HONOLULU COMMUNITY COLLEGE
CAMPUS EMERGENCY RESPONSE
AND EVACUATION PLAN

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Revised July 30, 2018

ADDENDUMS

DATE	AREA	GENERAL TOPIC	GENERAL ACTIONS
02/15/2019	Concept of Ops	Scheduled update	Facilities dept. POC phone #s changes; pull pages and replace

DATE	AREA	GENERAL TOPIC	GENERAL ACTIONS
04/10/2018	Update Plan info		Updated roles and responsibilities

PLAN DISTRIBUTION

DATE	DEPARTMENT, SECTION, OR INDIVIDUAL	HARD COPY QUANTITY	SENT PDF FILE (YES/NO)
00/00/2013	VP Academics Affairs	2 Sets	Yes

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EXECUTIVE SUMMARY

Emergency management is often thought of as the process of preparing for a disaster such as tying down loose objects or placing sandbags at entry ways, as examples. However, there is much more to emergency management than pre-disaster response actions.

After decades of operational experience with presidentially declared disasters, in addition to experience in post-incident reviews and analyses of incidents worldwide, the Federal Emergency Management Agency (FEMA) developed emergency management best practices which identify four 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 functions. Therefore, 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, transient populations (campus-to-campus), international students, and students in study abroad programs.

The current 2014 version of the University of Hawaii System Emergency Management Plan (System Plan) codifies roles, responsibilities, procedures, and protocols at the executive level. Our obligation at the community college level is to codify specific campus actions that support and are consistent with the System Plan with provisions to ensure compliance with federal laws related to public safety and emergency management.

This document is the result of campus planning efforts that utilized best practices and followed performance guidance in order to ensure that this [Sample Community College] Emergency Response and Evacuation Plan:

- Provides efficient and effective response guidance during emergency incidents
- Meets compliance with federal laws; and,
- Promulgates campus resiliency in the aftermath of emergencies and disasters.

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

Erika Lacro
July 30, 2018

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 similar in concept to a departmental plan that supports an over-arching corporate plan.

This document is based on certain hierarchical standards set forth by the current University of Hawaii System Emergency Management Plan (System Plan) and meets current federal, state, and local laws, statutes, ordinances, and any other regulatory requirements related to emergency management.

At the completion of each annual threat assessment or assessment review and update session, the Honolulu Community College's 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 that added courses in the National Incident Management System/Incident Command System. 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 must come a conscious commitment by campus administrators to support and provide resources for continuous planning activities.

DEDICATED PERSONNEL

Campus emergency management 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. Therefore, required changes to the Campus Plan must be made in a timely manner.

To ensure that emergency readiness is maintained, the Honolulu Community College administration has a designated a Campus Emergency Management Coordinator (Campus EM Coordinator) whose responsibilities include overseeing plan maintenance, validating the plan through exercises, conducting campus community education and outreach, and maintaining open communication with the University of Hawaii System's Emergency Management Coordinator.

PLANNING METHODOLOGY

This Campus Plan was systematically developed to minimize the initial learning curve for new/transferring personnel, as well as to minimize the need to seek numerous, separate reference documents. This document was designed such that specific sections can be easily "pulled-out," replicated, and distributed to personnel who have designated tasks in the Campus Emergency Management Center upon its activation.

PAGE(S)	GENERAL DESCRIPTION OF CONTENT
1 through 10	The introductory administrative topics such as purpose, scope, roles, organization, and functions
11 through 27	The actual concept of operations (the in-depth "how to" manage a Type I, II, or III emergency incident)
28 through 34	Key items that ensure compliance with external requirements and performance requirements under federal law (the Clery Act)
35 and 36	Key items that ensure sustained preparedness
Threat Annexes	Detailed list of activities/tasks to be accomplished by each identified department, office, team, or individual who has a role before, during, and after a disaster or emergency incident (separate lists for each prioritized threat/hazard)
Appendices	Reference information and guidance 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 template utilizes completely different words which do not negate or blend 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

ITEM	FIRST RESPONDER AGENCIES & PERSONNEL	UH SYSTEM TEAMS & PERSONNEL	CAMPUS TEAMS & PERSONNEL
Command and control. Generally, a structured group* which is usually located close to, but, apart from the actual responders on-scene *In certain instances, command and control can be assumed and implemented by the on-scene responder	Command and control to be conducted through an "Incident Command Center" or "Unified Command Center" or "ICC"/"UCC" Note: In small-scale incidents, an on-scene First Responder can assume "First Responder Incident Command" leadership	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. Command and control of responders are site-specific.	Campus level incident command and control to be conducted through the "Campus Emergency Management Center". 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
A designated, remote location from which resources and costs are coordinated and tracked by a structured team of people	"Emergency Operations Center" or "EOC" The term "EOC" is reserved for political governments (e.g., State EOC or County EOC)	"System Emergency Management Center" or "SEMC" (as opposed to EOC)	"Campus Emergency Management Center" or "CEMC"
A structured team of people whose primary tasks are to provide coordination support to the responders and to track/record resources and costs	Name can vary (e.g., State Crisis Response Team)	"Emergency Management Team" or "EMT"	"Campus Crisis Management Team" or "CCMT"
The person who oversees activities of the team that coordinates and tracks resources	Name can vary (e.g., State Crisis Response Team Leader)	"System EMT Leader" (as opposed to "Executive" or plain "EMT Leader")	"CCMT Leader" Note: In certain instances, the on-scene Campus Responder can be the Leader if no CCMT Leader is available

END-TO-END APPROACH

The Honolulu Community College Campus Response and Evacuation Plan (Campus 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, Honolulu 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 circular 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 AND EMERGENCY MANAGEMENT

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 Honolulu Community College 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, certain public disclosures are required by the campus; 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 the Honolulu Community College Public Safety Committee and approved by the Vice Chancellor for Administrative Services prior to release to the campus community.

