

Health and Safety -- Emergency Planning Subcommittee Meeting

Friday, January 26, 2007

Firehouse, Building 28

Convened: 1:30 pm

Adjourned: 3:00pm

Minutes

Present: Chulee Grove (OESM), Nick Harris (Administrative Services), June Higa (Library), Libby Jakubowski (Student ACCESS), Chris Kuahine (Construction Academy), William Lau (CSC and Library), William J. Lau (WELD), April McConnell (Construction Academy), Lorri Taniguchi (Health Office), and Ray Valencia (EMC).

Unable to attend: Ken Kato (Administrative Services), Emily Kukulies (Student Life), Sheryl Legaspi (CSC), Ivan Nitta (AMT), and Stacy Rogers (Sabbatical).

I. Welcome and Introduction of new Committee Members and Guests

New member – William “Willie” J. Lau from Welding has graciously volunteered to participate in this sub-committee. Willie brings his experience from having worked at Pearl Harbor on nuclear submarines and shop safety steward. It was a part of their emergency procedures to practice radioactive spills, etc. and he saw the benefits of these practices and felt that practicing our plan would be very beneficial.

II. Report on behalf of Ken Kato re: UH System & HCC (draft) Emergency Action Plan and other items:

- a. Sub-committee viewed the “Disaster Preparedness Guide” packet distributed by UH Manoa School of Nursing and Dental Hygiene that Ken picked up at the State Capitol. Included in the packet is a revised guide Hawaiian Electric Company’s “Information Handbook for Emergency Preparedness”, U.S. Department of Homeland Security’s handy planning sheets (Family Emergency Plan that families can list important information), FEMA & American Red Cross pamphlet entitled, “Preparing for Disaster” and more. We will try to review and use information we don’t already have and incorporate into our own Emergency Action Plan for HCC.
- b. Ken has decided he will pursue the purchase of Cyalume lightsticks for high rise buildings. Comments from members included that E-bay sells military grade items for about \$9.00 box. Other vendors have lightsticks for 2 hrs, 4 hrs, 8-12 hrs and varying lengths of shelf life.
- c. Lorri attached a copy of the EAP’s organizational chart for the group to review. Goal: To provide comments and give suggestions to tasks, assignments, positions, persons by this coming Friday, 2/2/07. Question raised re: how people got placed in chart. Explained that it was by position, so when person left position, successor will fill in slot. In addition, strategic positions based by virtue of job, expertise, experience and related responsibilities in job. Suggestions will be integrated into a revised draft to be presented and discussed with Ken. Finalized copy of EAP organizational chart will then be forwarded to Ramsey for his approval. Approval of this plan would allow the committee to better plan and integrate key people into more detailed planning and preparing for the upcoming training and exercise.

III. Training Topics and Table To Exercise Timeline and other Updates – Chulee Grove

Chulee distributed a copy of a prospective schedule for the April 13 and 20, 2007 training and exercise. Sub-committee members were given the opportunity to read through the two-page plan and to provide comments to Chulee.

The scenarios that Chulee is thinking of doing, providing we have enough time, are bomb threat and a medical-type of emergencies.

A few comments were made re: the recent bomb threat (earlier in the week) and that notification to the campus came after the threat passed. Concerns raised:

