

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

( ), 2005

E2.203 Emergency Preparedness and Response Responsibilities

I. Purpose

The Governor's Administrative Directive No. 95-02, dated June 2, 1995, Civil Defense Policy, provides State policy on emergency preparedness and response procedures and responsibilities for all State departments and agencies. In line with this directive and with the President's responsibility for the administration and protection of the University of Hawai'i colleges and subdivisions, as contained in Section 2-2 of the Board of Regents By-laws and Policies, University policy is established herein to develop, implement and maintain emergency operations plans in the event of emergencies or disasters.

II. Objectives

- A. To develop, implement and maintain System and individual Campus emergency operations plans for taking actions to preserve and protect University of Hawai'i resources during emergencies and disasters.
- B. To ensure that all Campuses are provided the latest Federal, State and University emergency preparedness programs, procedures and training.
- C. To enable Campuses to act independently in meeting emergencies and disasters.

III. Policy

A. Emergency Operations Plan (EOP)

1. The Vice President for Administration shall be responsible for developing, implementing and maintaining a System EOP for the University of Hawai'i. Emergency preparedness and operational responsibilities of System Vice Presidents shall be spelled out in the System EOP.
2. Chancellors shall be responsible for developing, implementing and maintaining individual Campus EOPs to meet the particular needs and circumstances of their campus and the facilities under their jurisdiction. Guidelines for the development of Campus EOPs shall be developed by the Vice President for Administration and forwarded to all Chancellors.

3. All Chancellors and System Vice Presidents shall familiarize themselves with the statewide disaster support responsibilities of the University of Hawaii'I. These are contained in the State of Hawaii, Plan for Emergency Preparedness, Volume III.
4. The President's Office shall be the official contact point between all Campuses and the Hawaii State Civil Defense Emergency Operations Center. However, direct contact during emergencies and disasters may be delegated to individual Chancellors.
5. Each Chancellor shall identify, establish, and equip a Campus Emergency Operations Center (CEOC). In the event of emergencies and disasters, the CEOC may be activated and be the focal point for maintaining contact with State and/or County Civil Defense Emergency Operations Centers and making periodic reports to the President's Office or if directed, to the Manoa CEOC concerning the extent of damage and actions taken to restore normal operations.
6. Each Campus shall designate an Emergency Management Coordinator who shall be responsible for coordinating responsibilities associated with maintaining emergency preparedness plans, procedures, training and exercises. The Emergency Management Coordinator shall also be designated as the Property Custodian for all Campus and State owned property in the Campus Emergency Operations Center (CEOC).
7. All Campuses, including geographically separated facilities, such as experimental/research stations and facilities, shall provide the Vice President for Administration's Office with a current inventory of equipment that would be available in an emergency or disaster. The Equipment Custodian or Point of Contact shall be identified along with their telephone number, email address and location of equipment. A guideline of what types of equipment should be listed shall be issued by the Vice President for Administration.
8. Vice Presidents and Chancellors shall be responsible for training emergency response personnel in their organization. A list of trained personnel and their assignments shall be maintained and updated on a continuous basis. Those Campuses having approved public shelters are responsible for coordination with the American Red Cross. The American Red Cross is responsible for providing their own trained Shelter Managers and staff.
9. An Incident Response Team (IRT) shall be established on each Campus and trained to assess damage, take appropriate corrective actions and report to the CEOC. The IRT shall be composed of members specified in the Campus EOP. Depending on Campus size and need, more than one IRT may be established. A roster of assigned members and alternates to each IRT shall be prepared, distributed and updated semi-annually.
  - a. The initial assessment report should be made as early as possible after an incident or disaster in accordance with the individual Campus EOP.

b. A digital camera shall be made available to each IRT to document all damage. Photographic documentation is extremely important as proof of damage for subsequent insurance or emergency funding requests.

c. Chancellors shall be responsible for submitting detailed damage assessments, documentation and reports to the President's Office.

B. Activation of Emergency Operations Plans

1. Each Chancellor may place into immediate effect any emergency plan, procedure or measure deemed necessary or appropriate to respond to the emergency, safeguard people and property, and maintain orderly operation of the Campus.

2. Dependent on the situation and gravity of the emergency, the President or Acting President may choose to shift his operating headquarters from the Bachman Hall (System) EOC to the Manoa CEOC and use the Manoa campus resources and personnel to carry out System responsibilities.

3. The President may delegate the responsibility for liaison between the individual Campuses and County or State agencies. However, the President's Office shall be responsible for receiving and disseminating information regarding emergency response actions that may require the resources assistance (Mutual aid) and cooperation of the various elements of the University System.