

University of Hawaii at Hilo

&

Hawaii Community College

**EMERGENCY
OPERATIONS
PLAN**

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INTRODUCTION

The State of Hawai`i is potentially vulnerable to a wide range of natural, technological, and man-caused disasters. Accordingly, civil defense/emergency management infrastructure development emphasizes emergency operating center preparedness, redundancy of systems and multiple means of communication, enhancement of the State siren warning system, and the Emergency Broadcast system.

A system of emergency management plans underlies and supports the infrastructure. It is organized around a core of generic Emergency Operations Plans (EOPs) at State and County levels. These plans contain functional annexes that outline the various civil defense systems within the State and how they are interrelated. State and local government agencies and department, utilities, and affected private sector bodies develop and maintain their own internal plans, procedural guides, etc., to implement the core plans and ensure cohesive response to all emergencies.

The University of Hawai`i at Hilo's (UHH's) & Hawai`i Community College's (HawCC's) Emergency Operations Plan (EOP) corresponds with the emergency planning system. This EOP draws much of its information and support from the core plans. This plan is a living document. It describes existing procedures and personnel, serves as the vehicle for analysis of current capabilities, and provides a comprehensive framework to plan and enhance resources for operational capabilities. Since this is a living document, it is subject to frequent updates and will be updated or replaced as procedures and personnel change.

According to the Governor's Administrative Directive No. 90-13, "State of Hawai'i Plan for Emergency Preparedness" requires all State departments and agencies and county governments to develop and maintain disaster response plans. Executive Policy E2.203, "Plan for Emergency and Civil Defense Actions" directed Chancellors to "develop, implement and maintain an emergency operations plan to meet the needs and circumstances of the campuses and organization under their jurisdiction. The UHH & HawCC EOP provides the necessary guidance to organize and direct UHH's & HawCC's operations in the event of an emergency and/or civil defense action that may be necessary.

The UHH and the HawCC recognizes their responsibility to meet the needs of all students in the event of an emergency evacuation. The two colleges understand that the disabled student population would also need assistance in the evacuation process. Disabled students attending classes on the campuses will be provided assistance in emergency evacuation equal to any other student.

This EOP provides all UHH & HawCC employees and students with procedures in the event of an emergency situation.

(signed)

Dr. Rose Tseng,
Chancellor, University of Hawai`i at Hilo and
Senior Vice President, University of Hawaii

1. PURPOSE AND AUTHORITY

A. PURPOSE

The Emergency Operations Plan (EOP) shall provide the necessary guidance to organize and direct University of Hawai'i at Hilo's and Hawai'i Community College's operation in the event of an emergency and/or civil defense action that may be necessary (University of Hawai'i APM A-9.700, Plan for Emergency and Civil Defense Events).

B. TYPES OF EMERGENCIES

1. Human-Caused Hazards

Emergencies such as unlawful assemblies resulting in riots; labor strikes; large scale demonstrations, utility failures; chemical or radiological accidents; bomb and bioterroristic threats, shooting incidents; fires; explosions; aircraft crash and others.

2. Natural Hazards

Emergencies such as storms, hurricanes, waterspouts, tornadoes, droughts, earthquakes, tsunamis and volcanic activity.

C. AUTHORITY

1. State of Hawai'i

The Governor's Administrative Directive No. 90-13, dated September 21, 1990, State of Hawai'i Plan for Emergency Preparedness, states: "State departments and agencies and county governments are responsible for developing and maintaining disaster response plans which are in consonance with this plan. Specific procedures, action-oriented checklists, and prepackaged administrative forms required for prompt and effective response to disaster situations are to be included."

2. University of Hawai'i and Community Colleges

Executive Policy E2.203 Plan for Emergency and Civil Defense Actions dated August 1983, directed Chancellors to "develop, implement and maintain an emergency operations plan to meet the particular needs and circumstances of the campuses and organizations under their jurisdiction. The Chancellor for Community Colleges may assign this function to the respective Provosts. University of Hawaii at Manoa will include the system offices, facilities, personnel and operation in its plan."

