Honolulu Community College Emergency Evacuation Procedure

In certain emergency situations it may be required to evacuate for our buildings or grounds. Some of these incidents include, but are not limited to: fire, earthquake, structural failure, gas leaks, broken water pipes, or any other hazard that would make occupying a building hazardous.

It is incumbent upon all faculty, staff, and students to be familiar with the evacuation routes out of their respective buildings, and to have knowledge of the designated evacuation assembly areas on campus. These areas will be different depending on your campus location and if you inhabit various locations you may need to familiarize yourself with multiple areas. These maps are posted in each classroom and the designated evacuation assembly areas map is available on the Honolulu Community College website.

When an alarm sounds, either through the fire alarm system or an alert through the UH Alert system, all staff, faculty, and students should leave the building in a timely manner. Do not panic. Make certain you know not only your primary route, but a secondary route as well. In our high-rise buildings (Building 2 and Building7) there are designated areas on each floor where those with mobility and other ADA issues can gather to await assistance from the Honolulu Fire Department. As you evacuate the building ensure that others in the area are aware of the need to evacuate, but do not force others to leave the area. Remember, your safety is paramount. Spread the word as you go out of the building. As a reminder, in many emergency situations, the elevators do not function or pose a hazard. Use the stairs.

In the event of an emergency that requires a building area on campus to be evacuated, care should be given to know in advance where the designated evacuation assembly areas are for your location. Once you reach your evacuation assembly area, do not leave until instructed to do so by the Building Coordinator. In an emergency, Honolulu Community College will be working with local authorities to account for the people on campus. If you leave without notifying officials, it can lead to you be listed as missing, causing confusion and grief for friends and families.

So again, the steps to evacuation are:

1. Make yourself aware of the routes and assembly areas posted around campus.
2. When you are alerted to an evacuation, use the primary route if possible, but have a secondary route in mind if needed.
3. Move to your assembly area.
4. Do not leave the assembly area until told to do so.

With everyone’s help and cooperation, any disaster can be mitigated by following the outlined plan.

Updated 07/15/2021