

Windward Community College

Emergency Response and Evacuation Plan

August 2012

PURPOSE:

The purpose of the all hazards Emergency Response and Evacuation Plan is to establish policies, procedures and an organizational structure for response to an emergency. This EOP is in compliance with the University of Hawaii's System Emergency Management Plan which was written in January, 2008 and with the Federal Government's National Incident Management System (NIMS) released in 2004. Windward Community College's operating procedures utilizes the Incident Command System (ICS) for response to emergencies.

These systems provide an organizational framework under which all agencies function in an integrated fashion. It organizes the flow of information, provides coordination between responding agencies, and assists in rapid mobilization and deployment of resources.

CONCEPT OF OPERATIONS – Emergency operations responsibilities are established at two levels. The System Level will have the overall management and responsibility for emergency preparedness, response and recovery while Windward Community College is directly responsible for Campus Level emergency preparedness, response and recovery at this facility. Both levels have their own Emergency Management Team Executives and have Operations, Plans, and Finance organizational units. However, only the Campus Level organization will have Logistics Units and Campus Emergency Response Teams that will be capable of responding to all types of emergencies. The WCC Crisis Management Team understands the types of hazards that can occur in the WCC Campus environment and therefore has established this Emergency Response Plan to respond to and recover from emergencies and disasters.

In the event of an emergency the Emergency Operations Center (EOC) is activated to manage and coordinate resources and personnel to make decisions and coordinate the flow of information and strategy required to deal effectively with an emergency. The EOC is where campus emergency management staff is deployed to coordinate the response to an emergency event impacting the campus, the deployment of campus emergency response teams, and any requests from or to the City & County of Honolulu or the State of Hawaii's EOCs, if needed.

This ERP provides guidelines for the management and response to emergency and disaster situations. All status reports and requests for assistance should be forwarded to the EOC from the departments needing assistance. The EOC is the central command and coordination point for disaster response.

THE CRITERIA FOR ACTIVATION OF THE EOC IS:

Resources beyond the College's capabilities are required.

The Emergency will be of long duration.

Major policy decisions will or may be required.

Local or State emergency is declared.

Activation of the EOC will be advantageous to the successful management of the emergency or disaster. WCC's primary EOC location is in the Conference Room in Alakai 118. The back-up EOC will be determined by the particular emergency that the College is confronted with.

MANAGEMENT – The Chancellor has the overall responsibility for emergency preparedness and response and is the Emergency Management Team Executive when the WCC ERP and/or Emergency Operations Center (EOC) are activated. The Chancellor shall be the point of contact between Windward Community College and the State Civil Defense Emergency Operations Center during an emergency. The following emergency actions will be determined by the EMT Executive (Chancellor) at WCC.

ALERT –

Usually initiated via siren alert tone from the County Civil Defense and followed with alert information over the Emergency Alert System. Alert is used to advise personnel to prepare for an impending emergency or natural disaster. This may also include a Shelter-In-Place requirement to remain on Campus to eliminate traffic gridlock and to keep people out of the danger zone.

All warnings of significant anticipated emergencies shall be disseminated by the President to Vice President to the Chancellor or his/her designee to the Vice Chancellor's by use of telephone or messenger service. The alert message must include the extent of dissemination of this warning and/or action to be taken.

Upon receipt of an alert message, the EMT shall carry out the instructions and report accomplishments to the Chancellor's Office.

TAKE COVER –

This alert is normally initiated via a siren WARNING from County Civil Defense. The warning signal will be the Civil Defense ATTACK WARNING signal which may or may not be preceded by other warnings. The ATTACK WARNING signal is a wailing tone on the Civil Defense siren, rising and falling in tone for a period of three minutes. The UH President or WCC Chancellor may order it for natural disasters such as sudden wind storms and earthquakes.

Upon hearing the Civil Defense ATTACK WARNING signal, or receiving "take cover" instructions from the WCC Chancellor, proceed to a basement area, interior ground floor, or interior hallways of your respective buildings. After blast, go to the nearest fallout shelter. The basement in the Alaka`i building is the WCC designated fallout shelter.

c. In the event of an attack without warning, fall flat and shield eyes from the flash. After blast proceed to nearest fallout shelter.

SUSPEND CLASSES –

Issued by the UH President, WCC Chancellor or his authorized representative and used as a method of keeping students, faculty and staff away from Campus or expediting their removal during an alert, emergency or disaster.

EVACUATE BUILDINGS –

Issued by the Chancellor or his representative and is used if a catastrophe or emergency situation is eminent or has occurred and the building(s) must be evacuated to protect lives. The signal to evacuate any building will be by the building fire alarm, by a portable fire alarm, and/or word of mouth.

On hearing the alarm, all persons will leave the building in an orderly manner. Each individual responsible for a building, class or laboratory will insure that students and staff are clear of the buildings and that all necessary utilities (electricity, gas, water,

EVACUATE CAMPUS – Issued by the Chancellor or his representative and is used to begin an orderly evacuation of the Campus by all persons except for the personnel with emergency operations and security duties.

CONVERT CAMPUS – Only initiated by the UH President or the Hawai`i State Governor to provide temporary shelter for people affected by emergencies/disasters and/or relocation of State government offices.