ENCHANCING 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, the Honolulu 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 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 Hawaii 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

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.

The ability to reference past documents for past practices ensures that the lessons learned are perpetuated from administration to administration—thus avoiding repetition of past errors in judgment or past inefficient processes.

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HONOLULU COMMUNITY COLLEGE
CAMPUS EMERGENCY RESPONSE & EVACUATION PLAN

</div>

1. INTRODUCTION

    A. Purpose

    The purpose of the Honolulu Community College 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 Hawaii System Emergency Management Plan (System Plan).

    B. Scope

    The use of this document is specific to the Honolulu 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.

    C. Laws and Authority

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

    1. Federal Government

        a. 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)

        b. Higher Education Opportunity Act (HEOA), Title IX of the Education Amendments of 1972, 34 Code of Federal Regulations (C.F.R.) Part 106.31Subpart D – Discrimination on the Basis of Sex in Education Programs or Activities Prohibited

        c. Violence Against Women Act (VAWA), Public Law 113-4, To reauthorize the Violence Against Women Act of 1994

        d. United States Department of Homeland Security, Presidential Directive; HSPD-5, Section 16(a), National Response Plan and National Incident Management System

    2. State of Hawaii Government

        a. Hawaii Revised Statutes Chapter 127A, Emergency Management

        b. Hawaii Revised Statutes Chapter 463-10.5, Guards; registration, instruction, training, testing, and continuing education

    3. University of Hawaii

        a. Board of Regents RP 11.205 Public Health , Safety and Security

        c. Executive Policy EP 2.203 Public Safety and Emergency Management

        d. Executive Policy EP 9.210 Workplace Non-Violence

  e. Administrative Policy [AP 9.730 Workplace Non-Violence Campus Procedures](#)

  f. Community Colleges Policy [UHCCP_9.730 Workplace Non-Violence Programs](#)

  g. Community Colleges Policy [UHCCP 11.600 Safety and Security Programs](#)

D. Mission

In alignment with the University of Hawaii System Emergency Management Plan, the mission of the Honolulu Community College 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

2. 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 the Honolulu Community College 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).

A. Natural Threats to Campus (listed by planning priority)

 1. Hurricane

 2. Earthquake

3. Tsunami

4. Wildfire

5. Waterspout/Tornado

6. Flood-Rain/Run-Off

7. Landslide or Other Debris Displacement

8. Flood from Riverine

B. Human-Induced Threats to Campus
1. Active Shooter
2. Improvised explosive device
3. Terrorist attack
4. Hazardous material release
5. Pandemic
6. Fire-Structural
7. Public Demonstration/Public Disturbance (aka riot)
8. Fire -equipment or vehicle
9. Workplace violence/domestic violence
10. Sexual harassment/sex offense
11. Utility Outage
12. Etc.

3. 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, Honolulu Community College has identified 4 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.

A. 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.

B. 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.

C. 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 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.

4. 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 the 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, validating the plan (e.g., exercises), plan outreach and education (e.g., presentations, drills), maintaining open communication with the University of Hawaii System's Emergency Management Coordinator.

5. 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 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 Acton 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.

A. 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 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.

1. 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 B FOR CAMPUS EMERGENCY MANAGEMENT CENTER PERSONNEL QUALIFICATIONS AND EQUIVALENCE GUIDELINES

2. Primary CCMT/CEMC Leader and Alternates

The Campus Incident Commander shall serve as the primary CEMC Leader for Honolulu Community College. The following is the list of designated CCMT alternates by order listed:

   a. Director of PCATT (1st alternate)

   b. Vice Chancellor of Academic Affairs (2nd alternate)

   c. Dean of Student Services (3rd alternate)

   d. Etc. until all qualified Campus Incident Command alternates are listed

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

C. **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 may be Campus Security Department personnel, other CCMT personnel, or a Campus Security Authority 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.

D. **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.

1.   Campus Operations Section Chief

The Vice Chancellor of Administrative Services shall serve as the primary Operations Section Chief. The following is the list of designated alternates by order listed:

a. Dean of Academic Support (1st alternate)

b. O&M Manager (2nd alternate)

2. Campus Planning Section Chief

The PCATT Director shall serve as the primary Planning Section Chief. The following is the list of designated alternates by order listed:

    a. Dean of University (1st alternate)

    b. Dean of Transportation and Trades (2nd alternate)

3. Campus Logistics Section Chief

The Dean of Academic Support shall serve as the primary Logistics Section Chief. The following is the list of designated alternates by order listed:

    a. Dean of Communications and Services (1st alternate)

    b. Vice Chancellor of Administrative Services (2nd alternate)

4. Campus Administrative/Finance Section Chief

The HCC fiscal officer shall serve as the primary Administrative/Finance) Section Chief. The following is the list of designated alternates by order listed:

    a. Senior Fiscal Specialist (1st alternate)

    b. Vice Chancellor for Administrative Services (2nd alternate)

5. Campus Public Information Officer

The Vice Chancellor of Academic Affairs shall serve as the primary Public Information Officer. The following is the list of designated alternates by order listed:

    a. Dean of Student Services (1st alternate)

    b. Dean of University/College (2nd alternate)

6. 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.

A. 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.

B. Identifying CSAs

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. Honolulu 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

7. CAMPUS PUBLIC SAFETY COMMITTEE

The Honolulu Community College 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.

