

EMERGENCY AND CIVIL DEFENSE PROCEDURES

[UH Swine Flu Information](#)

PURPOSE

To provide the necessary guidance to organize and direct Kapi'olani Community College's operation in the event of an emergency and/or civil defense action that may be necessary (University of Hawai'i BMI 2620, Plan for Emergency and Civil Defense Events).

APPLICABILITY/RESPONSIBILITIES

- These procedures apply to all Kapi'olani Community College organizations and individuals within its operation and jurisdiction.
- The Chancellor will be responsible for assembling the Crisis Management Team immediately upon notification of a crisis on Campus or a crisis that may affect the College. The Chancellor's suite of offices (Ilima 212 & 213) will be the primary Command Center on Campus from which all control measures will be initiated, received, and disseminated. An alternate Command Center will be determined should it become necessary.

The Crisis Management Team consists of:

Chancellor

Executive Assistant to the Chancellor

Vice Chancellor for Academic Affairs

Interim Vice Chancellor for Administrative Services

Dean of Business, Health, Legal Ed, and Library

Dean of Hospitality and College Advancement

Dean of Student Services and Holomua

Auxiliary Services Officer

Roles and Responsibilities of Crisis Management Team

Chancellor:

- Serves as the Crisis Management Team Leader
- Plans, coordinates, and supervises disaster operations
- Communicates with State/City and County representatives, UH System representatives, and media

Executive Assistant to the Chancellor:

- Provides support services to Chancellor in fulfilling his responsibilities in a crisis.

Vice Chancellor for Academic Affairs

- Coordinates faculty, staff, and student evacuations
- Works with Chancellor regarding close and postponement of classes
- Works with Chancellor on press releases

Vice Chancellor for Administrative Services

- Coordinates Transportation and off-campus evacuations
- Coordinates Janitorial Services for maintenance of restrooms
- Coordinates OSHA cleanup/services
- Coordinates delivery of food for personnel working on crisis
- Receives and disseminates information regarding emergency and civil defense events and actions that may require the cooperation and support of Kapi'olani Community College.

Deans

- Provide support to the Chancellor and Vice Chancellors in fulfillment of their responsibilities within their areas of expertise. For example, the Dean in charge of College Advancement should assist the Chancellor and Vice Chancellors with communications to various constituencies as per standard procedures in other universities and colleges; the Dean in charge of Health should work with the Chancellor and Vice Chancellors in mobilizing first response capabilities among of our health services faculty and staff; etc.
- Monitor telephone calls and answers questions regarding crisis management

Auxiliary Services Officer

- Provides support to the Vice Chancellor for Administrative Services in regards to security, janitorial services, and any building operations including but limited to the provision of blueprints, electrical systems, water lines, etc.
- In the absence of the Chancellor, the Vice Chancellor for Administrative Services, Auxiliary Services Officer, Vice Chancellor for Academic Affairs, or predesignated employee is authorized and directed to activate one or more actions as described herein, or take such other actions as may, in his/her judgment, be necessary to save lives, and mitigate the effects of disasters and disruptions.

Campus Security

Kapiolani Community College
4303 Diamond Head Road
Honolulu, HI 96816-4421

Phone: 808.734.9900

Crisis Plan Implementation

Once a crisis occurs, faculty, staff, or students should:

- **Assess Life Safety**
- **Provide Emergency Care**
- **Notify Chancellor's Office (x9565)**
- **Isolate witness(es)**

Within the first 10 minutes of notification of an emergency:

Immediately upon notification of an emergency from civil defense the Chancellor, Vice Chancellor for Administrative Services, Auxiliary Services Officer, Vice Chancellor for Academic Affairs and/or designee will inform faculty and staff in each of the occupied buildings of the emergency. The Auxiliary Services Officer will contact and coordinate the work of emergency personnel and campus efforts to evacuate buildings. The Chancellor, or designee, does **not** go to the scene of the incident/crisis. The Chancellor or designee is required to manage the crisis and set up the operational hub for the college. The Chancellor, or designee, will perform the following functions:

- Activate the Crisis Management Team
- Dispatch campus security and any qualified/trained emergency care representative
- Follow guidelines for specific crisis in this manual
- Evacuate and secure area
- Implement notification signals
- Notify 911

Within the next 15 minutes:

Crisis Management Team has reported, is briefed, and assumes predetermined duties which include but are not limited to:

