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This Policy is no longer active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.

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/. 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.

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WINDWARD COMMUNITY COLLEGE  
Administration, General

FIRE EMERGENCY PROCEDURES

1. **Purpose:**

   To establish a Standard Operating Procedure to minimize the threat of the loss of lives and property in the event of fire which may occur within the Windward Community College campus.

2. **Organization:**

   The Director for Administrative Services is designated as the Fire Marshall for Windward Community College. The Assistant Fire Marshall shall be the Maintenance Supervisor.

   The Fire Marshall will recruit a Fire Fighting Emergency Crew composed of able-bodied faculty, staff and administrators (men and women) to assist during fire emergencies such as in manning the fire fighting equipment, evacuation of personnel from endangered areas, etc. and recommend appointments to the Provost. The Fire Marshall shall assure an equitable balance of the FFEC to assure campus-wide distribution and shall continuously recruit to assure this balance.

3. **Fire Alarm System:**

   A mechanical bell alarm system to the Eckerdt Business Office is activated by a manually operated lever located in the lobby of each building. Whenever a bell is activated from any location, the fire bells in Eckerdt will ring. The control panel in the Business Office will register the alarm that has been activated. (See attached for location of alarms.)

**This SOP is to supplement Policy Guideline 1-3, dated March 15, 1976.**
WINDWARD COMMUNITY COLLEGE
Administration, General

BUILDING EVACUATION PLAN

1. **Purpose:**

To establish a Standard Operating Procedure for the evacuation of building(s) in the event of fire, bomb threat, or any other emergency which may occur within the Windward Community College campus.

2. **Procedure:**

In the event of a fire, bomb threat, or any other emergency where the evacuation of the building(s) is called for, students, faculty, and staff are to evacuate the building(s) as quickly and safely as possible, and assemble in the open field between Judd and Eckerdt Buildings which has been designated as the ASSEMBLY AREA. (see attached map)

A. Faculty members who are teaching a class when the fire alarm is sounded shall be responsible for:

1. Seeing that all students in their classes are safely evacuated from their classrooms.
2. Directing the students to the assembly area.
3. Providing assistance to any handicapped person in the classroom to evacuate safely.

B. All employees who have been designated as "Fire Fighting Emergency Crew" (see policy guideline 1-3a) shall be responsible for checking all rooms (offices and classrooms) in the building(s) to which they are assigned to assure that everyone has been evacuated. In addition, they are to assist in traffic control, and any other assistance to the firemen as appropriate.

** This SOP is to supplement Policy Guideline 1-3, dated March 15, 1976.