SYSTEM LEVEL SUPPORT – When requested or required, System Level Support will be provided to the WCC Campus in the following areas:

Funding

Joint Public Information Office

Telecommunications

Legal

Human Resources

Emergency Equipment

Liaison with State Civil Defense and Other State, County and Federal Agencies.

EMERGENCY NOTIFICATION

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety of students, faculty, or staff, the WCC community will be notified through one or more of the following methods:

The Windward CC Web site, the emergency PA system and through the UH-Alert email and text messaging system. Students, faculty and staff are encouraged to sign up to receive these notifications through the UH Alert System or review and update information. This can be done online by visiting <http://www.hawaii.edu/alert>). The particular mode or modes of notification that will be used will depend on the current threat and the most effective modes available at the time. **Confirmation** means that WCC officials have verified that a legitimate emergency or dangerous situation exists. This can be done by convening the Campus Crisis Management Team (CCMT) convenes and concludes that a significant emergency or dangerous situation exists, or two or more CCMT members are in agreement that a significant emergency or dangerous situation exists.

In the event of a confirmed emergency, WCC will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of

the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Confirmation doesn't necessarily mean that all of the details are known or available at the time of the emergency alert. In the event of a confirmed significant emergency, immediate notification will be given to the entire community or the appropriate segment or segments of the campus community that affected by the emergency. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if the situation warrants such action. The Chancellor, Vice Chancellor for Administrative Services, and/or the Safety and Security Manager will determine what information will be contained in a notification and how much information is appropriate to disseminate at various points in time

CAMPUS PRIORITIES – Windward Community College's (WCC's) emergency response organization shall respond to an emergency situation in an organized, safe, effective and timely manner. UHM personnel and equipment will be utilized to accomplish the following priorities:

- **Priority I** Protect Life and Safety
- **Priority II** Assess Critical Infrastructure and Facilities
- **Priority III** Restore/Maintain Campus Operations and Resume Education/Research Programs

EMERGENCY CLASSIFICATIONS - Each incident will be classified by Type according to its potential impact, severity and response requirement.

- **Type 1 (Minor Incident)**
 - a. A Type 1 minor incident is localized or in a small area. It can be quickly resolved with existing WCC resources or limited outside help. A Type 1 incident has little or no impact on personnel or normal operations outside the locally affected area.
 - b. Type 1 incidents do not require activation of the WCC ERP. Impacted personnel, departments or offices coordinate directly with operational personnel from the WCC Office of Safety and Security and the Office of Facility and Grounds or other units to resolve Type 1 incidents. In certain incidents, the WCC Public Relations Officer will be asked to provide necessary media releases.
 - c. Examples: Odor complaints localized chemical spill, plumbing failure or water leak.
- **Type 2 (Emergency)**
 - a. A Type 2 emergency disrupts sizable portions of the Campus community. Type 2 emergencies require assistance from external organizations. These events can escalate quickly and have serious consequences for mission-critical functions and/or life and safety.
 - b. The WCC Emergency Management Team (EMT) Executive (Chancellor) or an authorized representative receives intelligence from responding operational

departments or from Campus Security and determines whether the ERP and Emergency Operations Center (EOC) should be activated.

- c. Senior members of the WCC EMT, the President of the University of Hawai‘i, and State Civil Defense may be alerted depending on the nature and severity of the emergency.
 - d. Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and extensive utility outage. Also includes external emergencies that may affect Campus personnel or operations.
- **Type 3 (Disaster)**
 - a. A Type 3 disaster involves a large part of the Campus and its surrounding community. Normal Campus operations are curtailed or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires Campus-wide cooperation and extensive coordination and support from external jurisdictions.
 - b. The Chancellor is notified and the ERP and EOC are activated. State Civil Defense is notified and communications opened. WCC EMT members and other key personnel are alerted to report to Campus and the Campus Emergency Response Teams (CERTs) are activated and engaged in the Campus emergency response. Operations and Finance units activate plans to respond with facilities personnel and resources and provide the necessary financial, contracting and claims support. Plans and Logistics units activate plans to provide intelligence, record keeping and distributes material and equipment and assigns personnel where needed. The WCC EMT Executive activates the Public Information Plan and requests support from the System Joint Information Office.
 - c. The President is notified and the System ERP and Emergency Operations Center (EOC) may be activated. System EMT members may be alerted to report to Campus.

HAZARD CATEGORIES

- **METEOROLOGICAL HAZARDS** – This is the most common category of hazard that can cause disasters in the State of Hawai‘i. Meteorological hazards may threaten any part of the State or the entire State at the same time.
 - a. Storms – Pose the most frequent threat to life and property and may occur many times during the winter months. Disaster agents associated with storms include high winds, high surf, and heavy rains resulting in floods. Storms have caused the most property damage in Hawai‘i.
 - b. Hurricanes – Are potentially very serious threats to life and property as they occasionally threaten the State during the hurricane season from June to November. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, heavy rains and flooding.
 - c. Waterspouts – Rarely occurs over land, but can cause heavy damage.
- **GEOLOGICAL HAZARDS** – This category of hazard is always a potential risk as the Hawaiian Islands are situated on both a volcanic and tectonically active region in the

Pacific Ocean. Geological hazards causing disasters are less frequent, but can be more severe than other hazards.