- Go to Parking Lot B and await the arrival of police and emergency personnel and direct them to the crisis scene.
- Assist the Chancellor in preparing a press release, await the arrival of the media, and direct them to media staging area (Parking Lot C).
- Ensure that faculty, staff, and students have evacuated the area.
 - The Vice Chancellor for Academic Affairs and/or designee will inform Department Heads that evacuation procedures have been placed in effect.
 - Division Heads, in turn, will inform all faculty to initiate evacuation procedures. All faculty must be familiar with evacuation procedures.
 - The Dean of Students will inform all counselors of the impending emergency. The counselors and staff will proceed to the critical area(s) and assist in building evacuation(s).
 - At the discretion of the Vice Chancellor for Administrative Services, the Auxiliary Services Officer and Security Officers will muster help and will begin immediately to direct the movement of parked cars away from critical areas and, if necessary, move vehicles off campus.
 - All faculty and staff are asked to become familiar with campus evacuation procedures that are spelled out below. They are required to assist.
 - As soon as possible, thereafter, the Chancellor, Vice Chancellor for Administrative Services, Auxiliary Services Officer, Vice Chancellor for Academic Affairs, or the pre-designated employee shall notify the Vice President for Community Colleges of actions taken.
- Keep written records of actions taken, persons notified, and chronological record of events.

Emergency contact is notified of any injured faculty, staff, or student.

The Chancellor meets with police and emergency care providers for a briefing on the status of the case. The College will render whatever assistance is required to accommodate police and emergency care providers, as well as comply with any requests made.

Campus security will work with police and emergency care providers to ensure the crisis area remains secured.

Remainder of the day:

- The Chancellor after consultation with the Vice President of Community Colleges, with or without police department representative, may hold a news conference.
- Prior to a news conference, a press release will be prepared and reviewed by University Relations for delivery by the Chancellor. The Chancellor will address issues concerning College operations. The appropriate State/City and County representative will handle issues regarding the actual crisis.
- The Chancellor meets with the Crisis Management Team to assess the crisis and response and determine what else needs to be accomplished before the College is reopened.
- Press release is prepared and delivered announcing when the College will reopen. Information is sent to Deans and Division Chairs for transmittal to all faculty and staff. Students are sent an e-mail from the Kekaulike Student Services Center advising them on any changes to College operations.
- The Chancellor, after consultation with police officers, declares "All Clear" signal and returns College operations back to normal.

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PROCEDURES

In the event of an emergency or disruption such as a bomb threat, hazardous material accident, earthquake, explosion, fallen aircraft, fire, flood, hurricane, nuclear fallout, tidal wave (tsunami), severe windstorm, and other emergencies that may be unique to Kapiolani Community College, one or more of the following actions shall be activated:

ALERT

- All warnings of significant anticipated emergencies shall be disseminated by the President to Chancellor by use of telephone or messenger service. The alert message must include the extent of dissemination of the warning and/or action to be taken.
- Upon receipt of an ALERT message, the persons notified shall carry out the instructions and report accomplishment to the Chancellor's Office.

SUSPEND CLASSES

- Classes may be suspended only by the President or his authorized representative, except where immediate action may be necessary, in which case, each Chancellor is authorized to suspend classes.
- Suspension of classes shall be considered as a rapid method of removing students and faculty.

EVACUATE BUILDING AND/OR CAMPUS

- The signal to evacuate any building will be the building fire alarm, by portable fire alarm, and/or word or mouth.
- On hearing the alarm, all persons will leave the building in an orderly manner.

Faculty and staff will evacuate students using entrances, exits and windows furthest from the point of imminent danger.

Faculty and staff will position themselves along hallways and corridors and entrances and exits to permit students to exit in an orderly fashion and to allow emergency personnel to enter buildings and campus without delay.

Instructors with handicapped students in their classes will pay special attention to the needs of these students to ensure their safe evacuation.

Available counselors, administrative staff, security officers, and Auxiliary Services Officer will report to designated parking lots and coordinate orderly movement of pedestrian and vehicular traffic.

- The attached map of the Kapi'olani Community College designated areas that students and staff can evacuate to (Attachment II).
- Building evacuation is appropriate for, but not limited to:
 - Fire
 - Bomb threat
 - Hazardous material accident
 - Explosion or threat of explosion
 - Post-earthquake
 - Any occurrence which would make a building uninhabitable

TAKE COVER

- The warning signal will be the civil Defense ATTACK WARNING signal which may or may not be preceded by other warnings. The ATTACK WARNING signal is a wailing tone on the Civil Defense siren, rising and falling in tone for a period of three minutes.
- Upon hearing the Civil defense ATTACK WARNING signal, go to a basement area, interior ground floor, or interior hallways of your respective buildings. After blast, go to the nearest fallout shelter.
- In the event of an attack without warning, fall flat and shield your eyes from the flash. After blast, proceed to the nearest fallout shelters.
- For other disasters, proceed as directed by the Chancellor.

CONVERT CAMPUS

Action to **Convert the Campus** to the following conditions will be accomplished only upon order from the President and/or Governor.

- In the event of extensive property damage from tsunami flood, earthquake, etc., portions of the campus may be used for temporary shelter for homeless persons. The Chancellor will designate buildings to be utilized for shelter after being notified by Civil Defense of the extent of shelter space and other services required.

