

#### 4. **DISSEMINATION OF EMERGENCY INFORMATION:**

Disaster conditions occurring during scheduled class periods will require expeditious communication of information and instructions to employees and students. Uncertainty and confusion must be avoided, prevented or minimized and the protection of lives must be the primary concern.

##### A. COMMUNICATION SYSTEMS

###### 1. Mobile Loudspeakers (Audio Hailers)

Audio hailers (bull horns) will be utilized at the Field Control Point for on-site public information and instruction purposes.

###### 2. Radio

The local radio stations have the potential of reaching a considerable number of employees and students. Likewise, television stations may also carry emergency messages through the Emergency Broadcast System (EBS). During a major disaster, tune in to a local EBS radio station.

###### 3. Building Fire Alarm Systems

Most buildings have independent audible fire alarm systems that can be activated to indicate that immediate evacuation of a building is ordered. **IMPORTANT: DO NOT** activate The Fire Alarm Systems for building evacuation in the event of a Bomb Threat

###### 4. Campus Telephone System or Word of Mouth

While slow compared to the above, these systems can be utilized in conjunction with any of the above. The dissemination of emergency information and instructions by means of a "communication pyramid" telephone system will be utilized. All Deans and Directors will be contacted who, in turn, will contact their sub-units.

#### 5. **EMERGENCY ANNOUNCEMENTS**

##### A. **INFORMATION TO BE DISSEMINATED THROUGH UHH SECURITY PERSONNEL AND UHH SWITCHBOARD OPERATOR.**

###### 1. Alert

This is the traditional alert to advise all persons involved to prepare for an emergency with further instructions to follow.

2. Suspend Classes

The UHH Chancellor and HawCC Provost or designee is authorized to suspend classes. This action shall be considered as a rapid method of removing employees and students from the campus and dispersing them as rapidly as possible.

3. EVACUATE BUILDINGS AND/OR CAMPUS

Each person appointed as Building Administrator or Assistant Building Administrator for that building shall announce the evacuation signal. The names of the Building Administrator and Assistant Building Administrator and subsequent replacements shall be sent to the Environmental Health and Safety Office for inclusion into the Emergency Operations Plan. (See Page 21 & 22, Appendix B for listing of Building Administrators and Assistant Building Administrators).

The signal to evacuate any building will be mobile loudspeaker, and/or word of mouth. On hearing the alarm, all persons will leave the building in an orderly manner. Without compromising their safety, the Building Administrator and/or the Assistant Building Administrator for the respective building, will ensure that all personnel are clear of the building and that all necessary utilities are secured.

This simple emergency announcement should suffice to begin an orderly evacuation of the campus by the staff and non-essential employees. Campus residents--dormitory students and staff residents--may or may not be evacuated, depending on conditions. All campus personnel not essential to carrying out the Emergency Operations Plan must be dismissed and encouraged to proceed to their home if sufficient time is available.

4. Building evacuation is appropriate for:

- a. Hurricanes
- b. Fire
- c. Bomb Threat, Explosion or threat of Explosion
- d. Bioterrorism
- e. Shooting Incidents
- f. Hazardous Material Incident
- g. Post-earthquake
- h. Any occurrence which would make a building uninhabitable

5. Convert Campus

Action to convert the campus to temporary shelters will be accomplished only upon direction from the Chancellor and Provost.

In the event of extensive personal property damage from tsunami, flood, earthquake, etc., portions of the campus may be used for temporary shelter for persons who lost their homes. The UHH Chancellor and HawCC Provost will designate buildings to be utilized for shelter after being notified by Civil Defense of the extent of shelter space and other services required.

6. Seek Shelter

The UHH Chancellor and HawCC Provost may order Seek Shelter for disasters such as sudden windstorm, hurricane, flood, etc. Shelters are listed under **Appendix D, Page 38 and Appendix E, Page 40**.

**B. CIVIL DEFENSE WARNINGS AND ALERT SIGNALS**

Know the Civil Defense warning and alert signals and what action to take when hearing them. (Refer to the "Civil Defense Disaster Preparedness Information" section in the GTE Hawaiian Tel Phonebook).

1. A STEADY THREE (3) MINUTE SIREN TONE IS THE ATTENTION ALERT SIGNAL. Tune your radio or television to any station and listen for emergency information and instructions.
2. Listen to Emergency Alert System broadcasts for further instructions and the all-clear announcement.