- a. Earthquakes – Pose a continuing threat to life and property as they occur frequently. Although most earthquakes in Hawai‘i are of low magnitude, damaging earthquakes have occurred in the past.
 - b. Tsunami – Pose a very serious threat to life and property as they have caused the most disaster related deaths in the State. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawai‘i. Locally generated tsunamis pose a greater problem as they can strike in a matter of minutes with little or no warning.
 - c. Volcanic Activity – Poses a minimal threat on O‘ahu, but occurs on the island of Hawai‘i and could break out on any island or surrounding ocean. If it occurs on O‘ahu, It could be a threat to populated areas.
- **OTHER NATURAL HAZARDS** – Most other natural hazards in the State are associated with weather or geologic hazards.
 - a. Landslides – Usually associated with meteorological hazards, but can be caused by a combination of weather and man’s development activities.
 - b. Mudslides – Associated with meteorological hazards and/or geologic events and are rare in Hawai‘i.
 - c. Forest/Brush Fires – Frequently occurs during dry weather, but are more often associated with the careless acts of man or arson.
 - **MAN CAUSED INCIDENTS** – The incidents listed here are due to the actions and activities of man.
 - a. War (Nuclear or Conventional Attack) - Poses a threat because of the military presence in Hawai‘i, but could occur in another part of the world and affect Hawai‘i. The hazards of nuclear attack include blast and radioactive fallout and its damaging effect on life and property.
 - b. Terrorist Attack – Always poses a potential threat to people and facilities in the United States. Terrorist activity can take various forms with the most devastating being the use of bombs, chemical or biological weapons.
 - c. Bomb Threat/Explosion – Poses a potential threat due to the relative ease in obtaining the material to make bombs and man’s activities where material that can cause explosions are used on a regular basis.
 - d. Biological Outbreak - Always poses a potential threat and can occur naturally, through man’s activities, terrorist attack or through biological warfare.
 - e. Pandemic – Poses a potential threat through the spread of infectious disease. Due to the seriousness of this hazard, the State will be issuing a separate pandemic plan.
 - f. Hazardous Material Spill – Poses a potential problem at University facilities where hazardous materials and chemicals are used on a regular basis. The establishment and adherence to operational procedures and safety standards are important factors in keeping spills to an absolute minimum.

- g. Fire – Always poses a potential problem at University facilities. The use of fire retardant materials and the establishment and adherence to fire safety codes and procedures are important factors in minimizing the potential for building fires.
- h. Aircraft Accident – Poses a potential problem as University facilities are located under aircraft flight paths.
- i. Major Utility Outage – Always poses a potential problem at University facilities due to the size and amount of personnel that work at, attend or visit our Campus and facilities. Electricity and water are the primary utilities where outages can cause problems and seriously affect the University’s daily operations.
- j. Civil Disturbance – Poses a potential problem at University facilities because we are a public institution and civil rights activities often occur on the University Campus.

MASS CASUALTY EVENTS – May be the result of any of the hazard and incident categories listed above. Mass casualty events may occur on Campus, at an off-campus facility or in the general area of the College. WCC assets, including personnel, supplies, equipment and facilities, identified in the State Emergency Operations Plan may be requested to support mass casualty events.

The complexity of the WCC campus requires participation of the entire community to successfully implement the College’s Emergency Management Plan. **Departmental Emergency Action Plans (EAPs)** are an integral part of the overall Program.

Departments throughout the College are strongly encouraged to develop their own Emergency Action Plans for practical reasons. They best understand the nature of their work, potential work place hazards, the layout of their areas, and special needs specific to their particular Department, (i.e., people with disabilities, research, patients, and animals, etc.) **A template for the Emergency Action Plan is available for each department to use to develop a work site plan.**

The EAP should address preparedness measures and emergency response. The EAP is a way for the Department to plan for potential emergencies; small accidents, citywide disasters; power outages, hazardous chemical spills, fires, a civil disturbance, or an earthquake. **Advanced planning and a Department EAP will help reduce risk and loss of life. It is important that all faculty, staff and students read and understand their work site emergency action plan.**

Components of the **Departmental Emergency Action Plan** include, but are not limited to:

1. EMERGENCY NUMBERS
2. EMERGENCY PLANNING IMPLEMENTATION CHECKLIST
3. STAFF ASSIGNMENTS
4. DEPARTMENT EMERGENCY NOTIFICATION & COMMUNICATION PLAN
5. EMERGENCY SUPPLIES & EQUIPMENT
6. DEPARTMENT ESSENTIAL FUNCTIONS

7. SPECIAL NEEDS OF THE DEPARTMENT
8. CHAIN OF COMMAND
9. PERSONNEL ROSTER
10. EVACUATION PLAN

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The Incident Command System (ICS) – is based on NIMS, a nationally recognized system designed to handle emergency situations. The major idea behind the system is that every emergency, no matter how large or small, requires that certain tasks or functions be performed. It has been adopted by fire industries throughout the country. The ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed.

The five functions under the system are: (1) management, (2) planning, (3) operations, (4) logistics and (5) finance and administration. The key to the ICS is that it is a modular organization. The organization is structured with overall responsibility given to an Incident Commander (IC). The IC may start out as a staff member for a minor emergency or the WCC Chancellor for a major emergency, until he or she delegates it to someone else deemed to be more suited for the function.