SPECIFIC EMERGENCY PRODEDURES

The specific emergency procedures are attached (see Attachment III)

EMERGENCY TELEPHONE NUMBERS

Police Department - 911

Fire Department - 911

Campus Security - 734-9542

Chancellor - 734-9565

Vice Chancellor for Academic Affairs - 734-9515

Vice Chancellor for Administrative Services - 734-9571

Dean of Students - 734-9522

Auxiliary Services Officer - 734-9157

Campus Operator - 734-9000

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EMERGENCY CONTACT NUMBERS AND REPORT FORM

Emergency report form to be filled out by campus contacts:

Auxiliary Services Officer
734-9157

ALTERNATE: Vice Chancellor for Administrative Services
734-9571

Chancellor
734-9565

The above individuals upon notification that evacuation of buildings is required will initiate procedures and will fill out the following:

SUBJECT: Fire _____ Bomb Threat _____ Others _____

DATE OF REPORT: _____ TIME OF REPORT _____

REPORT PREPARED BY: _____

DATE OF EMERGENCY: _____ TIME OF EMERGENCY _____

NOTIFICATION OF EMERGENCY-CALL HONOLULU OPERATOR – 911 TIME

FROM WHOM: _____ DATE: _____ TIME _____

TO WHOM: _____ DATE: _____ TIME _____

TIME EVACUATION BEGAN: _____ TIME ALL CLEAR GIVEN _____

TIME SPECIALIZED EMERGENCY CREWS ARRIVE:

FIRE _____ BOMB DISPOSAL _____

POLICE _____ OTHER _____

NAME OF EMERGENCY CREW DIRECTORS, COORDINATORS, SUPERVISORS:

A BRIEF NARRATIVE SHOULD INCLUDE AS MUCH DETAIL AS POSSIBLE WITH REGARD TO CIRCUMSTANCES LEADING TO THE EMERGENCY AND THE SITUATION DURING THE CRISIS.

BOMB THREAT

When a Bomb Threat Is Called In:

- Keep the caller on the line as long as possible. Ask him to repeat the message. Write down every word spoken by the person. Ask for specific information such as location, time of detonation, and reason.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to peculiar background noises such as motors running, background music, or any other sounds which may give a clue as to the location of the caller.
- Listen closely to the voice (male or female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up. Report the call to the Chancellor's Office and fill out the [Bomb Threat Checklist Form](#) as completely as possible (see copy attached).

Evacuation of Building/Campus

The Chancellor's Office will report the information immediately to the Honolulu Police Department and the Office of the Vice President for Community Colleges. The Chancellor will then evaluate the threat and decide whether to evacuate the building/campus, not to evacuate, and/or search on a limited basis. If a decision to evacuate the building/campus is made, the following actions will be taken:

- Call all security personnel on campus to report to immediate area of the building involved and to standby for further instruction. The Vice Chancellor for Administrative Services, the designated Bomb Threat Officer, will coordinate the evacuation and search for the explosive device.
 - During normal working hours, the building fire alarm will be activated. This will automatically implement action to **Evacuate** the building. Inform students, faculty and staff of the bomb threat and request an orderly evacuation from the building area to a designated area of the campus or complete evacuation of the campus.
 - After normal working hours, the Vice Chancellor for Administrative Services will be informed of the threat. The Director will inform the Honolulu Police Department and evaluate the threat and take appropriate action. If the director cannot be located, the Chancellor will be informed of the situation.
- After all personnel have vacated the building/campus a thorough search of the building will be coordinated by the Vice Chancellor for Administrative Services. Particular attention should be given to public restrooms and other public areas. Two-way radios should not be used since the radio frequency could activate the explosive device.

Location of Suspicious Object

Personnel involved in the search should be instructed that their mission is only to search for and report suspicious objects, **not** to move, jar, or touch the objects or anything attached thereto. The removal/disarming of an explosive device must be left to the professionals in explosive ordinance disposal.

- Report the location and accurately describe the object to the Chancellor. This information should be relayed immediately to the Honolulu Police Department.
- Evacuate the area of all other personnel involved in the search. Do not permit re-entry into the area until the device has been removed/disarmed.
- Once the device has been removed/disarmed, the search should be continued for the other devices.

Re-occupancy of Building

After a search has been completed and: 1) all located explosive devices have been removed, or 2) no explosive devices have been located, and the building is declared safe, re-entry will be permitted. The decision to permit re-entry must be made by the Chancellor.

