

**Emergency Planning Discussion with Emergency Planning Subcommittee
with Toby Clairmont, Healthcare Association of Hawaii
February 10, 2006
HCC**

The notes written below are taken from minutes from the 2/10/06 discussion that took place to assist the subcommittee with our own emergency preparedness planning. Toby was given a copy of HCC's Emergency Action Plan as of 12/05 and provided some of the feedback below based on his work with emergency planning.

We are appreciative of Glenn Matsumoto's contact, Aiko Holmberg, who works directly under Toby at the Healthcare Association of Hawaii in helping us coordinate a date and time for Toby to meet with us. We are truly thankful for his taking the time out of his extremely busy schedule to meet with us. Toby also shared two key documents that he felt would help guide us in dealing with more details on the many things that need to be decided prior to an emergency. The documents, PHICS and SLG101 are linked on our page as official references.

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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. The following are notes from his presentation to the subcommittee.

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 of an emergency situation 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 a continuum of stages rather than a program which turns on or off with a switch. The stages include mitigation, preparation, response, and recovery. 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, under 29 CFR 1910 subpart E, prescribes employers' responsibilities to develop and implement an emergency action plan. In addition, requirements on emergency response to hazardous material incidents are listed under 29 CFR 1910.120.

HCC's basic plan should include:

1. Introduction to HCC – a 1 - 2 page basic description of the location, hazards on campus, and 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 team member.

3. Concept of Operations – main objectives during an emergency, operational policies for both consequence-driven and event-driven scenarios, including which campus services continue and which do not.
4. Incident Response – standard operating procedures for each type of emergency.
5. Appendices –
6. Support Functions – location and function of the Emergency Operations Center and other key campus annexes during an emergency.

Toby's recommendations to improve HCC's draft Emergency Management Plan are as follows:

1. Reorganize the plan format using SLG 101.
2. Develop a campus concept of operations (i.e., use Incident Command System, evacuate students, etc.).
3. Remove the OSHA standard 29 CFR1910 subpart E (in an appendix of HCC's EAP).
4. Add a telephone list to the appendix (list people's roles rather than names).
5. Create job action sheets (use Google or HEICS).
6. Provide emergency management training for employees (one hour per year).
7. Develop a strategy for recovery.

After the plan has been reformatted and employees have been trained, the next step is to plan an exercise. Start with a table top, then functional, and finally a full scale exercise which may include Fire, Police, and EMS. After the exercise, review the outcome and revise the plan as needed. Revisions to the plan should be done on a scheduled basis (i.e., start of academic year).

During the week of 8/14, Oahu Civil Defense plans to conduct a full scale exercise for a scenario involving a half kilo ton nuclear explosion at Honolulu Harbor.

Since HCC has been designated by the Oahu Civil Defense as an evacuation shelter, HCC needs to determine what its public obligations are. Although certain HCC buildings are structurally suitable as a shelter, contents of the buildings may render them operationally unsuitable. Toby recommends getting the specifics in writing from Ken Gilbert at Oahu Civil Defense.

Funding for emergency planning is available through emergency management performance grants. Proposals must go through the UH system. Currently, all available funds are being channeled to help Manoa recover from the flood damage.