

UNIVERSITY OF HAWAII MAUI COLLEGE

EMERGENCY OPERATION PLAN



UNIVERSITY of HAWAII®
MAUI COLLEGE

Revised June 4, 2013

Table of Contents

Promulgation Document

I. Introduction

- A. Purpose
- B. Authority
- C. Scope
- D. Situation

II. Concept of Operations

- A. General
- B. Declaration of an Emergency
- C. Campus Priorities
- D. Emergency Classifications
- E. Hazard Categories
 - 1. Meteorological Hazards
 - 2. Geological Hazards
 - 3. Other Natural Hazards
 - 4. Human Caused Incidents
- F. Mass Casualty Events
- G. Emergency Action
 - 1. Alert
 - 2. Take Cover
 - 3. Suspend Classes
 - 4. Evacuate Building(s)
 - 5. Evacuate Campus
 - 6. Convert Campus
- H. Activation of the Campus Command Center
 - I. Sequence of Action:
 - 1. Preparedness
 - 2. Response
 - 3. Recovery

III. Organization

- A. Succession of Authority
- B. Incident Command Structure

IV. Roles And Responsibilities

- A. Emergency Management
- B. Emergency Coordinator

C. Campus Crisis Management Team
Command Staff

1. Incident Commander
2. Security & Safety Officer
3. Liaison Officer
4. Public Information Officer

General Staff

5. Operations Section Chief
6. Planning Section Chief
7. Logistics Section Chief
8. Finance/Administration Section Chief

V. Appendix

- A. Campus Crisis Management Team List
- B. Building Administrator List
- C. Campus Security – Non-Business Hour Emergency Call List
- D. Emergency Operations Plan (EAP) for Incident Specific Procedures: (General Public and UHMC CCMT)
 1. Medical Emergencies/Mass Casualty
 2. Fire
 3. Tsunami and Coastal Flooding
 4. Hurricane or Severe Windstorm
 5. Hazardous Materials
 6. Earthquake
 7. Utility Failure
 8. Bomb Threats
 9. Explosions or Threat of Explosion
 10. Elevator Entrapment
 11. Active Shooter
- E. Special Instructions
 1. Evacuation Plan
 2. General Emergency Lockdown or Shelter-in-Place
- F. Emergency Messages Glossary of Key Terms
- G. Acronyms and Abbreviations List
- H. Distribution List
 1. Record of Changes
 2. Record of Distribution

Promulgation of the University of Hawaii Maui College Emergency Operations Plan

By virtue of the authority vested in me by authorizing University of Hawaii Maui College Emergency Operations Plan (UHMC EOP) as the Chancellor of University of Hawaii Maui College (UHMC) and as the administrator ultimately responsible for Emergency Management (EM) on campus, I hereby promulgate and issue UHMC EOP dated June 4, 2013. The EOP provides for UHMC response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential campus services; and to enable and assist with economic recovery.

The Plan complies with the Governor's Administrative Directive No. 90-13, dated September 21, 1990, State of Hawai'i Plan for Emergency Preparedness and Executive Policy E2.203 Plan for Emergency and Civil Defense Actions dated August 1983, directed Chancellors to "develop, implement and maintain an emergency operations plan to meet the particular needs and circumstances of the campuses and organizations under their jurisdiction." The Plan is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The University of Hawaii Maui College Vice Chancellor for Administrative Affairs is hereby authorized to amend the EOP as necessary to ensure the continued health and safety of the students, faculty, staff and property of the University of Hawaii Maui College.

In accordance with the EMT duties and responsibilities assigned in the EOP, the primary person shall have at least one alternate assigned. These individuals are assigned the following responsibilities:

1. Coordinate management on emergency preparedness, response, and recovery issues;
2. Prepare and maintain designated parts of the plan for which the department or program is responsible;
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan;
4. Maintain a roster of faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activations of the EOP;
5. Coordinate appropriate training for personnel assigned to emergency or disaster operations;

6. Prepare and maintain emergency preparedness, response, and recovery plans that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances;
7. Assure the Emergency Coordinator (Vice Chancellor for Administrative Affairs) that preparedness plans are coordinated with Maui Civil Defense.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the University of Hawaii Maui College, this date 4th of June, 2013.

University of Hawaii Maui College Chancellor

Attest:
Witness

I. INTRODUCTION

An emergency or disaster can happen at any time and could impact the health and safety of the entire college campus or disrupt its programs and activities. This document is the University of Hawaii Maui College Emergency Operation Plan (UHMC EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the Emergency Operations Plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators.

A. Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency or disaster. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to the UHMC Campus Crisis Management Team (CCMT). All essential personnel are to utilize any and all available resources when preparing for, responding to, and recovering from a natural or man-made emergency.

This plan provides an overview of the University of Hawaii Maui College's approach to emergency response operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The Campus Crisis Management Team Instruction and Incident Specific Procedures focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function as well as any additional special planning or response needs beyond the basic response plan for particular event scenarios. The appendices give definition to the terms and acronyms used throughout the plan, and are the location for any supporting figures, maps, and forms.

B. Authority

The Plan complies with the Governor's Administrative Directive No. 90-13 dated September 21, 1990 "State of Hawai'i Plan for Emergency Preparedness" and University of Hawaii's Executive Policy E2.203 "Plan for Emergency and Civil Defense Actions" dated August 1983.

C. Scope

This plan and all its contents apply to all of the University of Hawaii Maui College students, faculty and staff. Major emergencies may impact the

surrounding community in addition to the campus. If this occurs, University of Hawaii Maui College will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

D. Situation

Maui is the second largest of the Hawaiian Islands, with land area of 729 square miles. University of Hawaii Maui College, also referred to as the “Kahului Campus”, is situated in an urban area encompassing 78 acres.

The Kahului Campus is centrally located in the heart of Kahului. The area is Maui’s commercial retailing center, home to Kahului Harbor, the island’s only deep-water port, and the Kahului Airport, the second busiest airport in the State. With its proximity to the harbor and airport, the Kahului region has emerged as the focal point for heavy industrial, light industrial, commercial and residential activities and services for Maui.

As a regional entity, UHMC’s Kahului Campus include outreach centers located in Hana, Lahaina, and Kihei on Maui, and on the islands of Moloka`i and Lana`i.

The total enrollment for University of Hawaii Maui College in the 2011 Fall semester was approximately 4,367 students with over 255 faculty and staff members.

II. CONCEPT OF OPERATIONS

A. General

A primary goal of University of Hawaii Maui College is to provide a safe environment for the students, faculty and staff members. The University Hawaii Maui College Chancellor has designated University of Hawaii Maui College Vice Chancellor of Administrative Affairs or assigned designee the individual responsible for the implementation of the Emergency Operations Plan.

B. Declaration of an Emergency

Campus Security plays a vital role reporting incidents to the Chancellor or designee and to local authorities in a timely manner during the early stages that lead to a campus wide emergency or disaster. Campus Security is tasked to provide security to the Kahului Campus and the receiving department for all emergencies that occur on campus.

The Emergency Operations Plan will be employed when there is an actual or imminent threat to the Kahului Campus and its Outreach Facilities. If an emergency or crisis strikes, the University of Hawaii Maui College will need to be prepared to handle the initial impact of the emergency or disaster. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

In the event an incident exceeds the University of Hawaii Maui College emergency response capabilities, outside assistance may be available, either through mutual support agreements with nearby jurisdictions or volunteer emergency organizations. University resources must be fully committed before local, state or federal assistance is requested.

This plan is designed to provide an organized management system to follow during emergencies. The system is flexible where parts of or the entire plan may be activated, as appropriate to the situation. It is a management tool for providing critical functions and roles during an emergency. The plan complies with the Incident Command System, the management structure identified in guidance provided by the National Incident Management System of the U.S. Department of Homeland Security.

C. Campus Priorities

The UHMC emergency response organization shall respond to an emergency situation in an organized, safe, effective and timely manner. UHMC personnel and equipment will be utilized to accomplish the following priorities:

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

D. Emergency Classifications

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

Type 1 – Minor Incident (Most will be handled by Campus Security)

- Incidents are localized in nature or contained in a small area. It can be quickly resolved with existing campus resources or limited outside help. Type 1 incidents have little or no impact on personnel or normal operations outside of the affected area. No campus notification for assisted action is required.
- Incidents are typically resolved by security personnel, janitorial personnel, or maintenance personnel. Notifications beyond needed personnel are not required.
- Examples include: minor medical assist, odor complaint, localized chemical spills, plumbing failures, water leaks.

Type 2 – Emergency (Includes local agency assistance)

- Incidents disrupt a sizeable portion of the campus community. These incidents require assistance from external organizations. These incidents can escalate quickly and have serious consequences for mission-critical functions and/or life and safety.
- Examples include: building fire or explosion; biological or terrorist threat; major chemical or hazardous materials spill; severe storm and/or flooding; extensive utility outage. Also includes off- campus emergencies that may impact campus operations and/or personnel.

Type 3 – Disaster (May include federal agencies)

- Incidents involve 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.

- Examples include: major earthquake, terrorist attack, biological outbreak, pandemic; volcanic activity; civil disturbance.

E. Hazard Categories

1. 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.
2. 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 Maui, but occurs on the island of Hawai'i and could break out on any island or surrounding ocean. If it occurs on Maui, it could be a threat to populated areas.
- 3. 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.
- 4. Human Caused Incidents– The incidents listed here are due to the actions and activities of human beings.
 - 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 and man's activities where materials 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 College

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 College facilities are located under aircraft flight paths.
- i. Major Utility Outage – Always poses a potential problem at College 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 College's daily operations.
- j. Civil Disturbance – Poses a potential problem at College facilities because we are a public institution and civil rights activities often occur on the College campus.

F. Mass Casualty Events

Incidents that are 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. College assets, including personnel, supplies, equipment and facilities, identified in the State Emergency Operations Plan may be requested to support mass casualty events.

G. Emergency Action

The UHMC Chancellor **or an authorized representative** is responsible for determining the following emergency actions:

1. Timely Alert Warnings and Emergency Messages – Issued by the UHMC Chancellor or an authorized representative. Initiated via one or more of the emergency communication venues available at UH Maui College which includes, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel, UHMC emergency public announcement (PA) system and UHMC Emergency Building Administrators phone tree.

2. Emergency Lock Down or Shelter in Place– Issued by the UHMC Chancellor or an authorized representative. Normally initiated via the UHMC emergency public address system. The UHMC Chancellor or their representatives may order it for natural disasters such as sudden windstorms and earthquakes or violent on campus or near campus emergencies.
3. College Closure or Suspension of Classes – Issued by the UHMC Chancellor or an authorized representative and used to keep students, faculty and staff away from campus, UHMC facilities or nearby community. A directive to Suspend Classes may also be used to expedite removal of personnel during an alert, emergency or disaster.
4. Evacuate Building (s) - Issued by the UHMC Chancellor or an authorized representative and used if a catastrophe or emergency situation is imminent or has occurred and the building(s) must be evacuated to protect lives.
5. Evacuate Campus – Issued by the UHMC Chancellor or authorized representative and used to begin orderly evacuation of the campus by all persons except for personnel with emergency operations and security duties.
6. Convert Campus – Only initiated upon order of the UHMC Chancellor or Maui Civil Defense to provide temporary shelter for people affected by emergencies/disasters and/or relocation of State government offices.

