



UH JABSOM Emergency Response Plan

Created: July 28, 2008

Revised: 30 April 2018, 12 December 2018, 25 May 2019, April 2021, May 2023

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# **University of Hawai'i**

## **John A. Burns School of Medicine at Kaka'ako**

### **EMERGENCY RESPONSE PLAN Comprehensive Emergency Management Plan (CEMP)**

**2023**



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### Emergency Response Plan Distribution List

| <b>Name</b>               | <b>Position</b>   | <b>Location</b>                  |
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| Lee Buenconsejo-Lum       | Dean (Interim)  | John A. Burns School of Medicine |
| Danny Takanishi           | Associate Dean for Academic Affairs (Interim)                                     | John A. Burns School of Medicine |
| Mariana Gerschenson       | Associate Dean of Research Operations   | John A. Burns School of Medicine |
| Nancy Foster              | Associate Dean for Administration, Finance & Operations & Chief Financial Officer | John A. Burns School of Medicine |
| Lisa Johns & Brian Haruno | co-Directors of Facilities Management and Planning (Interim)                      | John A. Burns School of Medicine |
| Corinne (Coco) Seymour    | Director of Administrative & Fiscal Affairs                                       | John A. Burns School of Medicine |
| Vance Mizuba              | Director of Information Technology  | John A. Burns School of Medicine |
| Matthew Campbell          | Director of Communications, Media & Government Affairs                            | John A. Burns School of Medicine |
| Jill Omori                | Director, Office of Medical Education   | John A. Burns School of Medicine |
| Dominic Chow              | Director of Hawaiian Center for AIDS  | John A. Burns School of Medicine |
| Rory Kaneshiro            | Director, Office of Risk & Clinical Affairs                                       | John A. Burns School of Medicine |
| Vivek R Nerurkar          | Director, JABSOM Biocontainment Facility  | John A. Burns School of Medicine |
| Elwyn Watkins             | Security Engineer   | John A. Burns School of Medicine |
| Lisa Johns                | Environmental Health and Safety   | John A. Burns School of Medicine |
| Vance Mizuba              | Telecommunications Manager  | John A. Burns School of Medicine |
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| Janet Meeks               | Special Projects  | John A. Burns School of Medicine |



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| Vassilis L Syrmos  | VP for Research & Innovation   | University of Hawai'i                       |
| Andrew P Black     | Chief - UHM Department of Public Safety (DPS)  | University of Hawai'i at Mānoa              |
| Jimmy Lagunero     | Emergency Management Coordinator - UHM Department of Public Safety (DPS) - Campus Services | University of Hawai'i at Mānoa              |
| Sarah Rice         | Community Programs Manager & Clery Coordinator   | University of Hawai'i at Mānoa              |
| Eric Ako           | Institutional Biosafety Committee (IBC) Chair  | University of Hawai'i                       |
| Michael Wong       | University Veterinarian, University Veterinary Services                                    | University of Hawai'i                       |
| Michael Wong       | AVS Operations Supervisor  | University of Hawai'i                       |
| Naoto Ueno         | Director UHCC  | University of Hawai'i Cancer Center         |
| Francis Blanco     | Facilities Management Office   | University of Hawai'i Cancer Center         |
| Larry Shapiro      | CEO  | University Health Partners of Hawai'i (UHP) |
| Chip (Henry) Ellis | CFO  | University Health Partners of Hawai'i (UHP) |
| Michael Oglesby    | HR   | University Health Partners of Hawai'i (UHP) |



## JABSOM Emergency Response Group

| <b><u>Name</u></b>     | <b><u>Position Title</u></b>  |
|------------------------|---|
| Lee Buenconsejo-Lum    | Dean (Interim)  |
| Danny Takanishi        | Associate Dean for Academic Affairs (Interim)                                     |
| Mariana Gerschenson    | Associate Dean of Research Operations   |
| Nancy Foster           | Associate Dean for Administration, Finance & Operations & Chief Financial Officer |
| Lisa Johns             | Director of Facilities Management and Planning (Interim)                          |
| Vance Mizuba           | Director of Information Technology  |
| Corinne (Coco) Seymour | Director of Administrative & Fiscal Affairs                                       |
| Matthew Campbell       | Director of Communications, Media & Government Affairs                            |
| Elwyn Watkins          | Security Engineer   |
| Lisa Johns             | EHS Supervisor  |
| Kathy Matsumoto        | Human Resources Specialist  |
| Janet Meeks            | Special Projects  |



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## **Terms and Abbreviations:**

- Ancillary Building (ANC)
- Animal and Veterinary Service (AVS)/Vivarium (formerly the Laboratory Animal Services (LAS))
- Biosafety Officer (BSO)
- Biosciences Building (BSB)
- Building Automation System (BAS)
- Centers for Disease Control (CDC)
- Central Plant (CP)
- Closed Circuit Television (CCTV)
- Community Emergency Response Team (CERT)
- Comprehensive Emergency Management Plan (CEMP)
- Continuity of Operations Plan (COOP)
- Department of Public Safety (DPS), also known as UHM Department of Public Safety (UHMDPS)
- Department of Homeland Security (DHS)
- Department Operations Center (DOC)
- Diesel Generator (DG)
- Emergency Alert System (EAS)
- Emergency Commander (EC)
- Emergency Incident Commander (EIC)
- Emergency Management Coordinator (EMC)
- Emergency Management Team (EMT)
- Emergency Medical Services (EMS)
- Emergency Operations Center (EOC) (UH Mānoa campus and/or UH System)
- Emergency Response Group (ERG)
- Emergency Response Plan (ERP)
- Emergency Response Team (ERT)



- Environmental Health and Safety Office (EHS)
- Facilities Management Office (FMO)
- Federal Bureau of Investigation (FBI)
- Financial & Operations Team (FINOPS)
- Gold Bond Building (GBB)
- Hawai'i Department of Emergency Management (DEM), also known as Hawai'i Emergency Management Agency (HI-EMA) [previously known as Hawai'i State Civil Defense (SCD)]
- Hawai'i Department of Health (DOH)
- Hazardous Material (HAZMAT)
- Heating, Ventilation and Air Conditioning (HVAC)
- Human Resources (HR)
- Honolulu Fire Department (HFD)
- Honolulu Police Department (HPD)
- Honolulu Department of Emergency Management (HDEM)
- Human Resources (HR)
- Incident Command System (ICS)
- Incident Commander (IC)
- Information Technology (IT)
- Institute of Biogenesis Research (IBR)
- Intrusion Detection System (IDS)
- JABSOM Biocontainment Facility (JBF)
- John A. Burns School of Medicine (JABSOM)
- Liaison Committee on Medical Education (LCME)
- Medical Education Building (MEB)
- National Incident Management System (NIMS)
- National Terrorism Advisory System (NTAS)
- Nuclear Magnetic Resonance Spectrometer (NMR)
- Office of Information Technology (OIT)



- Pacific Tsunami Warning Center (PTWC)
- Public Information/Affairs Office (PIO)
- Reverse Osmosis (RO) Water Purification System
- Safety Data Sheets (SDS) (formerly Material Safety Data Sheets)
- Select Agent (SA)
- Spill Prevention, Control, and Countermeasure Plan (SPCCP)
- State Civil Defense (SCD)
- State Health Department (HIDOH)
- Transcranial Magnetic Stimulation (TMS) Therapy
- United States Department of Health and Human Services (HHS)
- University of Hawai'i Department of Public Services (UHDPS)
- University of Hawai'i at Mānoa (UHM)
- University of Hawai'i Cancer Center (UHCC)
- University Health Services Mānoa (UHSM)
- World Health Organization (WHO)



## **1.0 – INTRODUCTION**

### **1.1 PURPOSE**

The University of Hawai'i considers emergency preparedness and planning activities essential for maintaining the safety of its campus community. The John A. Burns School of Medicine at Kaka'ako (JABSOM) Emergency Response Plan (ERP) follows guidelines and requirements found in REFERENCES 1-7. The ERP provides procedures for managing and responding to emergencies that may threaten the health and safety of the campus community or disrupt its operations. The ERP outlines necessary emergency preparedness requirements, response to specific incidents, and identifies individual positions that are directly responsible for emergency preparedness, response, and recovery.

The Emergency Response Plan (ERP) encompasses a myriad of emergencies and incidents requiring policies as well as immediate action and follow-up reporting that conform to requirements found in REFERENCES 8-11.

All contents of this plan are subject to review and approval by the School of Medicine Dean. JABSOM will coordinate all Emergency Response planning, exercises and actual responses in cooperation with the University of Hawai'i Mānoa (UHM) and Hawai'i Department of Emergency Management (DEM).

### **1.2 AUTHORITY**

The JABSOM ERP is promulgated under the authority of the JABSOM Dean and the University of Hawai'i Executive Policy E2.203 Emergency Preparedness and Response Responsibilities. (See APPENDIX A.)

### **1.3 STATEWIDE RESPONSIBILITIES**

The State of Hawai'i, Plan for Emergency Preparedness, Volume III provides the overall plan for the State and specifies the support required from the University of Hawai'i and other State agencies. The University has specific requirements to provide the following support under the State Plan for Emergency Preparedness:

- Supporting County governments in identifying and meeting the health and medical needs of disaster victims.



- Supporting the State Department of Health in providing technical assistance on disease and injury control measures.
- Providing shelters for evacuees and/or victims during or after a disaster.
- Support the State Department of Health by providing assistance for any hazardous materials disaster.

#### 1.4 EMERGENCY PLAN CONCEPT OF OPERATIONS

The ERP is designed to provide an organized management system for the JABSOM Kaka'ako Campus to follow during emergencies. The ERP is modeled after the Incident Command System, the management structure identified in guidance provided by the National Incident Management System of the U.S. Department of Homeland Security. The system is flexible, in that parts of or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and is a management tool for providing critical functions and roles during an emergency. Emergency response leadership at Kaka'ako will be provided by the JABSOM Emergency Response Group (ERG), made up of members from JABSOM senior administrative leadership, Facilities Management Office, and the Office of Environmental Health & Safety. The JABSOM ERG Executive shall be the JABSOM Dean, who also has the authority to designate an Incident Commander, be it themselves or their designee, under the Incident Command System (ICS).

Personnel making up the ERG, EMT and others are listed in APPENDIX B. In addition to phone numbers, residence locations are also provided.

Dealing with an emergency may span over an extended period. To ensure adequate coverage, the Dean may designate the Administrator on Call to act in the Dean's stead. Similarly, when the Dean is traveling, the Administrator on Call will act in the Dean's stead and preside over the Incident Command System (ICS).

At UHM, emergency response leadership will be provided by the UHM Emergency Management Team (EMT), drawn from the University's senior administrative and academic leadership. The EMT Executive for UHM shall be the Chancellor, who is also the Incident Commander under ICS.

The JABSOM Emergency Response ORG Structure • Incident MGT. Team – Emergency Operations Center found in APPENDIX C provides the names of individuals for key positions.



During an emergency such as a fire, significant and prolonged loss of power, water intrusion and flooding, it is imperative to keep information flowing in a timely manner. To accomplish this, an Emergency Response Coordinator will report directly to the Emergency Incident Commander. The Facilities Operations & Logistics Officer, the Director of Information Technology, the OME/OSA Directors, the Tropical Medicine Emergency Coordinator and the Chief Admin Officer shall report directly to the Emergency Coordinator. All JABSOM Facilities personnel, such as the EHS supervisor and Facilities Operations personnel shall report directly to the Facilities Operations & Logistics Officer.

### 1.5 SCOPE

This ERP applies to all JABSOM Kaka'ako Campus operations and occupants. JABSOM Kaka'ako consists of the Medical Education Building (MEB), Biosciences Building (BSB), Ancillary Building/Translational Research Clinic, Mailroom, Central Plant, grounds, and parking lot B.

Additionally, this ERP applies to JABSOM faculty, students and staff assigned either temporarily or routinely to worksites off the Kaka'ako campus such as the UH Queens Medical Center Tower, Kapi'olani Medical Center for Women and Children, Pali Momi Medical Center or the Gold Bond Building.

During an emergency, the school is to adhere to Clery Act requirements.

### 1.6 EMERGENCY RESPONSE ORGANIZATION STRUCTURE - 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). The University of Hawai'i Mānoa - Comprehensive Emergency Management Plan is found in APPENDIX D.

**Emergency Communicator** - The designated individual is either a campus or UH System public information officer with overall responsibility for communication from the campus or UH System, including internal messages to faculty, staff, students, etc., and external communication to local/national media.





- The Emergency Communicator name, title, and contact information, as well as the Backup Emergency Communicator is provided to the Vice President for Administration and updated as required.

### **Emergency Communicator Backup**

- If the Emergency Communicator, Director of Communications is not available to assume those duties, the Backup Emergency Communicator, Deborah Manog-Dimaya will assume those duties. The name, title, and contact information of the backup will be provided to the Vice President for Administration and updated as required. See APPENDIX E.

**Emergency Coordinator** - The designated individual is responsible for implementing campus or System-wide emergency management activities.

- The Emergency Coordinator name, title, and contact information, as well as the backup will be provided to the Vice President for Administration and updated as required.

### **Emergency Coordinator Backup**

- If the Emergency Coordinator, Director of Facilities, is not available to assume those duties, the Backup Emergency Coordinator, Elwyn Watkins will assume those duties of the Emergency Coordinator. The name, title, and contact information, of the backup will be provided to the Vice President for Administration and updated as required. See APPENDIX E.

**Emergency Management Program** – The management framework used for response to and recovery from emergencies that may threaten the health and safety or disrupt the continuity of programs and operations.

