

DRAFT

Departmental Emergency Planning

The College understands that it is not always possible for all support personnel to be here in an emergency situation. Having very specific departmental emergency plans will direct those available on campus on priorities and steps your department decides to enact in the event to various types of emergencies. Although writing your department emergency plan may seem to be a tedious and difficult task, the benefits of having a plan will definitely be advantageous and of benefit in the long run especially in the case should you sustain damage within your department.

In supplementing the College's general emergency action plan, each department should develop their own internal emergency plan to address special employee needs and special handling of data/equipment in office. Department emergency plans should include:

- Encouraging faculty and staff to maintain their own personal emergency kit in their work area. (Go to http://home.honolulu.hawaii.edu/~hseps/hseps/pdf/Ohana_Resource_Kit.pdf for more information).
- Phone Tree – Developing a phone tree to disseminate important information via phone or email.
- Priority Items of Value - Determining items of value that require relocation or special attention in an emergency.
- Items for Emergency Use - Determining specific department equipment or items that might be needed elsewhere in an emergency. Special emergency graphic tags will be created & distributed to designate items (“property of” and “move to” signs).
- Safe Evacuation & Accountability of Employees – Developing buddy system for all employees and special considerations for employees with special needs that may impact evacuation. Review evacuation procedures and meeting areas each semester.
- Priority Steps in Emergency (Shutdown & Powering Up) – Developing priorities and specific instructions on the safe handling of specialized equipment, servers, etc. that may become damaged should electrical power be affected to office/campus.
- Securing and storing of various emergency response items to protect valuable equipment (tarps, clothespins, duct tape, rope, etc. that may be accessed in an emergency).
- Post-disaster/emergency Recovery Instructions – Developing priorities, lists of persons, and specific instructions of important contacts that need to be made to made or done in the recovery phase of an emergency.
- Posting floor schematic noting location of items of value & emergency items.
- Posting updated departmental emergency plans on a bulletin board or bookshelf. Special emergency graphic will be used to help identify emergency plan.

Input from department employees is invaluable. A general template is attached but only serves as a basic guide to incite the discussion on how each office/department handles various emergencies that affect operations. Brainstorm and jot thoughts down to include in developing a meaningful and realistic written emergency plan for your department or area. Each office or department is very different and may store sensitive information and specialized equipment. Make emergency planning a routine part of each meeting or hold special emergency planning meetings to get this important task done.

DEPT. EMERGENCY PLAN INFO SHEET

Consider various scenarios that may affect your operations and plan accordingly in advance. A little bit of forethought and simple planning may minimize long-term problems and losses. Simple steps might include covering valuable equipment with a safe, waterproof covering to minimize potential water damage should you have a water leak coming from the ceiling. Moving computers off from the floor might minimize potential damage to your computer should flooding occur in your office. Plan and review for these type of events and others:

- Immediate Evacuation for Fire
- Water damage from flood, tsunami, plumbing, roof, windows
- Lockdown (can't leave office, floor, or building) – water, food, radio, flashlight, etc. (see above for personal emergency kit)
- Fire
- Bomb Threat
- Disruptive Employee/Customer/Student
- HCC Departmental Emergency Procedures