H. Activation of the Campus Command Center (CCC)

The Chancellor of the University of Hawaii Maui College or their designee may activate the CCC and the Campus Crisis Management Team when this becomes necessary. The CCC is located in the Ho`okipa Building. An alternate location may be designated by the IC in the event that the Ho`okipa Building cannot be used.

I. Sequence of Action

1. Preparedness - In the event the University of Hawaii Maui College receives notice of a potential emergency from the Maui Civil Defense, federal Homeland Security Advisory System, National

Weather Service, Pacific Disaster Center or other reliable sources. Faculty and Staff should take the following action:

- a. Brief the University of Hawaii College system administration of the impending situation;
 - b. Determine any protective action measures that need to be implemented in preparation for the situation;
 - c. Alert emergency response personnel and develop a staffing pattern;
 - d. Set up the CCC;
 - e. Prepare the financial tracking structure for potential costs related to the event;
 - f. Notify students, faculty and staff, when determined appropriate, of the situation and any protective actions measures they should take. Utilize all appropriate sources of alert notification. Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Systems that may be available include text messaging, on-campus video feed, automated phone trees, outdoor warning systems, e-mail alerts, on-foot alert routes, and portable radios.
2. Response - These actions are taken to preserve life, property, the environment, and the social and economic structure of the University of Hawaii Maui College:
- a. Chancellor establishes Incident Commander to delegate emergency response activities;
 - b. Set up and staff the CCC;
 - c. Daily functions of the University of Hawaii Maui College that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
 - d. Efforts and resources may be redirected to accomplish an emergency task;
 - e. Implement delegations of authority for emergency response activities;
 - f. Monitor the situation and adjust response actions as needed;

- g. Implement evacuation orders as needed;
 - h. Maintain security;
 - i. Close routes of ingress and egress as deemed necessary for the situation;
 - j. Support emergency shelters as needed;
 - k. Assure public information is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary. Consider early designation of a Public Information Officer (PIO);
 - l. Assure all available resources are applied directly and effectively to disaster response;
 - m. Monitor resource needs and request additional resources through appropriate means as required;
 - n. Accurately track financial costs utilizing prepared event cost-tracking system;
 - o. If a state resource(s) are needed by the University of Hawaii Maui College during an emergency, the request should be made by the Maui Civil Defense on the institution's behalf.
3. Recovery - Recovery occurs after the initial response has been implemented. These actions should assist individuals and the University of Hawaii Maui College to return to normal as much as feasible:
- a. Provide traffic and crowd control to assure site security;
 - b. Assure continued public information that is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary;
 - c. Assess the mental and behavioral health impacts to students, faculty, staff and responders and request appropriate resources to address issues as needed. Set up a Family or Victim's Assistance Center if needed;
 - d. Assist with local, state or federal investigations as necessary;

- e. Assess infrastructure and determine viability for re-entry;
- f. Begin immediate repairs to electric, water and sewer lines and stations;
- g. Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.

III. ORGANIZATION

In the event of an emergency or a disaster, the Incident Commander will provide initial emergency response in accordance with University of Hawaii Maui College Emergency Operations Plan. The University of Hawaii Maui College will use existing faculty and staff administrative positions to align and support the National Incident Management System (NIMS) Incident Command System (ICS) Structure in the event of a large-scale emergency or disaster.

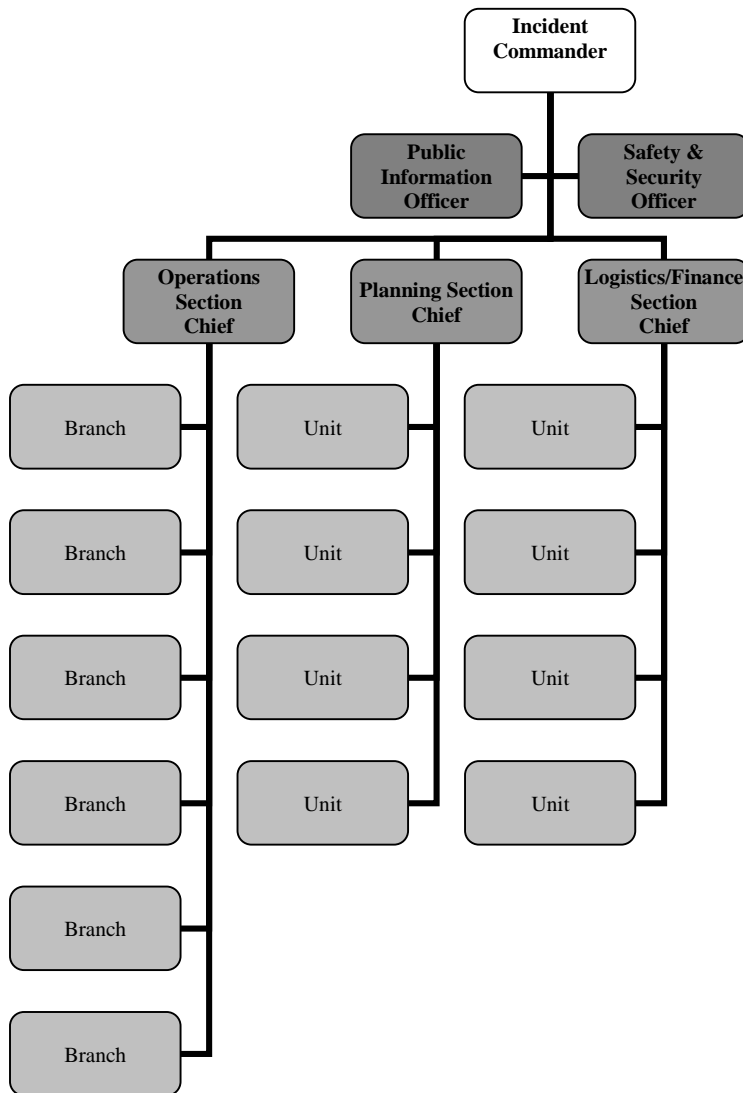
A. Succession of Authority

It is expected that the IC will initially take on all responsibilities defined by the ICS structure. However, it is critical that the IC expand his/her command staff (PIO, LNO, SSO) and general staff (Operations, Plans, Logistics, Finance/Admin) by delegating faculty and staff personnel to those positions as the situation escalates. The succession of authority is listed below with the primary person on top followed by his/her alternate(s):

1. Incident Commander (IC)
 - a. Chancellor or designee
 - b. Vice Chancellor of Administrative Affairs
 - c. Vice Chancellor of Academic Affairs
 - d. Vice Chancellor of Student Affairs
 - e. Vice Chancellor of Information Technology
 - f. Chief of Security
 - g. Auxiliary Services
2. Public Information Officer (PIO) - includes Liaison Officer (LNO)
 - a. UH Public Information Officer
 - b. Media Director
3. Safety & Security Officer (SSO)
 - a. Chief of Security
 - b. UH Security Officer
4. Operations Section Chief (OPS)
 - a. Auxiliary Services Officer
 - b. Maintenance Foreman
 - c. General Laborer Foreman (Landscape)
5. Planning Section Chief (PSC)
 - a. Vice Chancellor of Academic Affairs
 - b. Assistant Dean of Instruction

6. Logistics Section Chief (LSC)-Includes Finance/Admin Section Chief (FSC) Duties
 - a. Director of OCET 1
 - b. Director of University Center
 - c. Fiscal Officer
 - d. Assistant Fiscal Officer

B. Recommended Incident Command Structure on a full-scale disaster for UHMC:



IV. ROLES AND RESPONSIBILITIES

- A. Emergency Management – The Chancellor has the ultimate authority and responsibility for emergency preparedness and response for UHMC. The Chancellor may place into immediate effect the Emergency Operations Plan, any Standard Operating Procedures or measure deemed necessary or appropriate to respond to the emergency, safeguard people and property, and maintain orderly operation of the Campus.
- B. Emergency Coordinator – The Chancellor has designated this responsibility to the Vice Chancellor of Administrative Affairs. This individual shall be the point of contact with Maui Civil Defense, and other Federal, State and County agencies to improve and expedite communications and operational support. The University of Hawaii Maui College Emergency Coordinator provides preparedness, recovery and training support to the UHMC Campus Crisis Management Team. The Emergency Coordinator or designee shall establish incident command during an emergency or disaster and activate the Campus Command Center. The position is responsible for updating the University of Hawaii Maui College Emergency Operations Plan and coordinating training and exercises and acts as the Civil Defense Coordinator in coordinating and communicating with Maui Civil Defense.
- C. Campus Crisis Management Team Responsibilities – University of Hawaii Maui College operational responsibilities for emergency preparedness, response and recovery include the Kahului campus and all Outreach Campus facilities (Lahaina, Hana, Molokai and Lanai). The CCMT was created from University of Hawaii-Maui College's senior administrative and academic leadership (See Succession of Authority) based on the Department of Homeland Security NIMS/ICS Structure. They direct, coordinate and provide the necessary support for emergency preparedness and response activities. UHMC faculty and staff and all other activities on Campus will be assigned responsibilities for emergency preparedness and response requirements as identified in this Plan, associated Emergency Operations Plan, the Hawai'i State Plan and Standard Operating Procedures. CCMT roles identify the functional responsibilities for individuals, groups, and areas. As much as possible, emergency response and recovery responsibilities are assigned to Campus personnel relative to their normal work responsibilities.

The NIMS/ICS structure provides accountability and flexibility. Availability of staff and operational needs may allow or require

positions to be combined, or positions to not be filled (responsibilities held by the next higher position). The IC may take on all CCMT responsibilities or delegate some of those responsibilities during smaller scale incidents. However, incidents on a larger scale may require all CCMT positions to be established. The roles and responsibilities of the CCMT are listed below:

Command Staff

1. Incident Commander (IC) – The Chancellor or Vice Chancellor of Administrative Affairs or designee shall establish incident command during an emergency or disaster. The IC has the authority and responsibility for emergency preparedness and response for the Kahului Campus and its Outreach Facilities. The IC shall authorize activation of the Campus Command Center (CCC) upon consultation with the CCMT.
2. Security and Safety Officer (SSO)- The Chief of Security will be responsible for assuring that all safety, environmental and security responsibilities are provided during any emergency and will coordinate these services during the emergency and recovery periods. This individual executes evacuation plans, monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responding personnel.
3. Liaison Officer (LNO) - The Media Director is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organizations coordinate through the LO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with administrative leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.
4. Public Information Officer (PIO) - The Media Director is responsible for all official media announcements and press releases related to emergencies on Campus, coordinating media releases with the System Joint Public Information Officer, updating the Kahului Campus website with emergency information during emergencies and keeping a historical record of the emergency event.

