



UH Systemwide Policies and Procedures Information System (PPIS)

Executive Policy 2.203

Title

Emergency Management

Header

Executive Policy Chapter 2, Administration

Executive Policy [EP 2.203](#), Emergency Management

Effective Date: August 2016

Prior Dates Amended: October 2014

Responsible Office: Office of the Vice President for Administration

Governing Board of Regents Policy [RP 2.202](#), Duties of the President

Review Date: August 2019

I. Purpose

The University considers emergency preparedness and planning activities essential for maintaining the safety of its campus community. The purpose of this policy is to ensure that each campus develops and maintains a multi-hazard emergency management program utilizing emergency mitigation, preparedness, response and recovery based on the concepts and principles of the National Incident Management System. This policy shall be implemented in concert with individual campus security programs, policies and procedures.

II. Definitions

Comprehensive Emergency Management Plan (CEMP) - A document that establishes and outlines the campus' planned response to an emergency. The plan shall be modeled on the concepts and processes of the National Incident Management System (NIMS).

Emergency Communicator - The designated campus or System public information officer with overall responsibility for communication from the campus or System, including internal messages to faculty, staff, students, etc., media and external communication.

Emergency Coordinator - The designated person with responsibility for campus or System-wide emergency management activities.

Emergency Management Program - A management framework for responding to and recovering from emergencies that may threaten the health and safety of the campus community or disrupt its programs and operations.

Emergency Operations Center (EOC) - The central command and control facility designed to support emergency response, business continuity and crisis communications activities.

Emergency Worker - All state and county officials, officers, and employees are considered

emergency workers and shall perform functions as determined by their respective state or county department director during emergencies or disasters.

National Incident Management System (NIMS) - A system mandated by the Homeland Security Presidential Directive-5 that provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards in order to reduce loss of life, property and harm to the environment.

System-level Emergency - An emergency involving more than one campus or that has the potential to impact more than one campus, including but not limited to: natural disaster, cyber attack, pandemic, widespread power failure, ongoing threat of violence.

III. Executive Policy

A. Campus Responsibilities

1. Pursuant to this policy, all University of Hawaii campuses are required to have a written CEMP that is developed and implemented consistent with the concepts and principles of NIMS;
2. Each campus shall designate an Emergency Coordinator and Emergency Communicator. The individuals' names, titles, and contact information, as well as those of their backups, will be provided to the Vice President for Administration and updated as required;
3. Each campus shall establish emergency communication protocols applicable to campus emergencies;
4. Each campus shall conduct a review of its critical functions and designate emergency workers to ensure those functions are carried out; and
5. The CEMP shall be reviewed and approved by the chancellor and shall be updated annually. Each campus is required to submit its CEMP to the Vice President for Administration.
6. Each campus shall notify and include the System Emergency Coordinator and Emergency Communicator on all outgoing emergency communication.

B. System Responsibilities

1. The determination of a System-level emergency is made the by the Vice President for Administration;
2. Interact and coordinate emergency management activities with appropriate county, state, and federal government agencies to increase the readiness of the University;
3. Designate an Emergency Coordinator and Emergency Communicator. The individuals' names, titles, and contact information, as well as those of their backups, will be provided to the Vice President for Administration and updated as required;
4. Establish emergency communication protocols applicable to multi-campus emergencies;

5. For System-level emergencies, the System Emergency Communicator shall manage all official communication from the University, including internal messages to faculty, staff, students, media and external communication. For a System-level emergency affecting one or more campuses more significantly than others, those campus Emergency Communicators may be directed to serve as the University spokesperson;

6. The System Emergency Communicator shall be the point of contact between the System and campus Emergency Communicators and coordinate annual System-wide tests of emergency communication channels;

7. Support campuses when disaster preparation or responses are beyond campus resources or expertise in areas including;

- a. Information Technology
- b. Communications
- c. Academic Affairs
- d. Finance and Procurement
- e. Human Resources
- f. Legal Affairs
- g. Research

8. Conduct a review of its critical functions and designate emergency workers to ensure those functions are carried out;

9. Assist in coordinating key personnel training;

10. Convene and coordinate the Emergency Coordinators working group, which is an advisory body for system-wide emergency management;

11. Determine the appropriate use of UH Alert for text messaging purposes, taking into account Clery Act requirements, campus-level needs, service provider agreements, posted terms of service, and cost considerations.

12. Provide facility and technical support of the UH System/Manoa EOC at the IT Building on the UH Manoa campus, supported by Information Technology Center staff.

IV. Delegation of Authority

A. The chancellors are delegated the responsibility for the implementation and maintenance of an Emergency Management Program on their respective campus which shall include developing a

campus CEMP and designating a campus Emergency Coordinator and Emergency Communicator. This delegation includes the responsibility to conduct a review of critical campus functions and designate emergency workers to ensure those functions are carried out.

B. The Vice President for Administration is delegated system-wide administrative oversight and programmatic responsibility for system-wide emergency management.

V. Contact Information

Office of the Vice President for Administration

Telephone: (808) 956-6405

Email: vpadmin@hawaii.edu

VI. References

Hawaii Revised Statutes Chapter 127A Emergency Management

Homeland Security Presidential Directive–5

National Incident Management System

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

Signed

David Lassner

September 23, 2016

Date

President

Topics

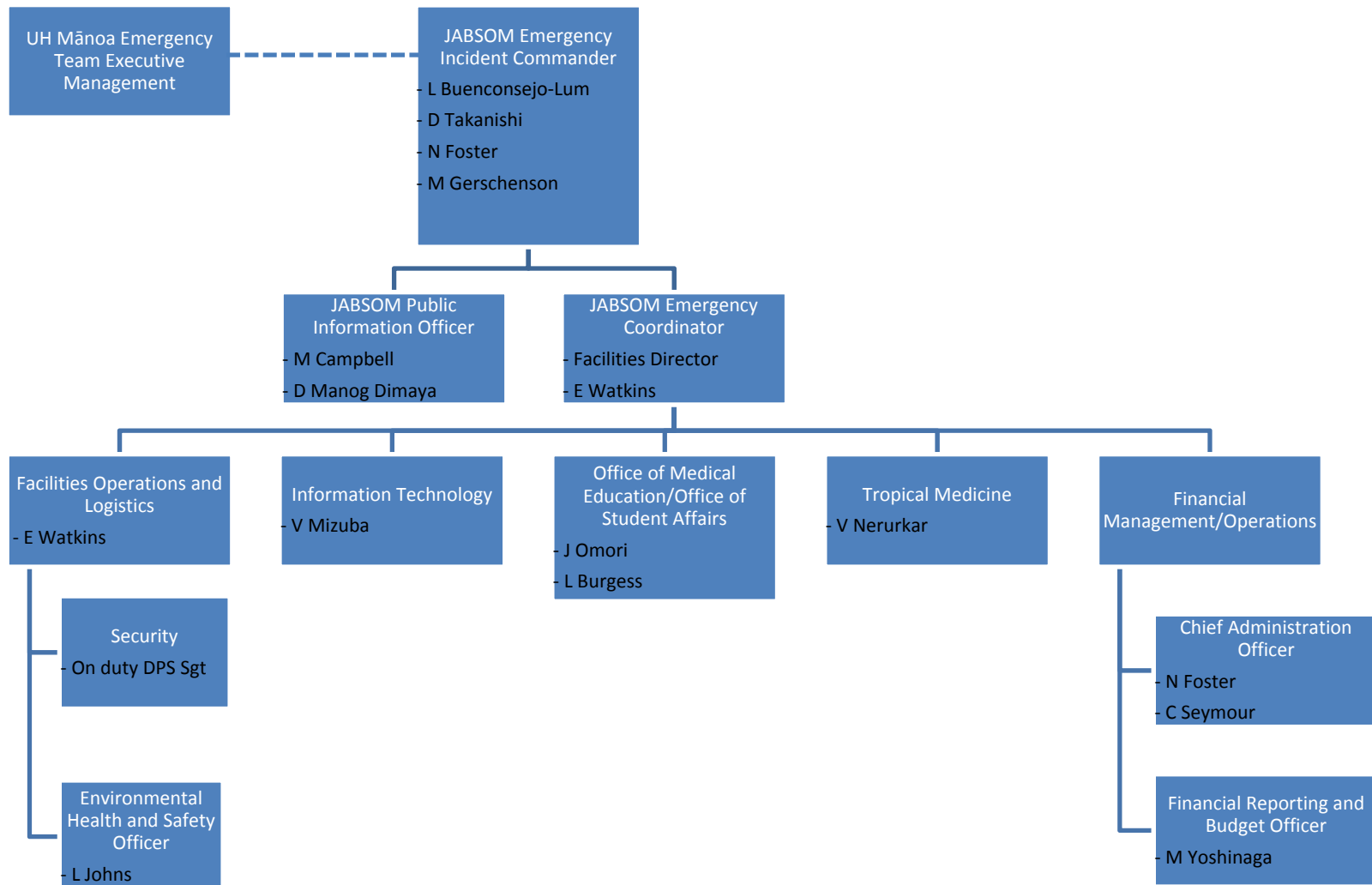
No Topics found.

Attachments

None

UH JABSOM Emergency Response Organizational Structure

Incident Management Team – Emergency Operations Center





UNIVERSITY
of HAWAI'I®

MĀNOA

COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

Revised: September 06, 2018



UNIVERSITY
of HAWAI'I
MĀNOA

DT 6709
Campus Services

RECEIVED

15 OCT 22 P 1:16

October 21, 2015
MANOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Robert Bley-Vroman
Chancellor

VIA: Kathy Cutshaw *KD Cutshaw*
Vice Chancellor for Administration, Finance and Operations

FROM: Deborah Huebler *Deborah V. Huebler*
Director of Campus Services

SUBJECT: University of Hawai'i at Mānoa Comprehensive Emergency Management Plan

SPECIFIC ACTION REQUESTED:

It is requested that you approve the final draft and implementation of the University of Hawai'i at Mānoa Comprehensive Emergency Management Plan (attachment 1).

RECOMMENDED EFFECTIVE DATE:

Upon approval.

BACKGROUND:

This Comprehensive Emergency Management Plan (CEMP) addresses the University of Hawai'i at Mānoa (UHM) planned response to emergencies associated with natural, technological, and man-made incidents/disasters.

PURPOSE:

The University of Hawai'i at Mānoa Comprehensive Emergency Management Plan is a statement of policy regarding emergency management. It assigns roles and responsibilities to campus units and individuals. The plan has been modeled from National Incident Management System concepts and processes; its primary focus is on managing emergencies and other disasters that may impact the UHM campus and operations. Revision of this plan and its promulgation will commence on an annual basis.

ACTION RECOMMENDED:

It is recommended that you approve the final draft and implementation of the University of Hawai'i at Mānoa Comprehensive Emergency Management Plan (attachment 1).

APPROVED / DISAPPROVED:

Robert Bley-Vroman

Robert Bley-Vroman
Chancellor

10/27/15

Date

Attachment1: University of Hawai'i at Mānoa Comprehensive Emergency Management Plan

1951 East West Road
Honolulu, Hawai'i 96822
Telephone: (808) 956-2980
Fax: (808) 956-4450

An Equal Opportunity / Affirmative Action Institution

1.2 PROMULGATION

Promulgation Statement

This Comprehensive Emergency Management Plan (CEMP) addresses The University of Hawai'i at Mānoa (UHM) planned response to emergencies associated with natural, technological, and man-made incidents/disasters.

This document is the underlying framework for the protection of health, safety, and property of students, staff, faculty, and visitors during incidents/disasters at UHM and its managed off-campus satellite facilities and properties. It is intended to facilitate multiple-agency and jurisdiction coordination; specifically between the University and local, state, and federal governments operating under a national incident management framework.

The comprehensive approach integrates the four phases of emergency management which include:

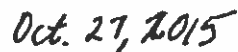
1. **Preparedness:** Activities devised by organizations, departments, and individuals to save lives and minimize damage.
2. **Response:** Immediate actions to save lives, protect property, and meet basic human needs.
3. **Recovery:** Short and long term procedures which begin once the disaster has been stabilized and which seek to restore lost functions.
4. **Mitigation:** Sustained action to minimize the effects of hazards on people and property.

The scope of CEMP encompasses all types of hazards that provide specific guidance for some of UHM's most likely risks. Training is a critical component of UHM's preparedness actions. In order to execute this plan effectively, UHM units must be familiar with the procedures set forth in this plan. Within this strategy are several designated roles and responsibilities to be assigned within different organizations. It is expected that each of these organizations will develop their departmental plans and procedures in support of campus emergency efforts.

This University of Hawai'i at Mānoa Comprehensive Emergency Management Plan is a statement of policy regarding emergency management, and it assigns roles and responsibilities to campus units and individuals. The plan has been modeled from National Incident Management System concepts and processes, and the primary focus is on managing emergencies and other disasters that impact campus. Revision of this plan and its promulgation will commence on an annual basis.



Dr. Robert Bley-Vroman
CHANCELLOR (Interim),
University of Hawai'i at Mānoa



Date

1.3 APPROVAL AND IMPLEMENTATION

This Comprehensive Emergency Management Plan (CEMP) was prepared by the University of Hawai'i at Mānoa to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities.

This plan shall apply to all UHM personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the CEMP may be applied to all UHM sponsored events.

The University of Hawai'i at Mānoa Department of Public Safety (UHM DPS) shall be responsible for plan oversight and coordination with applicable stakeholders. This CEMP is based on the "all-hazards" concept which plans for natural and man-made disasters and incidents.

This CEMP and its supporting contents are hereby approved. This plan supersedes all previous editions formerly referred to as the UH Mānoa Emergency Response Plan, and is effective immediately upon the signing of all signature authorities noted below. The plan is flexible in that part of the plan or the entire plan may be used based on the specific emergency.

Approved:  Date: 10/16/2015
Charles A. Noffsinger, Chief, UH Mānoa Department of Public Safety

Approved:  Date: 10/16/15
Deborah Huebler, Director, UH Mānoa Campus Services

Approved:  Date: 10/23/2015
Kathleen Cutshaw, Vice-Chancellor for Administration, Finance and Operations, UH Mānoa

1.4 Record of Changes

Change Number	Date of Change	Date Entered	Change Made By
001	09/06/2018	09/06/2018	J.LAGUNERO
(Page 11) UHM Facilities Management Office reorganized by BOR under office of UH System VP for Administration. The Director for Campus Operations and Facilities replaced the previously listed position of Assistant Vice-Chancellor for Physical, Environmental, and Long Range Planning.			

1.5 Distribution:

UHM DPS has the primary responsibility for maintaining and distributing the CEMP to the UH Mānoa Emergency Management Team (EMT) and select key UH staff/departments.

1.6 TABLE OF CONTENTS

1.0 INTRODUCTORY MATERIAL	
1.1 COVER PAGE	1
1.2 PROMULGATION DOCUMENT AND SIGNATURE PAGE	2
1.3 APPROVAL AND IMPLEMENTATION	3
1.4 RECORD OF CHANGES	4
1.5 RECORD OF DISTRIBUTION	4
1.6 TABLE OF CONTENTS	5
2.0 PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS	6
2.1 PURPOSE	6
2.2 SITUATION OVERVIEW	6
2.3 PLANNING ASSUMPTIONS	7
3.0 CONCEPT OF OPERATIONS	8
3.1 CAMPUS PRIORITIES	8
3.2 EMERGENCY RESPONSE CLASSIFICATIONS	9
4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	10
4.1 ORGANIZATION	10
4.2 ASSIGNMENT OF RESPONSIBILITIES (EMERGENCY MANAGEMENT TEAM –EMT)	11
5.0 DIRECTION, CONTROL AND COORDINATION	12
5.1 DIRECTION (INCIDENT COMMAND STRUCTURE)	12
5.2 CONTROL (INCIDENT COMMAND SYSTEM)	12
5.3 COORDINATION (EMERGENCY OPERATIONS CENTER / DEPT. OPERATIONS CENTER)	14
6.0 INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION	16
6.1 INFORMATION COLLECTION	16
6.2 ANALYSIS	16
6.3 DISSEMINATION	17
6.4 PUBLIC INFORMATION	20
6.5 SPECIAL EVENTS COMMUNICATION	20
6.6 COMMUNICATION SYSTEM AND EMERGENCY ALERT ROSTER	20
7.0 TRAINING AND EXERCISES	21
7.1 TRAINING	21
7.2 EXERCISES	21
8.0 ADMINISTRATION, FINANCE AND LOGISTICS	22
9.0 PLAN DEVELOPMENT, AND MAINTENANCE	23
9.1 PLAN DEVELOPMENT	23
9.2 PLAN MAINTENANCE	23
10.0 AUTHORITIES AND REFERENCES	24
10.1 AUTHORITIES	24
10.2 REFERENCES	24
10.3 CAMPUS MAP	25
10.4 GLOSSARY OF TERMS	26
10.5 ACRONYMS	31
Appendix A – EMERGENCY MANAGEMENT TEAM CONTACT LIST	32

2.0 PURPOSE, SITUATION OVERVIEW AND ASSUMPTIONS

2.1 PURPOSE

The UHM Comprehensive Emergency Management Plan (CEMP) provides procedures for managing and responding to major emergencies that may threaten the health and safety of the UHM community or disrupt its programs and activities. The CEMP outlines necessary emergency preparedness requirements and identifies organizations and individual positions that are directly responsible for emergency preparedness, response, and recovery.

The UHM CEMP:

- Provides the organizational and procedural framework for the management of emergencies on campus.
- Integrates operations with local, state, and federal agencies involved in emergency management.
- Defines concepts, terminology, policies, and structure for managing public safety operations consistent with local, state, and federal partners.
- Identifies lines of authority and organizational relationships.
- Describes specific roles, responsibilities, and procedures for the UHM campus to ensure a coordinated emergency response effort.

2.2 SITUATION OVERVIEW

Statewide Responsibilities

The UHM CEMP falls under the UH System emergency plan; which falls under the guidance of established planning developed and managed by the State of Hawai'i Emergency Management Agency (HI-EMA), formally known as Hawai'i State Civil Defense (SCD).

The President of the University of Hawai'i oversees the UH System Offices and the UH 10-campus System with campuses and facilities located statewide. The UH Vice President for Administration or designee has been delegated the responsibility to provide for UH System level guidance; act as the UH System senior executive responsible for managing impending or in-progress incidents affecting multiple campuses; and provide lead coordination with State and Federal resources.

Campus Chancellors have the responsibility and authority to direct emergency preparations, operations, and recovery activities for their respective campus.

The UHM main campus is located in Honolulu on O'ahu. UHM also has multiple satellite facilities and resources located statewide. This CEMP establishes the structure for command and control of UHM activities dealing with emergencies and events occurring at buildings and structures that are owned or leased by UHM. This CEMP also gives procedural guidance for specific incidents, emergencies, crises, and disasters, as well as general guidance for unanticipated events.

2.3 PLANNING ASSUMPTIONS

This plan is designed to provide an organized management protocol for UHM in the event of an emergency. The protocol has the flexibility to enact the entire plan, or just parts of the plan, as deemed appropriate to the situation. The UHM CEMP complies with the National Incident Management System (NIMS) of the U.S. Department of Homeland Security, which established the management structure of an Incident Command System (ICS). This plan assumes that the following actions will take place in an ongoing and overlapping cycle of the four phases of emergency management:

Phase 1: Preparedness

Preparedness efforts develop the response capabilities of UHM and include:

- Conducting a multi-year training and exercise plan based on common objectives and rooted in established standards such as the Homeland Security Exercise Evaluation Program (HSEEP) system for exercise development and improvement planning.
- Providing appropriate equipment for emergency response.
- Collaborative planning and testing of plans for response and recovery. This includes the CEMP, Annex plans, Continuity of Operations (COOP) plans, checklists, and SOPs.
- Implementing an Incident Command Systems (ICS) through integrated planning and training exercises, including collaborative efforts with other UH campuses and outside response agencies.

