

Health and Safety
Emergency Planning Sub-Committee Meeting
Friday, November 3, 2006
Bldg 2, Room 201
Convened: 12:30pm
Adjourned: 3:00pm

Minutes

Present: Libby Jakubowski, Chulee Grove (OESM & Health and Safety Chair), Ken Kato (Vice Chancellor of Administrative Services), Ivan Nitta (AMT), Chris Kuahine (Construction Academy), April McConnell (Construction Academy), William Lau (Library & CSC), June Higa (Library), Emily Kukulies (Student Life & Development), and Lorri Taniguchi (Health Office).

Regrets: Sheryl Legaspi (CSC), Stacy Rogers (FIRE)

I. Welcome and Introduction of Committee Members and Guests

New attendees to Sub-Committee meeting were: Libby Jakubowski (Services for Students with Disabilities office), Chris Kuahine (Construction Academy), and William Lau.

Thanked everyone for coming and encouraged off-campus areas to become involved because much of the work is centered mainly in addressing the main campus for now. We need all off-campus locations to work closely with one another to create emergency plans for various scenarios including evacuation and where they might select a shelter within their complex and off-campus evacuation area as well.

Hope is that last year's members are still interested in joining. Please let June or Lorri know if you are no longer able to serve on the sub-committee.

II. UH System & HCC (draft) Emergency Action Plan – Ken Kato

- Recent Earthquake and Rain
 - Campus --Per Ken's report, no major damage to campus locations. Possible cracking of floor tiles in Bldg 6 and reported humming noise post-earthquake in Bldg 2 that is being investigated. No reported damage from off-campus sites. Ken said he came in the morning and again in the afternoon when Dr. Gopal called concerned about his fish. Dr. Gopal had to add fresh water to aerate water in his fishtanks and is looking into alternatives when electricity should go out. At 5:30pm, security alarm was still working.
 - Other concerns raised:
 - Phone system – HCC's PBX system has 2 hours of back-up power. Nick has compiled a list of emergency phones that will work on campus that are not connected to the PBX system and would be able to dial out in an emergency.
 - Tsunami -- Had tsunami been generated it would take 15-20 minutes for first wave to arrive. Should students from AMT come to main campus to a high rise or go elsewhere? AMT building is only 2 to 2 ½ stories high and getting students to the rooftop would be a problem. According to Ken, he was told that minimum was to be at least on the 6th floor or above in the case of a tsunami.
 - Alternative evacuations sites committee discussed last year was the park by Bishop Museum and Lanakila Park. Because of recent rains, recommended that we not use the Lilioukalani Park as we had originally suggested.

- Canal – Concern raised re: whether overflow from canal has ever been an issue. It was reported that after one of more recent hurricanes, there was water ponding and fish that were found in front of the library building.
- Electrical Outage—Question raised whether there is a time limit as to how long an instructor should hold students when there is no electricity. No one aware of any such thing other than when instructor doesn't show up there is a policy when students can leave or if the instructor should have worked out something prior with students. Outage sometimes is short (5-10 minutes) and sometimes it takes long like a few hours. Problem is that Hawaiian Electric usually doesn't say how fast they can get electricity up. Ken remarked that a call should be made to the Dean to make the call, however, in when health and safety is of concern, instructor can decide to let students go. Comment also made at considerations that instructor must keep in mind (i.e. shorter class time versus longer lab time that lab may also only meet infrequently, amount of material which was going to be covered and whether there's time in the semester to make up time. In AMT lab, no electricity means that they can't do very much due to their need for electricity to work on cars.
- Any other updates -- Department of Health site
 - According to Ken, the Cafeteria has been selected as a site/center to be used in the event of a pandemic. We were told that DoH would take over campus and possible perk would be that campus personnel who volunteer to assist may be able to get vaccinated. DoH stated they need storage to keep items however we have no space. Also would likely want to use Bldg 5 courtyard and classrooms as well.
- Distribution of official documents
 - Ken distributed copies of the UH Systemwide and HCC Emergency Action Plans and requests that members review and give comments that we can discuss at the next meeting. Ken made it clear that this is what was submitted but is by no means completed. Interested parties/committee members can contact Ken for a copy. Chulee suggested that particular attention be paid to Appendix A for now since this is the “meat” of the document. Email committee with concerns/comments so that comments/suggestions can be compiled for circulation later. We will review Appendix A when we convene on Friday, December 1 (next meeting).

III. Training Topics and Table Top Exercise Timeline -- Chulee Grove

- Chulee reviewed email she sent out on 9/13/06 regarding possible topics to present for training for table top exercise but got very little feedback via email. Asking the group for suggestions on what should be covered. Everyone in agreement that listing she included in her email was appropriate to use. Prospective dates were discussed with the group: Tuesday, Feb. 16 for sub-committee to prepare and work on scenarios and questions to ask of emergency responders in scenario. Table top exercise was clarified to be something that gives us opportunity to practice whether our Emergency Action Plan will work or not. Chulee suggested a scenario that would not be too difficult such as an electrical outage. Chulee will resend her email again to committee members of what she had proposed to include in the table top training.

IV. Priority Items to Discuss:

1. Currently working on editing HCC Emergency Action Plan (EAP) and responder list. Chulee reported that OSHA requires that EAP must be reviewed at least once a year for accuracy and updated as necessary.