- Campus would like to know what's going on. Some people learned that afternoon or later that day from students or others (not from email) of the bomb threat/scare.
- Advantage to notifying areas prior to time of detonation could be that areas would keenly be aware of their environment and could quickly and accurately know if anything that was "out of sorts" (potential bomb) that may need to be further checked into.
- Email notification was read long after it was posted. This would be a problem had it been a different kind of emergency where specific action might be needed. **This comment would be considered in various Standard Operating Procedures (SOPs) in our Emergency Action Plan in regards to the appropriateness of the notification process especially when email may have been the primary mode of communication.**
- Notifying the campus prematurely and the effect it may have, where people congregate, etc. and the frenzy it may cause may actually be used advantageously by the person(s) (bomber) where he/she may decide on taking on more casualties and detonate the bomb even prior to slated time.
- Many of us on campus have not seriously considered the potential for a morbid act to occur because of our assumptions that most bomb threats called in to a college campus would just be a prankster wanting to avoid taking their exams or submitting their papers.
- **In conclusion, the committee generally felt that depending on the situation and specificity of the bomb threat, that it may not be prudent for Administration to prematurely announce an emergency of this type to the entire campus community without first investigating and making a decision to evacuate or not.** Although initially many members felt it was better to know early, the benefits versus the effect of early notification may instead cause panic and chaos and might be catastrophic in a real situation. After hearing of examples of potential extreme bomb threat scenarios/situations, it was more important that rather than to insist on notification/early notification of the entire campus that instead at least key areas/people who need to be notified/involved (need to know basis) be contacted. Communication still deemed important but not at the expense of potentially causing panic and chaos which might be what the person(s) reporting the bomb may be aiming at. In the recent case, there was no specific information as to where the bomb was located and very little information from the caller. The Police came and buildings were checked, however, the Police did not feel the threat was a serious one.

- IV. **Emergency Preparedness session entitled, "Ohana Resource Kit a.k.a. the "Grab and Go"**– Coordinated by Sheryl Legaspi. Session will help people to be better prepared in the event of a disaster or other critical family emergency. Use of the kit will help one organize important paperwork and documents so that you and your `ohana are prepared for anything!

New Date and Time Change: Thursday, February 8, 2007 at 10am at Bldg 27, Room 111/116 preceding Soup Day Lunch!

- a. Flyer – distributed today in mailboxes! RSVP with Sheryl directly. First 25 to sign up and attend will be given a “Grab and Go” document kit furnished by Ken Kato.
- b. Sheryl has agreed to attend their training so she can be a resource to do this for our campus. This enables us to share the information/materials with others.
- c. Nick Harris, Jon Blumhardt, Clara Iwata, and Sheryl Legaspi will bring their personal kits for others to “view” during Soup Day.

V. **Priority Items -- Reports from volunteers** and discussions on the following:

1. ***Mass Notification /Communication**– Concerns we have are centered around “fast and quick notification” and with little miscommunication of information. Everyone encouraged to continue brainstorming ideas on what kinds of communications may be necessary or effective for specific types of emergencies which may include combinations of different means such as telephone tree, email, fax, alarms, etc.
 - **Triangle (manual alarm when no electricity)** -- Although we didn’t spend too much time on this item, a suggestion was made that we consider going back to “basics” and when we don’t have electricity, we are still able to sound an alarm of some sort to alert people of an impending emergency. Willie offered, if this was approved, to fabricate/weld old-fashioned triangles that might be mounted at strategic locations about the campus. (NOTE: Since meeting, Willie has welded a sample and brought it to the Health Office for committee members to come view and see. One idea may be to put it on wheels so we can move it outside when we need to use it. Does anyone have any old rolling chairs that we can take the bottom with wheels and use it as a rolling stand for the triangle? Be on the lookout!)
 - **Power fail phones** – Nick said we should first decide where we want Command Center and alternate sites to be and he can then work on this.
2. ***Command Center location for the main campus** –Everyone was encouraged to continue to review and give feedback on potential command center locations for our main campus. **GOAL: Decision on location(s) of Command Center by the end of this semester.**
 - **Suggestions on various locations for Command Center were made by Nick as follows:**
 - **Building 6, 1st or 2nd floor.** If 2nd floor need to consider putting in for emergency lighting. Advantage: Access to key documents, plans and critical parties, Infrastructure otherwise strong here.
 - **Building 2, 1st floor Student Activity Center**—Advantage: flat, short walk from Bldg 6, great visibility, however, one concern is the glass. Phone line already there as well as convenience being close to the Health Office for triage purposes.
 - **Building 7, 1st floor Library** --Advantage: Infrastructure already there with phones, fax, computers.
 - **Building 14**-- would need to select a location.
 - **Building 27, 11/116** – Advantage: large room, has phone line, close to building 6.
 - **Ray and Nick** volunteered to work on gathering more information on possible Command Center sites that we might want to consider using.
3. ***Special Kits/Items** required in an Emergency (Ken and William from CSC volunteered initially to work on this) – Instead of discussing this at this time since Ken was not able to attend this meeting, the group felt that we should proceed with gathering prices on items of priority and pass this info on to Ken for purchase. **Lorri and Libby will work on gathering prices. GOAL is to purchase key priority items before the end of this semester.**

