

## Health and Safety -- Emergency Planning Subcommittee Meeting

Thursday, February 15, 2007

Firehouse, Building 28

Convened: 10:00 am

Adjourned: 11:10 am

### Minutes

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

Unable to Attend: William Lau (Welding), Sheryl Legaspi (CSC), Ivan Nitta (AMT), and Stacy Rogers (Sabbatical).

#### **I. Welcome and Introduction of new Committee Members and Guests**

No new members at this time. Willie Lau from Welding, who was unable to attend this meeting constructed a sample of a metal triangle that could be used when electricity is not working to “alarm” folks of an impending emergency. This sample will be brought to the next meeting for others to share. Committee members were asked to be on the lookout for old secretarial chairs so that we can mount these triangles on bottom wheels so that they can easily be moved to where they would be needed. Willie has also spent some time going through Bldg 14 with Lone Shwe (janitor) looking for alternatives for where we could shelter people in an emergency in that building.

#### **II. UH System & HCC (draft) Emergency Action Plan and other items:**

- a. June Higa, Lorri Taniguchi, Chulee Grove, and Nick Harris, met with Ken Kato, VCAS on 2/14/07 and revisions being made to current Emergency Action Plan Organizational Chart. It is important for us to formalize the chart and EAP to make the Table Top Exercise Training worthwhile for the key players.
- b. **Continuation of Revision of suggested EAP Organizational Chart**  
EAP Organizational Chart reviewed block by block. Revision of the 2/14/07 plan was worked on more by the entire committee. Changes made will be reflected in the PowerPoint chart and circulated to committee. Various concerns raised were as follows:
  - Roles in organizational chart are by positions. Thus, when position vacated, replacement to position is assigned the role. There are a few exceptions of folks who have training or experience in these areas in some cases outside of their specific HCC position. As such, their position title is not listed.
  - Clarification made that Off-campus (PATC & METC) designee still reports to Emergency Management Coordinator.
  - Special main campus locations encountering problem or needing assistance should directly report to Emergency Management Coordinator. Dissemination of regular out-going information to staff will be channeled through Intelligence/Planning through Internal Call-In Center.
  - Main emphasis of this committee is to deal with main campus concerns and issues and committee would be willing to assist off-campus sites with developing their plans. The committee felt that the occupants of our various facilities such as Airport, Kalaeloa, and METC as well as special main campus locations (Bldg 43, 44, 11A & 11B, 28) all know their facility, rooms, available resources and possible evacuation routes or locations better than anyone else. It was felt that these sites should all use the HCC main campus plan but specifically incorporate and modify the HCC main campus plan template to address concerns specific to their own areas. Each area must designate a person

responsible for their plan and party and submit their plan to the sub-committee for inclusion into the main campus plan.

- Entities such as SOCAD and Construction Academy personnel who may be off-campus at other non-HCC sites should follow Military or DOE or other rules when they are not at HCC.
- Need for student's picture school ID, building/floor plans, and assistance in some of our past emergencies. Hope is to have formalized decisions already made regarding what it okay to give Police in an emergency situation. Problems encountered was question whether we could release student ID photo, no Administrative or other staff who stayed on the scene to assist in requests being made by police and others who needed items/assistance. In addition, would have been helpful to have someone "document" what was happening at the time of emergency" what was going on. Ken was out of town at the time of the "unwitnessed fall" and directed staff on what to do from where he was. Ken also mentioned that counseling (crisis) is what was not available on campus for those needing immediate assistance.
- In case of no electricity it was discussed how we would not be able to retrieve anything.
- Requested that hard copy of student info (Banner #, Student name, classes, or anything else that should be determined be printed at least once a semester and kept on file in a secured location.
- Check later whether even if had generator power if can use a stored electronic copy of saved Banner data for our purposes.
- Ken will check with David Lassner re: if Manoa should have no electricity, even if we had power, is that a problem? Do they have other areas that data is stored and kept safe (not at UHM) in case Manoa is affected? Can we run info off of 1 server? Eventually when committees are convened, our own HCC IT specialists will address these specific HCC IT needs/concerns.
- All committee members are being asked to submit revisions or comments to the HCC's Emergency Action Plan's Standard Operating Procedures by March 1 to Lorri.
- Finance and Call-In Center moved out from Operations since Ken Kato no longer will take charge of that area.
- Finance will be asked to assist in the documentation of damages (digital or other date/time stamped photos) sustained in an emergency to assist in recovery efforts.