Incident Commander – For the purposes of this Emergency Response Plan (ERP), the WCC Chancellor is designated as the College Incident Commander (CIC) and will be referred to as such throughout this Plan. However, the duty of Incident Commander (IC) is dependent on the context and breadth of an emergency situation, and the person designated as the IC can change quickly. It is important that faculty and staff know that they could be designated as an IC simply because they are closest to the emergency when it occurs or as it develops. For example, if a student reports a crime to a faculty member, it is that faculty member who becomes the immediate IC. If the faculty member reports the incident to his or her dean, the responsibility of IC then rests with the dean. If the dean reports the incident to the Safety and Security Manager, the role of the IC is also transferred at that time; and so on as the incident reaches higher levels of authority, including county, state or federal enforcement, fire or emergency services. In this plan, the term Incident Commander will be used to refer to the person in charge of the emergency. The IC may be the CIC, but may also refer to another staff member who, by virtue of the emergency, has been designated, or that circumstances dictate, be the IC.

The College Incident Commander (CIC) is responsible for:

- Overall management of emergency situations on campus
- Activation and management of the Emergency Operations Center (EOC)
- Activating the Incident Command System (ICS)
- Activating the Campus Emergency Response Team (CERT)
- Determining the strategies to implement emergency response protocols

CRISIS MANAGEMENT TEAM ORGANIZATION – The following organizational chart identifies the Windward Community College Emergency Management Team.

WCC Chancellor, Vice Chancellor for Administrative Services, Vice Chancellor of Student Affairs, Vice Chancellor of Academic Affairs, Safety and Security Manager, Facilities Manager, Marketing and Public Relations Director, Dean of Division I, Dean of Division II, Fiscal Officer, and Maintenance Officer.

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

The CERT will be mobilized at the direction of the CIC or his designate who is normally the Vice Chancellor of Administrative Services. The overall responsibilities of the CERT are as follows:

- Determine the type and magnitude of the campus emergency
- Determine how the team will meet and communicate internally with the Chancellor's office and other affected campus areas.
- Implement the Emergency Response Plan (ERP)
- Assess and implement all necessary response steps to ensure the safety and health of the WCC community, and promote an effective recovery.
- Determine what resources are needed for response and whether outside assistance will be needed.
- Coordinate necessary actions and resources with outside organizations.
- Notify CIC of emergency situation and status. Request assistance and resources where needed.
- Draft a fact sheet that contains a summary of the situation with all known details to be submitted to the CIC.

All Campus personnel are expected to:

- Carry out evacuation or Shelter-In-Place if requested to do so.
- Assist special needs individuals with evacuation, if needed
- Provide building and floor occupant information that would assist emergency operations.
- Become familiar with ERP and specific emergency assignments
- Participate in emergency trainings, drills and exercises.
- Become familiar with emergency communications methods and procedures
- Implement emergency procedures as dictated by the situation.
- Dial 9-911 for all life threatening emergencies and then notify Security.
- Recommend changes to EMP as needed.

ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

The Windward Community College Emergency Management Center (ERC) is located in the Alaka`i Building Conference Room # 118. It will serve as the central command center. Response activities and work assignments will be planned, coordinated, and delegated from the EMC. Depending on the type of emergency, designated personnel will report directly to the EMC. All other personnel will continue to work out of their normal offices and meet in the EMC when requested. In the event that Conference Room # 118 in Alaka`i cannot be used as the EOC, the CMT Executive

will designate an alternative site that is sufficient for the emergency or disaster at hand.

EMERGENCY MANAGEMENT TEAM (EMT) ROLES AND RESPONSIBILITIES

– The EMT is drawn from the WCC senior administrative, operations and academic leadership personnel, and coordinates to provide the necessary support for WCC emergencies. Emergency response and recovery responsibilities are assigned to WCC personnel relative to their normal work responsibilities.

EMT Incident Commander (IC) – The WCC Chancellor is the EMT IC and has the authority and responsibility for emergency preparedness and response for Windward Community College. The EMT IC authorizes activation of the EMC upon recommendation from the EMC Manager.

Chief of Operations and EMC Manager – The Vice Chancellor for Administrative Services is the designated Chief of Operations and EMC Manager in the EMT organization. The Chief of Operations/EMC Manager is responsible for the daily operations of the EMC and manages the legal, procurement; accounting, human resources, environmental and telecommunications support units. This position is also responsible for the redistribution of security, supply, equipment, and health services support throughout the Campus as necessary. He or she will also be the first alternate to take the place of the EMT IC if the EMT IC is not available to activate the EMC.

Chief of Plans – The Vice Chancellor of Academic Affairs is the designated Chief of Plans. He or she is responsible for intelligence gathering and dissemination and prepares and coordinates the use of data requested or provided by State, Federal and local Agencies and activities. Other responsibilities include documentation of the emergency event, record keeping of all operations when the EOC is activated and for the demobilization of the EMC. He or she will also be the second alternate to take the place of the EMT IC if both the EMT IC and the first alternate are not available to activate the EMC.

Student Affairs Coordinator – The Vice Chancellor for Student Affairs is the Student affairs Coordinator. He or she is responsible for providing advice to the EMT IC for the safety and care of students prior to and during an emergency. The Student Affairs Coordinator is also responsible for assuring that emergency preparedness and response plans, training and exercises include the participation of students.

