Windward CC Emergency Procedures

EMERGENCY PHONE NUMBERS

- Campus Security On-Campus x355
- From Off-Campus 235-7355
- Safety and Security Manager 235-7343/561-3809
- Police 911
- Ambulance 911
- Fire 911
- Emergency 911
- Poison Center 941-4411
- Vice Chancellor of Administrative Services 235-7405
- Vice Chancellor of Student Services 235-7370
- Vice Chancellor of Instruction 235-7443
- Chancellor 235-7401
- Director of Vocational and Continuing Education 235-7361
- Help Line (for referrals) (211) or 275-2000 (Ask-2000)
- Sex Abuse Treatment Center (night) 524-7273
- Alcohol and Drug Abuse Division 692-7517
- Suicide & Crisis Line 832-3100
- Narcotics Anonymous 734-4357
- Child Protective Services 832-5300

Introduction

This information is disseminated to assist students, faculty, and staff in their ability to respond to different types of emergencies.

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

If there are any questions or comments regarding this plan, please contact the Safety and Security Office at x343.

For emergencies or if you are in need of immediate assistance call: Campus Security at 235-7355 or x355. Campus Security is available 24 hours.
SERIOUS INJURY

- Do not move a seriously injured person unless a life-threatening situation exists.
- Call Campus Security at 235-7355, x355 or 911.
- Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- In assisting the injured person, administer first aid and/or initiate CPR if you have been trained.

WHEN TO CALL FOR HELP

Call for help when the injured person:

- Is unconscious
- Has trouble breathing or is breathing in a strange way
- Has chest pain/or pressure
- Is bleeding severely
- Has pressure or pain in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache, or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back
- Has possible broken bones

NON-SERIOUS INJURY

For non-serious injuries, the injured person should be conscious and able to make his/her own decisions about the injury (when in doubt, treat as serious injury and call “911”).

In these cases:

- Assist injured person (if properly trained).
- Report incident to Campus Security at 235-7355.

CRIME IN PROGRESS

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

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**FIRE**

When you see a fire or smoke within a building:

• Pull the nearest fire alarm.
• Call the Campus Security at 235-7355.
• Call 911 to report fire.
• Help anyone requiring assistance without endangering yourself.
• Do not attempt to put out the fire, unless you have been trained to do so.
• Do not use the elevator.

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**HAZARDOUS or Bio-HAZARDOUS MATERIAL ACCIDENT**

Hazardous material accidents include gasoline/propane truck accidents, chemical experiment spills, gasoline & oil spills, release of possible toxic materials, biological hazards, or any accidents that realize possible hazardous dusts, fumes, or vapors in room-sized areas. Should such an accident endanger the students, faculty, or staff of WCC, use the following procedure:

• Take immediate steps to clear personnel from the spill or hazard area. Help anyone that requires assistance.
• Call Campus Security at 235-7355.
• Give your name, location, and the situation. Follow the instructions given to you.
• If you have been trained, apply first aid or CPR to any injured personnel.
• Wait for emergency personnel and keep others from entering the hazardous area.

PANDEMIC RESPONSE PLAN

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

During a pandemic, governmental and non-governmental agencies will issue advice on the full range of response policies that should be adopted to achieve the objectives below, based on its understanding of the nature of the pandemic virus and its likely impacts.

The main objectives of the response to an influenza pandemic will be to:

• Limit illness and death arising from exposure and infection.
• Provide information on treatment and care for those who become ill.
• Minimize disruption to essential services.
• Maintain continuity as far as possible.

For more information and resources on the Avian Flu virus and possible pandemic, please consult these resources and other government agency sites:

• Hawai‘i State Department of Health – Pandemic Flu Page
• Centers for Disease Control – Avian Influenza Page
• National Pandemic Flu Information Page

LOCK DOWN

Lock down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus.

• Lock down will be issued in person, through the phone and or email system.
• Direct all students, faculty, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
• Account for everyone in the room or office.
• Lock classroom internal and external doors.
• Secure and cover all exterior doors.
• Move all persons away from windows and doors.
• Do not allow anyone to exit the classroom until the “all clear” signal is given by the administration, or campus security.