**APPENDIX A  
EMERGENCY TELEPHONE NUMBERS**

Police Department.....911  
 Fire Department.....911  
 Civil Defense Agency.....935-0031  
 Campus Security.....974-7911

<u>Staff</u>	<u>Business</u>	<u>Residence</u>
UHH Chancellor (Rose Tseng) <a href="mailto:rtseng@hawaii.edu">rtseng@hawaii.edu</a>	974-7444/7445	959-2225
UHH Vice Chancellor for Administrative Affairs, (John Whittaker) <a href="mailto:jwhit@hawaii.edu">jwhit@hawaii.edu</a>	974-7750/7751	933-2432
UHH Vice Chancellor for Academic Affairs, (Rachel Fordyce) <a href="mailto:rfordyce@hawaii.edu">rfordyce@hawaii.edu</a>	974-7301	933-2659
UHH Vice Chancellor for Student Affairs, (Keith Miser) <a href="mailto:kmiser@hawaii.edu">kmiser@hawaii.edu</a>	974-7334/7335	981-0127
HawCC Provost, (Sandra Sakaguchi) <a href="mailto:Hawprov@hawaii.edu">Hawprov@hawaii.edu</a>	974-7659 or 933-0806	961-9159 895-8943 (c)
HawCC Director of Administrative Services, (Alan Subica) <a href="mailto:subica@hawaii.edu">subica@hawaii.edu</a>	974-7614 or 974-7656	959-3547 895-8942 (c)
HawCC Dean of Instruction, (Harry Kawamura) <a href="mailto:hkawamur@hawaii.edu">hkawamur@hawaii.edu</a>	974-7592 or 974-7484	935-0265
HawCC Dean of Student Services, Director of Cont. Education & Training (John Carroll) <a href="mailto:carrollj@hawaii.edu">carrollj@hawaii.edu</a>	974-7658 or 974-7657	969-7973

Director of Publications, (Alyson Kakugawa-Leong) <a href="mailto:alyson@hawaii.edu">alyson@hawaii.edu</a>	974-7642/7643	935-5729
Auxiliary Services Officer, (Kolin Kettleon) <a href="mailto:kolin@hawaii.edu">kolin@hawaii.edu</a>	974-7369/7599	935-5018
Environmental Safety Specialist, (Miles Nirei)-Comm Colls <a href="mailto:nirei@hawaii.edu">nirei@hawaii.edu</a>	956-9464	530-1163 (p)
Environmental Safety Specialist, (Ken Ikeda) <a href="mailto:keni@hawaii.edu">keni@hawaii.edu</a>	933-3300 937-4089 (c)	
Facilities Planner, (Lo-Li Chih) <a href="mailto:loli@hawaii.edu">loli@hawaii.edu</a>	974-7595/7720	966-7038
Student Health Nurse, (Carolyn Lesnett) <a href="mailto:lesnett@hawaii.edu">lesnett@hawaii.edu</a>	974-7636	775-0566
Director of Housing (Miles Nagata) <a href="mailto:mnagata@hawaii.edu">mnagata@hawaii.edu</a>	974-7522	964-5298 898-2069 (p)
CTAHR County Administrator (Wayne Nishijima) <a href="mailto:waynen@hawaii.edu">waynen@hawaii.edu</a>	959-9155	961-6555



## APPENDIX B

### BUILDING ADMINISTRATORS AND ASSISTANT BUILDING ADMINISTRATORS

<u>Building</u>	<u>Bldg. Administrator</u>	<u>Assistant</u>
300 Auxiliary	Kolin Kettleson	Alan Sugiura
300 A- Business	Lois Fujiyoshi	Susan Horimoto
319 Agriculture	Jack Fujii	Michael Shintaku
320 Athletics	Kallen Miyataki	Jim DeMello
321 Auto Body	Lloyd Sanborn	Michael Saito
322 Auto Mech	Harold Fujii	Kenneth Shimizu
323 Diesel	Larry Wakida	Ken Muranaka
324 Welding	Ken Muranaka	William Derasin
330 Hale Ikena	Chad Cabral	Miles Nagata
331 Hale Kehau	Kelly Blair	Miles Nagata
333 EKH	Mitzi Hennessey	Lisa Mendoza
333 EKH	Carole Kuba	Cathy Gourd
333 EKH	Yolanda Belog	Kay Kobata
333 EKH	Peggy Yoshizumi	Maris Asato
334 Library/Media Ctr	Ken Herrick	Patricia Okamura
335 Administration	Barbara Jean Saito	Audrey Furukawa
336 Campus Ctr	Ellen Kusano	Henrilene Pickens
337 PB10 to PB14	Rick Castberg	William Higa
337 PB17 & PB18	Keiki Kawai'ae'a	Cecily Keakealani Dias
338 Student Services	Keith Miser	Larry Test
339 PB8	Richard Lee	Jackie Debus
340 PB9	Darryl Mleynek	Virginia Branco
341 PB5 to PB7	Elizabeth Ojala	Joan Kuroda
342 Theater	Larry Joseph	Robert Abe
343 Hale Kauano	Chad Cabral	Miles Nagata
344 Life Sciences	Don Hemmes	John Coney
345-A & B College Hall	Stephen Worchel	Normand Dionne
345 C	Phil Taylor	Darcy Bevens
345-D Gym/Cottage	Alan Sugiura	Kolin Kettleson
346 Business Ed	Joel Peralto	Stella Tavares
347 Hale Kanilehua	Kelly Bair	Miles Nagata
348 Wentworth Hall	Ernest Kho	Edward Herlicska
349-A, C PB1 PB3	Nina Buchanan	Madeline Sehna
349-B, D PB2, PB4	Nina Buchanan	Madeline Shena
378 Provost	Alan Subica	Marvin Kitchen
379 Office	John Carroll	Karen Kane/ Barbara Arthurs
379-A OCET/FAO	John Carroll	Wilton Watanabe
380 AECTech/ OCET/ CVE	Clyde Kojiro	Gayle Cho
Halau Ho'ona'auao		
I Ola Haloa		

