

UNIVERSITY OF HAWAI'I

E2.203 Plan for Emergency and Civil Defense Actions

I. Introduction

The Governor's Administrative Directive No. 79-4, dated November 26, 1979, State of Hawai'i Plan for Emergency Preparedness, states: "State departments and agencies are responsible for developing and maintaining disaster response plans that are in consonance with this plan. Specific procedures, action-oriented checklists, and prepackaged administrative forms required for prompt and effective response to wartime situations are to be included." In line with this directive and with the President's responsibility for protecting and administering the overall operations of the University of Hawai'i System, as contained in Section 2-2 of the Board of Regents By-laws and Policies, policies are hereby established to develop, implement and maintain emergency operation plans necessary in the event of an emergency or disaster.

II. Objectives

- A. To provide for systemwide emergency plans for taking actions to preserve and protect University of Hawai'i resources during emergency situations.
- B. To ensure that systemwide campuses are kept informed with coordinated (State/Civil Defense/UH) guidance provided.
- C. To enable campuses to act independently in meeting emergencies.

III. Policies

- A. Emergency Operation Plan (EOP)
  - 1. Chancellors shall develop, implement and maintain an emergency operation plan to meet the particular needs and circumstances of the campuses and organizations under their jurisdiction. The Chancellor for Community Colleges may assign this

function to the respective Provosts. UHM will include the system offices, facilities, personnel and operation in its plan.

2. Each campus, as part of its Emergency Operation Plan, shall identify, establish, and equip, to the extent practicable, an Emergency Operation Center (EOC) for activation when and if needed. This center shall be responsible for maintaining contact with and for making periodic reports, as required, to the President's office (or, if directed, to the Mānoa EOC) concerning the extent of damage and actions being taken to restore normal operations.
3. All Chancellors/Provosts are to familiarize themselves with the statewide disaster support responsibilities of the University of Hawai'i. These are contained in the State of Hawai'i, Plan for Emergency Preparedness, Volume III. Paragraph IIIB of Annex J. for Health Services: paragraph IIIB. Annex M for training: and paragraph 18. Enclosure 1. a summary of the University of Hawai'i's responsibilities, are especially applicable.
4. All campuses and geographically separated university facilities, such as experimental/research stations and facilities, shall provide the Mānoa EOC (Vice Chancellor for Administration's office) with a current inventory of equipment that would be available in an emergency. The equipment custodian or point of contact with telephone number and location of equipment shall be identified. This list shall include portable electric generators, heavy equipment and trucks to bulldoze, lift, dig, transport, scrape or drag and which could be temporarily transported to the site which has emergency need of such items. The listing should also include fuel-operated water pumps, piping and hoses which could be used to pump water from swimming pools, natural pools and streams and to bypass broken mains to provide an emergency source of water; the equipment listing shall be updated at least annually.
5. A Damage Assessment Team (DAT) shall be established and trained to assess campus damage and report to the EOC. This team shall be composed of members as deemed appropriate by the Chancellors/Provosts. A roster of assigned members to a DAT shall be prepared, distributed appropriately, and updated at least annually. The initial report should be made as early as possible after a disaster and every three hours thereafter

or as needed. A camera should be available to the team to take pictures and thus document all damage. Photographic documentation can be extremely important as proof of damage for subsequent emergency funding requests. It shall be the responsibility of the DAT to submit detailed assessments/reports.

6. A list of trained Civil Defense personnel and their assignments shall be maintained and updated. County Civil Defense agencies have the responsibility to train and assign not less than two shelter managers and two radiological monitors to each approved community shelter. Those campuses having approved shelters should ensure that sufficient volunteers to meet this quota receive this training.

B. Activation of Emergency Operation Plans

1. During period of campus emergency, as determined by a Chancellor, the Chancellor may (if time permits, after consultation with the President), place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain orderly operation of the campus.
2. Dependent on the situation and/or gravity of the emergency, the President or Acting President may choose to shift his operating headquarters from Bachman Hall to the Mānoa Emergency Operations Center and use its resources and personnel to carry out systemwide responsibilities.
3. The President's office will, unless precluded by circumstances, be the liaison between all local, county, regional, state emergency service agencies and the various campuses and element of the UH System and shall also be responsible for receiving and disseminating information regarding emergency/ civil defense actions that may require the resources assistance (mutual aid) and cooperation of the various elements of the University system.
4. The following are emergency actions by category or phase and should be included in each campus', station's or facility's plan:

(1) ALERT

Announcement to advise all persons to prepare for an emergency.

(2) SUSPEND CLASSES

Used as a rapid method of removing students and faculty from a campus.

(3) EVACUATE BUILDING(S)

Used if a catastrophe is imminent or has occurred and buildings must be evacuated to protect lives.

(4) EVACUATE CAMPUS

Used to begin orderly evacuation of a campus by staff and employees except for those personnel essential to carrying out Emergency Operations Plan.

(5) TAKE COVER

Normally initiated by an ATTACK warning from Civil Defense. However, a Chancellor or Provost may order it for sudden windstorms, hurricanes, floods, etc.

(6) CONVERT CAMPUS

Normally initiated only upon order of President or Governor to provide temporary shelter for homeless people or relocation of State government offices.