USE OF THIS GUIDE

A copy of this guide should be readily available in each building and other occupied locations. This guide contains general recommended emergency responses.

Remember, actual emergency responses must address the uniqueness of each situation. The recommendations found in this guide must be taken only as recommendations. These recommendations may not be appropriate in every circumstance. Use caution and good judgment in approaching any situation. If under any circumstances the directions found in this guide might reasonably lead to injury or damage, do not use them.

At a minimum, this guide should be reviewed with BYUH staff during safety training done before the start of each school year. This guide should also be reviewed with substitutes and volunteers prior to school duty assignments.

At a minimum this guide should be reviewed with PCC personnel, missionaries and volunteers annually during safety trainings and with new hires and new missionaries and volunteers during orientation.

Administrators should review this guide and insert University specific information prior to use. This information should be updated as needed.

Emergencies can be events that affect the whole community or events that affect a family or an individual.
GENERAL RESPONSIBILITIES

1. Assess the situation.
2. Address life safety (first aid, safety of victim, etc.).
3. IMPORTANT – keep written detailed chronological notes.
4. Contact Security (808) 675-3911 and provide “status” information.
5. Assess the situation, Call 911 for law enforcement, if necessary.
6. Refer media to the campus operations center at (808) 675-3503.

FACULTY AND PCC STAFF

1. Verify information.
2. Follow emergency procedures as outlined in this guide.
3. Warn students and PCC Guests, if advised.
4. Refer media to the campus operations center at (808) 675-3503.
5. Keep detailed notes of crisis event.

COMMUNICATIONS

1. At the start and during an event, BYUH and PCC radios should be switched to “Emergency“ talk group (channel).
2. BYUH Public Safety dispatch, BYUH and PCC command can use “ALL CALL” to issue general directions.

ADMINISTRATION RESPONSIBILITIES

1. Verify information.
2. Contact Public Safety (808)675-3911 and provide “status” information.
3. Assess situation, Call 911 for Law Enforcement, if necessary.
4. Seal off high – risk areas and preserve scene.
5. Activate crisis team by notifying the campus operations center at (808) 675-3503. Implement crisis response procedures.
6. Notify students and staff through the use of the Everbridge Notification System located at campus operations center.
7. Evacuate students, guests and staff if necessary to designated areas (pg. 17). In some circumstances the best solution may be to shelter in place to avoid exposure to weather risks or a manmade incident.
8. Refer media to the campus operations center at (808) 675-3503.
9. Notify community agencies through the operations center (if necessary).
10. Keep detailed notes of crisis event and complete reports.
11. University closure can be initiated only by the University President or his or her designee.
12. PCC closure must be approved by the PCC President or designee.
13. In the event advanced notice is available, please turn PCC busses back to Honolulu to avoid bringing visitors into the Laie emergency situation.
14. Train PCC tour guides on the procedures for the evacuation of guests.
15. PCC guest evacuation will generally be to the BYUH Cannon Activities Center.

*Administration denotes The University President, the PCC President or his or her Designated Person.
**BOMB THREATS**

*Upon receiving a message that a bomb has been planted the following procedures apply:*

1. Record Caller ID number.
2. IMMEDIATELY CEASE THE USE OF ALL TWO WAY RADIO AND CELLULAR PHONES.
3. Call 911 for Law Enforcement and Notify Public Safety (808) 675-3911.
4. Make visual checks.
5. Report suspicious object(s) to Public Safety (808) 675-3911.

**If Suspicious Device is found:**

1. DO NOT TOUCH OR MOVE DEVICE.
2. Call 911 for Law Enforcement and Notify Public Safety (808) 675-3911.
3. Secure area, preserve scene, and be aware of more bombs.

**Evacuation Procedures:**

1. Leave doors and windows open.
2. Do not use cell phones, radios, or any other transmitting device.
3. Take personal effects that can be hand carried such as money, jewelry, and/or medication.
4. Evacuate the immediate area.
5. Do not re-enter buildings or area until declared safe by Public Safety, Fire, or Police personnel.

**If Bomb is detonated:**

1. Respond to injured person(s).
2. Secure area, preserve scene, and be aware of additional bombs.
3. Call 911 for Law Enforcement and Notify Public Safety (808) 675-3911.
4. Try to calm evacuated and/or injured persons.

