

**HCC Emergency Planning Subcommittee Meeting**  
**Wednesday, March 5, 2008**  
**Bldg 4 Rm 23B**  
**Started: 10:05 am**  
**Ended: 11:15 am**

**Meeting Agenda**

- I. Introductions New Members and Guests
  
- II. Updates
  - a. UH System - Ken
  - b. Health and Safety Committee - Chulee
  
- III. Updates on HCC Emergency Action Plan
  - a. Finalization of Plan – Spring 2008 Deadline
    - i. Meeting with Administration
    - ii. Status of Standard Operating Procedures for Emergency Action Plan
  - b. Department Emergency Planning
    - i. Areas & Progress - Committee Members to report any work in this area
    - i. Draft templates – Departments are highly encouraged to begin talking and recording discussions made on contents addressed on the various sheets in the packet. Feedback/suggested revisions from committee members requested at the upcoming March meeting regarding the following sheets:
      1. Info Sheet – general info and value of planning ahead
      2. Personal Emergency Response Kit Info
      3. General Department Plan – Documentation of plan and updates
      4. Emergency Phone List template (form fillable) – List of staff to contact in an official campus emergency situation.
      5. Priority Steps to be Done in Emergency – Specific steps for department to take in saving/securing equipment or data in various emergency situations.
      6. Priority Items of Value to Save – When possible, attempts to save or minimize damage to said equipment, special collections, data or other irreplaceable items in department.
      7. Emergency Items Available for Campus Use – Designation of any items that might be “borrowed” for use during an emergency (special tools or equipment, rolling whiteboards/chalkboards, exercise mats, food, water, cots, safety vests, etc.)
  - c. Adopting Standardized/Universal Eye-catching Color/Graphics for Emergency Items (Review of what may be needed). Feedback and suggestions requested by Ray and Jason re: sizes, intent, etc.
    - i. Signage or Poster to locate where Department Emergency Plans are located (to fit 8.5” x 11” size paper taped to this).
    - ii. Signage for Schematics or Layout of Department and where Valuable Items are located (to fit 8.5” x 11” size paper taped to this).
    - iii. 8.5” x 11” or 8.5” x 5.5” and strips size Vinyl Stickers for Emergency Items to Move Out of Department “Move To:\_\_\_\_\_” (Command Center, Emergency Shelter, etc.). Any other departments?
    - iv. 8.5” x 11” or 8.5” x 5.5” size Vinyl Stickers for Storage Bins/Containers with Emergency Items (Different kind of color/design)

- v. 8.5" x 11" or 8.5" x 5.5" size Vinyl Stickers for Identification for Items that belong to: Command Center, Building Kit, Floor Kit, Maintenance, Emergency Shelter. Any other departments?
  - vi. 8.5" x 11" or 8.5" x 5.5" size Vinyl Stickers for "Return to: \_\_\_\_\_" location labels or signs: Maintenance, Business Office, Health Office, Library, Student Life and Development, etc. Any other departments?
- IV. Communication/Notification of Emergency (Everyone invited to share info below; Not limited to names listed)
- a. Email Notification, Text Messaging and Telephone Network - Ken and Nick
  - b. Phone Tree – Ken and Lorri
  - c. PA System for high rise buildings (1 or 2 per floor) - William Lau
  - d. Intranet – Emergency Info Button – Chulee and Lorri
  - e. Air horns – Emily gave a on-line quote of \$6.99 each for 0.3# air horn (Buycostumes.com)
  - f. Other Options to Explore
- V. Campus Emergency Preparation
- a. Training - Chulee
    - i. Emergency Management Team
      - 1. Command and General Staff (Leaders)
      - 2. All members
    - ii. CPR and First Aid Classes – Lorri
    - iii. Other
  - b. Purchase of Emergency Items and Storage
    - i. To Purchase – Mylar blankets and Cyalume lightsticks – Lorri and Nick
    - ii. Storage in High Rise Buildings (2 and 7) - Updates
      - 1. Suggested Storage Options – Jeff
      - 2. Building 2 – Emily
      - 3. Building 7
        - a. 1<sup>st</sup> & 2<sup>nd</sup> floor – Janet
        - b. 3<sup>rd</sup> floor – Wayne
        - c. 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors - Chulee (?Steve)
- VI. Other Business (Committee members invited to bring up items of concern)
- VII. Meetings –Location 4-23B or to be announced) on the following dates:
- Thursday, April 3 at 1pm  
Thursday, May 15 at 1pm