**JABSOM Department Operations Center (DOC) previously known as 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. The purpose of this directive, which was issued on 28 February 2003, is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

**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, or an ongoing threat of violence.

The determination of a System-Level Emergency is made the by the Vice President for Administration. An example of a System-Level Emergency is an event affecting both Mānoa and Kaka'ako. See Section 1.8.

## 1.7 EXECUTIVE POLICY

Pursuant to UH Executive Policy 2.203, all University of Hawai'i campuses are required to have a written CEMP that is developed and implemented consistent with the concepts and principles of National Incident Management System (NIMS).

- 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.
- Each campus shall establish emergency communication protocols applicable to campus emergencies.
- Each campus shall conduct a review of its critical functions and designate emergency workers to ensure those functions are carried out.
- 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.
- Each campus shall notify and include the System Emergency Coordinator and Emergency Communicator on all outgoing emergency communication.



## 1.8 UH SYSTEM RESPONSIBILITIES

1. The determination of a System-level emergency is made 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, considering 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/Mānoa EOC at the IT Building on the UH Mānoa campus, supported by Information Technology Center staff.

## 1.9 TRAUMATIC INCIDENT

- Emergency workers must respond quickly to natural disasters, such as earthquakes or hurricanes, and to manmade disasters, such as technological failures or terrorist attacks.
- A traumatic incident is one that may involve exposure to catastrophic events, severely injured children or adults, dead bodies or body parts, or a loss of colleagues.
- OSHA has no standards that apply to the hazards associated with critical incident stress. However, in the interest of the health and safety of the emergency responders and workers, the agency provides recommendations to help reduce the risks associated with critical incident stress.

## 2.0 - CAMPUS ASSESSMENT

This section provides an overview of the Kaka'ako campus buildings and the types of operations, types of hazards, and any special considerations for each building.

### 2.1 MEDICAL EDUCATION BUILDING (MEB)

111,896 square-feet

- Operations include the administrative affairs, IT programs, educational programs, library, auditorium, and Waiola Café.



- Clinical simulation classrooms may contain metal sharps and properly secured compressed gas cylinders of oxygen.
- Students may occupy the student lounge and study rooms as prescribed by the Dean.
- The library and Waiola Café, located on the ground floor are open to the public during their regular business hours.
- A security desk is manned with at least one (1) security officer or assigned person at the desk during normal building hours.
- The mechanical systems include gas fired water heater on the 4<sup>th</sup> floor, gas fired kitchen cooktop range, and HVAC systems.
- A water feature pump room which uses chlorine tablets.
- Four (4) floors and 4<sup>th</sup>-floor mechanical room and two mechanical rooms on the roof.
- Three (3) stairwell exits.
- Two (2) main entrances and one (1) service entrance.
- Fire suppression systems include:
  - Dry standpipe connection at the intersection of Ilalo St. and Cooke St.
  - Sprinkler pump located in a room near the service entrance.
  - Water shut-off valves are locked OPEN in stairwell no.'s. 1, 2 & 3.
  - Main Simplex alarm panel in the security office
  - FM200 serving IT server rooms.
  - Audio and visual fire alarms
  - Smoke detectors
  - Sprinklers throughout
  - Fire extinguishers throughout
  - Kitchen fire suppression system in the Waiola Café
  - Smoke curtains around the atrium space
  - Elevator Fire Containment Curtain
  - Elevators programmed to recall to the nearest floor away from an activated smoke detector.



- Chemical storage is limited to custodial cleaning supplies.
- MEB equipment on stand-by emergency power includes the IT server rooms, security desk.
- Battery-powered-wall-mounted emergency lighting.

## 2.2 ANCILLARY BUILDING (ANC)/TRANSLATIONAL RESEARCH CLINIC

3,550 square-feet

- Operations include the Clint Spenser Clinic providing HIV care and community wellness programs and a Diabetes Clinic.
- These spaces include a reception area, offices, a breakroom, and bathroom spaces with materials and equipment appropriate for a clinic, including a bone density scanner and a TMS chair.
- Chemical storage is limited to custodial cleaning supplies in small quantities.

## 2.3 NUCLEAR MAGNETIC RESONANCE (NMR) IMAGING ROOM

686 square-feet

- Located in the Ancillary Building
- Houses a 600 MHZ Agilent NMR and support equipment, including liquid nitrogen and liquid helium used in its superconductor.
- One of two PowerEx air compressors located in the BSB provide compressed air to the NMR.

## 2.4 ANCILLARY BUILDING/MAILROOM

8,524 square-feet

- Mailroom operations.
- This space includes storage for incoming and outgoing deliveries.
- A male and a female locker room with shower facilities.



## 2.5 BIOSCIENCES BUILDING (BSB)

184,008 square-feet

- Operations include:
  - Laboratory Animal Research Vivarium (Animal Biosafety Level 2 Laboratories)
  - Biosafety Level 2 (BSL2) Laboratories
  - Biosafety Level 3 (BSL3) Laboratory
  - Animal Biosafety Level 3 (ABSL3) Laboratories (animals inoculated with BSL3 agents)
  - Anatomy Laboratory and Morgue
  - Administrative & Research Support Programs (office spaces, breakrooms, conference rooms, bathrooms, lobbies)
- Researchers and support staff work all hours as well as weekends and holidays.
- Building Security
  - The security desk is manned 24/7/365 with at least one (1) security officer always at the desk.
  - Access to the building is restricted to access card holders and their registered guests.
  - There are more restricted areas within the BSB that require other means of access verification, including PIN codes and biometric access.
  - The building perimeter and entrances are monitored by CCTV.
- There are 4 entrances to the building.
- There are 3 exit stairwells.
- Building Automated System (BAS) (a Metasys computer system which controls the HVAC Equipment)
- Mechanical systems located in the penthouse (4<sup>th</sup> floor) include:
  - HVAC for office spaces, general BSL2/ABSL2 labs, vivarium, and BSL3/ABSL3 labs



- Gas-fired Raypak hot water heaters
- 150 psig saturated steam boilers to serve autoclaves, cage washers, and a tissue digester.
- Central Vacuum Pump supporting all the ABSL2/BSL2 labs.
- Compressed Air System
- ABSL3/BSL3 HEPA Filter Banks
- Reverse Osmosis (RO) System serving laboratories.
- RO System serving the AVS.
- Two (2) PowerEx air compressors
- Fire suppression systems include:
  - Dry standpipe connection along Keawe Street
  - Sprinkler pump located in BSB 221
  - Water shut off valve(s) are locked OPEN in the stairwell no's. 1 and 2
  - Main simplex alarm panel in BSB Electrical Room 168
  - FM200 for IT server rooms
  - Audio and visual fire alarms
  - Smoke detectors
  - Sprinklers throughout
  - Fire extinguishers throughout
  - Smoke curtains around the main lobby spaces
  - Elevator Fire Containment Curtain
  - Elevators programmed to recall to the nearest floor away from an activated smoke detector.
- Hazards
  - **Mechanical Systems Hazards** include the boilers because they are gas-fired, high pressure systems found in pressure vessels such as autoclaves and 150 psig saturated steam boilers, natural-gas lines, diesel fuel lines and tanks, physical hazards, and electrical hazards.





- **Electro-Magnetic Fields** - emanating from a 600 MHZ nuclear magnetic resonance (NMR) spectrometer.
- **Chemical Hazards** – similar to most university research facilities, the BSB labs store and manipulate a large variety of chemicals but in relatively small quantities. There are toxic, reactive, flammable, and corrosive chemicals. EHS maintains a master list of all chemical inventories. Folders containing the Safety Data Sheets (SDS) for all chemicals stored in the facility are stored at the BSB Security Desk. All labs have standardized doors signs which include symbols or hazard warnings communicating the types of hazards stored in their labs.
- **Compressed air** – is found throughout the BSB and is utilized in many applications ranging from pneumatic controls to laboratory use.
- **Compressed Gas Cylinders** – most labs store compressed gas cylinders containing inert gases such as carbon dioxide and nitrogen. Additionally, oxygen is contained in cylinders. All gas cylinders are required to be properly secured at all times. Gas cylinders are to be capped when not in use.
- **Liquid Nitrogen** – many labs store large vertical gas liquid cylinders (VGLs) containing liquid nitrogen under pressure as well as non-pressurized vessels for cryo-storage.
- **Liquid Helium** – employed to produce a superconductor in the 600 MHZ NMR spectrometer.
- **Radiological Hazards** – all labs working with radioisotopes must have a license and be registered with UH Mānoa Radiation Safety Program. EHSO has an inventory of the isotopes stored and manipulated in the BSB. All labs work with very small quantities. All labs approved for radioisotope work have the radiation symbol signage on their doors.
- **BSL2 Agents** - agents that present a moderate potential hazard to personnel and the environment. These agents include various bacteria and viruses that cause only mild disease to humans or are difficult to contract via aerosol in a lab setting.
- **BSL3 Agents** - indigenous or exotic agents which may cause serious or potentially lethal disease after inhalation. It includes



various bacteria, parasites and viruses that can cause severe to fatal disease in humans but for which treatments exist.

- **Select Agents** are biological agents or their toxins which are regulated by the Federal Regulations/Federal Select Agent Program. Strict biosafety and biosecurity regulations govern the possession, use, and transfer of these agents, which are determined to have high adverse public health and/or agricultural consequences. As of 21 February 2018, there are no Select Agents held at JABSOM. Effective 01 March 2018, the University of Hawaii at Mānoa is no longer registered to possess, use, and transfer select agents and toxins.
- The following systems/areas are on Stand-by Emergency Power:
  - Shared equipment rooms, freezer rooms, tissue culture rooms
  - ABSL3
  - BSL3
  - Vivarium
  - Vivarium breakroom BSB 123 (serves as a Department Operations Center (DOC))
  - HVAC equipment serving the AVS and JBF
  - BAS
  - BSB security desk
  - IT server room(s)
  - Overhead lighting in the IBR labs
- Emergency lighting throughout the BSB is battery powered.

## 2.6 CENTRAL PLANT (CP)

- The Chill Water System provides chill water service for air conditioning and is operated and serviced by the onsite Board of Water Supply Engineer.
- **Diesel Generators and Fuel Tanks**
  - There are three generators serving JABSOM:
    - 250 KW DG serving the MEB.



- 1,000 KW DG serving the Central Plant & Ancillary Building
- 1,750 KW DG serving the BSB.
- Additionally, UHCC has a 2,000 KW DG housed alongside JABSOM DGs.
- There are two (2) 5,200-gallon capacity diesel Type 2 storage tanks that serve all diesels.
- A JABSOM Kaka'ako Spill Prevention, Control, and Countermeasure Plan (SPCCP) has been developed and implemented as required by 40 CFR Part 112.

## 2.7 CANCER CENTER

UHCC and JABSOM are both located in the Kaka'ako area of Honolulu and share the same 9.89-acre campus. The cafeteria located in the MEB is shared and DPS provides security services to UHCC and JABSOM. UHCC utilizes the vivarium located in the BSB. The UHCC 600 MHZ NMR is located in the JABSOM Ancillary Building. Occasionally, JABSOM holds conferences and seminars in the UHCC Sullivan Center. In addition to the AVS, UHCC and JABSOM share the JABSOM library and cafeteria located in the MEB.

The Dean oversees academic affairs, research, clinics and all other services associated with JABSOM. The UHCC Director oversees all research, clinics and support services at the Cancer Center.

## 3.0 – COMMUNICATION PLAN

### 3.1 NOTIFICATIONS AND ALERTS

- Phone announcements to JABSOM Kaka'ako (MEB, BSB, Central Plant, Ancillary Building, GBB) occupants
  - Limited to areas with JABSOM IP phones nearby.
  - Does not include bathrooms, hallways, etc. which may not hear the announcement on the speakerphone.
  - Phones are not on stand-by power.
  - Transmitted via Office of Information Technology (OIT)



- Emergency 911 dial out capabilities
  - Available on all JABSOM phones with regular power.
  - Available during extended power outages on phones with operational backup generator power and Hawaiian Telcom service.
- Email announcements
  - JABSOM listservs
    - General listserv (employees) – generally released by the Communications Office or OIT
    - Medical students only listserv - sent via Office of Student Affairs
  - Limited to only those users that are on the listserv.
  - An individual can opt-out and unsubscribe at any time.
- Website announcements
  - Released by the Communications Office.
  - Available during extended power outages with operational backup generator power and internet connections. If necessary, website can be transferred to UH Mānoa campus servers.
  - Limited to users subscribing to or checking the website.
- Social media announcements
  - Various update avenues available that are managed by the Communications Office.
  - Limited to users subscribing to or checking those media.
- Hand-held, two-way radio transceivers, also known as walkie-talkies.
- Transistor radios staged in the following locations:
  1. BSB Security
  2. MEB Security
  3. Security Engineer
  4. Facilities Director
  5. Extra (1)
- Megaphones (stored at the MEB and BSB Security Desks)



- Fire Alarm Pull Stations (people will evacuate)
- Local Radio Stations
- Walkie-Talkies (two-way radios) (stored in MEB 402J)

### 3.2 CLERY ACT REPORTING

The Clery Act mandates universities disclose information about crime on and near campuses in a timely manner. Crimes are reported to UH Mānoa Clery Coordinator, Sarah Rice. A Campus Security Authority Incident Report Form is found on the UHM Department of Public Safety (DPS) web site.

## 4.0 – SITUATIONAL REQUIREMENTS

### 4.1 CAMPUS PRIORITIES

The JABSOM ERG responds to an emergency in an organized, effective, and timely manner. JABSOM personnel and equipment will be utilized to accomplish the following priorities:

- **Priority I** Protect Life, Contain & Secure Potential Hazards, Contain and Secure or Destroy Infectious Materials, Secure the Facility
- **Priority II** Assess Critical Infrastructure and Facilities
- **Priority III** Restore/Maintain Kaka’ako Operations and Resume Education/Research Programs

### 4.2 EMERGENCY CLASSIFICATIONS

Each incident will be classified by “type” according to its potential impact, severity, and response requirement.

