OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 300 HONOLULU, HAWAII 96813
PHONE: (808) 523-4111 FAX: (808)524-3439

MUFI HANNEMANN
MAYOR

Emergency Operations Plan
January 18, 2007

The City and County of Honolulu hereby approves and implements its Emergency Operations Plan in accordance with the National Incident Management System (NIMS) and National Response Plan, effective on January 18, 2007.

Disasters, both man-made and natural, have inflicted significant property losses and resulted in death and injury to residents and visitors in the City and County of Honolulu. With our continuing growth and development, these threats can be expected to pose even greater risks to the safety and welfare of our people in the future.

The City and County of Honolulu is continually reassessing its capabilities to become proactive in its emergency management needs. The City, through the Oahu Civil Defense Agency, is taking an all-hazards approach in consonance with NIMS. This approach integrates response and support systems to ensure appropriate actions are taken at the field, operational, and executive levels to mitigate against all spectrums of events.

Accordingly, this integrated, NIMS-compliant Emergency Operations Plan, dated January 2007, uses NIMS concepts and methodology to address prevention, awareness, preparedness, response, and recovery. It is intended to provide all response agencies – City, State, Federal, private, and corporate – with a framework for their respective plans and programs.

All City departments and agencies are responsible for developing and maintaining their own supporting disaster response plans, standard operating procedures (SOP), and/or checklists in consonance with this plan. As a minimum, all directors, division and branch chiefs, and other government and private sector executives having specific responsibilities for our residents and visitors should review the "Table of Contents," read the "Basic Plan," and be familiar with the format of the "Functional Annexes."

Legal authority for the actions required by this plan is contained in the Hawaii Revised Statutes, Chapters 121 through 130, the Revised Charter of the City and County of Honolulu, and other State and City Directives as delineated in the basic portion of this plan.

The Oahu Civil Defense Agency is responsible for updating the plan and advising all City departments and agencies on its implementation.

MUFI HANNEMANN
Mayor

OAHU CIVIL DEFENSE AGENCY
CITY AND COUNTY OF HONOLULU
650 SOUTH KING STREET HONOLULU, HAWAII 96813
PHONE: (808)523-4121 FAX: (808)524-3439 WORLDWIDE WEB: www.oahucivildefense.com

MUFI HANNEMANN
MAYOR

PETER J.S. HIRAI
ACTING ADMINISTRATOR

January 26, 2007

Major General Robert G.F. Lee, Director
State of Hawaii Department of Defense
3949 Diamond Head Road
Honolulu, Hawaii 96816

Dear Major General Lee:

The Oahu Civil Defense Agency submits, for your approval and signature, the updated Emergency Operations Plan for the City and County of Honolulu.

This plan is nested with the National Incident Management System (NIMS) and represents a collaborative effort with all of our emergency management partners. It contains a complete revision of our Basic Plan, Functional Annexes, and Disaster Specific Appendices.

Please sign and return the indicated signature page; the remainder of the plan may be kept for your records.

If you have any questions or comments you may contact Mr. Kenneth Gilbert, Plans and Operations Officer (TA) at 523-4121. Thank you for your support of emergency management programs.

Sincerely,

Peter J S Hirai

PETER J.S. HIRAI
Acting Administrator

Enclosures

LINDA LINGLE
GOVERNOR

MAJOR GENERAL ROBERT G. F. LEE
DIRECTOR OF CIVIL DEFENSE

EDWARD T. TEIXEIRA
VICE DIRECTOR OF CIVIL DEFENSE

PHONE (808) 733-4300
FAX (808) 733-4287

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE DIRECTOR OF CIVIL DEFENSE
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

March 2, 2007

Mr. Peter J. S. Hirai
Acting Administrator
Department of Emergency Management
City and County of Honolulu
650 South King Street
Honolulu, Hawaii 96813

Dear Mr. Hirai:

Honolulu Emergency Operations Plan

Major General Robert G. F. Lee, Director of Civil Defense, concurs with the provisions of the City's revised Emergency Operations Plan (EOP), dated January 11, 2007. Page 19 of the plan is returned to you for appropriate action.

We commend your agency staff for completing a comprehensive EOP. It clearly reflects a high degree of focus, hard work, and a collaborative all-hazards approach.

Please call me directly at 733-4301, ext. 501, if you have any questions.

Sincerely,

EDWARD T. TEIXEIRA
Vice Director of Civil Defense

Attch.

CITY AND COUNTY OF HONOLULU

EMERGENCY OPERATIONS PLAN

January 11, 2007

THIS PLAN SUPERSEDES THE OAHU CIVIL DEFENSE PLAN, DATED MARCH 1, 1975, AND THE CITY AND COUNTY OF HONOLULU EMERGENCY OPERATIONS MANUAL, DATED SEPTEMBER, 1991 AND ALL AMENDMENTS UNLESS SPECIFICALLY NOTED OTHERWISE

CITY AND COUNTY OF HONOLULU
EMERGENCY OPERATIONS PLAN
BASIC PLAN

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CITY AND COUNTY OF HONOLULU

EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN
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CITY AND COUNTY OF HONOLULU
EMERGENCY OPERATIONS PLAN
BASIC PLAN
Record of Revisions

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)
0001	04/07/08		

CITY AND COUNTY OF HONOLULU
EMERGENCY OPERATIONS PLAN
BASIC PLAN

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CITY AND COUNTY OF HONOLULU
EMERGENCY OPERATIONS PLAN
BASIC PLAN
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CITY AND COUNTY OF HONOLULU
EMERGENCY OPERATIONS PLAN
BASIC PLAN

I. GENERAL

A. PURPOSE

1. To achieve effective governmental and private sector preparedness for prompt, fully coordinated, flexible response and assistance when natural or human-made disasters, to include terrorism incidents and acts of war, threaten or occur anywhere in the City and County of Honolulu.
2. To coordinate the efforts of the City, State and Federal Agencies, supporting private sector organizations and volunteer groups during emergency response and recovery.
3. To provide functionally oriented operational assignments and priorities to be completed by each participant in the emergency response effort.
4. To identify state and federal assistance that may be available to assist in the response to a major disaster.
5. To provide a basis for transitioning from the emergency response phase into recovery operations.

B. OBJECTIVES

1. Minimize the loss of life and the destruction of public and private property.
2. Provide care for victims and maintain public health.
3. Alleviate suffering and hardship.
4. Maintain law and order and ensure the continuity of government.
5. Restore essential services and government operations and provide prioritized, needed resources to impacted areas.
6. Transition smoothly from response to recovery.

C. SCOPE

1. A disaster situation for the purposes of this Plan means the threat or occurrence of a natural or human-made destructive event of such magnitude and scope as to justify activating the City and County Emergency Operating Center (City's EOC) and implementing the response portion of this Plan as is determined necessary.
2. Disasters include tsunamis, floods, hurricanes, earthquakes, rock slides, high surf, high wind, extensive utility failures, large-scale explosions/fires, massive transportation accidents, hazardous

3. material accidents/incidents (either chemical or radiological), dam failures, terrorism incidents including chemical, biological, radiological, nuclear, high-yield explosive or weapons of mass destruction (WMD), and war.

4. Everyday emergency situations of a lesser magnitude, which frequently arise in a community, are handled routinely by normal emergency services.

D. AUTHORITIES

1. The Revised Charter of the City and County of Honolulu 2000 Edition, 2003 Supplement.

2. Article 6, Executive Branch – Agencies Directly under the Managing Director, Chapter 1, Section 6-103, Civil Defense Agency, Revised Charter of the City & County of Honolulu.

3. Article 3, Legislative Branch, Chapter 2, Ordinances and Resolutions, Section 3-202, paragraph 10, Revised Charter of the City and County of Honolulu.

4. Article 13, General Provisions, Section 13-112, Declaration of Emergencies, Revised Charter of the City and County of Honolulu.

5. Chapter 1, Article 8, Inter-governmental Relations, Section 1-8.2, Inter-governmental Relations-Effects of, Revised Ordinances of Honolulu.

6. Chapter 2, Article 12, Department of Transportation Services, Section 2-12.1(a),"Install, maintain and repair the outdoor siren warning system," Revised Ordinances of Honolulu.

7. Chapter 41, Article 11, Section 41-11.1 through 41-11.5, Control of and Evacuation from Disaster Areas During Potential Disasters, Revised Ordinances of Honolulu.

8. Chapter 127, Hawaii Revised Statutes (HRS), Disaster Relief Act

9. Chapter 128, Hawaii Revised Statutes (HRS), Civil Defense and Emergency Act.

10. Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135.

11. U.S. Code Title 42, Chapter 68, Robert T. Stafford Disaster Relief and Emergency Assistance Act P. L. 93-288, as amended by Public Law 107-136, January 24, 2002.

12. Directive 99-5, City and County Government Functions During Emergencies and Disasters, 2004

13. State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense.

14. State of Hawaii Plan for Emergency Preparedness, Volume III, Disaster Response and Assistance.

15. Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.

E. ORGANIZATION

The City and County of Honolulu's (hereinafter referred to as the "City") disaster response organization essentially conforms to the normal governmental structure set forth in the City Charter. There are elements of the State departments and agencies that have statutory disaster responsibilities in support of the City's overall disaster response organization during emergencies.

F. ASSUMPTIONS

1. Disasters will occur at any time or place on Oahu, with or without warning, in any degree of severity or magnitude.
2. A major portion of Oahu is considered a high-risk area in the event of a war or terrorist WMD incident.
3. A major disaster may require outside disaster assistance available through the National Response Framework, e.g., specialized high-capacity search and rescue teams, deployable medical, communications and mass care systems. However, Federal resources originating from out-of-state should not be expected to be available for a period of time, as coordinated through State Civil Defense. Local and regional jurisdictions and organizations should be expected to sustain operations to the best of their abilities and resources.

G. MISSION

The City will identify, plan, prepare for and, when disaster threatens or occurs, promptly implement a fully coordinated response and measured application of resources necessary to prevent or minimize loss of life; alleviate suffering; reduce damage or destruction to property; provide for public safety, health and welfare; restore disrupted public systems and services; maintain continuity of government; expedite recovery/reconstitution; and implement actions in mitigation, enhancement of security, threat suppression, and public awareness / education. In meeting these responsibilities, the special needs of the handicapped and elderly should be considered, as well as those whose primary language is not English.

II. RESPONSIBILITIES AND FUNCTIONS

A. OVERVIEW

1. The basic responsibility for hazard mitigation, emergency planning, preparedness, and response and recovery on Oahu is vested in the City government.

   i. The Department of Emergency Management (DEM) is the

focus for all emergency management activity in the City and is responsible for coordinating all associated mitigation, preparedness, response, and recovery activity within the jurisdiction

ii. When disaster threatens, or when requested by Federal/State Authorities, the City, through the DEM, alerts its Emergency Management Reserve Corps (EMRC) organization and activates the City Emergency Operating Center (EOC) as soon as such action is determined to be necessary.

iii. Within capabilities, the City performs basic emergency functions which include: warning, evacuation, fire, law enforcement, rescue, ambulance services, mass care, damage assessment, debris clearance, sanitation services, public works, hazardous material (HAZMAT) protection, sheltering, resource management, and other services required to meet public needs.

iv. The City requests State assistance when an emergency or disaster situation exceeds local capabilities and/or resources.

2. The City is also responsible for the enactment and enforcement of ordinances, zoning codes and building codes that are designed to prevent or mitigate the effects of disasters.

B. CITY DEPARTMENTS AND AGENCIES

All City departments, agencies, committees and councils have disaster responsibilities in accordance with their statutory authority, functions, resources, and capabilities. Responsibilities are shown in the matrix at Appendix 1 of this Basic Plan and are further amplified in the listings at Appendix 2. Functional Annexes appended to this Basic Plan outline specific responsibilities in greater detail. (See Appendix 3 for general and specific assistance requirements.)

C. STATE DEPARTMENTS AND AGENCIES

1. All State departments and agencies are responsible for providing disaster support and assistance to the City in accordance with their own departmental statutory authority, functions, resources and capabilities, and as outlined in Volumes I and III of the State's Plan for Emergency Preparedness. (See Appendix 4 for general and specific assistance requirements.)

2. Hawaii National Guard (HING) support for the City is contained in the HING Support to Civil Authorities Emergency Operations Plan, as coordinated through State Civil Defense.

D. FEDERAL AGENCIES

1. The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies.

2. The Army, Navy, Marine Corps, and Air Force may provide defense support of civil authorities resources and support disaster relief organizations in both war and peace under Department of Defense Directive 3025.1.Defense Support to Civil Authorities (DSCA) January 15, 1993; DOD Directive 3025.15, Military Assistance to Civil Authorities (MACA), dated February 18, 1997; and DOD Directive 3025.12 Military Assistance for Civil Disturbances (MACDIS), dated February 4, 1994.

3. Other Federal agencies in the State of Hawaii, to include the Department of Homeland Security - U.S. Coast Guard, Environmental Protection Agency, Department of Justice – Federal Bureau of Investigation, have disaster assistance responsibilities delegated to them by their separate statutory authorities.

4. The United States Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, as well as for related intelligence collection activities within the United States.

E. OTHER SUPPORTING ORGANIZATIONS

1. The Hawaii State Chapter of the American Red Cross, operating under Congressional Mandate and the NRP, is responsible for meeting the emergency needs of disaster victims and coordinating such support with the City and State Civil Defense, Federal and non-government agencies. Separately developed agreements outline current operating procedures and understandings. (See Appendix 4 of the Basic Plan and Annex R, Inter-Local Agreements.)

2. Civic and Charitable organizations and Hawaii State Volunteer Organizations Active in Disaster (HSVOAD) and other community and professional organizations provide voluntary assistance. (See Appendix 4 of the Basic Plan and Annex R, Inter-Local Agreements.)

F. COOPERATING AGENCIES

The success or failure of emergency preparedness and response on Oahu depends in large measure on community self-help programs. They include, but are not limited to the following:

Civil Air Patrol	Community Physicians
Hospitals/Health Care Providers / Care Homes / Nursing Associations	Business and Professional Associations
Volunteer CD District Associations	Chemical Industries
Public Utilities	Petroleum Industries
Hazardous Waste Disposal Organizations	Building/Construction and Transportation
Chamber of Commerce	Labor Unions
Neighborhood and Community Associations	Schools/Care Centers
Religious and Charitable Organizations	Hotels-Resorts
Civic and Service Groups	Hawaii Visitor and Convention Bureau (HVCB)
Electronic, Website, and Print Media	Tour Bus Companies
Fraternal Groups	Trade Associations
Hawaiian Humane Society	

(See appropriate Appendix of the Basic Plan for specific assistance requirements)

III. IMPLEMENTATION

A. PROCEDURES DURING DISASTERS AND DOMESTIC INCIDENTS

1. When disaster is imminent or occurs within its jurisdictional area, or terrorism incident or war occurs or is threatened, the City immediately implements this Plan and applies its emergency response and multi-departmental support resources as required to meet the specifics of the disaster/incident through the National Incident Management System (NIMS). The Mayor may declare a state of disaster or emergency in accordance with Article 11, Chapter 41, Revised Ordinances of Honolulu, 1990.

2. When the Mayor of the City determines that a major disaster is, or threatens to be, of such severity and magnitude as to exceed the resources available to the City, the Mayor may request that the Governor provide State resources or request Federal disaster assistance to supplement City capabilities. The Governor may proclaim a major disaster or a State of Emergency as authorized by

Chapters 127 and 128, Hawaii Revised Statutes, which will be binding on all Counties and activities throughout the State, except for the Federal Armed Forces. The Governor may mobilize and utilize the National Guard until such time as the Guard is federalized.

3. When the situation clearly is beyond the combined capabilities of the City and State, the Governor may request that the President provide supplemental Federal assistance. The National Response Framework (NRP) provides the mechanism for coordinating delivery of Federal assistance and resources to augment efforts of State and County governments in a major disaster, as defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122).

4. All State and City agencies with functional responsibilities or resources for multi-jurisdictional or multi-agency incident participation should be knowledgeable of the Incident Command System (ICS), NIMS and Unified Command. In the event the Governor declares a State of Emergency as the result of a catastrophic disaster or terrorism incident, or if an attack is launched against the United States, plans call for the establishment of a State Emergency Response Team (SERT) or required division thereof. To maintain coordination with the National Response Framework of 2004, there are the following fifteen Emergency Support Functions - Transportation, Communications, Public Works and Engineering, Firefighting, Emergency Management, Mass Care, Housing and Human Services, Resource Support, Public Health and Medical Services, Urban Search and Rescue, Oil and Hazardous Materials Response, Agriculture and Natural Resources, Energy, Public Safety and Security, Long-Term Community Recovery and Mitigation, and External Affairs. They are to be headed by individuals of the State government drawing upon various State departments, as well as City and County departments, and the private sector for support and expertise.

B. RESPONSIBILITIES/COORDINATING INSTRUCTIONS

1. This Plan, together with all other City emergency planning and preparedness documents, is to be integrated into the day-to-day management system and overall planning process of each City department and agency and those designated supporting elements of State offices in the City & County of Honolulu. These offices shall ensure that disaster mitigation, emergency preparedness, and response and recovery plans are current and executable at all times. This responsibility may not be delegated nor disrupted due to reorganization or change in administration. Responsibilities shall include:

   i. Direction and supervision of preparedness programs which

emphasize disaster prevention and readiness.

ii. Programming and budgeting for the essential man-hours, resources, planning, training and testing of a realistic preparedness response and recovery program to include NRP/NIMS.

2. The Heads of each City Department and Agency, and those designated supporting offices, are assigned disaster-related responsibilities and functions which include, but are not limited to, the following:

i. Designating a Department Emergency Coordinator (DEC) for their organization with responsibility for coordination of Department/Agency emergency planning and liaison with the Department of Emergency Management.

ii. Reporting to the City's EOC immediately as applicable, when notified of an activation.

iii. If the Department/Agency Head is not available, his successor as specified in Appendix 2, Annex A, Organization, and/or the Department's DEC shall report to the City's EOC. He shall be authorized to commit Departmental resources, coordinate actions and make decisions in fulfilling his Department's disaster related roles and responsibilities.

iv. Have available an emergency action checklist that details emergency authorities, responsibilities, and duty location. Additionally, the checklist should address specific circumstances, and/or sequences of events, that require actions or implementation during an emergency.

Should the threat be a terrorism incident, the checklist should further include the actions required by the Hawaii Homeland Security Advisory System.

v. Allocate time from normal office functions toward planning, training, and exercising for emergency and disaster situations to include the NRP/NIMS.

vi. Develop, update, and implement memoranda of agreement or mutual assistance with appropriate government agencies and private organizations.

vii. Identify the records necessary to maintain continuity of government and arrange for duplicate copies to be updated and maintained in a secure area in coordination with the Department of Information Technology, as well as in the City's EOC.

viii. Be prepared to provide qualified personnel to the City or

District EOC and other assigned locations to coordinate response and recovery operations.

ix. Be prepared to provide personnel, equipment and the use of facilities to other departments or agencies and to assist the State government and other counties in the event such need arises.

a) Identify those Department employees or positions (Disaster Response Workers) whose services are critical to continuing operations and/or essential services during actual/potential emergencies or disasters. Maintain a current personnel listing of Disaster Response Workers. Assure they are aware of their roles and responsibilities under emergency or disaster conditions.

b) Identify and maintain a current listing of emergency resources/equipment in both public and related private sectors.

x. Maintain records during emergencies or disasters in sufficient detail so that an audit trail of disaster related losses and recovery costs can be readily and accurately assembled.

xi. Ensure that all employees know what actions are to be taken upon receipt of an alerting or warning message, or in the event of a disaster.

xii. Ensure that all appropriate personnel in department or agency are trained and certified in the National Incident Management System (NIMS).

3. City Departments and agencies must be prepared to continue their essential functions throughout the spectrum of possible threats from natural disasters through acts of terrorism. Planning should include an all-hazards approach. Each City department, agency, office, etc., will: Develop, update and exercise disaster response plans annually.

i. Ensure Standard Operating Procedures (SOPs) and/or checklists reflect actual capabilities, delineate responsibility, fix accountability, and clarify coordination.

ii. Ensure all internal plans are complete, understandable and executable under emergency conditions.

iii. Restore critical operations as quickly as possible and have the ability to sustain operations going forward.

iv. Address continuity of operations (COOP) and continuity of government (COG) considerations within their SOPs to

include:

a) Provisions to ensure continued leadership within the Department/Agency by an established line of succession, thereby maintaining a viable system of government supported by law.

b) The pre-delegation of appropriate emergency authorities legally vested in government so that they have the prescribed powers to act.

c) Capability to sustain essential emergency services and resources so that critical response and recovery actions can achieve the widest possible implementation.

d) Plans for the identification and safeguarding of essential records and the protection of government resources, facilities and personnel.

e) Survivability of mechanisms and systems for direction and control so that actions directed by the City's leaders can be communicated and coordinated

f) Preparation of a relocation plan to an alternate facility, should such be necessary, that details all of the actions (activation, logistics, personnel, interoperable communications, etc.,) that must be relocated to ensure an orderly transition is accomplished.

g) Development of viable test, training, and exercise programs for continuity of operations and continuity of government.

h) Plans and programs for communications inter-operability.

IV. DIRECTION AND CONTROL

A. CIVIL DEFENSE / DEPARTMENT OF EMERGENCY MANAGEMENT ORGANIZATIONAL STRUCTURE

1. The State Director of Civil Defense is the executive head of the State's Civil Defense organization. He is charged by law (see Hawaii Revised Statutes, Chapter 127 and 128) to coordinate the activities of all organizations for civil defense within the State, both in the public and private sectors. The State Vice-Director of Civil Defense is appointed by the Director as his chief administrative assistant. In the absence of the Director, the Vice Director shall have all the duties and responsibilities of the Director.

2. The Director, with the approval of the City Council, appoints the Mayor as the State Deputy Director of Civil Defense (hereafter

termed Deputy Director) for the City and County of Honolulu. The Deputy Director for the City is directly responsible for preparedness, response and recovery operations on the island of Oahu. The Deputy Director, subject to the direction and control of the State Director of Defense and the Governor, is the executive head with direct responsibility for the organization, administration, and operation of all local organizations for civil defense matters within the City (HRS §128).

3. The Revised Charter of the City & County of Honolulu provides for a civil defense agency to perform emergency management functions within the City. In addition, this organization may be required to perform such functions outside of the geographic limits of the City as may be requested by the State Director of Civil Defense.

4. The Department of Emergency Management (DEM) is designated as the focus for disaster and emergency management activity in the City and is responsible for coordinating all associated mitigation, preparedness, response, and recovery activity within the jurisdiction.

5. The Deputy Director is responsible for the prompt and efficient execution of this entire Plan, including the review and coordination of supporting plans developed by government and private agencies located within the City.

6. Pending the election of a Mayor in case of a vacancy or in the temporary absence of the Mayor from the State or the Mayor's temporary disability, the order of succession to authority within the City & County of Honolulu government is:

   i. Mayor

   ii. Managing Director

   iii. Director of Budget and Fiscal Services

   (**Note**: See Annex A, Organization for a description of Mayoral succession for a death, resignation, removal or disqualification to hold office and for individual City Department/Agency lines of succession. See Annex D, Direction and Control for the order of succession within the EOC during an emergency).

7. In the event of a major disaster, the City's EOC will assume primary responsibility for directing and coordinating evacuation procedures.

8. In a localized emergency, e.g., fire, transportation accident, minor flooding, hazardous materials incident, etc., the Incident Commander (IC) will assume primary responsibility for directing response actions and the City's EOC will coordinate the IC's directives and requests with other response agencies.

Continuity of Operations.

NOTE: Under either localized emergency or major disaster circumstances, if the County/State Warning Point is unable to contact a member of the DEM staff, or should the City's EOC experience total communications failure, or when requested by DEM, the State Civil Defense will assume DEM notification responsibilities until such time as the City's EOC is activated and/or operational.

9. The City & County of Honolulu's Emergency Operating Center (City's EOC) is located in the basement of the Fasi Municipal Building, 650 South King Street, Honolulu, Hawaii.

   i. Depending on the nature and severity of a particular hazard and its effects on the City's EOC, an alternate EOC may be established either at suitable DEM District EOCs, Police/Fire Station complexes, or other locations as determined by the Deputy Director.

   ii. District organizations, alternate control centers or observation-control posts, to include mobile facilities may be activated as required. Security will be provided for the City's EOC, alternate EOCs and mobile facilities by the Honolulu Police Department.

10. The City has adopted the National Incident Management System (NIMS) for response to all emergencies and disasters. The National Incident Management System is a scalable system and mandated by HSPD-5 that provides a consistent nationwide approach to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

11. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS include a core set of concepts, principles, and terminology. HSPD-5 identifies these as the Incident Command System: multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

   i. <u>Incident Command</u> – Refer to a current NIMS document to be maintained at the department level.

   ii. In the city, therefore, the first arriving City Response representative at the scene of an emergency or disaster will implement NIMS.

   iii. The Incident Command System (ICS) is the combination of personnel, procedures, and communications operating within a common organizational structure. The ICS organization has five major general staff functions under the command

component: operations, planning, logistics, finance & administration and intelligence.

iv. ICS-EOC Interface –The Incident Commander will normally manage field operations at the incident site and in adjacent areas. The EOC will assist with facilitating the needs of the incident as communicated by the Incident Commander or the Unified Command. If multiple incidents are occurring simultaneously an Area Command may be establish to facilitate the prioritization of incident needs if the EOC has not been activated.

v. Emergency Management Reserve Corps (EMRC) District Coordinators – There is one District Coordinator for each of the six DEM Districts on Oahu. Each District Coordinator is appointed by the Director of DEM and is responsible for coordinating activities in their District under the direction of the DEM.

B. WARNING

1. State Warning Point (Central Police Dispatch), located in the Honolulu Police Department Headquarters, 801 S. Beretania St., is also the County Warning Point. It operates 24 hours a day to relay immediately any emergency alert, watch or warning information received from any source to appropriate City and State officials. If the County Warning Point is unable to immediately contact a member of the DEM staff, or should the City's EOC experience total communications failure, or when requested by DEM, the Honolulu Police Department shall, within capabilities, direct and coordinate initial warning and response activity.

2. To ensure public safety, the Deputy Director may initiate the evacuation of threatened or known high-risk hazard areas. (For a wartime evacuation, the Governor will initiate the evacuation order).

3. Police, Fire, and other applicable City Departments and cooperating agency's Standard Operating Procedures (SOPs) must include provisions for warning and, if necessary, evacuation. Special procedures must address people residing (1) outside of areas effectively covered by outdoor siren warning system and (2) those in broadcast commercial radio reception "dead spots." Provisions for preplanned alternate warning procedures in the event of mechanical or power failures in the siren or radio warning systems also are to be included.

C. ACCESS TO DISASTER AREAS

1. When a natural or human-caused disaster occurs, controlled access to certain areas will become essential for the safety of the public as well as emergency responders. Emergency officials from

the public and private sectors, will require a high degree of mobility and freedom of movement. The following access policy, therefore, applies not only to primary emergency responders; e.g., police, fire, public utilities, etc., but also to other government and non-government employees at all levels.

2. Access to certain affected areas will be limited to emergency responders and other authorized persons with appropriate identification.

3. Checkpoints and credentialing areas may be established to verify identification and establish a controlled perimeter to properly identify authorized responders during emergencies. The bearers of the following identification will be permitted access throughout the City when their presence is required in the performance of their official duties:

   i. Department of Emergency Management Identification Card

   ii. City uniformed emergency personnel (Police, Fire, Ambulance, etc.)

   iii. Hawaii State Civil Defense Identification Card

   iv. Uniformed Hawaii National Guard personnel

   v. Federal Employee Emergency Identification Card (FEMA Form 12-11)

   vi. American Red Cross Identification Card

   vii. Public Utility Identification Card

   viii. County Medical Association or Hospital Identification Cards

   ix. Refinery (Chevron / HIRI) Employee Security Badges

   x. Hotel Employees With Emergency-Essential Worker identification issued by DEM

4. All requests by other personnel desiring entry to restricted areas during an emergency (declared or otherwise) shall be referred to Honolulu Police Department personnel.

D. COMMUNICATIONS

1. The primary means of emergency communication is by the public telephone system and telephone auxiliary lines (hot lines) supplemented by radio communications.

2. Additional communications capabilities available in the City's EOC include email, internet messaging, the Inter-Island Data Network and other modem-equipped computerized systems which provide satellite, record copy service among and between the State and County Civil Defense Agencies, the National Weather Service and the Pacific Tsunami Warning Center.

3. City response agencies shall comply with the City's Tactical Interoperable Communication Plan.

E. REPORTS AND REPORTING

At the onset of the threat or the occurrence of a disaster situation, prompt reporting of information to the City or District EOCs as frequently as practical by the most expeditious means is critical to official decision-making.

F. DAMAGE ASSESSMENTS

1. The head of each City department, agency or facility is required to rapidly assess casualties, internal damage, losses and other disaster-related conditions affecting operations. This information is essential to determine the kinds and costs of needed assistance and to support requests for State and/or Federal assistance programs. Estimates are to be reported to the City's EOC in a timely manner.
2. All State Departments and Agencies will provide similar damage assessment reports to the State EOC, as required by the State Plan for Emergency Preparedness, Volume III.
3. Selected departmental personnel and district Emergency Management Reservist (EMR), trained in Damage Assessment, will be called upon to form Damage Assessment Teams for appraisals of other public or private sector property.

G. EMERGENCY PUBLIC INFORMATION (EPI)

1. Disaster-related information concerning what government is doing and what they advise the public to do to protect life and property will be prepared and disseminated by the City's EOC staff.

   NOTE: Assistance by Department of Customer Services personnel will be necessary to effectively accomplish this tasking.
2. Essential EPI will be disseminated to the news media and public through the City EOC Joint Information Center (JIC), when activated. All news media and public release must be cleared through the JIC prior to release.
3. When and if the State Joint Information Center (JIC) is activated it will be the central point of contact for all news media. If a JIC is not activated all information will be coordinated by an Incident Information Officer that is a support Command staff position to the Incident Commander

H. TRAINING

1. The emergency preparedness and response plan, SOP or checklist, prepared by each City department and agency will include provisions for individual and unit emergency response pre-

paredness training, e.g. damage assessment, shelter management, radiological monitoring, etc., and emergency operations simulation exercises, as appropriate. They will also include orientation and refresher training for augmentation personnel, i.e., volunteers or those assigned from other resources.

2. The threat of war or significant threat of terrorist attack requires a concentrated and accelerated training program in specialized wartime tasks. Such planning should include the instruction of public officials, regular government employees and other personnel needed to ensure Continuity of Government (COG) and Continuity of Operations (COOP).

3. All City and County employees should be trained to current NIMS awareness.

4. All first responders shall be trained to current NIMS Operational Standards.

I. PUBLIC EDUCATION

Public education programs will be implemented by the DEM on a continuing basis. Its purpose is to induce in public officials and citizens alike, an awareness and understanding of hazard prevention and mitigation, as well as disaster preparedness, response and recovery.

J. LIABILITY COVERAGE

1. Uncertainty concerning liability or litigation must not cause City officials or Emergency workers to delay, hinder or impair disaster preparedness, response or assistance. (Refer to HRS, Title 10, chapter 128, section 18.) Similarly, emergency personnel may not be held liable when limited capabilities and/or resources actually existing at the time of the emergency do not permit the full attainment and range of mitigation, preparedness, response and recovery called for by an all encompassing and integrated plan such as this.

2. Appropriate measures will be taken to ensure that individuals assigned to participate directly or indirectly in emergency operations or in support of emergency response and recovery plans are made aware of appropriate liability exemptions and other protective coverage afforded by State laws during training for or participation in an actual disaster situation.

K. EFFECTIVE DATE

This Plan is effective upon receipt for planning, preparing and training, and for implementation when directed by the State Deputy Director of Civil Defense.

1. Recommended changes are to be submitted to DEM without delay. Upon approval by the Deputy Director and the State Director of

Civil Defense, DEM will disseminate promptly revisions for insertion in the Plan and posting in the "Record of Revisions" page.

2. The Deputy Director will cause this Plan to be reviewed annually and will make appropriate recommendations to the State Director of Civil Defense.

3. Emergency response plans of each City Department and Agency are subject to approval by the Deputy Director. Each State Department having an office or section which works directly with the City will develop operating instructions and procedures in support of the DEM in accordance with the State Plan For Emergency Preparedness. An updated copy of all pertinent response plans, operating instructions, check lists and emergency procedures will be maintained on file with the DEM.

L. READINESS EVALUATION PROGRAM

1. A coordinated City/State readiness evaluation program will be implemented to assist departments and agencies of the City and supporting organizations.

2. Periodic briefings will be presented by DEM to the City Council, senior City executives, and other selected officials on emergency authorities, their emergency duties and duty locations, and on the procedures used by the City's Department of Emergency Management to respond to emergency situations. (New City officials must be briefed within 60 days of their election or appointment.)

M. STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT

1. In support of these readiness requirements, all City Departments, Agencies and Offices will:

   i. Review response plans, operating procedures, checklists and agreements annually.

   ii. Maintain accurate records of personnel trained in specialized duties, i.e., hazardous material response, shelter management, damage assessment, radiological monitoring, etc.

   iii. Identify and correct deficiencies.

   iv. Conduct emergency training, exercises and critiques.

   v. Participate in post-disaster critiques and evaluations.

   vi. Program and budget for emergency management-related operating requirements and improvements.

2. The head of each City department will sign a written statement indicating that applicable responsibilities and functions as set forth

in this Plan are understood and acknowledged. The statement will be filed with DEM within 10 days after receipt of the Plan. Each executive head's successor also will file a similar statement within 30 days after assuming responsibility for the position.

N. ENFORCEMENT

1. The Deputy Director will cite Departments or Agencies delinquent in complying with the provisions of this Plan.

V. SIGNATURE APPROVALS

OFFICIAL:

/s/_____

MUFI HANNEMANN, Mayor
City and County of Honolulu
Deputy Director of Civil Defense

Date:_____

CONCURRENCE:

/S/_____

ROBERT G.F. LEE
Major General, HING
Director of Civil Defense

Date:_____

VI. APPENDIX

Appendix 1: Abbreviations
Appendix 2: Annex Breakdown
Appendix 3: City and County of Honolulu Basic Responsibilities
Appendix 4: City and County of Honolulu Basic Responsibilities for Emergency Support Functions
Appendix 5: City and County of Honolulu Departmental Responsibilities
Appendix 6: Federal, State and Private Support and Assistance
Appendix 7: Disaster Response and Continuity of Operations Checklist

APPENDIX 1: ABBREVIATIONS

AC	Area Command
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BBH	Blood Bank of Hawaii
BFS	Department of Budge and Fiscal Services
BWS	Board of Water Supply
BYU	Brigham Young University – Hawaii
CAP	Civil Air Patrol
CBCP	Certified Business Continuity Planner
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCL	City Council
CD	Civil Defense
CDC	Centers for Disease Control and Prevention
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CIP	Critical Infrastructure Protection
CLK	City Clerks Office
COE	Corps of Engineers
COG	Continuity of Government
COM	Communications Officer, DEM
COOP	Continuity of Operations
COR	Department of Corporation Council
CPM	Counts Per Minute
CSD	Customer Services Department

CSDP	Chemical Stockpile Disposal Program
CWP	County Warning Point
DAC	Disaster Application Center
DAP	Disaster Assistance Program
DBEDT	Department of Business, Economic Development and Tourism (HI)
DCS	Department of Community Services
DDC	Department of Design and Construction
DECON	Decontamination
DEM	Department of Emergency Management
DES	Department of Enterprise Services
DFM	Department of Facility Maintenance
DFO	Disaster Field Office
DHR	Department of Human Resources
DHS	Department of Homeland Security
DIT	Department of Information Technology
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOD	U.S. Department of Defense
DOE	Department of Education (State)
DOE	U.S. Department of Energy (U.S.)
DOH	Department of Health (State)
DOJ	Department of Justice
DOT	Department of Transportation (State)
DPP	Department of Planning and Permitting
DPR	Department of Parks and Recreation
DRC	Disaster Recovery Center
DTS	Department of Transportation Services
E 911	Enhanced 9-1-1
E&T	Education and Training Officer, DEM
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Replaced with EAS Live Broadcast)
ECL	Emergency Classification Level

EIS	Environmental Impact Statement
EMI	Emergency Management Institute (Maryland)
EMP	Electo-Magnetic Pulse
EMR	Emergency Management Reservist
EMRC	Emergency Management Reserve Corps
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENV	Environmental Services Department
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
ESD	Emergency Services Department
Eteam	Emergency Management Software (City Contracted)
FAA	Federal Aviation Administration
FAC	Food and Agriculture Committee
FAX	Facsimile Machine
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency (DHS)
FFTF	Fast Flux Test Facility
FIRM	Flood Insurance Rate Maps (FEMA)
FMB	Fasi Municipal Building
FRC	Federal Response Center (HAZMAT)
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GASCO	Gas Company
GCA	General Contractors Association
GIS	Geographic Information Systems
GMT	Greenwich Mean Time (also referred to as ZULU or UTC)
GPS	Global Positioning System

GSA	General Services Administration (U.S.)
HAH	Healthcare Association of Hawaii
HAWAS	Hawaii Warning System
HAZ	Hazardous Material Officer, DEM
HAZMAT	Hazardous Materials
HECO	Hawaiian Electric Company
HELOS	Helicopters
HFD	Honolulu Fire Department
HFIA	Hawaii Food Industry Association
HHVISA	Hawaii Hotel Visitors Industry Security Association
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HNG	Hawaii National Guard
HPD	Honolulu Police Department
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Analysis
IAEM	International Association of Emergency Managers
IC	Incident Commander
ICS	Incident Command System
IED	Improvised Explosive Device
IEMS	Integrated Emergency Management System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-HD	Joint Task Force - Homeland Defense
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
MAY	Mayor's Office / Mayor
MCEER	Multidisciplinary Center for Earthquake Engineering Research

MED	Medical Examiner Department
MOA	Memorandum of Agreement
MOCA	Mayor's Office of Culture and the Arts
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCO	Neighborhood Commission Office
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NFIP	National Flood Insurance Program
NHRAIC	Natural Hazard Research and Applications Information Center
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NOAA	National Oceanic Administrative Agency
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Framework
NTSB	National Transportation Safety Board
NWS	National Weather Service
OIC	Office In Charge
OPS	Operations Unit
OTS	Oahu Transit Services
P&O	Plans and Operations Officer, DEM
PAT	Department of Prosecuting
PDA	Preliminary Damage Assessment
PIO	Public Information Officer, DEM
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAD	Radiological Defense Officer, DEM
RADEF	Radiological Defense
REAC/TS	Radiation Emergency Assistance Center/Training Site

RHB	Royal Hawaiian Band
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCD	State Civil Defense Division
SCO	State Coordinating Officer
SERT	State Emergency Response Team
SITREPs	Situation Reports
SLEC	State Law Enforcement Coalition
SLG 101	State and Local Government EOP Guidelines
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSC	Seismic Safety Commission
SWP	State Warning Point
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard (DHS)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
UTC	Utilities & Transportation Commission
UTC	Coordinated Universal Time (also referred to as ZULU or GMT)
VA	Veteran's Administration
VOADs	Voluntary Organizations Active in Disasters
WMD	Weapons of Mass Destruction

APPENDIX 2: ANNEX BREAKDOWN:

- ANNEX A: ORGANIZATION
- ANNEX B: HAZARD ANALYSIS
- ANNEX C: WARNING
- ANNEX D: DIRECTION AND CONTROL
- ANNEX E: COMMUNICATIONS
- ANNEX F: PUBLIC INFORMATION
- ANNEX G: REPORTS
- ANNEX H: LAW ENFORCEMENT
- ANNEX I: FIRE AND RESCUE
- ANNEX J: EMERGENCY DISASTER DEBRIS CLEARANCE
- ANNEX K: EMERGENCY REPAIRS
- ANNEX L: HEALTH AND MEDICAL
- ANNEX M: EVACUATION
- ANNEX N: SHELTERING
- ANNEX O: UTILITY RESTORATION
- ANNEX P: MORTUARY SERVICES
- ANNEX Q: DAMAGE ASSESSMENT
- ANNEX R: INTER-LOCAL AGREEMENTS
- ANNEX S: RECOVERY
- ANNEX T: HAZARD SPECIFIC SUPPLEMENTS / SOPs

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APPENDIX 3: BASIC RESPONSIBILITIES

P = Primary
S = Support
C = Coordinate

Annex "A", "B" and "R" are informational and not task orientated, therefore are not reflected in this matrix

	ANNEX	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	S	T
		Warning	Direction and Control	Communications	Emergency Public Information	Reports and Reporting Procedures	Law Enforcement	Fire and Rescue	Emergency Disaster Debris Clearance	Emergency Repairs	Health and Medical	Evacuation	Sheltering	Utility Restoration	Mortuary Services	Damage Assessment	Recovery	Hazard-Specific Supplements
American Red Cross	ARC		S	S	S	S					S	S	P		S	S	S	See Annex T for Primary, Support and Coordinate Matrix
Department Budget and Fiscal Services	BFS					S			S				S			S	S	
Board of Water Supply	BWS			S	S	S				S				P		S	S	
Civil Air Patrol	CAP	S	S	S	S	S										S		
City Council	CCL					S						S	S			S	S	
Corporation Counsel	COR					S	S		S							S	S	
Department of Customer Services	CSD				S	S	S		S			S	S			S	S	
Department of Community Services	DCS					S										S	S	
Department of Design and Construction	DDC				S	S			S	S						S	S	
Department of Enterprise Services	DES					S							S			S	S	
Department of Facility Maintenance	DFM	S		S	S	S		S	S	P		S	S	S	S	S	S	
Department of Human Resources	DHR					S							S			S	S	
Department of Information Technology	DIT			S	S	S										S	S	
Department of Planning and Permitting	DPP				S	S			S							S	S	
Department of Parks and Recreations	DPR			S	S	S			S	S		S	S			S	S	
Department of Transportation Services	DTS			S	S	S			S	S		S	S		S	S	S	
Department of Environmental Services	ENV				S	S			P	S			S			S	S	
Honolulu Emergency Services Department	HESD		S	S	S	S		S			P	S			S	S		
Honolulu Fire Department	HFD	S	S	S	S	S	S	P	S		S	S	S	S	S	S		
Honolulu Police Department	HPD	S	S	S	S	S	P	S	S		S	P	S	S	S	S		
Managing Director's Office	MDO		S			S				S			S			S	S	
Mayor's Office	MAY		P		S	S	S	S	S	S	S	S	S	S	S	S	S	
Neighborhood Commission	NCO					S							S			S	S	
Medical Examiner Department	MED				S	S					S				P	S		
Department of Emergency Management	DEM	P	C	P	P	P	S	S	S	C	S	C	C	C	P	C	P	
Department of the Prosecuting Attorney	PAT					S	S									S	S	
Royal Hawaiian Band	RHB					S										S		
Radio Amateur Communications	RACES	S		S	S	S						S	S			S		
Volunteers, CD District	VOL	S	S	S	S	S			S	S		S	S		S	S	S	

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APPENDIX 4: EMERGENCY SUPPORT FUNCTIONS

P = Primary
S = Support
C = Coordinates

	Transportation	Communication	Public Works	Firefighting	Emergency Management	Mass Care, Housing & Human Services	Resource Support	Public Health & Medical Services	Urban Search & Rescue	Oil & Hazardous Materials Response	Agriculture & Natural Resources	Energy	Public Safety & Security	Long-Term Community Recovery & Mitigation	External Affairs
ESF	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
American Red Cross				S	S	**P**			S					S	S
Budget and Fiscal Services	S	S			S		**P**							**P**	
Board of Water Supply			S	S		S		S	S		S	**P**	S		
Civil Air Patrol															
City Council	S	S	S		S	S	S	S	S			S		S	
Community Services					S	S		S		S	S				
Corporation Counsel					S								S		
Customer Services	S	S	S			S	S	S				S		S	S
Design and Construction	S		**P**				S								
Emergency Management		**P**	S	S	**P**			S	S	S	S			S	**P**
Emergency Services	S	S		S		S		**P**	S	S					
Enterprise Services						S	S							S	
Environmental Services	S		S					S		S					
Facility Maintenance	S	S	S	S		S			S	S	S	S	S		
Fire Department	S	S		**P**				S	**P**	**P**					
Human Resources						S	S	S						S	
Information Technology		S			S										
Managing Director's Office	S		S		S	S		S			S	S	S	S	S
Mayor's Office					S										S
Medical Examiner								S	S						
Neighborhood Commission														S	
Parks and Recreations	S					S	S							S	
Planning and Permitting														S	S
Police Department	S	S	S	S		S			S	S			**P**	S	
Prosecuting Attorney													S		
Royal Hawaiian Band															
Transportation Services	**P**		S			S	S		S					S	
Volunteers, CD District	S	S							S					S	
Radio Amateur		S				S			S						S

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APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

I. ASSIGNMENT OF EMERGENCY FUNCTIONS

Following is the basic assignment of emergency functions to Departments of the City and County government.

