



## SUMMARY OF ACTIONS FOR SPECIFIC EMERGENCIES AT JABSOM KAKA'AKO

### EVACUATION PROCEDURE

Should the building's fire alarm be sounded or if you are instructed by emergency services (**UH Department of Public Safety (DPS), JABSOM Security Engineer, JABSOM Emergency Administrator, JABSOM Emergency Coordinator, JABSOM EHSO, HPD, HFD**) to evacuate the building, these procedures should be followed:

1. Gather your personal belongings (keys, purse, wallet, cell phone) only if it is in the immediate area and is safe to do so.
2. Immediately evacuate the building without delay. Close doors if possible (do not lock doors).
3. Remain calm and use the nearest emergency EXIT to leave the building (DO NOT use the elevators or JABSOM MEB main lobby stairwell.). To locate emergency EXITS, follow the illuminated "EXIT" signs in the building.
4. Mobility impaired individuals (i.e. elevator dependant) will need assistance. Please follow these procedures when assisting:
  - Escort the individual to the nearest emergency EXIT stairwell landing (this is considered the "area of rescue assistance" for mobility impaired individuals).
  - Position the individual away from evacuating traffic in the stairwell landing.
  - These individuals should remain in the stairwell landing so that trained personnel can return to move them safely.
  - Continue to evacuate and once outside, immediately inform the HFD, HPD, or DPS of the individual and the location (stairwell number and floor).
5. When evacuating the building, move away from the building's entrances and clear building access for emergency response personnel.
6. Once you are out of the building, go to a designated evacuation gathering area to await further instructions from emergency services.
7. DO NOT return to the building until the Honolulu Fire Department or Honolulu Police Department says you may go back in.





## FIRE

If a fire is detected on campus, these procedures should be followed:

1. Notify others in the nearby area that there is a fire.
2. It is advised that you evacuate the building and leave the fire fighting to the HFD but you may attempt to extinguish a small fire if:
  - a. If you have been trained to use a fire extinguisher
  - b. there is no one in immediate danger
  - c. you can do so safely.

Otherwise DO NOT attempt to extinguish a fire.

3. Sound the building's fire alarm at the nearest alarm pull station. This should annunciate a fire alarm to security who is then tasked to call 911 HFD. If you have any pertinent information about the fire, try to communicate it to emergency response personnel upon their arrival.
4. Evacuate the building using one of the emergency EXITs (follow the illuminated "EXIT" signs).
5. Close all doors as you evacuate if it can be done safely.
6. Avoid using the elevators and the JABSOM MEB main lobby stairwell.
7. Assist any mobility impaired individuals:
  - a. Assist the individuals to an emergency exit stairwell landing.
  - b. Position the individual(s) away from evacuating traffic in the stairwell landing so that trained personnel can return to move them safely; remember the stairwell number and location.
  - c. Continue to evacuate the building.
  - d. Once outside, immediately inform emergency response personnel of the location and condition of the mobility impaired individual(s).
8. Once outside of the building, proceed to the predetermined "**Evacuation Gathering Areas**".
  - a. **JABSOM MEB Occupants:** Gather at the Cooke Street entrance to the Kaka'ako Waterfront Park, on the Diamond Head side of the JABSOM Kaka'ako Medical Education/Admin Building.
  - b. **JABSOM BSB Occupants:** Gather in Parking Lot C.
  - c. If these gathering areas are downstream of any noxious fumes/smoke, proceed to a gathering area upstream of the fumes/smoke.
  - d. Check-in with fellow staff/researchers so it is evident that you have safely evacuated the building.
  - e. A responsible individual per department or lab should be tasked with ensuring staff who were present that day have evacuated and checked-in.
9. Call the Fire Department (911) if they have not been notified yet.
10. Notify emergency services (HFD or HPD) of the specific location of where any physically challenged people are located in the building or if you feel that someone is missing.

DO NOT return to the building until the Honolulu Fire Department or Honolulu Police Department indicates it is safe to enter.

## MAJOR HAZARDOUS MATERIALS SPILL/RELEASE

Major hazardous material spills/releases\* of disaster magnitude would include runaway experiments, major spills or hazardous releases of radioactive or infectious biological material, or storage accidents involving large quantities of toxic or otherwise hazardous chemicals. Should such an accident endanger the employees and students of the JABSOM Kaka'ako, these procedures should be followed:

1. Attend to anyone who may be hurt or contaminated if it can be accomplished without endangering yourself.
2. Get away from the area of the spill immediately to ensure your safety and notify those in the nearby areas about the spill.
3. Notify Security (JABSOM: 692-1911 or 692-0911). Inform them on the nature of spill.





- **WARNING:** Civil Defense Sirens will sound at this point. Listen to your radio for emergency information and instructions.