3. University of Hawai'i at Hilo (UHH)
Hawai'i Community College (HawCC)

The UHH Chancellor is responsible for the protection of the physical and academic environment of the UHH, and for the security and public safety program to provide that protection. The HawCC Provost is responsible for the protection of the physical and academic environment of the HawCC, and for the security and public safety program to provide that protection. The Chancellor and Provost or Designees, have the authority to suspend classes and close campus; whenever possible, they will do so in collaboration.

4. Delegation of the UHH Chancellor's Authority

The Emergency Operations Plan delegates the Chancellor's authority for maintenance of order to specific individuals. It also defines specific tasks and responsibilities these individuals have for maintenance of order during periods of emergency.

a. Co-Plan Director (Vice Chancellor for Administrative Affairs)

During periods of campus emergency, as the Emergency Co-Plan Director, acts for the Chancellor and may make decisions accordingly.

b. Auxiliary Services Officer

Authority for the security of grounds, buildings and other property is delegated to the Auxiliary Services Officer.

c. Vice Chancellor for Student Affairs

The Chancellor delegates authority to implement and administer University regulations and policies affecting discipline for students to the Vice Chancellor for Student Affairs.

5. Delegation of the HCC Provost's Authority

a. Co-Plan Director (Director of Administrative Services)

During periods of campus emergency, as the Emergency Co-Plan Director, acts for the Provost and may make decisions accordingly.

b. UHH Auxiliary Services Officer

Authority for the security of grounds, buildings and other property is delegated to the Auxiliary Services Officer.

c. Dean of Student Services

The Provost delegates authority to implement and administer College regulations and policies affecting discipline for students to the Dean of Student Services.

2. **ORGANIZATION**

A. **PLAN RESPONSIBILITY AND CONTROL**

1. Plan Direction and Control – Systemwide

In a system wide scale disaster or emergency, the overall Emergency Operations Plan is under the command of the UH President and is directed by the Director of Logistical Services. The UH President's Office will be the liaison between all local, county, regional, State emergency service agencies and the various campuses and units of the UH system. It will also establish communication with the campuses for the purposes of public information (news releases) and resources assistance (mutual aid) mobilization.

2. Plan Direction and Control - UHH and HawCC

Emergency operations are under the command of the UHH Chancellor and HawCC Provost. The Emergency Operations Plan are co-directed by the UHH Vice-Chancellor for Administrative Affairs and HawCC Director of Administrative Services. They are responsible as Plan Directors of the UHH and HawCC, and for implementing and coordinating emergency operations.

3. UHH Chain of Command

When emergency conditions are such that normal campus operational efforts can no longer effectively deal with the emergency, the Emergency Operations Plan will be placed into effect and the chain of command will be:

Co-Plan Executive --Senior Vice President & Chancellor

Alternate #1 --Vice Chancellor for Administrative Affairs

Alternate #2 --Vice Chancellor for Academic Affairs

Co-Plan Director --Vice-Chancellor for Administrative Affairs

Alternate #1 --Environmental Health & Safety Officer

Alternate #2 --Auxiliary Services Officer

4. HawCC Chain of Command

Co-Plan Executive --Provost

Alternate #1 --Director of Administrative Services

Alternate #2 --Dean of Instruction

Co-Plan Director --Director of Administrative Services

Alternate #1 --Environmental Health & Safety Officer (UHH)

Alternate #2 --Auxiliary Services Officer (UHH)

5. Emergency Notification Procedure

Dependent on the nature of the situation, only the following officers will receive initial notification. Auxiliary Services/Campus Security is charged with this responsibility.

a. Working Hours

During working hours, the UHH telephone operator will notify the following individuals of an emergency:

- (1) UHH Chancellor
- (2) UHH Vice Chancellor of Administrative Affairs
- (3) UHH Vice Chancellor for Academic Affairs
- (4) UHH Auxiliary Services Officer
- (5) UHH Environmental Health & Safety Officer
- (6) UHH Director of Housing
- (7) HawCC Provost

b. Outside Working Hours

Home telephone numbers of the above individuals shall be available at the Auxiliary Services/Campus Security office for use in an emergency.

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c. Emergency Operations Plan Officers

The UHH and HawCC Plan Director's offices will notify the Emergency Operations Plan Officers providing directions as necessary.

