



EMERGENCY MANAGEMENT PLAN

June 2014

I. INTRODUCTION

This Emergency Management Plan (EMP) is promulgated by the Windward Community College (WCC) Chancellor. WCC must be prepared to respond to an emergency or disaster in an organized and timely manner. Because it is impossible to foresee every emergency, good judgment and common sense must prevail. **It is not the intention of this plan to explicitly provide procedures for all situations and circumstances that may be encountered.**

- A. PURPOSE – The Windward Community College (WCC) Emergency Management Plan (EMP) provides procedures for managing emergencies that may threaten the health and safety of the WCC community or disrupt its programs or other activities. This Plan outlines emergency preparedness requirements and responsibilities and identifies individuals who are directly responsible for emergency preparedness, response and recovery. This Plan will also provide the necessary guidance to organize and direct Windward Community College's operations in the event of an emergency and/or civil defense action.
- B. SCOPE – This EMP guides the response of the WCC Campus Crisis Management Team (CCMT) to emergencies, disasters and civil defense actions. This Plan may be activated during earthquakes, tsunamis, hurricanes, storms, floods, volcanic activity, explosions, bomb threats, hazardous material spills, fires, nuclear attacks, terrorist attacks, biological outbreaks, mass casualty events and extended power outages.
- C. LIMITATIONS – It is the policy of WCC that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, WCC can only endeavor to make every reasonable effort to respond based on the situation, resources, and information available at the time.

D. **AUTHORITY** – This EMP is promulgated under the authority of the Windward Community College Chancellor and Executive Policy E2.203 Emergency Preparedness and Response Responsibilities.

1. These procedures apply to all Windward Community College organizations and individuals within its operation and jurisdiction.
2. The Vice Chancellor of Administrative Services shall be responsible for receiving and disseminating information regarding emergencies, disasters and civil defense actions which may require the cooperation and support of the WCC community.
3. In the absence of the Vice Chancellor of Administrative Services, the WCC Safety and Security Manager if authorized and directed to activate one or more of the actions described herein; or to take such other action as deemed necessary to save lives, and mitigate the effects of the disaster or disruption. As soon as possible, thereafter, the individual shall notify the Office of the Vice President for Community Colleges of the situation and all actions taken.

E. **MISSION** – It shall be the mission of Windward Community College to respond to an emergency situation in an organized, safe, effective and timely manner. An Emergency Response is the tactical deployment of human and material resources, and the application of procedures and techniques to mitigate or limit the consequences of an emergency. WCC personnel and equipment will be utilized to accomplish the following priorities:

- | | |
|---------------------|--|
| Priority I | Protect Life and Safety |
| Priority II | Assess Critical Infrastructure and Facilities |
| Priority III | Protection of WCC Assets |
| Priority IV | Maintenance of WCC Services |
| Priority V | Restore/Maintain Campus Operations and Resume Education and Programs |

II. EMERGENCY CLASSIFICATIONS (Each incident is classified by Level according to its potential impact, severity and response requirement.

Level 1 (Minor Incident)

1. A minor incident is an incident that is localized or in a small area. It can be quickly resolved with existing WCC resources or limited outside help. A Type 1 Incident has little or no impact on personnel or normal operations outside of the locally affected area.
2. Type 1 Incidents do not require activation of the EMP. Impacted personnel, departments or offices coordinate directly with WCC Operations, Maintenance or Safety and Security personnel to resolve Type 1 Incidents.

3. Examples: Odor complaints, a localized chemical spill, plumbing failure or water leak.

A. Level II (Emergency)

1. An emergency is an event that disrupts a sizable portion of the campus community. Type 2 Emergencies require assistance from external organizations. These events may escalate quickly and can have serious consequences for mission-critical functions and/or life and safety.
2. The Campus Emergency Management Team (EMT) Executive receives intelligence from responding operational departments or from Campus Security and then activates the Emergency Management Team (EMT) and the Emergency Management Center (EMC). The Campus Emergency Response Team (CERT) will be activated to evaluate the scope of the incident, coordinate incident response and recovery and provide information for emergency announcements.
3. The WCC Chancellor and other senior managers may be alerted depending on the type and nature of the emergency. The Chancellor or his designee may alert technical or support staff to request support or information.
4. Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and an extensive utility outage. Also includes external emergencies that may affect Campus personnel or operations.

B. Level III (Disaster)

1. A disaster is an event involving the entire Campus and its surrounding community. Normal Campus operations are suspended. The effects of a disaster are wide-ranging and complex. A timely resolution of disaster conditions requires Campus-wide cooperation and extensive coordination and support from external jurisdictions.
2. The WCC Chancellor is notified and the UH System EMP and EMC as well as the Campus EMP are activated. EMT members are alerted to report to Campus.
3. The Campus Emergency Response Team is activated and engaged in the Campus' emergency response. UH System and WCC Campus Operations and Logistics Units activate plans to support the distribution of resources and personnel. Both System and Campus Plans and Finance Units activate Action Plans to provide intelligence, record keeping, financial and contractual support. The UH System and WCC Campus EMT Executives activate their Public Information Plan and WCC can request support from the joint Information Office.
4. Examples: Hurricane, tsunami, major earthquake or major flood.

