



# UH MĀNOA EMERGENCY PROCEDURES



## UH ALERT

Stay informed! Sign up to receive emergency alerts via text message.

[www.hawaii.edu/alert](http://www.hawaii.edu/alert)



## MĀNOA GUARDIAN

Download our free campus safety app, Manoa Guardian! For more information, visit:

[www.manoaguardian.com](http://www.manoaguardian.com)

## MEDICAL EMERGENCY



**CALL 911 IMMEDIATELY,**  
and notify DPS at (808) 956-6911

### DO NOT MOVE THE INJURED PERSON

unless there is an immediate threat to the person in their current location

### RENDER FIRST AID AS APPROPRIATE

if you have not been trained, DPS offers First Aid/CPR/AED courses!

### FOR MORE INFORMATION,

visit: [manoa.hawaii.edu/dps/firstaid.html](http://manoa.hawaii.edu/dps/firstaid.html)

## ACTIVE THREAT



### RUN

If there is an accessible escape path, attempt to evacuate the premises

### HIDE

If evacuation is not possible, find a place to hide, and secure yourself in place by locking the door and/or blocking the door with large objects to prevent entry

### FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter

## BOMB THREAT



### IF YOU SEE A SUSPICIOUS ITEM

on campus, do not touch it! Call DPS at (808) 956-6911.

### IF YOU RECEIVED A BOMB THREAT,

leave the area immediately. Use stairs only; do not use elevators.

### DO NOT USE TWO-WAY RADIOS OR CELLPHONES

around any suspicious package or object

### VIEW MORE TIPS,

including the DPS Bomb Threat Checklist:  
[manoa.hawaii.edu/dps/bomb.html](http://manoa.hawaii.edu/dps/bomb.html)

## FIRE

**CALL 911 IMMEDIATELY,**  
and call DPS at  
(808) 956-6911

### NOTIFY OTHERS IN THE AREA

that there is a fire, and that they need to evacuate

### ACTIVATE

the fire alarm pull station

### PROCEED TO THE NEAREST EXIT -

do not use elevators. If smoke is present, stay low and crawl out of the building



## UTILITY FAILURE



Report all utility outages to the Office of Planning & Facilities Work Coordination Center (WCC) at (808) 956-7134, and follow the instructions below:

### ELECTRICAL OUTAGE

Call DPS at (808) 956-6911 or (808) 973-2899

### WATER OUTAGE

Turn off all water faucets and taps. Conserve remaining water resources until restored.

### GAS OUTAGE

Close all outlets and shut off all heat-producing equipment and devices. If you smell gas, immediately notify others in the area and evacuate.

## MENTAL HEALTH & CRISIS RESOURCES



If you are in contact with a student or employee who appears to be an immediate threat to his or her own safety or the safety of others, please call 911 immediately. If not an immediate threat, here are some resources for students and employees:

**COUNSELING & STUDENT DEVELOPMENT CENTER** (for students)  
Call (808) 956-7927

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Please contact your department's Human Resources office for information on any free counseling resources available to employees.

### OFFICE OF TITLE IX

Call (808) 956-2299

### UHM DEPARTMENT OF PUBLIC SAFETY

Call (808) 956-6911

## SUSPICIOUS PACKAGE OR MAIL

### DO NOT OPEN

the suspicious item. If you have opened it, remain calm. Call 911 immediately, and notify DPS at (808) 956-6911.

### DO NOT TOUCH

the letter or package, or examine it further

### FOLLOW ALL INSTRUCTIONS

given by DPS or law enforcement



## SEE SOMETHING? SAY SOMETHING!

If you notice suspicious activity on campus, REPORT IT immediately by calling DPS at (808) 956-6911. Even if you aren't sure, it's always better to call DPS than ignore it.



(808) 956-6911

Emergencies: Call 911  
[manoa.hawaii.edu/dps](http://manoa.hawaii.edu/dps)

@UHManoaSafety