NOTE: Evacuation site must be a minimum of 300 feet away from any building.

**BOMB THREAT CARD**

*See the last page of this booklet for a Bomb Threat Card sample. (Page 21)*
WEAPONS OR ACTIVE SHOOTER

Administration/Staff responsibilities when a weapon is detected on campus or PCC:

1. Notify Public Safety (808) 675-3911 / Call 911 for Law Enforcement if a weapon is suspected to be on University or PCC property.
2. Report who the suspected person is, where the weapon is located, if anyone has been threatened, and any other details.
3. Follow Active shooter Procedures:
   - In the event of a violent crime on campus or at the PCC such as, an active shooter, the BYUH/PCC policy is to evacuate and run away from the incident only if you can do so safely. If you cannot run away, then you should shelter in place and hide.

If you are in an office, classroom, dormitory, or other enclosed facility, you should:

- Silence your phone.
- Turn off your lights.
- Lock the door.
- Close the windows.
- Hide in a location not visible from inside or outside of room.

Public Safety will send you a text message as soon as possible telling you what is going on, where it is happening, and additional information you may need to protect yourself and others. In the event the perpetrator breaks into your hiding place you should use any means possible to fight for your life and safety. Wait in the place of shelter until the Police find you or until you get an all clear text from Public Safety. If the Police enter your hiding place, keep your hands visible, refrain from screaming, and follow their directions.

If you are in an open area at the Polynesian Cultural Center, you should:

Instruct everyone to run away from the threat. Do not stop until you reach an area that is far away from the perceived threat. If you cannot escape, use whatever means to protect yourself and others. Throw items or use a stick, chair, or any other items that could be a weapon to fight back. Your life depends on your ability to fight.

SUSPICIOUS MAIL

1. Notify Public Safety (808) 675-3911 or call 911.
2. Do NOT touch mail.
3. Secure area (room) where mail is located.

Letter and Package Bomb:

1. Follow bomb & evacuation procedures.

Biological (Anthrax):

1. Isolate anyone that was exposed.
**TORNADO OR WATER SPOUT**

Severe Weather Statement on Funnel Clouds Has Been Issued:

2. Bring all persons inside buildings. PCC guests should be moved to the Cannon Activity Center, located at the BYUH campus.
3. Close windows and blinds.
4. Review tornado or waterspout drill procedures and location of safe areas. (see safe area pg.17) Basements and enclosed first floor hallways, and rooms are best.
5. Review “drop and tuck” procedures. (Crouch down on elbows and knees with hands over the back of the head and place yourself in a secure area in the event the tornado or waterspout is moving in your direction).

**Tornado or Waterspout Warning issued or spotted near BYUH or PCC:**

1. Shut off gas.
2. *Administration activate alarm.
3. Move students and staff and PCC guests to safe areas. Students should assist guests to the Cannon Activity Center. Students should shelter in their dormitories (hales).
4. Do not allow evacuation by bus or car.
5. Ensure all are in “drop and tuck” positions under desk and tables.
6. Remain in designated safe areas until warning expires, or until emergency personnel have issued an “all clear” signal.

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**HURRICANE OR TROPICAL STORM**

**Hurricane Watch:** In the event that a Hurricane Watch is issued, Hurricane conditions are possible within 48 hours.

**Hurricane Warning:** In the event that a Hurricane Warning is issued, Hurricane conditions are expected within 36 hours or less.

**Hurricane Advisory:** When event is occurring.

2. When advised by Public Safety or Emergency Services Personnel, evacuate to Cannon Activities Center (CAC) for community members and PCC Guests. No food will be provided at the CAC. On campus students should shelter in their TVA apartments or Dormitories (hales). Off-campus students should shelter in the designated areas in the on campus dormitories (hales).
3. During a warning, when sirens sound, secure windows.
4. Secure loose objects that may blow away, such as outdoor furniture.
5. Stay indoors during high winds. Stay away from windows and do not open windows.
6. Keep away from exterior walls and doors.
7. Turn off water and electricity at main stations. Unplug appliances.
8. Remain in safe area until warning expires or until emergency personnel have issued an “all clear” signal.
9. Help as directed. Serve others.
**TSUNAMI**

**Advisory:** Strong currents are likely. Stay away from the shore.

**Tsunami Watch:** In the event that a Tsunami Watch is issued, the danger level is not yet known, but a tsunami is possible. Stay alert for more information.

