

UNIVERSITY of HAWAII®
KAPI'OLANI
COMMUNITY COLLEGE



EMERGENCY MANAGEMENT PLAN

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Revision and Updates

- Revised July 15, 2013 (v1)
- Revised July 30, 2013 (v2)
- Revised August 8, 2013 (v3)
- Revised August 12, 2013 (V4b)
- Revised September 9, 2013 (V5)
- Revised October 10, 2013 (V6)
- Updated October 14, 2013 (V7)
- Updated June 10, 2014 (V8)
- Updated June 22, 2014 (V8A)

Detailed Change Log as of June 2014

DATE	AREA	GENERAL TOPIC	GENERAL ACTIONS
6/10/14	Active Shooter		Section was never developed. Added by VCAS.
6/10/14	Violence	Acts of Violence	Removed blank, duplicative section titled "Acts of Violence"
6/10/14	Scripts	Notification	Revised notification scripts to ensure they fit in text message and removed unnecessary words and punctuation.
6/10/14	ALL		Reformatted for ease of addition and revision in future.
6/10/14	Sexual Harassment		Removed from Emergency Response Plan. Did not fit.
6/22/14	Active Shooter Protocol	Acts of Violence	Added section on protocol as separate section to plan. Plan can stand alone and will be applied to all violent situations.
6/22/14	Active Shooter Protocol	Acts of Violence	Removed for further revisions.

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EXECUTIVE SUMMARY

To the layperson, emergency management is often thought of as the process of preparing for a disaster such as Hurricane Katrina. However, to the experienced, such as the Federal Emergency Management Agency (FEMA), emergency management includes processes far beyond preparedness.

After decades of operational experience with presidentially declared disasters, in addition to experience in post-incident reviews and analyses, FEMA developed best practices in emergency management planning methodology which identifies 4 distinct areas of focus:

1) Preparedness, 2) Response, 3) Recovery, and 4) Prevention/Mitigation.

Additionally, the United States Department of Education (USDOE) recognized that institutions of higher education (IHE) face distinctive challenges in implementing emergency management. To assist IHE in emergency response planning, the USDOE published its 2011 Action Guide for Emergency Management at Institutions of Higher Education which parallels FEMA's planning practices and integrates additional best practices. The publication addresses issues that are specific to the uniqueness of IHE – such as large geographic areas, open-space environments, multiple buildings/complexes, multiple programs, housing, extensive auxiliary and enterprise services, and transient populations, to name a few.

The current 2008 version of the University of Hawai`i System Emergency Management Plan (System Plan) codifies roles, responsibilities, procedures, and protocols at the executive level. Our obligation at the Community College campus level is to codify campus actions that support, and is consistent with, the System's plan.

This document is the result of campus planning efforts that utilized the references for best practices; and, also considered the compliance requirements of the federal Clery Act, the Higher Education Opportunity Act, and Homeland Security Presidential Directive 5-National Incident Management System. This document codifies the roles, responsibilities, procedures, and protocols for campus-level actions which are intended to ensure:

- Compliance with federal laws
- Effective and efficient response to emergency incidents
- Campus resiliency in the aftermath of emergencies and disasters

Now, therefore, as Chancellor for Kapi`olani Community College, I sign in approval of our enhanced and official Kapi`olani Community College Campus Emergency Response and Evacuation Plan.

Chancellor Leon Richards

Date of Adoption:

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FORWARD

ASSUMPTIONS ON CONSISTENCY & CLARIFICATION ON CERTAIN TERMINOLOGIES

While all plans should be developed and maintained on a regular basis, their content should be consistent with content in hierarchical plans (e.g., a departmental plan that supports an overarching corporate plan). This document is based on the assumption that the content within the University of Hawai'i System Emergency Management Plan (System Plan) has been updated to meet current expectations, standards, statutes, and any other regulatory requirements.

This Campus Response and Evacuation Plan (Campus Plan) is consistent with the processes stated in the System Plan. However, at the completion of each annual threat assessment, the Kapi'olani Community College Public Safety Committee may identify additional threats that are unique to the campus; and, may develop and integrate additional, campus-specific processes and terminology into the Campus Plan. Those inclusions shall not negate or minimize the intents or priorities of the System Plan.

EMERGENCY PLANNING – A FLUID PROCESS

No emergency plan is a static document. Emergency planning is a highly fluid process; and, plans must change when needs, requirements, and regulations change.

In less than 10 years after the attack on the World Trade Center (September 11, 2001), emergency managers were faced with a multitude of changes in emergency plans ranging from changes in laws and authorities, changes in standardized terminology, and changes in training requirements to add courses in the National Incident Management System/Incident Command System. And, these are just a minute sampling of examples that demonstrate the fluidity of emergency planning.

The main take-away of these examples is that change must be expected; and, with change comes a conscious commitment for continuous planning activities.

DEDICATED PERSONNEL

Campus public safety requires continuous, year-round activities to ensure that all four areas of emergency management receive attention to ensure optimum readiness to meet the demands of an emergency incident; and, that required changes to the Campus Plan are made in a timely manner.

To ensure that emergency readiness is maintained, campus administration has a dedicated Campus Emergency Management Coordinator (Campus EM Coordinator) whose responsibilities include

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overseeing plan maintenance, validating the plan through exercises, and maintaining open communication with the University of Hawai'i System's Emergency Management Coordinator.

PLANNING METHODOLOGY

This Campus Plan was systematically developed to first address purpose, roles, organization, and function. Those areas are, then, followed by clearly described responsibilities and processes under "Concept of Operations."

The Threat Annexes provide detailed activities and tasks for each specific threat that is identified. The Appendices provide reference information and guidelines that support operations.

REMOVAL OF AMBIGUITIES AND CLARIFYING TERMINOLOGIES

The current System Plan utilizes terminology that can cause confusion or miscommunication. To clearly delineate the terminology differences, this Campus Plan utilizes completely different words which do not negate or dilute the roles or responsibilities.

As examples:

ITEM	FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
The first person on-scene	"First Responder"	"System Responder"	"Campus Responder"
A single person or group people whose field expertise is immediately available, on-scene	"First Responder Field Command"	Generally, the System will not establish a Field Command; System Responders are to first report to the "Campus Emergency Management Center" before entering the scene	"Campus Field Command"; if no First Responder Field Command has been established

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ITEM	FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
<p>Command and control.</p> <p>Generally, a structured group* which is usually located close to, but, apart from the actual responders on-scene</p> <p>*In certain instances, command and control can be assumed and implemented by the on-scene responder</p>	<p>Command and control to be conducted through an "Incident Command Center" or "Unified Command Center" or "ICC"/"UCC"</p> <p>Note: In small-scale incidents, an on-scene First Responder can assume "First Responder Incident Command" leadership</p>	<p>Generally, the System will not have command and control over any on-scene response. However, System Executive representation in the ICC/UCC can affect operational decisions.</p> <p>Command and control of responders are site-specific.</p>	<p>Campus level incident command and control to be conducted through the "Campus Emergency Management Center".</p> <p>Note: In small-scale incidents, an on-scene Campus Responder can assume "Campus Incident Command" leadership until such time leadership is transferred to a First Responder</p>
<p>A designated, remote location from which resources and costs are coordinated and tracked by a structured team of people</p>	<p>"Emergency Operations Center" or "EOC"</p> <p>The term "EOC" is reserved for political governments (e.g., State EOC or County EOC)</p>	<p>"System Emergency Management Center" or "SEMC"</p> <p>(as opposed to EOC)</p>	<p>"Campus Emergency Management Center" or "CEMC"</p>
<p>A structured team of people whose primary tasks are to provide coordination support to the responders and to track/record resources and costs</p>	<p>Name can vary (e.g., State Crisis Response Team)</p>	<p>"Emergency Management Team" or "EMT"</p>	<p>"Campus Crisis Management Team" or "CCMT"</p>
<p>The person who oversees activities of the team that coordinates and tracks resources</p>	<p>Name can vary (e.g., State Crisis Response Team Leader)</p>	<p>"System EMT Leader" (as opposed to "Executive" or plain "EMT Leader")</p>	<p>"CCMT Leader"</p> <p>Note: In certain instances, the on-scene Campus Responder can be the Leader if no CCMT Leader is available</p>

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END-TO-END APPROACH

The Kapi`olani Community College's Campus Response and Evacuation Plan was deliberately designed to ensure that all facets of emergency management have been covered from one end to the other – end-to-end. Simply, Kapi`olani Community College has made a deliberate effort to close the planning gaps. By doing so, this Campus Plan follows the best practice of viewing emergency management as a cycle with no end –an on-going effort to ensure a high level of readiness and resilience.

COMPLIANCE WITH FEDERAL LAWS GOVERNING CAMPUS PUBLIC SAFETY

In addition to various other Clery Act requirements, a campus must disclose to the public certain elements of its emergency plans. Because System and Campus Plans are regularly reviewed and updated, all effort is made to review and update Kapi`olani Community College's Clery Act disclosure text to ensure that the information being provided to the Campus Community is current and consistent with the Campus Plan.

The Higher Education Opportunity Act (HEOA) requires a campus to take certain actions during incidents involving sexual harassment and sexual offenses. Like the Clery Act, the campus requires certain public disclosures; and, measures are taken to ensure that those disclosures are also current and consistent with the Campus Plan.

To validate the consistency of information between the Campus Plan and the public disclosure documents, all public policy statements are regularly reviewed by Kapi`olani Community College's Public Safety Committee and approved by the Vice Chancellor for Administrative Services prior to release to the campus community.

ENHANCING COMMUNICATION PROTOCOLS

Emergency response planning requires the establishment of clear thresholds, clear lines of authority, and clear communication protocols to ensure the safety of all who are involved in an emergency incident or catastrophic disaster. That being said, Kapi`olani Community College has integrated best practices that were set forth by the national Integrated Public Alert and Warning System (IPAWS) program which is implemented through the Federal Emergency Management Agency. IPAWS utilizes a Common Alerting Protocol (CAP) which is software-embedded terminology within a dedicated public safety internet portal by which emergency officials can efficiently and effectively disseminate emergency information and/or instruction.

As an added enhancement, this Campus Plan identifies the equivalent CAP terminology next to the System Plan terminology. The differentiation is indicated as "(System Plan)" and "(Common Alert

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Protocol)" after the applicable terminology. Though not yet fully adopted by the System Plan, the intent of including CAP in this plan is to assist campus responders in making a quicker and smoother migration towards full IPAWS capability once federal mandates force changes in the System Plan.

NO CAMPUS-LEVEL AUTHORITY TO ISSUE AN "ALL CLEAR"

One of the most dangerous situations in any response to an emergency that requires evacuation is when an "All Clear" message originates from an unauthorized source.

Only a government official has the authority to approve an "All Clear" declaration for return to a previously evacuated area or return to normal operations which had been under the control of a First Responder agency or under control by the Governor of the State of Hawai'i under emergency declaration.

The official, government "All Clear" may be conveyed in the following manner:

- Through radio or television (usually a representative from a county Mayor's office, civil defense agency, or other designated agency)
- Through on-scene police or fire department personnel as they are receiving direct communication from their Field or Incident Commanders
- Through direct communication from designees of on-scene police or fire department personnel (can be the Campus Emergency Management Center Leader or a Campus Responder; note that the communication must be included in the incident tracking documentation)

No return to premise shall ever be authorized through third-party communication with non-response duties or communication with acquaintances at a remote location (e.g., a friend at the district sub-station or dispatch center).

Campus officials may announce a downgrade of a situation to lower the stress caused by heightened vigilance, provided no unauthorized personnel are allowed back into an evacuated area prematurely. When downgrading the situational status, campus officials may use the terms "threat is contained" or "threat has been abated" or similar words which convey that first response agencies are still on-scene and return to premises is not yet authorized.

RECORDATION AND ARCHIVES

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All campus emergency management activities are formally recorded and filed with the Campus Emergency Management Coordinator. Back-up copies are filed with the Campus Security Department and the Vice Chancellor for Administrative Services.

Any hardcopy documents have been digitized to promulgate long-term, paperless archiving. All digital documentation has been archived on CD-ROM (or better technology) and retention is for 20 years. After 20 years, only documents containing final outcomes or decisions will be kept in perpetuity of the institution. Final outcomes or decisions include, but are not limited to, formal after action reports, recommendations for improvement along with official communication related to implementation of studies, assessments, and plans.

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CAMPUS EMERGENCY RESPONSE &
EVACUATION PLAN

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INTRODUCTION

PURPOSE

The purpose of KAPI'OLANI COMMUNITY COLLEGE'S Campus Emergency Response and Evacuation Plan (Campus Plan) is to establish standardized, campus-level procedures and protocols consistent with, and in support of, the University of Hawai'i System Emergency Management Plan (System Plan).

SCOPE

The use of this document is specific to the KAPI'OLANI COMMUNITY COLLEGE campus; and, is intended to provide guidance to the Campus Crisis Management Team on matters of managing emergencies and disasters. This Campus Plan outlines specific areas of responsibility, actions, and activities that are to be implemented to ensure effective, efficient, and orderly response. Additionally, this Campus Plan outlines actions and activities that help the campus to achieve a higher level of resilience against a broad range of threats.

LAWS AND AUTHORITY

The following are applicable policies and laws that promulgate campus emergency management actions and activities:

Federal Government

- 1) Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), [20 U.S.C. 1092\(f\), Title II of Public Law: 101-542 \(S. 580\)](#)
- 2) Higher Education Opportunity Act (HEOA), Title IX of the Education Amendments of 1972, [34 Code of Federal Regulations \(C.F.R.\) Part 106.31 Subpart D – Discrimination on the Basis of Sex in Education Programs or Activities Prohibited](#)
- 3) United States Department of Homeland Security, Presidential Directive; [HSPD-5, Section 16\(a\), National Response Plan and National Incident Management System](#)

State of Hawai'i Government

- 1) Hawai'i Revised Statutes Chapter 128, [Civil Defense Emergency Act](#)
- 2) City and County of Honolulu
- 3) Revised Ordinances for the City and County of Honolulu

University of Hawai'i

- 1) Board of Regents [11-5 Public Health, Safety and Security](#)
- 2) Executive Policy [E2.203 Plan for Emergency and Civil Defense Actions](#)
- 3) Executive Policy [E9.210 Workplace Non-Violence](#)
- 4) Administrative Policy [APM A9.730 Workplace Non-Violence Campus Procedures](#)
- 5) Community Colleges Policy [UHCCP 9.730 Workplace Non-Violence Programs](#)
- 6) Community Colleges Policy [UHCCP 11.500 Safety and Security Programs](#)

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MISSION

In alignment with the University of Hawai'i System Plan, the mission of KAPI'OLANI COMMUNITY COLLEGE is to prepare for and respond to an emergency or disaster incident in a well-organized, safe, effective, and timely manner to accomplish the following (by priority):

- | | |
|--------------|--|
| Priority I | Protect life and preserve property |
| Priority II | Assess and address threat to critical infrastructure and facilities |
| Priority III | Restore campus operational functions to normalcy and resume the delivery of educational programs |

CAMPUS-SPECIFIC THREATS, CATEGORIES, AND PLANNING PRIORITIES

This Campus Plan identifies and rates campus-specific threats within two distinct categories—natural and human-induced threats. However, it is possible for a normally-occurring natural threat to also be human-induced (e.g., a wildfire ignited from a spark from a roadside fire started by a discarded cigarette as opposed to a wildfire caused by a lightning strike). In such instances, planning activities must be conducted for wildfires in both categories.

Categories primarily assist in planning processes as it relates to available campus personnel and resources. As an example, most natural threats (e.g., hurricanes, tropical storms, distant-generated tsunami) generally have predictable thresholds with certain required actions whereby personnel can be recalled if they are not on campus. But, most human-induced threats often occur without predictable thresholds (e.g., active shooter, chlorine tank rupture) and may require certain urgent actions within timeframes that make it impractical to depend on the support of recalled off-campus personnel.

The rating of planning priorities (the numerical order of items listed below) is based on analyses conducted by KAPI'OLANI COMMUNITY COLLEGE'S Campus Crisis Management Team (CCMT) who considers factors such as probability and frequency of occurrence, statistical information from studies and reports, threat to life, and threat to property, to name a few.

The order in which the threats appear indicates the campus' priorities for developing strategies to address issues such as personnel shortages, budget/finance requirements, training/exercise needs, mitigation activities, and other issues that, if not addressed, could adversely affect response and evacuation capabilities.

The following are campus-specific threats in order of planning priorities for fiscal year 2015 (July 1, 2014 to June 30, 2015).

