In the event of an emergency on campus, UH West O‘ahu will send a UH Alert message via email and/or text. For more information about the UH Alert system or to sign up for SMS/text messaging, go to www.hawaii.edu/alert/

**UH Alert**

**MEDICAL EMERGENCY**

**CALL 911 FIRST**

Call 911 immediately
Call Campus Security: 808-689-2911

**DON’T MOVE THEM**

Do not move the injured person unless there is an immediate threat to the person in their current location

**FIRST AID**

If you have been trained and it is safe to do so, administer first aid/CPR/AED

**EVACUATION**

- In the event of an official notification, evacuate using the nearest exit
- If safe, take essential personal possessions
- If safe, secure hazardous or sensitive materials
- Proceed to the nearest exit
- DO NOT use elevators
- Help those requiring assistance; if you are unable, inform Emergency Responders of the individual’s status and location
- Evacuate to the mauka/diamond head corner of the Great Lawn
- Do not return to the building until Campus Security permits re-entry

**ACTIVE THREAT**

**RUN**

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

**HIDE**

LOCKDOWN means to take any measures to prevent someone from entering your hiding space

**FIGHT**

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

**STUDENT CRISIS RESOURCES**

**NOTIFY SECURITY**

Call Campus Security: 808-689-2911

**FIND SUPPORT**

Counseling Services: 808-689-2675

**ALWAYS REPORT**

Compliance/Title IX Office: 808-689-2934

**FIRE**

- Notify others in the vicinity that there is a fire and they need to evacuate
- Activate the fire alarm pull station
- Call 911
- Call Campus Security: 808-689-2911
- If safe, take essential personal possessions
- Proceed to the nearest exit

**UTILITY FAILURE**

- Immediately report a failure, outage, or leak to the Work Coordination Center at 808-689-2535 or uhwo-wcc-l@lists.hawaii.edu
- In the event of a power outage, turn off and disconnect computers and other voltage-sensitive equipment
- In the event of a gas leak, immediately evacuate the area, warn others to stay away, DO NOT attempt to shut off or manipulate valves, and DO NOT switch on/off lights or any other electrical equipment

**EARTHQUAKE**

If you are inside a building:
- Stay where you are until the shaking stops
- Drop down to your hands and knees
- Cover your head and neck with your arms
- If safe, crawl for cover under a sturdy desk or table
- When the shaking stops, if there is a clear path to safety, evacuate to a safe area

If you are outside:
- DO NOT enter any buildings
- Stay away from power lines or anything that might fall
- DO NOT use lighters, candles, matches, or any open flame