### III. **Training Topics and Table Top Exercise Timeline and other Updates** -- Chulee Grove

- a. Table top training and exercise that we were hoping to have key players and Administrators to participate in on April 13 and 20 will be still be held however, subcommittee members will role play parts of key individuals responsible for responding to emergencies. During the spring semester when the Legislature is in session is a difficult time for Administrators to commit to being available and on-campus for long periods of time. Because of the critical role played by many Administrators, in the best interest of all parties, the subcommittee agreed to postpone official training for Administrators to the fall semester. This will allow the subcommittee the fine tune and prepare for the fall semester training for Administrators and others. Ken will ask Administration for two dates in the fall semester that will be for training and tabletop exercise so we can plan accordingly.

### IV. **Old Business**

- a. **Emergency Preparedness session** entitled, "Ohana Resource Kit a.k.a. the "Grab and Go"-- Special thanks goes out to Sheryl Legaspi who coordinated the session. Session was held last Thursday, February 8, 2007 at 10am at Bldg 27, Room 111/116. Assisted by Clara Iwata, Jon Blumhardt, and Nick Harris who brought their own person emergency kits for folks to see and Libby Jakubowski and William Lau for assisting that day. Theme was for all individuals on campus to be pro-active and have a personal emergency kit that they can pick up and take with them in case of an emergency.

b. **Report from Groups and Other Notes:**

- i. **Shelter** – Chris Kuahine and April McConnell shared their handout on listing hazards and specific information on various potential evacuation shelters and locations around campus. Recommendation was that Building 14 (stairwells) and 27 be used in hurricane due to little/no glass windows and fairly solid construction. Other alternative locations for non-emergencies and the advantages were:

1. **Building 2**

- 1<sup>st</sup> floor – Student Lounge – door, tile floor, TV, tables, chairs, natural light, 2 exits, bathroom (exterior), and running water. Emily commented that this room has many electrical outlets when the cafeteria was temporarily relocated there in the past.
- 2<sup>nd</sup> floor -- KMCC – carpet, chairs, natural light, windows don't readily open, bathrooms on floor
- 4<sup>th</sup> floor – Computer Lab

2. **Building 4**

- Tables with chairs, windows, natural light, food, bathrooms (exterior), courtyard
- Also may be utilized as a medical distribution point.

3. **Building 6**

- Telephones, computers, desks, natural light for most areas, doors able to keep open, bathrooms on 1<sup>st</sup> and 2<sup>nd</sup> floors

4. **Building 7**

- Library – 1<sup>st</sup> floor: Carpet, chairs, computers, natural light, vending machine, reading material, telephone, bathroom;
- 2<sup>nd</sup> floor: Cubicles and smaller windows (?)

5. **Building 14** – Carpentry (use for Hurricane—stairwell only)

- Classroom – no windows
- Bathroom

6. **Building 27** (use for hurricane)

- No windows (glass); wooden louvers closer to ceiling
- Bathroom – 1<sup>st</sup> floor – bathroom –womens and mens are outside of building.; 2<sup>nd</sup> floor – womens inside; mens outside

7. **Buildng 28 (Firehouse)**

- 1<sup>st</sup> floor – carpet, natural light, bathroom, window—need ladder to open
- 2<sup>nd</sup> floor – carpet, computers, windows, natural light, sink, bathroom, telephone, microwave, refrigerator
- Nearby—food to purchase
- Away from main campus

Also, their recommendation for evacuation areas were: parking lot behind building 7; Parking lot 8 for lower AMT and Diesel buildings, and Parking lot 3 for Carpentry building.

In addition they mentioned food source locations are:

- Cafeteria
- Bookstore
- Vending machines in Building 5 breezeway and 7 main stairwell
- Nearby businesses

They mentioned that they need to find out the evacuation route/plan for each building.

