HAWAII COMMUNITY COLLEGE MANONO & PALAMANUI

EMERGENCY OPERATIONS PLAN

Contents

Part 1: Introduction to the Emergency Operations Plan

The Chancellor of Hawaii Community College (HawCC) establishes the basic policies that govern the emergency management response, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The Chancellor delegates responsibility to the Vice Chancellor for Administrative Affairs (Manono) and/or the Director of Palamanui Campus, who is designated as the Emergency Operations Executive (EOE). The Emergency Operations Executive may retain Incident Commander (IC) duties or delegate the position to a subordinate, usually the Security Chief. The Emergency Operations Plan (the Plan), and the command of the Emergency Operations Center (EOC) are under the executive management of the Incident Commander, who delegates functional responsibility to the operations, planning, logistics and finance coordinators to carry out their responsibilities in the EOC.

The Plan is established as a supplement to the administrative policies, procedures and practices followed during normal college operations. When implemented, it serves as the Hawaii Community College's Emergency Operations Plan (EOP), setting forth the authorities and policies for activation, personnel emergency assignments and operational procedures.

A. Plan Goals and Objectives

The major goals of the Plan are the preservation of life, the protection of property and continuity of academic and business operations.

The overall objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies. Specifically this will include:

- Overall managing and coordinating of emergency operations includes on-scene incident management;
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations;
- Requesting and allocating resources and other related support,
- Establishing priorities, and adjudicating conflicting demands for support;
- Activating and using communication systems,
- Preparing and disseminating emergency public information;
- Disseminating community warnings and alerts;
- Managing the movement of persons in the event an evacuation is ordered;
- Collecting, evaluating and disseminating damage information and other essential data;
- Responding to requests for resources and other support;
- Restoring essential services.

B. Plan Format

The Hawaii Community College (HawCC) plan format differs slightly from formats used by emergency management agencies, fire and police departments for example, while conforming to FEMA ICS standards. The HawCC plan has been adapted to the college environment with a focus on continuity of our educational mission and the safety of our students and staff. The format is intended to require minimal time to find guidelines, procedures and supplemental information, once the reader is familiar with the document. This allows for immediate use when required during an emergency. The format is also intended to be "response ready." Users are encouraged to supplement the Plan with additional materials in order to have complete information for an emergency.

C. Plan Maintenance and Update

The HawCC Emergency Plan is designed for efficient update and additions. It is assigned to the Campus Crisis Management Team (CCMT) for ongoing updates and maintenance. The CCMT reviews the plan annually and suggests revisions when necessary. Revisions are implemented by the Incident Commander. In addition, the Emergency Planning Group (Management/Command, Operations, Planning, Logistics and Finance) will conduct a thorough annual review of the following items:
- HawCC Emergency Response Assignments
- Personnel Directory

These sections are to be updated and distributed every year, or more often when there are significant changes.

This plan is a management plan and it supports and is integrated with site operations. The sections of the plan addressing site procedures can be easily updated with minor modifications when there are changes to the HawCC organization, systems and/or new functional positions are added. It does not need to be updated each time site procedures change.

Individuals with emergency assignments are to review their procedures and related information after each activation of the plan, whether simulated drill or actual response. Individuals are encouraged to take an active role in the completion of the After Action Report and to communicate with the Incident Commander to effect beneficial changes to sections of the Plan affecting their operations.

D. Level of Emergency Determines Response

Hawaii Community College's partial or total response to an emergency situation will be dictated by the type and magnitude of the emergency. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

For planning purposes, the college has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources:

- **Level 1**

  A minor to moderate incident wherein campus resources are adequate and available.

- **Level 2**

  A moderate to severe emergency wherein campus resources may not be adequate and mutual aid may be required on a larger basis. An EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed.

- **Level 3**

  A major disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. The Chancellor will proclaim a STATE OF EMERGENCY.

The Plan provides for a full emergency response by HawCC for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a Level One disaster occurring on campus would require minimal activation of the plan, where more serious situations would require increased activation.

Part 2: Incident Command

The Hawaii Community College has created the Emergency Preparedness Plan that requires the use of six designated functions in conjunction with the Management/Command to serve as the basis for organizing the emergency planning and response. The five functions are:

Management/Command

The Management Command Section (MCS) is headed by the Incident Commander (IC) who provides the executive management of the emergency organization. The Incident Commander shall be identified by the Chancellor at the onset of an emergency incident. The Chancellor will typically identify the Vice Chancellor for Administrative Affairs (Manono) or the Director of Palamanui as the IC for their respective campuses. The Vice Chancellor for Administrative Affairs and/or the Palamanui Director may delegate his/her IC duties to the Security Chief. The IC sets policy and provides support and direction to the four other Incident Commanded System (ICS) functions. The Incident Commander is supported by the Public Information Officer (PIO) and the Safety Officer (SO).

Academics

The Academics Section is the responsibility of the Chancellor/Vice Chancellor for Academic Affairs who will direct the academic efforts of all departments.

Operations

The Operations Section is the responsibility of the Operations Coordinator who directs the efforts of various operational branches: Campus Security, Communication, Search & Rescue, Medical, Health & Safety and Building and Utility.

Planning

The Planning Section is the responsibility of the Planning Coordinator. The Planning Section supports the Operations Section with confirmation of information, action plans and status reports. The Planning Coordinator is assisted by the Situation Status, Structural Damage Assessment / Inspections and Infrastructure Damage Assessment / Inspections Units.

Logistics

The Logistics Section is the responsibility of the Logistics Coordinator. The Logistics Section supports the Operations Section with resources. The Logistics Coordinator is assisted by the Procurement, Transportation, Food Services, Facilities and Human Resources Officers.

Finance

The Finance Section is the responsibility of the Finance Coordinator. The Finance Section works closely with other sections to effectively establish the proper documentation for cost recovery. The Finance Coordinator is assisted by the Accounting Units.

Care

The Student and Staff Care Section is the responsibility of the Vice Chancellor for Student Affairs. The section will focus on the sheltering and care of the students and staff during the incident, advisements to students and continuity of student affairs. The Care Section will work closely with the procurement and facilities departments.

A. Management Command

The Management/Command Section is responsible for overall emergency policy, direction and coordination of the emergency response effort either at the EOC or an alternate command center. The Management Section staff is responsible for interacting with each other and others within the command center to assure the effective functioning of the organization. The various elements within the Management Section are the Emergency Operations Executive, Incident Commander, Public Information Officer, and the Safety Officer.
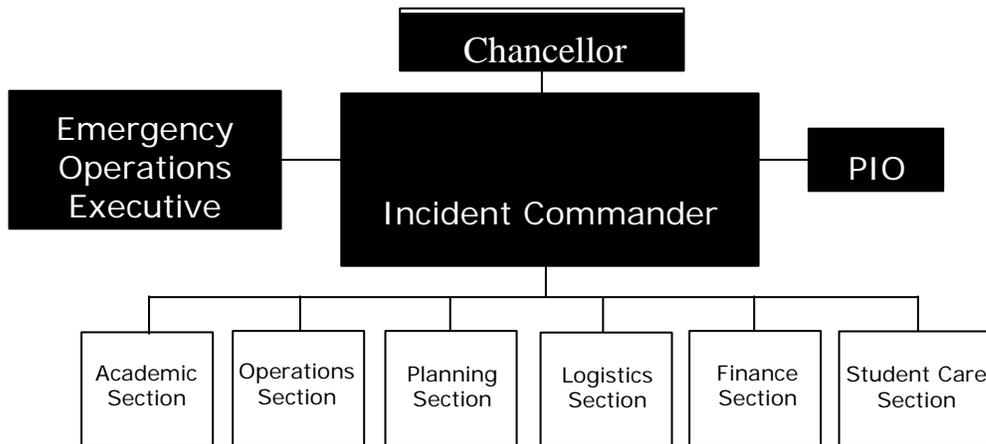
Executive Policy Group

Members of the Executive Policy Group include:
- College Chancellor – Joni Onishi (Interim)
- Vice Chancellor for Academic Affairs – Joyce Hamasaki (Interim)
- Vice Chancellor for Administrative Affairs – James Yoshida
- Vice Chancellor for Student Affairs – Jason Cifra
- Director, Palamanui – Kenneth Fletcher
- Fiscal Manager – Susan Horimoto
- Human Resources Manager (Manono) – Mari Chang
- Administrative Officer (Palamanui) – Rachel Louis
- Public Information Officer – Thatcher Moats
- Chief Safety and Security Officer – Jeff Newsome

Management Command

Assignment - **Incident Commander - IC**
Vice Chancellor for Administrative Affairs – **James Yoshida** (Manono) or;
Director of Hawaii Community College at Palamanui – **Marty Fletcher**
Security Chief– **Jeff Newsome** (if delegated)

The Incident Commander, referred to as the IC, is responsible for:
- Ensuring the emergency organization follows established policies and procedures,
- Establishing policies and priorities as needed for the use of personnel and resources,
- Overseeing operation of the emergency plan and authorizing deviations of procedures for implementing the plan,
- Adjudicating conflicting demands for support,

- Managing the recovery process.

