



EAST-WEST CENTER

Emergency Response Guide

Emergency Numbers	Medical Emergency
<p>Emergency (Police, Fire, Ambulance).....911</p> <p>UH Dept. of Public Safety (DPS)808-956-6911</p> <p>Facilities Management 808-944-7156 (During working hours)</p> <p>EWC Facilities & Operations 808-944-7960 (After hours)</p> <p>Suicide & Crisis Lifeline (HI CARES).....988 (call, text, chat) <i>If you do not have an (808) area code, call 808-832-3100 or toll-free 800-753-6879. Hawai'i CARES 988 (Hicare.hawaii.gov) is a 24/7, free support service for help with crisis, mental health and substance abuse. If in immediate danger, please call 911 or DPS.</i></p> <p>Be Informed: Sign-up for emergency alerts using the HNL Info app and UH alerts.</p>	<ul style="list-style-type: none"> • REMAIN CALM • Dial 911 • DO NOT move injured person unless there is immediate threat to them. If it is SAFE to do so, comfort them and reassure them that help is on the way. • Provide the emergency dispatcher with your name, phone number you are calling from, location, # of people injured and description of medical emergency. https://www.911.gov/calling-911/frequently-asked-questions/ • Stay on the phone for instructions of how you can assist.

Emergency Kit Contents	
<p>Build or purchase a small kit for your room and/or car that will last 14 days:</p> <ul style="list-style-type: none"> • First aid kit-ibuprofen, aspirin, adhesive bandages, antibiotic gauze, etc. • Change of clothes. • Flashlight with extra batteries, radio (battery or solar powered). • Have extra cash and change stored in a secure place. • Identification (passport, driver’s license), debit and credit card information, all insurance information. 	<ul style="list-style-type: none"> • Important phone numbers. • Personal Supplies (antibacterial hand sanitizer, soap, shampoo, toothpaste & toothbrush, etc., prescription medication, extra pair of glasses or contacts). • Whistle with lanyard & several safety light sticks (bend, snap, shake light sticks) • Matches, small Blankets, cell phone charger. • Bottled water, ready-to-eat energy bars or non-perishable food, manual can opener. <p>Emergency kit information: https://dod.hawaii.gov/hiema/public-resources/preparedness-information/</p>

Fire

If there is a fire or smoke in your area, follow these guidelines:

- Sound the fire alarm.
- Call 911 and 808-944-7156 (working hours)/ 808-944-7960 (after hours).
- Move away from fire & smoke. Close doors & windows, if time permits. Check if doors are hot before opening.
- Stay as low as possible to the floor where smoke will be less dense.
- Exit the building via the exit stairways. Do not use the elevators.

If clothes catch fire, stop, drop and roll!

When you are outside:

- Do not return to the building for any reason until instructed to do so.
- Move away from the building.
- Do not obstruct fire department access to the building or fire hydrants.
- Account for all personnel (neighbors and friends) and report anyone missing to rescue crews.

Utility Outage/Elevator Failure

Immediately report utility failures:

- **Regular business hours:** Facilities Management at 808-944-7156.
- **After hours:** Hale Mānoa front desk at 808-944-7960.

Includes Power Outage, Water Outage, Gas Leaks

Elevator Failure

- If inside the elevator, use the emergency phone to call for assistance .
- From outside the elevator, call Facilities Management or Hale Mānoa front desk.

Hurricane/Severe Storm

Potential threats from hurricanes, also known as typhoons or tropical cyclones, include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes, and landslides.

The Hawaii State Civil Defense provides an early warning system through the use of “Watches and Warnings” with Statewide notification by sirens.

Watch: Storm expected within 48 hours. Get ready.

Warning Issued: Storm expected within 36 hours. At this point, the sirens may sound. Turn on your cell phone, radio, or TV for emergency information and instructions.

Preparing for Hurricanes:

- Restock your emergency preparedness kit. <https://dod.hawaii.gov/hiema/public-resources/preparedness-information/>
- Plan how to communicate with family members if you lose power.
- Review your evacuation zone, evacuation route, and shelter locations.
- Keep your car in good working condition & keep the gas tank full.

During a Hurricane:

- Stay indoors and away from glass/windows.
- Make sure all interior doors are closed and brace external doors.
- Lay on the ground under a secure object.
- Do not use elevators.

After a Hurricane:

- Continue checking online and listening to your TV or radio for the latest updates.
- Be aware of later flooding after the hurricane/ severe storm has stopped.
- If you evacuated, only proceed home when officials say it is safe.
- Drive only if necessary and use other routes that avoid flooded roads. Stay clear of loose or hanging power lines.