#### 4.2.1 LEVEL 1 – INCIDENT

- a. A Level 1 incident is localized or in a small area. It can be resolved with existing JABSOM Kaka’ako resources or limited outside help. A Level 1 incident has little or no impact on personnel or normal operations outside the locally affected area.



- b. Level 1 incidents do not require activation of the JABSOM ERP. Impacted personnel, departments or offices coordinate directly with JABSOM EHS and JABSOM Facilities/Security to resolve Level 1 incidents. In certain incidents, the JABSOM Director of Communications or Emergency Coordinator will provide necessary media releases.
- c. Examples include odor complaints; localized hazardous material spill that does not endanger people, property, or the environment except by direct contact; plumbing failure; water leaks or water intrusion minor in nature.

#### 4.2.2 LEVEL 2 – EMERGENCY

- a. A Level 2 Emergency disrupts sizable portions of the Kaka’ako Campus operations. Level 2 emergencies require assistance from external organizations. These events can escalate quickly and have serious consequences for JABSOM operations and/or life and safety. There is a strong likelihood that coordination with the UHCC will take place for a Level 2 Emergency occurring either at UHCC or JABSOM.
- b. JABSOM Security discovers or is notified by Kaka’ako occupants and notifies the Director of Facilities and other ERG members according to the Notification Phone Tree. The Dean or an authorized representative determines if the ERP and DOC should be activated.
- c. The UHM Executive Administration, the UH System Executive Administration, Emergency Responders, may be alerted depending on the nature and severity of the emergency.
- d. Examples include building fire or explosion, large hazardous material spill or release, BSL3 agent release or loss, severe storm or flooding, terrorist threat, civil disturbance, violence, and extensive utility outage. Also includes off-campus emergencies that may impact JABSOM personnel or operations.

#### 4.2.3 LEVEL 3 – DISASTER

- a. A Level 3 Disaster involves a large part of the Kaka’ako Campus and its surrounding community and may extend beyond the surrounding area including the UHM Campus, the City and County of Honolulu



and the State. Normal Campus operations are curtailed or suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires UH-wide cooperation and extensive coordination and support from external jurisdictions.

- b. The JABSOM ERP and DOC are activated. The University of Hawai'i Emergency Response Plan and Emergency Response Center may also be activated and the UH Alert System may be activated. It is important to note that a Level 3 Disaster may not affect JABSOM Kaka'ako and other University of Hawai'i campuses equally, i.e., a disaster may close the UHM campus while the JABSOM Kaka'ako campus can continue operations, and vice versa.
- c. Hawai'i Department of Emergency Management (DEM) is notified, and communications opened. The DEM phone number is 808-723-8960.
- d. JABSOM ERG members and other key personnel are alerted to report to Kaka'ako or maintain communications if prevented from returning to Kaka'ako.
- e. Incident Command System (ICS) is implemented.
  - 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, distributes material and equipment, and assigns personnel where needed.
  - The Dean or the Administrator on Call and Director of Communications will initiate a Public Information Message and request support from the University of Hawai'i System Joint Information Office.
- f. The UHM Chancellor and UH System President are notified and the UHM and UH System Emergency Management Plan and Emergency Operations Center may be activated.



## 4.2.4 BIOHAZARD/BIOSECURITY

- a. As of 21 February 2018, all Select Agents have been removed from the JBF.
- b. Refer to the Biosecurity, Biosafety and Incident Response Plan for a detailed policy and guidance.
- c. The response requires operational coordination, situational assessment, on-scene security, protection, and law enforcement. Operational communications, public health, healthcare, and emergency medical services are critically important in dealing with this scenario and to quickly recover to normal operations.
- d. The JABSOM Biocontainment Facility (JBF) Response Phone Tree is found in APPENDIX F.

## 4.3 HAZARD CATEGORIES

### 4.3.1 METEOROLOGICAL HAZARDS

This is the most common category of hazard that can cause disasters in the State of Hawai'i. Meteorological hazards may threaten any part of the State or the entire State at the same time.

- a. **Storms** – Pose the most frequent threat to life and property and may occur many times throughout the year. Storm damage may result from high winds, high surf, heavy rains, and storm surges resulting in floods. Storms have caused the most property damage in Hawai'i.
- b. **Hurricanes** – Are potentially very serious threats to life and property as they occasionally threaten the State during the hurricane season from June through November. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, heavy rains, and flooding. When a storm's maximum sustained winds reach 74 mph, it is called a hurricane.
- c. **Waterspouts** – Rarely occurs over land but can cause significant damage. A waterspout is an intense columnar vortex (usually appearing as a funnel-shaped cloud) that occurs over a body of water. There are two major types of waterspouts: tornadic waterspouts and fair-weather waterspouts. Tornadic waterspouts get





their start as true tornadoes. Influenced by winds associated with severe thunderstorms, air rises and rotates on a vertical axis.

#### 4.3.2 GEOLOGICAL HAZARDS

This category of hazard is always a potential risk as the Hawai'ian Islands are situated on both a volcanic and tectonically active region in the Pacific Ocean. Geological hazards causing disasters are less frequent but can be more severe than other hazards.

- a. **Earthquakes** – Pose a continuing threat to life and property as they occur frequently and without warning. Although most earthquakes in Hawai'i are of low magnitude, damaging earthquakes have occurred in the past. There are no warnings for earthquakes.
- b. **Tsunami** – Pose a very serious threat to life and property as they have caused the most disaster related deaths in the State. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawai'i. Locally generated tsunami pose a greater threat as they can strike in a matter of minutes with little or no warning. Tsunami evacuation maps were updated in 2010. The evacuation zones were developed by taking tsunami inundation data created by the Tsunami Inundation Mapping Project and applying a public safety buffer utilizing existing streets, roads, highways. Though it may appear that the Kaka'ako campus is just outside of the evacuation zone, HFD and HPD may order the evacuation of the campus.
- c. **Volcanic Activity**– Poses a minimal threat on O'ahu but occurs on the island of Hawai'i and could break out on any island or surrounding ocean. A major eruption on Hawai'i Island could threaten populated areas on O'ahu.

#### 4.3.3 OTHER NATURAL HAZARDS

Most other natural hazards in the State are associated with weather or geologic hazards. Considering the location of the Kaka'ako campus, the threat from landslides, mudslides, and forest/brush fires is low.



- **Landslides** – Usually associated with meteorological hazards but can be caused by a combination of weather and development activities.
- **Mudslides** – Associated with meteorological hazards and/or geologic events.
- **Forest/Brush Fires** – Frequently occur during dry weather but are more often associated with the careless acts of man or arson. These fires can result in thick/heavy smoke that can seriously reduce visibility on nearby roads.

#### 4.3.4 HUMAN CAUSED INCIDENTS

The incidents listed here are due to the actions and activities of humans.

- a. **War** (Nuclear or Conventional Attack) – Although the likelihood of a nuclear attack is low, a nuclear attack poses a threat because of the military presence in Hawai'i but could occur in another part of the world and affect Hawai'i. The hazards of nuclear attack include blast and radioactive fallout and its damaging effect on life and property. (See Emergency Preparedness Infographic in APPENDIX G.).
  - Given Hawai'i's proximity to a nuclear threat, the lack of highways, paucity of robust buildings, including residences with basements makes for special challenges.
  - There are no public shelters designated in the State.
  - In the event of a nuclear attack, immediate action is necessary due to the short warning period – 12-15 minutes for a ballistic missile attack.
  - Unless a vehicle's ignition system is completely shielded, it is possible that an Electro-Magnetic Pulse (EMP) produced during a nuclear detonation may render most vehicles out of commission due to damaged ignition systems. It is not clear if vehicles that were not operating at the time of an EMP would be affected.
  - Take the following action:
    - If you are indoors, stay indoors. Go to the middle, or core of the building/house. Avoid entrances.



- Close all windows and doors and turn off all HVAC equipment.
    - Radioactive material (fallout) settles on the outside of buildings.
  - If outside, seek immediate shelter in a nearby building.
  - If driving, pull over to the side of the road and stop. Remain in the vehicle and lie on the floor.
  - Avoid looking at the flash of light/mushroom cloud.
  - **Stay inside for a minimum of two days and if water supply allows it, for two weeks.**
- b. **Terrorist Attack** – Poses a potential threat to people and facilities in the United States. A terrorist activity can take various forms with the most devastating being the use of bombs, chemical or biological weapons. A terrorist attack is much easier to plan when there is no escape plan for the perpetrators.
- c. **Bomb Threat/Explosion** – Poses a threat due to the relative ease in obtaining the material to make explosive devices.
- d. **Biological Outbreak** - Always poses a potential threat and can occur naturally, through man's activities, terrorist attack or through biological warfare.
- e. **Pandemic** – Poses a potential threat through the spread of infectious disease over a large geographic area.
- f. **Hazardous Material Spill or Release** – Poses a potential threat at the Kaka'ako Campus, especially the Biosciences Building (which houses a variety of hazardous materials, including radiological, biological, and chemical hazards) and the Diesel Storage Tanks. The adherence to established operational and response procedures and safety standards are important factors in keeping the occurrence and impact of spills and releases to an absolute minimum.
- g. **Fire** – Is always a potential threat to the Kaka'ako Campus. The building fire suppression systems and equipment and the adherence to fire safety codes and procedures are important factors in minimizing the potential for building fires. There is a NO OPEN FLAME Policy enforced at the Kaka'ako campus. This policy applies



to all operations, including outside contractor operations. If a researcher determines there is no suitable alternative to using an open flame, he/she must work through the EHS for approval to conduct open flame work. If a contractor determines there is no suitable alternative to using an open flame, he/she must work through the Office of Facilities, Management and Planning for approval to conduct open flame work.

- h. **Aircraft Accident** – Poses a potential threat to the Kaka’ako Campus which is located under aircraft flight paths.
- i. **Major Utility Outage** – Is always a potential threat to the Kaka’ako Campus due to the size of the facilities, the sophistication of machinery, equipment and circuits in the laboratories, the occupancy, and the dependence on utilities. Electricity and water are the primary utilities where outages can cause problems and seriously affect the JABSOM operations.
- j. **Civil Disturbance** – Is a potential threat to the Kaka’ako Campus since JABSOM is a public institution and activist and protest activities often occur at university campuses. Further, JABSOM houses an Animal Research Facility and a Biosafety Level 3 Facility which can be targets of Opposition Groups.
- k. **Active Shooter or Other Violent Acts** – The Kaka’ako Campus is an open campus near a rapidly developing urban area. As such, faculty, staff and students are susceptible to acts of violence from internal and external threats.
- l. **Homeless Encampments** – The nearby encampments create a health and safety issue.

#### 4.4 MASS CASUALTY EVENTS

Mass casualty events may result from any of the hazard and incident categories listed above. Mass casualty events may occur on campus, at an off-campus facility or in the general area of the campus. JABSOM assets, including personnel, supplies, equipment and facilities, identified in the State Emergency Operations Plan / City and County of Honolulu Emergency Operations Plan may be requested to support mass casualty events.



## **5.0 – OPERATIONAL REQUIREMENTS**

### **5.1 EMERGENCY OPERATIONS**

JABSOM operational responsibilities for emergency preparedness, response and recovery include both on-campus - and at times - extend to off-campus facilities. The Dean and the Dean's staff, including Facilities/Security, EHS, Human Resources, Fiscal, Faculty, and other Departments on and off campus are assigned responsibilities for emergency preparedness and response requirements.

### **5.2 EMERGENCY MANAGEMENT**

The Dean or the Administrator on Call has the overall responsibility for emergency preparedness and response for the JABSOM Kaka'ako Campus and shall be the ERG Executive when the ERP and DOC are activated. The Dean or the Dean's designee shall interface with the UHM Chancellor, who in turn is the point of contact with Hawai'i Department of Emergency Management (DEM) and other Federal, State and County agencies. The UHM Chancellor may delegate point of contact responsibilities to the Dean and the ERG to improve and expedite communications and operational support.

The Dean or the Administrator on Call is responsible for determining the response to the following emergency actions:

#### **5.2.1 ALERT**

Initiated via siren alert tone from the Hawai'i Department of Emergency Management (DEM) and followed with alert information over the Emergency Alert System (EAS). The EAS includes local TV and radio stations, and the alert is used to advise personnel to prepare for an impending emergency or natural disaster. The EAS may also include Emergency Lockdown or Shelter-In-Place requirements to remain at the Kaka'ako campus in an effort to eliminate traffic gridlock or keep people out of the danger zone.

#### **5.2.2 TAKE COVER**

Action to take cover is normally initiated via a SIREN WARNING from the Department of Emergency Management (DEM). The President or Chancellor or



their representatives may order “Take Cover” for natural disasters such as a hurricane.

### 5.2.3 SUSPEND CLASSES AND/OR OPERATIONS

Direction to suspend classes and/or operations is issued by the Dean or his designee and used to keep students, employees away from the Kaka’ako campus or nearby community during hazardous situations. A directive to suspend classes is also used to expedite removal of personnel during an alert, emergency, or disaster. The UH President or UHM Chancellor may also announce that specific UH operations, activities, such as sporting events or all UH operations are closed.

### 5.2.4 EVACUATE BUILDING(S)

Direction is issued by the Dean or his designee and used if a catastrophe, a dangerous or potentially dangerous event is imminent or has occurred to protect lives.

### 5.2.5 EVACUATE CAMPUS

Directions is issued by the Dean or his designee and used to begin orderly evacuation of the Kaka’ako campus by all persons except for identified personnel with emergency operations and security duties.

