

HCC Emergency Planning Subcommittee Minutes
Tuesday, December 11, 2007
Bldg 4 Rm 23B
Started: 10:05 am
Adjourned: 11:10 am followed by Potluck Lunch

Agenda

- I. Introductions & Special Thanks
- II. Updates on Emergency Plan
- III. Plans and Priorities for Committee this year
 - A. Emergency Management Team
 - Information Session for Emergency Management Team Command and General Staff (Those in leadership roles)
 - Information Session for all members of EMT
 - B. Communication/Notification of Emergency
 - Updates
 - Updating Intranet site for Emergency information (suggestions requested)
 - C. Purchase of Disaster-related Supplies & Safe Storage of these Items
- IV. Other

Meeting Minutes

Present: James Niino (Apprenticeship), Lorri Taniguchi (Health Office), Chulee Grove (OESM), Ken Kato (Admin), Nick Harris (Admin Services), Chris Kuahine (Construction Academy), Stella Akamine for Jess Aki (Cosmetology), Ray Valencia (EMC), Janet Garcia (Library), William Lau (CSC/ Library/MIR), Gregory Burgess (PATC Kalaeloa), Wayne Sunahara (Student ACCESS), and Emily Kukulies (Student Life), and William Lau (Welding).

Unable to Attend: Brian Quinto (Aero), Ivan Nitta (Automotive), Jeff Uyeda (Carpentry), Henry Maile (Diesel), Zane Nedbalek (EMC), Stacy Rogers (Fire), Marine Education Training, Libby Jakubowski on leave (Student ACCESS), and April McConnell (Student Services).

Agenda was adjusted to accommodate discussion of more important information for those arriving late and allow those present to view items brought by Ken from his CERT training which were on display.

I. Report from Ken Kato on CERT Emergency Kit & Training (Civil Defense)

The meeting started out with the sharing and display of items that Ken Kato shared with the group of items he was issued after he participated in Civil Defense CERT training classes. Ken attended these free community sponsored classes with the Civil Defense that encompassed 3 Saturdays. On their last day, they had a practice session where they incorporated skills that they were taught. They had the

opportunity to go to the City and County (downtown) and Diamond Head Civil Defense sites as a part of the training. After completion of the course he was issued a backpack with various items (first aid kit, identifiable vest, flashlight, gloves, hard hat, crescent wrench to turn off gas lines, and other items) that he is required to have in his possession in responding in an emergency. He was trained in how to do CPR in a triage setting, identify and treat for shock, basic splinting, identify and mark dead and those needing immediate attention in preparation for medical team to evacuate persons. Because of the recent rise in natural catastrophes and interest in learning more about what kind of training is given by the Civil Defense, he personally decided to enroll in these classes. He is now a certified responder for the Civil Defense having had attended these classes.

As an added note, Ken reported that he did not see Honolulu Community College on the board of listed emergency shelters when visiting their Emergency Management facility. This has been a concern to the committee as we feel that one of the buildings (Bldg 14 stairwells) is not suitable for public access due to the dangerous equipment stored in the buildings that might possibly be accessed inadvertently.

Anyone interested in going to CERT training may contact Ken for more information.

II. Department Emergency Planning

- Special Training of Library Staff on handling Library Collection

Janet Garcia shared with the committee that she and Irene participated in a 2-day workshop at UH Manoa given by Hamilton Library staff. They learned how to take care of different kinds of collections and things of value. Interestingly enough, in order to properly handle and salvage printed items, these items must be frozen. On the last workshop day, they had to come dressed to handle an emergency and participated and practiced how they would handle the unfortunate situations that Hamilton had (flooding and roof leaking). They were:

- (1) Taught how to hang and erect tarps to make a canopy to protect book collections
- (2) Encouraged to put together their own disaster clean-up kit (rolling waste container with items they would need in an emergency such as plastic clothespins, tarps, plastic sheeting of appropriate thickness, and more).

The HCC Library staff has/will be:

- (1) Prioritizing which collections should be salvaged or protected first and will communicate and share this info with Ken and others should the library staff not be around to communicate this to others.
- (2) Reviewing and updating their own emergency response plan specifically addressing various situations and what they would do.
- (3) A list of reputable sources (vendors) that assisted in the storage and clean up of Hamilton Library should HCC need to access these services.

- (4) Since the training they have purchased one of two emergency management manuals that they were able to preview. Because the Library could afford to purchase only one of the sets, she brought the other set for others preview should they/College be interested in purchasing it.
- (5) Adopted and revised a handy one page fold-out sheet that they got at the training which concisely lists steps and pertinent campus contacts and phone numbers to be used by Library staff in an emergency.