NATURAL THREATS TO CAMPUS

(listed by planning priority)

- 1) Hurricane
- 2) Tsunami

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- 3) Flood-Rain/Run-off
- 4) Earthquake
- 5) Wildfire
- 6) Landslide or Other Debris Displacement
- 7) Tornado, Meteorological Microburst, Waterspout
- 8) Flood from Riverine

HUMAN-INDUCED THREATS TO CAMPUS

- 1) Acts of Violence
 - a) Active Shooter
 - b) Workplace Violence/Domestic Violence
 - c) Improvised Explosive Device
 - d) Riot
 - e) Terrorist Attack
 - f) Hostages
- 2) Fire, Hazardous Materials
 - a) Fire-Structural
 - b) Hazardous Material Release
 - c) Fire-Equipment or Vehicle
- 3) Utility Outage
- 4) Pandemic
- 5) Sexual Harassment/Sex Offense
- 6) Public demonstration

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THE CAMPUS RESPONDERS

Generally, a responder is anyone who is either on-scene, approaches a scene to investigate a reported incident, approaches a scene to conduct an assessment, or approaches a scene to attend to the emergency. Because of the response complexities and responsibilities involved in campus public safety, KAPI`OLANI COMMUNITY COLLEGE has identified 3 major categories of Campus Responders who are trained and skilled to meet the needs of the Campus Community in an emergency incident.

All Campus Responders are responsible for conscientiously executing their duties according to campus policies and procedures. The Chancellor is responsible to ensure that all identified Campus Responders are provided with the adequate resources, essential supplies, equipment, and necessary time for training and exercising that are required to efficiently and effectively respond to and manage emergency incidents.

CAMPUS SECURITY DEPARTMENT PERSONNEL (PRIMARY RESPONDER)

The main role of Campus Security Department personnel in an emergency incident is to serve as the primary first line of response among the other identified Campus Responders which can include members of the Campus Crisis Management Team (CCMT) and capable Campus Security Authorities. Unless attending to an existing life-saving incident, Campus Security Department personnel shall cease normal, daily tasks and proceed to all emergency incidents or calls for emergency assistance. All calls shall be treated as an actual emergency or an actual need until otherwise confirmed to be down-graded or determined to be a false alarm.

Campus Security Department personnel are responsible for understanding and executing procedures set forth in the "CONCEPT OF OPERATIONS" below; and, for conducting self-assessments of personal knowledge, skills, abilities, and competencies to execute their duties. They are also responsible for participating in training, workshops, and other opportunities that will sustain or enhance performance capabilities.

CAMPUS CRISIS MANAGEMENT TEAM PERSONNEL (SECONDARY RESPONDER)

CCMT personnel can also serve as a Campus Responder. When necessary, CCMT personnel are summoned from their normal academic and administrative duties and are convened to manage incidents at the executive level. However, there may be instances when a CCMT member may be the first on-scene or may be called upon to support another Campus Responder or victim until additional assistance arrives.

CAMPUS SECURITY AUTHORITIES (TERTIARY RESPONDER)

Certain personnel, who, by their position and/or duties, have earned the distinction of being designated as a Campus Security Authority (CSA). When a CSA receives information of a crime or emergency, the CSA will report the incident to the Campus Security Department (or to 9-1-1

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Police if life safety is at risk). However, there may be instances when a CSA may be the first on-scene or be called upon to support another Campus Responder or victim until help arrives. Each CSA is responsible for attending initial training, requesting any needed refresher training, or asking for clarification if any of the CSA roles and responsibilities are unclear.

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CAMPUS EMERGENCY MANAGEMENT LEADERSHIP AND LEADERSHIP TEAM

CAMPUS EMERGENCY MANAGEMENT COORDINATOR

In an emergency incident or disaster, the primary role of Campus Emergency Management Coordinator (Campus EM Coordinator) is to directly assist the Campus Executive Representative and serve as the communication liaison between the Campus Executive Representative and Campus Emergency Management Center staff when required. For certain incidents the Campus EM Coordinator will be called upon to assist the Campus Crisis Management Team Leader.

During non-emergency periods, the Campus EM Coordinator is responsible for managing emergency management programs. Program activities can include, but are not limited to plan maintenance and updates, validate the plan (e.g., exercises), plan outreach and education (e.g., presentations, drills), and maintain open communication with the University of Hawai'i System's Emergency Management Coordinator.

CAMPUS INCIDENT COMMAND AND THE CAMPUS CRISIS MANAGEMENT TEAM

During an emergency incident or disaster, the primary role of the Campus Crisis Management Team (CCMT) is to assume the roles and responsibilities of Campus Emergency Management Center (CEMC) staff positions which are consistent with those positions detailed in the System Plan's command structure. The main objective is to manage emergencies in an orderly manner by following the principles of the National Incident Management System (NIMS) and implementing actions following the NIMS' guidelines on the Incident Command System (ICS).

During non-emergency periods, the CCMT's primary responsibility is to conduct annual threat assessments, to review and analyze post-incident "Hot Wash" and "After Action Review" reports, initiating any urgently needed proposed addendums to the Campus Response and Evacuation Plan (Campus Plan), to conduct formal annual reviews of this Campus Plan, and to submit recommended amendments to the Campus Plan to the Vice Chancellor for Administrative Services for approval.

ROLES AND RESPONSIBILITIES RELATED TO THE CCMT/CEMC LEADER

While the Chancellor has the final responsibility for ensuring the existence of a qualified, capable, and cohesive CCMT, the Vice Chancellor for Administrative Services has the responsibilities of identifying and designating personnel to the CCMT in addition to general oversight of CCMT activities.

The CCMT Leader will serve as the CEMC Leader. If the incident escalates and the First Responder agency establishes an Incident Command Center (ICC) or Unified Command Center (UCC), the CCMT Leader will assume a role in the ICC or UCC as the Campus Executive Representative. The CCMT alternate (or next alternate) will assume the position as the CEMC

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Leader and will coordinate campus actions, in addition to conducting any support activities to fulfill requests that are relayed from the ICC/UCC via the Campus Executive Representative.

QUALIFICATIONS OF THE CCMT/CEMC LEADER

As a measure to curb risks and liabilities, only the on-duty CCMT Leader who is physically on the campus can serve as the CEMC Leader. Additionally, only qualified personnel can be designated as a CEMC Leader and CEMC Staff (primary or alternate).

SEE APPENDIX A FOR CAMPUS EMERGENCY MANAGEMENT CENTER PERSONNEL
QUALIFICATIONS AND EQUIVALENCE GUIDELINES

PRIMARY CCMT/CEMC LEADER AND ALTERNATES

The Vice Chancellor (VC) for Administrative Services shall serve as the primary CEMC Leader for KAPI'OLANI COMMUNITY COLLEGE. The following is the list of designated CCMT alternates by order listed:

- 1) VC for Academic Affairs (1st alternate)
- 2) Dean for Arts and Sciences (2nd alternate)
- 3) Dean for Health Sciences (3rd alternate)
- 4) VC for Student Services (4th alternate)
- 5) Dean for Business, Legal, Technology, Hospitality (Vacant)

PRIMARY DUTIES OF THE ON-DUTY CCMT/CEMC LEADER & AUTHORITY

- 1) The Campus Crisis Management Team (CCMT) Leader shall have a means to track the on-campus availability of all CCMT members in order to efficiently and expeditiously convene and migrate to the Campus Emergency Management Center (CEMC) structure should the need occur.
- 2) The CCMT Leader will be the initial point of contact for all notifications of escalating campus incidents or campus incidents that have potential to escalate, in addition to being the initial point of contact for any other matters that involve the CCMT.
- 3) The CCMT Leader is responsible for maintaining open communication with the designated University of Hawai'i System Emergency Management Team Leader personnel to share information and strengthen relations.
- 4) The CCMT Leader, who is on-campus, is responsible to keep Campus Security Department personnel informed of his/her availability.
- 5) The CCMT Leader is responsible for convening CCMT members and has the authority to recall any other campus personnel as needed.
- 6) The CCMT Leader is responsible for activating the Campus Emergency Management Center (CEMC) when necessary; and, is responsible for assuming the position of CEMC Leader until transfer of command takes place.
- 7) Upon assuming the CEMC leadership the CEMC Leader has the authority to re-purpose campus facilities when required (e.g., under order of the Governor's emergency powers; under order of the Governor's Authorized Representative

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authorized by a Governor's State Emergency Declaration or Presidential Emergency Declaration).

FAILSAFE FOR CCMT LEADERSHIP

1. If no qualified CEMC Leader is available at the time of need, the best-qualified Campus Responder will act as the CEMC Leader and will be authorized to make campus executive decisions, take appropriate actions, or conduct personnel recall actions – all in good faith to prevent loss of life. The best-qualified Campus Responder in order of priority are the campus Safety and Security Director, Auxiliary Services Officer, other CCMT personnel, or designee from Campus Security personnel, or or any other employee who has been identified by the CCMT as possessing documented credentials that support actions of a Campus Responder.
2. Upon the arrival of the First Responder, the same Campus Responder (acting as the CEMC Leader) will conduct an official transfer of Incident Command to the First Responder. The Campus Responder may be asked to assume duties as a Campus Field Command Leader until additional First Responders arrive to assume Field Command operations. Once the First Responders are in place, the Campus Responder and available CCMT members shall provide any and all support and assistance to the First Responders until such time a formal Campus Emergency Management Center (CEMC) structure is established.

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FIRST-LINE CEMC STAFF

At minimum, a primary and 2 alternates shall be designated for the following first-line CEMC Staff. When necessary, roles may have to be combined. However, the Campus Public Information Officer position cannot be combined with any other position due to the high demands inherent in coordinating and disseminating accurate and timely information as well as controlling rumors to minimize unnecessary panic.

Campus Operations Section Chief

1. VC, Academic Affairs
2. Dept Chair, Language, Linguistics, and Literature (2nd Alternate)
3. Auxiliary Services Director and Assistant Director assist Operations Section and other CEMC Staff as necessary.

Campus Planning Section Chief

1. Dean, Arts & Sciences
2. Head Librarian (2nd Alternate)
3. Human Resources Director and Assistant Director assist Planning Section and other CEMC Staff as necessary.

Campus Logistics Section Chief

1. Director, OFIE
2. Dean, Health Academic Programs (2nd Alternate)
3. Fiscal Administrator (Fiscal Officer) and Assistant FA/FO assist Logistics Section and other CEMC Staff as necessary.

Campus Administrative/Finance Section Chief

1. Dept Chair, Culinary Arts
2. Fiscal Administrator (Fiscal Officer), Assistant FA/FO, and Business Office Staff assist Finance/Admin Section and other CEMC Staff as necessary.

Campus Public Information Officer

1. Dean, Community and College Relations
2. VC, Student Affairs (2nd Alternate)

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CAMPUS SECURITY AUTHORITIES

One of the Clery Act compliance measures requires a campus to establish and maintain a list of Campus Security Authorities. The primary role of a Campus Security Authority (CSA) is to be an available point of contact to any member of the Campus Community who needs help or wants to convey information of a crime or emergency.

ROLES AND RESPONSIBILITIES OF CAMPUS SECURITY AUTHORITIES

The Chancellor is responsible to ensure that ample resources are available to provide adequate training for all CSAs. The Vice Chancellor for Administrative Services is responsible to ensure that the CSA list is maintained and updated, to ensure that training sessions are made available for new CSAs; and, to ensure that refresher training sessions are available upon request for existing CSAs.

The responsibility of the CSA is to report, without fail, all criminal or emergency incidents or requests for assistance that have been brought to the CSA's attention whether directly, through an acquaintance, or through a person who has no relation to the affected person, victim, or the situation. The CSA shall report such incidents to the Campus Security Department in a timely manner so as to promulgate a timely warning (if needed) and to initiate any other actions as required by federal law (e.g., required actions under Title IX for incidents involving sexual harassment and sexual offenses). If Campus Security Department personnel are unavailable, any member of the Campus Crisis Management Team (CCMT) may receive the report and are responsible to initiate the timely warning and other federally mandated actions. If possessing the capability and skills, a CSA may take actions as a Campus Responder in the absence of Campus Security Department or Campus Crisis Management Team personnel.

IDENTIFYING CSA'S

The Vice Chancellor for Administrative Services is responsible for convening (at least twice a year before the fall and spring semesters) appropriate members of the CCMT for the purposes of reviewing the current list of CSAs and identifying new members of the Campus Community who need to be added to that list. KAPI'OLANI COMMUNITY COLLEGE has established the following criteria for determining what constitutes a prospective CSA. The campus criteria below exceed the minimum guidance set forth by the federal Clery Act:

1. University Campus Security Officers
2. Campus personnel or offices designated under campus policy as those to whom crimes should be reported
3. Non-police security staff responsible for monitoring institutional property
4. Campus officials with significant responsibility for student and campus activities
5. Administrative support personnel who, by the nature of their position, places them in direct contact with the Campus Community affairs on a regular basis.

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CAMPUS PUBLIC SAFETY COMMITTEE

The KAPI'OLANI COMMUNITY COLLEGE'S Campus Public Safety Committee (CPSC) is a multi-disciplined group tasked to ensure that the public safety needs and requirements of the campus community are being met.

DETERMINING CAMPUS PUBLIC SAFETY COMMITTEE REPRESENTATION

The Chancellor is responsible for determining what constitutes the most practical, but, widest representation for the Campus Public Safety Committee (CPSC). The Vice Chancellor for Administrative Services is responsible for identifying and designating appropriate personnel who have earned the distinction of serving on the CPSC. The Campus Emergency Management (Campus Safety) Coordinator is responsible for convening and leading meetings; and, recording all activities of the CPSC.

The CPSC personnel must possess adequate levels of authority to represent their department, section, campus organization, or embedded campus team or focus group within the following areas:

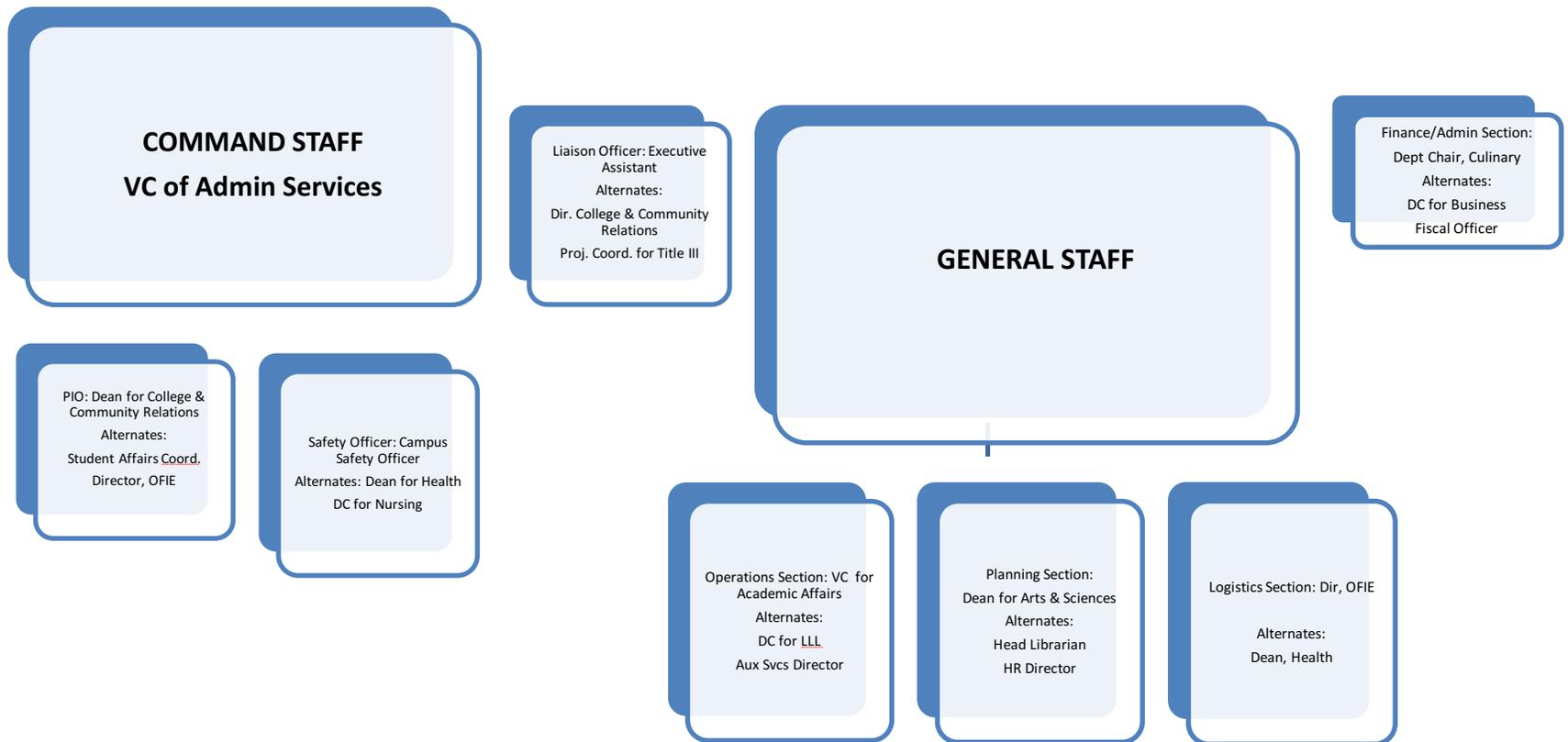
1. Campus Security
2. Behavioral Intervention Team led by the mental health counselor
3. Human Resources
4. Academics
5. Facilities.
6. VC for Student Services
7. Faculty Senate
8. Student Government

GENERAL DUTIES OF THE CPSC:

1. Conducting meetings at least once a month or as necessary to exchange information and intelligence with regard to campus public safety;
2. Conducting surveys of the Campus Community at least once every academic year to determine if the campus community's safety and security expectations are being met and developing and proposing initiatives or programs to minimize the gaps.
3. Making other recommendations to the Chancellor on matters that promulgate enhancements in public safety plans, policies, and practices.
4. Providing a forum for event debriefings
5. Conducting surveys following an event if appropriate in relation to policy, procedures, and effective communications (survey monkey).