## FLOOD AND WATER DAMAGE

Serious water damage can occur from a number of sources such as broken water pipes, malfunctioning of autoclaves or equipment, clogged drains, and coastal flooding. If flooding or water damage occurs in or in the vicinity of the building, follow these procedures:

1. Attend to anyone who may be in danger or need help. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger from electricity, evacuate the area.
2. Attempt to prevent others from entering into the area if this can be done safely.
3. Notify Security (JABSOM: 692-1911 or 692-0911) immediately of the exact location and nature/severity of the flooding or water damage. Identify the exact source of the water release in order for Facilities to shut off the water supply valve.
4. Notify Security if water is possibly contaminated with any chemical, biological, or radioactive material and contact JABSOM EHSO (692-1851/927-1879) immediately.
5. If possible and safe to do so, use absorbents from spill response kits to contain the water.
6. If possible and safe to do so, move hazardous materials to higher ground.
7. When moving through the flooded area, use caution to avoid slipping.
8. If coastal flooding occurs, do not evacuate the building unless advised to do so. Move to higher ground and remain calm.

## SERIOUS INJURY

Should you witness a serious injury at JABSOM Kaka'ako, the following procedures should be followed:

1. Do not move a seriously injured person unless a life-threatening situation exists.
2. Immediately call Security (JABSOM: 692-1911 or 692-0911). Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, along with whether or not the victim is conscious and/or breathing.
3. After you call Security (JABSOM: 692-1911 or 692-0911), return to the victim and if necessary administer first aid and/or initiate CPR if you have been trained.
4. First Aid Kits are located at each security desk.
5. An AED is located at each security desk.
6. Body fluid and blood spill clean up kits are located at all security desks and at the Kaka'ako EHSO office. Avoid exposure to blood and potentially infectious bodily fluids. Contact Kaka'ako EHSO about blood and potentially infectious material spills, contamination, or exposure.

### EXAMPLES OF WHEN TO CALL SECURITY FOR HELP:

If the victim:

- is or becomes unconscious
- has trouble breathing or is breathing in a strange way
- has chest pains
- is bleeding severely
- has pressure or pain in the abdomen that does not go away
- is vomiting or passing blood
- has seizures, a severe headache, or slurred speech
- appears to have been poisoned
- has injuries to the head, neck, or back
- has possible broken bones



All individuals involved in or who witnessed a serious injury need to contact the Kaka'ako EHSO (692-1851) after the injured person(s) has been attended to so that the situation can be documented. Any "near miss" incidents should also be reported to the Kaka'ako EHSO.

## **SUSPICIOUS PACKAGE**

If you see a suspicious box, package, envelope, etc, report it to Security (JABSOM: 692-1911 or 692-0911) but under no circumstances should you touch it, tamper with it, or move it in any way.

### **Identifying a Suspicious Package:**

- Origin - No return address is given, postmark does not match the city of the return address, or name of sender is unusual or unknown.
- Postage – Excessive or inadequate postage.
- Balance – Letter or package is lopsided, unusually thick, or seems heavy for its size.
- Contents – Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains a powdery substance.
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient, or cut-and-paste or rub-on-block letters are used. Common words, names, or titles are misspelled or special instructions like "fragile", "confidential", or "do not delay" are present.

### **If you receive a suspicious box, package, envelope, etc., follow these procedures:**

1. Do not panic.
2. Do not open or move the package.
3. Vacate the immediate area and call Security (JABSOM: 692-1911 or 692-0911).
4. Notify Security of the location of the package and also give them a description of it (size, shape, any writing on the package, etc.).
5. Wash hands with soap and water.

### **If you have opened a letter or package that contains powder, do not panic. Take the following steps if a letter or package contains an unknown substance:**

1. Do not smell or inhale it. Do not handle it further.
2. Gently place the package or envelope into a plastic bin; do not touch, sniff, taste, or look closely at it or any contents that may have spilled.
3. Do not try to clean up the powder.
4. Do not wave the letter in the air or ask others to look at it.
5. Call Security (JABSOM: 692-1911 or 692-0911). Give security detailed information about package and account of event.
6. Alert others in the area, leave the room and close the door, take action to prevent others from entering. Non-impacted individuals on the effected floor should be evacuated and await further instructions from the appropriate response staff.
7. Impacted individuals should stay in the area (outside of the affected area, but close by) and minimize activities until appropriate response staff arrives. Do not let anyone other than authorities into the room.
8. Wash your hands with soap and water to prevent spread of contamination.
9. Remain calm. Exposure does not mean that you will become sick. Emergency responders and public health officials will provide specific instructions.
10. Remove, if necessary, heavily contaminated clothing and place in a bag or wastebasket. Give the clothing to the emergency responders for proper handling.
11. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

**Do not return to the location of the package until Security says that you may.**



## BOMB THREAT

Bomb Threats usually occur by telephone.

1. Do not hang up on the caller.
2. Keep them on the phone for as long as possible to get as much information as you can.
3. Once the caller has ended the phone call, notify Security (JABSOM: 692-1911 or 692-0911) immediately.
4. Give your answers to the questions below to Security.
5. If you are instructed to evacuate the building use the emergency EXITS and go to a designated evacuation gathering area to await further instructions. Check-in with your lab/office/department members so that they are aware that you have evacuated the building.