**Tsunami Warning:** In the event that a Tsunami Watch is issued, leave coastal areas immediately. Evacuate to higher ground.

2. If you hear an official tsunami warning or sirens sound.
3. Students; take your 24/72 hour kits and faculty, staff, and community should take supplies for up to two weeks to the evacuation area. No food will be provided at the Cannon Activity Center.
4. If you have a baby, take diapers, and formula.
5. Take all prescription medicine to the evacuation area.
6. Evacuate at once to high ground. Second level of Hales and TVA Apartments are sufficient unless otherwise directed (Refer to pg. 17).
7. Off campus students should evacuate to the 2nd floor of the on campus dormitories (hales).
8. PCC Guests should evacuate to the Cannon Activities Center.
9. Remain in safe area until warning expires or until emergency personnel have issued an “all clear” signal.

**FLOOD**

**Flood Watch:** In the event that a flood watch is issued, flooding is possible. Faculty, staff, students, and the community are encouraged to make necessary preparations to include:

1. Update 24/72 Hour Kits for students, faculty, staff, and community should have for up to two weeks.
2. Collect and store sufficient water to last for 72 hours.
3. Assemble needed clothing and wet weather gear as may be needed.
4. Collect all necessary medications to potentially take with you.
5. If you have a baby, pack diapers, and formula.
6. Establish rendezvous locations with family members in the event that phone communication goes down.
7. Explain and rehearse established emergency rendezvous locations for students, and for the community.
8. Ensure all vehicles and generators are full of gas and collect, and store additional fuel, if it can be done safely.
9. Secure all important documents in a weather proof location.

**Flood Warning:** In the event that a flood warning is issued, flooding is imminent or already occurring.

1. Implement all of the Emergency Procedures steps previously listed.
2. Listen and stay tuned to designated radio/TV Emergency Alert System for emergency instructions.
3. Stay away from flood water. Do not attempt to swim, walk, or drive through, especially at night when it is harder to recognize flood dangers.
4. When instructed, turn off utilities at main switches. Unplug appliances (do not touch electrical equipment if wet).
5. Do not stack sandbags against outside of house, this adds pressure which may result in exterior wall collapse.
6. Avoid downed power lines.
7. Do not drink tap water (may be contaminated).
8. Move valuables to upper floors.
HAZARDOUS MATERIALS

Incident occurred in school or in PCC building:
1. Notify Public Safety (808) 675-3911
2. Assess situation, Call 911 for Law Enforcement, if necessary.
3. Notify Administration and Physical Plant.
4. Isolate area of leak or spill. Do not attempt to clean.

Incident occurred near BYUH or PCC property:
1. Fire or Police official will notify Public Safety.
2. Public Safety will notify students and faculty.
3. Remain at least 300 feet from the incident.

FIRE

In the event fire or smoke has been detected:
1. Pull fire alarm and Notify Public Safety (808) 675-3911.
2. Call 911 for Fire Department.
4. Evacuate to at least 300 feet from the fire.
5. Public Safety will insure evacuation of BYUH or PCC, whichever is experiencing the hazardous material exposure.
6. Public Safety will ensure that the building has been evacuated.
7. Do not re-enter building(s) until declared safe by Emergency Services Personnel.
8. Public Safety will notify employees, customers, students, and staff of termination of emergency.

NOTE: Refer to map or log for the Evacuation Assembly points. (Page 17 & 18)
**SUICIDE OR SUICIDE ATTEMPT**

*Helping Suicidal Person:*
1. Offer help and listen.
2. Remove any weapons or items that could cause harm.
3. Notify Counseling Services (808) 675-3518.

*Suicidal Attempt on University Campus or PCC:*
1. Notify Public Safety (808) 675-3911.
2. Verify information.
3. Call 911 for Law Enforcement (reports are needed for medical attention, presence of weapon, or need to restrain).
4. Calm suicidal person.
5. Do not leave suicidal person alone.
6. Remove any weapons or instruments that could cause harm.

