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HAWAI'I COMMUNITY COLLEGE

HAWAI'I COMMUNITY COLLEGE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
(CEMP)

Revised January 2026

Record of Changes to the Plan

DATE	AREA	GENERAL TOPIC	GENERAL ACTIONS
01/01/2026	CEMP	Entire document	Updated, revised, replaced.

DATE	AREA	GENERAL TOPIC	GENERAL ACTIONS

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EXECUTIVE SUMMARY

To the layperson, emergency management is often thought of as the process of preparing for a disaster such as Hurricane Katrina. However, to the experienced, such as the Federal Emergency Management Agency (FEMA), emergency management includes processes far beyond preparedness.

After decades of operational experience with presidentially declared disasters, in addition to experience in post-incident reviews and analyses, FEMA developed best practices in emergency management planning methodology which identifies 4 distinct areas of focus:

1) Preparedness, 2) Response, 3) Recovery, and 4) Prevention/Mitigation.

Additionally, the United States Department of Education (US-ED) recognized that institutions of higher education (IHE) face distinctive challenges in implementing emergency management. To assist IHE in emergency response planning, the US-ED published its 2011 Action Guide for Emergency Management at Institutions of Higher Education which parallels FEMA's planning practices and integrates additional best practices. The publication addresses issues that are specific to the uniqueness of IHE – such as large geographic areas, open-space environments, multiple buildings/complexes, multiple programs, housing, extensive auxiliary and enterprise services, and transient populations, to name a few.

The current 2014 version of the University of Hawai‘i System Emergency Management Plan (System Plan) codifies roles, responsibilities, procedures, and protocols at the executive level. Our obligation at the community college campus level is to codify campus actions that support, and are consistent with, the System's plan.

This document is the result of campus planning efforts that utilized the above-mentioned references for best practices; and, also considered the compliance requirements of the federal Clery Act, the Higher Education Opportunity Act, and FEMA/Homeland Security Presidential Directive 5-National Incident Management System. This document codifies the roles, responsibilities, procedures, and protocols for campus-level actions which are intended to ensure:

- Compliance with federal laws
- Effective and efficient response to emergency incidents
- Campus resiliency in the aftermath of emergencies and disasters

As Chancellor for HAWAIʻI COMMUNITY COLLEGE, I endorse our enhanced and official campus Comprehensive Emergency Management Plan.

Susan Kazama, Chancellor

FORWARD

ASSUMPTIONS ON CONSISTENCY & CLARIFICATION ON CERTAIN TERMINOLOGIES

While all plans should be developed and maintained on a regular basis, their content should be consistent with content in hierarchical plans (e.g., a departmental plan that supports an overarching campus plan). This document is based on the assumption that the content within the University of Hawai‘i System Emergency Management Plan (System Plan) has been updated to meet current expectations, standards, statutes, and any other regulatory requirements.

This campus Comprehensive Emergency Management Plan (CEMP) is consistent with Executive Policy EP2.203, Emergency Management, and the processes stated in the System Plan. However, at the completion of each annual threat assessment, the Hawai‘i Community College Public Safety Committee may identify additional threats that are unique to our campus; and, may develop and integrate additional, campus-specific processes and terminology into the CEMP. Those inclusions shall not negate or minimize the intents or priorities of the System Plan.

EMERGENCY PLANNING – A FLUID PROCESS

No emergency plan is a static document. Emergency planning is a highly fluid process; and, plans must change when needs, requirements, and regulations change.

In the twenty-three years since the attack on the World Trade Center (September 11, 2001), emergency managers were faced a multitude of changes in emergency plans ranging from changes in laws and authorities, changes in standardized terminology, and changes in training requirements to add courses in the National Incident Management System/Incident Command System (NIMS/ICS). This is an example of the fluidity of emergency planning. The main take-away is that change must be expected; and, with change comes a conscious commitment for continuous planning activities.

DEDICATED PERSONNEL

Campus safety requires continuous, year-round activities to ensure that all four areas of emergency management receive attention to ensure optimum readiness to meet the demands of an emergency incident; and, that required changes to the CEMP are made in a timely manner.

To ensure that emergency readiness is maintained, campus administration has a dedicated Campus Emergency Management Coordinator (Campus EM Coordinator) whose responsibilities include overseeing plan maintenance, validating the plan through exercises, and maintaining open communication with the University of Hawaii System's Emergency Management Coordinator.

PLANNING METHODOLOGY

Our campus CEMP was systematically developed to address purpose, roles, organization, and function. Those areas are then followed by clearly described responsibilities and processes under "Concept of Operations."

The Threat Annexes provide detailed activities and tasks for each specific threat that is identified. The Appendices provide reference information and guidelines that support operations.

REMOVAL OF AMBIGUITIES AND CLARIFYING TERMINOLOGIES

The current System Plan utilizes terminology that can cause confusion or miscommunication. To clearly delineate the terminology differences, this campus CEMP utilizes completely different words which do not negate or dilute the roles or responsibilities.

As examples:

ITEM	FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
The first person on-scene	"First Responder"	"System Responder"	"Campus Responder"
A single person or group people whose field expertise is immediately available, on-scene	"First Responder Field Command"	Generally, the System will not establish a Field Command; System Responders are to first report to the "Campus Emergency Management Center" before entering the scene	"Campus Field Command"; if no First Responder Field Command has been established
Command and control. Generally, a structured group* which is usually located close to, but, apart from the actual responders on-scene *In certain instances, command and control can be assumed and implemented by the on-scene responder	Command and control to be conducted through an "Incident Command Center" or "Unified Command Center" or "ICC"/"UCC" Note: In small-scale incidents, an on-scene First Responder can assume "First Responder Incident Command" leadership	Generally, the System will not have command and control over any on-scene response. However, System Executive representation in the ICC/UCC can affect operational decisions. Command and control of responders are site-specific.	Campus level incident command and control to be conducted through the "Campus Emergency Management Center". Note: In small-scale incidents, an on-scene Campus Responder can assume "Campus Incident Command" leadership until such time leadership is transferred to a First Responder
A designated, remote location from which resources and costs are coordinated and tracked by a structured team of people	"Emergency Operations Center" or "EOC" The term "EOC" is reserved for political governments (e.g., State EOC or County EOC)	"System Emergency Management Center" or "SEMC" (as opposed to EOC)	"Campus Emergency Management Center" or "CEMC"

ITEM	FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
A structured team of people whose primary tasks are to provide coordination support to the responders and to track/record resources and costs	Name can vary (e.g., State Crisis Response Team)	"Emergency Management Team" or "EMT"	"Campus Crisis Management Team" or "CCMT"
The person who oversees activities of the team that coordinates and tracks resources	Name can vary (e.g., State Crisis Response Team Leader)	"System EMT Leader" (as opposed to "Executive" or plain "EMT Leader")	"CCMT Leader" Note: In certain instances, the on-scene Campus Responder can be the Leader if no CCMT Leader is available

END-TO-END APPROACH

Our campus Comprehensive Emergency Management Plan (CEMP) was deliberately designed to ensure that all facets of emergency management have been covered from one end to the other – end-to-end. Our campus has made a deliberate effort to close the planning gaps. By doing so, this CEMP follows the best practice of viewing emergency management as a circular cycle with no end –an on-going effort to ensure a high level of readiness and resilience.

COMPLIANCE WITH FEDERAL LAWS GOVERNING CAMPUS PUBLIC SAFETY

The Jeanne Clery Act requires institutions of higher education to disclose to the public certain elements of its emergency plans. All efforts have been made to review and update our campus CEMP Clery Act disclosure information in our Annual Security Report (ASR) to ensure that the information being provided to the campus community is current and consistent with the most recent updates to the campus CEMP.

To validate the consistency of information between the campus CEMP and the public disclosure documents, all institutional policy statements are regularly reviewed by our campus Emergency Management Coordinator, Public Safety Committee and/or approved by the Vice Chancellor for Administrative Services prior to release to the campus community in our Annual Security Report (ASR).

ENHANCING COMMUNICATION PROTOCOLS

Emergency response planning requires the establishment of clear thresholds, clear lines of authority, and clear communication protocols to ensure the safety of all who are involved in an emergency incident or catastrophic disaster. This campus CEMP has integrated best practices that were set forth by the national Integrated Public Alert and Warning System (IPAWS) program which is implemented through the Federal Emergency Management Agency. IPAWS utilizes a Common Alerting Protocol (CAP) which is software-embedded terminology within a dedicated public safety internet portal by which emergency officials can efficiently and effectively disseminate emergency information and/or instruction.

As an added enhancement, our campus CEMP identifies the equivalent CAP terminology next to the System Plan terminology. The differentiation is indicated as "(System Plan)" and "(Common Alert Protocol)" after the applicable terminology. Though not yet fully adopted by the System Plan, the intent of including CAP in this plan is to assist campus responders in making a quicker and smoother migration towards full IPAWS capability once federal mandates force changes in the System Plan.

NO CAMPUS-LEVEL AUTHORITY TO ISSUE AN "ALL CLEAR"

One of the most dangerous situations in any response to an emergency that requires evacuation is when an "All Clear" message originates from an unauthorized source.

Only a government official has the authority to approve an "All Clear" declaration for return to a previously evacuated area or return to normal operations which had been under the control of a First Responder agency or under control by the Governor of the State of Hawaii under emergency declaration.

The official, government "All Clear" may be conveyed in the following manner:

- Through radio or television (usually a representative from a county Mayor's office, civil defense agency, or other designated agency)
- Through on-scene police or fire department personnel as they are receiving direct communication from their Field or Incident Commanders
- Through direct communication from designees of on-scene police or fire department personnel (can be the Campus Emergency Management Center Leader or a Campus Responder; note that the communication must be included in the incident tracking documentation)

No return to premises shall ever be authorized through third-party communication with non-response duties or communication with acquaintances at a remote location (e.g., a friend at the district sub-station or dispatch center).

Campus officials may announce a downgrade of a situation to lower the stress caused by heightened vigilance, provided no unauthorized personnel are allowed back into an evacuated area prematurely. When downgrading the situational status, campus officials may use the terms "threat is contained" or "threat has been abated" or similar words which convey that first response agencies are still on-scene and return to premises is not yet authorized.

RECORDATION AND ARCHIVES

All campus emergency management activities are formally recorded and filed with the Campus Emergency Management Coordinator. Back-up copies are filed with the Public Safety Department - Campus Security and the Vice Chancellor for Administrative Services.

Any hardcopy documents have been digitized to promulgate long-term, paperless archiving. All digital documentation has been archived and kept for a minimum of seven (7) years. Recorded documents include, but are not limited to, formal after-action reports, recommendations for improvement along with official communication related to implementation of studies, assessments, and plans.

HAWAIʻI COMMUNITY COLLEGE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

I. INTRODUCTION

A. Purpose

The purpose of our campus Comprehensive Emergency Management Plan (CEMP) is to establish standardized, campus-level procedures and protocols consistent with, and in support of, the University of Hawaiʻi System Emergency Management Plan (System Plan).

B. Scope

The use of this document is specific to Hawaiʻi Community College (Hawaiʻi CC); and, is intended to provide guidance to the Campus Crisis Management Team (CCMT) on matters of managing emergencies and disasters. This CEMP outlines specific areas of responsibility, actions, and activities that are to be implemented to ensure effective, efficient, and orderly response. Additionally, this CEMP outlines actions and activities that help the campus to achieve a higher level of resilience against a broad range of emergencies and threats to campus safety.

C. Laws and Authority

The following are applicable policies and laws that promulgate campus emergency management actions and activities:

1. Federal Government

a. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. 1092(f), Title II of Public Law: 101-542 (S. 580)

b. Higher Education Opportunity Act (HEOA), Title IX of the Education Amendments of 1972, 34 Code of Federal Regulations (C.F.R.) Part 106.31Subpart D – Discrimination on the Basis of Sex in Education Programs or Activities Prohibited

c. United States Department of Homeland Security, Presidential Directive; HSPD-5, Section 16(a), National Response Plan and National Incident Management System

2. State of Hawaii Government

a. Hawaii Revised Statutes Chapter 128, Civil Defense Emergency Act

3. County of Hawaiʻi

a. Hawaiʻi County Code Chapter 7, Disaster and Emergency Management

4. University of Hawaii

a. Board of Regents RP 11.205 Public Health, Safety and Security

b. Executive Policy EP 2.203 Emergency Management

c. Executive Policy EP 9.210 Workplace Non-Violence

d. Administrative Policy Ap 9.730 Workplace Non-violence Campus Procedures

e. Community Colleges Policy UHCCP 9.730 Workplace Non-Violence Programs

f. Community Colleges Policy UHCCP 11.600 Safety and Security Programs

D. Mission

To prepare for and respond to an emergency or disaster incident in a well-organized, safe, effective, and timely manner to accomplish the following (by priority):

Priority I	Protect life and preserve property
Priority II	Assess and address threat to critical infrastructure and facilities
Priority III	Restore campus operational functions to normalcy and resume the delivery of educational programs

II. CAMPUS-SPECIFIC THREATS, CATEGORIES, AND PLANNING PRIORITIES

Our CEMP identifies and rates campus-specific threats within two distinct categories—natural and human-induced threats. However, it is possible for a normally-occurring natural threat to also be human-induced (e.g., a wildfire ignited from a spark from a roadside fire started by a discarded cigarette as opposed to a wildfire caused by a lightning strike). In such instances, planning activities must be conducted for wildfires in both categories.

Categories primarily assist in planning processes as it relates to available campus personnel and resources. As an example, most natural threats (e.g., hurricanes, tropical storms, distant-generated tsunami) generally have predictable thresholds with certain required actions whereby personnel can be recalled if they are not on campus. But, most human-induced threats often occur without predictable thresholds (e.g., active shooter, chlorine tank rupture) and may require certain urgent actions within timeframes that make it impractical to depend on the support of recalled off-campus personnel.

The rating of planning priorities (the numerical order of items listed below) is based on analyses conducted by the Campus Crisis Management Team (CCMT) who considers factors such as probability and frequency of occurrence, statistical information from studies and reports, potential threat to life, and potential threat to property that may hinder our continuity of operations

The order in which the threats appear indicates the campus' priorities for developing strategies to address issues such as personnel shortages, budget/finance requirements, training/exercise needs, mitigation activities, and other issues that, if not addressed, could adversely affect response and evacuation capabilities.

A. Natural Threats to Campus (listed by planning priority)

Hazard Type	Likelihood of Occurrence	Impact on the College
	Unlikely / Possible / Highly Likely	Limited / Moderate / Major
Flood-Rain/Run-Off	Highly Likely	Major
Hurricane	Possible	Major
Severe Wind/Tropical Storm	Possible	Moderate
Earthquake	Possible	Moderate
Wildfire	Possible	Major
Volcanic Eruption/Lava Flow	Possible	Limited
Tsunami	Possible	Limited

B. Human-Induced Threats to Campus

Hazard Type	Likelihood of Occurrence	Impact on the College
	Unlikely / Possible / Highly Likely	Limited / Moderate / Major
Active Assailant/Threat	Possible	Moderate
Workplace Violence	Possible	Moderate
Bomb Threat/IED	Possible	Moderate
Fire – Structural / Equipment / Vehicle	Possible	Moderate
Utility Outage	Highly Likely	Moderate
Cyber Attack	Possible	Major
Hazardous Material Release	Possible	Limited
Pandemic	Possible	Moderate

III. THE CAMPUS RESPONDERS

Generally, a Responder is anyone who is either on-scene, approaches a scene to investigate a reported incident, approaches a scene to conduct an assessment, or approaches a scene to attend to the emergency. Because of the response complexities and responsibilities involved in campus public safety, Hawai‘i Community College has identified 3 major categories of Campus Responders.

All Campus Responders are responsible for conscientiously executing their duties according to campus policies and procedures. The Chancellor is responsible to ensure that all identified

Campus Responders are provided with the adequate resources, essential supplies, equipment, and necessary time for training and exercising that are required to efficiently and effectively respond to and manage emergency incidents.