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CAMPUS EMERGENCY MANAGEMENT CENTER ORGANIZATION CHART



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CAMPUS CONCEPT OF OPERATIONS

DISCOVERY OF AN EMERGENCY OR POTENTIAL EMERGENCY

Emergency incidents are brought to the attention of a Campus Responder in the following manner:

1. On-scene discovery by Campus Security Department personnel
2. In-person notification to Campus Security Department personnel who are on patrol
3. In-person notification at the Campus Security Department office
 - Kapi'olani Community College, Olopuia 103
4. Direct phone call to the Campus Security Department 24/7. Direct number:
 - (808) 734-9900
5. Campus Code Blue Emergency Phone Stations (generates a direct call to the Campus Security Department)
6. Radio or other interoperable communication device utilized by Campus Security Department and Campus Crisis Management Team personnel

INITIAL CAMPUS RESPONDERS AND ON-SCENE PRIORITIES

Campus Security Department is the primary, designated Campus Responders for emergency incidents. There may be occasions when a member of the Campus Crisis Management Team or a trained (minimum level of training NIMS 100 & 200) and designated Campus Security Authority may be called upon to act as the Campus Responder or act in an assisting capacity to the Campus Security Department personnel. Based on their designations, all of these personnel have the responsibility to ensure that any request for assistance or report of an emergency incident receives prompt and proper attention.

1. On-scene priorities and immediate actions (generally)
2. On approach to the scene, assess the area for immediate safety issues (danger to self and others)
3. At the scene, conduct an assessment to determine:
4. Type of incident (Type 1, 2, or 3 as identified in Section C below)
5. Command and control requirements
6. Evacuation or sheltering requirements
7. Determine any assistance requirements
8. Need for on-scene assistance
9. Need for assistance in notifying:
10. Internal emergency response components (e.g., other Campus Security Department personnel, Campus Crisis Management Team personnel)
11. External first responder components (police, fire, ambulance; service provider agencies)
12. Convey all information to other available Campus Security Department personnel or the on-duty Campus Crisis Management Team Leader
13. After confirming that the above information has been received, initiate any required life-saving actions.

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This section delineates

1. actionable thresholds (based on the type of incident);
2. the command and control authorities and areas of responsibilities based on the type of incident; and,
3. clear protocols and methodologies for communication.

See Annexes at the end of this document for details, by threat, of minimum departmental response actions required throughout the entire duration of an emergency. Departmental task lists are broken down into the 4 phases of emergency management, identifies specific functions, and the specific responsible person or persons to oversee those functions to completion.

The following 3 sub-sections have been separated by page breaks to enable quick reference. Each sub-section contains the following components:

1. Definition of a Type (__)Incident
2. Severity Level Designation
3. First On-Scene Command and Control Actions for a Type (__) Incident
4. Next on Scene Command and Control Actions
5. Convening the Campus Crisis Management Team
6. Activation of the Campus Emergency Management Center (CEMC)
7. Expansion of the CEMC
8. Contraction of the CEMC
9. On-Scene Incident Close-Out for Type (__) Incidents and De-Activation of the CCMC

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INCIDENT TYPES AND DESCRIPTIONS

TYPE 1 INCIDENT

1. Definition of a Type 1 Incident
 - a. The Type 1 incident is localized or in a small area and can be quickly resolved with existing campus resources and utilizes limited University of Hawai'i System resources or little assistance from outside agencies.
 - b. There is little to no impact to the campus personnel or to the normal campus operations outside the locally affected area.
2. Severity Level Designation for a Type 1 Incident
 - a. Minor Incident (System Plan)
 - b. Minor (Common Alert Protocol)
 - c. Minimal to no known threat to life or property
 - d. Certainty level for incident escalation is "Unlikely" (not expected to occur)
 - e. Level of "Certainty" for Incident Escalation (Common Alert Protocol)

Though rare, it is possible for a Type 1 "Minor" to quickly escalate to a Type 2 or Type 3 incident.

The following shall be used to determination the level of "certainty" for incident escalation (the terminology below will aid in the delivery of the proper public message through the national Integrated Public Alert and Warning System):

- "Possible" (escalation probability is less than 50%)
- "Likely" (escalation probability is greater than or equal to 50%)
- "Observed" (escalation determined to have occurred or to be ongoing)

3. First On-Scene Command and Control Actions for a Type 1 Incident
 - a. Responsibilities of the First on Scene for a Type 1 Incident
 - If the incident is Type 1, the Campus Responder will assume Incident Command leadership as the first on the scene.
 - The Campus Responder is responsible for assessing the scene for potential life-safety issues and, if the situation dictates, notifying others before engaging in the necessary campus response actions. It is imperative that the Campus Responder conveys any need for on-scene assistance, assistance in notifying the First Responders, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
 - If no other Campus Security Department personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying First Responders and the CCMT Leader (or next alternates).

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INITIAL FIELD NOTIFICATION PROTOCOLS AND METHODOLOGY FOR A TYPE 1 INCIDENT

- Person-to-person voice communication (phone) or radio acceptable means of communication under certain circumstances. No email shall be utilized to conduct emergency notifications to the CCMT Leader.
- If the incident does not involve people, voice communication (person-to-person; voice message) or radio may be utilized to contact the CCMT Leader. If the CCMT Leader cannot be reached within 10 minutes, the next alternates can be contacted utilizing voice communication or radio. Response from the first alternate must occur within 2 minutes; otherwise, contact of the next alternates must commence utilizing only person-to-person voice communication.
- If the incident involves people, utilize only person-to-person voice communication to contact the CCMT Leader or any of the next alternates.

1. Next on Scene Command and Control Actions for a Type 1 Incident

a. Arrival of Others On-Scene

- i. When additional Campus Responders arrive, campus command will transfer to the best-qualified Campus Responder who will retain Campus Incident Command leadership unless circumstances of the incident dictate otherwise.
- ii. If first responders are called upon in a Type 1 incident, the first responder will assist in determining whether Incident Command should remain with the campus or transfer to the first responder agency. Generally, the Campus Responder retains command and control over the incident because the first responder's duration of service is short-term. If for some reason, the command and control of a Type 1 incident is transferred to the first responder, the Campus Responder is responsible for immediately informing the CCMT Leader (or alternate) of the decision.
- iii. If incident escalation merits the activation of the Campus Emergency Management Center, the Campus Responder/Leader will transfer command to the CCMT Leader when the CEMC is established and populated. The Campus Responder/Leader will then assume the Field Command until the arrival of the first responder.

CONVENING THE CAMPUS CRISIS MANAGEMENT TEAM FOR A TYPE 1 INCIDENT

Generally, most Type 1 incidents do not require any formal convening of the CCMT. For the majority of Types 1 incidents, an on-scene Campus Incident Command System structure for single resource response that is managed by the Campus Responder may be sufficient. However, if escalation occurs, the convening processes will need to be consistent with the type of escalated incident (Type 2 or Type 3).

1. Activation of the Campus Emergency Management Center (CEMC) for a Type 1 Incident will follow the procedures consistent with the type of escalated incident (Type 2 or Type 3).

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procedures consistent with the type of escalated incident (Type 2 or Type 3),
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- a. Generally, formal activation of the Campus Emergency Management Center (CEMC) for a Type 1 incident is not necessary. However, the Campus Responder may call upon others for assistance that will likely fulfill duties consistent with the Command Staff positions for Operations, Logistics, and the Public Information Officer.
 - b. Should a Type 1 incident escalate or the Campus Responder/Leader determine the potential for escalation, the CCMT Leader will be responsible for immediately convening the appropriate, available CCMT personnel and/or recalling additional personnel and activating the CEMC.
 - c. If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder /Leader until the position of the CEMC Leader is filled.
 - d. Responsibilities and transfers of command upon activation of the CEMC will follow the procedures consistent with the type of escalated incident (Type 2 or Type 3).
 - e. If the CEMC is activated, the required notifications and updates to system-level personnel will follow the procedures consistent with the type of escalated incident (Type 2 or Type 3).
2. Expansion of the CEMC
- a. The CCMT Leader is responsible for expanding and populating the CEMC in a manner that is consistent with the type of escalated incident (Type 2 or Type 3).

3. Contraction of the CEMC

If the CEMC was established, the decisions and actions for structure contraction must be consistent with the type of escalated incident (Type 2 or Type 3).

- a. On-Scene Incident Close-Out for a Type 1 Incident or De-Activation of the CEMC
- b. Provided no formal CEMC was established, the incident can be closed on-scene by the Campus Responder.
- c. A hot wash and after action review will only be necessary for Type 1 incidents that have been identified as requiring such actions (refer to the section on "HOT WASH & AFTER ACTION REVIEW REQUIREMENTS" for guidance).
- d. If the CEMC was established, the decisions and actions for de-activation and follow-on activities must be consistent with the type of escalated incident (Type 2 or Type 3).

SEE APPENDIX (5) FOR EXAMPLES OF TYPE 1 INCIDENTS

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TYPE 2 INCIDENT

1. Definition of a Type 2 Incident
 - a. The Type 2 incident disrupts a sizable portion of the Campus Community and requires some coordinated resources from the University of Hawai'i System and from outside agencies.
 - b. A Type 2 event could also include a small area of the surrounding community.

2. Severity Level Designation for a Type 2 Incident
 - a. "Emergency" (System Plan)
 - b. "Moderate" or "Severe" (Common Alert Protocol)
 - a. Type 2 "Moderate" (possible threat to life or property)
 - b. Type 2 "Severe" (significant threat to life or property)
 - c. Level of "Certainty" for Incident Escalation (Common Alert Protocol)

It is possible for a Type 2 "Moderate" to quickly escalate to a Type 3 "Extreme" incident (extraordinary threat to life or property; "Extreme" is Common Alert Protocol terminology).

The following shall be used to determination the level of "certainty" for incident escalation (the terminology below will aid in the delivery of the proper public message through the national Integrated Public Alert and Warning System):

- "Possible" (escalation probability is less than 50%)
- "Likely" (escalation probability is greater than or equal to 50%)
- "Observed" (escalation determined to have occurred or to be ongoing)

3. First On-Scene Command and Control Actions for a Type 2 Incident
 - a. Responsibilities of the First on Scene for a Type 2 Incident
 - i. If the incident is Type 2, the Campus Responder will assume Incident Command leadership as the first on the scene.
 - ii. The Campus Responder is responsible for assessing the scene for potential life-safety issues and, if the situation dictates, notifying others before engaging in the necessary campus response actions. It is imperative that the Campus Responder conveys any need for on-scene assistance, assistance in notifying the First Responders, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
 - iii. If no other Campus Security Department personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying First Responders and the CCMT Leader (or next alternates).

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INITIALS AND NOTIFICATION PROTOCOLS AND NETWORK LOGS, TYPE 2 INCIDENT

- a. Person-to-person voice communication (phone) or SMS/text are acceptable means of communication under certain circumstances. No email shall be utilized to conduct emergency notifications to the CCMT Leader.
 - b. If the incident does not involve people, voice communication (person-to-person; voice message) or SMS/text may be utilized to contact the CCMT Leader. If the CCMT Leader cannot be reached within 2 minutes, the next alternates will be contacted utilizing only person-to-person voice communication.
 - c. If the incident involves people, utilize only person-to-person voice communication to contact the CCMT Leader or any of the next alternates.
1. Next on Scene Command and Control Actions for a Type 2 Incident
 - a. Arrival of Others On-Scene
 - i. When additional Campus Responders arrive, Campus Incident Command will transfer to the best qualified Campus Responder who will retain Campus Incident Command leadership until the separate Campus Emergency Management Center structure is established and populated.
 - ii. If incident escalation merits the activation of the Campus Emergency Management Center, the Campus Responder/Leader will transfer command to the CCMT Leader when the CEMC is established and populated. The Campus Responder will then assume the Field Command until the arrival of the first responder. When the first responder assumes Field Command, the Campus Responder will assume a support role to the first responder.
 - b. If the CCMT Leader establishes only a 1- or 2-person monitoring cell, the Campus Responder will retain Campus Incident Command leadership until such time a formal CEMC structure is established and populated. All actions of the monitoring cell must go through the Campus Responder/Leader.

CONVENING THE CAMPUS CRISIS MANAGEMENT TEAM FOR TYPE 2 INCIDENTS

For all Type 2 incidents, the CCMT Leader is responsible for convening appropriate members of the CCMT in order to establish a Campus Emergency Management Center (CEMC) which is structured for single resource management.

Note: For Type 2 incidents (except for the optional monitoring cell), the Campus Responder must not be expected to concurrently retain Campus Incident Command leadership and conduct the multitude of tasks required of the Campus Responder.

1. Activation of the Campus Emergency Management Center (CEMC) for Type 2 Incidents.
 - a. The CCMT Leader is responsible for establishing the CEMC in a timely manner to ensure that non-scene; essential functions are accomplished and tracked properly. Most of the initial CEMC activities at the onset of a Type 2 incident will likely fulfill duties that are consistent with the Command Staff positions for Operations, Public Information, Planning, and Logistics (in order of priority).
 - b. If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to

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convene available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder /Leader until the position of the CEMC Leader is filled.

c. Optional CEMC Monitoring Cell Structure for Certain Type 2 Incidents

In some instances (e.g., a hurricane watch that is at 50% "Likely" to escalate to a warning), it is acceptable to establish only a 1- or 2-person monitoring cell to serve as the separate CEMC structure.

The monitoring cell will complete all the initial CEMC facility set-up, conduct notifications for "stand-by" personnel, and maintain situational awareness. Should the monitoring cell receive confirmation that escalation will occur, the CCMT Leader will be contacted immediately in order to readily expand the CEMC staff structure to the appropriate level. While the monitoring cell is active, the Campus Responder retains the Campus Incident Command leadership until such time a formal CEMC structure is established. All monitoring cell actions must go through the Campus Responder/Leader.

RESPONSIBILITIES AND TRANSFERS OF COMMAND

1. The Campus Responder is responsible for conveying field response needs to the CCMT Leader.
2. The CCMT Leader is responsible for convening the appropriate members of the CCMT to populate the CEMC based on the field response needs conveyed by the Campus Responder (as opposed to what the CCMT Leader believes/thinks the needs should be).
3. Upon establishment of the CEMC, the Incident Command leadership will transfer to the CCMT Leader unless the first responder has already established an ICC or UCC.
4. When the first responder agency establishes its ICC or UCC, the CCMT Leader will report to the ICC or UCC as the Campus Executive Advisor. The alternate CCMT Leader will assume leadership duties in the CEMC.
5. If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene retains the Campus Incident Command leadership until the arrival of the first responder.
6. Upon establishment of the first responder ICC or UCC, the best qualified CCMT member will act as a liaison for the campus in the ICC or UCC. Liaison requests will go through the Campus Responder/Leader as long as there is an absence of a qualified CCMT Leader.
7. Re-positioning campus personnel will take place when the CCMT leadership assumes the respective, required positions (primary becomes the Campus Executive Representative in the ICC/UCC; the alternate CCMT Leader assumes CEMC leadership).

REQUIRED INITIAL NOTIFICATIONS TO UH SYSTEM EMERGENCY MANAGEMENT TEAM LEADER FOR TYPE 2 INCIDENTS

1. The CCMT Leader (or designee) is responsible for immediately notifying and briefing the persons listed below upon learning of the incident escalation. The System Emergency Management Coordinator is responsible for providing the campuses with a current call list (primary and alternate points of contact). The Campus Emergency Management Coordinator is responsible for disseminating the UH System call list to the CCMT Leader and alternates.
2. At minimum the following must be notified:
 - a. University System EMT Leader

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- b. Community Colleges System Executive In-Charge
- c. UH President, External Affairs and University Relations

Person-to-person voice communication (phone) or SMS/text are acceptable means of communication, provided confirmation can be obtained by the primary System point of contact within 5 minutes. If the primary point of contact is not available, alternates must be contacted utilizing only person-to-person voice communication (phone).

EXPANSION AND CONTRACTION OF THE CEMC IN TYPE 2

- a. Expansion of the CEMC

Should an incident upgrade from a Type 2 to a Type 3 (or the Type 2 indicates fast-rising percentages to upgrade to a Type 3), the CEMC Leader is responsible for expanding the CEMC based on the growing on-scene support requirements (as opposed to what the CEMC Leader believes/thinks the expanding needs should be).

- a. If no first responder was required for the Type 2 incident, the Campus Responder will determine the growing support requirements.
- b. If a first responder was summoned and no ICC/ UCC were established, the first responder will determine the growing support requirements.
- c. If a first responder ICC/UCC is already established with a designated Field Command component, the Field Commander will determine the growing support requirements which will be conveyed to the campus through the Campus Executive Representative in the ICC/UCC.