- **A decision has to be made eventually on how comprehensive kits** should be **and where** they should be located.
 - **Personal, Floor, Building** (fire, lock-down, etc.) – **William Lau** (CSC) still working on this. A copy of this list was distributed to some who attended the meeting in December.
4. ***On-campus Shelters** – Goal: **Check into options available** (Chris and April volunteered to work on this)

Chris and April met with Ken after our meeting in December and they discussed possible areas for evacuation and shelters. They later went around all over the main campus and took photos of various locations and integrated these into a **video slideshow** of the following areas. They also tried to find areas that rooms were carpeted. **Comments from this meeting and of past discussions are being added to this list:**

- Parking Lot 8 (for evacuation of building 43 and 44)
- Parking Lot C (Gravel Lot) for possible evacuation showing main entrance for vehicles, small unlocked gate for pedestrians to enter to main campus, large locked gate (closer to Chiller plant) that potentially can be used for mass evacuation, Potential area prone to flooding due to drainage canal on Mauka/Ewa side of lot.
- Building 2, 4th floor Computer Lab
- Building 2, 2nd floor Meeting Room (Kapalama Multimedia Center); Advantage: carpet, padded chairs, close to restrooms on the same floor, can secure other floors and keep this open only; Disadvantage: 2nd floor is not accessible to those with mobility problems, can't eat or drink in that room as current policy restricts this, cannot easily open heavy doors for ventilation.
- Building 2, 1st floor Student Activity Center; Advantage: Infrastructure there to build on for Command Center, ideal visibility from 1st floor in many directions, close to building 6, close proximity to Health Office for medical triage; Disadvantage: Lots of glass windows (would need Mylar tint-type application for windows if not already applied on windows for added protection.
- Building 7, 1st floor Library; Advantage: Infrastructure for Command Center already in place with phones, computers, fax machines, etc., carpeted floors although flooring will be changed in the next 2 or 3 years, furniture can be moved as needed for larger open spaces as needed, restrooms upstairs on 2nd floor as well as 1st floor; Disadvantage: Not ideal if tsunami were to come.
- Building 14, 2nd floor classrooms (and first floor classrooms); Advantage: little windows, previous problems with flooding should no longer happen due to recent repairs to drainage system, far from canal, tools and power equipment for repairs, etc. readily available; Disadvantage: Dark, difficult to navigate safely through building, tools and other power equipment in building).
- Building 14, Stairwells and Hallways (This is on Civil Defense listing)
- Building 28, Firehouse; Advantage: good ventilation since able to open windows on 2nd floor; Disadvantage: far from main campus.
- Building 27, 2nd floor possibility; Advantage: Good view from 2nd floor in all directions, louvered wooden windows for ventilation (possibly place metal screens to protect flying objects from entering/breaking louvers), Disadvantage: Not accessible with steep stairs and need to use Fashion classroom to gain access to both mauka and makai sides of building; restrooms on 1st floor is exterior with 2nd floor restrooms interior)
- Note: Cafeteria was purposely left out, as Ken was concerned re: glass louvers; It was pointed out that this location would be ideal in other emergencies other than high wind conditions. A benefit of this location would be immediate access to food and water supplies and provide adequate ventilation and natural light when electricity and air conditioning was inoperable. Disadvantage would be that it would be more of a “public” place due to its proximity to the street and existing business of serving food.

