

Fire

Due to the variety of academic, social, and other events on campus every day, fires present an ongoing risk to our campus community.

In the event of a fire on campus:

- Call **911** immediately. Many fire alarms on campus are NOT directly connected to area emergency dispatchers.
- Sound the building fire alarm.
- Take immediate personal belongings (ID/wallet/bag, keys, cell phone).
- Evacuate the building without delay and go to your designated rally point.
- Call Campus Security at (808) 854-1420 for assistance in relocating people to a safe area.
- Where possible and only if safe to do so, close all doors and windows. Do not under any circumstances silence the building fire alarm.
- Do not return to the building for any reason until instructed to do so by campus administrators or Hawai'i Fire Department.
- Move away from the building entrance and fire department access/egress. Do not obstruct fire hydrants.
- Clear building access for fire department response.
- Remember to crawl or stay as low as possible in smoke. Familiarize yourself with the location of enclosed stairwells and building exits. If escape routes are blocked by heat or heavy smoke, seek an area of refuge or remain in your room with the door closed and opening sealed until help arrives.
- Direct responding fire officials to the fire scene.
- Account for all personnel.

Earthquake

Earthquakes usually strike without warning. The following actions, as time permits, should be accomplished:

Inside of Buildings

1. **Drop** to the ground; take **cover** by getting under a sturdy table or other piece of furniture; and **hold on** until the shaking stops. If there isn't a table or desk near you, seek cover against an interior wall or inside corner, protecting your head and neck with your arms. **Do not** use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you.
2. Avoid areas near large windows, tall furniture and heavy hanging objects.
3. After the earthquake, remain calm. Do not leave the building until the shaking is over. Then exit in a calm and orderly manner. Do not use the elevators. **Take extreme caution when exiting**, parts of buildings may still be falling.
4. Do not return to buildings for any reason until they have been declared safe by the Campus Crisis Management Team (CCMT).
5. Building Emergency Coordinators should observe from a safe distance from all building entrances to see that no one re-enters the buildings.
6. Do not light any fires after the earthquake in case there are gas leaks. If your area has gas utilities, do not flip switches, including light switches, which may spark and ignite the gas.
7. Avoid touching electrical wires which may have fallen.
8. Check for injured persons. Render first aid if trained. Do not move the victim unless he or she is in immediate danger. Seek emergency help as soon as possible.
9. The Chancellor or designee will determine the advisability of closing the campus. If necessary he/she will try to procure the advice of competent authorities about the safety of the building.
10. Turn on the radio or search social media for latest bulletins.
11. Subsequent shocks may follow the initial tremor. Do not return to buildings until officials declare them safe.

Outside of Buildings

1. The safest place is in the open. Stay there until the earthquake is over.
2. *Move away from buildings, trees, and exposed wires.*
3. **Do not run.**
4. *In Car or Bus:* On a mountain road, the side of the road may not be the safest place; hence the driver should quickly consider the terrain before deciding where to stop.
5. If possible, pull to side of road *away from any buildings*, and crouch or lie down in car.
6. Set brakes.
7. Turn off the ignition.
8. Wait until the earthquake is over.

Severe Windstorm

Severe windstorms usually strike without warning. The following actions, if time permits, should be accomplished:

1. Tape external glass panes, windows, and glass doors.
2. Close windows and blinds and stay away from glass windows
3. Secure any outside staging, scaffolding, planking, loose roofing, and anything that can blow away.
4. Facilities and operations staff should consider the need to shut off gas to buildings when campus operations cease.

If high winds develop during instructional hours with little or no warning, the following emergency action steps should be followed:

1. Everyone should seek shelter immediately.
2. Keep clear of external facing glass windows or doors.
3. Building Emergency Coordinators Each should account for all disabled/handicapped persons that may be in need of assistance to reach cover.
4. Close windows and blinds (draw all drapery in a closed position). Stay away from glass windows.
5. During the windstorm, remain near an inside wall, on the lower level if possible.
6. Stay inside the building as loose flying objects, downed wires, falling branches/trees, etc. may pose life-threatening situations.
7. Avoid structures with large roof spans.
8. Evacuate rooms subject to full force winds.
9. Keep tuned to the Emergency Broadcast System radio station for latest advisory information.

Actions after the winds subside

1. After the winds subside, temporarily secure damaged buildings to prevent further weather damage.
2. Notify Campus Security of any break, damage, or suspected break, in any utility system or building.
3. Do not touch any downed wires due to electrical hazards. Notify Campus Security at (808) 854-1420 or call 911 for any downed utility poles or wires.
4. Should anyone detect gas, notify Campus Security immediately and evacuate the area. Ventilate the building if able to do so safely. Do not light any matches, lighters, etc. or turn on any device that may cause ignition.
5. Be careful of broken glass and other sharp objects (e.g. protruding nails, jagged metal edges).
6. If a building sustained considerable damage from the windstorm, do not enter the building until given permission by a campus administrator.

