

Minutes: Emergency Planning Sub-Committee  
2/10/2006  
Convened: 9:00 am  
Adjourned 10:30 am

Present: Jon Blumhardt, Mike Castell, Chulee Grove, June Higa, Grace Ihara, Emily Kukulies, Sheryl Legaspi, Glenn Matsumoto, April McConnell, Ivan Nitta, and Lorri Taniguchi

1. Emergency Planning Q & A with Toby Clairmont

Toby Clairmont is the Emergency Program Director for the Healthcare Association of Hawaii. He plans and directs hospital system emergency response for all of the state's hospitals and acute care sites.

Toby pointed out that FEMA is not a first response agency. According to the Stafford Act, the President must first declare a situation a national disaster. FEMA, with its 8000 employees, then begins the process of coordinating 15 different federal agencies to respond with emergency support. This coordinated effort takes 72 hours or longer. For Hawaii, FEMA response would take much longer.

At the local level, the Hawaii Revised Statutes give Hawaii's governor key powers in a disaster. By executive order, the governor can declare a disaster earlier than the federal government, suspend any law during such an emergency, and define an emergency.

Emergencies are typically of two types: consequence driven (e.g., pandemic) and event driven (e.g., plane crash). If evidence exists, people need to begin planning, making decisions and acting and cannot wait for government officials to declare a disaster.

An Emergency Management Plan is made up of a continuum of stages rather than turned on or off like a switch. The plan should be actionable, organized and concise. State and Local Guide 101 (SLG 101) is a good reference for organizing and formatting the plan. OSHA and CFR 1910.120 explains what employers must do. The plan should include:

1. Introduction to HCC – a 1 - 2 page basic description of the location, hazards on campus, an other factors relevant to emergency planning.
2. Roles of the Emergency Response Team – job action sheets for the first 10 minutes to next 30 hours for each member.
3. Concept of Operations – operational policies for both consequence-driven and event-driven scenarios including which services continue and which do not.