Phase 2: Response

Response activities are guided by the framework provided in this plan. They include:

- Determining level of emergency.
- Following departmental SOPs where appropriate.
- Activating the UH System Alert in coordination with the UHM Department of Public Safety, the UHM Chancellors Advancement Team (CAT) and/or the UH System Office of External Affairs.
- Activating the appropriate operations centers:
 - TYPE 1: Incident Command Post (if warranted)
 - TYPE 2: Appropriate Department Operations Center (DOC), or Campus Emergency Operations Center (EOC) for campus-wide or multi-departmental incidents.
 - TYPE 3: Campus EOC for county, state, and/or regional incidents. Coordination and liaison with federal, state, and county emergency responders.

Phase 3: Recovery

While departments such as the UHM Department of Public Safety, Facilities Management, University Health Services, and Environmental Health and Safety will undertake response activities to stabilize an emergency, most campus department responses will pertain to recovery operations. These include:

- Activating COOP/disaster recovery plans.
- Moving classes to alternate classroom space or conducting them online.
- Providing appropriate communications to the campus community.
- Seeking recovery assistance pursuant to the Stafford Act through the federal government.

Phase 4: Mitigation

Mitigation efforts are undertaken to eliminate, reduce the probability of, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation efforts include:

- Conducting regular threat and vulnerability assessments
- Providing "Timely Warnings," per Clery Act requirements

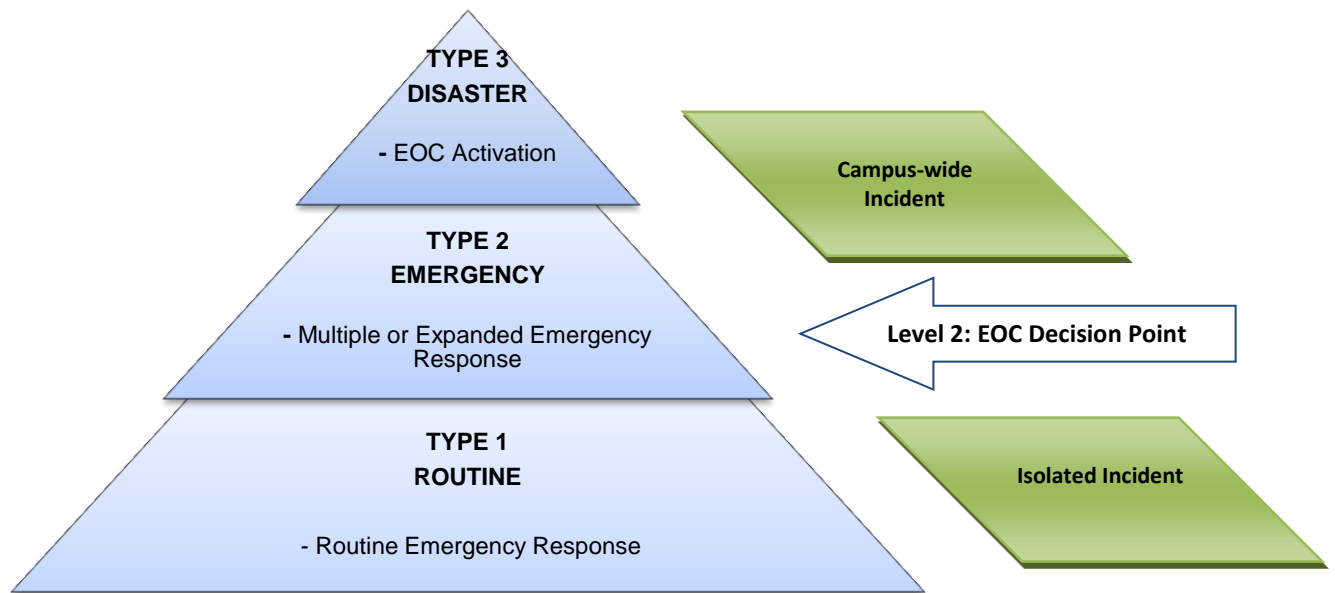
3.0 CONCEPT OF OPERATIONS

The Chancellor has the overall responsibility for emergency preparedness and response for UHM and shall be the Emergency Management Team (EMT) Executive. The Chancellor is also responsible for providing campus-level public safety and emergency operations guidelines ensuring the development and execution of the UHM Comprehensive Emergency Management Plan (CEMP); and the coordination and implementation of unit and departmental emergency plans.

UHM operational responsibilities for emergency preparedness include all on and off-campus facilities in terms of response and recovery.

This CEMP is based on a 3-level scale of emergencies with organizational assignments modeled on the DHS/FEMA National Incident Management System (NIMS), and the Incident Command System (ICS). (Refer to figure 1.)

Figure: 1: 3-Level Scale of Emergencies



3.1 CAMPUS PRIORITIES

UHM emergency responders and designated staff shall respond to an emergency situation in an organized, safe, effective, and timely manner. UHM personnel and equipment will be utilized to accomplish the following priorities:

Priority I Protect life and safety

Priority II Protect, assess, and restore critical infrastructure and facilities

Priority III Restore/maintain campus operations and resume education/research programs

3.2 EMERGENCY RESPONSE CLASSIFICATIONS - Each incident will be classified by Type according to its potential impact, severity, and response requirement.

3.2.1 Type 1: Routine Emergency Response

Routine emergency responses are handled at the department level. Responding personnel typically are able to handle the response, restore stability, and make appropriate notifications, including coordination with the Chancellors Advancement Team for communications with the media.

Characteristics of a Type 1 Routine Emergency Response include:

- Localized or affects a small area
- Can be quickly resolved with existing UHM resources or with limited external support
- Has little or no impact on personnel or normal operations outside the locally affected area

Examples: Personnel injury response, localized chemical spill, plumbing failure or water leak

3.2.2 Type 2 (Multiple or Expanded Emergency Response)

In the event of a multiple or expanded emergency response, the EMT Executive (Chancellor) or designee will receive a situation report from responding staff and will determine whether the Emergency Operations Center (EOC) or appropriate supporting Department Operations Center (DOC) will be activated. Other members of the EMT, the President of the University of Hawai'i, and state/county emergency management agencies may be alerted depending on the nature and severity of the emergency.

Characteristics of a Type 2 Multiple or Expanded Emergency Response include:

- Occurs at a single or at multiple location(s)
- Requires non-routine response from multiple campus personnel and/or departments
- Typically involves outside agency assistance and emergency response

Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and extensive utility outage. Also includes external incidents which may affect safety for campus personnel or operations.

3.2.3 Type 3 (Disaster)

A disaster is an occurrence or threat of widespread or severe damage, injury, or loss of life or property. Disaster-type emergencies require notification of the Chancellor and possible activation of the EOC. State/county emergency management agencies and the UH President are notified and communications established. UHM EMT members and other key personnel are alerted to report to campus. In addition, the appropriate lead Department Operations Center (DOC) and appropriate units may be activated to assist with the incident.

Characteristics of a Type 3 Disaster response include:

- Large and complex emergency situation that results in catastrophic consequences for some or all of the campus community,
- Involves campus wide resources, as well as support from UH System, and external entities.
- May require the EMT to consider potential suspension of operations, partial or full shutdown or campus closure.

Examples: Tsunami, hurricane, hazardous materials incident, active shooter, pandemic, and fire that cannot be contained. In these instances, there is serious risk of death or injury.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

4.1 ORGANIZATION

The Emergency Management Team (EMT) is composed of two groups: UHM's senior leadership, and designated key staff/departments. (For the list of the EMT refer to section 4.2 and for contact information refer to Appendix A-1.) As needed, additional UH staff may be called to assist with an incident. As much as possible, emergency response and recovery are assigned to personnel based upon their normal work responsibilities.

The EMT may include the following actions during an incident:

Response:

- Provides the overall strategies for the campus
- Provides leadership and motivation
- Establishes and ensures focus on top priorities
- Ensures adequate staff and resources are available to meet the needs of the Incident Commander and the Emergency Management Team
- Declares campus emergency and/or orders of suspension/alteration of campus and academic operations
- Approves and issues official emergency policy statements, orders, and notices to support and manage the campus's emergency response

Communication and Coordination with:

- Campus constituents and stakeholders
- Office of the President
- Mānoa Executive Team
- Emergency Management Team
- Deans and Directors of Divisions, Departments and Schools

Financial:

- Authorizes large expenditures, atypical purchasing activity, contingency contracts, and funding of emergency projects exceeding current funding levels

Policy Level Decisions:

- Ultimate authority over any significant decisions that must be made during a crisis to avert or mitigate undesired consequences as soon as possible
- Approves waiving standard policies to facilitate response and recovery

Release of Information:

- Ultimate authority over public information releases

Recovery:

- Establishes the campus strategic plan and recovery priorities
- Provides direction and vision for program recovery and post-event restoration

4.2 ASSIGNMENT OF RESPONSIBILITIES (EMERGENCY MANAGEMENT TEAM - EMT)

A. EMT Senior Leadership Responsibilities

The following campus senior leaders have a level of responsibility during both normal campus operations and during emergencies affecting UHM:

- **Chancellor:** Responsible for overall safety of UHM constituencies during normal operations and during emergencies.
- **Vice Chancellor for Administration, Finance and Operations (VCAFO):** Oversees UHM administration, finance, and operations duties. During an emergency, VCAFO oversees campus personnel and financial and facility resources to support the incident response and recovery.
- **Vice Chancellor for Academic Affairs (VCAA):** Responsible for planning, developing, organizing, directing, and evaluating academic programs, policies, procedures, and guidelines. During an emergency, VCAA is responsible for overseeing the suspension or cancellation of academic courses and programs, and is responsible for managing the COOP for resuming operations.
- **Vice Chancellor for Research (VCR):** Provides for the safe conduct of research operations. During an emergency, VCR ensures conduct and support of research via resource management such as identification and provisioning for emergency supplies in support of critical or sensitive research projects, staff, and facilities susceptible to disruption due to potential damage or the loss of power.
- **Vice Chancellor of Student Affairs (VCS):** Responsible for the direction and coordination of student services. During an emergency, VCS manages student services, with particular emphasis of the UHM campus residence life facilities and resources from the UHM Health Services, and Counseling and Student Development Center facilities.

B. EMT Leadership key staff and departmental supporting responsibilities

Select staff from campus departments typically actively involved during an incident has been identified as EMT key staff. Based on the type and severity of the situation, they may also assume the role as the UHM Incident Commander (IC). The IC is responsible for the management of all incident operations at the incident site.

The UHM Incident Commander may typically be designated from one of the following:

- **Assistant Vice Chancellor for Physical, Environmental, and Long Range Planning or designee:** Oversees the UHM Facilities Management Office which provides staff, equipment, and training necessary to respond to infrastructure related emergencies.
- **Chief, UHM Department of Public Safety (UHM DPS) or designee:** Provides public safety and security of the campus during emergency operations and in preparation for major events taking place at UHM. UHM DPS also assists the campus in its planning and training exercises for emergencies.
- **Director, UHM Environmental Health & Safety Office (EHSO) or designee:** Provides operational and research safety, and environmental protection of the campus as well as planning, training, and response to hazardous material incidents impacting the campus.
- **Director, University Health Services Mānoa (UHSM):** Provides response to emerging and actual threats from infectious disease that may impact campus faculty, staff or students.

When external agencies have been requested, the IC role may be assumed by the local emergency responding agency; the UHM IC role may then shift to being the incident UHM point of contact and a member of the responding agency Unified Command Staff.

5.0 DIRECTION, CONTROL AND COORDINATION

5.1 DIRECTION (INCIDENT COMMAND SYSTEM):

The Incident Command System (ICS) is used for a broad spectrum of incidents, from routine to complex, both naturally occurring and man-made, by all levels of government—federal, state, tribal, and local—as well as nongovernmental organizations (NGOs) and the private sector. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in incident management activities.

Some important transitional steps that are necessary to apply ICS at the incident scene include the following:

- Recognizing and anticipating the organizational elements that may be activated and taking the necessary steps to delegate authority.
- Establishing incident facilities as needed, strategically located to support field operations.
- Establishing the use of common terminology for organizational elements, position titles, facilities, and resources.
- Rapidly transitioning from oral direction to the procedures defined in the Incident Action Plan (IAP).

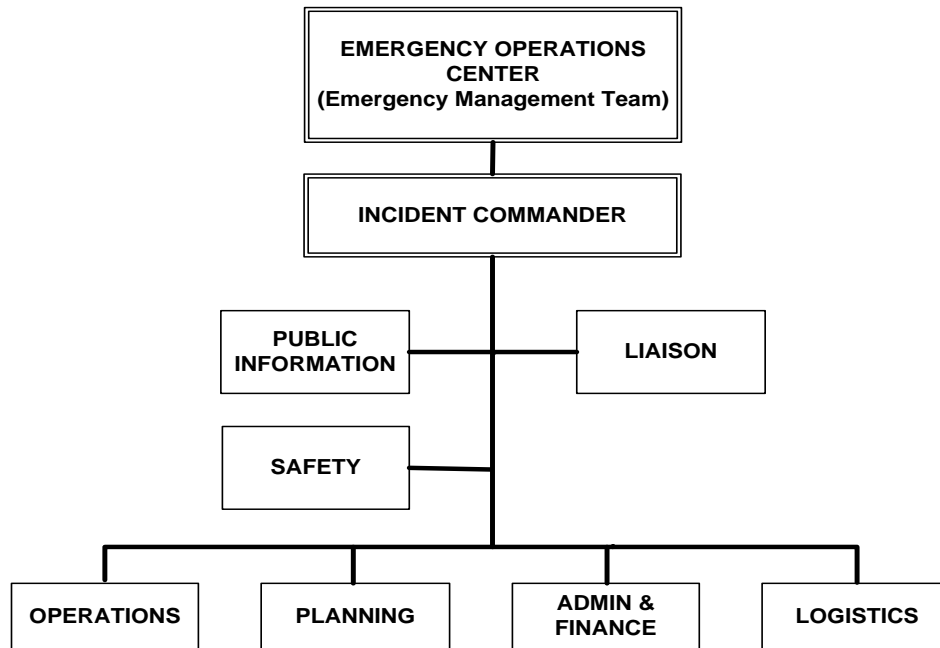
5.2 CONTROL (INCIDENT COMMAND STRUCTURE):

The Incident Command System (ICS) is established for an emergency response when the first responder arrives on scene. The first arriving emergency responder will immediately assume the role of Incident Commander (IC); however, the role may transition very quickly to another responder based on seniority or suitability for emergency response. In most emergency responses at UHM, UHM DPS is typically the first responder on the scene and typically would assume the initial role of the IC. During the recovery phase, the IC will typically be a senior member of the impacted unit, a member of the EMT, or an appointed campus official with expertise in implementing recovery actions.

Any emergency response at UHM that requires response from a non-campus agency working in conjunction with the campus will constitute a Unified Command (UC) structure under ICS. Agencies work together through designated members (generally the senior official on scene from each agency) to establish a common set of objectives and strategies for handling the emergency response. A single IC remains in charge; however, officials will collaborate in a unified manner. The IC may change depending on the most critical aspect of the emergency response (i.e. police to fire and vice versa).

Figure 2 (see pg. 13) represents the modular structure of ICS as outlined by the National Incident Management System (NIMS) to ensure consistent response that expands or contracts based on the size and scope of the emergency. Positions within the Command Staff and General Staff are dependent on the needs of the emergency and judgment of the IC. **Most emergency responses at the campus will not require more than a few of these positions.** The diagram represents how the ICS will be organized in the event of a large emergency response.

Figure 2: Incident Command Structure



NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) & INCIDENT COMMAND SYSTEM (ICS)

The responsibility for emergency planning and emergency operations at UHM is distributed throughout the organization to take advantage of levels of expertise not available in one central function. Listed below are the key staff and functional areas of the Incident Command Structure. When activated, and as needed, these functions will be staffed from internal UHM personnel that typically fill these roles in a non-emergency capacity. Since each situation is unique, the most appropriate and trained department/staff member will be identified from the resources available and will be assigned accordingly.

- Incident Commander (IC):** The Incident Commander is responsible for overall management of emergency activities, and may be supported by the EMT in the development, implementation, and review of strategic decisions, as well as post-event assessment. The IC has the authority for directing all emergency response efforts. The IC communicates closely with the EMT.
- Public Information Officer:** The Public Information Officer develops and implements an information strategy for faculty, staff, students, visitors, and the media. This position is always activated in a Level II or III emergency. (This will typically be staffed by UHM DPS Community Program Manager or staff from the UHM Chancellors Advancement Team.)
- Safety Officer:** The Safety Officer monitors, evaluates, and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the site safety plan and safety instructions in the Incident Action Plan. (This will typically be staffed by a representative from EHSO).
- Liaison Officer:** The Liaison Officer acts as a point of contact for outside organizations, including representatives of governmental agencies, nongovernmental organizations, and/or private entities.

- **Additional Command Staff:** Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the IC. For example, General Counsel may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff as an advisor for incidents involving medical and mental health services, mass casualty, acute care, vector control, and any other needed medical recommendations.
- **Operations Section:** The Operations Section is responsible for managing operations at the incident site in an effort to contain the immediate hazard, protect lives and property, establish situation control, and restore normal conditions. (This will typically be staffed by the operational unit assigned to the response phase.)
- **Logistics Section:** The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- **Planning Section:** The Planning Section is responsible for collecting, evaluating, and disseminating situational information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans (IAP) and incident maps; and gathers and disseminates information and intelligence critical to the incident.
- **Finance & Administration Section:** The Finance & Administration Section is responsible for budgets and purchases relating to the response effort. This section documents expenditures, purchase authorizations, property damage, equipment usage, and vendor contracting. This section also collects, evaluates, and disseminates information to the IC or UC and incident management personnel. The Finance & Administration Section is also responsible for preparing FEMA documentation and status reports as needed.

5.3 COORDINATION

5.3.1 EMERGENCY OPERATIONS AND DEPARTMENT OPERATIONS CENTER

A. Campus Emergency Operations Center (EOC)

The EOC may be activated upon direction of the Chancellor or his/her designee. The purpose of the campus EOC is to:

- Prepare for an emergency that is probable or imminent.
- Liaise with city, county, state, and federal EOCs and agencies.
- Support an Incident Commander during emergency response.
- Manage and coordinate requests for campus resources.
- Act as the command center for managing the recovery phase of a major incident.
- Provide support to UH System, and/or other UH campuses as appropriate.

During the response phase, the EOC supports the on-scene Incident Commander. During the recovery phase, the EOC may become the command post and manage all aspects of the operation until campus operations can be restored to normal.

The EOC may be fully or partially activated by the direction of the Chancellor or his/her designee, at which time the EMT or their designees will report. In the event of an emergency, the EOC will function as follows:

1. The responsibility for coordinating the EOC is assigned to UHM DPS.
2. Facility and technical support for the EOC will be provided from the UH System Information Technology Center staff.
3. When the EOC is activated, the EMT or their designees will report to the EOC.
4. The EOC may also be used for emergency management training, meetings, and exercises.

B. DEPARTMENT OPERATION CENTER (DOC)

Emergency incidents are managed at the lowest response and operational level by the appropriate department, and as needed with the support of select key staff and departments. The Incident Commander may utilize the appropriate Department Operations Center (DOC).

- UHM Department of Public Safety DPS-DOC. Campus Services building: 1951 East West Road
- Environmental Health & Safety Office EHSO-DOC. EHSO portable offices: 2040 East West Road
- Facilities Management FMO-DOC. Facilities Management Office: 2002 East-West Road
- Student Residential Life RES-LIFE-DOC. Frear Hall: 2569 Dole Street

6.0 INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

During an emergency, campus communication efforts will work to fulfill the following objectives:

- Provide mechanisms to report initial discovery, disperse notification, coordinate response and recovery, and disseminate an all clear.
- Maintain focus on known facts and positive behavior.
- Represent the campus as responsible and caring.
- Maintain stakeholder confidence.
- Effectively communicate with faculty, staff, students, and the general public regarding the emergency and actions necessary to protect the public good.