- b. Contraction of the CEMC

The CEMC Leader has the authority to contract the CEMC structure based on the lessening on-scene support requirements as conveyed by the same on-scene components that determined expansion (see above).

- a. On-Scene Incident Close-Out for Type 2 Incidents and De-Activation of the CCMC
 - i. The ICC/ UCC Commander is responsible for making the final determination to close out all on-scene activities based on the recommendations of the first responder Field Command as reported to the Operations Section Chief. If command and control was retained by the campus, the CEMC Leader is responsible for making the final determination to close out all on-scene activities based on the recommendations of the most qualified on-scene responder which can be a first responder or a Campus Responder.
 - ii. For a Type 2 incident, appropriate components of the Campus Emergency Management Center structure must remain active until at least 50% of recovery activities are complete, unless circumstances justify otherwise. The CEMC positions can be minimized to a monitoring team to continue to track recovery activities (and be prepared should threat recur or a new threat occur). Upon de-activation of the CEMC, the departments/offices that have remaining recovery tasks will assume responsibility for tracking their activities and will be responsible for submitting final documentation to the designated personnel whose CEMC duties were consistent with the Finance/Administration Section Chief.

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- iii. A hot wash and after action review is required for all Type 2 incidents – even for a Type 2 monitoring cell (refer to the sections on "HOT WASH & AFTER ACTION REVIEW REQUIREMENTS" for guidance).

SEE APPENDIX (5) FOR EXAMPLES OF TYPE 2 INCIDENTS

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TYPE 3 INCIDENT

1. Definition of a Type 3 Incident
 - a. The Type 3 incident disrupts a sizable portion of the Campus Community and requires substantial amount of coordinated resources from the University of Hawai'i System and from outside agencies.
 - b. A Type 3 event can have serious to catastrophic consequences for critical campus functions and/or life safety and can significantly impact a wide area of the surrounding community.
2. Severity Level Designation for a Type 3 Incident
 - a. "Disaster" (System Plan)
 - b. "Extreme" (Common Alert Protocol)
 - i. Extraordinary threat to life or property
 - ii. Incident may have been re-classified from a Type 1 "Minor" or Type 2 "Moderate"/"Severe that escalated to a Type 3 "Extreme"
 - c. Level of "Certainty" for Incident Escalation (Common Alert Protocol)
 - d. Not applicable. The incident reached the maximum level of escalation.
3. First On-Scene Command and Control Actions for a Type 3 Incident
 - a. Responsibilities of the First on Scene for a Type 3 Incident
 - i. If the incident is Type 3, the Campus Responder will assume Incident Command leadership as the first on the scene.
 - ii. The Campus Responder is responsible for assessing the scene for potential life-safety issues and immediately notifying others before engaging in the necessary campus response actions. It is imperative that the Campus Responder conveys any need for on-scene assistance, assistance in notifying the First Responders, and assistance in notifying the Campus Crisis Management Team (especially if a timely warning is merited).
 - iii. If no other Campus Security Department personnel are available to assist on-scene or to assist in conducting notifications, the Campus Responder is responsible for directly notifying the First Responders and the CCMT Leader (or next alternates).

INITIAL FIELD NOTIFICATION PROTOCOLS AND METHODOLOGY FOR A TYPE 3 INCIDENT

- a. For a Type 3 incident, person-to-person voice communication (phone) is the only acceptable means of communication. No SMS/text email shall be utilized to conduct emergency notifications to the CCMT Leader.
 - b. Utilize only person-to-person voice communication to contact any of the next alternates.
-
1. Next on Scene Command and Control Actions for a Type 3 Incident

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- a. If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, the First Responder may or may not have assumed Field Command leadership. If the Campus Responder retained Field Command leadership, the Campus Responder will immediately transfer Field Command leadership to the First Responder.
- b. If the Type 3 incident occurs suddenly, the following applies:
 - i. When additional Campus Responders arrive, Campus Incident Command leadership will transfer to the best qualified Campus Responder who will retain leadership until the separate Campus Emergency Management Center structure is established and populated.
 - ii. When the CEMC is established and populated. The Campus Responder will then assume the Field Command until the arrival of the first responder. When the first responder assumes Field Command, the Campus Responder will assume a support role to the first responder.

CONVENING THE CAMPUS CRISIS MANAGEMENT TEAM FOR TYPE 3 INCIDENTS

1. For Type3 incidents, the CCMT Leader is responsible for convening all available members of the CCMT and recalling additional personnel in order to establish a Campus Emergency Management Center (CCMC) which is structured for multi-agency resource management.
2. If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, the CCMT Leader will have already convened some (or all available) members of the CCMT and activated the CEMC (structured for multi-agency resource management). The CEMC Leader will take action to convene the remaining available CCMT personnel in order to expand the CEMC structure for multi-agency resource management.
3. If the Type 3 incident occurs suddenly, the CCMT Leader is responsible for immediately convening all available CCMT personnel and recalling additional personnel in order to establish a CEMC structure for multi-agency resource management.
4. If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder /Leader until the position of the CEMC Leader is filled.
5. Activation of the Campus Emergency Management Center (CEMC) for Type 3 Incidents.
 - a. The CCMT Leader is responsible for immediate activation of the CEMC and populating it to the fullest extent possible in order to meet the high demands of coordination and communication in a Type 3 incident. Most of the initial CEMC activities at the onset of a Type 3 incident will likely fulfill duties that are consistent with the Command Staff positions for Operations, Public Information, Logistics, and Planning (in order of priority).
 - b. If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene will retain Campus Incident Command leadership and has the authority to convene all available CCMT members and activate the CEMC. The best qualified CCMT member will assume the role as a Campus Executive Advisor to the Campus

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Responder/Leader. All other supporting CCMT personnel will receive instruction through the Campus Responder /Leader until the position of the CEMC Leader is filled.

RESPONSIBILITIES AND TRANSFERS OF COMMAND

If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, most of the transfers of command will have taken place and expansion of the CEMC will be required.

1. If the Type 3 incident occurs suddenly, the following apply:
 - a. The Campus Responder is responsible for conveying initial field response needs to the CCMT Leader.
 - b. The CCMT Leader is responsible for convening all available members of the CCMT to populate the CEMC based on the field response needs conveyed by the Campus Responder (as opposed to what the CCMT Leader believes/thinks the needs should be).
 - c. Upon establishment of the CEMC, the Incident Command leadership will transfer to the CCMT Leader unless the first responder has already established an ICC /UCC.
 - d. When the first responder agency establishes its ICC or UCC, the CCMT Leader will report to the ICC or UCC as the Campus Executive Advisor. The alternate CCMT Leader will assume leadership duties in the CEMC.
 - e. If there is no qualified CCMT Leader available, the best qualified Campus Responder on-scene retains the Campus Incident Command leadership until the arrival of the first responder.
 - f. Upon establishment of the first responder ICC or UCC, the best qualified CCMT member will act as a liaison for the campus in the ICC or UCC. Liaison requests will go through the Campus Responder/Leader as long as there is an absence of a qualified CCMT Leader.
 - g. Re-positioning campus personnel will take place when the CCMT leadership assumes the respective, required positions (primary becomes the Campus Executive Representative in the ICC/UCC; the alternate CCMT Leader assumes CEMC leadership).

REQUIRED INITIAL NOTIFICATIONS TO UH SYSTEM EMERGENCY MANAGEMENT TEAM LEADER FOR TYPE 3 INCIDENTS

1. The CCMT Leader (or designee) is responsible for immediately notifying and briefing the persons listed below upon learning of an escalated Type 1 or Type 2 incident to a Type 3 incident; or, upon learning a Type 3 incident. The System Emergency Management Coordinator is responsible for providing the campuses with a current call list (primary and alternate points of contact). The Campus Emergency Management Coordinator is responsible for disseminating the UH System call list to the CCMT Leader and alternates.
2. At minimum the following must be notified:
 - a. University System EMT Leader
 - b. Community Colleges System Executive In-Charge
 - c. UH President, External Affairs and University Relations

Person-to-person voice communication (phone) is the only acceptable means of communication to conduct the initial notification to the primary point of contact or alternate(s) if the primary cannot be reached.

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EXPANSION AND CONTRACTION OF THE CEMC IN TYPE 3

1. Expansion of the CEMC

If the Type 3 incident is a result of an escalated Type 1 or Type 2 incident, the First Responder will have assumed Field Command leadership and will be responsible for determining the growing support requirements. If there is no Campus Executive Representative in the First Responder ICC (or if the ICC was not established), the Campus Responder will relay the growing support requirements to the CEMC Leader who will initiate measures to expand the CEMC structure.

For a Type 3 incident that occurs suddenly, the Campus Responder is responsible for determining conveying the initial scope of support requirements and what the Campus Responder believes will be the growing support requirements. The CCMT Leader is responsible for taking appropriate actions to meet the immediate support needs.

2. Contraction of the CEMC

In a Type 3 incident, the Campus Executive Representative in the ICC/UCC has the authority to contract the CEMC structure based on the lessening on-scene support requirements as conveyed by the ICC/UCC field components. When the ICC/UCC de-activates the CEMC Leader has the authority to contract the CEMC.

3. On-Scene Incident Close-Out for Type 3 Incidents and De-Activation of the CEMC

- a. The ICC/ UCC Commander is responsible for making the final determination to close out all on-scene activities based on the recommendations of the first responder Field Command as reported to the Operations Section Chief. Upon the de-activation of the ICC/UCC, the Campus Executive Representative will either return to the CEMC to receive transfer of command as the CEMC Leader or take other actions as the situation dictates.
- b. If the ICC/UCC closes out First Responder activities and campus circumstances dictate need, the CEMC Leader has the authority to continue on-scene activities which involve the Campus Responders. The Campus Responders will assume Field Command leadership.
- c. For a Type 3 incident, appropriate components of the Campus Emergency Management Center structure must remain active until at least 35% of recovery activities are complete, unless circumstances justify otherwise. The CEMC positions can be minimized to a monitoring team to continue to track recovery activities (and be prepared should threat recur or a new threat occur). Upon de-activation of the CEMC, the departments/offices that have remaining recovery tasks will assume responsibility for tracking their activities and will be responsible for submitting final documentation to the designated personnel whose CEMC duties were consistent with the Finance/Administration Section Chief.
- d. A hot wash and after action review is required for all Type 3 incidents (refer to the sections on "HOT WASH & AFTER ACTION REVIEW REQUIREMENTS" for guidance).

SEE APPENDIX (5) FOR EXAMPLES OF TYPE 3 INCIDENTS

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RECOVERY / RETURN TO NORMALCY

1. Recovery Responsibilities

Each affected department, office, or individual will be responsible to engage in, assist with, or lend support to activities that help recover from the incident and lessen the time required to return to normal operations.

2. Documenting Recovery Activities

- a. Documentation of recovery activities is required for Type 2 and Type 3 incidents.
- b. Documentation for Type 1 incidents requires, at minimum, documentation of use of resources which have regulatory, procedural implications, as well as cost and inventory implications.

3. Documentation Submission

- a. Type 2 and Type 3 documentation are to be submitted to the Campus Emergency Management Coordinator (Campus EM Coordinator) through their immediate supervisor. The Campus EM Coordinator is responsible for assisting the Campus Emergency Management Center Leader or designee in the compilation of documentation for submission to the appropriate entity.
- b. Type 1 documentation can remain internal to the department, office, or individual unless otherwise required.

COMMUNICATION PROTOCOLS FOR ALL TYPES OF INCIDENTS

1. Establishing Early Communication

Establishing early communication is a requirement and must follow the proper lines of communication based on the chain of command processes set forth in the National Incident Management System's Incident Command System (ICS).

2. Maintaining Regular and Broad-Range Communication

Maintaining regular and broad-range communication is required for any Type 2 or Type 3 incident. Type 2 incidents are included in this mandate because of the potential to escalate quickly, it is imperative that the University of Hawai'i stakeholders at the system- and campus-level are provided with sufficient, advance situational awareness. Such awareness will assist personnel in prioritizing and organizing their day-to-day activities to ensure quick response should an incident escalate. This communication methodology also applies for reverse situations, where the University of Hawai'i System Emergency Management Team is managing an incident that has the potential to affect another campus or multiple campuses.

3. Maintaining a Current Call List

The Campus EM Coordinator is responsible for disseminating the current call list of system-level points of contact (primary and alternates) who will receive the situation reports. During an incident in which the Campus Emergency Management Center has not been activated, the

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Campus Crisis Management Team Leader is responsible for establishing initial direct communication with the System Emergency Management Team Leader.

4. Confirming Communication

If other means (other than person-to-person voice communication) is utilized, communication must be confirmed and NOT assumed to have been received.

5. Documentation of all Communication

The Campus Crisis Management Leader (or Campus Emergency Management Center Leader) has the final responsibility to ensure that there are adequate means to document all essential communication – whether through the use of computers or hand-written by support personnel. At minimum, documentation must include date and time of communication, method of communication, person sending information, person confirming receipt of information, and the message or content of message.

TIMELY WARNING (WHAT IS IT?)

Under federal Clery Act guidelines, "timely warning" is the issuance of an emergency message under circumstances that have "imminent or impending threat" to the Campus Community.

Issuing a timely warning is a campus responsibility. Therefore, as with all other executive-level, emergency decision-making processes, all discussion and activities leading to the dissemination of the timely warning must be conducted only by those who are on campus and those who have first-hand knowledge of the entirety of circumstances. Remote communication and coordination is not an acceptable practice as it is highly inefficient and highly vulnerable to information/communication gaps, which all contribute to significant time loss or erroneous warning messages.

1. Personnel Responsibilities

Because the Campus Crisis Management Team (CCMT) Leader has final responsibility for timely warning, it is incumbent upon all CCMT members to avoid deviation from timely warning processes. Any external interference in campus timely warning processes must be halted immediately. In accordance with the National Incident Management System's "Incident Command System," rank or position status of the external source of interference has no standing in emergency processes. Such instances of interference must be documented and is required to be presented during the formal incident After Action Review.

2. Legal and Financial Implications

A failure to follow timely warning processes may result in the delay of a timely warning and exposure of the campus to liability issues – not to mention assessed fines for Clery Act non-compliance.

3. Exceptions that May Prevent a Timely Warning

The Campus Responder is responsible for using professional judgment to ensure that the warning notification will not compromise any effort to assist a victim, not compromise efforts to contain the emergency situation and not compromise any other response that would mitigate

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the emergency. If professional judgment of the Campus Responder determines that any of those compromising situations are prevalent, the warning notification must be withheld. The Vice Chancellor for Administrative Services is responsible for informing those who are tasked with timely warning duties of this protocol for exceptions.

4. Additional exceptions that may prevent a timely warning are for crimes that are reported to pastoral personnel or professional counselors, providing that best judgment prevails when life safety is at stake.
5. FERPA Exemption and Access to Protected Information

The Family Educational Rights and Privacy Act (FERPA) DOES NOT APPLY under the circumstances listed below.

After receiving information of the priority for life safety, any individual who interferes with the release of protected information for a timely warning requirement will be immediately removed by the Campus Crisis Management Team (CCMT) Leader from such decision-making activities. The CCMT Leader will, then, have the authority to direct any available personnel in the records section to access information. If there is no qualified CCMT Leader at the time, the best qualified Campus Responder will have the authority to take such actions. The Vice Chancellor for Administrative Services is responsible for follow-on education of those who require more information on FERPA exceptions and the transfer of authority under certain circumstances.

- a. As a quick guide:
 - i. In the case of an emergency, information that is normally protected under FERPA can be released without consent when needed to protect the health and safety of others.
 - ii. If institutions utilize information from the records of the Campus Security Department, FERPA is not implicated as those records are not protected by FERPA.
 - iii. This policy will abide by FERPA and HIPPA in planning and application with the exemptions above.
6. Utilizing All Available Means to Issue a Timely Warning

The Clery Act requires a campus to utilize all available means to disseminate a timely warning. KAPI'OLANI COMMUNITY COLLEGE utilizes the following to disseminate timely warning messages:

- a. UH ALERT SMS/Text
 - b. UH ALERT Email Broadcast
 - c. Code Blue emergency station reverse calls and enunciators (loud speakers)
 - d. When applicable, the fire alert system enunciators
 - e. When applicable, cooperation with radio and television media
7. Decision Criteria for a Timely Warning

Every incident has different circumstances that will influence what type of message is disseminated. When in doubt, "timely" should be elected.

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- a. What kind of threat is it? (active shooter, fire, flood, building collapse, etc.)
- b. What is the nature of the hazard? (a person or persons, gaseous, liquid, etc.)
- c. Is it fast moving/escalating; spreading quickly? (note wind direction and speed with airborne threats)
- d. Can the result of exposure to the hazard be treated? (some toxins have irreversible effects)
- e. Who or what is at risk and how close are they? (populated open area, buildings with/without air handlers, downwind area, etc.)
- f. Are there special needs populations? (need warn sooner if population needs extra time to evacuation or relocate)
- g. What is the potential for the situation to escalate and expose a greater portion of the campus?
- h. How many will be exposed before the situation is controlled?

UH ALERT SYSTEM AND TIMELY WARNING

(And, how is the Campus Community warned of imminent or impending threat)

The federal Clery Act requires every Title IV institution to have, without exception, emergency response and evacuation procedures in response to emergency and dangerous situations. Additionally, the institution is required to immediately notify the Campus Community of an imminent or impending threat in a timely manner.