Tsunami

A **Tsunami** is a series of destructive ocean waves affecting all shorelines. The East-West Center Honolulu Campus is not in a tsunami inundation zone.

Tsunami Evacuation Zones:

<https://dod.hawaii.gov/hiema/public-resources/tsunami-evacuation-zone/>

Watch: Tsunami possible – get ready.

Warning Issued: Sirens will sound at this point.

During a Tsunami:

- Stay clear of the beach or any shoreline.
- If you are in a an area with high-rise buildings, moving to upper floors may be an option. The building must be at leaset 10 stories of reinforced concrete and you must move to the 4th floor or higher for safety.

Earthquake

In the event of an earthquake follow these procedures:

If you are INDOORS:

- Drop to the ground; take cover by getting under a desk or supported doorway; hold on until the shaking stops.
- Stay clear of glass/windows and any type of fixture that could fall.
- Do not use elevators. It may be necessary to evacuate the building after an earthquake.

If you are OUTDOORS:

- Remain outside.
- Move away from buildings, trees, and exposed wires.
- Stay outside until the shaking stops.

Sexual Assault

Sexual assault describes all forms of sexual violence against male and female victims.

If sexual assault occurs:

- Get to a safe place and call 911 or UH DPS at 808-956-6911 if the threat remains.
- Preserve evidence; do not shower.
- Call the Sex Abuse Treatment Center (SATC) hotline: 808-524-7273 for immediate support in getting medical care, preserving evidence, and navigating making a plice report if you choose.

Other resources:

National Domestic Violence Hotline: 800-799-7233 and TheHotline.org/About

- National hotline providing free and confidential support and crisis intervention information, education, and referral services in over 200 lanuages.

National Sexual Assault Hotine: 808-656-4673

U.H. Mānoa Advocate: 808-956-9499 (for UHM Students, Faculty, or Staff)

U.H. System Confidential Advocate: 808-341-4952 (for UH students)

EWC: Contact your program officer, program coordinator, or the Title IX coordinator.

- titleix@eastwestcenter.org

Active Shooter

If you hear shots fired, or if you witness a person shooting people (active shooter), take the following actions:

Call the police at 911 immediately, and contact UHM DPS at 808-956-6911.

RUN

- Find an escape path. Help others escape, if possible.
- Have an escape route and plan in mind.
- Prevent individuals from entering an area where the active shooter may be.
- Follow the instructions of any police or security officers. Keep your hands visible.

HIDE

If evacuation is not possible, find a place to hide. Your hiding place should:

- Be out of active shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

Lock the door. Blockade the door with heavy furniture.

If the active shooter is nearby:

- Turn off any source of noise.
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet if evacuation & hiding out are not possible.
- Remain calm. Call 911, if possible, to alert police to the active shooter's location.

If you cannot speak, leave the line open and allow the dispatcher to listen.

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or act as aggressively as possible by:

- Throwing items and improvising weapons. Yelling.
- Committing to incapacitate the active shooter by your actions.

Bomb Threat

If a bomb threat is received by phone:

1. DO NOT HANG UP. Have someone else contact 911 and DPS from another line.
2. DO NOT anger the caller. Stay calm and gather as much information as possible.
3. Listen carefully. Be polite and show interest.
4. Pay attention to specific details such as background noises and specific voice characteristics.
5. Attempt to obtain information on location of the bomb, type of detonator, and time of detonation.
6. If your phone has a display, copy the phone number and/or letters.

If a bomb threat is received by handwritten note:

- Call DPS 808-956-6911 and Police at 911.
- Do not touch or handle the note any further. Do not allow others to touch the note.

If a bomb threat is received by email:

- Call DPS 808-956-6911 and Police at 911.
- Do not delete the message.

Follow instructions from DPS and first responders regarding evacuation.

Nuclear Attack

In the unlikely event of **nuclear attack**, there are things you can do to try to protect yourself.

Get inside:

- Get inside to the nearest building to avoid radiation. Brick or concrete are best.
- Remove contaminated clothing & wipe off or wash unprotected skin if you were outside after the fallout arrived.
- Go to the basement or the middle of the building.

Stay inside:

- Stay inside for 24 hours unless local authorities provide other instructions.

Stay tuned:

- Tune into any media available for official information such as when it is safe to exit and where you should go.

Prepare now:

- Make sure your emergency preparedness kit is well stocked.
- Know of shelter locations such as underground areas and the center of large buildings.