

Minutes: Emergency Planning Sub-Committee

3/15/2006

Convened: 2:00 pm

Adjourned 3:30 pm

Present: Mike Castell, Chulee Grove, June Higa, Sheryl Legaspi, Glenn Matsumoto, April McConnell, Ivan Nitta, and Lorri Taniguchi

#### 1. Public Shelter

Ken is in discussion with Ken Gilbert at Oahu Civil Defense regarding HCC's public obligations as an emergency shelter during a disaster. Mike strongly suggested that an M.O.U. be written clarifying HCC's responsibilities in such an event.

#### 2. Inoculation Site

Ken reported that the Department of Health has designated HCC as an emergency inoculation site in the event of a pandemic. A memorandum of understanding is being developed between HCC and the Department of Health guiding the use of the cafeteria as the staging area and Bldg. 5, first floor rooms for storage of emergency items. D.O.H. will ask for campus volunteers to assist when such an emergency arises.

#### 3. Emergency Operation Plan

Chulee stated that the combination of UH System Emergency Operation Plan and HCC's EAP/SOP follows the format requirements from the State and Local Guide (SLG-101). Chulee has identified sample job action sheets defining the roles of Incident Response Team members for inclusion in the plan. She will email copies of the Public Health Incident Command System (PHICS) to the committee for reference.

#### 4. Table Top Drill

The committee began planning for a table top emergency preparedness drill. The plans include: developing a brief training session for all designated campus emergency officers, preparing job action sheet checklists for use by those officers, and devising a localized emergency scenario such as a fire or chemical spill of a scale that requires activation of the plan to assess our emergency readiness.

#### 5. Timeline

The committee established the following timeline in preparation for the table top drill:

4/19 - Emergency Planning Subcommittee meeting (2:30 - 4:00 pm, Bldg. 2-214)

9/22 - EP Subcommittee Pre-training meeting (1:00 - 4:00 pm, Bldg. 6-101)

11/3 - EP Training session for emergency officers (12:30 - 3:30 pm, Bldg. 2-201)

11/18 - EP Table Top Drill (8:00 am - 1:00 pm, Bldg. 2-201)

#### 6. Homework

The committee agreed to complete the tasks below by the 4/19 meeting:

Identify emergency officers and phone numbers (Ken)

List equipment needed for Emergency Operations Center (Mike)

-communications equip., Lorri - medical equipment)  
Send Chulee electronic copy of updated SOPs (Sheryl)