All departments must be prepared to perform those tasks specified in the BASIC PLAN, Paragraph IV, IMPLEMENTATION, in addition to the specific departmental emergency functions listed in Paragraphs A through Z herein and the following general tasks:

1. Conduct damage assessment of facilities owned and/or operated
2. Provide personnel to operate emergency refuge shelters
3. Protect/relocate personnel, equipment, and resources
4. Provide spot/situation reports to the EOC
5. Participate in recovering operations, as directed

A. BOARD OF WATER SUPPLY (BWS)

1. Coordinate the restoration of water services.
2. As Chief of Utility Operations, act as the City's principal coordinating agency for the restoration of gas, electricity and telephone systems with the individual utility companies.
3. Coordinate the control and safeguarding of personnel and water supply points, fuel, equipment and systems essential to the maintenance and/or restoration of essential water service. A priority effort should be made to provide potable water where required.
4. Supply water to key facilities throughout the island including designated shelters, congregate care centers and staging areas, when activated. Provide emergency water to any other area/location requiring such service.
5. When a state or Federal emergency is declared, coordinate city requirements for emergency distribution and the restoration of water systems, of the State or National Response Framework.
6. Coordinate and issue warnings and instructions to the public concerning the availability/status of safe drinking water, the breakdown of storage or delivery systems and other emergency situations.
7. Staff the BWS radio position in the EOC, when requested.
8. Transmit vital information and requests to the City's EOC by timely spot and situation reports.

9. Support recovery operations
10. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.
11. After a State or Federal emergency is declared, coordinate City repair of water facilities with Emergency Support Function (ESF) #3, Public Works and Engineering, of the State and/or National Response Framework.
12. Support the City's evacuation and sheltering requirements.

B. DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS)

1. Prepare operating budgets and estimates pertaining to emergency fiscal requirements of all City departments and agencies.
2. Administer, safeguard, and control the City's entire fiscal and supply resources prior to, during, and following a disaster, including any Federal and State grants that may be received. Ensure the City's financial records are properly protected.
3. Provide DEM with a copy of the City and County of Honolulu annual budget and its current status (as reflected in a monthly budget report) for use in preparing the Mayor's request for State Disaster Assistance, when requested.
4. Assist the Department of Information Technology in consolidating, posting and analyzing all damage assessment reports whenever the City's EOC is fully activated.
5. Coordinate the procurement of emergency supplies and resources with Emergency Support Function (ESF) #7, Resource Support, of the State and/or a National Response Framework, when activated. Maintain a centralized purchasing center in the City's EOC for the procurement of emergency supplies.
6. Provide for emergency purchases by rules and regulations as outlined in the Revised Charter of the City and County of Honolulu, Section 9-301-6.
7. Provide emergency accounting and auditing procedures for supplies, materials and equipment needed/used during preparedness, response and recovery operations.
8. Convene a committee to update and refine, as required, a financial disaster recovery plan which outlines those procedures to be followed by all Departments in projecting immediate and future requirements and accounting for all expenditures which may be reimbursable under either State or Federal Disaster Assistance Programs.

9. Provide technical support to City Departments and supporting agencies in completing State, Federal and other audits/reviews of aid required by various disaster assistance programs.
10. Maintain close coordination on all fiscal matters with the State Department of Budget and Finance Services.
11. Assist the Mayor in assessing the impact of the disaster on the tax base and the overall economy of the City and in preparing the Mayor's request for disaster assistance.
12. Review the Tax Relief Program and/or the Commercial and Personal Loan Program, for possible application and recommend that the Mayor request State implementation, if possible.
13. Support the City's evacuation and sheltering requirements.
14. Assist the Department of Emergency Management Services in staffing and activating plans, which support disaster response and recovery.
15. After a State or Federal emergency is declared, assist DEM with the coordination of City requirements with Emergency Support Function (ESF) #14, Long-Term Community Recovery and Mitigation, provided for under the State and/or National Response Framework.

C. CITY COUNCIL

1. Enact ordinances and other legislation required to mitigate and assure a satisfactory response and recovery to emergencies and disasters that may affect the City.
2. Evaluate/approve requests for emergency expenditures and/or acquisition of services and resources for requirements beyond those provided for by the Revised City Charter, Section 9-301.6, Centralized Purchasing.
3. Provide personnel resources that are under the cognizance of the council, including the Office of the City Clerk, as requested.

D. DEPARTMENT OF COMMUNITY SERVICES (DCS)

1. Assist the American Red Cross and the Department of Parks and Recreation in mass care operations.
2. Support the City's evacuation and sheltering requirements.
3. Transmit information and requests for assistance to the City’s EOC by timely spot and situation reports.
4. Support recovery operations as outlined in the Recovery annex.
5. Implement the City’s Disaster Assistance Loan Program.

E. DEPARTMENT OF CORPORATION COUNSEL (COR)

1. Draft emergency proclamations and ordinances for the Mayor and the City Council.
2. Provide legal advice to, and be the legal representative of the City Council, the Mayor, other key officials, and the City Departments during emergencies and disasters.
3. Develop "hold harmless" and other legal documentation as required.
4. Assist in the preparation and execution of contracts for emergency services and equipment in coordination with the Department of Budget and Fiscal Services.
5. Represent the City and members of the DEM organization in the event of suits, claims and prosecutions resulting from official acts performed under Civil Defense laws.
6. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.
7. Support the City's evacuation and sheltering requirements.

F. CUSTOMER SERVICES DEPARTMENT (CSD)

1. Assist the City’s EOC in preparing and disseminating emergency instructions and information.
2. Assist in the operation of the EOC's Information Center function.
3. Coordinate/provide necessary interpreter support, as required.
4. Assist in coordinating the flow of information to the Pacific Gateway Center and the media for those within the City who do not speak or understand English.
5. Monitor news media releases and broadcasts to ensure they are accurate and complete. Monitor television broadcasts to assure crawls for the hearing impaired are being aired regularly.
6. Assist in maintaining liaison with local news media through the City's Joint Information Center (JIC) and with State Civil Defense for dissemination of emergency information.
7. Develop and implement a City plan for identifying, safeguarding and preserving essential records.
8. Assist the Department of Emergency Management in activating personnel plans which support disaster preparedness, response and recovery.
9. Support recovery operations as outlined in Recovery Annex.
10. Support the City's evacuation and sheltering requirements.

G. DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)

1. Organize governmental, commercial and other resources on Oahu to assist in meeting the public need for disaster/emergency engineering support.
2. Assist the American Red Cross, the Department of Parks and Recreation and the DEM in the selection and validation of shelters for all hazards.
3. Notify contractors working on City projects that an impending emergency exists. Advise contractors to take appropriate measures to safeguard life and property.
4. Conduct accelerated/expedient training in damage assessment procedures for departmental and private sector augmentees.
5. Coordinate post-disaster building inspection and/or demolition activities with all City, State and private sector inspection agencies. Report status of the inspection and/or demolition efforts, as well as known damage to City and County facilities, to the City's EOC.
6. Incorporate natural hazard protection into new and existing government construction to the greatest extent possible.
7. Organize and deploy Damage Assessment Teams, when directed, to assess City public buildings, roadways, bridges, and drainage infrastructure.for damages.
8. Assist the Department of Planning and Permitting, and DEM in the development of hazard mitigation plans/initiatives.
9. Provide fully coordinated engineering response when natural and man-caused disaster threatens or occurs anywhere in the City and County.
10. After a State or Federal emergency is declared, serve as City's primary representative to coordinate requirements for engineering services, construction management and other public works related activities with Emergency Support Function (ESF) # 3, Public Works and Engineering, of the State and/or National Response Framework.
11. Manage post disaster projects to repair, restore, or reconstruct damaged public facilities.
12. Support recovery operations.
13. Support the City's evacuation and sheltering requirements.
14. Assist DFM in assessing and determining appropriate emergency repairs.
15. Assist DFM in monitoring and making periodic safety checks of bridge structural elements and retaining structures for roadways.

H. DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

1. Activate and operate the City's EOC. Manage and coordinate all response and recovery activity.
2. Alert, advise and assist the Mayor in the direction and coordination of emergency operations.
3. Maintain the Basic Plan and Hazard Specific Annexes of the City Emergency Operations Plan and assist in the preparation of Departmental Annexes to the Basic Plan.
4. Ensure all Continuity of Operations (COOP) and Continuity of Government (COG) requirements and responsibilities are addressed. Review the detailed plans and SOPs prepared by individual departments and other supporting agencies.
5. Conduct periodic exercises with all agencies to assure the adequacy of response and recovery capabilities.
6. Develop and coordinate communications for effective direction and control of all response and recovery forces.
7. Direct and oversee the evacuation of population at risk.
   i. The City's EOC will assume primary responsibility for coordinating evacuation procedures in the event of a major disaster, e.g.; war, terrorism incident involving weapons of mass destruction, hurricane, tropical storm, major flooding, tsunami or earthquake, etc.
   ii. The Incident Commander will assume primary responsibility for directing evacuation and DEM will coordinate the Incident Commander's directives and requests with other response agencies in a localized emergency.
8. Prepare warning procedures and maintain notification lists. During impending peacetime emergencies or disasters, or enemy attack, initiate alerting, recall and warning actions, direct activation of EOCs, communications system and other support systems.
9. Exercise direct control over the six EMRC Districts.
10. Disseminate Emergency Public Information (EPI) and instructions through media releases, public service and public address system announcements, Emergency Alert/Broadcast System messages and media briefings prior to the arrival of the hazard, and during the response and recovery phases of the operations.
11. Maintain liaison with State Civil Defense and other organizations assisting the City. Submit periodic disaster and spot reports as required. Provide assistance and direction, as required, in the implementation of State and Federal individual and public assistance programs.

12. Direct implementation of the City Damage Assessment Plan.

13. Advise the Mayor on the need to request State or Federal disaster assistance and, when appropriate, prepare and coordinate such a request in accordance with Recovery annex, and the State of Hawaii Plan for Emergency Preparedness, Volume III, Disaster Response and Assistance. In the event of a catastrophic peacetime disaster, recommend to the Mayor that the Governor declare a State of Emergency.

14. Develop and coordinate a citywide education program that will enhance the awareness of all residents and visitors of the many hazards, which could affect the City as well as their roles and responsibilities in responding to the hazards.

15. Open City Disaster Assistance Centers (DAC) and assist as requested in the establishment of State and Federal DAC.

16. After a state or Federal emergency is declared, coordinate City requirements to assist/support the various implemented Emergency Support Functions (ESF) #2 Communications, #5 Emergency Management, #14 Long-Term Community Recovery and Mitigation, and #15 External Affairs, provided for under the State and/or National Response Framework.

17. Provide guidance, direction and support to the Department of Planning and Permitting in the conduct of hazard mitigation activities and studies.

18. Coordinate securing Federal and/or State grants to repair, restore, or reconstruct damaged facilities.

I. HONOLULU EMERGENCY SERVICES DEPARTMENT (HESD)

1. Provide pre-hospital emergency medical response to meet the needs of the City within existing capabilities and resources. Establish Incident Command Posts and assume Incident Command when and if required (see Annex L, Health and Medical).

2. Assess medical and material needs of victims on a continuing basis as soon as possible following a major emergency or disaster.

3. Advise the DEM Director on public health related matters.

4. Coordinate the City's emergency medical services response with other City agencies and between the City and other private and governmental agencies.

5. Transmit vital information and requests to the City's EOC by timely spot and situation reports, to include numbers and categories of injured/deceased from all sources (see Annex G, Reports).

6. Assist DEM in biological and chemical agent protection and response activities.

7. Develop, coordinate and maintain the City's medical response plan for terrorist incidents involving the use of radiological, biological or chemical agents.
8. Assist the State Director of Health (or the Director's representative in the EOC) and the Medical Examiner as requested and within capabilities.
9. After a State or Federal emergency is declared, coordinate the City's public health requirements with Emergency Support Function (ESF) #8, Public Health and Medical Services, of the State and/or National Response Framework.
10. Assist with emergency public health, emergency medical and environmental aspects of shelter/shelter area/staging area planning and operations.
11. Deploy personnel and equipment to pre-designated areas on notification of a peace or wartime emergency or disaster.
12. Assist the Honolulu Police Department in conducting warning and evacuation operations, within capabilities.
13. Arrange with the Department of Transportation Services any requirements for additional vehicles for ambulance service, first aid stations and transportation of medical supplies.
14. Ocean Safety Division would assist the Honolulu Police Department and Department of Parks and Recreation in evacuating beach parks under City jurisdiction.
15. Support recovery operations as outlined in the Recovery annex.

J. DEPARTMENT OF ENTERPRISE SERVICES (DES)

1. Assist the Department of Parks and Recreation, the Department of Emergency Management and the American Red Cross by making available facilities for use as shelters by evacuees or casualties, and by providing personnel for the care of evacuees.
2. Develop disaster mitigation, preparedness, and response plans for the protection, care and management of birds, animals, reptiles and property at the Honolulu Zoo. Coordinate with the Hawaiian Humane Society and local veterinary organizations, as necessary.
3. Assist the American Red Cross, as required, in food distribution across the Island and for the delivery of essential consumables to Shelters, staging areas, and other special facilities as they are established.
4. Support recovery operations as outlined in the Recovery annex.

K. DEPARTMENT OF ENVIRONMENTAL SERVICES (ENV)

1. Responsible for disaster debris management. Plan for, develop, coordinate and perform emergency removal, disposal and/or storage of debris and hazardous material. Coordinate with State, Federal and private sector agencies for additional resources, as necessary.
2. Develop standard commercial contracts for immediate use when the extent of any disaster exceeds the Department's capabilities.
3. Check status of generators; fuel tanks should be filled to 100% capacity, if possible.
4. Implement the following when notified of an impending disaster:
   i. Any heavy equipment on site. If necessary, relocate equipment to pre-designated safe areas; and
   ii. Notify and evacuate employees from threat areas, as necessary.
   iii. Notify contractors working on Department of Environmental Services projects about the impending emergency; advise contractors to take appropriate measures to safeguard life and property.
   iv. Notify and mobilize Disaster Response Workers, as necessary.
5. Provide sanitation services and facilities, which may be required at staging and evacuation shelters and/or shelter areas.
6. Isolate damaged sewer mains, pumping and treatment facilities; disinfect contaminated areas and restore service on a priority basis.
7. Conduct monitoring of receiving waters and coordinate posting and removing of warning signs with the State Department of Health
8. Following a disaster, coordinate the repair and/or restoration of wastewater facilities/sewer lines with appropriate agencies, to include the Chief of Utility Operations.
9. Perform Damage Assessment on department facilities and participate in citywide damage assessment.
10. Provide timely spot and situation reports to the City's EOC. Included in such reports will be information on possibly shutting down or evacuating facilities at risk.
11. Notify the Department of Environmental Services, Refuse Division should assistance be needed from the General Contractors Association.
12. After a state or Federal emergency is declared, coordinate City requirements for emergency repair of wastewater treatment facilities and collection system with Emergency Support Function (ESF) #3, Public Works and Engineering, of the State and/or National Response Framework, and Emergency Support Function (ESF) #10, Oil and Hazardous Materials Response.

13. Assist in debris clearance and recovery operations.

14. Assist in securing Federal and/or State grants.

L. DEPARTMENT OF FACILITY MAINTENANCE (DFM)

1. Direct and control emergency road repair and hazard clearance, repair of vital facilities, and assist the Fire Department, when requested, in heavy rescue.

2. Maintain the outdoor siren warning system on Oahu in conjunction with State Civil Defense and the Hawaiian Electric Company.

3. Organize governmental, commercial and other resources on Oahu to assist HFD in meeting the public need for rescue and damage recovery services.

4. Deploy personnel and equipment to pre-designated areas upon notification of a potential or actual disaster.

5. Deploy personnel and road maintenance equipment along evacuation routes to ensure roads are rapidly cleared of obstacles. Coordinate the use of State road maintenance crews and equipment to supplement City efforts.

6. Maintain updated listings of applicable departmental heavy equipment (by type and availability) and automobile service stations having emergency fuel pumping capabilities.

7. Implement the following on notification of a potential or actual disaster:
   i. Secure any heavy equipment on site; if necessary, move them to pre-designated safe areas; and
   ii. Notify and evacuate employees located in vulnerable/threat areas, as necessary.

8. Check generator status of FMB and other backup generators. Fuel tanks should be filled to 100% capacity, if possible.

9. Prepare plans for emergency use of City buildings and assist the Department of Parks and Recreation in providing spaces in those City buildings to be used as shelters.

10. Coordinate with appropriate agencies to monitor and make periodic safety checks of streams, riverbeds, drainage channels, bridge pilings and culverts to reduce flood hazards.

11. Assist in providing emergency power and illumination.

12. Provide timely spot and situation reports to the City's EOC. Included in such reports will be information on possibly shutting down or evacuating facilities at risk. (See Annex G, Reports.)

13. Support the City's evacuation and sheltering requirements, as

directed.

14. Assist the Police Department by providing roadblocks or other traffic and crowd control barricade materials, as requested.
15. Assist the Board of Water Supply in the restoration of failed or damaged utility systems.
16. Provide motor pool vehicles to the Department of Transportation Services for evacuation operations and to City damage assessment teams.
17. Construct fire lanes/breaks as requested by the Fire Department.
18. Assist the Medical Examiner in preparing for mass burials.
19. After a state or Federal emergency is declared, assist with coordination of City's requirements for emergency repair with Emergency Support Function (ESF) #3, Public Works and Engineering, of the State and/or National Response Framework.
20. Assist in post-disaster operations as outlined in the Recovery annex.
21. Assist in securing Federal and/or State grants to repair, restore, or reconstruct damaged facilities.
22. Assist the Department of Planning and Permitting, Department of Design and Construction and DEM in the development of hazard mitigation plans/initiatives.

M. HONOLULU FIRE DEPARTMENT (HFD)

1. Direct and control fire-fighting operations to include fire suppression, search technical and rescue disciplines, and hazardous material response.
2. Primary department responsible for incidents involving the use of weapons of mass destruction, excluding explosive incidents.
3. Utilize the National Incident Management System
4. Deploy personnel and equipment to pre-designated safe areas on notification of an emergency or disaster, when possible.
5. Provide helicopter and ground support for conducting warning, evacuation, damage assessment and other related emissions, as requested and coordinating air space access with the FAA.
6. Coordinate the City's acquisition and/or utilization of available military, National Guard and private sector helicopter resources during search and rescue, mass casualty and other emergency and/or disaster related operations through appropriate channels. Coordinate/establish communications links with these resources.
7. Activate and operate the Department's emergency communications in the City's EOC, when requested or required.

8. Assist the Honolulu Department of Emergency Services in providing emergency medical services.

9. Request assistance through DEM from the State Urban Search & Rescue Team, activated by the Governor, and the Department of Facility Maintenance in heavy rescue, when required.

10. Assist the Honolulu Police Department, Department of Transportation Services and Department of Parks and Recreation with evacuation and sheltering operations.

11. Provide associated safety services to evacuation shelters, shelter areas and staging areas. Within capabilities, provide fire protection for shelters and shelter areas.

12. Develop response plans for radiological, chemical and biological hazardous materials plan.

13. Transmit vital information and requests to the Fire Communications Center (for relay to the City's EOC) by timely spot and situation reports.

14. Provide estimated disaster related damage reports and casualty counts to the City's EOC.

15. Maintain the Local Government Radio Net (LGRN) and all other City-owned radio equipment operated by DEM.

16. After a state or Federal emergency is declared, coordinate City firefighting suppression requirements with Emergency Support Function (ESF) #4, Firefighting, of the State and/or National Response Framework.

17. After a state or Federal emergency is declared, coordinate City search and rescue requirements with Emergency Support Function (ESF) #9, Urban Search and Rescue, of the state and/or National Response Framework.

18. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.

N. DEPARTMENT OF HUMAN RESOURCES (DHR)

1. Develop and maintain a listing of City Disaster Support Workers who can be readily assigned duties to assist in response and recovery operations, as requested by DEM.

2. Develop procedures and staff Volunteer Processing Centers (VPC) to register walk-in or call-in volunteers (either individuals or organized groups) and assign volunteers as necessary to response and recovery operations, as requested by DEM and other City departments and agencies.

3. Assist all departments in resolving personnel shortfalls by

coordinating the assignment of disaster support workers to required duty.

4. Develop and maintain occupational inventories of available workers. Request State manpower augmentation, when required.
5. Assist DEM in arranging and scheduling training for City employees, with accelerated / expedited training, as required, during periods of emergency.
6. Support recovery operations as outlined in Annex S, Recovery.
7. When a state or Federal emergency is declared, coordinate City requirements for manpower with Emergency Support Function (ESF) #7, Resource Support, of the state and/or National Response Framework.
8. Support the City's evacuation and sheltering requirements.

O. DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

1. Provide qualified personnel and necessary data processing capabilities to the City's EOC for the evaluation of damage during and following an emergency or disaster.
2. Consolidate all Disaster Assessment Reports and maintain a real time computer program, which analyzes and assesses disaster losses. Coordinate with Department of Planning and Permitting personnel in the posting of reports on the City's EOC Periodic Disaster Report (PERDISREP) display board. Function as the City's central point of contact for State, Federal and other damage survey/assessment data.
3. Safeguard electronic information that is vital to City government functions and operations.
4. Assist the Municipal Reference and Records Center (MRRC) within the Department of Customer Services in safeguarding and preserving other vital City records.
5. Support the City's evacuation and sheltering requirements, as directed.
6. Maintain the City and County of Honolulu Communication system.

P. LIQUOR COMMISSION (LIQ)

1. Assist the Budget and Fiscal Services Department, as required.
2. Support the City's evacuation and sheltering requirements, as directed.

Q. MAYOR/MANAGING DIRECTOR OFFICES (MDO)

1. Direct and coordinate emergency operations and media

communications with the advice and assistance of DEM. These offices include:

i. Culture and Arts Office
ii. Office Economic Development
iii. Neighborhood Commission (also listed separately)
iv. Oahu Film Office
v. Small Business Resource Center

2. Support the City's evacuation and sheltering requirements, as directed.

R. MEDICAL EXAMINER (MED)

1. Responsible for recovery and processing of the remains for identification and certification of cause and manner of death determination. Establish requirements for temporary morgues to include long-term storage if needed.
2. Coordinate recovery and identification of the dead and maintain mortuary records.
3. Ensure that employees are provided with procedures for handling remains, particularly those that may be chemically, biologically and radiologically contaminated.
4. Collect and maintain vital records and statistics on the deceased. Transmit such information, as well as requests for assistance to the City's EOC by timely spot and situation reports.
5. After a state or Federal emergency is declared, coordinate City victim identification/mortuary services with Emergency Support Function (ESF) #8, Public Health and Medical Services, of the state and/or National Response Framework.
6. Support recovery operations as outlined in the Recovery annex.

S. NEIGHBORHOOD COMMISSION OFFICE (NCO)

1. Provide support as requested by the Parks and Recreation Department to assist in meeting sheltering responsibilities.
2. Provide representation to support the State mass care function when a State of Emergency is declared.
3. Support the City's evacuation and sheltering requirements, as directed.

T. DEPARTMENT OF PARKS AND RECREATION (DPR)

1. Coordinate emergency refuge sheltering activities and requirements with the American Red Cross on behalf of the City. Coordinate the use of City facilities to be used as shelters, and assign trained

employees to refuge shelter operations teams. Open and staff shelters when American Red Cross capabilities are exceeded. Coordinate all shelter operations from the City's EOC.

2. Relocate personnel and equipment to pre-designated areas on notification of a potential or actual disaster.
3. Coordinate and direct earthquake staging area operations.
4. Assist the Honolulu Police Department and EMS Water Safety Division in evacuating beach and park areas under City jurisdiction.
5. Make parks and recreation areas, equipment and facilities available for emergency use.
6. Within capabilities, assign personnel to augment Department of Design and Construction personnel in their building inspection and damage assessment tasks.
7. Transmit vital information and requests to the City's EOC by timely spot and situation reports.
8. Remove downed trees and debris, when requested.
9. Assist the Departments of Environmental Services and Facility Maintenance in debris clearance and recovery operations.
10. Conduct recovery operations as outlined in Annex S, Recovery. Make park facilities available for Disaster Application Center (DAC) operations.
11. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.

U. DEPARTMENT OF PLANNING AND PERMITTING (DPP)

1. Assist Department of Design and Construction (DDC) with specific mitigation actions or measures to preclude or reduce the loss of property or life on a continuing basis, and coordinate mitigation initiatives with all other City departments.
2. Assist DEM in the development of hazard mitigation plans/initiatives and in planning for long and short-term recovery and reconstitution.
3. Assist DEM in the development of required Federal hazard mitigation plans in coordination with DEM, the Department of Facility Maintenance and the Department of Design and Construction.
4. Assist the Director of Budget and Fiscal Services in assessing a disaster's impact on the City's economy.
5. Assist in preparing the Mayor's request for disaster assistance, by ensuring all impacted areas have been identified and considered.
6. Assist the DEM in pre- and post-disaster planning for restoration and recovery. Furnish available research data as required for emergency

preparedness and disaster assistance.

7. Assist DEM in planning for the City's evacuation and sheltering or in any post-disaster environment programs by ensuring that changes in population distribution, land development and building forecasts are reflected in the City's plans.
8. Provide support personnel, to include direct GIS support, to the EOC during emergencies.
9. Recommend ordinances or regulations necessary to control the emergency use of land.
10. Assist in post-disaster building inspection and/or demolition activities.
11. Support DDC in the management of the citywide damage assessment.
12. Support the City's evacuation and sheltering requirements, as directed.
13. Provide support to the Department of Budget and Fiscal Services for Long-Term Community Recovery and Mitigation.
14. Coordinate post-disaster building inspection and/or demolition activities with all City, State and private sector inspection agencies. Report status of the inspection and/or demolition efforts, as well as known damage to public or private facilities, to the City's EOC.
15. Organize and deploy Damage Assessment Teams, when directed, to assess other than City property for damages.
16. Provide support to DEM for external affairs.

V. HONOLULU POLICE DEPARTMENT (HPD)

1. Maintain law and order, prevent looting and subversive activities, protect vital city facilities/resources, and ensure the security of evacuated areas.
2. Conduct the evacuation of and assist in the warning of populations at risk.
3. Provide security for evacuation shelters, shelter areas, and staging areas.
4. Deploy personnel and equipment to pre-designated areas on notification of a potential or actual disaster.
5. Request DEM District Volunteer assistance, when required.
6. Operate the combined County and State primary Warning Point and disseminate advisories and warnings to City and State officials. Provide mobile public address system equipped units to assist in

accomplishing peace and wartime warning tasks. (See Annex C, Warning.)

7. Establish an Incident Command Post and assume Incident Command when and if required. Be the Incident Commander (IC) for conventional bomb threats, armed assaults, and hostage situations not involving weapons of mass destruction.

8. If unable to contact a member of the DEM staff, or if the City's EOC experiences complete communications failure, or when requested by DEM, assume overall direction and control of operations during emergencies or disasters until such time as the City's EOC is activated and operational.

9. Staff the Department's emergency Police communications systems

10. Direct and control traffic flow into and out of danger areas. Provide control posts and crowd control and ensure key traffic ways are open during evacuations.

11. Develop a security plan for all EOCs and mobile facilities that details how access/entry will be controlled, and how staff members, communications, support systems, and the overall facility will be protected.

12. Request augmentation with reserves and volunteers or Police support from other Counties when needed. In the event off-island evacuation is directed, prepare officers for relocation and organize remaining forces to best maintain field operations.

13. Transmit vital information and requests to the City's EOC by timely spot and situation reports.

14. Survey, assess and report to the City's EOC estimated damages and casualty counts.

15. Within capabilities, provide helicopter support for conducting warning, damage assessment and other missions.

16. Assist the Fire Department in controlling Incident operations.

17. Coordinate the care, transfer and/or release of inmates in Police cellblocks.

18. After State or Federal emergency is declared, coordinate City requirements to assist/support Emergency Support Function (ESF) #13, Public Safety and Security, provided for under the State and/or National Response Framework.

19. Be prepared to provide assistance in post-disaster operations.

20. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.

W. PROSECUTING ATTORNEY

1. Assist the Police in the prevention of sabotage and subversive activities.
2. Establish procedures to contact the Administrative Judges of court systems required to support the prosecution of persons committing unlawful acts during disaster response and recovery operations.
3. Assign staff to booking areas to review bail requests and make appropriate prosecution recommendations.
4. Under disaster conditions, assign staff to Police Stations and Incident Command Posts to assist Officers and ensure the retention of evidence essential for trial.
5. Provide support to the Department of Justice – Federal Bureau of Investigation in terrorism incidents in accordance with the National Incident Management System (NIMS) and the National Response Framework.
6. Support recovery operations as outlined in the Recovery annex.

X. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

1. Provide emergency amateur radio services at various locations throughout Oahu as may be required in support of emergency management and as requested by DEM.

Y. ROYAL HAWAIIAN BAND (RHB)

1. Assist the Department of Human Resources in activating personnel plans which support disaster response and recovery.
2. Assist in post-disaster operations.

Z. DEPARTMENT OF TRANSPORTATION SERVICES (DTS)

1. Under emergency Conditions:
   i. Coordinate all forms of ground transportation to include DTS's contract TheBus and TheHandi-Van services operator, tour bus companies and other private agency transportation assets.
   ii. Coordinate Traffic Signal and Traffic Camera operations in support of first responders, in particular, HPD.
   iii. City's point of contact with the Hawaii Transportation Association.
   iv. Provide support for the city's mass care and evacuation operations.
2. Transmit vital information and requests to the City's EOC by timely spot and situation reports.
3. When a State or Federal Emergency is declared, coordinate the City's requirements with Emergency Support Functional #1, Transportation, of the State and/or National Response Framework, the State Department of Transportation and State SERT, as required.
4. Within capabilities, assist in providing evacuation support to people with

disabilities and special health needs.

5. Support recovery operations as outlined in the Recovery annex.
6. Assist in post-disaster inspections.
7. Participate in citywide damage assessment.

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APPENDIX 6: FEDERAL, STATE AND PRIVATE ASSISTANCE

I. PURPOSE

To delineate the duties and responsibilities of agencies outside of local government in support of the City during an emergency.

II. GENERAL

It is not the intent of this Appendix to direct non-City agencies to provide specific support and assistance to the City's preparedness, response and recovery operations. It does, however, reflect the City's understanding of anticipated emergency actions by other agencies based upon their own plans and directives, or their written or verbal intentions.

III. STATE DEPARTMENTS / AGENCIES SUPPORT AND ASSISTANCE

A. Department of Accounting and General Services

1. Assess damages to State buildings, facilities and other State-owned property under DAGS support responsibilities in the City. Report assessment data to the State EOC, which will in turn forward the compiled assessment data to the City's EOC as soon as possible.
2. Coordinate damage control and emergency repair for State buildings and equipment within the City. Within capabilities, provide emergency transportation resources to the Department of Transportation Services.

B. Department of Agriculture

1. Issue warnings regarding drought, animal and crop epidemics and infestation.
2. Assess damages to agricultural lands and livestock in the City. Report results to the State EOC, which will in turn forward the compiled assessment data to the City's EOC as soon as possible.
3. In coordination with the Hawaiian Humane Society, develop preparedness and response plans for the protection of birds and animals housed in the Quarantine Station.
4. Assist the City and State Departments of Emergency Services in agricultural matters (to include hazardous materials incidents) which pose public health problems.
5. Investigate disaster debris deposits and provide technical assistance

for emergency repair on agricultural lands.

C. Department of Defense

State Civil Defense will act as the liaison and coordinating agency between the City & County of Honolulu and the Department of Defense

1. To provide facilities, equipment and personnel, when requested and coordinated through SCD, to the American Red Cross and the State Department of Health in rendering shelter and health services to evacuees and other disaster victims.
2. Hawaii National Guard - Provide a liaison officer to the City's EOC and support City emergency/disaster operations as requested through the State EOC.
3. Assist with warning and evacuation transportation.
4. Provide assistance when the City requests military support with appropriate Federal agencies.
5. Support City communications requirements.
6. Assist with security and law enforcement.
7. Assist in search and rescue operations and fire fighting backup support.
8. Assist with debris clearance and emergency repair operations.
9. Support Emergency Services operations.
10. It is unlikely that "mass burial" would be necessary, either as a means of holding bodies until the relatives are found, or as a means of balancing the need for grave sites with the number of dead to be buried. If, however, conditions arose which necessitated such measures, State law does make provisions for such actions (HRS §841-16). Establish criteria and procedures for temporary mass burials in coordination with the Medical Examiner, Department of Emergency Services, the State Department of Health, the Department of Facility Maintenance, and the Department of Environmental Services.
11. Support mass care operations.
12. Support recovery operation as outlined in the Recovery annex.
13. Promptly relay all City damage assessment data received or State Property within the City to the State EOC, which will in turn forward the compiled assessment data to the City's EOC.

D. Department of Education

1. Develop and implement warning and evacuation plans for schools.
2. To provide facilities, equipment and personnel, when requested and

coordinated through SCD, to the American Red Cross and the State Department of Health in rendering shelter and health services to evacuees and other disaster victims.

3. Provide personnel and facilities to support the City's mass care when activated.

4. Upon DEM activation, provide a representative to the City's EOC upon request from the State EOC.

5. Assess damages to DOE facilities in the City and report results to the State EOC, which will in turn forward the compiled assessment data to the City's EOC.

E. Department of Hawaiian Homelands

1. Assess the impact of emergencies or disasters on Homeland residents in the City. Provide the assessment to the State EOC, which will in turn forward the compiled assessment data to the City's EOC.

F. Department of Health

1. When requested by the City, be prepared to provide full health and medical services to the City's populace.

2. When requested by the City, be prepared to provide assistance in hazard material mitigation and hazard waste disposal.

3. Support City radiological requirements as outlined in Annex T, Hazard Specific Supplements; WMD Terrorist Incident Response Plan Appendix.

4. Upon DEM activation, provide a representative(s) to the City's EOC upon request from the State EOC. In gradually developing incidents involving biological agents or epidemics affecting the community at large, the State Director of Health (or designee) may potentially be selected by the Unified Command as the Operations Section Chief, having authority to implement certain operations of an Incident Action Plan, including the Honolulu Metropolitan Medical Strike Team.

5. Provide support to mass care operations when activated.

6. Statutory responsibility and authority for the public health activities in ESF #8 other than emergency response, including disease surveillance, disease investigation, prevention of the spread of disease, mental health services, and quarantine/isolation, are vested with the State DOH.

7. Make Public Health nurses available to the American Red Cross to staff City evacuation shelters.

8. Ensure facilities licensed by the Department have adequate disaster preparedness plans and programs.

9. Assist the Red Cross and the City in providing post-disaster counseling to residents requiring such support.

10. Assess damages to Departmental facilities in the City and report the results to the State EOC, which will in turn forward the compiled assessment data to the City's EOC as soon as possible.

G. Department of Human Services

1. Ensure facilities licensed by the Department have adequate disaster preparedness plans and programs.

2. Support mass care operations when activated.

3. Assess damages to facilities and properties in the City and report results to the State EOC, which will in turn forward the compiled assessment data to the City's EOC as soon as possible.

H. Judiciary

Under major peacetime emergency or disaster conditions, assure Administrative Judges in all courts are available to assist the City Prosecutor in arraigning and charging offenders.

I. Department of Labor and Industrial Relations

1. Assess the impact of emergencies/disasters on unemployment and report findings to the State EOC, which will in turn forward the compiled assessment data to the City's EOC.

2. Assess damages to facilities in the City and report results to the State EOC, which will in turn forward the compiled assessment data to the City's EOC as soon as possible.

J. Department of Land and Natural Resources

1. Issue warnings on major forest or wild fires and on drainage, flood control and dam safety problems. Coordinate and monitor dam and reservoir safety with appropriate agencies.

2. Assist the Honolulu Fire Department with fire suppression and search and rescue in rural areas and the Department of Facility Maintenance with flood protection.

3. Supervise disaster debris clearance and emergency repair operations on State flood control works and water projects. Provide equipment and personnel to assist the Department of Environmental Services in disaster debris clearance and emergency repair operations.

4. Assess damages to State forests and grasslands, small boat harbors, State Parks, outdoor recreation areas and historic sites, fish, game, and other wildlife in the City. Report the results to the State EOC, which will in turn forward the compiled assessment data to the City's

EOC as soon as possible.

K. Department of Transportation

1. Upon DEM activation, provide a representative to the City's EOC upon request from the State EOC.
2. Issue warnings related to oil pollution, marine contingencies and hazards related to roads, bridges and airports.
3. Assist with traffic control, evacuation, fire-rescue operations, and emergency transportation for airport and harbor contingencies.
4. Support City radiological requirements as outlined in Annex T, Hazard Specific Supplements; WMD Terrorist Incident Response Plan Appendix.
5. Prepare appropriate plans to shelter and care for passengers at the Honolulu International Airport when Tsunami and Tropical Storm/Hurricane Watches and/or Warnings are issued or in the event of a local earthquake.
6. Provide backup fire fighting support to the Honolulu Fire Department.
7. Assist the City in and provide, on State facilities, disaster debris clearance and emergency repair.
8. Assess damages to airport, harbor and highway facilities in the City. Report results to the State EOC, which will in turn forward the compiled assessment data to the City's EOC.

