

Health and Safety -- Emergency Planning Subcommittee Meeting

Friday, December 1, 2006

Firehouse, Building 28

Convened: 12:30pm

Adjourned: 2:15pm

Minutes

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

Regrets: Stacy Rogers (FIRE), Ivan Nitta (AMT)

- I. Welcome and Introduction of new Committee Members and Guests
New members welcomed to the sub-committee are: Ray Valencia and Nick Harris. Ken passed out a copy of the official UH System and HCC (draft) Emergency Action Plans to them.

- II. Updates from Ken Kato re: UH System & HCC (draft) Emergency Action Plan and other items
 - No updates/new information received from UH.
 - Powerfail list of phone numbers circulated to members.
 - Main campus:
 - In order to save money on telephone costs, the College has our own PBX (Private Branch network) that allows the main campus to have hundreds of phones. Most of the phones on our campus are connected to the PBX.
 - When there is no electricity, most of these phones will not work. The PBX system has a battery back-up system that will provide power to only certain analog phones for only about 2-3 hours. **These analog phones that will operate for a short time are:**

1.	x273	Security	Bldg 4, Rm 3
2.	x139	Cashier's Office	Bldg 6, 1 st floor
3.	x172	Administration	Bldg 6, 2 nd floor
4.	x335	Library	Bldg 7, 1 st floor
5.	x430	Apprenticeship	Bldg 4, Rm 23
6.	x127	Auto Body	Bldg 3, Rm 3
7.	x428	Cafeteria	Bldg 4, Caf�
 - There are also a few phones that are "dedicated" phones that are directly hooked up to Hawaiian Telcom and these would work as long as Hawaiian Telcom's own back-up system is operational. If Hawaiian Telcom's phone system fails, these phones will NOT work. **These are direct Hawaiian Telcom Fax lines (B1, Analog type lines) are:**

1.	847-6021	Bookstore	Bldg 2, Rm 107
2.	845-0981	CENT	Bldg 20, Rm 10
3.	845-3767	PCATT	Bldg 2, Rm 507
4.	845-2679	EMC	Bldg 7, Rm 301
5.	845-3618	Library	Bldg 7, Rm 106

(Correction was made in changing Library's room from 107 to 106)

- Sub-committee asked by Nick whether there should be other “dedicated” or “analog” type phones that might be strategically placed about on the main campus. Currently seems unclear where shelters and other staging areas will be, thus, hard to know where lines should go. Cost per dedicated line is about \$70-\$75/month. Members will ponder over this for now, but in the meantime, these were suggestions:
 - Bldg 14 --? exact location. Consider placing a phone in Bldg 14 due to its extreme distance from the rest of the campus and potential for use as a Red Cross/Civil Defense shelter.
 - Bldg 6, 2nd floor conference room. Nick shared that he has an available old line that he can place there. Members justified the placement of this due to the room's designation of being our current Command Center as well as the hub for all campus/administrative activities.
 - ? Possibly consider Bldg 27 due to possibility of being a Red Cross/Civil Defense shelter.

- Satellite phones – Last year, Ken requested for 3 satellite phones when he was approached by UH on how many satellite phones that the campus would need in an emergency. This was included in an initiative that was submitted to the State Legislature requesting purchase of these items. No information since then has come back to the campus. Nick added that the Satellite phones cost about \$3000 each and one must subscribe to a provider for the satellite phone to work. Nick used this phone in Iraq and shared with us that there is a 3-5 second delay when talking due to linking up with a satellite.

- Emergency items that were brought by members were shared with others. These consisted of:
 - Combination TV tuner, AM/FM/Weatherband radio, flashlight, cellphone charger, siren that runs on batteries or hand crank. Cellphone adapter for your particular model may be purchased from the manufacturer. Emily shared that she keeps this in her car since she's never at home and it will be handy when and if she ever needs it since her car is always with her. Purchased from LLBean for about \$25.
 - Hand crank handheld combination AM/FM, siren, LCD flashlight. Purchased by April from Costco for about \$20 for pack of 2.
 - Hand crank handheld LCD flashlight. Purchased by Ken from Longs for about \$10 on sale.
 - Sony AM/FM transistor radio. Purchased by Ken from Longs for about \$10.
 - Lithium AA batteries expiration is 2021. On sale at Longs for \$8.00 for pack of 4.
 - Glow-in-the-dark (Halloween) stick or chem lights (**cyalum**). Nick shared that one can purchase military grade type glow sticks on e-Bay for about a box of 12 for about \$9.00. These last about 8 hours long. Best color to get is green. It was discussed that this may be a worthwhile purchase that may enable us to distribute these to instructors and others especially in high-rise buildings that rely on lights for escaping/evacuating in the dark in an emergency. Advantage: economical, multi-uses (for lighting and

designating/signaling routes and locations of shelter, etc. Because reimbursements become problematic, it was suggested that Ken use his p-card or others means to acquire this type of item especially if it's on e-Bay.