Communication systems at the campus must be able to reach a variety of target audiences. To ensure workability there must be redundancy built into the systems – no one system will fit every situation.

6.1 INFORMATION COLLECTION (INITIAL REPORTING OF AN INCIDENT)

In the event of an emergency situation, witnesses must report the incident as follows:

1. Emergencies occurring on campus property which require an emergency response by Police, Fire, or EMS should immediately be reported by dialing **911**. All 911 calls will go directly to the City & County of Honolulu 911 Dispatch.
2. Notify (UHM DPS) at (808) 956-6911 or 6-6911 from campus phones. UHM DPS can also be contacted directly via any campus Emergency Call Box (ECB).

When reporting an incident or emergency situation, the caller should be prepared to provide the following:

- Location of the incident
- Type of incident
- Number of injured if any
- Suspect description and direction of travel
- Vehicle descriptions, if any
- Name and contact information of person reporting

6.2 INFORMATION ANALYSIS (EMERGENCY FIRST RESPONDER COMMUNICATION)

UHM DPS dispatch and City & County of Honolulu 911 dispatch are in regular communication and coordinate to meet the needs of emergency first responders.

- UHM DPS's primary communication mechanisms are vehicle mobile radios and/or portable carried radios. UHM DPS operates an internal radio system and has the capability to share dedicated channels with external responders. First responders may also use cell phones, email, and text messaging depending on the need and circumstances.

6.3 DISSEMINATION

6.3.1 EMERGENCY FIRST RESPONDER COMMUNICATION TO IMPACTED COMMUNITY MEMBERS

The IC will ensure communications, needed actions, and appropriate information will be disseminated to those impacted by the emergency during the response using whatever means is available.

This may be communicated through:

- Speaker systems in the building
- Person to person
- Public address capabilities
- If warranted, UH Alert messaging may be utilized via email alert, announcements, and the media, including social media.
- In situations where a prolonged response and/or recovery are required, the Liaison Officer or PIO will notify the appropriate EMT member for support.

6.3.2 COMMUNICATION WITH UNITS AND SENIOR ADMINISTRATION

UHM DPS Dispatch maintains a list of campus resources that could provide support for an incident. When notified of an incident, UHM DPS will initiate the notification protocol for internal and external support, and assist in the notification to the affected campus entity. The process of notification and communication to the affected areas and senior administration depends upon the situation. The process of notification and communication is shown in Figure 3 on page 18.

- **Emerging Issue:** A situation which has potential to escalate into a significant or serious matter for the campus community is considered an emerging issue. When notified of an incident via the UHM DPS Dispatch, the UHM DPS Shift Supervisor will determine the appropriate resource best suited to assist with the situation. The appropriate resource will then be notified.
- **Incidental Response:** Incidental response is an occurrence that may be handled by the unit or requires a limited response from other university staff to mitigate. Properly handled, an incidental response should not rise to the category of an emergency response. Incidental Response may require UHM DPS Dispatch to send a campus resource such as EHSO or FMO. Contact with these units can be via phone or radio.
- **Emergency Response:** An emergency response is an occurrence which requires increased coordination or response beyond the routine in order to protect life, health, property, and the environment. Emergency responses are usually controlled with campus resources and are typically limited in time and scope. An emergency response includes what is commonly considered a disaster where there may be widespread or severe injury or damage resulting in significant human and/or economic losses which demands a response beyond the scope of any single agency or service.
 - If the situation requires external emergency responder response (i.e. 911 – Police, Fire, EMS), UHM DPS will coordinate the notification and response with them.
 - If the situation warrants notification of senior campus administrators, the UHM DPS Shift Supervisor will contact the UHM DPS Field Operations Captain who will, in coordination with the Chief of UHM DPS, make a determination on the level of notification necessary to senior administration.

6.3.3 CAMPUS EMERGENCY & INCIDENT NOTIFICATION

Criteria and procedures have been established to notify the campus community and/or officials of critical or emergency incidents that occur on or near University owned or leased property.

For the purposes of this section, the following definitions apply.

- A. **Emergency Notification System (ENS) (also known as the UH Alert process):** Is the process of immediate notification to the Mānoa campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of persons within the community that is comprised of a variety of methods by which campus officials can notify students, faculty, and staff of an active campus emergency.
- B. **Incident Notification:** The progressive process of notifying campus officials of serious incidents which occur on or near campus owned or leased property.
- C. **Incident Confirmation:** The verification of a legitimate emergency or dangerous situation will be made by staff from the UHM DPS. Confirmation of an incident is made through the consideration of the totality of the variables presented and the consideration for the potential of the incident to imminently threaten the health and safety of the community. Confirmation does not require that all pertinent details are known.
- D. **UH Alert:** Is the primary method by which UHM disseminates emergency information by means of campus email and also via SMS text alerts for the UH community that has opted in to receive these SMS text alerts.

EMERGENCY NOTIFICATIONS

A. EMERGENCY NOTIFICATION SYSTEM (ENS) – AUTHORIZATION FOR USE AND ACTIVATION

- 1. The following personnel have been designated as having the primary responsibility for the activation of the ENS:
 - a. Chief of UHM DPS
 - b. Captain for UHM DPS
 - c. Emergency Management Coordinator, UHM DPS
 - d. On-duty shift supervisors from UHM DPS
- 2. UHM DPS has the authority and responsibility to activate and issue components of an Emergency Alert upon the order of initiation by one of the above listed positions.
- 3. Staff from UHM DPS recognizes the goal of authorizing and activating an Emergency Alert lies with providing a safe and secure campus environment. Due to multiple variables, it is necessary to recognize that authorization and activation is directly linked to the situation presented. When able, collaboration with other campus officials is desired.

B. EMERGENCY NOTIFICATION SYSTEM – ACTIVATION CRITERIA

- 1. An Emergency Alert will be issued immediately ***upon confirmation*** for any critical incident that presents an ***imminent threat*** to health and/or safety. Emergencies that would qualify for an Emergency Alert include, but are not limited to the following ***confirmed*** emergencies:
 - a. Large scale fire or explosion;
 - b. Large scale HAZMAT incident;
 - c. Credible bomb or terrorist threat;
 - d. Hostage situation;
 - e. Active shooter/terrorist or armed suspect at large on campus that is being actively searched for;

(1) This does not include reports of possible shots fired or possible person with a weapon.

- f. Outbreak of meningitis, norovirus or other serious illness.
 - g. Other imminent hazardous or dangerous situations such as: severe weather, earthquakes, gas leaks, chemical spills, biological or radiological hazards.
2. The Emergency Alert is activated as soon as the ***imminent threat is confirmed unless***:
 - a. The incident does not meet the established criteria; or
 - b. If the incident is confirmed, but an emergency alert will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
- C. ENS – Methods of Communication
1. The UH Alert System, once activated, will contact all registered users through email and text messaging.
 2. Other methods of communication options include:
 - a. Public address systems and fire alarms in individual buildings;
 - b. Public address systems in UHM DPS patrol vehicles;
 - c. UHM and UHM DPS web alerts; social media websites such as Facebook and Twitter.

INCIDENT NOTIFICATIONS and EXTERNAL COMMUNICATIONS

- A. UHM INTERNAL INCIDENT NOTIFICATIONS
1. The Chief of UHM DPS, and/or his/her designee, shall have the responsibility for making the appropriate and timely incident notifications to other UHM offices; including, but not limited to:
 - a. Campus Services Director, who will notify the Vice Chancellor for Administration, Finance and Operations as appropriate.
 - b. UHM Chancellor’s Advancement Team, who will notify the Chancellor and Vice Chancellors as appropriate.
 - c. UHM Dean of Students
- B. EXTERNAL COMMUNICATIONS
1. The UHM Chancellor’s Advancement Team shall have the responsibility to coordinate and provide follow-on and supplemental communications and media support via established means and methods, including, but not limited to:
 - a. Official press releases
 - b. Web page(s)
 1. UH Mānoa <http://manoa.hawaii.edu/>
 2. UH System <http://hawaii.edu/emergency/>
 - c. Social media
 1. Twitter <https://twitter.com/UHManoaNews>
 2. Facebook <https://www.facebook.com/uhmanoa>

6.4 PUBLIC INFORMATION

UHM understands the need for communication during an emergency to provide timely and accurate information. It must be understood that, depending on the situation, the ability to share information quickly and accurately may be impeded by the emergency at hand. The IC or EMT will determine what public information can be shared and when it can be shared.

- The UHM incident PIO or EMT will coordinate and disseminate information appropriate for release. The information will be distributed through all appropriate channels such as press conferences, media, email and/or web.
- UHM is committed to sharing appropriate information with the campus and surrounding communities in a timely manner and ensuring that the information provided is as accurate as possible. It is understood that in a time of crisis, inaccurate information may be inadvertently circulated or only very limited information may be available.
- The UHM incident PIO or EMT will monitor the information released. Upon identification of incorrect information, they shall contact the appropriate agency to make the necessary corrections.

6.5 SPECIAL EVENTS COMMUNICATION

Depending on the size or nature of the event, a Unified Command may be established to coordinate a multiple agency response. The IC will continuously monitor emergency communications and make adjustments as necessary to ensure that all responders are sending and receiving communications as required. Additionally, UHM DPS Dispatch and the City and County of Honolulu 911 Dispatch are in regular communication and coordinate to meet the needs of emergency first responders and the incident management team.

- Communications during special events are primarily handled with portable and vehicle-mounted radios through the UHM DPS radio system. Dedicated radio channels can also be shared with assisting agencies.
- Cell phone and text messaging can occur depending on need, circumstance, and availability.

6.6 COMMUNICATION SYSTEM AND EMERGENCY CONTACT ROSTER

A core team of key staff from UHM and UH System manages the UH Emergency Alert system and evaluates other mass notification solutions and systems. This team meets monthly to address ongoing service needs and system testing. The core team consists of representatives from UH System External Affairs, UH System ITS, UHM Chancellors Advancement Team, UHM DPS, and representatives from the other UH Campuses.

Key departments are required to maintain current after hours contact information of key staff that may be tasked to respond after hours to an emergency situation or assist with recovery operations.

UHM –DPS shall maintain a copy of a confidential alert roster for after-hours contact information of the UHM EMT and key supporting departments' staff. These rosters contain sensitive contact information and are for official use only and will not be publicly distributed.

7.0 TRAINING AND EXERCISES

Training, drills, and exercises are an ongoing effort at the University to enhance preparedness of students, faculty, and staff. Campus emergency responders receive regular training in first aid, emergency response, and departmental specific training unique to their roles during an incident. Other members of the campus community receive varying levels of awareness training appropriate to their positions.

7.1 TRAINING

Defining Key Personnel and Training Requirements

The U.S. Department of Homeland Security and Department of Education recommend that all "key personnel" involved in school emergency management and incident response are trained in the National Incident Management System (NIMS), Incident Command System (ICS), and the National Response Framework (NRF). Key personnel are organized into three categories:

1. **General Personnel:** Personnel with any role in emergency preparedness, incident management, or response. General staff includes any staff that serves on the operations, planning, logistics, or finance/administration branches of the Incident Command System. General personnel should take the following TWO courses:
 - ICS 100: An Introduction to ICS for Schools
 - IS-700 NIMS: An Introduction
2. **Critical personnel:** Personnel with a critical role in response such as the Incident Commander, command staff, general staff, or member of another key campus emergency management team. Command staff typically refers to any staff that serves in the following role of incident commander, public information officer, safety officer, or liaison officer. This will vary depending upon the school or institution of higher education (IHE) campus. Critical personnel should take the following FOUR courses:
 - ICS 100: An Introduction to ICS for Schools
 - IS-700 NIMS: An Introduction
 - IS-/ICS-800.B National Response Framework, An Introduction
 - IS-/ICS-200 ICS for Single Resources
3. **Leadership Personnel:** Personnel with a leadership role are obligated to command and manage incidents that occur on the IHE campus in the absence of traditional incident response personnel (e.g., school or IHE Incident Commander). Leadership personnel also include those who would likely be integrated into a more advanced ICS role (Unified Command and management) should it become necessary. The following additional courses are recommended for leadership personnel:
 - ICS-300 Intermediate Incident Command System
 - ICS-400 Advanced Incident Command System

Training for key positions such as Public Information Officer has already been developed by FEMA. Other select key position trainings are being developed. Refer to this link to FEMA's Emergency Management Institute for available position-specific training and courses available: <http://training.fema.gov/emi/>.

8.0 ADMINISTRATION, FINANCE AND LOGISTICS

The Office of the Vice Chancellor for Administration, Finance and Administration (OVCAFO) provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai'i at Mānoa. OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management.

8.1 Administration:

Office of Human Resources – The Office of Human Resources is assigned campus-wide functional responsibility for human resources management, except for academic personnel matters. The office develops policies and procedures for the campus necessary to effectively implement Board of Regents (BOR) and Executive policies as they pertain to non-faculty employees of the Mānoa campus.

8.2 Finance:

Office of Financial Resources Management –The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office - Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets. Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; position control; and the review of unfunded budget proposals.

Office of Finance and Accounting- Prepares and analyzes periodic operating statements in support of the Mānoa Chancellor's overall management of the campus. Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans. Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers. The office also manages the Chancellor's Office budgets, and provides fiscal training to campus fiscal officers.

8.3 Funding and tracking of resources and expenditures:

All disaster or emergency related expenditures will be tracked for possible reimbursement. Individual Units are responsible for tracking all costs related to emergency response including force account work, force account equipment, materials and supplies, and contract work.

Emergency operations may require significant resources. Tracking those resources is vital for several reasons:

1. Knowing what resources are on hand and available
2. Anticipating what will be needed
3. Tracking resources and returning resources at the conclusion of the operation
4. Tracking costs as necessary for reimbursements

FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at <http://www.fema.gov>.

9.0 PLAN DEVELOPMENT AND MAINTENANCE

9.1 Plan Development

The UHM CEMP and all supporting plans and procedures are “living documents” that will be updated as situations and circumstances arise. The CEMP needs to be maintained, kept current and regularly exercised in order to maintain effectiveness.

The Chief of UHM DPS has primary responsibility for maintaining the CEMP, although resources from other organizations are needed to contribute to its ongoing maintenance. To facilitate the development of plans, policies, and procedures, smaller subcommittees may be formed as needed to conduct additional research and focus on developing a final product.

9.2 Plan Maintenance

To maintain a current and functional plan, a review of the CEMP by the EMT will occur regularly. To provide practical experience to those having CEMP or EOC responsibilities, the CEMP will be activated at least once per year in the form of a simulated emergency drill or training exercise. The CEMP will be updated as necessary, based upon deficiencies identified by the drills and exercises, changes in organizational structure, facilities, and technological and other changes. Changes must be approved before they are incorporated into the plan.

10.0 AUTHORITIES AND REFERENCES

10.1 Authorities

10.1.1 Federal

- a. Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended.
- b. The Disaster Relief Act of 1974, PL 93-288 as amended.
- c. Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- d. Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance.
- e. Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management.
- f. EO 12656 of November 18, 1988, Assignment of Emergency Preparedness Responsibilities.
- g. Homeland Security Presidential Directive 5, February 28, 2003, Management of Domestic Incidents
- h. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

10.1.2 State of Hawai'i

- a. Governor's Administrative Directive No. 87-8, dated December 11, 1987
- b. Governor's Administrative Directive No.15-01, dated August 11, 2015
- c. Hawai'i Revised Statutes (HRS) Chapter 127A

10.1.3 University of Hawai'i

- a. University of Hawai'i at Mānoa Campus Chancellors Policy
- b. University of Hawai'i at Mānoa Campus Chancellors Policy on Emergency Notification
- c. University of Hawai'i System Board of Regent Policies Section 2-2, Duties of the President
- d. University of Hawai'i System Board of Regent Policies 11-5, Public Health and Safety
- e. University of Hawai'i System President's Executive Memorandum 13-12, on Revised Executive Policy E2.203

10.2 References

Include but are not limited to:

10.2.1 Federal

- a. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, Federal Emergency Management Agency, March 2009.
- b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- c. National Incident Management System (NIMS), Department of Homeland Security, December 2008.
- d. National Response Framework, Federal Emergency Management Agency, January 2008.

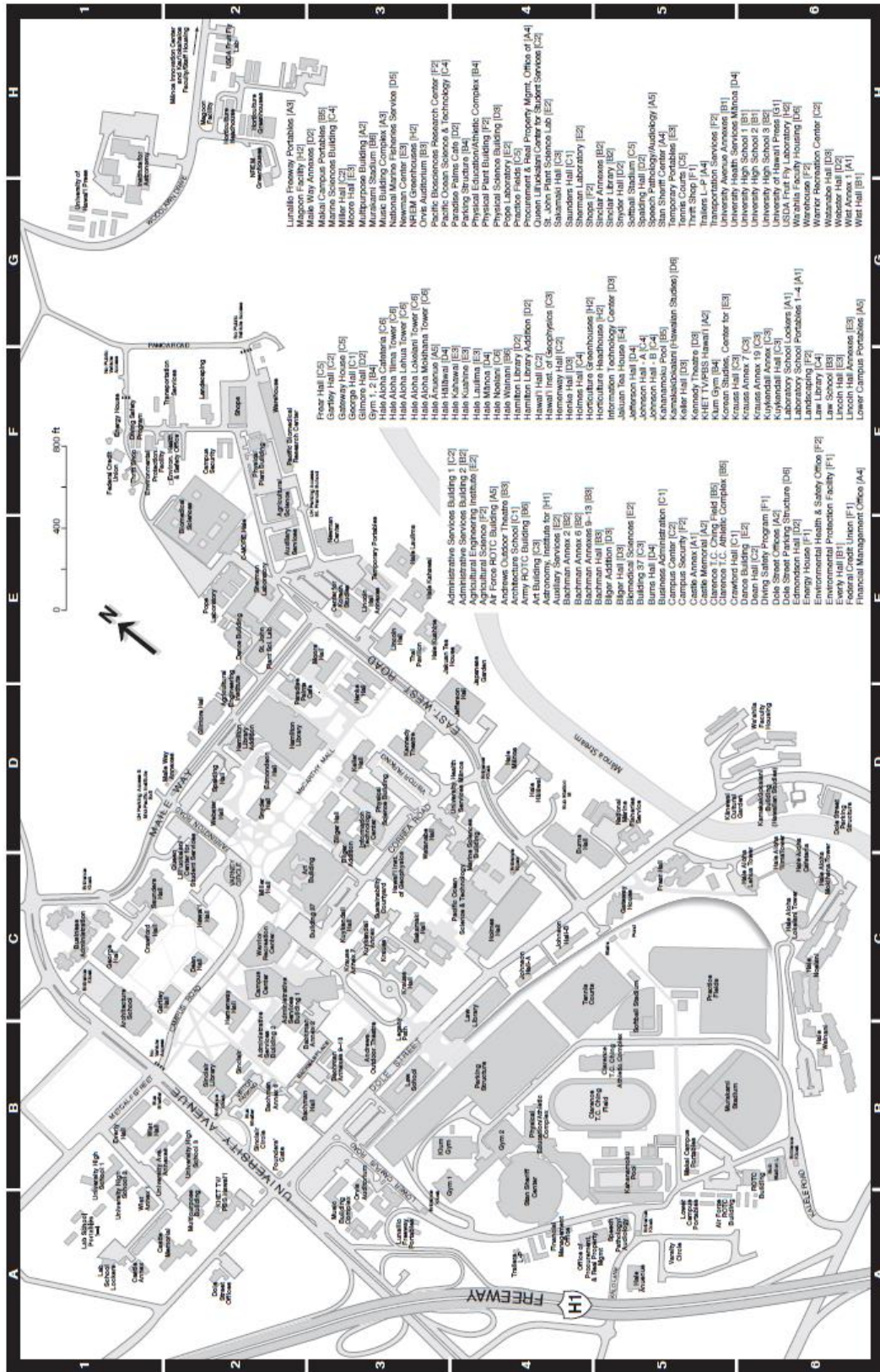
10.2.2. State

- a. State of Hawai'i Emergency Operations Plan

10.2.3. Local

- a. City & County of Honolulu Emergency Operations Plan

10.3 UHM CAMPUS MAP



10.4 GLOSSARY / KEY TERMS

After-Action Review (AAR): The after action review process is a leadership and knowledge sharing tool that helps professionals within UHM to better understand incidents and important events. Through this process, leadership can identify aspects of planning, preparedness, incident response, and incident management that may either be highlighted as worth sustaining or noted for corrective action.

