashi@hawaii.edu
ITG Coordinator	Byron Watanabe	808-455-0493	808-455-0471	byronw@hawaii.edu
Janitor Supervisor	Vacant	808-455-0276	808-455-0471	
Marketing Specialist/PIO	Tad Saiki	808-455-0531		tads@hawaii.edu
Marketing Specialist/Asst. PIO	Erin Maruoka	808-455-0531		emaruoka@hawaii.edu
Mental Health Professional	Lori Lum	808-455-0652	808-454-8804	lorilum@hawaii.edu
Public Safety Supervisor	Chris Segawa	808-455-0610	808-455-0659	csegawa@hawaii.edu
Server Administrator	Dan Knezek	808-455-0595	808-455-0471	bdknezek@hawaii.edu
Theatre Manager	Elisa Olson	808-455-0381	808-455-0384	elolson@hawaii.edu
Title IX Coordinator	Tom Hirsbrunner	808-455-0478	808-455-0471	hirsbrunn@hawaii.edu
UH Risk Management*	Darren Suzuki	808-956-2121	808-956-2304	dmsuzuki@hawaii.edu
UHCC Health & Safety Officer	Miles Nirei	808-956-9464	808-956-3205	nirei@hawaii.edu
Loss of Life Accidents (within 8 hours)	State Department of Labor	808-586-9102		
Designated Oahu Civil Defense Contact Person for the Campus				
Emergency Operations Center (EOC)	State Civil Defense	808-733-4300		
FBI		808-566-4300		
U.S. Coast Guard		808-842-2601		
Honolulu Police Department		808-529-3111		
EMERGENCY (Police, Ambulance, Fire, HazMat)		911 or 9-911		
Leeward CC CAMPUS PUBLIC SAFETY	Pu'uloa Campus	808-455-0611		
	Wai'anae Moku Campus	808-454-4711		
	Wahiawa VAPDC	808-454-4811		