Honolulu Community College Emergency
Evacuation Procedure

Evacuation of the campus buildings or grounds may be necessary in emergency situations such as fire, earthquake, structural failure, gas leaks, broken water pipes, or any other safety hazard.

All faculty, staff, and students should familiarize themselves with the evacuation routes out of their respective buildings, both the primary routes and the secondary routes. They should also have knowledge of the designated evacuation assembly area for their campus location. The evacuation route maps are posted in each classroom and the designated evacuation assembly areas map is available on the Honolulu Community College website. In the high-rise buildings (Building 2 and Building 7), there are designated areas on each floor where those with mobility and other ADA needs can gather to await assistance from the Honolulu Fire Department.

When an alarm sounds, either through the fire alarm system or an alert through the UH Alert system, all faculty, staff, and students should:

1. Remain calm and leave the building in a timely manner.
2. Ensure that others in the area are aware of the need to evacuate, but do not force others to leave the area.
3. Use the stairs. In many emergency situations, the elevators do not function or pose a hazard.
4. Use the primary route; if it is too crowded, use the secondary route.
5. Once outside the building, move to the designated evacuation assembly area.
6. Do not leave the assembly area until you are told 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 being listed as missing, causing confusion and grief for friends and families.