WINDWARD COMMUNITY COLLEGE

CAMPUS EMERGENCY RESPONSE AND EVACUATION PLAN

Revised July 30, 2024

ADDENDUMS

DATE	AREA	GENERAL TOPIC	GENERAL ACTIONS
2014	Original plan		By R. Murray-safety and security manager
2017 Jan	Entire plan	Format adjustments consistent with UHCC plan template	Update to template standards; template developed by UHCC System By F. Chambers-safety and security manager
2019 Mar	Incident typing	Incident typing to be consistent with NIMS (UH System typing is reversed)	Update to U.S. Department of Homeland Security standards By F. Chambers-safety and security manager
2020 Jan	Section V	Change public information to "Campus Emergency Communicator"	Role made to be consistent with UH System designation from VP Admin Affairs By F. Chambers-safety and security manager
2020 Jan	Section VII	Change to Campus Public Safety Committee	Per UHCC System, the Campus Clery Compliance Committee is the overarching committee; campus safety should be a sub-committee By F. Chambers-safety and security manager
2020 Jan	Section VIII	Amend section	Amend to reflect U.S. Department of Homeland Security standards By F. Chambers-safety and security manager
2020 Mar	Section V	Add alternate to Emergency Communicator Verify hyperlinks	Alternate: UH System Director of Communications Hyperlinks verified By F. Chambers-safety and security manager
2020 Jul	Entire plan	Update adoption	Chancellor exec summary dated July 23, 2020.
2024 Jun	Section XI	Amend UH Alert	Amend section from UH Alert to UH RAVE system

PLAN DISTRIBUTION

DATE	DEPARTMENT, SECTION, OR INDIVIDUAL	HARD COPY QUANTITY	SENT PDF FILE (YES/NO)
2017 Jan	Admin services for review	0	Yes
2018 Jun	Office of Safety and Security-archive	0	N/A
2019 Mar	Office of Safety and Security-archive	0	N/A
2020 Apr	Office of Safety and Security; Chancellor, VCAA, VCSA, VCAS, Dean Div I, Dean Div II, OCET, Facilities/Maintenance	9	Yes
2021 Jul	Office of Safety and Security; Chancellor, VCAA, VCSA, VCAS, Dean Div I, Dean Div II, OCET, Facilities/Maintenance	9	Yes
2022 Jul	Office of Safety and Security; Chancellor, VCAA, VCSA, VCAS, Dean Div I, Dean Div II, OCET, Facilities/Maintenance	9	Yes
2023 June	Document reviewed/finalized	0	N/A
2023 Jul	Office of Safety and Security; Chancellor, VCAA, VCSA, VCAS, Dean Div I, Dean Div II, OCET, Facilities/Maintenance	9	Yes
2024 June	Amended UH Alert to RAVE Alert system	0	N/A
2024 Jul	Office of Safety and Security; Chancellor, VCAA, VCSA, VCAS, Dean Div I, Dean Div II, OCET, Facilities/Maintenance	9	Yes

ADDENDUMS **2**

PLAN DISTRIBUTION **3**

EXECUTIVE SUMMARY ..... **i**

FORWARD ..... **ii**

ASSUMPTIONS ON CONSISTENCY & CLARIFICATION ON CERTAIN TERMINOLOGIES II
EMERGENCY PLANNING – A FLUID PROCESS II
DEDICATED PERSONNEL II
PLANNING METHODOLOGY III
REMOVAL OF AMBIGUITIES AND CLARIFYING TERMINOLOGIES III
END-TO-END APPROACH IV
COMPLIANCE WITH FEDERAL LAWS GOVERNING CAMPUS PUBLIC SAFETY AND EMERGENCY MANAGEMENT V
ENCHANCING COMMUNICATION PROTOCOLS V
NO CAMPUS-LEVEL AUTHORITY TO ISSUE AN "ALL CLEAR" V
RECORDATION AND ARCHIVES VI

I. INTRODUCTION **1**

A. PURPOSE 1
B. SCOPE 1
C. LAWS AND AUTHORITY 1
D. MISSION 2

II. CAMPUS-SPECIFIC THREATS, CATEGORIES, AND PLANNING PRIORITIES **2**

A. NATURAL THREATS TO CAMPUS 2
B. HUMAN-INDUCED THREATS TO CAMPUS 3

III. THE CAMPUS RESPONDERS **3**

A. CAMPUS SECURITY DEPARTMENT PERSONNEL (PRIMARY RESPONDER) 3
B. CAMPUS CRISIS MANAGEMENT TEAM PERSONNEL (SECONDARY RESPONDER) 4
C. CAMPUS SECURITY AUTHORITIES (TERTIARY RESPONDER) 4

IV. CAMPUS EMERGENCY MANAGEMENT COORDINATOR **4**

V. CAMPUS INCIDENT COMMAND AND THE CAMPUS CRISIS MANAGEMENT TEAM **4**

A. ROLES AND RESPONSIBILITIES RELATED TO THE CCMT/CEMC LEADER 5
B. PRIMARY DUTIES OF THE ON-DUTY CCMT/CEMC LEADER & AUTHORITY 5
C. FAILSAFE FOR CCMT LEADERSHIP 6
D. FIRST-LINE CEMC STAFF 6

VI. CAMPUS SECURITY AUTHORITIES **7**

A. ROLES AND RESPONSIBILITIES OF CAMPUS SECURITY AUTHORITIES (CSAS) 7
B. IDENTIFYING CSAS 8

VII. CAMPUS CLERY COMPLIANCE COMMITTEE (PENDING FORMATION) **8**

A. DETERMINING CAMPUS COMPLIANCE COMMITTEE REPRESENTATION 8
B. GENERAL DUTIES OF THE CCC: 9

VIII. CAMPUS CONCEPT OF OPERATIONS **9**

A. PREVENTION/MITIGATION 9
B. PREPAREDNESS ACTIONS 9
C. DISCOVERY OF AN EMERGENCY OR POTENTIAL EMERGENCY 10
D. INITIAL CAMPUS RESPONDERS AND ON-SCENE PRIORITIES 10
E. INCIDENT TYPING AND COMMAND AND CONTROL (BY TYPE OF INCIDENT) 11
F. WINDWARD COMMUNITY COLLEGE CAMPUS EMERGENCY MANAGEMENT CENTER ORGANIZATIONAL CHART (SEE FOLLOWING PAGE FOR CHART) 11
G. INCIDENT TYPING 13
H. RECOVERY / RETURN TO NORMALCY 27

IX. COMMUNICATION PROTOCOLS FOR ALL TYPES OF INCIDENTS 28

A. Establishing Early Communication 28
B. Maintaining Regular and Broad-Range Communication 28
C. Maintaining a Current Call List 28
D. Confirming Communication 28
E. Documentation of all Communication 28

X. TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS 28

A. Personnel Responsibilities 29
B. Legal and Financial Implications 29
C. Exceptions that May Prevent Issuance of a Warning or Notification 29
D. FERPA Exemption and Access to Protected Information 29
E. Utilizing All Available Means to Issue a Warning or Emergency Message 30
F. Decision Criteria for a Timely Warning or Emergency Notification 30

XI. UH ALERT SYSTEM FOR TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS (How is the Campus Community notified) 31

A. Thresholds 31
B. Overview of the New UH RAVE Alert System 31
C. UH Rave System Authorizers and Authorized "Senders" 32
D. Testing of UH RAVE System 32
E. UH RAVE System Sign Up 32
F. Campus Community Outreach Responsibilities 32

XII. EVACUATION PROCESSES (How does the campus conduct an evacuation) 32

A. Responsibilities and Personnel Designations 32
B. The Campus' Building Emergency Coordinator (upon formation) 32
C. General Evacuation Processes 33

XIII. EMERGENCIES INVOLVING INTERNATIONAL STUDENTS 34

A. Responsibilities and Personnel Designations 34
B. DSO Training Requirements 34
C. Plan Annex Requirements for International Students Programs 34

XIV. EMERGENCIES INVOLVING PERSONS IN STUDY ABROAD PROGRAMS 35

A. Responsibilities and Personnel Designations 35
B. Training Requirements for Study Abroad Personnel 35
C. Plan Annex Requirements for the Study Abroad Programs 35

XV. EMERGENCY RESPONSE AND EVACUATION PLAN REVIEW AND UPDATES 36

A. Formal Annual Reviews and Updates 36
B. Plan Addendums 36

XVI. EXERCISES AND DRILLS (validating the plan and practicing the process) 36

A. Meeting Clery Act Compliance Measures 36
B. Training Pre-Requisites 36
C. Actual Events Do Not Count Toward Clery Act Compliance 37
D. Adherence to U.S. Department of Homeland Security Exercise Guidelines 37
E. Notifications to First Responders and Other Stakeholders 37

XVII. MONITORING PLAN AND PREPAREDNESS IMPROVEMENTS 38

Note: Windward Community College's Campus Crisis Management Team maintains separate response annexes and emergency contact lists which are for internal use only and not for public distribution.

UNIVERSITY of HAWAI'I
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Ko'olau

Office of the Chancellor

January 14, 2025

Effective emergency management planning does not begin at the onset of an emergency but well before as part of our overall planning and institutional activities. Health and safety are the highest priorities at Windward Community College, and this plan is part of how we work together with aloha for our campus and community.

The Federal Emergency Management Agency (FEMA) developed emergency management best practices, which identify four distinct areas of focus: 1) Prevention/Mitigation; 2) Preparedness, 3) Response, and 4) Recovery. FEMA's emergency management best practices integrate institutional guidance to address issues such as institutional organization and administration, multiple institutional programs, study abroad programs, large geographic areas, open-space environments, multiple buildings/complexes, residential housing, and extensive auxiliary and enterprise services.

To further assist Institutions of Higher Education in emergency planning, a six-agency team (U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency) developed the *2013 Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education,* which outlines a comprehensive approach to emergency management planning.

University of Hawaii Executive Policy 2.203 Emergency Management delegates to each campus the responsibility of codifying campus roles, responsibilities, procedures, and protocols. That are consistent with federal emergency management planning guidelines. This campus-specific plan includes federally compliant, comprehensive details and communication and decision-making protocols to ensure an efficient and effective response to campus emergencies and disasters. Our goal for Windward Community College is to promulgate campus emergency /disaster resiliency.

Now, therefore, as Chancellor, I hereby approve and submit for dissemination the 2024 version of the *Windward Community College Campus Emergency Response and Evacuation Plan.* I encourage each member of our community to familiarize themselves with this plan now so that we are prepared if and when an emergency response is needed.

Ardis Eschenberg, Chancellor
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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 similar in concept to a departmental plan that supports an over-arching corporate plan.

This document is based on certain hierarchical standards set forth by the current University of Hawaii System Emergency Management Plan (System Plan) and specific U.S. Department of Homeland Security (DHS) emergency management planning guidelines, in addition to complying with applicable federal, state, and local laws, statutes, ordinances, and any other regulatory requirements related to emergency management.

At the completion of each annual threat assessment or assessment review and update session, the Windward Community College's Campus Crisis Management Team may identify additional threats that are unique to the campus; and, may develop and integrate additional, campus-specific processes and terminology into this Plan. Those inclusions shall not negate or minimize the intents or priorities of the System Plan or DHS guidelines.

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 less than 10 years after the attack on the World Trade Center (September 11, 2001), emergency managers were faced with a multitude of changes in emergency plans ranging from changes in laws and authorities, changes in standardized terminology, and changes in training requirements that added courses in the National Incident Management System/Incident Command System. These are just a minute sampling of examples that demonstrate the fluidity of emergency planning.

The main take-away of these examples is that change must be expected. And, with change must come a conscious commitment by campus administrators to support and provide resources for continuous planning activities.

DEDICATED PERSONNEL

Campus emergency management planning 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. Therefore, required changes to the Campus Plan must be made regularly and in a timely manner when gaps are identified.

To ensure that emergency readiness is maintained, Windward Community College's administration has a designated a Campus Emergency Management Coordinator (Vice Chancellor for Administrative Services; alternate-Safety and Security Manager) whose responsibilities include overseeing plan maintenance, validating the plan through exercises, conducting campus community education and outreach, and maintaining open communication with the University of Hawaii System's Emergency Management Coordinator (Vice President of Administrative Affairs or designee).

PLANNING METHODOLOGY

This Campus Plan was systematically developed to minimize the initial learning curve for new/transferring personnel, as well as to minimize the need to seek numerous, separate reference documents. This document was designed such that specific sections can be easily "pulled-out," replicated, and distributed to personnel who have designated tasks in the Campus Emergency Management Center upon its activation. Below is a list of recommended "pull-out" sections:

GENERAL DESCRIPTION OF CONTENT
Introductory administrative topics such as purpose, scope, roles, organization, and functions
The actual concept of operations (the in-depth "how to" manage a Type III, II, or I emergency incident)
Key items that ensure compliance with external requirements and performance requirements under federal law (the Clery Act)
Key items that ensure sustained preparedness
INTERNAL DOCUMENTS ONLY; NOT FOR PUBLIC DISSEMINATION—Detailed list of activities/tasks to be accomplished by each identified department, office, team, or individual who has a role before, during, and after a disaster or emergency incident (separate lists for each prioritized threat/hazard)

REMOVAL OF AMBIGUITIES AND CLARIFYING TERMINOLOGIES

The current University of Hawaii System Plan utilizes terminology that can cause confusion or miscommunication. To clearly delineate the terminology differences, this template utilizes completely different words, which avoid negating or blending roles and responsibilities. The clarification listed below is consistent with the U.S. Department of Homeland Security, the Federal Emergency Management Agency, the State of Hawaii-Hawaii Emergency Management Agency, and the City and County of Honolulu-Department of Emergency Management.