A. Public Safety Department – Campus Security Personnel (Primary Responder)

The main role of Public Safety Department - Campus Security (PSD) personnel in an emergency incident is to serve as the primary first line of response among the other identified Campus Responders which can include members of the Campus Crisis Management Team (CCMT) and capable Campus Security Authorities (CSA). Unless attending to an existing life-saving incident, PSD - Campus Security personnel shall cease normal, daily tasks and respond to all emergency incidents or calls for emergency assistance. All calls shall be treated as an actual emergency or an actual need until otherwise confirmed to be down-graded or determined to be a false alarm.

PSD - Campus Security personnel are responsible for understanding and executing procedures set forth in the "CONCEPT OF OPERATIONS" below; and, for conducting self-assessments of personal knowledge, skills, abilities, and competencies to execute their duties. They are also responsible for participating in training, workshops, and other opportunities that will sustain or enhance performance capabilities.

B. Campus Crisis Management Team Personnel (Secondary Responder)

CCMT personnel can also serve as Campus Responders. When necessary, CCMT personnel are summoned from their normal academic and administrative duties and are convened to manage incidents at the Executive level. However, there may be instances when a CCMT member may be the first on-scene or may be called upon to support another Campus Responder or victim until additional assistance arrives.

C. Campus Security Authorities (Tertiary Responder)

Certain personnel, who, by their position and/or duties, have earned the distinction of being designated as a Campus Security Authority (CSA). When a CSA receives information of a crime or emergency, the CSA will report the incident to the Public Safety Department (or to 9-1-1 Hawai‘i County Police Department if life safety is at risk). However, there may be instances when a CSA may be the first on-scene or be called upon to support another Campus Responder or victim until help arrives. Each CSA is responsible for knowing their CSA responsibilities as prescribed in the Clery Act or attend initial campus CSA training, requesting any needed refresher training, or asking for clarification if any of the CSA roles and responsibilities are unclear.

IV. CAMPUS EMERGENCY MANAGEMENT COORDINATOR

In an emergency incident or disaster, the role of the Campus Emergency Management Coordinator (CEM Coordinator) is to liaison between the campus and UH System Emergency Management Coordinator to coordinate actions and responsibilities of campus administrators and employees. The CEM Coordinator is responsible for ensuring the campus has the capability to send out initial campus communication notifications in an accurate and timely manner during an emergency, ensuring all follow-up campus communication and messaging is coordinated with UH System communications to the general public.

During non-emergency periods, the CEM Coordinator is responsible for managing campus emergency preparedness. Responsibilities include, but are not limited to, conducting emergency readiness exercises of the Campus Crisis Management Team (CCMT), ensuring the CEMP and all related emergency information is annually reviewed and updated,

conducting campus evacuation exercises to validate the plan, campus outreach and education regarding the plan, and maintaining open communication with the University of Hawai‘i System's Emergency Management Coordinator.

V. CAMPUS INCIDENT COMMAND AND THE CAMPUS CRISIS MANAGEMENT TEAM

During an emergency incident or disaster, the primary role of the Campus Crisis Management Team (CCMT) is to assume the roles and responsibilities of Campus Emergency Management Center (CEMC) staff positions which are consistent with those positions detailed in the System Plan's command structure. The main objective is to efficiently coordinate an effective response to information related to an emergency in an orderly manner by following the principles of the National Incident Management System (NIMS) and implementing actions following the NIMS' guidelines on the Incident Command System (ICS).

During non-emergency periods, the CCMT's primary responsibility is to conduct annual threat assessments, participate in formal reviews and exercises to test the campus emergency response and evacuation procedures, review and analyze post-incident "Hot Wash" and "After-Action Review" reports, and recommend any needed improvements or addendums to the Comprehensive Emergency Management Plan (CEMP).

A. Roles and Responsibilities Related to the CCMT/CEMC Leader

The Chancellor has the responsibility for identifying and designating personnel to the CCMT who will assume roles in the Campus Emergency Management Center structure, in addition to general oversight of all CCMT activities. The Chancellor shall ensure CCMT members are qualified and capable.

The CCMT Leader (Chancellor) will serve as the CEMC Leader. If the incident escalates and the First Responder agency establishes an Incident Command Center (ICC) or Unified Command Center (UCC), the CCMT Leader will assume a role in the ICC or UCC as the Campus Executive Representative. The CCMT alternate (or next alternate) will assume the position as the CEMC Leader, and will coordinate campus actions in addition to conducting any support activities to fulfill requests that are relayed from the ICC/UCC via the Campus Executive Representative.

1. Qualifications of the CCMT/CEMC Leader

As a measure to manage campus risk and liabilities, only CCMT members physically present at the main campus may serve as the CEMC Leader when the Chancellor is away from campus. Additionally, only qualified personnel can be designated as a CEMC Leader and CEMC Staff (primary or alternate).

SEE APPENDIX A FOR CAMPUS EMERGENCY MANAGEMENT CENTER PERSONNEL QUALIFICATIONS AND EQUIVALENCE GUIDELINES

2. Primary CCMT/CEMC Leader and Alternates

The Chancellor shall serve as the primary CEMC Leader. The following is the list of administrators designated to form the CCMT alongside the Chancellor, and the priority in which they would be assigned as the team lead in the Chancellor’s absence, by order listed:

a. Vice Chancellor for Administrative Services (1st alternate)

b. Vice Chancellor for Academic Affairs (2nd alternate)

c. Vice Chancellor for Student Affairs (3rd alternate)

d. Dean of Liberal Arts and Sciences (4th alternate)

e. Dean of Career and Technical Education (5th alternate)

B. Primary Duties of the On-Duty CCMT/CEMC Leader & Authority

1. The Campus Crisis Management Team (CCMT) Leader shall have a means to track the on-campus availability of all CCMT members in order to efficiently and expeditiously convene and migrate to the Campus Emergency Management Center (CEMC) structure should the need occur.

2. The initial point of contact for all notifications of escalating campus incidents or campus incidents that have potential to escalate can be to any member of the CCMT, and members of the CCMT are responsible to contact the CCMT Leader or alternate to expeditiously convene on-campus CCMT members.

3. The CCMT Leader is responsible for maintaining open communication with the designated University of Hawai‘i System Emergency Management Team Leader personnel to share information after confirming a credible emergency to the campus and after taking actions requiring an initial Emergency Notification (EN) or Timely Warning (TW) to the campus community.

4. The CCMT Leader, who is on-campus, is responsible to keep Public Safety Department personnel informed of his/her/their availability.

5. The CCMT Leader is responsible for convening CCMT members and has the authority to recall any other campus personnel as needed.

6. The CCMT Leader is responsible for activating the Campus Emergency Management Center (CEMC) when necessary; and, is responsible for assuming the position of CEMC Leader until transfer of command takes place.

7. Upon assuming the CEMC leadership the CEMC Leader has the authority to repurpose campus facilities when required (e.g., under order of the Governor's emergency powers; under order of the Governor's Authorized Representative authorized by a Governor's State Emergency Declaration or Presidential Emergency Declaration).

C. Failsafe for CCMT Leadership

1. If no qualified CEMC Leader is available at the time of need, the best-qualified Campus Responder will act as the CEMC Leader and will be authorized to make campus executive decisions, take appropriate actions, or conduct personnel recall actions – all in good faith to prevent loss of life. The best-qualified Campus Responder may be Public Safety Department personnel, other CCMT personnel, or a Campus Security Authority or any other employee who has been identified by the CCMT as possessing documented credentials that support actions of a Campus Responder.

2. Upon the on-scene arrival of a First Responder, the initial Campus Responder (acting as the CEMC Leader) will conduct an official transfer of Incident Command to the First Responder. The Campus Responder may be asked to assume duties as a Campus Field Command Leader until additional First Responders arrive to assume Field Command operations. Once the First Responders are in place, the Campus Responder and available CCMT members shall provide any and all support and assistance to the First Responders until such time a formal Campus Emergency Management Center (CEMC) structure is established.

D. First-Line CEMC Staff

At minimum, a primary and two (2) alternates shall be designated for the following first-line CEMC Staff. When necessary, roles may have to be combined. However, the Campus Public Information Officer (PIO) position cannot be combined with any other position due to the high demands inherent in coordinating and disseminating accurate and timely information as well as controlling rumors to minimize unnecessary panic.

1. Campus Operations Section Chief

   The Safety & Security Manager shall serve as the primary Operations Section Chief. The following is the list of designated alternates by order listed:

   a. Security Supervisor - Manono (1st alternate)

   b. Security Supervisor - Pālamanui (2nd alternate)

2. Campus Planning Section Chief

   The Facilities & Auxiliary Manager (POM Manager) shall serve as the primary Planning Section Chief. The following is the list of designated alternates by order listed:

   a. Building Maintenance Worker (1st alternate)

3. Campus Logistics Section Chief

   The Human Resources Manager shall serve as the primary Logistics Section Chief. The following is the list of designated alternates by order listed:

   a. Human Resources Specialist (1st alternate)

4. Campus Administrative/Finance Section Chief

   The Fiscal Manager shall serve as the primary Administrative/Finance Section Chief. The following is the list of designated alternates by order listed:

   a. Fiscal Specialist (1st alternate)

   b. Admin & Fiscal Support Specialist (2nd alternate)

5. Campus Public Information Officer

   The External Affairs & Relations Specialist shall serve as the primary Public Information Officer. As previously stated, the PIO position cannot be combined with any other position. The following is the list of designated alternates by order listed:

   a. Title IX Coordinator (1st alternate)

   a. Deputy Title IX Coordinator (2nd alternate)

6. Academics Section Chief

   The CTE and LAS Deans shall serve as the primary Academic Section Chiefs. CTE is comprised of BeAT, HOST, Health Sciences, ATE and Construction Academy. LAS is comprised of English, Math & Natural Sciences, Social Sciences, and Humanities. The following is the list of designated alternates by order listed:

   a. Division Chair - CTE (1st alternate)

b. Division Chair - LAS (2nd alternate)

7. Student Care Section Chief

The Student Care Coordinator shall serve as the primary Student Care Section Chief. The following is the list of designated alternates by order listed:

a. Care Specialist - Manono (1st alternate)

b. Care Specialist - Pālamanui (2nd alternate)

VI. CAMPUS SECURITY AUTHORITIES

The Clery Act requires a campus to establish and maintain a list of Campus Security Authorities. The primary role of a Campus Security Authority (CSA) is to be an available point of contact to any member of the campus community who needs help or wants to convey information of a crime or emergency.

A. Roles and Responsibilities of Campus Security Authorities

The Chancellor is responsible to ensure that ample resources are available to provide adequate training for all CSAs. The Vice Chancellor for Administrative Services is responsible to ensure that the CSA list is maintained and updated, to ensure that training sessions are made available for new CSAs; and, to ensure that refresher training sessions are available upon request for existing CSAs.

The responsibility of the CSA is to report, without fail, all criminal or emergency incidents or requests for assistance that have been brought to the CSA's attention whether directly, through an acquaintance, or through a person who has no relation to the affected person, victim, or the situation. The CSA shall report such incidents to the Public Safety Department - Campus Security in a timely manner so as to promulgate a timely warning (if needed) and to initiate any other actions as required by federal law (e.g., required actions under Title IX for incidents involving sexual harassment and sexual offenses). If Public Safety Department personnel are unavailable, any member of the Campus Crisis Management Team (CCMT) may receive the report and are responsible to initiate the timely warning and other federally mandated actions. If possessing the capability and skills, a CSA may take actions as a Campus Responder in the absence of PSD - Campus Security or CCMT personnel.

B. Identifying CSAs

The Vice Chancellor for Administrative Services is responsible for convening (at least twice a year before the fall and spring semesters) appropriate members of the CCMT for the purposes of reviewing the current list of CSAs and identifying new members of the Campus Community who need to be added or deleted from the list. Hawai‘i Community College has established the following criteria for determining what constitutes a prospective CSA:

1. University Campus Security Officers (USO)

2. Campus personnel or offices designated under campus policy as those to whom crimes should be reported

3. Non-police security staff responsible for monitoring institutional property

4. Campus officials with significant responsibility for student and campus activities

5. Administrative support personnel who, by the nature of their work and position, place them in direct contact with students and groups of students on a regular basis.

VII. CAMPUS PUBLIC SAFETY COMMITTEE

Hawai‘i Community College Campus Public Safety Committee (CPSC) is a multi-disciplined group tasked to ensure that the public safety needs and requirements of the campus community are being met.

A. Determining Campus Public Safety Committee Representation

The Chancellor is responsible for determining what constitutes the most practical, but widest representation for the Campus Public Safety Committee (CPSC). The Vice Chancellor for Administrative Services is responsible for identifying and designating appropriate personnel who have earned the distinction of serving on the CPSC. The Campus Emergency Management Coordinator is responsible for convening and leading meetings; and, recording all activities of the CPSC.

The CPSC personnel must possess adequate levels of authority to represent their department, section, campus organization, or embedded campus team or focus group within the following areas:

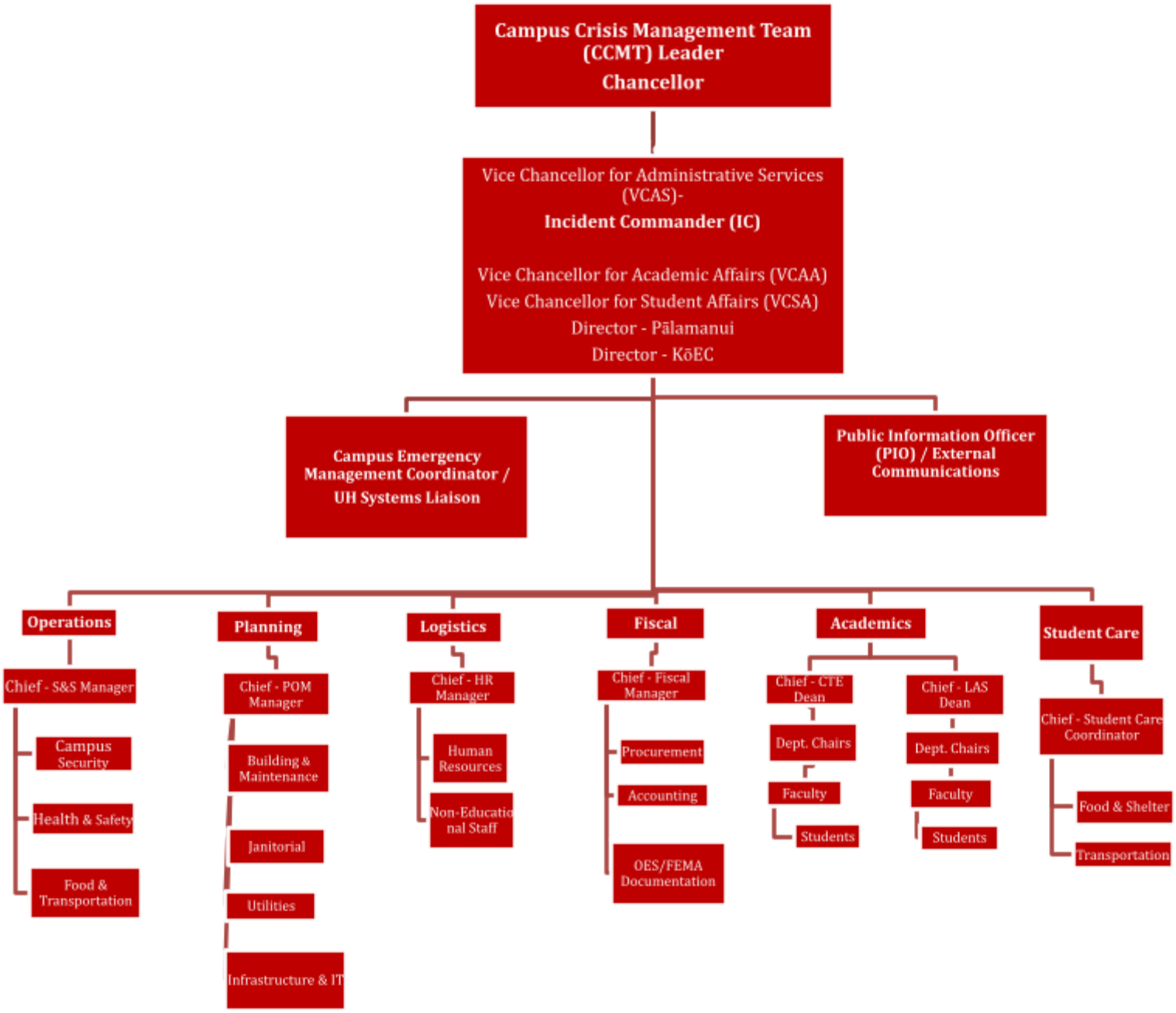
1. Public Safety Department - Campus Security
2. Title IX Coordinator
3. Human Resources
4. Financial Aid
5. Student Affairs
6. Facilities (POM)
7. Faculty Senate
8. Student Government

B. General Duties of the CPSC:

1. Conducting meetings at least once every quarter or as necessary to exchange information and intelligence with regard to campus public safety;

2. Review the campus’ Annual Security Report (ASR) before it is published for dissemination each year to ensure policy and procedure statement are accurate and reflect actual practices of the campus;

3. Making other recommendations to the Chancellor on matters that promulgate enhancements in public safety plans, policies, and practices.