HAZARD CATEGORIES

- i. **METEOROLOGICAL HAZARDS** – This is the most common category of hazard that can cause disasters in the State of Hawai‘i. Meteorological hazards may threaten any part of the State or the entire State at the same time.
 1. Storms – Pose the most frequent threat to life and property and may occur many times during the winter months. Disaster agents associated with storms include high winds, high surf, and heavy rains resulting in floods. Storms have caused the most property damage in Hawai‘i.
 2. Hurricanes – Are potentially very serious threats to life and property as they occasionally threaten the State during the hurricane season from June to November. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, heavy rains and flooding.
 3. Waterspouts – Rarely occurs over land, but can cause heavy damage.

- ii. **GEOLOGICAL HAZARDS** – This category of hazard is always a potential risk as the Hawaiian Islands are situated on both a volcanic and tectonically active region in the Pacific Ocean. Geological hazards causing disasters are less frequent, but can be more severe than other hazards.
 1. Earthquakes – Pose a continuing threat to life and property as they occur frequently. Although most earthquakes in Hawai‘i are of low magnitude, damaging earthquakes have occurred in the past.
 2. Tsunami – Pose a very serious threat to life and property as they have caused the most disaster related deaths in the State. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawai‘i. Locally generated tsunamis pose a greater problem as they can strike in a matter of minutes with little or no warning.
 3. Volcanic Activity – Poses a minimal threat on O`ahu, but occurs on the island of Hawai‘i and could break out on any island or surrounding ocean. If it occurs on O`ahu, it could be a threat to populated areas.

iii. O T H E R N A T U R A L H A Z A R D S – Most other natural hazards in the State are associated with weather or geologic hazards.

1. Landslides – Usually associated with meteorological hazards, but can be caused by a combination of weather and man’s development activities.
2. Mudslides – Associated with meteorological hazards and/or geologic events and are rare in Hawai‘i.
3. Forest/Brush Fires – Frequently occurs during dry weather, but are more often associated with the careless acts of man or arson.

iv. HUMAN CAUSED INCIDENTS – The incidents listed here are due to the actions and activities of human beings.

1. War (Nuclear or Conventional Attack) - Poses a threat because of the military presence in Hawai‘i, but could occur in another part of the world and affect Hawai‘i. The hazards of nuclear attack include blast and radioactive fallout and its damaging effect on life and property.
2. Terrorist Attack – Always poses a potential threat to people and facilities in the United States. Terrorist activity can take various forms with the most devastating being the use of bombs, chemical or biological weapons.
3. Bomb Threat/Explosion – Poses a potential threat due to and man’s activities where material that can cause explosions are used on a regular basis.

Exhibit 1.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3
Campus Activities	Minimal and localized. Most Campus activities not impacted	Significant. Campus activities partially or entirely shut down.	Very Significant. Campus activities shut down for a period of time
Faculty, Staff and Students	Site-specific localized impact. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern

Media Coverage	None expected or limited local coverage.	Local/regional coverage.	Local, regional and possible national coverage.
Public & Government Concern	Limited.	Potential exists for an embarrassing situation. Government agencies may investigate prevention, response, or recovery efforts.	Potential exists for an embarrassing situation and government investigations or hearings.
EOT involvement	Limited or none.	Conditionally involved.	Actively involved.
EMT involvement	Probably none.	Consulted as needed.	Consulted regularly and actively involved.

VI. RESPONSE PROTOCOL. The operational aspect of the WCC Emergency Management Plan is based upon the National Incident Management System (NIMS) (see Appendix I-1). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events, e.g., celebrations, parades, concerts.

KEY PRINCIPLES OF NIMS

- A.** Modular response model based on activating only those organizational elements required to meet current objectives.
- B.** Common terminology applied to organization elements, position titles, facility designations and resources.

C. Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.

D. Comprehensive resource management for coordinating and inventorying resources for field responses.

E. Integrated communication so that information systems operate smoothly among all response agencies involved.

F. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.

G. Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

III. ORGANIZATION. NIMS is organized around five major management activities.

A. Command. Has overall responsibility at the incident or event. Determines objectives and establishes priorities based on the nature of the incident, available resources and agency policy. In all incidents there is an identified Incident Commander or a unified command team. These have responsibility for overall management of the incident and must be fully qualified to manage the incident.

B. Operations. Develops the tactical organization and directs all resources to carry out the Incident Action Plan.

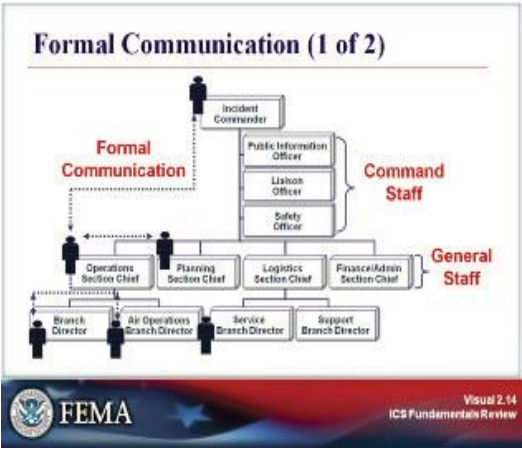
C. Planning. Develops the Incident Action Plan to accomplish the objectives. Collects and evaluates information, and maintains status of assigned resources.

D. Logistics. Provides resources and all other services needed to support the organization.

E. Finance/Administration. Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

On small incidents, the five major activities may be managed by a single individual. Large incidents usually require each of these activities to be established as a separate section within the organization.

Not all sections need to be established within NIMS organization. The Incident Commander will make this decision based on the demands of the incident.