General Staff

5. Operations Section Chief - The Auxiliary Services Officer responsibilities include security, safety, health, and facilities response and support. This individual is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations. The Operations Section Chief is responsible to the IC for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders.
6. Planning Section Chief – The Vice Chancellor of Academic Affairs or Assistant Dean of Instruction collects, evaluates, and disseminates incident situation information and intelligence to the IC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the Incident Action Plans. He/she is responsible for assuring that there are functional and operational Incident Action Plans and Standard Operating Procedures for all units of the CCMT. Other responsibilities include intelligence gathering, preparation, coordination and dissemination of data requested or provided by other supporting units and other State, Federal and County agencies, documentation of the emergency event, record keeping of all operations during the activation and demobilization of the CCC.
7. Logistics Section Chief – The Director of OCET is responsible for planning all supplies, legal, human resources, telecommunications and transportation support prior to emergencies and disasters and for the provision of logistics support during recovery operations. This may include facilities, equipment maintenance and fuel, and food services.
8. Finance/Administration Section Chief - The Fiscal Officer or designee is responsible for procurement, risk management, accounting and claims support. Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services. Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Logistics Section.

V. APPENDICES

A. UHMC - Campus Crisis Management Team List and Call List (in order of progression)

	Office Phone	Role
1. Administrative Lead (Title) : Chancellor or Designee:		Serve as chair of CCMT and senior on-site incident commander or critical supporting roles
Chancellor	984-3636	
Vice Chancellor for Administrative Services	984-3253	
Vice Chancellor of Academic Affairs	984-3213	
Vice Chancellor of Student Affairs	984-3515	
Vice Chancellor for Information Technology	984-3283	
Assistant Dean of Instruction	984-3376	
Director, Office of Continuing Education and Training	984-3406	
Director, University Center	984-3527	
Special Events Coordinator	984-3670	
Exec Assistant to the Chancellor	984-3656	
2. Lead Security Officer		Provide assistance with physical security issues and may be called upon to provide assistance to students, faculty, staff and visitors. Coordinate efforts with the police. Campus Security plays a major role in bringing the incident under control
Chief of Security	984-3576	
Physical Plant Manager	984-3245	
3. Human Resources		Assist in dealing with complaints of workplace violence alleged to be perpetrated by employees. Advise in the administrative investigation and disciplinary action, as appropriate, and assist in dealing with industrial injury claims.
UHCC System HR Director	956-3874	
UHMC HR Director	984-3204	
		Provide direction on media relations both within and outside the University. Manage press releases and coordinates on behalf of the University information provided to the newspaper, television, etc.
Marketing Director	984-3549	
Media Coordinator	984-3620	
		Provide legal advice to the Senior executive in managing the incident, including coordination with the Prosecutor's Office, Attorney General's Office, etc. Represent the University in any related legal action.
OGC - VP Legal Affairs	956-2211	
		Provide perspective and information in situations where students are involved or students may be impacted as perpetrators, victims or witnesses. As necessary, provide student records to appropriate authorized individuals.
Mental Health Counselor	984-3278	
Disability Counselor	984-3227	

B. Building Administrators and Assistants

Building Names	Building Administrator	Primary Assistant	Secondary Assistant
Kalama	Colleen Teixeira	Kerry Holokai	Laurie Kimura
Kupaa	Colleen Teixeira	Kerry Holokai	Ray Tsuchiyama
Library	Christine Teixeira	Tressy Aheong	Lisa Sepa
Foreign Language Lab	Christine Teixeira	Tressy Aheong	Molli Fleming
Heona Building - Art and Ceramics	Christine Teixeira	Tressy Aheong	Mike Takemoto
Hiipoi, Child Care	Christine Teixeira	Tressy Aheong	Elaine Yamashita
Hooulu - Agriculture Classroom	Christine Teixeira	Tressy Aheong	Ann Emmesley
Agriculture Greenhouse	Christine Teixeira	Tressy Aheong	Ann Emmesley
Nursing Portable A	Christine Teixeira	Tressy Aheong	Joyce Yamada
Nursing Portable B	Christine Teixeira	Tressy Aheong	Joyce Yamada
Nursing Portable C	Christine Teixeira	Tressy Aheong	Joyce Yamada
Automotive Shop	Jennifer Eqami	Flora Mora	Ellen Hara
Building Trades Shop	Jennifer Eqami	Flora Mora	Ellen Hara
Welding Shop	Jennifer Eqami	Flora Mora	Ellen Hara
Carpentry Shop	Jennifer Eqami	Flora Mora	Ellen Hara
Community Service	Jennifer Eqami	Flora Mora	Lynn Nakamura Tenqan
Ho'okipa	Jennifer Eqami	Flora Mora	Susan Tokunaga
UH Cooperative Extension Svc	Jennifer Eqami	Flora Mora	Lynn Nakamura Tenqan
Multi-Purpose - Rural Development Program	Jennifer Eqami	Flora Mora	Dan Reqan
Auto Body Shop	Jennifer Eqami	Flora Mora	Ellen Hara
Operations and Maintenance	Jennifer Eqami	Flora Mora	Annette Sakamoto
Hale Classroom 216	Diane Meyer	Nicole Vida	Deandra Perry
Hale Classroom 217	Diane Meyer	Nicole Vida	Deandra Perry
Hale Classroom 218	Diane Meyer	Nicole Vida	Deandra Perry
Hale Classroom 219	Diane Meyer	Nicole Vida	Deandra Perry
Faculty Office - Hale	Diane Meyer	Nicole Vida	Deandra Perry
Science - Noi'i	Diane Meyer	Nicole Vida	Deandra Perry
Pilina - Student Life	Diane Meyer	Nicole Vida	Francine Ching
Ka'sike - Telecommunications	Brian Hieda	Reuben Dela Cruz	Mike Slattery
Ike Lea	Brian Hieda	Reuben Dela Cruz	John Pye
Marine Option and Hawaiian Programs Building	Stephanie Pratt	Sue Feltz	Kyle Takushi
Health Center	Stephanie Pratt	Sue Feltz	Denise Cohen
Laulima - Continuing Education and Training	Stephanie Pratt	Sue Feltz	Diane Grogan
Kaiao (Lau'ulu Center)	Stephanie Pratt	Sue Feltz	Ben Guerrero
The Learning Center Complex (TLC, Nursing, Classroom)	Verna Kamakana	Dean Louie	Melissa Yoshioka
Dormitory, Bldg A	Verna Kamakana	Dean Louie	Lorrelle Solanzo-Peros
Laundry/Recreation Facility	Verna Kamakana	Dean Louie	Lorrelle Solanzo-Peros
Dormitory, Bldg B	Verna Kamakana	Dean Louie	Lorrelle Solanzo-Peros
Dormitory, Bldg C	Verna Kamakana	Dean Louie	Lorrelle Solanzo-Peros
Pa'ina - Culinary Arts	Verna Kamakana	Dean Louie	Ed Costa
OUTREACH CENTERS	Building Administrator	Primary Assistant	Secondary Assistant
Molokai Education Center	Donna Haytko-Paoa	Stephanie Dudoit	
Molokai Farm	Donna Haytko-Paoa	James Boswell	
Lanai Education Center	Pam Alconcel		
Hana Education Center	Brenda Pua		
Lahaina Education Center	Marti Wukelic	Julie Daliva	
Oral Health Center	Denise Cohen	Nancy Johnson	

C. Campus Security – Emergencies.

CAMPUS SECURITY - EMERGENCY CALL LIST – TYPE 1 EMERGENCIES ONLY

Type 1 – Minor Incident (Most will be handled by Campus Security)

- Incidents are localized in nature or contained in a small area. It can be quickly resolved with existing campus resources or limited outside help. Type 1 incidents have little or no impact on personnel or normal operations outside of the affected area. No campus notification for assisted action is required.
- Incidents are typically resolved by security personnel, janitorial personnel, or maintenance personnel. Notifications beyond needed personnel are not required.
- Examples include: minor medical assist, odor complaint, localized chemical spills, plumbing failures, water leaks.

University of Hawai'i Maui College

As of May 17, 2013

Call in The Following Order: Internal emergency call list, therefore personal phone numbers are not displayed on the public EOP

Security Key Access:		Electrical/Mechanical Emergencies:	
Chief of Security		OM Supervisor	
VC Admin Svc		OM Maintenance Foreman	
OM Supervisor		VC Admin Svc	
		VC Info Tech	
		Media Director	
		Chancellor	
		VC Student Affairs	
		VC Academic Affairs	
Computer/Media System Emergencies:		Civil Defense Emergencies:	
VC Info Tech		Chief of Security	
Media Director		Chancellor	
Media Specialist		VC Admin Svc	
VC Admin Svc		VC Student Affairs	
Chancellor		VC Academic Affairs	
		VC Info Tech	
Other Emergencies:		Irrigation Emergencies:	
Chief of Security		OM Supervisor	
OM Supervisor		OM Maintenance Foreman	
OM Maintenance Foreman		OM Grounds Foreman	
VC of Admin Svc		VC Admin Svc	
Chancellor			
VC Info Tech			
VC Student Affairs			
VC Academic Affairs			
Sodexo Culinary Mgr (Pa'ina)			

Note the following emergency contact numbers only (if none of the above are reachable and only for the specific event(s) listed):

- Death of an employee within the scope of employment.
- Injury of three (3) or more employees within the scope of employment which requires in-patient hospitalization.
- Property damage in excess of \$25,000.

During regular work hours, please contact Suzette Leong at (808) 956-7243. After regular work hours, please contact the following:

Primary Contact: Casslyn Lendio, VP for Legal Affairs and University General Counsel, (808) 763-7268 (cell)

Secondary Contact: Suzette Leong, (808) 741-3457 (cell)

As well as calling the Police Department, Fire Department, Board of Water Supply, etc. when appropriate. Also the number for the Suicide Hotline is 1-800-753-6879. This is a source that will assist a person in danger of committing suicide. However, call the Maui Police Department first.

D. Incident Specific Emergencies:

1. Medical Emergencies

- a. Medical emergencies are injuries and illnesses that require immediate medical attention.
- b. Warning

Signs and symptoms may include:

- Is Unconscious
- Having trouble breathing or breathing is abnormal
- Experiencing chest pain/or pressure
- Bleeding severely
- Pressure or pain in the abdomen that does not go away
- Vomiting or passing blood
- Seizures, a severe headache, or slurred speech
- Appears to have been poisoned
- Injuries to the head, neck, or back
- Signs of broken bones

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- Immediately call for help by dialing 911.
- Also Inform Campus Security by calling 984-3255 or EXT. 255.
- Provide as much information as possible regarding the nature of the injury or illness, such as:
 - Your name, location and number of the injured/ill person(s).
 - Description of the medical emergency.
 - Approximate age of victim(s).
 - Status of victim(s).
 - ✓ Is the victim conscious?
 - ✓ Is the victim breathing?
 - ✓ Is the victim bleeding?
 - Any known medical condition of the victim(s).
 - A call-back telephone number where you can be reached.
 - Do not attempt to give medical care unless you are trained to do so. Provide first aid if you are qualified to perform it.
 - Stay with the victim(s) to reassure him/her until help arrives.