6. In the absence of the UHH Chancellor or HawCC Provost, the UHH Vice Chancellor for Administrative Affairs and HawCC Director of Administrative Services or predesignated employee is authorized and directed to take actions as described herein, or other actions as may, in his/her judgement, be necessary to save lives, and mitigate the effects of disasters and disruptions. As soon as possible, thereafter, the individual shall notify the UHH Chancellor or HawCC Provost of actions taken.
7. **Emergency Telephone Numbers** for the following Department/Agencies and Staff are located in **Appendix A (Page 19 & 20)**.

Department/Agency

1. Police Department
2. Fire Department
3. Civil Defense Agency
4. Campus Security

UHH Staff

1. Chancellor
2. Vice Chancellor for Administrative Affairs
3. Vice Chancellor for Academic Affairs
4. Vice Chancellor for Student Affairs
5. Environmental Health & Safety Officer
6. Auxiliary Services Officer
7. Facilities Planner
8. Director of Housing
9. Student Health Nurse
10. Director of Publications

HawCC Staff

- Provost
Director of
Administrative Services
Dean of Instruction
Dean of Student Services

B. CO-PLAN DIRECTORS

1. Responsibility and Authority

The Co-Plan Directors shall be responsible for the overall operation and coordination of the Emergency Operations Plan under the supervision of the Co-Plan Executives. No part of this plan will be implemented unless specifically ordered by the Co-Plan Directors or in their absence, by said alternates.

2. Policies and Procedures

Plan policies and procedures are the responsibility of the Co-Plan Directors and must be approved by the UHH Chancellor and HawCC Provost. The Plan Directors may conduct meetings and schedule such reports from unit heads as necessary to update records and maintain maximum efficiency in time of sudden emergency.

3. Updating and Maintenance of Emergency Operations Plan

The Plan Directors shall update and maintain the Emergency Operations Plan, distributing revisions as required.

4. Emergency Operations Center (EOC)

The UHH/HawCC Emergency Operations Center (EOC) will be in the UHH's Auxiliary Services Office, Bldg. 300, Room 102. Its title will be the UHH/HawCC Emergency Operations Center.

5. Records

The Plan Directors shall maintain such records as necessary to keep the Emergency Operations Plan current at all times. This will include updated personnel records, emergency communications and equipment lists, and shelter manager.

6. Liaison with and Use of Outside Agencies

Outside assistance will be summoned by the Plan Directors at the discretion of the Plan Executives. When an emergency is pending, such as a potential riot, outside agencies shall be informed as early as possible in advance by the Plan Directors. The decision as to whether the emergency is of sufficient magnitude to request special outside assistance rests solely with the Plan Executives. This includes the decision to enlist the aid of State and County disaster units, as well as law enforcement assistance.

7. Notification Responsibilities

The Plan Directors will be responsible for notifying the various Deans and Directors of any emergency or incident that may require action. However, in the event of a local emergency requiring immediate action, such as evacuation of a building, and in the absence of instructions from a superior, each Dean and Director or designated employee is authorized and directed to take actions as necessary that may, in the individual's judgement, be necessary to save lives and mitigate the effects of disasters and disruptions. These actions must be reported at the earliest opportunity to the Plan Directors.

C. EMERGENCY OPERATIONS PLAN OFFICERS

The following campus administrative personnel are assigned as Emergency Operations Plan Officers during any contingency when all or part of this plan is implemented.

Prior or after any disaster, they shall automatically report to the Emergency Operations Center as quickly as possible,

- (1) Co-PlanDirectorsUHH Vice Chancellor for Administrative Affairs
HawCC Director of Administrative Services
- (2) Damage Control Officer.....Facilities Planner
- (3) Field Control Officer.....Auxiliary Services Officer
- (4) Communications/Transportation Officer.....Auxiliary Services Officer
- (5) Public Information Officer.....Director of Publications
- (6) Safety Officer.....Environmental Health & Safety Officer
- (7) Medical and Health Officer.....Student Health Nurse
- (8) Student Assistance Officers.....UHH Vice Chancellor for Student Affairs
HawCC Dean of Student Services
- (9) Housing and Food Services Officer.....Director of Housing

1. **GENERAL RESPONSIBILITIES OF EOP OFFICERS.** Campus personnel designated as Emergency Operations Plan Officers shall be responsible for:

- a. Preparation and submittal of a practical plan of emergency action for their units.
- b. Appointment of their alternates.
- c. Staffing an emergency crew for their unit, and maintaining current roster of this crew.
- d. Providing adequate training of their emergency crew

- e. Maintaining liaison with various community resources within their specialty.