ITEM DESCRIPTION	OFFICIAL FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
The first person on-scene	"First Responder"	"UH System Responder"	"Campus Responder"
A single person or group of people whose field expertise is immediately available to make field decisions on actions taken by people on-scene	"First Responder Field Command"	Generally, the System will not establish a Campus Field Command; System Responders are to first report to the "Campus Emergency Management Center" before entering the scene	"Campus Field Command" is established by the campus; and, has authority for on-scene actions if no First Responder Field Command has yet been established

ITEM DESCRIPTION	OFFICIAL FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
"Command and Control" Generally, a structured group (or an individual) which is usually located close to, but, apart from the actual responders on-scene With certain small scale incidents, 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" or "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 authority over any on-scene response. However, System Executive representation in the ICC/UCC can make recommendations on operational decisions.	Campus-level incident command and control is 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 or ICC.
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 governmental political jurisdictions (e.g., Federal EOC, State EOC, or County EOC)	The UH System to utilize the term "Emergency Management Center" or "EMC" (as opposed to EOC)	The campuses to utilize the term "Campus Emergency Management Center" or "CEMC" (consistent with EP
A structured team of people whose primary tasks are to provide coordination support to the responders and to track/record resources and costs	State of Hawaii: "State Emergency Response Team" or "SERT" Federal Emergency Management Agency (FEMA): Designees for the "Emergency Support Function" or "ESF"	"Emergency Management Team" or "EMT"	"Campus Crisis Management Team" or "CCMT"
The person who oversees activities of the team that coordinates and tracks resources	State of Hawaii "SERT Leader" FEMA "FCO" or "Federal Coordinating Officer"	"System EMT Leader" (as opposed to "Executive") or "EMT Leader"	"CCMT Leader" Note: In certain instances, the on-scene Campus Responder can be the Leader if no CCMT is convened

END-TO-END APPROACH

The Windward Community College Campus Response and Evacuation Plan (Campus Plan) was deliberately designed to ensure that all facets of emergency management have been covered from one end to the other (start to finish or "end-to-end"). Simply, Windward Community College has made a deliberate effort to close the planning gaps. By doing so, this Campus Plan follows the best practice of viewing emergency management as a circular cycle with no end. Emergency Management is an on-going effort to ensure a high level of readiness and resilience.

COMPLIANCE WITH FEDERAL LAWS GOVERNING CAMPUS PUBLIC SAFETY AND EMERGENCY MANAGEMENT

In addition to various other Clery Act compliance requirements, a campus must disclose to the public its emergency plans. Windward Community College conducts an annual exercise to test the validity of various sections of its Emergency Response and Evacuation Plan (Plan). Based on the results of the exercise, the Plan will be reviewed and updated. Note that the Clery Act requires a campus (in its Annual Security Report) to provide emergency procedures which are current and consistent with the Plan.

The Higher Education Opportunity Act (HEOA) requires a campus to take certain actions during incidents involving sexual harassment and sexual offenses. Like the Clery Act, certain public disclosures are required by the campus; and, measures are taken to ensure that those disclosures are also current and consistent with the Plan.

All public policy statements are reviewed by the Windward Community College Campus Crisis Management Team and approved by the Vice Chancellor for Administrative Services prior to release to the campus community.

ENCHANCING 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. That being said, Windward Community College has integrated best practices that were set forth by the national Integrated Public Alert and Warning System (IPAWS) program which was 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 via television and radio broadcast as well as social media such as Twitter.

As an added enhancement, this Campus Plan 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 UH 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 this type of communication must be included in the incident tracking documentation)

No return to premise 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 a sister in the police 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; however, law enforcement investigation continues" 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 Office of Safety and Security with a back-up electronic copy filed in the office of the Vice Chancellor for Administrative Services.

Any hardcopy documents have been digitized to promulgate long-term, paperless archiving. All digital documentation has been archived on CD-ROM (or better technology) and retention is for 20 years. After 20 years, only documents containing final outcomes or decisions will be kept in perpetuity of the institution. Final outcomes or decisions 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.

The ability to reference past documents for past practices ensures that the lessons learned are perpetuated from administration to administration—thus avoiding repetition of past errors in judgment or past inefficient processes.

WINDWARD COMMUNITY COLLEGE
COMPREHENSIVE EMERGENCY RESPONSE & EVACUATION PLAN

I. INTRODUCTION

A. Purpose

The purpose of the Windward Community College Campus Emergency Response and Evacuation Plan (Campus Plan) is to establish standardized, campus-level procedures and protocols consistent with, and in support of, the University of Hawaii System Emergency Management Plan (System Plan) as well as in compliance with the U.S. Department of Homeland Security's National Incident Management System.

B. Scope

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

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. Violence Against Women Act (VAWA), Public Law 113-4, To reauthorize the Violence Against Women Act of 1994

   d. 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 127A, Emergency Management

   b. Hawaii Revised Statutes Chapter 463-10.5, Guards; registration, instruction, training, testing, and continuing education

3. Revised Ordinances for the City and County of Honolulu

4. University of Hawaii

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

c. Executive Policy EP 2.203 Public Safety and Emergency Management

d. Executive Policy EP 9.210 Workplace Non-Violence

e. Administrative Policy AP 9.730 Workplace Non-Violence Campus Procedures

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

g. Community Colleges Policy UHCCP 11.600 Safety and Security Programs

D. Mission

In alignment with the University of Hawaii System Emergency Management Plan, the mission of Windward Community College is 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

This Campus Plan 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 Windward Community College's Safety and Security Manager who considers factors such as probability and frequency of occurrence, statistical information from studies and reports, level of threat to life, and level of threat to property. The process is often referred to as a "Threat and Risk Assessment."

The order in which the threats appear below 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.

The following are campus-specific threats in order of planning priorities for fiscal year 2024 (July 1, 2023 to June 30, 2024).

A. Natural Threats to Campus

1. Flood-Rain Water Ponding and Facilities Infiltration
2. High Wind / Tropical Storm
3. Hurricane
4. Earthquake/Tsunami Effects (only if campus declared safe-haven by Governor)
5. Pandemic (naturally occurring)

B. Human-Induced Threats to Campus

1. Workplace Violence/Domestic Violence
2. Sexual Harassment/Sex Offense
3. Hazardous Material Release
4. Utility Outage
5. Fire-Equipment or Vehicle
6. Fire-Structural
7. Public Demonstration/Public Disturbance (aka "Riot")
8. Improvised Explosive Device
9. Active Shooter
10. Pandemic (terrorism-related release)

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, Windward Community College has identified 4 major categories of Campus Responders who are trained and skilled to meet the needs of the Campus Community in an emergency incident.

