



**Hawaii Medical College's**  
***Safety & Security Reference Book***  
**December 2018**

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## SAFETY AND SECURITY CALL LIST

Emergency	9-1-1
Campus Security	(808) 990-0678 (Normal Business Hours) (808) 271-4953 (After Business Hours)
Front Desk	(808) 237-5140
Building Security (5pm – 7am)	(808) 271-4953
Kevin Borrás Campus Security Authority (CSA)	(808) 237-5147
Justin Merrill Campus Security Authority (CSA)	(808) 990-0678
Jetta Tobin Campus Security Authority (CSA)	(808) 237-5140
Parking (Elite Parking)	(808) 734-7559

## BUILDING INFORMATION

<p><b>Building Management Office Information:</b></p> <p>1221 Kapiolani &amp; Parking Structure Red Tail Acquisitions 1221 Kapiolani Blvd. Suite 302 Honolulu, HI 96814 (808)593-8996 Office Hours Monday- Friday 8:30 am- 5:00 pm</p> <p><b>Building Operating Hours:</b></p> <p>Normal Building Working/Operating Hours: Monday – Friday 6:00 a.m. – 6:00 p.m. Saturdays 6:00 a.m. – 3:00 p.m. Sundays &amp; Holidays CLOSED</p>	<p><b>Elevator Operating Hours:</b></p> <p>Monday-Friday 6:00a.m – 7:00p.m. Saturdays 6:00am – 3:00p.m. Sundays &amp; Holidays CLOSED</p> <p>*Building security can be contacted after hours (5:00pm – 7:00am) for elevator access assistance.</p> <p><b>Parking Hours:</b></p> <p>Monday- Saturday 6:00a.m.- Midnight Sunday 6:00a.m. - Midnight (Free parking) *Visitors parked in the lot after midnight will not have access until the following morning at 6:00a.m. *Security closes gates to the parking garages at midnight for safety reasons.</p>
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## CAMPUS OPERATING HOURS

<b>Education Department (Ste 644)</b>	Monday - Thursday: 7:45am - 6:30pm Friday: 8:00am - 4:00pm
<b>Financial Aid (Ste 644)</b>	Monday - Thursday: 7:45am - 6:30pm Friday: 8:00am - 4:00pm
<b>Business Office (Ste 644)</b>	Monday - Thursday: 7:45am - 6:30pm Friday: 8:00am - 4:00pm
<b>Career Services (Ste 644)</b>	Monday - Thursday: 7:45am - 6:30pm Friday: 8:00am - 4:00pm
<b>Student Services hours (Ste 644)</b>	Monday & Wednesday: 7:45am - 5:00pm Tuesday & Thursday: 9:00am- 6:30pm Friday: 8:00am - 4:00pm
<b>Admissions hours (Ste 102)</b>	Monday - Thursday: 8:30am - 6:30pm Friday: 8:00am - 4:00pm
<b>IT/Facilities hours (6C)</b>	Monday, Wednesday, Friday - 7:00am - 5:00pm Tuesday & Thursday: 7:00am - 7:00pm Saturday: 7:00am-3:00pm
<b>Classrooms</b>	As Scheduled (See current term schedule)

## TRESPASSING OR LOITERING PROCEDURES

Hawaii Medical College Strives to Place Student Safety First and Foremost. The Protocol steps listed below are if you encounter an individual you may feel is out of place, loitering, or wandering HMC's Campus. At Any point you feel Unsafe on Campus, ALWAYS refer to HMC's [SAFETY AND SECURITY CALL LIST](#) and Notify the Proper Authorities.

- I. If you feel comfortable in approaching a loitering or trespassing Individual:
  - a. If you feel comfortable in doing so, determine if they have a legitimate reason to be on campus.
  - b. Ask them the 5 "W" questions (Who, What, When, Where, Why).
  - c. After making contact, if the individual has no legitimate reason for being on Campus, politely ask them to leave if they have no legitimate reason for being on campus - or - direct the individual to Ste 644.

## TEMPORARY RESTRAINING ORDERS (TRO) PROCEDURES

Here at HMC, we work hard to Cultivate a Comfort Zone that supports a Positive Learning Experience. HMC Recommends that you share your TRO to Maintain that Positive Learning Experience.