### 5.2.6 CONVERT CAMPUS

Only initiated upon order of the UH President or Governor to provide temporary shelter for people affected by emergencies/disasters and/or relocation of State government offices.

## 5.3 DEPARTMENT OPERATIONS CENTER (DOC)

The Primary DOC is in BSB 123, Vivarium Training and Break Room. The DOC will serve as the central command center with telecommunications capability and operational resources and is on stand-by emergency power.

The responsibility for planning, setting up and maintaining the DOC is assigned to Director of Facilities.



When activated, response activities and work assignments will be planned, coordinated, and delegated from the DOC. The ERG will report to the DOC as required. See Table 1 for JABSOM DOC locations.

The Secondary DOC is MEB 202, 127, 224T or 314. At the discretion of the Dean or the Administrator on Call the 10<sup>th</sup> floor (suite 1016) of the nearby Gold Bond Building shall be designated as the DOC.

In general, the DOC in the BSB is utilized for emergencies taking place in the MEB and the DOC in the MEB is utilized for emergencies affecting the BSB. For large-scale emergencies impacting all buildings on the Kaka'ako campus, the 10<sup>th</sup> floor of the Gold Bond Building housing the Department of Native Hawaiian Health will be utilized.



## **JABSOM DOC Locations**

| <b><u>Building</u></b> | <b><u>Room</u></b> | <b><u>Name</u></b>                   |
|------------------------|--------------------|--------------------------------------|
|                        |                    |                                      |
| BSB                    | 123                | Vivarium Training and Break Room     |
| BSB                    | Security Desk      | BSB First Floor Lobby                |
|                        |                    |                                      |
| MEB                    | 202                | Access Grid Room                     |
| MEB                    | 127                | Heritage Center                      |
| MEB                    | 224T               | Dean's Office Small Conference Room  |
| MEB                    | 314                | Multipurpose Room                    |
|                        |                    |                                      |
| Gold Bond              | 1016               | Department of Native Hawaiian Health |

Table 1 – JABSOM DOC Locations





## **6.0 – EMERGENCY RESPONSE GROUP (ERG)**

### **6.1 ERG POSITIONS AND RESPONSIBILITIES**

The ERG is drawn from the JABSOM Executive Administration, Facilities Management Office (including Security), Environmental Health & Safety Office (EHS), Fiscal and Administrative Affairs, Human Resources, Office of Information Technology, and other senior leadership (Department Chairs, Faculty, Principal Investigators, and Lab Managers). The ERG directs, coordinates, and provides the necessary support for emergency preparedness, response, recovery activities.

**The positions and sections listed are based on the Incident Command System.** As much as possible, emergency response and recovery responsibilities are assigned to JABSOM personnel based on their normal work responsibilities or work-related expertise. (In the Incident Command System, the ERG is referred to as the Incident Management Team.)

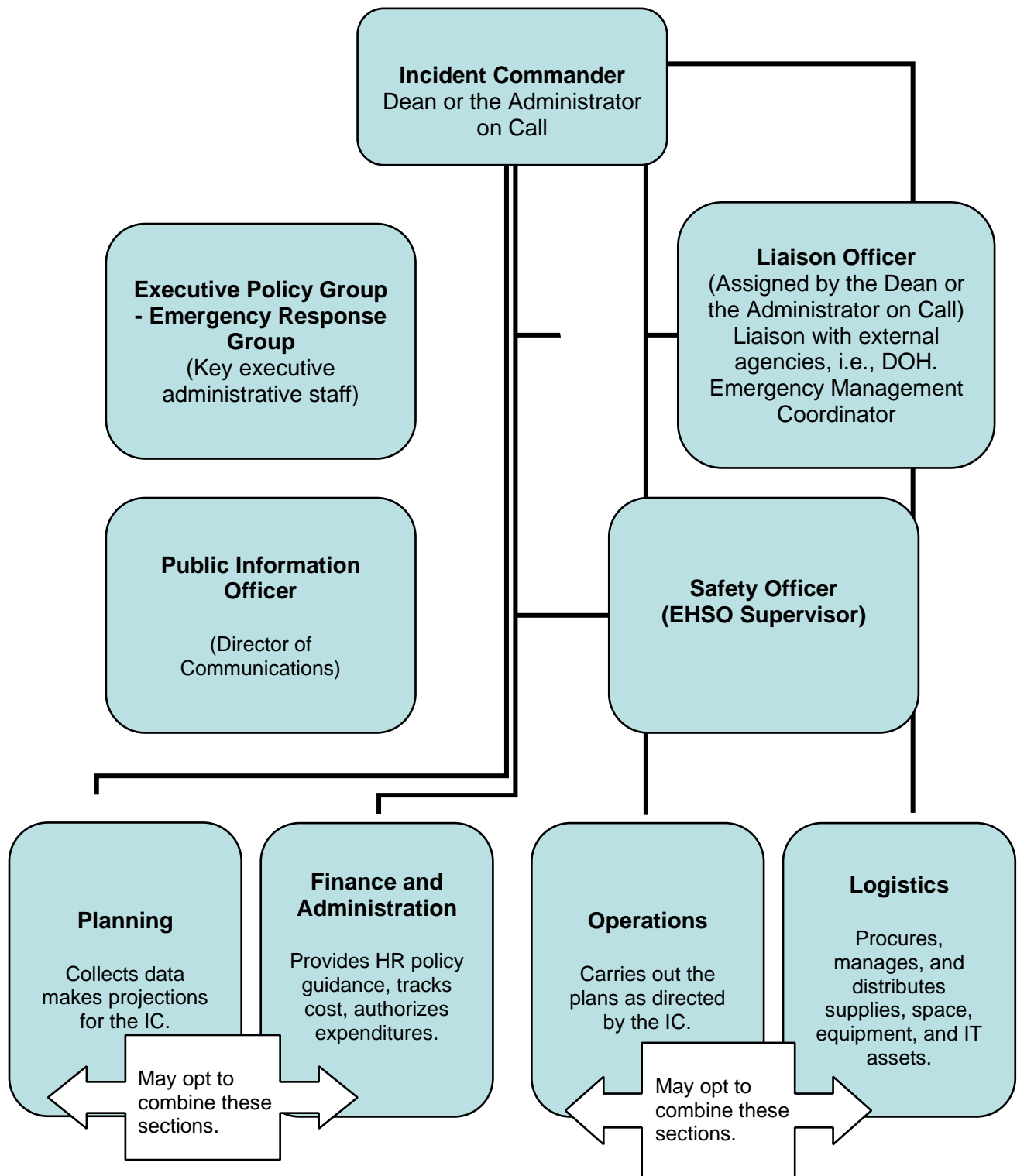


Figure 1. – JABSOM Emergency Response Group



### 6.1.1 ERG EXECUTIVE (ALSO KNOWN AS) INCIDENT COMMANDER

The Dean, or the Administrator on Call is the ERG Executive/Incident Commander and has the authority and responsibility for emergency preparedness and response for JABSOM Kaka'ako and other JABSOM off-campus operations. The ERG Executive/Incident Commander authorizes activation of the ERP and DOC and is responsible for the overall management of the Emergency including:

- Safety and welfare of students and employees during emergencies and disasters.
- Dissemination of information to the JABSOM community.
- Assuring that emergency preparedness and response plans and training and exercises include participation of the JABSOM community.
- Establishment and execution of evacuation plans.

The ERG will be activated as needed. Members of the ERG include, but not limited to the FINOPS Team:

- |  |   |
|--|---|
| 1. Nancy Foster, Chief Financial Officer                     | 6. Melia Young, Director, Event Management Services         |
| 2. Coco Seymour, Director, Administrative and Fiscal Affairs | 7. Kathy Matsumoto, Human Resources Specialist              |
| 3. Michael Yoshinaga, Financial Reporting & Budget Officer   | 8. Matthew Campbell, Director of Communications             |
| 4. Vance Mizuba, Director, Information Technology            | 9. Lisa Johns, co-Interim Director Facilities & Planning    |
| 5. Janet Meeks, Special Projects                             | 10. Brian Haruno, co-Interim Director Facilities & Planning |

The Emergency Management Team (EMT) is comprised of the ERG plus the Dean of the School of Medicine, the Director of Research, the Associate Dean for Clinical Affairs, and the Associate Dean for Academic Affairs.

The EMT is comprised of the following personnel in addition to members of the ERG:

1. Lee Buenconsejo-Lum, Interim Dean
2. Mariana Gerschenson, Associate Dean of Research
3. Danny Takanishi, Interim Associate Dean for Academic Affairs



Alternates: As circumstances dictate.

*All Chiefs and Officers listed below report directly to the ERG Executive/Incident Commander.*

*Officers include Safety Officer, Administrator on Call/ Liaison Officer, and Public Information Officer.*

*Chiefs are responsible for the following functional sections: Operations, Planning, Logistics, and Finance/Administration.*

### 6.1.2 PUBLIC INFORMATION OFFICER

The JABSOM Director of Communications, Director of Communications is responsible for:

- All official media announcements and press releases related to emergencies on Campus.
- Coordinating media releases with the System Joint Public Information Officer.
- Updating the JABSOM Campus website with emergency information during emergencies and keeping a historical record of the emergency event.

### 6.1.3 LIAISON OFFICER

The Administrator on Call is the designated Liaison Officer and is responsible for:

- Coordinating with representatives from cooperating and assisting agencies

The Administrator on Call is appointed by Nancy Foster, the JABSOM Associate Dean of Administration, Finance & Operations & Chief Financial Officer. The position rotates every week. If the Dean is unavailable or incapacitated during an emergency, the Administrator on Call is to act in the Dean's stead. An Administrator on Call is to remain on island when on call.

### 6.1.4 SAFETY OFFICER

The EHS Safety Officer, Lisa Johns is responsible for:



- Assuring the safety of ERG members and other JABSOM emergency responders
- Assessing the Personal Protective Equipment (PPE) needs
- Providing Health Surveillance

### 6.1.5 PLANNING SECTION CHIEF

The Chief Financial Officer, Nancy Foster is responsible for:

- Collection, evaluation, and dissemination of information provided by or requested by supporting units and other State, Federal and County agencies.
- Preparation and documentation of functional and operational Action Plans and Standard Operating Procedures for all units in the ERG
- Maintaining information on the current and forecasted situation, and on the status of resources assigned to the situation.
- Documentation and record keeping of all operations during the emergency.
- Demobilization of the DOC
- The Planning Section Chief will also be the first Alternate to take the place of the ERG Executive if the ERG Executive cannot be present during the activation of the DOC.

Deputy – The Deputy is Director of Administrative and Fiscal Affairs, Corinne (Coco) Seymour. Responsibilities include:

- Assist with documentation and record keeping of all operations during the emergency.
- Interface with UH Mānoa Procurement Office

### **PLANNING UNITS AND LEADERS:**

6.1.5.a Resource Unit: responsible for recording and evaluating resources currently committed to the emergency, the impact that additional responding resources will have on the emergency, and anticipated resource needs.



Resource Unit Leader(s) – Director of Finance/Administration, Corinne (Coco) Seymour

6.1.5.b Situation Unit: responsible for the collection, organization, and analysis of emergency status information, including Department of Labor/HiOSH issues and to assess the situation as it progresses.

Situation Unit Leader(s) – Emergency Coordinator, Lisa Johns

6.1.5.c Demobilization Unit: responsible for assuring safe, orderly, and efficient demobilization of resources.

Demobilization Unit Leader(s) – JABSOM Security Engineer, Elwyn Watkins

6.1.5.d Documentation Unit: responsible for collecting, recording, and safeguarding all documents relevant to the emergency.

Documentation Unit Leader(s) –Special Projects, Janet Meeks

#### 6.1.6 FINANCE CHIEF

The Finance Chief, Nancy Foster is responsible for:

- Budget
- Accounting
- Procurement
- Payroll
- Claims support
- Human Resources
- OSHA reporting requirements

Deputy Finance Chief - Corinne (Coco) Seymour

#### 6.1.7 OPERATIONS AND LOGISTICS CHIEF

The Director of Facilities, Lisa Johns & Brian Haruno is the Operations and Logistics Chief and is responsible for:

- Daily operations of the DOC and manages the operational support units
- Security
- Facilities Support
- Critical Facilities Maintenance/Preservation



- Laboratory Containment
- IT
- Utilities status (water, gas, electricity, emergency power)
- Transportation
- Maintaining the DOC capabilities (emergency supplies, etc.)

Deputy Operations and Logistics Chief– JABSOM Security Engineer, Elwyn Watkins

#### 6.1.7.a Security Unit – Elwyn Watkins (primary)

- Building Security
- Grounds Security
- Security Systems Operations

6.1.7.b Facilities Unit – Dien Truong • Lance Sodetani • Freddie Fernandez • Brian Haruno

- Emergency Power
- Fire Suppression System
- Water Shut-Offs
- Power Shut-Offs
- Building Automation Systems (BAS)
- Heating, ventilation and Air Conditioning (HVAC)
- Boilers
- Supplies (state vehicles, tools, etc.)

6.1.7.c Information Technology Unit – Vance Mizuba

- Back-up Servers
- Shut down and preservation
- Communications Systems



#### 6.1.7.d Environmental Health & Safety Unit – Lisa Johns (primary) • Rozalia Laczko (back-up)

- Chemical Containment & Security
- Radiological Containment & Security
- Biological Containment & Security
- Spill/Release Prevention and Response
- Decontamination
- Environmental Responsibilities
- Health Surveillance
- Personal Protective Equipment

## 6.2 UH ALERT NOTIFICATIONS

The UH Alert emergency text messaging system is used to send health and safety alerts to the UH community.

