

**HCC Emergency Planning Subcommittee Minutes**  
**Thursday, January 31, 2008**  
**Bldg 4 Rm 23B**  
**Started 1:05 pm**  
**Ended 2:30 pm**

**Agenda**

- I. Introductions New Members and Guests
- II. Updates
  - a. UH System - Ken
  - b. Health and Safety Committee - Chulee
- III. Updates on HCC Emergency Action Plan
  - a. Finalization of Plan – Spring 2008 Deadline
  - b. Department Emergency Planning
    - i. Areas & Progress - Committee Members
    - ii. Draft templates – Feedback requested
  - c. Adopting Standardized/Universal Eye-catching Color/Graphics for Emergency Items
    - i. Signage or Poster for Location of Specific Department Plans
    - ii. Schematics or Layout of Department and where Valuable Items Located
    - iii. Vinyl Stickers for Emergency Items to Move Out of Department
    - iv. Vinyl Stickers for Storage Bins/Containers with Emergency Items (Different kind of color/design)
    - v. Identification for Items that belong to: Command Center, Building Kit, Floor Kit, Maintenance, Emergency Shelter
    - vi. Return to Location labels or signs: Maintenance, Business Office, Health Office, Library, Student Life and Development, etc.
- IV. Communication/Notification of Emergency (Everyone invited to share info below; Not limited to names listed)
  - a. Email Notification – Ken
  - b. Telephone Network & Phone Tree – Lorri
  - c. Text Messaging –
  - d. PA System -Ken
  - e. Emergency Communication with Ken and Security - Ken
  - f. Intranet – Emergency Info Button - William and Lorri
  - g. Air horns -? Emily
  - h. Other Options to Explore
- V. Campus Emergency Preparation
  - a. Training
    - i. Emergency Management Team
      1. Command and General Staff (Leaders)
      2. All members
    - ii. CPR and First Aid Classes
    - iii. Other
      1. Fire Extinguisher Training – January 10, 2008
  - b. Inspections

- i. Safety Liaison – Emergency Checklist
    - c. Purchase of Emergency Items and Storage
      - i. Emergency Item List for Campus
      - ii. Purchases
      - iii. Storage in High Rise Buildings (2 and 7)
        - 1. Suggested Storage Options – plastic containers? Rolling rubbish cans?
        - 2. Building 2 - Emily
        - 3. Building 7
          - a. 1<sup>st</sup> & 2<sup>nd</sup> floor – Janet
          - b. 3<sup>rd</sup> floor – Wayne
          - c. 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors -? Health and Safety Liaisons
- VI. Medical Emergencies
  - a. Emergency Contact Information - Banner
  - b. Medical Card and Cellphone ICE
- VII. Other Business
- VIII. Meetings –Location 4-23B or to be announced) on the following dates:
  - Need to reschedule February 28 meeting
  - Thursday, April 3 at 1pm
  - Thursday, May 15 at 1pm

### **Meeting Minutes**

Present: James Niino (Apprenticeship), Lorri Taniguchi (Health Office), Chulee Grove (OESM), Ken Kato (Admin), Brian Quinto (AERO), Steven Chu (ABRP), Lianne Nagano (CSC), Chris Kuahine (Construction Academy), Ray Valencia (EMC), Jon Blumhardt (EMC), Scottie Rhode (FIRE), Janet Garcia (Library), William Lau (CSC/ Library/MIR), Gregory Burgess (PATC Kalaeloa), Wayne Sunahara (Student ACCESS), April McConnell (Student Services), Kimberley Gallant (Counseling) and William Lau (WELD).

Unable to Attend: Nick Harris (Admin Services), Ivan Nitta (AMT), Jeff Uyeda, (CARP), Jess Aki (COSME), Henry Maile (DISL), Zane Nedbalek (EMC), Marine Education Training Center staff, Libby Jakubowski (Student ACCESS), and Emily Kukulies (Student Life).

#### **I. Introductions New Members and Guests**

The committee welcomed Kimberley Gallant, our new mental health counselor and Scottie Rhode, our new FIRE instructor. For their benefit, we went around the room and had everyone introduce themselves and the areas that they represented.

#### **II. Updates**

##### **a. HCC/UH – Ken Kato**

Ken reported that HCC submitted a **2009 supplemental budget** request is in the area of Security. In addition to **adding a security officer position**, plans include putting up **“blue emergency call lights”** on campus as well as hiring of a

consultant to assess our ability to retrofit our existing fire alarm system into one that can have speaker (public address) ability.

**b. Health and Safety Committee – Chulee Grove**

Chulee reported that at our recent Health and Safety meeting held earlier in the month that health and safety committee members/liaisons have been asked to assist with **fire extinguisher monthly checks** that include ensuring a safe pathway for evacuation. A real “hands on” fire extinguisher training experience was held after the official meeting for those interested in parking lot 1C. Chulee hopes to work towards having tabletop exercises that deal with various emergency scenarios at future Health and Safety meetings and most definitely acclimating Administrators in responding to emergencies on campus.

