

HCC Emergency Planning Subcommittee Meeting
Thursday, April 10, 2008
Bldg 4 Rm 23B
Started 1:10 pm
Ended 2:35 pm

Meeting Agenda

- I. **Introductions New Members and Guests**
- II. **Updates/Announcements**
 - a. UH System (Ken Kato)
 - b. Health and Safety Committee (Chulee)
- III. **Updates on HCC Emergency Action Plan (EAP)**
 - a. **Requested Feedback by Friday, May 2** -- Emergency Action Plan & Appendix A (Standard Operating Procedures) – Copies of EAP will be distributed.
 - b. **General Review** of Plan to include Response Chart, EAP, SOP
 - c. **Table-top Training & Exercise** for Administration
Friday, May 23 from 8:30am – 4:00 pm in _____ (Chulee)
 - i. Committee participation requested to assist
 - ii. Suggestions on Scenarios
 1. Shooter?
 2. Lockdown?
 3. VCAS not available?
 4. Integrate Connect-ED Notification system?
 5. Others?
- IV. **Discussion on Future of Emergency Planning Ad hoc Subcommittee**
 - a. **Transition of EAP to Administration**
 - b. **Administration's Roles in Emergency Plan and Implementation**
 - c. **Subcommittee's Role – Develop Short-term & Long-term Goals & Targeted Completion Dates**
 - i. Continue next year? Positive Points? Negative Points?
 - ii. Is there room for 2 groups (Admin & Subcommittee) to work on Emergency Planning? Can the groups co-exist and support one another? Does this creates more confusion or deflects from who is ultimately responsible?
 - iii. Not continue next year? Positive Points? Negative Points? If we do not continue, are there certain projects that the committee feels it should complete? (Intranet, Internet, Flipchart, Emergency Kits, etc. If so discuss and prioritize and give anticipated target dates of completion)
- V. **Old Business**
 - a. **Department Emergency Planning** (Lorri)
 - i. Areas & Progress - Committee Members may give feedback or suggestions
 - b. **Emergency Kits**
 - i. Purchased Items: Mylar blankets (Lorri); To be Purchased: Cyalume Light Sticks (Nick)
 - ii. Recommended Items for Floor/Building Kits (April, Emily, Chris, and Frank)
 - iii. Storage? Where? Locks? (Jeff & James)
 - c. **Adopting Standardized/Universal Eye-catching Color/Graphics for Emergency Items** (Ray & Jason)
Signs

- i. Poster to locate where Department Emergency Plans are located (to fit 8.5" x 11" size paper taped to this).
- ii. Poster for Schematics or Layout of Department and where Valuable Items are located (to fit 8.5" x 11" size paper taped to this).
- iii. 8.5" x 5.5" and strips size Vinyl Stickers:
 - 1. Emergency Items to Move Out of Department "Move To: _____" (Command Center, Emergency Shelter, etc.). Any other departments?
 - 2. "Return to: _____" location labels or signs: Maintenance, Business Office, Health Office, Library, Student Life and Development, etc. Any other departments?
 - 3. Identification for Items that belong to: Command Center, Building Kit, Floor Kit, Maintenance, and Emergency Shelter. Any other departments?
 - 4. Storage Bins/Containers with Emergency Items (Different kind of color/design)

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

- i. **Email Notification & Text Messaging & Telephone Network** (Ken, Nick, Lorri)
 - 1. March 17 Connect-ED (UH Alert) Meeting Summary
Connect-ED website info:
<https://www.nticonnected.com/about/HED/home.html?z=20080331175023> . UH Alert System website info:
<https://www.hawaii.edu/alert/>
 - 2. Need for training Administrators/Crisis Team & Scripts for scenarios
- ii. **Administration Phone Tree** – (Ken and Lorri)
- iii. **PA System** for high rise buildings (William) – on hold
- iv. **Published Info:** Intranet (Emergency Info Button), Intranet posting, Flipcharts– (Chulee and Lorri) – on hold at this time since major work is being done first on campus Emergency Action Plan.
- v. **Air horns** (Emily gave a on-line quote of \$6.99 each for 0.3# air horn from Buycostumes.com)
Concerns raised in the past have included: How do we safely use these? When do we safely use these? Need to communicate what they mean or it would not have any meaning.
- vii. Other Options to Explore

e. Campus Emergency Preparation

- i. Bldg 14 Emergency Lights
- ii. EAP Training – Chulee (as noted above)
- iii. CPR and First Aid Classes – Lorri (TBA)