2. DAMAGE CONTROL OFFICER

a. Responsibility

The Facilities Planner is designated the Damage Control Officer and shall be responsible for organization, mobilization, and operation of UHH/HawCC physical resources, including restoration of utilities, if required, during an emergency. The Damage Control Officer shall determine whether a building is structurally sound for occupancy.

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b. Location Assignment

The Damage Control Officer will report to the scene of the emergency with radio capacity to provide advice and assistance to the Field Control Officer. He will remain on the scene until released by the Plan Directors or Field Control Officer.

c. Duties

1. Provide engineering services, damage surveys, emergency construction and demolition plans to minimize the adverse results of a disaster and restore normal operation.
2. Provide damage assessment by surveying campus buildings immediately after and at intervals during an emergency, reporting findings to EOC. Photographic documentation is essential and should be utilized.

3. FIELD CONTROL OFFICER

a. Assignment

The Auxiliary Services Officer is designated the Field Control Officer and as such shall be responsible for the maintenance of public safety, the security of the grounds, buildings and campus property.

b. Communications

The Field Control Officer shall have available immediate and continuous lines of communication with the EOC and field operations

c. Duties

1. Act as campus liaison with the Hawai'i County Police Department.
2. Provide first notice and first response in emergency situations, alerting Emergency Operations Officers as required.
3. Control and direct foot and vehicle traffic for orderly evacuation of buildings and campus.

4. If an emergency is declared on campus, man all automobile entrances and limit access to only those persons authorized to be on campus.
5. Arrange for training of all Campus Security Personnel in crowd control.
6. Establish coordination with the County Police Department, private security companies or civilian personnel to obtain necessary personnel to supplement the regular Campus Security force as necessary in an emergency.
7. Determine locations of critical electrical needs in the event of an extended power outage and establish procedures to acquire required power equipment (i.e. generators).
8. Provide portable public address systems, portable radios, backup electrical power, etc. required at an emergency site.
9. Provide equipment such as electrical generators, emergency lighting (i.e. lanterns, flashlights, candles, batteries), alternate communication systems at the EOC.
10. Check and secure, if required, all buildings affected by an emergency.
11. Control utilities to buildings, securing or maintaining those required.
12. Provide manpower, as needed, to Campus Security.

4. COMMUNICATIONS AND TRANSPORTATION OFFICER

a. Assignment

The Auxiliary Services Officer is designated the Communications and Transportation Officer and shall be responsible for providing adequate emergency communications and transportation facilities.

b. Emergency Communications

Adequate and clear lines of communication are paramount to the success of any emergency procedure. Since electrical power outages can be anticipated, reliable backup equipment (i.e. generators, batteries, portable radios, etc.) is essential to support existing communications systems. Therefore, plans must include their acquisition.

c. Transportation

It is essential that continuous transportation and related automotive services are available in the event of a major disaster.

d. Duties

1. Provide radio communication equipment to permit communication with Civil Defense, police, fire and other agencies during an emergency.
2. Maintain updated inventory of all campus radio and paging equipment.
3. Determine feasibility/desirability to maintain alternate radio communications (other than present system) on campus.
4. Devise methods for the storage, safety, issue, use and repair of vehicles and equipment under emergency conditions.
5. Maintain an up-to-date inventory of operational vehicles and equipment and an adequate fuel reserve.
6. Control usage and location of all serviceable motor vehicles throughout the emergency operation.
7. Maintain and provide to the EOC a current inventory of apparatus, auxiliary and heavy equipment that would be available during an emergency. This list should include any items of heavy equipment which can be used to bulldoze, lift, dig, scrape or drag.

