

Minutes: Emergency Planning Sub-Committee  
10/20/2005  
Convened: 10:00 am  
Adjourned 11:00 am

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

Minutes:

Sheryl thanked everyone for being willing to be a part of this newly formed Ad hoc sub-committee to improve HCC's emergency preparedness. Chulee, Ken, and Lorri then provided important information to help the group get started.

Chulee gave out a one-page outline of the campus emergency preparedness responsibilities set by the UH System Emergency Operations Plan. Prior to the meeting group members had received the full text via email. Chulee reported that work on the HCC Emergency Action Plan was begun before the System EOP was published but has not yet been finalized. The EAP was designed to meet HIOSH requirements. Although only employees are covered under HIOSH requirements, all HCC's health and safety plans, including the EAP, cover students as well. Chulee advised the committee to keep the EAP manageable, and insert the practical details needed to implement the plan in the EAP appendix.

Ken is the designated Emergency Management Coordinator for HCC. He passed out a Shelter Data Sheet from the Oahu Civil Defense Agency. The sheet reported the findings of a 1999 survey of campus buildings and stated that HCC is located in a "firm-designated" flooding zone. Buildings with the potential for sheltering in certain types of disasters included Building 14 and Bldg. 27.

After Chulee, Ken and Lorri provided important background information, the committee arrived at an initial "to do" list:

1. Suggest possible members and alternates for Incident Response Teams at the different campus sites.
2. Delineate the responsibilities of the Incident Response Team members.
3. Gather information needed to select the most appropriate location for an on-campus Emergency Operations Center.
4. Gather information needed to select suitable off-campus sites on "higher ground" with parking and restrooms where people can gather in the event of an emergency evacuation of the campus.
5. Gather information on existing Standard Operating Procedures for emergency response. Use this information as a basis for creating appropriate SOPs for the campus.
6. Submit a list of small, portable equipment or other items needed to implement SOPs.
7. Gather information on effective methods and procedures for mass communication in the event of a disaster.

Follow up for next meeting:

1. Mike and Glenn will consult with Jon Blumhardt and report back to the group on the best site for an EOC.
2. Grace and June will report back on potential evacuation sites on "higher ground" near the Dillingham campus.
3. Ivan will report back on potential evacuation sites on "higher ground" for off-campus sites such as AMT and AERO.

4. The rest of the group will search the web for useful SOPs and provide suggestions, so the group can begin building HCC's emergency response SOPs.

Next meeting:

Friday, November 18 at 9:00 am in Bldg. 20, Rm. 4 (Mike's classroom).