

Honolulu Community College Emergency “Shelter in Place” Procedure

During some emergency situations, it is appropriate to shelter in place. This procedure can be used in a number of emergency situations, which include sudden inclement weather events, a chemical or nuclear accident, or during an active attack event such as an active shooter or other assailant. In many instances, a “Shelter in Place” message will be broadcast via the college intercoms, that Media signboards, the college Social Media accounts, and via email blasts. All staff, faculty, and students should sign up for UH Alert announcements at: <https://www.hawaii.edu/alert/>

In other instances, such as active shooter events, it might be incumbent on individuals to shelter in place without waiting for official notification to do so. This is at the discretion of the individuals in the situation, who must make a decision regarding their own safety during fluid and rapidly changing events.

Regardless of whether a shelter in place announcement is made, or the individuals make their own decision, the process is the same. Staff, faculty, and students should do the following:

1. Move to a nearby area that can be secured from the rest of the facility. Most classrooms are a good choice for this as they have doors that lock and multiple items that can be used to barricade the door.
2. Lock the door.
3. Barricade the entry with whatever items you have on hand. Remember: The heavier the better; and the more items the better.
4. Turn off the lights.
5. Turn off your cell phone ringers.
6. Position people in the best defensive position available.

When you are in your shelter, attempt to remain calm and quiet. In an active attack situation, do not hide under desks or otherwise position yourself in a manner that will not allow you to either flee or fight should you need to.

In a situation where Emergency Services (Police, Fire, etc.) respond to your area, all staff, faculty, and students should follow all directives given by those agencies. In the case of an active attack event, DO NOT run to the police. Stay in place with empty hands, palms out, and only move when directed to do so. Please do not pull out cell phones or other items from your pockets, as these can be mistaken as weapons by the police.

During a lockdown situation, medical help may be delayed by the events happening around you. Be prepared to assist in emergency first aid for those around you until EMS or rescue teams arrive.