BOMB THREAT

Bomb threats usually occur by telephone. The person receiving the threat should use the checklist on the next page. Use the following procedure:

• Call Campus Security at 235-7355.
• Give your name, location, telephone number, and the situation and provide all the information you have received. Follow the instructions given to you.
• Inform your supervisor and/or department head.
• Security will be responsible for contacting the appropriate authorities on bomb removal. They will also coordinate any evacuation efforts.
• If you spot a suspicious object, package, etc., report it. But do not touch it, move it, or tamper with the item in any way.
• If instructed to evacuate, go to the evacuation waiting area shown on the campus map. Do not re-enter the campus buildings until instructed to do so.

Bomb Threat Checklist

If you receive a bomb threat, report the call immediately, make a copy of this form, complete it, and submit it.

When you receive the call, tell the caller: "We want to prevent innocent people from being killed."

Try to ask the following questions:

1. When is the bomb going to explode? __________________________

2. Where is it right now? __________________________

3. What does it look like? __________________________

4. What kind of bomb is it? __________________________

5. What will cause it to explode? __________________________

6. Did you place the bomb? __________________________
7. Why? __________________________________________________________

8. What is your address? ____________________________________________

9. What is your name? ______________________________________________

The following information could assist Campus Security:
Sex of caller _______ Age __________ Race __________ Length of call
_________

Characteristic of the caller’s voice:

[] Calm [] Laughing [] Lisped [] Distinguished

[] Angry [] Crying [] Raspy [] Accent

[] Excited [] Normal [] Deep [] Familiar

[] Slow [] Distinct [] Ragged [] If familiar, whom did it sound like?

Background sounds:

[] Street noise [] House noises [] Clear [] Kitchen noises

[] Crockery [] Motor [] Static [] Other

[] Voices [] Office Machines [] Local

[] PA system [] Factory noises [] Long distance

[] Music [] Animal noises [] Booth

Threat language:
[] Well-spoken caller (educated) [] Foul [] Incoherent [] Message read by
[] Irrational [] Taped
TSUNAMI OR TIDAL FLOOD

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

- WATCH: Tsunami possible – get ready.
- WARNING: Sirens will sound at this point.
- Stay away from shorelines.
- Stay off of the roads as much as possible.

Do not voluntarily evacuate when a tsunami watch is known. The Chancellor will decide whether the campus should be evacuated or whether personnel should be available if Windward Community College becomes an emergency shelter.

HURRICANE OR SEVERE WINDSTORM

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

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

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

WARNING ISSUED: Storm expected within 24 hours. At this point, the sirens will sound. The following procedures should followed -
• Check with the Chancellor for further instructions.
• Listen to your radio for emergency information.

EARTHQUAKE

Earthquakes occur without warning. They may occur once or have several after shocks. They may cause buildings, soil, or other structures to be unstable or unsound. They may cause tsunamis.

In the event of an earthquake, follow the procedures:

If you are indoors:

• Do not run blindly outside.
• Get under a desk, table, or supported doorway.
• Stay away from glass windows, shelves, & heavy equipment. Avoid power lines as they may be live.
• Immediately evacuate the building when the earthquake is over and go to evacuation location.

If you are outdoors:

• Do not run blindly inside.
• Stay in the open.
• Beware of fires, downed utility lines, and aftershocks.
• Assist with evacuation of the buildings.

If you are driving:

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

VIOLENT OR HOSTILE SITUATION

Threatening or Hostile Situations

In a threatening or hostile situation:

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

Violent Situations

If a violent situation arises for which law enforcement personnel are being called (911), the following information must be provided at the time of the call:

• The location of the incident
• The nature of the incident
• A physical description of the perpetrator
• Descriptions and license numbers of any vehicles involved
• The name of the individual who will meet/escort the law enforcement personnel when they arrive at the location

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

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

Hostage Situations

If a hostage has been taken or the perpetrator is armed, employees must not attempt to 1) disable or disarm the perpetrator, 2) negotiate or, 3) set off any audible alarms. Employees should prevent entrance to the facility or area by others, if possible. Law enforcement personnel will assume control of the situation upon their arrival and will establish a command post in or near the facility.

Evacuation Location on Campus

If there is a need to evacuate any building, the evacuation location is on the Great Lawn in the center of campus.

Handicap students can evacuate to the nearest handicap parking stall on campus. Campus Security or a college staff will provide assistance to relocate you if necessary.