The intent of timely warning is to aid in the prevention of similar crimes, injury, or harm by immediately providing information that enables people to take personal action to protect themselves.

1. Thresholds

a. What is "Timely"

Based on Advanced Clery Act training (D. Stafford and Associates, 2012), "timely" generally falls within 20 MINUTES OR LESS FROM THE TIME OF DISCOVERY OF AN IMMINENT OR IMPENDING THREAT.

b. What is "Imminent or Impending Threat"

Also based on the above training, differentiation has been made in this plan between timely warning for an "imminent or impending threat" and an emergency notification for a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus."

- i. "Imminent or impending threat" infers that a person is at risk or has the high probability to be placed at risk in a life-threatening situation with very little time to take personal safety actions and/or very limited courses of action to avoid the threat – thus, the "timely warning."
- ii. "Significant emergency" or dangerous situation involving an immediate threat to the health or safety of students or employees on campus" implies having slightly more time to conduct notifications. The main objective of an emergency notification is to provide the Campus Community with sufficient

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information and with a sufficient amount of lead time, that will assist them in their decision-making processes to take certain actions, seek options, or develop alternatives to their normal routine – thus minimizing exposure to any danger/threat and/or minimizing any personal inconvenience. Overview of the UH ALERT System

To aid in the outreach of students, faculty, and staff, the University of Hawai'i System (consisting of 10 campuses) combined both an SMS/text capability and an emergency email emergency broadcast capability into a single system called the "UH ALERT System." This is an internet-based system that is designed to be accessed using the same log-in protocols that is used to access University of Hawai'i emails.

The UH ALERT System alerts the Campus Community in the event of a natural, health, civil emergency, campus closures, or other emergent threats. The UH ALERT System is intended for use in the event of an emergency that impacts the health and safety of the campus community or closures of whole campuses; and, not for day-to-day notifications. The University of Hawai'i System does not give, rent, sell, or voluntarily supply your information to any third party for any reason other than emergency notification.

2. UH ALERT System Authorizers and Authorized "Senders"

Protocols have been established by the University of Hawai'i System related to a list of campus personnel who have the authorization to add or delete personnel and who can access the "send" function in the UH ALERT System.

Refer to Annex A for current Authorizers and Authorized Senders

3. Testing of UH ALERT System

Aside from actual use during emergencies, the UH ALERT System will be tested twice a year during the fall and spring semesters. Although testing equipment and systems are not one of the Clery Act compliance measures, it is a policy of the University of Hawai'i Community Colleges system to do so.

4. UH ALERT System Sign Up

Currently, the UH ALERT System sign up for emergency email messages is an automatic function when a person is assigned a "Hawaii.edu" email account. For the SMS/text emergency messages, it is an "opt in" method; meaning that persons will need to physically sign up for the service. If a person elects NOT to receive SMS/text messages, they will still receive emergency email messages through their "Hawaii.edu" account.

Note: Some people may incur charges for each SMS/text received based on their carrier's plan. It is important that this be conveyed when educating the Campus Community on the UH ALERT System. Additionally, while every effort is made to deliver timely emergency messages through the UH ALERT System, due to limitations with public carrier networks the University of Hawai'i System cannot guarantee every receipt of an emergency message

5. Campus Community Outreach Responsibilities

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The Chancellor is responsible for approving outreach programs that promote the acceptance of receiving SMS/text emergency messages through the UH ALERT System; and, educate the Campus Community on personal safety measures.

The Vice Chancellor for Administrative Services is responsible for overseeing the implementation of those programs and for ensuring that other emergency notification systems are available, especially for those with visual, hearing, and language limitations. Interpreters need to be available for emergencies.

EVACUATION PROCESSES (HOW DOES THE CAMPUS CONDUCT AN EVACUATION)

1. Responsibilities and Personnel Designations

The Vice Chancellor for Administrative Services is responsible for designating a Campus Evacuation Coordinator to ensure the coordination, control, and recordation of evacuation logistics from incident onset of the incident to closure of the evacuation area. Evacuation processes cannot be assigned to any Campus Response personnel as they are responsible for multiple other protective measures that must be accomplished in a timely manner.

2. The Campus Evacuation Coordinator

- a. Designees are assigned by buildings or complexes (see Annex B for specific designees).
- b. Responsibilities of the Campus Evacuation Coordinator
 - i. Pre-incident planning to identify appropriate evacuation sites based on types of hazard, wind direction, and safe and quick access.
 - ii. Pre-incident development of visual media and other tools to be posted or utilized to facilitate evacuation (e.g., exit/evacuation signage, door hangers indicating that a room is empty).
 - iii. Pre-incident outreach and training for the campus community. Outreach topics must include the following: understanding mandatory evacuation actions upon hearing a fire/alert alarm sounding or verbal order; knowledge of exit paths; knowledge of securing an evacuated room; need for weekly back up of work files/documents; recordation of property upon order for evacuation (can also utilize phone cameras to record the last image of property before evacuation). Outreach will also serve as a forum to recruit assisting personnel (especially in high-rise buildings or facilities with a vast number of rooms).
 - iv. Tracking and registration of special needs persons
 - v. Conducting/coordinating the evacuation processes
 - vi. Recordation of all actions either manually or electronically (upon event closing, all manual documentation must be scanned to digital format for archiving)

GENERAL EVACUATION PROCESSES

1. The Campus Evacuation Coordinator will be notified of the need for evacuation by the following means:

- a. Campus Evacuation Coordinator is directly contacted (by phone or in person) by either the Campus Responder, member of the CCMT, or any other person upon the discovery of the threat

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- b. Sounding of a fire alarm or other enunciator system
 - c. Unilateral decision based on personal observation and knowledge that dictated required action to preserve life safety
2. The Campus Evacuation Coordinator will assess the situation and determine the appropriate safe zone site and communicate the location to the assisting personnel and affected Campus Community
3. The affected Campus Community will either self-evacuate or be ushered away from the threat by assisting campus personnel. This process must be in an orderly and quick (but safe) fashion.
4. The Campus Evacuation Coordinator with the help of assisting personnel will account for evacuated personnel at the site
5. The Campus Evacuation Coordinator will communicate with the CCMT Leader directly regarding personnel who are unaccounted (or anyone else who is in an operations capacity that can be reached immediately; could even be the police or fire department)
6. The Campus Evacuation Coordinator will maintain vigilance over the evacuation site and watch for any medical needs or other safety issues
7. The Campus Evacuation Coordinator will curb rumor and panic control at the evacuation site by providing evacuees with regular status reports
8. The return to premise can only occur when the Campus Evacuation Coordinator receives direct communication from the Campus Responder, CCMT, Campus Incident Command, or first responder – that the premise is safe for return. Only a government official can declare an "All Clear." No person at the evacuation site can take matters upon themselves to conduct a final evaluation of safety; not even if an evacuee is receiving outside information from a friend at the district sub-station or dispatch center
9. The Campus Evacuation Coordinator will record all actions either manually or electronically (upon event closing, all manual documentation must be scanned to digital format for archiving)

SHELTER-IN-PLACE OR HYBRID EVACUATION

(How will the Campus Community know what to do)

1. Active Shooter and Campus Shut Down
 - a. Code Blue System or Fire Alarm System
 - b. Educate campus community about seek shelter
 - c. Seek advice from professionals in the field. Conduct an assessment of the campus to determine vulnerability and recommend ways to lock down.

EMERGENCY RESPONSE AND EVACUATION PLAN REVIEW AND UPDATES

1. Annual Reviews and Updates Required

A formal review must be conducted annually before the last working day of July in order to meet the end of August deadline to ensure timely completion of the campus Annual Security Report.

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The Campus Public Safety Committee is responsible for convening and conducting required review/update sessions.

2. Plan Addendums

Plan addendum activity can be conducted at any time as needed (generally for plan sections that involve significant changes in critical processes). Addendums may be published at any time as deemed necessary to address any critical, unscheduled changes in processes or protocols.

EXERCISES AND DRILLS

(Validating the plan and practicing the process)

1. Meeting Clery Act Compliance Measures

a. Testing (Validating) the Emergency Plan

One of the Clery Act compliance measures is the requirement to test campus emergency response and evacuation plans and conduct drills. Every academic year, the Campus Crisis Management Team will conduct an exercise to test elements of the KAPI'OLANI COMMUNITY COLLEGE'S Campus Response and Evacuation Plan in addition to conducting practice drills during the fall and spring semesters.

b. Notifications to the Campus Community of Exercises and Drills

All exercises and drills are to be scheduled and the Campus Community will receive certain notification information of exercise and drill activities both in advance and after the event. Note: Items "a" through "d" will apply for any tests involving enunciators or tests of equipment that will have an audible tone/noise.

- i. 30 days prior; notification to the Campus Community that an exercise/drill has been scheduled
- ii. 1 week prior; notification to remind Campus Community that an exercise/drill be held
- iii. 1 day before; notification to remind and notify those who did not receive previous email messages
- iv. Day of; notification that exercise/drill activity will be taking place (provide general idea of what to expect)
- v. Within 7 days after; notification to Campus Community of significant outcomes or lessons learned and how the campus will be addressing areas that need improvement

2. Training Pre-Requisites

- a. The Chancellor has the final responsibility to ensure that all campus personnel who have a role in emergency response and evacuation processes complete the training that is required of them; that adequate resources and time are approved to conduct exercises and drills; and, that these activities are completed within timeframes that will be in compliance with the Clery Act.
- b. The Vice Chancellor for Administrative Services is responsible for identifying the personnel (who are expected to engage in emergency/disaster activities), conveying information on the required NIMS/ICS courses; and, for overseeing the course

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completion compliance in order to ensure that personnel can properly and efficiently execute their duties in an emergency or disaster situation..

- c. The Campus Emergency Management Coordinator is responsible for assisting the VCAS in oversight activities and compiling course completion statistics for the System Emergency Management Coordinator who will submit annual reports to the U.S. Department of Homeland Security.

3. Actual Events Do Not Count Toward Clery Act Compliance

Actions during an actual event or incident do not count as compliance with the Clery Act exercise and drill requirements.

4. Adherence to HSEEP Guidelines

- a. All exercises and drills are to be developed and implemented according to national Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Not only are there stringent guidelines in the development of exercises and drills, there are stringent post-activity requirements such as:
 - i. Hot Wash
 - ii. Formal After Action Review
 - iii. Exercise/Drill After Action Report
 - iv. Plan for Improvement (attached to the After Action Report)
- b. Exercise planning must involve a person who has successfully earned a certificate in the HSEEP course (developed and approved by the Federal Emergency Management Agency).
- c. Exercise/Drill Plan and Report Approvals Required

The Exercise Plan and the Final After Action Report must receive prior approval by the Chancellor before dissemination. No designee is acceptable unless it is an appointed "Acting Chancellor."

5. Notifications to First Responders and Other Stakeholders

Because exercises and drills are scenario-driven, there is always a possibility of causing concern or alarm that may generate inquiries to the First Responder agencies and other nearby businesses, offices, or individuals. The designated Campus Exercise Coordinator is responsible to ensure that the proper notifications are made in the same timeframes as the notification to the Campus Community.

MONITORING IMPROVEMENTS

The Campus Emergency Management Coordinator (Campus EM Coordinator) is responsible for monitoring and documenting the progress of the objectives in the Exercise Plan for Improvement. The Campus EM Coordinator is also responsible for informing the Vice Chancellor of Administrative Service of any issues (which are beyond the control of the Campus EM Coordinator) that significantly delay the implementation of any improvement activities.

**The information in this document is under review
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please email kapsec@hawaii.edu.**

The Vice Chancellor of Administrative Services is responsible for taking the appropriate actions that will minimize further delays which could jeopardize emergency readiness.

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please email kapsec@hawaii.edu.**

THREAT ANNEXES

The Threat Annexes contain a detailed plan of action for EACH department, section, office, or individual who are involved in EACH kind of threat that is identified in this plan.

The Annexes detail the critical tasks before, during, and after an emergency incident or disaster, in addition to providing names of the responsible persons and designated alternates.

Because personnel and contact numbers change frequently, the Annex pages can be reviewed and updated without convening the Campus Public Safety Committee. However, the Campus Emergency Management Coordinator is responsible for tracking and recording all input and presenting the final adjustments to the Vice Chancellor of Administrative Services for approval. The Campus Emergency Management Coordinator is also responsible to ensure that all distributed hardcopies of this plan have received the updates.

ANNEXES FOR NATURAL THREATS TO CAMPUS

Annex A: Hurricane

Annex B: Tsunami

Annex C: Flood-Rain/Run-off

Annex D: Earthquake

Annex E: Wildfire

Annex F: Landslide or Other Debris Displacement

Annex G: Tornado, Meteorological Microburst, Waterspout

Annex H: Flood from Riverine

**The information in this document is under review
and may be out of date. If you have any questions,
please email kapsec@hawaii.edu.**

ANNEX A: HURRICANES

DEPARTMENT/OFFICE:

Page [1] of [3]

HURRICANES

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Warnings:	<p>The National Weather Service can usually forecast high winds, heavy rain, flooding, damaging surf and hurricanes with a high degree of accuracy.</p> <p>1. Hurricane Watch: means that hurricane conditions are possible within 36 hours. During a watch, listen to radio and television (TV) broadcasts and check the University of Hawai'i Website.</p> <p>2. Hurricane Warning is issued when sustained winds of 74 mph or higher associated with a hurricane is expected within 24 hours. County Civil Defense sirens will sound. Continue to listen to radio and TV broadcasts</p>			

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	<p>and check the University of Hawai'i Website.</p> <p>3. Coastal Flooding: Hurricanes also produce coastal flooding. Therefore, all should plan for and be prepared to respond to coastal flooding as described in the Incident Action Plan for Tsunami and Coastal Flooding.</p>			
Required Actions:	<p>If time and conditions permit, the University will convene its EMT and issue instructions via local radio, TV, email and telephone tree on whether classes and/or work schedules will be suspended. Designated and essential employees may be asked to report to their work site to implement emergency preparation and emergency/security duties.</p> <p>Prior to an event, secure any latches and skylights. Remove or secure all outside staging/scaffolding/planking and other material that can blow away. Facilities shop personnel have trucks and equipment available to assist and can be reached at 734-9900.</p>			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Required Actions:	<p>If severe winds or a flood watch occurs while class is in session, employees or</p>			

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	<p>visitors are on site, the following Emergency Actions should be followed:</p> <ol style="list-style-type: none"> 1. Seek shelter in designated buildings on Campus 2. If a designated shelter is not available or shelter locations are unknown, students, staff and visitors should go to a designated County Civil Defense shelter. In the case of hurricanes or high winds where no known shelters are available, seek shelter in a large building and stay away from windows and exterior doors. In the case of possible flooding, leave basements or low lying buildings and go to designated shelters or to the upper floors for shelter. Do not seek shelter in basements of buildings unless it has been designated as a shelter. 3. Persons responsible for buildings, classrooms or laboratories shall ensure that all handicapped persons have been assisted to reach a shelter or cover. 4. Avoid gymnasiums and other structures with large roof spans. If in a best available building instead of a designated shelter, evacuate rooms subject to 			
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	<p>full force wind and remain near an inside wall away from windows. Close all windows and blinds.</p> <p>5. If available, check out mobile emergency pumping equipment. 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.</p> <p>6. During or after the event, notify Facilities of any break, damage or suspected problem in any utility system.</p> <p>7. Keep tuned to a local Emergency Alert System (EAS) radio station for the latest advisories.</p>			
<p>Required Actions:</p>	<p>After winds have abated and an all clear notification has been given, secure damaged buildings to prevent further weather damage. If possible remove fallen trees, branches and debris from roads. This will allow safe access for emergency, fire and maintenance personnel. Call Facilities maintenance at 734-9157 or Campus Security at 734-9900 for assistance if necessary.</p>			

RECOVERY OPERATIONS (after response operations ceases)

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ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.			
Report	Prepare final damage report.			
Review	After action review session.			

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX (B) TSUNAMI

DEPARTMENT/OFFICE:

Page [1] of [2]

TSUNAMI

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Warning	Civil Defense Attention/Alert signal for all areas. Subsequent siren signals will be sounded for coastal areas only	Honolulu Observatory Warning issued by Civil Defense		
Assess threat	Estimated time of arrival of a tidal wave will dictate the course of action to be taken	Campus Responder		
Evacuation	President or designee will order evacuation of campus if it may be affected by such water action	Chancellor		

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Convert the campus action	If official request is made, parts of the campus may be used for temporary shelter. Chancellor designates use of certain buildings	Chancellor		
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EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC	Coordinate CCMT activities	CEMC/CCMT Leader		
Operations	Operations trouble call	Campus Operations Section Chief		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage		Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident	CCMT		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

	documentation of actions.			
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

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ANNEX (C) FOR FLOOD RAIN/RUN-OFF

DEPARTMENT/OFFICE:

Page [1] of [2]

FLOOD RAIN/RUN-OFF

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Warning	Civil Defense Attention/Alert signal for all areas. Subsequent siren signals will be sounded for coastal areas only	Honolulu Observatory Warning issued by Civil Defense		
Assess threat	Estimated time of arrival of flood/run-off water will dictate the course of action to be taken	Campus Responder		
Evacuation	President or designee will order evacuation of campus if it may be affected by such water action	Chancellor		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

Convert the campus action	If official request is made, parts of the campus may be used for temporary shelter. Chancellor designates use of certain buildings	Chancellor		
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EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC	Coordinate CCMT activities	CEMC/CCMT Leader		
Operations	Operations trouble call	Campus Operations Section Chief		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Assess damage	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident			

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	documentation of actions.			
Report	Prepare final damage report.			
Review	After action review session.			