- I. If TRO Violator is found on Campus:
  - a. Confirm the Identity of the violator.
  - b. Call 9-1-1 and provide details regarding the location:
    - i. 1221 Kapiolani Blvd.
    - ii. Floor / Suite Number/ Location.
  - c. Notify HMC'S CSA: Listed in the [SAFETY AND SECURITY CALL LIST](#)
- II. TRO Bearer Shall:
  - a. Be located and notified in person that a TRO Violator has been Identified on Campus.
  - b. If TRO Bearer's Safety is in question, a Campus Representative Shall Escort the individual to a Secure Location.
  - c. Wait for authorities to arrive.
  - d. Upon receiving restraining order information from a student, deliver a copy of the order to a CSA. A copy will be maintained on file until Individual has completed HMC's education plan or until TRO expires.
- III. HMC Campus Security Authority (CSA) Shall:
  - a. Receive TRO's Information and Maintain confidential record keeping of TROs.
  - b. Maintain confidentiality of TRO's by disclosing ONLY on a "Need-to-Know" Bases with CSA, the Director of Education, Assistant Director of Education, and TRO bearer's Instructing staff.
  - c. Maintain Situational Awareness and Direct Communication as needed in the case of a TRO violation.
- IV. Director of Education (DE) Shall:
  - a. Be aware of on campus TRO's in the event of a TRO violation.
  - b. Maintain Class flow and balance with instructing staff in the event of a TRO violation.
- V. Assistant Director of Education (ADE) Shall:
  - a. Be aware of on campus TRO's in the event of a TRO violation.
  - b. Assists in directing TRO bearer to a Safe Location.
  - c. Assists in maintaining campus security.

## DISRUPTIVE OR SUSPICIOUS INDIVIDUALS PROCEDURES

Safety is the Number One Priority here on Campus. Please ensure you Reference HMC's [SAFETY AND SECURITY CALL LIST](#) if ever you feel Unsafe on Our Campus. In responding to a Disruptive or Suspicious Individual, caution should be taken to insure the situation does not escalate. Students are asked to report any disruptive behavior or suspicious activity to the proper authorities provided on campus. If the Disruptive behavior is from an HMC Student, the Director of Education will determine the best cause of action to keep students on their Learning Path.

- I. Upon Receiving a Report of a Disruptive or Suspicious Individual A CSA Shall:
  - a. Collect and record details.
  - b. Assess the situation.
  - c. Call proper Authorities.
- II. The Director of Education Shall:
  - a. Gauge the Situation and Aid in de-escalation.
  - b. Collect and Record details.
  - c. Determiner the best cause of action for the Student Body.
- III. The Assistant Director of Education Shall:
  - a. Assist in Gauging the Situation and Aid in de-escalation.
  - b. Collect and Record details.
  - c. Assist the Director of Education in determining the best cause of action for the Student Body.
- IV. The HMC's Security Office Shall:
  - a. Maintain Incident Reports.
  - b. Report Incidents to proper Authorities.