Individuals should go to <http://www.hawaii.edu/alert> to receive UH Alert Notifications.

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or closures of whole campuses. It will not be shared with others or used for routine UH communications or announcements. Sign in to the UH Alert notification system by going into the link shown above. Then click on:

- [Sign in to UH Alert](#)

JABSOM IT is capable of sending out emergency messages from outside the buildings, although the process to send out alerts to desk phones and computers is not straight forward – electrical power is needed, while elevated stress levels or even panic may make this operation challenging.





## 6.3 ALERT ROSTER

The JABSOM Roster of key personnel is provided in APPENDIX B. The office telephone numbers, and email addresses will be listed on public documents while the home and cellular telephone numbers will only be listed on "For Official Use Only" publications. PLACEHOLDER shall obtain the necessary telephone numbers and control the distribution and use of "For Official Use Only" Alert Rosters.

A copy of JABSOM Roster of key personnel should be kept at home and work. Administrators on Call are provided "For Official Use Only" Alert Rosters.

## 7.0 – DE-ACTIVATION AND PLAN RE-ASSESSMENT

### 7.1 ERP/DOC DE-ACTIVATION

1. When emergency conditions are stabilized, and normal campus operation can resume, the Emergency Response Plan (ERP) and Department Operations Center (DOC) will be de-activated by the Executive of the Emergency Response Group (ERG).
2. A formal announcement will be disseminated using emergency notification and information systems.
3. The Planning Chief, Nancy Foster is responsible for planning and implementing the demobilization of the ERG. If the nature of the emergency requires an extension of certain emergency services, special work groups will be assigned by the Operations Chief, Director of Facilities and the Finance Chief, Nancy Foster to coordinate and/or complete continuing recovery or support requirements. Continuing assignments may include:
  - a. Ongoing repairs and relief efforts.
  - b. Academic or administrative space adjustments.
  - c. Support services for impacted students, faculty, or staff.
  - d. Cost recovery and claim support.



## 7.2 PLAN RE-ASSESSMENT

1. Immediately following the cessation of complex emergency/exercise a survey of ERG members, support participants and Campus constituents will be conducted to evaluate the effectiveness of the emergency effort. See Appendix H.
2. The survey response will be collected and evaluated by the EHS Safety Officer, Lisa Johns.
3. Written directions will then be made to individual ERG members to coordinate operational improvements and/or ERP and Action Plan revisions.

## 8.0 – ERG STANDARD OPERATING PROCEDURES

Reference the ICS handbook and other materials received from Incident Command System (ICS) trainings. Develop standard operating procedures (SOPs) based on ICS, and task and site-specific duties and goals.

## 9.0 – ACTION PLANS FOR SPECIFIC EMERGENCIES/DISASTERS

The Summary of Actions for Specific Emergencies at JABSOM is found in APPENDIX I.

The University Emergency Management Coordinator, Jimmy Lagunero, stays in close contact with Federal and State weather agencies and is a proven resource to prepare for storms and other natural emergencies. His other duties include preparing for and assisting with other types of disasters.

### 9.1 HURRICANES AND SEVERE STORMS

The National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf and hurricane's tracks with a high degree of accuracy.

#### HURRICANE WATCH AND WARNING

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 UH and JABSOM Websites.



A Hurricane Warning is issued when sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. DEM sirens will sound. Continue to listen to radio and TV broadcasts and check the UH and JABSOM Websites.

Because hurricanes also produce coastal flooding, planning should include preparations for responding to coastal flooding as described in the Action Plan for Coastal Flooding. Coastal flood and storm surge warnings associated with hurricanes may be issued by the National Weather Service.

## REQUIRED ACTIONS FOR HURRICANES

- If time and conditions permit, JABSOM will convene its ERG and issue notifications and instructions via local radio, TV, email, alert roster, Twitter, Facebook on whether classes and/or work schedules will be suspended. Instructions from UHM may also apply to JABSOM operations. JABSOM designated responsible employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.
- 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 Director of AVS through e-mails and through phone, as to their work schedules at Kaka'ako and to their own health status.
- If severe winds or a flood watch occurs while class is in session and employees or visitors are on site, the following Emergency Actions should be followed:
- If time permits, students and staff should go to a designated community shelter.
- If there is inadequate time to go to a community shelter, seek shelter in the higher floors of the Medical Education Building and the Biosciences Building. The ideal location for "shelter in place" is any area above floors that may flood, away from windows and exterior doors, with access to emergency supplies.
- Persons responsible for buildings, classrooms or laboratories shall ensure that all mobility impaired individuals have been assisted to reach a shelter or "shelter in place" location.



Consider the time needed for JABSOM employees to evacuate safely to return home or designated shelters. The Kaka'ako campus may be evacuated under order of State/City and roads leading in and out of the Kaka'ako area may be closed, as well as highways and other roadways leading to evacuation/inundation zones. Under no circumstances shall life of UH/JABSOM personnel or State/City responders be put at risk.

### 9.1.1 HURRICANE AND SEVERE STORM/TROPICAL STORM PREPARATIONS

Remove or secure loose equipment and material. Remove potential missile-hazards such as garbage-can-lids and chairs from the courtyard. Tie-down material such as empty pallets typically found in the loading dock area.

- Careful consideration must be given before authorizing travel to and from Kaka'ako to minimize road congestion, especially if roads are closed because of evacuation orders by City and State.
- Laboratories should secure all hazardous material and move items off the floor and to higher shelves or even higher floors. If necessary, infectious materials and waste should be decontaminated or otherwise moved to higher floors.
- AVS does not move animals or euthanize as a typical practice. Instead, AVS will top-off all cages with extra food/water and extra bedding material. AVS will fill all water carboys and bottles in the facility in the event that access to BSB is not allowed and therefore access to the reverse osmosis (RO) water is not available to replenish the research animal stocks for a while. (All motors that ventilate the cages are plugged into E-power outlets.) See the Emergency Operations Plan Animal & Veterinary Services at Kaka'ako found in APPENDIX I.
- Infectious animals are contained in hermetically sealed cages; euthanasia should only be considered if time permits and can be done safely. AVS staff shall follow their specific procedures for emergencies.
- The ABSL3 and BSL3 laboratories must follow AVS policies and procedures for emergencies.
- Persons responsible for critical facilities and equipment shall ensure that equipment is safely shut down.



- Anticipate a loss of power. Turn-off and unplug sensitive equipment that will not be in service. Equipment such as autoclaves x-ray machines, the TMS Chair, spectrometers, and the tissue digester should be turned-off and their respective circuit breakers opened/de-energized.
- Turn-off and unplug office equipment such as desktop computers and copy machines.
- Electronic equipment should be removed from laboratory equipment when feasible.
- Clear egress paths and stairwells.
- Stage sandbags for DPS to place in front of ground-level doors to minimize water intrusion.
- Stage absorbent socks at door jams to communication rooms and BSL3 entrance doors.
- If time permits, check and clean out all building walkways and catch basins to keep debris to a minimum and permit free flow of water.
- After winds have abated and an all-clear notification has been given, secure damaged buildings to prevent further weather damage. Tour campus buildings concentrating on building envelopes to assess for water and wind damage. If possible, remove fallen trees, branches, and debris from roads to allow safe access for emergency, fire, and maintenance personnel.
- Keep tuned to a local Emergency Alert System (EAS) radio station for the latest advisories.

If severe winds or a flood watch occurs during off hours, weekends, or holidays, carrying-out Emergency Actions may be difficult.

Time and road conditions must be considered for the safe evacuation and return to home or to designated shelters. The Kaka'ako campus may be evacuated under order of State/City and roads leading in and out of the Kaka'ako area may be closed, as well as highways and other roadways leading to evacuation/inundation zones. Under no circumstances shall life of UH/JABSOM personnel or State/City responders be put at risk.



### 9.1.2 POST HURRICANE/STORM FLOODING ASSESSMENT & CONTINUITY OF OPERATIONS PLAN (COOP)

When feasible, a plan should be developed by the Facilities Director before a tropical storm/hurricane strikes the island. This plan should outline the personnel who will travel to JABSOM to assess the storm damage and take appropriate action to recover and re-open the campus to normal activities.

The on-site damage assessment shall include utilities, critical infrastructure, environmental health, and safety, etc. Attention shall be given to water intrusion and status of machinery verifying that critical HVAC equipment is operating properly.

Typically, the Director of Facilities the BSL3 Lab Manager and the JABSOM Security Engineer will conduct this inspection. If buildings had been closed, the Facilities Director will notify the Dean, or Administrator on Call of his findings and the Dean, or Administrator on Call shall authorize re-opening of the buildings if the safe to do so.

If key personal such as the Director of Facilities the BSL3 Lab Manager and the JABSOM Security Engineer are unable to reach JABSOM because of road conditions, other personnel in JABSOM Facilities, including the EHS office may be called upon to perform damage assessment functions.

If damage is extensive, outside expertise, such as structural engineering, or assistance to remove water using a firm versed in storm recovery may be necessary.

Additionally, the assessment team shall determine if external/expert assessment is necessary (structural damage assessment, gas leak assessment, etc.)

Again, the findings shall be communicated to the ERG and Dean. An option to consider is to re-open designated buildings or reopen the school in stages.

### 9.2 TSUNAMI

The island of O'ahu is susceptible to tsunami as these events have occurred many times in the past. Tsunami can occur at any time and may be triggered by earthquakes which cannot be forecasted. Locally generated tsunami resulting from earthquakes or volcanic activity within the Hawaiian Islands can arrive to the



coast within minutes, even before a warning can be issued. If you are near the shore and feel the ground shake, move inland to higher ground immediately.

The JABSOM Kaka'ako campus is outside of the current NOAA inundation zone, as described in the [Department of Emergency Management](#). However, coastal flooding may be associated with tsunami (as well as hurricanes, high surf, and severe storms) and the HFD and HPD may direct JABSOM to evacuate the Kaka'ako campus. See Appendix J.

## 9.2.1 TSUNAMI ALERTS

A local earthquake of high magnitude or sub-marine volcanic activity in the Hawaiian Islands area may generate a tsunami where no warning is provided.

Tsunami advisories, watches and warnings are broadcast from the Pacific Tsunami Warning Center (PTWC) on O'ahu via the Hawai'i Department of Emergency Management (DEM) and the EAS radio and television stations public broadcast systems.

### 9.2.1a Tsunami Advisory

A TSUNAMI ADVISORY is issued when a threat of a tsunami exists that may produce strong currents or waves dangerous to those in or near the water. Coastal regions historically prone to damage due to strong currents induced by tsunami are at the greatest risk. The threat may continue for several hours after the arrival of the initial wave, but significant widespread inundation is not expected for areas under an advisory. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and the repositioning of ships to deep waters when there is time to safely do so. Advisories are normally updated and upgraded to a warning or cancel if warranted.

### 9.2.1b Tsunami Watch

A TSUNAMI WATCH is issued to alert emergency management officials and the public of an event which may later impact the watch area. The watch area may be upgraded to a warning or canceled based on updated information and analysis. Although emergency management officials and the public should prepare to act, watches are normally issued based on seismic information without confirmation that a destructive tsunami is underway.



### 9.2.1c Tsunami Warning

A TSUNAMI WARNING is issued by PTWC when a potential tsunami with significant widespread inundation is imminent or expected. Warnings alert the public that widespread, dangerous coastal flooding accompanied by powerful currents is possible and may continue for several hours after arrival of the initial wave. Warnings also alert emergency management officials to take action for the entire tsunami hazard zone. Appropriate actions to be taken by local officials may include the evacuation of low-lying coastal areas, and the repositioning of ships to deep waters when there is time to safely do so. Warnings may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial warnings are normally based only on seismic information.

When a TSUNAMI WARNING is issued, the Hawai'i Department of Emergency Management (DEM) will sound emergency sirens. The EAS will carry official tsunami advisories and provide shoreline evacuation instructions.

Coastal flood warnings associated with tsunami may be issued by the National Weather Service.

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 Director of AVS through e-mails and through phone, as to their work schedules at Kaka'ako and to their own health status.

### 9.2.2 TSUNAMI REQUIRED ACTIONS

- The estimated time of arrival will dictate the course of action to be taken. The individual in command and individual programs shall initiate the following emergency actions.
- If the ground shakes or the ocean suddenly withdraws or surges inland unusually, move to high ground, or above the fourth floor in the Gold Bond Building immediately. Do not delay egress to listen to news reports on radio, television, or Emergency Management Team (EMT) instructions.
- UH will order alert warning and/or evacuation of JABSOM Kaka'ako as well as the following facilities, Waikiki Aquarium, University Marine Center (Pier 45, Snug Harbor), Hawai'i Institute of Marine Biology (Coconut





Island), Kewalo Basin, and Hawai'i Undersea Research Laboratory (Makai Pier).

- If time and conditions permit, JABSOM will convene its ERG and issue instructions via local radio, television, email, alert roster, Twitter, Facebook on whether classes and/or work schedules will be suspended. Instructions from UHM may also apply to JABSOM operations. JABSOM designated responsible employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.
- Implement local emergency plans. Assure that safety of all personnel is considered.
- Time must be considered for the safe evacuation and return to home or designated shelters. The Kaka'ako campus may be evacuated under order of State/City and roads leading in and out of the Kaka'ako area may be closed, as well as highways and other roadways leading to evacuation/inundation zones. Under no circumstances shall life of UH/JABSOM personnel or State/City responders be put at risk.
- Remove or secure loose equipment and material.
- Travel to and from Kaka'ako must be carefully considered if roads are closed because of evacuation orders by City and State.
- Laboratories should secure all hazardous material and move items off the floor and to higher shelves or higher floors. Infectious materials and waste should be decontaminated or otherwise moved to higher floors.
- The ABSL3, BSL3, Laboratories must follow their specific procedures for emergencies.