L. University of Hawaii - Manoa

1. Assess damage to University buildings and property in the City. Report findings to the State EOC, which will in turn, forward the compiled assessment data to the City's EOC.
2. Support the City's mass care operations when activated.
3. Support City radiological requirements as outlined in Annex T, Hazard Specific Supplements; WMD Terrorist Incident Response Plan Appendix.
4. Within capabilities, provide public health and medical facilities and personnel to assist the City Department of Emergency Services and State Department of Health.

M. Governor's Commission on the Disabled and the Executive Office on Aging

1. Assist in supporting the elderly and disabled on Oahu during emergencies and disasters.

N. State Emergency Response Team (SERT) (When Activated Under "Civil Defense Emergency" Conditions)

1. Control essential resources in the State and for the City and County of Honolulu.
2. Act as principal point of contact with the private sector in resource management.
3. Coordinate with and assist City Departments to:
   i. Mobilize, allocate, control, and distribute essential materials, supplies, equipment and services to include communications, transportation, construction equipment, water, power, fuel, food, bedding, clothing and medical items for use on Oahu.
   ii. Allocate essential resources for construction and upgrade of shelters on Oahu.
   iii. Allocate supplies for stocking of shelters for evacuees in Oahu host areas and essential workers in risk areas.
   iv. Support vital facilities in risk areas with essential other resources.
   v. Confirm or add to the listing of vital government agencies and civilian industries in risk areas which must continue to operate and provide essential goods and services.

O. OTHER STATE DEPARTMENTS / AGENCIES

Will support the City and County of Honolulu as outlined in the State Plan for Emergency Preparedness, Volume III, or through normal liaison with State Civil Defense.

IV. FEDERAL DEPARTMENTS/AGENCIES

A. Department of Homeland Security

1. Crisis and consequence management by the Federal government is unified under the Secretary of Homeland Security, who is the Principal Federal Official for domestic incident management.
2. The Secretary of Homeland Security coordinates the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when anyone of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President. The Federal Emergency Management Agency (FEMA), Region IX, has certain responsibilities for disaster assis-

tance in peacetime emergencies under Section 804 of Public Law 94-36l and Public Law 94-363. Further, it directs and coordinates the activities of all Federal agencies engaged in providing disaster assistance under The Stafford Act, as amended, following a Presidential Declaration of a major disaster or emergency.

B. Department of Homeland Security U.S. Coast Guard

1. The U.S. Coast Guard has established responsibilities for maritime security for homeland security, oil pollution and hazardous material incidents, and search and rescue. Direct contact is authorized for assistance in these areas. Other support should be requested through State Civil Defense.

C. Department of Defense on Oahu

1. Excepting immediate threats to life and property, assistance from the military bases on Oahu will only be requested through State Civil Defense, and then only in accordance with established procedures. Direct liaison between the DEM and the military is permitted after having been initially requested through and approved by State Civil Defense.
2. Secretary of Defense shall provide defense support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Commander of the U.S. Pacific Command serves as the DOD Principal Planning Agent for DSCA planning and execution. The Commander has designated the Army as the executive agent for DSCA.
3. When requested and approved by the Commander, USPACOM, provide a liaison officer to the City's EOC.
4. The U.S. Army Corps of Engineers (USACE) is a public engineering organization within DOD providing engineering support and services to DOD activities around the globe as well as to the nation's Civil Works flood protection and navigation infrastructure. The USACE Chief of Engineers may make a disaster declaration in response to flooding and coastal storms in accordance with 33 U.S.C. §70ln (Public Law 84-99) authorizing USACE to undertake emergency activities including disaster preparation, advance measures, emergency operations, rehabilitation of flood control works and protection or repair of Federal shore protective works, emergency water due to drought or contaminated source, emergency dredging, and flood-related rescue operations.

D. Other Federal Agencies

The City will request assistance through State Civil Defense in accordance with established procedures.

V. PRIVATE ORGANIZATIONS

A. American Red Cross (ARC)

1. The American Red Cross has the initial and primary responsibility for immediately meeting the sheltering and post-disaster needs of residents and visitors under impending or actual emergency or disaster conditions. This includes providing basic first aid and referral to medical assistance, health care for minor illnesses and injuries to incident victims, shelter, food, clothing, counseling, registration of displaced persons and coordination for uploading casualty/patient information into the Disaster Welfare Information System, and other humanitarian services.
2. When DEM is activated, provide a representative to the City's EOC.
3. The principal City agency for coordinating American Red Cross sheltering activities and requirements is the Department of Parks and Recreation. The City Department of Enterprise Services will assist the Department of Parks and Recreation in this functional area.
4. Setup and daily operations of Family Assistance Center(s) (FACs) are the responsibility of the American Red Cross, under the guidance of the Medical Examiner. It is important that the site selected for the FAC be functional for the incident. The location of the FAC should not be close to the actual scene nor to the Mass Fatality Examination Center, and it should be easily accessible to the families. Parking should be a consideration, and security must be provided.
5. The American Red Cross will also be assisted by the Salvation Army, the Hawaii Council of Churches, Volunteer Organizations Active in Disaster (VOAID), other volunteer relief organizations, and various City Departments.

B. Broadcaster's Association

Provide support and assistance to the City as outlined in the Oahu Operational Area Emergency Alert System Plan.

C. Building Owners and Managers Association

Within capabilities, assist the Department of Facility Maintenance by providing building maintenance equipment and materials for recovery operations.

D. Civic, Charitable and Non-Profit Organizations

1. Assists DEM by assuring all members are aware of current

preparedness, response and recovery guidance.

2. Provide volunteer relief programs for disaster victims in accordance with their individual capabilities. Where possible, such support will be in accordance with preplanned arrangements and mutual agreements with the American Red Cross. Such groups include, but are not limited to the following:

   i. The Salvation Army
   ii. Hawaii State Volunteer Organizations Active in Disasters (HS VOAD) and its Organizations
   iii. American Diabetes Association
   iv. Easter Seal Society
   v. Association for Retarded Citizens
   vi. Hawaii Services on Deafness
   vii. Ho'opono
   viii. Hawaii Epilepsy Society
   ix. Central Oahu Community Mental Health Association
   x. Rehabilitation Hospital of the Pacific
   xi. Windward Community Counseling Center
   xii. Mental Health Association of Hawaii
   xiii. Hawaii Center for Independent Living

E. Civil Air Patrol (CAP)

1. Respond to requests from the City's EOC for warning, radiological monitoring, and damage assessment sortie tasking. State Civil Defense coordination may be necessary if a DEM representative is not present.
2. When DEM is activated, provide a liaison representative to the City's EOC to operate the CAP radio circuit.

F. The Gas Company, Hawaiian Electric Company

1. When DEM is activated, provide a representative to the City's EOC.
2. Although primarily involved in maintenance and restoration of individual utility systems, construction capabilities may be requested, if available, for disaster recovery. Coordinate restoration activity with the City's EOC.
3. When the State SERT and/or State Energy Council have been activated, respond to that organization's direction.

G. General Contractors' Association

Assist in the mobilization of contractor efforts for emergency response or recovery related tasks under disaster conditions.

H. Hawaii Food Industry Association and Hawaii Restaurant Association

Within capabilities and as requested, support the American Red Cross and the City with emergency food supplies following peacetime emergencies or disasters. Points of contact are the American Red Cross and DEM. When the State SERT has been activated, respond to that organization's direction.

I. Hawaii Gas Dealers Association

Within capabilities and as requested, provide City response forces with emergency vehicle refueling and servicing under peacetime emergency or disaster conditions. Point of contact is the DEM. When the State SERT and/or State Energy Council have been activated, respond to that organization's direction.

J. Hawaii Hotel Security Association

Assure Association hotels are aware of current preparedness, response and recovery guidance. Relay all advisories to member hotels passed by the DEM. Provide an Association representative to the City's EOC during major emergencies or disasters, or when requested by the DEM.

K. Hawaiian Humane Society

1. In coordination with DEM, be the City's principal advisor for the development of pet-unique and other animal-related preparedness, response and recovery plans.
2. Assist the State Department of Agriculture and the City Department of Parks and Recreation in the development of disaster plans for the protection of the Animal Quarantine Station and Zoo birds and animals, respectively.
3. When requested, take possession of and care for pets that evacuees have attempted to bring into public evacuation shelters.
4. During recovery operations, provide temporary shelter for those animals displaced by hazardous conditions.

L. Hawaii Medical Association and the Hawaii Blood Bank

Respond to City and State Emergency Services Department requirements during peacetime emergency and disaster situations. When the State SERT has been activated, respond to that organization's direction.

M. Hawaii Transportation Association

Coordinates assistance from land transportation companies during a

peacetime disaster. City point of contact is the Department of Transportation Services. When the State SERT has been activated, respond to that organization's direction.

N. Hawaii Visitors and Convention Bureau

1. Assist the DEM in assuring member organizations and the visitor population is aware of current preparedness, response and recovery guidance.
2. Be prepared to provide sheltering facilities and personnel when requested by the American Red Cross (through State Civil Defense).

O. Healthcare Association of Hawaii

1. Provide support to DEM by interfacing with Oahu hospitals in the areas of disaster mitigation, preparedness, response and recovery. Relay all advisories passed by the DEM to member organizations.
2. To ensure the effectiveness of Hawaii hospitals and other health care organizations in fulfilling their critical roles and responsibilities in time of emergency, the Healthcare Association of Hawaii has developed and implemented an Emergency Management Program.
3. The HAH, through the Emergency Management Program, integrates and coordinates the actions of health care organizations in time of emergency with the intent of establishing and maintaining an effective and timely system-level response.
4. The Emergency Management Committee is chaired by the HAH Emergency Program Manager with membership that includes all Health Care Organization Emergency Coordinators, representatives from state ESF-8 (Chief, Emergency Medical Services System Branch), National Disaster Medical System (NDMS), State Civil Defense, County Civil Defense Agencies, Department of Emergency Management, County Fire Services, County Emergency Medical Services, Blood Bank of Hawaii, Hawaii Nurses Association, the American Red Cross and other key organizations. The Committee meets monthly to evaluate operational performance, discuss improvement strategies, and resolve issues at the policy level.
5. HAH Emergency Program Manager
   i. The manager is on-call 24 hours-a-day, 7 days-a-week to support emergency operations in the City & County of Honolulu Emergency Operating Center.
   ii. The Hospital Services Coordinating Plan is the primary planning and operations document for the Healthcare Association of Hawaii. The plan consists of a Basic Plan, Functional Annexes, Hazard-Specific Annexes, and Emergency Operating Procedures.
   iii. The Emergency Program Manager coordinates emergency

operations on behalf of the Healthcare Association of Hawaii.

P. Pacific Gateway Center

Activate upon direction by DEM and provide preparedness and response advisories to clients and interpreter services in selected languages for non-English speaking residents and visitors.

Q. Matson Navigation Company and Sea Land Services

Within capabilities, provide refrigerated and non-refrigerated containers for use during recovery operations, when requested.

R. Oxygen Assistance Group - Abbey Home Care, Big Three Industries, Home Care Medical, Oxy-Med Hawaii, Respiratory Home Care Specialists, and Stat Medical

Assist by advising elderly and disabled clients of impending emergencies and disasters. Provide information to DTS, TheHandi-Van, for those clients who may require evacuation assistance.

S. Petroleum Industry - Chevron U.S.A and the Hawaii Independent Refineries

During impending or actual peacetime emergencies and disasters, provide as necessary, a representative to the City's EOC to coordinate company response and recovery. When the State SERT and/or State Energy Council has been activated, respond to that organization's direction.

T. AM Radio Stations KZOO (Japanese), KNDI (various Pacific), KHRA (Korean), KREA (Korean)

During major emergencies or disasters, and when advised by DEM, provide preparedness and response advisories and interpreter services for Non-English-speaking residents and visitors.

U. Retail Merchants Association (RMA)

Assist the DEM in assuring members are aware of current preparedness, response and recovery guidance. Notify members of all advisories passed to the RMA from DEM.

APPENDIX 7: CONTINUITY OF OPERATIONS CHECKLIST

All City and County departments are responsible to complete and document the results of the listed items with a copy for the record to be held by DEM.

Designate who is in charge in the office and at-the-scene during a disaster situation. Provide for a line of succession.

_____Provide for the security and safety of organizational personnel and their families during a disaster situation.

_____Identify Disaster Response Workers and provide for their alerting, assembly and positioning under emergency conditions with the least delay.

_____Provide an internal emergency organization which (1) essentially conforms to the normal day-to-day organization; (2) under emergency conditions, ensures continuity of operations and minimum disruption of essential public services; (3) considers response requirements during communication outages and (4) provides timely "situation and spot reports" of significant response and recovery activity to the City Emergency Operating Center.

_____Provide and maintain updated inventories of emergency resources and putting them to best use in a disaster situation.

_____Prepare detailed internal SOPs for warning, evacuation, communications, damage assessment, reporting and public information activities under emergency conditions.

_____Prepare action-oriented checklists, phone alert lists, duty rosters, maps, sketches, diagrams and sample administrative forms needed for effective preparedness and response in a disaster situation.

_____Prepare instructions for (1) identifying and safeguarding records; (2) determining and documenting reimbursable expenditures; (3) managing disaster-related funds subject to City, State and Federal audits; (4) maintaining a log of essential disaster-related activities; and (5) ensuring that an audit trail of disaster losses and expenditures can be rapidly and accurately assembled (see Annex S, Recovery).

_____Ensure that all personnel, including replacements and volunteers, understand their emergency duties and can perform them effectively.

_____Identify private sector leaders and volunteer agencies capable of contributing resources and assisting in making the emergency response plan workable.

_____Identify and list availability of private sector equipment, tools, and resources capable of providing emergency support; e.g., buses, heavy equipment, beds, etc.

_____Prepare instructions for initiating and maintaining essential communication and coordination with related City, State, Federal and private agencies before, during and after disaster threatens or occurs.

ANNEX A

DISASTER RESPONSE ORGANIZATION

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

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DISASTER RESPONSE ORGANIZATION

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DISASTER RESPONSE ORGANIZATION

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ANNEX A

DISASTER RESPONSE ORGANIZATION

I. DISASTER RESPONSE ORGANIZATION

A. ORGANIZATION - GENERAL

Under the 2000 revision to its Charter, the City and County of Honolulu (hereafter referred to as the "City") is governed by a Mayor-City Council form of government with an elected Mayor and a nine-member Council, serving four-year terms. The City's disaster response organization closely mirrors its administrative structure. (See Appendix 1 for a diagram of the organization.)

B. LAND AREA

1. The City's area of responsibility includes the Island of Oahu and all other islands in the State of Hawaii, not included in any other County, and the waters adjacent thereto. (For purposes of this Emergency Operations Plan, however, the Northwestern Hawaiian Islands and the Island of Kauai are excluded.)

2. The City is the fourth largest of the Hawaiian Islands in area, but the most populous of the State's four counties. The land area of Oahu is 593 square miles. The land area of the remaining islands within the City's jurisdiction only contributes another three square miles to the total.

C. POPULATION

The City and County of Honolulu contains about 70% (903,000) of the State's resident population. The most populated areas on the Island of Oahu are Honolulu proper, Kaneohe, Kailua, Pearl City, and Waipahu.

D. DEPARTMENT OF EMERGENCY MANAGEMENT

1. A Civil Defense Agency was established by the City Charter and is administratively subordinate to the Office of the Managing Director. Operational command and control, however, is as depicted in Appendix 1 to this Annex.

2. The Oahu Civil Defense Agency (OCDA) was changed by council vote based upon the Mayor’s recommendation to the Department of Emergency Management (DEM).

3. For organizational and administrative purposes, the Island of Oahu has been divided into six Civil Defense Districts, each with its own District Emergency Operating Center (EOC). (See Appendix 3 for a description of the areas involved.) The responsibilities of the District EOCs, manned by volunteers, are as outlined in the Basic portion of this Plan. For response purposes, it should be noted that City responsibilities do not extend into Federal property.

E. CONTINUITY OF GOVERNMENT

Continuous effective functioning of government will be critically important in any emergency situation. Control and direction of essential lifesaving emergency functions must continue even with possible loss or inaccessibility of key government officials. Therefore, a system for automatic succession to key positions is required.

1. A vacancy in the office of Mayor caused by the death, resignation, removal or disqualification to hold office shall be filled as provided in Section 5-106 of the City Charter.

2. The City Charter further provides that in case of vacancy, illness or temporary absence of the Mayor from the State or temporary disability of the Mayor, the Managing Director shall act as Mayor. If there is no Managing Director or if the individual in the position is unable to act, the Director of Budget and Fiscal Services shall then act as Mayor.

3. Department/Agency heads line of succession will be as prescribed in Appendix 2 of this Annex or, thereafter, in order of seniority within each Department.

4. As stated in Mayor's Directive 99-5, City and County Government Functions in Emergencies and Disasters, every City employee is considered an Emergency worker, and each department a supportive element of the emergency management system. Therefore, personnel designated as having emergency responsibilities (Disaster Response Workers) in each department will complete their emergency/disaster assignments, with subsequent reversion to their normal duties in government. If not assigned emergency duties (Non-Disaster Response Workers), employees in this category will be prepared for assignment to emergency elements of government upon call of their Department/Agency head, as coordinated by DEM and/or the Department of Human Services.

5. Records and documents essential to continued functioning of the City government must be preserved through duplication and storage at sites not vulnerable to anticipated disasters, or by movement to protected sites prior to any emergency or by other measures suitable to the particular Department/Agency. The Municipal Records and Reference Center (Dept. of Customer Services), in coordination with the City Clerk and the Departments of Budget and Fiscal Services and Information Technology, is responsible for implementing the City's records protection program.

F. CITY COUNCIL

Should the Council find, by a two-thirds vote of its entire membership, the existence of any emergency due to a public calamity, it may waive all of the requirements for the introduction, consideration and passage of

ordinances and resolutions pertaining to procedure, except those relating to the number of votes required for passage and the recording of the vote in the journal. Reference Article III, Chapter 2, Section 3-202, paragraph 10 of the Revised Charter as the City and County of Honolulu 1973 (2000 Edition).

II. APPENDICES

1. Disaster Response Organization Diagram
2. Continuity of Government
3. Civil Defense Districts (Map)

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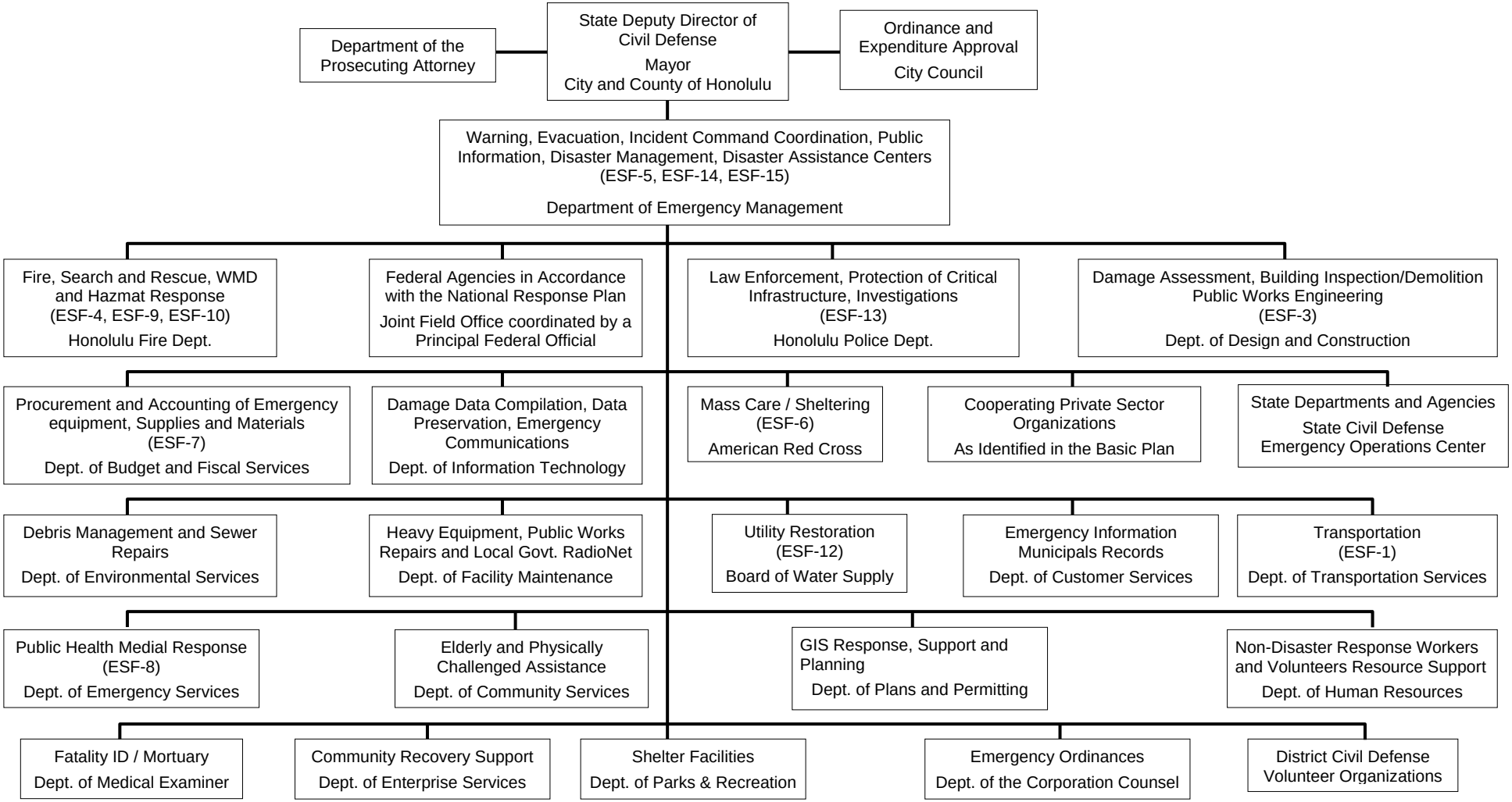
APPENDIX 1: DISASTER RESPONSE ORGANIZATION DIAGRAM

APPENDIX 1: Disaster Response Organization Diagram



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DISASTER RESPONSE ORGANIZATION
APPENDIX 2: CONTINUITY OF GOVERNMENT

APPENDIX 2: CONTINUITY OF GOVERNMENT

The following is a prioritized listing of responsible officials within each Department / Agency for the City and County of Honolulu. The listing ensures that proper continuity is maintained within each organization. In the absence of the senior departmental official during an emergency or disaster, the designated successor listed below will assume operational responsibility for the direction and control of that department until normal operations can be restored. The individuals within these organizations must further provide for the safeguarding of their personnel, equipment and essential records necessary to continue government functions.

<table>
<tr><td colspan="2"><u>Chief Executive Officer</u>
Mayor
Managing Director
Director of Budget and Fiscal Services</td></tr>
<tr><td><u>Department of Emergency Management</u>
➢ State Deputy Director
➢ DEM Director
➢ Plans and Operations Officer
➢ Disaster Preparedness and Recovery Officer
➢ Radiological Defense and Logistics Officer
➢ HAZMAT Officer
➢ Communications Officer
➢ Education and Training Officer</td><td><u>Board of Water Supply</u>
➢ Manager & Chief Engineer
➢ Deputy Manager
➢ Chief of Staff
➢ Chief Operations Officer
➢ Chief Compliance Officer</td></tr>
<tr><td><u>Budget and Fiscal Services</u>
➢ Director
➢ Deputy Director
➢ Chief Budget Analyst
➢ Chief CIP / Finance Analyst
➢ Chief Accounting and Fiscal Services</td><td><u>Community Services</u>
➢ Director
➢ Senior Advisor
➢ Chief of Staff
➢ County Executive, Aging/Elderly
➢ Administrator, WORK HAWAII</td></tr>
</table>

Corporation Counsel ➢ Corporation Counsel ➢ First Deputy Corporation Counsel ➢ Counseling & Drafting Division Head ➢ Litigation Division Head	**Customer Services** ➢ Director ➢ Special Advisor ➢ MVLP Division Chief ➢ Satellite City Halls Division Chief ➢ Public Communications Division Chief
Design and Construction ➢ Director ➢ Deputy Director ➢ Chief, Facilities Division ➢ Chief, Civil Division	**Emergency Services** ➢ Director ➢ Special Advisor ➢ Chief of Emergency Medical Services ➢ Asst. Chief, Operations ➢ Asst. Chief Quality Assurance ➢ District Field Operations Supervisor
Enterprise Services ➢ Director ➢ Deputy Director ➢ Events & Services Manage	**Environmental Services** ➢ Director ➢ Deputy Director ➢ Chief, Refuse Collection and Disposal Division ➢ Chief, Collection System Maintenance Division
Facility Maintenance ➢ Director & Chief Engineer ➢ Deputy Director ➢ Chief, Division of Road Maintenance (DRM) ➢ Chief, Public Building & Electrical Maintenance Division (PBEM) ➢ Assistant Chief, DRM ➢ Assistant Chief, PBEM	**Fire Department** ➢ Fire Chief ➢ Deputy Fire Chief ➢ Asst. Chief, Administration ➢ Asst. Chief, Operations ➢ Asst. Chief, Support Services ➢ Asst. Chief, Planning and Development
Medical Examiner ➢ Director / Chief Medical Examiner ➢ Deputy Medical Examiner ➢ Chief Investigator	**Municipal Reference and Record Center (Customer Services)** ➢ Director ➢ Librarian III ➢ Records Management Analyst III ➢ Librarian I

Human Resources ➢ Director ➢ Assistant Director ➢ Classification & Pay Division Chief ➢ Employment & Personnel Services Division Chief ➢ Labor Relations & Training Division Chief ➢ Industrial Safety & Workers Compensation Chief	**Information Technology** ➢ Director ➢ Special Advisor ➢ Division Chief, Applications ➢ Division Chief, Technical Support ➢ Division Chief, Operations
Neighborhood Commission ➢ Executive Secretary ➢ Community Relations Specialist ➢ Office Manager	**Parks and Recreation** ➢ Director ➢ Deputy Director ➢ Executive Assistant (ESD) ➢ Administrative Services Officer III
Planning and Permitting ➢ Director ➢ Deputy Director ➢ DPP GIS Administrator (Honolulu Land Information system Division) ➢ Chief of Building Safety Division ➢ Chief of Site Development Division ➢ DPP DEM Coordinator & Assistant Coordinator ➢ Administrative Services Officer	**Police Department** ➢ Chief ➢ Deputy Chief Badge #2 ➢ Deputy Chief Badge #3 ➢ Senior Assistant Chief for Regional Patrol
Prosecuting Attorney ➢ Prosecuting Attorney ➢ First Deputy Prosecuting Attorney ➢ Director, Career Criminal Unit ➢ Head, Circuit Court	**Royal Band** ➢ Band Master ➢ Assistant to the Bandmaster
Transportation ➢ Director ➢ Director Deputy ➢ Chief, Traffic Planning Division ➢ Chief, Traffic Engineering Division ➢ Chief, traffic Signals & Technology Division ➢ Chief, Public Transit Division	

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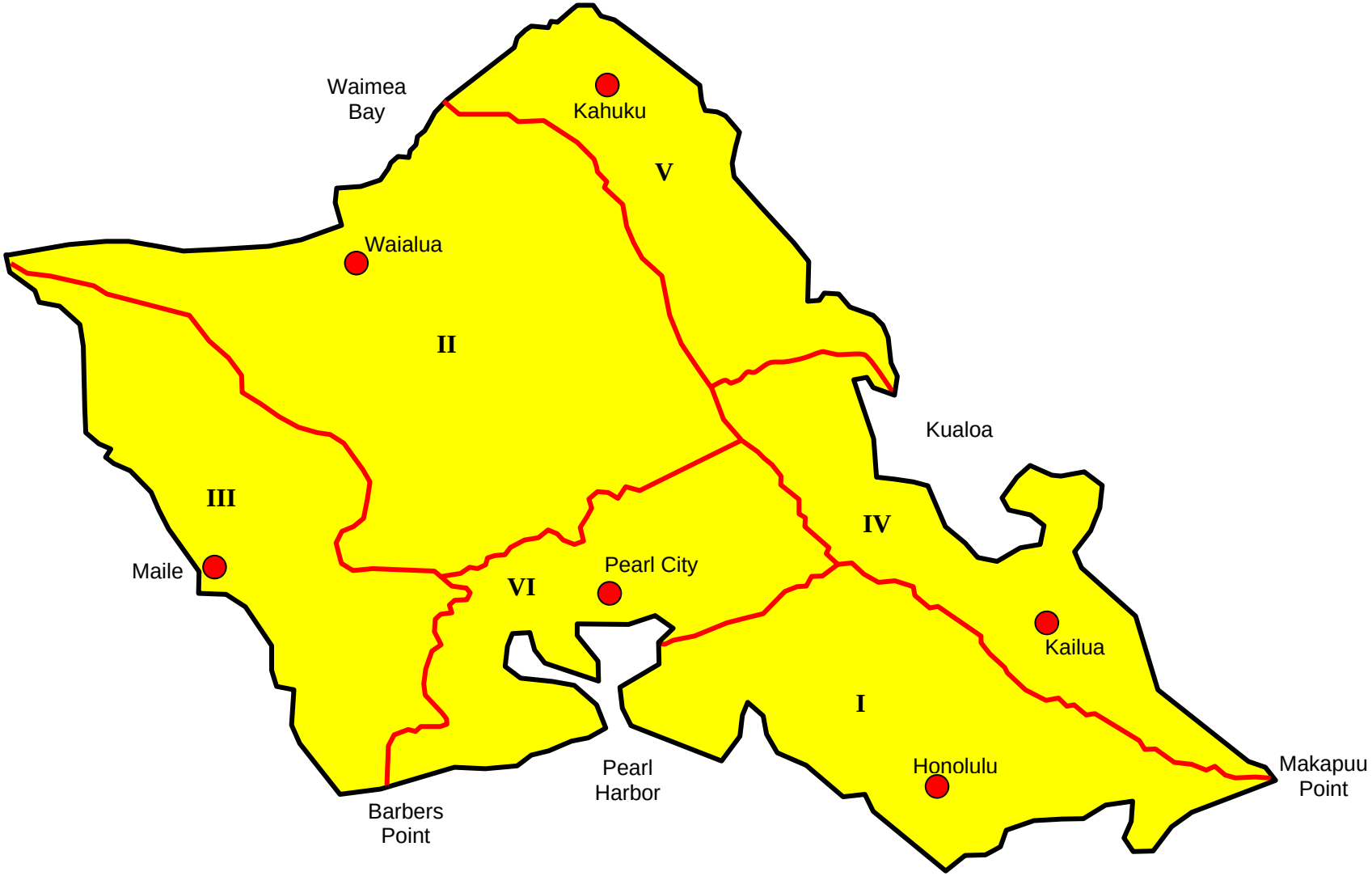
DISASTER RESPONSE ORGANIZATION
APPENDIX 3: CIVIL DEFENSE DISTRICT MAP

APPENDIX 3: Civil Defense District Map



ANNEX B

HAZARD ANALYSIS

RECORD OF REVISIONS

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HAZARD ANALYSIS

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HAZARD ANALYSIS

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ANNEX B

HAZARD ANALYSIS

I. OVERVIEW

A. HAZARD ANALYSIS

A comprehensive analysis of all possible hazards is the beginning of the disaster mitigation planning process and is fundamental to all effective disaster preparedness and response plans.

B. DISASTER/EMERGENCY

An emergency or a disaster usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private sector organizations to protect lives and limit damage to property. Generally speaking, an emergency is within City response capabilities, while a disaster may require assistance from State and/or Federal resources.

1. Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is: any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or /suffering caused thereby.

2. Natural hazards include tropical cyclones, tsunami, winter storms, high winds, floods, high surf, droughts, earthquakes, rock falls and mud and debris slides and fires.

3. Man-caused hazards include, but are not limited to, fires, explosions, terrorism incidents involving weapons of mass destruction war (both conventional and nuclear), massive transportation or industrial accidents, utility or dam failures, marine and inland oil pollution, radiological or chemical accidents/incidents, and health or other disruptive domestic crises.

C. COMMUNITY PROFILE

The Primary Urban Center (PUC) continues to be the City and County of Honolulu's primary employment center and the center for many commercial, industrial, transportation, and government functions essential to the State of Hawaii. The PUC is home to the U.S. Pacific Armed Forces and several military bases, including Hickam Air Force Base and the Navy facilities surrounding Pearl Harbor. The more intensive military

activities are located on the makai side of Nimitz Highway and Kamehameha Highway, with lands on the mauka side reserved for housing and community services. In 2000, the PUC had about 172,000 housing units – about 55% of the Oahu total housing stock.

Urban development in the Primary Urban Center began with Honolulu Harbor and the downtown area and gradually spread across the coastal plain, into the valleys and atop the broad faces of the coastal ridges. Nearly all of the commercial and industrial development – as well as high-density residential development – settled in the flat coastal plain, close to the main east-west highways and arterial roads. The State's major cultural, educational, recreational, shopping and entertainment centers lie along Honolulu's coastal plain. Despite the diversification of the visitor industry towards the neighbor islands and other parts of Oahu, Waikiki remains the flagship of the State's tourism industry with 45% of all visitor units. In addition, 10% of all civilian jobs statewide and 12% of all state and county tax revenues can be credited to Waikiki's attraction of visitors.

In the western part of the PUC, a high-density node occupies the east side of Salt Lake, while higher-intensity military, airport and industrial uses are located makai of Salt Lake Boulevard. In the Aiea-Pearl City area, the higher-density commercial, industrial and residential buildings developed on the coastal plain, mostly makai of the H-1 Freeway. Several older, central Honolulu neighborhoods have a mix of uses and housing types. Kakaako is gradually transitioning from industrial uses to apartment, office and retail development. In Iwilei, near Downtown, older industrial activities are being succeeded by large-scale retail and entertainment uses. Nearby Kapalama, with its Dillingham and King Street commercial corridors, continues to support a vital mixture of retail, service and industrial businesses. The primarily residential areas of Makiki and McCully-Moiliili each have a mixture of high and mid-rise apartments, some older walk-up apartments, and single- family residences. Lower Kalihi and Kalihi-Kai were historically residential neighborhoods, developed with houses and walk-up apartments.

II. TYPES OF HAZARDS

A. HAZARD ANALYSIS

As noted above, hazards on the island of Oahu fall into two general categories: natural and man-made.

1. TROPICAL CYCLONE

A tropical cyclone is the composite term describing the differing types of low-pressure systems displaying varying degrees of rotary circulation and wind speeds. They are generated each year over tropical waters, generally during the June through November time frame. The stages of a Tropical Cyclone/Hurricane are as follows:

- Tropical disturbances, if the system grows in intensity

- Tropical depressions, if it continues to grow in intensity
- Tropical storms
- Tropical Cyclone / Hurricane

Hazards associated with the systems include damaging surf, high winds, flooding and storm surge. Historically, Oahu has not sustained catastrophic damage as a result of tropical cyclone activity. However, due to their destructive capacity, unpredictability, and frequent appearance in Hawaiian waters, the threats to life and property posed by these systems, particularly the tropical storm and hurricane phenomena may be more significant and far-reaching than any of the other natural hazards listed below. (See Annex T, Appendix 1, Tropical Cyclone Evacuation and Sheltering Plan, for hazard specific details and response procedures.)

2. EARTHQUAKES

Earthquakes generally are infrequent and of low magnitude on Oahu. However, strong damaging earthquakes have occurred on or near the Island in the past and are likely to occur again in the future. The existing building code places the island of Oahu in a zone of moderate seismic hazard. (Annex T, Appendix 3, Earthquake Response and Recovery, provides hazard specific details and procedures.)

3. WINTER STORMS

Winter Storms are common during the City's December through March rainy season. The storms are caused by slow moving frontal systems, or (Kona) low-pressure systems at the surface or aloft which slowly pass through the islands. The storms produce prolonged overcast conditions, moderate to occasionally heavy rains, and damaging winds. The combination of wind and rain, particularly when soils have been saturated, often cause localized stream and residential area flooding, debris flows, rock and mud slides, downed trees and power lines, and damage to homes and businesses. (See the DEM High Wind and Flash Flooding Standard Operating Procedures for response guidance).

4. FLASH FLOODS

Flash flooding can and do occur anywhere in the City at any time of the year. Since 1900, floods have claimed more than 100 lives. Flooding conditions can be caused by high intensity rainfall in the City's mountainous areas draining along stream channels to lower lying areas, from heavy inland and coastal downpours, or a combination of both. Heavy mudflows, boulder displacements, dead or loosened vegetation, and land/rock slides are flood debris commonly associated with some of these heavy rains. While the National Weather Service issues Flash Flood Watches and Warnings, it is incumbent upon every prudent citizen living in flood

prone areas to be prepared to take timely evacuation actions without receipt of official notification. (See the DEM Flash Flooding Standard Operating Procedure for a listing of areas that commonly flood and the City's response procedures for such events).

5. HIGH SURF

High surf, while having the potential to threaten any of the Island's exposed coastline, is more common and dangerous on Oahu's north and west shores during the months of October through March. DEM classifies high surf as a condition of very dangerous and damaging waves ranging in height from 10 ft. to over 20 ft. While the National Weather Service issues High Surf Advisories, it is incumbent upon every prudent citizen living on or near exposed shorelines to be prepared to take timely evacuation actions without receipt of official notification. (The DEM High Surf Standard Operating Procedure outlines surf levels of concern, alerting, evacuation and sheltering instructions.)

6. DROUGHT

Drought occurs with moderate frequency in certain areas of Oahu. Principally the central saddle region between the Koolau and Waianae mountains, there have been occasions when water conservation has had to be emphasized due to decreasing ground and reservoir water levels. With the continuing growth in population, the ever-increasing number of tourists visiting the island, and the projected development of new communities, water availability during prolonged periods of minimal rainfall could produce severe drought conditions and higher wildland fire risk.

7. TSUNAMI

Tsunami is the Japanese term meaning "harbor wave". As such, it is most descriptive of the phenomenon frequently referred to as tidal or seismic sea waves. Generally caused by underwater earthquakes anywhere in the Pacific Basin, tsunami travel times can range from 12 to 15 hours for a disturbance off the coast of South America to a matter of minutes for an earthquake in Hawaiian waters. Tsunami, although infrequent, are capable of causing considerable loss of life and property anywhere along the coastal areas of Oahu, as they did in 1946 and 1960. Populations in these areas are considered at risk and must be evacuated. (See Annex T, Appendix 2, Tsunami Evacuation and Sheltering Plan for hazard specific details and response procedures.)

B. HUMAN-CAUSED HAZARDS

Human caused hazards can be expected to occur with greater frequency as the urbanization, tourism and economy of the island continue to expand.

1. FIRES

Fires, particularly in and around the downtown and harbor petroleum storage areas, and along pipelines leading from refining areas in Campbell Industrial Park, can lead to widespread destruction. Humans cause the majority of brush and wildfires, they often occur in Central and Leeward areas during dry conditions and are a continuing threat to bordering residential communities. (See the DEM Major Fire Standard Operating Procedure for response and coordination procedures).

2. TERRORISM

Terrorism is defined under the Homeland Security Act of 2002, as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government of affect the conduct of government by mass destruction, assassination, or kidnapping, Pub. L. 107-296. Terrorism must be included in any hazard analysis because of the suddenness of its onset, its high emotional impact, and its ability, through use of weapons of mass destruction of chemical, biological, radiological, nuclear, and explosive (CBRNE) devices, to cause mass casualties. A Honolulu Urban Area Working Group comprised of emergency response agencies has assessed Honolulu as having high threat and vulnerability to terrorist incidents. The City has created the Metropolitan Medical Strike Team to respond to chemical, biological, radiological, and nuclear incidents that result from accidental or deliberate acts. See Annex C, Warning, for increased readiness/awareness guidelines, Annex T, Appendix 7, WMD Terrorism Incidents Response Plan and Appendix 4, Annex D, Direction and Control, for a list of Emergency Operating Center considerations in responding to a terrorist threat.

3. TRANSPORTATION ACCIDENTS

These types of accidents will increase as greater urbanization occurs and the City's residents continue to rely on the use of private vehicles rather than buses. With a tourist industry and commensurate commercial, as well as military and general aviation activity, aircraft crashes involving mass casualties may occur anywhere affecting populated areas of the City. Such incidents are a major concern due to potential terrorism incidents involving transportation. (See DEM's Major Motor Vehicle and Aircraft Accident Standard Operating Procedures for response instructions).