Campus Crisis Management Team (CCMT) Leader
Chancellor
Vice Chancellor for Administrative Services (VCAS)-
Incident Commander (IC)
Vice Chancellor for Academic Affairs (VCAA)
Vice Chancellor for Student Affairs (VCSA)
Director - Pālamanui
Director - KōEC
Campus Emergency Management Coordinator / UH Systems Liaison
Public Information Officer (PIO) / External Communications
Operations
Chief - S&S Manager
Campus Security
Health & Safety
Food & Transportation
Planning
Chief - POM Manager
Building & Maintenance
Janitorial
Utilities
Infrastructure & IT
Logistics
Chief - HR Manager
Human Resources
Non-Educational Staff
Fiscal
Chief - Fiscal Manager
Procurement
Accounting
OES/FEMA Documentation
Academics
Chief - CTE Dean
Dept. Chairs
Faculty
Students
Chief - LAS Dean
Dept. Chairs
Faculty
Students
Student Care
Chief - Student Care Coordinator
Food & Shelter
Transportation

CAMPUS CONCEPT OF OPERATIONS

A. Discovery of an Emergency or Potential Emergency

This section details how Campus Responders are notified of an emergency. Generally, emergency incidents are brought to the attention of a Campus Responder in the following manner:

1. On-scene discovery by Public Safety Department – Campus Security personnel

2. In-person notification to Public Safety Department – Campus Security personnel who are on patrol

3. In-person notification at the Hawai‘i CC Public Safety Department - Campus Security office:

Manono Campus: 1175 Manono St., Bldg. 387, Hilo, Hawaii 96720

Pālamanui Campus: 73-4255 Ane Keohokalole Hwy., Kailua-Kona, Hawaii, 96740

Kō Education Center: 45-539 Plumeria St., Honoka‘a, HI, 96727.

4. Direct phone call to PSD-Campus Security.

Direct number: **808-854-1420 Manono;**

808-640-6515 Pālamanui;

808-775-8890 KōEC

5. Campus Code Blue Emergency Phone Stations (*currently inoperable*)

6. Handheld two-way radio or other interoperable communication devices utilized by Public Safety Department and Campus Crisis Management Team personnel

7. Other means of notification utilizing electronic device capabilities:

a. PSD - Campus Security SMS/text: **(808) 854-1420 Manono**;
(808) 640-6515 Pālamanui

b. UH RAVE Opt-in SMS/text messaging:

B. Initial Campus Responders and On-Scene Priorities

Although personnel from the Public Safety Department are the primary designated Campus Responders for emergency incidents, there may be occasions when a member of the Campus Crisis Management Team may be called upon to act as the Campus Responder or act in an assisting capacity to Public Safety Department - Campus Security personnel. Based on their designations, all of these personnel have the responsibility to ensure that any request for assistance or report of an emergency incident receives prompt and proper attention.

1. On-scene priorities and immediate actions (generally)

a. On approach to the scene, assess the area for immediate safety issues (danger to self and others)

b. At the scene, conduct an assessment to determine:

1) Type of Incident (Type 1, 2, or 3)

2) Command and control requirements

3) Evacuation or sheltering requirements

c. Determine any assistance requirements

1) Need for on-scene assistance

2) Need for assistance in notifying:

- Internal emergency response components (e.g., other Public Safety Department personnel, Campus Crisis Management Team personnel)
- External First Responder components (police, fire, ambulance; service provider agencies)

d. Convey all information to other available Public Safety Department personnel or the on-duty Campus Crisis Management Team Leader (Chancellor or designee)

2. After confirming that the above information has been received, initiate any required life-saving actions.

C. Incident Types and Command and Control (by type of incident)

The intent of this section is to delineate actionable thresholds (based on the type of incident); to detail command and control authority and areas of responsibilities based on the type of incident; and, to define clear protocols and methodologies for communication.

Annexes at the end of this document provide details, by threat, of minimum departmental response actions which are to be accomplished throughout the entire duration of an emergency. Each departmental task list is broken down into the 4 phases of emergency management and identifies specific functions and the specific responsible person or persons to oversee those functions to completion.

The following 3 sub-sections have been separated by page breaks to enable quick reference. Each sub-section contains the following components:

a. Definition of a Type __ Incident

b. Severity Level Designation

c. First On-Scene Command and Control Actions for a Type __ Incident

d. Next on Scene Command and Control Actions

e. Convening the Campus Crisis Management Team (CCMT)

f. Activation of the Campus Emergency Management Center (CEMC)

g. Expansion of the CEMC

h. Contraction of the CEMC

i. On-Scene Incident Close-Out for Type __ Incidents and De-Activation of the CCMT

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1. TYPE 1 INCIDENT

a. Definition of a Type 1 Incident

1) The Type 1 incident is localized or in a small area and can be quickly resolved with existing campus resources and utilizes limited University of Hawaii System resources or little assistance from outside agencies.

2) There is little to no impact to the campus personnel or to the normal campus operations outside the locally affected area.

b. Severity Level Designation for a Type 1 Incident

1) Minor Incident (System Plan)

2) Minor (Common Alert Protocol)

- Minimal to no known threat to life or property
- Certainty level for incident escalation is "Unlikely" (not expected to occur)

3) Level of "Certainty" for Incident Escalation (Common Alert Protocol)

Though rare, it is possible for a Type 1 "Minor" to quickly escalate to a Type 2 or Type 3 incident.

The following shall be used to determination the level of "certainty" for incident escalation (the terminology below will aid in the delivery of the proper public message through the national Integrated Public Alert and Warning System):

- "Possible" (escalation probability is less than 50%)
- “Likely" (escalation probability is greater than or equal to 50%)
- "Observed" (escalation determined to have occurred or to be ongoing)

c. First On-Scene Command and Control Actions for a Type 1 Incident

1) Responsibilities of the First on Scene for a Type 1 Incident

- If the incident is Type 1, the Campus Responder will assume Incident Command leadership as the first on the scene.
- The Campus Responder is responsible for assessing the scene for potential life-safety issues and, if the situation dictates, notifying others before engaging in the necessary campus response actions. It is imperative that the Campus Responder conveys any need for on-scene assistance, assistance in notifying the First Responders, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
- If no other Public Safety Department - Campus Security personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying First Responders and the CCMT Leader (or next alternates).

2) Initial Field Notification Protocols and Methodology for a Type 1 Incident

- Person-to-person voice communication (phone) or SMS/text are acceptable means of communication under certain circumstances. No email shall be utilized to conduct emergency notifications to the CCMT Leader.
- If the incident does not involve people, voice communication (person-to-person; voice message) or SMS/text may be utilized to contact the CCMT Leader. If the CCMT Leader cannot be reached within 10 minutes, the next alternates can be contacted utilizing

voice communication or SMS/text. Response from the first alternate must occur within 2 minutes; otherwise, contact of the next alternates must commence utilizing only person-to-person voice communication.

- If the incident involves people, utilize only person-to-person voice communication to contact the CCMT Leader or any of the next alternates.

d. Next on Scene Command and Control Actions for a Type 1 Incident

1) Arrival of Others On-Scene

- When additional Campus Responders arrive, campus command will transfer to the best-qualified Campus Responder who will retain Campus Incident Command leadership unless circumstances of the incident dictate otherwise.

- If First Responders are called upon in a Type 1 incident, the First Responder will assist in determining whether Incident Command should remain with the campus or transfer to the first responder agency. Generally, the Campus Responder retains command and control over the incident because the First Responder's duration of service is short-term. If for some reason, the command and control of a Type 1 incident is transferred to the first responder, the Campus Responder is responsible for immediately informing the CCMT Leader (or alternate) of the decision.

- If incident escalation merits the activation of the Campus Emergency Management Center, the Campus Responder/Leader will transfer command to the CCMT Leader when the CEMC is established and populated. The Campus Responder/Leader will then assume the Field Command until the arrival of the First Responder.

e. Convene the Campus Crisis Management Team for a Type 1 Incident and notify UH-Hilo Emergency Management Coordinator and UHH Chancellor you have an incident at your campus.

Generally, most Type 1 incidents do not require any formal convening of the CCMT. For the majority of Types 1 incidents, an on-scene Campus Incident Command System structure for single resource response that is managed by the Campus Responder may be sufficient. However, if escalation occurs, the convening processes will need to be consistent with the type of escalated incident (Type 2 or Type 3).

f. Activation of the Campus Emergency Management Center (CEMC) for a Type 1 Incident will follow the procedures consistent with the type of escalated incident (Type 2 or Type 3).

1) Generally, formal activation of the Campus Emergency Management Center (CEMC) for a Type 1 incident is not necessary. However, the Campus Responder may call upon others for assistance which will likely fulfill duties that are consistent with the Command Staff positions for Operations, Logistics, and the Public Information Officer.

2) Should a Type 1 incident escalate or the Campus Responder/Leader determine the potential for escalation, the CCMT Leader will be responsible for immediately convening the appropriate, available CCMT personnel and/or recalling additional personnel and activating the CEMC.

3) If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other

supporting CCMT personnel will receive instruction through the Campus Responder/Leader until the position of the CEMC Leader is filled.

4) Responsibilities and transfers of command upon activation of the CEMC will follow the procedures consistent with the type of escalated incident (Type 2 or Type 3).

5) If the CEMC is activated, the required notifications and updates to system-level personnel will follow the procedures consistent with the type of escalated incident (Type 2 or Type 3).

g. Expansion of the CEMC

The CCMT Leader is responsible for expanding and populating the CEMC in a manner that is consistent with the type of escalated incident (Type 2 or Type 3).

h. Contraction of the CEMC

If the CEMC was established, the decisions and actions for structure contraction must be consistent with the type of escalated incident (Type 2 or Type 3).

i. On-Scene Incident Close-Out for a Type 1 Incident or De-Activation of the CCMT

1) Provided no formal CEMC was established, the incident can be closed on-scene by the Campus Responder.

2) A hot wash and after-action review will only be necessary for Type 1 incidents that have been identified as requiring such actions (refer to the section on "HOT WASH & AFTER-ACTION REVIEW REQUIREMENTS" for guidance).

3) If the CEMC was established, the decisions and actions for de-activation and follow-on activities must be consistent with the type of escalated incident (Type 2 or Type 3).

SEE APPENDIX A FOR EXAMPLES OF TYPE 1 INCIDENTS

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2. TYPE 2 INCIDENT

a. Definition of a Type 2 Incident

1) The Type 2 incident disrupts a sizable portion of the Campus Community and requires some coordinated resources from the University of Hawaii System and from outside agencies.

2) A Type 2 event could also include a small area of the surrounding community.

b. Severity Level Designation for a Type 2 Incident

1) "Emergency" (System Plan)

2) "Moderate" or "Severe" (Common Alert Protocol)

- Type 2 "Moderate" (possible threat to life or property)
- Type 2 "Severe" (significant threat to life or property)

3) Level of "Certainty" for Incident Escalation (Common Alert Protocol)

It is possible for a Type 2 "Moderate" to quickly escalate to a Type 3 "Extreme" incident (extraordinary threat to life or property; "Extreme" is Common Alert Protocol terminology).

The following shall be used to determination the level of "certainty" for incident escalation (the terminology below will aid in the delivery of the proper public message through the national Integrated Public Alert and Warning System):

- "Possible" (escalation probability is less than 50%)
- “Likely" (escalation probability is greater than or equal to 50%)
- "Observed" (escalation determined to have occurred or to be ongoing)

c. First On-Scene Command and Control Actions for a Type 2 Incident

1) Responsibilities of the First on Scene for a Type 2 Incident

- If the incident is Type 2, the Campus Responder will assume Incident Command leadership as the first on the scene.
- The Campus Responder is responsible for assessing the scene for potential life-safety issues and, if the situation dictates, notifying others before engaging in the necessary campus response actions. It is imperative that the Campus Responder conveys any need for on-scene assistance, assistance in notifying the First Responders, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
- If no other PSD-Campus Security personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying First Responders and the CCMT Leader (or next alternates).

2) Initial Field Notification Protocols and Methodology for a Type 2 Incident

- Person-to-person voice communication (phone) or SMS/text are acceptable means of communication under certain circumstances. No email shall be utilized to conduct emergency notifications to the CCMT Leader.
- If the incident does not involve people, voice communication (person-to-person; voice message) or SMS/text may be utilized to contact the CCMT Leader. If the CCMT Leader cannot be reached within 2 minutes, the next alternates will be contacted utilizing only person-to-person voice communication.

- If the incident involves people, utilize only person-to-person voice communication to contact the CCMT Leader or any of the next alternates.

d. Next on Scene Command and Control Actions for a Type 2 Incident

1) Arrival of Others On-Scene

- When additional Campus Responders arrive, Campus Incident Command will transfer to the best qualified Campus Responder who will retain Campus Incident Command leadership until the separate Campus Emergency Management Center structure is established and populated.

- If incident escalation merits the activation of the Campus Emergency Management Center, the Campus Responder/Leader will transfer command to the CCMT Leader when the CEMC is established and populated. The Campus Responder will then assume the Field Command until the arrival of the First Responder. When the First Responder assumes Field Command, the Campus Responder will assume a support role to the First Responder.

2) If the CCMT Leader establishes only a 1- or 2-person monitoring cell, the Campus Responder will retain Campus Incident Command leadership until such time a formal CEMC structure is established and populated. All actions of the monitoring cell must go through the Campus Responder/Leader.

e. Convening the Campus Crisis Management Team for Type 2 Incidents

For all Type 2 incidents, the CCMT Leader is responsible for convening appropriate members of the CCMT in order to establish a Campus Emergency Management Center (CCMC) which is structured for single resource management.

Note: For Type 2 incidents (except for the optional monitoring cell), the Campus Responder must not be expected to concurrently retain Campus Incident Command leadership and conduct the multitude of tasks required of the Campus Responder.

f. Activation of the Campus Emergency Management Center (CEMC) for Type 2 Incidents.

1) The CCMT Leader is responsible for establishing the CEMC in a timely manner to ensure that non-scene, essential functions are accomplished and tracked properly. Most of the initial CEMC activities at the onset of a Type 2 incident will likely fulfill duties that are consistent with the Command Staff positions for Operations, Public Information, Planning, and Logistics (in order of priority).

2) If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder /Leader until the position of the CEMC Leader is filled.

3) Optional CEMC Monitoring Cell Structure for Certain Type 2 Incidents

In some instances (e.g., a hurricane watch that is at 50% "Likely" to escalate to a warning), it is acceptable to establish only a 1- or 2-person monitoring cell to serve as the separate CEMC structure.

The monitoring cell will complete all the initial CEMC facility set-up, conduct notifications for "stand-by" personnel, and maintain situational awareness. Should the monitoring cell

receive confirmation that escalation will occur, the CCMT Leader will be contacted immediately in order to readily expand the CEMC staff structure to the appropriate level. While the monitoring cell is active, the Campus Responder retains the Campus Incident Command leadership until such time a formal CEMC structure is established. All monitoring cell actions must go through the Campus Responder/Leader.