381 Class, Skills Dev	Sara Narimatsu	Fred Basilio
381 -A Na Pua No'eau	David Sing	Roberta Banks
382 Food Service	Allan Okuda	Rodger Sakamoto
383 Hale Aloha	Loli Chih	Jun Haruki
385-A Early Childhood	Mary Goya	Mai Wong
385-B Ceramics	Gordon Lee	Linus Chao
385-C Art	Linus Chao	Gordon Lee
386-AgMech	David Ikeda	Marcel Tsang
386-B Carpentry Shed	Gene Harada	Gordon Nekoba
387-(Under Renovation)	Wilt Watanabe	
388-Office/Classroom	Roselyn Smith	Albert Yoshitsugu
389 Aux. Shop	Shoko Nagamine	Gordon Nekoba
390 Carpentry	Gene Harada	Harvey Motomura
391 Electricity	Harry Takiue	April Nakagawa
392-B Applied Technical Educ	Gayle Cho	
393- (Under Renovation)	Wilt Watanabe	Wayne Miyamoto
394 Art	Mike Marshall	Mike Marshall
395 Art	Wayne Miyamoto	Claire Shigeoka
397 Business/Personnel	Mike Leialoha	Richard Short
Panaewa Farm	Gregory Nielsen	Kerry Ogawa
Komohana Ag Complex	Wayne Nishijima	Eunice Domingo
Beaumont Research Center	Trent Hata	

**APPENDIX C**  
**ACTION TO BE TAKEN DURING**  
**SPECIFIC EMERGENCIES**

**1. FIRE**

**A. Fire Within Building**

If a fire is detected within a building, the following procedures will be followed:

1. Shout "FIRE" to alert others in the building. Activate the building fire alarm. All building occupants shall immediately evacuate the building.
2. Call the Fire Department and report the fire. Inform Auxiliary Services/Campus Security of the situation and actions taken.
3. Do not re-enter the building.
4. Stay upwind of the fire/smoke and remain at a safe distance from the fire and fire fighting equipment. Render first aid as may be required.
5. Security personnel will keep access roads open for emergency vehicles and direct fire fighters to location of fire.
6. The UHH Chancellor or HCC Provost will direct further action as required.

**B. Fire Near A Building**

If a fire is detected near a building, the following procedures will be followed:

1. Inform Auxiliary Services/Campus Security of the fire. If the nearby fire poses an immediate threat to students, faculty, and staff or the building, Activate the building fire alarm to evacuate the building.
2. The Chancellor and Provost will evaluate the situation and determine the need to evacuate the building or area. The Fire Department may be called depending on the nature of the fire.
3. The Chancellor and Provost will direct further action as required.



## 2. EARTHQUAKE

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

**B. Inside of Buildings:**

1. The faculty, teaching/laboratory assistant, or other employee directs occupants to stand against the wall away from the windows, drop down to the floor and take cover under a desk, sturdy table, door jamb or stairwell. If that is not possible, seek cover against an interior wall, protecting your head and neck with your arms.
2. Avoid areas near large windows, tall furniture and heavy hanging objects.
3. After the earthquake, remain calm. Do not leave the building until the shaking is over. Then exit in a calm and orderly manner. Do not use the elevators. DO NOT BLINDLY RUN OUTSIDE, parts of buildings may still be falling.
4. Do not return to buildings for any reason until they have been declared safe.
5. The Building Administrator and Assistant Building Administrator should observe from a safe distance from all building entrances to see that no one re-enters the buildings.
6. Do not light any fires after the earthquake. If your area has gas utilities, do not flip switches, including light switches, which may spark and ignite the gas.
7. Avoid touching electrical wires which may have fallen.
8. Check for injured persons. Render first aid if trained. Do not move the victim unless he or she is in immediate danger. Seek emergency help as soon as possible.
9. The Chancellor and Provost will determine the advisability of closing the campus. If necessary he/she will try to procure the advice of competent authorities about the safety of the building.
10. Turn on the radio for latest bulletins.
11. Subsequent shocks may follow the initial tremor. Do not return to buildings until officials declare them safe.