4. CHEMICAL/HAZARDOUS MATERIALS ACCIDENTS

With the mixture of residential, agricultural and manufacturing properties around the Island, and the expansion of the number chemical storage/use sites, Chemical/Hazardous Materials Accidents/Incidents can be expected to increase and affect many segments of the City's population. The discovery of a hazardous materials release may not be immediate. The presence of chemicals stored in structures pose an additional hazard to fire-responders. (See Annex T, Appendix 6, Hazardous Materials for response procedures and additional information).

5. MAJOR RADIOLOGICAL ACCIDENTS/INCIDENTS

Incidents within the City are certainly possible. A likely radiological accident scenario, and one which can be reasonably controlled, is a fire involving a small amount of radioactive material at a medical facility, an agricultural or industrial site. An improvised radiological dispersal explosive device, or “dirty bomb”, detonated as an act of terrorism, could result in a wide area of longer-term contamination and economic disruption. Contributing to the potential for a major accident is the presence of nuclear powered ships in Pearl Harbor and the possibility of transportation and storage of nuclear weaponry at various military installations around the island. (See the draft Nuclear Accident Emergency Evacuation Procedure for Pearl Harbor, and the Nuclear Weapon Accident Response Procedures (NARP) Manual for appropriate guidance and instructions.)

6. BIOLOGICAL HEALTH HAZARDS

Epidemics, biological agents, bacterial infestations, the loss of or contamination to drinking water, agricultural and food products, etc., can be extremely serious threats to the City's population. Because the City does not have a public health function or capability, epidemics and infestations would necessarily require the guidance and direction of the State Departments of Health and Agriculture in cooperation and coordination with local hospitals and clinics, the County Medical Association, Federal Health authorities and the Civil Defense System. Solutions to drinking water problems would require similar cooperative efforts with the added assistance of the City Board of Water Supply.

With the only refining facilities in the State, major Marine Oil Pollution in and around Oahu is an increasing hazard, although it poses more of a direct threat to the City's environment, ecology and economy, than to the population. (See the DEM Oil Pollution Standard Operating Procedure for response guidance).

7. UTILITY FAILURES

Utility failures, particularly electrical power, pose a serious threat island-wide since alternate generating sources are not immediately available. (See the DEM Electrical Power Outage Standard Operating Procedure for response guidance).

8. EXPLOSIVE

Explosive and military ordinance accidents pose a threat to residential populations while in transport, in and around military bases, in the City's numerous industrial areas, on construction and quarry sites or wherever explosive materials are stored. (See DEM's Explosive Incident and Major Motor Vehicle Accident Standard Operating Procedures.)

9. WAR

Military Aggression would threaten the island of Oahu with its military bases and extensive port and airfield facilities. For additional detail on the City's response procedures, refer to the wartime portions of Annex T, Appendix 4, Radiological Incident Response Plan, and the following Annexes: D, Direction and Control; M, Evacuation; and N, Sheltering.

NOTE: Portions of Annexes M and N are under development or being updated, and are not contained in this printing.

10. DAM FAILURE

Failure of a dam or unsafe dam/reservoir conditions, while not a major threat in the City, must be considered. There are 21 existing dams on Oahu, primarily in Central Oahu originally built for irrigation storage. Most were built prior to any construction standards.

i. U.S. Army Corps of Engineers studies accomplished during the late l970s identified twelve "High Hazard" dams/ reservoirs in or near a number of Oahu communities. A High Hazard Potential classification is assigned to those dams whose failure will probably cause loss of life of more than five persons, or excessive property damage.

ii. The high probability of flash flooding in the City at any time of the year may cause dams/reservoirs to overtop.

iii. The postulated earthquake threat to Oahu could weaken or crack earthen dam structures.

Note: In the event of a significant local earthquake, residents located in the down channel areas of major dams/reservoirs, should accomplish a precautionary evacuation immediately. (See Annex T, Appendix 5, Unsafe

Dam/Reservoir Evacuation Plan for response procedures and additional detail).

Note: For additional hazard information, consult the Multi-Hazard Pre-Disaster Mitigation Plan for the City and County of Honolulu (2003), Volume I, Operational Civil Defense and Volume III, Disaster Response and Assistance of the State of Hawaii Plan For Emergency Preparedness as well as Annex T, Hazard Specific Supplements/SOPs in this EOP.

ANNEX C

WARNING

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX C

WARNING

INTENTIONAL BLANK PAGE

ANNEX C

WARNING

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Annex C

WARNING

I. OVERVIEW

A. GENERAL

Warning the City's populace of an impending or actual emergency or disaster is accomplished by an integrated system of outdoor sirens, indoor siren simulators, radio and television announcements and siren/public address equipped aircraft and vehicles capable of alerting both urban and rural communities. Broadcasters and cable providers are an integral component of the Emergency Alert System (EAS) and provide vital communication links

B. EFFECTIVENESS

Effective warning, by any of the above means, serves to alert the public to the threat or existence of danger and initiates an emergency response on the part of public officials. Totally effective warning, however, must consider the special requirements posed by those who do not understand English, as well as the hearing impaired.

C. SOURCES OF WARNING

Warning may originate from almost any source, depending upon the nature of the emergency. These include:

1. National Level: A national EAS activation will relay instructions, messages, news and information from the president to the public.
2. Department of Homeland Security: Threat Level Advisories will be issued by the Homeland Security Operations Center (HSOC) in accordance with the Homeland Security Advisory System. The Advisory System not only identifies the Threat Condition, but also outlines protective measures that can be taken. The federal government, states, and the private sector each have a set of plans and protective measures that are implemented as the Threat Condition is raised or lowered. The HSOC is the distributor of the recommended security measures when the threat level is raised or lowered. The Homeland Security Operations Center (HSOC) serves as the nation's nerve center for information sharing and domestic incident management.
3. State Level: The statewide EAS Network disseminates warnings and/or instructions from the governor or hi/her designated representative during threats or emergencies affecting one or more counties within the state.
4. Local Level: The local EAS Network disseminates warnings and instructions from the mayor or his/her designated representative during threats or emergencies within the county.

5. The Joint Task Force – Homeland Defense (JTF-HD) is the coordinator of DOD-issued warnings.

   i. National Warning Center (NWC): ATTACK WARNINGS

   ii. 169th Aircraft Control and Warning Squadron (169th ACWS): ATTACK WARNINGS

   iii. Military Installations: Incidents or accidents involving hazardous or nuclear materials, ordnance or aircraft.

6. U.S. Coast Guard: Hazardous materials incidents, Port security incidents, marine and inland oil pollution, near shore search and rescue and ship collisions.

7. Pacific Tsunami Warning Center (PTWC): TSUNAMI WATCHES and WARNINGS, and earthquake information.

8. National Weather Service Forecast Office (NWSFO): Special Weather Statements, severe weather Bulletins, Watches and Warnings, and High Surf Advisories.

9. Hawaiian Volcano Observatory, U.S. Geological Survey: Volcanic eruptions and earthquake information.

10. Hawaii Division of Forestry: Wild fire emergencies on State or Federal lands.

11. General Public: Peacetime incidents, accidents and disasters through the County Warning Point, the Fire Alarm Bureau and/or the City EOC.

D. WATCH/WARNING

Frequently, the initial alert (or alarm) is issued as a "WATCH" or a "WARNING."

1. "WATCH" - Usually associated with PTWC tsunami or NWSFO severe weather alerts and broadcast over local radio and television without sounding civil defense sirens. A "Watch" is an official statement that some hazardous condition is anticipated, which may pose a threat to life and property in a general area within a predictable time period. A "Watch" means "prepare." The general public should take preliminary steps to respond to the hazard, and all emergency managers should review/implement their notification and response checklists and SOPs.

2. "WARNING" - An official message that hazardous conditions are imminent or actually occurring. "Warnings" are issued for tsunami by the PTWC, severe weather by the NWSFO and, attack or accidental missile launch by the NWC and/or 6010 Aerospace Defense Group. The Warnings are broadcast over both radio and television. The Civil Defense Siren and Emergency Alert Systems will be activated for hurricane, tsunami and attack warnings. The sirens and/or EAS may also be utilized when other warnings are

issued, are deemed significant, and warrant population protection. Upon receipt of a Warning, the general public should take immediate measures to protect life and property and all emergency managers should initiate the actions called for in their emergency checklists and SOPs.

E. CIVIL DEFENSE EMERGENCY

In the event the Governor declares a "Civil Defense Emergency" as the result of a catastrophic peacetime disaster, or if an attack is launched against the United States, State emergency plans call for additional extraordinary measures to be implemented. These extra measures are detailed throughout this Plan.

F. THREAT CONDITIONS

Civil Defense Threat Conditions, known as the Hawaii Homeland Security Advisory System, are associated with localized threats due to isolated threatening incidents, acts of warfare, or any major catastrophic domestic incident involving weapons of mass destruction. Threat Conditions are issued by State Civil Defense at the direction of the Governor. (See Appendix 1 for a description of the State's Threat Conditions.)

II. WARNING RESPONSIBILITIES AND FUNCTIONS

As outlined in the Basic Plan and amplified for certain key agencies and their responsibilities as follows:

A. DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

1. The overall coordination of warning procedures and their dissemination on the island of Oahu.
2. Informing the public of the meaning of warning signals and the protective actions to be taken.
3. Upon activation of the City EOC, the Department of Emergency Management will assume any further responsibility for warning activities, and establish liaison with the initial warning source and, through its Emergency Information Center (EIC), the news media.

B. COUNTY WARNING POINT (CWP).

1. Maintains the capability to immediately relay to local authorities any warning messages received from any source within the City. (The CWP is located at the Central Honolulu Police Dispatch Center and also functions as the State Warning Point.)
2. The County Warning Point is capable of immediately alerting the public in areas covered by CD sirens by sounding the "ATTENTION/ALERT" signals in accordance with established procedures. (This capability also exists in the City Emergency Operating Center (EOC).

NOTE: All siren activations will be accompanied by voice guidance and direction to the public over the Emergency Alert System.

C. HONOLULU POLICE DEPARTMENT

Provide mobile public address system equipped units. Responsible for assisting DEM in accomplishing warning activity, performing warning in siren gaps (see Tab A, Appendix 2) and implementing traffic control. For access to controlled areas during an emergency, refer to paragraph V.C. in the BASIC portion of this Plan.

D. DEPARTMENT OF FACILITY MAINTENANCE (Road Division)

Assist the Police and Fire Departments with the warning process by providing road barriers/signs and other traffic control equipment upon request.

E. DEPARTMENT OF TRANSPORTATION (State Highway Division)

Assist the Police and Fire Departments with the warning process by providing road barriers/signs and other traffic control equipment upon request.

F. CIVIL AIR PATROL

Assists DEM and the City Police and Fire Departments by providing aerial siren warning and public address system announcements in isolated areas. State Civil Defense coordination may be necessary if DEM representative is not present.

G. RADIO and TELEVISION STATIONS

(This includes cable television)

Be prepared to broadcast coordinated warning messages which originate from the State's Emergency Alert System (EAS). Within capabilities, television stations will provide visual captions of warning information for the hearing impaired. All foreign language stations will repeat warning information in the language of the program being carried at the time.

H. ALL GOVERNMENT and PRIVATE AGENCIES

(This includes: hotels/resorts/schools/hospitals/daycare centers/care homes)

Advise all employees of potential disaster hazards and issue timely warning, evacuation and other protective instructions. Consider the special needs of the hearing impaired and the non-English speaking groups.

Develop plans for warning (and sheltering/evacuation, if required) of hotel/resort guests, students, patients and employees, etc. (Such plans should also provide for the sheltering of the neighborhood population, if such should be required.)

III. CIVIL DEFENSE SIREN SIGNALS

A. ATTENTION/ALERT SIGNAL

The "Attention/Alert" signal is a steady three-minute siren tone repeated as necessary. When this signal is heard, take the following actions:

1. Tune radio to any local (Oahu) station
2. Listen for emergency information
3. Take necessary protective actions as directed
4. Keep tuned for further information and instructions

B. ELECTRONIC SIRENS

1. New electronic sirens are being installed gradually throughout Oahu as funding permits. These new electronic sirens have the capability of making either the normal steady or a wailing siren sound or they may be used as a voice amplifier, i.e., a public address system. In the public address system mode, they may be activated selectively in issuing warnings for specific areas.
2. The Civil Defense siren warning system on Oahu is maintained by the Department of Facility Maintenance, in conjunction with State Civil Defense and the Hawaiian Electric Company.

C. ALL CLEAR

There is no siren signal for the "All Clear." When safe, "All Clear" information will be broadcast over participating EAS stations and cable television.

D. DEFENSE SIREN POLICY

1. State Civil Defense is the overall coordinator for warning procedures and warning dissemination within the State of Hawaii.
2. The siren ATTENTION/ALERT signals will only be used in a State-wide mode except as noted in Paragraph 3 below. Selective use of regional or single electronic siren voice broadcasting is permitted. For example, regional siren is permitted in the Campbell Industrial Park (CIP) for hazardous materials incidents. (The siren sounding is a whooping sound.) The statewide network may also be activated by the National Weather Forecast Office to disseminate weather or tsunami related watches or warnings.
3. The Department of Emergency Management, when determined to be necessary by the State Deputy Director, may order the sounding of the ATTENTION / ALERT signal when a disaster of local origin threatens the immediate welfare of the public on Oahu. (DEM will notify State Civil Defense, in advance when and if possible, when DEM sounds its Civil Defense sirens.) In all cases, the ATTENTION / ALERT signal will be accompanied by an EAS announcement providing information and instructions to the public.

4. IN THE EVENT OAHU IS DESIGNATED IN AN URGENT (LOCAL) TSUNAMI WARNING, the County Warning Point will immediately sound the ATTENTION/ALERT signal upon authorization from the Pacific Tsunami Warning Center. (Due to the urgency of the situation, no other authorization is necessary.) Concurrently, the National Weather Service, Honolulu Forecast Office, will immediately activate the EAS to advise the public. Subsequently, the CWP notifies the Department of Emergency Management staff, and the State Director of Civil Defense.

E. TESTING

The testing of the City's Civil Defense sirens will be in accordance with current State Civil Defense procedures. (A Statewide test is currently conducted at 11:45 AM on the first working day of each month.)

F. SIREN LOCATIONS

See Appendix 2 for a listing of existing and planned siren and siren simulator locations. (Current listing maintained at DEM.)

G. MOBILE SIREN & PUBLIC ADDRESS (PA) EQUIPMENT

Police, Fire, Civil Air Patrol and Civil Defense volunteer vehicles and aircraft equipped with sirens and/or public address equipment will sound and broadcast warnings in areas not covered by fixed CD sirens and in radio reception "dead spots." (See Tab A to Appendix 3.) Basic areas of responsibility are as follows:

1. Honolulu Police, Fire and other Emergency Services - Populated areas
2. Civil Air Patrol/Military Helicopters - Isolated areas
3. District Organizations/Community Action Agencies - Populated and semi-isolated areas (coastal areas, mountainous areas, etc.)

H. SPECIAL INSTRUCTIONS

1. All emergency personnel participating in warning and evacuation of threatened areas are expected to exercise due care and to seek shelter or withdraw to safe areas prior to the estimated time of arrival of any predictable hazard.
2. Owing to the large non-English speaking population located in the City, standard procedures also call for limited warnings to be issued in several foreign languages. Foreign language tapes have been prepared for airing on the Emergency Broadcast System as required. (See Appendix 4 for a list of these announcements as well as other local organizations which can provide foreign language assistance.)
3. Within capabilities, all television and cable stations will provide visual captions of all warning announcements for the hearing impaired.

I. EMERGENCY ALERT SYSTEM (EAS)

The Hawaii State Emergency Alert System (EAS) is part of the national network that enables the President of the United States to address the American people during periods of national emergency. The Emergency Alert System is available to State Civil Defense for statewide broadcast of vital public information. DEM may also broadcast emergency information pertaining to the City and County through the EAS. The EAS network is comprised of AM, FM, and TV broadcast stations; cable TV providers; participating common carriers; and other non-government industry entities operating on a voluntary organized basis to expeditiously disseminate warnings and/or instructions to the general public during times of crisis or emergency.

1. NATIONAL LEVEL:

   A national EAS activation will relay instructions, messages, news and information from the president to the public.

2. STATE LEVEL:

   The statewide EAS Network disseminates warnings and/or instructions from the governor or hi/her designated representative during threats or emergencies affecting one or more counties within the state. The statewide network may also be activated by the National Weather Service Forecast Office to disseminate weather to tsunami related watches or warnings.

3. LOCAL LEVEL:

   The local EAS Network disseminates warnings and instructions from the mayor or his/her designated representative during threats or emergencies within the county.

J. ACTIVATION

The Hawaii State EAS Network will be activated under one of the following circumstances:

1. NATIONAL LEVEL:

   Initiated upon receipt of an Emergency Actions Notification (EAN) released at the National level. The notification consists of digitally encoded notification message followed by an audio transmission (only) for the president's message. The EAN will be received by SCD, the National Primary source of the State of Hawaii, and automatically relayed through the State EAS Network without delay.

2. STATE LEVEL:

   May be activated by either of two agencies in response to actual or potentially hazardous conditions:

   i. The governor or his/her designee, the Director of Civil Defense, may activate the EAS upon determination that sufficient danger exists to pose a threat to the safety of life

and property in one or more counties. Coordinated use of the siren warning system with the EAS will occur when required.

ii. State and local authorities may utilize the EAS system to disseminate locally coordinated information and instructions such as:

a) Evacuation orders
b) Park and facility closures
c) Road closures
d) Other items as the situation requires
e) Child Abduction Emergencies

iii. Live audio and video broadcasts may be used by Civil Defense authorities when public response is required. Live video broadcasts are disseminated statewide via the Hawaii Interactive Television System (HITS). TV programmers may interrupt normal programming or cutaway periodically to display updated information.

iv. The NWS will issue advisories, watches, and warnings when adverse weather conditions are expected to impact all or a portion of the state. The NWS in Hawaii operates the local portion of the NOAA Weather Radio (VHF) system, and generates Specific Area Message Encoding (SAME) messages for required events.

v. EAS activation by the NWS will provide the public and authorities with initial notification of a watch or warning status. For warnings of locally generated tsunamis, the NWS will repeat the EAS activation every five minutes until the event is cancelled.

3. LOCAL AREA LEVEL:

Initiated by county government authorities, specifically the mayors or department of emergency management director, upon determination that sufficient danger exists to pose a threat to life and property in one or more local areas.

a. The county can generate EAS message and/or a coordinated live audio broadcast message.

b. The County/State Warning Point (CWP/SWP) will broadcast preplanned scripts through a telephone hookup to the primary EAS stations for situations requiring immediate activation of the statewide EAS.

K. NOTIFICATION OF STATE and COUNTY WARNING POINTS

1. Notification shall be made to the State Warning Point using the Hawaii Warning System (HAWAS), which notifies all emergency

management agencies within the State. If the Emergency Operating Centers (EOCs) are closed, notification will be to respective warning points.

2. SAME/EAS message-coordination-delays for distant tsunami watches and hurricane watches and warnings will ensure that State and local authorities have been given adequate time to mobilize first responders. The NWS will release SAME messages for this event once the State EOC advises that the response system is activated or expiration of the agreed upon coordination delay, whichever occurs first.

3. For hurricane/tropical storm watches and warnings, the NWS will release SAME messages after the agreed upon coordination delay.

4. In the event of a National level activation, the State Warning Point will receive notification over the National Warning System (NAWAS) dedicated telephone circuit and relay the notice to all others via the HAWAS.

L. OPERATIONAL PROCEDURES

1. The State Emergency Communications Committee (SECC) acts as an arm the FCC and is responsible for writing state and local EAS plans in coordination with SCD. The SECC, in consultation with the Director of Civil Defense/SCD, may designate specific participating radio stations to function as Local Primary sources. The following interim assignments shall be in effect:

County		Local Primary	Phone Number
Oahu	1	KSSK-AM 590 khz	808-550-9200
	2	KRTR-FM 96.3 mhz	808-275-1000
Kauai		KQNG-FM 93.5 mhz	808-245-9657
Maui		KMVI-AM 550 khz	808-877-5566
Hawaii (Hilo)		KIPA-AM 620 khz	808-935-6950
Hawaii (Kona)		KKBG-FM 97.9 mhz	808-961-0650

2. Other participating stations and cable operators are required to monitor the digitally coded messages transmitted through the EAS network and alert their audiences accordingly. At a minimum, participating stations shall:

   A. As required by the FCC, be equipped with authorized EAS encoders and decoders properly configured to either store or automatically transmit EAS messages for each FCC specified event code. Assistance to initially configure EAS equipment is available upon request from the State Civil Defense Telecommunications Branch; phone 808-733-4300.

   B. Post copies of the EAS Operating Handbook (FCC publication) at normal duty positions where they shall be

readily available for broadcast and cable personnel to refer to during national, state and local alerts and tests.

C. Monitor at least two (2) specified EAS sources in the following priority, subject to reception capabilities:

i. SCD dedicated land-line circuit

ii. Local Primary source

iii. NOAA Weather Radio (NWS)

iv. State and/or County Remote Program Unit (RPU)

D. Conduct operations in accordance with the State EAS Plan during an emergency. State/local EAS participation shall not be deemed as a relinquishment of program control and shall not be deemed to prohibit a broadcast licensee from exercising his independent discretion and responsibility in any given situation. Broadcast stations and cable systems passing EAS emergency communications shall be deemed to have conferred rebroadcast authority.

M. EAS PROCEDURES

1. Civil Defense authorities will alert the public of impending danger via one or more of the warning systems comprising the Hawaii State EAS.

2. NOAA Weather Radio (SAME messages) is the NWS access point to the EAS. This allows the NWS to activate the EAS.

3. Broadcasters and cable TV providers will receive unscheduled digitally coded EAS activations with an embedded audio message. Follow-up information may be disseminated via a coordinate live audio or video broadcast.

4. Upon activation of the EAS:

i. State and local primary sources are requested to broadcast all EAS activation messages as soon after receipt as possible.

ii. All other broadcasters and cable providers are requested to retransmit EAS alerts as soon after receipt as possible. Attachment E lists the recommended handling procedure for each EAS event code.

iii. Radio and TV stations are requested to automatically forward all event codes listed in attachment E while operating in the unattended mode.

iv. Stations that provide foreign language programming may transmit emergency announcements in the foreign language. TV broadcast stations shall transmit all announcements visually and orally.

v. TV stations and cable operators should be carrying "crawlers" to alert hearing impaired viewers, and carry embedded audio messages contained in any EAS alert activation.

5. Upon transmission of a Live Audio/ Video Broadcast:

i. Civil Defense authorities will notify participating stations by closed circuit announcement that a message will be forthcoming at a scheduled time, usually within minutes.

a) Civil Defense authorities will provide a 60-second countdown to broadcast, at which time participating stations may interrupt normal programming and transmit the live feed.

b) Resume normal broadcast operations upon transmission of the alert message.

c) FCC mandated weekly and monthly tests of the EAS and participate in coordinated monthly tests of the Live Audio/Video Broadcast system components. The following requirements regarding both weekly and monthly tests apply to all cable operators and all broadcasters.

d) Required Weekly Test (RWT). LP stations will initiate RWTs in their areas of responsibility. All broadcasters and cable operators must receive a RWT and generate a RWT to test their encoder/decoder once each week. This will be done on random days at unannounced times except for the week of the monthly test. There are no time-of-day restrictions. This is a 10.5-second test consisting only of the EAS header and end-of-message codes. No further action is required. The NWS also generates SAME encoded RWT messages. This test, conducted each Wednesday between 12:00 noon and 1:00 p.m., is designed to verify that the NOAA Weather Radio SAME receiver/decoders available to the public are working, as well as verify EAS connectivity from NWS to broadcasters and cable providers. During significant weather, the test will be postponed until the next day.

e) Required Monthly Test (RMT). Monthly tests of the EAS system encoders/decoders will be initiated alternately by State Civil Defense and county civil defense agencies. On odd numbered months, county civil defense agencies will initiate a county only RMT at 11:15 a.m. on the first workday of the month. On even numbered months, State Civil Defense will

initiate a statewide RMT at 11:15 a.m. on the first workday of the month. All broadcasting entities receiving the RMT test must retransmit the test within 60 minutes of receiving the test. Times should be logged for both the receipt and retransmission of the RMT test. The FCC monitors for compliance of these requirements.

f) Monthly Live Audio Broadcast System or Live Video Broadcast System Test. Monthly test of the LABS and L VBS will be conducted at 11:45 a.m. on the first workday of each month. Broadcasters and cable providers are requested to air the live feeds generated by civil defense authorities. TV operating facilities capable of airing the live video feed disseminated via HITS are requested to broadcast this video during the 11:45 a.m. test.

IV. REFERENCE

1. Hawaii State Emergency Alert System (EAS) Plan, dated June 12, 2003.

V. ATTACHMENTS AND TABS

Attachment 1: Hawaii Homeland Security Advisory Conditions

Attachment 2: Warning Siren Locations

Tab A: Siren Simulator Locations

Tab B: Siren Gaps

Attachment 3: Foreign Language Support

Attachment 4: List of Available Warning Scripts

ATTACHMENT 1: HAWAII HOMELAND SECURITY ADVISORY CONDITIONS

ATTACHMENT 1: HAWAII HOMELAND SECURITY ADVISORY CONDITIONS

I. BACKGROUND

A. PURPOSE

To establish prevention and preparedness conditions and associated precautionary actions for City departments which will enable them to make a transition from a peacetime posture to advanced conditions of readiness with maximum effectiveness.

B. DEFINITION

A Hawaii Homeland Security Advisory System Condition identifies a level of prevention and preparedness applicable only to the State of Hawaii. It does not necessarily reflect a condition of readiness or defense posture prescribed by the U.S. Department of Defense for military forces in the State.

C. MAJOR POLICIES

1. City and State Departments and the private sector who have Civil Defense responsibilities will develop operating procedures and action checklists necessary to achieve the readiness actions delineated in each of the six HHSAS Conditions.
2. The actions prescribed for each Threat Condition are to be used as a guide to enable agencies to respond effectively and fully without the issuance of additional instructions.
3. In the event certain measures prescribed by a particular Condition are not appropriate for an anticipated or prevailing situation, they will be specifically deleted from implementation at the time the Threat Condition is declared.
4. A Condition Green (Low) is assumed to exist in the absence of an announcement to the contrary. This condition is declared when there is a low risk of terrorist attacks. It requires only that elements of the City response team maintain their emergency operating plans and protection plans, training and exercises, to insure response capabilities are provided, and trained resources are available.

B. IMPLEMENTATION

Advanced Conditions are identified by the color-coded conditions; Blue-Guarded, Yellow-Elevated, Orange-High, Red-Severe, and Black; with Red being the highest state of readiness, and Black indicating that a

terrorism incident has occurred in the State of Hawaii. HHSAS changes are implemented only upon the direction of the Governor through the Director of Civil Defense. State Civil Defense will notify the City when a change in Threat Condition is directed. Insofar as possible, identification and discussion of conditions will be restricted to those having a need to know.

1. Blue-Guarded - Requires a moderate advance in readiness primarily directed toward increased awareness of a potential threat and associated security measures. This condition is declared when there is a general yet non-specific threat of terrorist attacks. It represents the least possible disruption of normal activities while providing added protection for resources in the City. The following actions apply:

   i. Advise all key personnel of the change in Threat Condition

   ii. Review Emergency Operations Plans and procedures, bomb threat, and internal security directives

   iii. Brief all personnel on the need for increased security awareness, oriented toward the protection of facilities, equipment, and personnel

   iv. Insure all alert/recall documents are current and distributed

   v. Check the Primary and all District Emergency Operating Centers (EOCs) and their associated communications / warning systems for full-time use and effectiveness

   vi. Increase surveillance of public access in buildings and parking facilities

   vii. Review the general readiness of all plans for a civil defense emergency, with particular emphasis on Annexes J, Emergency Disaster Debris Clearance; M, Evacuation; N Sheltering; and Appendix 7 (Terrorism Incident Annex), in Annex T, Hazard Specific Supplements/SOPs

   viii. Secure all City buildings, rooms, and storage areas not in regular use

   ix. Examine mail, delivery, and other distributed packages and parcels for unusual origin, size, shape, weight, odor, address, wrapping, sound, etc.

   x. Conduct security inspections

   xi. Report any suspicious persons, items, vehicles, activities, or events to proper authority (security guards, Police, and FBI).

2. Yellow-Elevated - Requires additional increases in readiness directed toward emergency preparedness. This condition is

declared when there is a significant yet still non-specific threat of terrorist attacks. The following actions will be taken by DEM, City departments, supporting State and private sector agencies, and the Civil Defense District organizations with the least possible public alarm and minimal interference with normal functions:

i. Brief key staff and personnel having civil defense responsibilities. Alert Civil Defense District Coordinators. (See Annex D, Direction and Control.)

ii. Implement positive identification of personnel at key locations throughout the City, where possible, through identification cards, badges, personal recognition, or other means

iii. Inspect buildings and rooms that are not regularly used

iv. Increase surveillance at critical facilities

v. Review plans for continuity of government and continuity of operations and prepare for protection of vital records

vi. Step up public information and education programs, particularly as they relate to advice on individual and family survival. Maintain information centers to answer public inquiries and keep key government officials informed.

3. Orange-High - Requires an advanced state of readiness but still permits most normal activities to be carried on. This condition is declared when there is a high risk of terrorist attacks. More specifically is normally provided resulting in an opportunity for partial response and increased vigilance in those areas. The following actions will be taken in addition to the previous threat level measures:

i. Further increase security at and surveillance of potential targets

ii. Further increase readiness of emergency response forces and advise public health and medical facilities to do likewise

iii. Where possible, limit public access to City facilities, especially areas containing communications or data processing equipment, and other sensitive resources

iv. Limit leaves of absence of Civil Defense employees and key government personnel responsible for emergency functions to the territorial limits of the State

v. Accelerate Civil Defense related training programs necessary to fill known or anticipated departmental/agency vacancies in emergency assignment or essential Civil Defense duties, especially in the area of radiological monitoring and shelter management

vi. Consider activation of the EOC to monitor situation and maintain data on resource status

vii. Prepare to mark and stock shelters

viii. Check readiness of all radiological protection equipment

ix. Implement plans for preservation of vital records

x. Prepare key personnel and alternative site for relocation of government (Annex D, Appendix 5)

xi. Depending on the specific situation and the need for security to protect intelligence sources, disseminate non-sensitive information and, if needed, instructions to the public

xii. Prepare to close schools on short notice. Principals keep students advised about possible emergency actions

xiii. Maintain immediate telephone contact with all key civil defense and other government personnel

4. Red-Severe - This requires maximum readiness for emergency functions. This condition is declared when there is a severe threat of an actual terrorist attack. This heightened level of security and response cannot be sustained for very long. Close coordination with officials at all levels is necessary to ensure adequate and appropriate response and opportunity for relief or stand-down of selected measures. The following actions will be taken in addition to the previous threat level measures:

i. Accelerate security measures to the highest level possible without significantly disrupting programs and services

ii. Recall key government employees on leave of absence

iii. Staff EOCs fully; minimize staff in public offices by maximum use of administrative leave for those without specific emergency assignments or essential duties

iv. Implement the appropriate portions of Annexes J, Emergency Disaster Debris Clearance; M, Evacuation; N, Sheltering; E, Communications; L, Health and Medical; P, Mortuary Services; Annex T, Hazard Specific Supplements/SOPs

v. Notify all City Disaster Response Workers

vi. Test the local Emergency Alert System (EAS) and maintain its readiness to relay immediately information which may originate from State or National sources. Disseminate local information and instructions to the public via EAS and the other media as appropriate

vii. Disseminate essential specific public emergency information over EAS from National, State or City authorities

viii. If determined by the State Deputy Director, close all schools and other public and non-essential government facilities

ix. Inspect relocation sites. Review emergency evacuation plans with key employees and ensure organizational readiness through all departments

x. Prepare to implement plans for immediate and effective protection and control of essential resources with special attention to food, petroleum products, transportation and heavy equipment. Prepare to participate with the State SERT if activated

xi. Prepare for the emergency distribution of food, water, and other necessary supplies to host areas

xii. Continue all essential utility services--fire, police, water, power, communications, refuse collection, ambulance, public transportation

xiii. Reduce access to critical facilities to the minimum essential personnel necessary for continued operations

xiv. Insure increased protective surveillance and physical security of facilities and public events

xv. Inspect all personnel and vehicles entering controlled access facilities

xvi. Implement plans for emergency resources management and controls

xvii. In coordination with the State Department of Health, implement plans for the augmentation of hospitals and the establishment of aid stations, and other congregate care facilities and services (Annex L, Health and Medical)

xviii. Alert shelter managers for immediate movement to assigned shelters

xix. Distribute radiological instrument sets to first responders. (See Appendix 4 (Radiological Protection), Annex T, Hazard Specific Supplements/SOPs)

xx. Assist SCD, where possible, in restricting crews to their ships for immediate clearance of harbors

xxi. Consider requesting mobilization of the Hawaii National Guard, if not federalized, and/or activation of the State Guard for City Civil Defense missions

5. Black – A terrorist attack has occurred in the State of Hawaii.

   i. The Governor will proclaim a Civil Defense Emergency, if not already issued

   ii. Recall key government employees on leave of absence

   iii. Disperse essential resources from threat areas. Distribute necessary materials and supplies, as well as other essential resources, to host areas

   iv. Advise all non-essential business and commercial establishments to close down or restrict operation to the extent feasible and effect the security of their records and assets

   v. Coordinate through SCD, any activity with local Defense Support to Civil Authority Commander, as may be required

   vi. A reduction in the threat level of will be at the direction of the Governor

ATTACHMENT 2: WARNING SIREN LOCATIONS

ATTACHMENT 2: WARNING SIREN LOCATIONS

CIVIL DEFENSE WARNING SIRENS - AREA 1

NR	LOCATION	ADDRESS	RANGE (FT)
100	Sandy Beach	SEWAGE TRMT PLANT OPP BCH PK	7400
101	Koko Head	MAKAI END KOKO HEAD TRAIL	3000
102	Hanauma Bay	100 YDS PAST GATE ON KOKO HD TRAIL	5700
102A	Kamiloiki Neighborhood Park	UNALILO HOME RD NR KOLOKOLO ST	3000
103	Kamiloiki Elemetary School	HAWAII KAI DR OPP AHUKINI ST	2500
103A	Hahaione Valley	HAHAIONE VALLEY PK	5200
104	Maunalua Beach Park	KAL HWY BTW HAWAII KAI DR & KEAHOLE	5700
104A	Kuliouou Neighborhood Park	KULIOUOU RD NR KULIOUOU PL	5200
105	NIU Valley Shopping Center	KAL HWY NR NIU IKI CIRCLE	2500
106	Aian Haina Elementary School	801 W. HIND DR	3000
106A	Wailupe Valley Playground	HIND IUKA NR MONA	3000
107	Waialae Beach Park	KAHALA AVE OPP WAIALAE CNTRY CLUB	5700
108	Kilauea Field	22ND AVE BTW MALAPUA & ULUPUA PL	3000
109	Maunalani Playground	WILHELMINA RISE NR HALEHOOLA PL	5700
109A	Wilson Playground	KILAUEA AVE NR MALIA ST	5200
110	Palolo Elementary School	10TH AVE NR KIWILA ST	3000
111	Kapaolono Field	11TH AVE NR MAUNALOA AVE	5700
112	Diamond Head	DIAMOND HEAD RD AT BEACH RD	2500
113	Kapahulu / Waikiki Library	HEAD OF ALA WAI CANAL	5700
114	Ala Wai Center	MCCULLY AT KAPIOLANI	5700
115	University High School	UNIVERSITY AVE AT DOLE ST	5700
116	Upper Manoa Valley	E. MANOA RD NR AKAKA PL	5700
117	Round Top	2845 ROUND TOP DR	5700
117A	Makiki District Park	LUNALILO FWY BTW KEEAUMOKU & MAKIKI	5200
118	Ala Moana Park	ALA MOANA PK RD OPP MAGIC ISLAND	2500
118A	Ala Wai Boat Harbor	HARBOR LN NR HILTON LAGOON	5200
119	Kewalo Basin	ALA MOANA BLVD AT FISHERMAN'S WHARF	5700
120	Kodak Hawaii	KAPIOLANI BLVD AT KAMAKEE ST	2000
121	Fasi Municipal Building	650 SO. KING ST	5700
122	Booth Playground	KANEALII AVE OPP HUANU ST	5700
123	Nuuanu Valley	PALI HWY AT WAOKANAKA ST	5200
124	Alewa Heights	TOP END ALEWA DR	5700
125	Kapalama Elementary School	N. SCHOOL ST NR LIKELIKE HWY	5700
126	Kalihi Elementary School	BTW HALINA ST & KULA KOLEA DR	2000
127	Honolulu Community College	END ROBELLO LN BEHIND KAIULANI ELEM	3000
128	PIER 40	NIMITZ HWY AT WAIAKAMILO RD	5700
129	Kalakaua Recreation Center	KALIHI ST AT KAUMUALII ST	5700
130	Kalihi Kai	SAND ISLAND ACCESS RD AT NIMITZ HWY	2500
131	Sand Island State Recreation Area	ENTRANCE TO PARK	5700
132	HONOLULU INTL AIRPORT-D.H.	AOLELE ST. 1/3 MI EWA OF LAGOON DR	2500
133	HONOLULU INTL AIRPORT	AOLELE ST AT AOLEWA PL	5700
134	HONOLULU INTL AIRPORT	WA OF AOKEA PL BEHIND ALOHA AIR FRT	2000
135	Moanalua Elementary School	MAHIOLE ST AT PINEAPPLE PL	3000
136	Salt Lake District Park	END OF ALA LILIKOI PL	7400
137	Moanalua Valley	OPP 1533 ALA LANI ST	3000
138(M)	Aliamanu Military Housing	ALIAMANU DR NR MAKAI END OF HIBISCUS	5700

CIVIL DEFENSE WARNING SIRENS - AREA 2

NR	LOCATION	ADDRESS	RANGE (FT)
201	Sunset Beach	KAM HWY NR HOALUA	2500
202	Sunset Beach Elementary School	KAM HWY & SUNSET BCH ELEM SCH	3000
203	Pupukea	KE IKI NR KAM HWY	3000
203A	Pupukea Upper	NEAR 420 PUPUKEA RD AT ALAPIO RD	5200
204	Waimea Bay South	NR 61-212 KAM HWY	5700
205	Kawailoa Beach	NR 61-465 KAM HWY AT ASHLEY RD	2000
206	Kawailoa	KAM HWY BTW KAWAILOA AND PAPAILOA	2000
206A	Haleiwa (HPD Recreation Center)	KAHALEWAI PL NR GATE	5200
207	Haleiwa	WAIALUA COURT HSE NR HALEIWA S.P.	5700
208	Waialua	GOODALE AT KEALOHANUI	3000
209	(OLD)	MOKULEIA EAST (INACTIVE) FARRINGTON HWY	700
209	(NEW)	MOKULEIA EAST (PLANNED) FARRINGTON HWY	5200
210	Mokuleia (Near Polo Field)	FARRINGTON HWY OPP HOOMANA PL	3000
211	Mokuleia OPP Airfield	NR 68-999 FARRINGTON HWY	2000
212	Mokuleia CAMP ERDMAN	FARRINGTON OPP CAMP ERDMAN	2500
213	Wahiawa	CALIFORNIA AVE AT WRIGHT FLD	7400
213A	Whitmore Village	WHITMORE AVE PLAYGROUND	5200
214	Wahiawa Leilehua High School	CALIFORNIA OPP UUKU	3000
215	Wahiawa Heights	NR 2200 CALIFORNIA AVE AT BWS SITE	2000
216	Kipapa Elementary School	KIPAPA DR AT SCHOOL ENTRANCE	3000
217	Mililani High School	MEHEULA PKWY AT KAM HWY	5700
218	Kunia Elementary School	OFF KUNIA DR BEHIND SCHOOL	2000

CIVIL DEFENSE WARNING SIRENS - AREA 3

NR	LOCATION	ADDRESS	RANGE (FT)
301	Aiea Elementary School	99-370 MOANALUA RD NR KAIMAKANI ST	3000
302	Aiea High School	98-1276 ULUNE ST AT KAAMILO ST	5700
303	Aoea Heights	99-1400 BLK AIEA HGTS DR AT BWS SITE	5700
304	Waimalu Elementary School	98-825 MOANALUA RD NR KAAHELE ST	5700
305	PEARL CITY	KAM HWY AT LEHUA AVE	3000
306	Highlands Intermediate School	HOOMAEMAE ST AT HOOLAULEA ST	3000
307	Palisades elementary School	2306 AUHUHU ST OPP ANINI PL	2500
308	Crestview Park	LUMIKULA ST NR LUMI ST	3000
308A	Village Park (PLANNED)	HOAEAE PK OFF KAAHOLO	5200
309	Waipahu High School	FARRINGTON HWY AT WAIPIO PT ACCESS RD	5700
310	Waipahu Shopping Plaza	FARRINGTON HWY AT LEOKANE ST	2500
310A	Ewa Elementary School	RENTON RD AT PUULOA RD	5200
311	Ewa Beach Shopping Center	PAPIPI RD NR FT WEAVER RD	5700
312	Pacific Tsunami Warning Center	98-300 BLK FT WEAVER RD	2500
313	Makakilo	600 BLK MAKAKILO DR NR ANIPEAHI	5700
314	Campbell Industrial Park	KAUHI ST 200 YDS W OF KALAELOA BLVD	5700
315	Kahe Point Beach Park	OPP 92-350 FARRINGTON HWY	5200
316	Nanakuli Beach Park	FARRINGTON HWY AT NANAKULI AVE	5700
317	Nanakuli - North	87-1700 BLK FARRINGTON HWY NR ULEHAWA	2000
318	Maili - South	87-800 BLK FARRINGTON HWY	2000
319	Maili beach Park	87-100 BLK FARRINGTON HWY	2000
320	Waianae Mall	86-000 BLK FARRINGTON HWY	5700