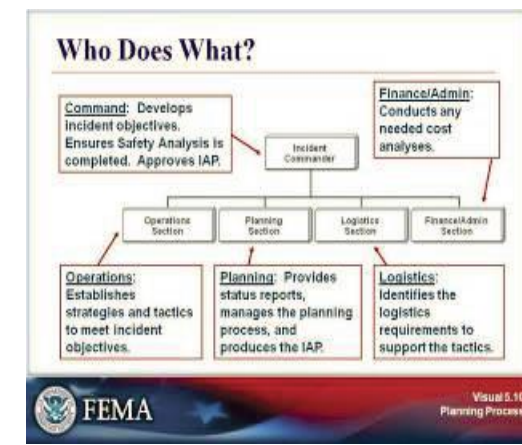


Formal Communication (2 of 2)

Use formal communication when:

- Receiving and giving work assignments.
- Requesting support or additional resources.
- Reporting progress of assigned tasks.

Visual 2.15
ICS Fundamentals Review

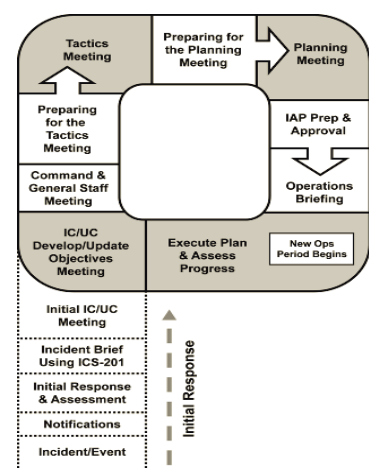


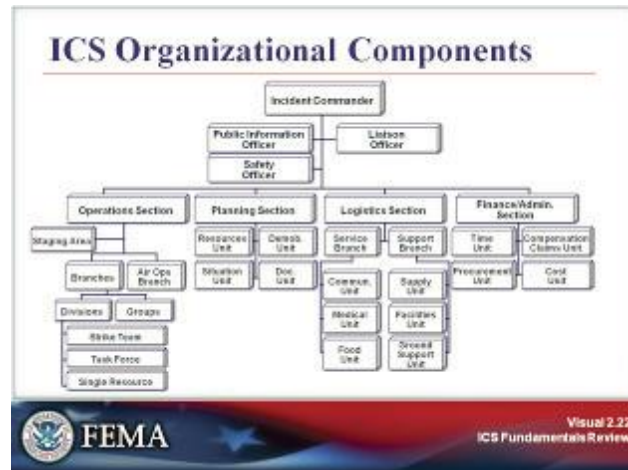
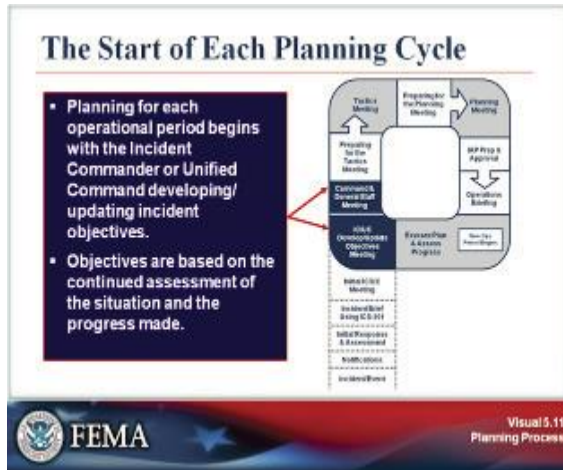
When a Written IAP Is Considered

- Two or more jurisdictions are involved in the response.
- The incident continues into the next operational period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- It is a hazmat incident.

Incident Action Plan

Visual 5.8
Planning Process





Emergency Response Guidelines for Faculty, Staff, and Students

The safety and security of our students, faculty, staff and visitors is always a priority and we must all be prepared to keep our campus safe. This information is disseminated to assist faculty, staff and students in their ability to respond to different types of emergencies.

Please familiarize yourself with the procedures in this guidebook. In the event you are faced with an emergency, it will serve as a quick reference for effective action. It will also serve as a training tool for employees and new faculty and staff as a part of their orientation program.

If there are any questions or comments regarding this plan, please contact:

- Safety and Security Office at ext. 343.

For emergencies or if you are in need of immediate assistance call:

- Campus Security at 235-7355 or ext. 355.
- There are (8) “Blue” Emergency Phones located throughout the WCC campus. These phones connect directly to Campus Security. Please see the Campus Map for “Blue” Emergency phone locations.
- Campus Security is available 24 hours.

Note: The WCC Emergency Management Team (EMT) will convene in Alaka`i 118 during emergency events. An alternative location and phone number will be used in the event that the emergency does not allow for the use of this location. If you have updated information regarding an emergency in progress, you can reach the EMT at 236-9299 or ext. 299.

Safety and Security at Windward Community College begins with YOU. “If You See Something, Say Something.”

- If someone is injured or ill.
- If you see or smell smoke or fire.
- If you see any type of sexual assault taking place.
- If you see someone being hurt, harassed or bullied.

- If you see a crime in progress such as someone stealing, causing damage, driving while under the influence of any substance that impairs their ability to safely operate a vehicle, or any activity that is against the law.
- If you see something or someone suspicious.
- DO NOT assume someone else has made or will make the call.
- Provide the HPD dispatcher or campus security with accurate detailed information about the situation so the information can be relayed to the first responders.
- If you are reporting a medical problem, ask someone to monitor the affected person's condition so you can relay the information to the Officer(s).

