

## Health and Safety -- Emergency Planning Subcommittee Meeting

Thursday, March 15, 2007

Firehouse, Building 28

Started: 10:10 am

Adjourned: 11:45am

### Minutes

Present: Chulee Grove (OESM), June Higa (Library), Chris Kuahine (Construction Academy), Emily Kukilies (Student Life), William Lau (CSC & Library), William Lau (Welding), April McConnell (Construction Academy), Lorri Taniguchi (Health Office), and Ray Valencia (EMC).

Unable to Attend: Nick Harris, (Administrative Services), Libby Jakubowski (Student ACCESS), Ken Kato (Admin), Sheryl Legaspi (CSC), Ivan Nitta (AMT), and Stacy Rogers (Sabbatical).

- I. Welcome and Introduction of new Committee Members and Guests – None  
Regrets received from Ken, Nick, Libby, and Sheryl who couldn't make the meeting.
  - II. Minutes – Minutes were approved. Due to short circulation time of the 2/15/07 minutes, the subcommittee was given a few more days to review and provide comments back to Lorri. Any additions or corrections to the 2/15/07 minutes should be made by the beginning of next week (3/21/07 okay).
  - III. Updates from Ken Kato re: UH System & HCC (draft) Emergency Action Plan and any other items.  
  
Ken will be getting two dates in Fall 2007 from Chancellor's Executive Staff for Table top training and exercise. Ken shared his appreciation of the hard work being done by this subcommittee and sent his regrets that he couldn't join the group because of a conflict in his schedule.
  - IV. Updates from Chulee Grove: Training Topics and Table Top Exercise Timeline and other updates --  
Training and Table top exercise for the subcommittee to participate in is still on April 13 and 20, 8:30am to 12:30pm and has been relocated to Bldg. 5, Rm 204.
  - V. Old Business:
    - a. Old-fashioned triangular alert/alarm system – fabricated by Willie Lau  
The newly constructed non-electrical alarm system alternative was brought to the Firehouse by Security so that the subcommittee could see and hear firsthand our first sample.  
  
Willie was able to construct this from scrap items found in their shop. In order to produce more of these, he gave a rough estimate that it would take 20' piece of the 1" solid steel rod that can be cut in 4' lengths (can make 5 from that one 20' piece).  
  
Although most members liked the idea, discussion regarding different alternatives that might serve the same purpose surfaced due to the time & amount of labor involved in fabricating this.  
Different other alternatives included:
      - (1) Whistle
      - (2) Church type large bell
      - (3) Hand-held bell (like for musical arrangement; old style on teacher's desk)
      - (4) Cow bell
      - (5) Air horn
- Main locations on the main campus with the most amount of students/employees that would require a non-electrical alert/alarm system would be:
- (1) Bldg 4, Cafeteria
  - (2) Bldg 5, Science
  - (3) Bldg 3, Autobody
  - (4) Bldg 2, high rise with 6 floors (may need something for each floor)
  - (5) Bldg 7 high rise with 6 floors (may need something for each floor)

- (6) Bldg 11, Childcare
- (7) Bldg 27, Cosmetology (2 floors)
- (8) Bldg 6, Administration
- (9) Bldg 71, ETC
- (10) Bldg 14, Trades (may need something for each main sections of the building—Welding, RAC, Carpentry & 2<sup>nd</sup> floor classrooms)
- (11) Bldg 28, Construction Academy

Note: Other locations with building numbers that were added after the meeting that we still need to consider are as follows:

- (1) Bldg 17, Sheet Metal
- (2) Bldg 18, Maintenance
- (3) Bldg 16, Print Shop
- (4) Bldg 9, OESM
- (5) Bldg 13, CENT
- (6) Bldg 12, Old Machine Shop
- (7) Bldg 20, CENT
- (8) Bldg 24, EIMT
- (9) Bldg 43, Automotive
- (10) Bldg 44, Diesel

**Concerns raised:**

- (1) Need a distinguishing sound that gets associated with evacuation
- (2) Most liked the air horn idea but concerns re: possible injury or hearing loss should air horn not be properly used and pointed near people. Should air horn be used in stairwell only? Person using air horn should be issued ear protection (ear plugs) if we use this alternative.
- (3) Distribution of items
- (4) Replacement
- (5) Safety
- (6) Quantity required to make/purchase

Volunteer: Emily Kukulies volunteered to get more information about air horns and whether they have different decibels, pricing, safety concerns.