### **Meeting Minutes**

Present: James Niino (Apprenticeship), Lorri Taniguchi (Health Office), Chulee Grove (OESM), Ken Kato (Admin), Nick Harris (Admin Services), Guy Shibayama (Apprenticeship), Jeff Uyeda, (CARP), Frank Fenlon (Counseling), Janet Garcia (Library), William Lau (CSC/ Library/MIR), Wayne Sunahara (Student ACCESS), April McConnell (Student Services), and William Lau (WELD).

Unable to Attend: Brian Quinto (AERO), Ivan Nitta (AMT), Chris Kuahine (Construction Academy), Jess Aki (COSME), Kimberley Gallant (Counseling) Henry Maile (DISL), Zane

Nedbalek (EMC), Ray Valencia (EMC), Scottie Rhode (FIRE), Marine Education Training Center staff, Gregory Burgess (PATC Kalaeloa), and Emily Kukulies (Student Life).

## **I. Introductions New Members and Guests**

Lorri thanked members and guests for attending. Guests in attendance at today's meeting are Guy Shibayama and Frank Fenlon. The meeting time was adjusted this month to allow for faculty who have afternoon classes the opportunity to attend at least one meeting this semester since regular meetings have been already scheduled for 1pm for the rest of the semester.

## **II. Updates**

### **a. UH System – Ken Kato**

Ken reported that the **UH Alert Emergency Notification System** through UHM has brought in about 1800 persons who have marked on their registration that they would like to have information from HonCC. The 1800 people who signed up may be a combination of instructors, students, friends, and family who may have an employee/student who comes or works at HCC and may have different reasons for obtaining this information.

Nick reported that he has been in contact with UH Manoa regarding this Connect ED system that is being used by them for emergency notification. They have informed him that HCC and other campuses will have the ability to develop specific subgroups at HCC whereby we can create our own subgroups for various purposes (department, bomb threat, etc. were example that were cited). You must use your "Hawaii.edu" account to register for the emergency notification service. For those using your hcc.Hawaii.edu account for email, etc., Nick reminded users to make sure your "hawaii.edu" mail is being forwarded or you will not be getting this information. Nick brought a copy of the Connect-ED information printed from their website

<https://www.nticonnected.com/about/HED/home.html?z=20080331175023> .

Nick stated that according to his contact at Manoa, we could essentially develop a list or lists of individuals to be alerted for various purposes. This is an exciting feature in that we can possibly incorporate and plan accordingly in developing phone/contact lists for various types of emergency situations. In addition, this goes hand-in-hand with our initiatives to work with departments in developing their own departmental phone tree or contact lists.

Ken informed the group that Mike Unebasami has requested that a system-wide Community College meeting on this UH Emergency Notification System will be held on Monday, March 17 at 9am to 1pm at the Loui Conference Center in Bldg 2. Ken invited members of our Emergency Planning Subcommittee who were interested in learning more to attend this session. Ken also encouraged it's not too late for people to still enroll in the UH Alert system. Sign up (must use Hawaii.edu account information) via: <https://www.hawaii.edu/alert/>

### **b. Health and Safety Committee – Chulee**

No new updates at this time on behalf of the Health and Safety Committee.

## **III. Updates on HCC Emergency Action Plan**

### **a. Finalization of Plan – Spring 2008 Deadline**

#### **i. Progress Report:**

## **Meeting with Administration – February 12, 2008**

Goal of meeting – Let them know what we were doing and obtain comments to emergency response chart and plan (in general).