4) Responsibilities and Transfers of Command

- The Campus Responder is responsible for conveying field response needs to the CCMT Leader.
- The CCMT Leader is responsible for convening the appropriate members of the CCMT to populate the CEMC based on the field response needs conveyed by the Campus Responder (as opposed to what the CCMT Leader believes/thinks the needs should be).
- Upon establishment of the CEMC, the Incident Command leadership will transfer to the CCMT Leader unless the First Responder has already established an ICC or UCC.
- When the First Responder agency establishes its ICC or UCC, the CCMT Leader will report to the ICC or UCC as the Campus Executive Advisor. The alternate CCMT Leader will assume leadership duties in the CEMC.
- If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene retains the Campus Incident Command leadership until the arrival of the first responder.
- Upon establishment of the First Responder ICC or UCC, the best qualified CCMT member will act as a liaison for the campus in the ICC or UCC. Liaison requests will go through the Campus Responder/Leader as long as there is an absence of a qualified CCMT Leader.
- Re-positioning campus personnel will take place when the CCMT leadership assumes the respective, required positions (primary becomes the Campus Executive Representative in the ICC/UCC; the alternate CCMT Leader assumes CEMC leadership).

5) Required Initial Notifications to UH System Emergency Management Team Leader for Type 2 Incidents

The CCMT Leader (or designee) is responsible for notifying and briefing the persons listed below upon learning of the incident escalation and after they have managed the decision and need to send any initial emergency notification or timely warning to the campus community. The System Emergency Management Coordinator is responsible for providing the campuses with a current call list (primary and alternate points of contact). The Campus Emergency Management Coordinator is responsible for disseminating the UH System call list to the CCMT Leader and alternates.

At minimum the following must be notified:

- University System EMT Leader
- Community Colleges System Executive(s) In-Charge
- UH-Hilo Emergency Management Coordinator and Chancellor

Person-to-person voice communication (phone) or SMS/text are acceptable means of communication, provided confirmation can be obtained by the primary System point of contact within five (5) minutes. If the primary point of contact is not available, alternates must be contacted utilizing only person-to-person voice communication (phone).

g. Expansion of the CEMC

Should an incident upgrade from a Type 2 to a Type 3 (or the Type 2 indicates fast-rising percentages to upgrade to a Type 3), the CEMC Leader is responsible for expanding the CEMC based on the growing on-scene support requirements (as opposed to what the CEMC Leader believes/thinks the expanding needs should be).

1) If no First Responder was required for the Type 2 incident, the Campus Responder will determine the growing support requirements.

2) If a First Responder was summoned and no ICC/ UCC was established, the First Responder will determine the growing support requirements.

3) If a First Responder ICC/UCC is already established with a designated Field Command component, the Field Commander will determine the growing support requirements which will be conveyed to the campus through the Campus Executive Representative in the ICC/UCC.

h. Contraction of the CEMC

The CEMC Leader has the authority to contract the CEMC structure based on the lessening on-scene support requirements as conveyed by the same on-scene components that determined expansion (see above).

i. On-Scene Incident Close-Out for Type 2 Incidents and De-Activation of the CCMT

1) The ICC/ UCC Commander is responsible for making the final determination to close out all on-scene activities based on the recommendations of the first responder Field Command as reported to the Operations Section Chief. If command and control was retained by the campus, the CEMC Leader is responsible for making the final determination to close out all on-scene activities based on the recommendations of the most qualified on-scene responder which can be a first responder or a Campus Responder.

2) For a Type 2 incident, appropriate components of the Campus Emergency Management Center structure must remain active until at least 50% of recovery activities are complete, unless circumstances justify otherwise. The CEMC positions can be minimized to a monitoring team to continue to track recovery activities (and be prepared should threat recur or a new threat occur). Upon de-activation of the CEMC, the departments/offices that have remaining recovery tasks will assume responsibility for tracking their activities and will be responsible for submitting final documentation to the designated personnel whose CEMC duties were consistent with the Finance/Administration Section Chief.

3) A hot wash and after-action review are required for all Type 2 incidents – even for a Type 2 monitoring cell (refer to the sections on "HOT WASH & AFTER-ACTION REVIEW REQUIREMENTS" for guidance).

SEE APPENDIX A FOR EXAMPLES OF TYPE 2 INCIDENTS

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3. TYPE 3 INCIDENT

a. Definition of a Type 3 Incident

1) The Type 3 incident disrupts a sizable portion of the Campus Community and requires a substantial number of coordinated resources from the University of Hawaii System and from outside agencies.

2) A Type 3 event can have serious to catastrophic consequences for critical campus functions and/or life safety and can significantly impact a wide area of the surrounding community.

b. Severity Level Designation for a Type 3 Incident

1) "Disaster" (System Plan)

2) "Extreme" (Common Alert Protocol)

- Extraordinary threat to life or property
- Incident may have been reclassified from a Type 1 "Minor" or Type 2 "Moderate"/"Severe that escalated to a Type 3 "Extreme"

3) Level of "Certainty" for Incident Escalation (Common Alert Protocol)

Not applicable. The incident reached the maximum level of escalation.

c. First On-Scene Command and Control Actions for a Type 3 Incident

1) Responsibilities of the First on Scene for a Type 3 Incident

- If the incident is Type 3, the Campus Responder will assume Incident Command leadership as the first on the scene.
- The Campus Responder is responsible for assessing the scene for potential life-safety issues and immediately notifying others before engaging in the necessary campus response actions. It is imperative that the Campus Responder conveys any need for on-scene assistance, assistance in notifying the First Responder, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
- If no other PSD-Campus Security personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying the First Responder and the CCMT Leader (or next alternates).

2) Initial Field Notification Protocols and Methodology for a Type 3 Incident

- For a Type 3 incident, person-to-person voice communication (phone) is the only acceptable means of communication. No SMS/text email shall be utilized to conduct emergency notifications to the CCMT Leader.
- Utilize only person-to-person voice communication to contact any of the next alternates.

d. Next on Scene Command and Control Actions for a Type 3 Incident

1) If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, the First Responder may or may not have assumed Field Command leadership. If the Campus Responder retained Field Command leadership, the Campus Responder will immediately transfer Field Command leadership to the First Responder.

2) If the Type 3 incident occurs suddenly, the following applies:

- When additional Campus Responders arrive, Campus Incident Command leadership will transfer to the best qualified Campus Responder who will retain leadership until the separate Campus Emergency Management Center structure is established and populated.

- When the CEMC is established and populated. The Campus Responder will then assume the Field Command until the arrival of the First Responder. When the First Responder assumes Field Command, the Campus Responder will assume a support role to the First Responder.

e. Convening the Campus Crisis Management Team for Type 3 Incidents

1) For Type 3 incidents, the CCMT Leader is responsible for convening all available members of the CCMT and recalling additional personnel in order to establish a Campus Emergency Management Center (CEMC) which is structured for multi-agency resource management.

2) If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, the CCMT Leader will have already convened some (or all available) members of the CCMT and activated the CEMC (structured for multi-agency resource management). The CEMC Leader will take action to convene the remaining available CCMT personnel in order to expand the CEMC structure for multi-agency resource management.

3) If the Type 3 incident occurs suddenly, the CCMT Leader is responsible for immediately convening all available CCMT personnel and recalling additional personnel in order to establish a CEMC structure for multi-agency resource management.

4) If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder /Leader until the position of the CEMC Leader is filled.

f. Activation of the Campus Emergency Management Center (CEMC) for Type 3 Incidents.

1) The CCMT Leader is responsible for immediate activation of the CEMC and populating it to the fullest extent possible in order to meet the high demands of coordination and communication in a Type 3 incident. Most of the initial CEMC activities at the onset of a Type 3 incident will likely fulfill duties that are consistent with the Command Staff positions for Operations, Public Information, Logistics, and Planning (in order of priority).

2) If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene all available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder/Leader until the position of the CEMC Leader is filled.

3) Responsibilities and Transfers of Command

If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, most of the transfers of command will have taken place and expansion of the CEMC will be required.

If the Type 3 incident occurs suddenly, the following apply:

- The Campus Responder is responsible for conveying initial field response needs to the CCMT Leader.
- The CCMT Leader is responsible for convening all available members of the CCMT to populate the CEMC based on the field response needs conveyed by the Campus Responder (as opposed to what the CCMT Leader believes/thinks the needs should be).
- Upon establishment of the CEMC, the Incident Command leadership will transfer to the CCMT Leader unless the First Responder has already established an ICC /UCC.
- When the First Responder agency establishes its ICC or UCC, the CCMT Leader will report to the ICC or UCC as the Campus Executive Advisor. The alternate CCMT Leader will assume leadership duties in the CEMC.
- If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene retains the Campus Incident Command leadership until the arrival of the first responder.
- Upon establishment of the First Responder ICC or UCC, the best qualified CCMT member will act as a liaison for the campus in the ICC or UCC. Liaison requests will go through the Campus Responder/Leader as long as there is an absence of a qualified CCMT Leader.
- Re-positioning campus personnel will take place when the CCMT leadership assumes the respective, required positions (primary becomes the Campus Executive Representative in the ICC/UCC; the alternate CCMT Leader assumes CEMC leadership.

4) Required Initial Notifications to UH System Emergency Management Team Leader for Type 3 Incidents

The CCMT Leader (or designee) is responsible for notifying and briefing the persons listed below upon learning of an escalated Type 1 or Type 2 incident to a Type 3 incident after they have determined the need to immediately inform their campus community and send out any initial emergency notification of any danger to warn the campus community of any threat to their safety. The System Emergency Management Coordinator is responsible for providing the campuses with a current call list (primary and alternate points of contact). The Campus Emergency Management Coordinator is responsible for disseminating the UH System call list to the CCMT Leader and alternates.

At minimum the following must be notified:

- University System EMT Leader
- Community Colleges System Executive(s) In-Charge
- UH-Hilo Emergency Management Coordinator and Chancellor

Person-to-person voice communication (phone) is the only acceptable means of communication to conduct the initial notification to the primary point of contact or alternate(s) is the primary cannot be reached.

g. Expansion of the CEMC

If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, the First Responder will have assumed Field Command leadership and will be responsible for determining the growing support requirements. If there is no Campus Executive Representative in the First Responder ICC (or if the ICC was not established), the Campus

Responder will relay the growing support requirements to the CEMC Leader who will initiate measures to expand the CEMC structure.

For a Type 3 incident that occurs suddenly, the Campus Responder is responsible for determining and conveying the initial scope of support requirements and what the Campus Responder believes will be the growing support requirements. The CCMT Leader is responsible for taking appropriate actions to meet the immediate support needs.

h. Contraction of the CEMC

In a Type 3 incident, the Campus Executive Representative in the ICC/UCC has the authority to contract the CEMC structure based on the lessening on-scene support requirements as conveyed by the ICC/UCC field components. When the ICC/UCC de-activates the CEMC Leader has the authority to contract the CEMC.

i. On-Scene Incident Close-Out for Type 3 Incidents and De-Activation of the CCMC

1) The ICC/ UCC Commander is responsible for making the final determination to close out all on-scene activities based on the recommendations of the first responder Field Command as reported to the Operations Section Chief. Upon the de-activation of the ICC/UCC, the Campus Executive Representative will either return to the CEMC to receive transfer of command as the CEMC Leader or take other actions as the situation dictates.

2) If the ICC/UCC closes out First Responder activities and campus circumstances dictate need, the CEMC Leader has the authority to continue on-scene activities which involve the Campus Responders. The Campus Responders will assume Field Command leadership.

3) For a Type 3 incident, appropriate components of the Campus Emergency Management Center structure must remain active until at least 35% of recovery activities are complete, unless circumstances justify otherwise. The CEMC positions can be minimized to a monitoring team to continue to track recovery activities (and be prepared should said threat recur or a new threat occur). Upon de-activation of the CEMC, the departments/offices that have remaining recovery tasks will assume responsibility for tracking their activities and will be responsible for submitting final documentation to the designated personnel whose CEMC duties were consistent with the Finance/Administration Section Chief.

4) A hot wash and after-action review are required for all Type 3 incidents (refer to the sections on "HOT WASH & AFTER-ACTION REVIEW REQUIREMENTS" for guidance).

SEE APPENDIX A FOR EXAMPLES OF TYPE 3 INCIDENTS

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D. Recovery / Return to Normalcy

1. Recovery Responsibilities

Each affected department, office, or individual will be responsible to engage in, assist with, or lend support to activities that help recover from the incident and lessen the time required to return to normal operations.

2. Documenting Recovery Activities

a. Documentation of recovery activities is required for Type 2 and Type 3 incidents.

b. Documentation for Type 1 incidents requires, at minimum, documentation of use of resources which have regulatory, procedural implications, as well as cost and inventory implications.

3. Documentation Submission

a. Type 2 and Type 3 documentation are to be submitted to the Campus Emergency Management Coordinator (Campus EM Coordinator) through their immediate supervisor. The Campus EM Coordinator is responsible for assisting the Campus Emergency Management Center Leader or designee in the compilation of documentation for submission to the appropriate entity.

b. Type 1 documentation can remain internal to the department, office, or individual unless otherwise required.

VIII. COMMUNICATION PROTOCOLS FOR ALL TYPES OF INCIDENTS

A. Establishing Early Communication

Establishing early communication is a requirement and must follow the proper lines of communication based on the chain of command processes set forth in the National Incident Management System's Incident Command System (ICS).

B. Maintaining Regular and Broad-Range Communication

Maintaining regular and broad-range communication is required for any Type 2 or Type 3 incident. Type 2 incidents are included in this mandate because of the potential to escalate quickly, it is imperative that the University of Hawai‘i stakeholders at the system- and campus-level are provided with sufficient, advanced situational awareness. Such awareness will assist personnel in prioritizing and organizing their day-to-day activities to ensure quick response should an incident escalate. This communication methodology also applies for reverse situations, where the University of Hawai‘i System Emergency Management Team is managing an incident that has the potential to affect another campus or multiple campuses.

C. Maintaining a Current Call List

The Campus EM Coordinator is responsible for disseminating the current call list of system-level points of contact (primary and alternates) who will receive the situation reports. During an incident in which the Campus Emergency Management Center has not been activated, the Campus Crisis Management Team Leader is responsible for establishing initial direct communication with the System Emergency Management Team Leader.

D. Confirming Communication

If other means (other than person-to-person voice communication) is utilized, communication must be confirmed and NOT assumed to have been received.

E. Documentation of all Communication

The Campus Crisis Management Leader (or Campus Emergency Management Center Leader) has the final responsibility to ensure that there are adequate means to document all essential communication – whether through the use of computers or hand-written by support personnel. At minimum, documentation must include 1) date and time of communication, 2) method of communication, 3) person sending information, 4) person confirming receipt of information, and 5) the message or content of message.

IX. EMERGENCY NOTIFICATIONS AND TIMELY WARNING

An **Emergency Notification** is defined as having a wide focus on any significant emergency or dangerous situation affecting our campus community and operations. An emergency notification will be triggered by an event that is currently occurring on or imminently threatening the campus. Emergency notification procedures will be initiated for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students and employees.

Federal Clery Act requirements also require institutions of higher education to issue a **"Timely Warning"** for any Clery Act defined crimes that have already occurred but represent an ongoing threat. Our campus will issue a **Timely Warning** to the campus community in the same manner we issue an Emergency Notification for any Clery Act crime committed on our Clery Act defined geography, that is reported to a Campus Security Authority (CSA) or local law enforcement agency, and that is considered by the institution to represent a serious or continuing threat to students and employees.

Unless directed by the UH System, issuing a timely warning is a campus responsibility. As with all other executive-level emergency decision-making processes, all discussion and activities leading to communicating a timely warning to the campus community should be conducted only by those CCMT members who are on campus with first-hand knowledge of the circumstances with a clear understanding of Clery Act requirements. Remote communication and coordination should only be considered when it is not practical for an on-scene, on-campus CCMT member to issue the timely warning. Remotely issuing a timely warning when not on campus, and not actively involved in the incident, is an inefficient practice and vulnerable to information/communication gaps, which has the potential to contribute to significant response time loss or erroneous warning messages.

A. Personnel Responsibilities

Because the Campus Crisis Management Team (CCMT) Leader has final responsibility for emergency notifications and timely warnings, it is incumbent upon all CCMT members to avoid deviation from emergency notification and timely warning processes. Any external interference in campus timely warning processes must be halted immediately. In accordance with the National Incident Management System's "Incident Command System," rank or position status of the external source of interference has no standing in emergency processes. Such instances of interference should be formally documented and presented during the formal incident After Action Review.