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX (D) EARTHQUAKE

DEPARTAMENT/OFFICE:

Page [1] of [2]

EARTHQUAKE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Education	Earthquakes strike without warning. Learn what to do if an earthquake occurs			
Plan	Develop a personal emergency plan and know the campus emergency plan			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Inside Building	Person in			

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	<p>authority direct students to stand against the wall away from windows or get under the desks or tables. Avoid glass and falling objects. Move away from windows and out from under heavy suspended light fixtures.</p> <p>Implement Evacuate Building when earthquake is over. Do not blindly run outside. Do not return to buildings 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.</p> <p>Chancellor will determine the advisability of closing the campus. If necessary, he will try to produce the</p>			
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	<p>advice of competent authority about the safety of the building. Turn on radio for latest bulletins.</p> <p>Subsequent shocks may follow the initial tremor.</p> <p>Do not return to buildings until officials declare them safe.</p>			
On Campus	<p>Safest place is in the open. Stay there until the earthquake is over. Move away from buildings, trees, and exposed wires. Do not run.</p>			
In car or bus	<p>If possible, pull to the side of the road away from any buildings and crouch or lie down in the car.</p> <p>On 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.</p>			

RECOVERY OPERATIONS (after response operations ceases)

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ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Assess damage	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

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ANNEX: E WILD FIRE

DEPARTMENT/OFFICE:

Page [1] of [2]

WILD FIRE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Notification	If you see a fire approaching, report immediately by dialing 9-1-1. Stay on the phone to answer additional questions the emergency dispatcher may ask.	Campus Responder		

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Required actions:	Call 911 and Campus Security at 734-9900 to report the fire. Provide location and severity of fire. Campus Security will immediately dispatch a Campus Security Officer to aid in evacuation and	Campus Responder		

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	reporting to the CCMT.			
	If the fire poses an immediate threat to the building or occupants activate the fire alarm and evacuate the building to a safe location away from the fire.			
	Persons 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 places.			
	The CCMT will issue directions to students and staff via email, text, and/or voicemail on the status of the buildings affected and continuance of classes.			
	Students and staff should not return to the building until Fire Department officials declare the area safe.			
	If a building inspector has placed a color-coded sign on the building, do not enter it until you get more information, advice and instructions about what the sign means and whether it is safe to enter the building.			
	Use caution when entering burned areas as hazards may still exist, including hot spots, which can flare up without warning.			
	If you detect heat or smoke when entering a damaged building, evacuate			

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	immediately.			
	Avoid damaged or fallen power lines, poles and downed wires.			

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Assess damage	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

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ANNEX F: LANDSLIDE OR OTHER DEBRIS DISPLACEMENT

DEPARTMENT/OFFICE:

Page [1] of [2]

LANDSLIDE or OTHER DEBRIS DISPLACEMENT

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Education	Landslides normally occur due to wet weather, earthquakes & other conditions that destabilize the soil or rock formations. Other debris displacement normally occurs due to a combination of wet weather and volcanic activity.			
Plan and Prepare	Take necessary actions to plan for and to prepare			

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	emergency procedures			
Report	Report to Campus Security any areas where landslides and other debris displacement can occur.			
	CCMT will take action to survey, research potential problems, and take preventative action.			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report	Report landslide or debris displacement to campus security	Campus responder		
Notify HPD	HPD will inform civil defense	CCMT Leader		
Alert and warnings	Send alert/warning to campus	CCMT		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu

County damage	Assess damage	Assessment team		
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POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

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ANNEX G1: TORNADOES

DEPARTMENT/OFFICE:

Page [1] of [3]

TORNADOES

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Tornado Watch:	A Tornado Watch means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area. Be prepared to seek shelter if the watch is upgraded to a warning.			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Tornado Warning:	A Tornado Warning is an urgent announcement that a tornado has been reported and warns you to take immediate action to protect life and property. You may receive this warning electronically, (TV/Radio, computer), text, or			

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	<p>voicemail. You may hear the outdoor warning sirens.</p> <p>Note: The outdoor warning sirens are designed to alert people who are outside, and are not intended to alert people inside buildings.</p>			
Indoors:	<ol style="list-style-type: none"> 1. Stay indoors, do not exit building or use elevators. You could be trapped in them if the power is lost. 2. Immediately go to the designated "Severe Weather Shelter Area" in your building. Stay there until the all clear is given to you by an appropriate University/College authority. 3. If unable to get to a designated shelter area: <ul style="list-style-type: none"> - Go directly to an enclosed, windowless area in the center of the building, corners or building support columns are best. Avoid middle of exterior walls. - Stay away from all windows and large glass objects. - Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. - Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall. 4. Remain inside until tornado has passed or you are cleared to leave. 			

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	<p>5. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.</p> <p>6. Help direct people with special needs to a safe place, if necessary.</p> <p>7. If instructed to evacuate, follow the evacuation procedures</p>			
<p>Outdoors:</p>	<p>1. Move away from trees, buildings, walls, and power lines.</p> <p>2. Seek the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave in or Flooding” may be possible.</p> <p>3. Stay away from power lines and puddles with wires in them, they may be “Live”.</p> <p>4. Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.</p> <p>5. Remain in position until “noise and high winds” have stopped.</p> <p>6. Do not enter any building that is deemed or looks UNSAFE.</p> <p>7. To the extent possible, University/College officials will provide instructions for immediate actions by means of door-to-door alerting, fire alarms or bull-horns.</p>			
<p>Safety precautions that could help</p>	<p>1. Continue to monitor your battery-powered radio or</p>			

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<p>you avoid injury after a tornado:</p>	<p>television for emergency information.</p> <p>2. Wear sturdy shoes or boots, long sleeves and gloves when handling or walking on or near debris.</p> <p>3. Be careful when entering any structure that has been damaged.</p> <p>4. Be aware of hazards from exposed nails and broken glass.</p> <p>5. Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.</p> <p>7. Cooperate fully with public safety officials.</p>			
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RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Conduct assesment	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
<p>The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.</p>				

Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

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ANNEX G2: MICROBURSTS

DEPARTMENT/OFFICE: [**EXAMPLE DEPARTMENT**]

Page [**1**] of [**2**]

MICROBURSTS

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Education	<p>A microburst is a small, very intensive downdraft that descends to the ground resulting in a strong wind divergence. The size of the event is typically less than 2 miles across. Microbursts are capable of producing winds of more than 100 mph causing significant damage. The life span of a microburst is around 5-15 minutes long.</p> <p>When rain falls below a cloud base or is mixed with dry air, it begins to evaporate and this evaporation process cools the air. The cool air approaches the ground, it spreads out in all directions and this divergence of the wind is the signature of the microburst. In humid climates, microburst can also be generated from</p>			

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	heavy precipitation.			
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EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Indoors:	<ol style="list-style-type: none"> 1. Stay indoors, do not exit building or use elevators. You could be trapped in them if the power is lost. 2. Stay away from all windows and large glass objects. 3. Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. 4. Avoid being underneath heavier objects such as lights, wall hangings and other items, which may fall. 5. Remain inside until storm has passed or cleared to leave. 6. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. 7. Help direct people with special needs to a safe place, if necessary. 8. If instructed to evacuate, follow the evacuation procedures. 			
Outdoors:	<ol style="list-style-type: none"> 1. Move away from trees, buildings, walls, and power lines. 2. Seek the lowest possible ground, i.e. ditch, small 			

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	<p>trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave in or Flooding” maybe possible.</p> <p>3. Stay away from power lines and puddles with wires in them, they may be “Live”.</p> <p>4. Do not use matches or lighters, in case of leaking gas pipes or fuel tanks.</p> <p>5. Remain in position until “noise and high winds” have stopped.</p> <p>6. Do not enter any building that is deemed or looks unsafe.</p> <p>7. University/College officials will provide instructions for immediate actions by means of personal alerting, or bull-horns.</p>			
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RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Assess damage	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
<p>The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.</p>				

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

		PARTY		
Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX G2: WATERSPOUTS

DEPARTMENT/OFFICE:

Page [1] of [2]

WATERSPOUTS

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Education	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/College facilities and vessels at or near the ocean are subject to damage from waterspouts.			
Warning:	<p>A. Since waterspouts cannot be predicted, warnings can only occur after a waterspout is sighted.</p> <p>B. Once sighted, Coast Guard, State and County</p>			

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

	Civil Defense Agencies should be notified. These agencies will take the necessary actions to provide warnings and keep the public informed via radio and TV.			
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EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Required Actions:	<p>A. Affected University/College facilities and vessels should take the necessary actions to plan for and prepare emergency procedures for waterspouts.</p> <p>B. Report waterspout sightings and/or damage to the Coast Guard, State and County Civil Defense Agencies.</p> <p>C. If a waterspout is reported in your area; take the necessary actions to close windows, doors, portholes and hatches. Remove or secure loose equipment and material at exterior and outside areas.</p> <p>D. Remain inside vessels at sea or take shelter in the best available building on shore. Evacuation may be necessary depending on the severity of the waterspout and the availability of shelters on site. Take the same precautions within buildings as with hurricanes and high winds.</p>	Campus Responder		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Assess damage	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX H: FLOOD FROM RIVERINE

DEPARTMENT/OFFICE: [**EXAMPLE DEPARTMENT**]

Page [1] of [**2**]

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Warning	Civil Defense Attention/Alert			
Assess threat	Assess level of threat to the campus	Campus Responder		
Order evacuation if it may be affected	President or designee	Chancellor		
On official request, execute the Convert Campus action	Parts of campus may be used for temporary shelter. Chancellor designates use of certain buildings	Chancellor		

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE	TIMEFRAME	COMPLETION
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		PARTY	DEADLINE	DATE/TIME
Report to CEMC	Coordinate activities	CCMT		
Operations	Trouble shoot	CCMT		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	CCMT		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County		
County damage	Assess damage	Assessment team		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	CCMT		
Report	Prepare final damage report.	CCMT		
Review	After action review session.	CCMT		

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HUMAN-INDUCED THREATS TO CAMPUS

Annex A: Active Shooter

Annex B: Workplace Violence

Annex C: IED

Annex D: Riot

Annex E: Terrorist Attack

Annex G: Fire Structural

Annex H: Hazardous Material Release

Annex I: Fire Equipment or Vehicle

Annex J: Utility Outage

Annex K: Pandemic

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and may be out of date. If you have any questions,
please email kapsec@hawaii.edu.**

ANNEX (A) ACTIVE SHOOTER

Page [1] of [2]

ACTIVE SHOOTER

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Assess Threat		Campus Responder		
Non-Confrontational	If person displays weapon or firearm, do not attempt to confront or disarm. If possible to do so safely, exit the building, move away from danger, notify anyone you encounter to seek shelter. Call 911 & Campus Security & give name, incident location, number of shooter(s), number of persons involved, your location, injuries if known.	Campus Responder		

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	Wait for police.			
Lockdown	Initiate lockdown, be clear & specific about the emergency	ICC Leader & team or UCC Leader & team		
Lockdown	Classroom – barricade classroom door, block window, turn off lights, secure students and yourself in corner of the room away from the door, wait for further instruction from Police or recognized authority	ICC Leader & team or UCC Leader & team		
Incident Outside Building	Criminal act or person acting in suspicious manner on campus – notify Security and report incident, nature of the incident, location, description of person(s) involved, description of property involved.	Campus Responder		
Priorities	Life & safety, incident containment			
Communicate	Provide regular updates about incident			

The information in this document is under review

OPERATIONS (during incident, response operations) **and you have any questions,**

please email kapsec@hawaii.edu.

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC	Coordinate activities	CCMT		
Unified Command	Work with HPD and other first responder agencies	Unified Command		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Crime Scene	Ensure that crime scene is unaltered so investigation can be conducted	Unified Command		
Stabilizing or de-escalating incidents	Incident management reduction and transfer of command	Unified Command		
Demobilization	Implement demobilization plan	Unified Command		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Closeout Briefing	Incident summary Major events that may have lasting ramifications Documentation Agency officials	Unified Command		

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	bring up concerns Final evaluation of incident management by agency executive officials			
Team Close-out Meeting	Incident Mgmt. Teams hold a closeout meeting	Unified Command		
Review	After action review	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX (B) WORKPLACE VIOLENCE/DOMESTIC VIOLENCE

ANNEX (B) Page [1] of [2]

WORKPLACE VIOLENCE/DOMESTIC VIOLENCE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Awareness as a proven method for increased personal safety:	<p>Be aware of what is going on around you at all times.</p> <ul style="list-style-type: none"> - Tell your supervisor when you notice unusual or suspicious behavior. - Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals. <p>Contact your supervisor, the Human Resources (HR) office, or</p> <p>Police to inquire about these services.</p> <ul style="list-style-type: none"> - Refer employees exhibiting inappropriate behavior to the local 			

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	<p>campus Dean, Campus Security or the OHR</p> <p>- Refer to the Policy and Procedures Manual, your supervisor, OHR, for guidance in dealing with aggression, violence, and other inappropriate behaviors.</p>			
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EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
During incident:	<p>Leave the area immediately, if possible. If you are unable to leave the area, try to lock yourself in a secure room, closet, etc.</p> <p>If possible, dial 9-1-1. Give Police as many details as you can.</p>			

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Crime Scene	Ensure that crime scene is unaltered so investigation can be conducted	Unified Command		
Report	Write and submit reports	Unified Command		

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ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Closeout Briefing	Incident summary Major events that may have lasting ramifications Documentation Agency officials bring up concerns Final evaluation of incident management by agency executive officials	Unified Command		
Team Close-out Meeting	Incident Mgmt. Teams hold a closeout meeting	Unified Command		
Review	After action review	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu

ANNEX (C) IMPROVISED EXPLOSIVE DEVICE

Page [1] of [2]

IMPROVISED EXPLOSIVE DEVICE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Threat Analysis	Keep caller on line	Campus Responder		
	Ask for bomb location			
	Inform caller that building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.			
	Pay attention to peculiar background noises			
	Listen closely to the voice			
Notification	Report information immediately to	Chancellor		

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	CEMT leader the HPD and Office of the VP for UHCC			
Action	Decide to evacuate, not to evacuate, and/or search on a limited basis. Official search by HPD Bomb Squad			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC	Coordinate activities	CCMT		
Unified Command	Work with HPD and other first responder agencies	Unified Command		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Crime Scene	Ensure that crime scene is unaltered so investigation can be conducted	Unified Command		
Report	Write and submit reports	Unified Command		

POST-INCIDENT ACTIONS

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ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Closeout Briefing	Incident summary Major events that may have lasting ramifications Documentation Agency officials bring up concerns Final evaluation of incident management by agency executive officials	Unified Command		
Team Close-out Meeting	Incident Mgmt. Teams hold a closeout meeting	Unified Command		
Review	After action review	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX (D) RIOT

Page [1] of []

RIOT

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Assess situation				
Find safe location				
Call Public Safety				
Call 911	Give location description			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC				
Order to end riot				
Disperse assembly				

RECOVERY OPERATIONS (after response operations ceases)

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Incident scene				
Evacuate				

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Gather all incident documentation of actions	field notes/comments			
Prepare final report				
After action review session				

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ANNEX (D) TERRORIST ATTACK

ANNEX E Page [1] of [3]

TERRORIST ATTACK

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Warning System:	The Federal Government has set up a homeland warning system based on threat level. Hawai'i State Civil Defense (SCD) has modified the Federal System and established a Hawai'i Homeland Security Advisory System and has it printed in the each County telephone book. Both systems use similar color coded threat levels to aid in the warning process.			

