

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

SAFETY WELFARE AND BENEFITS

This Administrative Procedure was abolished on November 7, 1997 per Administrative Procedures Memorandum No. 97-10 signed by Senior Vice President for Administration Eugene S. Imai.

A9.700 PLAN FOR EMERGENCY AND CIVIL DEFENSE EVENTS

1. Purpose.

To promulgate the provisions set by Chapter 128 HRS, Civil Defense and University's Emergency Act, and the Governor's Administrative Directive No. 79-4, State of Hawaii Plan for Emergency Preparedness.

2. Objective.

- a. To provide the necessary guidance to organize and direct the University's operation in the event of an emergency and/or civil defense action.
- b. To protect and insure the health, safety and welfare of employees and students.

3. Applicability/Responsibility. This instruction applies to all University organizations and individuals within its operation and jurisdiction.

Each Chancellor shall develop, implement and maintain an emergency plan using discretion to meet the needs and circumstances of their campus and organizations within their jurisdiction. The University of Hawaii at Manoa will include the Universitywide offices, facilities, its personnel and operation in its plan. Each Chancellor's plan shall be made part of this instruction for campus/site by references as attachment (President's memo dated December 7, 1977, State of Hawaii Plan for Emergency Preparedness).

The President or designee shall be responsible for receiving and disseminating information regarding civil defense events and actions that may require the cooperation and support of the University. The President's designee shall have the authority for making decisions which are strictly the prerogative of the President, in his absence (President's

memo dated July 25, 1978 transmitted via Director of Administration's memo to Chancellors).

In absence of orders from their supervisor, each Provost, Dean, Director or predesignated employee is authorized and directed to activate one or more actions as described herein, or take such other actions as may be judged necessary to save lives and mitigate the effects of disasters and disruptions. As soon as possible thereafter, individuals shall notify their immediate supervisor (or other appropriate official as provided in the individual's campus/site emergency plan).

In the event of a national emergency, or, in preparation of such an emergency, employees shall report to their assigned unit/section/department for civil defense purposes and continue performing their responsibilities unless directed otherwise.

4. Procedures. In event of an emergency or disruption, such as bomb threat, hazardous material accident, earthquake, explosion, fallen aircraft, fire, flood, hurricane, nuclear fallout, tidal wave (tsunami), severe windstorm and other emergencies that may be unique to the campus/site, one or more of the following actions shall be activated:
 - a. ALERT:
 - 1) All warning of significant anticipated emergencies shall be disseminated by the President to Chancellors/Administrators by use of telephone or messenger service. The alert message must include extent of dissemination of this warning and/or action to be taken.
 - b. SUSPEND CLASSES:
 - 1) Classes may be suspended only by the President or his authorized representative, except where immediate action may be necessary, in which case each Chancellor is authorized to suspend classes.
 - 2) Suspension of classes shall be considered as a rapid method of removing the students and faculty from the campus and dispersing them as widely as possible.
 - 3) If extensive damage, such as enemy attack is

anticipated, all research shall be suspended and all utilities not actually required for security shall be secured.

c. EVACUATE BUILDING:

- 1) The signal to evacuate any building will be the building fire alarm, by portable fire alarm, and/or word of mouth.
- 2) On hearing the alarm, all persons will leave the building in an orderly manner. Each individual responsible (eg. professor, instructor, or laboratory supervisor) for a building, class or laboratory will insure that the students and staff are clear of the building and that all necessary utilities are secured (electricity, gas, water, etc.).
- 3) Building evacuation is appropriate for, but not limited to:
 - a) Fire
 - b) Bomb Threat (Peacetime)
 - c) Hazardous Material Accident
 - d) Explosion or Threat of Explosion
 - e) Post-Earthquake
 - f) Any occurrence which would make a building uninhabitable

d. TAKE COVER:

- 1) The warning signal will be the Civil Defense ATTACK WARNING signal which may or may not be preceded by other warnings. The ATTACK WARNING signal is a wailing tone on the Civil Defense siren, rising and falling in tone for a period of three minutes. The Chancellor or his/her authorized representative may order TAKE COVER by appropriate means for other disasters such as windstorm, flood, etc.
- 2) On hearing the Civil Defense ATTACK WARNING

signal:

- a) Go to the nearest fallout shelter, within 10 minutes walking distance.
 - b) Or go to basement, interior ground floor, or interior hallways of your respective buildings. After blast, go to nearest fallout shelter (See Campus/site map for location).
- 3) In the event of an attack without warning, fall flat and shield eyes from flash. After blast proceed to nearest fallout shelter.
 - 4) For other disasters, proceed as directed by the Chancellor/Administrator.

e. CONVERT CAMPUS

NOTE: Action to convert the campus to any of the following conditions will be accomplished only upon order from the President and/or the Governor.