B. Legal and Financial Implications

A failure to follow timely warning processes may result in the delay of a timely warning for the safety of the campus community and exposure of the campus to liability issues, and possibly assessed fines for Clery Act non-compliance.

C. Exceptions that May Prevent a Timely Warning

1. The CCMT is responsible for using professional judgment to ensure that the warning notification will not compromise any effort to assist a victim; not compromise efforts to contain the emergency situation; and, not compromise any other response that would mitigate the emergency. If professional judgment of the CCMT determines that any of those compromising situations are prevalent, the warning notification may be withheld.

2. Additional exceptions that may prevent a timely warning are for crimes that are reported to pastoral personnel or professional counselors, providing that best judgment prevails when life safety is at stake.

D. FERPA Exemption and Access to Protected Information

The US Department of Education's Family Educational Rights and Privacy Act (FERPA) regulations (CFR 99.36) describes the rule relating to the disclosure of student information in health and safety emergencies for the necessary protection of the student and other individuals.

§ 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from –

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

I In making a determination under paragraph (a) of this section, an educational agency or institution may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the Department will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

(Authority: 20 U.S.C. 1232g (b)(1)(I) and (h))
[53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988, as amended at 61 FR 59297, Nov. 21, 1996; 73 FR 74854, Dec. 9, 2008]

E. Utilizing All Available Means to Issue a Timely Warning

Hawai‘i Community College may use some or all of the means listed below to issue emergency notification or timely warning messages to the campus community:

1. UH RAVE ALERT SMS/Text
2. UH RAVE ALERT Email Broadcast
3. Code Blue emergency station reverse calls and enunciators (loud speakers)
4. When applicable, the fire alert system enunciators
5. Social Media
6. When applicable, cooperation with radio and television media

F. Decision Criteria for a Timely Warning

Every incident has different circumstances that will influence what type of message is disseminated. When in doubt, “timely” should be elected.

Below are some of the helpful questions/observations/notations when determining how fast to issue the warning:

1. What kind of threat is it? (e.g. active threat, fire, flood, building collapse, etc.)
2. What is the nature of the hazard? (e.g. a person or persons, gaseous, liquid, etc.)
3. Is it fast moving/escalating; spreading quickly? (note: wind direction and speed with airborne threats)
4. Can the result of exposure to the hazard be treated? (note: some toxins have irreversible effects)
5. Who or what is at risk and how close are they? (note: populated open area, buildings with/without air handlers, downwind area, etc.)
6. Are there special needs populations? (note: need to warn sooner if population needs extra time to evacuation or relocate)
7. What is the potential for the situation to escalate and expose a greater portion of the campus?
8. How many will be exposed before the situation is controlled?

X. UH RAVE ALERT SYSTEM

A. Overview of the UH RAVE ALERT System

To aid in the outreach of students, faculty, and staff, the University of Hawai‘i System (consisting of 10 campuses) combined both an SMS/text capability and an email emergency broadcast capability into a single system called the “UH RAVE ALERT System.” This is an internet-based system that is designed to be accessed using the same log-in protocols that is used to access University of Hawai‘i emails.

The UH RAVE ALERT System is the primary means to notify UH campus communities in the event of a natural, health, campus closures, or other emergent threats. The UH RAVE ALERT System is intended for use in the event of an emergency that impacts the health and

safety of the campus community or closures of whole campuses; and, not for day-to-day notifications. The University of Hawai‘i System does not give, rent, sell, or voluntarily supply your information to any third party for any reason other than emergency notification.

B. Testing of UH RAVE ALERT System

Aside from actual use during emergencies, the UH RAVE ALERT System will be tested twice a year during the Fall and Spring Semesters. Once by the ITS as the UH RAVE Alert system administrator and once by each campus as the end user of the system.

C. Campus Community Outreach

UH RAVE ALERT is an opt-in system and all members of the campus community are encouraged to sign up to receive SMS/text emergency messages through the UH RAVE ALERT System.

https://www.hawaii.edu/alert/

XI. EVACUATION PROCESSES (how does the campus conduct an evacuation)

A. Responsibilities and Personnel Designations

The campus Emergency Management Coordinator is responsible for designating Building Evacuation Coordinators to ensure the coordination, control, and recordation of evacuation logistics from the onset of the incident to closure of the evacuation area. Evacuation processes cannot be assigned to any Campus Response personnel as they are responsible for multiple other protective measures that must be accomplished in a timely manner.

B. Building Evacuation Coordinators [Campus to Assign]

1. Designees are assigned by buildings or complexes (see Annex [__] for specific designees).

2. Responsibilities of the Campus Evacuation Coordinator

a. Assist the campus Emergency Management Coordinator in pre-incident planning to identify appropriate evacuation sites based on types of hazards, wind direction, and safe and quick access.

b. Assist in pre-incident development of visual media and other tools to be posted or utilized to facilitate evacuation (e.g., exit/evacuation signage, door hangers indicating that a room is empty).

c. Assist in pre-incident outreach and training for building occupants and the campus community. Outreach topics include the following: understanding mandatory evacuation actions upon hearing a fire/alert alarm sounding or verbal order; knowledge of exit paths; knowledge of securing an evacuated room; need for weekly backup of work files/documents; recordation of property upon order for evacuation (can also utilized phone cameras to record the last image of property before evacuation). Outreach will also serve as a forum to recruit assisting personnel (especially in high-rise buildings or facilities with a vast number of rooms).

d. Tracking and documenting of special needs persons

e. Conducting/coordinating the building evacuation processes

f. Recordation of all actions either manually or electronically (upon event closing, all manual documentation must be scanned to digital format for archiving)

B. General Evacuation Processes

1. Building Evacuation Coordinators will be notified of the need for evacuation by the following means:

a. Building Evacuation Coordinator is directly contacted (by phone or in person) by either the Campus Responder, member of the CCMT, or any other person upon the discovery of a situation that may threaten the safety of building occupants

b. Sounding of a fire alarm or other enunciator system

c. Unilateral decision based on personal observation and knowledge that dictated required action to preserve life safety

2. A Building Emergency Coordinator will assess the situation and determine the appropriate safe zone site and communicate the location to the assisting personnel and affected Campus Community.

3. The affected Campus Community will either self-evacuate or be ushered away from the threat by assisting campus personnel. This process must be in an orderly and quick (but safe) fashion.

4. The Building Evacuation Coordinator with the help of assisting personnel will account for evacuated personnel at the designated rally point safe zone site.

5. Building Evacuation Coordinators will communicate with the CCMT Leader and on-site First Responders directly regarding personnel who are unaccounted for.

6. Building Evacuation Coordinators will maintain vigilance over the evacuation site and watch for any medical needs or other safety issues.

7. Building Evacuation Coordinator will provide evacuees with regular status reports to calm rumors and mitigate panic.

8. The return to premises can only occur when Building Evacuation Coordinators receive direct communication from the Campus Responder, CCMT, Campus Incident Command, or First Responder – that the premise is safe for return. Only a government official can declare an "ALL CLEAR." No person at the evacuation site can take matters upon themselves to conduct a final evaluation of safety; not even if an evacuee is receiving outside information from a friend at the district sub-station or dispatch center

9. Building Evacuation Coordinators will record all actions either manually or electronically (upon event closing, all manual documentation must be scanned to digital format for archiving)

XII. EMERGENCIES INVOLVING INTERNATIONAL STUDENTS

A. **Responsibilities and Personnel Designations**

The Chancellor is responsible for ensuring the identification and proper training of on-campus "Designated School Officials" – a requirement of colleges and universities who receive certification by Immigration Customs Enforcement (ICE) agency Student and Exchange Visitor Program to enroll international students. Because all international students who enter the United States in F, M. or J visa classes are monitored by the U.S. Department of Homeland Security (DHS), the Chancellor is also responsible for ensuring that the campus has clear procedures in place for the proper reporting to federal authorities as to the student programs, location, and status of international students.

The "Designated School Officials" (DSO) are responsible for advising international students and inputting data into the DHS database. During emergencies, the campus must have the capability of quickly establishing communication with international students; and provide assistance in helping those students in managing their individual situations. In emergency situations, the DSO must make timely updates to the database to reflect any changes to the status and location of international students. The international students must be advised on how to maintain their immigration status and other timely information about their options if they are not able to continue studies at the campus due to the emergency incident.

B. DSO Training Requirements

All personnel who are engaged in activities of a DSO shall also be considered Campus Security Authorities (CSA), and must satisfactorily complete the following minimum training: ICS-100: Introduction to the Incident Command System, and IS-700: National Incident Management System, An Introduction, offered through FEMA/Homeland Security https://training.fema.gov/nims/

E. Plan Annex Requirements for International Students Programs

To ensure that federal compliance is met; and that the needs of international students are met during an emergency, the primary DSO is responsible for the development and maintenance of an "International Students Program Annex" to this plan. The annex shall contain at minimum:

- Identification of the primary DSO on campus by title with information on how to be contacted.
- Points of contact and contact numbers for law enforcement agencies and applicable governing agencies related to international students.
- Responsibilities of the primary DSO before, during, and after the disaster or emergency incident
- An alternate means of communicating between the international student and primary DSO when conventional communications fail during an emergency

XIII. EMERGENCY RESPONSE AND EVACUATION PLAN REVIEW AND UPDATES

A. Annual Reviews and Updates Required

A formal review must be conducted annually before the last working day of July each calendar year in order to ensure timely completion of the campus Annual Security Report. The Campus Public Safety Committee is responsible for convening and conducting required review/update sessions.

B. Plan Addendums

Plan addendum activity can be conducted at any time as needed (generally for plan sections that involve significant changes in critical processes). Addendums may be published at any time as deemed necessary to address any critical, unscheduled changes in processes or protocols.

XIV. EXERCISES AND DRILLS (validating the plan and practicing the process)

A. Meeting Clery Act Compliance Measures

1. Testing (Validating) the Emergency Plan

The Clery Act requires institutions of higher education to test campus emergency response and evacuation plans and conduct drills annually (at minimum). Every calendar year, the Campus Crisis Management Team will conduct an exercise to test elements of our Hawai‘i Community College Comprehensive Emergency Management Plan. Additional practice drills (e.g., building evacuations or lockdowns) can be included as a part of or separate from the exercises.

3. Notifications to the Campus Community of Exercises and Drills

All exercises and drills are to be scheduled and the campus community will receive email notification information of exercise and drill activities both in advance and after the event. Note: the notifications will apply for any tests involving enunciators or tests of equipment that will have an audible tone/noise.

a. 30 days prior; notification to the Campus Community that an exercise/drill has been scheduled

b. 1 weeks prior; notification to remind Campus Community that an exercise/drill be held

c. 1 day before; notification to remind and notify those who did not receive previous email messages

d. Day of; notification that exercise/drill activity will be taking place (provide general idea of what to expect)

e. Within 7 days after; notification to Campus Community of significant outcomes or lessons learned and how the campus will be addressing areas that need improvement

B. Training Prerequisites

1. The Chancellor has the final responsibility to ensure that all campus personnel who have a role in emergency response and evacuation processes complete the training that is required of them; that adequate resources and time are approved to conduct exercises and drills; and, that these activities are completed within timeframes that will be in compliance with the Clery Act.

2. The Vice Chancellor for Administrative Services is responsible for identifying the personnel (who are expected to engage in emergency/disaster activities), conveying information on the required NIMS/ICS courses; and, for overseeing the course completion compliance in order to ensure that personnel can properly and efficiently executive their duties in an emergency or disaster situation.

3. The Campus Emergency Management Coordinator is responsible for assisting the VCAS in oversight activities and compiling course completion statistics for the System Emergency Management Coordinator who will submit annual reports to the U.S. Department of Homeland Security via the Hawaii Emergency Management Agency.

C. Actual Events Do Not Count Toward Clery Act Compliance

Actions during an actual event or incident do not count as compliance with the Clery Act exercise and drill requirements.

D. Adherence to US Department of Homeland Security/FEMA Exercise Guidelines

1. All exercises and drills are to be developed and implemented according to national Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Not only are

there stringent guidelines in the development of exercises and drills, there are stringent post-activity requirements such as:

a. Hot Wash

b. Formal After-Action Review

c. Exercise/Drill After Action Report

d. Plan for Improvement (attached to the After-Action Report)

2. Exercise planning must involve a person who has successfully earned a certificate in the HSEEP course (developed and approved by the Federal Emergency Management Agency). If no qualified person is employed, the campus is responsible for seeking assistance from the University of Hawaii System, from other campuses, or from available state or county emergency management agencies.

3. Exercise/Drill Plan and Report Approvals Required

The Exercise Plan and the Final After Action Report must receive prior approval by the Chancellor before dissemination. No designee is acceptable unless it is an appointed "Acting Chancellor."

E. Notifications to First Responders and Other Stakeholders

Because exercises and drills may be scenario-driven, there is always a possibility of causing concern or alarm that may generate inquiries to the First Responder agencies and other nearby businesses, offices, or individuals. The designated Campus Exercise Coordinator is responsible to ensure that the proper notifications are made in the same time frames as the notification to the Campus Community.

XV. MONITORING IMPROVEMENTS

The Emergency Management Coordinator (Campus EM Coordinator) is responsible for monitoring and documenting the progress of the objectives in the Exercise Plan for Improvement. The Campus EM Coordinator is also responsible for informing the Vice Chancellor of Administrative Service of any issues (which are beyond the control of the Campus EM Coordinator) that significantly delay the implementation of any improvement activities.

The Vice Chancellor of Administrative Services is responsible for taking the appropriate actions that will minimize further delays which could jeopardize emergency readiness.

(END MAIN BODY OF PLAN)

THREAT ANNEXES

The Threat Annexes contains a detailed plan of action for EACH department, section, office, or individual who are involved in EACH kind of threat that is identified in this plan.

The Annexes detail the critical tasks before, during, and after an emergency incident or disaster, in addition to providing names of the responsible persons and designated alternates.

Because personnel and contact numbers change frequently, the Annex pages can be reviewed and updated without convening the Campus Public Safety Committee. However, the Campus Emergency Management Coordinator is responsible for tracking and recording all input and presenting the final adjustments to the Vice Chancellor of Administrative Services for approval. The Campus Emergency Management Coordinator is also responsible to ensure that all distributed hardcopies of this plan have received the updates.

ANNEX 1	ACTIVE SHOOTER/WEAPON-CARRYING ASSAILANT
ANNEX 2	WORKPLACE VIOLENCE (OTHER THAN ACTIVE ASSAILANT)
ANNEX 3	BOMB THREAT, SUSPICIOUS PACKAGE OR EXPLOSION
ANNEX 4	FIRE (ON-CAMPUS: STRUCTURAL, EQUIPMENT, VEHICLE)
ANNEX 5	FIRE (OFF-CAMPUS – INCLUDING WILDFIRE)
ANNEX 6	EARTHQUAKE
ANNEX 7	HAZARDOUS MATERIAL INCIDENT
ANNEX 8	HURRICANE / SEVERE WINDSTORM
ANNEX 9	SEVERE STORMS INCLUDING FLOODING/RUN-OFF (OTHER THAN HURRICANE/WINDSTORM)
ANNEX 10	TSUNAMI OR COASTAL FLOODING
ANNEX 11	UTILITY OUTAGE (MAJOR – POWER, WATER, IT)
ANNEX 12	CYBER ATTACK
ANNEX 13	VOLCANIC ERUPTION

EXAMPLE ANNEX FOR TROPICAL STORM / FLOOD

DEPARTMENT/OFFICE: [_EXAMPLE DEPARTMENT_]

FLOOD/TROPICAL STORM

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
DOE, John (primary) Manager	xxx-xxxx	xxx-xxxx	xxx-xxxx	xxx-xxxx
SMITH, James (1st alternate) Assistant Manager	xxx-xxxx	xxx-xxxx	xxx-xxxx	xxx-xxxx

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBILE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Tie down outdoor supplies	Wood planks, pipes, beams	WASHINGTON, Geo JAMES, John HURRAY, Jim	Soon as possible	
Top off fuel tank and relocate vehicles	From yard to warehouse	JAMES, John WASHINGTON, Geo	Immediately	
Check fuel level of generator, test, and top off if needed	ITS generator	HURRY, Jim WASHINGTON, Geo	Immediately	
Check fuel level of generator, test, and top off if needed	Admin Bldg generator	HURRY, Jim WASHINGTON, Geo	Immediately	

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBILE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC	Coordinate activities	DOE, John SMITH, James HURRY, Jim	When convened or activated	
Operations trouble call	Initial incident period	WASHINGTON, Geo HURRY, Jim		

RECOVERY OPERATIONS (after respnse operations ceases)

ITEM	DESCRIPTION	RESPONSIBILE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	SMITH, James	Immediately after threat subsides)	
Debris removal 1	Heavy/bulky item removal	WASHINGTON, Geo HURRY, Jim	Soon as possible	
Debris removal 2	Light item/general rubbish	JAMES, John WASHINGTON, Geo	Soon as possible	
County damage assessment team	Escort government damage assessment team (if applicable)	DOE, John	Upon arrival of government officials	

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBILE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Gather all incident documentation of actions	Field notes/comments	HURRY, Jim WASHINGTON, Geo	Within 2 days after end of recovery operations	
Prepare final damage report	Separate main campus from satellite campus	SMITH, James WASHINGTON, Geo	Within 20 working days (to meet deadline for possible Presidential Emergency Declaration)	
After Action Review session	Alternate 1; SMITH Alternate 2: HURRY	DOE, John SMITH, Jim	When scheduled	

APPENDIX A

EMERGENCY MANAGEMENT PERSONNEL QUALIFICATIONS AND EQUIVALENCE GUIDELINES

The University of Hawai‘i System (System) is required to comply with minimum training standards set forth by the Department of Homeland Security (DHS). The training courses are on the National Incident Management System (NIMS) and Incident Command System (ICS). These requirements have been formally communicated to the System by the State of Hawaii, Department of Defense – Civil Defense Division.

