Draft 8/1/05

First Rev. 8/9/05

2nd Rev. 8/30/05

SYSTEM

EMERGENCY OPERATIONS PLAN

I. INTRODUCTION

A. PURPOSE - The University of Hawaii System Emergency Operations Plan (EOP) provides procedures for managing major emergencies that may threaten the health and safety of the University community or disrupt its programs and activities. The Plan outlines emergency preparedness requirements and responsibilities and identifies organizations and individuals that are directly responsible for emergency preparedness, response and recovery.

B. SCOPE – This EOP is a System Level Plan that guides the response of System Vice Presidents and Campus Chancellors to major emergencies and disasters. It applies to a broad range of emergencies and may be activated during hurricanes, storms, floods, earthquakes, volcanic activity, fires, bomb threats or explosions, hazardous material spills, nuclear attacks, terrorist attacks, biological outbreaks, mass casualty events, and extended utility outages.

C. AUTHORITY – This EOP is promulgated under the authority of the President of the University of Hawaii and Executive Policy E2.203 Emergency Preparedness and Response Responsibilities.

D. MISSION – It shall be the mission of the University of Hawaii to respond to an emergency situation in an organized, safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I	Protect Life and Safety
Priority II	Assess Critical Infrastructure and Facilities
Priority III	Restore/Maintain Campus Operations and Resume Education/Research Programs

II. HAZARD CATEGORIES

A. METEOROLOGICAL HAZARDS – This is the most common category of hazard that can cause disasters in the State of Hawaii. Meteorological hazards may threaten any part of the State or the entire State at the same time.

1. Storms – Pose the most frequent threat to life and property and may occur many times during the winter months. Disaster agents associated with storms include high winds, high surf, and heavy rains resulting in floods. Storms have caused the most property damage in Hawaii.

2. Hurricanes – Are potentially very serious threats to life and property as they occasionally threaten the State between June and December. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, and flooding.

3. Waterspouts – Rarely occurs over land, but can cause heavy damage.

B. GEOLOGICAL HAZARDS – This category of hazard is always a potential risk as the Hawaiian Islands are situated on both a volcanic and tectonically active region in the Pacific Ocean. Geological hazards causing disasters are less frequent, but can be more severe than other hazards.

1. Earthquakes – Pose a continuing threat to life and property as they occur frequently. Although most earthquakes in Hawaii are of low magnitude, damaging earthquakes have occurred in the past.

2. Tsunami – Pose a very serious threat to life and property as they have caused the most disaster related deaths in the State. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawaii. Locally generated tsunamis pose a greater problem as they can strike in a matter of minutes with little or no warning.

3. Volcanic Activity – Occurs on the island of Hawaii, but could break out on any island or surrounding ocean. It is a threat to the populated areas of the island of Hawaii, especially the Hilo area.

C. OTHER NATURAL HAZARDS – Most other natural hazards in the State are associated with weather or geologic hazards.

1. Landslides – Usually associated with weather, but can be caused by a combination of weather and man's development activities.

2. Mudslides – Associated with weather and/or geologic events and are rare in Hawaii.

3. Forest/Brush Fires – Frequently occurs during dry weather, but are more often associated with the careless acts of man or arson.

D. MAN CAUSED INCIDENTS – The incidents listed here are due to the actions and activities of man.

1. Nuclear Attack - Poses a threat because of the military presence in Hawaii, but could occur in another part of the world and affect Hawaii. The hazards of nuclear attack include the damaging effect on life and property and radiation fallout.

2. Terrorist Attack – Always poses a potential threat to people and facilities in the United States. Terrorist activity can take various forms with the most devastating being the use of bombs and/or biological warfare.

3. Bomb Threat/Explosion – Poses a potential threat due to the relative ease in obtaining the material to make bombs and man's activities where material that can cause explosions are used on a regular basis.

4. Biological Outbreak - Always poses a potential threat and can occur naturally, through man's activities or through biological warfare.

5. Hazardous Material Spill – Poses a potential problem at University facilities where hazardous materials and chemicals are used on a daily basis. The establishment and adherence to operational procedures and safety standards are important factors in keeping spills to an absolute minimum.

6. Fire – Always poses a potential problem at University facilities. The use of fire retardant materials and the establishment and adherence to fire safety codes and procedures are important factors in minimizing the potential for building fires.

7. Major Utility Outage – Always poses a potential problem at University facilities due to the size and amount of personnel that work at, attend or visit our Campuses and facilities. Electricity and water are the primary utilities where outages can cause problems and seriously affect the University's daily operations.

