

Instructions for Instructors in Classrooms

At the beginning of the semester, make sure that students understand and are able to follow the evacuation procedures. Agree on a specific location, within the designated assembly area, to gather.

At the sound of the building alarm:

1. Stop all class activities, instruct the students to gather their personal belongings and promptly exit the building using the nearest exit. Make sure that no one is left behind in the classroom. Keep all doors unlocked.
2. Direct the students to leave the building using the stairways. Do not use elevators to evacuate buildings.
3. If observing anyone else in the area, advise him/her to evacuate immediately.
4. Upon exiting the facility, guide the students to the designated assembly areas. Conduct a roll call to ensure that all students have left the building.
5. If a student is missing, report to the floor leader. If none is present, call Security immediately at 284-1270 or 271-4836.
6. Wait for a clear signal from security or administrators to reenter the building.

Evacuation of Persons with Mobility Problems

The Honolulu Fire Department (HFD) will be alerted to make it a priority to assist in the evacuation of persons in wheelchairs from these designated locations in the following buildings:

Evacuate to the designate fire exit –or-if this is not possible, go to the nearest fire exit:

- **Building 7 – Ewa Stairwell** – Stay on lanai between 1st & 2nd fire doors to be visible.
- **Building 2 – Diamond head stairwell** – Get inside fire door & stay clear of evacuation path
- **Building 14** – Proceed and go in to the nearest stairwell & stay on landing clear of evacuation path.
- **Building 5 & 27** – **Get as far away from the fire or other hazards.**
- **If unable to get to a designated fire exit** in a multi-story building, get inside a fire exit. Stay clear of evacuation path & remain on stairwell landing. Wait for help to arrive.

Students with disabilities requiring assistance in case of an emergency should notify Student ACCESS at the beginning of the semester and provide a copy of their class schedule. An individualized emergency plan will be developed and shared with the instructor. It is not required to stay with an individual with a disability in the evacuation emergency stairwell, however, it is required to ensure the emergency personnel is specifically informed of the location of the individual.

At the beginning of the semester, ascertain and review the individualized emergency plan with the student and the steps that follow as applicable to your location. For questions and assistance, please contact the Student ACCESS office at 844-2392 or 845-9272 voice/text.

Buildings with two or more floors, except Building 5 & 27:

1. Assist the person to the nearest fire escape.
2. Do not attempt to carry the person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the person.
3. Place the person in a safe area on the landing inside the designated fire escape.
4. Make certain that the person is not obstructing evacuating traffic.
5. Keep the fire door closed.
6. Inform HFD officials of the exact location of the person waiting for assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

Building 5 & 27:

1. Assist the person to a location as far away from the hazards as possible. Select an area with a solid door and operable exterior window. If safe and possible, hang a piece of clothing outside the window. At night, use a flashlight to signal HFD officials.
2. Before leaving, assure the person that you will seek help from HFD.
3. Obtain their cellphone # and provide Security's phone numbers 284-1270 or 271-4836 for them to contact, if needed.
4. Inform HFD officials of the exact location of the person requiring assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

One-story Buildings:

1. Assist the person to the nearest exit and to the designated assembly area.
2. Wait with the person while the instructor conducts a roll call.
3. Assist the person back to the building when advised by the instructor.

Instructions for Students

At the sound of the building alarm:

1. Stop all activities and promptly leave the classroom. Your instructor will guide you through the evacuation route to the nearest fire exit.
2. Use the stairways to exit the facility. Do not use elevators.
3. Proceed to the assembly area as indicated by the instructor.
4. Wait for the instructor to conduct a roll call.
5. Re-enter the building only when informed by the instructor.