The Incident Commander is responsible for all incident activities including the development of strategies and tactics and the ordering of and the release of resources.

The Incident Commander has complete authority and responsibility for the conduct of overall operations. This includes activating, directing and managing the EOC, establishing objectives and strategies, approving the action plans developed by EOC staff to implement the objectives and strategies, and approving requests for ordering or releasing resources through mutual aid.

The Incident Commander directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Emergency Policy Executive (Chancellor/Vice Chancellor for Administrative Affairs/Palamanui Director) with current information on the status of the emergency response.

The Incident Commander is assisted by the staff listed below, who are assigned to essential activities and responsibilities:

Command Support Positions

Assignment - Public Information Officer – PIO
External Affairs and Relations Coordinator **Thatcher Moats**

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency.

During an emergency, the PIO will oversee the establishment of a Media Center to provide the rapid release of accurate emergency instructions and information to the general public and campus community through all available means. The PIO is the point of contact for the public and the news media, coordinating releases for the college and with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a Rumor Control Center responding to inquiries from relatives and friends outside the impacted area concerning the college and its students.

Assignment - **Safety Officer**
Nursing and Allied Health – _____

The Safety Officer/s are responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan.

B. Academics

The Academic Section is responsible for providing support to the Academics of the College. Academic Section assures all academic resources will provide the needed support in the assigned areas to continue the teaching functions of the college through the proper assignment of personnel and resources. The Academic Section is supervised by the Vice Chancellor for Academic Affairs. The functions under Academics are Department Chairs, Deans, and Unit Heads.

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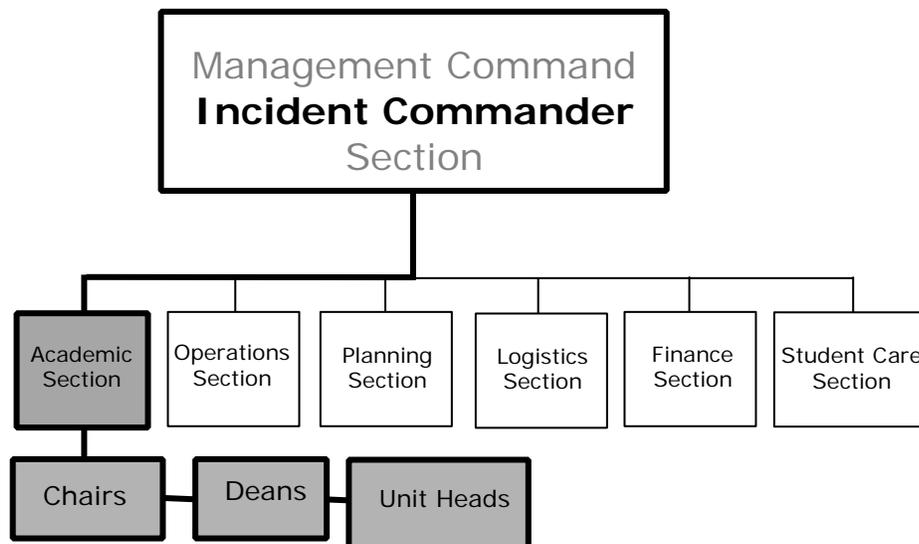
C. Operations

The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. The Operations Section is supervised by the Operations Coordinator. The coordinator oversees the operational response by functions or branches activated to deal with the emergency. Branches activated under Operations may include Campus Security, Search & Rescue, Medical, Health & Safety, and Building & Utility.

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| Academic Section | Operations Section | Planning Section | Logistics Section | Finance Section | Student Care Section |

| Security | Health & Safety And Search & Rescue | Medical |
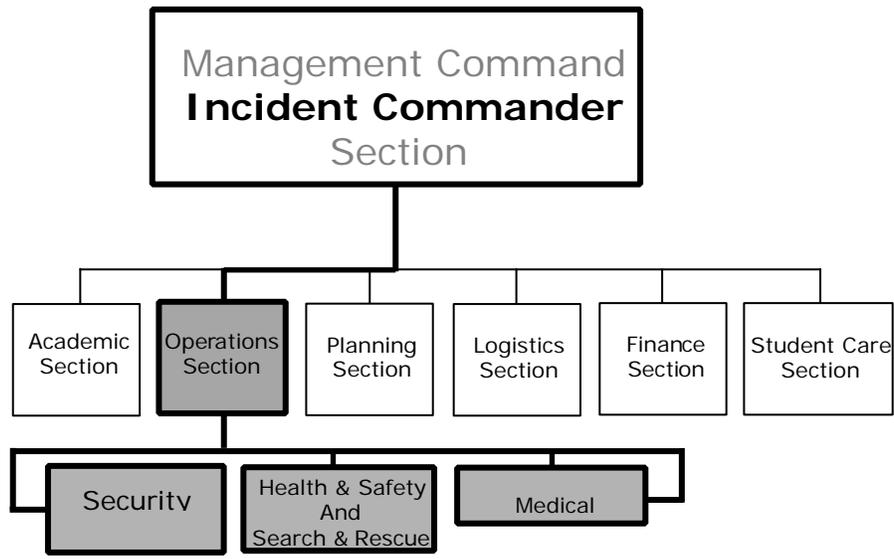
Assignments and Responsibilities: Operations Coordinator

Assignment - Operations Coordinator

Chief Safety and Security Officer– **Jeff Newsome**

The Operations Coordinator initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & death), and controls problems. Based on information obtained and resources available, the Operations Coordinator will establish appropriate branches to deal with the emergency (see below). The Operations Coordinator is responsible for implementing and managing all Operational activities in accordance with the Plan and supervises the Operations Section. The Operations Coordinator supervises field tactics with other staff members, handles the request for or release of resources, makes situation changes to the Plan as necessary and reports such changes to the Incident Commander.

Assignments and Responsibilities: Operations Support

Assignment – Health, Safety and Search/Rescue
Fire Science- **Jack Minasian**

Health and Safety quickly identifies hazardous material problems that will or could impact the emergency response. Health and Safety is responsible for coordinating the containment and cleanup of hazardous materials, identifying unsafe conditions for campus facilities, providing warnings and developing measures for assuring personnel safety.

Search and Rescue is responsible for covering predetermined areas of the campus, in established patterns, rescuing any trapped or injured persons and extinguishing any small fires. Search and Rescue coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to

persons in need of assistance or rescue according to the established rescue plans; assists the injured to the First Aid Center or sends for help if the person cannot be safely moved.

> **Assignment** - **Medical**
> Director, Student Health Services – **Pietra Pieron (Interim)**
>
> Medical is responsible for setting up and staffing the First Aid Center, assisting the injured by providing first aid, arranging for hospital transportation and deployment of counseling and psychology personnel for critical incident stress management.