E. MASS CASUALTY EVENTS – May be the result of any of the hazard and incident categories listed above. Mass casualty events may occur on Campus, at one of the off-Campus facilities or in the general area of the University. University assets, including personnel, supplies, equipment and facilities, identified in the State Emergency Operations Plan may be requested to support mass casualty events.

III. EMERGENCY CLASSIFICATIONS (Each incident will be classified by Type according to its potential impact, severity and response requirement.)

A. **Type 1 (Minor Incident)**

1. A minor incident that is localized or in a small area. It can be quickly resolved with existing University resources or limited outside help. A Type 1 Incident has little or no impact on personnel or normal operations outside the locally affected area.

2. Type 1 Incidents do not require activation of the EOP. Impacted System personnel, departments or offices coordinate directly with operational personnel from the UHM Office of Safety and Security and Facility and Grounds or other units to resolve Type I Incidents. In some incidents, the Joint Public Information Office will be asked to provide necessary media releases.

3. Examples: Odor complaints, localized chemical spill, plumbing failure or water leak.

B. **Type 2 (Emergency)**

1. An emergency that disrupts sizable portions of the Campus community. Type 2 Emergencies require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions and/or life and safety.

2. The Campus Emergency Management Team Executive receives intelligence from responding operational departments or from the Campus Security Call Center and determines EOP and Emergency Operations Center (EOC) activation. One or more Incident Response Teams and Units of the Emergency Management Team will be activated to evaluate the scope of the incident, coordinate incident response and recovery and provide information for emergency announcements.

3. The System President and other senior managers may be alerted depending on the type and nature of the emergency. System technical or support staff may be alerted by the President or his designee to provide essential support or information.

4. Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and extensive utility outage. Also includes external emergencies that may affect Campus personnel or operations.

C. **Type 3 (Disaster)**

1. A disaster involving an entire Campus and its surrounding community. Normal Campus operations are suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination and support from external jurisdictions.

2. The President is notified and the System EOP and EOC are activated. System EMT members are alerted to report to Campus.

3. The Campus EMT Executive (Chancellor) is notified and the Campus EOP and EOC are activated. All Campus Incident Response Teams are activated and engaged in the Campus' emergency response. System and Campus Operations and Logistics Units activate plans to support the distribution of resources and personnel. Both System and Campus Plans and Finance Units activate Action Plans to provide intelligence, record keeping, financial and contracting support. The System and Campus EMT Executives activate their Public Information Plan and Campuses can request support from the Joint Information Office.

4. Examples: Hurricane, tsunami, major earthquake, or major flood.

IV. OPERATIONS

A. CONCEPT OF OPERATIONS – Emergency operations responsibilities are established at two levels. The System Level will have the overall management and responsibility for emergency preparedness, response and recovery while the Campus Level will be directly responsible for emergency preparedness, response and recovery on their Campus or in their area. Both Levels have their own Emergency Management Team Executives and have Operations, Plans, and Finance organizational units. Only the Campus Level organization will have Logistics Units and Incident Response Teams that will be capable of responding to all types of emergencies. Emergency Management Teams must understand the types of hazards that can occur in the University Campus environment and establish Action Plans and/or Standard Operating Procedures to respond to and recover from any emergency or disaster. Standard Operating Procedures for the responsible units and individuals of the System EMT are located in Tab C of this plan.