CIVIL DEFENSE WARNING SIRENS - AREA 3

NR	LOCATION	ADDRESS	RANGE (FT)
321	Waianae Police Station	85-939 FARRINGTON HWY	2500
322	Waianae High School	85-251 FARRINGTON HWY NR ALAWA PL	2000
323	Mauna Lahilahi Beach Park	FARRINGTON HWY AT MAKAHA VALLEY RD	3000
324	Makaha Valley Golf Course	EAST GOLF COURSE NR PRO SHOP	2500
325	Makaha	WIDEMANN ST AT UPENA ST	2000
326	Makaha - NORTH	84-100 BLK FARRINGTON HWY NR MAKAU ST	2000

CIVIL DEFENSE WARNING SIRENS - AREA 4

400	Makapuu Beach Park	41-100 BLK KAL HWY OPP SEA LIFE PK	3000
401	Waimanalo Beach Park	41-700 KAL HWY NR ALA KOA	2500
402	Waimanalo District Park	HIHIMANU ST NR AHIKI ST	5200
403	Olomana School	42-500 BLK KAL HWY NR ULUPII ST	2500
403A	Maunawili Valley Park	MAUNAWILI RD NR LUNAHOOKO PL	7400
404	Keolu Hills (TO BE REMOVED)	AUPUPU ST NR AUNAUNA ST	2500
404	Kailua Heights / Keolu Hills (PLAN)	BWS WATER TANK ABOVE AUPUPU	5200
405	Lanikai	1133 MOKULUA DR BTW KUAILIMA & ONEKEA	2000
406	Kailua Beach Park	400 BLK KAWAILOA RD ADJ KAELEPULU ST	2000
407	Kailua Police Station	KUULEI RD BTW KAINALU & MALUNIU	3000
407A	Coconut Grove (PLANNED)	ADJ KAWAINUI DRAIN DITCH /OPP EXT OF KAIEMI	5200
408	Kainalu Elementary School	KAINALU DR AT KAINUI DR	3000
409	Aikahi Park & Playground	44-100 BLK KANEOHE BAY DR NR HALIA ST	5700
409A	Mokapu Saddle Rd. (PLANNED)		5200
410	Castle High School	45-386 KANEOHE BAY DR	5700
411	Keapuka	LULUKU RD BTW AHILEHUA & APAPANE	3000
411A	Kapunahala Playground	ANOI RD OPP KUKANE ST	3000
412	Heeia Playground	HAIKU RD NR HEEIA ST	3000
413	King Intermediate School	KAM HWY OPP AHUI NANI PL, HEEIA	2500
414	Kaneohe Fishing Pier	46-500 BLK KAM HWY, HEEIA KEA	7400
415	Laenani Beach Park, Kahaluu	LAENANI DR AT LAHIKAI DR	2000
416	Kahaluu Sewage Treatment Plant	KAHEKILI HWY AT AHUIMANU RD	5700
417	Waiahole	KAM HWY NR WAIHOLE VALEY RD	2500
418	Kualoa	49-700 BLK KAM HWY 1/3 MI-NO. MILL RUINS	2000
419	Kalae Oio Beach Park, Kaaawa	51-200 BLK KAM HWY NR KAAAWA PL	7400
420	Swanzy Beach Park, Kaaawa	51-400 BLK KAM HWY OPP POST OFFICE	5200
421	Kahana Bay Beach Park	52-300 BLK KAM HWY	5200
422	Punaluu Beach Park	53-300 BLK KAM HWY	5700
423	Hauula - SOUTH	KAM HWY AT POKIWAI PL	3000
424	Hauula Beach Park	54-100 BLK KAM HWY NR HOMESTEAD RD	3000
425	Laie - SOUTH	55-200 BLK KAM HWY NR PAKELO PL	2000
426	Laie Elementary School	55-109 KULANUI ST	2000
426A	Laie Corporation Yard	56-100 BLK KAM HWY BEYOND GARAGE	5200
427	Kahuku High School	56-400 BLK KAM HWY OPP PUULUANA	2000
428	Kawela	57-300 BLK KAM HWY NR HANOPU	2500

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TAB A: SIREN SIMULATOR LOCATIONS

TAB A: SIREN SIMULATOR LOCATIONS

NUMBER	LOCATION	TYPE	PHONE
S-145	PEARL HARBOR NAVAL BASE		
S-146	HICKAM AFB - 15ABW		
S-147	FT SHAFTER – WESTCOM		
S-148	BANK OF HAWAII ANNEX	EIWS-120	
S-150	DEM EOC		
S-151	ALA MOANA AMERICANA		
S-152	STATE WARNING POINT (HPD)		
S-153	ALA MOANA SHOPPING	EIWS -120	946-2811
S-154	ILIKAI HOTEL	EIWS -120	949-3811
S-155	HILTON HAWAIIAN VILLAGE	EIWS -120	949-4321
S-156	FT DERUSSY MP POST	EIWS-120	438-2649
S-157	HALEKULANI HOTEL	EIWS -120	923-2311
S-158	SHERATON WAIKIKI	EIWS -120	922-4422
S-250	SUNSET FIRE STATION		638-8222
S-251	MOKULEIA BEACH COLONY	EIWS –120	637-9311
S-252	SCHOFIELD BARRACKS		655-4907
S-343	NAS BARBERS PT		
S-344	CHEVRON REFINERY, CEIP	EIWS –120	682-2257/2227
S-345	HECO KAHE POINT PWR PLANT	EIWS –120	668-7331
S-350	WAIANAE POLICE STN		696-4221
S-351	SHERATON MAKAHA	EIWS –120	695-9511
S-448	KANEOHE MCAS (PLANNED)		
S-449	WINDWARD MALL (PLANNED)		235-1148
S-450	KANEOHE POLICE STATION		247-2166
S-450	PAT'S AT PUNALUU	EIWS -120	293-9940
S-452	BYU LAIE	EIWS -120	293-2911
S-453	TURTLE BAY HILTON	EIWS -120	293-8811
S-550	KALAUPAPA, MOLOKAI	EIWS -120	567-6811

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TAB B: SIREN GAPS

TAB B: SIREN GAPS

The neighborhoods listed below currently lack sufficient sirens to ensure proper warning to all residents in the area. Therefore, in order to ensure adequate coverage, vehicles and/or aircraft having siren capability will be dispatched to those neighborhoods marked with an "X" to provide the necessary warning. **NOTE**: Areas outside of the tsunami evacuation areas and DO NOT require a tsunami warning are marked NA.

NOTE: List does not include military bases or housing areas, which are the responsibility of the military

Civil Defense Districts	Tsunami	Hurricane
District I		
Kamilonui Valley	NA	X
Waialae Iki	NA	X
Black Point	X	X
Waikiki (Duke's Lane-Liliuokalani)	X	X
Tantalus	NA	X
District II		
Kaena Point to Camp Erdman	X	X
Mokuleia (Waialua Beach Road)	X	X
Thompson Corner/Kamoola	NA	X
Kawailoa Camp	NA	X
Lower Mililani (Below District Park)	NA	X
District III		
Campbell Deep Draft Harbor	X	X
Honokai Hale	NA	X
Ulehawa Beach Park	X	X
Kaukama/Paakea Road Area	NA	X
Maili (Maili Stream-Maili Elementary School)		X
Lualualei Homesteads	NA	X
Waianae Homesteads	NA	X
Kaena Point to Keaau Beach Park	X	X
District IV		
Molii Pond to Waikane Valley Road	X	X
Kahaluu - Kaalaea and Waihee	X	X
Kaneohe - Haiku Valley/Haiku Plantations	NA	X
Kaneohe - Pohakea	X	X
Waimanalo (Makai Pier - Kaiona Beach Park)	X	X

Civil Defense Districts	Tsunami	Hurricane
District V		
Waialee/Velzyland	X	X
Kahuku Point/Turtle Bay	X	X
Mahakea Beach area between Laie and Hauula	X	X
Kaluanui Beach (Kam Hwy. and Puhuli Road)	X	X
District VI		
Newtown - From Kahele Park Upward	NA	X
Pearl City Uplands	A	X
Pearl City Industrial Park	NA	X
Gentry Park/Upper Crestview	NA	X
Honouliuli	X	

ATTACHMENT 3: FOREIGN LANGUAGE SUPPORT

ATTACHMENT 3: FOREIGN LANGUAGE SUPPORT

Emergency Broadcast System Tapes (On file in DEM)

TSUNAMI:	WARNING, ALL CLEAR
TROPICAL CYCLONE:	WARNING, EVACUATION, WARNING CANCELLATION, ALL CLEAR
CIVIL DEFENSE EMERGENCY:	INITIAL ALERTING MESSAGE

The following is a list of those Agencies in the City having specific language translation capabilities and which may be available to assist emergency management personnel during a disaster.

Chinese, Filipino, Korean, Laotian, Samoan and Vietnamese	Pacific Gateway Immigrant Service Center Telephones: 845-3918 & 848-0936
Chinese, Filipino, Japanese, Korean, Laotian, Samoan, Tongan and Vietnamese	Bilingual Access Line Telephone: 521-4566
Chinese, Laotian, Samoan and Vietnamese	Palolo Multi-Service Center Telephone: 732-6777
Chinese, Filipino and Samoan	Susannah Wesley Community Center Telephone: 848-0376
RADIO STATIONS	
Japanese	KZOO - 1210 AM (Tel: 593-2880)
Other Ethnicity	KNDI - 1270 AM (Tel: 946-2844
Korean	KHRA – 1460 AM (Tel: 533-0065)
Korean	KREA – 1540 AM

WARNING

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ATTACHMENT 4: AVAILABLE WARNING SCRIPTS

ATTACHMENT 4: LIST OF AVAILABLE WARNING SCRIPTS

The following is a list of sample emergency messages which have been prepared by DEM. They are hazard specific and greatly simplify the issuance of emergency messages which would otherwise have to be composed under the stress of an emergency and within severe time constraints. In most cases, these pre-scripted emergency messages will only require filling in a few blanks, e.g., time, place, etc., prior to release and transmission. They are located in loose-leaf binders in the Administrative area of the EOC.

Disaster/Emergency

Summary Index / General Tasks

1. Attack
2. Aircraft Crash
3. Dam Failure
4. Earthquake
5. Fire
6. Flash Flood
7. Hazardous Materials Incident
8. High Surf
9. High Winds
10. Hurricane
11. Marine Pollution Incident
12. Power Outage
13. Radiological Incident
14. Tsunami
15. Public Address System Announcements (PASA)
16. Public Service Announcements (PSA)
17. Foreign Language Broadcasts
18. EAS Procedures

WARNING

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ATTACHMENT 5: WARNING NETWORK

ATTACHMENT 5: WARNING NETWORK

HAWAII STATE
EMERGENCY ALERT SYSTEM
(EAS)

Emergency Alert System (Note 1)	Live Audio Broadcast System (LABS) (Note 2)	Live Video Broadcast System (LVBS) (Note 3)	Siren Warning System (Note 4)

Note 1: This system provides a "store and forward" means to send "EAS alerts" using, digitized event codes that are automatically processed by EAS encoder/decoder equipment. Microwave and dedicated land-line hookups between Emergency Operating Centers and selected broadcasters are the primary monitoring source when available.

Note 2: Microwave and dedicated land-line hookups between Emergency Operating Centers and selected broadcasters will also be used when available to allow emergency managers to coordinate the interruption of normal broadcasts and make announcements on the air.

Note 3: This system uses fiber optic cable hookups with OLELO and Hawaii Interactive Television System (HITS) to access cable providers with video and audio information regarding impending or ongoing emergencies.

Note 4: This system uses pre-positioned sirens in populous areas throughout the State to sound an alert signal that prompts residents to tune in their radios or televisions for additional information.

EVENT CODE	DESCRIPTION	Auto-Forward Messages	Manual-Forward Messages
ADR	Administrative Message		X
CAE	Child Abduction Emergency* (Note 1)	X	
CEM	Civil Emergency Message	X	
CDW	Civil Danger Warning*	X	
CFW	Coastal Flood Warning* (Note 2)	X	
CFA	Coastal Flood Watch		X
DMO	Practice/Demo Warning		X
EQW	Earthquake Warning*	X	
EVI	Evacuation Immediate	X	
FRW	Fire Warning*	X	
FFA	Flash Flood Watch		X
FFS	Flash Flood Statement		X
FFW	Flash Flood Warning	X	
FLW	Flood Warning	X	
HMW	Hazardous Material Warning*	X	
HUA	Hurricane Watch (Note 3)		X
HUW	Hurricane Warning (Note 3)	X	
HWW	High Wind Warning (Note 4)	X	
LEW	Law Enforcement Warning*	X	
LAE	Local Area Emergency*	X	
RHW	Radiological Hazard Warning*	X	
RMT	Required Monthly Test	X	
RWT	Required Weekly Test		X
SPW	Shelter in Place Warning*	X	
SMW	Special Marine Warning*		X
SPS	Special Weather Statement		X
SVA	Severe Thunderstorm Watch		X
SVR	Severe Thunderstorm Warning	X	
SVS	Severe Weather Statement		X
TOA	Tornado Watch		X
TOR	Tornado Warning	X	
TRW	Tropical Storm Warning* (Note 3)	X	
TRA	Tropical Storm Watch* (Note 3)		X
TSA	Tsunami Watch (Note 5)		X
TSW	Tsunami Warning	X	
VOW	Volcano Warning*	X	

* - Event Codes Added May 2002

(Notes 1, 2, 3, 4 and 5 on following page)

Note 1: CAE event code is used for AMBER or MAILE Alerts.
Note 2: CFW event code is used for High Surf Warnings.
Note 3: SAME Message Coordination Delay 30 minutes from time Watch/Warning decision is communicated to SCD via HAWAS.
Note 4: SAME activated only for lower elevations; not used for the summits and upper slopes of the volcano.
Note 5: SAME Message Coordination Delay 45 minutes from time Watch Issued.

ANNEX D

DIRECTION AND CONTROL

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

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DIRECTION AND CONTROL

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DIRECTION AND CONTROL

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ANNEX D

DIRECTION AND CONTROL

I. GENERAL

When any emergency or disaster, impending or actual, is of such a magnitude as to require activation of the City's emergency response organization, the State Deputy Director for Civil Defense will assume responsibility for emergency action in responding to and recovering from such an event. The principal point for direction and control is the Department of Emergency Management Emergency Operating Center. (See Appendix 1, City EOC Emergency Organization.)

In order to ensure positive direction and control at all times during an emergency or disaster, the order of succession within the EOC during activation is as follows:

1. State Deputy Director, or successor
2. Department of Emergency Management Director
3. Plans and Operations Officer
4. Disaster Preparedness and Recovery Officer
5. Communications Officer
6. Radiological Defense/Logistics Officer
7. Education and Training Officer
8. HAZMAT Officer

II. EMERGENCY OPERATING CENTERS

A. CITY EMERGENCY OPERATING CENTER (EOC)

1. The City EOC is located in the basement of the Municipal Building, 650 South King Street, in downtown Honolulu. It is well equipped with communication links, maps, status boards, and sufficient space (8600 square feet) to accommodate full crisis staffing. It has a protection factor (PF) against nuclear fallout of over 1000, and is self-sufficient with an emergency food supply, small kitchen, cots and emergency power and water supplies.
2. In the event the City EOC becomes inoperable or inaccessible for any reason, DEM primary and support staff will relocate and operate from a suitable alternate site designated by the State Deputy Director. (See Appendix 5, Emergency Relocation of the City EOC and/or Seat of Government.)

B. DISTRICT EMERGENCY OPERATING CENTERS (EOCs)

1. The District EOCs vary in size and capability. Districts II (Waialua), III (Maili) and IV (Kailua) are modest underground facilities with a

protection factor of more than 40. The others are above ground. All have toilets, communications, emergency power and other emergency support facilities. (See Appendix 2, EOC Floor Plans.)

2. DEM is responsible for activating the District EOCs, as required. (See Appendix 4, District EOC Staffing - (Activation).)

C. EMERGENCY RESPONSE VEHICLE (ERV)

This vehicle is maintained by the Department of Emergency Management. It is normally operated by an DEM staff officer and dispatched to localized areas of concern or to established Incident Command posts. The capabilities of the vehicle are as outlined in the DEM Emergency Communications/Response Vehicle Standard Operating Procedure.

1. The primary purpose of the ERV is to provide a self-sustaining emergency coordination center and close communication support between an Incident Commander at a disaster site and the City's Emergency Operations Center. In addition, it has the capability of providing communication support to a District or alternate EOC. It may also be used as a communications center for an alternate seat of government, should that be required.

2. The ERV has a secondary mission of assisting in the warning process, in recovery and in initial damage assessments.

III. RESPONSIBILITIES

The Department of Emergency Management has primary responsibility for coordinating all mitigation, preparedness, response and recovery activity in the City incident to all major emergencies and disasters. Delegations of direction and control authorities and responsibilities are as outlined in the Basic Plan and its Appendices.

IV. ACTIVATION

Upon receipt of information from any source that a major emergency or disaster threatens any portion of the Island of Oahu, DEM will "activate" its EOC and alert appropriate response personnel throughout the City. The term "activate" means that the EOC is staffed, at least partially, by emergency managers and is prepared to respond directly to the particular threat at that moment. The administrative and clerical requirements of the emergency managers are also considered when activating. (See Appendix 3, City EOC Staffing (Activation).)

1. As part of the activation process, DEM will ensure that appropriate City departments, agencies and supporting organizations, as well as State Civil Defense, are notified.

   i. Notification lists have been developed. Such lists, contained in DEM Hazard Specific Plans and Standard Operating

Procedures include all public and private sector response agencies. Telephone notification is the primary means of alerting the response agencies. It should be noted that only that portion of a notification list necessary to meet the anticipated emergency need be executed.

ii. DEM also utilizes an automated, computer-based telephone notification system. The system employs a recorded voice message to immediately alert particular emergency managers to specific threats.

2. In addition, and as appropriate, public information news releases may be issued, sirens may be sounded, and the Emergency Alert System utilized. It should be noted that siren sounding will always be accompanied by EAS announcements. (See Annexes C, Warning; E, Communications; and F, Emergency Public Information for additional detail.)

i. Other City departments and supporting agencies will assist in the warning function as provided for elsewhere in this plan, or in accordance with their own individual emergency procedures.

ii. Upon activation, status boards and displays will be checked for accuracy and updated; Plans, checklists and standard operating procedures will be reviewed; and event logs readied.

iii. Internal checklists should provide for the receiving, recording and dissemination of emergency information within the EOC, as well as to supporting State emergency managers.

V. ATTACHMENT AND TABS

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ATTACHMENT 2 - CITY EOC STAFFING (ACTIVATION)

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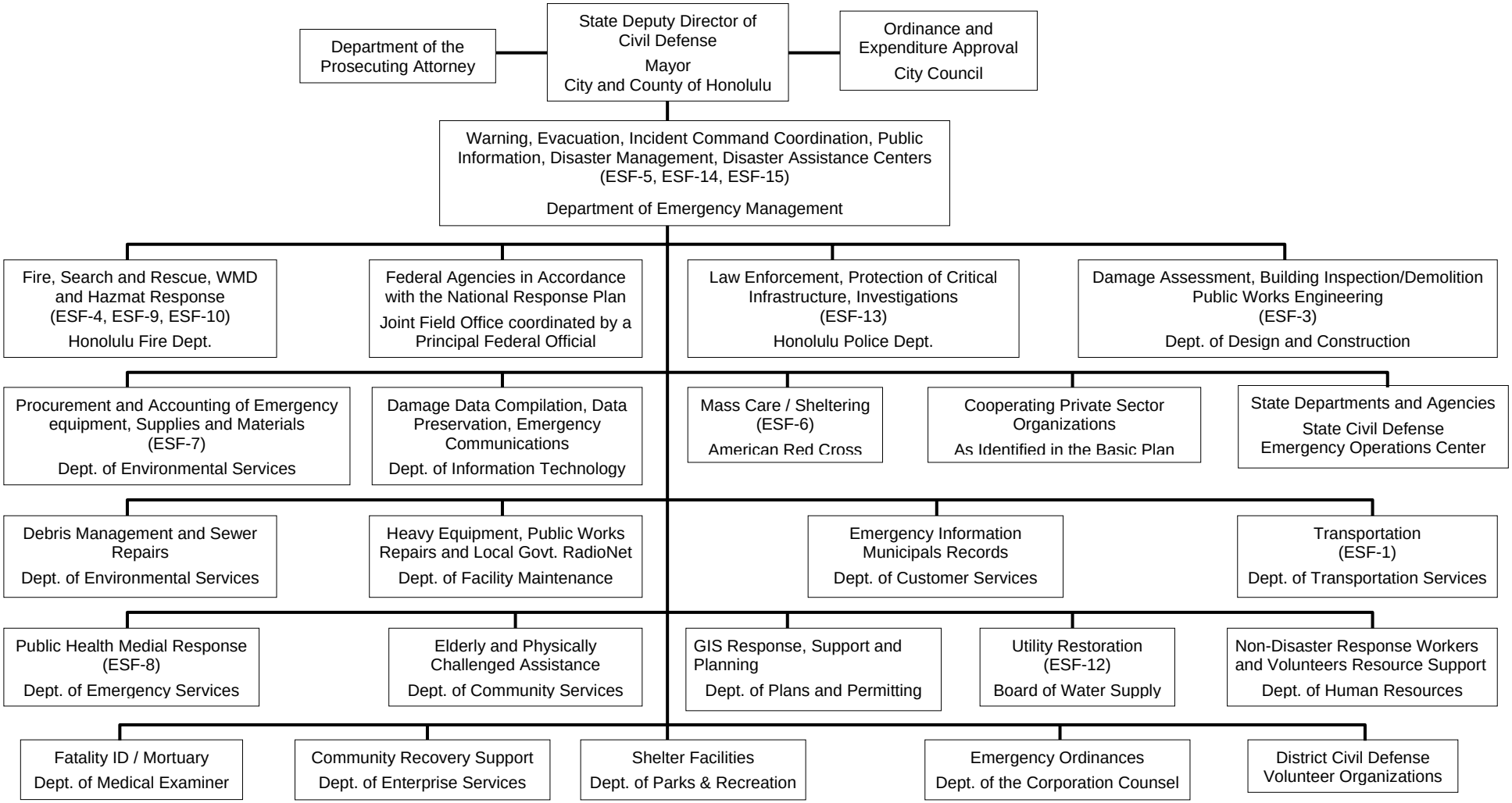
ATTACHMENT 1: CITY EOC EMERGENCY ORGANIZATIONS



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Annex D
ATTACHMENT 2: CITY EOC STAFFING (ACTIVATION)

ATTACHMENT 2: CITY EOC STAFFING DURING ACTIVATION

City Emergency Operating Center Staffing

The City Emergency Operating Center will be staffed for two-shift operations as indicated below when either natural or man-caused emergencies, to include wartime conditions, require full activation on an around-the-clock basis. Staffing for less severe conditions will be determined by the State Deputy Director.

Position	Per Shift	Source
State Deputy Director	1	Mayor/MDO/Budget and Fiscal
Executive Assistant	1	Mayor/MD Office
Secretary	1	Mayor/MDO
Legal Advisor	1	Corp. Counsel
DEM Professional Staff	3	DEM
DEM Administrative Staff	1	DEM
Secretarial Assistance	1	Human Resources
Facility Engineer	1	DFM
Police Chief/Coordinator	1	HPD
EOC Security	1	HPD/DFM
Fire Chief/Coordinator	1	HFD
Environmental Services Director/Coord.	1	ENV
State Highways Coordinator	1	DOT
Transportation Director/Coordinator		DTS
Chief Medical Examiner/Coordinator	1	ESD
State Health Coordinator	1	DOH
Public Information Officer/ Coordinator		CSD
Interpreters		
Japanese	1	CSD/DCS
Filipino	1	CSD/DCS
Chinese	1	CSD/DCS
Human Resource Coordinator	1	DHR
Fiscal Coordinator	1	BFS
Community Services	1	DCS
EAS Coordinator	1	Broadcast Industry
Damage Assessment Coordinator	1	DDC
Damage Assessment Data Input	2	DIT
Disaster Services Coordinator	1	American Red Cross
Shelter Coordinator	1	American Red Cross
Shelter Coordinator	1	DPR

Position	Per Shift	Source
Shelter Coordinator	1	DOE
Utility Coordinators		
Water	1	BWS
Electricity	1	HECO
Telephone	1	VERIZON
Cellular Telephone	1	CINGULAR
Cellular Telephone	1	SPRINT
Cellular Telephone	1	NEXTEL
Cellular Telephone	1	T-MOBILE
Cellular Telephone	1	VERIZON WIRELESS
Gas	1	The Gas Company
Petroleum Industry Coordinators		
Chevron	1	Chevron Hawaii
Hawaii Independent Refinery	1	Tesoro Hawaii Corporation
Hotel Coordinator	1	Hotel Security
Debris Management Coordinator	1	General Contractors Association
RACES Officer	1	RACES
RACES Radio Operator	3	RACES
CB Radio Operator	1	District Volunteer
Telephone Liaison Operator		District Volunteer
CAP Radio Operator	1	CAP
Police Radio Operator	1	HPD
Fire Radio Operator	1	HFD
Local Government Radio Net Operator	1	DFM
GIS Analyst	1	DPP
*Radiological Defense Officer	1	RRT
*Radiological Coordinator	1	HFD

* Activated for wartime conditions or significant radiological incidents/accidents.

Annex D
ATTACHMENT3: DISTRICT EOC STAFFING (ACTIVATION)

ATTACHMENT 3: DISTRICT EOC STAFFING DURING ACTIVATION

DISTRICT EMERGENCY OPERATING CENTERS

I. PEACETIME OPERATIONS

When fully activated, District Emergency Operating Centers will generally be organized and staffed for two-shift, 24-hour operations, as shown below. Staffing may vary depending on the severity and scope of the emergency or disaster for which the EOC was activated, as well as the District Coordinator's individual requirements or needs.

Position	Per Shift
CD District Coordinator	1
CD District Operations Officer	1
CD District RACES Radio Officer	1
CD District Communications Officer	1
CD District Staff Officer	1
CD District Message Clerk	1

II. WARTIME OR HAWAII HOMELAND SECURITY ADVISORY SYSTEM RED/BLACK LEVEL OPERATIONS

A. All District Emergency Operating Centers will fully activate upon the issuance of a HHSAS Red or Black Threat Level.

B. Upon declaration of war or terrorist WMD attack:

1. If directed by the State Deputy Director, a District EOC will deactivate, remove radio equipment, relocate to a selected host area, and take protective measures to survive the attack. Reconstitution of the District EOC will be as directed by the State Deputy Director.

2. Following a nuclear or radiological dispersal attack, some EOCs may be required to deactivate if radiation levels become unacceptable.

3. Activated District EOCs will be augmented with the following individuals (and selected dispatch and administrative staff) and will prepare to assume District direction and control responsibilities

either when advised to do so or when all contact has been lost with the City EOC, Central Police Dispatch, and the Fire Alarm Bureau.

Position	Per Shift	Source
Police Coordinator (Major/Capt.)	1*	HPD
Fire Coordinator (Assistant/Battalion Chief)	1*	HFD
DFM Coordinator	1	DFM
Radiological Defense Officer	1	RRT
Utilities Coordinator	1	BWS
Transportation Coordinator	1	DTS
Mortuary Services Officer	1	MED

* **NOTE**: Operational Command in the District EOCs will be assumed, in order, by the senior Police, Fire, or Public Works official present. In their absence, the District Coordinator or his Deputy will assume command. The ranking official within all of the surviving District EOCs will assume command of operations island-wide until contact has been reestablished with the City EOC or more senior Police or Fire officials.

ATTACHMENT 4: EMERGENCY RELOCATION OF CITY EOC AND/OR SEAT OF GOVERNMENT

ATTACHMENT 4: RELOCATION OF EOC AND/OR SEAT OF GOVERNMENT

I. PURPOSE

To establish procedures for the relocation of the City's Emergency Operating Center (EOC) and seat of government whenever the direction and control of normal City functions may be degraded due to catastrophic natural or manmade disasters, to include war or large-scale terrorism attack involving weapons of mass destruction.

II. SITUATION

The City EOC and seat of government are located in the Civic Center Complex bounded by South Beretania, Punchbowl, South King, and Alapai Streets. The complex is believed to be survivable for all natural and manmade emergencies or disasters except possibly a catastrophic earthquake, a hazardous materials or terrorist incident requiring evacuation of the complex, or attack conditions or threat thereof. Under any of these latter circumstances, the relocation of key officials to non-risk areas will be critical to the continuance of effective City government.

III. CONCEPT OF OPERATIONS

A. Relocation of the City EOC - Should the Fasi Municipal Building complex become untenable or the City EOC inoperable or inaccessible, at least one shift of the individuals listed in Appendix 3 will relocate to one of the Civil Defense District EOCs (Primary), a Honolulu Police Department District Station, or some other suitable location as determined and approved by the State Deputy Director. During any relocation, the Honolulu Police Department will assume direction and control responsibility, coordinate the relocation site with all response agencies, and act for the City as required until the EOC has been reconstituted at its new location.

B. Relocation of Seat of Government - Upon declaration of a Severe Threat Level, the individuals in Tab A to this Appendix (and an absolute minimum of previously designated members of their staffs who are not involved in response activity) will prepare for relocation. The State Deputy Director will approve the specific site.

1. In preparing for relocation, personnel should be ready to transport necessary records, documentation, administrative supplies, communications systems and other necessary equipment which will be required to perform their functions on an emergency basis in an

austere environment. Transportation of equipment and supplies will be accomplished using assigned vehicles or arranged through the Department of Transportation Services.

2. Upon the declaration of a Civil Defense Emergency or Severe Threat Level or higher, whichever occurs first, all identified personnel will proceed to the designated initial relocation site. Only those key personnel and pre-selected staff will relocate. All others will take necessary protective measures and be available for duty at the final relocation site as determined by the State Deputy Director.

3. The State Deputy Director will select a final temporary relocation site for the seat of government at some time after the effects of an attack are known. The site will be chosen from those facilities that are available and capable of supporting governmental activities.

4. Personnel reporting to an initial relocation site should bring with them a supply of non-perishable food, personal items, special medications, air mattresses or sleeping bags, and sufficient clothing for a seven-day period.

NOTE: For either peace or wartime relocations, the DEM Emergency Response/Communications Van will be repositioned at whatever site is chosen to facilitate communications.

ANNEX D – ATTACHMENT 4
TAB A: PERSONNEL REQUIRED FOR CONTINUITY OF GOVERNMENT

TAB A: PERSONNEL REQUIRED FOR CONTINUITY OF GOVERNMENT

(WAR OR WMD RELOCATION)

1. Mayor
2. Managing Director
3. Director of Budget and Fiscal Services
4. City Council Chair
5. Director, Human Resources
6. Corporation Counsel
7. Fire Chief
8. Police Chief
9. Director of Customer Services
10. Director/Chief Engineer, Facility Maintenance
11. Director, Transportation Services
12. Manager/Chief Engineer, Board of Water Supply
13. Director, Department of Community Services
14. Director, Information Technology
15. Director, Parks and Recreation
16. Director, Department of Environmental Services
17. Military Liaison Officer (HAWCOM)

ANNEX E

COMMUNICATIONS

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX E
COMMUNICATIONS

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ANNEX E
COMMUNICATIONS

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ANNEX E

COMMUNICATIONS

I. PURPOSE

A. To provide rapid and reliable communications among the City's Emergency Operating Centers (EOC's), all public and private sector response agencies, and to the general public, the latter, via the Emergency Alert System.

B. To support, insofar as possible, State Civil Defense communication requirements in the event of their failure.

II. BACKGROUND

A. The City's Civil Defense communication system is designed to be a fully integrated special emergency network. It utilizes local government, industry, public utilities, and voluntary (Civil Air Patrol, Hams, Citizens Band, etc.) communication systems for emergency purposes. In addition and during an emergency, communication support will be provided to the State Civil Defense organization to the maximum extent possible.

B. Radio communications facilities available to the City EOC for use during emergency situations include the following:

1. NAWAS - (National Warning System)
2. HAWAS - (Hawaii Warning System)
3. Local Government Radio Net (Frequencies 1 and 2)
4. DEM Nets
5. Honolulu Police Department Net
6. Honolulu Fire Department Net
7. Oahu MEDICOM and EMS Nets
8. Civil Air Patrol (CAP) Net
9. State Civil Defense "Yellow Net"
10. American Red Cross Net
11. Utility Company Nets
12. Radio Amateur Civil Emergency Service (RACES)
13. Emergency Alert System (EAS)
14. Special Emergency Frequency with selected District EOC's.

C. Based on recent experience, the disruption of telephone and electric power systems on Oahu might be anticipated immediately prior to or during an impending or actual disaster or emergency. Primary reliance for

rapid communications, therefore, should be placed on surviving systems equipped with alternate/emergency power.

III. RESPONSIBILITIES

A. DEPARTMENT OF EMERGENCY MANAGEMENT

The Department of Emergency Management (DEM) has primary responsibility for this functional area.

1. DEM will develop and coordinate communications plans and standard operating procedures for the effective direction and control of all response and recovery forces.

2. The Communications Officer for DEM coordinates all of the City's Civil Defense communications requirements. He will ensure the constant readiness of EOC communication equipment, making recommendations for replacement, maintenance, training, etc., to ensure an adequate communication response during emergencies and disasters. His specific duties are:

   i. Supervising and operating all EOC electronic communications and coordinating disaster communications Citywide. Monitors radio links with the State.

   ii. Monitoring EAS, NAWAS, HAWAS and all other available communications systems.

   iii. Ensuring the operability of all communications equipment in the Emergency Communications/Response Vehicle.

   iv. Succession to the duties of the Communications Officer will be as follows:

      a) City Communications Coordinator (DIT)

      b) RACES Coordinator

3. In the event the City EOC loses its capability to communicate, the District IV, II, III, I, VI and V EOC's, in that order, will assume primary responsibility for managing Civil Defense communications traffic as well as its relay to the City Warning Point (CWP) for action. Upon the relocation of the City staff to an alternate EOC or the repair of the City EOC's communications, control and management will revert to DEM.

   NOTE: Under either localized emergency or major disaster circumstances, if the City Warning Point is unable to contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the Honolulu Police Department (City Warning Point) will assume DEM

responsibilities until such time as the City EOC is activated and/or operational.

4. Under emergency or disaster conditions, the City EOC becomes "net control" for the Local Government Radio System and DEM will coordinate its use. Transmissions will be limited to those in direct support of Civil Defense operations.

B. SUPPORTING RESPONSIBILITIES

1. FIRE DEPARTMENT

   i. Be prepared to transmit/relay emergency traffic and radiological reports from any public/private sector response organization to the City EOC.

   ii. Provide access on a Fire talk group channel for Civil Defense District EOC's and authorized volunteers.

2. EMERGENCY SERVICES DEPARTMENT

   i. Provide, to the extent possible, backup mobile radio communication support to the City EOC.

   ii. Where possible, provide radio communications between the City EOC and the major hospitals on Oahu.

3. PARKS AND RECREATION

   Provide mobile emergency communications backup support to the City's EOC.

4. POLICE DEPARTMENT

   i. Provide access on a Police talk group channel for Civil Defense District EOC's and authorized volunteers.

   ii. Be prepared to transmit/relay emergency traffic and radiological reports from any public/private sector response organization to the City EOC.

5. FACILITY MAINTENANCE

   Within capabilities, provide mobile emergency communications backup support to the City's EOC.

6. TRANSPORTATION

   Within capabilities, provide mobile emergency communications backup support to the City EOC.

7. WATER SUPPLY

   i. Be prepared to transmit/relay emergency traffic and radiological reports from any public/private sector response organization to the City EOC.

ii. Within capabilities, provide mobile emergency communications backup support to the City's EOC.

8. DISTRICT VOLUNTEERS

Within capabilities, provide radio communications at assigned public evacuation/fallout shelters.

9. AMERICAN RED CROSS

Within capabilities, provide emergency communications backup support to the City's EOC.

10. CIVIL AIR PATROL (CAP)

i. Provide radio communication between the City EOC and Civil Air Patrol light aircraft, land stations, mobile units and other emergency services.

ii. Transmit radiological reports from designated fixed and airborne stations to the EOC.

iii. Within capabilities, provide emergency communications backup support to the City's EOC.

11. COMMERCIAL RADIO AND TELEVISION/CABLE STATIONS

Broadcast civil defense emergency information and guidance to the public through the Emergency Alert System (EAS). (See Annex C, Warning for additional guidance).

12. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

i. Provide operators for RACES circuits at both the City and District EOC's.

ii. Activate local area repeater circuits for Civil Defense operations when requested, or on the sounding of the attack warning signals.

iii. Provide emergency radio communications between EOC's and fixed or portable RACES stations set up at hospitals, evacuation shelters and other stations as assigned.

iv. Provide, to the extent possible, backup radio communications for the City EOC's in the event other circuits are lost.

13. PUBLIC UTILITY RADIO SYSTEMS

Provide communications for utility emergency operations. Transmit the status of restoration activities to the City EOC.

IV. CONCEPT OF OPERATIONS

A. Police, Fire, public utility and other special purpose radio circuits will be operated and controlled by the parent agency.

B. Frequency allocation will be as authorized by the Federal Communications Commission (FCC). Call signs are as follows:

1. The RACES call sign of the EOC is KH70CD.

2. Other RACES call signs will be the call sign of the individual on duty at each station. Operators assigned to fixed locations will follow their call sign with their location. If the RACES operator at a called station is unknown, the call sign will be the location or unit being called.

3. FCC assigned call signs for Police, Fire, utilities, and commercial system stations will be used for Civil Defense emergency operations.

C. Message handling procedures are prescribed in the SOPs for the City EOC and each District EOC.

D. Activation of the Civil Defense communications system will be on order of the State Deputy Director or his authorized representative.

E. The EAS is the primary means for disseminating emergency information and guidance to the public. It consists of a network of radio broadcast stations, with its primary control point at Birkhimer Tunnel, Diamond Head. It is a joint State/City system for use both by the State/City Warning Point and by the City EOC when activated. (During any situation when this joint system is being used to provide Oahu warnings only, EAS messages will begin and end with the phrase "For Oahu Residents Only").

F. The EAS Local Primary Stations, KSSK-AM and KRTR-FM, are prepared to operate under emergency power. All other broadcast stations on Oahu have National Defense Emergency Authorization and may also carry EAS messages if capable of operation.

V. ADMINISTRATION AND LOGISTICS

A. SUPPLY AND MAINTENANCE

1. Replacement equipment and spare parts for the various communications networks operating within the Civil Defense system will be the responsibility of the City Department normally operating that system, except that non-standard equipment provided by the Department of Emergency Management will be an Department of Emergency Management responsibility.

2. After attack, or declaration of a Civil Defense Emergency, necessary equipment and spares will be procured in accordance with procedures established by the State SERT.

3. Government agencies, industrial organizations, and volunteer operators in whose vehicles the equipment is installed, and who have been previously assigned to this duty will provide transportation for mobile and portable radio units. During a declared Civil Defense Emergency, fuel for mobile units and generators will be provided on priority basis as determined by the State SERT.

VI. ATTACHMENTS AND TABS

ATTACHMENT 1: PROTECTIVE MEASURES AGAINST ELECTROMAGNETIC PULSE (EMP)

ATTACHMENT 1: ELECTROMAGNETIC PULSE (EMP)

ATTACHMENT 1: ELECTROMAGNETIC PULSE (EMP)

A. The most effective technique for minimizing damage to sensitive components involves isolating them electrically and/or magnetically from the EMP environment. In many cases, satisfactory isolation can be achieved by temporarily disconnecting the equipment containing the sensitive components from power sources, antennas, or other input/output leads that enter the equipment enclosure. Some additional protection may be afforded by moving sensitive equipment to basement areas during the threat period.

B. Emergency plans should include various options for either partial or complete isolation of essential communications facilities during the threat period. In developing these plans, consideration must be given to the effect that complete communications isolation will have on emergency command and control needs. On a calculated risk basis, resources may be balanced against emergency communications needs by protective storage of some facilities to replace systems in use in the event of their failure due to EMP effects.