-HCC Department Emergency Planning: The committee was encouraged by Lorri to have their own working areas/departments where a few minutes can be spent during regular meetings on emergency planning whereby all employees are able to contribute their thoughts on how their specific department should deal with emergencies. Items to discuss:

- (1) **Areas should start making decisions on specific priorities and handling items of value within their department.**
 - a. **Determine valuable equipment and materials** that need to be protected.
 - b. **Maintain a list of valuable equipment, location of item(s), and pertinent comments/procedures to follow.** In a “grab-n-go” situation, have list posted in an accessible location (i.e. clipboard on wall or bulletin board, etc.) where staff or those responding to an emergency can locate list and items.
 - c. **Emergency Items -- Identify, tag, and maintain a list of equipment that might be needed in an emergency for the department or campus to use** that might be housed/owned by your department. For example, in the Health Office, new rolling cabinets with medical and first aid items can be moved in the event of an emergency as well as items used in an emergency are placed in one central location that can be easily located in an emergency. This emergency equipment list should be included with other list.
- (2) **Prioritize and identify important steps in writing re: handling specialized equipment, data, etc. specific to area department is responsible for.** This is important in disaster planning to properly take down equipment as well as in recovery in safely bringing equipment back up. It is important to put these in writing so that these are available for others to follow should department staff not be available during an emergency (i.e. computer services, telephone network, etc.). Each office is important and needs to think about how an emergency affects their operations.

-Learning from Recent Experience - Recently, water line break in Bldg 27 caused severe flooding throughout the 1st floor of their building and can happen anywhere and anytime. **Emergency planning means planning for emergencies and will may save you a lot of trouble later.** Not necessarily does it have to be for a big

event like a storm or tidal wave or other natural event. It's safer to have a plan to fall back on than nothing. ☺

III. Introductions & Special Thanks

- **New Members:** The committee welcomes new members Gary Burgess (PATC-Kalaeloa), Henry Maile (Diesel), Brian Quinto (Aero), Janet Garcia (Library), James Niino (Apprenticeship) and Co-chair, Stella Akamine who is subbing in for Jess Aki (Cosme) today, and from METC Mark Kimura, Noel Seewerker-Griffiths, and Bob Perkins, Stacy Rogers (Fire), Jeff Uyeda (Carpentry), Wayne Sunahara (Student ACCESS), and Zane Nedbalek (EMC).

- **Special thanks:** Thanks to Chris Kuahine & April McConnell from Construction Academy & Chulee Grove who helped coordinate our off-campus visitations last April. The Health Office got some great deals and was able to purchase some cabinets after we stopped at the State Surplus store. Also, a very special thank you to Chris for offering and mounting heavy duty wheels and placing the cabinets on a wooden platform to make them mobile for us to move these items out of the office in the event of an emergency. Photos of our new Health Office emergency carts passed around for those to see.

IV. Updates on Emergency Plan for Campus

-Finalization of Emergency Action Plan: Target date – Spring 2008

-Ken has presented the draft Emergency Action Plan by Position chart to Administration for their review and feedback.

-The committee was pleased that after 2 years, we have been successful in making progress in completing our plan.

-Chulee shared that she'd like to finalize our HCC Emergency Action Plan for the campus this Spring 2008.

-Committee members are requesting that the latest version of the plan be forwarded for their review.

- **Internal Call-In Center**--A critical piece in making the plan work is that information gets filtered to the Business Office (x142) so that accurate information can be given out to employees. Ken remarked that he has been trying to communicate critical information to the correct parties. Note: On the official chart, the Internal Call-In Center is placed beneath Intelligence and Planning.

Action Item:

- (1) **Lorri will send out latest version of plan once most parts of plan reviewed for accuracy.**
- (2) **Committee members are being asked to send in any additional comments or concerns to the group (email hseps-l@hcc.hawaii.edu) as soon as possible to meet our deadline of Spring 2008.**

Future Action: Upon finalization of the HCC Emergency Action Plan, it was suggested that once the main campus emergency action plan is completed, that the same format and same procedures, when applicable, be adopted and adapted to fit our outlying other campuses (Kalaeloa, Airport, METC, Diesel, AMT, Construction Academy, etc.).

-Review of Other College's Plans--Ken shared that he received a copy of a plan from another college that incorporated use of color-coding emergencies.

Action Item: Ken will share this with the group at the next meeting.

-Classroom Door Locks--Ken shared that the **Campus Leadership Team has endorsed that the classrooms have locks that can lock from the inside** out of concerns raised by faculty regarding safety. Question raised regarding whether door will be able to be opened from outside with master key. No decisions on purchase of types of locks have been made at this time. **Action Item: Ken will provide the committee with more information as it becomes available.** This information can be integrated into the emergency plan once locks placed.

V. Plans and Priorities for Committee this year (2007-2008)

James, Lorri and June met earlier in the semester. Priorities they came up with for the subcommittee centered on communication and emergency preparation.

A. Emergency Management Team

Table top exercise practiced by our subcommittee which was held in April 2007 was highly successful. We will try to take what we learned from that experience and have a similar session for the real Emergency Management Team. However, first we would like to get them acquainted with their roles and responsibilities (see Emergency Action Plan by Position chart for more details).