A. 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 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

3. Human Resources

4. Academics

5. Counseling Services

6. Facilities

7. Campus Judiciary

8. Campus Faculty Senate

9. Student Government

B. 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 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.

CAMPUS EMERGENCY MANAGEMENT CENTER
ORGANIZATION CHART

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| OPERATIONS CHIEF | PLANNING CHIEF | FINANCE/ADMIN CHIEF | LOGISTICS CHIEF |

| SUPPORT STAFF | SUPPORT STAFF | | SUPPORT STAFF |
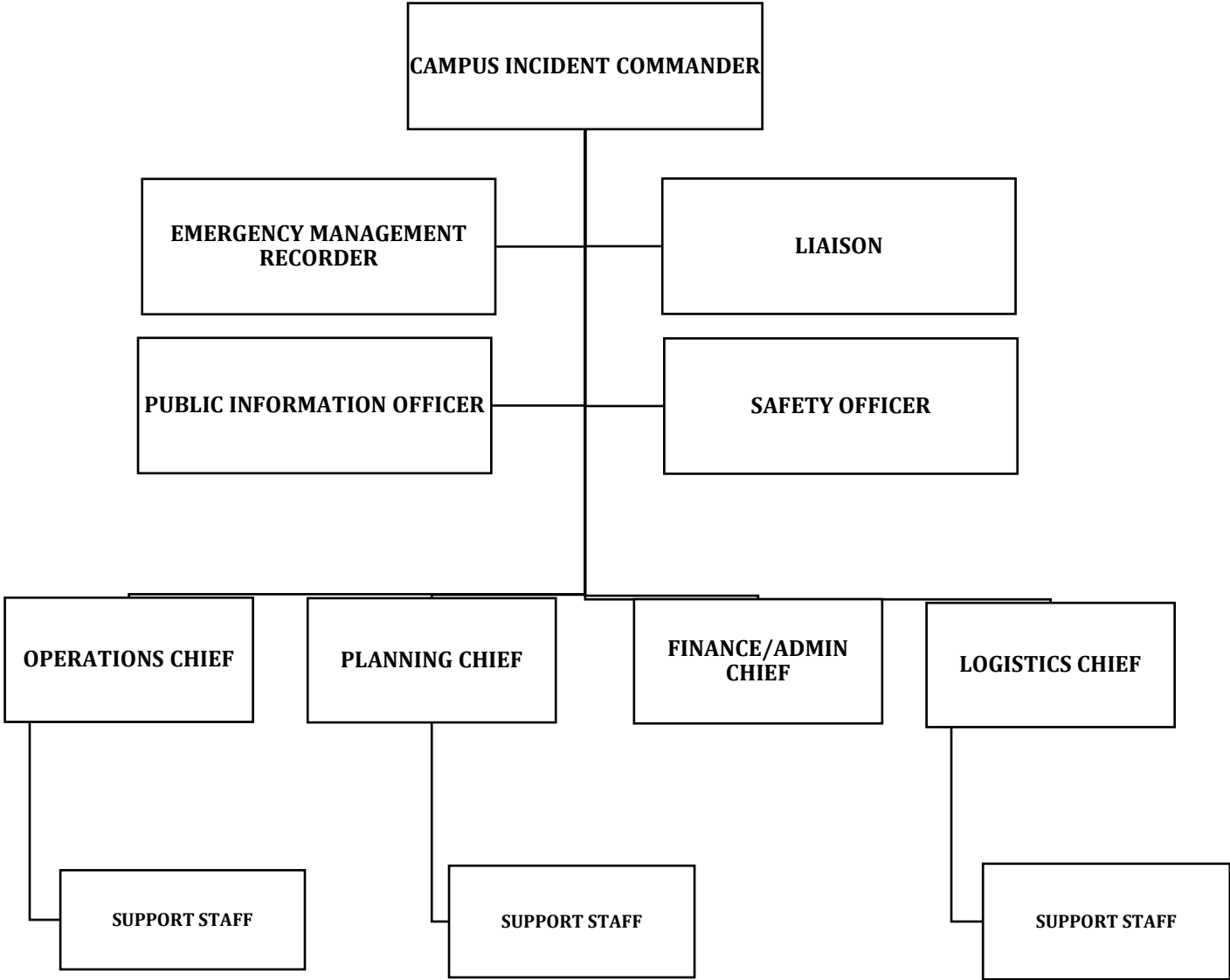
8. CAMPUS CONCEPT OF OPERATIONS

   A. Discovery of an Emergency or Potential Emergency

   This section details how Campus Responders are notified of an emergency. Generally, 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 BLDG 72B Room 101

   4. Direct phone call to the Campus Security Department. Direct number: (808) 284-1270

   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

   7. Other means of notification utilizing electronic device capabilities

      a. Campus Security Department SMS/text: (808) 284-1270

      b. The Campus Confidential Hot Line (808) 842-2595

      c. Campus Security Department email: honcc@hawaii.edu

   B. Initial Campus Responders and On-Scene Priorities

   Although personnel from the Campus Security Department are the primary, designated Campus Responders for emergency incidents, there may be occasion when a member of the Campus Crisis Management Team or a credentialed 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)

      a. On approach to the scene, assess the area for immediate safety issues (danger to self and others)

      b. At the scene, conduct an assessment to determine:

         1) Type of incident (Type 1, 2, or 3)

         2) Command and control requirements

         3) Evacuation or sheltering requirements

      c. Determine any assistance requirements

         1) Need for on-scene assistance

         2) Need for assistance in notifying:

- Internal emergency response components (e.g., other Campus Security Department personnel, Campus Crisis Management Team personnel)

- External first responder components (police, fire, ambulance; service provider agencies)

d. Convey all information to other available Campus Security Department personnel or the on-duty Campus Crisis Management Team Leader

2. After confirming that the above information has been received, initiate any required life-saving actions.

C. Incident Types and Command and Control (by type of incident)

The intent of this section is to delineate actionable thresholds (based on the type of incident); to detail the command and control authorities and areas of responsibilities based on the type of incident; and, to define clear protocols and methodologies for communication.