5. PUBLIC INFORMATION OFFICER

a. Assignment

The Director of Publications in the University Relations Office is designated as Public Information Office and shall report to the EOC to act as liaison with the news media and the public.

b. Duties

1. Assist in handling inquiries from the public relative to the emergency, as well as assist in suppressing rumors that are usually prevalent during crisis periods. Campus telephone operators are to refer calls from the public relative to the emergency to the Public Information Officer.
2. Establish communications with the local radio and TV stations.
3. Prepare, for the news media, statements for release by the UHH Chancellor or HawCC Provost concerning the University Emergency operations.
4. Maintain a complete record or diary of events during an emergency situation.
5. Maintain a complete file of all statements released to the news media.

c. Issuance of Official Statements

Other than the UHH Chancellor or HawCC Provost, only the following administrators are authorized to issue any required, official statements during an emergency situation:

1. UHH/HawCC Plan Directors: All other aspects of the emergency operation.
2. UHH/HawCC Deans of Student Services: Student activities

6. SAFETY OFFICER

a. Assignment

The Environmental Health and Safety Officer is designated Safety Officer and shall report to the EOC. When appropriate the Safety Officer shall report either to the scene of the emergency to provide advice and assistance or to the Civil Defense office to facilitate communications.

b. Duties

1. Act as Civil Defense Coordinator and establish relations with the local civil defense organization.
2. Organize, coordinate and direct the campus fire prevention and fire control organization.
3. Establish and maintain liaison with the local fire department.
4. Develop and administer an effective emergency training and educational program in the areas of damage assessment, usage of emergency fire equipment or any areas in which prior training would be essential in an emergency.
5. Maintain up-to-date records of all fire equipment as to location, condition, etc., and maps indicating location of all fire alarm boxes, water lines, fire hydrants and building exit routes.

7. MEDICAL AND HEALTH OFFICER

a. Assignment

The Student Health Nurse is designated Medical and Health Officer and shall report to the Emergency Operations Center during an emergency.

b. Duties

1. Develop an effective medical response to disaster situation to help save lives, prevent suffering and minimize personal injuries and losses.

2. Provide periodic reports to the EOC listing deaths or injuries, including the extent, disposition and status of treatment.
3. Along with the Damage Control Officer and Safety Officer, determine landing sites for MEDEVAC helicopter on campus and prepare plans for utilization of this type of transport in an emergency.
4. Develop procedures to coordinate flow to off-campus medical facilities if required, as well as on-campus cooperation between Campus Security, local police and Student Health Center.
5. Maintain a reasonable amount of medical supplies (i.e. bandages, dressings, splints, aspirin/non-aspirin, antiseptic solutions, rubbing alcohol, etc.)

8. STUDENT ASSISTANCE OFFICERS

a. Assignment

The UHH Vice Chancellor for Student Affairs and the HawCC Dean of Student Services is designated Student Assistant Officers and shall report in the event of an emergency to the Emergency Operations Center.

b. Duties

Recruit student volunteers that could be effectively used in an emergency and establish the functions that these student volunteers would perform. Students will not be used in hazardous activities but could be used for crowd control, building evacuation, messengers between the various emergency centers and offices.

9. HOUSING AND FOOD SERVICES OFFICER

a. Assignment

The Director of Housing is designated Housing and Food Service Officer and shall in an emergency report to the Emergency Operations Center.

b. Duties

1. Develop plans to operate, as needed, the campus housing and feeding facilities to accommodate and/or feed the normal university population and non-university personnel as the facilities permit, in the event of a major disaster. All Food Service facilities will be used as required and the directors/operators of these facilities will report to this officer during emergency operation requiring the activation of this service.
2. Insure that all resident managers and other staff personnel are trained and aware of their duties in the event of a disaster.
3. Establish auxiliary kitchens or mess hall as required.
4. Prepare required buildings for sleeping purposes and assign spaces. This may involve the use of buildings not normally used for sleeping.
5. Maintain records on persons using emergency housing and feeding facilities and submit to the Plan Director a report of activities and operations conducted and cost of such.
6. Insure that emergency shelter and provisions (food and water) for approximately six hundred twenty five (625) people are available for a minimum of three (3) days.