

Kaua'i Community College

Emergency Guidelines

INTRODUCTION

These Emergency Guidelines are directed to all students, faculty, staff and other campus users for the purpose of providing recommended actions campus users may take in the event of an emergency on campus. They align with the Campus Emergency Response Plan (CERP), which are the procedures the Campus Crisis Management Team (CCMT) will follow upon being notified of an emergency on the campus. However, these guidelines are neither prescriptive nor exhaustive in scope. Rather they are intended to assist each individual in being prepared for a campus emergency.

Should you have any questions or concerns regarding the safety of the campus, please contact:

James Hollingsworth
Campus Public Safety Chief
Fine Arts I, Room 110
Phone: (808) 245-8398
Email: jameshol@hawaii.edu

1. BE PREPARED

- a. Familiarize yourself with these Emergency Guidelines;
- b. Identify emergency exits and know your evacuation routes;
- c. Remember the locations of first aid kits, automated external defibrillators, fire extinguishers, and other safety equipment;
- d. Maintain situational awareness of your environment and those around you; and
- e. Sign up for the UH Alert System at <https://www.hawaii.edu/alert/> to receive emergency warnings and notifications.

2. EVACUATIONS

- a. EMERGENCY EXIT MAPS AND EVACUATION RALLY POINTS

- i. Emergency Exit Maps are posted at the entrances to most of the buildings on campus. These Maps show the various exit routes out of the building in case of an emergency. Familiarize yourself with the Map for any building you occupy and be sure to always know at least two ways out of those buildings.
- ii. Each Map will also direct you to the closest Evacuation Rally Point, which are designated by large signs. Familiarize yourself with the locations of each of the four Rally Points listed below.

Rally Point	Location	Assigned Buildings
A	Front Lawn	OSC, OCET, Natural Science, LRC
B	Pagoda	Business/Health Science, Faculty I & II, Social Science
C	Parking Lot P3	PAC, DKI Technology Center, Welding, Carpentry
D	Parking Lot P4	Campus Center, Fine Arts I & II, AMT/ABRP, Maintenance

- iii. In the event of an evacuation, proceed without delay to your assigned Rally Point. At the Rally Point your Building Coordinator will account for you and provide you with further guidance or instructions.

b. GENERAL EVACUATION GUIDELINES

- i. Evacuation notifications may be given through a fire alarm, UH Alerts, the outdoor loudspeakers, or instructions from your Building Coordinator or other emergency personnel.
- ii. If readily available, take with you your mobile phone, car keys, medications, or other necessary items that will not encumber you.
- iii. WALK – do not run. Do not push or crowd.
- iv. Check doors for heat before opening (do not open a door if it is hot to the touch).
- v. Keep noise to a minimum so emergency instructions can be heard.
- vi. Help those in need of assistance.
- vii. Use emergency exit stairwells (DO NOT USE ELEVATORS).
- viii. Move away from the building to your Rally Point unless otherwise instructed.
- ix. If you are outside, keep away from buildings, and move to the nearest Rally Point unless otherwise instructed.

- x. Watch for falling glass or other debris.
- xi. Stay with your Building Coordinator and follow their instructions.
- xii. Keep roadways and walkways clear for emergency vehicles.
- xiii. DO NOT RETURN to your building until notified of the “ALL CLEAR” through UH Alert.

3. SHELTERING

During certain emergency situations, such as severe weather, chemical, biological or radioactive material releases, or an active assailant, you may be advised to seek shelter, shelter in-place, or lockdown.

NOTE: No action should be taken to actively deny shelter to a person under immediate danger, unless so doing increases the threat of danger to persons already sheltered within.

a. SEEK SHELTER GUIDELINES

Seek Shelter notifications will be given when a threat is expected, but you may have time to find a secure location in which to Seek Shelter, e.g. tornado and tsunami warnings.

- i. Seek Shelter notifications may be given through UH Alerts, the outdoor loudspeakers, or instructions from your Building Coordinator or other emergency personnel.
- ii. If you are outside, move away from the threat, and/or if appropriate seek shelter.
- iii. If you are inside, assess your building and move to a more secure location if appropriate.
- iv. If you are in a secure location, then follow the Shelter In-Place guidelines.

b. SHELTER IN-PLACE GUIDELINES

Shelter In-Place notifications will be given when there is an immediate threat that requires you to find the best shelter in your current location, e.g. hazardous material releases or ballistic missile attacks.

- i. Shelter In-Place notifications may be given through UH Alerts, the outdoor loudspeakers, or instructions from your Building Coordinator or other emergency personnel.
- ii. If you are outside, find the nearest enclosed shelter.
- iii. If you are inside, stay inside your building.