Annexes at the end of this document provide details, by threat, of minimum departmental response actions which are to be accomplished throughout the entire duration of an emergency. Each departmental task list is broken down into the 4 phases of emergency management and 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:

a. Definition by Specific Type of Incident

b. Severity Level Designation

c. First On-Scene Command and Control Actions for a Type 2 Incident

d. Next on Scene Command and Control Actions

e. Convening the Campus Crisis Management Team

f. Activation of the Campus Emergency Management Center (CEMC)

g. Expansion of the CEMC

h. Contraction of the CEMC

i. On-Scene Incident Close-Out for Type 2 Incidents and De-Activation of the CCMC

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1. **TYPE 1 INCIDENT**

   a. Definition of a Type 1 Incident

   1) 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 Hawaii System resources or little assistance from outside agencies.

   2) There is little to no impact to the campus personnel or to the normal campus operations outside the locally affected area.

   b. Severity Level Designation for a Type 1 Incident

   1) Minor Incident (System Plan)

   2) Minor (Common Alert Protocol)

   - Minimal to no known threat to life or property

   - Certainty level for incident escalation is "Unlikely" (not expected to occur)

   3) 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)

   c. First On-Scene Command and Control Actions for a Type 1 Incident

   1) 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).

2) Initial Field Notification Protocols and Methodology for a Type 1 Incident

- 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.

- 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 10 minutes, the next alternates can be contacted utilizing voice communication or SMS/text. 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.

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

1) Arrival of Others On-Scene

- 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.

- 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.

- 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.

e. 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).

f. 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).

   1) 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 which will likely fulfill duties that are consistent with the Command Staff positions for Operations, Logistics, and the Public Information Officer.

   2) 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.

   3) 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.

   4) 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).

   5) 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).

g. Expansion of the CEMC

   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).

h. 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).

i. On-Scene Incident Close-Out for a Type 1 Incident or De-Activation of the CCMC

   1) Provided no formal CEMC was established, the incident can be closed on-scene by the Campus Responder.

   2) 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).

3) 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 C FOR EXAMPLES OF TYPE 1, TYPE 2, and TYPE 3 INCIDENTS

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2. **TYPE 2 INCIDENT**

   a. Definition of a Type 2 Incident

   1) The Type 2 incident disrupts a sizable portion of the Campus Community and requires some coordinated resources from the University of Hawaii System and from outside agencies.

   2) A Type 2 event could also include a small area of the surrounding community.

   b. Severity Level Designation for a Type 2 Incident

   1) "Emergency" (System Plan)

   2) "Moderate" or "Severe" (Common Alert Protocol)

   - Type 2 "Moderate" (possible threat to life or property)

   - Type 2 "Severe" (significant threat to life or property)

   3) 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)

   c. First On-Scene Command and Control Actions for a Type 2 Incident

   1) Responsibilities of the First on Scene for a Type 2 Incident

   - If the incident is Type 2, 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). .

2) Initial Field Notification Protocols and Methodology for a Type 2 Incident

- 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.

- 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.

- If the incident involves people, utilize only person-to-person voice communication to contact the CCMT Leader or any of the next alternates.

d. Next on Scene Command and Control Actions for a Type 2 Incident

1) Arrival of Others On-Scene

- 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.

- 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.

2) 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.

e. 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 (CCMC) 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.

f. Activation of the Campus Emergency Management Center (CEMC) for Type 2 Incidents.

1) 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).

2) 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.

3) 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.

4) Responsibilities and Transfers of Command

- The Campus Responder is responsible for conveying field response needs to the CCMT Leader.

- 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).

- 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.

- 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.

- 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.

- 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.

- 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).

5) Required Initial Notifications to UH System Emergency Management Team Leader for Type 2 Incidents

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.

At minimum the following must be notified:

- University System EMT Leader

- Community Colleges System Executive In-Charge

- Vice President for Administration, UH System Office

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).

g. 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).

1) If no first responder was required for the Type 2 incident, the Campus Responder will determine the growing support requirements.

2) If a first responder was summoned and no ICC/ UCC was established, the first responder will determine the growing support requirements.

3) 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.

h. 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).

i. On-Scene Incident Close-Out for Type 2 Incidents and De-Activation of the CCMC

1) 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.

2) 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.

3) 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).

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3. TYPE 3 INCIDENT

a. Definition of a Type 3 Incident

1) The Type 3 incident disrupts a sizable portion of the Campus Community and requires substantial amount of coordinated resources from the University of Hawaii System and from outside agencies.

2) 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.

b. Severity Level Designation for a Type 3 Incident

1) "Disaster" (System Plan)

2) "Extreme" (Common Alert Protocol)

- Extraordinary threat to life or property

- Incident may have been re-classified from a Type 1 "Minor" or Type 2 "Moderate"/"Severe that escalated to a Type 3 "Extreme"

3) Level of "Certainty" for Incident Escalation (Common Alert Protocol)

Not applicable. The incident reached the maximum level of escalation.

c. First On-Scene Command and Control Actions for a Type 3 Incident

1) Responsibilities of the First on Scene for a Type 3 Incident

- If the incident is Type 3, 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 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).