### 9.2.3 POST TSUNAMI/COSTAL FLOODING ASSESSMENT & CONTINUITY OF OPERATIONS PLAN (COOP)

See Section 9.1.2.

## 9.3 COASTAL FLOODING

The island of O'ahu is highly susceptible to coastal flooding as these events have occurred many times in the past. Coastal flooding is associated with hurricanes, high surf and severe storms, and tsunamis.



The magnitude and location of possible tsunami, storm surges or hurricanes that can cause coastal flooding will dictate the course of action to be taken. The person in command at the affected facility and individual programs shall initiate emergency actions.

If time and conditions permit, JABSOM will convene its ERG and issue instructions via local radio, TV, email, alert roster, Twitter, Facebook on whether classes and/or work schedules will be suspended. Instructions from UHM may also apply to JABSOM operations. JABSOM designated responsible employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.

Implement local emergency plans necessary to assure that safety of all personnel is considered.

See section 9.1.1

Laboratories should secure all hazardous material and move items off the floor and to higher shelves or higher floors. Infectious materials and waste should be decontaminated or otherwise moved to higher floors.

The ABSL3, BSL3, Laboratories must follow their specific procedures for emergencies.

See section 9.1.2

## 9.4 WATERSPOUTS

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.

## WARNINGS

Since waterspouts cannot be predicted, warnings can only occur after a waterspout is sighted. Once sighted, Coast Guard, Hawai'i Department of Emergency Management (DEM) should be notified. These agencies will take the



necessary actions to provide warnings and keep the public informed via radio and TV.

## REQUIRED ACTIONS

- If a waterspout is reported and could impact the Kaka'ako area, take the necessary actions to close windows and doors.
- If time permits, remove or secure loose equipment and material in outside areas.
- Take shelter in the building.
- Take the same precautions within buildings as with hurricanes and high winds.

## 9.5 EARTHQUAKES

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. Utilities such as water, electricity, gas, and telecommunications can be interrupted because of an earthquake. The campus fire suppression systems may also be triggered so the lobby smoke curtains may go down, lights may be off but exit signs should remain illuminated, water sprinklers may be activated, and alarms may sound. In the BSB, the HVAC system may be affected which may cause air balancing and pressurization changes that may be noticed when opening doors (doors may be more difficult to open if differential pressure is affected).

## WARNINGS

Since earthquakes are unpredictable, warnings are not usually given.

Earthquake advisories may be provided by Hawai'i Department of Emergency Management (DEM) due to increased seismic or volcanic activity.



## EARTHQUAKES - REQUIRED ACTIONS

### Inside buildings

1. People should stand against the wall away from windows or get under desks or tables. Special attention shall be given to the safety of handicapped persons.
2. Avoid glass and falling objects by moving away from windows or large panes of glass and from under suspended light fixtures (or the suspended panels in the center of the lobbies) or high shelves which may fall over.
3. EVACUATE the BUILDING when the earthquake is over.
4. EVACUATE to an open area such as the courtyard, parking lots A/B/C (avoid fallen or potentially falling trees/light posts, etc.) to assemble and conduct accountability check. BSB employees are to proceed to LOT C. MEB employees proceed to Kaka'ako Gateway Park, if these areas are safe.
5. Use caution when leaving the building as building material may still be falling. Move to a clear area away from the building and large trees.
6. DO NOT RETURN to any building for any reason until the building is declared safe. Subsequent shocks may follow initial tremor and the building could be unstable.
7. Security officers or designated building security officers shall be posted a safe distance from building entrances to keep people from re-entering building.
8. Put out all flames or fires if safe to do so and fire extinguishers are accessible, and you've been trained to use.
9. Avoid touching fallen electrical wires and stay away from damaged utilities and unidentified spilled liquids.
10. Move injured persons to a safe area and render First Aid if necessary.
11. Request assistance, as needed, from Security 692-1911/0911 or 911.
12. Notify **Facilities 692-0913/0919/1851**, **Security 692-0911/1911**, or **EHS 692-1854/1855** or **590-0734/1554** in case of any break or suspected break in any utility.



### Outside of buildings and structures

1. DO NOT PANIC OR 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.
2. Follow procedures 4 through 8 under "inside buildings" shown immediately above.

### In car or bus:

1. DO NOT PANIC. If possible, pull to the side of the road, away from any building and crouch or lie down in the vehicle.
2. 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.
3. Stay away from fallen and/or exposed wires and damaged utilities and structures.
4. If parked and in a safe location, set brakes and turn off ignition.
5. Wait until earthquake is over to resume driving or exiting from vehicle.

### Walking to or from Campus:

1. DO NOT PANIC OR RUN. The safest place during an earthquake is in the open. Look for and stay in the open until the earthquake is over.
2. Stay away from damaged utilities, structures and fallen wires.
3. 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, return home.

Animal care staff deemed essential workers will be tasked to maintain critical and essential functions for the care of the animals in the vivarium at Kaka'ako. Staff shall remain in communication with the Director of AVS through e-mails and through phone, as to their work schedules at Kaka'ako and to their own health status.



## 9.6 VOLCANO

Volcanic activity occurs in areas of seismic activity. It can involve the release of sulfur dioxide and other noxious gas and eruptions of molten rock that may occur as lava flows or be airborne. It has been thousands of years since the last volcanic activity on O'ahu; it is a possibility that a volcano on Oahu could erupt again but it's very unlikely.

### Warning

- Seismic activity is closely monitored, and any suspicious increase will result in action by the responsible State Departments and DEM. Information, advisories, alerts, and warnings will be issued by the State and County via the Emergency Alert System (EAS).
- Should any volcanic activity start, the DEM may issue evacuation orders depending on the severity and location of the volcanic activity or eruption.

### Required Actions

- If time and conditions permit, JABSOM will convene its Emergency Management Team (EMT) and issue instructions via local radio, TV, email, and telephone tree on whether classes and/or work schedules will be suspended. Instructions from UHM may also apply to JABSOM operations. JABSOM designated responsible employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.
- The EMT may activate the Emergency Response Plan (ERP) and will issue information and pass on advisories, alerts, and warnings to JABSOM staff and students.
- The EMT will pass on all evacuation orders issued by the State Civil Defense (SCD) or the County and assure that evacuation plans are executed and completed.
- The EMT will assure that lines of communication are opened with the UHM EMT and State and County and reports of any problems encountered are promptly reported.
- The UHM EMT will contact SCD and take appropriate action depending on the severity of the problem.



- The UHM EMT may activate the UHM ERC and will issue information and pass on advisories, alerts, and warnings to the University community, including JABSOM.
- The UHM EMT will pass on all evacuation orders issued by SCD or the County and assure that evacuation plans are executed and completed.
- The UHM EMT will assure that lines of communication are opened with the State and County and reports of any problems encountered are promptly reported.
- If alerts or warnings are issued during the normal work/school day, the following emergency actions should be followed:
  - Keep tuned to a local EAS radio or TV station for the latest advisories.
  - Seek shelter in designated buildings at Kaka'ako if instructed to do so. Persons responsible for offices and laboratories shall ensure that all handicapped persons have been assisted to reach a shelter.

## 9.7 LANDSLIDES AND MUDSLIDES

Landslides and mudslides normally occur due to wet weather, earthquakes and other conditions that destabilize the soil or rock formations. Landslides have occurred on the island of O'ahu due to the age and condition of its mountains and geologic structures and some locations on the island are more prone to landslides than others. The Mānoa campus is more prone to landslides because of its location within the Mānoa valley. JABSOM Kaka'ako is not located near any mountains and so is less likely to be affected by landslides. Landslides can block major roadways and prevent employees and students from reporting to the campus.

### Warning

- Landslides and mudslides usually cannot be predicted.
- Should a landslide occur, the Police should be notified. Police will inform the DEM who will decide if the EAS will be used to issue alerts and warnings.



## Required Actions

- JABSOM Facilities Management Staff should report any areas where landslides and mudslides could occur. The EMT will take the necessary action to survey and research potential problems and make a report concerning possible problems and mitigation if necessary.
- Landslides or mudslides should be reported to JABSOM Security if they occur on the Kaka'ako campus or near the campus.
- If the EMT determines it is necessary, they will report landslides and mudslides to the DEM. The EMT will also determine if alert and warnings will be issued to JABSOM employees and students and UHM.

## 9.8 FIRE

Fire can occur in buildings, rubbish bins, mechanical equipment rooms, the surrounding landscaped areas, and adjacent properties. Early detection and reporting of fires are keys to containing, preventing the spread of, and extinguishing the fire.

The Kaka'ako facilities are equipped with an automated fire alarm system which will annunciate an alarm to JABSOM Security and initiate audio and/or visual alarms throughout the facilities. The Vivarium Audio/Visual alarms are different from the general alarms but still provide visual and audible alarms for humans.

- All buildings including the Ancillary Building are protected with a sprinkler system.
- There are certified fire extinguishers located throughout the facilities.
- Fire alarm pull stations located at all building exits, elevator lobbies, and near emergency exit stairwell doors.

### 9.8.1 FIRE - REQUIRED ACTIONS FOR MEB OCCUPANTS

The Fire Evacuation Procedure is found in APPENDIX I and APPENDIX K.

1. If the smoke detectors do not activate automatically, evacuate the area, and pull the nearest fire alarm pull station and contact 911 immediately.





2. Contact JABSOM Security 692-0911/1911 and provide information on the location and severity of the fire, if any casualties are known, and if any hazardous materials may be involved or affected. Security will aid in evacuation, crowd control and reporting of casualties and utility damage and meet Emergency Response (HFD).
  - a. Security will notify UH Mānoa DPS and call the City's 911.
3. Smoke curtains are designed to drop from the ceiling in the MEB to protect the lobbies and main stairwell. Smoke curtains may drop in front of the elevators and elevators are supposed to shunt to the ground floor or next higher if the fire is on the ground floor.
4. Evacuate by following the overhead exit signs and exiting the building to the designated meeting places found in Kaka'ako EHS – Summary of Actions for Specific Emergencies at JABSOM updated June 4, 2013. (See APPENDIX I.)
  - a. MEB occupants should proceed to the Cooke Street entrance to the Kaka'ako Waterfront Park on the Diamond Head side of the MEB, assuming wind is not blowing flames and heat in this direction.
5. Assist disabled or injured individuals to the stairwell lobbies, note the lobby identification number, and report to emergency response personnel the identity and location of the individual.
6. Meet/check-in to your department's designated meeting place, to account for all individuals.
7. Fight fire ONLY if it does endanger your life and if you are trained and comfortable using an extinguisher.
8. Individuals responsible for a building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and shall insure that all handicapped persons are assisted to safety.
9. JABSOM Emergency Management Team (EMT) will determine whether classes/operations will be suspended, or any further actions are necessary.
10. No one shall return to the buildings until Fire Department officials declare the buildings and areas to be safe. JABSOM EMT and Security will ensure that no one enters the buildings until the buildings are declared safe.



## 9.8.2 REQUIRED ACTIONS FOR BSB, ANCILLARY BUILDING AND CP (MAIL ROOM, CHILLER PLANT, GENERATOR AND SWITCHGEAR) BUILDING OCCUPANTS

1. Call 911 and JABSOM Security 692-0911/1911 is to report the fire, providing the location, type (A, B or C) and severity of fire.
  - a. Security shall notify UH Mānoa DPS and notify the City's 911.
  - b. Security Officer notifies DPS Shift Supervisor
2. If the fire poses an immediate threat to the buildings, activate the fire alarm, and evacuate the occupants to a safe location away from the fire.
3. Individuals in charge of the building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and assure that all handicapped persons are assisted to safety.
4. The EMT and Security will issue directions and updates to students and staff via JABSOM Update.
5. Students and staff shall not return to the buildings until Fire Department officials declare the area safe.
6. Required Actions for Mechanical Equipment Fires (Generators, Boilers, etc.)
7. Call 911 and Security 692-0911/1911. Security will contact the EMT. All determinations to cancel classes or evacuate are made by the EMT.
8. Evacuate by following the overhead exit signs and exiting the building to the designated meeting places found in Kaka'ako EHS – A Summary of Emergency Actions for Specific Emergencies at JABSOM is found in APPENDIX I.
9. BSB, Ancillary Building, CP occupants should proceed to the LOTC parking lot on the Ewa-side of Keawe Street assuming wind is not blowing flames and heat in this direction.
10. Assist disabled or injured individuals to the stairwell lobbies, note the lobby identification number, and report to emergency response personnel the identity and location of the individual.
11. Meet/check-in to your department's designated meeting place; ensuring that all individuals are accounted for.



12. Fight fire ONLY if it does endanger your life and if you are trained and comfortable using an extinguisher.
13. Individuals responsible for a building, classroom or laboratory shall maintain control of students and staff at a safe distance from the fire and shall insure that all handicapped persons are assisted to safety.
14. UH DPS shall silence alarm only when directed to take such action.
15. JABSOM Emergency Management Team (EMT) will determine whether classes/operations will be suspended, or any further actions are necessary.
16. No one shall return to the buildings until Fire Department officials declare the buildings and areas to be safe. JABSOM Emergency Management Team (EMT) and Security will ensure that no one enters the buildings until the buildings are declared safe.

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 Director of AVS through e-mails and through phone, as to their work schedules at Kaka'ako and to their own health status.

## 9.9 HAZARDOUS MATERIALS

### 9.9.1 SDS

A safety data sheet (SDS), material safety data sheet (MSDS), or product safety data sheet is an important component of product stewardship, occupational safety and health, and spill-handling procedures. The SDS contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product.

Folders containing the Safety Data Sheets (SDS) for all chemicals stored in the facility are stored at the BSB Security Desk.