All-Risk: Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Appendix: A plan element attached to a functional annex to provide information on special approaches or requirements generated by unique characteristics of specified hazards identified as being of particular concern to the jurisdiction.

Chain of Command: A series of management positions in order of authority.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Comprehensive Emergency Management Plan (CEMP): The compiled all-hazard plan maintained by UHM DPS Office of Emergency Management that details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how actions will be coordinated.

Continuity of Operations Plan (COOP): Is a logistical plan for how an organization will recover and restore interrupted critical function(s) within a predetermined time after a disaster or extended disruption. This includes Business Continuity Plans, also known as University Continuity Plans (UCP), that primarily focus on identifying critical operations and continuing operations with limited resources.

Damage Assessment

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and status of key facilities from a man-made or natural disaster.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Disaster: Is an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or human-made cause.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property.

Emergency Management (EM): A continuous process in which Local, State, Federal, non-governmental organizations, private sector agencies, and institutions of higher-education conduct incident management and emergency preparedness activities focusing on mitigation, preparedness, response, and recovery periods.

Emergency Management Coordinator (EMC): Currently staffed from UHM DPS, who assists with the functioning of the EOC as the EOC manager and liaison with internal and external responders and coordinates emergency management activities for the UHM emergency management program.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Homeland Security Exercise Evaluation Program (HSEEP): Is a capabilities- and performance-based exercise program that provides standardized policy, doctrine, and terminology for the design, development, conduct, and evaluation of homeland security exercises.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Initial Action: The actions taken by resources that are the first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Institution of Higher Education (IHE): Is a school that Awards a bachelor's degree that meets all three of the following criteria: Admits as regular students only persons with a high school diploma or equivalent; or admits as regular students persons who are beyond the age of compulsory school attendance, Public, Private, or Non-Profit, Accredited or pre accredited and is authorized to operate in that state

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and materials for the incident.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: Sustained action to minimize the effects of hazards on people and property.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of

incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

Operations Section: The Section responsible for all tactical operations at the incident.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

Preparedness: Activities devised by organizations, departments, and individuals to save lives and minimize damage.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Recovery: Short and long term procedures which begin once the disaster has been stabilized and which seek to restore lost functions.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Immediate actions to save lives, protect property, and meet basic human needs.

Risk: Risk is a combination of the probability that an event will occur and the consequences of its occurrence.

Risk Management: Is the deliberate process of understanding “risk” – the likelihood that a threat will harm an asset with some severity of consequences – and deciding on and implementing actions to reduce it.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Situation Report (SITREP)

Confirmed or verified information regarding the specific details relating to an incident.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single

function or a number of interrelated functions in a uniform manner.

Threat: An indication of possible violence, harm, or danger.

Threat and Hazard Identification and Risk Assessment (THIRA): The Threat and Hazard Identification and Risk Assessment is a tool that allows a jurisdiction to understand its threats and hazards and how the impacts may vary according to time of occurrence, season, location, and other community factors.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

10.4 ACRONYMS

AAR	After Action Report
BC	Building Coordinator
CEMP	Comprehensive Emergency Management Plan
CERT	Campus/Community Emergency Response Team
COOP	Continuity of Operations Plan
CSDC	Counseling and Student Development Center
DEM	Department of Emergency Management
DHS	Department of Homeland Security
DOC	Department Operations Center
DOH	Department of Health
EHSO	Environmental Health & Safety Office
EM	Emergency Management
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EMT	Emergency Management Team
ENS	Emergency Notification System
EOC	Emergency Operations Center
FMO	Facilities Management Office
FEMA	Federal Emergency Management Administration
Hazmat	Hazardous Material
HSEEP	Homeland Security Exercise Evaluation Program
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IHE	Institution of Higher Education
NIMS	National Incident Management System
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POD	Point of Distribution
SCD	State Civil Defense
SERT	State Emergency Response Team
SOPs	Standard Operating Procedures
UHM	University of Hawai'i at Mānoa Campus
UHM DPS	University of Hawai'i at Mānoa – Department of Public Safety
UHS	University Health Services

APPENDIX A-1

UHM EMERGENCY MANAGEMENT TEAM (EMT)

TITLE / OFFICE	NAME	EMAIL	OFFICE PHONE
Chancellor (Interim)	David Lassner	david@hawaii.edu	956-7651
V.C. for Administration Finance & Operations	Kathy Cutshaw	cutshaw@hawaii.edu	956-9190
V.C. for Academic Affairs (Interim)	Michael Bruno	mbruno2@hawaii.edu	956-8447
V.C. for Research	Michael Bruno	mbruno2@hawaii.edu	956-7837
V.C. for Students (Interim)	Lori Ideta	ideta@hawaii.edu	956-3290
Director, UHM Campus Operations and Facilities	Blake Araki	blakea@hawaii.edu	956-4636
Chief, UHM Dept. of Public Safety (UHM DPS)	Andrew Black	ablack22@hawaii.edu	956-8310
Emergency Management Coordinator (UHM DPS)	Jimmy Lagunero	lagunero@hawaii.edu	956-0773
Director, Environmental Health & Safety (EHSO)	Emma Kennedy	ekennedy@hawaii.edu	956-3200

As necessary, additional UHM Administrators (sample listed below), may also be contacted by the EMT or Incident Commander to assist with the incident response and/or recovery to a campus emergency.

TITLE / OFFICE	NAME	EMAIL	OFFICE
Director, Athletics	David Matlin	matlin@hawaii.edu	956-7301
Director, Office Research Compliance	Leonard Gouveia	lgouveia@hawaii.edu	956-4740
Director, University Health Services	Dr. Andrew Nichols	nicholsa@hawaii.edu	956-8965
Dean, UH Medical School	Dr. Jerris Hedges	jerris@hawaii.edu	692-0881
Director, Cancer Research Center	Dr. Randall Holcombe	rholcombe@cc.hawaii.edu	586-3013

APPENDIX A-2

UH SYSTEM ALERT ROSTER

TITLE / OFFICE	NAME	EMAIL	OFFICE PHONE
President	David Lassner	david@hawaii.edu	956-8207
V.P. for Academic Planning & Policy	Donald Straney	dstraney@hawaii.edu	956-6897
V.P. for Administration	Jan Gouveia	jgouveia@hawaii.edu	956-6405
V.P. for Budget & Finance / CFO	Kalbert Young	kalbert@hawaii.edu	956-8903
V.P. for Legal Affairs & UGC	Carrie K.S. Okinaga	carrieok@hawaii.edu	956-9901
V.P. for Information Technology & CIO	Garret Yoshimi	gyoshimi@hawaii.edu	956-3501
VP for Research and Innovation	Vassilis Syrmos	syrmos@hawaii.edu	956-5006
V.P. for Community Colleges	John Morton	jmorton@hawaii.edu	956-7038
Assoc. V.P. for Student Affairs (Interim)	Hae Okimoto	hae@hawaii.edu	956-8753
Assoc. VP for Administration and (Interim) Director, UH System Human Resources	Donna Kiyosaki	donnaafay@hawaii.edu	956-6855
UH System Emergency Mgmt.	Darren Suzuki	dmsuzuki@hawaii.edu	956-7243
UH System Communications	Dan Meisenzahl	dmeisenz@hawaii.edu	348-4936

TO BE DEVELOPED

FUNCTIONAL ANNEXES

- A. Accounting for All Persons**
- B. Communications and Notifications**
- C. Continuity of Operations (COOP)**
- D. Deny Entry or Closing**
- E. Emergency Operations and Department Operations Centers (EOC/DOC)**
- F. Evacuation**
- G. Public Health, Medical and Mental Health**
- H. Rapid Assessment**
- I. Recovery**
- J. Security**
- K. Shelter-in-Place or Secure-In-Place**

TO BE DEVELOPED

THREAT OR HAZARD-SPECIFIC ANNEXES

- A. Active Shooter**
- B. Bomb Threat or Explosion**
- C. Climate Change**
- D. Cyber Attacks / Threat**
- E. Hazardous Materials Incident**
- F. Hurricane or Severe Storm with Flooding**
- G. Mass Casualty Incident**
- H. Pandemic or Disease Outbreak**
- I. Tsunami with Coastal Inundation**
- J. Utility Failure (Power/Water)**




UNIVERSITY
of HAWAII®
MĀNOA

December 27, 2017

MEMORANDUM

TO: Jan Gouveia
Vice President for Administration, UH System

FROM: Jerris R. Hedges
Dean, John A. Burns School of Medicine 

SUBJECT: **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEPM)**

Ref: A: Executive Policy EP 2-203, UH System Policies and Procedure,

In accordance with UH System Policies and Procedure, Section III. (Executive Policy), A.2. (Campus Responsibilities), found in ref (A), the Emergency Coordinator and Emergency Communicator positions and their backups are as shown below:

Emergency Coordinator
Edward Ohlson
Director, Office of Facilities,
Management and Planning
eholson@hawaii.edu
808-692-0919 (office phone)
808-492-6181 (cell phone)

Emergency Communicator
Tina Shelton
Director of Communications,
Media & Government Affairs
sheltont@hawaii.edu
808-692-0897 (office phone)
808-554-2586 (cell phone)

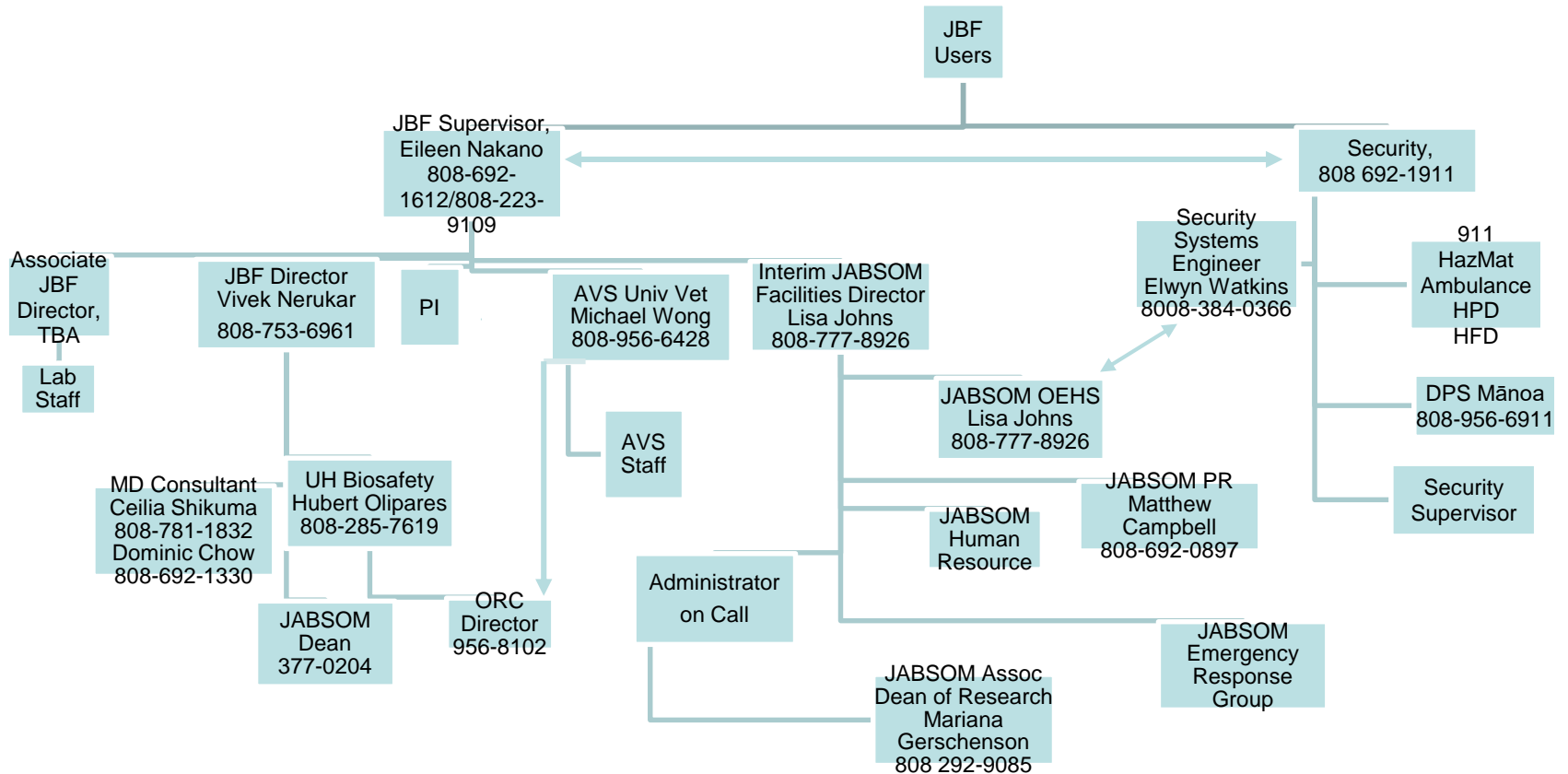
Emergency Coordinator Backup
Elwyn Watkins
Security Engineer
elwyn@hawaii.edu
808-692-1274 (office phone)
808-384-0366

Emergency Communicator Backup
Deborah Manog
Media Design & Production
dmanog@hawaii.edu
808-398-0367

Jerris Hedges, MD, MS, MMM
Professor and Dean
John A. Burns School of Medicine
University of Hawaii – Manoa

C: Nancy Foster
EC Ohlson
Elwyn Watkins
Tina Shelton
Deborah Manog

JBF Incident Response Phone Tree



REMEMBER: Dial '9' first to reach an off campus phone number.

Note: If you cannot reach your contact(s), you must call the next level of contacts on the phone tree.

EMERGENCY PREPAREDNESS

WHAT CAN I DO TO PREPARE FOR AN EMERGENCY?

Whether the emergency is a natural or a manmade disaster, it is important to be prepared.

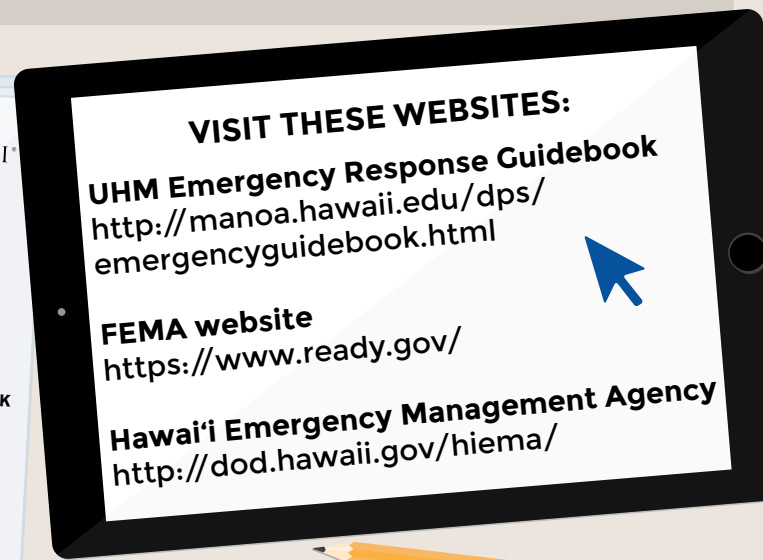
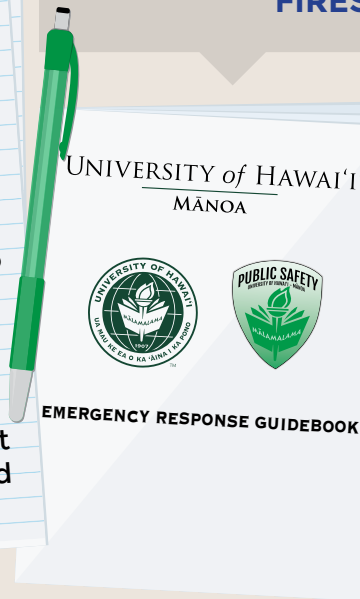


View and download the UH Mānoa Emergency Response Guidebook for information on preparing for:

HURRICANES
NATURAL DISASTERS
FIRES

CIVIL DISASTERS
BOMB THREAT
and much more!

- SHELTER IN PLACE** - know where that place is ahead of time. Have multiple places in mind in case you are at home, at work, or even driving.
- HAVE A PLAN** - individual, family, workplace, friends, etc. Know where to go, what to do, and when to do it. Be sure to do this ahead of time so you are ready!
- DRILL FOR YOUR PLAN** - your actions must be automatic and you may not have time to call family and friends



KEEP AN EMERGENCY SUPPLY KIT!



It is important to prepare for any natural or manmade disaster to last **at least 14 days** - this should include:

- Food, water, and medications
- Battery powered AM/FM radio
- FRS/GMRS hand-held walkie-talkie
- Flashlight with extra batteries
- Important documents in plastic bag
- Whistles, blankets, and tarp
- Personal hygiene items
- First aid kit
- Cash in small bills

Plan to meet the unique needs of your family, such as supplies for pets or seniors. For information on basic disaster supply kits, visit: <https://www.ready.gov/build-a-kit>

HOW WILL I BE NOTIFIED OF AN EMERGENCY?

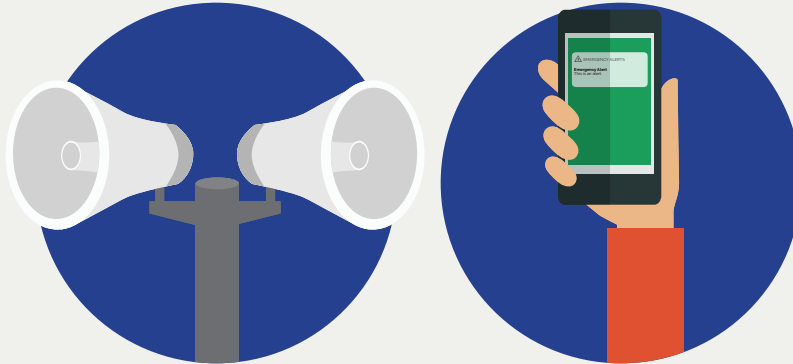
Upon receipt of any emergency notification, the State Warning Point will activate the outdoor sirens statewide

MISSILE THREATS

"Attack-Warning"
(wailing sound)

NATURAL DISASTERS

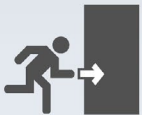
"Attention-Alert"
(steady tone)



Warning advisories will also be transmitted via cellular telephones, AM/FM radio, and television

WHERE IS THE BEST PLACE TO TAKE REFUGE IN MY BUILDING IF THERE IS A NUCLEAR THREAT?

Information courtesy of U.S. Department of Health and Human Services*



GET INSIDE



STAY INSIDE



STAY TUNED

If a radiation emergency happens in your area, you should get inside immediately.

No matter where you are, the safest action to take is to: **GET INSIDE. STAY INSIDE. STAY TUNED.**

- Close and lock all windows and doors.
- Go to the basement or the middle of the building. Radioactive material settles on the outside of buildings; so the best thing to do is stay as far away from the walls and roof of the building as you can.
- If possible, turn off fans, air conditioners, and forced-air heating units that bring air in from the outside. Close fireplace dampers.
- Bring pets inside.
- Stay tuned for updated instructions from emergency response officials.