D. Planning

The Planning Section is supervised by the Planning Coordinator. The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan, in coordination with the other section/functions/teams; and maintaining documentation. In addition, the section maintains information on the current and forecast situations and on the status of resources. The functions under the Planning Section are Situation Status, Structural Damage Assessment, Technology & Infrastructure Damage Assessment and Facilities Replacement responsibility.
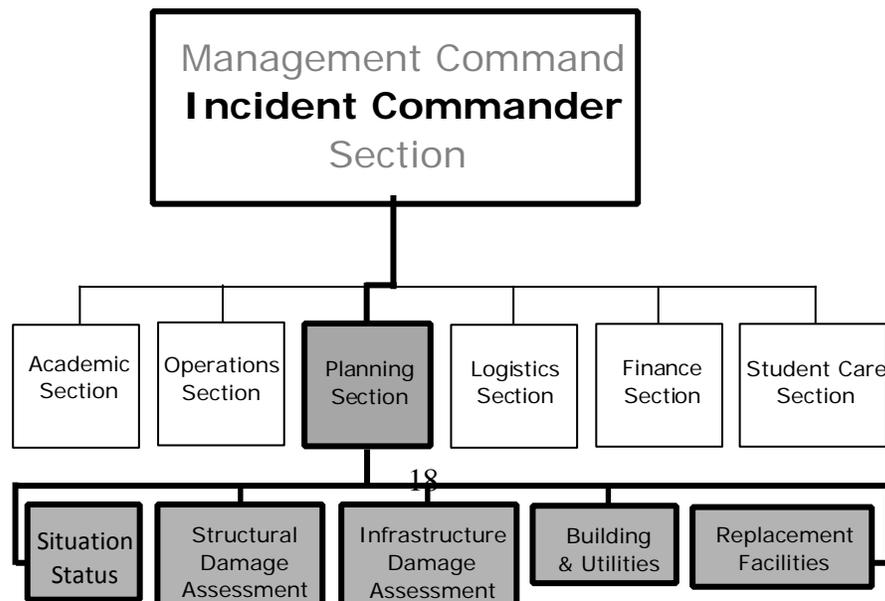
Assignments and Responsibilities: Planning Coordinator

> **Assignment - Planning Coordinator**
> Planning, Operations and Maintenance Manager – **Kenneth Kaleiwahea**

The Planning Coordinator is responsible for planning ongoing operations, supervising Situation Status and Damage Assessment (both structural and infrastructure). The Planning Coordinator provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies and controls operations for the incident and coordinates with other staff members.

The Planning Coordinator directs the collection of information to determine the severity of damage caused by the disaster. The coordinator writes Action Plans for:

- Control and containment of the emergency
- Surveys of facilities and structures and inspections
- The shutdown and restoration of damaged structures

In addition, the Planning Coordinator writes After Action Reports, regularly briefs the Incident Commander and supervises the message flow and Emergency Operations Center (EOC) runners.

During the first few hours of the emergency, the Incident Commander determines if a state of emergency is warranted and authorizes the official request for assistance or notification to appropriate state and federal agencies. The Planning Coordinator supports the management of emergency forces involved with the response to situations associated with emergency.

Types of Intelligence Reporting:

During a disaster there are three types of intelligence reporting. These types are listed under the Planning Coordinator's Checklist and are ranked in order of priority of collection.

- **FLASH REPORTS:** This is the first series of reports submitted from the first responders and field units to the Emergency Operations Center. Generally these are verbal via portable radios.
- **SITUATION REPORTS:** These are more refined reports, which have been confirmed. These reports provide a clearer picture of the total impact and are the basis for establishing priorities. These should be submitted through channels every two hours with updates.
- **DETAILED REPORTS:** Following situation reports, the Emergency Management team at all levels will require more detailed information, particularly resulting from damage estimates and analysis. These reports may be needed for city, county and state emergency operations centers.

Assignments and Responsibilities: Planning Support

Assignment – **Situation Status**

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Situation Status is responsible for collecting, verifying and processing all information and intelligence, evaluating and disseminating information throughout the Section and the EOC, and preparing the Situation Status Report and other reports, as requested. Situation Status maintains the current status of all college buildings, facilities and operations and posts and maintains status boards and other Command Center displays.

Assignment - **Structural Damage Assessment**

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Structural Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to buildings and facilities, prepare structural damage assessment reports, post and secure unsafe buildings and mark hazardous areas, and recommend building emergency repairs.

Assignment – **Technology & Infrastructure Damage Assessment**
IT Manager – **Steve Schulte**

Technology & Infrastructure Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to telephone and computer systems, prepare infrastructure damage assessment reports, and recommend emergency repairs or replacement. Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs.

Assignment - **Building and Utility**
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Building and Utility will focus on shutting off and/or the restoring essential utilities reducing further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection. Building and Utility is responsible for making safety inspections of all facilities that may have been damaged, initially or later. Also, they are responsible for handling emergency construction or repairs.

Assignment – **Replacement Facilities**

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Replacement Facilities will focus on locating operational facilities both on campus and off that will support the needs of the administrative functions of the College. Replacement facilities ensure support of the academic departments. Facilities could be for long and short term duration.

E. Logistics

The Logistics Section is responsible for providing support to the Operations Section. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The Logistics section is supervised by the Logistics Coordinator. The functions under Logistics are Food Services, Facilities, Human Resources and Transportation.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.
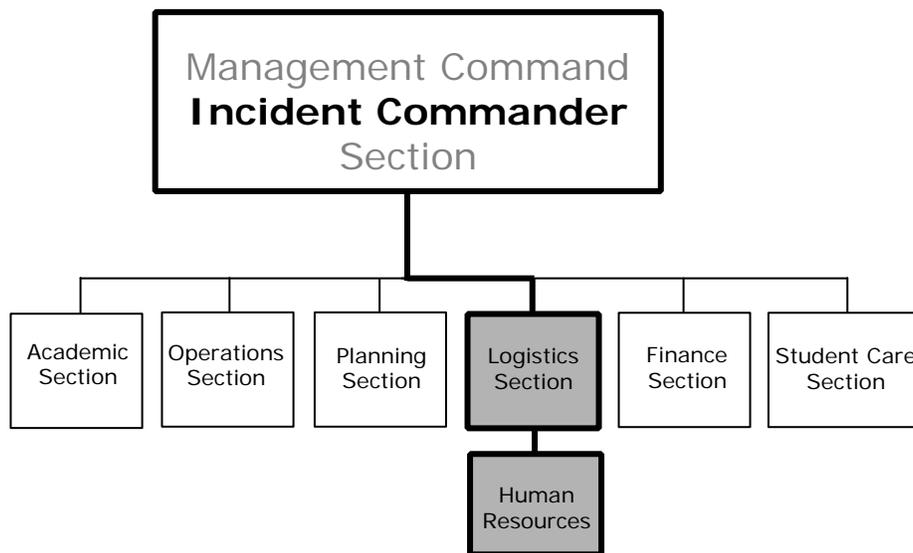
Assignments and Responsibilities: Logistics Coordinator

Assignment - **Logistics Coordinator**
Chief Human Resources Officer – **Mari Chang** (Manono)
Administrative Officer (Palamanui) – **Rachel Louis**

The Logistics Coordinator provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources. Resources may include facilities, transportation supplies, equipment maintenance, food /water /shelter, staffing support, and any services and material in support of the incident.

The Logistics Coordinator ensures that all emergency expenses are tracked, by site, and that complete and accurate records are provided for OES/FEMA Documentation, using the accounting system specified by the Finance Coordinator. In smaller incidents the Logistics Coordinator may also be responsible for financial and cost analysis aspects of the incident.

Assignments and Responsibilities: Logistics Support

Assignment - **Human Resources**
Human Resources Specialist – **Shana Kojiro**

The Human Resources Officer maintains and provides information to the Incident Commander regarding the status, location and availability of on- and off-duty personnel. The HR officer coordinates with the EOC command to determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers and assigns all volunteer workers and technical experts and specialists, initiates and maintains records on use of volunteers. Receives and processes injury reports, compensation claims and other personnel-related matters.

F. Finance

The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The Finance section is supervised by the Finance Coordinator. The functions under this section are accounting, OES/FEMA Documentation and Procurement.
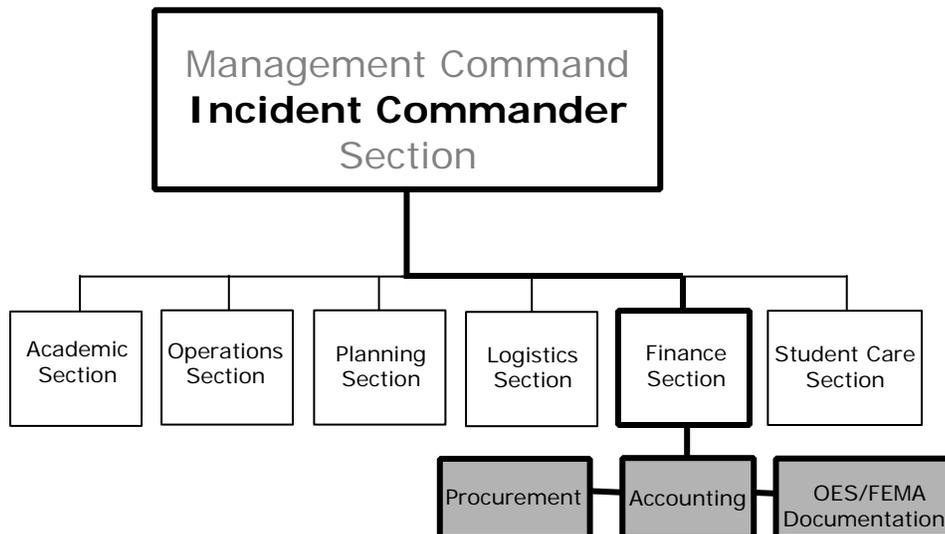
Assignments and Responsibilities: Finance Coordinator

Assignment- Finance Coordinator:
Chief Financial Officer- **Susan Horimoto**

The Finance Coordinator set up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster. The Finance Coordinator is responsible for supervising OES/FEMA documentation as well as all documenting the process for the disaster assistance application.