- This **information session for Emergency Management Team's Command and General Staff** (those in leadership roles) will be held in the **early part of the Spring semester** to familiarize them with their roles and responsibilities
- **Information Session for all members of EMT – later in the Spring semester**

B. Communication/Notification of Emergency

Need for Consistent, Timely, Mass Communication--Concern raised from committee members regarding need to establish a more consistent and timely mass dissemination of communication. Examples of incident cited included: Nearby Xerox shooting whereby because campus could not

be locked down, only could post security on outskirts. Later it was learned that Uesugi ended up proceeding Ewa on Dillingham Blvd passing HCC.

- **Email notification:** Ken raised question whether committee members preferred receiving email notification of emergencies like how UH Manoa handles their emergencies. **Action Item: Ken will find out more info on how we might do this here.**

- **Telephone Network:** James noted that he has asked Nick to provide us with options on capabilities of our existing telephone system. Per Nick, UH Manoa sends out emails to their students, faculty and staff when emergent situations arise. In addition, UH Manoa also sends emails and phone messages to designated campus responders when appropriate. **Action Item: Nick will check into possibilities of mass voice mail messaging or other options that we might consider.**

- **Text messaging:** Some colleges have moved towards sending mass text messages to their students. Drawback of this system was that cellphone must be on to retrieve messages. Concern was that students turn off their cell phones, however, it was noted that many UH Manoa students keep their cell phones on and were able to get updates while in classes situations arose.

- **PA System:** Unlike public schools that have public address (PA) systems going into individual classrooms, HCC does not this type of communication link. Ken reported that he has been doing research in this area. Nextel has a system that allows intercom connection to an external speaker that can be made 1 or 2 way. System requires that you pay per speaker and can become costly if placed in each classroom. When fire alarms were upgraded a few years back, LCC installed fire alarms with speaker capability that allowed messages to be broadcasted. Ken is considering the possibility of submitting a special budget request to have some type of upgrade to some of our existing fire alarms like that at LCC.

Recommendation: Due to high occupancy, consider retrofitting, if possible, at least 1 or 2 fire alarms per floor in Bldg 2 and 7 if monies available at this.

- **Emergency Communication for Security and Ken:** Cell phone provider for the College has been with Verizon Wireless. Verizon Wireless has so far been effective in working during the black out. Ken has been doing research with Sprint/Nextel in finding out what they can offer us. (Note: Nextel pays the College rent to place their antennas on Building 7). It was reported that Nextel has an emergency system and hierarchy on those they need to give power and coverage to during an emergency. **Action Item: Ken will test Nextel equipment and provide us feedback.**

- **Webpage:** Access to emergency information off of the internet/intranet. Emily, who also serves on COSA brought it to Lorri's attention in November that some of the members voiced concerns over not knowing where to access emergency information (check COSA Intranet minutes for details). Discussion: Although committee has information on intranet it is stored under Committee Information. **Action Item: Committee will request that Todd place an "Emergency Info" (red) button on the intranet.** This would link to easy to read basic emergency response information. More thought has to go into what we might do on the student (internet) side.

C. Need for Campus Emergency Preparation

- Training:

- **Fire Evacuation & other training** - Concern raised was that the committee should continue to consider resuming training faculty, staff, and students in fire evacuation. At Pearl Harbor, they regularly held nuclear and other disaster drills for their employees. This allows employees to remain prepared in the event of an emergency.
- **Fire Extinguisher Training** - The committee was informed that we will be having a session on fire extinguisher training at the upcoming Health and Safety meeting in January. Interested participants should RSVP to Chulee to ensure we have an adequate supply of fire extinguishers for the training.
Action Item: More upcoming training will be provided. Stay tuned for opportunities.

- Inspections:

- Emergency Checklist – At the upcoming January Health and Safety meeting, Health and Safety Liaisons will be asked to assist the College in starting safety inspections utilizing a simple checklist for ensuring evacuation routes and equipment are accessible, etc.

Action Item:

- (1) **Health and Safety Liaison Training on Emergency Checklist**
- (2) **Our Emergency Planning Subcommittee Members are invited to attend January Health and Safety Meeting – Thursday, January 10 at 10am-12pm in Bldg 4, 23B. Potluck to follow.**

- Purchase of Emergency Items and Storage:

- Initially, we would like to take care of high occupancy areas (Bldg 2 and 7). Problem presented to group is to ensure items are available and accessible in the event of an emergency. Basic items would

need to be placed in container and possibly “locked”. Storage suggestions included:

- (1) Mounting item to wall (either erect a cabinet or pre-made container)
- (2) Rolling trash container with lid with items within (Hamilton Library)

- Volunteers: The following persons volunteered to check into potential storage spaces to safely store items:

Building 2:

Emily Kukulies

Building 7:

1st and 2nd floor – Janet Garcia

3rd floor – Wayne Sunahara

4th, 5th and 6th floor – will check with Health and Safety Liaison

VI. Other Business

- Next meetings for the semester:

Thursdays at 1:00 pm in Bldg 4-23B or to be announced on the following dates:

January 31

February 28

April 3

May 15

Attachments to place on the web:

Photos of new Emergency Carts for Health Office

V. Potluck Lunch to follow