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. Campus Security Department Personnel (primary responder)

The main role of Campus Security Department 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. Unless attending to an existing life-saving incident, Campus Security Department personnel shall cease normal, daily tasks and proceed 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.

Campus Security Department 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 a Campus Responder. 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 Campus Security Department (or to 9-1-1 Police 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 attending initial 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 primary role of Campus Emergency Management Coordinator (Campus EM Coordinator or Coordinator) is to serve as an operational liaison between the Campus Executive Representative (seated at the first responder field commend or formal Incident Command Center) and the Campus Emergency Management Center lead. For certain incidents the Campus EM Coordinator may be called upon to provide technical information to the Campus Crisis Management Team Leader. At Windward Community College, the Coordinator role is assigned to the Safety and Security Manager.

During non-emergency periods, the Coordinator is responsible for managing emergency management programs. Program activities can include, but are not limited to, plan maintenance and updates, validating the plan (e.g., exercises), plan outreach and education (e.g., presentations, drills), maintaining open communication with the University of Hawaii 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 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 manage emergencies 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, to review and analyze post-incident "Hot Wash" and "After Acton Review" reports, initiating any urgently needed proposed addendums to the Campus

Response and Evacuation Plan (Campus Plan), to conduct formal annual reviews of this Campus Plan, and to submit recommended amendments to the Campus Plan to the Vice Chancellor for Administrative Services for approval.

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

While the Chancellor has the final responsibility for ensuring the existence of a qualified, capable, and cohesive CCMT, the Vice Chancellor for Administrative Services has the responsibilities of identifying and designating personnel to the CCMT in addition to general oversight of CCMT activities.

The CCMT Leader 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. The primary CCMT Leader may opt to remain on campus and assign the alternate to the ICC/UCC.

1. Qualifications of the CCMT/CEMC Leader

As a measure to curb risks and liabilities, only the on-duty CCMT Leader who is physically on the campus can serve as the CEMC Leader. Additionally, only qualified personnel can be designated as a CEMC Leader and CEMC Staff (primary or alternate).

2. Primary CCMT/CEMC Leader and Alternates

The campus Chancellor shall serve as the primary CEMC Leader for Windward Community College. The following is the list of designated CCMT alternates 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-Division I (4th alternate)

e. Dean-Division II (4th 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 CCMT Leader will be the initial point of contact for all notifications of escalating campus incidents or campus incidents that have potential to escalate, in addition to being the initial point of contact for any other matters that involve the CCMT.

3. The CCMT Leader is responsible for maintaining open communication with the designated University of Hawaii System Emergency Management Team Leader personnel to share information and strengthen relations.

4. The CCMT Leader, who is on-campus, is responsible to keep Campus Security Department personnel informed of his/her 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 re-purpose 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 or catastrophic facilities failure/damage. The best-qualified Campus Responder may be Campus Security 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 arrival of the First Responder, the same 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' Emergency Communicator 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 campus Safety and Security Manager shall serve as the primary Operations Section Chief. The following is the list of designated alternates by order listed:

a. To be identified based on security workforce availability (1st alternate)

b. To be identified based on Campus Crisis Management Team member availability (2nd alternate)

2. Campus Planning Section Chief

The campus Dean-Division I shall serve as the primary Planning Section Chief. The following is the list of designated alternates by order listed:

a. Dean-Division II (1st alternate)

b. Director-OCET (2nd alternate)

3. Campus Logistics Section Chief

The campus Operations and Maintenance Manager shall serve as the primary Logistics Section Chief. The following is the list of designated alternates by order listed:

a. Campus Human Resources Officer (1st alternate)

b. To be identified based on staffing availability (2nd alternate)

4. Campus Administrative/Finance) Section Chief

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

a. To be identified based on staffing availability (1st alternate)

b. To be identified based on staffing availability (2nd alternate)

5. Campus Public Information Officer

The campus Emergency Communicator (currently the campus Marketing Director) shall serve as the primary Public Information Officer. The following is the list of designated alternates by order listed:

a. Campus Web/Multimedia Specialist (1st alternate)

b. UH System Director of Communications to be contacted for assistance (2nd alternate)

VI. CAMPUS SECURITY AUTHORITIES

One of the Clery Act compliance measures 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 (CSAs)

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 for general oversight of CSA identification and training as prescribed under the federal Clery Act. The Safety and Security Manager 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 Campus Security Department 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 Campus Security 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 Campus Security Department or Campus Crisis Management Team 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 to that list. Windward Community College follows the University of Hawaii Community College System Office's established criteria for determining what constitutes a prospective CSA. The campus criteria below exceed the minimum guidance set forth by the federal Clery Act:

1. University Campus Security Officers
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 position, places them in direct contact with the Campus Community affairs on a regular basis

VII. CAMPUS CLERY COMPLIANCE COMMITTEE (PENDING FORMATION)

The formation of the campus Clery Compliance Committee (CCC) is in process. The CCC will be a multi-disciplined group tasked to ensure that all facets of Clery Act compliance and U.S. Department of Homeland Security regulations, performance measures, and other program initiatives are being met.

A. Determining Campus Compliance Committee Representation

The Chancellor is responsible for overseeing the activities of the CCC and is responsible for reviewing and considering recommendations received from the CCC related to identifying compliance gaps and improvement activities. The Vice Chancellor for Administrative Services is responsible for determining what constitutes the most practical, but, widest representation; and, identifying and designating appropriate personnel who have earned the distinction of serving on the CCC. The campus Safety and Security Manager is responsible for convening and leading meetings; and, recording all activities of the CCC.

The CCC 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. Campus Security
2. Behavioral Intervention Team
3. Human Resources
4. Academics

5. Counseling Services

6. Facilities

7. Campus Judiciary

8. Campus Faculty Senate

9. Student Government

B. General Duties of the CCC:

1. Conducting meetings at least once a month or as necessary to review sections of Clery Act compliance, measure the level of compliance, identify areas of improvement, and to provide compliance improvement recommendations to the campus Chancellor.

2. Making other recommendations to the Chancellor on matters that promulgate enhancements in emergency response and evacuation planning and practices.

3. Conducting surveys of the campus community on a regular basis to determine the campus community's expectations related to safety and security.

VIII. CAMPUS CONCEPT OF OPERATIONS

A. Prevention/Mitigation

This section details preventive/mitigation activities of the Campus Crisis Management Team (CCMT) to include:

1. Conducting and evaluating campus threat/risk assessments

2. Regular review of each programs Emergency/Disaster Annex

3. Annual (at minimum) identification of campus "emergency workers" who shall be called upon prior to, during, and after a major incident or disaster. This is consistent with Administrative Directive No. 15-01 "Emergency Management Preparedness Requirements for Departments (David Y. Ige-Governor; August 11, 2015); referencing Hawaii Revised Statute Title 10. Public Safety and Internal Security, 127A. Emergency Management, 127A-8 Status and rights of personnel "(a) All state and county officials, officers, and employees are considered 'emergency workers' and shall perform functions as determined by their respective state or county department director during emergencies or disasters."