 NOT SAFE

 SAFER

 SAFEST



Adapted from Ventura County Public Health, Ventura County, CA



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

<http://emergency.cdc.gov/radiation>



After Emergency Survey Question	Purpose
<p>What was supposed to happen? What actually happened? Why were there differences?</p>	<p>These questions establish a common understanding of the work item under review. The facilitator should encourage and promote discussion around these questions. In particular, divergences from the plan should be explored.</p>
<p>What worked? What didn't? Why?</p>	<p>These questions generate reflection about the successes and failures during the course of the project, activity, event or task. The question 'Why?' generates understanding of the root causes of these successes and failures.</p>
<p>What would you do differently next time?</p>	<p>This question is intended to help identify specific actionable recommendations. The facilitator asks the team members for crisp and clear, achievable and future-oriented recommendations.</p>



SUMMARY OF ACTIONS FOR SPECIFIC EMERGENCIES AT JABSOM KAKA'AKO

EVACUATION PROCEDURE

Should the building's fire alarm be sounded or if you are instructed by emergency services (**UH Department of Public Safety (DPS), JABSOM Security Engineer, JABSOM Emergency Administrator, JABSOM Emergency Coordinator, JABSOM EHSO, HPD, HFD**) to evacuate the building, these procedures should be followed:

1. Gather your personal belongings (keys, purse, wallet, cell phone) only if it is in the immediate area and is safe to do so.
2. Immediately evacuate the building without delay. Close doors if possible (do not lock doors).
3. Remain calm and use the nearest emergency EXIT to leave the building (DO NOT use the elevators or JABSOM MEB main lobby stairwell.). To locate emergency EXITs, follow the illuminated "EXIT" signs in the building.
4. Mobility impaired individuals (i.e. elevator dependant) will need assistance. Please follow these procedures when assisting:
 - Escort the individual to the nearest emergency EXIT stairwell landing (this is considered the "area of rescue assistance" for mobility impaired individuals).
 - Position the individual away from evacuating traffic in the stairwell landing.
 - These individuals should remain in the stairwell landing so that trained personnel can return to move them safely.
 - Continue to evacuate and once outside, immediately inform the HFD, HPD, or DPS of the individual and the location (stairwell number and floor).
5. When evacuating the building, move away from the building's entrances and clear building access for emergency response personnel.
6. Once you are out of the building, go to a designated evacuation gathering area to await further instructions from emergency services.
7. DO NOT return to the building until the Honolulu Fire Department or Honolulu Police Department says you may go back in.



FIRE

If a fire is detected on campus, these procedures should be followed:

1. Notify others in the nearby area that there is a fire.
2. It is advised that you evacuate the building and leave the fire fighting to the HFD but you may attempt to extinguish a small fire if:
 - a. If you have been trained to use a fire extinguisher
 - b. there is no one in immediate danger
 - c. you can do so safely.

Otherwise DO NOT attempt to extinguish a fire.

3. Sound the building's fire alarm at the nearest alarm pull station. This should annunciate a fire alarm to security who is then tasked to call 911 HFD. If you have any pertinent information about the fire, try to communicate it to emergency response personnel upon their arrival.



4. Evacuate the building using one of the emergency EXITs (follow the illuminated “EXIT” signs).
5. Close all doors as you evacuate if it can be done safely.
6. Avoid using the elevators and the JABSOM MEB main lobby stairwell.
7. Assist any mobility impaired individuals:
 - a. Assist the individuals to an emergency exit stairwell landing.
 - b. Position the individual(s) away from evacuating traffic in the stairwell landing so that trained personnel can return to move them safely; remember the stairwell number and location.
 - c. Continue to evacuate the building.
 - d. Once outside, immediately inform emergency response personnel of the location and condition of the mobility impaired individual(s).
8. Once outside of the building, proceed to the predetermined “**Evacuation Gathering Areas**”.
 - a. **JABSOM MEB Occupants:** Gather at the Cooke Street entrance to the Kaka’ako Waterfront Park, on the Diamond Head side of the JABSOM Kaka’ako Medical Education/Admin Building.
 - b. **JABSOM BSB Occupants:** Gather in Parking Lot C.
 - c. If these gathering areas are downstream of any noxious fumes/smoke, proceed to a gathering area upstream of the fumes/smoke.
 - d. Check-in with fellow staff/researchers so it is evident that you have safely evacuated the building.
 - e. A responsible individual per department or lab should be tasked with ensuring staff who were present that day have evacuated and checked-in.
9. Call the Fire Department (911) if they have not been notified yet.
10. Notify emergency services (HFD or HPD) of the specific location of where any physically challenged people are located in the building or if you feel that someone is missing.

DO NOT return to the building until the Honolulu Fire Department or Honolulu Police Department indicates it is safe to enter.



MAJOR HAZARDOUS MATERIALS SPILL/RELEASE

Major hazardous material spills/releases* of disaster magnitude would include runaway experiments, major spills or hazardous releases of radioactive or infectious biological material, or storage accidents involving large quantities of toxic or otherwise hazardous chemicals. Should such an accident endanger the employees and students of the JABSOM Kaka'ako, these procedures should be followed:

1. Attend to anyone who may be hurt or contaminated if it can be accomplished without endangering yourself.
2. Get away from the area of the spill immediately to ensure your safety and notify those in the nearby areas about the spill.
3. Notify Security (JABSOM: 692-1911 or 692-0911). Inform them on the nature of spill.
4. If you are instructed to evacuate the building, use the emergency EXITs and go to a designated Evacuation Gathering Area to await further instructions. If fumes/vapors/smoke from the incident are reaching the Evacuation Gathering Area, move to an alternate area that is upwind of the incident and at least 300 feet from the building.

*A major spill/release is defined as a spill/release that spreads rapidly, cannot be contained or cleaned up by workers, and a spill/release that endangers people/property/environment upon contact/exposure. There are no large quantities of biohazardous materials or radioactive materials stored at Kaka'ako; and the only chemicals stored at reportable quantities include formaldehyde and diesel fuel.

NATURAL DISASTERS

Disaster preparedness is critical. Hawai'i State Civil Defense provides an early warning system through the use of "Watches and Warnings" with statewide notification by sirens. With the exception of an earthquake, Civil Defense will most likely be able to provide some warning and time to initiate the UH's Emergency Response Plan in response to an impending disaster (e.g. hurricane, tsunami). Each research department and lab should have an emergency response plan which includes specific response information and tasks.

When you hear the warning sirens, immediately go to a place where you can listen to a radio:

- In all cases, when you hear a siren, tune your radio to any station. Listen to emergency information and instructions broadcasted by Civil Defense, TAKE NECESSARY ACTIONS.
- The radio stations will also broadcast information about the status of State functions (if they are open, closed, who should or should not report to work).
- DO NOT USE YOUR TELEPHONE EXCEPT IN AN EMERGENCY



EARTHQUAKES:

Earthquakes occur without warning.

If you are:

- Indoors – get under desk or table. Stay clear of bookshelves or heavy equipment that could fall on you.
- Outdoors – stay in the open. Do not enter damaged buildings. Beware of fires, downed power lines, aftershocks, unstable structures, and falling trees.
- Driving – stop. Stay in vehicle.

HURRICANES:

- **WATCH:** Storm is expected within 36 hours. All University activities will be suspended and students, employees, and visitors are expected to leave.
- **WARNING:** Storm expected within 24 hours. At this point, the Civil Defense sirens will sound. Listen to your radio for emergency information and instructions. If you are unable to leave during the hurricane “watch” state and are at JABSOM Kaka’ako when the hurricane arrives, these procedures are to be followed:
 1. Seek shelter immediately.
 2. Tape up glass panes on windows and doors in the area that you are seeking shelter.
 3. Close windows and blinds (draw all drapery to the closed position.)
 4. Find a safe place away from any windows to wait out the hurricane.
 5. Turn on a radio or television for the latest advisory information from the Emergency Broadcast System.
 6. After the winds have subsided, leave the building if you are able to do so safely (avoiding any broken glass, unstable fallen objects, or fallen power lines).
 7. Notify Emergency Services (911) of any potentially harmful damage to the building that you may have noticed (i.e.-fallen power lines, broken gas lines, etc.)

TSUNAMI:

- **WATCH:** Tsunami possible. Take necessary precautions.
- **WARNING:** Civil Defense Sirens will sound at this point. Listen to your radio for emergency information and instructions.



FLOOD AND WATER DAMAGE

Serious water damage can occur from a number of sources such as broken water pipes, malfunctioning of autoclaves or equipment, clogged drains, and coastal flooding. If flooding or water damage occurs in or in the vicinity of the building, follow these procedures:

1. Attend to anyone who may be in danger or need help. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger from electricity, evacuate the area.
2. Attempt to prevent others from entering into the area if this can be done safely.
3. Notify Security (JABSOM: 692-1911 or 692-0911) immediately of the exact location and nature/severity of the flooding or water damage. Identify the exact source of the water release in order for Facilities to shut off the water supply valve.
4. Notify Security if water is possibly contaminated with any chemical, biological, or radioactive material and contact JABSOM EHSO (692-1851/927-1879) immediately.
5. If possible and safe to do so, use absorbents from spill response kits to contain the water.
6. If possible and safe to do so, move hazardous materials to higher ground.
7. When moving through the flooded area, use caution to avoid slipping.
8. If coastal flooding occurs, do not evacuate the building unless advised to do so. Move to higher ground and remain calm.

SERIOUS INJURY

Should you witness a serious injury at JABSOM Kaka'ako, the following procedures should be followed:

1. Do not move a seriously injured person unless a life-threatening situation exists.
2. Immediately call Security (JABSOM: 692-1911 or 692-0911). Give your name, location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness, along with whether or not the victim is conscious and/or breathing.
3. After you call Security (JABSOM: 692-1911 or 692-0911), return to the victim and if necessary administer first aid and/or initiate CPR if you have been trained.
4. First Aid Kits are located at each security desk.
5. An AED is located at each security desk.
6. Body fluid and blood spill clean up kits are located at all security desks and at the Kaka'ako EHSO office. Avoid exposure to blood and potentially infectious bodily fluids. Contact Kaka'ako EHSO about blood and potentially infectious material spills, contamination, or exposure.



EXAMPLES OF WHEN TO CALL SECURITY FOR HELP:

If the victim:

- is or becomes unconscious
- has trouble breathing or is breathing in a strange way
- has chest pains
- is bleeding severely
- has pressure or pain in the abdomen that does not go away
- is vomiting or passing blood
- has seizures, a severe headache, or slurred speech
- appears to have been poisoned
- has injuries to the head, neck, or back
- has possible broken bones

All individuals involved in or who witnessed a serious injury need to contact the Kaka'ako EHSO (692-1851) after the injured person(s) has been attended to so that the situation can be documented.

Any "near miss" incidents should also be reported to the Kaka'ako EHSO.

SUSPICIOUS PACKAGE

If you see a suspicious box, package, envelope, etc, report it to Security (JABSOM: 692-1911 or 692-0911) but under no circumstances should you touch it, tamper with it, or move it in any way.

Identifying a Suspicious Package:

- Origin - No return address is given, postmark does not match the city of the return address, or name of sender is unusual or unknown.
- Postage – Excessive or inadequate postage.
- Balance – Letter or package is lopsided, unusually thick, or seems heavy for its size.
- Contents – Stiffness or springiness of contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains a powdery substance.
- Smell – Particularly almond or other suspicious odors.
- Writing – Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient or cut-and-paste or rub-on-block letters are used. Common words, names, or titles are misspelled or special instructions like "fragile", "confidential", or "do not delay" are present.

If you receive a suspicious box, package, envelope, etc., follow these procedures:

1. Do not panic.
2. Do not open or move the package.



3. Vacate the immediate area and call Security (JABSOM: 692-1911 or 692-0911).
4. Notify Security of the location of the package and also give them a description of it (size, shape, any writing on the package, etc.).
5. Wash hands with soap and water.

If you have opened a letter or package that contains powder, do not panic. Take the following steps if a letter or package contains an unknown substance:

1. Do not smell or inhale it. Do not handle it further.
2. Gently place the package or envelope into a plastic bin; do not touch, sniff, taste, or look closely at it or any contents that may have spilled.
3. Do not try to clean up the powder.
4. Do not wave the letter in the air or ask others to look at it.
5. Call Security (JABSOM: 692-1911 or 692-0911). Give security detailed information about package and account of event.
6. Alert others in the area, leave the room and close the door, take action to prevent others from entering. Non-impacted individuals on the effected floor should be evacuated and await further instructions from the appropriate response staff.
7. Impacted individuals should stay in the area (outside of the affected area, but close by) and minimize activities until appropriate response staff arrives. Do not let anyone other than authorities into the room.
8. Wash your hands with soap and water to prevent spread of contamination.
9. Remain calm. Exposure does not mean that you will become sick. Emergency responders and public health officials will provide specific instructions.
10. Remove, if necessary, heavily contaminated clothing and place in a bag or wastebasket. Give the clothing to the emergency responders for proper handling.
11. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

Do not return to the location of the package until Security says that you may.



BOMB THREAT

Bomb Threats usually occur by telephone.

1. Do not hang up on the caller.
2. Keep them on the phone for as long as possible to get as much information as you can.
3. Once the caller has ended the phone call, notify Security (JABSOM: 692-1911 or 692-0911) immediately.
4. Give your answers to the questions below to Security.
5. If you are instructed to evacuate the building use the emergency EXITs and go to a designated evacuation gathering area to await further instructions. Check-in with your lab/office/department members so that they are aware that you have evacuated the building.

The person receiving the call should use the questions below to assist them in getting as much information from the caller as possible:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did the caller place the bomb? _____
7. Why? _____
8. What is the caller’s address? _____
9. What is the caller’s name? _____
10. What is the caller’s sex/age? _____

CHARACTERISTICS OF CALLER’S VOICE:

<input type="checkbox"/> Calm	<input type="checkbox"/> Laughing	<input type="checkbox"/> Lipped	<input type="checkbox"/> Distinguished	<input type="checkbox"/> Rapid
<input type="checkbox"/> Angry	<input type="checkbox"/> Crying	<input type="checkbox"/> Raspy	<input type="checkbox"/> Accent	<input type="checkbox"/> Slurred
<input type="checkbox"/> Excited	<input type="checkbox"/> Normal	<input type="checkbox"/> Deep	<input type="checkbox"/> Familiar	<input type="checkbox"/> Soft
<input type="checkbox"/> Slow	<input type="checkbox"/> Distinct	<input type="checkbox"/> Ragged	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Nasal
<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Cracking Voice

BACKGROUND SOUNDS:

<input type="checkbox"/> Street Noise	<input type="checkbox"/> House Noises	<input type="checkbox"/> Clear	<input type="checkbox"/> Motor
<input type="checkbox"/> Booth (echo)	<input type="checkbox"/> Voices	<input type="checkbox"/> Office Machines	<input type="checkbox"/> PA systems
<input type="checkbox"/> Factory Noises	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Static	<input type="checkbox"/> Music

THREAT LANGUAGE:

<input type="checkbox"/> Well spoken	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Caller reading a message
<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped call		



CIVIL DISTURBANCE

Civil disturbances include riots, property damage, threatening individuals, or assemblies that have become significantly disruptive. Should a civil disturbance endanger the employees and students of JABSOM/UHCC Kaka'ako, these procedures should be followed:

1. Notify Security (JABSOM: 692-1911 or 692-0911).
2. Avoid provoking or obstructing demonstrators.
3. Secure your area (lock doors, secure hazardous materials, secure sensitive and confidential information, and secure critical and valuable equipment).
4. If the disturbance is outside, stay inside and away from doors and windows.

CRIME IN PROGRESS

Should you witness a crime in progress at JABSOM Kaka'ako, these procedures will be followed:

1. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
2. If safe to do so, get a good description of the criminal. Note height, weight, sex, race, clothing, as well as method and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics (ex: cracked brake light, stickers on bumper, etc.)
3. Notify Security (JABSOM: 692-1911 or 692-0911) of the crime and remain where you are until contacted by Security.
4. If you are the victim of a crime involving money or property, you should:
 - Not resist, do as the person says.
 - Give up the money/property immediately.
 - Attempt to get a good description of the person and direction they left.
 - Notify Security (JABSOM: 692-1911 or 692-0911) once it is safe.
 - Ask any witnesses to wait with you for Security to arrive.

VIOLENCE IN THE WORKPLACE

Should a violent incident in the workplace occur, these procedures should be followed:

1. Seek cover to protect yourself and remain calm.



2. If a phone is accessible to you, call “911” (Police Department) immediately to report the incident.
3. Do not attempt to stop or disarm the individual(s).
4. If you are not in the immediate area but hear shots, seek cover to protect yourself or move away to a safer location.
5. Do not attempt to get to your vehicle to leave.
6. Wait in a safe location for someone from emergency services (DPS, HPD, HFD, etc.) to find you and give you further instructions.

POWER OUTAGES

Should a power outage occur at JABSOM Kaka‘ako, these procedures should be followed:

1. Notify Security (JABSOM: 692-1911 or 692-0911).
2. Disconnect all equipment (e.g. computers) that could be damaged by a power surge when electricity is restored.
3. Turn off all lights, appliances, and other energy users to reduce the power requirements for restoration.
4. If working in a chemical fume hood or a biosafety cabinet, the exhaust system will shut off when the power goes out; calmly and quickly stop what you are doing, close any open containers, and close the sash. Do not work in a fume hood or biosafety cabinet until you determine that the fume hood or biosafety cabinet is functioning properly.

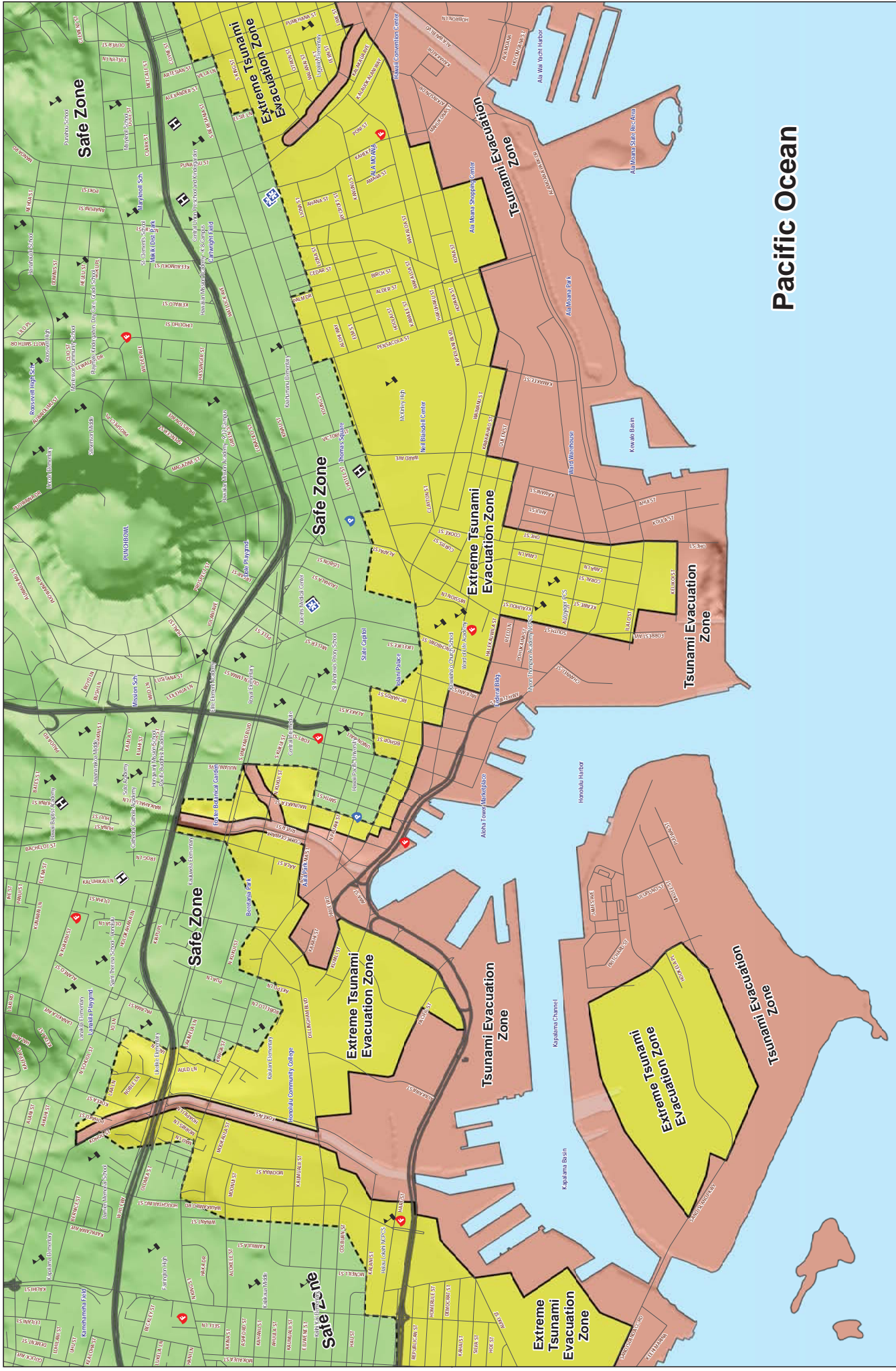
Do not evacuate the building unless instructed to do so by emergency services (**UH Department of Public Safety (DPS), JABSOM Security Engineer, JABSOM Emergency Administrator, JABSOM Emergency Coordinator, JABSOM EHSO, HPD, HFD**). If you are instructed to evacuate the building, use the emergency EXITS and go to a designated evacuation gathering area to await further instructions from emergency services.