- ii. **Command Center** – Nick Harris and Ray Valencia shared their handout on potential command center locations. Areas considered were:

1. **Site #1 – Administration Building 6, 2<sup>nd</sup> floor conference room**

- **Advantages**
  - current “headquarters”/main office for HCC
  - records are in place

- executive staff are in place
  - telecom hub in place (phones, network, fiber (i.e. State Civil Defense))
  - rooftop ideal for listening post/observation post,
  - two access ways and a third mail room door
  - sturdy structure
  - central location
  - easy public access (deliveries, etc.)
  - conference room available for planning purposes
  - **Disadvantages –**
    - no direct phone line to outside
    - no back-up lighting in case of power outage
2. **Site #2 – Cosmetology/Fashion Building 27, 1<sup>st</sup> floor**
- Advantages
    - located next to Admin (Bldg 6)
    - easy public access for deliveries, etc.
    - rooftop ideal for listening post/observation post
    - 2<sup>nd</sup> floor outer walkway/lanai encircles the building for excellent visual observation to take estimate of the emergency situation
    - big conference room with big projector (27-111/116)
    - 4 possible available entry ways to access building.
  - Disadvantages
    - chemicals present in building
    - possible fire hazard
    - inhalation of chemical fumes, etc.
    - no direct telephone lines
    - a runner will be required to shuttle documents, records, and materials between Bldg 6 and 27.
3. **Site #3 – Cafeteria Building 4**
- Advantages
    - Central location
    - Availability of food and water
    - large open space
    - 6 possible access ways into building
    - Easy public access
    - planning area available
  - Disadvantages
    - Glass windows
    - easy access to unauthorized personnel
    - limited communication to outside
    - no back-up lighting (in case of power outage)
    - unner would be required to shuttle documents
    - records, materials between cafeteria and where items housed
    - already designated as a medical dispensary by Department of Health.

**Majority of the subcommittee members felt that Building 6-2<sup>nd</sup> floor would remain the main command center.**

- iii. **Supplies** – Libby Jakubowski and Lorri Taniguchi have been working on items that we might consider purchasing in the near future from lists compiled in the past by the committee. Libby is compiling the information in to a spreadsheet for easier access to this information.
- iv. **Student Life** – Emily Kukulies stated that she got monies appropriated from Student Government for doing something on emergency planning for students. State Farm

Insurance may be available to assist with training and more. Emily was trying to focus on items that would remain in an emergency kit and would not be consumed or used (i.e. not food, water) and be less apt to be available when emergency really happened.

#### **Additional Comments made by committee members:**

- **Committee will need to prioritize what types of emergencies we should concentrate on.** It was shared that certain emergencies such as a **medical emergency** are more common than a hurricane. **Earthquakes** are another type of emergency that would happen without warning and may be another type of emergency for committee to concentrate on.
- **Phone system** during electrical outage **lasted about 3 hours**. Alarms died.
- **Need to designate specific call-in numbers** to handle internal calls from faculty and staff when emergency arises so that they can get accurate information on what happens next.
- **Consideration to changing current locations where to evacuate to** after going through past experiences with evacuation (fire and hazmat).
- **? Designation of new gravel parking lot to be used for evacuation** in an emergency (advantage – upwind, large, flat). It was suggested that in an earthquake, we would perhaps want to designate that location as an evacuation site.
- **Bldg 2, 1<sup>st</sup> floor has many added power lines especially 2-111** where once the Cafeteria had to relocate temporarily with many appliance and electrical needs. This might be an alternative room due to that reason.

- c. **HCC Emergency Action Plan and responders** – Everyone will review and continue to give feedback by **3/1/07 (note: postponed deadline to 3/8/07)**

#### **V. New Business**

- a. Ken Kato made an announcement that he recently learned that **UH has a new system** that will make it easier for us to notify others in an emergency. Nick Harris was asked by Ken to work with UH on this when we get more information.

#### **VI. Upcoming Meeting Dates and Times and Deadlines:**

Group members interested in seeing other areas like Kalaeloa, Airport, and Marine Center since these were areas that they were least familiar with. Ken said he would look into arranging this.

##### **March**

- 1**      **Email or give feedback on Appendix A of HCC Emergency Action Plan's Standard Operating Procedures (SOPs) -- (later postponed to 3/8/07)**
- 15**     **Sub-Committee Meeting** -- at 10:00 am at the Firehouse.  
Last time to comment on Organizational Chart for Review and submitted revisions to the HCC EAP Standard Operating Procedures, Committee Updates/Reports; Suggestions on Training Topics and Table Top Exercises

##### **April**

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

##### **May**

No meeting date or time determined at this time.

Meeting adjourned at 11:10am. Potluck luncheon followed.

(Note: Highlights – items to remember)