Assignments and Responsibilities: Operational Support

Assignment – **Accounting Unit**

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The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the OES/FEMA Documentation. This function is keeps time records for all personnel involved in the disaster response and obtains and records all damage cost information, by site.

Assignment - **Procurement**

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The Procurement Officer orders, receives, stores, processes and allocates all disaster resources and supplies. Conducts the supply process to ensure reimbursement, keeping careful and complete records according to the specified accounting system. Assists with the deactivation process.

G. Care

The Student and Staff Care Section is the responsibility of the Vice Chancellor for Student Affairs. The section will focus on the sheltering and care of the students and staff during the incident. The Care Section will work closely with the procurement and facilities departments.

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Academic Section	Operations Section	Planning Section	Logistics Section	Finance Section	Student Care Section

Transportation	Shelter & Food
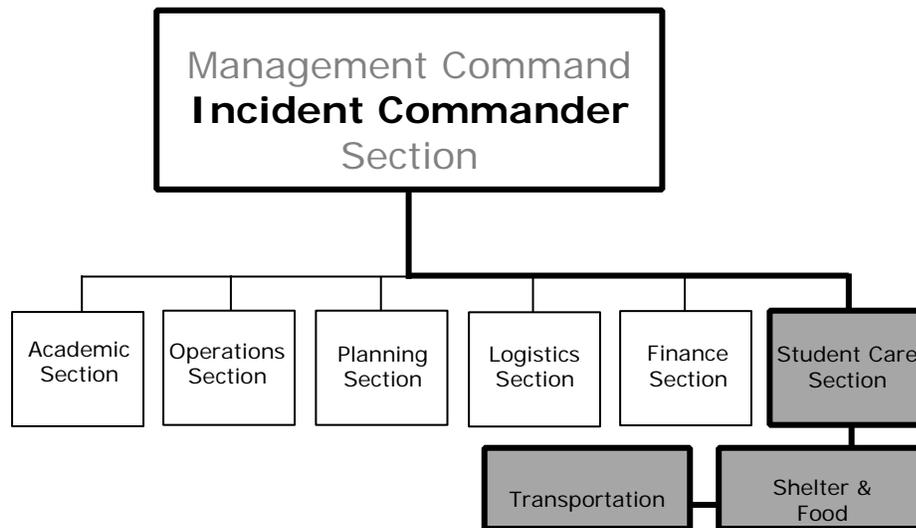
Student Care Coordinator – Jason Cifra

The Care Coordinator provides food, water and other support for on-site workers and any shelters under the control of campus. Provides for the support of the Emergency Operations Center (EOC); sets up and manages a Rest Station for HAWCC staff and emergency workers.

The Care Coordinator is responsible for assisting the campus in finding facilities for use as student residences, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and shelter areas.

Part 3: EMERGENCY OPERATIONS CENTER (EOC)

A. EOC Location

Manono Campus
In accordance with standard emergency management system planning, Hawaii Community College has established the HawCC, Manono Campus Emergency Operations Center (EOC) in Building 379A, Room 6A. The alternate EOC site is located in the Office of the Vice Chancellor for Administrative Affairs. As outlined in this plan, the EOC will serve as the center for emergency management and response operations.

Palamanui Campus
In accordance with standard emergency management system planning, Hawaii Community College has established the HawCC, Palamanui Campus Emergency Operations Center (EOC) at Site B-125 Conference Room. The alternate EOC site is located in the Office of the Palamanui Director. As outlined in this plan, the EOC will serve as the center for emergency management and response operations.

B. EOC Activation

When an emergency occurs, the Incident Commander will determine if the EOC is to be activated and, if activated, which positions will be staffed for the emergency response. Persons who are assigned as EOC staff should respond in person or call Campus Safety at 4950 or (909) 448-4950 to confirm the EOC is activated. Hilo Police Department should be notified whenever the EOC is activated at Level II or greater, to facilitate interagency coordination and the process for requesting resources.

Table 1, the EOC Master Log, is maintained to provide a record of all major events, decisions and messages. Copies are to be forwarded to the Situation Status and/or the Incident Commander.

Table 2, the EOC Activation Checklist, provides a checklist for use in the setup and activation of the EOC. It is to be used by the first person to arrive and forwarded to the Incident Commander when completed. Not all steps will be necessary in a partial activation.

C. EOC Positions and Space Assignment

This plan is designed to be flexible. The size, staffing and equipping of the EOC will depend on the magnitude and complexity of the emergency. The Incident Commander will determine which

positions are needed and notify the appropriate staff. All positions should be prepared to report to and operate from the EOC during a full-scale activation, even though all may not be needed. Staff should be prepared to bring their own radios, cellular telephones and other items necessary to carry out emergency assignments.

D. EOC Access

Access to the EOC is only for authorized HAWCC personnel. All others must obtain approval for admission from the Incident Commander. All personnel working in the EOC are to sign in and out on the EOC Roster, which will be located at the entrance door.

E. EOC After Action Reports

1. **Requirements and Regulations**
   The After Action Report will provide the reporting process to document and review the training drill or event.

2. **Functions of After Action Reports**
   An After Action Report serves the following important functions:
   - Source for documentation of response or drill activities.
   - Identification of problems/successes during emergency or training operations.
   - Analysis of the effectiveness of components.
   - Describes and defines a plan of action for implementing improvements.

3. **Responsibility for After Action Reports**
   The College official in command (or designee) of the emergency or exercise will be responsible for completing the After Action Report. Other members of the organization may also be required to complete reports respective to their assignment. The College official will distribute the report as needed.

4. **Contents of After Action Reports**

   A. After Action Report Outline

   i.   Introduction and Background

   ii.   Type/location of Event / Drill / Exercise

   iii. Description of Event / Drill / Exercise

   iv.   Chronological Summary of Event / Drill / Exercise

   v.   Include a summary, conclusions, the field response, and other local, operational area response.

   vi.   Interacting Systems, Agencies, and Programs:

Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating entities (utilities, American Red Cross, college departments, etc.); telecommunications and media interactions.

   vii.   Improvements, Conclusions, Recommendations: As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.

  viii.   Training Needs

   ix.   Recovery Activities (Business Continuity Plans)

    x.   References: Maps, charts, training materials, etc.

B. **AFTER ACTION REPORT SUPPORTING DOCUMENTS**

Many types of documentation might be included. Some recommended types include the following:

- Action plans written during operational activities or training exercises.
- Unit activity logs and journals
- Written messages
- Function and position checklists
- Public information and media reports
- Other forms or documents used during an emergency or training exercise.

Part 4: Glossary

- **Action Plan**
  A plan prepared in an emergency operations center (EOC), unified command center, or field command post, containing the emergency response objectives of a specific level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

- **American Red Cross**
  A federally charted volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

- **Care and Shelter**
  A function that provides food, clothing, and housing needs for people on a mass care basis.

- **Checklist**
  A list of actions taken by an element of the emergency organization in response to a particular event or situation.

- **Contamination**
  Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

- **Contingency Plan**
  A sub or supporting plan that deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

- **Decontamination/Contamination Control** o
  Radioactive Materials: The reduction or removal of radioactive material from a structure, area, person or object. A surface may be treated or washed down to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand.
  Other Hazardous Materials: Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment such as diking.

- **Emergency (Federal definition -- see also Local Emergency and State of Emergency)**
  Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency

assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

- **Emergency Management**
  The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

- **Emergency Operations**
  Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

- **Emergency Operations Center (EOC)**
  A centralized location from which emergency operations can be directed and coordinated. The primary EOC is located in SSAP MSS Conference Room. The alternate EOC is located at Campus West located in the AVP office.

  Emergency Plans
  Documents that describe principles, policies and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of government agencies, mobilization of resources, and public information.