- 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).

2) Initial Field Notification Protocols and Methodology for a Type 3 Incident

- 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.

- Utilize only person-to-person voice communication to contact any of the next alternates.

d. Next on Scene Command and Control Actions for a Type 3 Incident

1) 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.

2) If the Type 3 incident occurs suddenly, the following applies:

- 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.

- 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.

e. 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.

f. Activation of the Campus Emergency Management Center (CEMC) for Type 3 Incidents.

1) 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).

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

3) 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.

If the Type 3 incident occurs suddenly, the following apply:

- The Campus Responder is responsible for conveying initial field response needs to the CCMT Leader.

- 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).

- 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.

- 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.

- 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.

- 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.

- 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.

4) Required Initial Notifications to UH System Emergency Management Team Leader for Type 3 Incidents

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.

At minimum the following must be notified:

- University System EMT Leader

- Community Colleges System Executive In-Charge

- Vice President for Administration, UH System Office

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) is the primary cannot be reached.

g. 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.

h. 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.

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

1) 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.

2)   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.

3)   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.

4)   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).

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D. 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.

9. COMMUNICATION PROTOCOLS FOR ALL TYPES OF INCIDENTS

   A. Establishing Early Communication

   Establishing early communication is a requirement and must following 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).

   B. 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 Hawaii 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 Hawaii System Emergency Management Team is managing an incidents that has the potential to affect another campus or multiple campuses.

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

   D. 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.

   E. 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.

10. 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 totally 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.

    A. 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.

B.   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.

C.   Exceptions that May Prevent a Timely Warning

1.   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 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.

2.   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.

D.   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.

As a quick guide:

1.   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.

2.   If institutions utilize information from the records of the Campus Security Department, FERPA is not implicated as those records are not protected by FERPA.

E.   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. Honolulu Community College utilizes the following to disseminate timely warning messages:

1. UH ALERT SMS/Text

2. UH ALERT Email Broadcast

3. Code Blue emergency station reverse calls and enunciators (loud speakers)

4. When applicable, the fire alert system enunciators

5. When applicable, cooperation with radio and television media

6. CAMPUS INFORMATION HOTLINE: (808) 842-2595

F. 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.

Below are some of the helpful questions to ask when determining how fast to issue the warning:

1. What kind of threat is it? (active shooter, fire, flood, building collapse, etc.)

2. What is the nature of the hazard? (a person or persons, gaseous, liquid, etc.)

3. Is it fast moving/escalating; spreading quickly? (note wind direction and speed with airborne threats)

4. Can the result of exposure to the hazard be treated? (some toxins have irreversible effects)

5. Who or what is at risk and how close are they? (populated open area, buildings with/without air handlers, downwind area, etc.)

6. Are there special needs populations? (need warn sooner if population needs extra time to evacuation or relocate)

7. What is the potential for the situation to escalate and expose a greater portion of the campus?

8. How many will be exposed before the situation is controlled?

11. UH ALERT SYSTEM AND TIMELY WARNING (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.

A. Thresholds
1. 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.

2. 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."

a. "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."

b. "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 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.

B. Overview of the UH ALERT System

To aid in the outreach of students, faculty, and staff, the University of Hawaii 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 Hawaii 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 Hawaii System does not give, rent, sell, or voluntarily supply your information to any third party for any reason other than emergency notification.

C. UH ALERT System Authorizers and Authorized "Senders"

Protocols have been established by the University of Hawaii 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 1 for current Authorizers and Authorized Senders

D. 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 Hawaii Community Colleges system to do so.

E. 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 Hawaii System cannot guarantee every receipt of an emergency message

F. Campus Community Outreach Responsibilities

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.

12. EVACUATION PROCESSES (How does the campus conduct an evacuation)

A. 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.

B. The Campus Evacuation Coordinator

1. Designees are assigned by buildings or complexes (see Annex [__] for specific designees).

2. Responsibilities of the Campus Evacuation Coordinator

a. Pre-incident planning to identify appropriate evacuation sites based on types of hazard, wind direction, and safe and quick access.

b. 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).

c. 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 utilized 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).

    d. Tracking and registration of special needs persons

    e. Conducting/coordinating the evacuation processes

    f. Recordation of all actions either manually or electronically (upon event closing, all manual documentation must be scanned to digital format for archiving)

C. 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

    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)

13. EMERGENCIES INVOLVING INTERNATIONAL STUDENTS

Responsibilities and Personnel Designations

The Chancellor is responsible for ensuring the identification and proper training of on-campus "Designated School Officials"—a requirement of colleges and universities who receive certification by the ICE (Immigration Customs Enforcement) Student and Exchange Visitor Program to enroll international students. Because all international students who enter the United States in F, M. or J visa classes are monitored by the U.S. Department of Homeland Security (DHS), the Chancellor is also responsible for ensuring that the campus has clear procedures in place for the proper reporting to federal authorities as to the student programs, location, and status of international students.

The "Designated School Officials" (DSOs) are responsible for advising international students and inputting data into the DHS database. During emergencies, the campus must have the capability of quickly establishing communication with international students; and, provide assistance in helping those students in managing their individual situations. In emergency situations, the DSO must make timely updates to the database to reflect any changes to the status and location of international students. The international students must be advised on how to maintain their immigration status and other timely information about their options (e.g., transferring) if they are not able to continue studies at the campus due to the emergency incident.

DSO Training Requirements

All personnel who are engaged in activities of a DSO must satisfactorily complete the following training at minimum: "Campus Security Authorities," "IS-/I-100.HE 'An Introduction to Incident Command System'," and "IS-/I-700.A 'An Introduction to National Incident Management System."