2. Decision on Command_Center location for the main campus

- Of immediate need, if emergency happened today, it was generally decided that we have no choice but to designate Bldg 6, 2nd floor Admin Conference Room as the temporary Command Center.
- Lorri shared that the sub-committee will need to consider where the dedicated (Permanent) Command Center should end up being and this should be kept in mind as we edit and revise our HCC EAP.
- Also, sub-committee needs to consider alternate Command Center sites depending on type of emergency? Suggested locations made in the past included:
 - Building 2 (because of benefit of being high in case of Tsunami)
 - and/or Building 7 (because of benefit of being high in case of Tsunami)
 - Building 14 (farthest from canal)
 - Building 27 (would it be of benefit anyway because it is a possible hurricane Civil Defense shelter?)

3. Other Priority Concerns

- Mass Notification of Campus and Off-Campus locations.
 - Goal is that information must be delivered quick and with little chance of miscommunication (don't want the last person getting information to get the wrong information).
 - Important to inform campus of type of emergency and instructions of what they should do.
 - Need to review how we can most effectively activate emergency Responders and Volunteers.
 - Problems – Need people, takes time, message can get distorted over time.
 - This past week with rain problem and Pali Highway closing, half the Admin secretaries were at Banner training and Ken had told each Dean to take care of their people in getting the word out that those living on the Windward side would be allowed to leave early. Some people remarked that they never knew that until they read their email the next day.
 - Recent traffic gridlock, concerns were raised about notification as well as ability to stay in building if they did not want to get stuck in traffic. That evening, Security asked someone to leave because they were closing up so he left. Ken said that in situation like that in the future, a phone call should be made to Night Dean on Duty or to Ken. He may consider, in extenuating circumstances to consolidate people in 1 building versus people being all over for safety reasons. A comment was made that HCC might then be responsible for taking care of them.
 - What do we have available to use now?
 - Phones
 - Fax machines
 - Bull horn
 - Other items?Lorri and June will check with Nick Harris regarding capabilities of our existing phone system and whether there is a feature that a recorded message be made and phones can be automatically dialed with messages left, etc.
 - Lorri voiced a need for help in developing a plan (low tech and high tech) how to best notify and communicate vital information with main campus/off-campus sites.

- On-campus Shelters
 - Briefly talked about the need to discuss more where on-campus shelters might be located. For example, if we need to seek shelter if tsunami coming (not enough time to evacuate) where would we go?
 - Last year, sub-committee had suggested that these building might be considered due to need listed above.
 - Building 2 (6th floor or roof for Tsunami?)
 - and/or Building 7 (6th floor or roof for Tsunami?)
 - Building 14 (concern was safety due to the difficulty in navigating through building)
 - Building 27 (slightly higher than Bldg 6, larger, and no glass windows)
 - Lorri voiced a need that campus shelter locations should be discussed and decided when we have more time.

 - Off-campus Emergency and Evacuation Planning and Shelter
 - Re-emphasized need for each off-campus location knowing their specific building and traffic flow, etc. work with one another in developing emergency and evacuation planning and share a copy with the sub-committee after they have completed this process

 - Other concerns raised during emergencies affecting electrical outages are computers, printers and other sensitive equipment. Ken is consulting with campus computer and other folks regarding what might be recommended to save valuable equipment from being affected and it may be recommended that at the end of the workday that equipment be unplugged. Apprenticeship has one air conditioning unit that may have been affected by power surge and will need repair/replacement.
4. It was suggested in order to move forward, we shall do the following:
- William Lau will resume work of compiling lists of needed equipment and supplies. Last year, William assisted Sheryl in researching items needed for a command center. For now, William will work on these lists: Personal kit, Building and Floor Kit, Command Center Kit.
 - Personal Kit -- Everyone is strongly encouraged to keep a “grab and go” kit at one’s desk ready for immediate use which may consist of water, non-perishable food, flashlight, radio, walking shoes, prescription medicine, spare glasses, money, emergency space blanket, essential phone numbers including out-of-state family contact number.
 - Building Kit – Might consist of items such as crank radio, crank flashlight, evacuation information, etc.
 - Floor Kit – To take care of situations when you cannot move to another floor (i.e. Lock Down). Items may include transistor radio and batteries, flashlights, etc.
 - Command Center – include telecommunications equipment and other items.
5. Particular topic or areas of interest that members would like to regularly meet on & report back monthly to EOP sub-committee? Volunteers to work on any of areas of importance???

To-Do Items:

- April will get back to Chulee regarding Construction Academy representative as Safety Liaison to Health and Safety Committee (M. Barros? or ???) Everyone reminded that although Safety Liasons are required to attend meeting, all others are welcome to attend.

V. Upcoming Meeting Dates and Times

Lorri will check into whether we can get a distribution list for our sub-committee group. It was suggested that we actively email one another as things come up and with new findings and discuss things via email so that we maximize time at our meetings for other pressing items.

Emergency Operation Planning Sub-Committee monthly meetings:

December		
	1 at 12:30pm	Sub-committee Meeting at Firehouse, 1 st floor (bring your lunch if you desire)
January		
	?	Date not yet determined
February		
	16 at 12:30 pm	Sub-committee Meets to Review Training Topics and Table Top Exercise
March		
	?	Date not yet determined
April		
	13 morning	Training for Table Top Exercise for all Emergency Responders
	20 morning	Table Top Exercise for all Emergency Responders
May		
	?	

Meeting ended at 3:00 p.m.