WEBSITES:

[UH Manoa Emergency Management Program](#)
[UH JABSOM Environmental Health and Safety Office](#)
[UH Manoa Environmental Health and Safety Office](#)
[City & County of Honolulu Department of Emergency Management](#)
[American Red Cross](#)

IMPORTANT DISCLAIMER:

This guide is in no way binding, nor does it supersede any federal, state, or local laws or regulations. This guide has been prepared for your convenience. It is intended as a reference guide and contains general descriptions and summaries of procedures to assist you in the event of an emergency. It is important to understand that each emergency incident will have its own unique obstacles to overcome the situation. Your best judgment is the key to safely overcoming any emergency situation and when making decisions during an emergency, your main priority should be your safety.



Pacific Ocean

Legend

- Safe Zone
- Extreme Tsunami Evacuation Zone
- Tsunami Evacuation Zone
- Fire Station
- Hospital
- EMS
- Police
- Public/Private School
- Major Street
- Street

Scale in Feet

0 500 1,000 2,000 3,000

North Arrow

Inset Map

Notes:

- *For most Tsunami Warnings, evacuate out of the red area in the unlikely case of an "Extreme Tsunami Warning", evacuate out of the red and yellow zones
- *Remain at least 100 feet away from inland waterways and structures connected to the coast in order to avoid surge and possible flooding
- *Students should move outside to at least 500 meters (1,600 ft) deep and 2 miles away from harbor entrances, below all directions from the Captain of the Port
- *Structural steel or reinforced concrete buildings of ten or more stories provide increased protection on or above the fourth floor; if you are caught near the shoreline consider using vertical evacuation
- *These maps do not consider the destructive effects of a locally generated tsunami, which may occur without warning and immediately
- *The evacuation area is a guideline and should be considered the maximum safe evacuation distance

Tsunami Evacuation Zones:

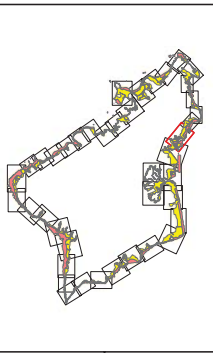
1. Tsunami Evacuation Zone: Evacuate to a safe zone immediately.
2. Extreme Tsunami Evacuation Zone: Evacuate to a safe zone immediately.
3. Safe Zone: Evacuate to this area.

Evacuation Routes:

Evacuate out of these areas for an **EXTREME TSUNAMI WARNING**

Evacuate out of these areas for a **TSUNAMI WARNING**

Evacuate out of these areas for a **TSUNAMI WARNING**



Airport to Waikiki Map 19 Inset 2

Note: Data represented on this map is not intended to replace site survey.

Copyright City & County of Honolulu
All Rights Reserved 2015

Date Prepared: April 2015

**EMERGENCY OPERATIONS PLAN
ANIMAL & VETERINARY SERVICES AT KAKA'AKO**

Date First Issued: 2/12/07	Authored by: S. Kondo	Approved by IACUC: 5/17/07, 5/20/10, 9/19/13
Revised: 4/25/08, 1/27/09, 5/1/09, 5/20/10, 11/1/12, 9/6/13, 4/11/14, 6/15/15, 11/18/15, 7/29/16, 1/11/19, 3/25/20, 4/25/23		

The following plan was written in conjunction with information from the University of Hawaii at Manoa (UHM) Comprehensive Emergency Management Program (<https://manoa.hawaii.edu/dps/PDFs/UHMCEMP.pdf>) and JABSOM Environmental Health and Safety Office (www.jabsom.hawaii.edu), UH Animal Welfare and Biosafety Programs, National Weather Service (<https://www.weather.gov>) the Pacific Tsunami Warning Center, UC Davis Influenza Emergency Response Plan, and the Federal Emergency Management Agency (FEMA) (www.fema.gov). Centers for Disease Control <https://www.cdc.gov> The Hawaii State Department of Health <https://health.hawaii.gov> The plan is designed for AVS at Kaka'ako to be self-sufficient for up to 3 days (72 hours) in the event of a disaster, and to protect the environment and public from inadvertent release of hazardous agents.

HAZARD ASSESSMENT FOR AVS

Hazard Category	Examples
Natural	Hurricane, tsunami, earthquake
Flood	Plumbing failure, water leak
Technological	Systems failure, structural failure
Fire	
Civil	Deliberate human acts of destruction
Pandemic and Inadvertent Release of Pathogens	Avian Influenza, COVID-19
Medical Emergency	Life Threatening, heart attack, loss of consciousness

GENERAL INSTRUCTIONS

1.1 Emergency Preparedness

- 1.2 Review the AVS emergency/disaster response plan and update it accordingly before an emergency situation occurs.
- 1.3 Ensure emergency contact list of individuals associated with AVS is saved securely and may be remotely accessed by everyone in AVS. Include home and cell phone numbers.
- 1.4 Test the phone tree or email group to facilitate emergency communication amongst individuals in AVS. The UH Biosafety program recommends initiating a buddy system.
- 1.5 Train the AVS staff on the most current Emergency/Disaster Response Plan. Post is so everyone who needs to know may access it remotely.

2.0 Emergency Classifications (UH Manoa Comprehensive Emergency Management Plan, September 6, 2018)

2.1 Type 1 (Routine Emergency Response)

2.1.1 A Type 1 minor incident is localized or in a small area. It can be quickly resolved with existing JABSOM resources or limited outside help. A Type 1 incident has little or no impact on personnel or normal operations outside the locally affected area.

2.1.2 Type 1 incidents do not require activation of the UHM Emergency Response Plan (ERP). Impacted personnel, departments or offices coordinate directly with operational personnel from the JABSOM EHSO, Security and the Facilities Management Office to resolve Type 1 incidents. In certain incidents, the JABSOM Executive Management Team and Emergency Response Group, including the Director of Communications/Public Affairs Officer, will be asked to get involved.

2.1.3 Examples: Odor complaints; localized chemical spill; plumbing failure or water leak.

2.2 Type 2 (Multiple or Expanded Emergency Response)

2.2.1 A Type 2 emergency disrupts sizable portions of JABSOM Kaka'ako. Type 2 emergencies require assistance from external organizations. These events can escalate quickly and have serious consequences for mission-critical functions and/or life and safety.

2.2.2 The JABSOM Executive Management Team, Manoa Emergency Management Team, the President of the University of Hawai'i, and State Civil Defense may be alerted depending on the nature and severity of the emergency.

2.2.3 The Manoa Emergency Management Team (EMT) Executive (Provost) or an authorized representative receives intelligence from responding operational departments and determines whether the ERP and Emergency Response Center (ERC) should be activated.

2.2.4 Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and extensive utility outage. Also includes external emergencies that may affect Kaka'ako personnel or operations.

2.3 Type 3 (Disaster)

2.3.1 A Type 3 disaster involves a large part of JABSOM at Kaka'ako and its surrounding community. Normal operations are curtailed or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires Campus-wide (JABSOM and UHM) cooperation and extensive coordination and support from external jurisdictions.

2.3.2 The UHM Provost is notified and the UHM ERP and ERC are activated. (State Civil Defense is notified and communications opened. JABSOM EMT/ERG and Manoa EMT members and other key personnel are alerted to report to Campus and the Campus Emergency Response Teams (CERTs) are activated and engaged in the Campus emergency response. Operations and Finance units activate plans to respond with facilities personnel and resources and provide the necessary financial, contracting and claims support. Plans and Logistics units activate plans to provide intelligence, record keeping and distribute material and equipment and assign personnel where needed. The Manoa EMT Executive activates the Public Information Plan and requests support from the System Joint Information Office.)

2.3.3 The President is notified and the System EMP and Emergency Operations Center (EOC) may be activated. System EMT members may be alerted to report to Campus.

- 3.0 Communications:** The type of emergency will dictate the degree to which the emergency contact tree is activated, as well as the action plan.
- 3.1 **Type I (Routine Emergency)** is usually reported to the AVS Senior Staff, who then works with the Operations Supervisor to resolve problem. Depending on the situation, JABSOM EHSO (for chemical emergencies), Biosafety Office (for biosafety emergencies), or Facilities may be notified. The incident is reported to the Director.
- 3.2 **Type 2 (Multiple or Expanded Emergency) and Type 3 (Disaster) - The Emergency Phone Tree is activated (see below).** The AVS Program Manager or designee is the emergency point of contact for AVS, receiving reports of an impending emergency, and communicating with JABSOM and UH Administration. The AVS Program Manager contacts the Operations Supervisor, Veterinarian, and Office of the Vice President for Research and Innovation via the Director for Research Compliance. JABSOM EHSO (for chemical emergencies), Biosafety Office (for biosafety emergencies), and Principal Investigator (if affected) may be contacted.
- 3.3 Phone rosters of all AVS employees are maintained in a confidential manner by the Senior Staff, Operations Supervisor, AVS Program Manager, and Staff Veterinarian. The Operations Supervisor will contact the Senior Staff. The Senior Staff will alert animal care staff at Kaka'ako about the emergency, and instruct them on whether to report for duty, if the alert occurs outside of normal business hours.
- 3.4 Responders for the Animal Biosafety Level 3 (ABSL3) will include:
- JBF Director, Vivek Nerurkar;
 - Biosafety Office: Steve Case or Hubert Olipares;
 - Facilities: Lisa Johns;
 - AVS Program Manager, Michael Wong
 - AVS Operations Supervisor: Lisa Sato;
 - Veterinarians: Michael Wong
- The AVS Program Manager will remain in contact with the PIs during an emergency, and will communicate information to the AVS local responders. The AVS Program Manager will keep a confidential phone roster of the responders for the ABSL3.
- 3.5 An emergency phone roster is posted prominently throughout the facility for easy reference during an emergency. Emergency contact numbers for the AVS Program Manager, Operations Supervisor, Senior Staff, Veterinarians, Security, JABSOM EHSO, Biosafety Office, Facilities, 911, and Straub Medical Clinic will be posted.
- 3.6 For **reportable** type 1-3 emergencies/incidents involving vertebrate animals used for research, teaching, testing, the AVS Program Manager shall file a report with the Animal Welfare Office within 48 hours.
- 3.7 For **non-reportable** type 1-3 emergencies/incidents involving vertebrate animals used for research, teaching, testing, the AVS Program Manager will inform the Animal Welfare Program and the UH Institutional Animal Care and Use Committee (IACUC) at the next convened IACUC meeting.
- 3.8 AVS Emergency Contact Tree for Type 2 and 3 *Biosafety* Emergencies – refer to Appendix A.
- 3.9 AVS Emergency Contact Tree for Type 2 and 3 *Chemical* Emergencies – refer to Appendix B.
- 3.10 Staff will listen to the radios (battery operated capabilities) for the *ALL CLEAR* from State Civil Defense.

The same message should be available on all channels. Battery operated radios (along with spare batteries to last up to 3 days) will be situated in the staff break room 123.

- 3.11 Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. Identify essential activities and the minimum frequency that they must be done.
- 3.12 In an emergency, all FTE employees may be considered essential during the watch and/or warning periods. Consideration will be given to employees who take public transportation, if public transportation is shut down; or who have dependents such as young children or elderly or infirmed family member in their care. The AVS Program Manager or designee will pre-determine a team of at least two essential workers from AVS in the event of an impending emergency. During an emergency, the first tier of essential workers includes the Operations Supervisor and the Senior Staff. As additional help is required, the second tier of essential workers includes the UH Administrative and Professional Research Support (APT RS) position, followed by RCUH staff, and UH animal care students. If circumstances prevent the **RCUH employee** from reporting to their normal workplace, the AVS Program Manager will have the staff placed on vacation status if an alternative workplace is not available during the unforeseen disruption in work schedule (RCUH Policy 3.262). If circumstances prevent the **UH APT RS** position from reporting to their normal workplace, and an alternative workplace is not available, the employee will receive guidance from UH administration whether or not administrative leave will be granted or not during the unforeseen disruption in work schedule. The AVS Program Manager will work closely with the Operations Supervisor, and will review emergency roles with each employee. The employees will be instructed to contact the Operations Supervisor if they have any questions regarding their work status/schedules.
- 3.13 The AVS Program Manager or designee may assign essential staff, usually a team of two persons at Kaka'ako, to provide essential animal care for the facility during the alert (watch) and warning phase of the disaster. In many cases, the AVS Program Manager will instruct that no person should be in the building during the warning and actual event phase. NOTE: Prior to or during a Warning Phase, the JABSOM Dean may require the buildings be evacuated and locked down. Furthermore, the C&C of Honolulu Police Department and/or Fire Department may require evacuation of the entire Kaka'ako area.
- 3.14 The staff member who is at work during the event, should carry his/her cell phone in order to facilitate communication.
- 3.15 Before leaving the facility, all employees should contact the Operations Supervisor, to ensure that no one is left in the facility inadvertently and to review emergency roles for the next day.
- 3.16 In the event of prolonged power outages, cellular phones or similar methods of communication will be provided by AVS for essential staff.
- 3.17 The AVS Program Manager will interface with JABSOM administrations on building/operations shutdowns.
- 3.18 In the case of Pandemics, AVS will request to be notified by JABSOM, UH CC, and other PIs, to identify individuals working with animals in the vivariums who are under self-quarantine (see section 8.0 Pandemics). These individuals will have their access to the vivarium temporarily restricted.
- 3.19 In the event of a campus shutdown, the AVS Program Manager will coordinate access with JABSOM administrative to allow for essential workers to enter the Kakaako Biosciences Building for access to the vivarium.
- 3.20 Should facility's support services be affected, e.g. availability of boiler operations, the Operations Supervisor may modify staff work schedules based on the availability of these services.

4.0 Natural Disasters

4.1 Hurricanes Alert Phase

- 4.1.1 National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf and hurricanes with a high degree of accuracy.
- 4.1.2 A Hurricane Watch means that hurricane conditions are possible within 36 hours. During a watch, listen to radio and television (TV) broadcasts and check the University of Hawai'i Website.
- 4.1.3 A Hurricane Warning is issued when sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. County Civil Defense sirens will sound. Continue to listen to radio and TV broadcasts and check the University of Hawai'i Website.
- 4.1.4 Hurricanes also produce coastal flooding. Therefore, all should plan for and be prepared to respond to coastal flooding as described in the Action Plan for Tsunami and Coastal Flooding.

4.2 Hurricanes Event Phase

- 4.2.1 If time and conditions permit, the University will convene its EMT and issue instructions via local radio, TV, email and telephone tree on whether classes and/or work schedules will be suspended. Designated and essential employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.
- 4.2.2 In most cases, rodents and other small mammals will be secured and provided food and water sufficient to last 5 days before employees leave the facility.
- 4.2.3 Supplies of non-perishable food and bedding sufficient to last at least a week should be moved from the food storage areas to the corridors or rooms closest to the animals.
- 4.2.4 Water should be collected in spare water bottles and stored in the clean cage wash room. Filled reverse-Osmosis (RO) carboys will also provide several days of water for the facility. Reserve water supplies should be sufficient to last at least 5 days for maintenance of all animals in the facility. Water should be rationed first for maintenance of life and then used to maintain a healthy primary environment for the animals.
- 4.2.5 Carcass freezers with potentially hazardous carcasses inside are to be hooked up to emergency power. Absorbent socks are to be placed around them to contain any leakage in the event of a power loss. The freezer is to be labeled with the types of hazards present as well as with contact information of individuals who can describe the contents of the freezer. All known, hazard carcasses are disposed of via alkaline hydrolysis.
- 4.2.6 Flashlights and a supply of batteries to last up to three days should be placed in readily accessible areas. Flashlights and lanterns with fluorescent bulbs appear to provide better illumination. Non-battery operated crank type flashlights should also be kept on hand. Along with flashlights and batteries, a first aid kit, bottled water, non-perishable human food supplies, and port-a-potty should be kept in cupboards in the Kaka'ako staff break room 123.
- 4.2.7 Animal records should be secured in waterproof wrapping or box in an appropriate place to prevent damage or loss. The Operations Supervisor will ensure remote back up of Edstrom and Topaz/Granite electronic data is secured.

- 4.2.8 All animals in the ABSL3 may be humanely euthanized by the PI, based on the professional judgment of the Veterinarian, and rodent carcasses placed in Isocages®, which are hermetically sealed, labeled with the hazard, and placed in the sealed autoclave. In the event that there is no time to perform humane euthanasia, and the Veterinarian deems it necessary to euthanize the animals, the cages will be left sealed on the racks.
- 4.2.9 ABSL2 and hazardous, chemically treated animals in HEPA filtered (Seal Safe®) ventilated cages shall be moved to the upper rows of the racks.
- 4.2.10 All potentially hazardous trash shall be collected and autoclaved. Chemical hazard waste bins inside the facility are moved off the floor and into the Biosafety cabinets. Large chemical waste storage drums are moved off the floor and onto the carcass freezers.
- 4.2.11 All large cage wash equipment shall be powered down and computers unplugged.
- 4.2.12 Sand bags, provided by JABSOM facilities staff, are placed in front of the vivarium, rollup, loading dock door.
- 4.2.13 During an evacuation, the Operations Supervisor should be in contact with all employees to ensure that no one is left in the facility inadvertently and to assign emergency roles for the next day.
- 4.2.14 If severe winds or a flood watch occurs while class is in session, employees or visitors are on site, the following Emergency Actions should be followed: Seek shelter in designated buildings on Campus. A list of designated buildings with the specific rooms and areas that can be used will be made available after shelter surveys and requirements are completed in 2006. If a designated shelter is not available or shelter locations are unknown, students, staff and visitors should go to a designated County Civil Defense shelter. In the case of hurricanes or high winds where no known shelters are available, seek shelter in a large building and stay away from windows and exterior doors.
- 4.2.15 In the case of possible flooding, leave basements or low lying buildings and go to designated shelters or to the upper floors for shelter. Do not seek shelter in basements of buildings unless it has been designated as a shelter.
- 4.2.16 Persons responsible for buildings, classrooms or laboratories shall ensure that all handicapped persons have been assisted to reach a shelter or cover.
- 4.2.17 Avoid gymnasiums and other structures with large roof spans. If in a best available building instead of a designated shelter, evacuate rooms subject to full force wind and remain near an inside wall away from windows. Close all windows and blinds.
- 4.2.18 Keep tuned to a local Emergency Alert System (EAS) radio station for the latest advisories.
- 4.2.19 Following a hurricane, there can be prolonged power outages, addressed below under Electricity and Water Utilities Outages on pages 14-15.

4.3 Tsunamis or Coastal Flooding Alert Phase

- 4.3.1 The island of Oahu is highly susceptible to tsunami and coastal flooding as these events have occurred many times in the past. However, the JABSOM at Kaka’ako campus is outside of the current NOAA inundation zone, as described by the Pacific Disaster Center (<http://static.pdc.org/tsunami/index.html>). However, coastal flooding may be associated with hurricanes, high surf and severe storms.