Plan Annex Requirements for International Students Programs

1. To ensure that federal compliance is met; and, that the needs of the international students are met during emergencies, the primary DSO is responsible for the development and maintenance of an "International Students Program Annex" which is to be integrated into this Plan.

2. The Annex shall contain (at minimum):

    a. Specific identities of the primary DSO and alternates with all means of contact

    b. Specific points of contacts and contact numbers for law enforcement agencies and applicable governing agencies related to international students

    c. A detailed breakdown of the responsible persons' actions/activities before, during, and after the disaster or emergency incident

    d. The alternate means of communication upon the failure of conventional communication/utilities

    e. The location of alternate facilities or remote locations by which to access the DHS database to update the international students' information

14. EMERGENCIES INVOLVING STUDY ABROAD PROGRAMS

Responsibilities and Personnel Designations

The Chancellor is responsible for ensuring the identification and proper training of campus personnel who are charged with the oversight and management of students and other personnel while travelling abroad. Such personnel are responsible to understand their roles and function before, during, and after emergency situations (to include natural or man-caused disasters, crimes, and incidents with imminent threat) which occur while abroad. Study abroad students and personnel must receive information on who to and how to report emergencies and crimes; and, how they will receive notification and information on what to do related to an imminent threat.

Training Requirements for Study Abroad Personnel

All personnel who are engaged in any management or advising of students whole abroad must satisfactorily complete the following training at minimum: "Campus Security Authorities," "IS-/I-100.HE 'An Introduction to Incident Command System'," and "IS-/I-700.A 'An Introduction to National Incident Management System.'"

Plan Annex Requirements for the Study Abroad Programs

1. To ensure that compliance with the federal Clery Act performance measures for study abroad students are met; and, that the needs of the international students are met during emergencies, the primary, designated program official is responsible for the development and maintenance of a "Study Abroad Program Annex" which is to be integrated into this Plan.

2. The Annex shall contain (at minimum):

   a. Specific identities of the primary and alternate personnel who are expected to travel with students; and, all means of contacting them while abroad

   b. Specific points of contacts and contact numbers for law enforcement agencies and applicable governing agencies related to the jurisdiction(s) abroad

   c. A detailed breakdown of the of the responsible persons' actions/activities before, during, and after the disaster or emergency incident (should be prepared for each different locale abroad)

   d. The alternate means of communication upon the failure of conventional communication/utilities while abroad

   e. The location of alternate facilities or remote locations at which to shelter if the designated site requires complete evacuation

15. CAMPUS LOCKDOWN/SHELTER-IN-PLACE PROCEDURESEMERGENCY RESPONSE AND EVACUATION PLAN REVIEW AND UPDATES

Lockdown procedures are used in situations involving dangerous intruders, active shooters, or other incidents that may result in harm to persons on campus. For the safety and protection of students, visitors, faculty and staff, a crisis on campus may require campus administrators to recommend all persons on campus to "Lockdown" in response to an emergency situation. This action would be necessary in situations where evacuation would not be appropriate and where the evacuation process could expose the occupants to an

increased level of risk. For example, an armed intruder on campus would require that occupants lock themselves in rather than being exposed to the danger.

Other situations might occur where a "shelter in place" could be recommended include but are not limited to severe weather warnings and certain medical and chemical emergencies. Time is critical in such a crisis and, once advised, the "Lockdown" or "shelter in place" should be initiated as quickly as possible. The Campus Crisis Management Team Executive (CCMT) or Emergency Management Coordinator (EMC) shall initiate a "Lockdown" or "shelter in place" if deemed necessary and contact the appropriate outside resources (i.e. police, fire department, EMS, etc.) and inform the campus Chancellor and/or designee of the situation.

Notification of the need for a lockdown will be communicated via the UH Alert system and by campus wide email, campus wide voicemail, siren notification, and verbally via campus security officers. It is extremely important that all faculty and staff assist with announcing the lockdown instruction and help direct occupants into a room/building that can be secured. When the announcement is made to initiate an emergency lockdown, the following steps should be taken:

- All faculty and staff should direct all students and visitors to an area that can be secured. (Note: All classroom doors that are configured in such a way, as to allow the door to remain locked while occupied, should be locked at all times. This measure will allow the instructor or students to simply close the locked door and afford some protection for the occupant from a violent attacker.

- All doors into the area should be locked and/or barricaded.

- Instructors and students should move to the area of the room that places the greatest number of obstacles and most substantial barrier(s) (i.e. away from windows, doors, and behind filing cabinets, under desks, etc.) between you and the hazard (i.e. bullets, flying glass and other projectiles).

- If possible, close all blinds/drapes. Note: Normally the position of blinds and drapes for classrooms should be in the open position for security reasons.

- Turn off the lights.

- Silence cell phones

- Remain under lockdown until you have been officially given the "ALL CLEAR" and advised that the crisis has been resolved.

- If you are in an area that does not lock, use all available items including desks, dressers, tables, chairs, etc. to barricade the door.

- DO NOT allow anyone to enter or exit the room until the "ALL CLEAR" signal is given by the first responders and relayed to the CCMT, EMC, or Campus Security.

- Once the lockdown has been cancelled, faculty and staff should assist with directing police, security, EMS, rescue teams, etc. to any injured persons in their respective area.

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

B. 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.

16. EXERCISES AND DRILLS (validating the plan and practicing the process)

A. Meeting Clery Act Compliance Measures

1. Testing the Plan (meaning "validating the content of the 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 Honolulu Community College Campus Response and Evacuation Plan addition to conducting practice drills during the fall and spring semesters.

