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HONOLULU COMMUNITY COLLEGE

UNIVERSITY OF HAWAII

EMERGENCY ACTION PLAN (EAP)

April 2008

HONOLULU COMMUNITY COLLEGE

EMERGENCY ACTION PLAN (EAP)

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Appendix A: Standard Operation Procedures for Emergency Response Operations
Appendix B: Organizational Chart, List of Responsible Personnel, and Alert Roster
Appendix C: Maps of the Main Campus and Satellite Facilities
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Appendix E: List of Emergency Telephone Numbers
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HONOLULU COMMUNITY COLLEGE

EMERGENCY ACTION PLAN

SCOPE

This Emergency Action Plan (EAP) covers potential natural and man-made emergencies that could disrupt instructional and support activities at all facilities of Honolulu Community College (HCC) which include:

- Main campus, 874 Dillingham Blvd, Honolulu, HI 96817
- Automotive Maintenance (Bldg 43) and Diesel Mechanics (Bldg 44), 445 Kokea St, Honolulu, HI 96817
- Airport Training Center, Honolulu International Airport, 140 Iako Place, Honolulu, HI 96819
- Pacific Aviation Training Center, Kalaeloa Airport, 91-1259 Midway Road, Kapolei, HI 96707
- Marine Education and Training Center (METC), 10 Sand Island Road, Honolulu, HI 96819

EMERGENCY ACTION POLICY

It is the College's policy that all personnel shall evacuate the premises in case of fire or other emergencies. In an instance that evacuation could increase the risk of exposure to harm, the College will attempt to provide shelters to personnel during such emergency.

EMPLOYEE ACCESSIBILITY

The Emergency Action Plan shall be available to all HCC employees and students through the HCC Intranet System. In addition, a hard copy can be requested from the Vice Chancellor of Administrative Services, Health and Safety Coordinator, or HCC Safety Liaisons. Appendix B lists the names and contact information for responsible persons.

Any questions regarding this Emergency Action Plan should be directed to the Vice Chancellor of Administrative Services.

PERIODIC REVIEW AND UPDATE

At least annually, the Emergency Action Plan is to be reviewed and updated to ensure that all information contained is current and accurate. Physical surveys of the facilities must be conducted to make certain exit routes are not blocked and that all required information is posted and current.

RESPONSIBILITY

EAP Administrator

The Vice Chancellor of Administrative Services is the EAP Administrator. With the assistance of HCC Health and Safety Coordinator and the Health Nurse, the Plan Administrator shall ensure that:

- the written Emergency Action Plan contains all elements as required by 29 CFR 1910.38
- adequate number of the emergency plan coordinators are designated
- the designated EAP coordinators are informed and trained on their duties
- emergency drills are practiced on a regular basis
- periodic inspections are conducted to ensure that exits are not blocked and that escape routes and emergency procedures are posted
- the Emergency Action Plan is evaluated and updated regularly

EAP Coordinators

HCC Safety Liaisons are the designated EAP coordinators for their respective units. They shall:

- ensure that emergency equipment are adequate and operational
- ensure that employees and staff are informed and trained on emergency procedures
- ensure that new employees are informed and trained on the content of EAP and on emergency procedures
- ensure that the emergency evacuation plan and procedures are posted
- inspect the exits periodically to make sure that they are marked and not blocked, and that the escape routes are free of obstruction
- ensure that any and all doors along the route of exit which could be mistaken for exit doors, be clearly marked with a sign "NOT AN EXIT"
- coordinate emergency evacuation drills

Refer to Appendix B for contact information and the list of EAP Administrator and Coordinators

EMERGENCY RESPONSE OPERATIONS

The College shall establish an Emergency Management Team (EMT) as prescribed the University of Hawaii's Emergency Operation Plans. The Emergency Management Team, consisted of the College's administration and its designees shall manage all response operations at all facilities. The Team shall use the command structure and response procedures as described in Section A.1 of Appendix A, Standard Operating Procedures for Emergency Response Operations.

EMERGENCY NOTIFICATION PROCEDURES

Notification Procedures

The notification and response procedures for specific types of emergencies are described in Section A.3 of Appendix A, Standard Operating Procedures for Emergency Response Operations. The listed procedures include medical emergency, fire, chemical incident, bomb threat, suspicious packages, elevator emergency, power outage, and natural disasters. For other types of emergencies, the Chancellor or the Vice Chancellor of Administrative Services is authorized to initiate appropriate emergency action which may include class suspension and campus shut down.

In general, these procedures are to be followed when witnessing an emergency:

1. Call 911 for Fire, Police, or Ambulance. Give essential information:
 - a. Exact Location -- building and room number, road to enter campus
 - b. Nature of problem or injury/accident and victim's condition
 - c. Name and phone number of person placing the call.
2. Call Campus Security, 284-1270 or 271-4836. If there is no answer or additional assistance needed, call 845-9142 (Business Office) or 294-9123 (Vice Chancellor of Administrative Services). Security will notify the Health Nurse and Mental Health Counselor depending on the type of emergency.
3. Stay with the victim.
4. Send someone to meet emergency crew.
5. Initiate first aid or CPR, if trained.
6. Remain available to provide any information to the emergency responders.
7. Call emergency contact person designated by the victim.
8. Complete the College's Incident Report and/or UH Form 29 and turn it in immediately, after the emergency, to the Vice Chancellor of Administrative Services.