- 4.3.2 Tsunami Watch: Pacific Tsunami Warning Center (PTWC) has determined the earthquake may very likely have created a tsunami and is advising parties to be alert as PTWC awaits tide data to support tsunami generation.
- 4.3.3 Tsunami Warning: PTWC finds conditions serious enough to issue immediate concern to parts of the Pacific. The message will include approximate arrival times for various parts of the Pacific.
- 4.3.4 **Pacific-wide tsunami warning** bulletin is issued by PTWC after confirmation has been received that a tsunami has been generated in the Pacific that has caused damage, or has the potential to cause damage, at distances greater than 1,000 km (625 miles) from the epicenter, and thus poses a widespread threat to any populated coastal area within the Pacific Basin.
- 4.3.5 A **regional tsunami warning** bulletin is a tsunami warning issued initially to coastal areas near the earthquake epicenter. It is usually based only on seismic information without tsunami confirmation, and is initially issued as a means of providing the earliest possible alert of a potentially destructive tsunami to the population near the epicenter of a potentially tsunamigenic earthquake. Areas in a regional tsunami warning are generally less than three hours from the estimated tsunami arrival time. A list of estimated arrival times for warning areas is provided in the bulletin. This condition implies that all coastal areas in the region should be prepared for imminent flooding.
- 4.3.6 **Urgent Local Tsunami Warning.** An urgent local tsunami warning is a tsunami warning issued by the PTWC to Hawaii for tsunamis generated in Hawaiian coastal waters. It may be based only on seismic information without tsunami confirmation, or on a combination of seismic and sea level data, and is issued as a means of providing the earliest possible alert of a potentially destructive local tsunami. Areas in an urgent local tsunami warning may have only minutes before tsunami waves arrive, so urgent action is required to save lives.
- 4.3.7 A local earthquake of high magnitude in the Hawaiian area may generate a tsunami where no warning is provided. The Pacific Tsunami Warning Center on O’ahu provides the initial warning to the public via State and County Civil Defense Agencies and their EAS radio and television stations.
- 4.3.8 When a Tsunami Warning is issued, the County Civil Defense Agency will sound emergency sirens. The EAS will carry official tsunami advisories and provide shoreline evacuation instructions.
- 4.3.9 Coastal flood and storm surge warnings associated with hurricanes may be issued by the National Weather Service (<http://www.nws.noaa.gov/alerts/hi.html>).

4.4 Tsunamis or Coastal Flooding Event Phase

- 4.4.1 **Tsunami** - The estimated time of arrival will dictate the course of action to be taken. The person in charge at the affected facility shall initiate the following emergency actions:
 - Coastal Flooding** – The magnitude and location of possible tsunami, storm surges or hurricanes that result in coastal flooding will dictate the course of action to be taken. The person in charge at the affected facility shall initiate emergency actions.
- 4.4.2 For facilities on the shoreline or low-lying coastal areas – If the ground shakes or the ocean suddenly withdraws or surges inland unusually, move to high ground immediately. Do not delay egress to listen to radio, TV or EMT instructions. In the event of a tsunami or flood, in which

there is no time to exit the building, all AVS employees should meet in the **mechanical penthouse near the HEPA filter banks**.

- 4.4.3 The UH Manoa Emergency Management Program may order alert warning and/or evacuation of John A. Burns School of Medicine.
- 4.4.4 In most cases, when advanced notice is given, rodents and other small mammals will be secured and provided with food and water sufficient for five days before employees leave the facility.
- 4.4.5 Animal records should be secured in waterproof wrapping or box in an appropriate place in the mechanical penthouse to prevent damage or loss.
- 4.4.6 Supplies of non-perishable food and bedding sufficient to last at least a week should be moved from the food storage areas to a designated area in the mechanical penthouse closest to the animals. Water should be collected in spare water bottles and stored. Filled reverse-Osmosis (RO) carboys will also provide several days of water for the facility. Reserve water supplies should be sufficient to last at least 5 days for maintenance of all animals in the facility. Water should be rationed first for maintenance of life and then used to maintain a healthy primary environment for the animals.
- 4.4.7 Carcass freezers with potentially hazardous carcasses inside are to be hooked up to emergency power. Absorbent socks are to be placed around them to contain any leakage in the event of a power loss. The freezer is to be labeled with the types of hazards present as well as with contact information of individuals who can describe the contents of the freezer. All known, hazard carcasses are disposed of via alkaline hydrolysis.
- 4.4.8 Sufficient numbers of flashlights should be placed in readily accessible areas and sufficient supplies of batteries to use for up to three days. Flashlights and lanterns with fluorescent bulbs appear to provide better illumination. Non-battery operated crank type flashlights should also be kept on hand. In addition a first aid kit, bottled water, non-perishable human food supplies, and port-a-potty, along with flashlights, should be moved from the Staff break room 123 to the designated area in the mechanical penthouse.
- 4.4.9 All rodents in the ABSL3 will be left in Isocages®, which are hermetically sealed, and the cages left sealed on the rack, with at sufficient amounts of food and water.
- 4.4.10 ABSL2 and hazardous, chemically treated animals in HEPA filtered (Seal Safe®) ventilated cages shall be moved to the upper rows of the racks.
- 4.4.11 All potentially hazardous trash shall be collected and autoclaved. Chemical hazard waste bins inside the facility are moved off the floor and into the Biosafety cabinets. Large chemical waste storage drums are moved off the floor and onto the carcass freezers.
- 4.4.12 All large cage wash equipment shall be powered down and computers unplugged.
- 4.4.13 Sand bags, provided by JABSOM facilities staff, are placed in front of the vivarium, rollup, loading dock door.
- 4.4.14 The Operations Supervisor will ensure remote back up of Edstrom electronic data is secured.
- 4.4.15 During an evacuation, the Operations Supervisor should be in contact with all employees to ensure that no one is left in the facility inadvertently and to assign emergency roles for the next day.

4.5 Earthquakes Alert Phase

- 4.5.1 In the event of an earthquake, safety for humans is of the utmost importance. Refer to UHM Action Plan for Earthquakes. It is safest practices the “Drop, cover and hold” maneuver under a sturdy piece of furniture. If indoors, stay there, drop to the floor, get under a desk or table or stand a corner. If outdoors, get to an open area away from trees, buildings, buildings and power lines. If in a high-rise building, stay away from windows and outside walls, stay out of elevators and get under a table. If driving, pull over, avoid overpasses and power lines, and stay inside your car.
- 4.5.2 Earthquakes are unpredictable and strike without warning. Damage to buildings, structures and infrastructure can range from negligible to severe depending on the magnitude of the earthquake. Possible severe outcomes of an earthquake are a tsunami, wave damage, coastal flooding and fires.
- 4.5.3 Earthquake Warnings: Since earthquakes are unpredictable, warnings are not usually given. Earthquake advisories may be provided by State and County Civil Defense Agencies due to increased seismic activity.

4.6 Earthquake Event Phase

- 4.6.1 Building occupants shall stand against the wall away from windows or get under desks or tables. Special attention shall be given for the safety of handicapped persons. Avoid glass and falling objects by moving away from windows or large panes of glass and from under suspended light fixtures or objects such as artwork or wall hangings.
- 4.6.2 Implement local emergency plan to EVACUATE THE BUILDING when instructed to or when the earthquake is over. EVACUATE to a pre-designated open area to assemble and conduct an accountability check. DO NOT BLINDLY RUN OUTSIDE as parts of the building may still be falling. Move to a clear area away from the building and large trees.
- 4.6.3 DO NOT RETURN to any building for any reason until the building is declared safe. Subsequent shocks may follow initial tremor.
- 4.6.4 Put out all flames or fires. Do not light any fires after quake has hit.
- 4.6.5 Avoid touching fallen electrical wires and stay away from damaged utilities and unidentified spilled liquids.
- 4.6.6 Move injured persons to a safe area and render First Aid if necessary. Request assistance, as needed, from the JABSOM Security by calling 692-1911. Notify Facilities or Security of any structural damage.
- 4.6.7 Outside of buildings and structures: REMAIN CALM AND DO NOT RUN. The safest place during an earthquake is in the open. Stay in the open away from buildings and large trees until the earthquake is over. Often large-scale earthquakes are followed by numerous small-scale earthquakes for an extended period of time.
- 4.6.8 Avoid touching fallen electrical wires and stay away from damaged utilities and unidentified spilled liquids.
- 4.6.9 In car or bus: REMAIN CALM. If possible, pull to the side of the road, away from any building and crouch or lie down in the vehicle.
- 4.6.10 On a mountain road, such as the Pali Highway, the side of the road may not be safe due

to overhanging structures, large trees or boulders. The driver should determine if the terrain is safe before deciding to stop.

4.6.11 Stay away from fallen and/or exposed wires and damaged utilities and structures.

4.6.12 If parked and in a safe location, set brakes and turn off ignition. Wait until earthquake is over to resume driving or exiting from vehicle.

4.6.13 Walking to or from Campus: **REMAIN CALM AND DO NOT RUN.** The safest place during an earthquake is in the open. Look for and stay in the open until the earthquake is over.

4.6.14 Stay away from damaged utilities, structures, and fallen wires.

4.6.15 After the earthquake, if you are on the way to Kaka'ako and closer to Kaka'ako, continue to Kaka'ako. If home is closer, proceed home. After the earthquake, if you are on the way home, continue home.

4.7 Water Spouts Alert Phase

4.7.1 A waterspout is a tornado-like whirlwind occurring over water that can move inland near the body of water where it occurs. The whirling wind and water in a waterspout can reach high speeds and cause severe damage. University facilities and vessels at or near the ocean are subject to damage from waterspouts.

4.7.2 Since waterspouts cannot be predicted, warnings can only occur after a waterspout is sighted. Once sighted, Coast Guard, State and County Civil Defense Agencies should be notified. These agencies will take the necessary actions to provide warnings and keep the public informed via radio and TV.

4.8 Water Spouts Event Phase

4.8.1 Affected University facilities and vessels should take the necessary actions to plan for and prepare emergency procedures for waterspouts.

4.8.2 Report waterspout sightings and/or damage to the Coast Guard, State and County Civil Defense Agencies.

4.8.3 If a waterspout is reported in your area, take the necessary actions to close windows, doors, portholes and hatches. Remove or secure loose equipment and material at exterior and outside areas.

4.8.4 Remain inside vessels at sea or take shelter in the best available building on shore. Evacuation may be necessary depending on the severity of the waterspout and the availability of shelters on site. Take the same precautions within buildings as with hurricanes and high winds.

4.9 Local Flooding in the ABSL3

4.9.1 In the event of a flood originating from the ABSL3, dilute bleach should be added to the water to destroy potential pathogens escaping from the suite.

4.9.2 Contact the AVS Program Manager, Facilities Emergency Contact, JABSOM EHSO, and the ABSL3 local responders immediately.

5.0 Hazardous Materials

- 5.1 Hazardous materials include chemicals, gases, flammable liquids, radioactive substances and biological substances. Hazardous materials are used for normal operations, research or instruction. Should a spill, accident, inadvertent release or dumping of any hazardous materials occur at any University facility, immediate action is required.
- 5.2 Users of hazardous materials must follow all Federal, State and County regulations. Users must also read and understand the producer/manufacturer's instructions and have written instructions or procedures on the use and disposal of hazardous materials.
- 5.3 Written emergency plans for spills and accidents are required for all users of hazardous materials. These plans shall include actions required to insure safety of personnel and immediate notification of building/area occupants, the JABSOM EHSO (692-1855), Kaka'ako Security (692-1911), and other State and Federal Agencies as required.
- 5.4 The AVS Program Manager or their designee in consultation with JABSOM EHSO will evaluate the need and if necessary, start actions to evacuate building and the surrounding area.
- 5.5 JABSOM EHSO is responsible for determining whether building or area is safe to re-enter and will notify the senior person in charge, Campus Security and the EMT. Render first aid as necessary.

6.0 Electricity and Water Utilities Outages

- 6.1 Electricity and water utilities are essential to the operation of all campus facilities and any disruption will require immediate remediation by the Office of Facilities and Grounds. Prolonged outages in part or all of the campus will negatively affect students and personnel and may result in an emergency situation where classes and operations may be suspended. Outages or interruptions of gas and telecommunications services are usually not serious and usually can be rectified in a short period of time. Outages of this type will not result in suspension of classes or operations.
- 6.2 Electrical Outage: Report all electrical outages to the Facilities Management 692-1851, 692-0913, or the Kaka'ako Security Office at 692-1911.

Unplug all equipment that could be damaged by a power surge before electricity is restored. Turn off lights, appliances, window air conditioners and other devices to reduce the power requirements for restoration. Facilities will take action to turn off large electrical equipment at all the facilities on the Manoa campus.

Evacuate the building or facility if safety of personnel is a concern.

- 6.3 Water Outage: Report all water outages or pipe breaks to the Office of Facilities 692-1851, 692-0913. Facilities will send their maintenance personnel to investigate the problem and will fix any problem within their capability. Facilities will report major line breaks to the City and coordinate repairs with them.
- 6.4 Turn off all water faucets and taps. Conserve remaining water resources until restored. Facilities, through their Office of Building Services, may restrict the use of restrooms in affected buildings. Personnel will be directed to the closest building where restrooms are operational.

Should the water outage affect large sections of the campus or the entire campus, classes and operations, except for essential workers, may be suspended.

- 6.5 Telecommunications Outage: Should both telephone and computers go down, contact the Office of Information and Technology Services via wireless connection or by cell phone at 692-1111.

If all forms of electronic communications are down, prepare to send messages via personnel who are able to walk or drive from office to office.

7.0 Prolonged Power Outage General

- 7.1 In the event of a **prolonged power outage**, the Operations Supervisor or their designee will direct the staff to monitor room temperatures periodically throughout the day. If the temperature elevations become life threatening (>85 degrees F), the employees will be instructed to open doors to animal rooms and corridors. If these measures do not suffice, then the AVS Program Manager may instruct that animals be temporarily moved to another facility.

7.1.1 There is a stand-by emergency generator that will provide power for 3-5 days to the vivarium, ABSL3, and BSL3.

7.2 Prolonged power or Air Conditioning (AC) Outage Event Phase

7.2.1 There should be redundant emergency power to the vivarium, including the ABSL3. ABSL2 rodents in Isocages® or Seal Safe® cages should be removed to conventional caging within an hour or risk suffocation. Coordinate with PI responsible for hazardous ABSL2 projects and Biosafety Office before transferring the animals. ABSL3 rodents are left in Isocages during an immediate evacuation.

7.2.2 If the building is on emergency generator power, it is best for AVS to have a separate emergency generator to run its animal colony. Often the larger building generators go down for servicing for longer periods (up to 4 hours every 3 weeks) versus the smaller ones, which go down for 40 minutes every 3 weeks. This also allows AVS to run independent of many problems that may occur with the building's power.

7.2.3 In prolonged outages, consultant electricians (e.g. A1-A electrician) at 839-2771 may be contracted to set up temporary circuits to run fluorescent lights and power outlets for refrigerator, freezers, portable ACs, and light timers. Any consultant work must be coordinated with Facilities.

7.2.4 If power is available, portable AC units can be procured. The placement of these is limited by the exhaust duct, which needs to be set near an exterior window. These units are ideal because they do not require regular water pan drainage. They do, however, need to be reset if the power is turned off even temporarily.

7.2.5 If possible, move perishable items such as produce, diagnostic specimens and reagents requiring refrigeration to areas where power is available. Some labs may use dry ice to keep these cool temporarily.

7.2.6 If freezers are not working, JABSOM may have arrangements for use of dry ice. Otherwise, remove the non-hazardous carcasses for incineration disposal ASAP. For infectious carcasses and chemical hazard carcasses, AVS will consult with UH Biosafety and EHSO for guidance before removing them from the freezers.

7.2.7 JABSOM Facilities shall arrange for diesel fuel deliveries until normal power is restored.

7.2.8 If at all possible, do not use halogen lights in an indoor facility that does not have working AC. These lights will generate a great deal of heat and add to the heat load of

the building. Fluorescent or incandescent light fixtures are preferred as they produce much less heat.

- 7.2.9 Floor fans will be placed in rooms and hallways to help circulate air in the event of an AC outage.
- 7.2.10 Doors to the animal rooms may be left open in the event of AC outage. See note on regulated species below. (*The Guide for the Care and Use for Laboratory Animals* specifies the acceptable dry bulb room temperature ranges for each species housed at AVS)
- 7.2.11 Notify the Operations Supervisor immediately if the temperature range exceeds or drops below the acceptable ranges for each species. 68-79 degrees F is the acceptable range for rodents.
- 7.2.12 If there is no boiler for prolonged periods and the AC is still working, be sure to monitor the animal holding rooms every four hours throughout the day to ensure that the temperatures are not too hot or cold for the species. In the case of the 2004 flood, chilled water was throttled back to the animal colony AC until the boiler could be restored to reheat the air coming into the Biomed colony.

8.0 Recovery Phase for Type 2 and 3 Natural and Technological Emergencies

8.1 Actions

- 8.1.1 Coordinate all recovery efforts with the AVS Program Manager or designee. Keep him/her apprised of new problems, when problems are resolved, and when problems remain unresolved.
- 8.1.2 The AVS Program Manager will keep the JABSOM Dean, UH Emergency Planning Management Team, and JABSOM Facilities Office in the loop about animal facilities concerns. They are our best advocates to safeguard the animal colony and its staff.
- 8.1.3 AVS Program Manager or designee will make a damage assessment and submit to the Designated Institutional Official as soon as possible. Photographs will be taken prior to damage clean up or repair. This is for insurance purposes in order to provide evidence for damaged property.
- 8.1.4 AVS Program Manager will communicate information from the Dean when it is safe to return to the facility and coordinate recovery phase activities with the staff.
- 8.1.5 The first priority is to check for injured or trapped individuals and assist them immediately by calling the Kaka'ako Security at 692-1911 or 692-0911.
- 8.1.6 The second priority is to check for injured or trapped animals and ensure that they are cared for or disposed of in a humane manner. The AVS Program Manager will report the final disposition of the animals to the principal investigator in a timely manner.
- 8.1.7 Rooms housing regulated species such as listed below, the AVS Program Manager will contact the following specialist for approval, **BEFORE** making modifications to Plant Quarantine Branch permit requirements for housing these species.

8.1.7.1 Department of Agriculture Plant Quarantine Station (808-832-0579 (Land vertebrates (species regulated in the State of Hawaii)

9.0 Deliberate Human Acts of Destruction

9.1 Prevention

- 9.1.1 Prevention is the key in cases of deliberate human acts of destruction.
- 9.1.2 Refer all public inquiries regarding animal use activities to the AVS Program Manager. Do not divulge sensitive information. Reporter inquiries may also be directed to Communications Office, Tina Shelton 692- 0988 and the UH ORC public relations contact person.
- 9.1.3 Do not allow photographing of the interior of the facilities without prior approval from administration.
- 9.1.4 Report any suspicious persons or activities in or around the facilities to the AVS Program Manager and security. Security Office can be reached at 692-1911 or 692-0911.
- 9.1.5 Do not share security gate codes. Do not allow unauthorized tailgaters to follow you into the facilities.
- 9.1.6 Report any threatening phone calls to the AVS Program Manager and security.
- 9.1.7 Keep abreast of animal rights activities and issues around the country and the world.
- 9.1.8 Always have the phone numbers for security and emergency posted prominently in each facility.

10.0 Pandemics as Avian Flu, COVID-19, or Inadvertent Escape of Agents into the Environment

This section has been developed in conjunction with subject matter experts and PIs involved in these projects.