Campus Security Authority:

According to federal law, specifically The Jeanne Clery Act in 1998, Windward Community

College Safety and Security Department is required to report “statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has “significant responsibility for student and campus activities”. Your position has likely identified you as a “Campus Security Authority”.

The definition of “Campus Security Authority”, according the federal law, is as follows:

“A Campus Security Authority is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

For example, an employee who oversees students, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, directors of programs and faculty advisors to student groups also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group.

Does your position as a dean, director, manager, coordinator, or department head qualify you as a Campus Security Authority at WCC? If you are not sure, please inquire at the Office of Safety and Security.

EMERGENCY CONTACTS

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Campus Security (on-campus)	ext. 355
(off-campus)	235-7355
Safety and Security Manager	235-7343 or 561-3809
Police, Fire, Ambulance	911
Chancellor	235-7401
Vice Chancellor of Administrative Services	235-7405
Vice Chancellor of Academic Affairs	235-7443
Vice Chancellor of Student Affairs	235-7370
Director of Vocational and Continuing Education	235-7361
Suicide & Crisis Line	832-3100

Help Line (for referrals)	211 or 275-2000 (Ask-2000)
Sex Abuse Treatment Center (night)	524-7273
Sex Abuse Treatment Center (hotline).	535-7600
Alcohol and Drug Abuse Division	692-7517
Child Protective Services	832-5300

Crime in Progress

If you are witnessing a crime in progress:

- DO NOT try to apprehend or interfere with the criminal except in case of self-protection.
- Call Campus Security at 235-7355 or 911.
- If safe, get a good description of the criminal. Note height, weight, sex, color, age, clothing, method, and direction of travel.
- If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics.
- Provide your name, location, situation, and follow the instructions given to you.
- If you are involved in a hold up, you should:
 - || Not resist -- do as the person says.
 - || Surrender the money immediately.
 - || Attempt to get a good description of the person and direction of flight.
- Shut down your operation and secure the crime scene.
- Ask any witnesses to remain until the arrival of Campus Security and/or HPD.
- In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.
- DO NOT interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.

Hostile or Violent Situations

Be mindful that hostile or violent attacks can involve any type of weapon, not only a gun.

Knives, blunt objects, physical force or explosives can be just as deadly as a handgun.

In event you find yourself in harm's way, follow the below procedures.

Hostile Situations:

- Contact Campus Security immediately at 235-7355 or 911.
- Keep your distance and stay safe.
- Try to have at least two campus officials present as witness.

Violent Situations:

- If a violent situation arises call 911 and provide the following information:
 - || The location of the incident
 - || The nature of the incident
 - || A physical description of the perpetrator
 - || Descriptions and license numbers of any vehicles involved
 - || The name of the individual who will meet/escort the law enforcement personnel when they arrive at the location

After law enforcement personnel have been called, a determination must be made whether to evacuate the facility. If the situation allows, the supervisor should contact the following to aid in the evacuation decision:

- **Contact Campus Security 235-7355.**
- A higher-level manager responsible for the facility.

Active Shooter/Hostage Situation

If you hear shots fired on campus, or if you witness an armed person shooting people (active shooter), the following actions are recommended:

- Gunfire may sound artificial. Assume that any popping sound is gunfire.
- **FIGURE OUT** your course of action immediately. In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.
- **GET OUT:** If there is considerable distance between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire such as a brick wall, large trees, or buildings.
- **CALL OUT:** When you reach a safe location call 911 first, then Campus Security at 235-7355 or ext. 355. **DO NOT** assume that someone else has reported the emergency.

The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

- **HIDE OUT:** If the shooter is in close proximity to your location, use the Lockdown or Shelter in Place procedures and hide within the room.
- **KEEP OUT:** Barricade doors with any heavy objects available.
- **SPREAD OUT:** If there are two or more persons in the same place when an active shooting incident begins, you should spread out in the room to avoid offering the shooter an easy target.
- Wait for Police or Campus Security to assist you out of the building.

Hostage Situation:

If a hostage has been taken or the perpetrator is armed, **DO NOT** attempt to:

- Disable or disarm the perpetrator.
- Negotiate.
- Set off any audible alarms.
- Employees should prevent entrance to the facility or area by others, if possible.
- Law enforcement personnel will assume control of the situation upon their arrival and will establish a command post in or near the facility.

Lockdown/Shelter in Place

Lockdown procedures are used in situations involving dangerous intruders, active shooters, or other incidents that may result in harm to persons on campus.

- **REMAIN CALM.**

- A campus lockdown will be issued in person, via telephone, or through the UH Alert / email and text messaging systems.
- Direct all students, faculty, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
- Account for everyone in the room or office.
- Lock classroom internal and external doors.
- Secure and cover all exterior doors.
- If you are in an area that does not lock, use all available items including desks, dressers, tables, chairs, etc. to barricade the door.
- Move all persons away from windows and doors.
- DO NOT allow anyone to exit the classroom until the “all clear” signal is given by the administration or Campus Security.

Shelter-in-Place is designed for those situations in which it is safer for employees to remain in the building than to evacuate. This is not the same as “Campus Lockdown” where the danger is specific to an intruder coming into your area to cause harm.

WHEN TO SHELTER-IN-PLACE:

- Severe storms, such as tornados.
- Extreme life threatening temperatures (e.g., cold or heat).
- A public disturbance, such as a demonstration that has escalated to a violent level.
- Explosives, whether intentional or accidental.
- Chemical or biological contaminants released accidentally or intentionally into the air.