**C. Outside of Buildings:**

1. The safest place is in the open. Stay there until the earthquake is over.
2. Move away from buildings, trees, and exposed wires.
3. DO NOT RUN.
4. Follow procedures "Inside of Building" on page 24, Section B. #4 through #7 .
5. **In Car or Bus:** On a mountain road, the side of the road may not be the safest place, hence the driver should quickly consider the terrain before deciding where to stop.
6. If possible, pull to side of road away from any buildings, and crouch or lie down in car.
7. Set brakes.
8. Turn off ignition.
9. Wait until earthquake is over.
10. Follow procedures "Inside of Building" on page 24, Section B. #4 through #7 .

**3. SEVERE WINDSTORM**

A. Severe windstorms usually strike without warning. The following actions if time permits, should be accomplished. Classes may be suspended prior to allow students, faculty and staff to return home. Dormitory students shall be guided by instructions from the Housing staff.

1. Auxiliary Services:
  - a. Assist with taping of glass panes on windows and doors.
  - b. Secure any outside staging, scaffolding, planking, loose iron roofing, and anything that can blow away.
  - c. Shut off gas to buildings when campus operations cease.

2. Occupants of buildings:

- a. Tape up glass panes on windows and doors.
- b. Close windows and blinds (draw all drapery in a closed position). Stay away from glass windows.
- c. Secure loose materials (i.e. store inside of file cabinets, desk drawers, etc.).

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

1. Everyone should seek shelter immediately.
2. Employees and Students should be assembled inside shelters or best available buildings. (Refer to Appendix D, Pages 38 & 39, Hurricane Rating of University Space). Each person responsible for a building, classroom or laboratory shall ensure that all disabled/handicapped persons have been assisted to reach cover.
3. Close windows and blinds (draw all drapery in a closed position). Stay away from glass windows.
4. During the windstorm, remain near an inside wall, on the lower level if possible.
5. Stay inside the building as loose flying objects, downed wires, falling branches/trees, etc. may pose life-threatening situations.
6. Avoid structures with large roof spans.
7. Evacuate rooms subject to full force winds.
8. Keep tuned to a local Emergency Broadcast System radio station for latest advisory information.

**C. Actions after the winds subside:**

1. After the winds abate, temporarily secure damaged buildings to prevent further weather damage.
2. Notify the Damage Control Officer of any break, damage, or suspected break, in any utility system or building.



3. Do not touch any downed wires due to electrical hazards. Notify the Damage Control Officer and the Hawaiian Electric Light Company of the downed wires.
4. Should anyone detect gas, notify the Damage Control Officer. Ventilate the building if able to do so safely. Do not light any matches, lighters, etc. or turn on any device that may cause ignition.
5. Be careful of broken glass and other sharp objects (eg. protruding nails, jagged metal edges).
6. If a building sustained considerable damage from the windstorm, do not enter the building until given permission by the Damage Control Officer.

#### 4. **HURRICANE**

The Hurricane season starts in June and ends in November of each year. Winds that exceed 74 miles per hour is a Hurricane. When a tropical depression forms, the National Weather Service begins to issue a series of advisories, which include watches and warnings, based on the strength and position of the approaching storm.

A **Hurricane Watch** is issued by the National Weather Service when there is a threat of a Hurricane within 36 hours. Preliminary precautions should be taken.

A **Hurricane Warning** is issued by the National Weather Service when sustained winds of 74 MPH or more are expected in a specified area in 24 hours or less. Actions for protection of life and property should begin immediately when the warning is issued.

With the advance warning systems through our Hawai'i County Civil Defense Office, we should have sufficient time to prepare ourselves to minimize and/or eliminate injury or death and to protect our University through preventive maintenance and precautions before and when the Hurricane arrives.

##### A. **Actions to be taken in preparation to a Hurricane Watch:**

1. The University will automatically proceed to Emergency Status.
2. Emergency Operations Plan Officers shall immediately report to the Emergency Operations Center. The Auxiliary Services personnel shall assist in securing the campus by following the instructions on Pages 25 & 26, section 1, "If time and conditions permit" (i.e. taping and boarding of glass windows & doors, etc.). The Emergency Operations Plan Officers shall assist Auxiliary Services personnel in any way, if needed.