Hurricane & Severe Storms

Hurricane season in Hawai'i occurs roughly between June 1 and November 30. While hurricanes typically occur during this timeframe, and our islands usually have several days of advance warning, adverse weather conditions can occur suddenly and with relatively little notice.

When the threat of severe weather occurs, University and campus officials will monitor the situation and provide guidance on safety measures, and if necessary, suspend campus operations and limit travel in affected areas.

Hurricane Warning:

Issued 36 hours in advance of sustained winds of 74 mph or higher that are expected within the specified area.

Hurricane Watch:

Issued 48 hours in advance of sustained winds of 74 mph or higher are possible within the specified area.

Tropical Storm Warning:

Issued 36 hours in advance of sustained winds of 39-73 mph or higher that are expected within the specified area.

Tropical Storm Watch:

Issued 48 hours in advance of sustained winds of 39-73 mph or higher are possible within the specified area.

Preparing for a Hurricane

1. Stay Informed: Keep updated on the latest weather news and info with the [National Weather Service](#), local media, and our campus webpage.
2. Make plans with family for contacting them in the event of a widespread disaster, such as a hurricane or earthquake. If phone service is affected, services like the [American Red Cross](#) can contact your family. Choose a point of contact for other family and friends to connect with and inform them of your safety.
3. Stash a bag with an extra blanket, a flashlight, batteries, a first aid kit, and a few days' worth of nonperishable food and water in case of a power

- outage or weather-related emergency. Visit [Ready.gov](https://www.ready.gov) for a list of recommended disaster preparedness supplies.
4. Consider taking a course in first aid or CPR. These courses are offered through DPS on a regular basis.
 5. Prepare your office, room, apartment, or home by closing and locking windows, storing items, and unplugging electronic equipment.
 6. Back up any computer data and take a copy with you if you leave. Cover your computer and other equipment with plastic sheeting or large plastic garbage bags.
 7. Protect important documents. Place them in waterproof containers and take them with you.
 8. Fuel your vehicle and check all fluids and tire pressure (including spare).
 9. Have cash on hand. ATMs may not operate should the area experience a power failure.
 10. Sign up for [UH Alert](#) to stay informed of campus closures and emergency information.
 11. Have a plan in place for evacuation and sheltering in place. Read more on the [State of Hawai'i Emergency Management Agency website](#).
 12. If you have pets, ensure that you are familiar with local pet-friendly evacuation shelters. More information on pet emergency plans can be found on the [American Red Cross website](#).

For more information on preparing for a hurricane, visit the [National Weather Service website](#).

Tsunami or Coastal Flooding

While our campus locations are at low risk for threat of a tsunami, you should still be prepared for how it will affect our island community during a tsunami event. Upon notification of a potential tsunami that may affect the state, government officials will activate warning protocols to inform the community of the threat. This may include the activation of public safety messages, as well as the activation of the civil defense sirens. Turn on the TV or radio for official messaging.

The island of Hawai'i is highly susceptible to tsunami and coastal flooding as these events have occurred many times in the past. Coastal areas may be affected. Coastal flooding is also associated with hurricanes, high surf and severe storms.

When a tsunami or coastal flooding occurs...

- If you live, work, play, or transit a coastal low lying area, be familiar with the location of the tsunami evacuation zone. The latest tsunami evacuation maps can be found on the [State of Hawai'i Emergency Management Agency page](#).
- Always follow the advice of local emergency and law enforcement authorities. In the event of a tsunami, those living in an evacuation zone should leave their homes immediately.
- If you must evacuate your home, leave in an orderly and calm manner and proceed to the closest Tsunami Refuge Center. A [list of tsunami refuge centers](#) is available online.
- If you are at the beach or near the ocean, and you feel the earth shake, move immediately inland to higher ground. DO NOT wait for a tsunami warning to be issued. Stay away from rivers and streams that lead to the ocean due to the potential for strong tsunami waves and currents.
- If roads are flooded, do not attempt to drive through the rising water. Vehicles can easily be swept away.
- Subscribe to the [U.S. Tsunami Warning Center's notification system](#) to receive tsunami warning messages.

Volcanic Eruption

Being of volcanic origin with ongoing activity, the Island of Hawai'i is vulnerable to volcanic eruptions and lava flows. The Hawai'i Volcano Observatory (HVO) usually provides information about impending activity. Civil Defense (CD) issues advance warning/evacuation notices to the public regarding volcanic activity but at times may not be able to do so due to the unpredictable nature of volcanoes.

Upon receiving a warning notice:

1. Tune in to an Emergency Broadcast System radio station for latest advisory information.
2. If advised to prepare for evacuation, personnel should secure equipment and buildings; they may also remove valuable items that are relatively easy to transport.
3. If advised to evacuate, keep in mind that in the event of an eruption and lava flow, a long term or permanent evacuation may be possible. The lava flow may cut off roads, utilities and partially or completely destroy property. Alternative sites to conduct operations may become necessary.