**II. Updates on HCC Emergency Action Plan**

**a. Finalization of Plan – Spring 2008 Deadline**

**Our goal is still to complete our Standard Operating Procedures (SOPs) by the end of this semester.** Various aspects of how we currently deal with emergencies as well as published policies and procedures are being reviewed to ensure consistency, relevancy, and effectiveness. **More effort recently has been placed on trying to simplify intranet emergency procedures for “emergency alert button” so we can initiate and have this new change made.** More information on this to follow.

**b. Department Emergency Planning**

i. Areas & Progress - Committee Members  
No reports at this time.

**ii. Draft templates – Feedback requested at the upcoming March meeting.**

**Lorri passed out a draft of department emergency planning documents for committee to review and give feedback.** At January Health and Safety meeting, as part of the Emergency Planning Subcommittee’s report, each liaison was encouraged to begin discussions on how each department would handle and be affected by emergencies. Departments are highly encouraged to begin talking and recording discussions made on contents addressed on the various sheets in the packet which include:

1. Info Sheet – general info and value of planning ahead
2. Personal Emergency Response Kit Info
3. General Department Plan – Documentation of plan and updates
4. Emergency Phone List template (form fillable) – List of staff to contact in an official campus emergency situation.
5. Priority Steps to be Done in Emergency – Specific steps for department to take in saving/securing equipment or data in various emergency situations.
6. Priority Items of Value to Save – When possible, attempts to save or minimize damage to said equipment, special collections, data or other irreplaceable items in department.
7. Emergency Items Available for Campus Use – Designation of any items that might be “borrowed” for use during an emergency

(special tools or equipment, rolling whiteboards/chalkboards, exercise mats, food, water, cots, safety vests, etc.)

**Committee was highly encouraged to initiate discussions within their departments to “test out” the handout/info and provide feedback/revisions to Lorri by the next meeting with hopes of providing finalized copy to campus in March.**

**c. Adopting Standardized/Universal Eye-catching Color/Graphics for Emergency Response Items**

**Ray and Jason from the Print Shop are working on the various items listed below with common eye-catching graphics.** Items requested for work are:

- i. Signage or Poster for Location of Specific Department Plans
- ii. Schematics or Layout of Department and where Valuable Items Located
- iii. Vinyl Stickers for Emergency Items to Move Out of Department
- iv. Vinyl Stickers for Storage Bins/Containers with Emergency Items (Different kind of color/design)
- v. Identification for Items that belong to key emergency areas: Command Center, Building Kit, Floor Kit, Maintenance, Emergency Shelter
- vi. Return to Location labels or signs: Maintenance, Business Office, Health Office, Library, Student Life and Development, etc to ensure safe return of emergency items back to departments.

**IV. Communication/Notification of Emergency** (Everyone invited to share info below; Not limited to names listed)

- a. **Email Notification, text messaging, PA system** – Ken reported that per Nextel, they have capability of having an external speaker that we may place in classrooms/rooms, however, limitations are cost prohibitive as it is a per room cost. **Ken will have Nick continue his work in this area** when he returns from being on leave.
- b. **Telephone Network & Phone Tree** –Lorri has been working **with Ken in securing phone numbers from key emergency responders** to add to pocket response chart. **EMC (Ray) has agreed to assist in formatting essential phone listing** for administrators to access in an emergency.
- c. **Intranet – Emergency Info Button** – William Lau (MIR) and Lorri have been working on simplifying current intranet emergency instructions for **“emergency info button”**. Committee is encouraged to review link on our hseps webpage (click on 2<sup>nd</sup> bullet entitled, “Emergency” to see 1st revision. A table of contents section precedes items that are follow below. A 2<sup>nd</sup> revision was distributed as a handout entitled “Draft for Intranet Emergency Info Button” detailing revised/simplified emergency steps” which provides added information than what is currently on the web. These include:

Emergency Steps  
Bomb Threat  
Disruptive Behavior  
    Verbal Threats/Harassment  
    Physical Violence  
    Temporary Restraining Order  
    Criminal Prosecution

- Elevator Malfunctions
- Enemy Attack
- Evacuation
  - General Steps
  - High Rise Evacuation Procedures
    - Building 2
    - Building 7
  - Life Threatening Situations
  - Outdoor Evacuation Locations
  - Persons with Disabilities
    - Emergency
      - Ambulatory
      - Hearing Loss
      - Vision Loss
      - Wheelchair Users
    - Non-Emergency
  - Preparation

Fire

Natural Disaster

Persons with Disabilities (links back to above evacuation section)

Physical Violence (links to above disruptive behavior section)

Threats, Harassment and Assault (links to above disruptive behavior section)

Committee requested to review handouts and “emergency” link for feedback.

- d. Air horns – Emily will forward information to committee at next meeting
- e. Other Options to Explore – none at this time.