ALL BOMB THREATS MUST BE TREATED AS LEGITIMATE AND MUST BE IMMEDIATELY REPORTED

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EARTHQUAKE

Earthquakes, usually strike without warning. The following actions, as time permits, will be accomplished:

Inside Buildings:

- The faculty, or other person in authority, directs students to stand against the wall away from the windows or get under the desks or tables.
- Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures.
- Implement action **Evacuate Building** when the earthquake is over. **DO NOT BLINDLY RUN OUTSIDE**, parts of building may still be falling.
 - Do not return to buildings for any reason until they have been declared safe.
 - Guards should be posted at a safe distance from all building entrances to ensure that no one re-enters the buildings.
- Do not light any fires after the earthquake.
- Avoid touching electrical wires which may have fallen.
- Render first aid if necessary.
- The Chancellor will determine the advisability of closing the campus. If necessary he will try to produce the advice of competent authority about the safety of the building.
 - Turn on the radio for latest bulletins.
 - Subsequent shocks may follow the initial tremor. Do not return to buildings until officials declare them safe.

On Campus:

- The safest place is in the open. Stay there until the earthquake is over.
- Move away from buildings, trees, and exposed wires.
- Do not run.
- Follow procedures 4 through 6 under "Inside Buildings" above.

In Car or Bus:

- If possible, pull to the side of the road away from any buildings and crouch or lie down in the car.

On a mountain road, the side of the road may not be the safest place, hence the driver should quickly consider terrain before deciding where to stop.

- Set brakes.
- Turn off ignition.
- Wait until the earthquake is over.
- Follow procedures 4 through 6 under "Inside Buildings" above.

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EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the College, or threat of an explosion – such as those caused by leaking gas, a faulty broiler or bomb within a campus/site building – the following will be accomplished:

Explosion

- **Command "DOWN"** is given.*
- If the explosion occurs within the building, or threatens the building, the instructor should immediately implement action **Evacuate Building**.
- Sound the fire alarm and/or shout alarm.
- Move to an area of safety and maintain control.
- Render first aid as necessary.
- Notify the Chancellor's Office. The Chancellor's Office will notify Security and other agencies as needed.
- Fight incipient fires without endangering life.
- The Chancellor or authorized representative will direct further action as required.
- Faculty, staff, and students should not return to the building until a Fire Department official declare the area safe.

Threat of Explosion

- **Sound the building fire alarm. This will automatically implement action Evacuate Building.**
- Follow procedures d. and f. under "Explosion" above.

* Faculty should instruct students to react in the same manner on their own to this type of catastrophe in case it occurs when the faculty is not present.

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FALLEN AIRCRAFT

If an aircraft falls near or on the College the following procedures will be followed:

- The Chancellor will determine which action, if any, should be implemented. Where necessary, faculty and staff will take immediate action for the safety of students without waiting for directions from College officials.
- The Chancellor's Office will notify appropriate City and State agencies such as the Police and Fire Departments.
- All faculty, staff, and students will be kept at a safe distance in case of possible explosions.
- The Chancellor will direct further action as required.

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FIRE

Fire Within Building

If a fire is detected within a building, the following procedures will be followed:

- Activate the building fire alarm. This will automatically implement action **Evacuate Building**.
- Call the Fire Department and report the fire. Notify the Chancellor's Office of the situation and action taken.
- Maintain control of students at a safe distance from the fire and fire fighting equipment.
- Render first aid as may be required.
- The Chancellor will direct further action as required.

Fire Near Building

If a fire is detected near a building, the following procedures will be followed:

- Notify the Chancellor's Office of the fire. If the nearby fire poses an immediate threat to faculty, staff, and students or the building, activate the building fire alarm to evacuate the building.
- The Chancellor will evaluate the situation and determine the need to evacuate the building or area. The Fire Department may be called depending on the nature of the fire.
- The Chancellor will direct further action as required.

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HAZARDOUS MATERIAL ACCIDENT

Hazardous material accidents of disaster magnitude would include tank truck accidents, run away experiments, major spills or release of radioactive material, or storage accidents involving large quantities of toxic substances (eg., dust, fumes, mists, etc.). Should such an accident endanger faculty, staff, and students, the following procedures will be followed:

- Immediately inform the Chancellor's Office of the incident. Where necessary faculty and staff will take immediate action for safety of students without waiting for direction from College officials.
- The Chancellor will evaluate the situation and determine the need to evacuate the building/campus. If a decision is made to evacuate the building/campus, building/campus evacuation procedure will be followed.
- Faculty, staff, and students should crosswind – never up or downwind – to avoid fumes, gases, or other aerosols.
- The Chancellor's Office will notify appropriate City and State agencies such as the Fire Department and seek medical assistance as may be required.
- The Chancellor will direct further action as required.

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SEVERE WINDSTORM

Warning: Radio announcements, civil defense sirens, television, and newspapers

The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, **Suspend Classes** action should be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning, the following emergency actions will be accomplished:

- Implement **Take Cover** action.
- Faculty, staff, and students should be assembled inside shelters or best available buildings.
- Close windows and blinds.
- Remain near an inside wall or lie on the floors if possible.
- Avoid auditoriums, gymnasiums, and other structures with large roof spans.
- Evacuate rooms bearing full force of wind.
- Keep tuned to a local radio station for latest advisory information.
- The Chancellor will direct further actions as required.