Hazardous Material Incident

Hazardous material incidents of disaster magnitude would include runaway experiments, major spills or release of radioactive material, or storage accidents involving large quantities of toxic substances. Should such an accident endanger the employees and students of the campus, the following procedures will be followed:

1. Immediately inform Campus Security of any suspicious or hazardous spill or exposure incident. Where necessary for safety, employees and students may take immediate action to evacuate the area without waiting for direction from campus administrators.
2. The Chancellor or designee will evaluate the situation to determine the need to evacuate the building/campus. If a decision is made to evacuate the building/campus, the evacuation procedure will be followed.
3. All employees and students should stay upwind of the incident and remain at a safe distance to avoid contact (i.e. fumes, gasses, vapors, etc.) with the hazardous material.
4. Campus Security shall notify the Chancellor, Hawai'i County Civil Defense and the Fire Department (not necessarily in that order) of the incident and seek medical assistance as required.

Security personnel shall prevent entry into incident areas.

The Chancellor or designee will direct further action as required.

Major Utility Outage

In the event of a major utility outage, the following steps are to be followed:

- In all cases of electricity, water, gas or communications outages, notify Campus Security of the situation and they contact emergency responders if necessary after determining the extent of the outage for preventative and/or corrective action.
- **Electricity Outage:**
 1. Disconnect all equipment which could be damaged by power surge when electricity is restored.
 2. Turn off lights, appliances, window air conditioners and other energy users to reduce power requirements for restoration.
- **Water Outage:**
 1. Conserve water resources until restored, keep taps closed.
 2. If localized to the main campus, Campus requests from the Chancellor to the Board of Water Supply can be made to provide water distribution points for essential use.
- **Gas Outage:**
 1. Close all outlets.
 2. Contact Campus Security (808) 854-1420 if you are unable to access gas shut off valves.

Bomb Threat, Suspicious Package or Explosion

In Any Bomb Threat Situation:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them immediately to Campus Security by calling (808) 854-1420.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- DO NOT use two-way radios or cellphones; they have the potential to detonate a device.

Suspicious Mail or Packages:

- Never open or excessively handle any letter or package that you believe is meant to cause harm.
- Not all dangerous packages or envelopes look suspicious, and not all suspicious looking packages are dangerous. You must always use your best judgment. If you are concerned for any reason, do not handle the package. Contact Campus Security at (808) 854-1420 for assistance.
- **Signs of a suspicious package:**
 - No return address
 - Excessive or foreign postage
 - Stains
 - Strange odor
 - Strange sounds
 - Restrictive notes
 - Unexpected delivery
 - Poorly handwritten
 - Misspelled words
 - Incorrect titles

If a bomb threat is received by phone

- DO NOT hang up. Have someone else contact 911 and Campus Security from another line.
- Stay calm, do not anger the caller
- Retrieve the [Bomb Threat Checklist](#) and attempt to gain as much information from the caller as possible.
- Listen carefully. Be polite and show interest.
- Pay attention to specific details such as background noises and specific voice characteristics.
- Attempt to obtain information on the location of the device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- If your phone has a display, copy the number and/or letters on the window display.
- Immediately after the call has ended, dial 911 and notify Campus Security (if you were alone when taking the call, otherwise, someone else should have already notified 911 and Campus Security).
 - Take notes. Ask questions:
 - Where is the bomb located (building, floor, room, etc.)?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - Listen for the following:
 - Does the voice sound familiar to you? If so, who does it sound like?

- Is the voice male or female?
- Estimated age of the caller
- Any background noises
- Tone of caller's voice – note anything unusual (voice sounds disguised, person is crying, coughing, has an accent, etc.)
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call Campus Security at (808) 854-1420 immediately.

If a bomb threat is received by handwritten note:

- Call Campus Security at (808) 854-1420.
- Handle the note as minimally as possible.

If a bomb threat is received by email:

- Call Campus Security at (808) 854-1420.
- Do not delete the message.

If there is an explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so by emergency responders.
- Stay away from windows.
- Do not light matches or lighters.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.

Active Shooter (or Assailant - Use of a Weapon)

What is an Active Shooter?

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined or populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable, often occur without warning and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm.

Because active shooter situations are often over quickly, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.

Hostage or barricaded subject situations often take place over a longer period of time and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and barricaded subject situations can rapidly shift, however, to become active shooter situations and vice versa.

Campus Security may be the first responder to an active shooter situation on the campus and will immediately request, and coordinate support from the Hawai'i Police Department. Campus Security will also contact the Campus Crisis Management Team and initiate the sending of a UH Alert to notify that campus to take precautions.

If you hear shots fired on campus or if you witness or are aware of someone on campus threatening people to inflict bodily harm **DO NOT HESITATE OR WAIT** to be told there is a situation on campus before taking action to protect yourself and those around you.

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “Run, HIDE, FIGHT” protocol.

When an active shooter is in your vicinity...RUN, HIDE, FIGHT

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police or security officers
- Do not attempt to move wounded people
- Call 911 when you are safe

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Call 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as **aggressively** as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

When law enforcement arrives...

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow the officers' instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which the officers are entering the premises

Information to provide to a law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.

- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.