- Kits for floors/buildings – A decision has to be made on how comprehensive kits should be.
- Ken shared concerns over the most recent situations (traffic and earthquake) and asked whether we could have done something for traffic problem in allowing employees to stay on campus. Consensus was that most thought it would have been appropriate to allow a designated site to house those who did not want to leave campus and safe place to stay. Concerns raised were: location where shelter may be, availability of food and water, restroom facilities. Re: Water – Emily stated that Student Life usually has about 10 cases of water that they keep on hand for events that might be available for use during an emergency.

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

- Chulee asked for feedback on the timeline she proposed in sending information out to campus. Chulee has not gotten much response up until now and feels that the end-of-semester will be even more hectic for everyone. Thus, Chulee proposes that she will send email out to the general college about the 2nd week of the Spring semester informing them of the upcoming training and exercise in April. This will give the staff and faculty a chance to give her feedback on potential topics that they'd like to be trained in.
- It was also suggested that Ramsey and/or the committee make an announcement at the General College Meeting in January to share the importance of the Table Top Exercise and getting prepared for that. Action Item: Ken agreed and will talk to Ramsey about making this announcement for the General College Meeting.
- One way of increasing emergency preparedness awareness was to host workshops on various topics throughout the semester. Sheryl Legaspi volunteered to putting together a brown bag lunch-type session on showing people what a personal kit may consist of and have a few samples brought for people to see. Emily thought it would also be a good idea for the students to participate in such an event and offered to help Sheryl. Libby and William also will help Sheryl with her session.

III. Priority Items -- Concerns listed below were shared with members. To gain momentum in more detailed emergency planning, some committee members volunteered to do more research on specific items.

1. HCC Emergency Action Plan and responders – Everyone will review and continue to give feedback
2. Mass Notification /Communication– Concerns we have are centered around “fast and quick notification” and with little miscommunication of information. Everyone encouraged to continue to review and give feedback.
 - Informing campus of type of emergency and instructions
 - Activating Emergency Responders and Volunteers
 - Problems – Need people, takes time, message can get distorted over time
 - What do we have available to use now? Phones, Fax machines, Bull horn, Other items? Bell? In the old days, a large bell would sound to alert the town of an emergency. This would be a low tech item that might be worthwhile checking into. Sheryl and William will look into this more.
 - Develop procedures using low tech and high tech items to best notify and communicate vital information with main campus/off-campus sites.
 - Power fail phone numbers – Need to decide where else needs dedicated phones

3. Command Center location for the main campus –Everyone encouraged to continue to review and give feedback.
 - o Temporary Command Center – Location in Bldg 6, 2nd floor Admin Conference Room
 - o Consider alternative Command Centers and Triage for different emergencies (tsunami, lockdown, others) should be; Incorporate into building plans of new Science/Tech building?
 - o Suggested locations made in the past included: Building 2 (high rise floor for Tsunami?), and/or Building 7 (high rise floor for Tsunami?), Building 14, and Building 27
4. Off-campus Emergency and Evacuation Planning and Shelter – Need to meet with Ralph Hiatt
 - o Need for off-campus locations to develop their own emergency evacuation plans
5. Special Kits/Items required in an Emergency: Volunteers--Ken and William (CSC)
 - o Personal, Floor, Building (fire, lock-down, etc.) – William Lau started list that was distributed to some who attended.
 - o Command Center Items Needed
6. On-campus Shelters – Check into options available Volunteers--Chris and April
 - o Shelter for employees in non-emergency situations (when unable to drive home)? Cafeteria? KMCC?
 - o Shelter during official “emergency” where you have mix of employees/other nearby businesses, etc. for example, tsunami shelter?
 - o Suggested locations made in the past included: Building 2 (high rise floor for Tsunami?), and/or Building 7 (high rise floor for Tsunami?), Building 14, and Building 27
 - o Considerations -- High priority – sanitation and equipment for various emergencies; Food and Water
7. Questions and Concerns regarding campus planning of emergencies – Lorri will meet with Nick to learn more from Nick’s personal experience with emergencies and so we can learn and use this information to better plan how HCC responds to emergencies.

8. Glow stick availability – need to check

IV. Upcoming Meeting Dates and Times

Emergency Operation Planning Sub-Committee monthly meetings:

January

26 at 1:30pm at Firehouse, Bldg 28 – Meeting

****Date Change****

31 Emergency Preparedness Brown Bag Lunch (Topic: Constructing One’s Own Personal Kit)-date and time changed to 2/8/07

February

****New Date****

8 at 10 am -- Soup Day Presentation on Personal Emergency Planning (Coordinated by Sheryl Legaspi) – at Bldg 27, 111/116

16 at 12:30 pm Sub-committee Meets to Review Training Topics and Table Top Exercise

March

15 Meeting

April

13 morning

Training for Table Top Exercise

20 morning

Table Top Exercise

May

No date determined at this time

Meeting was adjourned at 2:15pm

***New information since meeting: We are thrilled to report that we have a new addition to our sub-committee! William Lau, from Welding, has volunteered to join our group. He brings with him a lot of experience from being a shop and safety steward at Pearl Harbor.