2. Prescribed 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.

a. 30 days prior; notification to the Campus Community that an exercise/drill has been scheduled

b. 1 weeks prior; notification to remind Campus Community that an exercise/drill be held

c. 1 day before; notification to remind and notify those who did not receive previous email messages

d. Day of; notification that exercise/drill activity will be taking place (provide general idea of what to expect)

e. 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

B. Training Pre-Requisites

1. 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 methodologies and timeframes that will be in compliance with the Clery Act.

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

3. 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.

C. 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.

D. Adherence to U.S. Department of Homeland Security Exercise Guidelines

1. All exercises and drills are to be developed and implemented according to the U.S. Department of Homeland Security's 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:

    a. Hot Wash

    b. Formal After Action Review

    c. Exercise/Drill After Action Report

    d. Strategies for Improvement (which is to be attached to the After Action Report)

2. 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). If no qualified person is employed, the campus is responsible for seeking assistance from the University of Hawaii System, other campuses, or from available state or county emergency management agencies.

3. Exercise/Drill Plan and Report Approvals Required

    Because the Chancellor is the highest campus official with the highest level of responsibility for the actions, activities, and decisions for his/her campus, the Exercise Plan and the Final After Action Report must receive prior approval by the Chancellor before implementation/dissemination. No designee is acceptable unless it is an appointed "Acting Chancellor."

E. 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.

17.   MONITORING PLAN AND PREPAREDNESS 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 Vice Chancellor of Administrative Services is responsible for taking the appropriate actions that will minimize further delays which could jeopardize emergency readiness.

(END MAIN BODY OF PLAN)

APPENDICES

Appendix A: EMERGENCY MANAGEMENT PERSONNEL QUALIFICATIONS
AND EQUIVALENCE GUIDELINES

Appendix B: CAMPUS SECURITY AUTHORITIES

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

Appendix D: EXAMPLES OF TYPE 1, 2, AND 3 INCIDENTS

Appendix E: UH ALERT PRE-APPROVED SCRIPTS

APPENDIX A

EMERGENCY MANAGEMENT PERSONNEL
QUALIFICATIONS AND EQUIVALENCE GUIDELINES

The University of Hawaii System (System) is required to comply with minimum training standards set forth by the U.S. Department of Homeland Security. The required training courses relate to and support the National Incident Management System (NIMS) and Incident Command System (ICS). These requirements have been formally communicated to the System by the State of Hawaii, Hawaii Emergency Management Agency (formerly known as "State Civil Defense").

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 a 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 Hawaii position of Vice Chancellor of Administrative Services or higher

Professional Experience Equivalence:

Any one or a combination of the following:

- 2 years experience as a University of Hawaii-Vice Chancellor of Academic Affairs

- 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)

- 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)

- 4 documented deployments as a federal, state, or county first responder in the capacity as a Field, Incident, or Unified Command Center Commander

- 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 under a presidentially declared disaster
- County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence) under a presidentially declared disaster

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 Hawaii 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

Professional Experience Equivalence:

Any one or a combination of the following:

- 4 years experience in a University of Hawaii position as a manager

- 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)

- 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)

- 3 documented deployments as a federal, state, or county first responder in the capacity as an ICS Branch Director or higher

- 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

- 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 under a presidentially declared disaster
  - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence) under a presidentially declared disaster

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 Hawaii position as a public information officer or marketing officer or higher with focus on crisis communication knowledge, skills, and abilities

Professional Experience Equivalence:

- 6 years experience in a University of Hawaii position as an Emergency Management Coordinator with focus on crisis communication knowledge, skills, and abilities

- 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)

- 2 years experience in a private-sector company position with similar roles and responsibilities (company with more than 500 employees)

- 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

- 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 under a presidentially declared disaster
  - County-level EOC (parish-level or department-level coordination centers will not be considered as equivalence) under a presidentially declared disaster

APPENDIX B

HONOLULU COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

OFFICE/TITLE	NAME	AREA	CONTACT INFORMATION
Chancellor	Erika Lacro	Campus Administration	located at:
Director of Communications		Campus Administration	https://hawaii.edu/directory
Vice Chancellor of Academic Affairs	Karen Lee	Campus Administration	
Vice Chancellor of Administrative Services	Derek Inafuku	Campus Administration	
Director of PCATT	Steven Auerbach	Campus Administration	
Dean of University College	Jennifer Higa-King	Campus Administration	
Dean of Tech 1	Kasey (Keala) Chock	Campus Administration	
Dean of Tech 2	Fumiko Takasugi	Campus Administration	
Dean of Student Services	Lara Sugimoto	Campus Administration	
Dean of Academic Support	Wayne Sunahara	Campus Administration	
Director, Student Life & Development	Emily Kukulies	Student Affairs	
Business Office Manager	Myrna Patterson	Business Office	
Safety and Security Manager	John Schell	Campus Security	
Counselor	Erica Balbag-Gerard	Student Affairs	
Counselor	Melodee Kawano	Student Affairs	
Counselor	Nicole Misaki	Student Affairs	
Counselor	Jean Maslowski	Student Affairs	
Counselor	Shanon Miho	Student Affairs	
Counselor	Scot Parry	Student Affairs	
Counselor	Jill Teraizukmi	Student Affairs	
Career Counselor	Silvan Chung	Career Services	
Academic Support METC	Mark Kimura	Sand Island/METC	
Assistant Professor		Kalaeloa/ Comm. Aviation	
Assistant Professor	Guy Shibayama	Apprenticeship Trades	
Assistant Professor	Kara Kam-Kalani	Humanities/Social Sciences	
Assistant Professor and Coordination	Jeannie Shaw	Pearl Harbor/Coop. Ed.	
Club Advisor-AEC	Michael Jennings	Student Affairs	
Club Advisor-BASIC (Brothers & Sisters Carpentry)	George Boeman	Student Affairs	
Club Advisor-Communication Arts		Student Affairs	
Club Advisor-Cosmetology	Jessica Kaniho	Student Affairs	
Club Advisor-Early Childhood Education	Iris Saito	Student Affairs	

