

NOTE – System Functional Standard Operating Procedures (SOPs) should be written by the individuals and units responsible for each emergency response or recovery function. After the System Emergency Preparedness and Response Policy and System Emergency Operations Plan are approved, workshops should be scheduled to train the personnel responsible for emergency functions. The University could request training support from the Hawaii State Civil Defense. Part of the training/workshop process will be to have the responsible parties recognize their responsibilities and write their own SOPs and in that way gain “ownership”. Training and exercises will be scheduled annually for emergency preparedness.