Chulee reported that a meeting was arranged by Ken for Chulee, James and Lorri to meet with the Executive and General Administrative Teams together. All except Ralph Kam and Ralph Hiatt were present at this meeting. Chulee reviewed goals and progress of the Emergency Planning Subcommittee's work in campus-wide emergency planning. Ramsey stated his support in this area and the work of the group. After reviewing general roles and responsibilities of the members on the Emergency Response Team, Administration was asked to participate in an all day training in learning specifically how our HCC Emergency Plan will work using tabletop exercises and feedback from members of the Emergency Planning Subcommittee who have been shepherding this for the last 3 years. **Prospective date for training with Administration is Friday, May 23. Administrative team members were invited to join us at our meetings (dates and times were given)** as it is important that as we finalize our Emergency Action Plan that we make modifications now if possible.

### **ii. Status of Standard Operating Procedures for Emergency Action Plan (EAP)**

Chulee handed out the "Table of Contents" of the current Emergency Action Plan that she and Lorri are trying to organize. Information consists of work done by the committee over the last 3 years in addition to Emergency Procedures posted on the intranet and other sources as well incorporating information/format requested by UH Manoa.

Chulee reminded our group that each CC must have an emergency action plan including Standard Operating Procedures (SOPs) per OSHA requirements. Appendix A of HCC's Emergency Action Plan includes the SOPs.

**Goal is to send EAP document to committee and Administration for review. Feedback will be requested back by the end of April.**

### **b. Department Emergency Planning Documents – Feedback from last meeting was requested.**

**i. Draft templates – Overview:** Departments are highly encouraged to begin talking and recording discussions made on contents addressed on the various sheets in the packet. Feedback/suggested revisions from committee members requested at the upcoming March meeting regarding the following sheets:

1. Info Sheet – general info and value of planning ahead
2. Personal Emergency Response Kit Info
3. General Department Plan – Documentation of plan and updates

4. Emergency Phone List template (form fillable) – List of staff to contact in an official campus emergency situation.
  5. Priority Steps to be Done in Emergency – Specific steps for department to take in saving/securing equipment or data in various emergency situations.
  6. Priority Items of Value to Save – When possible, attempts to save or minimize damage to said equipment, special collections, data or other irreplaceable items in department.
  7. Emergency Items Available for Campus Use – Designation of any items that might be “borrowed” for use during an emergency (special tools or equipment, rolling whiteboards/chalkboards, exercise mats, food, water, cots, safety vests, etc.)
- ii. **Areas & Progress** - Committee Members were asked to report any work in this area and the need to get departments talking about how their specific area would handle various types of emergencies.

**Feedback:** Lorri asked if anyone has problems or concerns with the packet shared – discrepancies, confusing statements on the draft Departmental Information Planning document that was passed out at last month’s meeting. In general, no specific comments were shared at this time.

**Student Services** - Since our February meeting, April had presented the request to the Student Services Leadership Group for their input on how they as a department might want to organize themselves so that they can best disseminate information to every employee (i.e. pass on info when they’re not at work). Thus far, Student Services staff has submitted telephone tree lists for their areas to Sandy and April. They have been reassured that this is not public information but to be used in emergencies.

- iii. **Department Phone Lists: Every member was encouraged to have their departments get started in getting their department phone list together.** Eventually, it’ll be nice to have formal information kept where this information could be found about how the department would like to take care of protecting specialized equipment in their areas and other specific information for specific duties of importance that their area cares for (i.e. having specific information for shutting down or starting up Computer Network and Servers to prevent damaging sensitive equipment should a major problem occur). Lorri also stressed the need to address things or items that are unique to each department and the need to protect (i.e. Library’s Hawaii Pacific Island collection).

If there are no suggestions on the department plans by the end of the week, the draft Department Emergency Planning document will go out as is and can be updated as needed with feedback from the campus.

**Also something for departments to discuss would be what they (in particular as a department might need and where they might store emergency supplies and equipment** (i.e. tarps or plastic sheeting to cover and protect equipment, flashlights, etc.).