- Campus Security officers will assist to direct medical personnel to the scene.
- When conditions are safe provide assistance to the injured. Do not move a seriously injured person unless a life-threatening situation exists.
- For serious or large-scale medical emergencies follow the direction of the UHMC Officials, which may involve campus closure and evacuation. Stay tuned for campus alert warnings and/or evacuations issued by the UHMC Officials. Campus alert notices will be issued via the UH Emergency Alert Notification system. Notices may also be issued via the UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.

d. What UH Maui College will do:

- Immediately, upon notification, the Campus Security officer will call 911 and request for EMS assistance if it appears necessary from the information gathered.
- The Campus Security officer will provide first aid or CPR if needed, according to their training until EMS arrives.
- If the victim(s) are ambulatory and do NOT need EMS, the Campus Security Officer or department staff may provide transport to the UHMC Student Health Center.
- For serious or large-scale medical emergencies, the College may consider the following the actions:
 - Immediate suspension of operations, campus closure, building closure and evacuation.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Notify and provide support to Student Housing residents.
 - Notify Maui Exposition Inc (Swap Meet) – (808) 357-1835, (808) 250-8005.
 - Notify the parents.

- College officials will monitor the Medical emergency and determine if the threat has been abated and there are no further danger to life and property.
- College officials will issue a formal “all clear” and oversee recovery process and Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish an incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

2. Fire:

- a. Fire can occur in buildings, rubbish bins, mechanical equipment and surrounding brush and forests. Early detection and reporting of fires are keys to limiting the fire, containing it and putting it out.
- b. Warning
 - UHMC facilities are equipped with automated or manual fire alarm systems producing a local fire alarm should smoke or fire occur. Fire alarm panels provide information about the alarm and its potential location.
 - Alarm pull stations are installed on all multi-story buildings located on every floor to sound an alarm and alert occupants that a fire or smoke has occurred in that building. Most single story buildings also have pull stations installed.
- c. What You (Faculty, Staff, Students and Clientele) Should Do:
 - If you smell or see smoke, or detect the following procedures will be followed:
 - Immediately contact the fire department by dialing 911 from a campus phone or 911 from a cell phone. Provide your name and location, exact location of the fire and any other information you may have about the fire.
 - Also inform Campus Security by calling 984-3255 or EXT. 255.
 - Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so.

- Activate the nearest building fire alarm if the structure is equipped. This will signal all occupants to evacuate the building immediately. For structures that do not have a fire alarm system, verbally warn all personnel of the danger and begin evacuation.
- Evacuate the building. Do not attempt to take anything with you. Evacuation floor plans show the escape routes in the building. Choose routes that lead away from the fire. Use the stairs, not the elevators to reach an emergency exit. Evacuate to the roof as a last resort.
- Stay low to the ground to avoid inhaling rising smoke.
- Close all doors upon exiting to confine the fire as much as possible.
- Do not open doors that are hot. Feel the bottom of the door with the back of your hand. If it's hot, do not open the door. You will need to find another way out.
- If the fire or smoke keeps you from exiting the building, go to a room far away from the fire, shut the door, open or break a window and signal for help.
- A person with disabilities may have to proceed to an Area of Rescue Assistance or Priority Rescue Area to await evacuation.
- Persons responsible for a building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and shall insure that all handicapped persons are assisted to safety.
- Meet at a safe designated evacuation area that is located upwind from the building and out of the way of emergency responders and their vehicles. If none of the pre-designated areas on campus are safe, move to a safe location off campus. See map located in appendix.
- Remain at a safe distance from the building and follow emergency responders' instructions.
- Do not re-enter the building until instructed to do so by Maui Fire Department and Chancellor or designee in charge.
- Stay tuned for campus alert warnings and/or evacuations issued by the UHMC Officials. Campus alert notices will be issued via the UH Emergency Alert Notification system. Notices may also be issued via the UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages and UHMC emergency public announcement (PA) system.

For Small controllable fires:

- Call 911 if necessary and inform Campus Security (984-3255 or EXT 255).
- Use extinguishers on small controllable fires only if safe to do so.
- Turn off all sources of ignition (e.g., stoves, hot plates, Bunsen burners).
- Secure all experiments.
- Follow procedures above on fires found in buildings.

Take the following actions for outdoor fires:

- Call 911 and inform Campus Security (984-3255 or EXT 255).
- Only attempt to control small, contained fires.
- Keep employees and students informed of any wildfire conditions.
- Be prepared to evacuate when ordered to do so by Chancellor or designee. Because wildfires are unpredictable and can change speed and direction quickly, planned escape routes might be blocked. Follow evacuation routes provided by campus officials. See maps located in appendix.
- Activate fire alarm for the building(s) threatened by the fire to begin evacuation.

d. What UH Maui College will do:

- The Campus Security officer will respond to the scene and confirm emergency or immediately call 911 and request for Fire Department assistance if it appears necessary from the information gathered and if not already done.
- The Campus Security Officer will activate the nearest fire alarm pull stations and initiate building evacuation if necessary.
- For serious or large-scale fire emergencies, the College may consider the following the actions:
 - Immediate suspension of operations, campus closure, building closure and evacuation.
 - Designate and announce a safe evacuation on-campus site (campus mall, campus ball field or swap meet area) or off-campus if campus is unsafe. See map located in appendix.
 - Initiate priority evacuation of children at the UHMC Headstart facility.

- Assist evacuees awaiting assistance at Area of Rescue stations.
- Assist evacuees trapped in elevators.
- Account for faculty, staff and students at evacuation site.
- Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
- Notify and provide support to the Student Housing residents.
- Notify the Maui Exposition Inc (Swap Meet).
- Provide notification to parents.
- College officials will monitor the Fire emergency and determine if the threat has been abated and there are no further danger to life and property.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

3. Tsunami and Coastal Flooding:

- a. A tsunami is a series of traveling ocean waves of extremely long length. These generally appear as a large, steep wave face and produce rapid flooding of low-lying coastal areas. They are generated by disturbances associated primarily with earthquakes occurring below or near the ocean floor. Tsunami's can also be generated by landslides, both above and beneath the surface of the ocean.

The most destructive tsunami can be classified as local or regional, meaning their destructive effects are confined to coasts within 60 - 600 miles of the source -- usually an earthquake. It follows that the majority of tsunami related casualties and property damage also come from local tsunami.

The Kahului campus is susceptible to tsunami and coastal flooding because the campus is located in an inundation zone. Coastal flooding is also associated with hurricanes, high surf and severe storms.

b. Warning

- A local earthquake of high magnitude in the Hawaiian Islands may generate a tsunami where no warning is provided.
- The Pacific Tsunami Warning Center on O'ahu provides the initial warning to the public via State and County Civil Defense Agencies and their EAS (Emergency Alerting System) radio and television stations.
- When a Tsunami Warning is issued, the County Civil Defense Agency will sound emergency sirens. The EAS will carry official tsunami advisories and provide shoreline evacuation instructions.
- Coastal flood and storm surge warnings associated with hurricanes may be issued by the National Weather Service.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- Tsunami - The estimated time of arrival will dictate the course of action to be taken:
 - For facilities on the shoreline or low-lying coastal areas if the ground shakes or the ocean suddenly withdraws or surges inland unusually, move to high ground immediately. Go to an area 50 feet above sea

level, if possible. If you don't have time to travel to high ground, but are in a building 2 floors or higher, go to top floor or attic. If you are on the beach and unable to get to high ground go inland as far as you can. These areas include moving up Wakea Avenue towards Kahului Community Center or moving up Kaahumanu Avenue towards Wailuku.

- Stay tuned for campus alert warnings and/or evacuations issued by the UHMC Officials. Campus alert notices will be issued via the UH Emergency Alert Notification system. Notices may also be issued via the UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages and UHMC emergency public announcement (PA) system.
 - Do not return to shore or college campus after the first wave. Wait for Emergency Management officials (Maui Civil Defense) to give the "All Clear" before you return which radio or local TV will do. No siren will sound for "All Clear".
- Coastal Flooding – The magnitude and location of possible tsunami, storm surges or hurricanes that result in coastal flooding will dictate the course of action to be taken. The person in charge at the affected campus or outreach site shall initiate emergency actions.
 - Evacuate to a safe area if possible.
 - Travel to and from all College facilities must be carefully considered if roads are flooded. It may be safer to remain in your facility if flooding has already occurred or flash flood warnings have been issued.

d. What UH Maui College will do:

- College officials will confirm the emergency with Civil Defense alerts, Civil Defense website or local news channels and monitor the Tsunami or Coastal Flooding threat and initiate actions in accordance with the directions issued by the Maui Civil Defense and/or UH Administration.
- The College may suspend operations, close the campus and evacuate, prior to a formal notice from the Maui Civil Defense.
- The College will consider the following:
 - Status of Tsunami (Advisory, Watch or Warning).

- Estimated arrival time of the Tsunami.
- College closure and evacuation.
- Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
- Notify and provide support potentially affected UHMC Outreach Centers (Molokai Education Center, Lahaina Education Center, Hana Education Center and Lanai Education Center).
- Notify and provide support to the Student Housing residents.
- Notify the Maui Exposition Inc (Swap Meet).
- Notify the parents.
- College officials will monitor the Tsunami emergency and determine if the threat has been abated and there are no further danger to life and property.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

4. Hurricane or Severe Windstorm:

- a. Hurricanes typically follow a growth cycle which has them starting off as a:

Tropical Disturbances - A moving area of thunderstorms that maintains its identity for 24 hours or more.

Growing into a:

Tropical Depression - An organized system of clouds and thunderstorms with a defined circulation and maximum sustained winds of 38 miles per hour or less.

Growing still further into a:

Tropical Storm - An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 miles per hour.

Reaching its full potential as a:

Hurricane - Tropical cyclones in which winds reach sustained speeds of 74 miles per hour or more, and blow around a relatively calm center - the eye of the hurricane. Stated very simply, hurricanes are giant whirlwinds in which air moves in a large tightening spiral around a center of extreme low pressure, reaching maximum velocity in a circular band extending 20 or 30 miles from the rim of the eye. The circulation is counterclockwise in the Northern Hemisphere, and clockwise in the Southern Hemisphere. Near the center, hurricane winds may gust to more than 200 miles per hour. The entire storm dominates the ocean surface and lower atmosphere over tens of thousands of square miles. Hurricanes will generate high winds, heavy rain, flooding, and high surf.

