

Minutes: Emergency Planning Sub-Committee

11/18/2005

Convened: 9:00 am

Adjourned 10:30 am

Present: Mike Castell, Chulee Grove, June Higa, Ken Kato, Emily Kukulies, Sheryl Legaspi, Glenn Matsumoto, April McConnell, Ivan Nitta, and Lorri Taniguchi

Unable to attend: Grace Ihara

Minutes:

The committee met to report findings and give updates on actions taken since the 10/20 meeting.

EOP Deadline

Ken announced that the System office has requested each campus submit a complete EOP by 12/25. Although HCC's basic plan is complete, the EP subcommittee is working to augment the plan with Standard Operating Procedures and other helpful information to facilitate plan implementation. Ken also mentioned that HCC has requested 3 satellite emergency phones to be purchased by System funds.

Location of Emergency Info on Web

Glenn reported that Emergency Operations Plans for colleges tend to be buried several layers deep on campus websites and are difficult to locate. He suggested that the HCC EOP be made more readily accessible on the HCC website.

Emergency Planning Training

Glenn will help set up a training session in the spring for the EP subcommittee. The speaker is head of disaster planning at the state and federal level and can provide helpful information on grant money available for emergency planning.

Emergency Operations Center

Mike met with Jon Blumhardt to discuss the best location for a main campus emergency operations center. Jon recommended the top of Bldg. 7 for its satellite and fiber optic resources. Jon offered to visit a future subcommittee meeting to answer questions. Chulee suggested the subcommittee ask if Jon can do an inventory of what equipment HCC has and needs to set up an EOC. Mike mentioned that the center would need a couple of portable generators, a large generator, a high frequency site for voice communication, and a plan to store and refresh fuel supplies. Mike encouraged subcommittee members to attend the upcoming Armed Forces exhibit (Mike, what was the name/date/location/purpose of the exhibition. Sorry, my notes are lacking)

Emergency Management Team

Chulee provided the names and responsibilities of the campus Emergency Management Team:

1. Ken is the EMT executive. He is responsible for all aspects of the emergency response, including developing objectives and managing operations.
2. Glenn Yoshimura is responsible for all operations directly related to tactical response.
3. Stephanie Antolin provides facilities, services and materials for the incident response.
4. Security Officers are responsible for disseminating tactical information related to the incident.
5. Fiscal Officer and assistant are responsible for all financial, administrative, and cost analysis aspects of the incident.
6. Sharon Isa is responsible for dispatcher duties.
7. Lorri Taniguchi is responsible for first aid.

Additional people from various locations on campus and two from each off campus site still need to be identified as Incident Response Team members.

Tsunami Evacuation Zones

Ivan spoke with Ken Gilbert, an Oahu Civil Defense Official, and reported that currently no statistics are available on the impact of a tsunami coming from the south (e.g., Big Island). The inundation zones indicated in the phone book represent historical data. Areas that do not fall in shaded zones may also need to evacuate depending on the circumstances, so it is wise for the college to have a plan. Evacuation notification would come by way of the public broadcast system. In their conversation, Ivan and Ken G. agreed that the possible scenarios are numerous but the planning is well warranted. Ken G. also stated that models of up-to-date computer generated tsunamis are currently being created and will be made public upon completion.

Evacuation of Off-Campus Sites

Based on his conversation with Ken G., Ivan learned that there are no ideal evacuation sites for HCC's AERO facility. Ken G. suggested a route along the H1 viaduct or toward Ranch 99 in the opposite direction of possibly heavy westbound traffic. According to Ivan's interview with AERO staff indicated that they will need assistance with both emergency information and preparation.

Based on his interview with VESL staff, Ivan learned that HCC's Marine Center on Sand Island has sufficient water, food, and equipment (25 KW generators and VHF radio) to manage for a few days in the event of a disaster.

The committee agreed that both AERO and VESL will need assistance in creating a good evacuation plan because they rely on one access road in and out.

Ivan reported that AMT/DIESEL is within walking distance of the main campus and will evacuate to the same sites as the main campus.

Evacuation of Main Campus

June reported on three possible sites for the main campus to evacuate to in the event of a disaster: Lanakila Park, Liliuokalani Park, and Kamehameha Park. All three are within walking distance and have parking and restroom facilities. Chulee suggested the campus write a letter notifying the Director of City Parks and Recreation of plans to use the parks as evacuation sites.

Standard Operating Procedures

Glenn, April, Emily, Sheryl, and Ken submitted example campus emergency plans for the committee to use to draft SOPs and other emergency related communication. Sheryl will incorporate the documents into a boiler plate for the committee to review.

Communicating with Students

Emily provided suggestions on how to best communicate emergency procedures to students and direct them in the event of a disaster. She said the first day of school and another day 5 weeks into the semester should be designated for instructors to review procedures with students in class. From past experience with emergency evacuation drills at another college campus, Emily felt that, ultimately, students will rely on people to direct them. They need to know whether they should leave campus and who to check with for accurate information. All faculty/staff need to know how to facilitate an evacuation because emergencies can occur at anytime. Any HCC employee present should have the training to do so.

The committee agreed and added that all basic procedures should be posted in a consistent manner near every door for quick reference.

Next meeting

The next meeting of the Emergency Planning Subcommittee is on 12/9 at 8:30 am in Bldg. 20, Rm 4.