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME

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<p>Required Actions:</p>	<p>All students and employees of the University/College should read and understand the Hawai'i Homeland Security Advisory System printed in the telephone book. It also provides advice on household and neighborhood preparedness. Information on this system can also be found on the SCD website at Hawai'i.scd.gov.</p>			
<p>Hawai'i Homeland Security Advisory System Levels:</p>	<p>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.</p> <p>Green – Low risk of terrorist attacks.</p> <p>Blue – Guarded general risk of terrorist attacks.</p> <p>Yellow – Elevated significant risk of terrorist attacks.</p> <p>Orange – High risk of terrorist attacks.</p> <p>Red – Severe risk of terrorist attacks.</p> <p>Black – A terrorism incident has occurred in Hawai'i.</p>			

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	Listen for the County alarm system and turn on radio or television to the EAS and listen to the advisories and precautions given by Federal and State authorities.			
Advisory and precautionary actions:	The CCMT will consult with SCD and the Governor to decide what advisory and precautionary actions should be taken. The CCMT Leader will issue directives via the University/College website, and Dean of College & Community Relations as Incident Command PIO			
Put Emergency Action Plans into effect:	<p>a. If required, suspend classes, operations and research.</p> <p>b. Personnel that are required to work and/or remain on campus are identified in the Emergency Response & Evacuation Plan</p> <p>c. Activate procedures to minimize injury and the possibility of being struck by flying glass and debris.</p> <p>Ensure that all handicapped persons are apprised of the nature of the activity or threat and are provided assistance if evacuation or sheltering is necessary.</p>	CCMT		

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Activate Campus Shelters as required:	<p>a. Assure that all activated shelters have Shelter Managers on site.</p> <p>b. Assure that all Shelter Managers complete their required reports to the CCMT.</p>	CCMT		
Provide Reports:	Provide College Status Reports to the SCD at 6 AM and throughout the day at every 6 th hour.	CCMT - PIO		
Fallout Shelters:	<p>Fallout shelters are identified in the College EREP & may be used if radiation fallout or a nuclear blast occurs.</p> <p>The Action Plan for fallout shelters will be activated when directed by the CCMT Leader.</p>	Unified Command		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
	<p>If you are a victim of a terrorist incident, expect to undergo decontamination on scene. This will probably involve the fire department using water to wash you down.</p> <p>Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself. Report any suspicious activity to law enforcement.</p>	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

	Remember, some of the victims may actually be suspects.			
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POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	Unified Command		
Report	Prepare final damage report.	Unified Command		
Review	After action review session.	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX (G) FIRE-STRUCTURAL

DEPARTMENT/OFFICE: [**EXAMPLE DEPARTMENT**]

Page [1] of [**2**]

FIRE-STRUCTURAL

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Alarm	Activate alarm	Campus Responder		
Evacuation	Evacuate the building	Campus Responder Building monitor		
Notification	Notify campus safety, CCMT Leader	Campus Responder		
Action	Activate CCMT	CCMT Leader		

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Life & Safety	Maintain safety & control of students, staff	CCMT & Tertiary responders		

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	faculty			
Incident Containment	Maintain control of incident, work with HPD, HFD	Unified Command		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	Unified Command		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County Team		
Assessment	Assess damage	Unified Command		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	Unified Command		
Report	Prepare final damage report.	Unified Command		
Review	After action review session.	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

ANNEX (H) HAZARDOUS MATERIAL RELEASE

Page [1] of [**2**]

HAZARDOUS MATERIAL RELEASE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Notification	Immediately notify the CCMT Leader	Campus Responder		
Action	Take immediate action for safety of students	Campus Responder, CCMT Leader		
Evaluate situation	Determine need to evacuate the building/campus. If yes --	CCMT		
Evacuate building/campus	Faculty, staff, and students should be situated crosswind to avoid fumes, gases, or other aerosols	CCMT and Tertiary responders		

EMERGENCY OPERATIONS (during incident, response operations)

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ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Notification	Notify appropriate City & State agencies and seek medical assistance as may be required	CCMT		
Report	Report to CEMC	CCMT		
Command	CCMT work with HPD, HFD, ...	Unified Command		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	Unified Command		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County Team		
Assessment	Assess damage	Unified Command		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	Unified Command		
Report	Prepare final damage report	Unified Command		

The information in this document is under review and may be out of date. If you have any questions, please email kansec@hawaii.edu

Review	After action review session.	Unified Command		
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[please email kansec@hawaii.edu](mailto:kansec@hawaii.edu)

ANNEX (I) FIRE EQUIPMENT OR VEHICLE

Page [1] of [2]

FIRE-EQUIPMENT or VEHICLE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Notification	Immediately notify the CCMT Leader	Campus Responder		
Action	Take immediate action for safety of students, faculty, staff. Call HFD, HPD.	Campus Responder, CCMT Leader		
Evaluate situation	If equipment or vehicle is near campus/building determine need to evacuate. If yes --	CCMT Leader		
Evacuate building/campus	Faculty, staff, and students should be situated crosswind to avoid fumes, gases, etc.	CCMT and Tertiary responders		

The information in this document is under review

EMERGENCY OPERATIONS (during incident, response operations)

please email kapsec@hawaii.edu

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Life & Safety	Maintain safety & control of students, staff, faculty	Unified Command		
Incident Containment	Maintain control of incident, work with HPD, HFD	Unified Command		

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Preliminary damage assessment	All structures	Unified Command		
Debris	Debris removal stage 1 and 2	Aux. Serv. & County Team		
Assessment	Assess damage	Unified Command		

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Documentation	Gather all incident documentation of actions.	Unified Command		
Report	Prepare final damage report.	Unified Command		
Review	After action review session.	Unified Command		

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**The information in this document is under review
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please email kapsec@hawaii.edu**

ANNEX (J) UTILITY OUTAGE

ANNEX J

Page [1] of []

UTILITY OUTAGE

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Edmonds, Chris	734-9124			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Emergency lighting				
Flashlights				
Communication plan				

EMERGENCY OPERATIONS (during incident; response operations)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Report to CEMC	Coordinate activities			
Assessment				
Notification				
Elevator check				
Building occupants				

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.

Electrical				
Windows				
Class cancellation				
Campus phones				
Operations trouble call				

RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Gather all incident documentation of actions	field notes/comments			
Prepare final damage report				
After action review				

The information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu

ANNEX (K) PANDEMIC

DEPARTMENT/OFFICE: [**EXAMPLE DEPARTMENT**]

ANNEX K Page [**1**] of [**3**]

PANDEMIC

POINTS OF CONTACT:

NAME	CALL FIRST	CALL NEXT	CALL NEXT	OTHER
Rivera, Keith	734-9334			
Furuto, Brian	734-9572			

PREPAREDNESS ACTIONS (before the incident)

ITEM	DESCRIPTION	RESPONSIBLE PARTY/ALTS	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Health Service Staff education and preparation:	<ul style="list-style-type: none">- Engage staff in pandemic planning and provide exercise and drills to rehearse plan- Provide regular updates for staff on the latest development- Vaccinations- Fit testing for N95s- Inservices on PPE- Encourage staff to make personal emergency plan- Identify resources for food/on campus shelter.			

**The information in this document is under review
EMERGENCY OPERATIONS (during incident; response operations)
and may be out of date. If you have any questions,
please email kapsec@hawaii.edu**

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Phase 1 Inter-pandemic	<p>Low risk of human cases.</p> <ul style="list-style-type: none"> - Become familiar with University plan, and remain informed. - Comply with all University recommendations regarding pandemic flu response. 			
Phase 2 New virus in animals	<p>No human cases but higher risk.</p> <ul style="list-style-type: none"> -Become familiar with University plan, and remain informed. - Comply with all University recommendations regarding pandemic flu response. 			
Phase 3 Pandemic Alert	<p>No or very limited human-to-human transition.</p> <p>Students/Faculty/Staff traveling to and returning from affected areas are expected to complete Travel Assessment with SHS.</p> <p>Appropriate liaison established with community agencies.</p>			
Phase 4 New virus causes human cases	<p>Evidence of human-to-human transition.</p> <p>Students/Faculty/Staff traveling to and returning from affected areas are expected to complete Travel Assessment with</p>			

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	<p>SHS.</p> <p>(Virus on non-U.S. soil) Classes remain in session with stepped up efforts to educate about infection control; Pandemic Flu plan is activated and ERT meets regarding implementation.</p> <p>(Virus on U.S. soil) Classes may be suspended along with co-curricular travel;</p> <p>Operations continue; Students may be advised to return home until further notice.</p>			
<p>Phase 5</p> <p>New virus causes human cases</p>	<p>Evidence of significant human-to-human.</p> <p>Students/Faculty/Staff traveling to and returning from affected areas are expected to complete Travel Assessment with SHS.</p> <p>(Virus on non-U.S. soil) Continuation of classes will be managed on a day-to-day basis but suspension is likely and curtailment of all external operations will begin. Once classes are suspended, administrative, academic, and support operations will be reduced with the exception of pre-</p>			

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	<p>determined essential functions.</p> <p>(Virus on U.S. soil) All operations will cease with the exception of critical functions. Facilities will be secured to permit access by essential personnel only. Employees who must move about campus between buildings will be instructed in methods of infection control to limit the spread of germs. Ventilation systems, food and supply deliveries, and usage of common bathroom/kitchen areas will be monitored to minimize exposure.</p>		
<p>Phase 6 Pandemic Period</p>	<p>Efficient and sustained human-to-human transmission.</p> <p>The campus will close and only critical functions and essential personnel will persist – the list may be altered in the event the College is declared a community- based facility</p> <p>Consult University influenza updates at least daily.</p> <p>Comply with all University recommendations</p>		

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	regarding pandemic flue response.			
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RECOVERY OPERATIONS (after response operations ceases)

ITEM	DESCRIPTION	RESPOSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Post-Pandemic Period Recovery:	<p>A. Faculty and staff should assess the backlog of usual work, and develop and implement plans to “catch-up” deferred work to return to normalcy.</p> <p>B. Faculty should communicate with students regarding plans for makeup work, and return to usual mode of instruction.</p> <p>C. Students should communicate with faculty regarding accommodations required as a result of the event.</p> <p>D. All groups should monitor the School website for additional information or instructions and follow as directed.</p>			

POST-INCIDENT ACTIONS

ITEM	DESCRIPTION	RESPONSIBLE PARTY	TIMEFRAME DEADLINE	COMPLETION DATE/TIME
Gather all incident documentation of actions.				

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Prepare final damage report.				
After action review session.				

The information in this document is under review and may be out of date. If you have any questions,

please email kapsec@hawaii.edu

APPENDICES

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APPENDIX 1:

EMERGENCY MANAGEMENT PERSONNEL QUALIFICATIONS AND EQUIVALENCE GUIDELINES

The University of Hawai'i System (System) is required to comply with minimum training standards set forth by the Department of Homeland Security. The training courses are on the National Incident Management System (NIMS) and Incident Command System (ICS). These requirements have been formally communicated to the System by the State of Hawai'i, Department of Defense – Civil Defense Division.

Under the NIMS/ICS structure, command and control goes to the most qualified personnel; and, not by seniority, rank, or title. Qualifications are based on credentialed training and full-time professional experience.

Below is a description, by position, of the minimum qualifications that are required for critical positions in the Campus Emergency Management Center. Assignment of personnel with less-than-minimum qualifications places the Campus Community at risk. Therefore, only the Chancellor may grant equivalence based on the equivalence guidelines which are stated in parentheses. It is the responsibility of the Vice Chancellor of Administrative Services to ensure that all credential files are tracked and maintained by responsible personnel.

Campus Crisis Management Team Leader, Campus Incident Command Leader, or Incident Command Center Executive Advisor

Training Requirements: IS-100, IS-700, IS-800, IS-200, ICS-300, ICS-400

Training Equivalence: No equivalence acceptable

Professional Experience: 2 years experience in a University of Hawai'i position of Vice Chancellor of Administrative Services or higher

OR

Professional Experience Equivalence:

1. 2 years experience as a University of Hawai'i-Vice Chancellor of Academic Affairs
2. 2 years experience in any other institution of higher education position with similar roles and responsibilities (no K-12 institutions as they do not have the same federal safety and security compliance requirements as institutions of higher education)
3. 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)

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4. 4 documented deployments as a federal, state, or county first responder in the capacity as a Field, Incident, or Unified Command Center Commander.
5. 4 documented deployments in an emergency operations center (EOC) as a lead for control point or crisis response team, EOC Command, EOC Section Chief for Operations, Planning, or Logistics from a minimum of 2 of the following:
 - Federal Emergency Management Agency joint field office
 - State-level EOC
 - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence)

Campus Incident Command-Section Chiefs (Operations, Planning, Logistics, Finance/Administration)

Training Requirements: IS-100, IS-700, IS-800, IS-200, ICS-300, ICS-400

Training Equivalence: No equivalence acceptable

Professional Experience: 3 years experience in a University of Hawai'i position as a director or higher with emphasis on possessing expertise in the specific ICS Section for which they are designated. At least 60% of their employed position should include responsibilities in program administration

OR

Professional Experience Equivalences:

1. 4 years experience in a University of Hawai'i position as a manager
2. 2 years experience in any other institution of higher education position with similar roles and responsibilities (no K-12 institutions as they do not have the same federal safety and security compliance requirements as institutions of higher education)
3. 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)
4. 3 documented deployments as a federal, state, or county first responder in the capacity as an ICS Branch Director or higher
5. 3 years experience as a federal, state, or county Planner (in civil defense, transportation, or any economics disciplines) equivalent to an SR-26 or higher
6. 3 documented deployments in an emergency operations center (EOC) as a designated equivalent to any ICS Branch Director from a minimum of 2 of the following:
 - Federal Emergency Management Agency joint field office
 - State-level EOC
 - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence)

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Campus Incident Command-Public Information Officer

Training Requirements: IS-100, IS-700, IS-800, IS-200, ICS-300, ICS-400

Training Equivalence: No equivalence acceptable

Professional Experience: 3 years experience in a University of Hawai'i position as a public information officer or marketing officer or higher with focus on crisis communication knowledge, skills, and abilities

OR

Professional Experience Equivalence:

1. 6 years experience in a University of Hawai'i position as an Emergency Management Coordinator with focus on crisis communication knowledge, skills, and abilities
2. 2 years experience in any other institution of higher education position with similar roles and responsibilities (no K-12 institutions as they do not have the same federal safety and security compliance requirements as institutions of higher education)
3. 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)
4. 3 documented deployments with a federal, state, or county first responder agency in the capacity of a Public Information Officer or similar with focus on crisis communication knowledge, skills, and abilities
5. 3 documented deployments in an emergency operations center (EOC) as a Public Information Officer or Information Coordination Officer with similar responsibilities from a minimum of 2 of the following:
 - Federal Emergency Management Agency joint field office
 - State-level EOC
 - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence)

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APPENDIX 2

AUTHORIZED PERSONNEL FOR SYSTEM AND CAMPUS NOTIFICATION RESOURCES

UH ALERT SYSTEM

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Furuto, Brian	Admin Svcs			
2	Rivera, Keith	SEM			
3	Hoshiko, Carol	OCCR			

Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Furuto, Brian	Admin Svcs.			
2					
3					

CODE BLUE REVERSE ENUNCIATOR

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Furuto, Brian	Admin. Svcs.			
2	Rivera, Keith	SEM			
3	Hoshiko, Carol	OCCR			

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Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Furuto, Brian	Admin. Svcs			
2					
3					

VOIP ALL STATIONS

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Naito, Karl	CELTT			
2	Hoshiko, Carol	OCCR			
3	Rivera, Keith	SEM			
4	Furuto, Brian	VCAS			

Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Naito, Karl	CELTT			
2					
3					

FIRE ALARM ENUNCIATOR

Authorized Senders (who have access rights to the "send" functions):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Furuto, Brian	Admin. Svcs.			
2	Naito, Karl	CELTT			
3	Rivera, Keith	SEM			

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Authorizers (who has authority to add/delete authorized senders):

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Furuto, Brian	Admin. Svcs.			
2					
3					

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APPENDIX 3

UH ALERT SYSTEM PRE-APPROVED SCRIPTS

The following emergency scenarios and associated UH ALERT System message templates have been pre-approved by campus administrators and eligible for use. These scripts are culled from best practice examples from Maricopa Community College and other colleges and universities across the nation.

General Guidelines:

- Text messages may not be longer than 160 characters.
- E-mail and voice mail messages should generally be the same message.
- There are two categories of notices: Emergency and Urgent Situation.
 - **Emergency** – An incident or condition, expected or unexpected, that threatens life or safety and requires immediate action.
 - **Urgent Situation** – An incident or condition that does not pose an immediate threat to life or safety, but that is of a nature where timely receipt of information or instructions may directly affect the well-being of the recipient.
- Adhere to principles of public information officers: Be First, Be Right, and Be Credible. Make sure messages are timely, accurate, and useful.
- Every message should consist of the following three components:
 - Alerting (attention management) – call user's attention to the issue at hand
 - Informing (information transfer) – what is happening, and what the user should and should not do.
 - Reassuring (affective or emotional payload) – be aware of the audience's degree of sensitivity.

[NEW MESSAGE TEMPLATES WILL UNDERGO APPROVAL PROCESS]

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EMERGENCY NOTIFICATION SCRIPTS

NATURAL EMERGENCIES

HURRICANE

TEXT/EMAIL/VOICEMAIL: KapCC Alert: A hurricane report indicates potential impact to Kapi`olani Community College. The campus is now closed. See (emergency website) for details.

WEB: Kapi`olani Community College Alert: A hurricane report indicates potential impact to Kapi`olani Community College. The campus is closed for (duration of time).

Web Follow-up

WEB: At approximately (time) today, a hurricane report was received that indicates potential impact to Kapi`olani Community College). As a result, the campus is closed for (duration of time).

An update will be posted on this site at (time).

EMAIL/VOICEMAIL: This is a Kapi`olani Community College Alert message for Kapi`olani Community College. At approximately (time) today, a hurricane report was received that indicates potential impact to Kapi`olani Community College. The campus is closed for (duration of time). For more details and updates, visit the Web at (emergency website).