3. The Emergency Operations Center will assist in preparing the Evacuation Centers for those who may need to evacuate to these centers (see Page 40, Appendix E for buildings approved by the Hawai'i County Civil Defense). The Emergency Operations Center will also serve as liaison with the Hawai'i County Civil Defense to notify the public of these centers.
4. The Chancellor and Provost or Designee will suspend and close campus upon notification of a **Hurricane Watch**. This will allow employees and students to return home. All University of Hawaii at Hilo and Hawai'i Community College functions that are scheduled within this "watch" phase shall be postponed. Dormitory students shall be guided by instructions from the Housing Officer.
5. The Field Control Officer shall insure that emergency equipment are readily available (i.e. electrical generators, emergency lighting, AM/FM radios, alternate communication systems).
6. The Food Services Officer shall insure and coordinate with Marriot Services that **emergency provisions (food and water)** for approximately two hundred fifty (250) people are available for a minimum of three (3) days.

**B. Actions to be taken in preparation to a Hurricane Warning:**

1. Everyone shall evacuate the campus unless seeking shelter in the designated Evacuation Centers. Dormitory students shall evacuate to locations designated by the Housing Officer (i.e. specified dorms that are Hurricane proof, Evacuation Centers).
2. If for some reason certain individuals are unable to evacuate the campus and the Hurricane arrives, follow the instructions on Page 26, Section 3, if high winds develop during instructional hours with little or no warning."

**C. Actions to be taken after the Hurricane subsides:**

1. After the Hurricane subsides and the all clear signal is given either by notification of phone or radio from the Hawai'i County Civil Defense, all classes shall be suspended and the campus shall remain closed until further notice.
2. When the all clear signal is given, the Emergency Operations Plan Officers shall automatically report to the Emergency Operations Center, assuming roads are clear, their families are safe and their property secured. The EOP Officers shall assist by following the instructions on Page 26, Section 4, "Actions after the winds subside."

3. The Damage Control Officer along with the Field Control Officer, shall inspect all buildings to insure that all buildings on campus are safe to enter. In addition, they shall identify buildings which are unsafe to enter and shall make the necessary repairs.
4. The Damage Control Officer shall notify the Chancellor and Provost or Designee when the campus is safe to resume classes.
5. The Chancellor and Provost or Designee has the authority to reopen the campus and to resume classes.

## 5. **TSUNAMI OR FLOOD**

### **Tsunami**

- A. A tsunami is a series of destructive ocean waves affecting all shorelines. Tsunamis may occur with advance warning or without advance warning (i.e. locally generated).
- B. In case of a tsunami, Civil Defense will sound the ATTENTION ALERT SIGNAL which is a steady blast for one minute on sirens, followed by one minute silence-repeated as necessary. Upon hearing the sirens, turn on the radio and listen for instructions.
- C. In the event that a **TSUNAMI WATCH OR WARNING** is issued by Civil Defense, Auxiliary Services shall notify the Chancellor, Provost, Vice Chancellors, Deans, Directors, and those in charge of off-campus facilities/activities. These individuals shall immediately notify their respective units of the Civil Defense warning and to take proper action. Note: Personnel may not be able to hear the Civil Defense sirens from certain locations of the campuses. Therefore, it is essential for Auxiliary Services to notify these individuals without delay.
- D. Upon hearing the Civil Defense sirens and/or obtaining information that a tsunami warning has been issued, all beach/ocean related activities will immediately cease and individuals will evacuate to higher grounds. No one shall return to lower grounds until after the "all clear" declaration is given by Civil Defense.
- E. Potentially serious traffic problems can develop during a tsunami alert. In reducing traffic problems during this situation, all employees and students not in a tsunami inundation zone shall remain where they are. Only those employees and students working in a tsunami inundation zone (refer to Civil Defense Evacuation Maps in the Verizon Hawaii Tel Phonebook), those having family members in a tsunami inundation zone, and those with unique and special reasons (i.e., having a boat which needs to be removed to the open ocean) may be released (Refer to Governor's Administrative Directive No. 96-07,

### **Flash Floods**

- A. Flash floods are the rapid flooding of streams, valleys, low lying and flood prone areas caused by heavy rains.
- B. Flood Warnings are issued by the U.S. Weather Bureau. Civil Defense may sound the ATTENTION ALERT SIGNAL. Listen to the radio for information and instructions.
- C. Keep away from flood prone areas, do not enter flooded roadways, paths, streams, flood control systems, etc.