*Suicidal Death*
1. Notify Public Safety (808) 675-3911.
2. Verify information.
3. Public Safety will notify school crisis team.
4. Notify staff before the next school day following suicide or attempted suicide.
5. Administration will notify the closest relative.
6. Do not discuss the “suicide” or details about death with others not involved in the response and management of the situation. Do not hold memorials or make death appear heroic. Protect privacy of family.

**SERIOUS INJURY OR DEATH**

1. Administer first aid.
2. Do not move a seriously injured person.
3. Notify Public Safety (808) 675-3911 and call 911.
4. Public Safety will notify school crisis team.
5. Isolate victim and provide comfort.
6. Direct emergency medical personnel to victim.
7. Public Safety and Law Enforcement will conduct an investigation.

*For Employees: (to be done by Safety or Risk Management)*
1. Call OSHA “Account Reporting”.
   a. Work-related accidents resulting in loss of life within 8 hours of the fatality.
      a.i. Work injuries to three or more employees requiring hospitalization within 8 hours of the incident.
      a.ii. Industrial accidents that result in property damage of more than $25,000.00 (estimated) within 8 hours of the incident.
2. Contact Workers Compensation administration for employee death benefits.
ASSAULT OR FIGHT
1. Notify Public Safety (808) 675-3911.
2. Assess situation.
3. Avoid stepping between combatants.
4. Issue verbal commands to stop.
5. Use loud distractions (yell names, whistle, air horn, etc.)
6. Defuse situation, if possible.
7. Assist by identifying and documenting students, witnesses, weapons, etc.
8. Attend to victim(s).
10. Public Safety to seal off area for investigation.

TERRORISM
Person on campus or at the PCC carrying or shooting a weapon, swinging a knife, carrying what looks like a bomb, or any other item that looks suspicious:

1. Notify Public Safety (808) 675-3911.
2. Issue lock down at the campus or if at the PCC, remove customers and employees from the threat.
3. Take note of suspect description.
4. Wait for all clear from Public Safety via the mass notification to your cell phone.

ACTIVE SHOOTER PROCEDURES
In the event of a violent crime on campus or on PCC grounds such as an active shooter, the BYUH and PCC policy is to evacuate and run away from the incident only if you can do so safely. If you cannot run away, then you should shelter in place and hide. Be prepared to defend yourself or others by identifying weapons that can be utilized for self-defense.

If you are in an office, building or classroom or dormitory, you should:
- Silence your phone.
- Turn off your lights.
- Lock the door.
- Close the windows.
- Hide in a location not visible from inside or outside of room.

Public Safety will send you a text message as soon as possible telling you what is going on, where it is happening, and additional information you may need to protect yourself or others. In the event the perpetrator breaks into your hiding place you should use any means possible to fight for your life and safety. Wait in the place of shelter until the Police find you or until you get an all clear text from security. If the Police enter your hiding place, keep your hands visible, refrain from screaming and follow their directions.
DISTURBANCE OR RIOT

**Disturbance or Riot Action Steps:**

1. Notify Public Safety (808) 675-3911 and call 911.
2. Assess situation and call 911 for Law Enforcement, if necessary.
3. Urge students, employees, and customers to calm down and leave the area.
4. Contain unrest. Seal off area of disturbance and call for assistance.
5. Defuse disruptive situation by using distraction techniques (whistle, yell, bull horn, air horn, etc.).
6. In the event of injuries, notify Emergency Medical Personnel.
7. Meet with Student Representatives to address issues.

**Faculty within Classrooms**

1. Notify Public Safety (808) 675-3911.
2. Keep students calm.
3. Lock classroom doors, but admit students in need of refuge.
4. Do not allow students outside of classroom until you receive an all-clear signal from Public Safety via mass notification to your cell phone.

**Public Safety Functions**

1. Separate people involved.
2. Clear scene. ID suspects, witnesses, and victims.
3. Preserve scene and related evidence (including weapons).
4. Conduct search and seizure as necessary (immediate danger is a question).
5. Limit media movement on campus.
7. Resolve conflicts at school level.
8. Prepare for escalation.
9. Restore order as soon as possible.