C. In cases where a facility is to be completely shut down during the trans-attack period, the following actions should be taken for power isolation:

1. Master power switch to be opened at electrical service entrance.
2. All circuit breakers opened or fuses removed at distribution boxes.
3. All critical equipment to be further isolated by turnoff at control boxes or by disconnecting line cords.

   Note: When service is to be restored during the post-attack-period, it would be advisable to pretest all electrical lines (to insure that no breakdowns or arc-overs have occurred) prior to reconnecting commercial power.

D. In addition to protecting sensitive electrical or electronic equipment against the direct effects of EMP, provision should also be made to guard against what can be termed the secondary effects of the pulse. At any given location, these might include some disruption of commercial power or telephone service, city water service, etc.

E. Since it is possible that commercial power may be interrupted for protracted periods in some locations, it may be desirable to provide selected facilities with independent emergency power sources, each with a suitable supply of fuel. These sources may be needed for operation of communications gear, lighting, and life support equipment. Emergency power wiring preferably should be routed in grounded conduit, with the conduit sections joined by welding or threaded joints.

F. The EMP energy collected by long overhead cables, such as overhead telephone or power lines, may be hazardous; therefore, personnel should be kept well away from such cables insofar as possible during threat periods. Spare communication units may be desirable to replace those that might be damaged by occurrence of an EMP during operation. In general, battery-operated transistorized radios with built-in antennas are physically too small to pick up a significant amount of EMP energy, however; as a precautionary measure, lower all telescopic antennas.

G. Fixed radio communications equipment should be provided with lightning protectors and approved EMP devices wherever possible. If possible, conductors entering a communication center building should be disconnected for the duration of the EMP threat period. Use of radio communication equipment should be held to a minimum, and equipment not in use should be disconnected from antennas and local power lines. Wherever possible, antenna-disconnect switches should have insulated handles. Spare transmitter/receiver units (particularly spare receiver front ends, transmitter finals, and AC to DC conversion components, especially selenium or semiconductor rectifiers) should be provided as replacements for those damaged during operation. Use of nonmetallic equipment cabinets should be avoided. Repair instruments should also be available. Repair kits should include heavy rubber gloves and insulated tools to minimize shock hazard when antennas and other equipment are disconnected. Systems employing the VHF and UHF frequency range and vacuum tube components are less susceptible to EMP than transistorized types. Where possible, preference in purchasing new equipment should be given to equipment, which has been tested to survive EMP exposures.

H. Protective measures recommended are to localize as much as possible the generation and distribution of power--at least during the EMP threat period. Wireless and carrier-current communication systems employed in the power industry should be protected where possible from EMP by isolation techniques. There are at least seven approaches to hardening systems to the effects of EMP. These are as follows:

1. Shielding
2. Band limiting
3. Amplitude limiting
4. Damage resistance
5. Decoupling
6. Operational
7. Good practice

I. The most common protective technique is to enclose the equipment or complete building in a continuous envelope of highly conductive and permeable metallic

material. This is often termed electromagnetic shielding to differentiate it from other types of shielding such as a thick layer of concrete, which may be used to reduce the effects of nuclear radiation. In the case of either a large building where the entire structure is enclosed within this metallic sheet or of a small cabinet housing electrical components, special consideration must also be given to all cables and metallic lines which enter and leave the shielded volumes.

J. Special consideration must also be given to providing access into the shielded areas, as well as to ventilation. Special types of filters and amplitude limiters may be required. The cables within the structure must also follow certain grounding plans. Special precautions are also required for doors such as installing radio frequency interference (RFI) gaskets, which, in effect, recreates the effect of a continuous metallic sheet when the door is closed. In the case of ventilation, special types of screens or waveguides, which prevent penetration of electromagnetic energy, must be employed wherever ventilation ports or holes are used.

K. Some protection may be achieved by inserting a bandpass filter between the antenna and sensitive components. This class of protection has a number of deficiencies. First of all, the operational requirements of receiving systems and other types of systems wherein these filters are employed often require fairly large pass bands. In such cases, the spectral content of the EMP that is passed by the filter may still be sufficient to cause some damage. Another drawback is the lack of availability of off-the-shelf type protective filters that have been tested to meet EMP requirements. Most radio frequency interference (RFI) filters are only tested for transient impulses up to about 5,000 volts. In many instances, this level of testing may not be adequate. A third drawback is that proper inclusion of protective filters into the system requires a fairly high-level of technical knowledge.

L. Another approach to reduce the level of EMP in induced transients on cabling systems is by amplitude-limiting techniques. The most common amplitude-limiting technique is lightning surge arrestors; however, these arrestors, while providing adequate protection for lightning-type induced waveforms, may not provide sufficient protection for many types of electronic components to EMP-induced waveforms. The principal drawback lies in the delay time inherent in the lightning-type surge arrestor before it is activated. To overcome some of the limitations of lightning-surge arrestors, three techniques--used in conjunction--are employed. A band pass filter is often employed preceding the surge arrestors. This tends to stretch out the rise time so as to permit sufficient time for the surge arrestor to become operative. In addition to providing the filtering, additional faster acting surge arrestors such as zener diodes may also be employed. The combination, however, must be very carefully designed, since the zener diodes are far more sensitive to burnout themselves than are the lightning-type surge arrestors. Thus, very careful design is required which must be backed by adequate EMP-type test procedures.

M. In addition to increasing the resistance of individual components, the energy applied to these components may be reduced by decreasing the length of the antennas or by completely de-coupling the energy collectors. For example, the antenna or line cord can be disconnected during EMP threat periods and reconnected only during the time of actual use or need. Such a technique is relatively simple to accomplish and can be done during the pre-attack period. The system then could be re-coupled and reconnected to the antenna and line, and can be used for the intended functions during the post-attack period.

N. There are also a variety of operational techniques that could minimize the effect of EMP on systems. For example, assume an EMP pulse could cause certain operational upsets or outages in a system. If the operators of the system were aware that the outages were operational upsets rather than an equipment failure, a much faster and different recovery procedure could be implemented which would tend to reduce the effect of the EMP on system operation.

O. Another approach to hardening systems is what can be termed "good practice". This involves the use of good electromagnetic design procedures, which ultimately lead to a hardened system. It involves a whole array of "electromagnetic design practices" by which various design compromises are integrated into a well-hardened system.

P. Based upon equipment tests in typical EOC's, the following general recommendations are made:

1. No protective shielding need be provided for small portable broadcast receivers employing loop stick antennas, but such units should not be stored or operated during a threat period within a few feet of any electrical conductor that is likely to carry heavy EMP-caused currents. This includes plumbing, telephone and intercom cabling, electrical conduit, antenna lead-in cables, power lines, rebars, structural steel members, or similar types of long, exposed conductors.

2. Antennas used with transmitters or receivers employing bipolar transistors should not exceed 40 inches in length.

3. Receivers using unprotected JFET (Junction Field Effect Transistor) front ends should not be connected to antennas in excess of 30 inches in length. The use of receivers containing unprotected MOSFET (metal oxide semiconductor FET) front ends should be avoided since these devices are even more susceptible to EMP damage than are JFETs. Back-to-back diodes in the antenna circuit might offer a significant amount of protection for FET front ends; however, in applying such techniques, inter-modulation problems may accompany their use.

ANNEX F

EMERGENCY PUBLIC INFORMATION

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX F

EMERGENCY PUBLIC INFORMATION

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ANNEX F

EMERGENCY PUBLIC INFORMATION

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EMERGENCY PUBLIC INFORMATION

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ANNEX F

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

To inform the City's population of impending or actual emergencies or disasters, and to instruct and advise the public on appropriate actions to take.

To develop and prepare specific emergency public announcements for resident and visitor safety and the reduction of property damage.

To provide the City's emergency managers, and other public officials with the means to disseminate emergency public information.

To serve as a focal point and central clearing house for all emergency announcements before, during and after all disasters.

To provide emergency announcements to inform and guide the public before, during and after emergencies.

II. DEFINITION

A. Emergency Public Information provides accurate and timely warning and information concerning an emergency situation from a government agency to the news media and the public. Essential elements to be reported during a disaster situation are (1) the current situation, (2) what officials are doing about it, and (3) what the public can do to prevent or reduce the loss of life and property, and facilitate relief and recovery.

B. All disaster-related media releases should be based on best information or confirmed facts to avoid escalation of public anxiety, confusion or panic.

III. ASSIGNMENT OF RESPONSIBILITIES

A. Department of Emergency Management (DEM)
DEM has the primary responsibility for coordinating disaster public information operations. DEM will:

1. Coordinate, prepare, and update hazard-specific Civil Defense Emergency Public Information scripts which contain information and guidance, precautionary protective measures, and evacuation instructions. (See Appendix 1 to this Annex or Appendix 5, Annex C, Warning for a listing of available scripts.)

2. Establish, when required, an Emergency Information Center (EIC) within the Emergency Operations Center as a focal point for the news media.

3. Collect and process lifesaving instructions, and other significant disaster-related information.

4. Provide news media representatives with an accessible source of official information for rapid dissemination to the public, to include coordination of all news media releases and support to the media.

5. Establish a public information desk to answer calls from the public and provides current information to stop the spread of rumors. Supervises the operations of Information Control.

6. Provide information to Hawaii broadcasters (through the EAS), Civil Defense volunteers, and the private sector organizations listed in Appendix 3 of the Basic Plan.

7. Provide a representative to the Joint Information Center (JIC). JIC is a facility established by State or Federal authorities to coordinate all incident-related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating Federal agencies collocate at the JIC. Public information officials from participating State and nongovernmental entities also may collocate at the JIC.

8. The release of Emergency Public Information to the News Media and Public will be coordinated with the State Joint Information Center (JIC) when and if the State JIC is Operational.

B. Department of Customer Services

The Director of the Department of Customer Services will provide primary support to DEM in this functional area. Specific responsibilities include the staffing of Information Control and assisting in:

1. The preparation and dissemination of information to the public.

2. Answering inquiries, complaints and requests for aid from the public.

IV. OPERATIONAL PROCEDURES DURING A DISASTER

Under emergency or disaster conditions, the DEM Education and Training Officer, supported by Department of Customer Services and other DEM staff personnel, will:

A. Review and prepare to implement Department of Emergency Management public information plans, procedures and checklists as soon as alerted.

B. Review preplanned working agreements with governmental and private agencies to include the National Weather Service, radio/TV stations, American Red Cross, and others.

C. Initiate "interagency" liaison to facilitate mutual cooperation and coordination upon activation of the Joint Information Center (JIC). The

State Virtual JIC is established for coordination of disaster response and recovery information. It is comprised of 4 information sharing components:

1. Virtual JIC Alerting: This system provides an email and short messaging alert notification. Access to this component is limited to registered users. The alerting system is operational, and designated personnel are being registered for access to the system.
2. VJIC Telephone Conferencing: This capability, which is under construction, will provide registered users with a PIN to access conference calls which are initiated to support the VJIC.
3. VJIC Web Site: This restricted access web site is restricted to designated users. This site will be used to share an incident log, incident related documents such as news releases, talking points, briefings, and other related information. It is based upon a non-profit activity which operates the Stargazer .org web hosting site.
4. VJIC e/pop host: This web conferencing and collaboration system which is currently under construction, will provide interactive information sharing and coordination tools. Priority of access to these tools and the host server will be determined based on the type of incident, and which agencies are involved.

D. Prepare news releases pertaining to exercises and communication tests about to take place or in progress.

E. Release information and instructions to the public in coordination with State Civil Defense, the National Weather Service, Pacific Tsunami Warning Center, and American Red Cross, as appropriate, with special modifications developed to provide information to the hearing and visually impaired and non-English speaking groups.

F. Release updated protective measures to be taken by the public as well as instructions in preparing for an evacuation.

G. Disseminate critical information relating to:

1. Survival information and instructions.
2. Proclamations and other governmental announcements.
3. What Civil Defense is doing to meet the public's needs.
4. Recovery programs and instructions for obtaining individual and family assistance.

H. Monitor incoming information, reports, and situation displays in the EOC. (see Annex G, Reports).

I. Monitor disaster-related public radio/TV broadcasts and news releases for accuracy and timeliness.

J. Monitor feedback information to determine the public's attitudes and reactions, for example, to the Attention/Alert Signal, evacuation instructions, or assistance program announcements.

K. Assess damage to public information resources and report the results to the City EOC's data managers.

L. Support the Federal Emergency Management Agency Public Affairs Office when required and within capabilities.

M. Prepare periodic summary reports for the State Deputy Director.

V. ADMINISTRATION

A. "ALL-MEDIA" RELEASE FORMAT

i Ensure approval by the State Deputy Director of Civil Defense or a designated City Civil Defense representative prior to release.

ii "THIS IS A CIVIL DEFENSE BULLETIN" (or other appropriate heading depending on the nature of emergency) will open each release.

iii Indicate date/time of origin, typed or printed name of writer/agency, and initials of writer.

iv Number releases to facilitate filing in chronological order.

v Include copies for DEM files and EIC news media clipboard.

vi All releases must be handled in accordance with established Civil Defense operating procedures and preplanned interagency agreements.

vii Coordinate news releases with SCD prior to release, time permitting. Should time not permit prior notification, State Civil Defense should be advised as soon as possible.

VI. APPENDIX

APPENDIX 1: LIST OF EMERGENCY ANNOUNCEMENTS

APPENDIX 1: LIST OF EMERGENCY ANNOUNCEMENTS

APPENDIX 1 - LIST OF EMERGENCY ANNOUNCEMENTS

The Department of Emergency Management maintains a file of pre-scripted emergency announcements, i.e., formatted fill-in-the-blanks emergency messages, ready for immediate use. Announcements currently available are shown below:

BOOK	DISASTER/EMERGENCY
1.	Attack
2.	Aircraft Crash
3.	Dam Failure
4.	Earthquake
5.	Fire
6.	Flash Flood
7.	Hazardous Materials Incident
8.	High Surf
9.	High Winds
10.	Hurricane
11.	Marine Pollution Incident
12.	Power Outage
13.	Radiological Incident
14.	Tsunami
15.	Public Address System Announcements (PASA)
16.	Public Service Announcements
17.	Foreign Language Broadcasts
18.	EAS Procedures
19.	Television Announcements for the Hearing Impaired (Under Development)

ANNEX G

REPORTS AND REPORTING PROCEDURES

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX G

REPORTS AND REPORTING PROCEDURES

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ANNEX G

REPORTS AND REPORTING PROCEDURES

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ANNEX G

REPORTS AND REPORTING PROCEDURES

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ANNEX G

REPORTS AND REPORTING PROCEDURES

I. PURPOSE

To insure complete, accurate, and timely reporting of emergency events and responses from City Departments/Agencies to the Deputy Director of Civil Defense and/or the City EOC, and when appropriate or required, to the State Director of Civil Defense.

II. PROCEDURES

A. GENERAL

In emergency situations, most reports convey a specific observation, impression, event or development. Key information sources are on-the-scene, i.e., Police, Fire, Facility Maintenance and Ambulance crews, Civil Defense Volunteers, other public agents, or private citizens. The reports these individuals make are usually referred to as "spot" reports.

B. GUIDELINES

Reports by City and State officials, as well as other cooperating agencies "on the scene", to the Department of Emergency Management (DEM) simply need to include the following:

1. This is (say your name and agency clearly)
2. I am at (identify your location)
3. Conditions here (describe situation - hazard threat or damage; include sufficient detail for DEM to determine the kind of response and assistance needed).

C. TIMELINESS

Rapid response and assistance are dependent on timely reporting and the reported information reaching the City Emergency Operating Center (EOC). (It is imperative that the City EOC receives these reports in order to keep the State Deputy Director of Civil Defense, key local officials, and the State Director of Civil Defense informed of the situation.)

D. RELIABILITY

Guidelines for minimizing inaccurate reporting by indicating the reliability of the reported information follow:

1. Factual – Based upon fact (personal observation) confirmed by identifiable and competent authority or source.
2. Estimate – Based on a rough or approximate calculation resulting from a reasoned opinion or judgment.
3. Unconfirmed – Based on information from sources for which no confirmation has been received.

4. Incomplete Information – Based on data that is unfinished or lacking in one or more parts.

5. Rumor – False or exaggerated reports can be disruptive, but should be reported as "rumor" for further investigation by Civil Defense.

III. REQUIRED OPERATIONAL REPORTS

City departments and agencies, State offices, private and other support organizations or cooperating agencies should indicate in their respective disaster response plan, operating procedures and checklists, as appropriate, their own internal reporting policies and procedures. Specific instructions must be included detailing what -and when - information is to be transmitted to the "parent office," the local CD District Organization, and/or directly to the City EOC.

1. Civil Defense District Organizations are to report damages or situation status as soon as practical and as frequently as necessary with recommended response and assistance.

   i. Follow-up information based on incoming reports on developments, emergency needs, or feedback information, such as the public's reaction to the Attention/Alert Signal or evacuation instructions will be reported on a continuing basis to the City EOC.

   ii. Spot reports to the EOC can be made at any time, but should be at least on a half-hourly basis when conditions are adverse and appear to be changing.

2. The Department of Emergency Management is required to keep State Civil Defense advised of the occurrence and nature of any local emergency/disaster situation. It does this by means of Periodic Disaster Reports (PERDISREPS) and Spot Reports.

A. PERDISREPS

Periodic Disaster Reports are summations of spot reports received from various sources, evaluated by DEM and transmitted to State CD during a given reporting period. (See Appendixes 1 and 2 for format and a blank form, respectively). Note that all blanks need not be filled in. Items omitted are assumed to be not applicable (NA), not available or unchanged from a previous report. PERDISREP Number 1 would indicate the "activation" of the EOC and the nature of the disaster situation. Follow-up PERDISREPS are transmitted daily to State Civil Defense as of 4:00 p.m. (1600 hours) local time. Spot Reports should augment PERDISREPS, as circumstances require. The final PERDISREP would provide a final summary of the activities during "activation" and report the return of the EOC to normal activity levels.

B. SPOT REPORTS

Spot reports are used to provide information of possible immediate value to the recipient. They are to be initiated even when the usefulness or

accuracy of the information may be in doubt. While no specific format is required, paragraphs II. B and D (above) of this Annex provide the minimum information that any report should contain.

C. WARTIME REPORTS

Wartime reports, as outlined in the State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense, should be submitted by DEM during war or large-scale terrorism attack involving weapons of mass destruction or periods of increased readiness which could lead to war. These are:

1. WEAPONS EFFECTS REPORTS

   A series of narrative reports concerning detonations, damage and fire. See Appendix 4 of this Annex and Appendix 4, Annex Q of this EOP for report outlines.

2. OPERATIONAL SITUATION REPORTS

   A series of narrative reports covering such subjects as health, facilities status, critical shortages, and requests for aid. The State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense, provides additional information on these reports.

3. MAJOR DECISION REPORTS

   See the State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense, Annex H, Page H-11.

D. AFTER-ACTION REPORTS

Based on disaster log entries, incoming and outgoing messages and reports, observations and experiences may be required by DEM. They will be prepared as directed and used following post-disaster critiques and evaluations in revising and improving disaster response plans, procedures and checklists. The American Red Cross, State, Federal and private agencies, which normally file after-action reports, will be requested to submit a courtesy copy to Oahu Civil Defense for informational purposes.

Following the closure of the City's EOC, DEM will provide the State Director of Civil Defense with a written after-action report by the earliest practicable date.

IV. ATTACHMENTS AND TABS

ATTACHMENT 1: PERDISREP FORMAT
- TAB A: PERDISREP WORKSHEET

ATTACHMENT 2: INCREASED READINESS REPORT (IRR)

ATTACHMENT 3: WMD EFFECTS REPORTING FORM
- TAB A: WMD Effects Reporting Form Worksheet

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ATTACHMENT 1: PERDISREP FORMAT

ATTACHMENT 1: PERDISREP FORMAT

FROM: Title of sending CD Official and County of origin

TO: DIRECTOR OF CIVIL DEFENSE

SUBJECT: PERDISREP NUMBER (CONSECUTIVE) AS OF (DATE AND TIME) a.m. /p.m.

1. DISASTER CLASSIFICATION

A. NATURE OF DISASTER: (Kind of threatening hazard or agent causing disaster situation)

B. TIME/DATE: (Specify the time/day/month that threat or disaster occurred)

C. LOCATION: (Specify the exact area threatened or stricken and convey geographic extent/magnitude of threat or impact)

D. "SECONDARY THREATS": (If applicable, identify likely secondary agents/hazards provide location, estimated time of impact. If not applicable indicate with "N/A".)

2. ESTIMATED CASUALTIES AND DISPLACED PERSONS (CUMULATIVE):

2A DEAD	2B MISSING	2C INJURED	2D HOMELESS	2E EVACUATED	2F SHELTERED
_____	_____	_____	_____	_____	_____

3. ESTIMATED PRIVATE PROPERTY DAMAGE (CUMULATIVE):

DAMAGE SEVERITY	3A RESIDENTIAL	3B BUSINESS	3C AGRICULTURE	3D UTILITIES	3E OTHER	
1) DESTROYED	3A(1)_____	3B(1)_____	3C(1)_____	3D(1)_____	3E(1)_____	
2) MAJOR (repairable)	3A(2)_____	3B(2)_____	3C(2)_____	3D(2)_____	3E(2)_____	
3) MINOR (usable)	3A(3)_____	3B(3)_____	3C(3)_____	3D(3)_____	3E(3)_____	
4) AFFECTED HABITABLE	3A(4)_____	3B(4)_____	3C(4)_____	3D(4)_____	3E(4)_____	
5) TOTAL COST	3A(5)_____	3B(5)_____	3C(5)_____	3D(5)_____	3E(5)_____	3F(4)_____

6) DESCRIPTION _____

_____

4. ESTIMATED PUBLIC PROPERTY DAMAGE (CUMULATIVE LESS FEDERAL):

DAMAGE SEVERITY	4A BUILDINGS	4B SCHOOLS	4C ROADS	4D BRIDGES	4E WATER/SEWER	4F OTHER	
1) DESTROYED	4A(1)_____	4B(1)_____	4C(1)_____	4D(1)_____	4E(1)_____	4F(1)_____	
2) MAJOR (repairable)	4A(2)_____	4B(2)_____	4C(2)_____	4D(2)_____	4E(2)_____	4F(2)_____	
3) MINOR (usable)	4A(3)_____	4B(3)_____	4C(3)_____	4D(3)_____	4E(3)_____	4F(3)_____	
4) AFFECTED HABITABLE	4A(4)_____	4B(4)_____	4C(4)_____	4D(4)_____	4E(4)_____	4F(4)_____	
5) TOTAL COST	4A(5)_____	4B(5)_____	4C(5)_____	4D(5)_____	4E(5)_____	4F(5)_____	4G(5)_____

6) DESCRIPTION _____

_____

5. ESTIMATED GRAND TOTAL PROPERTY DAMAGE: $_____
(CUMULATIVE LESS FEDERAL)

6. NEEDS/PRIORITIES/REQUESTS: (List any resources urgently needed from State/Federal agency, include projection of anticipated needs and priorities, status of requests previously initiated, etc., as may be applicable, other simply indicate "N/A")

   A. URGENT _____ B. PROJECTED _____

7. ACTIVITIES SUMMARY: (Summarize significant actions taken by local agencies; any feedback reactions to include attitude of public; estimated costs of overtime to include volunteer workers, equipment; other information the Director of Civil Defense should know)

   A. COUNTY
   B. STATE
   C. FEDERAL
   D. MILITARY
   E. RED CROSS
   F. OTHER

NOTE:

The purpose of this report is to assist decision makers in realistically visualizing the situation by providing them essential information on a continuing basis.

As a disaster situation evolves in turn through the threat, emergency and recovery phases, the character of the information conveyed by these reports will tend to change. For example: during the threat, emphasis may be on preventive activities; immediately after the onset, emphasis changes to emergency response and damage assessment, during recovery emphasis may be on "one-stop" assistance centers, debris clearance and repairs.

REMINDER:

For field reporting purposes, the following rule-of-thumb applies to estimating private or public property damage:

- Destroyed
  Not usable/habitable or economically repairable (more than 75% damaged)
- Major
  Economically repairable; may be usable/habitable at least in part. If estimated repair cost to restore to pre-disaster condition is greater than 10% of value, damage qualifies as major.
- Minor
  Usable; habitable but requires minor repair (10% or less of its value) to return to its pre-disaster condition.
- Affected Habitable (Homes Only)
  Some damage to structure and suspected damage to contents. Structure is usable with repairs.

TAB A: PERDISREP WORKSHEET

TAB A: PERDISREP WORKSHEET

FROM: DEPARTMENT OF EMERGENCY MANAGEMENT

TO: STATE CIVIL DEFENSE

SUBJECT: PERDISREP NUMBER _____ AS OF _____ a.m. /p.m.

1. DISASTER CLASSIFICATION

E. NATURE OF DISASTER: _____

F. TIME/DATE: _____

G. LOCATION: _____

H. "SECONDARY THREATS": _____

2. ESTIMATED CASUALTIES AND DISPLACED PERSONS (CUMULATIVE):

2A DEAD	2B MISSING	2C INJURED	2D HOMELESS	2E EVACUATED	2F SHELTERED
_____	_____	_____	_____	_____	_____

3. ESTIMATED PRIVATE PROPERTY DAMAGE (CUMULATIVE):

DAMAGE SEVERITY	3A RESIDENTIAL	3B BUSINESS	3C AGRICULTURE	3D UTILITIES	3E OTHER	
1) DESTROYED	3A(1)_____	3B(1)_____	3C(1)_____	3D(1)_____	3E(1)_____	
2) MAJOR (repairable)	3A(2)_____	3B(2)_____	3C(2)_____	3D(2)_____	3E(2)_____	
3) MINOR (usable)	3A(3)_____	3B(3)_____	3C(3)_____	3D(3)_____	3E(3)_____	
4) AFFECTED HABITABLE	3A(4)_____	3B(4)_____	3C(4)_____	3D(4)_____	3E(4)_____	
5) TOTAL COST	3A(5)_____	3B(5)_____	3C(5)_____	3D(5)_____	3E(5)_____	3F(4)_____

6) DESCRIPTION _____

_____

4. ESTIMATED PUBLIC PROPERTY DAMAGE (CUMULATIVE LESS FEDERAL):

DAMAGE SEVERITY	4A BUILDINGS	4B SCHOOLS	4C ROADS	4D BRIDGES	4E WATER/SEWER	4F OTHER	
1) DESTROYED	4A(1)_____	4B(1)_____	4C(1)_____	4D(1)_____	4E(1)_____	4F(1)_____	
2) MAJOR (repairable)	4A(2)_____	4B(2)_____	4C(2)_____	4D(2)_____	4E(2)_____	4F(2)_____	
3) MINOR (usable)	4A(3)_____	4B(3)_____	4C(3)_____	4D(3)_____	4E(3)_____	4F(3)_____	
4) AFFECTED HABITABLE	4A(4)_____	4B(4)_____	4C(4)_____	4D(4)_____	4E(4)_____	4F(4)_____	
5) TOTAL COST	4A(5)_____	4B(5)_____	4C(5)_____	4D(5)_____	4E(5)_____	4F(5)_____	4G(5)_____

6) DESCRIPTION _____

_____

5. ESTIMATED GRAND TOTAL PROPERTY DAMAGE: $_____
(CUMULATIVE LESS FEDERAL)

6. NEEDS/PRIORITIES/REQUESTS:

A. URGENT _____ B. PROJECTED _____

7. ACTIVITIES SUMMARY:

G. COUNTY

H. STATE

I. FEDERAL

J. MILITARY

K. RED CROSS

L. OTHER

ATTACHMENT 2: INCREASED READINESS REPORT

ATTACHMENT 2: INCREASED READINESS REPORT (IRR)

FROM: _____

INCREASED READINESS REPORTING LOCAL STATUS FORM DATE: _____ REPORT NO. _____

INCREASED READINESS (IR) ACTIONS TO BE REPORTED _____ TODAY'S REPORT ____

BASIC ACTIONS TO INCREASE LOCAL GOVERNMENT READINESS _____

1A ___Head of government briefed and checklist of IR actions reviewed _____

1B ___Local Emergency Operations Plans reviewed and/or updated _____

EMERGENCY PUBLIC INFORMATION _____

2A__Moderate step-up in local CD public information activities _____

2B__Local CSP-type information disseminated to public _____

2C__Final public information crisis preparations short of taking shelter _____

SIGNIFICANT PUBLIC ACTIONS DURING IR PERIOD _____

3A__Estimated level of retail food sales above normal _____

3B__Estimated level of retail gasoline sales above normal _____

3C__Estimated number of persons who have evacuated _____

3D__Estimated number of evacuees arriving _____

ACCELERATED TRAINING _____

4A__Accelerated training started _____

4B__Number of shelter managers completing training _____

4C__Number of radiological monitors completing training _____

EOC FACILITY IMPROVEMENT_____

5A__Improvement or development of EOC completed _____

DIRECTION AND CONTROL READINESS_____

6A__EOC manned 24 hours at standby level _____

6B__EOC manned at minimum operational level _____

6C__EOC fully manned _____

PUBLIC SHELTER IMPROVEMENT_____

10A_Expedient group shelter improvement and/or construction started _____

10B_Expedient group shelter improvement and/or construction completed _____

TEXT_____

_____

COMM. INITIAL: _____

TIME SENT: _____

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ATTACHMENT 3: WMD EFFECTS REPORTING FORM

ATTACHMENT 3: WMD EFFECTS REPORTING FORM

FROM: _____ DATE: _____
(Name/Location of Reporting Station)

TO: _____ MSG TIME: _____
(Primary/Alternate EOC)

	When This Event Occurs		Report This Information
1.	NUDET Sighting	1.	NUDET_____ at _____ (Direction from Reporting Activity) (Time)
2.	Structural Damage	2.	Structural Damage at _____ (Time/Location)
3.	Glass Breakage	3.	Glass Breakage _____ (Time/Location)
4.	Fire	4.	Fire _____ (Time/Location)
5.	Fallout Arrival	5.	Fallout Point 5 and Rising at_____ (Time)
6.	Fallout 50 R/hr	6.	Fallout 50 and Rising at _____ (Time)
7.	Peak	7.	Fallout Peak _____ at _____ (Rate) (Time)
8.	Subsequent Arrival	8.	New Fallout Arrival _____ at _____ (Rate) (Time)
9.	New Peak	9.	New Fallout Peak _____ at _____ (Rate) (Time)
10.	Fallout 50 R/hr	10.	Fallout 50 and Falling at _____ (Time)
11.	Fallout 0.5 R/hr	11.	Fallout Point 5 and Decreasing_____ (Time)

NOTE 1: Pass reportable information only to the City EOC; i.e., an activity that is not witness to a NUDET sighting will not report item event number.

NOTE 2: During initial and follow-on reports, always furnish the levels of radiation sickness occurring at your location and an estimate of the number of people within each level.

NOTE 3: The City EOC should report multiple events for various locations if known; i.e., Item 6: Fallout 50 and rising at Kailua at 10:15 AM - Fallout 50 and Rising at Waimanalo at 10:30 AM.

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TAB A: WMD EFFECTS REPORTING FORM WORKSHEET

TAB A: WMD EFFECTS REPORTING FORM WORKSHEET

Currently Under Construction

ANNEX H

LAW ENFORCEMENT

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ANNEX H

LAW ENFORCEMENT

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ANNEX H

LAW ENFORCEMENT

I. PURPOSE

To outline the roles and responsibilities of law enforcement personnel in preventing domestic incidents through intelligence gathering and analysis, securing critical infrastructure and protecting against, mitigating, preparing for, responding to, investigating, and recovering from any emergencies or disaster.

II. DISASTER ORGANIZATION

A. FORCES

1. Honolulu Police Department (to include reserves).
2. State law enforcement personnel (State Sheriffs, and deputies from the Department of Transportation and Department of Land and Natural Resources, Attorney General Investigation Division and any other state law enforcement officers)
3. Contingents of other County police forces if part of an evacuation from another island.
4. Hawaii National Guard (if not federalized and assignment is approved by the Governor).

B. HONOLULU POLICE DEPARTMENT LINE OF SUCCESSION

1. Chief of Police
2. Deputy Chief of Police - Badge #2
3. Deputy Chief of Police - Badge #3
4. Senior Assistant Chief of Central or Regional Patrol

III. RESPONSIBILITIES

A. CHIEF OF POLICE

1. Directing the preparation and annual updating of written Police plans, procedures and checklists required to ensure prompt, fully coordinated and effective prevention, law enforcement, security, and investigative response in the event natural or man-caused disaster threatens or occurs anywhere in the City and County of Honolulu
2. Ensuring compliance with the BASIC portion of this Plan and its Annexes.
3. Organizing, directing and controlling all Police personnel to include contingents from other counties when they provide assistance to the City.

4. As the City's lead to coordinate intelligence information, plan and coordinate intelligence operations and investigations with Federal, State, and Military and other county law enforcement agencies within in the State.

5. Reporting to the City Emergency Operating Center during major disasters to advise the Mayor and the EOC staff on law enforcement, security, and investigative matters.

6. Ensuring Police actions impacting City response agencies are coordinated seamlessly with affected organizations through a Unified Command.

7. In coordination with City emergency response and support agencies, plan and ensure that emergency and support responders have communications interoperability.

8. In the event a "Civil Defense Emergency" is declared, being prepared to enforce those laws and regulations which may be proclaimed by the President, the Governor or the Mayor; e.g., evacuation, limited movement, curfew, rationing, etc.

9. When directed by the Deputy Director (Mayor), conducting the mass evacuation of and assisting in warning populations at risk.

10. Survey, assess and report to the City EOC estimated damages and casualty counts. (See Annex Q, Damage Assessment.)

11. Transmit vital information and requests to the City EOC by timely spot and situation reports. (See Annex G, Reports.)

12. Assisting the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/ initiatives.

B. DEPUTY CHIEF OF POLICE – FIELD OPERATIONS

1. Be responsible for Police disaster prevention preparedness, response, and investigative functions under the general supervision of the Chief. Primary location during a disaster situation will be at Police Headquarters.

2. Coordinate overall Police functions and activities by directing the Assistant Chiefs and District Commanders in their operational, organizational and preparedness assignments.

3. Establish and maintain liaison with counterpart agencies, both public and private, to include the accomplishment of written mutual assistance agreements. Provide representatives to the City EOC when activated.

C. DEPUTY CHIEF OF POLICE – ADMINSTRATIVE OPERATIONS

1. Augment available forces with reserves and volunteers or Police support from other Counties, when needed. Request DEM District Volunteer assistance, when required. (See Annex M, Evacuation and Annex N, Sheltering).
2. If unable to contact a member of the DEM staff, or if the City EOC experiences complete communications failure, or when requested by DEM, assume overall direction and control of operations during emergencies or disasters until such time as the City EOC is activated and operational.
3. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.

D. ASSISTANT CHIEFS, CENTRAL AND REGIONAL PATROL BUREAUS

1. Direct, coordinate and supervise all Police field operations within their respective areas of Area Command responsibility as assigned by the Deputy Chief. Principal operating location will be Police Headquarters.
2. Establish and maintain Incident Command Posts as may be required.
3. Direct, coordinate, and supervise all Police Personnel in any terrorist, barricaded, hostage, or sniper incident.
4. Ensure the preparation and maintenance of duty rosters to provide for the continuity and operation of all positions around-the-clock.
5. Evaluate and report field conditions, personnel support, and supply needs to the Deputy Chief and the City Emergency Operating Center.
6. Deploy personnel and equipment to pre-designated areas on notification of a potential or actual disaster.
7. Maintain and ensure open traffic routes between the disaster areas and emergency support facilities.
8. Assist in the dissemination of warning information and direct the evacuation of the public.
9. Provide mobile public address system-equipped units to assist in accomplishing peace and wartime warning taskings.
10. Within capabilities, provide helicopter support for conducting warning, damage assessment and other missions.
11. Direct and coordinate logistics and support in accordance with established emergency procedures.

12. Provide maintenance service for all vehicles assigned to the Police force.

13. Provide needed assistance to other cooperating agencies.

NOTE: The Receiving Desk will coordinate the care, transfer and/or release of inmates in Police cell blocks.

E. ASSISTANT CHIEF, SPECIAL FIELD OPERATIONS BUREAU

1. Coordinate intelligence and surveillance gathering, analysis and dissemination operations. Disseminate timely and accurate intelligence consistent with security clearances as appropriate. Keep the City's EOC advised of any information that may impact decisions made by the State Deputy Director (Mayor) or the Center's staff.

2. Direct and coordinate deterrence and defense protection measures to secure critical infrastructure sites.

3. Coordinate traffic control

4. Coordinate specialized support to District Incident Commanders.

5. Coordinate and facilitate interoperable incident site communications.

F. ASSISTANT CHIEF, INVESTIGATIVE BUREAU

1. Coordinate investigations with other investigative agencies where necessary. The Department of Justice (DOJ) is designated as the lead federal agency for threats or acts of terrorism within U.S. territory. DOJ assigns lead responsibility for operational response to the Federal Bureau of Investigation (FBI).

2. Assist the City Medical Examiner in identifying the deceased and in inventorying the personal property of the deceased.

3. Assist in the establishment of temporary morgues in coordination with City Medical Examiner, the State Health Department, and the Department of Facility Maintenance.

4. Maintain a file of missing persons and develop a central locator file.

G. ASSISTANT CHIEF, SUPPORT SERVICES BUREAU

1. Direct and coordinate operations within the Police Communications Center, and maintain the Police Communications Network.

2. Maintain all necessary records, particularly those relating to firearms registration, fingerprinting and identification.

3. Maintain the photo laboratory

4. Maintain police vehicles

H. ASSISTANT CHIEF, ADMINISTRATIVE BUREAU

1. Advise the Chief and Deputy Chief on the optimum utilization and maintenance of available personnel strength.
2. Coordinate the procurement and distribution of Departmental supplies.
3. Develop procedures for tracking Departmental expenditures under emergency or disaster conditions.

I. FIELD OPERATIONS UNITS - DISTRICT COMMANDERS

1. Maintain Law and Order; prevent looting and subversive activities; protect vital City facilities/resources; and ensure the security of evacuated areas.
2. Conduct the evacuation of and assist in the warning of populations at risk. Provide special assistance to the elderly and disabled where possible.
3. Direct and control traffic flows along streets and roadways throughout the City during evacuation operations and expedite evacuee movement to shelters/shelter areas. Control movement to, from, and within danger areas. Within capabilities, provide security for evacuation shelters, shelter areas, and staging areas.
4. Develop security plans for all EOCs and mobile facilities that detail how access/entry will be controlled, and how staff members, communications, support systems, and the overall facility will be protected.
5. Assist the Fire Department in controlling Incident Operations.
6. Establish an Incident Command Post and assume Incident Command when and if required. Be the initial Incident Commander (IC) for conventional bomb threats, armed assaults, and hostage situations until control is assumed by the Specialized Services Division.
7. Survey, assess, and report to the Communications Division and/or the City EOC, estimated damages and casualty counts. Make timely spot and situation reports.
8. Provide assistance in post-disaster operations as required or requested.

J. COMMUNICATIONS DIVISION

1. Operate the combined County and State Warning Point and disseminate advisories and warnings to City and State officials and to the public, when required.

2. Staff the Department's emergency Police communications systems. Be prepared to coordinate the direction of all Police units and operations from an alternate location in the event of communications failure at Police Headquarters.

3. Report estimated damages and casualty counts from all Police sources to the City EOC.

ANNEX I

FIRE AND RESCUE

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FIRE AND RESCUE

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ANNEX I

FIRE AND RESCUE

I. PURPOSE

To ensure a prompt, fully coordinated and effective fire fighting and rescue response when natural or man-caused disaster (to include war or terrorist attack) threatens or occurs anywhere in the City and County of Honolulu.

II. DISASTER ORGANIZATION

A. FIRE-RESCUE RESPONSE FORCES

1. Honolulu Fire Department
2. Department of Land and Natural Resources Division of Forestry and Wildlife (currently Inactive w/o responder personnel).
3. State (Airports Division, DOT) and Federal Fire Fighting Agencies.
4. Hawaii National Guard (See HING Support for Civil Authorities Plan)
5. Private Oil Refinery Fire Brigade
6. Federal “Military Forces”
7. Contingents of other County fire control forces, if part of an evacuation.
8. Hawaii State Urban Search and Rescue Team

B. COOPERATING AGENCIES

Private agencies capable of assisting in Fire-Rescue operations include:

1. General Contractors' Association
2. Hawaiian Electric Company
3. The Gas Company
4. Hawaiian Telcom
5. Commercial Light Aircraft and Helicopter Services
6. Chemical Companies

C. LINE OF SUCCESSION

1. Chief
2. Deputy Chief
3. Assistant Chief, Administration
4. Assistant Chief of Operations

5. Assistant Chief of Support Services
6. Assistant Chief of Planning and Development

III. RESPONSIBILITIES

As outlined in the Basic Plan and Fire Department Standard Operating Procedures to include:

A. FIRE CHIEF

1. Mobilize, direct and control fire-fighting operations to include fire suppression, search and rescue, and hazardous material response.
2. Support the City's mass care operations and assist the Police, as requested, in all evacuation operations.
3. During a conflagration or other extraordinary emergency, order the demolition of buildings which might endanger life or cause further damage.
4. Develop response plans for radiological, chemical, and biological hazardous materials.
5. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.
6. The Chief's primary locations during a major emergency or disaster will be in the HFD EOC.