VI. **Other Business** (Committee members invited to bring up items of concern)

VII. **Next Meeting – Thursday, May 15 at 1pm**

HCC Emergency Planning Subcommittee Meeting

Thursday, April 10, 2008

Bldg 4 Rm 23B

Started 1:00 pm

Ended 2:30 pm

Minutes

Attendees: James Niino (Apprenticeship), Lorri Taniguchi (Health Office), Chulee Grove (OESM), Ken Kato (Administrative Services), Jeff Uyeda (Carpentry), Chris Kuahine (Construction Academy), Ray Valencia (EMC Print Shop), Janet Garcia (Library), William Lau (MIR), Wayne Sunahara (Student ACCESS), April McConnell (Student Services), Kimberley Gallant (Counseling), Guy Shibayama (Apprenticeship), Jon Santos (Security)

Excused: Gary Boydell (Tech II), Scottie Rhode (FIRE), Nick Harris (Administrative Services)

Unable to Attend: Brian Quinto (AERO), Ivan Nitta (AMT), Jess Aki (COSME), Henry Maile (DISL), Zane Nedbalek (EMC), Marine Education Training Center staff, Gregory Burgess (PATC Kalaeloa), and Emily Kukulies (Student Life).

I. Introductions New Members and Guests

Committee was introduced to Jon Santos, newly hired Evening Security Officer. Everyone present introduced himself or herself and noted the area that they represent.

II. Updates/Announcements

a. UH System (Ken Kato)

- i. Receives many emails from Civil Defense and forwards those that he feels are appropriate to HCC. Most of the time, these are weather advisories such as potential flooding, however, as appropriate it may be earthquake warning or tsunami information.
- ii. Shared that he received correspondence from UHM Emergency Management Program's Assistant Management Coordinator, Jimmy Lagunero saying that he is happy with HCC's committee that is working on emergency planning. In his memo to Ken, he recommends that Ken attend two different kinds of training: (1) basic life support course (8 hr training and take test; tentatively planned at UHM on May 30) and a (2) FEMA Incident Command Training. Shared with Jimmy that he had taken CERT training.

His contact information taken from memo is as follows:

Jimmy Lagunero

(Background: CERT trained, former EMT, Paramedic student with C&C EMS, Medic (Combat trained Combat lifesaver)

Phone: 956-0773

Email: lagunero@hawaii.edu

- iii. Ken reported that he forwarded emergency numbers for Administrators were given to Lorri.

- b. Health and Safety Committee (Chulee)
 - i. Upcoming Fall semester safety meeting – thinking of doing a more extensive scenario, tabletop exercise. Considering asking divisions to report and come up with their thoughts of their emergency planning plans. No pressure, just to share their thoughts and ideas. Committee thought it would be a good idea.

Items in agenda were moved up to accommodate members giving reports.

III. Adopting Standardized/Universal Eye-catching Color/Graphics for Emergency Items (Ray & Jason)

- A. Shared draft of poster to go on the wall, information on the poster will be used for first responders as well as information for staff to know. Shared signage and stickers to place on equipment (with color codes if we'd like to go with this format). Shared signage to go on cabinets where supplies and equipment to be stored (Building and Floor Kit). Signage will need to at least designate areas of the command center, rest areas, etc. Graphics incorporated eruption, fire, hurricane, civil defense, biohazard, and earthquake symbols. **Committee asked to think about samples and ideas presented and to give feedback so we can improve and make appropriate changes.**

Brought sample signs for the following (see photo of samples on website (<http://honolulu.hawaii.edu/intranet/committees/epc/>)):

- i. 12" x 18" poster to locate where Department Emergency Plans are located (to fit 8.5" x 11" size paper plan taped or attached to this).
- ii. 12" x 18" poster for Schematics or Layout of Department and where Valuable Items are located (to fit 8.5" x 11" size paper of layout taped or attached to this).