- b. Warning

- The Hawaii State Civil Defense provides an early warning system through the use of "Watches and Warnings" with statewide notification by sirens. A "Watch" means the storm is expected within 36 hours. A "Warning" is a storm expected within 24 hours. Sirens will sound on a hurricane warning.
- 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.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- If high winds develop during school hours with little or no warning the follow the emergency procedures below:
 - Implement action to take cover or shelter in place.
 - Students and staff should be assembled inside shelters or best available buildings.
 - Close windows and blinds.
 - Remain near an inside wall, on the lower floors if possible.
 - Avoid auditoriums, gymnasiums, and other structures with large roof spans.
 - Avoid buildings with large glass panes (i.e.: Ka'a'ike).
 - Evacuate rooms bearing full force of wind.
 - Keep tuned to a local radio station for latest advisory information.
 - Stay tuned for campus alert warnings and/or evacuations issued by the UHMC Officials. Campus alert notices will be issued via the UH Emergency Alert Notification system. Notices may also be issued via the UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages and UHMC emergency public announcement (PA) system.
- If a Hurricane or Storm "Warning" is issued by Maui Civil Defense stay tuned for possible cancellation of classes and release of non-essential campus employees ordered by the Chancellor or College Official.
 - Listen to your radio for emergency information.
 - Stay tuned for campus alert warnings and/or evacuations issued by the UHMC Officials. Campus alert notices will be issued via the UH Emergency Alert Notification system. Notices may also be issued via the UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages and UHMC emergency public announcement (PA) system.

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

d. What UH Maui College will do:

- College officials will confirm the emergency with Civil Defense warnings, Civil Defense website or local news channels and monitor the hurricane, storm or high wind threat and initiate actions in accordance with the directions issued by the Maui Civil Defense and/or UH Administration.
- College officials may suspend operations, close the campus and evacuate, prior to a formal notice from the Maui Civil Defense.
- College officials will consider the following for hurricanes and storms that are projected to affect the campus:
 - Status of hurricane, storm or high wind threat (Advisory, Watch or Warning).
 - Estimated arrival time of the hurricane, storm or high wind threat.
 - College closure and evacuation or shelter in place if evacuation is deemed unsafe.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Notify and provide support to potentially affected UHMC Outreach Centers (Molokai Education Center, Lahaina Education Center, Hana Education Center and Lanai Education Center).
 - Notify and provide support to Student Housing residents.
 - Notify the Maui Exposition Inc (Swap Meet).
 - Notify the parents.
- College officials will monitor the hurricane, storm or high wind emergency and determine if the threat has been abated and there are no further danger to life and property.

- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

5. Hazardous Materials:

a. Hazardous materials are solids, liquids, or gases that can harm people, other living organisms, property, or the environment. They are often subject to chemical regulations.

- Hazardous material accidents would include tank truck accidents occurring near the campus, run away experiments in the Science building, and major spills or storage accidents involving large quantities of toxic substances that are stored near the Kahului Harbor or the Chevron Tank Farm Storage Facilities. An accident would endanger the students, faculty and staff of UH Maui College.

b. Warnings

- Suspected hazardous chemical spills may produce toxic vapors that irritates the human senses and has a potential to cause injury and death.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- Immediately call for help by dialing 911. Provide the exact location of the hazardous spill/release. If possible, provide the source, character, amount and extent of the material spill/release. Notify the dispatcher if there are any injuries.
- Also Inform Campus Security by calling 984-3255 or EXT. 255.
- All personnel should move upwind to avoid fumes, gases or other aerosols away from danger.
- Avoid direct contact with those who are contaminated.

- Do not walk into or through spilled material. Avoid inhalation of fumes, smoke and vapors.
- Evacuate the building and area involved immediately. Follow evacuation guidelines and move to a safe evacuation site if possible or off campus to a safe location. See map located in appendix.
- Do not return to affected area until cleared by the Chancellor or their designee.

d. What UH Maui College will do:

- Immediately, upon notification, the Campus Security officer confirm emergency by visual confirmation from a distance or will call 911 and request for Fire Department assistance immediately if it appears the report is credible.
- Campus Security Officer will direct Fire Department respondents to the location of the hazardous material spill/release.
- For serious or large-scale hazardous material emergencies, the College may consider the following the actions:
 - Designate a safe and proper evacuation site that is upwind and distant from the hazardous material spill/release.
 - Account for personnel and students at the evacuation site.
 - Immediate suspension of operations, campus closure, building closure and evacuation.
 - Establish triage support areas.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Notify and support the Student Housing residents.
 - Notify the Maui Exposition Inc (Swap Meet).
 - Notify parents.
- College officials will monitor the hazardous material emergency and determine if the threat has been abated and there are no further danger to life and property.

- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

6. Earthquake:

- a. Earthquakes are unpredictable and strike without warning. Damage to buildings, structures and infrastructure can range from negligible to severe depending on the magnitude of the earthquake. Possible severe outcomes of an earthquake are a tsunami, wave damage, coastal flooding, fires and after shocks.

b. Warning

Since earthquakes are unpredictable, warnings are not usually given.

Earthquake advisories may be provided by State and Maui County Civil Defense Agencies due to increased seismic activity.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- Inside buildings:
 - Stand against the wall away from windows.
 - Avoid glass and falling objects by moving away from windows or large panes of glass and from under suspended light fixtures or objects.
 - Implement evacuation plan to evacuate building when instructed or when the earthquake is over:

(1) Evacuate to an open area. See map located in

appendix.

(2) Do not run blindly outside as parts of the building may still be falling. Move to a clear area away from the building and large trees.

(3) Do not return to any building for any reason until the building is declared safe. Subsequent shocks may follow initial tremor.

(4) Keep away from all damaged buildings until cleared by the Chancellor or Designee. Avoid touching fallen electrical wires and stay away from damaged utilities and unidentified spilled liquids.

- On Campus outside of buildings and structures:
 - Do not panic or run. The safest place during an earthquake is in the open. Stay in the open away from buildings and large trees until the earthquake is over.
 - Follow the procedures under “Inside buildings” (last two bullet points) above.

- In car or bus:

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

- Stay away from fallen and/or exposed wires and damaged utilities and structures.
- If parked and in a safe location, set brakes and turn off ignition.
- Wait until earthquake is over to resume driving or exiting from vehicle.

e. What UH Maui College will do:

- College officials will assess the earthquake and damages and initiate actions in accordance with the directions issued by the Maui Civil Defense and/or UH Administration.
- The college may suspend operations, close the campus and evacuate, prior to a formal notice from the Maui Civil Defense.
- The College will consider the following:
 - Status of Earthquake (continuing aftershocks).
 - Designate a safe and proper evacuation site that is clear of potential falling debris and upwind from any potential chemical leaks.
 - Account for personnel and students at the evacuation site.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Notify and provide support to potentially affected UHMC Outreach Centers (Molokai Education Center, Lahaina Education Center, Hana Education Center and Lanai Education Center).
 - Notify and provide support to Student Housing residents.
 - Notify the Maui Exposition Inc (Swap Meet).
 - Notify parents.
- College officials will monitor the Earthquake emergency and determine if the threat has been abated and there are no further danger to life and property.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

7. Utility Failure:

- a. Electricity, water and propane utilities are essential to the operation of all campus facilities and any disruption will require immediate remediation by the Operations and Maintenance (O&M) unit. Prolonged outages in part or all of the campus will negatively affect students and personnel and may result in an emergency situation where classes and operations may be suspended. Outages or interruptions of gas or Liquefied Petroleum Gas (LPG) and telecommunications services are usually not serious and usually can be rectified in a short period of time. Outages of this type will not necessarily result in suspension of classes or operations.

b. Warning

There are no warnings for utility outages, except for planned outages, and outages usually occur as the result of other disasters such as hurricanes, earthquakes and fires.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

Electrical outage:

- Report all electrical outages to Campus Security (984-3255 or EXT 255).
- Disconnect or shutoff all equipment that could be damaged by a power surge before electricity is restored. Includes photovoltaic systems and other electrical systems.
- Turn off lights, appliances, window air conditioners and other devices to reduce the power requirements for restoration.
- Evacuate the building or facility if safety of personnel is compromised. Examples are wet condition with live downed wires, lack of lighting, ventilation. Building may have a UPS system which will only provide temporary lighting to allow safe evacuation.

- If all forms of electronic communications are down, prepare to send messages via personnel who are able to walk or drive.

Water Outage:

- Report all water outages or pipe breaks to Campus Security (984-3255 or EXT 255).
- Turn off all water faucets and taps. Conserve remaining water resources until restored.
- O&M may restrict the use of restrooms in affected buildings. Personnel will be directed to the closest building where restrooms are operational. Portable restrooms and hand cleaning units may be considered if water outage is extended and the campus remains open.
- Should the water outage affect large sections of the campus or the entire campus, classes and operations, except for essential workers, may be suspended.

Gas/LPG (PROPANE) Leak:

- Shut off all flame or heat producing equipment and devices.
- Ventilate if possible.
- Do not turn on any electrical or heating devices.
- If the source cannot be shut off or the source of origin cannot be identified immediately notify all personnel in the area to evacuate. Call 911 after evacuating to a safe area. Inform Campus Security (984-3255 or EXT 255).

d. What UH Maui College will do:

Electrical Outage

- Immediately, upon notification, the Campus Security officer will contact Operations and Maintenance to report the electrical outage.
- Maintenance personnel will determine if outside assistance is needed.

Major Electrical Outages (affecting multiple buildings and for a prolonged period).

- If it is a major utility outage, then College officials will initiate actions in accordance with the directions issued by the utility provider (Maui Electric Company, etc.) and UH Administration.
- The College may consider the following:
 - Status of outage.
 - Evacuate facilities that are deemed unsafe due to lack of lighting, air conditioning ventilation, fire alarm systems.
 - Designate a safe and proper evacuation site and account for personnel and students at the evacuation site.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Assist evacuees who may be trapped in elevators.
 - Assist evacuees at area rescue zones.
 - If Incident Commander issues a suspension of operations:
 - Close college entrances.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Assist students and staff with transportation if necessary.

- College officials will monitor the outage situation and determine if the power has been restored.
- College officials will issue a formal “all clear” and oversee recovery process, restore building operations and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

Water Outage

- Immediately, upon notification, the Campus Security officer will contact Operations and Maintenance to report the water outage.
- Maintenance personnel will determine if outside assistance is needed.

Major Water Outages (affecting multiple buildings and for a prolonged period).

- If it is a major water outage, then College officials will assess the water outage and initiate actions in accordance with the directions issued by the utility provider (Maui County Water Department, etc.) and UH Administration.
- The College will consider the following:
 - Status of outage.
 - Evacuate and close facilities that are deemed unsafe due to lack of restroom and water services.
 - Designate proper alternate facilities.
 - Instruct occupants in affected buildings and OM staff to turn off all water faucets and taps to conserve water and to avoid unexpected flooding when water service is restored.
 - If the College issues a suspension of operations the following will be considered:
 - Close College entrances.
 - Issue notice to essential employees (specific O&M staff to remain at the workplace or be available on call).

- Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
- Assist students and staff with transportation if necessary.
- College officials will monitor the water outage situation and determine if the water has been restored.
- College officials will issue a formal “all clear” and oversee recovery process, restore building functions and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

Gas/LPG (PROPANE) Leak:

- Immediately, upon notification, the Campus Security officer will contact Operations and Maintenance to report the gas leak.
- Upon arrival, Maintenance personnel will determine if outside assistance is needed.