4. Although entitled "Preparedness" by Administrative Directive, Windward Community College places this responsibility under "Preventive/Mitigation" to ensure that sufficient time is allocated for emergency worker identification.

B. Preparedness Actions

This section details preparedness activities of the Campus Crisis Management Team (CCMT) to include:

1. Timely notification to campus programs to begin preparedness actions based on each programs' Emergency/Disaster Annex

2. Monitoring completion of preparedness actions; and, delegating resources and support where needed

3. Notify University of Hawaii System of campus preparedness status (if situation requires)

C. 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:

4. On-scene discovery by Campus Security Department personnel

5. In-person notification to Campus Security Department personnel who are on patrol

6. In-person notification at the Campus Security Department office (Alakai Building, Room 113) or using the Emergency call box at the door.

7. Direct phone call to the Campus Security Department. Direct number: (808) 235-7355 or extension 355 from an internal phone unit.

8. Campus Code Blue Emergency Phone Stations (generates a direct call to the Campus Security Department duty phone)

9. Radio or other interoperable communication device utilized by Campus Security Department and Campus Crisis Management Team personnel

10. Emergency Call boxes in specific offices (5 offices)

D. Initial Campus Responders and On-Scene Priorities

Although personnel from the Campus Security Department are the primary, designated Campus Responders for emergency incidents, there may be occasion when a member of the Campus Crisis Management Team or a credentialed Campus Security Authority may be called upon to act as the Campus Responder or act in an assisting capacity to the Campus Security Department 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 III, Type II, or Type I)
        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 Campus Security Department personnel, Safety and Security Manager, Campus Crisis Management Team personnel)
            - External first responder components (police, fire, ambulance; service provider agencies)

d. Convey all information to other available Campus Security Department personnel, and/or the Safety and Security Manager, and/or the on-duty Campus Crisis Management Team Leader

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

E. Incident Typing 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 the command and control authorities and areas of responsibilities based on the type of incident; and, to define clear protocols and methodologies for communication.

Annexes developed by each campus program details, by threat, minimum departmental response actions, which are to be accomplished before, during, and after an emergency or disaster. Each departmental task list is broken down into the four (4) phases of emergency management (preparedness, response, recovery, prevention/mitigation) and identifies specific functions and the specific responsible person or persons to oversee those functions to completion. Note that all Annexes are for internal purposes and not for public dissemination.

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

a. Definition by Specific Type of Incident

b. Severity Level Designation

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

d. Next on Scene Command and Control Actions

e. Convening the Campus Crisis Management Team

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 2 Incidents and De-Activation of the CCMC

F. Windward Community College Campus Emergency Management Center Organizational Chart (see following page for chart)

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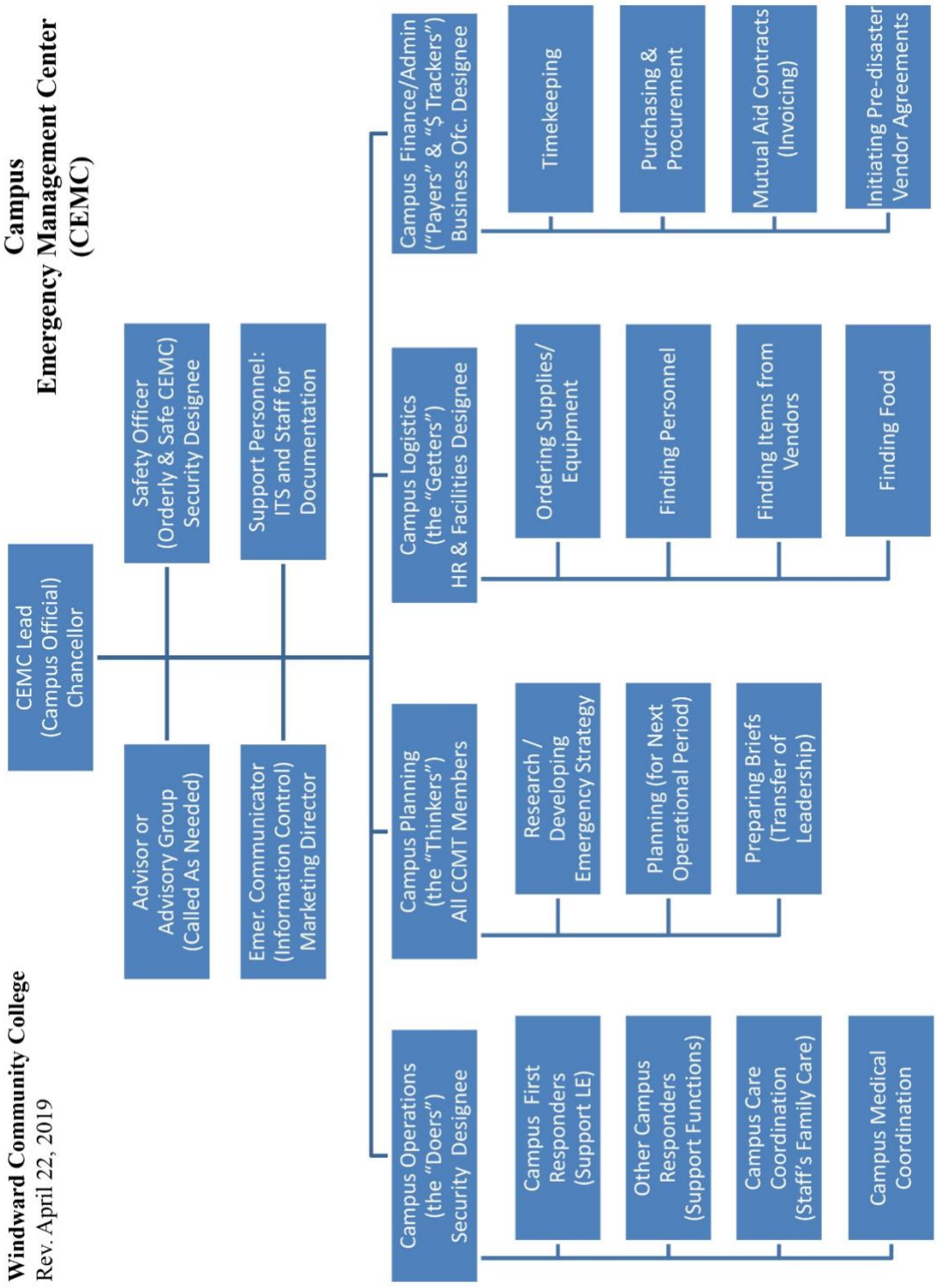
WINDWARD COMMUNITY COLLEGE
CAMPUS EMERGENCY MANAGEMENT CENTER
ORGANIZATIONAL CHART



G. Incident Typing

1. TYPE III INCIDENT

a. Definition of a Type III Incident

1) The Type III 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 III 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 III "Minor" to quickly escalate to a Type II or Type I 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 III Incident

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

- If the incident is Type III, 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 Campus Security Department 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 III Incident

- Person-to-person voice communication (phone) shall be the primary means of establishing communication. SMS/text is an acceptable means of communication ONLY under certain circumstances; AND, a response is required. 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 III 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 III 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 III 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. Convening the Campus Crisis Management Team for a Type III Incident

Generally, most Type III incidents do not require any formal convening of the CCMT. For the majority of Types III 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 II or Type I).