Sexual Assault

Sexual assault describes all forms of sexual violence against male and female victims, including intercourse (rape), oral and anal penetration, penetration with an object, and touching or fondling of sexual body parts by force, or threat of force without consent.

If sexual assault occurs:

- Go to a safe place; contact Campus Security immediately at 235-7355.
- Preserve evidence. DO NOT change clothes, shower, douche, comb hair, brush teeth, eat or drink. And if possible, do not urinate.
- Arrange for a medical examination. There may also be hidden physical injuries.
- Ask that a rape examination (rape kit) be performed and that any evidence be stored in case the victim decides to report the crime.
- Inquire about tests for possible pregnancy, HIV, and other sexually transmitted diseases (STDs).
- Arrange for confidential counseling from a qualified trauma counselor.
- An advocate or rape counselor should accompany the victim to the medical examination.

Note: If a person is highly intoxicated or unconscious, he or she cannot give legal consent to a sexual act. Therefore, under such conditions a sexual act is considered to be a criminal violation (sexual assault).

Violence Against Women Act (VAWA):

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included within the bill was what is known as the Campus Sexual Violence Elimination Act (Campus SaVE). It covers students and staff of institutions and amends the Jeanne Clery Act to include domestic violence, dating violence, and stalking.

Therefore, all Colleges and Universities that receive Title IX funding must:

- Begin including in their annual security reports incidents of domestic violence, dating violence and stalking reported to campus security authorities or local police agencies.
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights.
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

The procedures that Windward Community College will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, will be in accordance with the definitions used in the Violence Against Women Act. This includes a statement of the standard of evidence that will be used during any conduct proceeding arising from such a report, WCC policies aimed at preventing sexual violence and training personnel, and the investigatory and disciplinary procedures that will be followed once a report has been made.

These statistics must be compiled in the WCC Annual Security Report; therefore, any Campus Security Authority, who has knowledge of an incident that alleges domestic violence, dating violence, or stalking, must report it to the Office of Safety and Security immediately.

In the event of a medical emergency:

- REMAIN CALM.
- Contact Campus Security at ext. 355 (on-campus) or 235-7355.
- Dial 911.
- DO NOT move the injured person unless there is an immediate threat to them. If it is SAFE to do so, comfort them and reassure them that help is on the way.
- Provide the emergency dispatcher with your name, location, number of people injured, and a description of the medical emergency.
- Stay on the phone for instructions of how you can assist.
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s).
- DO NOT touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming in contact with bodily fluids.
- If you are certified in first aid and it is SAFE to do so, provide care to the person to the extent you are capable.
- Follow all directions given to you by Campus Security and/or other authorized personnel.
- Report the medical injury to your supervisor and/or Campus Security once the victim receives professional medical attention.

Suspicious package

If you become aware of an unattended or suspicious item, please take the following actions:

- REMAIN CALM.
 - STOP! ... Put the item down quickly and gently.
 - DO NOT open the suspicious item.
 - DO NOT handle the suspicious package or other items; call Campus Security.
 - If you come into contact with a leaking a substance or powder, keep your hands away from your eyes, nose, mouth or face.
 - DO NOT touch others and wash your hands thoroughly.
 - Call College Security at ext. 355 or 235-7355 from a non-campus phone.
 - Proceed as instructed by Campus Security personnel.
 - DO NOT use cellular phones, two-way radios, or other electronic devices.
- Immediately report utility failures during regular work hours (Monday-Friday 6:00 a.m.

–
5:00 p.m.) to the Operations & Maintenance at 235-7444.

Immediately report utility failures after regular work hours, on weekends, and on holidays to Campus Security at 235-7355.

Bomb Threat:

In the event you receive or overhear a bomb or other mass threat contact:

- Campus Security at 235-7355 and/or dial 911.
- Avoid using a cell phone or two way radio near a suspected bomb or suspicious package when reporting the threat.

In the event the threat is received by phone (employee):

- DO NOT activate any fire alarms.
- Keep the caller talking as long as possible!
- Listen carefully. Try to determine the caller(s) sex, age, accent, speech pattern and whether he or she is drunk or drugged.
- Listen for any background noises.

Questions to ask:

- || When is the bomb going to explode?
- || Where is it right now?
- || What does it look like?
- || What kind of bomb?
- || Did you place the bomb?
- || Why?
- || What is your address?
- || What is your name?

Evacuation Locations on campus:

The Evacuation Location is on the **Great Lawn** in the center of campus.

Handicap persons should evacuate to the nearest handicap-parking stall on campus. Campus

Security or college staff will provide assistance to relocate you if necessary.

Power Outage:

- Report the outage to Operations & Maintenance or Campus Security.
- Help co-workers in darkened areas move to safer locations.
- Unplug personal computers, appliances and non-essential electrical equipment.
- Open windows for additional light and ventilation.
- Follow the instructions given by Campus Security or Department head.

Water Outage:

- Report the outage to Operations & Maintenance or Campus Security.
- Follow the instructions given by Campus Security or Department head.
- Check with the Chancellor for further instructions.

Gas Leaks:

- EVACUATE the area immediately.
- DO NOT attempt to shut off or manipulate valves. Activate building emergency notification procedures to ensure everyone in the building is notified.
- Call Operations & Maintenance and Campus Security to report the problem.
- DO NOT switch on lights or any other electrical equipment.
- Do not smoke within 500 feet of the leak.
- If leak is outside, DO NOT remove any vehicles from the immediate area until cleared by Campus Security.
- Account for all building personnel once outside and wait for further instructions from Campus Security.