Employee Emergency Contact

Employees' personal information, including residential telephone number, name and telephone number of next of kin, and medical information, is maintained by the College's Human Resources Office. When requested, the Personnel Officer shall contact the next of kin directly.

EMERGENCY EVACUATION PROCEDURES

Alarm System

HCC facilities are installed with an alarm system. It is the primary method used to provide warning for safe escape.

Sounding the Alarm

All occupants must evacuate the premises immediately at the sound of the alarm. EAP coordinators assigned to the area must check the area to ensure complete evacuation.

Escape Procedures and Exit Routes

During the first week of instruction, instructors must inform students of the emergency evacuation procedures, location of the nearest fire exit, and the evacuation route. It is recommended that the instructor walk the students through the evacuation route to the emergency exit.

At the sound of the building alarm, all occupants shall promptly exit the building by the nearest exit. Instructors shall direct their classes out of the building using the stairways. Do not use elevators to evacuate buildings. After exiting the facility, all personnel are to assemble for roll call at the designated assembly area. Instructors teaching while an emergency occurs shall ensure that their students appropriately follow the evacuation procedures and that each student is accounted for at the assembly area.

Emergency evacuation escape route plans (Appendix C) must be posted in key areas throughout the buildings. Employees and students shall be trained on the evacuation plans and escape procedures.

All exits shall remain unlocked and unobstructed during working hours. All personnel must exit the facility in a quiet and orderly manner. EAP coordinators shall inspect the exits periodically to make sure that the exits are marked and not blocked, and that the escape routes are free of obstruction. Doors along the exit route which could be mistaken for exit doors, should be clearly marked with a sign "NOT AN EXIT."

If some normal exits are locked after hours for security purposes, alternate routes of exits must be designated. Information concerning these alternate exits must be communicated to the occupants of the building and proper signage must be in place to lead personnel to the alternate exits.

Evacuation of Persons with Disabilities (or Needing Assistance)

On the first day of class, the instructors shall designate two helpers (and alternates) for each student needing assistance. The helpers will assist students needing assistance during an emergency evacuation. However, the helpers should not attempt to carry any person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the persons.

For employees, supervisors shall follow similar procedures for employees needing assistance.

Instructions on the evacuation procedures are listed in Section A.4 of Appendix A, Standard Operating Procedures for Emergency Response Operations.

Assembly Areas

Upon evacuation, personnel shall proceed to the designated assembly areas as specified in Section A.4 of Appendix A, Standard Operating Procedures for Emergency Response Operations.

Employee Accountability After Evacuation

After evacuation, the floor/area captains will account for all personnel and the instructors will account for each student in their classes. These are to be done by rallying at the designated assembly area and by conducting a head count. Each employee/student will be accounted for by name. The head counts must be then reported to the EAP Coordinators.

Re-entry

Once the building is evacuated, all personnel and students shall not be allowed to re-enter the building under any circumstances. Re-entry will be allowed only when notified, by the Fire Department or other responsible agency, that the building is safe for occupancy.

COMMUNICATION AND TRAINING

Posting

Emergency procedures, contact telephone numbers, and emergency evacuation routes must be posted in key areas throughout the buildings.

Training: Students

During the first week of instruction, instructors are responsible for advising the students on emergency procedures, locations of the nearest fire exits, and evacuation route. It is recommended that instructors guide the students through the evacuation route to the nearest exit and to the assembly area. The following items should be included in the training:

- types of potential emergencies in the vicinity of the class
- precautions to prevent emergencies
- emergency notification procedures
- the building alarm system and evacuation procedures at the sound of the alarm
- evacuation route, location of nearest exit, and assembly area
- accountability at the assembly area and when to return to class

Training: Employees

Upon employment and at least annually thereafter, all employees should be trained in the general requirements of the plan, including content of the Emergency Action Plan, evacuation policy, methods of emergency notification, escape procedures and exit routes, and designated assembly areas following evacuation.

Training: EAP Coordinators and Floor/Area Captains

The EAP Coordinators and the Floor/Area Captains shall be trained at least annually on their duties during an emergency. The training topics include:

- emergency notification procedures
- coordination with outside emergency personnel at the scene
- accounting for employees
- inspection methods for evacuation route, exits, and emergency equipment

Evacuation Drills

Periodic Evacuation drills during the instructional period are to be scheduled as appropriate. Post-drill evaluations shall be conducted and information shall be used to update the Emergency Action Plan.

RECORDKEEPING

Training Records

All training shall be documented to include training topics, date of training, name of person conducted the training, and names of employees attended the training. The Health and Safety Coordinator ensures that the training records for employees are kept for at least one year. Instructors are responsible for keeping the records of student training for at least three years.

Alarm System Maintenance Records

The Vice Chancellor of Administrative Services shall ensure that the alarm system is appropriately maintained and that the records of maintenance is kept for at least one year.