Concern: Some committee members shared some concern that they did not want what they considered to be "their valuables" posted for others to see.

Consider:

- a. Dual-purpose layout map with different codes for items of value to move out in case of emergency.
- b. Chulee suggested integrating into our emergency plan a GIS – Geographic Information System that can incorporate information like specific locations for items like chemical storage and other items in layers on a floor plan. Per Ken, MauiCC recently had to evacuate their buildings because of a hostage situation. **Goal would be to have this type of information placed electronically.**
- iii. 6" x 8.5" size Vinyl Stickers:
 - 1. Emergency Items to Move Out of Department "Move To: _____" (Command Center, Emergency Shelter, etc.). Any other departments?
 - 2. "Items Belong/Return to: _____" location labels or signs: Command Center, Emergency Center, Building Kit, Floor Kit, Maintenance and _____ samples brought. Originally thought was to possibly include Business Office, Health Office, Library, Student Life and Development, etc. Any other departments? Consider color scheme (for department or for sector such as Operations, Logistics, Planning/Intelligence and Finance. Combined with idea that "Return To" and the "Belong To" signs into one.

3. 2" x 11.5" strip (signs/sticker) to "flag" items that don't have large space on the front for placing signage and signage ("return to" sign, etc.) have to be placed on side.

Concern: Too big to put on some smaller items like megaphone, etc.

Consideration: Make strips smaller for smaller items as initial intent was for larger items such as moving carts, etc.

4. Storage Bins/Containers with Emergency Items (Different kind of color/design)

Considerations for all items:

- **Color scheme** – provide Ray and Jason with suggestions on what we might want to do in using various colors
 1. Specific colors for departments ?
 2. Specific colors for operational groupings (Operations, Logistics, Planning/Intelligence, Finance) ?
 3. –OR- specific colors for certain emergency areas ?
- **Alternative instead of posting plan-** If using binder for plan perhaps consider insert a similar designed sheet for front cover. Can then place note on poster where department planning binder is situated.

IV. **Emergency Kits**

- a. Purchased Items: 100 Mylar blankets purchased and presently housed in Health Office (Lorri);
- b. To be purchased: Cyalume Light Sticks (Nick)
- c. Report made by Chris on behalf of their group (April, Emily, Chris, and Frank)
 - i. Recommended Items for Floor/Building Kits First Aid products will be in another kit. **Items and other details are still open for discussion.** Items included in kit (initial thought was that we would place 2 kits per high rise floor):
 1. Empty Stanley (only size this comes in; nice because can see through) tool kit (\$15)
 2. Orange safety vest (better with glow-in-the dark strip) to make it easy for others to follow/find
 3. All-in-one plier kit (multi-tool type)
 4. Whistle
 5. Latex gloves
 6. Maps
 7. Glow sticks (8-12 hour life)
 8. Food (i.e. Granola bars)
 9. Non-battery flashlights
 - 10.** Crank radio/flashlight
 11. Blanket – space blanket or lightweight military blankets (waterproof)

B. Issues to address:

1. **Cost and Location of the Kit**
 - Total cost of the kit with contents \$85-\$100.
 - Location may depend on size of kit
2. **Size and type of kits**
 - Clear makes it easy to see inside

- Paper box (reams of paper come in) or plastic box of about this size might be good size but doesn't hold up to weather conditions if need to keep items dry, safe, etc.
- Style of kit – consider in selecting for ease in carrying kit, if to be portable. One suggestion was that we consider placing items in duffle bag. Concern raised was that it sometimes is hard to find items in bottom of duffle, so not as easy to access and know what is in kit.

3. Who will be responsible for maintaining the Kit?

- Deputize people to hold the Kit

4. Perishable food

- Having food such as the Granola will need to be changed.