B. DEPUTY FIRE CHIEF

1. Assist the Chief in executing his responsibilities and performing those duties as directed by the Chief.
2. Utilize the Incident Command System (ICS). Establish Incident Command Posts and assume Incident Command, as required.
3. Should an emergency or disaster require the evacuation of a neighbor island, organize arriving Fire Department personnel into an auxiliary fire fighting force.
4. Coordinate activities relating to the Mutual Aid Pacts between the City, the military and the State.
5. After a state or Federal emergency is declared, coordinate City firefighting suppression requirements with Emergency Support Function (ESF) #4, Firefighting, of the State and/or National Response Plan.
6. After a state or Federal emergency is declared, coordinate City search and rescue requirements with Emergency Support Function (ESF) #9, Urban Search and Rescue, of the state and/or National Response Plan.

7. After a state or Federal emergency is declared, coordinate City hazardous materials requirements with Emergency Support Function (ESF) #10, Oil and Hazardous Materials Response, of the state and/or National Response Plan.

8. The Deputy Chief's primary location during a major emergency or disaster will be in the City's EOC.

C. ASSISTANT CHIEF OF OPERATIONS

1. Assist the Chief and Deputy Chief in the development of incident plans and policies.

2. Respond to major fires, emergencies, hazardous materials and CBRNE incidents and search and rescue missions within their areas of responsibility and coordinate the operations of departmental personnel and volunteer units. Remain in charge after assuming Incident Command unless relieved by the Chief or Deputy Chief.

3. As required, request assistance from the Department of Facility Maintenance in heavy rescue.

4. Provide associated safety services to evacuation shelters, shelter areas and staging areas. Within capabilities, provide fire protection for shelters and shelter areas.

D. ASSISTANT CHIEF OF ADMINISTRATION

1. Develop and maintain Department-wide procedures for tracking expenditures during and after any major emergency or disaster.

2. Upon notification of an impending or actual emergency or disaster, mobilize personnel from the Storeroom, Mechanic and Radio Shops to repair Departmental equipment and re-supply field forces as necessary.

3. Fiscal Officer - Provide advice on fiscal matters affecting Departmental operations to the Fire Chief through the Assistant Fire Chief of Administrative and Services Bureau.

E. ASSISTANT CHIEF OF SUPPORT SERVICES

1. Assist in the development of all Fire Department incident plans and policies

2. Primary location during a major emergency or disaster will be in the City's EOC or as directed by the Fire Chief.

F. ASSISTANT CHIEF OF PLANNING AND DEVELOPMENT

1. Assist in the development of all Fire Department incident plans and policies

2. Primary location during a major emergency or disaster will be in the City's EOC or as directed by the Fire Chief.

G. BATTALION FIRE CHIEFS - FIRE OPERATIONS

1. Respond to and assume Incident Command at all major fires, search and rescue missions, hazardous materials incidents and other emergencies, including terrorism incidents involving weapons of mass destruction within the Battalion unless relieved by a senior or superior officer.
2. Provide teams to conduct radiological defense and decontamination activities.
3. Submit timely Spot and Situation Reports through the Fire Communication Center to the City's EOC.
4. Within capabilities, assist the Office of Community Services in providing evacuation support to the City's elderly and disabled.

H. COMPANY COMMANDERS

1. Respond with their Companies to fires, hazardous materials and CBRNE weapons of mass destruction incidents and other emergencies. When first to arrive, assume Incident Command until properly relieved by a superior officer.
2. Conduct radiological defense (monitoring, reporting, and response) activities as required. Conduct decontamination of personnel, vital areas, structures, and facilities.
3. Survey, assess, and report to the Fire Alarm Bureau estimated disaster-related damage and casualty counts.
4. Within capabilities, provide fire protection for shelters, shelter areas, and mass care host areas.
5. As directed, assist Police in disseminating advisories or warnings to the public.
6. Within capabilities, assist the Department of Community Services in providing evacuation support to the City's elderly and disabled and assist the Department of Emergency Services in providing emergency medical services.

I. TRAINING AND RESEARCH BUREAU

1. Coordinate, where possible, chemical hazardous materials training for all City emergency response personnel.
2. Conduct accelerated/expedient radiological defense and rescue training for all fire personnel and augmentees upon declaration of REDICON 3.

J. FIRE COMMUNICATION CENTER

1. Alert and dispatch units to fires and emergencies 24/7.
2. Deploy personnel and equipment to pre-designated safe areas on notification of a peace or wartime emergency or disaster.
3. Within capabilities, provide helicopter support for conducting warning, evacuation, damage assessment and other missions.
4. Coordinate the City's acquisition and/or utilization of available military, National Guard and private sector helicopter resources during search and rescue, mass casualty and other emergency and/or disaster related operations through appropriate channels. Coordinate/establish communications links with these resources
5. Advise the DEM of on-going operations in accordance with established procedures and protocols. Transmit vital information and requests to the City EOC by timely Spot and Situation reports.
6. Prepare for decentralized operations in the event the Honolulu Municipal Building requires evacuation.
7. Activate and operate the Fire Department console in the City EOC to monitor and assist in the direction and control of all fire-rescue forces and operations.
8. Maintain the Local Government Radio Net (LGRN) and all other City-owned radio equipment operated by DEM.
9. Initiate the call up of off-duty Fire Communication Center personnel to augment the on-duty shift and assist in the communications center overall operations
10. Provide a liaison to the City’s EOC when activated.

K. FIRE PREVENTION BUREAU

Upon notification of an impending or actual emergency or disaster, mobilize personnel to augment the Fire Alarm Bureau and field forces as directed by the Fire Chief or Fire Deputy Chief.

ANNEX J

EMERGENCY DISASTER DEBRIS CLEARANCE

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ANNEX J

EMERGENCY DISASTER DEBRIS CLEARANCE

I. PURPOSE

To designate organizational responsibilities within the Department of Environmental Services in responding to natural and man-caused disasters, to include wartime or terrorist incident conditions, as outlined in the Basic plan.

II. SITUATION

In the wake of environmental hazards and/or disasters, one of the key items that must be addressed is the clearing, removal, and disposal of disaster debris. Debris removal often represents the first visible step towards recovery. Disaster debris management can become a highly contentious activity that impacts the political, environmental, and fiscal climate in a community for years after a disaster.

A natural disaster can produce various degrees of damage to public and private property in the City depending on the type of hazard encountered and its severity. Damage may range from the "light localized" category generally associated with minor flooding, to catastrophic and widespread destruction resulting from a major hurricane or earthquake. The engineering and construction effort required for recovery, therefore, will vary depending on the level of damage. Resource requirements, however, must be based on worst-case scenarios.

If wartime or terrorist assault attack conditions threaten, the President may declare a national emergency.

A. REFERENCED DEBRIS MANAGEMENT OPERATION PLAN

The Honolulu Disaster Debris Management Operations Plan (See Appendix 2) is intended to provide specific disaster debris management guidance for the City and County of Honolulu, Hawaii. Items that apply directly to Honolulu from the Hawaii Disaster Debris Management Plan (HI DDMP) are included in this plan by reference. This plan should be utilized in conjunction with the HI DDMP during the four phases of disaster debris management as outlined in the State guidance document, USACE Pacific Ocean Division Debris Management Plan (See Appendix 3).

III. ORGANIZATION

A. ENVIRONMENTAL SERVICES RESPONSE FORCES

1. City and County of Honolulu Department of Environmental Services
2. Department of Emergency Management (DEM)

3. Department of Facility Maintenance (DFM)
4. Oahu General Contractors' Association
5. Private "Off-Island" Contractors (U.S. Army Corps of Engineers Contractors)
6. Board of Water Supply (BWS)
7. Department of Transportation Services
8. Department of Planning and Permitting
9. Highways Division, Oahu District, State Department of Transportation (DOT)
10. Central Services Division, Oahu District, State Department of Accounting and General Services (DAGS)
11. Oahu District Offices, State Department of Land and Natural Resources
12. Hawaiian Electric Company (HECO)
13. The Gas Company
14. Hawaiian Telcom
15. Hawaii National Guard (If available, see HING Support For Civil Authorities Plan)
16. U.S. Coast Guard Marine Safety Office
17. Corporation Counsel (COR)
18. Customer Services Department (CSD)
19. Department of Design and Construction (DDC)
20. Honolulu Fire Department (HFD)
21. Honolulu Police Department (HPD)
22. Mayor's Office (MAY)
23. Department of Parks and Recreation (DPR)
24. Federal Emergency Management Agency (FEMA)
25. U.S. Army Corps of Engineers (USCOE)
    i. The Debris Management mission team will work with the State of Hawaii and the City and County of Honolulu to support a Direct Federal Assistance debris management mission.
    ii. The Debris Technical Assistance mission team will work with the State of Hawaii and the City and County of Honolulu to support them with technical capabilities in debris operations.
26. Volunteers, CD District (VOL)

B. LINE OF SUCCESSION

1. Director
2. Deputy Director
3. Chief, Refuse Collection and Disposal Division
4. Chief, Collection System Maintenance Division

IV. DEBRIS MANAGEMENT STRATEGY AND CONCEPT OF OPERATIONS

The City's Disaster Debris Management Plan strategy recognizes the following factors affecting the City's ability to respond to natural disasters:

1. The City has very limited human and equipment resources with which to clear and process debris.
2. The City has limited available landfill capacity.
3. City forces will be needed to restore essential public services.
4. FEMA will not reimburse the City of Honolulu for non-eligible labor costs associated with debris removal by City forces.

This flexible response is organized to be consistent with FEMA’s four phases of disaster debris management (i.e., pre-disaster, increased readiness, response and recovery).

A. DEBRIS CLEARING

1. The initial response phase will require that the roadway system be cleared to allow access to critical facilities and the Temporary Debris Storage and Reduction (TDSR) sites. The City, in conjunction with contractor forces, will be responsible for clearing all public roads.
2. Road clearing activities will be completed using crews comprised of a dump truck (6-20 cu. yd.), front-end loader (3-5 cu. yd.), knuckle boom (5-10 ton lifting capacity) and a four-man chainsaw team. Initial debris clearing will take place in the more populous southern and eastern sections of the city. Conversely, the less populated northern and western areas of the city will generate less debris and will be the place to which most of the debris will be transported for separation and processing. This does not include debris removal, only pushing debris to the roadside or median to allow for one lane of traffic to pass in either direction. This type of clearing is the minimum necessary to allow access for emergency vehicles and debris removal contractors.

B. DEBRIS REMOVAL AND PROCESSING

1. In conjunction with, and subsequent to, the road clearing

operations, debris will be removed from curbside and transported to a TDSR site for separation and reduction or taken directly to a recycling or disposal facility. It is during the initial response phase that equipment needs for debris clearing and removal are greatest.

2. With respect to debris removal, the primary factors affecting the rate at which these operations are completed are the number of available dump trucks and haul distance to TDSR sites, landfills or recycling facilities.

3. After debris is collected at curbside and transported to the TDSR site(s) the process of debris separation and reduction is completed. The success with which this process is completed correlates directly with the extent to which area landfill capacity will be affected. Therefore, it is important to maximize the effectiveness of debris reduction and recycling. Where practicable, clean woody construction and demolition (C&D); household debris, recyclable metals, and soils should be separated and where appropriate reduced.

V. ASSIGNMENT OF RESPONSIBILITIES

A. PRE-DISASTER PHASE (Disaster Not Imminent)

Pre-planning for disaster debris management will allow the City and County to begin the recovery process much quicker and will maximize the use of both municipal and private contracting resources while minimizing the impact to existing landfills and fiscal resources. This phase of disaster debris management includes the calculation of disaster debris quantities, the identification of TDSR sites, the preparation of boilerplate contracts and accounting procedures, and the quantification of on-Island contracting resources.

1. Director of Environmental Services

   i. Plan for, develop, coordinate, manage, and perform emergency removal, disposal and/or storage of disaster debris and hazard material when disaster threatens or occurs anywhere on Oahu.

   ii. Specify the City chain of authority and decision making responsibility for debris management.

   iii. Specify the relationship between the City and other levels of government in all phases of debris management.

   iv. Identify all City agencies that may be impacted by, or have a role in debris management.

   v. Identify roles and functions of State and Federal agencies for debris management.

vi. Determine when all or part of the departmental disaster response plan is to be activated and what resources are to be alerted, mobilized and/or committed. Coordinate with State, Federal, and private sector agencies for additional resources, as necessary.

vii. Notify and deploy damage assessment teams when requested by DEM

viii. Assist the Department of General Planning and DEM in the development of hazard mitigation plans and initiatives.

2. Deputy Director of Environmental Services

i. Act in the absence of the Director.

ii. Direct departmental preparedness and response functions under the general supervision of the Director of Environmental Services.

iii. Ensure procedures are in place to track all Departmental expenditures under emergency or disaster conditions.

iv. Establish and maintain liaison with support and cooperating government and private agencies, to include the accomplishment of written mutual assistance agreements.

v. Check status of generators. Fuel tanks should be filled to 100% capacity, if possible.

vi. Ensure the availability of radiation survey meters, dosimeters, and protective clothing for field personnel when an emergency situation so warrants or hazardous materials are involved, ensure teams are well briefed before entering hazardous areas.

3. Chief, Refuse Collection and Disposal Division

i. Maintain the Disaster Debris Management Operation Plan for the City.

ii. Maintain debris clearing and removal and disposal contracts for the City.

iii. Maintain a current list of City owned debris clearing resources by location and current operability.

iv. Maintain updated listings of public and private sector heavy-duty equipment (by type and availability).

v. Implement the following when notified of an impending disaster:

vi. Secure any heavy equipment on site. If necessary, relocate equipment to pre-designated safe areas; and

vii. Notify and evacuate employees from threat areas, as

necessary.

viii. Notify contractors working on ENV projects about the impending emergency; advise contractors to take appropriate measures to safeguard life and property.

ix. Notify and mobilize Disaster Response Workers, as necessary.

4. Deputy Chief – Refuse Division

i. Update debris clearing contracts based on availability of contractor forces.

ii. Develop standard commercial contracts for immediate use when the extent of any disaster exceeds the Department's capabilities.

iii. Update debris removal contracts as more Temporary Debris Storage and Reduction (TDSR) sites become available.

iv. Coordinate with FEMA for the National Environmental Policy Act (NEPA) review of candidate TDSRs.

v. Maintain updated listing of public and private sector service stations having emergency fuel pumping capabilities.

5. Chief, Collection System Maintenance Division

i. Assist in periodic updating of the Disaster Debris Management Plan (DDMOP) including debris shed designation, TDSR site selection, contract documentation, eligible and ineligible debris handling requirements.

ii. Assist in the environmental review process (NEPA) and permitting of TDSR sites.

iii. Manage public involvement in TDSR site selection and approval.

iv. Identify market outlets for materials that will be diverted from landfill based on BMPs.

v. Identify biomass boilers in the City and determine if they are capable and available to burn disaster debris.

vi. Identify aggregate, rubble and other inert material processing facilities, their capacity and availability to receive material directly following a disaster.

vii. Identify all landfills within the City that could handle disaster debris, including construction and demolition debris.

viii. Determine available capacity for disaster debris and project by year into the future.

6. Chief, Treatment and Disposal Division

   i. Develop standard commercial contracts for immediate use when the extent of any disaster exceeds the Department's capabilities.

B. INCREASED READINESS PHASE (Disaster Imminent)

There are actions that must be taken to prepare for the debris management issues that will be faced after the disaster. To maximize the amount of debris clearing, removal, and processing expenses eligible for federal reimbursement, there are specific actions required during this phase. These actions are outlined in Annex IV of the HI DDMP. Action items required during this phase include reviewing and updating the DDMOP, pre-positioning of vital personnel and equipment, alerting agencies within the disaster debris organization, reviewing and preparing materials (load tickets, time log sheets, etc.) for accounting procedures, and preparing public service announcements. The public notification in this phase should at a minimum provide basic details concerning the handling of disaster debris, for example, where to place debris for removal, how to sort debris at the curbside, etc. The concept is to bring everything to a state of readiness for implementation. Section 5 of the HI DDMP discusses these action items in more detail.

1. Director of Environmental Services

   i. Organize, direct and coordinate the preparation and operations of all environmental services resources to ensure prompt, fully coordinated response when disaster threatens or occurs anywhere on Oahu.

   ii. Determine when all or part of the departmental disaster response plan is to be activated and what resources are to be alerted, mobilized and/or committed.

2. Deputy Director of Environmental Services

   Ensure procedures are in place to track all Departmental expenditures under emergency or disaster conditions (see Annex S, Recovery).

3. Chief, Refuse Collection and Disposal Division

   i. Direct and control debris management operations according to established operating procedures.

   ii. Review and update the Disaster Debris Management Operations Plan.

   iii. Activate model to estimate debris quantities and composition.

   iv. Make contact with Federal and State agencies (FEMA, DOH, DEM) to discuss debris management strategies and issues

regarding operational permits and reimbursable.

v. Relocate vital personnel and equipment and strategically locate for activation.

vi. Notify operating contractors at H-Power and Waimanalo Gulch Sanitary Landfill of hurricane watch. If hurricane threat is imminent, direct operating contractors to initiate plans to shutdown respective operations and facilities.

vii. Notify the superintendents and supervisors at Refuse facilities (Transfer Stations, District Base yards and Convenience Centers) of hurricane watch. Further action (canceling residential collection or refuse transfer operations, for example) would depend on when the disaster was expected to hit Oahu.

viii. Close convenience centers and haul as many bins as practical from disaster prone areas (Leeward Coast-Waianae and North Shore-Laie), especially those with loose, light weight materials, to disposal sites. Kawailoa Transfer Station would be closed early, and trailers with rubbish in them would be either hauled to a disposal site or secured at the facility.

ix. Recall all collection trucks. Close and secure all base yards. Trucks based in Waianae would be relocated to the Pearl City Yard and those at Laie and Waialua would be sent to Wahiawa, away from disaster impact areas.

x. Prepare and disseminate early notice public information.

xi. Initiate contract administration procedures.

xii. Initiate public information procedures.

xiii. Confirm Quality Control/Quality Assurance protocols for tracking contractor expenditures, and invoicing procedures.

xiv. Estimate debris volumes based on type and magnitude of disaster, and location or landfall information.

4. Chief, Collection System Maintenance Division

i. When directed, recall all emergency-essential personnel and prepare to activate the City's Disaster Debris Management Operations Plan.

ii. Implement the following when notified of an impending disaster:

iii. Secure any heavy equipment on site. If necessary, relocate equipment to pre-designated safe areas.

iv. Notify and evacuate employees from threat areas, as necessary.

v. Notify contractors working on ENV projects about the impending emergency; advise contractors to take appropriate measures to safeguard life and property.

vi. Notice and mobilize Disaster Response Workers, as necessary

vii. Contact primary and secondary debris clearing contractors and debris removal contractor (s) as a pre-activation measure.

viii. Contact the GCA as a pre-activation measure to facilitate a rapid response time for debris clearing activities.

ix. Contact hazardous waste contractor as a pre-activation measure to confirm availability.

x. Review all contracts for the services detailed in Items a. through d.

xi. Contact the various landowners of the TDSR sites and prepare right of entry forms.

xii. Prepare copies of the current TDSR site operations plan to be distributed to the debris removal contractor(s).

C. RESPONSE PHASE

(First 70 Hours Following Disaster or as Modified by FEMA)

This phase involves implementation of the debris management plan including the initial estimate of debris generated by a disaster and the clearing of essential transportation corridors for emergency access to key facilities. Key facilities include:

- Emergency Services Facilities (fire stations, ambulatory facilities, police stations)
- Hospitals
- Government Disaster Operations Centers
- Utility Plants
- TDSR sites

Disaster debris clearing should be accomplished on primary arterial transportation corridors and haul routes first, then secondary transportation routes, then residential collector streets, and finally, residential neighborhood streets.

The clearing of the disaster debris is accomplished by simply pushing the material to the side of the transportation corridors to provide access. Only disaster debris that presents an immediate threat to human health or safety is removed during the response phase.

1. Director of Environmental Services

   i. Direct, control, and coordinate environmental services operations from the City's EOC using selected staff, as necessary, to perform specific functional tasking.

   ii. Utilize the DEM Net for primary communications (local government radio system); when not available, other available systems will be used.

   iii. Notify and deploy Damage Assessment Teams (DATs) when requested by DEM.

   iv. After a DEM Emergency is declared, coordinate the City's requirements with the Construction and Petroleum Divisions of the State Emergency Response Team and State Energy Council Resources Management Agency.

   v. After a state or Federal emergency is declared, coordinate City requirements for emergency repair of wastewater treatment facilities and collection system with Emergency Support Function (ESF) #3, Public Works and Engineering, of the state and/or Federal Response Plan.

   vi. If required, request an extension to the Response Period to allow for off island resources to be deployed for completing Category A and B work.

   vii. Request assistance from State and Federal agencies through the DEM when City resources are inadequate following the disaster.

2. Deputy Directory of Environmental Services

   i. Establish and maintain liaison with support and cooperating government and private agencies, to include the accomplishment of written mutual assistance agreements.

   ii. Coordinate emergency debris management operations with the Oahu Highways Division Superintendent, State DOT.

   iii. Position, in advance when feasible, equipment, vehicles, fuel, construction materials, etc., in areas of likely use.

3. Chief, Refuse Collection and Disposal Division

   i. Review and report the status of City yard equipment, personnel, materials and supplies to the Director of Environmental Services, or designee.

   ii. When directed, recall all emergency-essential personnel, open the sanitary landfills and prepare vehicles and crews to assist in debris removal and cleanup.

   iii. Determine disaster debris clearance priorities, including essential or high risk facilities and sensitive populations.

iv. Meet with members of the disaster debris management team and discuss responsibilities.

v. Notify Facility Management should assistance be needed.

vi. Meet with Debris Management Coordinator and FEMA's Debris Specialist to discuss debris management strategies in accordance with Public Assistance protocols.

vii. Act as liaison between other departments requiring debris clearing services.

viii. Assess damage and emergency mobilization needs.

ix. Initiate and supervise debris clearance operations.

x. Launch response phase public communication.

xi. Coordinate with private boiler facilities and municipal landfill staff to prepare for surge of putrescible wastes.

xii. Implement debris quantity tracking procedures.

xiii. Implement performance monitoring and expense auditing.

xiv. Dispatch construction, cleanup, and debris clearance teams in accordance with established Departmental operating procedures.

xv. Clear key roads and stricken areas of debris. As directed, remove debris posing public health and safety hazards in coordination with the City and State Departments of Health.

xvi. Coordinate debris clearing operations with DFM.

xvii. Manage Temporary Debris Storage and Reduction (TDSR) site operations and contracts.

xviii. Manage debris processing, recycling and disposal.

xix. Manage the monitoring of debris clearing, removal, processing recycling and disposal activities.

xx. Manage public information program.

xxi. Manage contract administration activities for all disaster response contracts.

xxii. Confirm debris estimates and process FEMA worksheets for reimbursement.

4. Chief, Collection System Maintenance Division

i. Let debris clearing and removal contracts.

ii. Execute agreements with local engineers for the monitoring of debris clearing, removal, processing, recycling and disposal activities.

iii. Distribute Operational Report forms to the contractors for

tracking equipment and labor under the debris clearing contract.

iv. Distribute Operational Report forms to the contractors for tracking cubic yards of processed debris under the debris removal contract.

v. Measure contractor dump trucks and issue signs indicating vehicle capacity and identification number (2 signs per vehicle).

vi. Prepare copies of the current TDSR site operations plan to be distributed to the debris removal contractor(s).

vii. Notify and mobilize Disaster Response Workers, as necessary.

viii. Coordinate the repair/restoration of damaged storm drains with the Chief of Utility Restoration (see Annex O, Utility Restoration).

5. Chief, Division of Treatment and Disposal

i. Provide sanitation services and facilities, which may be required at staging and evacuation shelters and/or shelter areas.

ii. Isolate damaged sewer mains, pumping and treatment facilities; disinfect contaminated areas and restore service on a priority basis in coordination with the City and State Departments of Health. Coordinate the repair/restoration of wastewater systems with the Chief of Utility Restoration. (See Annex O, Utility Restoration).

iii. Provide timely spot and situation reports to the City EOC. Included in such reports will be information on possibly shutting down or evacuating facilities at risk.

iv. Following a disaster, coordinate the repair and/or restoration of wastewater facilities/sewer lines with appropriate agencies, to include the Chief of Utility Operations. (See Annex O, Utility Restoration.)

D. RECOVERY PHASE

The final phase of disaster debris management is the recovery phase during which time the debris management system is in effect for an extended period. Disaster debris is removed, sorted, processed, and disposed of during this phase. TDSR sites are opened and operated during this phase.

1. Director of Environmental Services

i. Direct, control, and coordinate environmental services from the City's EOC using selected staff, as necessary, to perform

specific functional tasking.

ii. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans and initiatives.

iii. Process information provided by the DATs and prepare FEMA worksheets commensurate with the findings of the DATs.

2. Deputy Directory of Environmental Services

i. Maintain liaison with support and cooperating government and private agencies.

ii. Coordinate emergency debris management operations with the Oahu Highways Division Superintendent, State DOT.

3. Chief, Refuse Collection and Disposal Division

i. Assess debris quantity and composition as part of the Damage Assessment Team (DAT).

ii. Select debris management procedures.

iii. Implement debris management recovery operations.

iv. Continue public information program.

v. Institute TDSR site management procedures.

vi. Institute contract management procedures.

vii. Track debris quantities and disposition.

viii. Monitor operational performance and track expenses.

ix. Coordinate debris removal from storm drains with the Chief of Utility Restoration (See Annex 0, Utility Restoration).

x. Be alert to the particular hazards posed by radiation and hazardous materials.

xi. Conserve critical resources for priority use.

xii. Report to the City base yards and activate facilities in accordance with established operating procedures.

xiii. Supervise the operational utilization of resources as required and directed by competent authority.

xiv. Keep the Director/Deputy Director and the City EOC informed of debris management operations.

xv. Organize, direct and control debris removal contractors to perform specialized disaster-related operational missions in accordance with established plans and operating procedures.

xvi. Manage public information program.

xvii. Manage contract administration activities for all disaster

recovery contracts.

xviii. Compile back-up documentation for FEMA close out audit.

4. Chief, Collection System Maintenance Division

i. Manage private engineers responsible for monitoring debris removal, processing, recycling and disposal activities.

ii. Track the movement of all debris from curbside to final disposal, securing all required contractor documentation for the FEMA audit.

iii. Monitor the extent to which the municipal landfill is being impacted and adjust the debris management operations accordingly.

iv. If required, coordinate with the DOH for processing permits to increase municipal landfill capacity.

v. Collect vehicle signs from debris clearing contractors.

VI. LOGISTICS

A. Peacetime: Normal procurement rules apply.

B. Major Disaster: Requests for supplies, equipment and personnel will be in accordance with procedures established per rules by the Department of Budget and Fiscal Services and the State of Hawaii Plan for Emergency Preparedness, Volume I, Supplement to Annex L, Emergency Resources Management.

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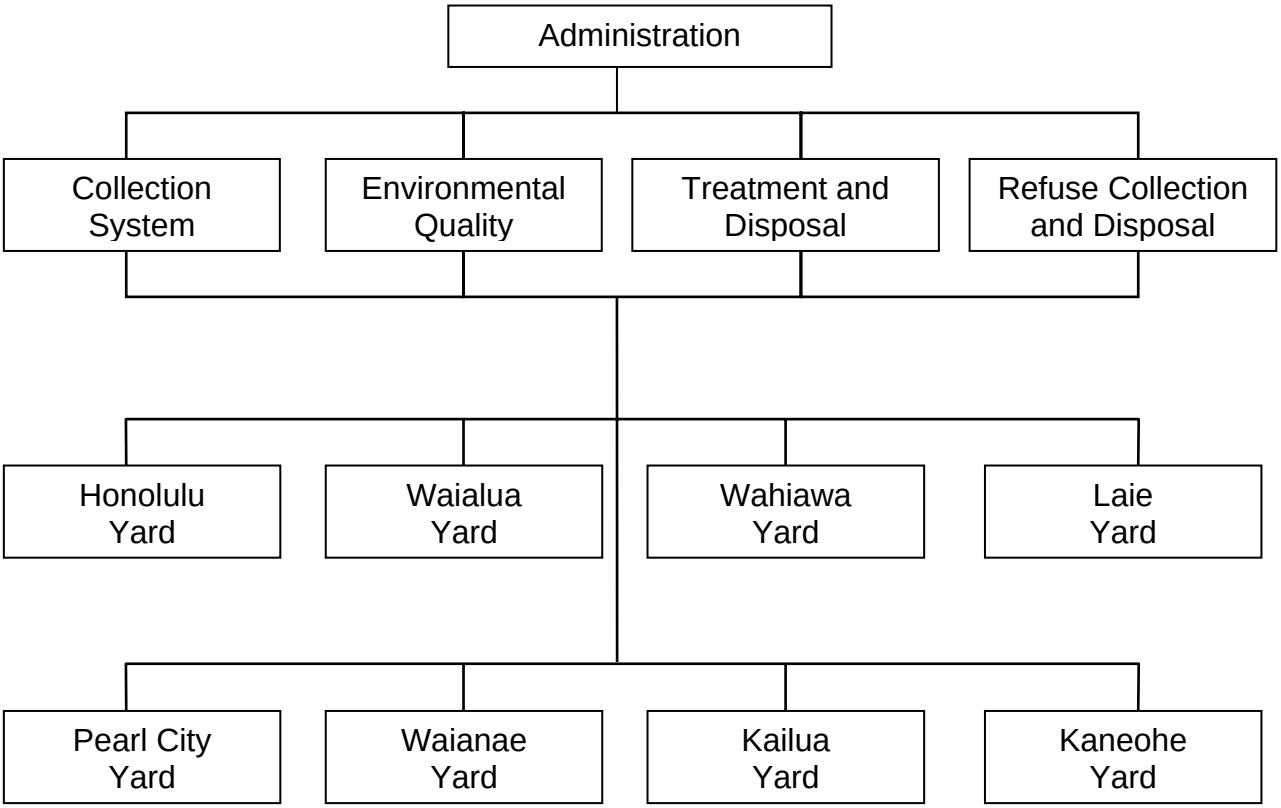

ANNEX K

EMERGENCY REPAIRS

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

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ANNEX K

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EMERGENCY REPAIRS

I. PURPOSE

To identify organizations that will support Department of Facility Maintenance in responding to natural and man-caused disasters, to include wartime or terrorist incident conditions, as outlined in the Basic Plan.

II. SITUATION

A. A natural disaster can produce various degrees of damage to public and private property in the City depending on the type of hazard encountered and its severity. Damage may range from the "light localized" category generally associated with minor flooding, to catastrophic and widespread destruction resulting from a major hurricane or earthquake. The engineering and construction effort required for recovery, therefore, will vary depending on the level of damage. Resource requirements, however, must be based on worst case scenarios.

B. If wartime conditions threaten, the President may declare a national emergency. Hazard Analysis Annex, Evacuation Annex, and Sheltering Annex, describe the evacuation and sheltering effort required. .

III. ORGANIZATION

A. PUBLIC WORKS AND ENGINEERING RESPONSE FORCES

1. Department of Facility Maintenance
2. Board of Water Supply
3. Department of Environmental Services
4. Department of Transportation Services
5. Department of Design and Construction
6. Highways Division, Oahu District, State Department of Transportation (DOT)
7. Central Services Division, Oahu District, State Department of Accounting and General Services (DAGS)
8. Oahu District Offices, State Department of Land and Natural Resources
9. General Contractors' Association
10. Hawaiian Electric Company
11. The Gas Company
12. Building Owners and Managers Association

13. HawaiianTelcom

14. Hawaii National Guard (If available. May only be requested using established procedures. See HING Support for Civil Authorities Plan)

15. U.S. Coast Guard

B. LINE OF SUCCESSION

1. Director and Chief Engineer
2. Deputy Director
3. Chief, Road Maintenance Division
4. Chief, Public Building and Electrical Maintenance Division

IV. ASSIGNMENT OF RESPONSIBILITIES

A. DIRECTOR AND CHIEF ENGINEER

1. Organize, direct and coordinate the preparation and operations of all public works and engineering resources to ensure prompt, fully coordinated response when disaster threatens or occurs anywhere on Oahu.
2. Prepare plans for emergency use of City buildings and assist the Department of Parks and Recreation in providing spaces in those City buildings to be used as shelters.
3. Determine when all or part of the departmental disaster response plan is to be activated and what resources are to be alerted, mobilized and/or committed.
4. Implement the following on notification of a potential or actual disaster:
   i. Secure any heavy equipment on site; if necessary, move them to pre-designated safe areas
   ii. Notify and evacuate employees located in vulnerable/threat areas, as necessary.
5. Check status of FMB and other generators. Fuel tanks should be filled to 100% capacity, if possible.
6. Direct and control emergency road repair and hazard clearance, repair of vital facilities, and assist the Fire Department, when requested, in heavy rescue (See Annex J, Emergency Disaster Debris Clearance). Direct, control, and coordinate operations from the City's EOC using selected staff, as necessary, to perform specific functional tasks

7. Utilize the DEM Net for primary communications (local government radio system); when not available, other available systems will be used.

8. Notify and deploy damage assessment teams when requested by DEM.

9. Assist in post-disaster operations.

10. After a state or Federal emergency is declared, coordinate City requirements for emergency repair with Emergency Support Function (ESF) #3, Public Works and Engineering, of the State and/or National Response Plan.

11. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans and initiatives.

12. The Chief, AES, will represent the City on the State Emergency Response Teams State Energy Council.

B. DEPUTY DIRECTOR

1. Act in the absence of the Director.

2. Direct departmental preparedness and response functions under the general supervision of the Director of Department of Facility Maintenance.

3. Assist governmental, commercial, and other resources on Oahu to assist in meeting the public need for rescue and damage recovery services.

4. Ensure procedures are in place to track all Departmental expenditures under emergency or disaster conditions.

5. Establish and maintain liaison with support and cooperating government and private agencies, to include the accomplishment of written mutual assistance agreements.

6. Coordinate emergency public works and engineering service activities with the Oahu Highways Division Superintendent, State DOT.

7. Deploy personnel and equipment to pre-designated areas upon notification of a potential or actual disaster.

8. Deploy personnel and road maintenance equipment along evacuation routes to ensure roads are rapidly cleared of obstacles. Coordinate the use of State road maintenance crews and equipment to supplement City efforts.

C. CHIEF - ROAD MAINTENANCE DIVISION

1. Operations Chief

   a) Maintain a current list of applicable departmental

assets and current operability.

b) Direct and control District operations according to established operating procedures.

c) Review and report the status of City yard equipment, personnel, materials and supplies to the Director, or designee.

d) Be alert to the particular hazards posed by radiation and hazardous materials.

e) Conserve critical resources for priority use.

2. District Superintendents

f) Report to the City base yards and activate facilities in accordance with established operating procedures.

g) Provide for base yard security and the safety of personnel.

h) Supervise the operational utilization of resources as required and directed by competent authority.

i) Assist the Police by providing roadblock or other traffic and crowd control barricade materials, as requested.

j) Dispatch construction, cleanup, and debris clearance teams in accordance with established Departmental operating procedures.

k) Coordinate with appropriate agencies to monitor and make periodic safety checks of dams and reservoirs, riverbeds, drainage channels, bridge pilings and culverts to reduce flood hazards

l) Keep the Director/Deputy Director and the City EOC informed.

3. Team Leaders

m) Organize, direct and control public works and engineering teams to perform specialized disaster-related operational missions in accordance with established plans and operating procedures. If radioactive or other hazardous materials are involved, ensure teams are well briefed before entering hazardous areas.

n) Upon the declaration of HHSAS Threat Level Condition Red, conduct accelerated/expedient training for Departmental personnel and private sector

augmentees in light and heavy rescue.

o) Assist in preparation of mass burial graves as required and directed.

p) Clear key roads and stricken areas of debris. As directed, remove debris posing public health and safety hazards in coordination with the City and State Departments of Health.

q) When requested, assist the Fire Department in heavy search and rescue.

r) Construct fire lanes/breaks as requested by the Fire Department.

D. CHIEF - DIVISION OF AUTOMOTIVE EQUIPMENT SERVICE

1. When directed, recall all emergency-essential personnel, activate designated shops and refueling points, and prepare the City's vehicle fleet for response and recovery operations.
2. Assist the Department of Transportation Services in providing emergency transportation for evacuation operations, emergency power and illumination.
3. Maintain updated listings of public sector heavy equipment (by type and availability) and automobile service stations having emergency fuel pumping capabilities.
4. The Chief, AES, will represent the City on the State Emergency Response Teams State Energy Council.

E. CHIEF – PUBLIC BUILDING AND ELECTRICAL MAINTENANCE DIVISION

1. Maintain the emergency siren warning system on Oahu in conjunction with State Civil Defense and the Hawaiian Electric Company.
2. Perform damage repair and cleanup in priority order as determined by the Director or designee.
3. When directed, recall all emergency-essential personnel and prepare to activate the City's Initial Damage Assessment Teams.
4. Support the City’s evacuation and sheltering requirements, as directed.
5. Provide timely spot and situation reports to the City EOC. Included in such reports will be information on possibly shutting down or evacuating facilities at risk.

V. LOGISTICS

A. Peacetime: Normal procurement rules apply.

B. Major Disasters: Requests for supplies, equipment and personnel will be in accordance with procedures established by the Department of Budget and Fiscal Services and the State of Hawaii Plan for Emergency Preparedness, Volume I, Supplement to Annex L, Emergency Resources Management.

VI. APPENDIX

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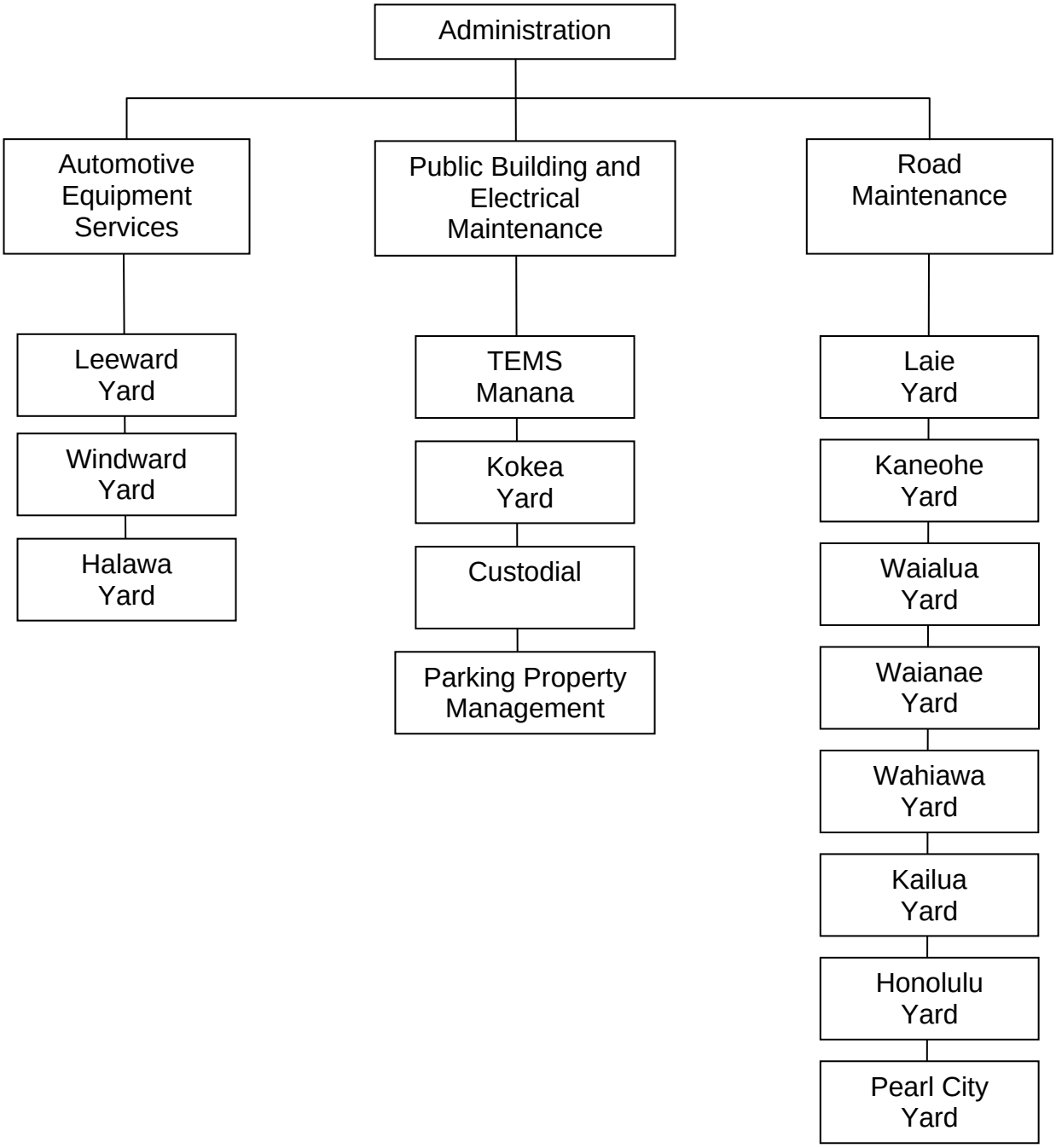

ANNEX L

HEALTH AND MEDICAL

(MASS CASUALTY)

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(MASS CASUALTY)

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HEALTH AND MEDICAL

(MASS CASUALTY)

I. GENERAL

A. The Honolulu Emergency Services Department shall develop programs, deliver services, and provide training and educational programs related to emergency medical care for the City's residents and visitors.

