

**EMERGENCY CONTACT NUMBERS AND REPORT FORM**

Emergency report form to be filled out by campus contacts:

Auxiliary Services Officer  
734-9157

ALTERNATE: Vice Chancellor for Administrative Services  
734-9571

Chancellor  
734-9565

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The above individuals upon notification that evacuation of buildings is required will initiate procedures and will fill out the following:

SUBJECT: Fire \_\_\_\_\_ Bomb Threat \_\_\_\_\_ Others \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_ TIME OF REPORT \_\_\_\_\_

REPORT PREPARED BY: \_\_\_\_\_

DATE OF EMERGENCY: \_\_\_\_\_ TIME OF EMERGENCY \_\_\_\_\_

NOTIFICATION OF EMERGENCY-CALL HONOLULU OPERATOR – 911 TIME

FROM WHOM: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME \_\_\_\_\_

TO WHOM: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME \_\_\_\_\_

TIME EVACUATION BEGAN: \_\_\_\_\_ TIME ALL CLEAR GIVEN \_\_\_\_\_

TIME SPECIALIZED EMERGENCY CREWS ARRIVE:

FIRE \_\_\_\_\_ BOMB DISPOSAL \_\_\_\_\_

POLICE \_\_\_\_\_ OTHER \_\_\_\_\_

NAME OF EMERGENCY CREW DIRECTORS, COORDINATORS, SUPERVISORS:

\_\_\_\_\_

A BRIEF NARRATIVE SHOULD INCLUDE AS MUCH DETAIL AS POSSIBLE WITH REGARD TO CIRCUMSTANCES LEADING TO THE EMERGENCY AND THE SITUATION DURING THE CRISIS.

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