## **6. VOLCANIC ERUPTION**

- A. Being of volcanic origin with ongoing activity, the island of Hawai'i is vulnerable to volcanic eruptions and lava flows. The Hawai'i Volcano Observatory (HVO) usually provides information about impending activity. Civil Defense (CD) issues advance warning/evacuation notices to the public regarding volcanic activity but at times may not be able to do so due to the unpredictable nature of volcanoes.
- B. Upon receiving a warning notice:
  - 1. Tune in to an Emergency Broadcast System radio station for latest advisory information.
  - 2. If advised to prepare for evacuation, personnel should secure equipment and buildings; they may also remove valuable items that are relatively easy to transport.
  - 3. If advised to evacuate, keep in mind that in the event of an eruption and lava flow, a long term or permanent evacuation may be possible. The lava flow may cut off roads, utilities and partially or completely destroy property. Alternative sites to conduct operations may become necessary.

## **7. HAZARDOUS MATERIAL INCIDENT**

- A. Hazardous material incidents of disaster magnitude would include run away experiments, major spills or release of radioactive material, or storage accidents involving large quantities of toxic substances. Should such an accident endanger the employees and students of the University of Hawai'i at Hilo and Hawai'i Community College the

following procedures will be followed:

- B. Immediately inform the Environmental Health and Safety Office and Auxiliary Services Office/Campus Security of the incident. Where necessary for safety, employees and students will take immediate action without waiting for direction from University officials.
- C. The Chancellor and Provost will evaluate the situation and determine the need to evacuate the building/campus. If a decision is made to evacuate the building/campus, the evacuation procedure will be followed.
- D. All employees and students should stay upwind of the incident and remain at a safe distance to avoid contact (i.e. breathing fumes, gases, vapors, etc.) with the hazardous material.
- E. The Safety Officer or Auxiliary Services Officer shall notify the Hawaii County Civil Defense and the Fire Department of the incident and seek medical assistance as required.
- F. Security personnel shall prevent entry into incident areas.
- G. The Chancellor and Provost will direct further action as required.

## **8. MAJOR UTILITY OUTAGE**

- A. **In the event of a major utility outage, the following steps are to be followed:**
  - 1. In all cases of electricity, water, gas or communications outages, notify the Field Control Officer (Auxiliary Services) at 974-7369. Auxiliary Services personnel will determine the extent of the outage and take corrective action.
- B. **Electricity Outage**
  - 1. Disconnect all equipment which could be damaged by power surge when electricity is restored.
  - 2. Turn off lights, appliances, window air conditioners and other energy users to reduce power requirements for restoration.

**C. Water Outage**

1. Conserve water resources until restored, keep taps closed.
2. If localized to main campus, request Auxiliary Services to arrange with Board of Water Supply to provide water distribution point for essential use.

**D. Gas Outage**

1. Close all outlets

## 9. **EXPLOSION OR THREAT OF EXPLOSION**

A. In the event of an explosion at the University of Hawai'i at Hilo or Hawai'i Community College, or the threat of an explosion--such as those caused by leaking gas, a faulty boiler or both within a campus/site building--the following will be accomplished:

### B. **Explosion:**

1. If an explosion occurs without warning, take cover by lying on the floor\*.
2. If the explosion occurs within the building, or threatens the building, the instructor should immediately evacuate the building.
3. Shout "Evacuate."
4. Move to an area of safety, and maintain control.
5. Check for injured persons. Render first aid if trained.
6. Notify the Chancellor or Provost Offices. The Chancellor or Provost Offices will notify Security and other agencies as needed.
7. Fight fires only if trained and without endangering yourself or others.
8. Students and staff should not return to the building until Fire Department officials declare the building to be safe for occupancy.
9. The Chancellor and Provost will direct further action as required.

### C. **Threat of Explosion:**

1. Sound the building fire alarm. This will automatically implement action to evacuate the building.
2. Follow procedures 3 through 6 under "EXPLOSION" above.
3. The Chancellor and Provost will direct further action as required.

\*Faculty should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs when the faculty is temporarily not present.



## 10. **BOMB THREAT**

### A. **When a Bomb Threat Is Received:**

1. Keep the caller on the line as long as possible. Utilize the BOMB THREAT CHECKLIST (Exhibit A). Ask the caller to repeat the message. Record every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
3. Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.
4. Pay particular attention to peculiar background noises such as motors running, background music, or any other sounds which may give a clue as to the location of the caller.
5. Listen closely to the voice (male or female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, report the call to the Chancellor or Provost Offices and fill out the BOMB THREAT CHECKLIST as completely as possible.

### B. **Evacuation of Building/Campus**

The Chancellor or Provost Offices will report the information immediately to the Hawai'i County Civil Defense, Hawai'i Police Department and Hawai'i Fire Department. The Chancellor or Provost Offices will then evaluate the threat and decide whether to evacuate the building/campus, not to evacuate, and/or search on a limited basis. If a decision to evacuate the building/campus is made, the following actions will be taken:

1. Call all security personnel on campus to report to immediate area of the building involved and to standby for further instructions. The Chancellor or Provost will coordinate the evacuation.
2. During normal working hours, verbal notification, will evacuate the building. Inform employees and students of the bomb threat and request an orderly evacuation from the building area to a designated area of the campus or complete evacuation of the campus.
3. After normal working hours, the Chancellor and Provost will be informed of the threat. The Chancellor or Provost will inform the Hawaii County Civil Defense, Hawaii Police Department, and Hawai'i Fire Department and evaluate the threat and take appropriate action.