Evacuation of Persons with Mobility Problems

Buildings with two or more floors, except Building 5 & 27:

If you are assisting a person with a mobility problem, please follow these procedures:

1. Assist the person to the nearest fire escape.
2. Do not attempt to carry the person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the person.
3. Place the person in a safe area on the landing inside the designated fire escape.
4. Make certain that the person is not obstructing evacuating traffic.
5. Keep the fire door closed.
6. Inform HFD officials of the exact location of the person waiting for assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

Building 5 & 27:

If you are assisting a person with a mobility problem, please follow these procedures:

1. Assist the person to a location as far away from the hazards as possible. Select an area with a solid door and operable exterior window. If safe and possible, hang a piece of clothing outside the window. At night, use a flashlight to signal HFD officials.
2. Before leaving, assure the person that you will seek help from HFD.
3. Obtain their cellphone # and provide Security's phone numbers 284-1270 or 271-4836 for them to contact, if needed.
4. Inform HFD officials of the exact location of the person requiring assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

One-story Buildings:

If you are assisting a person with a mobility problem, please follow these procedures:

1. Assist the person to the nearest exit and to the designated assembly area.
2. Wait with the person while the instructor conducts a roll call.
3. Assist the person back to the building when advised by the instructor.

Instructions for Personnel

At the sound of the building alarm:

1. Stop all activities and promptly leave the work area. Proceed to the nearest fire exit and go to the designated assembly area.
2. Use the stairways to exit the facility. Do not use elevators.
3. Wait for the Unit Coordinator or Floor Leader to conduct a roll call.
4. Re-enter the building only when informed by the Unit Coordinator or Floor Leader.

Evacuation of Persons with Mobility Problems

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Evacuate to the designate fire exit –or-if this is not possible, go to the nearest fire exit:

- **Building 7 – Ewa Stairwell** – Stay on lanai between 1st & 2nd fire doors to be visible.
- **Building 2 – Diamond head stairwell** – Get inside fire door & stay clear of evacuation path.
- **Building 14** – Proceed and go in to the nearest stairwell & stay on landing clear of evacuation path.
- **Building 5 & 27** – **Get as far away from the fire or other hazards.**
- **If unable to get to a designated fire exit** in a multi-story building, get inside a fire exit. Stay clear of evacuation path & remain on stairwell landing. Wait for help to arrive.

Students with disabilities requiring assistance in case of an emergency should notify Student ACCESS at the beginning of the semester and provide a copy of their class schedule. An individualized emergency plan will be developed and shared with the instructor. Student ACCESS may be reached at 844-2392 or 845-9272 or via accesshcc-l@lists.hawaii.edu.

Employees with disabilities requiring assistance in case of an emergency should notify the Human Resources office to discuss and develop an individualized emergency plan. In either case, Human Resources may be reached at 847-9843 or 845-9144,

in an emergency, It is not required to stay with an individual with a disability in the evacuation emergency stairwell, however, it is required to ensure the emergency personnel is specifically informed of the location of the individual.

At the beginning of each semester, individuals requiring assistance and their departments should ascertain and review the individualized emergency plan and the steps that follow, as applicable to your location. Please contact the appropriate disability services office (Student ACCESS or Human Resources) for questions or concerns.

Buildings with two or more floors, except Building 5 & 27:

1. Assist the person to the nearest fire escape.
2. Do not attempt to carry the person down the fire escape. The Honolulu Fire Department (HFD) will be responsible for evacuating the person.
3. Place the person in a safe area on the landing inside the designated fire escape.
4. Make certain that the person is not obstructing evacuating traffic.
5. Keep the fire door closed.
6. Inform HFD officials of the exact location of the person waiting for assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

Building 5 & 27:

1. Assist the person to a location as far away from the hazards as possible. Select an area with a solid door and operable exterior window. If safe and possible, hang a piece of clothing outside the window. At night, use a flashlight to signal HFD officials.
2. Before leaving, assure the person that you will seek help from HFD.
3. Obtain their cellphone # and provide Security's phone numbers 284-1270 or 271-4836 for them to contact, if needed.
4. Inform HFD officials of the exact location of the person requiring assistance. Notate the following: Building number, floor number, location of fire escape (Ewa, Mauka, Makai, or Diamond Head)

One-story Buildings:

1. Assist the person to the nearest exit and to the designated assembly area.
2. Wait with the person while the instructor conducts a roll call.
3. Assist the person back to the building when advised by the instructor.