- 1) In the event of extensive property damage from tsunami, flood, earthquake, etc., portions of the campus may be used for temporary shelter for homeless persons. The Chancellor or his/her authorized representative will designate buildings to be utilized for shelter after he/she is notified by Civil Defense of the extent of the shelter space and other services required.
- 2) In the event of ample warning prior to any enemy attack, Civil Defense may request that the President/designee provide expedient shelter for persons in need. Information concerning the location and action necessary to utilize expedient shelters on the Manoa or other campuses shall be identified in the individual campus/site emergency plan by the Chancellor or his/her designee.
- 3) In the event an enemy attack should leave the government buildings Honolulu uninhabitable while those on the Manoa Campus are not materially affected, certain buildings will be occupied by

units of the State government. The tentative assignment of space to these units shall be stated in the UH Manoa Campus emergency plan. Preparation of the space for the emergency governmental use is the responsibility of the Department of Accounting and General Services.

SPECIMEN

TSUNAMI OR TIDAL WAVE - FLOOD

- A. Warning: Civil Defense ATTENTION/ALERT SIGNAL for All Areas. Subsequent siren signals will be sounded for coastal areas only.
1. Method: Honolulu Observatory Warning issued by Civil Defense authorities through radio and television, President's office. For neighbor islands warning shall be issued by the Civil Defense authorities on each island, using similar method.
 2. How Received: The ATTENTION/ALERT SIGNAL is a steady blast for one minute on sirens, followed by one minute silence. Repeated five times, or telephone from authorities.
- B. The estimated time of arrival of a tidal wave will dictate the course of action to be taken. The President or his authorized representative may initiate the following Emergency Actions:
1. Order evacuation of University sites which may be affected by such water action.
- or
2. On official request, execute Action CONVERT CAMPUS.
- C. Flood warnings are issued by the Weather Bureau. The extent and locale of flood dangers will dictate action to be taken.
- Refer to your campus/site emergency plan.

SPECIMEN

BOMB THREAT (PEACETIME)

In the event of a threat of a bomb within the building, the following will be accomplished:

1. Sound the building fire alarm. This will automatically implement Action EVACUATE BUILDING.
2. Caution all personnel against picking up any strange object. It could be a bomb.
3. Notify Campus Operator. The Operator will notify Security and other agencies as necessary.
4. Notify your Chancellor's or Provost's Office.
5. Student and staff should not return to the building until the Police Department or officials declare the building safe.

Refer to your campus/site emergency plan.

FALLEN AIRCRAFT

If an aircraft falls near the school, the following will be accomplished:

1. The Chancellor or campus head will determine which Action, if any should be implemented. Where necessary, faculty and staff will take immediate action for the safety of students without waiting for directions from appropriate officials.
2. All students and staff will be kept at a safe distance, allowing for possible explosion.
3. Notify Campus Operator. The Operator will notify Security and other agencies as needed.
4. The Chancellor or Campus head will direct further action as required.

Refer to your campus/site emergency plan.

SPECIMEN

HAZARDOUS MATERIAL ACCIDENT

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

1. Determine the need to implement Action EVACUATE BUILDING.
2. Determine whether the students and staff should leave the campus.
3. If appropriate, take Action EVACUATE BUILDING, and if necessary, evacuate the area.
4. Move crosswind -- never up, or downwind -- to avoid the fumes, gases, or other aerosols.
5. With the staff, maintain control of the students at a safe distance.
6. Render first aid as necessary.
7. Notify Campus Operator. The Operator will notify Security and other agencies as necessary.
8. The Chancellor or his/her authorized representative will direct other action as required.
9. Students and staff should not return to the school until Security Department Officials declare the area safe.

Refer to your campus/site emergency plan.

SEVERE WINDSTORM

- A. Warning: Radio announcements, television and newspapers.
- B. The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, Action SUSPEND CLASSES may be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning, the following Emergency Actions will be accomplished:
 - 1. Implement Action TAKE COVER.
 - 2. Students and staff should be assembled inside shelters or best available buildings.
 - 3. Close windows and blinds.
 - 4. Remain near an inside wall, on the lower floors if possible.
 - 5. Avoid auditoriums, gymnasiums, and other structures with large roof spans.
 - 6. Evacuate rooms bearing full force of wind.
 - 7. Keep tuned to local radio station for latest advisory information.
 - 8. Notify Campus Operator. The Operator will notify Security and other agencies as appropriate.

Refer to your campus/site emergency plan.

EXPLOSION OR THREAT OF EXPLOSION

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

1. Explosion:

- a. Command "DOWN" is given.*
- b. If the explosion occurs within the building or threatens the building, the instructor should immediately implement Action EVACUATE BUILDING.
- c. Sound the fire alarm and/or shout alarm.
- d. Move to an area of safety, and maintain control.
- e. Render first aid as necessary.
- f. Notify the Campus Operator. The Operator will notify Security and other agencies as needed.
- g. Fight incipient fires without endangering life.
- h. The Chancellor or his/her authorized representative will direct further action as required.
- i. Students and staff should not return to the building until Fire Department officials declare the area safe.