5. Water will have to be stored separate due to space considerations.

6. Blankets - if bulkier type, can be stored separately and using vacuum sealer type bag to shrink size.

V. Updates on HCC Emergency Action Plan (EAP)

Everyone was thanked for their feedback to the plan as it took the committee 3 years to accomplish this goal.

a. **Requested Committee feedback by Friday, May 2** -- Emergency Action Plan & Appendix A (Standard Operating Procedures) – Copies of EAP were be distributed at meeting.

b. **General Review** of Plan to include Emergency Response Chart (also known as Emergency Action Plan chart) that it compliments, EAP, and SOP

- i. **Important to begin having Administration getting the people together to organize and mobilize sections they will be responsible for.** These areas under Operations, Logistics, Planning/Intelligence and Finance are very critical to having an effective plan.
- ii. **Suggested correction to chart:** Concern raised on PCATT Director (Scott Murakami) being **alternate** to running emergency when **Emergency Management Coordinator** assigned to VCAS (Ken Kato) not here. In addition to that role, PCATT Director is in charge of Logistics. Some members on committee voiced concern that changes be made to chart so that PCATT Director should concentrate efforts on organizing Logistics which is a very large undertaking with large emphasis on communication infrastructure (phone, computer, & other media sources) and emergency evacuation planning, shelters, etc. than learning overall emergency management coordination at this time and do that job only. **Action desired: Retain PCATT Director in Logistics role & be released from responsibilities of being Alternate Emergency Management Coordinator.**
- iii. **Suggested correction to chart:** One suggestion that a number of members agreed was a viable alternative to replacing PCATT Director in Alternate Emergency Management Coordinator role was to consider using experience of Mark Silliman due to his past experience within the UH/CC system. Another member pointed out that although there may be other highly qualified faculty and staff who can take this position, there are advantages of having an Administrator placed in this particular position. **Action to consider:** Place Mark Silliman in Alternate Management Coordinator position.
- iv. It was also brought for discussion the possibility of eliminating top tier of Emergency Management Team Executive to simplify our response plan. Ken felt that he would need to review and ensure that our chart followed the UH system plan.
- v. Chulee reviewed for the committee a little bit of the Emergency Response Chart and how it relates to the Emergency Action Plan. Overview consisted of how the positions work and the main responsibilities of the Command Staff (top level) and General Staff that care for Operations, Logistics, Planning/Intelligence, and Finance.

- vi. **Ken's Retirement:** Another concern raised was the fact that Ken is planning on retiring at the earliest December 2009. This needs to be kept in mind so carryover or transition of knowledge and responsibilities is smooth. **Need to consider alternate to be someone with some longevity to be in position for a while and that they will take ownership in this important role.** Person who replaces Ken must be someone who knows the employees and the campus well and understands the campus inner-workings to be effective and must be someone who will take this position very seriously.
- vii. Chulee reviewed for the committee the parts of the Emergency Action Plan and Appendix. **Should you not have to time to review the entire document, please at least check out Appendix A.** A1-A8 response procedures are very important. Section A3 is the heart of the planning document. Shelter-in-place and Pandemic sections will be added later. Please send Chulee comments by May 2nd. You can red mark your copy and send them to Chulee. Committee elected to have committee review document first and then Chulee will include suggested revisions and then this will go out to campus. Question raised on whether hard copies will be distributed once approved. Copies may be requested, however, mode of distribution will be primarily to have document on intranet for people to view/print as desired.

**c. Table-top Training & Exercise for Administration
Friday, May 23 from 8:30am – 4:00 pm (Chulee)**

- i. May be postponed since all Command Staff must be present. This may be delayed to the Fall 08 or later should all the participants not be able to attend. Initial plan was to have training at an off-site location so that there are no distractions. Training would be all day.
- ii. Committee participation requested to assist with scenarios and role-playing.
- iii. Suggestions on Scenarios
 1. Need for something catastrophic and will enable the team to assemble and execute the action plan.
 2. Lockdown?
 3. Shooter?
 4. VCAS not available so can see other members address various situations. Might be practical situation where VCAS instead watch and review.
 5. Integrate Connect-ED Notification system?
 6. Others?