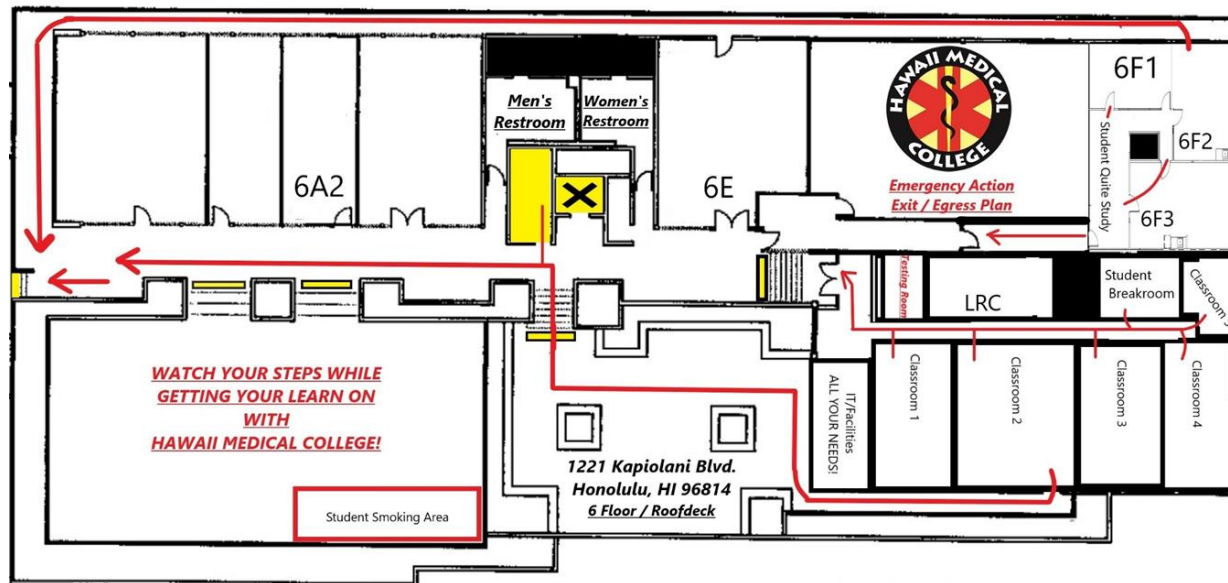
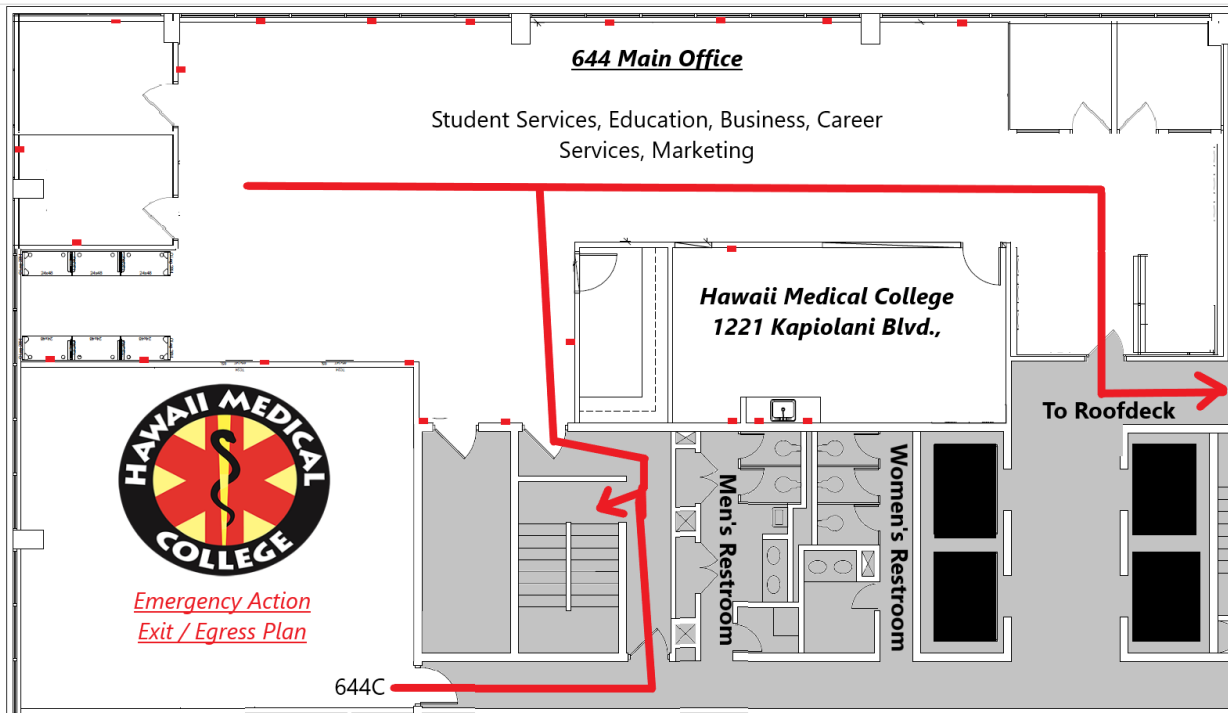


## FIRE EVACUATION PROCEDURES

The Fire alarm system on Campus is Maintained by Building Management. This ensures the Safety of All individuals operating on Campus. In the event of a Fire Drill, ample notification will be provided to ensure the Fire Drill is ran in the proper manner and minimal impact to class schedules. If anyone on campus discover a fire or emergency that warrants sounding the fire alarm, do not attempt to combat the fire unless you have been trained by the proper authorities, Call 911. In the Event of an Emergency Evacuation;