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

1) Generally, formal activation of the Campus Emergency Management Center (CEMC) for a Type III 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 III 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 II or Type I).

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 II or Type I).

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 II or Type I).

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 II or Type I).

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

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 III 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 II or Type I).

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2. TYPE II INCIDENT

a. Definition of a Type II Incident

1) The Type II 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 II event could also include a small area of the surrounding community.

b. Severity Level Designation for a Type II 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 II "Moderate" to quickly escalate to a Type I "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 II Incident

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

- If the incident is Type II, 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 Campus Security Department 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 II Incident

- Person-to-person voice communication (phone) shall be the primary means of establishing communication. SMS/text is an acceptable means of communication ONLY under certain circumstances; AND, a response is required. 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 II 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 II Incidents

For all Type II2 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 II2 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 II 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 II 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 II 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 II Incidents

The CCMT Leader (or designee) is responsible for immediately notifying and briefing the persons listed below upon learning of the incident escalation. 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 Emergency Management Team (EMT) Leader
- Community Colleges System Executive In-Charge
- University of Hawaii Director of Communications

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 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 II to a Type I (or the Type II indicates fast-rising percentages to upgrade to a Type I), 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 II 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 II 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. 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 II 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 is required for all Type II incidents – even for a Type II monitoring cell (refer to the sections on "HOT WASH & AFTER ACTION REVIEW REQUIREMENTS" for guidance).

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3. TYPE I INCIDENT

a. Definition of a Type I Incident

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

2) A Type I 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 I Incident

1) "Disaster" (System Plan)

2) "Extreme" (Common Alert Protocol)

- Extraordinary threat to life or property
- Incident may have been re-classified from a Type III "Minor" or Type II "Moderate"/"Severe that escalated to a Type I "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 I Incident

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

- If the incident is Type I, 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 Responders, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
- If no other Campus Security Department personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying the First Responders and the CCMT Leader (or next alternates).

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

- For a Type I incident, person-to-person voice communication (phone) is the only acceptable means of communication. Absolutely NO SMS/text email shall be utilized to conduct emergency notifications to the CCMT Leader unless circumstances leaves no choice but to do so. A response must be received to consider the communication completed and valid. Incident documentation must be recorded related to the reason SMS/text was utilized.

- 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 I Incident

1) If the Type I incident is a result of an escalated Type III or Type 2II 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 I 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 I Incidents

1) For Type I 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 (CCMC) which is structured for multi-agency resource management.

2) If the Type I incident is a result of an escalated Type III or Type II 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 I 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 I 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 I incident. Most of the initial CEMC activities at the onset of a Type I 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 I incident is a result of an escalated Type III or Type II incident, most of the transfers of command will have taken place and expansion of the CEMC will be required.

If the Type I 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 I Incidents

The CCMT Leader (or designee) is responsible for immediately notifying and briefing the persons listed below upon learning of an escalated Type III or Type II incident to a Type I incident; or, upon learning a Type I incident. 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 Emergency Management Team (EMT) Leader
- Community Colleges System Executive In-Charge
- University System Director of Communications

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 I incident is a result of an escalated Type III or Type II 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 I 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 I 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 I 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 I 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 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 is required for all Type I incidents (refer to the sections on "HOT WASH & AFTER ACTION REVIEW REQUIREMENTS" for guidance).

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H. 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 all Type II and Type I incidents.

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

3. Documentation Submission

a. Type II and Type I documentation are to be submitted to the Campus Emergency Management Coordinator (Safety and Security Manager) 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 III documentation can remain internal to the department, office, or individual unless otherwise required.

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IX. COMMUNICATION PROTOCOLS FOR ALL TYPES OF INCIDENTS

A. Establishing Early Communication

Establishing early communication is a requirement and must following 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 II or Type I incident. Type II incidents are included in this mandate because of the potential to escalate quickly, it is imperative that the stakeholders at the University of Hawaii system- and campus-level (at Windward Community College) are provided with sufficient, advance 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 Hawaii System Emergency Management Team is managing an incidents that has the potential to affect another campus or multiple campuses.

C. Maintaining a Current Call List

The Campus EM Coordinator (Safety and Security Manager) 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 date and time of communication, method of communication, person sending information, person confirming receipt of information, and the message or content of message.

X. TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Under federal Clery Act guidelines, "timely warning" is the issuance of a timely message that provides information to the campus community so that people can make informed decisions about their own safety and security (example: “Security received a report today that a vehicle was stolen from south parking lot last week; 1998 Toyota, 4 dr sdn, black, lic #234-ABC; no known suspect, no current threat to campus community; this shall be the only message regarding this incident). Note that follow-on timely warning messages are not required.

An emergency notification is the **immediate** issuance of information under circumstances that have an "imminent or on-going threat" to the campus community (example: “Security received a report 2 min ago that 2 males stole a vehicle from south parking lot headed to West St exit; 1998 Toyota, 4 dr sdn, black, Lic#234-ABC; if seen do

not attempt to stop; call police immediately; update to follow as information is received"). All emergency notifications must have follow-on status notifications (example: ("Update to 2:00 pm theft of Toyota from south parking lot; vehicle was recovered 4 miles from campus; suspects arrested; this is the last message to be sent for this incident").

Issuing a timely warning or emergency notification is a campus responsibility. Therefore, as with all other campus executive-level, emergency decision-making processes, all discussion and activities leading to the dissemination of the timely warning must be conducted only by those who are on campus and those who have first-hand knowledge of the totally of circumstances. Remote communication and coordination is not an acceptable practice as it is highly inefficient and highly vulnerable to information/communication gaps, which all contribute to significant time loss or erroneous warning messages. However, if remote communication and coordination is utilized as the last resort, such circumstances must be recorded by the Campus Crisis Management Team.