**Conversation extended into:**

- What **items each department or floor or building** (kit) might need.
- **Priority: High rise** due to high occupancy will be first areas of priority to work on as far as what and how many items and where items might be stored.
- How to deal with tampering or stealing – **do we lock the kits?**
- **If lock, how?** Combination locks or specially keyed storage (with old JJJ Bldg 7 elevator key?).
- **Floor or building kits** might include need to include **vest, clipboards, flashlights**
- **Suggestions made to put together a sample kit** to see how much space it would take to store items.
- **Each building** should at least have a stock of **water** that can be rotated possibly with Student Life or other departments that use water on a regular basis.
- **Janitor rooms for storage?**
- **Placing floor kits by the first aid kits?** This would help keep items contained.

**Emergency Kit Mini Committee** -- April offered to chair a small committee comprised of Frank Fenlon and Kimberley Gallant to review items to be placed in floor kits in Bldg 7.

- c. **Adopting Standardized/Universal Eye-catching Color/Graphics for Emergency Items** (Review of what may be needed). Feedback and suggestions requested by Ray and Jason re: sizes, intent, etc. Contact Lorri with any suggestions. Committee had no further comments or considerations for Ray and Jason.

Examples of signage being considered:

- Signage or Poster to locate where Department Emergency Plans are located (to fit 8.5" x 11" size paper taped to this).
- Signage for Schematics or Layout of Department and where Valuable Items are located (to fit 8.5" x 11" size paper taped to this).
- 8.5" x 11" or 8.5" x 5.5" and strips size Vinyl Stickers for Emergency Items to Move Out of Department "Move To: \_\_\_\_\_" (Command Center, Emergency Shelter, etc.). Any other departments?
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- 8.5" x 11" or 8.5" x 5.5" size Vinyl Stickers for "Return to: \_\_\_\_\_" location labels or signs: Maintenance, Business Office, Health Office, Library, Student Life and Development, etc. Any other departments?

IV. **Communication/Notification of Emergency** (Everyone invited to share info below; Not limited to names listed)

- Email Notification, Text Messaging and Telephone Network** - Ken and Nick
  - This was reported earlier in Ken's update noted above.
- Phone Tree** – Ken and Lorri

- i. Ken is still working towards **getting Administration's phone numbers** so that these can be printed up for Admin staff to have available in an emergency. This would be a private listing.
- c. **PA System** for high rise buildings (1 or 2 per floor) - William Lau  
 Lorri thanked William for his proactive work in looking at alternatives that might be lower cost in trying to communicate information within 3 specific buildings (Bldg 6, 7, and 2). **A long-range goal that Ken continues to have is to submit a special request or have special funds made available for safety concerns in upgrading our present fire alarm system** to incorporate intercom/speaker type capability. **In the meantime, the subcommittee has been looking for various options that they might try to help disseminate critical information in an emergency.** Utilizing the Library's amplifier, a message may be announced or pre-recorded and through at least 2 speakers placed on each floor in Bldg 2 & 7, some information could be broadcast. **Approximate cost of low cost system may be about \$2000.** Simple consideration to still keep in mind is having air horn or bullhorn.

Ken informed committee that **UH is looking into a siren system** with a form of a wailing sound that might indicate a specific type of emergency. They are currently working with a vendor and the Civil Defense into whether this is a feasible consideration to make at this time. There is no means to deal with issues of having people stay in the building.

- d. **Intranet – Emergency Info Button** – Chulee and Lorri
  - i. **Intranet posting on hold at this time** since major work is being done first on campus Emergency Action Plan.
- e. **Air horns** – Emily gave a on-line quote of \$6.99 each for 0.3# air horn (Buycostumes.com)  
 Concerns raised in the past have included:
  - How do we safely use these?
  - When do we safely use these?
  - Need to communicate what they mean of it would not have any meaning.
- f. Other Options to Explore – None at this time.