Public Information Officer – The Marketing and Public Relations Director is the EMT Public Information Officer. All official media announcements and press releases related to emergencies at WCC is the responsibility of the Public Information Officer. He or she will also keep a historical record of the emergency event.

Facilities Manager – The Facilities Manager is a member of the EMT and will assist outside agencies with utility shutdown and restart, recommend facility closures as needed, preserve and restore facility equipment and services, assist the Chief of Operations/EMC Manager with the distribution of supplies and equipment.

Emergency Management Coordinator – The WCC Safety and Security Manager will act as the EMT Emergency Management Coordinator and provide training for emergency response, support, and recovery. He or she is responsible for updating the emergency policies, procedures, and plans and coordinating training and exercises for the EMT. The Emergency Management Coordinator will also assist and coordinate with law enforcement agencies for traffic, access and security, establish and secure the

SPECIFIC PROCEDURES FOR FIRE

A. Fire within building:

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

1. Activate the building fire alarm. This will automatically implement action to evacuate the building.
1. Call the Fire Department and report the fire. Inform the Chancellor's Office and/or the Vice Chancellor of Administrative Affairs of the situation and actions taken. Contact the Security Office at 235-7355 or ext. 355.
1. Maintain control of students at a safe distance from the fire and fire-fighting equipment. Render first aid as may be required.
1. Security personnel will keep access roads open for emergency vehicles and direct firemen to location of fire.
1. The Chancellor will direct further action as required.

B. Fire near building:

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

1. Inform the Chancellor's Office and/or the Vice Chancellor for Administrative Affairs of the fire. Contact security immediately at 235-7355 or ext. 355. 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.
1. The Chancellor 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. The Chancellor will direct further action as required.

SPECIFIC PROCEDURES FOR A HAZARDOUS MATERIAL ACCIDENT

A minor spill is one that does not spread rapidly, does not endanger people or property except by direct contact, does not endanger the environment, and the workers in the area are capable of handling safely without the assistance of safety and emergency personnel. All other chemical spills are considered major.

Hazardous material accidents of disaster magnitude would include tank truck accidents, run away experiments, major spills or release of radioactive material, or storage accidents involving large quantities of toxic substances (e.g. dust, fumes, mists, etc.). Should such an accident endanger the students or staff of Windward Community College, the following procedures will be followed:

- a. Attend to anyone who may have been contaminated or hurt, if it can be done without endangering yourself.

- b. Turn on the fume hood(s) and open windows where this can be done without endangering yourself. If flammable materials are spilled, de-energize electrical devices if it can be done without endangering yourself.
 - c. If the spill is major contact the Environmental Health and Safety Office at the UH Manoa Campus (808-956-8660), the Honolulu Fire Department (911), and the WCC Safety and Security Manager at 561-3809. If the spill is minor, refer to the Hazardous Material and Hazardous Waste Management Program Manual.
 - d. Students, faculty and staff should move crosswind – never up or downwind – to avoid fumes, gases or other aerosols.
2. The Chancellor and the Vice Chancellor for Administrative Affairs will evaluate the situation and determine the need to evacuate the building/campus. If a decision is made to evacuate the building/campus, building/campus evacuation procedure will be followed.

SPECIFIC PROCEDURES FOR A BOMB THREAT

A. Purpose of Bomb Threat

The only two reasonable explanations for a call reporting that a bomb is to go off in a particular installation are:

1. The caller has definite knowledge or believes that an explosive or incendiary has been or will be placed and wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information. The caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in a disruption of the normal activities at the installation where the device is purportedly located.

B. When a Bomb Threat Is Called In:

- a. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person.
- b. If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- c. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- d. 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.
- e. 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's Office and/or Vice Chancellor for Administrative Affairs and fill out the Threatening Phone Call Form as completely as possible.

C. Evacuation of Building/Campus

The Chancellor's Office and/or the Vice Chancellor for Administrative Services will report the information immediately to the Honolulu Police Department, and the Vice President's Office. The Chancellor will then evaluate the threat and decide whether to evacuate the building and/or 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 Security personnel on campus at 235-7355 or ext. 355 to report to immediate area of the building involved and to standby for further instructions. The Vice Chancellor for Administrative Services will coordinate the evacuation.

a. During normal working hours, the building fire alarm will be activated. This will automatically implement action to evacuate the building. Inform students, faculty and staff 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.

b. After normal working hours, the Vice Chancellor for Administrative Services will be informed of the threat. The Vice Chancellor will inform the Honolulu Police Department and evaluate the threat and take appropriate action. If the Vice Chancellor cannot be located, the Chancellor will be informed of the situation.

1. After all personnel have vacated the building/campus a thorough search of the building will be coordinated by the Vice Chancellor for Administrative Services. Particular attention should be given to public restrooms and other public areas. Two-way radios should not be used since the radio frequency could activate the explosive device.

D. Location of Suspicious Object

Personnel involved in the search should be instructed that their mission is only to search for and report suspicious objects, not to move, jar, or touch the objects or anything attached thereto. The removal/dismanting of an explosive device must be left to the professionals in explosive ordinance disposal.

1. Report the location and accurately describe the object to the Vice Chancellor. This information is relayed immediately to the Honolulu Police Department.