A. Personnel Responsibilities

Because the Campus Crisis Management Team (CCMT) Leader has final responsibility for issuing a timely warning or emergency notification, it is incumbent upon all CCMT members to avoid deviation from timely warning or emergency notification development and sending processes. Any external interference in campus processes must be halted immediately. In accordance with the National Incident Management System's "Incident Command System," rank, position, or status of the external source of interference has no standing unless consulted by the CCMT Leader. Such instances of interference must be documented and is required to be presented during the formal incident After Action Review with subsequent follow-on remedial actions to prevent such instances.

B. Legal and Financial Implications

A failure to follow timely warning and emergency notification processes may result in the delay of message dissemination which could result in liability exposure to the campus; and, possible assessed fines for federal Clery Act non-compliance.

C. Exceptions that May Prevent Issuance of a Warning or Notification

1. The Campus Responder 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 Campus Responder determines that any of those compromising situations are prevalent, the warning notification must be withheld. The Vice Chancellor for Administrative Services is responsible for informing those who are tasked with timely warning duties of this protocol for exceptions.

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 Family Educational Rights and Privacy Act (FERPA) DOES NOT APPLY under the circumstances listed below.

After receiving information of the priority for life safety, any individual who interferes with the release of protected information for a timely warning requirement will be immediately removed by the Campus Crisis Management Team (CCMT)

Leader from such decision-making activities. The CCMT Leader will, then, have the authority to direct any available personnel in the records section to access information. If there is no qualified CCMT Leader at the time, the best qualified Campus Responder will have the authority to take such actions. The Vice Chancellor for Administrative Services is responsible for follow-on education of those who require more information on FERPA exceptions and the transfer of authority under certain circumstances.

As a quick guide:

1. In the case of an emergency, information that is normally protected under FERPA can be released without consent when needed to protect the health and safety of others.

2. If institutions utilize information from the records of the Campus Security Department, FERPA is not implicated as those records are not protected by FERPA.

E. Utilizing All Available Means to Issue a Warning or Emergency Message

The Clery Act requires a campus to identify all available means to disseminate a timely warning. Windward Community College's Campus Crisis Management Team is responsible for determining the means of delivery and the content. Any or all of the below will be utilized to disseminate timely warning messages.

1. UH RAVE SMS/Text (Eff. Feb.-2025)
2. UH RAVE Email
3. Social Media (FaceBook and Twitter)
4. Code Blue emergency station reverse calls and enunciators (loud speakers)
5. When applicable, the fire alert system enunciators
6. When applicable, cooperation with radio and television media
7. Mobile

F. Decision Criteria for a Timely Warning or Emergency Notification

Every incident has different circumstances that will influence what type of message is disseminated. When in doubt, sending a message should be elected. Below are helpful questions to ask when determining what type and how fast to issue the Timely Warning or Emergency Notification:

1. What kind of threat is it? (active shooter, fire, flood, building collapse, etc.)
2. What is the nature of the hazard? (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? (some toxins have irreversible effects)
5. Who or what is at risk and how close are they? (populated open area, buildings with/without air handlers, downwind area, etc.)
6. Are there special needs populations? (need 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?

XI. UH ALERT SYSTEM FOR TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS (How is the Campus Community notified)

The federal Clery Act requires every Title IV institution to have, without exception, emergency response and evacuation procedures in response to emergency and dangerous situations. Additionally, the institution is required to immediately notify the Campus Community of an imminent or on-going threat. The intent of emergency notifications is to prevent loss of life or injury to persons.

The intent of timely warning is to aid in the prevention of similar crimes, injury, or harm by providing information that enables people to take personal action to protect themselves.

A. Thresholds

1. What is "Timely"

"Timely" is not prescribed in writing by the number of minutes lapsed from the initial discovery or notification of an incident. Timeliness is determined by a significant situation or potentially dangerous situation that could pose a threat to the health or safety of the campus community. A timely warning will provide sufficient amount of information and lead time to assist people in their decision-making processes to take certain actions, seek options, or develop alternatives to their normal routine in order to minimize their exposure to possible danger/threat. Campus Crisis Management Team who must keep in mind the campus community's need for information to make personal decisions for their own safety and security.

2. What is "Immediate for an Imminent or On-Going Threat"

The main objective of an emergency notification is to provide the campus community with sufficient information to aid in quickly avoid confrontation with an imminent or on-going threat. An imminent or on-going threat places a person at risk for confrontation with the threat; or, places a person in a life-threatening situation with very little time to take personal safety actions and/or very limited courses of action.

B. Overview of the New UH RAVE Alert System

To aid in the outreach of students, faculty, and staff, the University of Hawaii System (consisting of 10 campuses) combined both an SMS/text capability and an emergency email emergency broadcast capability into a single system called the "UH RAVE System." Which will take the place of the current UH Alert system on February 01, 2025. 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 Hawaii emails.

The UH RAVE System alerts the Campus Community in the event of a natural, health, civil emergency, campus closures, or other emergent threats. The UH ALERT System is intended for use in the event of an emergency that impacts the health and safety of the campus community or entire closures of campuses; and, not for day-to-day notifications. The University of Hawaii System does not give, rent, sell, or voluntarily

supply your information to any third party for any reason other than emergency notification.

C. UH Rave System Authorizers and Authorized "Senders"

Protocols have been established by the University of Hawaii System related to a list of campus personnel who have the authorization to add or delete personnel and who can access the "send" function in the UH RAVE System. The list is confidential to internal users.

D. Testing of UH RAVE System

Aside from actual use during emergencies, the UH RAVE System will be tested twice a year during the Fall and Spring Semesters. Although testing equipment and systems are not one of the Clery Act compliance measures, it is a policy of the University of Hawaii Community Colleges system to do so.

E. UH RAVE System Sign Up

The UH RAVE System sign-up is available to all persons who are assigned a "hawaii.edu" email account. UH RAVE is an "opt in" method; meaning that persons will need to physically sign up for the service.

Note: Some people may incur charges for each SMS/text received based on their carrier's plan. The University of Hawaii campuses will not be responsible for such charges. Additionally, while every effort is made to deliver timely emergency messages through the UH RAVE System, due to limitations with public carrier networks the University of Hawaii System cannot guarantee every successful delivery of an emergency message. Therefore, it is incumbent on each member of the campus community be observant of others that appear to be mass exiting a building or seeking safe shelter.

F. Campus Community Outreach Responsibilities

The Chancellor is responsible for approving outreach programs that promote the UH RAVE System; and, for delegating the responsibility of educating the Campus Community on personal safety measures.

The Vice Chancellor for Administrative Services is responsible for overseeing the implementation of such programs and for ensuring that other emergency notification systems or programs are available for those with visual, hearing, and language limitations. Windward Community College urges those with special needs to contact the campus Disabilities Coordinator in Akoakoa Building room 213; or, phone (808) 235-7448.