Under the NIMS/ICS structure, command and control goes to the most qualified personnel; and, not by seniority, rank, or title. Qualifications are based on credentialed training and full-time professional experience.

Below is a description, by position, of the minimum qualifications that are required for critical positions in the Campus Emergency Management Center. Assignment of personnel with less-than-minimum qualifications places the Campus Community at risk. Therefore, only the Chancellor may grant equivalence based on the equivalence guidelines which are stated in parentheses. It is the responsibility of the Vice Chancellor of Administrative Services to ensure that all credential files are tracked and maintained by responsible personnel.

Campus Crisis Management Team Leader, Campus Incident Command Leader, or Incident Command Center Executive Advisor

Training Requirements: IS-100, ICS-200, IS-363, IS-700, IS-800

Training Equivalence: No equivalence acceptable

Professional Experience: 2 years experience in a University of Hawaii position of Vice Chancellor of Administrative Services or higher

Professional Experience Equivalence:

- 2 years experience as a University of Hawaii-Vice Chancellor of Academic Affairs
- 2 years experience in any other institution of higher education position with similar roles and responsibilities (no K-12 institutions as they do not have the same federal safety and security compliance requirements as institutions of higher education)
- 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)
- 4 documented deployments as a federal, state, or county first responder in the capacity as a Field, Incident, or Unified Command Center Commander
- 4 documented deployments in an emergency operations center (EOC) as a lead for control point or crisis response team, EOC Command, EOC Section Chief for Operations, Planning, or Logistics from a minimum of 2 of the following:
  - Federal Emergency Management Agency joint field office
  - State-level EOC
  - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence)

Campus Incident Command-Section Chiefs (Operations, Planning, Logistics, Finance/Administration)

Training Requirements: IS-100, ICS-200, IS-363

Training Equivalence: No equivalence acceptable

Professional Experience: 3 years experience in a University of Hawaii position as a director or higher with emphasis on possessing expertise in the specific ICS Section for which they are designated. At least 60% of their employed position should include responsibilities in program administration

Professional Experience Equivalence:

- 4 years experience in a University of Hawaii position as a manager
- 2 years experience in any other institution of higher education position with similar roles and responsibilities (no K-12 institutions as they do not have the same federal safety and security compliance requirements as institutions of higher education)
- 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)
- 3 documented deployments as a federal, state, or county first responder in the capacity as an ICS Branch Director or higher
- 3 years experience as a federal, state, or county Planner (in civil defense, transportation, or any economics disciplines) equivalent to an SR-26 or higher
- 3 documented deployments in an emergency operations center (EOC) as a designated equivalent to any ICS Branch Director from a minimum of 2 of the following:
  - Federal Emergency Management Agency joint field office
  - State-level EOC
  - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence)

Campus Incident Command-Public Information Officer

Training Requirements: IS-100, ICS-200, IS-363

Training Equivalence: No equivalence acceptable

Professional Experience: 3 years experience in a University of Hawaii position as a public information officer or marketing officer or higher with focus on crisis communication knowledge, skills, and abilities

Professional Experience Equivalence:

- 6 years experience in a University of Hawaii position as an Emergency Management Coordinator with focus on crisis communication knowledge, skills, and abilities
- 2 years experience in any other institution of higher education position with similar roles and responsibilities (no K-12 institutions as they do not have the same federal safety and security compliance requirements as institutions of higher education)
- 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)

- 3 documented deployments with a federal, state, or county first responder agency in the capacity of a Public Information Officer or similar with focus on crisis communication knowledge, skills, and abilities
- 3 documented deployments in an emergency operations center (EOC) as a Public Information Officer or Information Coordination Officer with similar responsibilities from a minimum of 2 of the following:
  - Federal Emergency Management Agency joint field office
  - State-level EOC
  - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence)

APPENDIX B

AUTHORIZED SENDERS OF TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

UH RAVE ALERT SYSTEM

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Kazama, Susan	Chancellor			
2	Mine, Jodi	Vice Chancellor for Admin Svcs (VCAS)			
3	Chong, Patrick	Safety & Security (S&S) Mgr.			
4	Yamanaka, Katie	Public Information Officer (PIO)			

Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Kazama, Susan	Chancellor			
2	Mine, Jodi	VCAS			
3					

CODE BLUE REVERSE ENUNCIATOR (inoperable)

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Mine, Jodi	VCAS			
2	Chong, Patrick	S&S Mgr.			
3					

Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Mine, Jodi	VCAS			
2	Chong, Patrick	S&S Mgr.			
3					

VOIP ALL STATIONS

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Kazama, Susan	Chancellor			
2	Mine, Jodi	VCAS			
3	Yamanaka, Katie	PIO			

Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Kazama, Susan	Chancellor			
2	Mine, Jodi	VCAS			
3					

FIRE ALARM ENUNCIATOR

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Mine, Jodi	VCAS			
2	Capeder, Steve	Auxiliary & Facilities (POM) Manager			
3	Chong, Patrick	S&S Mgr.			

Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Kazama, Susan	Chancellor			
2	Mine, Jodi	VCAS			
3					

APPENDIX C

UH RAVE ALERT SYSTEM PRE-APPROVED SCRIPTS

The following emergency scenarios and associated UH RAVE ALERT System message templates have been pre-approved by campus administrators and eligible for use.

ACTIVE THREAT [ASSAILANT/SHOOTER]

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Subject: Active Threat (Shooter/Assailant) at (Location)

Today, Monday, December 30, 2021 at 1100 hrs., an Active [Assailant/Shooter/Threat] was reported at Hawai‘i Community College near the common area heading towards Starbucks. Please stay out of the area until further notice. Updates will be provided.

There is only believed to be ONE suspect at this time, but please be advised that more suspects may be involved.

The Male suspect is described by witnesses as:

- Complexion/possible ethnicity (as described by witness): Light/Caucasian
- Age: Early 20's
- Height: 5'4"-5"6"
- Weight: 120 pounds
- Build: Slim
- Hair: Wavy black with bleached blond streaks
- Eyes: Brown
- Earrings: Both ears
- Clothing: Red tee shirt, shorts

Hawai‘i CC Public Safety Dept. - Campus Security recommends:
If you are near the area and can safely leave, please do so immediately. Seek shelter in a safe location. If you are unsure of whether or not it is safe to leave the area, HawCC recommends the following:

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

- 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
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

- Follow instructions of any police officers

HIDE:
If evacuation is not possible, find a place to hide.

- Lock the door
- Blockade the door with heavy furniture
- Turn off any lights to make the area appear unoccupied
- Silence your cell phone, turn off the vibrate feature
- If safe to do so, use phone in silent mode to receive campus messages that may be sent through the Emergency Notification system
- Turn off any source of noise (i.e., radio, TV)
- Hide behind large items (i.e., cabinets, desks)
- Do not go near doors or windows
- Remain calm and quiet
- If possible, call 9-1-1 to alert police to the active shooter's location
- If you can't speak, leave the line open
- Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), and not trap you or restrict your options for movement

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 the assailant
- Throwing items and improvising weapons
- Yelling
- Committing to your actions
- Do not hesitate (once you decide to fight, you must be prepared to do whatever you can to protect yourself)

FOR UH RAVE ALERT TEXT / "X" TWITTER (140 characters or less):

HawCC ALERT: An Active [Assailant/Shooter/Threat] is on campus and police are responding. Remember - RUN if you can, HIDE if you must and, as a last resort, FIGHT. Updates will be provided. http://www.hawaii.hawaii.edu/

AGGRAVATED ASSAULT

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Aggravated Assault near Building 378

Hawaii County Police are investigating an aggravated assault that occurred in front of Building 378 at the Hawai‘i Community College campus on Thursday, May 6, 2021 at around 7:45 p.m. Authorities say three students were walking down Kawili St. when two male suspects came up from behind and struck two of the students with a baseball bat. The students did not sustain serious injuries. One suspect was subdued by the victims and arrested by police. The other suspect fled on foot and is described by witnesses as:

- Age: 18-20
- Hair: straight, short cut
- Height: 6’
- Clothing: black T-shirt

If you have any information, please contact the Hawai‘i CC Public Safety Dept. - Campus Security Office at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or Hawaii County Police (HPD) at 9-1-1.

Remember: Responsibility is with the perpetrator, not the victim/survivor – no one deserves, asks for or provokes assault. Please continue reading for safety tips and campus resources.

Safety Tips to Consider:

- E maka‘ala – Be alert. Practice being aware and alert of your surroundings and remember that we cannot control everything around us. Every situation may be different, but being aware of warning signs can give you a head start. Avoid distractions such as looking down at your phone while walking.
- E mālama pono – Stay safe. For example, practice encouraging friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- Trust your intuition, if a situation makes you feel uncomfortable or unsafe, choose an alternative.
- Notify family, friends, or PSD-Campus Security staff if you are walking alone or in an unfamiliar place on campus. Request security escort if needed.
- If you feel that you or others are in danger, or to report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

Reporting Options & Resources

Resources listed below are available to sexual assault survivors regardless of whether or not they decide to report the incident to police. Any of the resources listed below can assist you in reporting the incident to police or to any other agency or UH office listed, upon request. For a full list of Hawai‘i Community College resources, please visit: http://hawaii.hawaii.edu/titleix/manono-resources (Manono) or http://hawaii.hawaii.edu/titleix/palamanui-resources (Pālamanui).

- **Advocacy Services**: contact (808) 934-2706 for confidential advocacy services, crisis counseling and support, risk assessment, safety planning, Title IX support, and referral services. These offices can assist you and explain the various options and resources available and are trained to assist victims and survivors with the emotional and physical impacts of a sexual assault.
- **Counseling Services**: For students, please contact the Counseling/Support Center at (808) 934-2720 (Monday – Friday, 8:30 a.m. – 4:30 p.m.). For employees who need counseling services, please speak with your Human Resources representative, who can provide information on the Employee Assistance Program.
- **Law Enforcement/Public Safety assistance**: You can report the incident to the PSD -Campus Security at (808) 854-1420 Manono or (808) 640-6515 Pālamanui. PSD-Campus Security is available 24 hours a day and is available to you whether you live on or off campus. You can also report to Hawaii County Police Department (HPD) at 9-1-1.

FOR RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

Aggravated assault reported yesterday, Thursday, 5/6 at around 7:45pm near Building 378. One suspect arrested, one suspect fled. Hawaii PD is investigating. Suspect description and info: http://www.hawaii.hawaii.edu/ If you have info, please contact PSD-Campus Security at (808) 854-1420 or HPD at 9-1-1.

ARMED PERSON SEEN

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Subject: Armed Person Seen at Campus Center

At approximately 1:00 pm on Monday, December 29, 2020, Public Safety Department -Campus Security received a report of an armed person near Hawai‘i Community College’s Student Services Center. The suspect had stopped to ask for directions and during the contact a handgun was seen, however it was not being pointed at the reporting party. The suspect was last seen walking towards W. Kawili St.

The male suspect is described by witnesses as:

- Complexion/possible ethnicity (as described by witness): Light/Caucasian
- Age: Early 20's
- Height: 5'4"-5"6"
- Weight: 120 pounds
- Build: Slim
- Hair: Wavy black with bleached blond streaks
- Eyes: Brown
- Earrings: Both ears
- Clothing: Red tee shirt, shorts

The area was checked and no suspect was located. If you have any information, please contact PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or the Hawaii County Police Department at 9-1-1.

Remember:

- It is illegal to carry a firearm on Hawai‘i Community College campuses.
- If you see someone carrying a firearm on campus who is not a law enforcement officer, or any other suspicious activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1 immediately.
- Sign up for UH RAVE Alert to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.

In the event of an active shooter incident on a Hawai‘i Community College campus, Public Safety Dept. - Campus Security recommends following:

RUN:

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

- 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
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

- Follow instructions of any police officers

HIDE:
If evacuation is not possible, find a place to hide.
- Lock the door
- Blockade the door with heavy furniture
- Turn off any lights to make the area appear unoccupied
- Silence your cell phone, turn off the vibrate feature
- If safe to do so, use phone in silent mode to receive campus messages that may be sent through the Emergency Notification system
- Turn off any source of noise (i.e., radio, TV)
- Hide behind large items (i.e., cabinets, desks)
- Do not go near doors or windows
- Remain calm and quiet
- If possible, call 9-1-1 to alert police to the active shooter's location
- If you can't speak, leave the line open
- Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction (i.e., an office with a closed and locked door), and not trap you or restrict your options for movement

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 the assailant
- Throwing items and improvising weapons
- Yelling
- Committing to your actions
- Do not hesitate (once you decide to fight, you must be prepared to do whatever you can to protect yourself)

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

Armed person reported near HawCC Student Services. Handgun seen when suspect stopped to ask for directions. Call PSD-Campus Security at (808) 854-1420 or HPD at 911 if you have info.

BOMB THREAT

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

For "business as usual" threats

Subject: Bomb Threat – No Evacuation

Today, Tuesday, December 30, 2023 at approximately 1:00 pm, a bomb threat call was made to Hawai'i Community College campus with an unspecified location. All students, faculty, and staff are urged to continue business as usual until further information or evacuation protocol is given. Updates will be provided. There is no suspect at this time.

Please contact HawCC PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or the Hawai'i County Police Department (HPD) at 9-1-1 if you have any information.

Public Safety Dept. - Campus Security recommends:

- Never open or handle any letter, package, or other item that you believe is meant to cause harm. Report it to PSD-Campus Security at (808) 854-1420 (Manono), (808) 640-6515 (Pālamanui) and HPD at 9-1-1 immediately.
- If you should spot a suspicious object, package, etc., report it to the authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.
- Not all dangerous items look suspicious, and not all suspicious looking items are dangerous. You must always use your best judgment. If you are concerned for any reason, do not handle the item. Contact PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui and HPD at 9-1-1 for assistance.
- Sign up for UH RAVE Alert to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.
- To report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui, or HPD at 9-1-1.

For campus evacuation threats

Subject: Bomb Threat – Evacuate Immediately

Today, Tuesday, December 30, 2020 at approximately 1:00 pm, a bomb threat call was made to Hawai'i Community College campus with an unspecified location. All students, employees, and visitors are being evacuated from campus. Please follow the procedures below, and stay away from campus until further notice. Updates will be provided. There is no suspect at this time.

