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| The Episcopal Church in Hawaiʻi**EMERGENCY PROCEDURES**  |
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| FIRST RESPONDERSAmbulance, Fire, Police - 911 American Red Cross 808.734.2101C&C of Honolulu – Dept. of Emergency Management 808.723.8960Hawaiʻi State Dept. Of HealthHazard Evaluation & Emergency Response  808.236.8200Federal Emergency Mgmt. (FEMA) 800.621.3362National Heritage Responders 202.661.8068 (24/7 emergency)   |
| **BUILDING UTILITIES**Bd. of Water Supply 808.748.5000 Gas Company 808.526.0066Hawaiian Electric 855.304.1212 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Internet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* \* \* |
| **EMERGENCY SERVICES**BELFOR (Oʻahu) 800.486.9388 (24/7 emergency) MD Restoration  808.528.3434 (24/7 emergency)Freezer Storage:  Crown Records • 808.625.4520 Pac. Cold Storage • 808.487.2653 Unicold • 808.836.2931 Refrigeration Containers: Honolulu Freight • 808.531.0258 Matson, Inc. • 800.462.8766 Generators: Hawaiian Rent All • 808.949.3961 Island Power Hawaii • 808.621.9944 |

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| **EMERGENCY CONTACTS** |
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| **In the event of a disaster or crisis at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:**Only the rector, vicar, or authorized representative is to speak with the public and/or press about the incident. This ensures that only the correct information is disseminated.   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Office: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Rector or vicar Home: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Mobile: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Office: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Senior warden or bishopʻs representative  Home: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Mobile: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **EXTERNAL COMMUNICATION** |
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| **If you receive a telephone threat:**1. Remain calm.
2. Listen carefully. Keep caller talking so you can gather more information.
3. Signal a colleague to contact the police for you; or call police as soon as the caller hangs up.
4. Complete an incident report with as many details as you can remember.
5. If an evacuation is ordered, go to the designated assembly area.
6. Account for all staff and visitors known to be in the building.
7. Do not discuss the threat with anyone else.

**If you receive a written threat or find a suspicious object on site:**1. Remain calm.
2. Do not handle object or allow anyone else to handle it.
3. Notify police immediately.
4. Complete an incident report with as many details as you can remember.
5. Do not discuss the threat with anyone else.
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| **BOMB THREAT & SUSPICIOUS OBJECTS** |
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| **If a chemical spill occurs:**1. Remain calm.
2. Call 911.
3. If toxic chemicals come in contact with your skin, remove affected clothing and immediately flush the area with clear water.
4. Notify rector or vicar of extent and location of spill.
5. Block access to area until response personnel arrive.
6. If there is any danger, evacuate area.
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| **CHEMICAL ACCIDENT** |
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| **If you are outside during an earthquake:**1. Stay outside.
2. Move to an open area away from buildings, trees, and power lines.
3. Watch for falling objects.

**If you are inside during an earthquake:**1. Stay inside.
2. Move away from windows, mirrors, overhead fixtures, filling cabinets, bookcases, and electrical equipment.
3. Get a solid wall between you and walls with windows and glass doors.
4. Crawl under a sturdy table or desk or stand in a non-glass doorway.
5. Watch for falling objects.
6. Be alert for gas leaks, live wires, flooding, etc.
7. Be aware that aftershocks may follow.
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| **EARTHQUAKE** |
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| **If an explosion occurs:**1. Remain calm.
2. Be alert, as one explosion may be followed by another.
3. Crawl under a table or desk and remain there for at least 60 seconds.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. If evacuation is ordered, alert visitors, residents, and staff in your area. Assist those who are disabled. Avoid known problem areas where there are gas lines and other hazards.
6. Once outside, move as far away from the building as possible to the designated assembly area.
7. Do not move seriously injured persons unless they are in obvious and immediate danger from fire or building collapse.
8. Open doors carefully and watch for falling objects.
9. Do not use matches or lighters, as sparks may trigger another explosion.
10. Avoid using telephones, cell phones and hand radios, as electrical sparks and signals could trigger another explosion.
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| **EXPLOSION** |
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| **If a fire occurs in your area:**1. Remain calm.
2. Call 911. Give your name, location, type and/or cause of fire, and whether emergency medical help is needed.
3. Attempt to put out small fires with a fire extinguisher without jeopardizing your personal safety.
4. Never allow the fire to come between you and an exit.
5. Disconnect electrical equipment that is on fire by pulling the plug or throwing the circuit breaker.
6. Evacuate area if unable to put out the fire. Assist those who are disabled.
7. Do not attempt to save possessions or collections at the risk of personal injury.
8. Do not break windows, as oxygen feeds a fire.
9. Before opening any door, touch near the top. If it is hot, or smoke is visible, do not open the door.
10. Close doors and windows behind you to contain the fire.
11. Proceed to designated assembly area.
12. Do not return to emergency area until instructed to do so.
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| **FIRE** |
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| **If flooding or a major water leak occurs:** 1. Remain calm.
2. Notify proper authorities / response personnel.
3. If there are electrical appliances or electrical outlets near the leak, do not approach or step into standing water due to risk of electrocution.
4. Block access to area until response personnel arrive.
5. Use extreme caution until power is turned off.
6. Stop the source of water flow, if you are able to do so without risk to yourself.
7. Cover large objects with plastic sheeting; move smaller items out of harm’s way.
8. Remove standing water.

**Locations:**Building water shut off: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Master power shut off: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Emergency equipment: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Disaster supplies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **FLOODING & WATER DAMAGE** |
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| **If there is a hurricane warning:**1. Monitor the storm.
2. Back up files and shut down computers.
3. Disconnect electrical equipment.
4. Move priority collections and computer data to a secure area, if necessary.
5. Cover collections and equipment with plastic sheeting and securely tape.
6. Evacuate the building when instructed.
7. Follow directions from emergency authorities.
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| **HURRICANE** |
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| **If a person is ill or injured:**1. Remain calm.
2. Call 911.
3. Emergency personnel will respond and determine extent of treatment.
4. Unless it is a life-threatening situation, do not attempt to render any first aid before trained staff or paramedics arrive.
5. Do not attempt to move a person who has fallen and who appears to be in pain.
6. Avoid unnecessary conversation with, or about, the ill or injured person. This may cause undue stress on the injured person and lead to medical shock. Limit your communication to quiet reassurances.
7. Keep bystanders as far away from the injured person as possible.
8. Do not discuss the possible causes of an accident or any condition that may have contributed to that cause. Do not apologize or accept responsibility for the accident or condition.
9. Complete an incident report with as many details as you can remember.

**Location:**First-aid kit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MEDICAL EMERGENCY** |
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| **If an evacuation is ordered:**1. Remain calm.
2. Immediately shut down all equipment in use.
3. Leave quickly.
4. Check restrooms and other areas for visitors, residents, and staff as you exit.
5. Assist those who are disabled.
6. Take your car keys, wallet, briefcase, etc. Do not take large or heavy objects.
7. Shut all doors behind you to slow the spread of fire, smoke, and water.
8. Proceed in an orderly manner to designated assembly area.
9. Keep roadways clear for emergency vehicles.

Designated Assembly Area:   |
| **EVACUATION PROCEDURES** |
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|     Diagram Key● Fire extinguisher♦ Alarm pull box■ Electrical panel box    This customized emergency flip chart adapted from ones developed by the U.S. Department of the Interior, National Park Service, and the Palmetto Archives, Libraries, and Museums Council on Preservation.  |
|  **BUILDING DIAGRAMS** |