1. 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 or disarmed.

1. Once the device has been removed or disarmed, the search should be continued for other devices.

E. Re-occupancy of Building

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

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

BOMB THREAT CHECKLIST

If you receive a bomb threat, report the call immediately to Campus Security, ext. 255, make a copy of this form, complete it, and submit it to Campus Security.

When you receive the call, tell the caller:

“We want to prevent innocent people from being hurt or 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 HPD and Campus Security:

Sex of caller _____ Age _____ Race _____ Length of call _____

Characteristic of the caller’s voice:

- Calm Laughing Lisperd 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 Foul Incoherent Message read
(Educated) Irrational Taped by caller

Remarks: _____

Name: _____ **Position:** _____

Phone: _____ **Date:** _____

SPECIFIC PROCEDURES FOR AN EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the school, or the threat of an explosion such as those caused by leaking gas, a faulty boiler or bomb within a campus/site building – the following will be accomplished:

A. Explosion

1. Command “DOWN” is given.*
1. If the explosion occurs within the building, or threatens the building, the instructor should immediately implement Action EVACUATE BUILDING.
1. Sound the fire alarm and/or shout alarm.
1. Move to an area of safety, and maintain control.
1. Render first aid as necessary.
1. Notify the Chancellor’s Office. The Chancellor’s Office and Security; other agencies will be notified as needed.
1. Fight incipient fires without endangering life.
1. The Chancellor or his/her authorized representative will direct further action as required.
1. Students and staff should not return to the building until Fire Department officials declare the area safe.

B. Threat of explosion:

1. Sound the building fire alarm. This will automatically implement action to evacuate the building.
1. Follow procedure 4 and 6 under “explosion” above.

*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.

SPECIFIC PROCEDURES FOR A TSUNAMI - FLOOD

- A. Warning: Civil Defense ATTENTION/ALERT SIGNAL for ALL Areas. Subsequent siren signals will be sounded for coastal areas only.
1. Method: For neighbor islands warning shall be issued by the Civil Defense authorities on each island, using radio and television, President's Office.
 2. How Received: The ATTENTION/ALERT SIGNAL is a steady blast for one minute of sirens, followed by one-minute silence. Repeated five times, or telephone from authorities.
- B. Administrative Directive No. 96-07, policy governing Tsunami Alert Procedures should be adhered to:

TO: All Department and Agency Heads

SUBJECT: Policy Governing Tsunami Alert Procedures

DISCUSSION

This Administrative Directive establishes the policy for release of State departmental personnel during tsunami alert situations to mitigate potentially serious traffic problems.

ASSIGNMENT OF AUTHORITY AND RESPONSIBILITY

State supervisors at all levels have authority and responsibility.

POLICY

Potentially serious traffic problems can develop during a tsunami alert. Mitigation of this problem requires the cooperation and coordination of all levels of government in reducing traffic during this critical time. Ideally, personnel not in an inundation zone should remain where they are. Personnel directly affected should leave the inundation zone promptly and once out of the potential danger area remain in the safe area until the alert is canceled.

PROCEDURES

State supervisors at all levels should consider the following guidelines before the phased release of employees in response to a tsunami warning during normal duty hours:

All employees working in a facility or residing within a designated tsunami inundation zone (refer to maps in the CD section of the telephone book), 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. All other employees outside the tsunami inundation zones will remain at work until their normal dismissal time. Personnel completing their normal workday will be asked to remain off the roads and cooperate fully in minimizing routine traffic.

During non-duty hours, pre-identified disaster response employees are expected to report to their respective work sites promptly.

Unique and/or special individual circumstances will surface that are not specifically addressed above. In these cases, department heads have the authority to make exceptions as required.

Your cooperation in complying with the requirements of this Administrative Directive is appreciated.

Neil Abercrombie, Governor

SPECIFIC PROCEDURES FOR A HURRICANE OR SEVERE WINDSTORM

A. HURRICANE: 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.

1. WATCH: Storm expected within 36 hours. GET READY.

- . 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.

2. WARNING ISSUED: Storm expected within 24 hours. At this point, the sirens will sound.

- . Check with the Chancellor for further instructions.
- . Listen to your radio for emergency information.

B. The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, action to suspend classes may be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning the following Emergency Actions will be accomplished:

1. Implement action to take cover.

1. Students and staff should be assembled inside shelters or best available buildings.

1. Close windows and blinds.

1. Remain near an inside wall, on the lower floors if possible.

1. Avoid auditoriums and other structures with large roof spans.

1. Evacuate rooms bearing full force of wind.

1. Keep tuned to a local radio station for latest advisory information.

1. The Chancellor and/or the Vice Chancellor for Administrative Services will direct further action as required.

A. The Pacific Disaster Center can provide detailed information at their web site <http://www.pdc.org>, or call them at 891-0525 ext. 28.

SPECIFIC PROCEDURES FOR AN EARTHQUAKE

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

Inside Buildings:

The faculty, or other person in authority, directs students to stand against the wall away from the windows or get under the desks or tables.

Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.

Implement action Evacuate Building when the earthquake is over. **DO NOT BLINDLY RUN OUTSIDE**, parts of building may still be falling.

Do not return to buildings for any reason until they have been declared safe.