- iv. Do not use elevators.
 - v. Quickly locate supplies you may need such as food, water (fill containers with drinking water), radio, medical supplies, etc.
 - vi. If possible, go to an interior room or corridor with the least amount of windows and doors.
 - vii. If there is time, shut and lock all windows and doors (locking them may provide a tighter seal against hazardous materials). You may also use wet towels, tape or other materials to seal gaps in windows and doors.
 - viii. In the event of a chemical release, go to an above-ground level of the building as some chemicals are heavier than air and may seep into basements even if the windows are closed.
 - ix. If possible, turn off fans, air conditioning or ventilation system.
 - x. Drink bottled or stored water (do not drink water from the tap as it may be contaminated).
 - xi. Do not call 9-1-1 unless you are reporting a life-threatening situation as your call may contribute to overloading the 9-1-1 system.
 - xii. Try to establish communication with other buildings using the walkie-talkie found in your building's Emergency Kit.
 - xiii. Monitor radio broadcasts of emergency information and instructions, but conserve your battery as much as possible.
 - xiv. Remain inside your building until notified of the "ALL CLEAR" through UH Alert or by a government official.
- c. LOCKDOWN GUIDELINES

Lockdown notifications will be given when an active assailant is on or near the campus. During a lockdown CCMT will attempt to deny building access to the assailant(s) by locking all electronic building doors and restricted key card access.

Beware of multiple active threats, including multiple assailants, planted explosive devices, and/or hazardous materials releases. Active assailant threats on the campus are life-and-death situations. As a result, each individual campus user should only take those actions recommended below which improve their chance of surviving the encounter.

- i. Lockdown notifications may be given through UH Alerts, the outdoor loudspeakers, or instructions from your Building Coordinator or other emergency personnel.

- ii. If you are the first to see an active assailant on campus, i.e. the campus is not yet on Lockdown, get to a safe place immediately and call 9-1-1 to get armed law enforcement officers on campus as quickly as possible.
 - If possible have someone next to you call Campus Security at (808) 245-8399 so they can initiate the CERP Lockdown procedure;
- iii. If you are within eyesight of the assailant:
 - Immediately move away from the threat staying out of the lines of sight of the assailant(s);
 - Remain alert but cautious and keep moving until you are in a place of safety; or
 - If you cannot flee, you must decide between hiding or playing dead or attacking the assailant.
- iv. If you are outside or inside a building and choose to flee:
 - Move away from the threat as quickly and quietly as possible staying out of the lines of sight of the assailant(s); and
 - Remain alert but cautious and keep moving until you are in a place of safety.
- v. If you are inside a building and choose to stay inside:
 - Secure your building by locking or barricading doors and windows;
 - Obscure visibility into your building by turning off the lights and closing window shades; and
 - Hide, i.e. stay out of site and minimize noise;
 - If possible, create barricades to delay the assailant and shield yourself from gunfire;
 - Law enforcement officers will not try to break past your barricade, can be identified by their uniform, and usually operate in teams, i.e. they are not alone;

NOTE: Law enforcement officers will sweep every building room by room to clear the campus of all active assailants before the "ALL CLEAR" is given. Be prepared to hide for a prolonged period of time responding only to confirmed law enforcement officers.

- vi. Responding law enforcement officers may perceive you as a threat, so:

- Remain calm and follow all commands or instructions;
- Expect to be treated like a suspect: you may be yelled at, patted down, handcuffed, questioned, pushed to the ground for safety, or even have weapons pointed at you;
- Put down any items in your hands, i.e. bags, jackets, backpacks, cell phones, etc.;
- Keep your hands visible at all times keeping your fingers spread open;
- Avoid making quick movements towards officers or grabbing a hold of them; and
- Avoid pointing, screaming, and/or yelling at officers.

NOTE: Law enforcement's first priority is to neutralize the active assailant so they may not stop to assist you even if you have an injury. Rescue teams will follow once the area has been secured.

Please refer to <http://kauai.hawaii.edu/campus-safety> for additional resources containing further information and guidance on responding to active assailant emergencies.

4. RECEIVING THREATS

Below are guidelines should you receive a threat of violence to yourself or the campus. Threats you receive while you are off campus are still a concern as you may be targeted while you are on campus.

NOTE: If the threat involves an explosive device and/or hazardous materials release, turn off all cellular or mobile devices as using them may trigger the device.

a. PHONED THREAT GUIDELINES

- i. Immediately signal someone close by to call 9-1-1 and Campus Security at (808) 245-8399.
- ii. If possible note the caller's phone number.
- iii. Note the exact time of the call.
- iv. Transcribe the threat, if possible verbatim.
- v. Note as many details about the threat as possible, i.e. location, size, type of device, how or when will it go off, etc.
- vi. Note as many details about the caller as possible, i.e. gender, voice, accent, background noise, etc.

vii. DO NOT HANG UP THE PHONE as that may trigger the device.

b. WRITTEN LETTER THREAT GUIDELINES

i. If at work, do not touch or otherwise handle the letter.

ii. Immediately notify Campus Security at (808) 245-8399 and provide:

- Exactly where and when the item was found;
- Circumstances or conditions of the area in which the item was found, i.e. items out of place, suspicious vehicles, or unusual activity;
- Names of people who may have seen who placed the threat.

iii. If at home, minimize the handling of the letter, and depending on the credibility, severity, and immediacy of the threat:

- Immediately call 9-1-1; or
- Place it in a plastic storage bag, and give it to Campus Security.

c. EMAIL OR SOCIAL MEDIA THREAT GUIDELINES

i. If at work, leave the application open, do not delete or alter the threat, and immediately notify Campus Security at (808) 245-8399.

ii. If at home, depending on the credibility, severity, and immediacy of the threat:

- Immediately call 9-1-1; or
- Print, photograph, screenshot or copy the threat verbatim, and give it to Campus Security.