- **Incident Command Post**
  An on-scene operations (police, fire, medical) location for assembly of necessary staff and equipment. A field command post may be established, if appropriate, at or near the scene of the emergency by the responding supervisor or officer focusing initial efforts directly on control of the emergency. The field supervisor at the command post will identify resources needed at the scene and communicate these needs to the Emergency Operations Center (EOC).

- **Field Treatment Site**
  Site designated by emergency officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

- **Hazardous Material**
  A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

- **Hazardous Material Incident**
  Any release of a material (during its manufacture, use, storage, or transportation) that is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

- **Incident Command System (ICS)**
  The nationally used standardized on-scene emergency management concepts specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

- **Local Emergency (State definition)**
  The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

- **Major Disaster (Federal) -- see also Emergency**
  Any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the Chancellor, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

- **Media**
  All means of providing information and instructions to the public, including radio, television, and newspapers.

- **Mitigation**
  Pre-event planning and other actions, which lessen the effects of potential disasters.

- **Mutual Aid**
  A statewide system, developed by the State of Hawaii, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

- **National Warning System**
  The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

- **Operational Area**
  An intermediate level of the State emergency services organization, consisting of a county and all political subdivisions within the county.

- **Plan**
  As used by federal government, an emergency management document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

- **Public Information Officer**
  An official responsible for releasing information to the public through the news media.

- **Search**
  Systematic investigation of an area or premises to locate persons trapped, injured, immobilized or missing.

- **Standard Operating Procedures**
  A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

- **State Emergency Plan**
  The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

- **State of Emergency**

According to Hawaii Revised Statutes, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril or the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infection or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a 'state of war emergency,' which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city, and require the combined forces of a mutual aid region or regions to combat said condition(s).

- **State of War Emergency**
  According to Hawaii Revised Statutes, a "State of War Emergency" means the "condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent."

- **Volunteers**
  Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

Part 5: Forms

A. Level One and Two Incidents

The attached two forms are provided for use in simple incidents, usually limited to Level One and Level Two emergencies.

Date / Time	Event / Decision / Message	Staff
Table 1: EOC Master Log Record all major events / decisions / messages. Forward copies of this log to Situation Status and / or the EOC Manager.		
Date / Time	Event / Decision / Message	Staff
	Page_____ of _____	

Table 2: EOC Activation Checklist **Please follow this list to set up the EOC. The first person to arrive is responsible for setting up the EOC. Forward this checklist to the EOC Manager when completed.**

NAME:	DATE:	TIME:	EVENT:	
EOC ACTIVATION:	**EMERGENCY POWER:**		**TELEPHONES:**	
Full Partial	**YES**	**NO**	**YES NO**	
SET UP AND TEST COMMUNICATIONS				
	YES	**NO**	**NOTES:**	
Radio				
Cellular				
Land Line Telephones				
Satellite Phones				
Computers				
Set Up Tables				
Campus Maps				
EOC Log				
Message Board				
Posting Board				

B. Level Three Incidents

More complex emergencies, especially those where Federal assistance will be sought, should be documented on FEMA/ICS forms provided by FEMA ICS Resource Center. Many of these forms can be found online and are computer fillable. The following is a partial list of FEMA ICS forms:

Standard Form Title	Description
Incident Action Plan Cover Page ICS 200	Indicates the incident name, plan operational period, date prepared, approvals, and attachments (resources, organization, Communications Plan, Medical Plan, and other appropriate information).
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
Organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Field Assignment ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
Incident Communications Plan ICS 205	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Check-In/Out List ICS 211	Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: • Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. • EOC and other incident personnel to transmit messages via radio or telephone to the addressee. • Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.

Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.
Operational Planning Worksheet ICS 215	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.
Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
General Plan ICS 226	Addresses long-term objectives approved by Incident Command/ Unified Command. These objectives are often expressed as milestones (Le., timeframes for the completion of all and/or portions of incident response operations). A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.

Appendix 1: Emergency Communications and Notification

A. HAWCC EMERGENCY COMMUNICATIONS

The Chief of Campus Security has the primary responsibility to promptly notify the campus community when warranted by an emergency situation.

Notification of the campus community will normally be accomplished through the Campus Security and the EOC. It will involve a warning that an emergency exists and the issuance of appropriate instructions.

The Campus Security is the primary point on campus for receipt of warnings from local and state officials.

In an emergency such as earthquake, flood, or power outage, people may experience confusion and anxiety about what has happened or is happening. HawCC emergency communications procedures include the following:

- In an emergency, the college is committed to providing official emergency information as quickly as the situation allows.

- In the first few minutes after an emergency, official information will likely be unavailable and phone service may be interrupted.

- The best source of information will be the Emergency Operations Center (EOC). The EOC Public Information Officer will provide accurate and current information for dissemination to faculty, staff, students, and the public.

- In the event of an emergency, the college will communicate information via the following:
  - UH ALERT; including SMS text, and email
  - Telephone trees
  - The local TV and radio media sources
  - Campus Security portable radios
  - Campus telephone voicemail system
  - Emergency Blue Phones public address system
  - Building Safety Coordinators

B. PHONE TREES

When phone systems are operational, an effective way of providing emergency information to a large number of people is through the use of phone trees. The college needs your help and requests that each department, division, and college develops and use a phone tree to communicate information in an emergency. Administrators, managers, and supervisors should use the phone tree to notify their staff or faculty as necessary.

- A simple organizational chart format works well. Divide the department, division, or college into small groups (preferably no more than 10) with one person designated as the primary caller for the group. Designate an alternate primary caller as well. Primary callers should keep their phone tree available at all times in case they happen to be off campus at the time of the emergency.

- Phone tree information should include work phone, home phone, and cellular phone. Depending on the nature of the incident, if the phone system is operational, and when safe, the primary caller will activate his/her phone tree. The primary caller should ensure only confirmed information is relayed to people on their list. The primary caller should update the people on their list as new information is obtained.

- Phone trees should be provided to the responsible persons in each department, division, or college as well as the Operation Section Coordinator.

- Phone trees will be checked and updated each January and July and redistributed.

- Phone trees will be **kept confidential**.

Appendix 2: Emergency Plan Activation

When an emergency situation arises, the highest ranking person present should self-identify as the Incident Commander (EOE/IC) should activate the Plan. He/she will retain control of the Emergency Operations until relieved by a higher-ranking member of the Campus Safety or the Emergency Operations Executive. College personnel and equipment will be utilized to provide priority protection for:

- Life safety
- Preservation of property
- Restoration of academic and business operations

    The manner in which college personnel and equipment will be used will be determined by the Plan under the direction of the EOE/IC.

    The EOE/IC will immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center positions: Operations, Planning, Logistics, and Finance.

    The Chancellor or Acting Chancellor of the college will be responsible for notifying the EOE/IC to deactivate the emergency operations response when s/he deems it appropriate.

- **Activation During Business Hours**
    When an emergency situation such as those envisioned by the Plan occurs during college business hours, the following should take place:

     Campus Safety Officers will:

        1. Immediately call the Security Chief and advise of the emergency situation.
        2. Notify EOC representatives, and advise them where to report.

        If Telephone Services ARE NOT Operational: As they become aware of a major emergency situation at the Hawaii Community College, EOC representatives and members of the Executive Policy Group will immediately report to the EOC.

- **Activation During Non-working Hours**
    There is a significant chance that an emergency situation such as those envisioned by the Plan may occur before or after regular college business hours, or on a holiday or weekend when the college is closed.

    While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and staff until officials can be notified. Until that time, however, the individuals assuming the most responsibility will members of the Campus

Security. Officers will follow guidelines in the Plan, while simultaneously notifying members of the EOC and Executive Policy Group of the situation.

Appendix 3: HawCC Evacuation Procedures

A. PREPARING FOR AN EVACUATION

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

B. DURING AN EVACUATION

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel or the Building Safety Coordinator (BSC.)
- Check doors for heat before opening. (Do not open door if hot.)
- WALK — do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your Rally Point unless otherwise instructed.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your building safety coordinator.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at your designated Rally Point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. DO NOT USE ELEVATORS!!!!
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, Building Coordinators will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and Rally Points for their area.
- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two

students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a "Safe Point of Rescue." The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

C. EVACUATION OF DISABLED PERSONS

A.   Persons Using Crutches/Canes or Walkers

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below:

B.   Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible. Instead, use an emergency evacuation chair.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with their wheelchair as soon as it is safe to retrieve it.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.