Elevator Failure:

- A Security officer will be dispatched to the building in case of an elevator entrapment to access the situation.
- REMAIN CALM and await the arrival of an elevator service technician as directed by Campus Security.
- If 60 minutes has elapsed, a medical emergency is occurring, or the person cannot be calmed down, then the Honolulu Fire Department will be called to assist.

Fire:

If there is a fire or smoke in your area, follow these guidelines:

- Leave the area and pull the fire alarm.
- Call Campus Security at 235-7355 and 911 to report the fire.
- Move away from fire & smoke. Close doors & windows, if time permits.
- DO NOT attempt to put out the fire, unless you have been properly trained.
- EVACUATE the building as soon as the alarm sounds and proceed to the Great Lawn meeting point. Take personal belongings with you.
- On your way out, warn others nearby.
- Touch closed doors. Do not open them if they are hot.
- DO NOT USE ELEVATORS. Use stairs only.
- Move at least 300 feet from the building and go to the Great Lawn meeting point.

- DO NOT re-enter the building or work area until you have been instructed to do so by Campus Security or emergency response personnel.

Evacuation Locations on Campus:

The Evacuation Location is on the Great Lawn in the center of campus.

Handicap persons should evacuate to the nearest handicap-parking stall on campus.

Campus Security or college staff will provide assistance to relocate you if necessary.

Earthquakes occur without warning. They may occur once or have several aftershocks.

They may cause buildings, soil, or other structures to be unstable. They may also cause tsunamis.

Hazardous Material Accidents

Hazardous material accidents include gasoline or propane truck accidents, chemical spills, gasoline & oil spills, release of possible toxic materials, biological hazards, or any accidents that realize possible hazardous dusts, fumes, or vapors in room-sized areas.

Should such an accident endanger the students, faculty, or staff of WCC, use the following procedures:

- DO NOT attempt to clean up the accident unless you are trained or authorized to do so.
- Take immediate steps to clear personnel from the spill or hazard area.
- Help anyone that requires assistance.
- Call Campus Security at 235-7355 and follow their instructions.
- Provide the following information:
 - || Give your name.
 - || Your location.
 - || Explain the situation.
- If you have been trained, apply first aid or CPR to any injured personnel.
- Wait for emergency personnel and keep others from entering the hazardous area.

If you are OUTDOORS:

- DO NOT attempt to clean up the accident unless you are trained or authorized.
- Immediately proceed upwind from the accident location keeping a distance of at least 300 feet between you and the accident.
- Call Campus Security at 235-7355 and follow instructions.
- Give your name, location and explain the situation.
- Keep others away from area until emergency personnel responds.
- DO NOT re-enter the area unless directed to by Campus Security or emergency responders.

In the event of an earthquake, follow these procedures.

If you are INDOORS:

- DO NOT run blindly outside.
- Get under a desk, table, or supported doorway.
- Stay away from glass windows, shelves, & heavy equipment.

- Avoid power lines as they may be live.
 - Immediately evacuate the building when the earthquake is over and go to evacuation location.
 - Write down the names of everyone in the room and call the emergency number.
- If you are **OUTDOORS**:

- **DO NOT** run blindly inside.
- Stay in the open.
- Beware of fires, downed utility lines, and aftershocks.
- Assist with evacuation of the buildings.

If you are **DRIVING**:

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

A TSUNAMI is a series of destructive ocean waves affecting all shorelines. The local telephone book has outlined all coastal areas that are subject to flooding in the event of a tsunami or tidal flood. Windward Community College is not in a flood zone. The Hawaii State Civil Defense provides an early warning system through the use of “Watches and Warnings” with Statewide notification by sirens.

WATCH: Tsunami possible – get ready.

WARNING ISSUED: Sirens will sound at this point.

- Stay away from shorelines.
- Stay off of the roads as much as possible.
- **DO NOT** voluntarily evacuate when a tsunami watch is known. The Chancellor will decide whether the campus should be evacuated or whether personnel should be available if Windward Community College becomes an emergency shelter.

A HURRICANE is high winds, heavy rain, flooding, and high surf. The Hawaii State Civil Defense provides an early warning system through the use of “Watches and Warnings” with statewide notification by sirens.

The Hawaii State Civil Defense provides an early warning system through the use of “Watches and Warnings” with Statewide notification by sirens.

WATCH: Storm expected within 36 hours. Get ready and follow the below procedures:

- Check all drainage structures to be sure that they are clear.
- Secure all exterior equipment and materials against high winds.
- Protect valuable equipment from water or errant electrical damage.
Protect any windows facing the direction from which the hurricane is coming.
- Check if Chancellor has cancelled classes or has further instructions.

WARNING ISSUED: Storm expected within 24 hours. At this point, the sirens will sound. The following procedures should be followed:

- Check with the Chancellor for further instructions.
- Listen to your radio for emergency information.

Pandemic Response Plan

One of the highest current risks to individuals is the possible emergence of an influenza pandemic – the rapid worldwide spread of influenza caused by a novel or mutated virus to which people would have no immunity, resulting in more serious illness than that caused by seasonal influenza.