EARTHQUAKE

**Earthquakes occur without warning.**

1. Indoors-get guests, students, faculty, or staff under desk, tables, supported doorways, and interior hallways. Stay clear of exterior walls and falling objects.
2. Do not evacuate building unless exits and egress paths are safe.
3. If outdoors, stay in the open, stay away from objects that may fall, and protect head. Beware of fires, downed power lines, aftershocks, and broken water mains.

NOTE: A locally generated earthquake may generate a tsunami.
**INTRUDER**

*Intruder is an unauthorized or an unknown person who enters University or PCC property.*

1. Notify Public Safety (808) 675-3911.
2. Do not approach the intruder.
3. In the event you are approached by an intruder, inform the intruder that all visitors must register at the Public Safety office. If you are alone and the intruder is agitated, call 911 or yell for assistance.
4. Keep a safe distance from intruder if he or she indicates a potential for violence. Be aware of intruder’s actions at this time (where he or she is located on campus and whether he or she is carrying a weapon or package, etc.).

**HOSTAGE**

1. Do not intervene if hostage taker is unaware of your presence.
2. Notify Public Safety (808) 675-3911.
4. Seal off area near hostage scene.
5. Assess situation and/or order a lock-down and evacuate as appropriate.
6. Give control of scene to police, coordinate response activities with police to address safety of students and staff.
7. Keep detailed notes of events.

*If taken hostage:*

1. Follow instructions of hostage taker.
2. Remain calm. Calm others if they are present.
3. Treat the hostage taker as normal as possible.
4. Be respectful to hostage taker.
5. Ask permission and do not argue.
LOCK-DOWN PROCEDURES

Lock-down procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus or at the PCC.

1. Place phones on the silent or vibrate mode.
2. Issue lock-down or evacuation by announcing using the mass notification system and loud speaker system.
3. If safe to do so, direct all students, staff, customers and visitors into rooms or enclosed buildings, ensure all persons are inside.
4. Account for everyone in the room or office.
5. Lock classrooms, offices, buildings, and external doors.
6. Secure and cover windows of classrooms, offices, or buildings.
7. Move all persons away from windows and doors.
8. Do not allow anyone outside of classrooms or buildings until “all-clear” signal is given by Public Safety.
9. If the intruder enters the place of safety, use all means necessary, to include chairs, sticks weapons etc. to disable the intruder.

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff, employees and public within school buildings or at the PCC during an emergency such as a chemical gas spill, Tsunami, hurricane etc. Safe areas may change depending on the emergency and wind direction. In most circumstances, the following applies:

1. Shelter in place in the nearest building or dormitory if unable to move to the general gathering location.
2. Issue sheltering alert.
3. Open all gates between BYUH and the PCC and open the Canon Activity Center (CAC) for evacuees.
4. Direct students, staff, and visitors to predetermined safe areas or room in the event they are not able to shelter in place. Generally the CAC is a shelter for PCC guests, employees, and the community.
5. Account for all individuals after arriving in safe area.
6. Close all exterior doors and windows.
7. Use plastic sheeting, wet cloth, and duct tape, etc., to seal windows, cracks, to minimize indoor air contamination in the event of a chemical gas or if a nuclear detonation has occurred.
8. Ensure all persons remain in safe areas until “all clear” is given by Public Safety Personnel.
9. Do not allow outside air to mix with inside air (where mechanical ventilations system are used).
DISASTER TASK FORCE

When time permits, the Public Safety Operations Center, the University President and or the PCC President or the Designated Person will assemble the BYUH, PCC, and Laie Community Disaster Task Force in the event of an impending emergency.

Immediate Danger

The University President and/or the PCC President or the Designated Person may make a decision with or without consultation of the BYUH, PCC, and Laie Community Disaster Task Force (as time permits).

BYUH Disaster Task Force

Warning and Notification

1. Notify Public Safety, who will then notify students and staff if an emergency requires immediate action to protect the safety of the University and PCC, its property, personnel, and student body. Activate warning system.
2. Ensure staff and students are familiar with warning systems.
WARNING SYSTEMS TO ALERT BYUH AND PCC

1. First Method:
   Public Safety Operations will activate the Everbridge Notification System. Telephones, cellular phones, hand-held radios BYUH and PCC (not to be used in a bomb threat) and the Campus loud speaker system. The PCC fire alarm loud speaker to be used for PCC notification. Use the “All Call” to notify participants of the wide area alerts and directions.