Minor gas leaks (minor odor detected)

- If it is a minor gas leak, Maintenance personnel will consider the following:
 - Shut off all flame or heating elements.
 - Turn off all heating or electrical devices in the vicinity or room.
 - Open windows and ventilate room.
 - Evacuate people out of the room or vicinity.
 - Turn off gas to the area with shut off valves (room or building shut off valves).
 - Contact gas contractor for repair.
 - Call 911 if leak progresses into a potential life safety risk, and initiate major gas leak procedures.

Major gas leaks (potential life safety risks).

- If it is a major gas leak, then the Security Officer will report the gas leak to the Maui County Fire Department (911) then immediately evacuate the affected buildings or surroundings.
- The Security Officer will also report the gas leak to the Physical Plant Manager, the Chancellor and the Vice Chancellor of Administrative Services.
- College officials will assess the gas leak and initiate actions in accordance with the directions issued by the Maui County Fire Department or Gas Contractor and UH Administration.
- The College officials will consider the following:
 - Turn off gas to the affected building or areas with the building main shut off valve.
 - Evacuate and close affected facilities.
 - Tend to any injuries.
 - Notify Student Health Center for assistance.
 - Designate proper alternate facilities.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
- If College officials issues a suspension of operations the following will be considered:
 - Close College entrances.
 - Issue notice to essential employees (specific O&M staff to remain at the workplace or be available on call).
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - Assist with transportation for students and staff if necessary.

- College officials will monitor the gas leak situation and determine if the gas leak has been repaired and the facility is safe for operations.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

8. Bomb Threats

- a. Bomb threats can occur on government facilities. Colleges and Universities have received bomb threats in the past and will have to handle bomb threats in the future. A bomb threat can turn into an explosion and precautionary plans are necessary to prevent or minimize damage.

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

- 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. Warning

The majority of bomb threats are delivered via an anonymous phone call. An evacuation order, shelter in place order or other instructions is given by the Chancellor or Designee through the UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages and/or UHMC emergency public announcement (PA) system campus alerting

system.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- When a Bomb Threat Is Called In:
 - If you receive the bomb threat via a telephone call, keep the caller on the line as long as possible. Ask the caller to repeat the message. Follow bomb threat checklist. (See appendix)
 - If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
 - 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.
 - Pay particular attention to peculiar background noises such as motors running, background music, or any other sounds that may give a clue as to the location of the caller.
 - 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 Campus Security (984-3255 or EXT 255) and fill out the Threatening Phone Call Form as completely as possible. See appendix.
 - When the caller hangs up. KEEP THE LINE OPEN AND DO NOT HANG UP ON THE CALLER - EVEN IF THE CALLER HANGS UP. USE ANOTHER LINE OR ANOTHER PHONE TO Call 9-911 FROM AN ON CAMPUS LINE OR 911 FROM ANY OTHER PHONE and ALSO inform Campus Security (984-3255 or EXT 255).
 - Do not use radios, cell phones and any electronic devices that could set off the bomb.

d. What UH Maui College will do:

- Immediately, upon notification, the Campus Security officer will confirm the bomb threat with the bomb threat receiver

and call 911 and request for Maui Police and Fire Department assistance if assistance was not already requested.

- The College officials will consider the following:
 - Determine a safe and appropriate evacuation site and immediately evacuate the specific building that the bomb was alleged to be in and the neighboring buildings or areas in the near vicinity.
 - Create a safe perimeter and prevent inadvertent entry into the danger zone.
 - Account for staff, faculty and students at the evacuation site.
 - Provide assistance to responders Maui Police Department and/or Maui Fire Department
 - Assist MPD or MFD with a building search.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system, EXCEPT FOR TEXT MESSAGES WHICH COULD ACTIVATE A BOMB.
 - College officials will monitor the bomb threat situation and determine if the bomb threat has been abated and the facility or danger areas are safe for operations.
 - College officials will issue a formal “all clear” and oversee recovery process.

If the specific location of the bomb is NOT identified by the caller, College officials will consider the following:

- Assess and confirm the validity of the threat based on recent incidents, i.e. actual explosions on campus or in the community, volatile community or campus incidents, etc.
- College officials will determine if a campus wide evacuation, closure and search is necessary or a search of the most probable vulnerable buildings or areas is sufficient.
- Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC

emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system, EXCEPT FOR TEXT MESSAGES WHICH COULD ACTIVATE THE BOMB.

- Assist MPD or MFD with a building by building search.
- College officials will monitor the bomb threat situation and determine if the bomb threat has been abated and the facility or danger areas are safe for operations.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

9. EXPLOSIONS or Threat of Explosions

- a. Excessive heat, leaking gas, faulty equipment, ignitable material and chemical reactions can cause explosions. Explosions on College facilities can occur as a result of operations or research. The extent of damage, destruction, fire, casualties and operational disruptions depends on the type and magnitude of the explosion.

- b. Warning

Initially no warning may be given, however, evidence that an explosion have occurred by a loud bang. The Chancellor or Designee may issue an evacuation order or other instructions through the UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages and/or UHMC emergency public announcement (PA) system campus alerting system.

- c. What You (Faculty, Staff, Students and Clientele) Should Do:

Explosion:

- If an explosion occurs without warning, take cover by lying on the floor*. SOUND THE BUILDING FIRE ALARM.
- If the explosion occurs within the building, or threatens the building, immediately evacuate the building.
- Move to a SAFE EVACUATION ZONE, and maintain control.
- Dial 911 and notify Campus Security at 984-3255 or EXT 255.
- Check for injured persons. Render first aid.
- Students and staff should not return to the building until Fire Department officials declare the building to be safe for occupancy.

Threat of Explosion:

- Sound the building fire alarm. This will automatically implement action to evacuate the building.
- Follow procedures under "EXPLOSION" above.
- Campus Security will direct further action as required.

d. What UH Maui College will do:

- Immediately, upon notification, the Campus Security officer will call 911 and request for Fire Department assistance if it appears necessary from the information gathered and if not already done.
- The Campus Security Officer will activate the nearest fire alarm pull stations and initiate building evacuation if necessary.
- Campus Security Officer will report the incident to the Chancellor, or Vice Chancellor of Administrative Services or designee.
- For serious or large-scale explosions, College officials will consider the following the actions:
 - Immediate suspension of operations, campus closure, building closure and evacuation.
 - Designate and announce a safe evacuation on-campus site (campus mall, campus ball field or swap meet area) or off-campus if campus is unsafe. Consider explosion and resulting fire location and wind direction when determining evacuation site. See map located in appendix.
 - Consider priority evacuation of children at the UHMC Headstart facility.
 - Assist evacuees awaiting assistance at Area of Rescue stations.
 - Assist evacuees trapped in elevators.
 - Account for faculty, staff and students at evacuation site.
 - Close campus entrances.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system, EXCEPT FOR TEXT MESSAGING WHICH MAY ACTIVATE ADDITIONAL EXPLOSIONS.
 - Notify and provide support to Student Housing residents.

- Notify the Maui Exposition Inc (Swap Meet).
 - Notify parents.
- College officials will monitor the explosion or fire emergency and determine if the threat has been abated and there are no further danger to life and property.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

10. Elevator Entrapment

- a. Although elevator entrapments are rare, unanticipated malfunctions occur and are reported to campus security.
- b. Warning
 - If you experience the controls on the elevator panel not responding the elevator system has malfunctioned and individuals inside the elevators are trapped.
- c. What You (Faculty, Staff, Students and Clientele) Should Do:
 - Call Campus Security by pushing the Call Button. Another option is to use a cell phone to call 911. After calling 911 inform Campus Security at 984-3255 or EXT 255.
 - Individuals trapped inside the elevator should **remain calm** and resist the urge to force the door open. This could lead to serious injury or fatality. Only trained operators or rescue personnel should conduct elevator operations during rescue.
 - When calling for help, provide the following:
 - ☐ Caller's name;
 - ☐ Location (e.g., building, address, floor);
 - ☐ Problem (e.g., stalled, stuck between floors, people trapped); and
 - ☐ Any additional information (e.g., number of people trapped if known and any injuries or life threatening conditions).
- d. What UH Maui College will do:
 - Immediately, upon notification, the Campus Security officer will contact Operations and Maintenance to report the elevator entrapment. If the incident occurs during the non-business hours, weekend or holiday, then the Security Officer will follow the Campus Security non-business hour emergency call list.

- Upon arrival Maintenance personnel will assess the elevator and contact the UHMC elevator maintenance company.
- If the elevator maintenance company cannot be contacted, then Maintenance personnel will contact Maui Fire Department for assistance.
- UHMC personnel will monitor the elevator situation until entrapped individuals are released safely and tend to any injured personnel.
- UHMC personnel will oversee the Post-Incident Activities, such as:
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

11. Active Shooter

a. General

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

b. Warning

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- Call 911 and Campus Security at 984-3255 or EXT 255 if you are in a safe area.
- Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind;
- Evacuate regardless of whether others agree to follow;
- Leave your belongings behind;
- Help others escape, if possible;
- Prevent individuals from entering an area where the active shooter may be;
- Keep your hands visible at all times;
- Follow the instructions of any police officers;
- If you are instructed to lie down by police officer, do so.
- Do not attempt to move wounded people;
- Call for help when you are safe. Dial 911 from a cell phone or 9-911 from a Campus telephone and notify Campus Security at 984-3255 or EXT 255.

- Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view;
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door);
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door;
- Blockade the door with heavy furniture.
- Turn off lights and find a hiding area within the room.
- Occupants should spread out and remain calm and quiet.
- Be prepared with objects or tools that could be thrown or used in self-defense should the active shooter enter the hiding place.

If the active shooter is nearby:

- Lock the door;
- Turn off lights.
- Silence your cell phone and/or pager;
- Turn off any source of noise (i.e., radios, televisions);
- Hide behind large items (i.e., cabinets, desks);

- Occupants should spread out and remain calm and quiet.

If evacuation and hiding out are not possible:

- Remain calm;
- Call for help when you are safe. Dial 911 from a cell phone or 9-911 from a Campus telephone and notify Campus Security at 984-3255 or EXT 255. Provide this information:
 1. Location of the active shooter;
 2. Number of shooters, if more than one;
 3. Physical description of shooter/s;
 4. Number and type of weapons held by the shooter/s;
 5. Number of potential victims at the location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

- Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her;
- Throwing items and improvising weapons
- Yelling;
- Committing to your actions.

- How to respond when law enforcement arrives

- Remain calm, and follow officers' instructions;
- Put down any items in your hands (i.e., bags, jackets);
- Immediately raise hands and spread fingers;
- Keep hands visible at all times;
- Avoid making quick movements toward officers such as holding on to them for safety;
- Avoid pointing, screaming and/or yelling;
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises;
- The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied

individuals to assist in removing the wounded from the premises.

- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.
- If you're in immediate danger, take necessary action to provide safety for yourself.