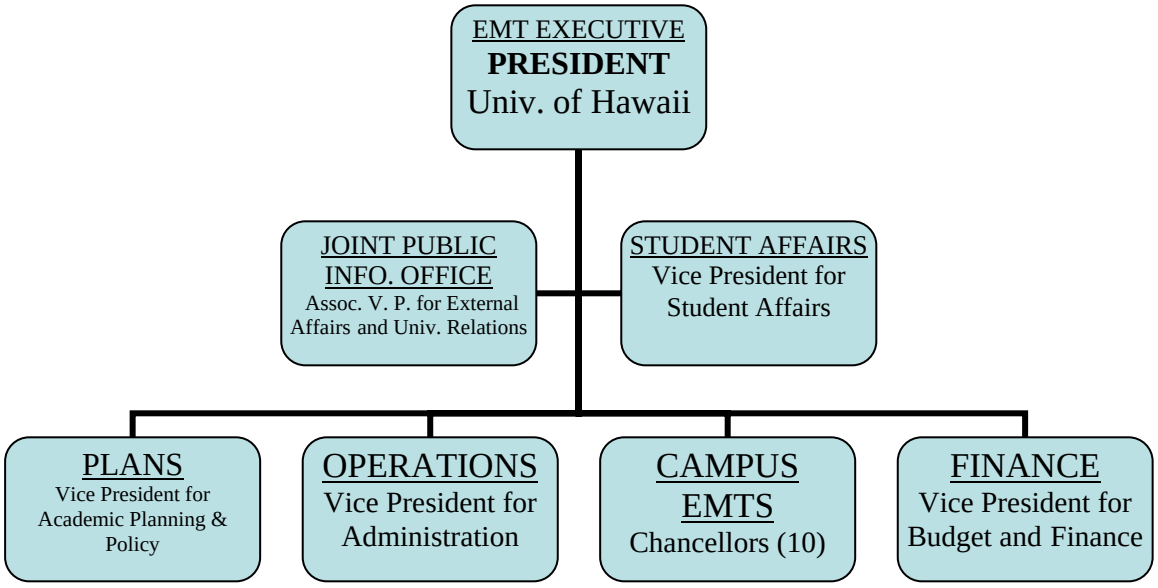
B. MANAGEMENT - The President has the overall responsibility for emergency preparedness and response and shall be the System Emergency Management Team (EMT) Executive when the System EOP and/or EOC are activated. The President shall be the point of contact between the University of Hawaii and the State Civil Defense Emergency Operations Center during an emergency. System Vice Presidents have preparedness, response and recovery duties in their functional area of responsibility and provide support to all Campuses. Each Campus Chancellor is responsible for preparedness and response to emergencies affecting their respective Campuses and for the activation of their own Campus EOP and EOC. The following emergency actions should be determined by the EMT Executive at each Campus and should be included in their EOP.

1. ALERT – Initiated via siren alert tone from Sate Civil Defense and followed with alert information over the Emergency Alert System. Will be used to advise personnel to prepare for an impending emergency or natural disaster. May also include Shelter-In-Place requirement to remain on Campus to eliminate traffic gridlock and keep people out of the danger zone.
2. TAKE COVER – Normally initiated via a siren ATTACK WARNING from State Civil Defense. The President or Chancellors may order it for natural disasters such as sudden windstorms and earthquakes.
3. SUSPEND CLASSES – Issued by a Chancellor and used as a method of keeping students, faculty and staff away from a Campus or expediting their removal during an alert, emergency or disaster.
4. EVACUATE BUILDING(S) – Issued by a Chancellor or his representative and used if a catastrophe or emergency situation is imminent or has occurred and the building(s) must be evacuated to protect lives.
5. EVACUATE CAMPUS – Issued by a Chancellor and used to begin orderly evacuation of a Campus by all persons except for personnel with emergency operations and security duties.
6. CONVERT CAMPUS – Only initiated upon order of the President or Governor to provide temporary shelter for people affected by emergencies/disasters and/or relocation of State government offices.

C. SYSTEM LEVEL SUPPORT - When requested or required, System Level Support will be provided to individual Campuses in the following areas:

1. Funding.
2. Joint Public Information Office.
3. Telecommunications.
4. Legal.
5. Human Resources.
6. Emergency Equipment.
7. Liaison with State Civil Defense and Other State, County and Federal Agencies.

D. EMERGENCY MANAGEMENT TEAM ORGANIZATION AND LEADERSHIP - The following organizational chart identifies the System Level Emergency Management Team (EMT):



V. ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

A. SYSTEM EMERGENCY OPERATIONS CENTER (EOC) – The System EOC is located in the President's Conference Room, Second Floor, Bachman Hall. It will serve as the central command center with dedicated telecommunications capability to all Campuses and State Agencies. The facility is used for emergency preparedness training and is a designated, but not a dedicated EOC facility. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. Depending on the type of emergency, designated System personnel will report directly to the EOC. Vice Presidents and their respective staffs will continue to work out of their normal offices and meet in the System EOC when requested. In the event the System EOC cannot be used or the emergency requires additional space and resources, the President will request the use of the Manoa Campus EOC which is temporarily located in the Manoa Auxiliary Services Building (Exact location will be determined before EOP is finalized).

B. EMERGENCY MANAGEMENT TEAM (EMT) RESPONSIBILITIES – The EMT is drawn from the System's senior administrative and academic leadership and coordinates and provides the necessary support at the System level. Emergency response and recovery responsibilities are assigned to System personnel relative to their normal work responsibilities.

1. EMT EXECUTIVE – The President of the University of Hawaii is the System EMT Executive and has the authority and responsibility for emergency

preparedness and response for all University Campuses and facilities. The System EMT Executive authorizes activation of the System EOC upon recommendation from the System EOC Manager.