XII. EVACUATION PROCESSES (How does the campus conduct an evacuation)

A. Responsibilities and Personnel Designations

The Campus Compliance Committee (upon formation) will be responsible for the development of a sub-committee consisting of Building Emergency Coordinators to assist Campus Response personnel in the coordination, guidance, and recordation of evacuation logistics from incident onset to the closure of the evacuation area.

B. The Campus' Building Emergency Coordinator (upon formation)

1. Designees will be assigned by buildings or complexes.
2. Expected Responsibilities of the Building Emergency Coordinators

a. Pre-incident planning to identify appropriate evacuation sites based on types of hazard, wind direction, and safe and quick access.

b. 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. Pre-incident outreach and training for the campus community. Outreach topics must 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 back up 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 registration of special needs persons

e. Conducting/coordinating the 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)

C. General Evacuation Processes

1. The Building Emergency Coordinator will be notified of the need for evacuation by the following means:

a. The Building Emergency 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 the threat

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. The 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 Emergency Coordinator with the help of assisting personnel will account for evacuated personnel at the site

5. The Building Emergency Coordinator will communicate with the CCMT Leader directly regarding personnel who are unaccounted (or anyone else who is in an operations capacity that can be reached immediately; could even be the police or fire department)

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

7. The Building Emergency Coordinator will curb rumor and panic control at the evacuation site by providing evacuees with regular status reports

8. The return to premise can only occur when the Building Emergency Coordinator receives 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 relative who works in a police dispatch center.

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

XIII. 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 the ICE (Immigration Customs Enforcement) 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" (DSOs plural; DSO singular) 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 (e.g., transferring) 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 must satisfactorily complete the following training at minimum: "Campus Security Authorities," "IS-/I-100.HE 'An Introduction to Incident Command System'," and "IS-/I-700.A 'An Introduction to National Incident Management System."

C. Plan Annex Requirements for International Students Programs

1. To ensure that federal compliance is met; and, that the needs of the international students are met during emergencies, the primary DSO is responsible for the development and maintenance of an "International Students Program Annex" which is to be integrated into this Plan.

2. The Annex shall contain (at minimum):

a. Specific identities of the primary DSO and alternates with all means of contact

b. Specific points of contacts and contact numbers for law enforcement agencies and applicable governing agencies related to international students

c. A detailed breakdown of the responsible persons' actions/activities before, during, and after the disaster or emergency incident

d. The alternate means of communication upon the failure of conventional communication/utilities

e. The location of alternate facilities or remote locations by which to access the DHS database to update the international students' information

XIV. EMERGENCIES INVOLVING PERSONS IN STUDY ABROAD PROGRAMS

A. Responsibilities and Personnel Designations

The Chancellor is responsible for ensuring the identification and proper training of campus personnel who are charged with the oversight and management of students and other personnel while travelling abroad. Such personnel are responsible to understand their roles and function before, during, and after emergency situations (to include natural or man-caused disasters, crimes, and incidents with imminent threat) which occur while abroad. Study abroad students and personnel must receive information on who to and how to report emergencies and crimes; and, how they will receive notification and information on what to do related to an imminent threat.

B. Training Requirements for Study Abroad Personnel

All personnel who are engaged in any management or advising of students whole abroad must satisfactorily complete the following training at minimum: "Campus Security Authorities," "IS-/I-100.HE 'An Introduction to Incident Command System'," and "IS-/I-700.A 'An Introduction to National Incident Management System."

C. Plan Annex Requirements for the Study Abroad Programs

1. To ensure that compliance with the federal Clery Act performance measures for study abroad students are met; and, that the needs of the international students are met during emergencies, the primary, designated program official is responsible for providing advance information to Safety and Security Manager.

2. The information shall consist of (at minimum):

a. Specific identities of the primary and alternate personnel who are expected to travel with students; and, all means of contacting them while abroad

b. Specific points of contacts and contact numbers for law enforcement agencies and applicable governing agencies related to the jurisdiction(s) abroad

c. A detailed breakdown of the of the responsible persons' actions/activities before, during, and after the disaster or emergency incident (should be prepared for each different locale abroad)

d. The alternate means of communication upon the failure of conventional communication/utilities while abroad

e. The location of alternate facilities or remote locations at which to shelter if the designated site requires complete evacuation

XV. EMERGENCY RESPONSE AND EVACUATION PLAN REVIEW AND UPDATES

A. Formal Annual Reviews and Updates

A formal review must be conducted annually before the last working day of July in order to meet the end of August deadline to ensure timely completion of the campus Annual Security Report which must include public information about the campus' emergency response and evacuation processes). The Campus Compliance Committee will be 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.

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

A. Meeting Clery Act Compliance Measures

1. Testing the Plan (meaning "validating the content of the Plan")

One of the Clery Act compliance measures is the requirement to test the validity of campus emergency response and evacuation processes and procedures by way of exercises. Every calendar year, the Campus Crisis Management Team will conduct an exercise to test elements of the Windward Community College's Campus Response and Evacuation Plan. Additional practice drills (e.g., building evacuations or lockdowns) can be included as a part of or separate from the exercises.

2. Prescribed notifications to the Campus Community of exercise and drill activities.

All exercises and drills are to be scheduled and the Campus Community will receive certain notification information of exercise and drill activities both in advance and after the event. Note: The notifications will also 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 Pre-Requisites

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 methodologies and timeframes that will be in compliance with the Clery Act.

2. The Vice Chancellor for Administrative Services (VCAS) is responsible for coordinating the identification of personnel who are expected to engage in emergency/disaster activities (disaster-response personnel), conveying information on the required NIMS/ICS courses that must be completed; 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 (Safety and Security Manager) is responsible for assisting the VCAS in oversight activities and compiling course completion statistics for the University of Hawaii System's Emergency Management Coordinator who will submit annual reports to the U.S. Department of Homeland Security.

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 U.S. Department of Homeland Security Exercise Guidelines

1. All exercises and drills are to be developed and implemented according to the U.S. Department of Homeland Security's 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. Strategies for Improvement (which is to be 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

Because the Chancellor is the highest campus official with the highest level of responsibility for the actions, activities, and decisions for his/her campus, the Exercise Plan and the Final After Action Report must receive prior approval by the Chancellor before implementation/dissemination. No designee is acceptable unless it is an appointed "Acting Chancellor."

E. Notifications to First Responders and Other Stakeholders

Because exercises and drills are 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 timeframes as the notification to the Campus Community.

XVII. MONITORING PLAN AND PREPAREDNESS IMPROVEMENTS

The Campus Emergency Management Coordinator (Safety and Security Manager) is responsible for monitoring and documenting the progress of the objectives in the Exercise Plan for Improvement. The Campus Emergency Coordinator is also responsible for informing the Vice Chancellor of Administrative Service of any issues (which are beyond the control of the Campus Emergency 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 OF PLAN