4. **Two-way radios, cellular phones and fire alarms should not** be used during the interim since the radio frequency transmission could activate the explosive device.

**C. Location of Suspicious Object**

1. Personnel locating any suspicious object should report this to Auxiliary Services/Campus Security. Do not move, jar, or touch the objects or anything attached thereto. The removal/disarming of an explosive device must be left to the professionals in explosive ordinance disposal.
2. Evacuate the area of all other personnel involved in the search. Do not permit re-entry into the area until the device has been removed/disarmed.

**D. Re-occupancy of Building**

1. After a search has been completed and all located explosive devices have been removed, or no explosive devices have been located, and the building is declared safe, re-entry will be permitted.
2. The decision to permit re-entry must be made by the Chancellor and Provost or Plan Directors.

**E. ALL BOMB THREATS MUST BE TREATED AS LEGITIMATE AND MUST BE IMMEDIATELY REPORTED.**

**11. EXHIBIT A**

**CHECK LIST WHEN YOU RECEIVE A BOMB THREAT**

Time and Date Reported: \_\_\_\_\_

How Reported: \_\_\_\_\_

Exact Words of Caller: \_\_\_\_\_

\_\_\_\_\_

Questions to Ask:

1. When is bomb going to explode? \_\_\_\_\_

2. Where is bomb right now? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Why did you place the bomb? \_\_\_\_\_

6. Where are you calling from? \_\_\_\_\_

Description of Caller's Voice: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_

Tone of Voice \_\_\_\_\_ Background Noise \_\_\_\_\_

Has an Accent? \_\_\_\_\_ Is voice familiar? \_\_\_\_\_

If so, who did it sound like? \_\_\_\_\_

Other voice characteristics: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_ Remark: \_\_\_\_\_

\_\_\_\_\_

Name, Address, Telephone of Recipient: \_\_\_\_\_

\_\_\_\_\_



## 12. BIOTERRORISTIC THREAT

### A. **When a BIOTERRORISTIC Threat of Anthrax or Threat to use any other Biological Agent is Received:**

1. Call 911, inform the Hazardous Materials (HazMat) Team of the Fire Department of the threat.
2. **Do not call Campus Security or any other staff member**, for emergency response.
3. Evacuate in a professional manner and stay upwind of the building.
4. Entry into the building should be restricted. Police Department will enforce a quarantine and NO ENTRY ZONE.
5. Remain at the Evacuation Area, until an ALL CLEAR is announced by the Emergency Personnel.

### B. **ALL BIOTERRORISTIC THREATS MUST BE TREATED AS LEGITIMATE AND ACTION MUST BE TAKEN IMMEDIATELY.**

## 13. SHOOTING INCIDENTS

### A. **Whenever a shooting incident occurs on our campus, the following steps should be taken:**

1. Seek cover to protect yourself and remain calm.
2. If you are accessible to a phone, Call "911" (Police Department) immediately to report the incident.
3. **DO NOT ATTEMPT TO DISARM THE INDIVIDUAL(S).**
4. If you are not in the immediate area but hear the shots, seek cover to protect yourself or move away to a safer location. This will assist the Hawaii County Police Department, in containing the situation. **DO NOT ATTEMPT TO GET TO YOUR VEHICLE TO LEAVE.**

## 14. CIVIL DISTURBANCES/LABOR STRIKES

A. The most important function in either of these types of emergency is that of security operations. All principal entrances to the campus must be manned to ensure free access for authorized personnel and to restrict access of unauthorized personnel.

### B. Civil Disturbance

With a civil disturbance, such as a "sit-in", a decision by the Chancellor and Provost must be reached within a reasonable time whether to take police action or not. Prior to taking such firm action, every possible attempt must be made to persuade the demonstrators to stop the disturbance voluntarily. Only as a last resort should arrests be contemplated since, once the municipal police are called on campus, the resulting actions are under their control and not under the control of University officials.

### C. Labor Strike

During a labor strike, all non-essential maintenance must be stopped and only emergency maintenance service is to be provided. Possibly the most important maintenance item during a labor strike involving blue collar workers will be the cleaning of rest rooms and trash removal. As many volunteers as possible should be recruited to handle rest room cleaning and an attempt should be made to contract trash removal to a commercial company.

## 15. WAR

A. In the event that enemy-initiated action against the United States may be imminent, Civil Defense will sound the sirens at which time personnel shall turn on their radios for emergency information and instructions.