Club Advisor-Fashion Society	Joy Ann Nagaue	Student Affairs	
Club Advisor-Fire Club	Stacy Rogers	Student Affairs	
Club Advisor-Hawaii Advanced Technology Society		Student Affairs	
Club Advisor-International café at HCC	Charles Miller	Student Affairs	
Club Advisor-Justice Society of HCC	Oscar Diaz	Student Affairs	
Club Advisor-Pacific Island Movement	Conred Maddox	Student Affairs	
Club Advisor-Phi Theta Kappa	Lena Low	Student Affairs	
Club Advisor-Veterans Club		Student Affairs	
Cooridinator/Assistant Professor	James Niino	Apprenticeship	
Director of Secondary Education		Student Affairs	
Disabilities Services	Cassandra Kam	Student/Employee Affairs	
Division Chair-Automotive Technology	Bert Shimabukuro	Employee/Student Affairs	
Division Chair-Math & Natural Science	Brent Rubio	Employee/Student Affairs	
Division Chair-Language Arts		Employee/Student Affairs	
Division Chairs(2)-Humanities/Social Science	Kara Kam-Kalani	Employee/Student Affairs	
Education Specialist		Airport/PATC	
Health Nurse/Registered Nurse	Lorri Taniguchi	Student Health Services	
Human Resource Manager	Monique Tinkang	Employee Affairs	
Instructor	Nina Martin	Early Child Care	
Instructor/Division Chair	Jeff Stearns	Language Arts	
Instructor	Mark (Alapaki) Luke	Hawaiian Programs	
Professor	Femar Lee	Math and Natural Sciences	
PACE Coordinator	Cyndi Uyehara	PACE Coordinator	
Tech Director Coordinator	Kenton Short	Firehouse/Constr. Academy	
Tech 1		Transportation and Trades	
AERO Coordinator	Brian Isaacson	Aeronautics	
METC Coordinator	Bob Perkins	METC	
Areospace Training	Brian Quinto	Pacific Areo. Tr. Center	

APPENDIX C

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 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.

APPENDIX D

FOLLOWING PAGES ARE
EXAMPLES OF TYPE 1, 2, AND 3 INCIDENTS
EXAMPLES OF TYPE 1 INCIDENTS

TYPE 1 INCIDENT	DESCRIPTION	PRIMARY RESPONSIBLE PERSONNEL
Odor detection	Source identified; no indication of criminal activity; no physical effects other than malodorous 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	Campus first responder and campus or outside personnel who are adequately equipped and trained to detect and remediate
Hazardous material exposure	Identifiable source; localized and contained; no indication of criminal activity; no physical effects 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	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)	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 Consider escalation to Type 2 if source cannot be identified and situation is protracted and significantly affects normal operations	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
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	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 Escalate to Type 2 immediately if fire spreads quickly or appears to be burning very fast and hot	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 cam 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)	Consider re-classification to Type 2 "Severe" if the verbal threats escalates and infers the future use of a dangerous instrument 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	Campus first responder and campus administrative unit responsible for this area; law enforcement if requested by victim

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

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

APPENDIX E

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 in the absence of an administrator and/or when a situation commands immediate mass notification.

[UH ALERT MESSAGE TEMPLATES FOR HONOLULU COMMUNITY COLLEGE](#)

THREAT ANNEXES

The Threat Annexes contains detailed plans of action for **EACH** department, section, office, or individual who are involved in **EACH** kind of threat that is identified and prioritized 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.

ANNEX 1:   CRISIS MANAGEMENT TEAM FOR ALL THREATS
ANNEX 2:   EMERGENCY COMMUNICATIONS FOR ALL THREATS
                    (EXAMPLE PROVIDED)
ANNEX __: TROPICAL STORM/FLOOD (EXAMPLE PROVIDED)
ANNEX __: HURRICANE
ANNEX __: TSUNAMI

AUTHORIZED SENDERS OF TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

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	Inafuku, Derek	Admin Services	845-9123	294-9123	386-5712
2	Lueder, Billie	Chancellor's Office	845-9187		
3	Schell, John	Admin/Security	445-1482	845-9459	308 2581

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

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Inafuku, Derek	Admin Services	845-9123	294-9123	386-5712
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	Inafuku, Derek	Admin Services	845-9123	294-9123	386-5712
2		Chancellor's Office	845-9187		
3	Schell, John	Admin/Security	445-1482	845-9459	308-2581

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

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Inafuku, Derek	Admin Services	845-9123	294-9123	Ì I Í ËJGFF
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	Inafuku, Derek	Admin Services	845-9123	294-9123	845-9211
2		Chancellor's Office	845-9226		
3	John Schell	Admin/Security	284-1270	271-4836	845-9459

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

#	NAME (LAST, FIRST)	DEPT/OFFICE	CONTACT #1	CONTACT #2	CONTACT #3
1	Inafuku, Derek	Admin Services	845-9123	294-9123	845-9211
2	John Schell	Admin/Security	284-1270	271-4836	845-9459
3					