2. CHIEF OF OPERATIONS AND EOC MANAGER – The Vice President for Administration is the designated Chief of Operations and EOC Manager in the System EMT organization. The System Chief of Operations/EOC Manager is responsible for the daily operations of the EOC and manages the logistics, legal, human resources, environmental and telecommunications support units. The position is also responsible for redistributing security, supply, equipment, and health services support between the Campuses as necessary. He/she will also be the first alternate to take the place of the EMT Executive if the EMT Executive cannot be present during the activation of the EOC.

3. CHIEF OF PLANS – The Vice President for Academic Planning and Policy is the designated System Chief of Plans. He/she is responsible for intelligence gathering and dissemination and prepares and coordinates the use of data requested or provided by other State, Federal and local Agencies and Activities. Other responsibilities include documentation of the emergency event, record keeping of all operations when the EOC is activated and for the demobilization of the EOC. He/she will also be the second alternate to take the place of the EMT Executive if both the EMT Executive and the first alternate cannot be present during the activation of the EOC. .

4. CHIEF OF FINANCE – The Vice President for Budget and Finance is designated the System Chief of Finance. He/she is responsible for providing procurement, risk management, accounting and claims support to affected Campuses. The support will come in the form of expedited purchasing authority, risk management assessments, provision of funds, general accounting and expenditures, manpower support, and claims guidance, assistance and accounting.

6. JOINT PUBLIC INFORMATION OFFICER – The Associate Vice President for External Affairs and University Relations is the System Joint Public Information Officer. All official media announcements and press releases related to emergencies on all Campuses will be coordinated with the Joint Public Information Officer prior to release. Responsibilities include keeping a historical record of the emergency event.

7. STUDENT AFFAIRS COORDINATOR – The System Vice President for Student Affairs is the Student Affairs Coordinator. He/she is responsible for providing advice to the EMT Executive for the safety and care of students prior to and during an emergency. Also responsible for assuring that emergency preparedness and response plans, training and exercises include the participation of students.

8. EMERGENCY MANAGEMENT COORDINATOR – The Manoa Campus Emergency Management Coordinator provides preparedness, recovery and training support to the System EMT. He/she is responsible for updating emergency and disaster policies, procedures and plans and coordinating training and exercises for the System EMT.

9. VICE PRESIDENT FOR COMMUNITY COLLEGES – The System Vice President for Community Colleges coordinates and assures that all emergency preparedness, response, recovery, training, and exercise requirements are established at

each Community College. On an annual basis he/she reports to the President that Community College Campus EOPs are updated, Community College Campus EOCs are established and properly equipped, and that training and exercises have been scheduled and conducted.

VI. DE-ACTIVATION AND PLAN RE-ASSESSMENT

A. EOP/EOC DE-ACTIVATION – When emergency conditions are stabilized and normal University operations can resume, the EOP and EOC will be de-activated by the EMT Executive.

1. A formal announcement will be disseminated using emergency notification and information systems.

2. The Chief of Plans is responsible for planning and implementing the demobilization of system support units. If the nature of the emergency requires an extension of some emergency services, special work groups will be assigned to coordinate and/or complete continuing recovery or support requirements. Continuing assignments may include:

   a. Ongoing repairs and relief efforts.
   b. Academic or administrative space adjustments.
   c. Support services for impacted students, faculty or staff.
   d. Cost recovery and claim support.

B. PLAN RE-ASSESSMENT

1. Immediately following the cessation of Type 2 Emergency or Type 3 Disaster operations, a survey of EMT members, support participants and Campus constituents will be conducted to evaluate the effectiveness of the emergency effort.

2. The survey response will be collected and evaluated by the Campus Emergency Management Coordinator and the survey results will be forwarded with recommendations to the EMT Executive via the EOC Manager/Chief of Operations.

3. The EMT Executive will call a meeting of EMT senior staff and key subordinates to discuss the survey results and recommendations. Written directions will then be made to individual members of this group to coordinate operational improvements and/or appropriate EOP revisions.

VII. TABS

A. Island/Campus Map.

B. Alert Roster

C. Functional Standard Operating Procedures
   1. Plans – Standard Operating Procedures (SOPs).
   2. Operations – Standard Operating Procedures (SOPs).
   3. Finance – Standard Operating Procedures (SOPs).
   4. Joint Information Office – Standard Operating Procedures (SOPs).
   5. Student Affairs – Standard Operating Procedures (SOPs).