VI. Discussion on Future of Emergency Planning Ad hoc Subcommittee Updates on the HCC Emergency Action Plan (EAP)

a. Transition of EAP to Administration

Now that plan is nearly complete, the mission or what the group initially came together as a group 3 years ago is almost complete. Emergency Planning Subcommittee is not an official committee and is an adhoc committee under Health and Safety and is comprised of persons who have an interest in improving campus safety through work on emergency planning initiatives.

b. Administrations Roles in Emergency Plan and Implementation

Committee overwhelmingly feels that it's time for Administration to become more actively engaged in taking over and implementing the Emergency Action Plan. Committee members do not have the authority to initiate and organize parts of the plan that need Administration oversight and support.

Concerns/Comments shared:

- If committee continues, Administration will hesitate taking active role in implementing Emergency Action Plan.

- There is established momentum so if we stop, will Administration pick up and resume where we leave off?
- Do individuals value this committee and it's actions?
- Let's complete the plan and re-evaluation the role and function of the subcommittee.
- Issues with responsibility of who makes corrections/additions to the plan?
- by many is the need for administration With all the changes in the world and the college environment, more of such planning will need to take place and be taken seriously.

c. Subcommittee's Role – Develop Short-term & Long-term Goals & Targeted Completion Dates

- Continue next year? Positive Points? Negative Points?
- Is there room for 2 groups (Admin & Subcommittee) to work on Emergency Planning? Can the groups co-exist and support one another? Does this creates more confusion or deflects from who is ultimately responsible?
- Not continue next year? Positive Points? Negative Points? If we do not continue, are there certain projects that the committee feels it should complete? (Intranet, Internet, Flipchart, Emergency Kits, etc. If so discuss and prioritize and give anticipated target dates of completion)

Lorri requested that committee members think about this so that we can continue discussion of this at the next meeting.

VII. Old Business

a. Department Emergency Planning (Lorri)

- Areas & Progress – Feel free to share information to committee on feedback or suggestions brought to members. Hope is to have workshops or sessions in Summer and Fall to help departments start planning.

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

- Email Notification & Text Messaging & Telephone Network (Ken, Nick, Lorri)**
 - March 17 Connect-ED (UH Alert) Meeting Summary
Connect-ED website info: <https://www.nticonnected.com/about/HED/home.html?z=20080331175023> . Excellent session mainly about sending emergency notification message out.
UH Alert System website info: <https://www.hawaii.edu/alert/>
Everyone on campus encouraged to check into subscribing to receiving emergency notification.
 - Need for training Administrators/Crisis Team & Scripts for scenarios; UH said that they will assist us in scripts that we can use to type out succinct messages since text message has minimal character limitation.
- Administration Phone Tree – (Ken and Lorri)**
Ken provided this to Lorri. Errors noted and will be worked on. Will then forward to Ray for their assistance at Print Shop in developing a handy reference guide for Command Staff/Administrators.
- PA System** for high rise buildings (William) – on hold
- Published Info:** Intranet (Emergency Info Button), Intranet posting, Flipcharts– (Chulee and Lorri) – on hold at this time since major work is being done first on campus Emergency Action Plan.
- Air horns** (Emily gave a on-line quote of \$6.99 each for 0.3# air horn from Buycostumes.com). Concerns raised in the past have included: How do we safely use these? When do we safely use these? Need to communicate what

they mean of it would not have any meaning. No other information obtained to discuss at this time.

vi. Other Options to Explore

Ken noted that there is a strong likelihood that HCC should get some monies earmarked for Security. What this translates into is a possible position, new cart, blue emergency lights, and more.

c. Campus Emergency Preparation

- i. Bldg 14 Emergency Lights – James, Ken and William working on this project
- ii. EAP Training – Chulee (as noted above)
- iii. CPR and First Aid Classes – Lorri
Classes for Janitors and Maintenance department being planned for May.
Other classes will be announced.

VIII. **Other Business** (Committee members invited to bring up items of concern)

IX. **Next Meeting – Thursday, May 15 at 1pm** cancelled.

Instead, Meeting will be held on Friday, May 2nd

10:00 meeting

12:00 potluck lunch

Apprenticeship