Evacuation procedures:

- Calmly and quickly proceed to the nearest exit
- DO NOT activate the building fire alarm system to achieve evacuation

- If possible, secure equipment, research, etc. in safe shutdown condition before leaving
- Spread the word of the evacuation orders to others as you exit the building – do not return to the building for any reason until you receive an "all clear" message.
- If possible, remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.)
- If possible, avoid the elevator and use stairs to evacuate the building
- If you should spot a suspicious object, package, etc., report it to the authorities, but under no circumstances should you touch it, tamper with it, or move it in any way
- Pedestrians should exit campus by the shortest route
- You may use your vehicle to leave campus unless directed otherwise by PSD-Campus Security.
- If possible, transportation services will continue to operate off-campus routes, outbound only. Bus pickup locations may be altered. For information on Hele-On bus route changes, please visit https://www.heleonbus.hawaiicounty.gov/getting-around/bus-schedules-and-maps
- Go to http://www.hawaii.hawaii.edu/security or https://hawaii.hawaii.edu/ for regular updates on the emergency situation and information on returning to campus

If you have any information, please contact PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or the Hawai'i County Police Department (HPD) at 9-1-1.

General Safety Tips:

- Never open or handle any letter, package, or other item that you believe is meant to cause harm. Report it to PSD-Campus Security at (808) 854-1420 and HPD at 9-1-1 immediately.
- Not all dangerous packages, envelopes, or items look suspicious, and not all suspicious looking items are dangerous. You must always use your best judgment. If you are concerned for any reason, do not handle the item. Contact PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui and HPD at 9-1-1 for assistance.
- Sign up for UH RAVE Alert to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.
- To report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

PSD received a bomb threat for Manono campus; no location specified.
Info: http://www.hawaii.hawaii.edu/security. Please secure in place until further notice

OR

Campus Security received a bomb threat for HawCC campus; no location specified.
Info: http://www.hawaii.hawaii.edu/security. Please calmly proceed to the nearest exit

BUILDING CLOSURE

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK

Subject: Building 395 Closed Due to Safety Hazard

Building 395 on the Manono campus will be closed this evening, Tuesday, December 30, due to a gas line break presenting a potential safety hazard to the Hawai‘i Community College Kauhale. Please stay away from the area. The source of these fumes is currently under investigation, and building 395 will be closed until further notice. It is unknown whether or not classes will resume as normal tomorrow morning, so please continue to look for further updates.

Campus Security recommends:

- Sign up for UH RAVE Alert to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.
- To report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

FOR UH RAVE ALERT TEXT / “X” TWITTER (140 characters or less):

Manono Bldg 395 is CLOSED this evening, Tues 12/30, due to a gas leak presenting a safety hazard to our community. http://www.hawaii.hawaii.edu/security

BURGLARY- OFFICE

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE
Burglary at Building 383

Yesterday, Tuesday, September 6, 2023 at 6:58 p.m., a burglary occurred at the rooftop storage area of Hale Aloha (Bldg. 383). In this incident, two subjects used tools to pry open a locked door and steal tools from the storage area. The incident was documented by CCTV cameras in the area, and images of the suspects are below. Hawai‘i County Police are investigating.

Please notify HawCC PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or the Hawai‘i County Police Department (HPD) at 9-1-1 if you have any information regarding this incident or if you observe suspicious people, vehicles, or activity on campus. Please keep reading below for burglary prevention tips.

PSD-Campus Security recommends:

- Never keep cash or valuable personal property in your office, even if locked. If your office has valuable equipment, PSD recommends keeping it stored in a locked cabinet.
- Always close and lock all doors and windows, even if you only plan to be gone for a few minutes.
- If your office area has windows with a screen or jalousies, consider installing a secure window that cannot easily be cut or removed.
- If multiple people have access to a storage room or office, ensure that everyone follows the same protocols for keeping the area secure.
- Keep an inventory of items in the storage unit and be sure to update the list each time something is removed or replaced. Keep serial numbers of any higher-priced items or equipment, to ensure that property can be returned to you if recovered.
- If your office has a keypad or coded door, remember to change the code frequently – never give the code to unauthorized individuals. If possible, establish unique codes and ensure that the code is changed or deactivated if a person leaves employment or is no longer with your department.
- To ensure access is limited only to those with permission, ensure that your department has a system for checking out and returning keys to any office areas.
- Do not lend keys to others in your department or building – if a key is lost or stolen, immediately report it to your department or building coordinator.
- If possible, work with your department to install a security alarm or camera in any office that contains sensitive or valuable materials.
- If you believe that your office or apartment has been entered, it is important for your safety that you do not enter the area. Immediately call Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.
- Contact us if you observe suspicious people, vehicles, or activity on campus. While the term “suspicious” may mean different things to different people, we urge our community to contact us even if they aren’t sure whether or not something seems out of place. If you see something, say something by immediately calling Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1 so an officer can respond to check the location.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):
Yesterday, Tues, 9/6 at 6:58pm, a burglary occurred at a Building 383. Suspects pried open a locked door and stole tools. Call PSD-Campus Security at (808) 854-1420 or HPD at 911 if you have info.

FIRE

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK

For Business as Usual

Subject: Fire on Ka‘iminani Dr. – No Evacuation

A fire has been reported on Ka‘iminani Dr., and flames are beginning to move over the ridge towards the east facing side of the Pālamanui campus. Police and Fire are on scene. There is no immediate threat to HawCC Pālamanui campus. Campus Security is advising our community to check your surroundings and follow the tips outlined below. Additional updates will be posted as necessary.

Campus Security recommends:

- Close windows to keep smoke from entering your office, vehicle or home.
- Use an alternate route away from the area if at all possible.
- Sign up for **UH RAVE Alert** to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.

For Evacuation

Subject: Fire on Ka‘iminani Dr. – Evacuate Nearby Area Immediately

A fire has been reported on Ka‘iminani Drive, and flames are quickly approaching the east side of Pālamanui campus near the Elama building on Pālamanui campus. If you are inside a building that is on or near Ane Keohokolio Rd., you must evacuate immediately. Hawai‘i County Fire Department is on scene. Please follow the evacuation procedures below:

Campus Security recommends:

- Calmly and quickly proceed to the nearest exit
- If possible, secure equipment, research, etc. in safe shutdown condition before leaving
- Spread the word of the evacuation orders to others as you exit the building – do not return to the building for any reason until you receive an “all clear” message.
- If possible, remember to take personal belongings with you (backpacks, briefcases, purses, car keys, personal computing devices, etc.)
- If possible, avoid the elevator and use stairs to evacuate the building
- Once outside the building, move as far away from the building as possible.
- Do not obstruct fire fighters and other emergency response personnel. Stay as far away from the scene as possible.
- Do not re-enter the building until you are told to do so by Hawai‘i County Fire Department personnel or when the “all clear” signal is given through UH Alert update.
- Sign up for UH RAVE Alert to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.
- Go to http://www.hawaii.hawaii.edu/security or https://hawaii.hawaii.edu/ for regular updates on the emergency situation and information on returning to campus

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FOR UH RAVE ALERT TEXT / “X” (TWITTER) (140 characters or less):

For Business As Usual
Fire on Ka‘iminani Drive, moving towards Pālamanui campus. No immediate danger, fire dept on scene. More info: https://hawaii.hawaii.edu/

For Fire Evacuation
Fire on Ka‘iminani Drive, moving towards Pālamanui campus. Evacuate immediately. More info: http://www.hawaii.hawaii.edu/security

INDECENT EXPOSURE

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Indecent Exposure Incident on Kawili Street

Yesterday evening, Monday, August 23 at 11:45 p.m., a student reported an unknown male who jumped out from between two parked vehicles and exposed his genitals. The incident occurred on W. Kawili Street near Hawaiian Studies. The suspect immediately fled down W. Kawili Street towards Downtown Hilo.

The male suspected is described as:

Complexion: light
Age: mid 20s-30s
Height: 6'0"
Build: slim
Hair: short, black
Clothing: light green shirt, wearing a mask, no pants

If you have any information, please immediately contact HawCC PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or Hawai'i County Police at 9-1-1.

Remember: Responsibility is with the perpetrator, not the victim/survivor – no one deserves, asks for or provokes lewd behavior or indecent exposure. Please continue reading for safety tips and campus resources.

Safety Tips to Consider:

- E maka'ala – Be alert. Practice being aware and alert of your surroundings and remember that we cannot control everything around us. Every situation may be different, but being aware of warning signs can give you a head start. Avoid distractions such as looking down at your phone while walking.
- E mālama pono – Stay safe. For example, practice encouraging friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- Trust your intuition, if a situation makes you feel uncomfortable or unsafe, choose an alternative.
- Notify family, friends, or Campus Security staff if you are walking alone or in an unfamiliar place on campus. Request an escort from Campus Security to walk across campus if needed.
- If you feel that you or others are in danger, or to report suspicious, illegal, or unusual activity on campus, call Campus Security at (808) 854-1420 or HPD at 9-1-1.

Reporting Options & Resources
Resources listed below are available to sexual assault survivors regardless of whether or not they decide to report the incident to police. Any of the resources listed below can assist you in reporting the incident to police or to any other agency or UH office listed, upon request. For a full list of Hawai'i CC resources, please visit:
https://www.hawaii.hawaii.edu/titleix/manono-resources

- **Advocacy Services**: contact the HawCC confidential advocate at (808) 934-2706 for advocacy services, crisis counseling and support, risk assessment, safety planning, Title IX support, and referral services. These offices can assist you and explain the various options and resources available and are trained to assist victims and survivors with the emotional and physical impacts of a sexual assault.
- **Counseling Services**: For students, please contact the Counseling and Support Services Center at (808) 934-2720 (Monday – Friday, 8:30 a.m. – 4:30 p.m.) For employees who need counseling services, please speak with your Human Resources representative, who can provide information on the Employee Assistance Program.
- **Law Enforcement/Public Safety assistance**: You can report the incident to the PSD-Campus Security at (808) 854-1420 Manono or (808) 640-6515 Pālamanui. PSD-Campus Security is available 24 hours a day and is available to you whether you live on or off campus. You can also report to Hawai‘i County Police Department (HPD) at 9-1-1.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

Indecent Exposure Incident on W. Kawili Street near Hawaiian Studies. Occurred yesterday evening, Mon, Aug 23 at 11:45 p.m. For info and suspect description, visit: https://www.hawaii.hawaii.edu/security. If you have any info, please immediately contact PSD-Campus Security at (808) 854-1420 or HPD at 911

MOPED/BIKE THEFT – MULTIPLE

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

String of Moped/Bike Thefts at Hawai‘i Community College

Hawai‘i CC has experienced a recent string of moped/bike thefts on campus. In the past few weeks, five mopeds/bikes have been reported stolen from various moped/bike parking areas near Hawaiian Studies.

HawCC PSD-Campus Security would like to remind our community of tips for keeping your property safe. Please continue reading for bike/moped theft prevention tips. Contact PSD-Campus Security if you observe suspicious people, vehicles, or activity on campus. While the term “suspicious” may mean different things to different people, we urge our community to contact us even if they aren’t sure whether or not something seems out of place. If you see something, say something by immediately calling PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1 so an officer can respond to check the location. Please read below for more tips.

Bike and moped theft prevention tips:

- Use a solid steel lock with a heavy chain that cannot easily be cut or removed from your moped (for bikes, we recommend at least two heavy locks on the frame, both tires, and seat). Be sure that locks or chains cannot be lifted over the seat or handlebar area when locked. Remove any unsecured accessories and personal items from your bike or moped before leaving.
- The bike or moped should be secured to an immovable object – they are light and easy to lift, so it is important that it is locked to a rack so it is not as easy to take. Remember to do this even if you utilize bike cage parking.
- Park your vehicle, bike or moped in a secured, well-lit, and legal area. Always lock your vehicle, bike, or moped properly, even if leaving it unattended for just a few minutes. Do not leave valuables inside a vehicle or unattended, especially if they are in open view.
- Register your bike or moped with the County of Hawaii. Take a photo of your property, including the VIN or serial number, and keep it on your phone or in a safe place so you can find the information should your property be taken.
- Don't park your vehicle, bike or moped in the same location every time, or leave it unattended for days at a time - thieves notice patterns.
- To avoid a removal or tow from campus, park in a designated parking area and ensure that you have a current parking permit (if applicable)
- If you plan to be gone for an extended period of time and don’t have a secure area to park, ask a friend or family member if they would be willing to store it while you are away.
- If you observe any suspicious activity or behavior such as an individual loitering around parking areas, tampering with vehicles, or wandering in an area without legitimate business, call PSD-Campus Security (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1. For more information on how to properly lock your bike or moped, visit the HawCC Campus Security website.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):
Over the past few weeks, HawCC has experienced a string of five moped/bike thefts. Thefts occurred on campus near Hawn Studies. Call PSD-Campus Security at (808) 854-1420 or HPD at 911 with any info.

MOTOR VEHICLE THEFT (NON-MOPED)

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Motor Vehicle Theft at Hawai‘i Community College

Today, Monday, July 4, 2023, a Hawai‘i CC-owned vehicle was reported stolen from the Parking Lot 1 at Hawai‘i Community College. The theft took place between Thursday, June 30 at 2:00 p.m and 9:30 a.m. today. The vehicle, a 2002 brown Ford F-250 truck, was found today near Hawaiian Acres by Hawai‘i County Police.

Please notify the HawCC PSD-Campus Security at (808) 854-1420, (808) 640-6515 Pālamanui or the Hawai‘i County Police Department (HPD) at 9-1-1 if you have any information regarding this incident.

Campus Security recommends:

- Do not leave valuables inside a vehicle or unattended, especially if they are in open view.
- Lock your vehicle and close all windows every time you leave your vehicle, even if only for a few minutes.
- Do not leave keys in or near your vehicle, or attach a spare key to the vehicle.
- Always double-check your door handle to ensure that it is locked before leaving.
- If your vehicle is equipped with an alarm system, activate it each time you leave the vehicle unattended.
- When possible, park in well-lighted areas.
- Do not tag your keys with your address or license plate number
- If you observe any suspicious activity or behavior such as an individual loitering around vehicles, peering into vehicles, trying door handles, or wandering in an area without legitimate business, call Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

FOR UH RAVE ALERT TEXT / “X” (TWITTER) (140 characters or less):

Today, Monday, July 4, 2023, a HawCC-owned vehicle was reported stolen from Parking Lot 1 at HawCC. The theft took place between Thurs, 6/30 at 2:00 p.m and 9:30 a.m. today. The vehicle was found today near Hawaiian Acres by HPD.

PEEPING TOM

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Campus Security Seeking Assistance in Identifying Peeping Tom Suspect

The man in this photo is a person of interest to the HawCC PSD-Campus Security. If you know his identity, please call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui immediately. He is believed to be connected with potential "Peeping Tom" incidents at the Hawai‘i CC . The Hawai‘i County Police Department is also investigating. Please scroll down to view the photo.

If you have any information, please immediately contact HawCC PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

Remember: Responsibility is with the perpetrator, not the victim/survivor – no one deserves, asks for or provokes lewd behavior or sexual harassment. Please continue reading for safety tips and campus resources.

Safety Tips to Consider:

- E maka‘ala – Be alert. Practice being aware and alert of your surroundings and remember that we cannot control everything around us. Every situation may be different, but being aware of warning signs can give you a head start. Avoid distractions such as looking down at your phone while walking.
- E mālama pono – Stay safe. For example, practice encouraging friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- Trust your intuition, if a situation makes you feel uncomfortable or unsafe, choose an alternative.
- If you feel that you or others are in danger, or to report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

Reporting Options & Resources

Resources listed below are available to sexual assault survivors regardless of whether or not they decide to report the incident to police. Any of the resources listed below can assist you in reporting the incident to police or to any other agency or HawCC office listed, upon request. For a full list of Hawai‘i CC resources, please visit: https://www.hawaii.hawaii.edu/titleix/manono-resources

- **Advocacy Services**: contact (808) 934-2706 for confidential advocacy services, crisis counseling and support, risk assessment, safety planning, Title IX support, and referral services. These offices can assist you and explain the various options and resources available and are trained to assist victims and survivors with the emotional and physical impacts of a sexual assault.
- **Counseling Services**: For students, please contact the Counseling/Support Center at (808) 934-2720 (Monday – Friday, 8:30 a.m. – 4:30 p.m.). For employees who need

counseling services, please speak with your Human Resources representative, who can provide information on the Employee Assistance Program.