During an influenza pandemic, the aim will be to encourage people to carry on as normal, as far as possible, if they are well, while taking additional precautions to protect themselves from infection and to lessen the risk of spread to others. The main objectives of the response to an influenza pandemic will be to:

1. Limit illness and death arising from exposure and infection.
2. Provide information on treatment and care for those who become ill
3. Minimize disruption to essential services
4. Maintain educational continuity as far as possible
5. Reduce as far as possible disruption to classes/college functions

One of the main challenges faced by those planning against an influenza pandemic is that the nature and impact of the pandemic virus cannot be known until it emerges. During a pandemic, governmental and non-governmental agencies will issue advice on the full range of response policies that should be adopted to achieve the objectives set out above, based on its understanding of the nature of the pandemic virus and its likely impacts.

Uncertainty about the nature and impact of the pandemic virus means that planning across all sectors' need, for prudence, to be sufficiently flexible to cope with a range of possible impacts, including those arising from a pandemic virus.

Sources of Guidance

The following website should be accessed in the event of a pandemic:

- US government's website on pandemic policies and procedures -- <http://www.pandemicflu.gov>
- State of Hawai'i's website on pandemic policies and procedures -- <http://www.hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf>

Main Areas of Focus in Planning

Continuity:

- Planning so that the College can continue delivering essential services during a pandemic, taking into account the key planning assumption that medical and social countermeasures against pandemic influenza (antiviral drugs, vaccines, social distance, hygiene, and common sense) should not be overlooked during the first wave of a pandemic.
- Communicating with students, faculty, staff, and public to ensure everyone knows what social and hygienic precautions should be taken.
-

Staff absence from work:

- The level of staff absence from work during a pandemic will depend significantly on the nature of the pandemic virus when it emerges. The planning assumptions set out below are based on current knowledge, analysis of past pandemics, published evidence and scientific

modeling. Given the inevitable uncertainties, a range of figures is given in some areas. WCC should ensure that its continuity plans have the flexibility to accommodate these ranges.

- During a pandemic, staff will be absent from work:
 -
 - If staff are ill with the flu. Numbers in this category will depend on the established clinical attack rate. If the attack rate is 25%, a quarter of staff in total maybe sick and absent from work for the whole course of the pandemic. If a pandemic were to occur in one wave, this level of cumulative absence could be experienced by employers over a period of around 3-4 months. But there may well be more than one wave, with absence from work being spread across those waves.
 -
 - If staff need to care for children or other family members who are ill with the flu.
 -
 - If staff needs to care for (well) children because of local school closures on a regional basis during a pandemic. Regardless of whether or not the Government advises schools to close, it is likely that some schools will in any case have to close because of shortages of staff, or because parents are not willing to send their children to school.
 -
 - If staff have non-flu medical problems.
 -
 - If staff decide to absent themselves for other reasons.
 -

In order to derive estimates for the total number of staff likely to be absent from work at the peak of a pandemic, employers should add data appropriate to their circumstances on:

- The average number of staff 'normally' absent from work.
- The proportion of staff that will be advised to work from home.

Why does the college need to prepare for it?

Communities need to prepare for a pandemic because if a human-to-human transmission is identified, it has the potential to spread very quickly. An outbreak of this strain of the flu could significantly interrupt normal university functions for a period of two to four weeks or up to several months, and may require closure of on-campus housing and university operations. The university community is taking aggressive steps now to prepare for the potential of such a pandemic in the best interest of minimizing the risk of exposure among faculty, staff and students.

What can you do to avoid exposure?

Avoid being around others who are at risk for exposure. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, particularly in large gatherings. Wash your hands frequently with soap and water, especially if you suspect that you may have been exposed. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately.

The following steps will be taken when a Pandemic/outbreak occurs in accordance with the State of Hawaii Department of Health which follows the World Health Organization criteria:

Once the DOH issues Phase 1 – Risk of human infection with animal virus is considered low; and Phase 2 – Animal virus poses a threat, WCC should start preparation for possible human-to-human transmission. Phase 1 and Phase 2 are considered to be an interpandemic period.

Declaration of Phase 3 – Human Infection with new subtype but minimal human-to-human transmission; Phase 4 – Small clusters of human-to-human transmission, highly localized; or Phase 5 – Larger clusters of human-to-human transmission, but still highly localized. WCC will view this as a gear-up stage to ensure preparation is on the way and monitor reports for increased transmission.

- Step 1: First cases of human-to-human transmission internationally - Campus stays open with normal business functions and operation while establishing enhanced planning for Phase 6.
- Communication with the campus community and system community will increase to keep everyone informed of plans being implemented.

Declaration of Phase 6 – Increased and sustained transmission in the general public. WCC will work with System-wide office and DOH's Department Operations Center to ensure that proper implementation of response plan is enacted.

The criteria or events that will trigger moving to Step 2 include:

- *The World Health Organization declaration of Phase 6 in the pandemic period, reflecting an increased and sustained transmission in the general U.S. population.*
- *Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)*
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- *Rate/speed of disease spreading*
-
- *Local public health recommendation to curtail/cancel public activities in county or state*
-
- *Falling class attendance and students leaving campus*
-
- *Rising employee absenteeism*
-
- *Other regional schools and school systems closing*
-
- *Transportation systems closing or curtailing interstate travel and (i) cases in the local*
-
- Step 2: Verified cases in Asia and North America with one or more other triggering events – Social distancing measures will be adopted; steps will be taken to eliminate large gatherings, including the cancellation of classes and all other scheduled activities. Student Affairs will ensure that counseling staff are prepared to handle students concerns. The administrative staff will begin to implement emergency response procedures. Administrative departments, student service units and all academic programs will begin preparation for shutting down the campus in the event of increased outbreak.
-
- Step 3: Within 1-5 days of declaring Phase 6 and depending on national and local conditions – most administrative offices and academic buildings will close. Dining operations will be reduced to support only an emergency infirmary. All administrative and academic support units will be shut down until the campus reopens.
- Step 4: As soon as practical following Step 3 – Campus closed. An emergency condition has been declared by the State of Hawai'i Department of Health and the campus has been evacuated. All facilities have closed except skeletal services for the infirmary, temporary

emergency shelter housing for students with extreme hardships, and essential research. Access to campus has been sealed off for vehicles and pedestrians (except for essential employees for tasks related to securing and maintaining the campus and its facilities), and closure is sustained. All service contracts and construction projects will be suspended.