- d. What UH Maui College will do:
- Immediately, upon notification of an active shooter situation or a suspicious person with weapon(s), the Campus Security officer will call 911 and request for Maui Police Department assistance if it appears necessary from the information gathered and if not already done. The active shooter or potential active shooter situation requires quick and timely response, therefore the Campus Security officer will immediately request Maui Police Department assistance to confirm and address the emergency.
 - Campus Security Officer will report the incident to the Chancellor, or Vice Chancellor of Administrative Services or designee.
 - College officials will consider the following:
 - Decisions and actions should be issued without endangering additional personnel or placing assisting personnel in potential “harms way”. Minimize injuries and fatalities as much as possible.
 - College officials shall assess the active shooter situation, location and danger areas and determine whether to issue a Lockdown or Evacuation order
 - The college emergency PA system is most likely means to immediately issue a LOCKDOWN order.
 - Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system.
 - If the active shooter situation is safely contained by law enforcement in a specific area and if a portion of the campus can be deemed as a safe zone, designate an appropriate evacuation site and account for staff, faculty and students.
 - If a safe perimeter is created safely, Security officers or UHMC personnel will be placed to prevent inadvertent entry into the danger zone
 - Provide assistance to Maui Police Department and/or other emergency responders
 - Assist Maui Police Department with evacuation and accounting for staff, faculty and students.

- College officials will monitor the active shooter situation and in accordance with Maui Police Department determine if the threat has been abated and the danger areas are safe for operations.
- College officials will issue a formal “all clear” and oversee recovery process and the Post-Incident Activities and recovery activities, such as:
 - Public Relations, insure proper and accurate information is being conveyed. Issue adequate public information notices to prevent misinformation.
 - Inform parents and families of students, staff and faculty of the current situation and support.
 - Establish counseling and support for students, staff and faculty.
 - Incident investigation.
 - Post-incident management strategy, public relations, campus notification, counseling.
 - Publish incident report
 - Implement preventative measures or corrective actions.
 - Assess emergency operations plan and revise if necessary.

E. Campus Emergency Response Plan for Specific Instances:

1. Evacuation Plan

- a. An evacuation order may be given for several events. They include fires, expected hurricanes, earthquakes, bomb threats, tsunamis and other events that would threaten the safety of all campus personnel.
- b. Warnings
 - Automated fire alarm systems will provide audible and visual (emergency strobes) warnings to signal an immediate evacuation. Notices may also be issued via UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail message, UHMC emergency public announcement (PA) system and/or verbal notices via Building Administrators.

- Campus Security will ensure that all occupants in buildings without a fire alarm are given the warning expeditiously to begin evacuation.

c. What You (Faculty, Staff, Students and Clientele) Should Do:

- All personnel must follow the evacuation plan located in all rooms and hallways. Take the nearest exit away from the fire or danger. Report to designated evacuation areas (Campus Mall Field, Campus Ball Field and Swap Meet Site). If the entire campus is declared a danger zone, then follow UHMC instructions to either orderly vacate the campus or quickly move towards higher ground or away from the danger off campus. Report yourself to a College official to be accounted for. If an UHMC official has not declared a designated evacuation site, individuals should select a site that is away from the danger and avoid sites that are downwind.



- All persons, including those with disabilities, must evacuate a facility anytime the fire alarm system is activated or otherwise instructed to do so. Depending upon the facility and type of disability, a person with disabilities have the following evacuation options; Horizontal evacuation (e.g., going from one building into a connected, adjacent building on the same level); Vertical (e.g., stairway) evacuation; proceed to an Area of Rescue Assistance or Priority Rescue Area to await evacuation; or staying in place to await evacuation (e.g., office, classroom).
- Elevators are never to be used in the event of a fire without explicit authorization by fire or police personnel. Further, stairway evacuations of individuals who use wheelchairs may be hazardous to disabled individuals, rescuers, and others attempting to evacuate and should not be attempted by untrained personnel. Individuals with mobility impairments who are able to walk independently

or with assistance may be able to negotiate stairs. However, if danger is imminent, the individual should wait until heavy traffic has cleared before attempting the stairs.

- Individuals with mobility impairments may not be able to exit a building without help from UHMC Faculty, fire, police, or other emergency personnel. Persons who are unable to evacuate should await evacuation assistance in designated rescue locations such as an Area of Rescue Assistance or Priority Rescue Area.
- A master list of Areas of Rescue Assistance and Priority Rescue Areas shall be located in the lobby of each building (Also on evacuation floor plans). Priority Rescue Areas in each building shall be updated annually or as needed.
- In circumstances where evacuation is not possible and relocation to an Area of Rescue Assistance or Priority Rescue Area is not practical (e.g., pathway impeded), it is recommended that a person with a disability stay in place (e.g., office, dormitory room). It is the responsibility of every member of the University community to immediately communicate to the Police and emergency personnel the location of individuals unable to evacuate. In addition, the person with disabilities should call 911 immediately to further ensure that on-site emergency personnel will receive the information as soon as possible.
 - Individuals with communication disabilities may be unable to obtain necessary evacuation information from standard auditory fire alarms or public address systems. As a consequence, hearing and visually impaired individuals may need to be alerted and given further instruction in emergency situations by campus security personnel or others. Nearby faculty, staff, or students should also offer assistance to visually impaired individuals who need help negotiating unfamiliar routes during an emergency evacuation.
 - During an emergency, the Fire Department and Campus personnel shall attempt to check all locations, including restrooms, to communicate the need to evacuate. If forced to stay in place during an emergency, the person with a disability should attempt to contact campus security at 984-3255 or EXT 255 to notify them of his or her location, in addition to asking others who are evacuating to alert

campus security. Campus Security shall then dispatch an officer to the location to assist with the evacuation. Please stay on the line with campus security until emergency personnel arrive.

- It is strongly recommended that persons with disabilities acquire additional alerting devices to draw attention to themselves during an emergency. Cell phones, pagers, and loud whistles are effective tools for drawing attention or for contacting emergency personnel.

d. What UH Maui College will do:

- College officials shall assess the emergency and danger and designate a safe evacuation site and avoid sites that are downwind if wind can spread the danger. The entire Kahului campus is within the Tsunami evacuation zone, therefore Tsunami emergencies require campus evacuation.
- College officials may initiate an evacuation via automated fire alarm systems which will provide audible and visual (emergency strobes) warnings to signal an immediate evacuation.
- Issue timely alert and emergency messages via one or more emergency communication venues, UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail messages, UHMC cable television channel and UHMC emergency public announcement (PA) system, and/or verbal notices via Building Administrators.
- College officials will consider the children at the Head Start Childcare facility who may require evacuation assistance.
- Assist evacuees in elevators and area rescue areas.
- Account for all staff, faculty and students at the evacuation site.
- Create a perimeter to prevent inadvertent entry into the danger zone by unknowing individuals.
- College officials will work closely with Civil or County emergency responders and higher level UH system administrators.

2. GENERAL EMERGENCY LOCKDOWN or SHELTER IN PLACE

- a. A “Campus Lockdown” or “Shelter in Place” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Threats that trigger an emergency lockdown are likely life threatening.

Examples of situations that may cause a campus lockdown include a potentially violent behavior exhibited by an individual, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, terrorist attacks, hostile intruder, etc. Shelter in place may be initiated for Civil Defense type emergencies such as Tsunamis where there is not enough time to evacuate the campus to safer locations.

- b. Warning

- An “Emergency Lockdown” or “Shelter in Place” will be announced by the Chancellor or their designee. Notices may be issued via UH emergency alert notifications, UHMC emergency website scrolling banner, UHMC telephone Hotline messages, UHMC emergency telephone voicemail message, UHMC emergency public announcement (PA) system and/or verbal notices via Building Administrators. Certain notification systems may NOT be used if the system may notify the uncontrollable individual(s) as well.
- Fire evacuation alarms will NOT be sounded.

- c. What You (Faculty, Staff, Students and Clientele) Should Do:

- Lock all interior and exterior classroom and office doors.
- Close all windows and window treatments.
- Turn off lights.
- Account for everyone in the classroom or office.
- Everyone should remain quiet and not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- If a gunshot is heard, stay near the floor and shielded under or behind room furniture as much as possible.
- Individuals in hallways should seek shelter in the nearest classroom or office.
- No person should leave a building when a Lockdown or Shelter in Place is in effect.
- Individuals in outdoor areas should immediately take

cover.

- Contact Campus Security at 984-3255 or EXT 255 as soon as possible of any medical emergencies.
- The Lockdown or Shelter in Place is to remain in effect until cancelled by the Chancellor or designee or by an official from Maui Police Department.
- Should the fire alarm sound, do not evacuate the building unless;
 - You have first-hand knowledge that there is a fire in the building.
 - You are in imminent danger.
 - You have been advised by Campus Officials, Maui Police Department or Maui Fire Department to evacuate the building.
- For additional instructions see “Active Shooter”.
- Campus Security will provide first aid kits to all evacuation sites. They may request the campus clinic for assistance if needed.

d. What UH Maui College will do:

- College officials shall assess and confirm the emergency and danger and determine whether to issue the Lockdown or Shelter in Place order.
- College officials will initiate the Lockdown or Shelter in Place order via some or all of the emergency communication venues, the UHMC emergency public announcement (PA) system, UHMC emergency telephone voicemail message, UHMC walkie talkies, building administrator lists, UH Alerts and UHMC social media alert system. College officials will consider the best means of broadcasting the Lockdown or Shelter in Place notice.
- College officials will consider the location of the danger and assess whether or not a campus wide Lockdown or Shelter in Place order should be targeted to a specific building(s) or area.
- College officials will issue timely alert warnings to the campus community via one or all of the emergency communication venues, UH emergency alert notifications, UHMC emergency PA system, UHMC emergency website scrolling banner, UHMC emergency telephone voicemail message system, UHMC telephone Hotline messages, UHMC cable television channel and/or UHMC emergency social media alert system.

- Incident Commander or CCMT designee should immediately consider the children at the Head Start Childcare facility who may require special assistance.
- If evacuation sites are designated, College officials will account for all staff, faculty and students at the evacuation site.
- If possible create a safe perimeter to prevent inadvertent entry into the danger zone by unknowing individuals.
- College officials will work closely with Maui Police Department and/or other emergency responders and higher level UH system administrators.

3. EMERGENCY NOTIFICATION SYSTEM POLICY, PROCEDURES INSTRUCTIONS, AND MESSAGE TEMPLATES.

Definitions

Emergency communication can be sub-divided into four phases:

1. Preparedness and Education – to inform the campus community about the hazards the campus faces and to educate them on steps that they can take to prepare for and mitigate against their impacts.
2. Emergency Notification and Warning – to alert individuals that an emergency condition exists that threatens their health and safety; and to provide protective action recommendations
3. Emergency Follow-up – to provide important follow-up information or instructions regarding an ongoing or recently terminated emergency, but does not necessarily require immediate protective actions.
4. Recovery Information – to offer longer-term, time indifferent, messages that are more informational in nature and irrelevant to the immediate health & safety of individuals.

