

HONOLULU COMMUNITY COLLEGE

INSTRUCTIONS FOR EMPLOYEES: EMERGENCY EVACUATION PROCEDURES

At the sound of the building alarm:

- Stop all activities and promptly leave the work area. Proceed to the nearest fire exit and go to the designated assembly area.
- Use the stairways to exit the facility. Do not use elevators.
- Wait for the Emergency Action Plan (EAP) Coordinator to conduct a roll call.
- Re-enter the building only when informed by the EAP Coordinator.

High Rise Building Evacuation of Persons with Mobility Problems

If you are a designated helper for persons with mobility problems, please following these procedures. Two helpers are to be designated for each person with mobility problem.

- Do not attempt to carry the person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the persons.
- Assist the person to the nearest fire escape.
- Place the person in a safe area on the landing inside the fire escape. Make certain that he/she is not obstructing evacuating traffic. Keep the fire door closed.
- One helper stays with the person while the other helper seeks assistance from HFD officials. Prior to leaving, both helpers should agree to meet and report to the EAP Coordinator at the designated assembly area.
- The other helper should leave to inform HFD officials the exact location of the person requiring assistance:
 - Location of the fire escape: Ewa, Mauka, Makai, or Diamond Head
 - Building and floor landing numbers
- After successful evacuation of the building, both helpers report to the EAP Coordinator at the designated assembly area.