## V. Campus Emergency Preparation

### a. Training

- i. **Emergency Management Team for Command and General Staff (Leaders) and all other members still being planned on for this semester.** Chulee reported that Ramsey sent an email to administrators regarding compliance to federal regulations requiring colleges receiving federal funds to comply with certain emergency response requirements. Chulee would like to emphasize that we continue to make use of the media to assist us during emergencies (local TV, radio, etc.). The College will have to ensure that we comply with these requirements. Addendum: Requirement includes: “Institution of higher education to include a statement of their policies regarding immediate emergency response and evacuation procedures. Policies must include procedures to notify the campus community within 30 minutes in the event of an emergency or dangerous situation occurring on campus and procedures to test emergency response and evacuation procedures annually (taken from email from Ramsey to Ken re: Federal Provisions Concerning Campus Safety Programs).”
- ii. **CPR and First Aid Classes – await scheduling of classrooms and then classes will be publicized.**
- iii. Other
  - 1. **Fire Extinguisher Training – January 10, 2008**

Special thanks to Chulee for her excellent PowerPoint presentation and hands-on training at our recent January Health and Safety Meeting. One suggestion was to videotape these opportunities for others to partake in later.

**b. Inspections**

**i. Safety Liaison – Emergency Checklist**

Chulee reported earlier that **health and safety liaisons would be assisting with monthly inspections of fire extinguishers.**

**c. Purchase of Emergency Items and Storage**

**i. Emergency Item List for Campus** – A few sample lists of documents of emergency items listed for the various areas such as Command Center, Building list, Floor List, Emergency Shelter list, Emergency Response list were available on the check-in table for review. This was also circulated as an attachment for committee members to review and are also on our hseps committee website for reference.

**ii. Purchases** – Upcoming purchases will include Mylar blankets and Cyalume sticks for high-rise building evacuation. Lorri and William will be working with Ken on these purchases. Committee has purchased emergency combination hand crank flashlights/radio from Costco and these will be distributed once we decide on how we can best store and safeguard these items so that they will be there when we need them in an emergency.

**iii. Storage in High Rise Buildings (2 and 7)**

1. Suggested Storage Options – plastic containers? Rolling rubbish cans? **Jeff Uyeda will be working with James Niino** on this project.
2. Building 2 – **Emily Kukulies will provide update** at the next meeting
3. Building 7
  - a. 1<sup>st</sup> & 2<sup>nd</sup> floor – Janet Garcia (still working on library emergency response plan)
  - b. 3<sup>rd</sup> floor – Wayne Sunahara checked with Clara Iwata on possible available existing storage space in the College Skills Center. They may have some cupboard space depending on size and amount needed to be stored.
  - c. **4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors** -? Health and Safety Liaisons Chulee mentioned that she would check with Steve Mandraccia whether he would be able to assist us in this area.

**VI. Medical Emergencies**

**a. Emergency Contact Information – Banner**

Lorri reported that a HonCC Emergency Contact Information form is sent to all new students with their acceptance letters. Students are invited and encouraged to update this information periodically online on their UH Portal account information. All information on forms returned is inputted into emergency screen and may be accessed from any campus by key campus personnel. A handout entitled, "Emergency and Medical Information" put together by the Health Office with information on how to update MyUH Emergency Contact Information was shared and they are as follows:

- Update MyUH account at least every semester or when phone numbers of emergency contacts change.

- Log into MyUH account > Go to Student Records > Type in “Emergency Contact Info” in Search box – OR- click on “Personal Information tab > select “View/Update My Emergency Contacts”

**A copy of the HonCC Emergency Contact Form and information on how the Health Office handles medical emergencies was circulated.**

**b. Medical Card and Cellphone ICE**

The **City and County EMS department highly recommends that people carry Emergency Medical ID cards** that you can print off of their website. More info on this as well as website information was included in the above handout.

To print your own Emergency Medical Identification card go to:

- Write out your own card:  
<http://www.co.honolulu.hi.us/esd/ems/emergencymedialidcard.pdf>
- Form –fillable card (requires MS Word):  
<http://www.co.honolulu.hi.us/esd/ems/emergencymedialidcard.doc>
- Print Emergency ID card to post on refrigerator or near your phone (consider printing one for each member of your household):  
<http://www.co.honolulu.hi.us/esd/ems/emergencymedicalrefrigeratorcard.doc>

In addition to Emergency contact information, **ICE, In Case of Emergency information was provided** for those who may be interested in adding this information to their cell phones. This is not to replace carrying proper identification such as driver’s license and health care cards and should not replace medical alert tags or medical device information cards.

VII. Other Business

VIII. Meetings –Location 4-23B or to be announced) on the following dates:

Next meetings

10am on Wednesday, March 5 (no February 28 meeting)

1pm on Thursday, April 3

1pm on Thursday, May 15

Attachments of handouts to place on webpage:

Draft Department Emergency Planning Sheets handouts (various)

- Dept. Planning Info Sheet
- Personal Emergency Response Kit Info Sheet
- Dept. Emergency Plan Update Sheet
- HCC Emergency Phone List (template) – Word form-fillable document
- Priority Steps in Emergency
- Priority Items of Value
- Items for Emergency Use

Draft Medical Emergency handout

Emergency & Medical Information handout (HCC Emergency Contact Information, ICE, and Medical Identification Cards)

HonCC Emergency Contact Form handout