2. Second Method:
   Message relay by runners (Security or Facilities Management).

The following methods may be used to alert the campus that an emergency is in progress when the above methods have failed:

- Air horns or siren.
- To be used only for fire alerts.
- Fire alarms and systems.

Turn on the following systems for additional information.

- Public address system.
- Closed circuit television.
- Internet bulletin.
- Public Safety Facebook.
- BYUH PCC Radio System to “Emergency” talk group (channel)

EMERGENCY ALERT SYSTEM (EAS)

These stations provide Emergency alert information.

Primary Stations:

Oahu
1. KSSK-AM 590 khz  (808) 550-9200
   Hard to receive in Laie
2. KRTR-FM 96.3 mhz  (808) 275-1000
   Hard to receive in Laie

Kauai
1. KQNG-FM 93.5 mhz  (808) 245-9657

Maui
1. KMVI-AM 550 khz  (808) 877-5566

Hawaii LP1
1. KHLO-AM (Hilo) 850 khz  (808) 935-6950
2. KKBG-FM (Hilo) 97.9 mhz
3. KLEO-FM (Kona) 106.1 mhz

Hawaii LP2
1. KPUA-AM (Hilo) 670 khz  (808) 961-0650
2. KWXX-FM (Hilo) 94.7 mhz
3. KAOY-FM (Kona) 106.1 mhz

National Oceanic Atmospheric Administration (NOOA) Radio
(KBA99) 162.550 Meghz Honolulu, (WWG74) 162.400 Meghz

BYUH Amateur Radio 2 Meter Repeater (KH6BYU-R) 145.29-PL 123

BYUH Amateur Radio Station (when operational and staffed) will be used to communicate with H-DEM in Honolulu and the mainland (Salt Lake) if other communications have failed.
MEDIA PROCEDURES

All reporting individuals should refer all media to The Public Safety Operations Center (808) 675-3503 which will refer to University Public Affairs, or PCC management for any media event or media request.

- Designated person releases information to the media.
- Manage media movement on campus.
- Establish a designated press area.
- Distribute University and/or PCC profile information sheet.
- Do not say “No Comment”.
- Update media regularly.
- Do not wear sunglasses.
- Maintain a log of all telephone inquiries. Use scripted response to inquiries.

Media Statement:

1. Prepare and issue a brief written statement
   a) Have generic statement ready, adapt for crisis, include verifiable facts, steps taken to contain/defuse situation, assurance of safety, request of support from staff/students/others. Show empathy in media statement.
2. Emphasize the safety of students and staff and PCC guests
3. Briefly describe the BYUH and PCC crisis plan for responding to emergencies.
4. Respect privacy of victim(s) and family of victim(s). Do not release names to media.
5. Refrain from exaggerating or sensationalizing crisis.
6. Do not admit fault or liability.
7. Remain calm.

MEDICAL TRANSPORTATION

Classification of Medical Needs on Campus

Three (3) Categories:

1. Acute/Life Threatening Emergencies:
   • Require immediate attention. Call 911 for ambulance.
   • Notify Public Safety at (808) 675-3911
2. Major or Serious:
   • Non-threatening
   • Contact Public Safety (808) 675-3911, who will determine whether an ambulance is needed or if they should transport the student/faculty or PCC Guests to Kahuku Hospital only.
3. Minor:
   • Notify Public Safety (808) 675-3911
   • Use public or private transportation

In all cases contact the Health Center and Public Safety in the event of a medical incident.
EMERGENCY PHONE NUMBERS

Police, Fire, Ambulance, Emergency 911

Operator will ask what emergency agency you are requesting.
- Police Emergency or Non-emergency
- Fire Department
- Ambulance

Information needed by Emergency Unit
- Emergency (what is your problem?)
- Name
- Address or location
- Phone number (do not hang up)

Local Police (non-emergency)
District IV – Kaneohe Police Station ..................... (808) 723-8640
Kahuku Police Substation .................................. (808) 723-8650
or (808) 293-8565
Department of the Attorney General ....................... (808) 586-1500
State Civil Defense ............................................. (808) 733-4300
Aloha United Way ............................................... (808) 275-2000
Crime Stoppers ..................................................... (808) 955-8300
Graffiti Hotline ................................................... (808) 723-3475