10.1 General Information

- 10.1.1 Biological outbreak can be caused by natural occurrence or accidental release of biologic agents, introduced viruses and diseases brought into Hawaii via humans or animals and through bioterrorism which is the intentional release of biologic agents that can cause illness and death. The State has a plan for biological outbreak and the University is an integral part of the State's Plan to combat any type of biological outbreak. The Centers for Disease Control (CDC) should also be consulted for the latest information on biological outbreaks and pandemics. For the latest information on COVID-19 visit:
 - Hawaii State Department of Health <https://health.hawaii.gov/docd/advisories/novel-coronavirus-2019/>
 - CDC COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- 10.1.2 The greatest operational issue in a pandemic type event will be the effects on absenteeism. An influenza pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks. Include a backup plan in case of staff shortages.
- 10.1.3 Reporting illnesses. In the case of COVID-19, the symptoms are typically, but not limited to, fever, dry cough, or shortness of breath. If an AVS staff (employees, students, or volunteers/interns) becomes ill while at home, they are required to contact their immediate supervisor by electronic means or phone, prior to reporting to work. Per the UH Office of Human Resources (OHR), March 13, 2020, Coronavirus COVID-19 FAQs for Employees, if AVS staff shows up to work ill, they shall be sent home from the workplace to prevent potential exposure to others, even if the illness is caused by other communicable diseases. The supervisor shall

have AVS staff stay home until 48 hours after their last symptoms.

- 10.1.4 Self-quarantine criteria for COVID-19, as described by the OHR, March 13, 2020, Coronavirus COVID-19 FAQs for Employees, includes: 1) an employee or member of an employee's household returns from a CDC Level 3 location (<https://wwwnc.cdc.gov/travel/notices>), 2) an employee or a member of an employee's household tests positive for COVID-19, and 3) an employee has been confirmed to have been exposed to an individual who tested positive for COVID-19. Under any of these circumstances an employee shall stay at home for 14 calendar days and follow the guidelines set forth by OHR.
- 10.1.5 Increase sanitation of work surfaces in the vivarium will be done on common areas such as, but not limited to, door handles, key pads, commonly touched surfaces. Hand sanitizers will be made available throughout the vivarium. In the case of COVID-19 (alcohol content of >70% alcohol, bleach >10%, or activated hydrogen peroxide) are examples of effective disinfectants.
- 10.1.6 All individuals working in the vivarium will be encouraged to wash their hands regularly for at least 20 seconds, and to avoid touching their faces.

10.2 Biological Outbreak Alert Phase

- 10.2.1 Federal and State agencies will issue advisories and warnings of biological outbreak in the United States and in Hawaii. Advisories and warnings are issued via the media.
- 10.2.2 Should any local biological outbreaks occur that affects the UHM Community, the University Health Services Manoa (UHSM) Office will issue an advisory or warning via their website, the EMT, and the Director of Communications.
- 10.2.3 Feed, bedding, and other critical supplies such as PPE will be stocked to last at least six months, if vendor supplies are available.
- 10.2.4 Long term planning for animal care and operations of the vivarium will be based on the length of the pandemic, the degree or mitigation/containment enforced by State and/or local authorities, the availability of care staff, and the research that will be deemed essential to be maintained during the outbreak. If sufficient notice is given that access to the vivariums will be limited or restricted, AVS staff will do a full change out of the animal cages, increasing the depth of bedding, and then subsequently do a full cage change out every two to three weeks. Spot checks will be done between cage changes to replenish food, water, and check for health of the animals.
- 10.2.5 In the case of a pandemic, social isolation of people will be the principal means of disease control until vaccinations are available. In the case of COVID-19, social distancing of at least 6 feet is recommended to avoid the range of potentially infected droplets from an individual's sneeze or cough. Staggering of schedules between AVS care staff and researchers working in the same room will facilitate social distancing.
- 10.2.6 Critical supplies, such as, but not limited to, personal protective equipment (PPE) will be limited within the vivariums to ensure that they are conserved for laboratory use only.
- 10.2.7 In special circumstances, an exemption for animal care procedures may be requested through UH IACUC.

10.3 Biological Outbreak Event Phase

- 10.3.1 When the University Community is affected, the UH Administration will notify all students and

employees of the advisories and warnings. If the accidental release of biologics occurs from a specific campus, the emergency point of contact for that campus will report the incident to the Office of Research Compliance.

- 10.3.1 All students and employees should take the necessary precautions and actions advised by UHSM, State Health Department, and Federal Health agencies. This may include isolation or quarantine orders.
- 10.3.2 In the event that the State and/or local authorities order mitigation or containment of the area, researchers will be encouraged not to start experiments or surgeries animals, that involve long term care of animals. No infectious inoculation will be allowed per the Institutional Biosafety Committee, unless an exemption is authorized by the UH. New animal orders or intra- or inter-institutional animal transfers may be temporarily suspended.
- 10.3.3 Those animal care staff deemed essential workers will be tasked to maintain critical and essential functions for the care of the animals at vivarium at Kaka'ako. Staff shall remain in communication with the AVS Operations Supervisor, for updates and work schedules.
- 10.3.4 If you suspect that you are infected, go to Straub Medical Center (Beretania Street) or your medical care provider. Report all cases and incidences of contact with the various types of biological outbreak to your immediate supervisor and to the appropriate State Health agency as instructed in advisories. Follow the guidelines set forth in the OHR, March 13, 2020, Coronavirus COVID-19 FAQs for Employees.
- 10.3.5 Should an individual in the vivarium test presumptively positive for the pandemic agent, AVS will be responsible to take the lead with clean up in coordination with the appropriate UH (JABSOM, EHSO, Biosafety) and State agencies.
- 10.3.6 If facility support services are limited, e.g. limited availability of boiler, AVS will modify its work schedules to have staff available when the boiler is running. In the event that no boiler (no hot water) is available, AVS will spray cages and accessories with an appropriate disinfectant before running them through the cage wash equipment .
- 10.3.7 If trained animal care staff, researchers, and/or resources become scarce, reduce animal numbers to the least possible numbers.
- 10.3.8 If AVS staff are available, they will assist researchers who are not able to come in to complete their animal research treatments or tend to their breeding colonies.
- 10.3.9 If animal welfare becomes an issue due to lack of adequate care staff and/or resources, the Veterinarian may recommend euthanasia of animals. They will make every attempt to consult with the affected PIs prior to pursuing this course of action.

10.4 Escape or Inadvertent Release of Animals from the ABSL3

- 10.4.1 Escape or inadvertent release from the ABSL3 will be reported immediately using the emergency phone tree for the ABSL3.
- 10.4.2 Live or snap traps will be set up inside the ABSL3 as well as outside the ABSL3, and checked daily.
- 10.4.3 Video surveillance tapes monitoring the ABSL3 will be checked.
- 10.4.4 The AVS Program Manager will report the event to the appropriate authorities.

10.5 Escape or Inadvertent Release of Animals from the Vivarium

10.5.1 Escape or inadvertent release of animals will be reported immediately to the Facility Supervisor.

10.5.2 Live or snap traps may be set up around the facility.

10.5.3 Depending on the circumstances surrounding the release or escape, the Program Manager will report the event to the appropriate authorities.

11.0 Medical Emergencies

11.1 General Information

11.1.1 Responses to non-life threatening, medical incidents for AVS staff and other vivarium personnel are discussed the AVS Occupational Health and Safety Program.

11.1.2 Life-threatening medical emergencies, such as heart attack, stroke, or loss of consciousness, require activation of the AVS Emergency Response Plan. These incidents may occur in the animal facility during regular or off-hours.

11.1.3 Alert Phase

11.1.3.1 The first priority is to check the injured or ill individual and assist them immediately by calling the Kaka'ako Security at 692-1911 or 692-0911.

11.1.3.2 Inform the security guards of the individual's condition and location so that they can contact 911 for help from first responders. If known, explain what occurred and if the individual was working with anything hazardous.

11.1.3.3 Stay with the individual until help arrives. Contact the AVS AVS Program Manager to inform him/her of the situation. If he/she cannot be reached, contact the Operations Supervisor.

11.1.4 Event Phase

11.1.4.1 The building and animal facility are secured at multiple levels. First responders must be escorted by JABSOM security through each door/level of security to reach the individual.

11.1.4.2 JABSOM security utilizes a master key to unlock the vivarium entry door to and override the biometric lock. Animal and procedure room doors within the facility are opened using programmable access codes. A master code for all programmable, vivarium doors is kept in a secured file at the BSB security desk. Storage rooms and other less secured areas can be accessed with the master key.

11.1.4.3 First responders should be advised to wear gloves when handling the affected individual until more is known about what the individual may have been working with. Gloves are available upon entry of each animal or procedure room.

12 Reporting Emergencies

12.1 The AVS AVS Program Manager will report to the UH IACUC and Compliance Office, about

emergencies affecting the well-being of the animals. The Animal Welfare Program will report to the National Institutes of Health Office of Laboratory Animal Welfare, National Science Foundation, or applicable federal funding agency. Refer all public inquiries regarding animal use activities to the AVS Program Manager.

12.2 DO NOT divulge sensitive information. Reporter inquiries may also be directed to Communications Office, Tina Shelton 692- 0988 and the UH ORC public relations person.

12.3 **Additional Information**

Oahu Civil Defense Agency lists the following shelters for Punchbowl – Waialae Vicinity

Tsunamis: Anuenue Complex, Kahala Elementary School (ES), Jefferson Elem, McKinley High School (HS), Waikiki ES. **Hurricanes:** Aliiolani ES, Anuenue Complex, Hokulani ES, Jefferson ES, Kaahumanu ES, Kaimuki HS, Kaimuki Middle School (MS), Kuhio ES, Liholiho ES, Liliuokalani ES, Manoa ES, McKinley HS, Neal Blaisdell Center, Noelani ES, Palolo ES, Roosevelt HS, Stevenson MS, Waialae ES, Waikiki ES, Washington MS, Wilson ES

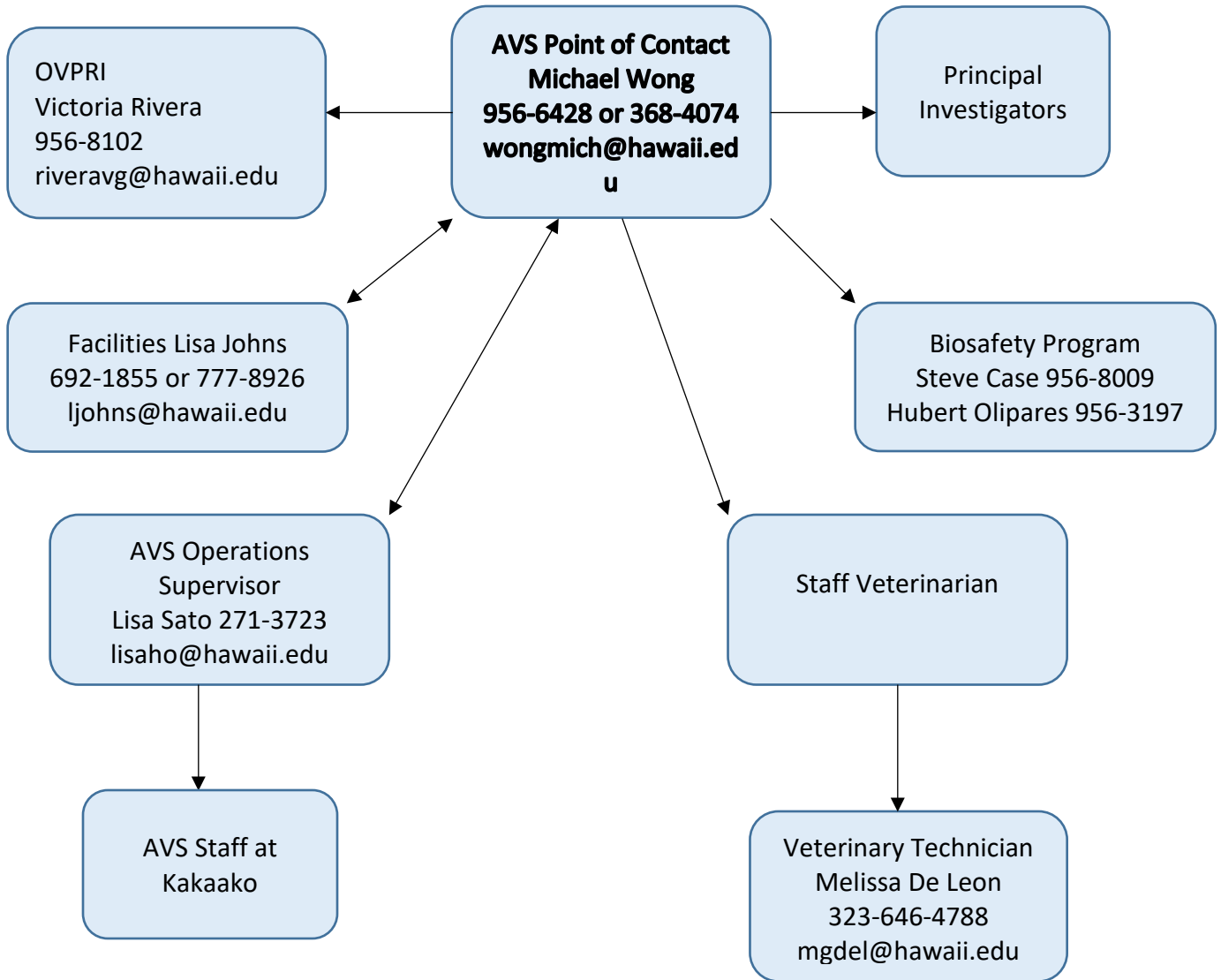
12.4 See Appendixes

- Appendix A AVS Emergency Contact Tree Type 2 and 3 Biosafety Emergencies at Kakaako
- Appendix B AVS Emergency Contact Tree Type 2 and 3 Chemical Emergencies at Manoa

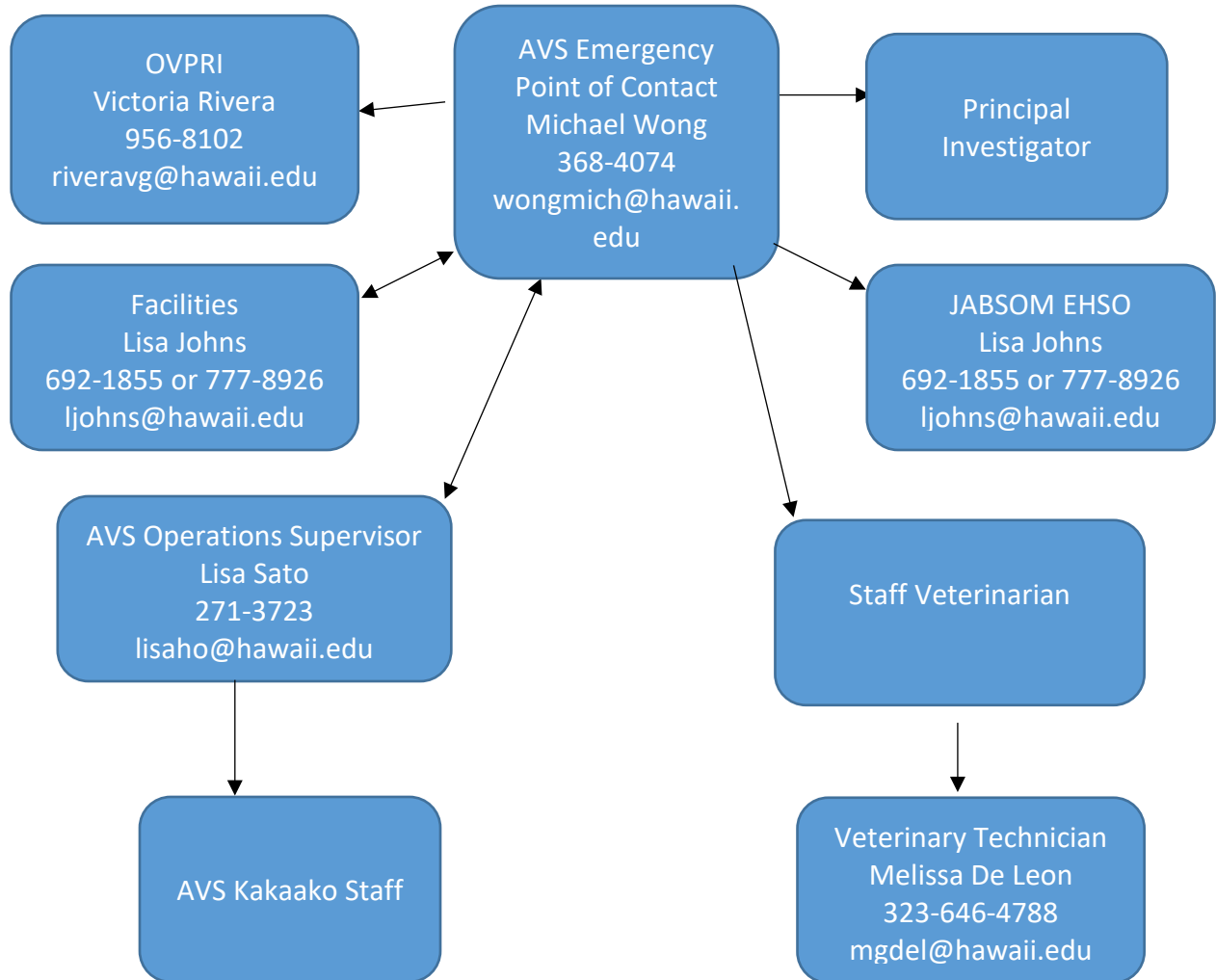
Note for emergency flow contact trees below:

- Home phone numbers for AVS staff will be kept confidential by AVS senior management staff.
- Responders for the ABSL3 will include the AVS Program Manager, PIs, in addition to representatives from AVS, Biosafety Office, and the Facilities Management Office.
- Steve Case (stevec@hawaii.edu) or Hubert Olipares (olipares@hawaii.edu) will be the point of contact for BIOSAFETY and related emergencies.
- Lisa Johns (ljohns@hawaii.edu), JABSOM EHSO, will be the point of contact for chemical related emergencies.
- For medical emergencies call Security at 692-1911 (from a non-JABSOM landline) or X1911 or X9911 (from a JABSOM landline)

APPENDIX A
AVS EMERGENCY CONTACT TREE
TYPE 2 AND 3 BIOSAFETY EMERGENCIES AT KAKAAKO (REVISED 4/25/23)



APPENDIX B
AVS EMERGENCY CONTACT TREE
TYPE 2 AND 3 CHEMICAL EMERGENCIES AT KAKAAKO (REVISED 7/29/16)



EVACUATION PROCEDURE

Should the building's fire alarm be sounded or if you are instructed by emergency services (HFD, HPD, Security) to evacuate the building, these procedures should be followed:

1. Gather your personal belongings (keys, purse, wallet, cell phone) only if it is in the immediate area and is safe to do so.
2. Immediately evacuate the building without delay. Close doors if possible (do not lock doors).
3. Remain calm and use the nearest emergency EXIT to leave the building (DO NOT use the elevators or JABSOM MEB main lobby stairwell.). To locate emergency EXITS, follow the illuminated "EXIT" signs in the building.
4. Mobility impaired individuals (i.e. elevator dependant) will need assistance. Please follow these procedures when assisting:
 - Escort the individual to the nearest emergency EXIT stairwell landing (this is considered the "area of rescue assistance" for mobility impaired individuals).
 - Position the individual away from evacuating traffic in the stairwell landing.
 - These individuals should remain in the stairwell landing so that trained personnel can return to move them safely.
 - Continue to evacuate and once outside, **immediately** inform the Fire Dept., Police Dept., or Security of the individual and the location (stairwell number and floor).
5. When evacuating the building, move away from the building's entrances and clear building access for emergency response personnel.
6. Once you are out of the building, go to a designated evacuation gathering area to await further instructions from emergency services.
7. DO NOT return to the building until the Honolulu Fire Department or Honolulu Police Department says you may go back in.

Emergency Phone Numbers: UHM DPS Dispatch 9-956-6911

Security Desk: (BSB) 692-1911 & (MEB) 692-0911

Police/Fire/Ambulance 911 *Dial 9-911 when calling from JABSOM phones