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TSUNAMI, TIDAL WAVE, OR FLOOD

Warning: Radio announcements, civil defense sirens, television, and newspapers

Method: Honolulu Observatory Warning issued by Civil Defense authorities through radio and television, President's Office.

How Received: The **Attention/Alert** Signal is a steady blast for one Minute on sirens, followed by one minute of silence. Repeated five times, or telephone from authorities.

The estimated time of arrival of a tidal wave will dictate the course of action to be taken. The President or authorized representative may initiate the following emergency actions:

- Order **Evacuation** of the College if it may be affected by such water action.

or

- On official request, execute the **Convert Campus** action.

Flood warnings are issued by the Weather Bureau. The extent and locale of flood danger will dictate action to be taken.

If a decision is made to evacuate the campus, campus evacuation procedures will be followed.

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ENEMY ATTACK/WAR

RediCon One

Description and Meaning:

- This is a notification that enemy-initiated hostilities are (may be) imminent. The Governor proclaims a state of civil defense emergency.
- The public will be guided carefully with Civil-Alert radio, television, newspapers, and siren warning system.
- No estimate can be made of the duration of RediCon One.
- Study "Civil Defense Readiness Conditions (RediCons) for the State of Hawai'i" in the Appendix.

The following will be accomplished should RediCon One be declared:

- Suspend classes.
- Notify the Vice President for Community Colleges' and President's Office when this has been accomplished.

Attention Alert Signal

Description and Meaning:

- Steady blast for one minute on sirens, followed by one minute of silence.
- Repeated as necessary.
- When hearing signal, turn on radio to any station and listen for essential emergency information.
- The **Attention/Alert** signal will be used to get public attention in time of imminent peacetime emergencies such as seismic sea waves, hurricanes, and flash floods. Use of this signal will be accomplished by public explanation and instruction to the public over local radio stations.
- Turn on the radio (Civil-Alert) for information and instructions. All stations broadcasting are part of the Emergency Broadcast System. The Oahu stations which are "hardened" to a protection factor 100 are KGU-760 and KAIM-970 on the AM dial. Other "hardened" stations are KMVI-550 on Maui, KPUA-970 on Hawai'i, and KTOH-1490 on Kauai.

Attention/Alert Signal in a possible war situation may be accomplished by one of the following broadcasts:

- Prepare for an attack until the Attack Warning signal is heard.
- Other action recommended by Local Civil Defense Office.

Attack Warning Signal

Description and Meaning:

- Wailing tone for three minutes on sirens. Repeated as necessary.
- Put your emergency plans into effect.

The following will be accomplished:

- Take precautions to minimize injury to persons by heat and the possibility of being struck by flying objects such as glass and other debris.
- Turn on the AM radio to any local station for official information and instructions.
- Execute **Take Cover** action when under attack.

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Response to Power Outage

If there is a planned power outage:

- Prepare or review existing internal communications plan to notify affected personnel about workday and after-hours emergencies.
- Identify and prioritize vital power-dependent functions, operations, and equipment. Plan ahead for short-term and longer-term impacts and needs.
- Keep duplicates of critical data.
- Determine if there is emergency lighting in your area. Keep flashlights in all work areas.
- Develop strategies for resuming operations when power returns.

If a short-term power outage occurs:

- Assess the extent of the outage in your area. Report outages to your Building Chairperson and/or Auxiliary Services at x9157. If after hours contact campus Security at x9900.
- The Chancellor may make the decision to evacuate individual buildings. If you are told to leave the building, lock or secure your area, collect your personal belongings and leave. Reenter the building only when directed to do so by the Chancellor or the KCC Security.

If a prolonged power outage occurs:

- Check elevators for trapped occupants. If individuals are trapped contact the University Police at x9900 from any hard-wired campus phone or 734-9900 from a cell phone to request assistance.
- Move building occupants in darkened work areas to safe locations. Keep refrigerators and freezers closed throughout the outage.
- Unplug personal computers.
- Unplug non-essential electrical equipment and appliances.
- Open windows for additional light and ventilation, if appropriate.
- Campus administration will make the decision to cancel classes as necessary.
- Do not use campus phones as they are on a battery back-up system and should be used only by essential personnel to communicate plan implementation.

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Pandemic Response Plan

One of the highest current risks to individuals is the possible emergence of an influenza pandemic – the rapid worldwide spread of influenza caused by a novel or mutated virus to which people would have no immunity, resulting in more serious illness than that caused by seasonal influenza.

During an influenza pandemic, the aim will be to encourage people to carry on as normal, as far as possible, if they are well, while taking additional precautions to protect themselves from infection and to lessen the risk of spread to others.