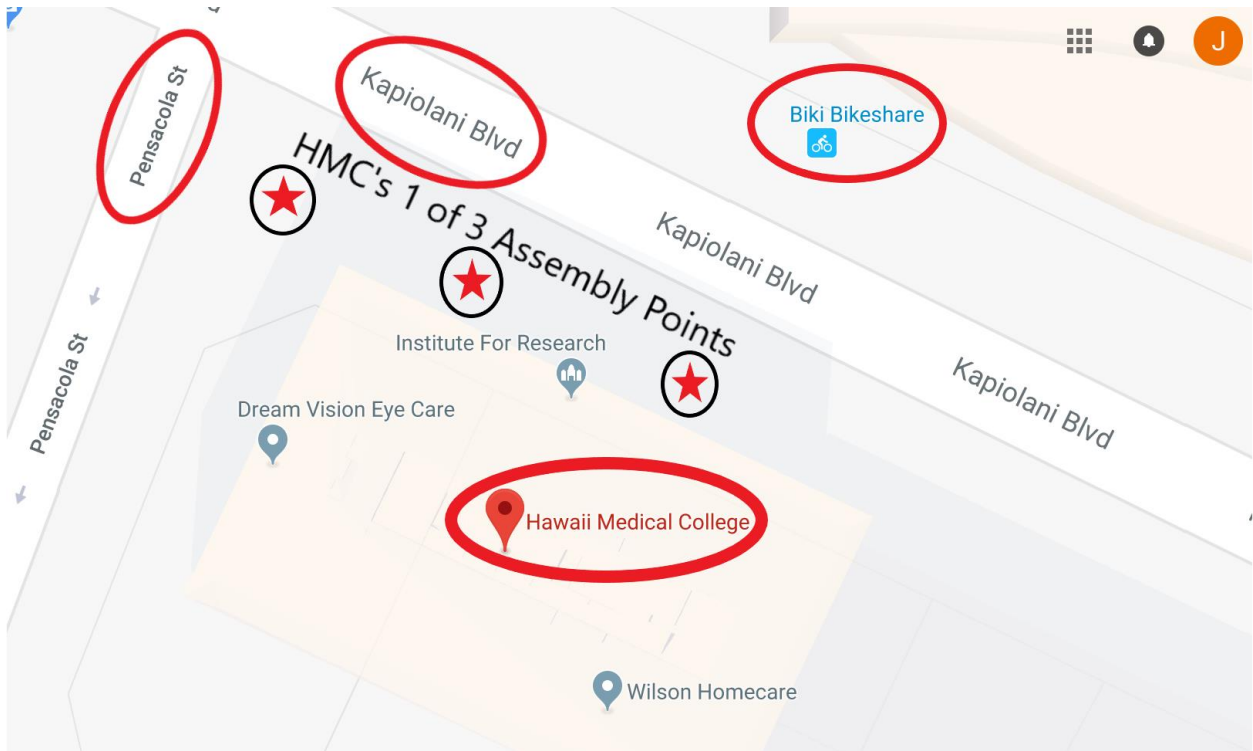
- I. HMC Staff Shall:
  - a. Evacuate the building according to the Emergency Action Plan in your location without delay.
  - b. Assemble with Department Directors at Emergency Evacuation Assemble Location to ensure 100% Evacuation of Departmental Staff.
- II. HMC Facility on Campus Shall1:
  - a. Guide student body to nearest Emergency Exit.
  - b. Once at Emergency Evacuation Assemble Location, Facility will take attendance of Student Body to Ensure 100% accountability and give the CSAs the attendance sheets.
- III. HMC Student Body Shall:
  - a. Exit the building slowly and calmly according to the Emergency Action Plan in your location without delay.
  - b. Assemble at Emergency Evacuation Assemble Location where your Instructor will take attendance.
- IV. ALL Persons on Campus Remember in the Event of a Fire:
  - a. Call 911 and Sound the Alarm.
  - b. If possible, close All doors and windows.
  - c. Crawl low in smoke.
  - d. Know the location of enclosed stairwells and building exits.
  - e. If escape routes are blocked by heat or heavy smoke, seek an area of refuge or remain in your room with the door closed until help arrives.
  - f. Clear building access for fire department response.
  - g. Faculty members with class in session shall take attendance and report it to a CSA.
  - h. The Senior director shall direct responding fire officials to the fire scene.
  - i. Move away from the building entrance and fire department access.
  - j. DO NOT obstruct fire hydrants.
  - k. **DO NOT RE-ENTER the building** for any reason until otherwise directed by the Emergency Responders.

## EMERGENCY ACTIONS EXIT/EGRESS PLANS



## EMERGENCY EVACUATION ASSEMBLE LOCATION

- I. Meet at the corner of Pensacola and Kapiolani Blvd
- II. All Departmental Directors and Instructors on hand must account for all Personnel/Students at the Assembly Point!



- III. DO NOT RE-ENTER the Building for any reason! The CSA will notify the Emergency Response team of any missing persons.