Scope

This document applies only to the second phase of emergency communication: Emergency Notification and Warning.

This only applies when there is a hazardous condition that threatens the health and safety of individuals on or near a UH Maui College facility. These situations require timely notification and warning, perhaps with protective action recommendations.

While many of the communication systems identified in this document can be utilized in the subsequent phases of an emergency or in other less immediate or less threatening conditions, this document only concerns itself with urgent and immediate notification and warning.

Background

UH Maui College is undergoing a comprehensive analysis of all possible communication methods at its disposal for the timely dissemination of emergency notification and warning. It has identified numerous means by which emergency information could be delivered.

It is important to note that no one system is capable of reaching everyone, everywhere, every time. Each method has its strengths,

weaknesses, and limitations. As such, it is valuable to consider an emergency notification and warning system that utilizes multiple delivery methods. This ensures a greater coverage of intended recipients, and redundancy in the event of failures, which many communication systems are prone.

“UH ALERT”

To aid in the education of our students, faculty, staff, and visitors, The University of Hawai‘i 10 campus system combines all of its emergency notification systems described herein into a single concept dubbed “UH ALERT.” Regardless of which notification methods or media are utilized, to the recipient, all official university emergency notification and warning messages come from “UH ALERT.”

UH Alert Emergency Notification

The UH Alert emergency notification system alerts the campus community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the campus community or closures of whole campuses. The UH Alert system will also be tested twice annually, during the Fall and Spring Semesters.

Information about UH Alert

Automated emergency messaging options include:

- Email – Emergency alerts are sent to hawaii.edu email addresses for all members of the UH system community who subscribe to the UH Alert system. Faculty/staff may also provide a non-UH email address.
- SMS / text messages – Alerts can be sent via text message to student, faculty and staff mobile phones via the UH Alert system.

UH Alert Sign Up Instructions

1. Login with your UH username and password.
2. Tell us the campus(es) or geographic location(s) about which you want to be alerted.
3. Submit your phone and/or email information.
4. Click "Save Changes" at the end of the form.
5. That's it! You may opt-out or change your information at any time.

If you have problems, questions or suggestions, please send us feedback.

Additional Information About the UH Alert Sign Up

- A test text message will be sent each semester. Depending on your plan, you may be charged by your cell phone carrier for this message.
- Although we will make every effort to deliver emergency information, due to limitations with public carrier networks we cannot guarantee you will receive an emergency message.
- The use of this capability will be limited to emergency communications. Emergency communications are defined as urgent notices regarding matters that impact the health and safety of members of the campus community and closures of whole campuses. This determination will be made only by the president, vice presidents, chancellors, vice chancellors and formally designated emergency coordinators.
- We will not give, rent or voluntarily supply your information to any third party for any reason other than emergency notification.

Available Emergency Notification and Warning Systems

The University of Hawai'i "UH ALERT" emergency notification and warning system consists of the following communication methods, segregated into two categories, "primary" and "secondary," based upon the speed of delivery and breadth of audience receipt. Each of these systems will be described in detail later in the document.

Primary:

1. UH System or UH campus / UH Department specific web site:
<http://www.hawaii.edu/emergency/>
<http://maui.hawaii.edu/faculty/MauiCCEmergencyProcedures.pdf>
2. Text Messages
3. E-mail
4. (808) 984-3700 Campus Emergency Hotline
5. Emergency Mass Voice-Mail Message Distribution.
6. Code Blue Emergency Phones / Mass Notification Speakers

Secondary:

7. Media Release / Press Conference
8. Local Television or Local Radio
9. UHMC Cable Channel 354 or digital channel 27.55

10. UHMC Facebook and Twitter accounts
11. UHMC Website scrolling banner message.

This document also recognizes that emergency information will travel via word-of-mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication method.

Planning Assumptions

In order to plan for and consider the effectiveness of the UH ALERT emergency notification system, one must take into account several planning assumptions:

1. The most critical use of the UH Alert system involve emergencies requiring activation of the UH ALERT emergency notification system without any advance notice and posing an immediate threat to individual life safety.
2. With assumption #1 in mind, there is a need to streamline the activation process for UH ALERT to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life.
3. No one-method of communication will reach everyone, everywhere, every time. Utilization of numerous and various communication methods is required.
4. Electronic communication mechanisms are subject to failure. Redundancy through utilization of numerous and various communication methods is required.
5. Even with numerous and various communication methods, you will never achieve emergency message delivery to 100% of the intended audience due to situations beyond your control.
6. Due to limitations beyond the university's control, a small portion of the intended audience will receive their emergency messages in a later timeframe than desired.
7. Some of the emergency communication methods identified herein are "passive" systems, requiring deliberate action on the part of the recipient to obtain the emergency message. Many will not take this required action.

8. With assumption #7 in mind, a number of the communication methods must be “active” systems, requiring minimal efforts on the recipient’s part to receive and comprehend the message.
9. Despite best efforts, errant information will still be generated and distributed by alternate means of communication (i.e. word of mouth). This requires UH ALERT messages to be clear, concise, succinct, and accurate.
10. UH ALERT must account for communication impairments (hearing or sight).
11. Language barriers will result in misunderstood receipt of messages.
12. Emergency messages must be identifiable as “official” UH ALERT messages.
13. An aggressive educational campaign is required to introduce the system to every person on campus. This educational campaign must be ongoing to inform each new person that comes on campus through student or new employee orientation.
14. Regular testing of the UH ALERT system is required to ensure functionality and to familiarize recipients with the system’s features. All tests must be evaluated and corrective action recommendations developed, as necessary.
15. As communication technology evolves, new communication methods maybe identified as others become obsolete. A constant evaluation of the effectiveness of the system is required.

Decision Criteria

Five criteria must be considered to determine if activation of the UH ALERT system is warranted, which communications will be utilized, and who authorizes activation of the system:

1. Hazard Type
 - What is the hazard? (Room fire, hurricane, flash flood)
 - What is the impact to the campus? (Minor, major, catastrophic)
 - What is the potential for the situation to worsen?
 - Is the situation under control?
2. Life Safety / Property Protection

- What is the potential for death?
 - What is the potential for serious injury?
 - What is the potential for minor injury?
 - What is the potential for damage?
 - What is the potential for disruption to normal course of business?
3. Urgency
- How soon does the message need to go out? (Seconds, hours, days)
 - Is there time for approval?
4. Audience
- Who needs to be alerted? (Administration, faculty, staff, students, guests)
 - How many people need to be alerted? (dozens, hundreds, thousands)
5. Capabilities / Limitations
- What are the limitations of the system? (Limited audience, lengthy delivery time, mass panic)
 - Which system should be used? (Press conference, bulk text message, web site, mass notification system/code blue phones)
 - How quickly can the messages be sent? (Immediately, minutes, hours)

Activation Approval

A campus administrator must approve activation of the UH ALERT emergency notification system.

Note: Planning assumption #2, previously stated, reads:

“There is a need to streamline the activation process for UH ALERT to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life”

As such, this document serves to establish a flexible, but controlled, activation approval hierarchy. Through acceptance of this document, the appropriate campus administrators approve of the enclosed activation procedures.

This document contains a number of pre-scripted emergency messages that are pre-approved for immediate use as outlined.

Situations or messages that do not fall within the prescribed parameters contained herein must be approved individually prior to dissemination.

As practical without jeopardizing life safety, the following individuals or entities shall be consulted prior to emergency message dissemination. If the preceding person or entity is not available or not feasible, proceed down the list to the next available entity:

1. Chancellor or designated alternate.
2. Vice Chancellor for Administrative Services or designated alternate.
3. Vice Chancellor for Academic Affairs or designated alternate.
4. Vice Chancellor for Students Affairs or designated alternate.
5. Vice Chancellor for Information Technology or designated alternate
6. Chief of Security

These positions collectively referred to as “Responsible University Authorities” for the purpose of these Protocols.

Pre-Approved Activation Scenarios & Messages

The following emergency scenarios and associated UH ALERT messages are pre-approved by campus administrators and eligible for immediate activation immediately.

1. Dangerous Situation
2. Hazardous Condition

H. Glossary of Key Terms

Accessible

Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities.

Agency

A division of business or government with a specific function offering a particular kind of assistance. ICS agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

American Red Cross

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

Campus Crisis Management Team (CCMT)

UHMC Management function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

Catastrophe (catastrophic incident)

Any natural or manmade incident, including acts of terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

Campus Command Center (CCC)

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Coordination

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Crisis Management

A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. (See also Consequence Management)

Declaration of Emergency

Whenever, in the opinion of the college/**university's president or designated personnel**, feels the safety and welfare of the people of the **college/university** require the exercise of extreme emergency measures.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT.

Emergency

Any occurrence, or threat thereof, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources”.

Emergency Alert System (EAS)

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner, according to the State EAS Plan to inform the public of needed protective actions in the event of an emergency or disaster situation.

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Coordinating Officer (Vice Chancellor of Administrative Affairs or designee)

An individual appointed by the Chancellor who actively plans, trains and acts in the interest of the protection of the institution's community.

Emergency Operations Center (Maui Civil Defense)

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Responder

Includes local, state and federal emergency services public safety, law enforcement, emergency medical services (pre-hospital and hospital), search and rescue, fire services, and related personnel, agencies and authorities.

Emergency Services

The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the foregoing functions.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988.

First Responder

Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works and authorities.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions.

Incident

An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property.

Incident Action Plan (IAP)

An oral or written plan containing general objectives reflecting overall strategy for managing an incident.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Lockdown

A “Campus Lockdown” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Threats that trigger an emergency lockdown are likely life threatening.

Major Disaster

Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States that, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and federal warning centers or other federal agencies to the state warning points.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Incident Management System (NIMS)

A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments federal, state and local), voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recovery from incidents, regardless of cause, size or complexity. NIMS use a core set of concepts, principles and terminology.

National Response Framework

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

Preparedness

The development of a plan to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save

lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Recovery

Activities that address the short-term and long-term needs and the resources to assist, restore, strengthen and rebuild affected individuals and communities.

Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

Shelter in Place

A “Shelter-in-Place” emergency is declared when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Threats that trigger an emergency Shelter-in-Place are likely life threatening.

I. Acronyms and Abbreviations List

ARC	American Red Cross
CCMT	Campus Crisis Management Team
CCC	Campus Command Center
CERP	Campus Emergency Response Plan
EOC	Emergency Operations Center
EAS	Emergency Alert System
EM	Emergency Management
EMS	Emergency Medical Services
EOP	Emergency Operations Plan
HAZMAT	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
MCD	Maui Civil Defense
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NWS	National Weather Service
SOP	Standard Operating Procedure
UHMC	University of Hawaii Maui College
UHMC EOP	University of Hawaii Maui College Emergency Operations Plan

J. Memorandum of Understanding/Agreement and Mutual Aid Agreement

Is currently pending with the Maui Police Department and the Sheriff's Department.

K. Distribution List

1. Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2. Record of Distribution

Date of Distribut.	Department/Division	Title of Recipient	How Distributed (electronic or hard-copy)