Guards should be posted at a safe distance from all building entrances to ensure that no one re-enters the buildings.

Do not light any fires after the earthquake.

Avoid touching electrical wires which may have fallen.

Render first aid if necessary.

The Chancellor will determine the advisability of closing the campus. If necessary he will try to produce the advice of competent authority about the safety of the building.

Turn on the radio for latest bulletins.

Subsequent shocks may follow the initial tremor. Do not return to buildings until officials declare them safe.

On Campus:

The safest place is in the open. Stay there until the earthquake is over.

Move away from buildings, trees, and exposed wires.

Do not run.

Follow procedures 4 through 6 under "Inside Buildings" above.

In Car or Bus:

If possible, pull to the side of the road away from any buildings and crouch or lie down in the car.

On a mountain road, the side of the road may not be the safest place, hence the driver should quickly consider terrain before deciding where to stop.

Set brakes.

Turn off ignition.

Wait until the earthquake is over.

Follow procedures 4 through 6 under "Inside Buildings" above.

A. Earthquakes: Occur without warning. May occur once or have several aftershocks. An earthquake may cause buildings, soil, or other structures to be unstable or unsound; it may also cause tsunamis.

1. In the event of an earthquake, 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.

- Outdoors:
 - Do not run blindly inside
 - Stay in the open
 - Beware of fires, downed utility lines, and aftershocks.
 - Assist with the evacuation of the building

SPECIFIC PROCEDURES FOR VIOLENT OR HOSTILE SITUATIONS

A. REDICON ONE

Description and Meaning:

1. This is a notification that enemy-initiated hostilities are or may be imminent. The Governor proclaims a state of civil defense emergency.

1. The public will be guided carefully with Civil-Alert radio, television, and newspapers.

1. No estimate can be made of the duration of RediCon One.

1. Study “Civil Defense Readiness Conditions (RediCons) for the State of Hawaii” in the Appendix.

The following will be accomplished:

1. Suspend classes and suspend research.

1. Notify the appropriate University officials when this has been accomplished.

B. ATTENTION ALERT SIGNAL

1. Steady blast for one minute of sirens, followed by one minute silence.

1. Repeated as necessary.

1. When hearing signal, turn on radio to any station and listen for essential emergency information.

1. The Attention/Alert signal will be used to get public attention in time of imminent peacetime emergencies such as seismic sea waves, hurricanes, and flash floods. Use of this signal will be accomplished by public explanation and instruction to public over local radio stations.

1. Turn on the radio (Civil-Alert) for information and instructions. All stations broadcasting are a part of the Emergency Broadcast System. The radio stations which are “hardened” to a protection factor 100 are on Oahu: KGU-760 and KAIM-970,

ATTENTION/ALERT SIGNAL in a possible war situation may be accompanied by one of the following broadcasts:

1. Prepare for an attack until the Attack Warning signal is heard.
1. Other action recommended by local Civil Defense Office

C. ATTACK WARNING SIGNAL

Description and Meaning:

1. Wailing tone for 3 minutes on sirens. Repeated as necessary.
1. Put your emergency plans affect.

The following will be accomplished:

1. Take precautions to minimize injury to persons by heat and the possibilities of being struck by flying objects such as glass and other debris.
1. Turn on the AM radio to any local station for official information and instructions.
1. Execute action to take cover when under attack.

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:
 - Not resist -- do as the person says.
 - Surrender the money immediately.
 - 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.
-

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.
-

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.
-

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.

CAMPUS SAFETY RESOURCES

IN CASE OF EMERGENCY

Call 911 for Police, Fire or Ambulance

Call WCC Campus Security at 235-7355

-OR-Safety and Security Manager at 561-5809

WCC CAMPUS CONTACTS

Vice Chancellor of Administrative Services 235-7403

Campus Security 235-7355

Issues of Concern for Students (Vice Chancellor of Student Services) 235-7370

Issues of Concern for Employees (Human Resources Personnel Officer) 235-7404 or 235-7426

Maintenance Issues (Report Unsafe Conditions or Hazards, Maintenance Supervisor) 235-7444

Student ACCESS (Disability Services for Students) 235-7413

The following resource and website listings are provided for information only.

This is not a complete listing of all available programs or an endorsement of any specific program.

Information is subject to change.

COMMUNITY & OTHER RESOURCES

Crisis Numbers

Community Resources

Suicide Crisis Line (ACCESS) 832-3100 suicidehotlines.com/hawaii.html

Help Line (For Referrals) 211 or 275-2000 www.auw211.org/

Domestic Violence Hotline and Shelters 841-0822 www.stoptheviolence.org/public/

Website Resources

National Hope line Network Suicide Prevention Hotline 1-800-SUICIDE (784-2433)

www.hopeline.com/

National Suicide Prevention Lifeline www.suicidepreventionlifeline.org

Domestic Abuse/Violence

Community Resources

Child Welfare Services Intake Unit (reporting Line) 832-5300 hawaii.gov/dhs/protection/social_services/child_welfare/

Domestic Violence Clearinghouse/Legal Hotline www.stoptheviolence.org/public/

PACT Family Peace Center 832-0855 www.pacthawaii.org/

Victim Assistance Services 768-7401

Family Court (Temporary Restraining Order) 538-5959 http://www.courts.state.hi.us/page_server/SelfHelp/ProtectiveOrders/6538A34FACB55D97EAB75BA5F7.html