Any comments or feedback? Any other alternatives to consider (hand-held bells or ??)? If committee agrees with this as an emergency back-up alerting system, where how many and where should these strategically be placed?

b. Continuation of Revision of EAP Organizational Chart

Question re: Internal Call-In Center placement in org chart? Problem is when incident is small and not all entities such as Intelligence/Planning are not actively involved or called in (i.e. bomb threat) information still needs to be accurate and given by someone. Should it be under Public Information Officer? or EAP Coordinator? Or back under Operations?

After discussing this, subcommittee decided that it should be left under Intelligence/Planning and Internal Call-In Center can be activated at any time by head of Operations or Emergency Management Coordinator even if emergency is not large scale where Intelligence/Planning has not been activated.

We will check with Ken whether he feels comfortable with sharing this plan with the Chancellor's Executive Staff for their blessing/comments. The subcommittee initially felt that we needed to have this approved so that we can move forward with other initiatives associated with emergency planning preparation.

c. Report, if any, from Groups:

- i. Library – June Higa shared that the Library has been very proactive at practicing each semester evacuation practice drills for the entire Library staff. Each employee is aware of his or her roles.

June asked Chulee how far they should go when they evacuate to Lot 1C (gravel parking lot on old incinerator lot). Response was to go at least to the middle or further Mauka depending on the emergency. For bomb threat, it is recommended to get as far away as possible.

June also reported that the Library had put in a special Maintenance request to have Maintenance check that all their fire exit doors were operational and able to open. They were concerned that the October earthquake may have affected the fire exit doors. In the past, fire exit doors were found to be either very hard to open or could not be opened and required fixing. June was happy to report that all fire exit doors opened easily, however, they found that their 2<sup>nd</sup> floor Makai fire exit door was found to “not” be connected to their electronic fire alarm panel. All other fire exit doors are connected to this electronic panel and, if opened, show this breach on the panel. All the fire exit doors have a older system that when door pushed open, a small glass piece gets broken and a wound up manual alarm sounds for a short period of time. After testing, glass piece must be replaced and alarm must be “wound”. In addition, the same 2<sup>nd</sup> floor Makai door had problems being locked after the testing by Security and Maintenance. Tumbler (key) for that door was changed and hopefully this locking problem is resolved.

**Problems encountered:**

- (1) Makai 2<sup>nd</sup> floor door – difficult time locking; tumbler changed; hopefully okay.
- (2) Makai 2<sup>nd</sup> floor door – not included in fire alarm system panel. **Ken, is it possible to add this to their existing system?**

- ii. State Surplus Store – Conversation regarding what types of items would we be able to get from the State Surplus Store. Chris Kuahine did go down to location in Mapunapuna and found out that items are not free and purchase must be justified (form must be completed). He said that the payments for items go towards paying workers there. **Chris volunteered to email committee with information** he had on the location, etc. of this facility.

- iii. Notification of what people should follow --

Concern raised on how people are to know what to do in an emergency.

- (1) Emily from Student Life noted that for the past few years, they have included in back of the student’s ID card, emergency steps (call 911, call Security)
- (2) Work in progress includes:
  - i. Emergency poster is being revised and call numbers should be first to 911 then to Security.
  - ii. Once SOPs are finalized, we can abbreviate important sections in a flip chart format with easy and concise information which will include:
    1. General Emergency Information
    2. Specific Emergency Steps for Fire, Bomb Threat and other incidents
    3. Emergency evacuation locations
    4. Key resource phone numbers
- (3) Question raised whether our “phone tree” has been organized. **Need to follow-up with Ken Kato and Nick Harris especially since new UH notification system being worked on.** At the last meeting, Nick was going to contact counterparts at UH what the latest was in regards to this.

- iv. Shelter – Geographic Evacuation plan? Listing of appropriate buildings by type of emergency?