Victim Assistance
Domestic Violence Hotline
- Honolulu & Leeward ........................................ (808) 841-0822
- Windward ...................................................... (808) 528-0606
Sex Assault Crisis Line ......................................... (808) 524-7273
Child Welfare Service ......................................... (808) 832-5300
Kahuku Hospital .................................................. (808) 293-9221

Hazardous Materials/ Poison
Hazardous Materials leak or spill .......................... (808) 586-4249
Poison Center ...................................................... (800) 222-1222
Environmental Concern Hotline ........................... (808) 692-5656

Disaster Assistance
American Red Cross ............................................. (808) 734-2101

Temporary Restraining Order
Family Court ....................................................... (808) 538-5959
Civil Court ......................................................... (808) 538-5151

BYUH ON CAMPUS EMERGENCY NUMBERS

BYUH Operator .................................................... 0
Public Safety ..................................................... 53911
Health Center .................................................... 53510
On Call Nurse (After Hours) ................................. 53911
(Public Safety to screen and make notification)
Safety Officer .................................................... 53411
Risk Management .............................................. 53911
LDS Temple ...................................................... (808) 293-2427
TVA ................................................................. (808) 293-1426
TVA (After Hours) ............................................ 53911
Sexual Harassment Hot Line ............................... (808) 780-8875
Counseling Services .......................................... 53518
Crisis Management Team (After Hours) ............... 53911
(Public Safety to screen and make notification)

Outreach for on or off campus incidents involving University faculty, staff and student body or PCC staff and customers.

PCC EMERGENCY NUMBERS

Security/First Aid ............................................... (808) 675-3911
Custodial/Clean Up ............................................ (808) 293-3088

SAFE AREA

BYU-Hawaii Campus is a designated Public Shelter/Refuge Area for all impending disasters.

University Buildings utilized as shelters designated by administration:
1. Cannon Activities Center: general public Red Cross evacuation center
2. Old Gym: CAC overflow
3. BYUH Stake Center: Off campus Students and Faculty if not directed to shelter in place
4. Auditorium: Stake Center overflow

Emergency Phone Numbers 16
EVACUATION – ASSEMBLY POINTS BYUH

Assembly point one (1)  Softball Fields
Assembly point two (2)  Mauka (south) most end of Sports Courts
Assembly point three (3)  Mauka/Kaneohe (south/east) side of CA
Assembly point four (4)  Front main parking lot Makai (north) side of the Administration Building
Assembly point five (5)  Front field Kaneohe (east) side of main entrance
Assembly point six (6)  Front field Kahuku (west) side of main entrance (to include TVA)
EVACUATION – ASSEMBLY POINTS PCC

Assembly Points (clockwise):

<table>
<thead>
<tr>
<th>Assembly Point</th>
<th>Location</th>
<th>Exit through Gates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CAC</td>
<td>9a &amp; 10</td>
</tr>
<tr>
<td>2</td>
<td>Main North Parking</td>
<td>4, 5 &amp; 6</td>
</tr>
<tr>
<td>3</td>
<td>Main South Parking</td>
<td>2 and the Hukilau Marketplace</td>
</tr>
<tr>
<td>4</td>
<td>Employee Parking</td>
<td>10a, 12 &amp; 13</td>
</tr>
</tbody>
</table>

Legend

- Blue square: Gate
- Blue circle: Assembly Point
TSUNAMI EVACUATION MAP – LAIE/HAUULA

This map and other evacuation areas on Oahu can be viewed in the white pages of the Verizon Hawaii phone book.

1. Tsunami evacuation areas are areas on the map where tsunami evacuation zones are located.
2. Evacuate from Red areas for a Tsunami, Yellow areas for an Extreme Tsunami and head towards Green Safe Zones.