Website Resources

National Domestic Violence 1-800-799-SAFE <http://www.ndvh.org/>

Emergency Preparedness

UH Emergency Operations Plan <http://manoa.hawaii.edu/emergency/management/plan.html>

WCC Campus Safety and Security Brochure

http://windward.hawaii.edu/Security/WCC_Campus_Security_Brochure.pdf

State of Hawaii Civil Defense 733-4300 www.scd.state.hi.us/

American Red Cross 734-2101 www.redcross.org/services/disaster/

Website Resources

US Department of Homeland Security www.ready.gov/

FEMA www.fema.gov/areyouready/

Center for Disease Control and Prevention www.bt.cdc.gov/

Health and Wellness

Community Resources

Windward Health Center 233-3793 <http://hi-kaneohe.doctors.at/dr/windward-community-mental-health-center-kaneohe-clinic>

Kalihi-Palama Health Center 848-1438 www.kphc.org/

Kokua Kalihi Valley Health Center 848-0976 www.kkv.net

Queen Emma Clinic 547-4582 www.queens.org/services/info_clinics.html

University Health Services at Manoa 956-8965 www.hawaii.edu/shs

Waikiki Health Center 922-4787 www.waikikihealthcenter.org/

Website Resources

American Academy of Family Physicians aafp.org/

American Medical Association www.ama-assn.org/

Centers for Disease Control and Prevention www.cdc.gov/

Healthfinder www.healthfinder.gov/

National Library of Medicine www.nlm.nih.gov

The National Women's Health Information Center www.4woman.gov/

National Women's Health Resource Center www.healthywomen.org

United States Department of Health and Human Services: www.hhs.gov

World Health Organization www.who.int/en

Medical Insurance

Student Medical Insurance 1-800-620-4672 or 948-5555, select option 1 www.HMSA.com/portal/student

Hawai'i State Med Quest Division (Medical Insurance) 587-3521 <http://www.med-quest.us/eligibility/EligPrograms.html>

Sexual Assault

Community Resources

Sex Abuse Treatment Center 524-7273 satchawaii.com/

Office for Victims of Crime 1-800-627-6872

Website Resources

Note-2-Late.com ec.princeton.edu/index.html

Sexual Health

Community Resources (in addition to those listed in Health & Wellness Clinics above)

Life Foundation 521-2437 www.lifefoundation.org/

STD Clinic 733-9280 hawaii.gov/health/healthy-lifestyles/std-aids/index.html

Website Resources

American Social Health Association www.ashastd.org

The Body: A Multimedia AIDS and HIV Information Resource www.thebody.com

Planned Parenthood Federation of America www.plannedparenthood.org

Alcohol and Other Drugs

Community Resources

Alcoholics Anonymous (AA) 946-1438 www.oahucentraloffice.com

Al-Anon 593-3977 www.afghawaii.org

Alcohol & Drug Abuse Division 692-7517

CHOW (HIV/AIDS Prevention Program) 853-3292 [hawaii.gov/health/healthy-lifestyles/std-aids/pdfs/aboutus/](http://hawaii.gov/health/healthy-lifestyles/std-aids/pdfs/aboutus/chow-project.pdf)
chow-project.pdf

Ku Aloha Ola Mau (Drug Addiction Services of Hawaii) 538-0704 www.kualoha.org

Hina Mauka 236-2600 ext 259 hinamauka.org

Narcotics Anonymous 734-4357 <http://na-hawaii.org>

Queen's Day Treatment 547-4352 www.queens.org/services/mentalhealth.html

Salvation Army 595-6371 www1.usw.salvationarmy.org/USW/www_usw_hawaii.nsf

The Hawaii State Tobacco Quitline www.callitquitshawaii.com

Women's Way 732-2802

Website Resources

National Institute on Alcohol Abuse and Alcoholism www.niaaa.nih.gov/

The National Institute on Drug Abuse www.drugabuse.gov/

Substance Abuse and Mental Health Service Administration www.samhsa.gov/

Depression & Stress

Community Resources

Mobile Crisis 832-2100 suicidehotlines.com/hawaii.html

Adult Mental Health Division 586-4249 www.amhd.org/

Hawaii Family as Allies 487-8785

Helping Hands Hawaii 440-3861

Website Resources

Mental Health America <http://www.nmha.org/>

National Institute on Mental Health [http://www.nimh.nih.gov/health/topics/depression/](http://www.nimh.nih.gov/health/topics/depression/index.shtml)
[index.shtml](http://www.nimh.nih.gov/health/topics/depression/index.shtml)

Discrimination & Sexual Orientation

Community Resources

UH Manoa Lesbian Gay Bisexual & Transgender Student Services 956-9250 [www.hawaii.edu/](http://www.hawaii.edu/womenscenter/programs.html)
[womenscenter/programs.html](http://www.hawaii.edu/womenscenter/programs.html)

UH Equal Employment Opportunity and Affirmative Action 956-7077 voice/text

www.hawaii.edu/offices/eo/index.html

Kulia Na Mamo (Transgender support) 791-2020

Website Resources

American Psychological Association <http://www.apa.org/pi/lgbc/hlgbsp/>