

# Windward Community College Security

Windward Community College is firmly committed to providing a safe and secure environment. Our institution's policies, procedures, and programs related to safety and security are designed to ensure that best practices are followed to protect persons and property. Our Campus Security workforce operates 24 hours a day, 7 days a week, year-round including holidays.

Campus Security is responsible for a variety of functions to include patrols, enforcement of institutional policies, response to campus emergencies and incidents, management of lost and found property, and providing services such as security escorts and courtesy transports. To ensure workforce readiness, security officers receive training in areas such as emergency first-aid and cardiopulmonary resuscitation, investigation and report writing, defensive measures, and crowd control (training delivered by experts from the federal, state, and local law enforcement agencies). As needed, contract security services are secured to ensure additional security presence.

The Campus Security office is located in Hale Alaka'i 113 (next to the main entrance of the building). Campus Security can be contacted by phone at 808-235-7355 (or extension 355 if calling from an internal campus phone unit). We highly recommend that you call Campus Security in advance of arriving at the office to report an incident or for lost and found inquiries. At any given time, our security officers may be on a service call or responding to an emergency. The Safety and Security Manager is available Monday-Friday during day hours in Hale Alaka'i 125; and, can be reached at 808-235-7343 (or extension 343 if calling from an internal campus phone unit). Like Campus Security, we recommend that you call in advance if visiting the office as the manager may be temporarily out of the office.

If you require the police, fire, or medical services or are reporting an emergency or crime in progress, please call 911 immediately. We ask that you take an additional 10 seconds to call Campus Security so that they can guide the first responders to the emergency scene as quickly as possible. For other security needs, you can call Campus Security directly. Our security officers will assess the situation and summon the first responders as required.

For your safety, the University of Hawai'i System utilizes the UH Alert System which offers students, faculty, and staff a means to receive warnings and emergency notifications through smartphone technology. You can elect to receive a text or email or both. Additionally, the UH Alert System will also post similar warnings and emergency notifications to the institution's Facebook and Twitter pages. We highly encourage you to sign up to receive notifications through the UH Alert System. This can be done by visiting <https://www.hawaii.edu/alert>.

Windward Community College utilizes an outdoor public announcement system (loudspeakers) as another means to provide warnings and emergency notifications. Upon receiving a report of an incident, the Campus Crisis Management Team will convene and assess the best means of delivering a warning or emergency notification. The team may use one or both of the systems available.

We advocate awareness on the part of each and every one of our campus community members. Personal awareness of your surroundings in addition to receiving warnings and emergency notifications can effectively reduce your chances of becoming a victim. The Office of Safety and Security encourages you to sign up for UH Alert System notifications, follow our campus Facebook and Twitter pages, and utilize the information provided to make sound decisions for your own personal safety. Also, be mindful that campus safety begins with YOU; so, *"If You See Something, Say Something."*

Additional security information and emergency procedures as well as information on lost and found, security escorts, and courtesy transport procedures can be found on the Windward Community College's website at <https://windward.hawaii.edu/campus-life/safety-security/security-services/>.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act, as amended ("Clery Act") annual campus crime statistics for Windward Community College are contained in the Annual Security Report (ASR) and may be viewed at <https://windward.hawaii.edu/campus-life/safety-security/annual-security-report/>.

Clery crimes recorded in the crime log are used to gather statistics that are required for inclusion in the ASR and the annual web-based data collection survey. The campus is required to make the crime log available for the most recent 60-day period and any portion older than 60-days. The log is open to public inspection during normal business hours.

Requests for logs must be made in writing and will be accommodated within two business days of the receipt of a written request.

## Windward CC Security Department

Hale Alaka'i 125

45-720 Kea'ahala Road