The main objectives of the response to an influenza pandemic will be to:

- 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 educational continuity as far as possible.
- Reduce as far as possible disruption to classes/college functions.

One of the main challenges faced by those planning against an influenza pandemic is that the nature and impact of the pandemic virus cannot be known until it emerges. During a pandemic, governmental and non-governmental agencies will issue advice on the full range of response policies that should be adopted to achieve the objectives set out above, based on its understanding of the nature of the pandemic virus and its likely impacts.

Uncertainty about the nature and impact of the pandemic virus means that planning across all sectors' need, for prudence, to be sufficiently flexible to cope with a range of possible impacts, including those arising from a pandemic virus.

Sources of Guidance

The following website should be accessed in the event of a pandemic:

- US government's website on pandemic policies and procedures --
<http://www.pandemicflu.gov>
- State of Hawai'i's website on pandemic policies and procedures --
<http://www.hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf>

Main Areas of Focus in Planning

Continuity:

- Planning so that the College can continue delivering essential services during a pandemic, taking into account the key planning assumption that medical and social countermeasures against pandemic influenza (antiviral drugs, vaccines, social distance, hygiene, and common sense) should not be overlooked during the first wave of a pandemic.
- Communicating with students, faculty, staff, and public to ensure everyone knows what social and hygienic precautions should be taken.

Staff absence from work

- **The level of staff absence from work during a pandemic will depend significantly on the nature of the pandemic virus when it emerges. The planning assumptions set out below are based on current knowledge, analysis of past pandemics, published evidence and scientific modeling. Given the inevitable uncertainties, a range of figures is given in some areas. KapCC should ensure that its continuity plans have the flexibility to accommodate these ranges.**
- **During a pandemic, staff will be absent from work if:**
 - Staff are ill with the flu. Numbers in this category will depend on the established clinical attack rate. If

the attack rate is 25%, a quarter of staff in total maybe sick and absent from work for the whole course of the pandemic. If a pandemic occurs over one wave, this level of cumulative absence could be experienced by employers over a period of around 3-4 months. But there may well be more than one wave, with absence from work being spread across those waves.

- o Staff need to care for children or other family members who are ill with the flu.
- o Staff need to care for (well) children because of local school closures on a regional basis during a pandemic. Regardless of whether or not the Government advises schools to close, it is likely that some schools will in any case have to close because of shortages of staff, or because parents are not willing to send their children to school.
- o Staff have non-flu medical problems.
- o Staff decide to absent themselves for other reasons.

In order to derive estimates for the total number of staff likely to be absent from work at the peak of a pandemic, employers should add data appropriate to their circumstances on:

- The average number of staff 'normally' absent from work.
- The proportion of staff whom will be advised to work from home.

Why does the college need to prepare for it?

Communities need to prepare for a pandemic because if a human-to-human transmission is identified, it has the potential to spread very quickly. An outbreak of this strain of the flu could significantly interrupt normal university functions for a period of two to four weeks or up to several months, and may require closure of on-campus housing and university operations. The university community is taking aggressive steps now to prepare for the potential of such a pandemic in the best interest of minimizing the risk of exposure among faculty, staff and students.

What can you do to avoid exposure?

Avoid being around others who are at risk for exposure. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, particularly in large gatherings. Wash your hands frequently with soap and water, especially if you suspect that you may have been exposed. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately.

The following steps will be taken when a Pandemic/outbreak occurs in accordance with the State of Hawaii Department of Health which follows the World Health Organization criteria:

Once the DOH issues Phase 1 – Risk of human infection with animal virus is considered low; and Phase 2 – Animal virus poses a threat, KCC should start preparation for possible human-to-human transmission. Phase 1 and Phase 2 are considered to be an interpandemic period.

Declaration of Phase 3 – Human Infection with new subtype but minimal human-to-human transmission; Phase 4 – Small clusters of human-to-human transmission, highly localized; or Phase 5 – Larger clusters of human-to-human transmission, but still highly localized. KCC will view this as a gear-up stage to ensure preparation is on the way and monitor reports for increased transmission.

- Step 1: First cases of human-to-human transmission internationally - Campus stays open with normal business functions and operation while establishing enhanced planning for Phase 6. Communication with the campus community and system community will increase to keep everyone informed of plans being implemented.

Declaration of Phase 6 – Increased and sustained transmission in the general public. KCC will work with System-wide office and DOH's Department Operations Center to ensure that proper implementation of response plan is enacted.