2. Threat of Explosion:

- a. Sound the building fire alarm. This will automatically implement Action EVACUATE BUILDING.
- b. Follow procedure d. and f. under "EXPLOSION" above.

- * Faculty should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs when the faculty is temporarily not present.

Refer to your campus/site emergency plan.

FIRE

A. Fire within Campus/Site Building:

In the event a fire is detected within a campus/site building, the following will be accomplished:

1. Sound the building alarm. This will automatically implement Action EVACUATE BUILDING.
2. Maintain control of students at a safe distance from the fire and fire fighting equipment.
3. Render first aid as necessary.
4. Notify the Campus Operator. The Operator will notify Security and other agencies as needed.
5. Fight incipient fires without endangering life.
6. Keep access roads open for emergency vehicles.
7. The Chancellor or his/her authorized representative will determine whether Action SUSPEND CLASSES, or any further action, should be implemented.
8. Student and staff should not return to the building until Fire Department officials declare the area safe.

B. Fire Near Building:

In the event a fire near a building, the campus/site head* or designee shall:

1. Determine the need to execute Action EVACUATE BUILDING.
2. If appropriate, take Action EVACUATE BUILDING, and if necessary, evacuate the area.
3. Notify Campus Operator. The Operator will notify Security and other agencies as needed.

Students and staff should not return to the building until Fire Department officials declare the area safe.

- * If nearby fire poses an immediate threat to the students or the building, execute Action EVACUATE BUILDING.

Refer to your campus/site emergency plan.

EARTHQUAKE

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

Inside Buildings:

1. The faculty, or other person in authority, directs students to stand against the wall away from the windows or get under the desk or tables.
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
3. Implement Action EVACUATE BUILDING when earthquake is over. DO NOT BLINDLY RUN OUTSIDE, parts of building may still be falling.
4.
 - a. Do not return to buildings for any reason until they have been declared safe.
 - b. Guards should be posted at a safe distance from all building entrances to see that no one re-enters the buildings.
 - c. Do not light any fires after the earthquake.
5. Avoid touching electrical wires which may have fallen.
6. Render first aid if necessary.
7. Request assistance as needed, from your Chancellor, Provost or site official.
8. The Chancellor, campus head or responsible official of the site will determine the advisability of closing the campus/site. If necessary he will try to procure the advice of competent authority about the safety of the building.
 - a. Turn on the radio for latest bulletins.
 - b. Subsequent shocks may follow the initial tremor. Do not return to buildings until officials declare them safe.

On Campus:

1. The safest place is in the open. Stay there until the earthquake is over.
2. Move away from buildings, trees, and exposed wires.
3. DO NOT RUN.
4. Follow procedures 4 through 6 under "Inside Building" above.

In Car or Bus:

1. If possible, pull to side of road away from any buildings,

and crouch or lie down in car. On a mountain road, the side of the road may not be the safest place, hence the driver should quickly consider the terrain before deciding where to stop.

2. Set brakes.
3. Turn off ignition.
4. Wait until earthquake is over.
5. Follow procedures 4 through 6 under "Inside Building" above.

Refer to your campus/site emergency plan.

WAR

REDICON ONE

Description and Meaning:

1. This is a notification that enemy-initiated hostilities are (may be imminent. The Governor proclaims a state of civil defense emergency.
2. The public will be guided carefully with Civ-Alert radio, television, and newspapers.
3. No estimate can be made of the duration of RediCon One.
4. Study "Civil Defense Readiness Condition (RediCons) for the State of Hawaii" in the Appendix.

The following will be accomplished:

1. Suspend classes and suspend research.
2. Notify the appropriate University official when this has been accomplished.

ATTENTION ALERT SIGNAL

Description and Meaning:

1. Steady blast for one minute on sirens, followed by 1 minute silence. Repeat as necessary.
2. When hearing signal, turn on radio to any station and listen for essential emergency information.
3. The Attention/Alert signal will be used to get public attention in time of imminent peacetime emergencies such as seismic sea waves, hurricanes, and flash floods. Use of this signal will be accomplished by public explanation and instruction to the public over local radio stations.
4. Turn on the radio (Civ-Alert) for information and instructions. All stations broadcasting are a part of the Emergency Broadcast System.
The Oahu stations which are "hardened" to a protection factor 100 are KGU-760 and KAIM-970 on the AM dial. Other "hardened" stations are KMVI-550 on Maui, KPUA-970 and KONA-790 on Hawaii, and KTOH-1490 on Kauai.

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

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

ATTACK WARNING SIGNAL

Description and Meaning:

1. Wailing tone for 3 minutes on sirens. Repeated as necessary.

2. Put your emergency plans into effect.

The following will be accomplished:

1. Take precautions to minimize injury to persons by heat and possibility of being struck by flying objects such as glass and other debris.
2. Turn on AM radio to any local station for official information and instructions.
3. Execute Action TAKE COVER when under attack.

Refer to your campus/site emergency plan.