- Whether to extend or move extremities when lifting because of pain, catheter leg bags, plasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

C. Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

D. Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

D. "SHELTER-IN-PLACE" PROCEDURES

During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, you may be advised to "shelter in place" rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most college buildings' ventilation systems are controlled centrally by Physical Plant.
- Drink bottled, stored water, not water from the tap.

- Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

E. RALLY POINTS

Manono Campus:

Palamanui Campus:
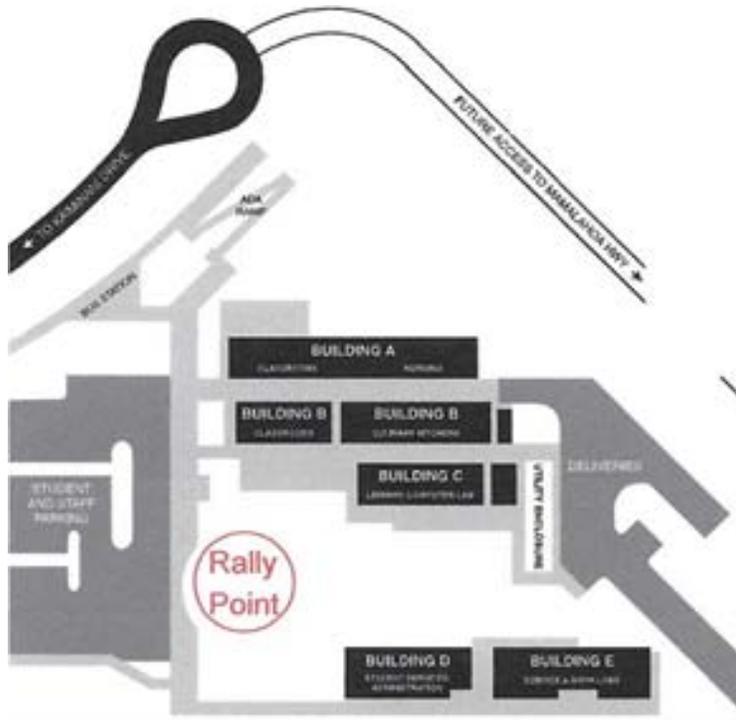
F: VEHICLE EVACUATION PLAN

One goal of Campus Safety in the event of a campus closure/evacuation is to direct vehicles off campus in a safe and controlled manner. The following traffic management plan will be implemented, although it should be noted that several variables may come into play that could alter the specific application of the plan. Pre-eminent among these factors are:

- The nature of the emergency.
- The immediate impact of the emergency upon HawCC.
- The timing of the emergency.
- The staffing available to implement the plan.

INSERT TRAFFIC MANAGEMENT PLANS HERE

F: BUILDING SAFETY COORDINATORS

INSERT BSC TABLE HERE

Appendix 4: Threat Assessment and Planned Response

This section provides a description of hazards to the Hawaii Community College, their estimated probability, *and the planned response for each potential threat*. The purpose is to describe the area at risk and the anticipated nature of the situation that could result should the event threaten or occur. Any single incident or a combination of events could require evacuation and/or sheltering of the population (transient and residential).

Potential Threats to Hawaii Community College

Hawaii Community College is at potential risk for a number of threats. The following threat assessments identify and summarize the potential hazards that could impact the college and outline HawCC's planned response to each:

Threat Assessment 1: Civil Disorder
Threat Assessment 2: All Hazard Pandemic
Threat Assessment 3: Earthquake
Threat Assessment 4: Fire
Threat Assessment 5: Flood
Threat Assessment 6: Hazardous Materials Incident
Threat Assessment 7: Utility Failure (Electrical, Water or Gas)
Threat Assessment 8: Terrorism
Threat Assessment 9: Aircraft Incident
Threat Assessment 10: Tsunami
Threat Assessment 11: Active Shooter
Threat Assessment 12: Volcanic Eruption
Threat Assessment 13: Bomb Threat
Threat Assessment 14: Anonymous/Internet Based Threat

Threat Assessment & Planned Response 1 - Civil Disorder

Threat Assessment: A riot or civil disturbance that threatens the safety of persons or destruction of property will immediately require a law enforcement mutual aid response because of the current staffing available in the Campus Safety Department.

Planned Response: The incident will be assessed for an appropriate response and activation of the EOC. If time is available, immediate requests for mutual aid will be made through approved channels. Attempts will be made to identify and meet with organizers of the event. If the riot or major civil disturbance is an instantaneous reaction, all efforts will be made to protect lives and property until resources arrive to more effectively manage the emergency.

Threat Assessment & Planned Response 2- All Hazard Pandemic

Threat Assessment

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person and can cause serious illness that can sweep across the country and around the world in a very short time. It is difficult to predict when the next influenza pandemic will occur or how severe it will be. Wherever and whenever a pandemic starts, everyone around the world is at risk; especially a severe influenza pandemic could lead to high levels of illness, death, social disruption, and economic loss.

Planned Response

Ensure that student health center staff are aware of exposure risks, signs and symptoms of Ebola and are prepared to follow recommendations in the CDC Health Advisory: Guidelines for pandemic response.

If a student, faculty, or staff member has had a high- or low-risk exposure, **state or local public *health authorities should be notified, and school officials should consult with public health authorities for guidance about how that person should be monitored***. Anyone with a potential exposure should receive thorough education about immediately reporting symptoms and staying away from other people if symptoms develop.

Threat Assessment & Planned Response 3 - Earthquakes

Threat Assessment:

HawCC is within the probable area of strong ground motion and is likely at some point to experience a major earthquake involving possible landslides, ground rupture and damage to bridges, overpasses and/or roadways, which may affect transportation and communication routes. These are some of the fault zone located within 30 miles of HawCC and the possible magnitude of the earthquake which could occur on them.

Planned Response: The following summarizes the major operations in response to an earthquake. When a major earthquake occurs, the campus notification system will be initiated by the Campus Safety or a designee. Full or partial activation of the HawCC Emergency Operations Center (EOC) will depend upon damage to the college and potential hazards. When the EOC is activated, contact with the countywide EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with County of Hawaii officials.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.

Threat Assessment & Planned Response 4 -Fire

Threat Assessment: Moderate vegetation and structure fires are a significant hazard and concern for both Manono and Palamanui campuses. Each campus has distinct fire vulnerabilities. Palamanui is remote, thereby reducing the risk of accompanying structure fires spreading to campus, but is surrounded by brushy hillsides, and is at risk for wildfires which are not uncommon in the area.

Manono's campus, by contrast, is bordered on two sides by lush vegetation, which is less at risk for wildfires, but is bordered on two sides by streets with heavy traffic and commercial buildings. Manono itself is composed of older structures which are less fire resistant than those found at Palamanui. Manono is at a greater risk for fires originating on campus or fires spread from nearby commercial structures than Palamanui.

Planned Response: The campuses rely on the County of Hawaii Fire Department (HFD) for primary fire services. In the event that a fire is reported on campus or in the immediate surrounding area, a campus safety officer will respond to the scene to confirm the report. If fire is confirmed, Campus Safety will initiate HFD call-out. The Campus Safety Officer on the scene will establish an Incident Command Post and begin the process of managing the incident until relieved by HFD command. If the fire is an imminent threat to life or structure, the EOC may be activated in a Level II emergency mode.

Threat Assessment & Planned Response 5- Flood

Threat Assessment: Flooding in the college area will typically be the result of torrential rains. Water damage will probably be confined to the ground floor areas and for short periods of time. However, flooding of parking areas and public streets may isolate areas of the college for longer periods of time. Usually there will be advance warning as water rises. Close coordination with local authorities and constant vigilance of areas will be necessary to minimize danger to persons, damage to property or loss of equipment. One of the greatest hazards will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

Planned Response: The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the EOC will be activated if conditions warrant determining the necessary action to be taken. When required, all faculty, staff and students except those necessary to assist in the emergency will be evacuated if time permits. Prior to this evacuation, street conditions will be ascertained and announced by campus authorities. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards. Any area flooded or evacuated will be sealed off by barricades or Campus Safety personnel to prevent injury to persons, pilferage and interference with emergency operations.

Once the dangerous conditions have been reduced, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Protective sand bags will be used where feasible. Teams will be organized to remove material and equipment to safety. Other personnel will be assigned to provide early warning of rising water in various areas of the college. Damage assessment will be continually reported to the EOC.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the college for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Completion of this work may involve restoration of public utilities, electrical and machinery areas, specialized areas such as the computer areas and other support facilities. Material and equipment removed must be returned to its original location. In addition to an increase in manpower, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.

