Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The **1995 paper" WCC Policies" documents are no longer in use.**

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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WINDWARD COMMUNITY COLLEGE
Administration, General

EMERGENCY ACTION PLAN AND PROCEDURES

1. Purpose:

To formalize the general procedure for handling of all emergency and disruptive situations on the Windward Community College campus, including fires, riots, bomb threats, accidents, natural disasters, and other similar incidents which contribute to or result in an emergency or disruptive situation.

2. Procedures:

In all instances of emergencies or disruptions, calmness of reaction and positive attitude are of primary importance. Quickly survey the situation and determine whether the situation can be controlled. For non-serious situations that are readily controllable, attend to it promptly and at the same time or as soon as possible, notify one of the persons listed under the attached EMERGENCY CONTACT LIST. For situations that are outlined below, follow the stated guidelines. For situations that are not covered herein, or when in doubt, call one of the EMERGENCY CONTACT PERSONS.

a. Fire

1) Activate the emergency fire alarm located in the lobby of each building and vacate building. (Familiarize yourselves with the location of these bell activators.)

2) If during working hours, call the WCC Telephone Operator who will in turn call the Fire Department and one of the persons listed under the EMERGENCY CONTACT LIST. If during off-duty periods, call the Fire Department direct and one of the EMERGENCY CONTACT PERSONS.

3) Stand by to direct Firemen and to answer their questions.

b. Bomb Threats

1) Remain calm and obtain as much information from and about the person who is making the call. Listen to and take notes on any peculiar background noise, or to anything that could give a clue as to the place from which the call is being made and/or the identity of the caller.

2) Immediately call one of the EMERGENCY CONTACT PERSONS. The EMERGENCY CONTACT PERSON will evaluate the threat and decide whether to evacuate the facility or not, and to call the Police. If none of these persons are available, call the Police.

c. Riots

Call the WCC Telephone Operator who will, in turn, notify one of the EMERGENCY CONTACT PERSONS. The EMERGENCY CONTACT PERSON will evaluate the situation and decide whether to call the Police or not. If none of these persons is available, the Police should be called. DO NOT ATTEMPT TO INTERVENE.
d. **Accidents/Sudden Illness**

1) Render any first-aid assistance you are qualified for and/or capable of providing.

2) Call the WCC Telephone Operator who will, in turn, call the EMERGENCY CONTACT PERSON and/or the ambulance.

3) Stand by to direct traffic and/or to render any other assistance.

e. **Natural Disasters**

1) If natural disasters, such as wind and rainstorms, should occur while you are on campus, take appropriate precautionary measures to safeguard life and property.

2) If these natural disasters should occur while you are not on campus, call in to determine whether to report to duty or not and to obtain any further direction of the Administration.

f. **Handicapped Persons**

1) The Director for Administrative Services will designate two employees in each building to be sensitive to the fact that handicapped persons may be in the building. These two employees will check for and assist these handicapped persons to exit the building, should the need to evacuate the building occur. This designation will occur at the beginning of each Fall semester.

2) Additionally, the Director for Administrative Services and his designee(s) will conduct a "sweep" of building restrooms and classrooms to be sure that no handicapped person is trapped or otherwise detained in a building that has been ordered to be evacuated.

This Emergency Action Plan and Procedures are intended to serve as a general guide only. Each employee is expected to:

a. Become familiar with the location of the Fire Alarm Bell activator in the building(s) he/she occupies;

b. Know which exit(s) he/she is to direct students and other occupants out of the building(s) quickly and safely; and,

c. Exercise a degree of maturity in judgement when confronted with a situation.

Approved:

[Signature]

Steven Nakashima, Director
Administrative Services

[Signature]

Peter T. Dyer
Provost
WINDWARD COMMUNITY COLLEGE

EMERGENCY CONTACT LIST

FIRE DEPARTMENT  >
AMBULANCE SERVICE >  911 ALL HOURS
POLICE DEPARTMENT >

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>DUTY PERIOD</th>
<th>OFF-DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCC OPERATOR</td>
<td>0</td>
<td>Ext. 355*</td>
</tr>
<tr>
<td>STEVEN NAKASONE, DIRECTOR OF ADMINISTRATIVE SERVICES</td>
<td>Ext. 403</td>
<td>239-9372</td>
</tr>
<tr>
<td>FRANK CHANG, MAINTENANCE SUPERVISOR</td>
<td>Ext. 444</td>
<td>247-3775</td>
</tr>
<tr>
<td>PETER DYER, PROVOST</td>
<td>Ext. 402</td>
<td>261-4560</td>
</tr>
<tr>
<td>HIROSHI KATO, DEAN OF INSTRUCTION</td>
<td>Ext. 445</td>
<td>239-8937</td>
</tr>
<tr>
<td>SANDRA MATSUI, DEAN OF STUDENT SERVICES</td>
<td>Ext. 466</td>
<td>239-5568</td>
</tr>
<tr>
<td>ROY FUJIMOTO, DIRECTOR OF COMMUNITY SERVICES</td>
<td>Ext. 433</td>
<td>486-7835</td>
</tr>
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* Call Monday thru Thursday, 4:30 p.m. to 10:00 p.m.

REVISED 08/01/95