Lorri asked Chris on whether they could work on constructing a list of all types of common emergencies and potential emergency evacuation shelters that might be activated under each category.

Example of Possible Emergency Shelters by Emergency type:

Tsunami (& listed in priority order of preference; determination needs to be made if open one or two or all?)

Building 2 – designation of 5<sup>th</sup>/6<sup>th</sup> floor?

Building 7 – designation 6<sup>th</sup> floor?

Building 14 – 2<sup>nd</sup> floor classroom?

And others?

Traffic Gridlock

Building 2 – KMCC?

And others?

Lockdown (External—someone on the lose in the vicinity; okay to move between floors but not necessarily outside of building)

Building 2 – KMCC?

Building 7 – Library?

And others?

Other types of emergencies???

v. Supplies – Still welcome input re: floor/building supplies and secured placed to store water and food on reserve; i.e. Building 7--Library? CSC (3rd & 4<sup>th</sup> floors)?

vi. Command Center – Lorri asked Ray and Nick if they could start the planning process of what to outfit the command center with. William will send the electronic file on what Sheryl and he had compiled last year over to them that they might what to use.

(3) **HCC Emergency Action Plan and responders** – Lorri still revising and integrating other campus procedures into this plan (i.e. disability emergency evacuation procedures). Everyone welcome to continue to provide feedback; send directly to Lorri. Plan is to have this completed by the end of this semester. Parts of this will be used for training as well so we can see whether parts of the EAP work or not.

## VI. New Business

- a. Posting of Minutes and other documents. William Lau (CSC) was asked to assist the subcommittee in helping us to maintain some of strategic planning documents for subcommittee to access. William will be exploring various options with Kyle Higa from ITS and Nadine Leong from the Library who maintained Accreditation Standard 9 committee documents for their group to access. Lorri will ask Kyle Higa to assist in constructing distribution list to make it easier for subcommittee members to conduct conversations between meetings.

## VII. Upcoming Goals, Meeting Dates and Times

Emergency Operation Planning Sub-Committee goals and monthly meetings are as follows:

### March

Goal -- Unveil the Emergency Action Plan – Organizational chart to Chancellor

Goal – Begin posting minutes.

**April**

**13, Friday**      **Sub-Committee Training for Table Top Exercise** at 8:30 am - 12:00 pm at Bldg 5,Rm 204

**20, Friday**      **Sub-Committee Table Top Exercise** at 8:30am – 12:00 pm at Bldg 5, Rm 204

**May**

**3, Thursday**      Want to plan on visiting off-campus locations – Surplus Store, Kalaeloa, METC, and Aero

**To-do list:**

(1) Chris will check re: van availability (is this an HCC van?)

(2) Chulee will contact Kalaeloa, METC, and Aero locations re: visit.

Plan to make these stops: (1) Surplus Store (2) Kalaeloa (around 10am) (3) Lunch –location still to be determined (4) Aero (5) METC

(3) Ken, did you initially think of contacting UH whether they had a passenger van available if our campus does not have a van?

Start thinking about signage – what kind of signage do we need? Where? How many?

Start preparing for simple, easy-to-understand emergency informational guide to be prepared for distribution once SOPs are completed to possibly include strategic call in number (x142), emergency evacuation routes, emergency shelter locations, etc.

**June**

Goal (or sooner) -- Purchase emergency items for Command Center and Emergency Evacuation locations

**July**

Goal -- Set-up Command Center and Emergency Evacuation supplies

**August**

Goal -- Print and distribute in Fall 2007 Emergency Information guide.

**15, Wednesday** Health and Safety Meeting at 10:00am with Potluck Luncheon to follow

**September, etc.****Addendum:**

Note: Items to remember are highlighted.

3/16/07 -- Special thanks to Kyle Higa. We have a new email distribution list to be used internally between members is [hseps-l@hcc.hawaii.edu](mailto:hseps-l@hcc.hawaii.edu) (stands for Health & Safety Emergency Planning Subcommittee).

Others not on distribution list can email [hseps@hcc.hawaii.edu](mailto:hseps@hcc.hawaii.edu) that I will periodically check. William is also currently working on a webpage for our group where we can store our emergency planning documents that we're working on at this site. More info to come! ☺