The person receiving the call should use the questions below to assist them in getting as much information from the caller as possible:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did the caller place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is the caller's address? \_\_\_\_\_
9. What is the caller's name? \_\_\_\_\_
10. What is the caller's sex/age? \_\_\_\_\_

**CHARACTERISTICS OF CALLER'S VOICE:**

- |                                  |                                   |                                  |  |   |
|----------------------------------|-----------------------------------|----------------------------------|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lipped  | <input type="checkbox"/> Distinguished   | <input type="checkbox"/> Rapid          |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy   | <input type="checkbox"/> Accent          | <input type="checkbox"/> Slurred        |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep    | <input type="checkbox"/> Familiar        | <input type="checkbox"/> Soft           |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged  | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Nasal          |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Stutter | <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Cracking Voice |

**BACKGROUND SOUNDS:**

- |   |  |  |                                     |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> Street Noise   | <input type="checkbox"/> House Noises  | <input type="checkbox"/> Clear           | <input type="checkbox"/> Motor      |
| <input type="checkbox"/> Booth (echo)   | <input type="checkbox"/> Voices        | <input type="checkbox"/> Office Machines | <input type="checkbox"/> PA systems |
| <input type="checkbox"/> Factory Noises | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Static          | <input type="checkbox"/> Music      |

**THREAT LANGUAGE:**

- |                                      |                                     |                                     |   |
|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well spoken | <input type="checkbox"/> Foul       | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Caller reading a message |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Taped call |                                     |   |

## CIVIL DISTURBANCE

Civil disturbances include riots, property damage, threatening individuals, or assemblies that have become significantly disruptive. Should a civil disturbance endanger the employees and students of JABSOM/UHCC Kaka'ako, these procedures should be followed:

1. Notify Security (JABSOM: 692-1911 or 692-0911).
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, secure hazardous materials, secure sensitive and confidential information, and secure critical and valuable equipment).
4. If the disturbance is outside, stay inside and away from doors and windows.



## CRIME IN PROGRESS

Should you witness a crime in progress at JABSOM Kaka'ako, these procedures will be followed:

1. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
2. If safe to do so, get a good description of the criminal. Note height, weight, sex, race, clothing, as well as method and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics (ex: cracked brake light, stickers on bumper, etc.)
3. Notify Security (JABSOM: 692-1911 or 692-0911) of the crime and remain where you are until contacted by Security.
4. If you are the victim of a crime involving money or property, you should:
  - Not resist, do as the person says.
  - Give up the money/property immediately.
  - Attempt to get a good description of the person and direction they left.
  - Notify Security (JABSOM: 692-1911 or 692-0911) once it is safe.
  - Ask any witnesses to wait with you for Security to arrive.

## VIOLENCE IN THE WORKPLACE

Should a violent incident in the workplace occur, these procedures should be followed:

1. Seek cover to protect yourself and remain calm.
2. If a phone is accessible to you, call "911" (Police Department) immediately to report the incident.
3. Do not attempt to stop or disarm the individual(s).
4. If you are not in the immediate area but hear shots, seek cover to protect yourself or move away to a safer location.
5. Do not attempt to get to your vehicle to leave.
6. Wait in a safe location for someone from emergency services (DPS, HPD, HFD, etc.) to find you and give you further instructions.

## POWER OUTAGES

Should a power outage occur at JABSOM Kaka'ako, these procedures should be followed:

1. Notify Security (JABSOM: 692-1911 or 692-0911).
2. Disconnect all equipment (e.g. computers) that could be damaged by a power surge when electricity is restored.
3. Turn off all lights, appliances, and other energy users to reduce the power requirements for restoration.
4. If working in a chemical fume hood or a biosafety cabinet, the exhaust system will shut off when the power goes out; calmly and quickly stop what you are doing, close any open containers, and close the sash. Do not work in a fume hood or biosafety cabinet until you determine that the fume hood or biosafety cabinet is functioning properly.

Do not evacuate the building unless instructed to do so by emergency services (**UH Department of Public Safety (DPS), JABSOM Security Engineer, JABSOM Emergency Administrator, JABSOM Emergency Coordinator, JABSOM EHSO, HPD, HFD**). If you are instructed to evacuate the building, use the emergency EXITS and go to a designated evacuation gathering area to await further instructions from emergency services.



**WEBSITES:**

UH Manoa Emergency Management Program

<http://manoa.hawaii.edu/dps/emergency.html>

UH JABSOM Environmental Health and Safety Office

[Under construction TBD](#)

UH Manoa Environmental Health and Safety Office

<http://www.hawaii.edu/ehso/>

City & County of Honolulu Department of Emergency Management

<https://www.honolulu.gov/dem>

American Red Cross

<http://www.redcross.org/>

**IMPORTANT DISCLAIMER:**

*This guide is in no way binding, nor does it supersede any federal, state, or local laws or regulations. This guide has been prepared for your convenience. It is intended as a reference guide and contains general descriptions and summaries of procedures to assist you in the event of an emergency. It is important to understand that each emergency incident will have its own unique obstacles to overcome the situation. Your best judgment is the key to safely overcoming any emergency situation and when making decisions during an emergency, your main priority should be your safety.*