LAIE EVACUATION AREAS

- Temple Beach
- Laie Beach Park
- Laie Point
- Laie Elementary School
- Laie/Hauula

HUAULA EVACUATION AREAS

- Hauula Elementary School
- Hauula Police/Privy School
- Hauula Elementary School
- Hauula Elementary School

Legend

- Safe Zone
- Extreme Tsunami Zone
- Tsunami Zone
- Major Street
- Street

Evacuate All Shaded Areas

- Evacuate Red areas for a Tsunami
- Evacuate Yellow areas for an Extreme Tsunami
- Head towards Green Safe Zones

Evacuation Information:

- Red areas are the most Tsunami Evacuation Chambers and should be evacuated immediately.
- Yellow areas are Extreme Tsunami Zones and should be evacuated immediately.
- Green areas are Safe Zones and should be headed towards.

Note:

- Tsunami evacuation areas should be viewed in the white pages of the Verizon Hawaii phone book.
- Evacuate from Red areas for a Tsunami, Yellow areas for an Extreme Tsunami and head towards Green Safe Zones.

Tsunami Evacuation Map

Laie/Hauula
TSUNAMI EVACUATION MAP – LAIE/KAHUKU

This map and other evacuation areas on Oahu can be viewed in the white pages of the Verizon Hawaii phone book.

EVACUATE ALL SHADED AREAS

Evacuate from Red areas for a Tsunami, Yellow areas for an Extreme Tsunami and head towards Green Safe Zones.

- For most Tsunami Warnings, evacuate out of the red zone; in the unlikely case of an "Extreme Tsunami Warning", evacuate out of the red and yellow zones.
- Remain at least 100 feet away from inland waterways and marinas connected to the ocean due to wave surges and possible flooding.
- Boats should move vessels to at least 50 fathoms (300 ft) deep and 2 miles away from harbor entrances, follow all directions from the Captain of the Port.
- Structural steel or reinforced concrete buildings of ten or more stories provide increased protection on or above the fourth floor; if you are caught near the shoreline consider using vertical evacuation.
- These maps do not consider the destructive effects of a locally generated tsunami. If you feel shaking, move inland immediately, well inland from the red tsunami evacuation zone.
- The evacuation zone is a guideline and should be considered the minimum safe evacuation distance.

Legend
- Fire Station
- Hospital
- EMS
- Police
- Public/Private School

Safe Zone
Extreme Tsunami Evacuation Zone
Tsunami Evacuation Zone

Scale in Feet
0 500 1,000 2,000 3,000

1. TSUNAMI WARNING: Follow instructions for evacuation.
2. EXTREME TSUNAMI WARNING: Follow instructions for evacuation.
3. Tsunami Evacuation Zone:
   - Safe Zone: Evacuate to higher ground.
   - Extreme Tsunami Evacuation Zone:
     - Evacuate out of these areas for an EXTREME TSUNAMI WARNING.

Tsunami Evacuation Map:
Hukilau Beach
Laie Point
Safe Zone
Kahuku Schools

Tsunami Evacuation Zone
Byu-Hawaii

Safe Zone
BOMB THREAT CARD

Where is the bomb? ________________________________________________________________

When will it go off? ______________________________________________________________

How much time is left? __________________________________________________________

What kind of bomb is it? (Description) ______________________________________________

What does the bomb look like? ____________________________________________________

Why is the building being bombed? ________________________________________________

How do you know about the bomb? ________________________________________________

Why are you calling? ______________________________________________________________

What is your name? ______________________________________________________________

Address? ________________________________________________________________________

Circle All That Apply

Voice: Loud Soft Deep High Child’s Voice Raspy Pleasant Nasal Intoxicated
Speech: Fast Stutter Slurred Slow Distinct Distorted
Language: Poor Fair Good Obscene Profane Abusive
Accent: Local Foreign Racial
Manner: Calm Coherent Laughing Serious Rational Deliberate Angry Irrational Incoherent Emotional
Background Noises: Office Machines Trains Animals Quiet Factory Machines Planes Voices Party Noises Undetermined Traffic Music

Non-University Security Employees:
Write out the caller’s message in its entirety as accurately as possible; then contact University Security at extension 3911.

University Security Employees:
Write out the message in its entirety and contact the Supervisor on duty and the Director of Security.

All University Employees:
Talk to no one concerning the incident other than your supervisors and University Security.

Name: _________________________________________________________________________

Department: __________________________________________________________________

Phone: _______________________________________________________________________

Date: _________________________________________________________________________

Time: _________________________________________________________________________

Signature: _____________________________________________________________________

Additional Details: ____________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________