TSUNAMI

TEXT: KapCC Alert: A tsunami warning has been issued that indicates potential impact to Kapi`olani Community College. The campus is now closed. See (emergency website) for details.

EMAIL: Kapi`olani Community College Alert: A tsunami is imminent. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to (emergency website).

VOICEMAIL: This is (name, title) with an emergency alert from Kapi`olani Community College. A tsunami is imminent. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to (emergency website).

FLOOD-RAIN/RUN-OFF, RIVERINE

TEXT: KapCC Alert: Emergency! Kapi`olani Community College is currently flooding. Please avoid area (affected location).

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EMAIL: Kapi`olani Community College Alert: (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to (emergency website).

VOICEMAIL: This is (name, title) with an emergency alert from (Kapi`olani Community College). (Affected location) is currently flooding. If you are in the area, seek higher ground immediately. If you are at home or on campus, stay where you are. For additional information and updates go to (emergency website).

EARTHQUAKE

TEXT: KapCC Alert: An earthquake has occurred. You should evacuate all Kapi`olani Community College buildings and remain outside until further notice.

EMAIL: EMERGENCY! An earthquake has just occurred. For your safety, evacuate all Kapi`olani Community College buildings. Remain outside and wait for further information. We will provide updates as we receive more information. For additional information and updates go to (emergency website).

VOICEMAIL: This is (name, title) with an emergency alert from Kapi`olani Community College. An earthquake has just occurred. For your safety, evacuate all Kapi`olani Community College buildings. Remain outside for further information. We will provide updates as we receive more information. For additional information and updates go to (emergency website).

WILDFIRE

TEXT: KapCC Alert: There is a fast moving wildfire near Kapi`olani Community College. If you are on campus, evacuate immediately and head towards (location).

EMAIL: Kapi`olani Community College Emergency!. There is a fast moving wildfire near Kapi`olani Community College. Evacuations have been ordered. If you are on campus, evacuate immediately to (location). If you are not in the area, stay away. For additional information and updates go to (emergency website).

VOICEMAIL: This is (name, title) with an emergency alert from Kapi`olani Community College. There is a fast moving wildfire near Kapi`olani Community College. Evacuations have been ordered. If you are on campus, evacuate immediately to (location). If you are not in the area, stay away. For additional information and updates go to (emergency website).

LANDSLIDE OR OTHER DEBRIS DISPLACEMENT

TEXT: KapCC Alert: A (landslide or debris displacement) has occurred. Please avoid area (affected location).

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and may be out of date. If you have any questions,
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EMAIL: Kapi`olani Community College Alert: A (landslide or debris displacement) has occurred. Avoid area (affected location). If you are at home or on campus in a non-affected area, stay where you are. For additional information and updates go to (emergency website).

VOICEMAIL: This is (name, title) with an emergency alert from Kapi`olani Community College. A (landslide or debris displacement) has occurred. Avoid area (affected location). If you are a home or in a non-affected area, stay where you are. For additional information and updates go to (emergency website).

TORNADO, METEOROLOGICAL MICROBURST, WATERSPOUT

TEXT: KapCC Alert: A (tornado, meteorological microburst, or waterspout) warning has been issued for Kapi`olani Community College. Visit (emergency website) for more details.

EMAIL: Kapi`olani Community College Alert: A (tornado, meteorological microburst, or waterspout) warning has been issued for Kapi`olani Community College. The warning means that a (tornado, meteor, waterspout) has been sighted and you should take immediate action to take cover. Stay away from windows, doors and walls that face the building's exterior. Go to a shelter area:

- Basement or the lowest level in the building
- If no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls
- Put as many walls as possible between you and the outside
- Get under a sturdy table and use your arms to protect your head and neck
- Do not open the windows

If a (tornado, meteorological microburst, or waterspout) hits and you sustain injuries, or witness others being injured, call Auxiliary Services and Facilities Officer at 734-9124. If the warning is extended or lifted, an update will be posted at (emergency website).

VOICEMAIL: This is Kapi`olani Community College Alert emergency message for Kapi`olani Community College. A (tornado, meteorological microburst, waterspout) warning has been issued until (time) today. A (tornado, meteorological microburst, waterspout) warning means that one has been sighted and you should take immediate action to take cover. For more details and updates, visit the web at (emergency website).

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EMERGENCY NOTIFICATION SCRIPTS

HUMAN-INDUCED EMERGENCIES

ACTS OF VIOLENCE

ACTIVE SHOOTER

TEXT: KapCC Emergency! A suspect with a weapon is on campus. Go into nearest room and lock door. Follow instructions from authorities.

EMAIL: Kapi`olani Community College Emergency! There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to (emergency website).

VOICEMAIL: This is [name title] with an Emergency alert from Kapi`olani Community College. There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities. For additional information and updates go to (Emergency Website).

WORKPLACE VIOLENCE/DOMESTIC VIOLENCE

TEXT: KapCC Emergency! A violent disturbance is occurring on campus near [building]. Leave the area. Follow instructions from authorities.

EMAIL: Kapi`olani Community College Emergency! A violent disturbance has broken out on the Kapi`olani Community College campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to (emergency website).

VOICEMAIL: This is [name, title] with an EMERGENCY alert from Kapi`olani Community College. A violent disturbance has broken out on the Kapi`olani Community College campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to (emergency website).

IMPROVISED EXPLOSIVE DEVICE

TEXT: KapCC Emergency! A bomb has been found on campus in [building]. Prepare to evacuate. Follow instructions from authorities.

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please email kapsec@hawaii.edu.

EMAIL: Kapi'olani Community College Emergency! A bomb has been found on the Kapi'olani Community College campus in the [building]. Avoid the vicinity of the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to (emergency website).

VOICEMAIL: This is [name and title] with an emergency alert from Kapi'olani Community College. A bomb has been found on the Kapi'olani Community College campus in the [building]. Avoid the vicinity of the [building], prepare immediately for possible evacuation. If you are not in the area, stay away. Listen for instructions from College officials or local authorities and follow them quickly and carefully. Repeat, a bomb has been found in the [building]. For additional information and updates go to (Emergency Website).

RIOT

TEXT: KapCC Emergency! A violent disturbance is occurring on campus near [building]. Leave the area. Follow instructions from authorities.

EMAIL: Kapi'olani Community College Emergency! A violent disturbance has broken out on the Kapi'olani Community College campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to (emergency website).

VOICEMAIL: This is [name & title] with an Emergency alert from Kapi'olani Community College). A violent disturbance has broken out on the Kapi'olani Community College campus near [building]. There is a risk of danger to participants and bystanders. For your own safety, leave the area. If you are not in the area, stay away. Follow instructions from College officials or local authorities. For additional information and updates go to (emergency website).

HOSTAGES

TEXT: KapCC Alert – A Hostage Incident is unfolding in [location].

Evacuate immediately and avoid this area. Check (Emergency website).

EMAIL/VOICEMAIL/WEB:

FIRE, HAZARDOUS MATERIALS **Information in this document is under review and may be out of date. If you have any questions, please email kapsec@hawaii.edu.**

TEXT: KapCC Alert! There is a [fire, hazardous spill] on campus near [building]. Prepare to evacuate. Following instructions from authorities.

EMAIL: Kapi`olani Community College Emergency! There is a [fire, hazardous spill] on the Kapi`olani Community College campus in the [building]. If you are near the [building] leave now, all others stay away from this location so that emergency units and [hazmat] teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to (emergency website).

VOICEMAIL: This is [name & title] with an Emergency alert from Kapi`olani Community College. There has been a [fire, hazardous spill] on the campus at [location]. If you are in the area, leave now, all others stay away from this location so that emergency units and [hazmat] teams can work unimpeded. Follow instructions from College officials or local authorities. For additional information and updates go to (emergency website).

HAZARDOUS MATERIALS FOR FOLLOW-UP AND WEB POSTING

TEXT/EMAIL/VOICE/WEB: At approximately [time] today, a potentially hazardous material was released on the Kapi`olani Community College in [building]. As a result, [building] is being evacuated while College and Environmental Health & Safety officials are conducting a thorough investigation.

Occupants of [building] should take shelter in [location] until further notice. All other members of the campus community should avoid the area.

{Building} will be re-opened once it is determined that the building is safe for occupancy. An update will be posted on this site at [time].

UTILITY OUTAGE

TEXT/EMAIL/VOICEMAIL: KapCC Alert: A utilities failure has occurred in [building(s)] on Kapi`olani Community College [building(s)] is/are temporarily closed. See (emergency website) for details (limit to 160 characters with spaces)

WEB: Kapi`olani Community College Alert: A utilities failure occurred in [building(s)] on the Kapi`olani Community College campus. {Building(s)} is temporarily closed until power is restored and the area is safe for re-entry.

EMAIL/WEB: At approximately [time] today, a utilities failure occurred in [building(s)] on the Kapi`olani Community College campus [Building(s)] is/are being evacuated and will be closed until power is restored and the area is safe for re-entry. An update will be posted on this site at [time].

The College appreciates your patience, cooperation and understanding during this incident.

This is a Kapi`olani Community College Alert emergency message for the Kapi`olani Community College campus. At approximately [time] today, a utilities failure occurred in [building(s)]. [Building(s)] is/are temporarily closed until power is

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restored and the area is safe for re-entry. For more details and updates, visit the WEB AT (EMERGENCY WEBSITE). The College appreciates your patience, cooperation and understanding during this incident.

Pandemic

TBD

Public Demonstration (prior to event)

TEXT/EMAIL/VOICEMAIL/WEB: KapCC Public Safety have learned that demonstrators are preparing for action on [date]. Exact location is unknown. Report suspicious activity to police.

Public Demonstration (during event)

TEXT/EMAIL/VOICEMAIL/WEB: Demonstrators are gathering in front of the Kapi'olani Community College campus. Do not confront. Kapi'olani Community College Public Safety is monitoring the situation.

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APPENDIX 4

ELEMENTS OF A HOT WASH & INCIDENT/EVENT AFTER ACTION REVIEW

HOT WASH

The primary purpose of the Hot Wash is to obtain immediate feedback from key participants in an incident, exercise, drill, or any other activities that have critical processes – that if not conducted effectively and efficiently – may have negative consequences.

Generally, Hot Washes are informal and do not take more than 15 minutes immediately after the end or close-out of the activity. Each participant that had a key role and responsibility will be asked to provide objective comments on:

- -2 areas/processes that worked well
- -2 areas/processes that had obvious need of improvement

Participants that cannot remain for the Hot Wash may provide their comments to others.

The comments must be immediately reviewed by the Campus Public Safety Committee. Any areas that involve gaps in critical processes must be addressed by the responsible party who will submit an addendum to their department annex or submit a detailed addendum to processes in the Campus Emergency Response and Evacuation Plan.

AFTER ACTION REVIEW

The primary purpose of the After Action Review is to obtain broader and more detailed comments from the key participants in an incident, exercise, drill, or any other activity that has critical processes – that if not conducted effectively and efficiently – may have negative consequences.

Generally, the After Action Review (AAR) is in a formal format and can take up to 2 hours. An AAR should be held within 30 days of the event. Each department, office, or individual that had critical roles and responsibilities will be required to send a representative to the AAR session. Usually, a department head or supervisor attends the AAR with a key staff member to provide supporting

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process details. If the department head/supervisor is unable to attend, the designee must be able to answer management/oversight questions that may arise during the AAR.

Key participants are expected to prepare a list of items (with supporting details) based on the following:

- -3 areas/processes in procedures, plans, policies that are sound and work well
- -3 areas/processes in procedures, plans, policies that have need of improvement AND suggest text

AAR comments tend to be based on issues that fall under any of the following categories: Administrative, Operational, Financial/Budgetary, or Training/Education/Outreach. The AAR group is responsible for categorizing the areas/processes that have need of improvement. The group will determine what needs to be done to make the improvement, how it will be done, when it will be done, and who is responsible to oversee the actions for improvement. The final documentation of this process will be the "Plan for Improvement" that will be attached to the final AAR Report.

The final AAR Report will be in a format similar to an annual report which will provide an overview of the campus administrative policies and procedures related to the event, background on the event that was reviewed, description of any preparedness operations, response operations and logistics, and recovery operations. The AAR must also contain information on financial impacts as well as prevention/mitigation measures to be taken.

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APPENDIX 5

EXAMPLES OF TYPE 1, 2, AND 3 INCIDENTS

EXAMPLES OF TYPE 1 INCIDENTS

TYPE 1 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Odor detection	<p>Source identified; no indication of criminal activity; no physical effects other than malodorous</p> <p>Escalate to Type 2 immediately if source cannot be identified and odor spreads significantly, if there are any indications of criminal activity, if there are reports of physical affects</p>	Campus first responder and campus or outside personnel who are adequately equipped and trained to detect and remediate
Hazardous material exposure	<p>Identifiable source; localized and contained; no indication of criminal activity; no physical effects</p> <p>Escalate to Type 2 immediately if source cannot be identified, if material spreads significantly, if there are any indications of criminal activity, if there are reports of physical effects</p>	Campus first responder and campus or outside personnel who are adequately equipped and trained to detect and remediate (and report if required by law)
Utility failure (small, confined site)	<p>Identifiable source; no indication of criminal activity; plumbing issue that can be repaired within 2 or less hours; can be repaired in more than 2 hours with alternate accommodations are available</p> <p>Consider escalation to Type 2 if source cannot be identified and situation is protracted and significantly affects normal operations</p>	Campus first responder and campus personnel or contractors who are adequately equipped and trained to detect and repair to normal function; or, temporarily repair to usable function until permanent repairs can be made

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TYPE 1 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Workplace violence (verbal intimidation)	Initial intervention successful; parties cooperative; no indication of physical threat or injuries Consider re-classification to Type 2 if subject indicates behavior consistent with escalation to physical violence or threatens use of a weapon or use of a dangerous instruments	Campus first responder and campus administrative unit responsible for this area

EXAMPLES OF TYPE 2 INCIDENTS

TYPE 2 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Structural fire	<p>Can be contained with either internal fire suppression system or assistance from fire department personnel; no risk to structural integrity or risk to other infrastructure</p> <p>Escalate to Type 2 immediately if fire spreads quickly or appears to be burning very fast and hot</p>	Campus first responder and campus or outside personnel who are adequately equipped and trained to conduct proper fire suppression (and follow on investigation if necessary)
Improvised Explosive Device (threat or confined area detonation)	Confined and does not threaten other areas. Non-threatened areas can continue operations providing first response agencies concur	Campus first responder and campus or outside personnel who are adequately equipped and trained to take appropriate actions in incidents involving IEDs
Utility failure (multiple buildings/complexes)	Seriously impacts multiple campus operations and functions; may take significant amount of time to restore (days); critical infrastructure at risk (e.g., laboratory refrigeration units)	Campus first responder and campus or outside personnel who are adequately equipped and trained to troubleshoot in order to request proper additional resources
Workplace violence (verbal threat of physical violence or actual physical violence without injuries)	<p>Consider re-classification to Type 2 "Severe" if the verbal threats escalates and infers the future use of a dangerous instrument</p> <p>Be prepared to take quick actions under a Type 3 event if the subject appearance indicates a concealed weapon or the subject exhibits behavior consistent with extreme physical violence</p>	Campus first responder and campus administrative unit responsible for this area; law enforcement if requested by victim

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TYPE 2 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
<p>Workplace violence (actual physical violence involving a dangerous instrument that has been controlled; no injuries)</p>	<p>Consider re-classification to Type 3 "Extreme" if the subject leaves campus after verbal threats for return with a weapon</p> <p>Be prepared to take quick actions under a Type 3 event if the subject appearance indicates a concealed weapon or the subject exhibits behavior consistent with extreme physical violence</p>	<p>Campus first responder and campus administrative unit responsible for this area; law enforcement required by campus</p>
<p>Severe Tropical Storm (high probability of upgrade to a hurricane)</p>	<p>Some flooding and wind damages to buildings, roadway and infrastructure; light debris and little to no hazardous materials; minor power disruption</p>	<p>Campus personnel responsible for preparedness, response activities</p>
<p>Flood (severe)</p>	<p>Some flooding and wind damages to buildings, roadway and infrastructure; light debris and little to no hazardous materials; minor power disruption</p>	<p>Campus personnel responsible for preparedness, response activities</p>

EXAMPLES OF TYPE 3 INCIDENTS

TYPE 3 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Hurricane (all)	Uninhabitable buildings, roadway and infrastructure damage; heavy debris and hazardous materials; extended power disruption	Campus personnel responsible for preparedness, response activities
Tsunami (extreme)	Uninhabitable buildings, roadway and infrastructure damage; heavy debris and hazardous materials; extended power disruption	Campus personnel responsible for preparedness, response activities
Earthquake (extreme)	Uninhabitable buildings, roadway and infrastructure damage; heavy debris and hazardous materials; extended power disruption	Campus personnel responsible for preparedness, response activities
Flood (extreme)	Example is the 40-day continuous rain on Oahu; heavy damage and debris	Campus personnel responsible for preparedness, response activities
Workplace violence (actual physical violence involving an uncontrolled weapon)	Uncontrolled means the weapon is in the possession of the subject whether concealed or visible	Campus first responder and campus administrative unit responsible for this area; law enforcement required

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