## BOMB THREAT, SUSPICIOUS PACKAGE OR EXPLOSION

Phone Threats are real in this day and age, HMC provides a ([Bomb Threat Procedures](#)) If you encounter such a threat. However, if you Experience A Suspicious Package, Bomb Threat Received by E-mail, Phone or in Person. *Please* Follow These Provided Guidelines:

- I. Telephonic Bomb Treat:
  - a. Take notes. Ask questions:
    - i. Where is the bomb located (building, floor, room, etc.)?
    - ii. When will it go off?
    - iii. What does it look like?
    - iv. What kind of bomb is it?
    - v. What will make it explode?
    - vi. Did you place the bomb?
    - vii. If you choose to Listen and record follow these steps
      1. Does the voice sound familiar to you? If so, who does it sound like?
      2. Is the voice male or female?
      3. Estimated age of the caller
      4. Any background noises?
    - viii. Why?
    - ix. What is your name?
    - x. Follow HMC's ([Bomb Threat Response Sheet](#))
- II. Suspicious Package:
  - a. Notify Proper Authority [SAFETY AND SECURITY CALL LIST](#)
  - b. Evacuate in accordance with building with in accordance with [Emergency Action Plan](#)
  - c. Once at Emergency Evacuation Assemble Location, Facility will take attendance of Student Body to Ensure 100% accountability of Student Body currently on Campus.
- III. Bomb Threat Received by E-mail
  - a. Notify Proper Authority [SAFETY AND SECURITY CALL LIST](#)
  - b. Do Not Delete the Message.
- IV. Unknown Explosions:
  - a. Notify Proper Authority [SAFETY AND SECURITY CALL LIST](#)
  - b. If Possible Evacuate in Accordance with [Emergency Action Plan](#) Once at Emergency Evacuation Assemble Location, Facility will take attendance of Student Body to Ensure 100% accountability of Student Body currently on Campus.

# BOMB THREAT PROCEDURES

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



Homeland Security

2014

## BOMB THREAT CHECKLIST

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**TIME CALLER HUNG UP:** \_\_\_\_\_

**PHONE NUMBER WHERE CALL RECEIVED:** \_\_\_\_\_

### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	<b>Other Information:</b>	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

## ACTIVE SHOOTER ON CAMPUS

The following guidance is provided in the case of an Active Shoot Entering 1221 Kapiolani Blvd. Hawaii Medical College Has Developed a Safe and Secure Place to Farther Your Education. We do however provide guidance if such an event were to happen.

Please Take the time Online to Watch ([RUN. HIDE. FIGHT.® Surviving an Active Shooter Event - English \(video\)](#)) A short 5 Min Video and Review the [Active-Shooter Pocket Card 508](#) that provides you guidance in the event an Active Shooter is Found on Campus.



Additional Guidance can be found on The Department of Homeland Security's [Webpage](#).

## EMERGENCY PREPAREDNESS

Hawaii Medical College supports Hawaii Emergency Management Agency and the Agency's Oahu [Emergency Preparedness Handbook](#) Published on 11/11/2017. In-addition, HMC Stands behind the City and County of Honolulu's Department of Emergency Management's campaign "[Prepare.Plan.Stay Informed](#)".

- Make a Plan – If you have a Family you support, make sure every member knows and understands the plan.
- Pack a Kit – Have the proper tools on hand to support your family (i.e. Water, Food, Snacks, Light, and Power)
- Stay Informed – Find a Radio, TV, or News outlet and STAY INFORMED.

Hawaii Medical Colleges use your Online Learning Portal Moodle <http://moodle.hmi.edu/> to disseminate Emergency Information. In the Case of Emergency HMC will place any and all school closures that are not in line with your Course Catalog on the Campus's Moodle Home Page.

To Prepare your family City and County of Honolulu's Department of Emergency Management Recommend the follow's radio staying to stay up to date in Any and All new developments in the case of an Emergency on Oahu;

- KSSK-AM 590 kHz; FM 92.3 MHz
- KRTR-FM 96.3 MHz
- KZOO-AM1210 kHz (Japanese)
- KREA-AM 1540 kHz (Korean)
- KNDI-AM 1270 kHz (Multi-Cultural Radio: Ilocano, Tagalog, Cantonese, Mandarin, Okinawan, Vietnamese, Laotian, Hispanic, Samoan, Tongan, Marshallese, Chuukese, Pohnpeian and English)

Any Class time missed due to a Local Emergency, Hawaii Medical College will assess on a case by case bases.

## SUMMARY

In-Conclusion, Hawaii Medical College Stands Behind, “The ***Sooner*** you Report ***IT***, The ***Sooner*** We Can Support Your ***Goals***. Keep A Positive Mindset;

- **Be** a Good Student
- **Do** the Homework
- **Have** the Job you have Dreamed Of