### 9.9.2 HAZMAT

Hazardous materials include chemicals, gases, flammable liquids, radioactive material, 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, immediate action is required.

### 9.9.3 WARNINGS

1. Environmental, safety and health warnings are required on all container labels. Hazardous materials have been identified and listed by the Environmental Protection Agency, the Department of Transportation, OSHA, and the State Health Department. Regulations by these agencies also requires area and compartment signs providing identification and warnings concerning the location, transportation, use and disposal of hazardous materials.
2. No warnings are given before accidents or spills will occur; therefore, users must have written emergency plans to handle these problems.

#### Required Actions

1. 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.
2. Written emergency plans for spills and accidents are required for all users of hazardous materials. These plans shall include actions required to ensure safety of personnel and immediate notification of building/area occupants, the Environmental Health, and Safety Office (692-1854/1855), Security (692-0911/1911), the Emergency Management Team (EMT) and other State and Federal Agencies as required.
3. The senior person in charge will assess the situation and if necessary, start actions to evacuate building and the surrounding area.
4. Persons in charge of classrooms and laboratories shall direct students and other building occupants to a safe location to avoid exposure. They will maintain control of evacuated personnel and keep unauthorized personnel from entering the building or area.
5. HFD/HPD or the Environmental Health and Safety Office is responsible for determining whether building or area is safe to re-enter and will notify the senior person in charge, Security, and the Emergency Management Team (EMT).



6. Render first aid as necessary.
7. The Emergency Management Team (EMT) will determine if classes will be cancelled, or the Campus evacuated.

## **10.0 – WAR, EXTREMIST, TERRORIST and ACTIVE SHOOTER THREATS**

### **10.1 BOMB THREATS AND EXPLOSIONS**

Universities and other schools have received bomb threats in the past and will have to handle bomb threats in the future. A bomb threat can turn into an explosion and precautionary plans are necessary to prevent or minimize damage.

Excessive heat, leaking gas, faulty equipment, ignitable material and chemical reactions can cause explosions. Explosions can occur due to safety lapses/operator error, or faulty research equipment operations or research. The extent of damage, destruction, fire, casualties, and operational disruptions depends on the type and magnitude of the explosion.

#### **Warning**

Emergency plans are necessary to handle bomb threats and potential explosions. Plans should include procedures that may include warning signs where potential explosions may occur as a result of normal operations or research.

#### **BOMB THREAT REQUIRED ACTIONS**

- If a bomb threat is received by telephone, use the checklist in the emergency actions summary and immediately contact Security 692-0911/1911.

#### **Inform supervisor.**

- Security will immediately dispatch Officers to the location and assist in building evacuation if necessary.
- If a suspicious package, container or object is found, report it immediately to Campus Security. Do not touch, move or open it and keep others from



doing same. Campus Security will determine if assistance from the Honolulu Police Department Bomb Squad is necessary.

- If instructed to move away from the building/location, move a safe distance away or into another building. Do not return or re-enter building until instructed that it is safe to do so.
- If an explosion occurs or has possibility of occurring, the person in charge or person in authority will activate the fire alarm and immediately order the evacuation of the building. Evacuate to a pre-designated open area to assemble and conduct accountability check.
- The person in charge will notify Campus Security immediately by calling 956-6911 and provide information on the location and problem encountered. Campus Security will dispatch a Security Officer to the scene to assist in evacuation, crowd control and provide status reports back to Campus Security. Campus Security will immediately notify the EMT and request medical assistance if necessary.
- Do not attempt rescue as additional explosions may occur. Render first aid if necessary.

## 10.2 WAR AND TERRORISTS ATTACK

War is a state of open, armed conflict between nations, states, and parties. It is generally characterized by extreme aggression and destruction and is typically involves hostility over a considerable duration. Hawai'i is in a strategic and vulnerable location in the Pacific Ocean and could be seriously affected if war was declared.

Terrorism is the use of violence, terror and intimidation by a nation, state or party. It is an activity that can occur anywhere in the United States as terrorist attacks in Oklahoma (1995) and New York (1993, 2001) have shown. It has become a costly and difficult task for government agencies to protect themselves from the threat of terrorism. The University of Hawai'i is responsible for improving its campus security program and emergency preparedness plans to address the possibility of terrorist attack at its facilities.



## Warning

- The declaration of war and its activities will be widely reported in the media. Advisories and warnings will be provided by Federal, State and County governments through the media and the Emergency Alert System (EAS).

In 2002, the Federal Government set up a homeland warning system based on threat level. Hawai'i's Department of Emergency Management (DEM) modified the Federal System and established a Hawai'i Homeland Security Advisory System. Copies are printed in each County telephone book. Both systems use similar and complex color-coded threat levels to aid in the warning process.

In 2011, the National Terrorism Advisory System (NTAS) operationally replaced the Homeland Security Advisory System.

*<https://www.dhs.gov/national-terrorism-advisory-system>*

Also in 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public.

Changes in threat levels are announced by the Federal Government via the media. Any State changes to or differences from the Federal threat level warnings will be announced via the media by the Governor.

- Listen for the County alarm system and turn on radio or television to the Emergency Alert System (EAS).and listen to the advisories and precautions given by Federal and State authorities.

The UH Emergency Management Team (EMT) will consult with State Civil Defense (SCD) and the Governor to decide what advisory and precautionary actions should be taken. The Emergency Management Team (EMT) will issue directives via the University website, Campus Security website and through the Director of Communications to the media.



If warranted, JABSOM will put Emergency Action Plans into effect.

- If required, suspend classes, operations and research.
- Personnel that are required to work and/or remain on campus are identified in UHM and Departmental Action Plans.
- Activate procedures to minimize injury and the possibility of being struck by flying glass and debris.
- Ensure that all handicapped persons are apprised of the nature of the activity or threat and are helped if evacuation or sheltering is necessary.

### 10.3 ACTIVE SHOOTER

Preparing for this event is challenging for several reasons. First and foremost is the fact that UH DPS officers are not the first responders – the first responders are law officers, such as the HPD or FBI).

It's important to note that all occupants involved with an active shooter should RUN – HIDE – FIGHT.

#### **Immediate Actions should encompass:**

- Notify HPD (911)
- Sound the Alarm (Notify the security officers and building occupants). If possible, call the **BSB Security** Desk at **808-692-1911** or the **MEB Security** Desk at **808-692-0911**.
- Notify Elwyn Watkins
- Notify Director of Facilities
- Notify JABSOM Dean or Administrator on Call
- Notify UHCC
- Notify UH Emergency Management
- Carry-out RUN (evacuate building) - HIDE- FIGHT

The speed and deadliness of recent high-profile shootings have prompted police departments to recommend fleeing, hiding or fighting in the event of a mass attack, instead of remaining passive and waiting for help.

- Lockdown other buildings



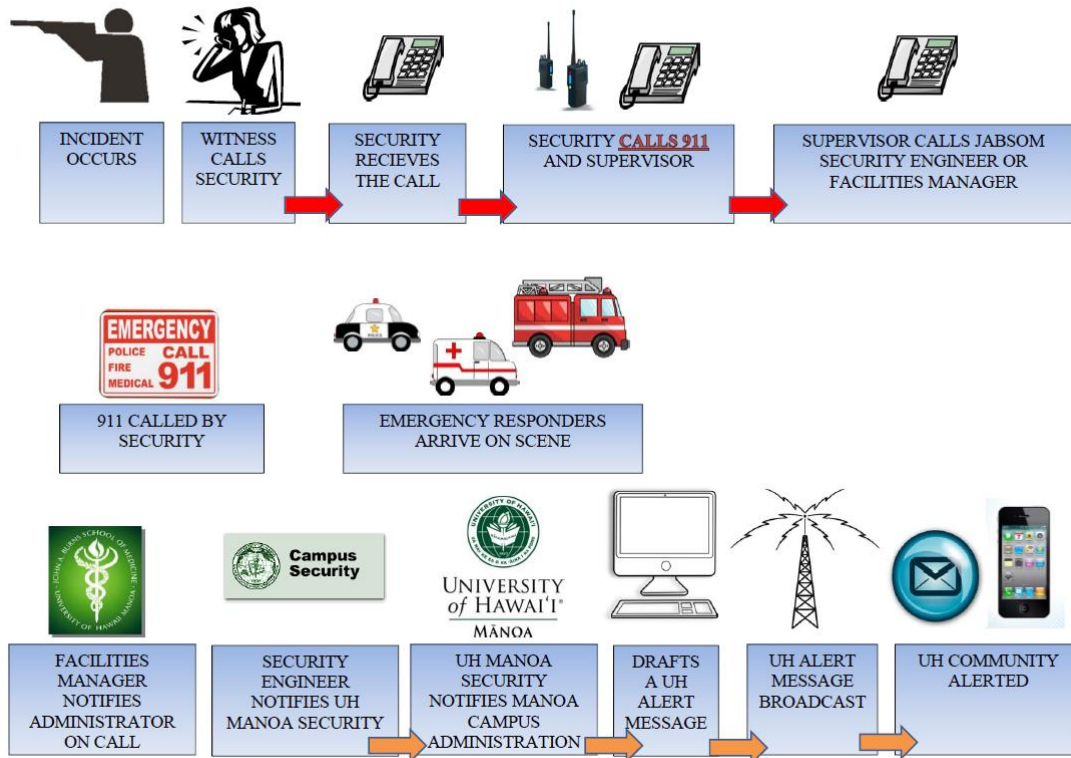


Figure 2. – JABSOM Active Shooter Alert Process

### Role of Security Officers in Active Killer Incidents

The traditional advice given to unarmed security officers who encounter active killers/shooters/assailants has been to get out and let armed officers handle the situation. Unfortunately, this approach ignores the fact that security personnel, armed or unarmed, are likely to be among the first targets of an attack. Additionally, it results in poor resource management and a reduced ability to manage a complex incident.

Security professionals can be a tremendous asset during an active killer incident when they perform the right roles. Numerous incidents have shown that security officers might be able to stop an attack, even when unarmed, before police officers can get on scene.

Here are nine roles security officers can perform during these incidents:



**1 PROTECT SELF:** While unarmed security officers are not expected to respond to an area with an active killer, they may be confronted head-on by the threat and have no alternative other than employing an easy to remember and easy to perform technique such as “GRAB, DROP, STRIKE.”

If an armed attacker is confronted where running or hiding is not an option, consider the employing the “GRAB, DROP, STRIKE” technique.

**GRAB** the weapon (firearm, knife, etc.) around the user end with both hands, and pull it rapidly toward your chest while twisting. Grabbing can reduce most firearms to a single shot and twisting it as you pull reduces the chance of a critical wound.

**DROP** to the ground quickly while holding on tight to the weapon. Let gravity work in your favor to apply more force.

**STRIKE** the suspect in the head and neck area, but don't let go of the weapon. If possible, use your elbow or your head to strike the assailant.

**2 WARN AND DIRECT:** Security staff members who are not immediately targeted can warn others in the area and direct people on what to do/where to go to get out of harm's way. They can also start the process of issuing emergency notifications.

**3 MONITOR AND COMMUNICATE:** Initiating armed response quickly is vital and continuing to monitor the location of the attacker from a position of cover (such as relaying that the suspect is on the 4<sup>th</sup> floor of the building) can significantly reduce the time it takes armed first responders to locate and engage the suspect. This is important if the attacker is no longer making noise.

**4 HELP INJURED/TRAPPED:** Security Officers can show others how to hold pressure or use a tourniquet to quell major bleeding. If nobody else is around, they can do it themselves. Use an ankle drag to move people to a safe place or a casualty collection point.

- Cross the person's arms on his or her chest.
- Grasp the person's ankles and move backward.
- Pull the person in a straight line, being careful not to bump the person's head.



**5 PROVIDE INFORMATION FOR INVESTIGATORS:** Security officers can identify what is abnormal in the environment, identify people and provide information on previous encounters with the suspect.

**6 LIAISON WITH POLICE:** Security officers can provide knowledge of the building layout, keys and contact information of Facilities personnel.

**7 HIGH VISIBILITY:** Security officers should take positions in high-visibility locations around the campus to help reassure students and staff. Also, security officers should assist in maintaining order and to keep unauthorized personnel out of patient treatment areas.

**8 Security Sweeps:** While an attack might have taken place at one location, it doesn't mean there might not be other threats, such as an improvised explosive device that was staged but did not detonate.

**9 Incident Command:** For the first few minutes, a security officer might be the de facto incident commander while first responders arrive on scene. In this role, the security officer can help coordinate the response by providing information regarding the location of the attacker(s) and any officers who have already entered into harm's way and to brief those setting up the incident command post.

### **Supplemental Actions:**

- Set up JABSOM Emergency Response Team in unaffected building or on the 10<sup>th</sup> floor of the Gold Bond Building
- JABSOM PIO, Director of Communications and UH Mānoa Spokesperson, Director of Communications, Dan Meisenzahl transmits an emergency notification using the UH Alert emergency notification system.
- HPD Set up a Unified Command Post
  - Avoiding blue-on-blue issues (the expectation is that many forces will respond)
    - HPD
    - Sheriff's Department
    - FBI
    - Port Authorities
    - Homeland Security



- Customs
- Nearby courthouses
- Ambulances
- Fire Department
- Responding to the injured/causalities
- Securing the Building
- Public Affairs (Gathering facts and avoiding issuing misleading/inaccurate reports)

### **Post Event**

- Cordon off crime scene/building
- Communicate with the hospitals involved
- Notify UH chain of command (Chancellor...)
- Communicate with the media
- Notify next of kin
- Communicate and advocate for the victims and their families
- Provide counsellors

### **11.0 - AIRCRAFT and FALLEN OBJECT ACCIDENT**

There is a potential for aircraft, satellites, meteorites, and other objects from the sky to crash or fall on the Mānoa Campus and its remote facilities. Therefore, plans should include responses to these types of disasters and occurrences as the University and its remote facilities may be located under aircraft flight paths.