- Sheet Metal brought up as a possibility to be used as a shelter as they have the shop, classrooms, office, and own restrooms;

Everyone was happy with seeing the areas on the video. **April and Chris** agreed to continue work on this area and will report back next meeting. **GOAL: Goal for this semester is:**

- (1) **Add more specific information (advantages or disadvantages or benefits or concerns) for each potential shelter** on the list.
 - (2) It was also suggested that they might even add what **types of emergencies each particular shelter may be suitable for.**
 - (3) Attempt to **integrate the use of our campus map** in geographically and visually noting where various shelters may be to help people figure out where they should go to in an emergency. Some shelters may only be used for certain emergencies and may need to be noted as such.
5. Questions and Concerns regarding campus planning of emergencies – Lorri met with Nick to learn more from Nick’s personal experience with emergencies and so we can learn and use this information to better plan how HCC responds to emergencies.
 6. **HCC Emergency Action Plan and responders** – Everyone will review and continue to give feedback. **GOAL: The group decided to make it a goal that we should complete reviewing Appendix A of the EAP SOP’s by 3/1/07. Comments and suggestions should go to co-chairs (June and Lorri) and Chulee.**
 7. **Need to Do:**
 - **As we start finalizing organizational chart and roles and responsibilities, we will need to meet with key people. Off-campus (Kalaeloa, Airport, and Marine) and certain Main campus entities such as Diesel, Automotive, Construction Academy, and Childcare need to develop and have their own specific emergency evacuation plans to supplement the main campus Emergency Action Plans.**
 8. **Summarized Semester Goals for Committee**
The committee decided to set some short-term goals that we will strive to achieve. They are:
 - **Finalize Organizational Chart** for Emergency Action Plan – Sub-committee to provide comments and input by **Friday, February 2, 2007**; Next step to make changes and meet with Ken and prepare to submit for approval to Ramsey.
 - **Training for Table Top Exercise** – Utilize organizational chart and involve appropriate parties in training to be held **April 13 and 20. Sub-committee to provide comments and input to Chulee by Friday, February 2, 2007.** Chulee will be doing training.
 - **Appendix A of Emergency Action Plan** – Sub-committee to provide comments and input by **March 1st.**
 - **Shelters** – Continue work on **gathering more specific information (advantages/disadvantages and specific type of emergency** that shelter can be used for) on possible shelter locations on the main campus. April and Chris have volunteered to work on this area. (NOTE after meeting: Willie volunteered to work on selecting safe area to use as a shelter in Bldg 14)
 - **Command Center**—Continue work on **gathering information on possible locations and items needed.** Nick and Ray volunteered to work on this area.
 - **Supplies** – Continue work on **gathering information and purchasing priority items.** Libby and Lorri volunteered to help with pricing; Ken and William Lau (CSC) volunteered to work on kits

IV. Upcoming Meeting Dates and Times – This is the revised meeting dates and times and upcoming deadlines that the sub-committee has decided on for this Spring semester:

January 2007

****Date Change****

~~31~~ -- Emergency Preparedness Brown Bag Lunch (Topic: Constructing One's Own Personal Kit)-date and time changed to 2/8/07

February

- 2** **Email or give feedback on the following:**
-Emergency Action Plan Organization Chart & whether would like to attend meeting with Ken regarding this chart with other committee members–
Email to lorri@hcc.hawaii.edu
-Emergency Preparedness Training & Schedule –Email to
chulee@hcc.hawaii.edu
- 8** Soup Day Presentation at 10:00 am -- Presentation entitled, “**Ohana Resource Kit a.k.a. the “Grab and Go”** (Coordinated by Sheryl Legaspi) – at Bldg 27, 111/116
- 15** **Follow-up Meeting & Potluck Lunch** (following our meeting) at 10:00 am at Bldg 28; Small group reports on areas of interest.

March

- 1** **Email or give feedback on Appendix A of HCC Emergency Action Plan's Standard Operating Procedures (SOPs)**
- 15** **Sub-Committee Meeting** to Review Training Topics and Table Top Exercise; Time pending per Planning Council's meeting schedule.

April

- 13** **Training for Table Top Exercise** at 8:30 am - 12:00 pm at Bldg 2, Rm 201
- 20** **Table Top Exercise** at 8:30am – 12:00 pm at Bldg 2, Rm 201

May

No meeting date or time determined at this time.

Meeting was adjourned at 3:00 pm.