- **Law Enforcement/Public Safety assistance**: You can report the incident to the PSD-Campus Security at (808) 854-1420 Manono or (808) 640-6515 Pālamanui. PSD-Campus Security is available 24 hours a day and is available to you whether you live on or off campus. You can also report to Hawaii County Police Department (HPD) at 9-1-1.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

Request community's help in identifying a person of interest in potential "Peeping Tom" incidents at HawCC. If you have info on the identity, call Campus Security at (808) 854-1420.

ROBBERY

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Robbery reported near Kaneikeao

A robbery was reported that occurred on Tuesday, April 19, at approximately 4:10 p.m. on W. Kawili St. behind Kaneikeao. The victim reported that a man approached her while holding a clipboard soliciting for donations. The individual was very insistent and asked her to write down an email, which she did before attempting to walk away.

The suspect then grabbed her arm and told her to sit down and get out her computer. He proceeded to show her a computer-generated check and instructed her to make a deposit electronically from her bank account. The student felt threatened and complied, following his instructions to transfer funds from her account. When she tried to resist, the man forcibly took her phone and began to transfer money from her accounts himself. As soon as he was finished, he gave her phone back and told her to go.

The suspect is described by the victim as:

- Descriptors: Male; Caucasian
- Height: 6 ft (approx)
- Hair: straight
- Eyes: brown
- Clothing: green shirt, black pants
- Behavioral characteristics: walking around campus holding a clipboard and approaching students to ask them for contact information

If you have any information about this incident, please contact HawCC Public Safety Department-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or the Hawai‘i County Police Department (HPD) at 9-1-1.

Remember: It is a crime to intentionally touch someone against their will, regardless of the situation. Responsibility is with the perpetrator, not the victim -- no one deserves, asks for or provokes robbery or assault. HawCC provides counseling services to students. Please contact the Confidential Advocate at (808) 934-2706. For faculty and staff who need counseling services, please speak with your Human Resources office regarding the Employee Assistance Program. Although the victim is never at fault, prioritizing one’s personal safety is recommended.

PSD-Campus Security recommends:

- E maka‘ala – Be alert. Practice being aware and alert of your surroundings and remember that we cannot control everything around us. Every situation may be different, but being aware of warning signs can give you a head start. Avoid distractions such as looking down at your phone while walking.
- E mālama pono – Stay safe. For example, practice encouraging friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- Trust your intuition, if a situation makes you feel uncomfortable or unsafe, choose an alternative.

- Never send money to strangers with a money transfer app tied to your bank account. If you keep banking apps on your phone, be sure to password protect each account and/or use the fingerprint scan feature on your phone.
- Notify family, friends, or PSD-Campus Security staff if you are walking alone or in an unfamiliar place on campus. Request an escort from PSD-Campus Security if needed.
- If you feel that you or others are in danger, or to report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

Robbery near Kaneikeao on Tues, 4/19 at 4:10pm. Victim approached by a man who asked for her email then asked her to take out her computer, deposit a check, and transfer money into various accounts. Call Campus Security w/info 808-854-1420.

SEXUAL ASSAULT

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Fondling Incident at Hale Aloha Room 215

A fondling incident was reported at Hawai‘i Community College today, Sunday, October 30, 2022. The incident occurred this afternoon at Hale Aloha Room 215. In this incident, the victim reported that a male she does not know walked by her and “grazed” her buttocks with his hand. Upon receiving this incident report, a second victim came forward and reported a similar encounter with the same male that had occurred a few days earlier on October 24, 2022 while getting a drink from a water fountain.

Responsibility is with the perpetrator, not the victim - no one deserves, asks for or provokes unwanted touching or sexual assault.

UH defines “consent” as: “Consent means knowing, and voluntary, and clear permission by word or action to engage in sexual activity. A person cannot give consent if the person is under the age of consent for sexual activity, the person is developmentally or intellectually disabled, or the person is mentally incapacitated or physically helpless. Lack of protest or resistance cannot be interpreted as consent. Silence cannot be interpreted as consent. Consent must be ongoing throughout any sexual activity and can be revoked at any time. The existence of a dating relationship, domestic partnership or marriage between the persons involved, or the existence of past sexual relations between the persons involved, is never by itself an indicator of consent. To legally give consent in Hawai’i, individuals must be at least 16 years old.”

Safety Tips to Consider:

- E mālama i kekahi i kekahi – Take care of others and your friends. If you sense a friend may need your help, or may be getting into a risky situation, offer them your support. For example, offer to go on a fun double-date in public with a friend who may be meeting someone for the first time.
- E maka‘ala – Be alert. Practice being aware and alert of your surroundings and remember that we cannot control everything around us. Every situation may be different, but being aware of warning signs can give you a head start.
- E mālama pono – Stay safe. For example, practice encouraging friends to travel in pairs or with trusted companions, especially at night or in remote areas.
- If you or someone you know is the victim of a sexual assault, get to a safe place. Preserve any physical evidence of the assault. If possible, avoid showering or brushing your teeth, and save all of the clothing you were wearing at the time or linens that were used. Place all garments in a paper (not plastic) bag. Write down as much as you can remember about the circumstances of the assault, including a description of the perpetrator.
- If you feel that you or others are in danger, or to report suspicious, illegal, or unusual activity on campus, call PSD-Campus Security at (808) 854-1420 Manono, (808) 640-6515 Pālamanui or HPD at 9-1-1.

Reporting Options & Resources
Resources listed below are available to sexual assault survivors regardless of whether or not they decide to report the incident to police. Any of the resources listed below can assist you in reporting the incident to police or to any other agency or HawCC office listed, upon request. For a full list of HawCC resources, please visit:
http://www.hawaii.hawaii.edu/titleix/manono-resources

- **Advocacy Services**: contact (808) 934-2706 for confidential advocacy services, crisis counseling and support, risk assessment, safety planning, Title IX support, and referral services. These offices can assist you and explain the various options and resources available and are trained to assist victims and survivors with the emotional and physical impacts of a sexual assault.
- **Counseling Services**: For students, please contact the Counseling/Support Center at (808) 934-2720 (Monday – Friday, 8:30 a.m. – 4:30 p.m.). For employees who need counseling services, please speak with your Human Resources representative, who can provide information on the Employee Assistance Program.
- **Law Enforcement/Public Safety assistance**: You can report the incident to the PSD-Campus Security at (808) 854-1420 or (808) 640-6515 Pālamanui.
  PSD-Campus Security is available 24 hours a day and is available to you whether you live on or off campus. You can also report to Hawaii County Police Department (HPD) at 9-1-1.
- **Sex Abuse Treatment Center @ Hilo Medical Center Emergency Room (for medical exam)**: Available by phone at (808) 932-3000 (24-hour hotline). Sexual Assault Support Services are also provided by YWCA (808) 961-3877. All of their services are free and confidential. A medical examination is important because it can protect you from possible injuries, STDs, and pregnancy resulting from the assault. The Sex Abuse Treatment Center does not require you to report the assault to the police, but may be able to hold evidence should you decide to report at a later time.

FOR UH RAVE ALERT TEXT / "X" (TWITTER) (140 characters or less):

Fondling incident reported at Hale Aloha Rm 215 today, 10/30. Victim reports that unknown male walked by, "grazed" her buttocks with his hand. A second victim came forward and reported a similar encounter with same male that occurred on 10/24.

SUSPICIOUS PACKAGE / BACKPACK

FOR UH RAVE ANNOUNCE EMAIL / FACEBOOK / WEBSITE

Subject: Suspicious Package at Hawai‘i CC Admissions & Records Office

Today, Monday, December 1, 2020, Hawai‘i Community College’s PSD-Campus Security is investigating a report of a suspicious package/backpack near the Admissions & Records Office. Out of caution, a bomb squad has been called to investigate. Admissions & Records is currently closed. The campus community is asked to stay away from the area while officials investigate. The area is expected to be closed for up to two hours until the investigation is complete. Updates will continue.

Campus Security recommends:

- Never open or handle any letter, package, or other item that you believe is meant to cause harm. Report it to Campus Security at (808) 854-1420 Manono or (808) 640-6515 Pālamanui, and HPD at 9-1-1 immediately.
- If you should spot a suspicious object, package, etc., report it to the authorities, but under no circumstances should you touch it, tamper with it, or move it in any way.
- Not all dangerous items look suspicious, and not all suspicious looking items are dangerous. You must always use your best judgment. If you are concerned for any reason, do not handle the item. Contact Campus Security at (808) 854-1420 Manono or (808) 640-6515 Pālamanui, and HPD at 9-1-1 for assistance.
- Sign up for UH Rave Alert to receive text message notifications for on-campus emergencies. Visit https://www.hawaii.edu/alert/ to register.
- To report suspicious, illegal, or unusual activity on campus, call Campus Security at (808) 854-1420, (808) 640-6515 Pālamanui or HPD at 9-1-1.

FOR UH RAVE ALERT TEXT / “X” (TWITTER) (140 characters or less):

Suspicious backpack found at HawCC A&R. HPD officers are on scene. Stay away from the area. Details: http://www.hawaii.hawaii.edu/security

APPENDIX D

ELEMENTS OF A HOT WASH & INCIDENT/EVENT AFTER-ACTION REVIEW

HOT WASH

The primary purpose of the Hot Wash is to obtain immediate feedback from key participants in an incident, exercise, drill, or any other activities that have critical processes – that if not conducted effectively and efficiently – may have negative consequences.

Generally, Hot Washes are informal and do not take more than 15 minutes immediately after the end or close-out of the activity. Each participant that had a key role and responsibility will be asked to provide objective comments on:
-2 areas/processes that worked well
-2 areas/processes that had obvious need of improvement
Participants that cannot remain for the Hot Wash may provide their comments to others.

The comments must be immediately reviewed by the Campus Public Safety Committee. Any areas that involve gaps in critical processes must be addressed by the responsible party who will submit an addendum to their department annex or submit a detailed addendum to processes in the Campus Emergency Response and Evacuation Plan.

AFTER ACTION REVIEW

The primary purpose of the After-Action Review is to obtain broader and more detailed comments from the key participants in an incident, exercise, drill, or any other activity that has critical processes – that if not conducted effectively and efficiently – may have negative consequences.

Generally, the After-Action Review (AAR) is in a formal format and can take up to 2 hours. An AAR should be held within 30 days of the event. Each department, office, or individual that had critical roles and responsibilities will be required to send a representative to the AAR session. Usually, a department head or supervisor attends the AAR with a key staff member to provide supporting process details. If the department head/supervisor is unable to attend, the designee must be able to answer management/oversight questions that may arise during the AAR.

Key participants are expected to prepare a list of items (with supporting details) based on the following:
-3 areas/processes in procedures, plans, policies that are sound and work well
-3 areas/processes in procedures, plans, policies that have need of improvement AND suggest text

AAR comments tend to be based on issues that fall under any of the following categories: Administrative, Operational, Financial/Budgetary, or Training/Education/Outreach. The AAR group is responsible for categorizing the areas/processes that have need of improvement. The group will determine what needs to be done to make the improvement, how it will be done, when it will be done, and who is responsible to oversee the actions for improvement. The final documentation of this process will be the “Plan for Improvement” that will be attached to the final AAR Report.

The final AAR Report will be in a format similar to an annual report which will provide an overview of the campus administrative policies and procedures related to the event, background on the event that was reviewed, description of any preparedness operations, response operations and logistics, and recovery operations. The AAR must also contain information on financial impacts as well as prevention/mitigation measures to be taken.

APPENDIX E

FOLLOWING PAGES ARE
EXAMPLES OF TYPE 1, 2, AND 3 INCIDENTS

EXAMPLES OF TYPE 1 INCIDENTS

TYPE 1 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Odor detection	Source identified; no indication of criminal activity; no physical effects other than malodorous Escalate to Type 2 immediately if source cannot be identified and odor spreads significantly, if there are any indications of criminal activity, if there are reports of physical affects	Campus first responder and campus or outside personnel who are adequately equipped and trained to detect and remediate
Hazardous material exposure	Identifiable source; localized and contained; no indication of criminal activity; no physical effects Escalate to Type 2 immediately if source cannot be identified, if material spreads significantly, if there are any indications of criminal activity, if there are reports of physical effects	Campus first responder and campus or outside personnel who are adequately equipped and trained to detect and remediate (and report if required by law)
Utility failure (small, confined site)	Identifiable source; no indication of criminal activity; plumbing issue that can be repaired within 2 or less hours; can be repaired in more than 2 hours with alternate accommodations are available Consider escalation to Type 2 if source cannot be identified and situation is protracted and significantly affects normal operations	Campus first responder and campus personnel or contractors who are adequately equipped and trained to detect and repair to normal function; or, temporarily repair to usable function until permanent repairs can be made
Workplace violence (verbal intimidation)	Initial intervention successful; parties cooperative; no indication of physical threat or injuries Consider re-classification to Type 2 if subject indicates behavior consistent with escalation to physical violence or threatens use of a weapon or use of a dangerous instrument	Campus first responder and campus administrative unit responsible for this area

EXAMPLES OF TYPE 2 INCIDENTS

TYPE 2 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Structural fire	Can be contained with either internal fire suppression system or assistance from fire department personnel; no risk to structural integrity or risk to other infrastructure Escalate to Type 2 immediately if fire spreads quickly or appears to be burning very fast and hot	Campus first responder and campus or outside personnel who are adequately equipped and trained to conduct proper fire suppression (and follow-on investigation if necessary)
Improvised Explosive Device (threat or confined area detonation)	Confined and does not threaten other areas. Non-threatened areas can continue operations providing first response agencies concur	Campus first responder and cam or outside personnel who are adequately equipped and trained to take appropriate actions in incidents involving IEDs
Utility failure (multiple buildings/complexes)	Seriously impacts multiple campus operations and functions; may take significant amount of time to restore (days); critical infrastructure at risk (e.g., laboratory refrigeration units)	Campus first responder and campus or outside personnel who are adequately equipped and trained to troubleshoot in order to request proper additional resources
Workplace violence (verbal threat of physical violence or actual physical violence without injuries)	Consider re-classification to Type 2 “Severe” if the verbal threats escalate and infers the future use of a dangerous instrument Be prepared to take quick actions under a Type 3 event if the subject appearance indicates a concealed weapon or the subject exhibits behavior consistent with extreme physical violence	Campus first responder and campus administrative unit responsible for this area; law enforcement if requested by victim
Workplace violence (actual physical violence involving a dangerous instrument that has been controlled; no injuries)	Consider re-classification to Type 3 “Extreme” if the subject leaves campus after verbal threats for return with a weapon Be prepared to take quick actions under a Type 3 event if the subject appearance indicates a concealed weapon or the subject exhibits behavior consistent with extreme physical violence	Campus first responder and campus administrative unit responsible for this area; law enforcement required by campus
Severe Tropical Storm (high probability of upgrade to a hurricane)	Some flooding and wind damages to buildings, roadway and infrastructure; light debris and little to no hazardous materials; minor power disruption	Campus personnel responsible for preparedness, response activities
Flood (severe)	Some flooding and wind damages to buildings, roadway and infrastructure; light debris and little to no hazardous materials; minor power disruption	Campus personnel responsible for preparedness, response activities

EXAMPLES OF TYPE 3 INCIDENTS

TYPE 3 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Hurricane (all)	Uninhabitable buildings, roadway and infrastructure damage; heavy debris and hazardous materials; extended power disruption	Campus personnel responsible for preparedness, response activities
Tsunami (extreme)	Uninhabitable buildings, roadway and infrastructure damage; heavy debris and hazardous materials; extended power disruption	Campus personnel responsible for preparedness, response activities
Earthquake (extreme)	Uninhabitable buildings, roadway and infrastructure damage; heavy debris and hazardous materials; extended power disruption	Campus personnel responsible for preparedness, response activities
Flood (extreme)	Example is the 40-day continuous rain on Oahu; heavy damage and debris	Campus personnel responsible for preparedness, response activities
Workplace violence (actual physical violence involving an uncontrolled weapon)	Uncontrolled means the weapon is in the possession of the subject whether concealed or visible	Campus first responder and campus administrative unit responsible for this area; law enforcement required
Cyber-attack	Threat or uncontrolled disruption to virtual network	Campus first responder and campus administrative unit responsible for this area; law enforcement required