V. Campus Emergency Preparation

- a. Training - Chulee
  - i. Emergency Management Team (May 23<sup>rd</sup> from 9am to 4pm)
    1. Command and General Staff (Leaders) will be held first. Planning is being done at this time.
    2. All other members of the emergency response team will be included later.
  - ii. **CPR and First Aid Classes** – Lorri (TBA)
    1. Class schedule is pending. Priority will be given to Operations and Maintenance and Janitors to have them trained in CPR and first aid.
- b. **Purchase of Emergency Items and Storage**
  - i. **To Purchase** – Mylar blankets and Cyalume lightsticks – Lorri and Nick Working with Jane to get accounts/money to purchase equipment. Ken continues to have concerns about Bldg 14 and how it would be difficult to navigate safely out of that building should all the lights be out. Ken would

like to purchase Cyalume light-sticks to be given to every employee. Nick will look into options on where these might be purchased. Committee solicited on what color lightsticks to purchase. Committee would prefer purchasing based on intensity (yellow or green).

ii. **Storage in High Rise Buildings (2 and 7) - Updates**

1. Suggested Storage Options – Jeff

a. Construction of special floor or building emergency (survival) kits are on hold for now until we can **determine size and needs and where these kits might be placed.** It is possible that we **might be able to purchase bins** to place into certain places or wooden boxes might be built and placed in specific locations.

2. Building 2 – Emily -- not present to give report on possible options for Bldg 2.

3. Building 7

a. 1<sup>st</sup> & 2<sup>nd</sup> floor – Janet (Library likely has some storage space in back of circulation area.)

b. 3<sup>rd</sup> floor – Wayne (CSC has limited closet space and depending on size might be able to hold items)

c. 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors - Chulee (? Steve)

VI. **Other Business** (Committee members invited to bring up items of concern)

Concerns continue to be brought to committee members regarding how **HCC handles disruptive situations** and **how we would handle a shooting incident.**

Discussed how it **is important for committees to have clear understanding of roles/responsibilities of their committee.** In past COSA minutes, the committee was interested in what kind of emergency poster was being circulated by Health and Safety. That particular update of the emergency poster was mainly removing red colored plus sign graphic and substituting a cellphone in its place. Our Emergency Planning Subcommittee does not feel it is appropriate for this committee to generate policy or procedure specific to areas of how student conduct/disruptive student issues are handled, however, as appropriate will incorporate procedures developed by COSA in incorporating information into our emergency plans and publications in regards to emergencies.

**Disruptive Students** - Ken reported that he and Kimberley have spoken about how best to handle disruptive students and stated that both agreed the **need to be preventative versus reactionary.** Ken also noted that Kimberly was **to develop a procedure as to the handling of disruptive students.**

**Lockdown and Shooter Incident** - Ken reported that **UH is requiring each campus to come up with their own “Lockdown” and “Shooter Incident” (Code Red) procedures.**

VII. **Next Meetings** – Administrators **and any interested guests are welcome to join us at our upcoming meetings.** Meetings are to be held in **4-23B** (or changes to be announced) on the following dates:

**Thursday, April 3 at 1pm\* - Postponed. See below for more info.**  
**Thursday, May 15 at 1pm**

\* - As of 3/31/08, the April 3 meeting is being rescheduled due to a scheduling conflict with HCC Town Meeting slated for same day and time. Meeting will be postponed for one week and **option for meeting either on Wednesday, April 9 or Thursday, April 10 at 1pm will be posed to members. Members should reply with preferred date of next meeting by 4:30pm on Wednesday, 4/2/08.** New meeting date will be determined by day when most committee members can make the meeting based on input received by members. Date and time of new meeting will be sent to committee members and campus once date formalized.

Attachments of handouts to place on EPC/HSEPS webpage:

Department Emergency Planning Sheets handouts (various) – remove “draft” notation on docs

- Dept. Planning Info Sheet
- Personal Emergency Response Kit Info Sheet
- Dept. Emergency Plan Update Sheet
- HCC Emergency Phone List (template) – Word form-fillable document
- Priority Steps in Emergency
- Priority Items of Value
- Items for Emergency Use

Connect-ED website Info:

<https://www.nticonnected.com/about/HED/home.html?z=20080331175023> .

UH Alert System Info: <https://www.hawaii.edu/alert/>