B. Auxiliary Services shall notify the Chancellor, Provost, Deans and Directors of any Civil Defense warnings or /alert notices. **Note: Civil Defense sirens may not be heard from certain locations of the campuses. Therefore, it is essential for Auxiliary Services to notify these individuals without delay.**



**APPENDIX D**  
**HURRICANE RATING OF UNIVERSITY SPACE**

**1. Rating Types and Definition:**

The destruction force of a hurricane is unpredictable. This rating is only intended to minimize the damages caused by hurricane. It is not intended to guarantee the integrity of a structure under such a natural disaster.

**2. Type "A" Safe Room:**

- A. Very well constructed, well protected, which should survive very severe hurricane (up to Force 4).
- B. Floor: Concrete
- C. Wall: Concrete or CM with small or no exterior window
- D. Ceiling (roof): Concrete or heavy lumber
- E. Type "A" Safe Room Listing:
  - 1. College of Agriculture 319-Janitor's closet & storage under stairs
  - 2. New Gym 320B-Storage rooms near entrances
  - 3. Baseball Stadium - Storage Rooms
  - 4. T & I Shops 321-324-Interior rooms (or rooms with small windows) under a concrete "ceiling"
  - 5. EKH 333-Ground floor toilet rooms and storage under stairs
  - 6. Library 334-Electrical & Mechanical rooms at all floors
  - 7. Campus Center 336-HITS room and storage rooms with concrete walls; Student Services 338-Vault and Corner storage rooms
  - 8. Life Sciences 344-Room 1, 16A and 22A
  - 9. HawCC Provost Building 378-Vault

**3. Type "B" Safe Room:**

- A. Well constructed rooms, which should survive severe hurricane (up to Force 3).
- B. Floor: Concrete
- C. Wall: Concrete or CM with exterior windows
- D. Ceiling (roof): Concrete, concrete/steel or heavy lumber
- E. Type "B" Safe Room Listing:
  - 1. College of Agriculture 319-Ground Floor
  - 2. T & I Shops 321-324-Rooms with concrete ceiling
  - 3. EKH 333-All rooms
  - 4. Library 334-Interior rooms or rooms without big windows
  - 5. Campus Center 336-Interior rooms or rooms without big windows
  - 6. Student Services 338-Interior rooms or rooms without big windows
  - 7. Theater 342-Back stage rooms



8. Life Sciences 344-All rooms
9. Komohana Agriculture Complex 370B-Ground Floor
10. Manono Campus T & I Shops-Rooms under wood attic
11. Student Dormitories-All floors except top floor (1st and 2nd floor of a 3 story building)

**4. Type "C" Safe Room:**

- A. Well constructed rooms, which should survive hurricane (up to Force 1).
- B. Most rooms on campus are type "C" safe rooms, except rooms to avoid as below.

**5. Type of Rooms to avoid:**

- A. Floor: Light structure without tie-down
- B. Wall: Light structure and wall with large windows
- C. Roof: Light metal roof on light lumber structure
- D. Ceiling: Suspended ceiling under light roof

**6. Shelters for emergency other than hurricane. (Do not take shelter under structure during earthquake.)**

- A. Shelters for non-hurricane emergencies
  1. Old Gym
  2. Campus Center
  3. EKH Classrooms
  4. Dorm Recreation Rooms
  5. Hale Kehau Dining Room
  6. Library Lanai
  7. Institute for Astronomy

**APPENDIX E**  
**CIVIL DEFENSE**  
**DESIGNATED HURRICANE EVACUATION CENTERS**  
**ON CAMPUS**

The Hawai'i County Civil Defense designated the following UHH and HawCC buildings as Hurricane Evacuation Centers:

<u>Hurricane Evacuation Center No.</u>	<u>Facility</u>
001	HawCC Cafeteria
002	New Gym - Kawili Street
002A	Theater-Auditorium

**UNIVERSITY OF HAWAII AT HILO & HAWAII COMMUNITY COLLEGE**  
**EMERGENCY OPERATIONS PLAN APPROVED BY:**

\_\_\_\_\_  
(signed)  
**Dr. Rose Tseng,**  
**Chancellor UHH and Senior Vice President UH**  
**(EOP Co-Plan Executive)**

\_\_\_\_\_  
9/21/99  
**Date**

\_\_\_\_\_  
(signed)  
**Sandra Sakaguchi, Provost HawCC**  
**(EOP Co-Plan Executive)**

\_\_\_\_\_  
9/23/99  
**Date**

\_\_\_\_\_  
(signed)  
**Harry Kim, Director**  
**Hawai'i County Civil Defense**

\_\_\_\_\_  
9/23/99  
**Date**