The criteria or events that will trigger moving to Step 2 include:

- *The World Health Organization declaration of Phase 6 in the pandemic period, reflecting an increased and sustained transmission in the general U.S. population.*

- *Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)*
 - *Rate/speed of disease spreading*
 - *Local public health recommendation to curtail/cancel public activities in county or state*
 - *Falling class attendance and students leaving campus*
 - *Rising employee absenteeism*
 - *Other regional schools and school systems closing*
 - *Transportation systems closing or curtailing interstate travel and (i) cases in the local*
- Step 2: Verified cases in Asia and North America with one or more other triggering events – Social distancing measures will be adopted; steps will be taken to eliminate large gatherings, including the cancellation of classes and all other scheduled activities. Student Affairs will ensure that counseling staff are prepared to handle students concerns. The administrative staff will begin to implement emergency response procedures. Administrative departments, student service units and all academic programs will begin preparation for shutting down the campus in the event of increased outbreak.
 - Step 3: Within 1-5 days of declaring Phase 6 and depending on national and local conditions – In the event that Kapi'olani CC has a student housing program, all residences will close; thereafter, as soon as practical, most administrative offices and academic buildings will close. Dining operations will be reduced to support only an emergency infirmary. All administrative and academic support units will be shut down until the campus reopens.
 - Step 4: As soon as practical following Step 3 – Campus closed. An emergency condition has been declared by the State of Hawai'i Department of Health and the campus has been evacuated. All facilities have closed except skeletal services for the infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research. Access to campus has been sealed off for vehicles and pedestrians (except for essential employees for tasks related to securing and maintaining the campus and its facilities), and closure is sustained. All service contracts and construction projects will be suspended.

Specific of what will the College do in the event of a pandemic and the declaration of Phase 6 condition:

Should an outbreak occur, the College will begin to activate its emergency response plan. The following actions will occur:

- Work with Human Resources and Student Affairs to help inter-island, domestic, and international faculty and students return home safely before national and international travel restrictions begin
- Maintain, within reason, a reduced level of pertinent campus operations through remote or online interaction
- Work with Human Resources to ensure wages and other payments are distributed through direct deposit or other electronic means
- Work with CELT to ensure communication contingencies are in place should phone or internet access become overloaded as a result of increased activity.

Once the pandemic has been controlled, the College will begin a recovery process in the following manner:

Once the pandemic is under control – Campus poised to reopen. Once the danger of the pandemic has passed, the campus will reopen for business. As services return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

Make Your Emergency Plan Now

Your ability to stay healthy and to respond effectively will depend in part on your advance planning. If a pandemic occurs, the university may have to evacuate for some period of time. To make sure you are ready to respond, think through your personal emergency plan and address the following considerations:

Students

If you live near campus and have to travel some distance to your permanent residence, what are your primary travel plans? Do you have a contingency?

If you plan to travel by air, do you have your travel agency or airline reservation information handy? Have you familiarized yourself with plans by university departments, including Student Affairs and Auxiliary

Services, to arrange pick-up sites for shuttles to take you to public transportation destinations? If you plan to drive, do you have at least one alternate route? If you will be picked up, do you have contact information ready? If you cannot get home, is there a friend or relative who lives nearby who would agree to let you stay during a campus closure (for what could be an extended stay)? If you live in off-campus housing, check with your manager or landlord for what the evacuation procedures might be.

If you commute and an evacuation is ordered, do you have at least one alternative commuter route?

Familiarize yourself with local resources for traffic updates and road conditions.

Be Prepared: Steps You Can Take Now

Students and Faculty:

Academic Considerations

What should students and faculty prepare to have at home, in the event that the campus is closed, but academic activities continue remotely, through email or other communications?

- Books
- Laptop and portable technology devices
- Syllabi for your classes, including faculty and student contact information
- Individual course plans in the event of a campus evacuation
- Email access and on-line learning options

Faculty and Staff — Employee Considerations

What should staff prepare to have at home, in the event that the campus is closed, but continue certain business activities remotely, through email or other communications?

- Emergency contact information for your supervisor and colleagues with whom you will need to communicate, including email and mobile phone.
- For managers and supervisors, department closing checklist plans; a list of essential employees and contacts; and UH-KapCC website bookmarks on your home computer for staff directory and College home page, as appropriate.
- If appropriate, Internet access to email and university home page, through your home computer.

For Everyone — Other Important Considerations

Have you arranged for direct deposit?

- In the event of a campus closure, any earnings you are scheduled to receive will only be issued electronically. Checks cannot be issued until the university reopens.
- If you do not have a bank checking account, create one.
- To arrange for direct deposit of your paycheck to your bank account, contact Human Resources to complete the direct

Will the university be able to reach you once you have evacuated?

The College may need to rely on phone and internet communications to remain in touch with you during a pandemic. Please make sure your contact information is up to date (both email and phone) for students in the myUH portal:

<https://myuhportal.hawaii.edu/cp/home/displaylogin>

Do you have a personal emergency kit?

As a result of social distancing, evacuation, closures, and travel restrictions, it is a good idea to anticipate what personal items you will need to take and keep with you in the event of a pandemic.