Threat Assessment & Planned Response 6 - Hazardous Materials Incident

Threat Assessment: Manono Campus is considered to be an urban area with multiple risks of hazardous materials emergencies. Hilo has large industrial complexes normally associated with a high incidence of hazardous materials emergencies. When a hazardous material emergency occurs, multiple HazMat resources will be drawn upon.

Hazardous materials are also found on both campuses but generally in small quantities. This is particularly true of Palamanui, where the risk of hazardous materials spill is negligible. On Manono Campus, limited amounts of hazardous materials are found in POM, Building 389, and the Agricultural Science Lab, Building 386. An accidental release of such materials would pose a threat to individuals only in the immediate vicinity. Such a release could occur because of fire, explosion, earthquake, aircraft accident, tsunami or flood.

Planned Response: Off-Campus Incident. A major hazardous materials release in close proximity to the college could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any openings, as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled persons and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at HawCC will be closely coordinated with the county or city EOC to ensure the timely integration of the traffic flow from the college campus into the routing designated by the county/city.

The HawCC EOC Incident Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county/city EOC.

Priority use of available campus transportation resources will be allocated first to the disabled and student living on campus without transportation. If additional transportation resources are needed, they will be requested through the county/city EOC. The HawCC EOC Incident Commander will confirm campus evacuation with the county/city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of HawCC will be established. The area will be checked to ensure that everyone is evacuated.

Planned Response: On-Campus Incident

An on-campus incident is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area. Campus Safety personnel will establish an appropriate perimeter around the incident. The HawCC

Chief Safety and Security Officer and the University of Hawaii Environmental Safety Specialist will be notified and will be responsible for advising on further actions. Any injured, exposed, or ill persons will be treated at the scene by paramedics and/or transported to a hospital.

Threat Assessment & Planned Response 7 - Utility Failure (Electrical, Water or Gas)

Threat Assessment: Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on campus. Electrical utility failure can have a significant impact on valuable research projects and the conduct of class schedules. If the utility failure is water, the effect on the campus could become very significant in a short period of time. A water failure could present a health problem that would require activation of the EOC and coordination with City and County Public Health. Disruption of natural gas utilities could have significant impacts on campus functions. Utility failures can shut down electricity around campus, water in the bathrooms and food services. Any and all these could result in suspending classes and campus closure.

Planned Response: In the event of an electrical utility failure, the EOC will be activated to an appropriate level to restore electricity. If the electrical failure will influence class scheduling, the college EOC may activate to manage the emergency. In the event of a water utility failure, the first step in the campus response will be assessment of the extent of water failure and period of time the campus will be without water. If it is determined that the campus will be without water for 12 hours or more, the college EOC may activate. An immediate action plan will include notifications to the campus community and surrounding communities to minimize health hazards until water utilities are restored. In the event of a gas utility failure the type of disruption, planned or unplanned, will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, Campus Safety Staff Members, utility company technicians and County of Hawaii Fire Department will be dispatched to manage the threat. The EOC may be activated to manage the process of restoring gas utilities to their normal state.

Threat Assessment & Planned Response 8 -Terrorism

Threat Assessment: Terrorism continues to present a threat at the federal, state and local levels. However, terrorists do not distinguish between official and civilian targets, so the potential danger to Hawaii Community College has increased. Terrorism could potentially result not only in a disruption and/or temporary suspension of classes but could also affect services, infrastructure and life at the Hawaii Community College.

Planned Response: The campus relies on the Homeland Security Threat Advisory to assess the threat level and response during normal circumstances. An initial response to a specific and credible threat could include (but is not limited to) cancellation of classes, suspension of services and temporary restriction of access to campus or facilities. Additionally, all faculty staff and students and may be asked to show an ID to get into buildings or through access points and may be required to carry ID at all times. In the event of a terrorist incident, campus officials will coordinate with city, state and federal authorities and follow Homeland Security guidelines and response measures.

Threat Assessment & Planned Response 9 - Aircraft Incident

Threat Assessment: Both Hawaii Community College campuses are located in the close proximity of major airports. Hilo International Airport is one half mile north east (Makai) of the Manono Campus. Palamanui is seven tenths of a mile west (Makua) of Kailua Kona International Airport.

Both airports are extensively used by large military, cargo and passenger aircraft and Hilo Airport is the base for Airforce One when the President is in residence in the State of Hawaii. While HawCC campuses do lie within the flight paths of some aircraft, they are not in the primary path of air transit and the airports therefore do not present an overall high level of danger to the college. Still, an aircraft crash could occur on campus without notice. The extent of the incident would dictate the level of response.

Planned Response: If the crash site involves major injuries or death on campus, the EOC will activate to manage the incident. Fire and rescue units will be activated and a Field Command Post will be established.

Threat Assessment & Planned Response 10 -Tsunami

Threat Assessment: Neither college campus is in the Tsunami Zone, but a major rise in sea level will adversely affect many crucial operations. A tsunami like the one that struck Hilo in 1946 and 1960 would precipitate utility failures and alter roadway approaches to campus for weeks. Great improvements have been made in the Tsunami Warning System and annual tests of Hilo's Tsunami alarms keep public awareness high. The timeliness of the Warning System is entirely dependent on the location of earthquake which causes the tsunami. A quake in Alaska, and the resulting wave travelling towards the Hawaiian Islands at jet aircraft speeds, would allow monitors to warn island inhabitants hours before the Tsunami hit. A local earthquake, like the one that caused a smaller tsunami in 1975, would provide only minutes of warning, or perhaps none at all.

Planned Response: The following summarizes the major operations in response to tsunami. Since advance warning of tsunami conditions is anticipated, the EOC will be activated if conditions warrant the necessary action to be taken. When required, all faculty, staff and students, except those necessary to assist in the emergency, will be evacuated if time permits. Evacuees will be contacted and advised to proceed mauka, uphill, and avoid travelling into the tsunami zone. (Refer to the Emergency Traffic Management Plan.)

In extreme cases of tsunami related flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the college for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further tsunami waves diminishes, continuity of operations will receive primary consideration. Completion of this work may involve restoration of public utilities and access roads to campus by civil and private authorities. HawCC EOC staff members will maintain contact with the County EOC in order to provide timely information to the executive group until tsunami related infrastructure damage has been repaired.

Threat Assessment & Planned Response 11 – Active Assailant

Threat Assessment: While the likelihood of an Active Assailant (AA) Attack on HawCC campuses remains extremely low; public fear, potential injuries and the need for rapid response make AA, commonly known as Active Shooter, Active Stabber, or Active Killer, a necessary endeavor. The United States Department of Homeland Security (DHS) defines the active shooter as "an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims." Most incidents occur at locations in which the killers find little impediment in pressing their attack. Locations are generally described as soft targets, such as college campuses.

Planned Response: Campus Security authorities will follow DHS guidelines in response to an Active Assailant. At the onset of a mass shooting or stabbing on campus, security officers will call the police and attempt to localize the source of the threat without exposing themselves. Officers are not armed and they will take no direct action against the assailant. Once the subject is located, the officers will channel foot and vehicle traffic away from the impact area of the AA. An officer should proceed to the main entrance of the campus and assist responders in locating the AA and any victims who are not mobile. Students and staff should be aware of DHS "Run, Hide, Fight" guidelines.

The HawCC Incident Commander should self-identify and immediately order a campus wide evacuation. An offsite EOC should be established. Activities of EOC staff will focus on public outreach, continuity of operations and post incident counselling for all staff members, students and members of the public on campus at the time of the event.

Threat Assessment & Planned Response 12 – Volcanic Eruption

Threat Assessment: The United State Geological Service 1990 survey of the Big Island has identified nine major Lava Zones, three of which are pertinent to HawCC's volcanic eruption threat assessment.

Zone 1 - Includes summits and rift zones of Kilauea and Mauna Loa volcanoes, where vents have been repeatedly active in historical time.

Zone 2 - Areas adjacent to and downslope of zone 1. 15-25% of zone 2 has been covered by lava since 1800, and 25-75% has been covered within the past 750 years. Relative hazard within zone 2 decreases gradually as one moves away from zone 1.

Zone 3 (Manono & Palamanui) - Areas less hazardous than zone 2 because of greater distance from recently active vents and (or) because of topography. 1-5% of zone 3 has been covered since 1800, and 15-75% has been covered within the past 750 years.