Specific of what will the College do in the event of a pandemic and the declaration of Phase 6 condition:

If an outbreak does occur, the College will begin to activate its emergency response plan. The following actions will occur:

- Work with Human Resources and Student Affairs to help inter-island, domestic, and international faculty and students return home safely before national and international travel restrictions begin
- Maintain, within reason, a reduced level of pertinent campus operations through remote or online interaction
- Work with Human Resources to ensure wages and other payments are distributed through direct deposit or other electronic means
- Work with CELT to ensure communication contingencies are in place should phone or internet access become overloaded as a result of increased activity.

Once the pandemic has been controlled, the College will begin a recovery process in the following manner:

Once the pandemic is under control – Campus poised to reopen. Once the danger of the pandemic has passed, the campus will reopen for business. As services return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

Make Your Emergency Plan Now

Your ability to stay healthy and to respond effectively will depend in part on your advance planning. If a pandemic occurs, the university may have to evacuate for some period of time. To make sure you are ready to respond, think through your personal emergency plan and address the following considerations:

Students

If you live near campus and have to travel some distance to your permanent residence, what are your primary travel plans? Do you have a contingency?

If you plan to travel by air, do you have your travel agency or airline reservation information handy? Have you familiarized yourself with plans by university departments, including Student Affairs and Auxiliary Services, to arrange pick-up sites for shuttles to take you to public transportation destinations? If you plan to drive, do you have at least one alternate route? If you will be picked up, do you have contact information ready? If you cannot get home, is there a friend or relative who lives nearby who would agree to let you stay during a campus closure (for what could be an extended stay)? If you live in off-campus housing, check with your manager or landlord for what the evacuation procedures might be.

If you commute and an evacuation is ordered, do you have at least one alternative commuter route?

Familiarize yourself with local resources for traffic updates and road conditions.

Be Prepared: Steps You Can Take Now

Students and Faculty:

Academic Considerations

What should students and faculty prepare to have at home, in the event that the campus is closed, but academic activities continue remotely, through email or other communications?

- Books
- Laptop and portable technology devices
- Syllabi for your classes, including faculty and student contact information
- Individual course plans in the event of a campus evacuation
- Email access and on-line learning options

Faculty and Staff — Employee Considerations

What should staff prepare to have at home, in the event that the campus is closed, but continue certain business activities remotely, through email or other communications?

- Emergency contact information for your supervisor and colleagues with whom you will need to communicate, including email and mobile phone.
- For managers and supervisors, department closing checklist plans; a list of essential employees and contacts; and UH-WCC website bookmarks on your home computer for staff directory and College home page, as appropriate.
- If appropriate, Internet access to email and university home page, through your home computer.

For Everyone — Other Important Considerations

Have you arranged for direct deposit?

- In the event of a campus closure, any earnings you are scheduled to receive will only be issued electronically. Checks cannot be issued until the university reopens.
- If you do not have a bank checking account, create one.
- To arrange for direct deposit of your paycheck to your bank account, contact Human Resources to complete the direct

Will the university be able to reach you once you have evacuated?

The College may need to rely on phone and internet communications to remain in touch with you during a pandemic. Please make sure your contact information is up to date (both email and phone) for students in the myUH portal: <https://myuhportal.hawaii.edu/cp/home/displaylogin>

Do you have a personal emergency kit?

As a result of social distancing, evacuation, closures, and travel restrictions, it is a good idea to anticipate what personal items you will need to take and keep with you in the event of a pandemic.

-
- Food and water: Preparation experts recommend at least a two-week supply of non-perishable items, so that you do not need to go to the store very often.
-
- Medications: Fill prescriptions and have over-the-counter items in supply.
- Health and hygiene items: tissues, toilet paper, anti-bacterial (waterless) gel, soap, disinfecting cleaning solution, trash bags.
-
- Practical items: flashlight, portable radio with batteries, manual can opener. Contact information: Have phone and email contact information for loved ones, as well as a previously identified third-party contact, in the event that you cannot reach a relative directly.

Community Resources

Fire, Police or Ambulance Emergencies	911
National Poison Control Center	1-800-222-1222
Suicide Prevention Hotline	1-800-273-8255 (TALK)
Civil Defense Agency Hawaii	733-4300
American Red Cross	734-2101
Hawaiian Electric Company (HECO)	548-7311
Hawaii Gas Company (Trouble Only)	526-0066
Board of Water Supply (Trouble Only)	748-5000
Sex Abuse Treatment Center	524-7273
Child Family Service (CFS) Domestic Violence Hotline and Shelters	841-0822
Child Welfare Services Intake Unit Hotline	832-5300
Kaneohe District Courthouse	534-6300
Hawaiian Humane Society	946-2187
Bus Service	848-5555
Post Office	832-0046
Satellite City Hall	768-4100
Honolulu City Council	768-5010