- Food and water: Preparation experts recommend at least a two-week supply of non-perishable items, so that you

do not need to go to the store very often.

- Medications: Fill prescriptions and have over-the-counter items in supply.
- Health and hygiene items: tissues, toilet paper, anti-bacterial (waterless) gel, soap, disinfecting cleaning solution, trash bags. Practical items: flashlight, portable radio with batteries, manual can opener. Contact information: Have phone and email contact information for loved ones, as well as a previously identified third-party contact, in the event that you cannot reach a relative directly.

Campus Security

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Phone: 808.734.9900

PANDEMIC INFLUENZA CHECKLIST

This checklist is designed as a robust and flexible generic continuity management arrangements which will help ensure that the impact of any disruptions will be minimized. Current advice from the World Health Organization is that countries should be planning for a possible influenza pandemic, although timing of onset is highly unpredictable. In the event of an influenza pandemic, educational institutions will have a key role to play in reducing the risk to student’s and staff’s health and safety as far as possible, as well as maintaining essential operations. Given the highly uncertain nature of an influenza pandemic, we cannot know in advance how serious it will be and who will be most affected, it is therefore important that plans are developed which can address a range of scenarios.

The following checklist identifies important and specific activities which we can do to prepare for a pandemic as well as where more general guidance will be provided by the Government.

This checklist is not exhaustive. It is a guide to help you start thinking about what you may need to plan for.

1 Plan for the impact of a pandemic on your business:

Complete	In Progress	Not Started	
			Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from a wide range of stakeholders e.g. health and safety representatives and trade union officials.
			Identify the critical activities undertaken by the College which would have to continue during a pandemic, as well as the employees and other inputs that support those activities.
			Consider how internal resources could be re-allocated to ensure those activities are maintained.
			Consider preparing an additional pool of workers to undertake key tasks and provide training where appropriate (e.g. contractors, cross train employees, retirees).
			Determine the potential impact of a pandemic on your related travel (e.g. should international travel be curtailed in certain countries due to quarantines and/or border closures).
			Establish an emergency communications plan and

			revise periodically. This plan should identify key contacts (with back-ups), chain of communications (including students and staff), and processes for tracking and communicating business and employee status.
			Implement an exercise to test your plan, and revise periodically taking into account updated advice and guidance from Government.

2. Plan for the impact of a pandemic on your students and staff:

Complete	In Progress	Not Started	
			Forecast and plan for employee absences during a pandemic. This could be the result of a number of factors including personal illness, family member illness, bereavement, possible disruption to other sectors such as reduced public transport.
			Assess the College's needs for continued face to face contact with our constituency and consider plans to modify the frequency and/or type of face-to-face contact among staff and between staff and students. Can all courses go on-line at a given moment to continue the semester?
			Human Resources should plan for increase in services to provide appropriate forms and implementation of benefits in the event of a pandemic
			Identify key staff with special requirements, and incorporate the requirements of such persons into your preparedness plan.

3. Establish policies to be implemented during a pandemic:

Complete	In Progress	Not Started	
			Establish policies for sick-leave absences unique to a pandemic, including policies on when a previously ill person is no longer infectious and can return to work after illness (i.e. when they are no longer showing symptoms and feel better) and agreeing to them with trade unions and other professional representative bodies.
			Establish policies for flexible worksite (e.g. working from home) and flexible work hours (e.g. staggered

			shifts).
			Establish policies for reducing spread of influenza at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and asking those with influenza symptoms to stay at home).
			Establish the current policies for employees who are suspected to be ill, or become ill at the worksite (e.g. infection control response, sick leave policies).
			Establish policies on travel to affected geographic areas overseas and develop policies on managing employees working in or near an affected area when an outbreak begins (and later on in the pandemic).

4. Allocate resources to protect employees and customers during a pandemic:

Complete	In Progress	Not Started	
			Provide sufficient and accessible means for reducing spread of infection (e.g. provision of hand washing facilities or hand-hygiene products). Place hand sanitizer dispensers in each room/office.
			Consider additional measures to reduce the risk of infection, such as more frequent cleaning on premises, and ensure the resources to achieve these will be available.
			Consider whether enhanced communications and information technology infrastructures are needed to support employees working from home, tele-conferencing instead of face to face meetings and remote customer access.

5. Communicate to and educate your employees:

Complete	In Progress	Not Started	
			Disseminate easily-accessible information about pandemic flu to staff which is appropriate to the stage of alert (e.g. signs and symptoms of influenza, modes of transmission when this information is available), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans). This should be based on the information already available on the DOH website.
			Ensure that communications are culturally and

			linguistically appropriate.
			Disseminate information to employees about your pandemic preparedness and response plan for your business, including their role in this plan.
			Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to students and staff.
			Ensure that DOH, CDC and WHO websites are the sources for timely and accurate pandemic information (domestic and international).