The USGS is quick to point out its Lava Hazard Zone assessment is a relative, not quantitative, measure of threat to Hawaii County inhabitants. Eruptions are notoriously unpredictable, and therefore may occur in unlikely areas.
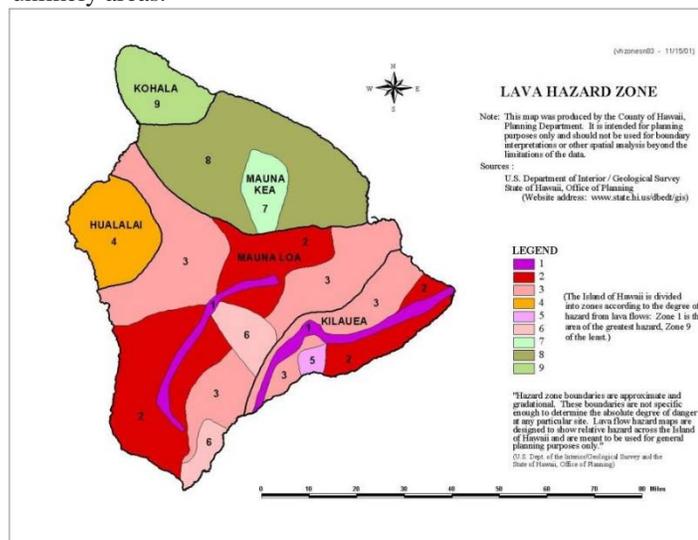
Unlike volcanoes in other parts of the world, Hawaiian volcanoes have not historically been associated with powerful ejections of poisonous gas clouds, choking ash and explosive debris as seen at Mt. St. Helens. In fact,

Hawaiian volcanoes are considered the least explosive, rating only a "Zero to One" on the Volcanic Explosivity Index (VEI.) For that reason, Big Island volcanic eruptions and their lava flows move slowly and timely notice of imminent threat is usually provided by the USGS.
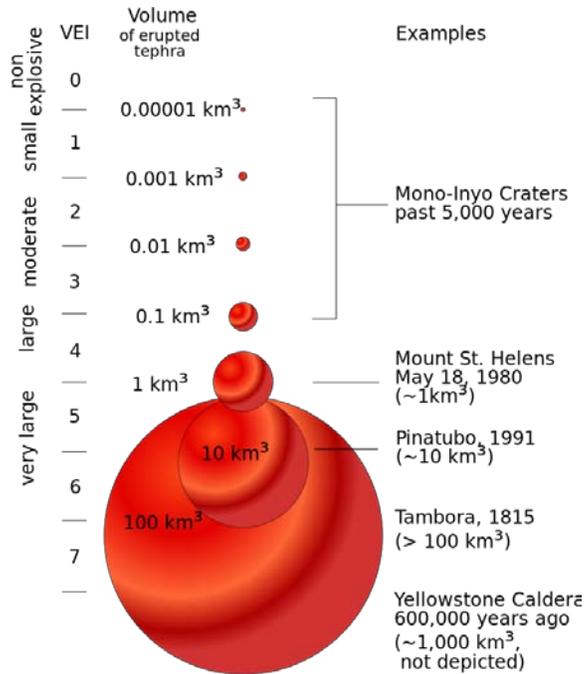
Planned Response: Because a substantial lead time is anticipated for lava flow threats resulting from volcanic eruptions, HawCC eruption response plans fall into two categories:

Direct Threat: When campus authorities are advised that a lava flow poses a direct threat to life and property, an offsite EOC should be established and operations to close campus (es), reschedule/relocate classes, evacuate endangered persons and move State assets to safe areas should begin.

Regional Threat: Eruptions and lava flows may affect students/communities served by HawCC and infrastructure in those regions. An EOC to focus efforts on providing alternate class/work schedules for students/staff members may be established.

Threat Assessment & Planned Response 13 –Bomb Threats

Threat Assessment: A bomb threat may be received by telephone, written message, e-mail, social media, verbal, or suspicious mail/package. The majority of bomb threats are typically received by telephone, although many of the recent bomb threats have been reported from social media.

Planned Response: When receiving any type of threat, the receiver should pay careful attention to pertinent details. The person making the threat may provide enough information to reveal their identity or location, which may assist with the investigation. Persons receiving bomb threats should use the following procedures:

Phoned Threats

If you receive a phoned-in threat:

1. Note the caller I.D. number (if available).
2. Signal another staff member to call 9-1-1 and Campus Security. Then monitor the conversation, if possible.
3. Note the exact time of the call.
4. Transcribe the threat.
5. Fill out as much of the Bomb Threat Documentation Log (provided) as possible, including responses to detailed questions.
6. When the caller hangs up, DO NOT HANG UP THE PHONE. Leave the line open. Hanging up the phone may trigger an IED.

Written Threats

If you receive a written threat:

1. Handle the item as little as possible.
2. Notify Campus Security.
3. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, suspect/vehicle descriptions, and any other person who may have seen the threat.

E-mailed Threats

If you receive an e-mailed threat:

1. Notify Campus Security.
2. Print, photograph, or copy down the message. Include the header of the e-mail.
3. Save the e-mail.
4. Leave the e-mail open until assistance arrives.

Social Media Threats

Due to the overwhelming use of social media as a primary means of communication, bomb threats may be made by utilizing social media applications. If you see a threat made through social media:

1. Note the name of the person making the threat and the application they used to make it.
2. Record the exact wording of the threat as it was posted.
3. Take a screen shot of the computer if possible to provide to local law enforcement.
4. Notify Campus Security.

The campuses rely on the County of Hawaii Fire Department (HFD) and Hilo Police Department to assist us in determining the viability of a bomb threat. Immediately after Campus Security is advised of a bomb threat, HFD and HPD should be called. Security staff will isolate the threatened area (if specified) for a distance of five hundred feet in all directions. Security staff will inspect the area and attempt to locate the bomb. Staff shall not attempt to disarm a bomb or move any suspicious object. Hand held radios or cell phones SHALL NOT BE USED IN THE ISOLATION AREA. If a suspicious object is located on campus following a bomb threat, an EOC outside the isolation area may be activated in a Level II emergency mode.

Hawai'i Community College Bomb Threat Documentation Log

Threat Date: ___/___/___ Time Received: _____ Number Call Received At: (____) ____-_____

Questions to ask the caller:

When is the bomb going to explode?

Where is the bomb right now?

What does the bomb look like?

What kind of bomb is it?

What will cause the bomb to explode?

Did you place the bomb? (Yes) (No)

Why did you do this?

What is your name and/or group affiliation?

Exact wording of threat:

Caller information (your impression of caller and voice characteristics):

Was Caller Voice: Calm ___ Angry ___ Excited ___ Slow ___ Rapid ___ Distinct ___ Ragged ___

Nasal ___ Stutter ___ Lisp ___

Rasp: ___ Deep ___ Slurred ___ Accent ___ Soft ___ Loud ___ Laugh ___ Cry ___ Normal ___

Whisper ___ Disguised ___

Cleared Throat ___ Deep Breathing ___

Was Voice Familiar - if so, who did voice sound like?

_____

Background Noise: None ___ Street ___ Factory ___ Voices ___ Music ___ PA system ___

House ___ Motor ___ Office ___

Booth ___ Call - Long Distance or Local _____ Other (specify)

_____

Bomb Threat Language: Incoherent ___ Irrational ___ Foul ___ Taped ___ Well Spoken

(Educated) ___ Message Read ___

Additional Comments:

UNIVERSITY of HAWAI'I
HAWAI'I
COMMUNITY COLLEGE

Your Name and Telephone Number:

_____

Threat Assessment & Planned Response 14 –Anonymous/Internet Based Threats

Threat Assessment: Recent years have seen a rise in anonymous threats of mass casualty incidents on campuses throughout the nation, although none have occurred in Hawaii. These threats are conveyed by graffiti on college property, often in private spaces such as restrooms, and on the internet, especially social media. Extremist groups or disturbed individuals use those outlets to convey messages of hate and violence, advocating violent uprisings and targeting women and/or minorities. A common tactic is to leave messages like, "Kill all on _____ campus on (precise date.)" While anonymous hate messages are disturbing, there have been no direct links to mass casualty incidents on American college campuses and said messages. None the less, HawCC will take any anonymous hate message seriously.

Planned Response: HawCC campuses rely on Hilo Police Department (HPD) to assist us in determining the viability of all threats. HPD should be contacted immediately after HawCC is made aware of an anonymous threat. As with bomb threats, security staff will sweep the campus to determine if any physical threat is present. A Level One EOC may be established to disseminate information to the public and interface with emergency authorities.