#### **Warning**

- There are no warnings for aircraft crashes and accidents.
- Warnings on possibilities of satellite and meteors entering the earth's atmosphere will be provided by the national and local media. Serious warnings for the Hawaiian Island will be issued by the State Civil Defense (SCD) if warranted.



## AIRCRAFT AND FALLEN OBJECT ACCIDENT; REQUIRED ACTION FOR

- Anyone seeing an aircraft crash or accident should call UHM Department of Public Safety (DPS) at 956-6911.
- Provide the exact location of the crash/accident and if any fire, explosions, or casualties were observed.
- All students and personnel should keep a safe distance from any aircraft crash.
- UHDPS will contact Emergency Responders and Community Emergency Response Team (CERT) members and be immediately dispatched as the lead CERT to the scene of the accident on campus or at any of the remote facilities.
- The CERT will take all necessary actions as specified in CERT Plans.
- Provide first aid and call 911 for medical, fire and police assistance as required.
- Ensure the safety of students and personnel. Evacuate buildings and/or area to protect people from fire, fumes, and possible explosions.
- As soon as time permits, report status to the Emergency Management Team (EMT).
- Responsible persons in buildings where an aircraft accident occurs will request for or aid handicapped persons.
- The Emergency Management Team (EMT) Executive will decide if classes and/or operations will be suspended.

## FALLEN SATELLITES, METEORITES AND OTHER OBJECTS; REQUIRED ACTION FOR

- The EMT will receive advisories and warnings from national and local agencies concerning potential objects falling from the sky.
- The EMT Executive will decide if classes and/or operations will be suspended.
- If any objects fall on the campus or its facilities, UHDPS will be dispatched to the scene to determine if any emergency measures are necessary.



- Personnel on the scene should stay away from the object until it is inspected by UHDPS. UHDPS will provide status report to the Emergency Management Team (EMT).
- The EMT will contact other government agencies for assistance as required.

## 12.0 - UTILITY OUTAGES

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 the campus will negatively affect students and personnel and may result in an unsafe or abnormal situation where classes and operations may be suspended. Outages or interruptions of natural 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.

### Warning

- There are typically little or no warnings for utility outages, except for planned outages.
- Extended outages typically occur as the result of other disasters such as hurricanes, flooding, earthquakes, and fires.
- 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 Director of AVS through e-mails and through phone, as to their work schedules at Kaka'ako and to their own health status.

## UTILITY OUTAGE; REQUIRED ACTIONS FOR

### 12.1 ELECTRICAL OUTAGE

- Report all electrical outages to the JABSOM Director of Facilities, Operations and Planning and the JABSOM Security Engineer. The UH Mānoa Campus telephone system will work as the telephone central office has back-up power; however, there may not be any ring tone at the receiving phone. Also, use a cell phone to contact Facilities or the UH



Mānoa Campus Security Office at 956-6911. In the case of a complete power outage, the Emergency Management Team (EMT) and Departmental Response Teams should report to their designated locations.

- Disconnect all equipment that could be damaged by a power surge before electricity is restored.
- Evacuate the building or facility if safety of personnel is a problem.
- JABSOM Facilities will respond with all available assets to restore power to the effected building/critical equipment.

## 12.2 WATER OUTAGE

- Report all water outages or pipe breaks to the Facilities Management & Planning Office at 692-1880, 692-0912 or 692-0919. 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.
- Turn off all water faucets and taps. Conserve remaining water resources until restored.
- Facilities 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.

## 12.3 NATURAL GAS OUTAGE

RAYPAK gas-fired boilers used to heat potable water are in the MEB (1) and the BSB (3). Two, 150 psig 1 Z

?saturated steam boilers located in the BSB use natural gas.

- Notify the Hawai'i Gas Utility.
- Close all outlets and shut off all flame or heat producing equipment and devices as a leak may have occurred.



- If the smell of gas is strong, immediately notify all personnel in the area and vicinity to evacuate. Always evacuate any area where air exchange is poor if any kind of leak in your building is detected or announced.

## 12.4 TELECOMMUNICATIONS OUTAGE

- Should both telephone and computer service go offline, 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 deliver messages in person, or through a courier.

## 13.0 - CIVIL DISTURBANCE AND LABOR STRIKE

Civil disturbance and labor strikes in Hawai'i are usually non-violent. The University is an open campus and has a reputation as an institution for freedom of thought by recognizing rights for peaceful civil disobedience and labor disagreements. This plan will be enforced should any violence occur and/or violence is anticipated.

### Warning

- University administrators may receive intelligence and warnings from State and County agencies that civil disobedience or strikes will occur and make appropriate plans to handle any violent situations that may occur. Planned civil disturbances such as meetings and rallies require permission from campus authorities. Marches on city streets require permission from the City and County of Honolulu.
- Civil disturbance and labor strikes may also occur without warning or notice. A "sit-in" is an example of a civil disturbance that can occur without warning.

### Required Actions

#### 13.1 CIVIL DISTURBANCE

- Campus Security and the Emergency Management Team (EMT) will be notified to stand-by or implement emergency procedures.





- Campus Security will provide surveillance and be responsible for providing reports to the EMT.
- The Emergency Management Team (EMT) Executive (Dean or Administrator on Call) will decide whether no action is required, action must be taken to persuade the demonstrators to stop the disturbance voluntarily or police must be called for assistance.
- Campus Security will attempt to limit the civil disturbance to a specific location and seal other areas off from the demonstrators. UH DPS will also be responsible for crowd control.
- Students and employees should avoid confronting any demonstrators.

### 13.2 LABOR STRIKE

- Campus Security and the EMT will be notified to stand-by or implement emergency procedures.
- Campus Security will provide surveillance and assist in access control if picket lines are set-up. Reports will be sent to the EMT providing status and any violations by striking employees or their representatives.
- The EMT Executive will make the decision to request police assistance should access control problems, violence or physical confrontations occur.
- Departments should have emergency plans for maintenance or essential services if labor strikes occur.

### 14.0 - BIOLOGICAL OUTBREAKS

Biological outbreak can be caused by natural occurrence or accidental release of biologic agents, introduced viruses and diseases brought into Hawai'i 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.

#### Warning

- Federal and State agencies will issue advisories and warnings of biological outbreak in the United States and in Hawai'i. Advisories and warnings are issued via the media.



- When any local biological outbreaks occur that affects the UHM Community, the University Health Services Mānoa (UHSM) Office will issue an advisory or warning via their website, the EMT and the Director of Communications.

### Required Actions

- When the University Community is affected, Vice Chancellors will assure that all students and employees are informed of the advisories and warnings.
- All students and employees should take the necessary precautions and actions advised by University Health Services Mānoa (UHSM), State Health Department (HIDOH) and Federal Health agencies. This may include isolation or quarantine orders.
- If infected, go to your medical care giver or the UHSM Office for medical treatment.
- Report all cases and incidences of contact with the various types of biological outbreak to the appropriate State Health agency as instructed in advisories.

### 14.1 PANDEMICS SUCH AS AVIAN FLU PLAN

A pandemic outbreak has the potential to spread very quickly, especially if transmission of the virus can be spread by human-to-human contact. Such an outbreak could significantly disrupt normal university operations for a period of two to four weeks or up to several months. An outbreak of this magnitude may require closure or significant disruption of normal university operations.

The pandemic response plan will have the primary objectives:

- Limit illness and death arising from exposure and infection.
- Provide information on treatment and care for those who become ill.
- Minimize disruption to essential services.
- Maintain continuity as much as possible.

Governmental and non-governmental agencies will issue directives and guidance on the full range of response activities that are to be implemented should a



pandemic outbreak occur. In Hawai'i, the State Department of Health (DOH) is the State agency charged with leading the medical and public health response to a pandemic disaster. The DOH has developed a State Pandemic Influenza Preparedness and Response Plan which provides guidance for coordinating medical and public health activities that would need to be executed in response to a potential pandemic.

#### 14.1.1 GENERAL INFORMATION

Biological outbreak can be caused by natural occurrence or accidental release of biologic agents, introduced viruses and diseases brought into Hawai'i 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 greatest operational issue in a pandemic type of 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 will last about 6 to 8 weeks.

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 Director of AVS through e-mails and through phone, as to their work schedules at Kaka'ako and to their own health status.

In the case of a pandemic, social isolation of people will be the principal means of disease control until vaccinations are available.

Those essential workers will wear appropriate personal protective equipment to protect themselves, others, and the animals under their charge from potential infection in the work environment. Those who are sick or with respiratory infection symptoms should stay at home.

Long term planning for animal care and operations of the vivarium will be based on the length of the pandemic, the availability of care staff, and the research that will be deemed essential to be maintained during the outbreak.



If animal welfare becomes an issue due to lack of adequate care staff and/or resources, the Veterinarian may recommend euthanasia of animals after making every attempt to consult with the affected PIs prior to pursuing this course of action.

#### 14.1.2 INFORMATION AND RESOURCES

For more information and resources on the Avian Flu virus and possible pandemic, refer to these governmental resources on the internet:

- ❖ [State of Hawai'i Department of Health, Pandemic Influenza Preparedness and Response Plan](#)
- ❖ [Centers for Disease Control – Avian Influenza Page](#)
- ❖ [National Pandemic Flu Information Page](#)

### 15.0 – NUCLEAR MAGNETIC RESONANCE (NMR)

Superconducting magnets are used to create strong magnetic fields in Nuclear Magnetic Resonance (NMR) imaging instruments. Wire coils comprising the superconducting electromagnet inside the instrument are cooled to liquid helium temperature using two cryogenic liquids, liquid nitrogen (-196 °C) and liquid helium (-269°C). This is accomplished by insulating the coils with a three-layer system consisting of an outer vacuum, an intermediate layer of liquid nitrogen and an inner container of liquid helium. At this low temperature – a temperature approaching absolute zero, the electrical resistance of the wires approaches zero and the magnet once charged can maintain its strong magnetic field continuously without losing power.

The liquid helium and liquid nitrogen must be added periodically as the helium slowly boils off. Liquid nitrogen is used to insulate the liquid helium and minimize the rate the liquid helium boils off.

#### 15.1 NMR QUENCH

A quench occurs with a loss of magnet superconductivity with a sudden boil-off of helium.



In the superconducting state, the resistance of the magnet coil windings is zero and hence no energy is required to maintain current flow. If the coil temperature rises above the superconductivity threshold ( $T_c$ ), the windings suddenly develop a finite resistance. The several-dozen amperes of circulating current passing through this elevated coil resistance create heat. This heat causes a sudden, explosive boil-off of liquid helium.

- Health and Safety
  - The UHCC unit located in the Ancillary Building has a quench pipe that directs helium out above the roof line.
  - Losses of resistivity - release of helium, asphyxiation, drop of ambient room temperature.
  - Replenishing helium (-452°F) and liquid nitrogen (-321°F) should not be taken lightly due to its extreme cold temperature, which presents safety issues in the event of a spill.
- Quench and Other Alarms
  - A quench alarm will be tied into the JABSOM (and UHCC) BAS system and automatic alerts transmitted using text message and e-mail if a quench occurs.
  - An audible alarm and emergency procedures will be written for evacuation in the case of quench, helium, or liquid nitrogen spill/release.
  - If the oxygen concentration in the NMR rooms drops for any reason, a visual and audible alarm will sound using simple sensors.
- In the event of a magnet quench, leave the room immediately.



## 16.0 – REFERENCES

1. Hawai'i Revised Statutes Chapter 127A Emergency Management
2. Revised Charter of the City & County of Honolulu 1973 (2017 Edition) dated June 30, 2017
3. Homeland Security Presidential Directive–5
4. City and County of Honolulu Emergency Operations Plan dated January 11, 2007
5. National Incident Management System
6. University of Hawai'i Executive Policy E2.203 Emergency Preparedness and Response Responsibilities dated August 2016
7. University of Hawai'i Mānoa Comprehensive Emergency Management Plan Revised October 1, 2015
8. LCME Functions and Structure of a Medical School Published March 2017 For surveys in the 2018-19 academic year, Standards and Elements effective July 1, 2018
9. Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5<sup>th</sup> edition
10. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
11. Emergency Operations Plan Animal & Veterinary Services at Kaka'ako revised 7/29/16



## 17.0 – APPENDIXES

- A. Executive Policy – Plan for Emergency and Civil Defense Actions - Administration E2.203 dated September 2016
- B. ERG/EMT and Key Personnel Contact Information
- C. UH JABSOM Emergency Response Org Structure / UH JABSOM Emergency Response Protocol / Activation of EMT flow chart / Incident Response / JABSOM Communication Channels
- D. University of Hawai'i Mānoa - Comprehensive Emergency Management Plan Revised September 06, 2018
- E. Comprehensive Emergency Management Plan MEMORANDUM from Dean Hedges to Jan Gouveia dated 27 February 2018
- F. JBF Incident Response Phone Tree dated April 17, 2019
- G. Emergency Preparedness Infographic developed by UH Mānoa Dept. of Public Safety
- H. Emergency Re-assessment Survey
- I. Summary of Actions for Specific Emergencies at JABSOM/UHCC Kaka'ako revised 28 Dec 2016
- J. Tsunami Evacuation Zone Kakaako, Airport to Waikīkī, Map 19 Inset 2, City & County of Honolulu, 2015
- K. Emergency Operations Plan Animal & Veterinary Services at Kaka'ako dated 1/11/19.
- L. Fire Evacuation Procedure updated May 29, 2013



## 18.0 – INDEX

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