B. During impending or actual natural or man-made emergencies or disasters, the City's Honolulu Emergency Services Department is responsible for pre-hospital emergency medical service for the City's population at risk.

II. RESPONSIBILITIES

A. The Honolulu Emergency Services Department (HESD) is the lead agency in meeting the health and medical requirements of this Plan. Other primary and supporting responsibilities are as outlined in the Basic portion of this Plan and its Appendices.

B. Following the declaration of a DEM Emergency during threat of or actual war or incident involving weapons of mass destruction, the HESD is responsible for mobilizing and directing the health and medical resources on Oahu.

III. CONCEPT OF OPERATIONS

A. The medical responsibilities of the City remain essentially the same, whether during peacetime or wartime.

B. At other than the airport or a Federal installation, HESD ambulances immediately respond to calls for emergency medical assistance. In the absence of either Police or Fire at an incident scene, the senior paramedic will establish an Incident Command Post. If required, HESD will initiate triage and coordinate the disposition of casualties.

NOTE 1: The EMS teams may be called to the airport or a military base, but will not normally be responsible for triage and/or casualty disposition, leaving that responsibility to the airport medical staff or competent military authority.

IV. COORDINATION OF RESPONSE EFFORTS

The command system must be a Unified Command. Initially, the Unified Command Post will consist of Command representatives of the three county first-response agencies: fire, police and EMS. It will be the responsibility of this unified command group to create the Metropolitan Medical Response System from responding resources as they arrive on scene. The Department of Emergency Management representative will form an important liaison point from the incident scene back to the City EOC during the activation phase to ensure the county response is appropriate to the scale and severity of the incident.

V. ORGANIZATION

Under emergency or disaster conditions, the City's Emergency Services Department remains as currently organized.

A. LINE OF SUCCESSION:

1. Director
2. Chief of Emergency Medical Services
3. Assistant Chief, Operations
4. On-Duty Field Operations Supervisor

VI. ROLES AND RESPONSIBILITIES

A. FIRST EMS ON SCENE

1. EMS will establish an Incident Command Post, if necessary. When Incident Command responsibilities have been completed, or when relieved by appropriate public safety personnel, begin triage and treatment (rather than engage in transport) and become the triage officer until relieved. Further triage and stabilization will be performed. Casualties should initially be identified with triage tags.
2. When responders arrive they will be faced with determining if a terrorist act has occurred (explosion, release of a material, etc.), the hazards presented by the event (nuclear, biological, chemical, etc.) and the area and number of people affected. Observational data in the estimated area of collateral damage or potential secondary effects should be communicated to the Incident Commander.
3. Notify the City's EMS Communications Center of the nature of the emergency/disaster, the estimated number and nature of casualties, and the general and/or hazardous conditions.
4. In coordination with the Incident Commander, establish, if required, a Triage Area, Treatment Area, Transport Area, and an EMS staging area.

B. HONOLULU EMERGENCY SERVICES DEPARTMENT

1. EMS Communications Center

   Dispatch personnel play a key role in mobilizing the proper response and support to a WMD incident. Public safety dispatchers (law enforcement, EMS and fire) are vital elements in recognizing and assessing CBRNE events. Dispatchers will be aware of potential target locations and the indicators of possible criminal or terrorist activity involving CBRNE agents through programmed notes in the Computer Aided Dispatch (CAD) system database files. Dispatchers will know the indicators, signs and symptoms of exposure to CBRNE agents in order to recognize unusual trends or patterns of activity indicative of a possible CBRNE incident. Dispatchers will be able to discern and elicit critical information regarding threats and CBRNE indicators encountered by field personnel. Dispatchers will be familiar with the initial actions that need to be taken by first responders and forward the information provided by first responders on any CBRNE hazards to other responders. Dispatchers will make the proper notifications that are required to other responding agencies, early notification to area hospitals via the Medicom net, and will understand how CBRNE/WMD incidents will develop within the Incident Command System (ICS).

   Coordinate further response to the scene as needed. If necessary, request assistance from other agencies through the EMS Communication System including Tripler Army Medical Center, Healthcare Association of Hawaii and/or the Federal Fire.

2. Transport Officer

   Control transportation and the hospital destination of casualties through the MEDICOM net.

   Request non-ambulance transport, if required, through the City Emergency Operating Center (EOC).

C. FIRST RESPONDERS INITIAL ACTIONS TO CBRNE INCIDENTS

1. Provide fire mitigation (HFD), if necessary and where possible

2. The area determined initially to be hazardous due to the event will have to be isolated. The public and all responders not directly involved in the emergency response operations will be kept away from the affected area. Unprotected emergency responders will be kept out of the isolation area through "Site Control". Those victims inside the hazard area that can leave will be encouraged to relocate to an upwind "Safe Refuge" area. The hazard area will then be surveyed to determine whether there are other victims that will

need to be rescued. The victims in the safe refuge area will be quarantined until they can be triaged to determine their needs for decontamination and medical treatment.

3. As with a HAZMAT type incident, this area will be divided into HOT (exclusion), WARM (contamination reduction) and COLD (support) zones.

4. The Crime Scene Boundary defines the crime scene. Access to the crime scene may be restricted by state, federal, or local law enforcement personnel. Response activities within the crime scene may require special care in order to protect evidence.

5. The Hazmat Boundary defines the hazmat site, which is referred to in hazmat operations as the “Hot Zone” and may be termed the “Exclusion Zone” by other responders, and may include the hazmat upwind “Warm Zone” utilized for contamination reduction and rescue staging. Depending on the spread of contaminants, the hazmat site may include some or all of the crime scene. Entry into the hazmat boundary is normally restricted to response personnel equipped with personal protective equipment and using decontamination procedures.

6. The Incident Boundary includes the crime scene, the hazmat area, the “Cold Zone” or “Operations Support Zone” used for incident support operations such a resource staging and casualty collection, and areas where protective actions, such as shelter-in-place or evacuation, may be recommended or mandatory measures, such as quarantine, imposed. Access to this area is normally controlled; if a quarantine is implemented, egress may also be restricted.

7. Provide the following response information update:

   i. Observed CBRNE Indicators

   ii. Wind Direction and Weather Conditions at Scene

   iii. Plume Direction (direction of cloud or vapor travel)

   iv. Orientation of Victims (direction, position, pattern)

   v. Number of Apparent Victims

   vi. Type of Injuries, Symptoms Presented

   vii. Witness Statements or Observations

   viii. Nature of CBRNE agents (if known) from detection equipment or monitors

   ix. Exact Location of Reporting Unit

   x. Initial Scene Control Zones and Command Post Locations

   xi. Suggested Safe Access Route and Staging Area

Next, if required by indications of a CBRNE incident, first responding units should:

8. Don full turnouts and SCBA for HFD personnel; level B respirator protection PPE for EMS and police personnel working in a warm zone.

9. Establish a "safe refuge" area for victims that can self-relocate.

10. Provide emergency decontamination for victims.

11. Provide initial emergency medical treatment.

12. Prevent contact with contaminated items or victims.

13. Honolulu MMRS is responsible to coordinate prophylactic pharmaceuticals to be provided in an emergency to initial first responders.

D. DEPARTMENT OF EMERGENCY MANAGEMENT

1. Upon notification of an aircraft crash either on or off the Honolulu International Airport premises, DEM activates the City Emergency Operations Center and coordinates requests for assistance from the Incident Commander and other response agencies.

2. Dispatch the DEM Emergency Response Vehicle (ERV) to the Incident Command Post to assist the Incident Commander in communications and the coordination of response operations.

3. Monitor the incident and notify State Civil Defense.

E. PRIVATE ORGANIZATIONS

1. American Red Cross (ARC)

   i. The American Red Cross has the initial and primary responsibility for immediately meeting the sheltering and post-disaster needs of residents and visitors under impending or actual emergency or disaster conditions. This includes providing basic first aid and referral to medical assistance, health care for minor illnesses and injuries to incident victims, shelter, food, clothing, counseling, registration of displaced persons, and coordination for uploading casualty/patient information into the Disaster Welfare Information System, and other humanitarian services. (See Appendix 1, Annex R, Inter-Local Agreements, for a Red Cross/City Memorandum of Understanding outlining sheltering responsibilities.)

   ii. When DEM is activated, provide a representative to the City EOC.

   iii. The principal City agency for coordinating American Red

Cross sheltering activities and requirements is the Department of Parks and Recreation. The City Department of Enterprise Services will assist the Department of Parks and Recreation in this functional area.

2. Healthcare Association of Hawaii

   i. The Healthcare Association of Hawaii (HAH) is a non-profit organization representing all of the State's acute care hospitals and two thirds of the long term care beds in specialty hospitals and clinics, long-term care facilities, home care agencies, and hospices.

   ii. Provide support to DEM by interfacing with Oahu hospitals in the areas of disaster mitigation, preparedness, response and recovery. Relay all advisories passed by the DEM to member organizations.

   iii. To insure the effectiveness of Hawaii hospitals and other health care organizations in fulfilling their critical roles and responsibilities in time of emergency, the Healthcare Association of Hawaii has developed and implemented an Emergency Management Program.

   iv. The Healthcare Association of Hawaii, through the Emergency Management Program, integrates and coordinates the actions of health care organizations in time of emergency with the intent of establishing and maintaining an effective and timely system-level response.

3. HAH Director of Emergency Services

   i. The HAH director is on-call 24 hours-a-day, 7 days-a-week to support emergency operations in the City & County of Honolulu Emergency Operating Center.

   ii. The Hospital Services Coordinating Plan is the primary planning and operations document for the Healthcare Association of Hawaii. The plan consists of a Basic Plan, Functional Annexes, Hazard-Specific Annexes, and Emergency Operating Procedures.

   iii. The HAH Director of Emergency Services coordinates emergency operations on behalf of the Healthcare Association of Hawaii.

   iv. A major objective of the Emergency Management Program is to provide increased Casualty Carrying Capacity through a successive tier of scalable medical demand and resource capacity management strategies. These strategies involve:

      a) Optimizing staffing and clinical space

b) Reducing non-essential demand

c) Augmenting local capabilities with regional and reserve staff, equipment, and supply resources

d) Incorporating national resources

e) Adjusting community care to reflect an emergency situation standard

v. The Emergency Management Program will also address the nature of the scenario, reflecting whether a multiple casualty incident exists with a known causative event, observable location, and early presentation of casualties, or whether the incident is driven by the delayed reporting of related health consequences of a covert incident detected within a population area without clearly known boundaries.

vi. In an event-driven scenario, patient transport and evacuations may cross between the primary area of operations nearer the impacted area and other secondary areas of medical care operations.

vii. In a consequence-driven scenario, patient treatment may be controlled within an established primary area of operations in order to interrupt further transmission; forward deployment of Hospital Emergency Response Teams (HERT), mobile Acute Care Centers and pharmaceutical dispensing sites will occur in the primary area of medical operations.

VII. LOGISTICS

A. Peacetime: Normal supply sources

B. Major disaster or when the Hawaii State Emergency Response Team (SERT) is activated: Requests for health and medical supplies, equipment and manpower are to be made to the Health Resources Division of the SERT through the Oahu EOC.

C. The Department will develop procedures for accurately tracking expenditures during and following any major emergency or disaster. (See Annex S, Recovery).

VIII. APPENDIX

APPENDIX 1: EMS LOCATOR

TAB A: EMS LOCATOR MAP

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APPENDIX 1: EMS LOCATOR

APPENDIX 1: EMS LOCATOR

UNIT	LOCATION
Kaneohe	Kaneohe Fire Station
Kailua	Kailua Fire Station
Charlie-l	St. Francis Liliha
Metro-l and Makiki	1426 Young Street
Pawaa-l	Waikiki Fire Station
Waialua	Waialua Fire Station
Waianae	Waianae Fire Station
Wailupe	Wailupe Fire Station
Waimanalo	Waimanalo Fire Station
Waipahu	Waipahu Fire Station
Baker-l	Queens' Medical Center
Wahiawa	Wahiawa Hospital
Kahuku	Kahuku Police Station
Aiea	Kapiolani Hospital at Pali Momi
Hawaii Kai	Hawaii Kai Fire Station
Makakilo	Kapolei Fire Station
Nanakuli	87-2114 Farrington Highway
Rapid Response 1	St. Francis West
Rapid Response 2	Kaaawa Post Office

MEDEVAC HELICOPTERS	LOCATION
	Wheeler Army Air Field (WAAF)

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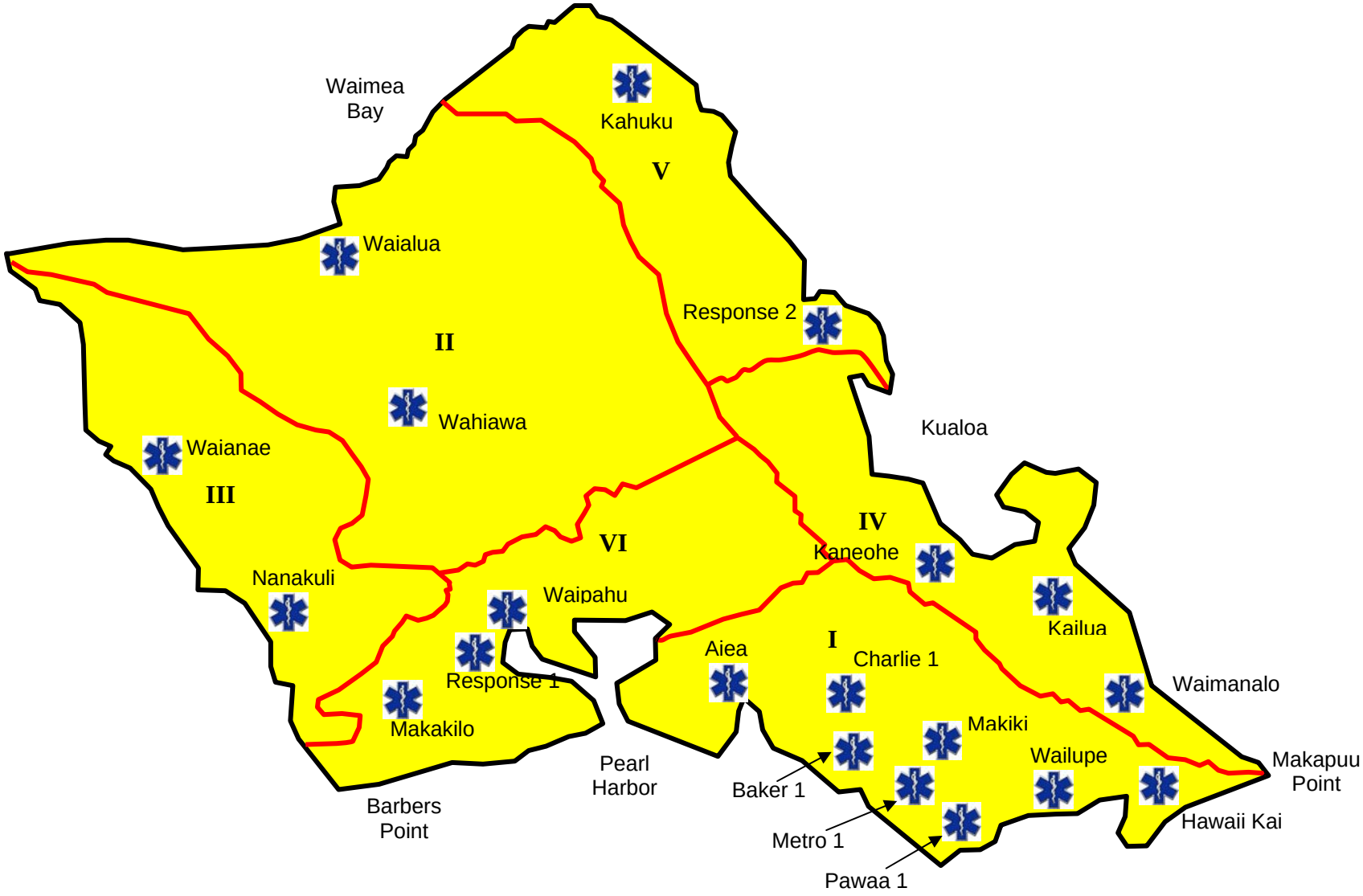
TAB A: EMS LOCATOR MAP

TAB A: EMS LOCATOR MAP



ANNEX M

EVACUATION

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX M
EVACUATION

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EVACUATION

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ANNEX M

EVACUATION

I. PURPOSE

To protect populations at risk from the various hazards that could affect the City by evacuating threatened areas.

II. BACKGROUND

A. Depending on the hazard and the number of people at risk, evacuation operations can range from relatively limited relocations due to building fires, high surf, localized flooding, etc., to the movement of major segments of the City's population because of war, hurricanes/tropical storms, or tsunami. It is therefore essential that all response agencies consult the Basic Plan and the following Annexes to understand their interrelationship and application with this Annex as well as with each of the other Annexes: Annex C, Warning; D, Direction & Control; and N, Sheltering.

B. There are generally three methods which can be employed to protect populations at risk:

1. Horizontal Evacuation - The movement of individuals from risk areas to shelters or safe areas. Movement is usually accomplished by evacuees walking, driving, or utilizing public transportation (if available), to reach shelters or safe areas.

2. Vertical Evacuation - Utilized primarily for the tsunami hazards. In density populated coastal areas such as Waikiki, added protection may be provided on or above the third floor in buildings of reinforced concrete or structural steel construction with six or more stories in height.

3. Sheltering In-Place - Recommended in lieu of horizontal evacuation when travel to shelters or safe areas would be more dangerous than remaining in place. Usually associated with the release of a contaminating hazardous material to the atmosphere.

III. RESPONSIBILITIES

A. In a localized emergency, e.g., fire, transportation accident, flooding, hazardous material incidents, etc., the Incident Commander assumes primary responsibility for directing an evacuation (See Paragraph V of the Basic Plan for further Incident Command guidance). The Honolulu Police Department (HPD), with the assistance of other public safety organizations, carries out the evacuation. The Department of Emergency Management (DEM), when activated, supports the Incident Commander

and HPD by coordinating their requests for assistance with other public and private sector response agencies, as necessary.

B. In the event of a major disaster, i.e., war, hurricane, tsunami, earthquake, etc., DEM will direct and coordinate evacuation. The Honolulu Police Department, however, has primary responsibility for conducting and executing all evacuation operations.

NOTE: Under either localized emergency or major disaster circumstances, if the City Warning Point is unable to contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the Honolulu Police Department (City/State Warning Point) will assume DEM evacuation responsibilities until such time as the City EOC is activated and/or operational.

IV. EXECUTION

The guidance outlined in the Basic Plan and the following:

- Annex D, Direction and Control
- Annex N, Sheltering, Appendix 1
- Annex T, Hazard Specific Supplements/SOPs

are to be utilized as the primary operational instruments supporting the evacuation of any threatened area.

V. APPENDIX

APPENDIX 1: PRELIMINARY LISTING OF ESSENTIAL ACTIVITIES AND FACILITIES

APPENDIX 1: ESSENTIAL FACILITIES AND ACTIVITIES

APPENDIX 1: ESSENTIAL FACILITIES AND ACTIVITIES

The following lists facilities and activities / operations they are to maintain in support of the evacuation, the remaining population in the risk area and/or national defense requirements.

Facility / Activity	Degree of Operation
Military Bases	To be determined by each base commander. All non-essential civilians should be released.
Federal Offices	Each office should evaluate its mission and either close down or release all non-essential staff.
State Offices	See guidance in the State of Hawaii Plan for Emergency Preparedness, Evacuation Supplement.
City and County Offices	Base operational / Release all non- essential personnel.
Utilities*	Continue full utility service / Release non-essential personnel.
Transportation*	Resources must be safeguarded in order to be operational for post-event evacuation and recovery. Assists in evacuation as the situation and time permits. Suspends public transportation services and relocates rolling stock and personnel away from risk to safe areas in advance of event.
Construction*	All personnel and equipment will be needed in the host areas for the shelter upgrade program.
Food wholesale and Warehousing*	Must be kept operational in current locations. Can be phased down or consolidated as supplies are depleted.
Food Retailing*	Respond to directions from SERT Food Division. As evacuation progresses and shelters are stocked, smaller stores will be closed. All stores in the host areas will remain open.
Food Serving	Respond to directions from the ERMA Food Division. Small eating establishments should close immediately and large ones on a selective basis as the population decreases. All most area eating establishments not used for lodging remain open.
Food Catering*	If the installation catered is to remain in operation, the caterer must maintain service.

Hardware Stores and Building Supplies*	Remain open
Other Retail Stores*	Close down unless goods stocked support the evacuation or national defense. If in doubt, contact ERMA.
Hospitals*	Remain open, but reduce staff to support reduced patient load in accordance with State Department of Health Disaster Plan.
Other Medical Offices*	Reduce or close down dependent on patient load.
Medical Supply Services*	Remain open and respond to the direction of the Medical Services Division of the State's ERMA.
Professional Services (Other than medical)*	Close down
Hotels*	Release staff as patron load permits. Consolidate occupants where possible.
Tourist Oriented Activities (Except Food Service)*	Close down
Automobile and Truck	Excepting those located in Repair Facilities host areas, close down unless supporting the evacuation, public safety or national defense.
Service Stations*	All remain open until on-hand supplies are consumed. Only selected service stations will be re-supplied.
Bulk Fuel Supplies	Remain open
Machine and Equipment Repair Shops*	Close down if not supporting emergency response and recovery effort.

* All activities annotated with an asterisk may be subject to direction and control by the State's Emergency Resources Management Agency.

ANNEX N

SHELTERING

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

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SHELTERING

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SHELTERING

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ANNEX N

SHELTERING

I. PURPOSE

To describe the City and County of Honolulu's (the City) plans and procedures for protecting its population during actual or impending disasters or emergencies by enhancing their safety and survivability in designated shelters or shelter areas.

II. REQUIREMENTS

A. The American Red Cross has the initial and primary responsibility for immediately meeting the mass care needs of residents and visitors under actual or impending disaster or emergency conditions.

B. The Department of Emergency Management is responsible for the overall coordination of sheltering operations and for the preparation of written agreements, procedures and plans before natural or man-caused disaster threatens or occurs. Such action will ensure prompt, fully coordinated and effective response to the mass care needs of the people of Oahu.

C. For large-scale mass sheltering event, ARC, DEM, DPR will form a sheltering committee.

III. PLANNING BASIS FOR AN EVACUATION

A. Evacuees can be expected to move to shelters immediately following the Governor's evacuation order. The potential relocation of up to 300,000 evacuees to the host areas is anticipated.

B. Evacuees will travel in private cars, buses or trucks.

IV. EVACUATION SHELTERS

A. In the event of CBRNE attack, or a specific threat thereof, extraordinary measures will have to be implemented to protect the residents and visitors of Oahu. When a "State of Emergency" is proclaimed by the President, or by the Governor, based on a specific warning developing or on-going incident, segments of the Island's population residing in risk areas will be advised to evacuate to designated shelters in areas of less risk on Oahu.

B. Under a no-warning attack situation, residents will have to take immediate, spontaneous, and unassisted protective measures for their safety and survival.

V. CATASTROPHIC HOUSING RECOVERY

A. The Catastrophic Housing Strategy provides national guidance for FEMA and its NRP partners by identifying approved options available to address the housing needs created by a catastrophic event.

B. With the change in approach for housing response and recovery needed to address the scope of needs created by a catastrophic event, the Catastrophic Housing Strategy needs to be formally implemented in order to trigger the changed procedures. If initial reports and modeling indicates large numbers of people are dislocated and the event is catastrophic from a housing standpoint, the Strategy will be implemented as a safeguard until additional information indicates FEMA's normal process is adequate to meet the needs.

C. A "catastrophic" disaster and a "large" disaster are very different types of events and will require very different approaches to address the housing needs related to them. While a large disaster has a high number of people and homes affected, the numbers of homeless are a small percentage of the total affected population. FEMA's normal ways of doing business will adequately address these needs.

On the other hand, in a catastrophic disaster there is a large percentage of the affected population whose dwellings are so badly damaged that the buildings cannot even serve as temporary shelter, leaving tens or hundreds of thousands of people homeless. Listed below are a few of reasons, "Business As Usual" will not be sufficient in a catastrophic event;

1) The event is of a nature that it is reaching or exceeding federal response/recovery capabilities. This could occur with a single state-high impact event or with a multiple state-simultaneous impact event.

2) Standard Individual & Households Program (IHP) policies and procedures are insufficient to rapidly meet the housing need of the most heavily impacted. The current program staff would be required to address emergency and interim housing needs, leaving a significant staff shortfall required to implement standard processing. Traditional methods of housing assistance will not meet the emergency and interim housing need.

3) There are large numbers of long-term homeless (dwellings are destroyed, received major damage or are unlivable).

4) There are indications that a large number of people will require relocation to other areas to address the housing need.

5) Significant disruption of infrastructure that impacts residential area and endangers public health and safety.

6) Inadequate unaffected housing resources to address needs of impacted population.

7) Timeframe for reconstruction of affected housing will require emergency sheltering for periods significantly longer than 60 days.

8) Existing unaffected emergency shelter capacity is significantly exceeded.

VI. APPROACHES

1) Traditional Programs Not Implemented: Triggering of the Catastrophic Plan will change FEMA's message to the public and the standard Housing/IFG programs/processes will not be implemented until such time as it is determined appropriate to do so.

2) Alternate Victim Intake Process: Traditional tele-registration process will not be implemented, as staff resources will be required for alternate intake methods and to address emergency housing needs on site.

3) Repair Sweeps: Fringe area damages will need to be addressed on an emergency basis to avoid increasing housing requirements as damages cause homes to deteriorate further. Fringe areas will be identified and gridded for Repair Sweep teams activity. The teams will only address minimal repairs that will make a dwelling temporarily habitable. This would include tarping, blanking in and removing safety hazards. Lack of utilities does not constitute uninhabitability in other than extreme weather conditions. In addition, the Repair Sweep Teams may serve as distribution points for materials necessary for a homeowner to make their own repairs.

4) Relocation Program: The large number of displaced people will very quickly overwhelm housing resources in the area. Due to the widespread impact, most traditional family/friend resources in the immediate area will also not be available. This will necessitate movement of the affected population out of the disaster area in order to meet housing needs.

5) Alternate Payment Options: To successfully meet the immediate needs of the displaced population, an alternative to FEMA's traditional method of check issuance is required.

VII. APPENDIXES AND TABS

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TAB D: DISTRICT IV EMERGENCY SHELTERS
TAB E: DISTRICT V EMERGENCY SHELTERS
TAB F: DISTRICT VI EMERGENCY SHELTERS

APPENDIX 1: EMERGENCY SHELTERING

I. PURPOSE

In meeting their responsibilities to provide adequate shelters for the population at risk, the American Red Cross, in coordination with the State Department of Education, the Department of Emergency Management, the City's Department of Parks and Recreation, and other State and City departments and volunteer organizations, has pre-designated certain facilities as "evacuation shelters/shelter areas" throughout the island of Oahu. The purpose of such pre-designation is to provide a common listing of shelters that can be made available on short notice to protect the population at risk from natural or man-made threats.

II. SHELTERS

A. BACKGROUND

1. Since facilities used as shelters vary in shape, size, location and construction, there is no such thing as a universal shelter. For example, a building of sufficient strength to withstand hurricane force winds may be located in a flood plain and, therefore, be unsuitable as a hurricane shelter. Conversely, other buildings of a lesser construction standard, while not suitable for hurricane wind effects, may be acceptable for tsunami or flooding events. DEM has a detailed listing of all shelter facilities and the shelter-related capabilities of each.

2. Refuge emergency shelter operations will be structured initially to provide evacuees "refuge only" from hazardous or potentially hazardous conditions. Minimum requirements to open a shelter include a modest management staff and the provision of water and rest room accommodations. Requirements do not include the provision of food, cots, blankets, medications, or other amenities. Ten square feet of shelter space may be allocated to each evacuee under "refuge only" conditions.

3. Following the passage of a hazard, shelters will be restructured for longer term care and feeding. Under these conditions, 40 square feet of space may be allocated to each evacuee requiring continued support and assistance.

4. Pre-selected facilities, which may be used as shelters, are listed in Tab A. The matrix contains sufficient information for some advance planning and initial action. Additional information necessary to open and operate any given shelter are contained in hazard specific plans and Standard Operating Procedures. (See Annex T, Hazard Specific Supplements/SOPs).

NOTE: With the exception of guide dogs for sight-impaired individuals, the standing policy of the American Red Cross is to prohibit pet entry in shelters for health, sanitation and safety reasons. Pets may remain either at home, un-tethered, with sufficient food and water, or in evacuee vehicles in shelter parking lots where owners can check on them from time to time.

B. APPLICATION

This Appendix applies to all individuals in the City and County of Honolulu, except those military and their dependents residing on Federal installations or facilities. These individuals will be sheltered by their parent organization.

C. RESPONSIBILITIES

Are as outlined in the Basic Plan and the Hazard Specific Plans at Annex T.

III. Evacuation Shelters / Shelter Areas

The following list is of all City and County of Honolulu Emergency Shelter. The total number of spaces available Countywide is: 244,080[1]

[1] Shelter space is based on 10 Sq. Ft. per person

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TAB A: DISTRICT I EMERGENCY SHELTERS

TAB A: DISTRICT I EMERGENCY SHELTERS

FACILITY	SPACES
Aliamanu Elementary School	2,474
Alliolani Elementary School	1,298
Anuenue Elementary School	1,640
Central Middle School	1,717
Dole Middle School	2,283
Farrington High School	5,789
Hahaione Elementary School	1,092
Hawaii Convention Center	18,000
Hawaii Center for Deaf & Blind	209
Hickam Elementary School	597
Hokulani Elementary School	383
Honolulu Community College	448
Jarrett Middle School	2,005
Jefferson Elementary School	2,732
Kaahumanu Elementary School	742
Kaewai Elementary School	156
Kaimuki High School	2,351
Kaimuki Middle School	1,494
Kaiser High School	3,601
Kaiulani Elementary School	1,928
Kalakaua Middle School	2,363
Kalani High School	2,538
Kalihi Elementary School	1,770
Kalihi-Kai Elementary School	1,044
Kalihi Uka Elementary School	657
Kalihi Valley District Park	373
Kalihi Waena Elementary School	630
Kamiloiki Elementary School	924

Kapalama Elementary School	1,677
Kapiolani Community College	142
Kauluwela Elementary School	70
Kawananakoa Elementary School	1,977
Koko Head Elementary School	83
Kuhio Elementary School	1,352
Lanakila District Park	218
Lanakila Elementary School	1,100
Liholiho Elementary School	755
Likelike Elementary School	1,272
Liliuokalani Elementary School	856
Linapuna Elementary School	1,034
Lunalilo Elementary School	1,044
Maemae Elementary School	1,491
Makiki District Park	119
Manoa Elementary School	2,041
McKinley High School	998
Moanalua High School	4,034
Moanalua Middle School	788
Mokulele Elementary School	610
Neal Blaisdell Complex	7,700
Niu Valley Middle School	782
Noelani Elementary School	173
Nuuanu Elementary School	267
Palolo Elementary School	1,294
Pauoa Elementary School	285
Pearl Harbor Elementary School	392
Pearl Kai Elementary School	450
Puuhale Elementary School	695
Red Hill Elementary School	352

Roosevelt High School		1,913
Royal Elementary School	1,254	
Salt Lake Elementary School	1,044	
Ft. Shafter Elementary School	929	
Stevenson Middle School	2,530	
Waialae Elementary School	936	
Waikiki Elementary School	1,114	
Washington Middle School	1,106	
Wilson Elementary School	1,311	
TOTAL	107,607	

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TAB B: DISTRICT II EMERGENCY SHELTERS

TAB B: DISTRICT II EMERGENCY SHELTERS

FACILITY	SPACES
Hanalani Elementary School	1,767
Helemamo Elementary School	963
Iliahi Elementary School	1,362
Kaala Elementary School	780
Kipapa Elementary School	1,052
Leilehua High School	1,530
Mililani Eke Elementary School	396
Mililani High School	3,397
Mililani Mauka Elementary School	258
Mililani Middle School	998
Mililani Uka Elementary School	1,765
Solomon Elementary School	2,334
Wahiawa Elementary School	1,565
Wahiawa Middle School	231
Waialua High & Intermediate School	1,218
Wheeler Elementary School	1,645
Wheeler Middle School	2,440
TOTAL	**23,701**

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TAB C: DISTRICT III EMERGENCY SHELTERS

TAB C: DISTRICT III EMERGENCY SHELTERS

FACILITY	SPACES
Kamaile Elementary School	2,282
Leihoku Elementary School	2,348
Maili Elementary School	1,403
Makaha Elementary School	363
Makakilo Elementary School	2,088
Mauka Lani Elementary School	874
Nanakuli Elementary School	1,232
Nanakuli High & Intermediate School	4,723
Waianae Elementary School	1,397
Waianae Intermediate School	1,489
TOTAL	**18,199**

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TAB D: DISTRICT IV EMERGENCY SHELTERS

TAB D: DISTRICT IV EMERGENCY SHELTERS

FACILITY	SPACES
Ahuimanu Elementary School	978
Benjamin Parker Elementary School	196
Castle High School	3,473
Enchanted Lake Elementary School	1,238
Heeia Elementary School	1,286
Kaahulu Community Center	37
Kahaluu Elementary School	954
Kailua Elementary School	711
Kailua High School	625
Kailua Intermediate School	281
Kainalu Elementary School	840
Kalaheo High School	3,062
Kaneohe Elementary School	500
Kupunahala Elementary School	1,728
Keolu Elementary School	530
King Intermediate School	2,740
Lanikai Elementary School	517
Mokapu Elementary School	168
Pope Elementary School	1,425
Puohala Elementary School	1,550
Waiahole Elementary School	200
Waimanalo Elementary School	1,247
St. Ann's Elementary School (private)	976
St. John Vianney School (private)	228
TOTAL	**25,490**

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TAB E: DISTRICT V EMERGENCY SHELTERS

TAB E: DISTRICT V EMERGENCY SHELTERS

FACILITY	SPACES	
Kahuku High & Intermediate School	2,521	
Brigham Young University (private)	9,992	(public allowed if space is available)
TOTAL	**12,513**	

ANNEX N
SHELTERING

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TAB F: DISTRICT VI EMERGENCY SHELTERS

TAB F: DISTRICT VI EMERGENCY SHELTERS

FACILITY	SPACES
Aiea Elementary School	1,150
Aiea High School	2,251
Aiea Intermediate School	1,733
August Ahrens Elementary School	3,097
Campbell High School	4,997
Ewa Elementary School	1,273
Halawa District Park	111
Highlands Intermediate School	2,402
Honowai Elementary School	1,210
Ilima Intermediate School	3,085
Iroquois Elementary School	667
Kaimiloa Elementary School	1,437
Kaleiopuu Elementary School	2,433
Kanoelani Elementary School	1,508
Kapolei Elementary School	1,255
Kapolei High School	583
Leeward Community College	1,810
Lehua Elementary School	1,205
Makalapa Elementary School	1,726
Manana Elementary School	55
Momilani Elementary School	848
Palisades Elementary School	1,700
Pearl City District Park	53
Pearl City High School	4,025
Pearl City Highlands Elementary School	284
Pearl Ridge Elementary School	846
Pohakea Elementary School	825
Radford High School	2,834
Waiau Elementary School	1,199

Waimalu Elementary School	660
Waipahu Elementary School	1,642
Waipahu High School	3,782
Waipahu Intermediate School	2,625
Webling Elementary School	1,259
TOTAL	**56,57**

ANNEX O

UTILITY RESTORATION

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE INSERTED	INSERTED BY (SIGNATURE)
Revision 1.0	**05/30/08**		

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UTILITY RESTORATION

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ANNEX O

UTILITY RESTORATION

I. PURPOSE

To provide for the maintenance, repair, and/or restoration of all public utilities serving the City during any emergency or disaster.

II. BACKGROUND

A. The maintenance, repair, and/or restoration of public utilities prior to, during and following any major emergency or disaster is of paramount importance. Additionally, information on current (non-disaster related) outages must be available to the City EOC at all times since any outage prior to an emergency or disaster will impact on any planned response.

B. In a localized emergency; e.g., fire, transportation accident, minor flooding, etc., the various utilities have clearly demonstrated their capability of responding rapidly and effectively. In the event of a major disaster, however, the City Emergency Operating Center (EOC) will assume primary responsibility for coordinating with the various utilities any necessary adjustments to their established priorities so that an efficient restoration of service is accomplished.

III. ORGANIZATION - BOARD OF WATER SUPPLY

In the event of a major emergency or disaster, the Board of Water Supply will be the City's principal coordinating agency for utility restoration. The Manager and Chief Engineer will function as the Chief of Utility Operations. The Board will be prepared to operate on a 24-hour basis in the City EOC with cooperating representatives of the private utility companies. The Chief of Utility Operations will:

A. Coordinate, when required, with all utility companies and organizations within the City to ensure prompt, fully coordinated and effective response and recovery operations when natural or man-caused disaster (to include war or terrorist attack) threatens or occurs.

B. Determine when all or part of the utility disaster response plan is to be activated and which resources are to be mobilized.

C. Upon appointment by the Mayor, serve as the City's representative to the State of Hawaii Energy Council. Following a Disaster Declaration, the Energy Council (EC) will meet at the State Civil Defense Emergency Operations Center (EOC), or other location to be determined by State Civil Defense, at least once daily, or more often as response and recovery requirements may dictate.

D. The line of succession for emergency Utility Operations is as follows:

1. Chief, Utility Operations (Manager and Chief Engineer, Board of Water Supply).
2. Assistant Chief, Utility Operations (Deputy Manager and Chief Engineer, Board of Water Supply).
3. Second Assistant, Utility Operations (Chief, Planning and Engineering Division, Board of Water Supply).
4. Third Assistant, Utility Operations (Executive Assistant II, Board of Water Supply).

IV. RESPONSIBILITIES

In addition to those responsibilities outlined above and in the Basic Plan, the following are specific requirements which should be included in planning:

A. Board of Water Supply

1. Keep the State Deputy Director advised of all utility failures as they occur. Current outages, their cause, affected areas, restoration information, need for assistance, etc., should be reported as expeditiously as possible.
2. The adequacy of a potable water supply is of paramount concern in every emergency, and every effort must be made to ensure its continued availability to the population at risk. Standard Operating Procedures and local emergency reaction plans must be developed and tested to meet this requirement.
3. In conjunction with Department of Emergency Management, assist the public utilities, when requested, in preparing and updating their written emergency plans, agreements, procedures and checklists to ensure prompt, fully coordinated and effective response.

B. Supporting Organizations

1. DEPARTMENT DESIGN AND CONSTRUCTION

   DDC will provide such experienced personnel as may be available to assist the Board of Water Supply in the restoration of failed or damaged utility systems.

2. DEPARTMENT FACILITY MAINTENANCE

   Within capabilities DFM will, when requested, provide support for utility restoration efforts.

3. HONOLULU FIRE DEPARTMENT

   HFD will, to the extent possible, direct and control fire fighting operations with priority being given to areas and situations which would expedite the restoration of utility services.

4. HONOLULU POLICE DEPARTMENT

HPD will provide security assistance and will identify appropriate locations for barricades in areas where there is a threat to life and/or property as a result of utility failures.

V. CBRNE INCIDENT CONSIDERATIONS

In the event of a domestic incident involving WMD or the threat thereof, several additional factors will have to be taken into account:

A. While the State Plan for Emergency Preparedness, Enclosure 1 to Annex L, Emergency Resources Management, governs post attack resource management, there may be an interim period between the ordering of a relocation of the population and the actual commencement of hostilities. The emergency organization established in this Annex will be responsible for providing utility services until the State Emergency Response Team (SERT) is operable.

B. Each utility company or agency should develop a plan/SOP for coping with a war-related response and recovery. All fuel tanks, particularly those in host areas, should be topped off.

C. If a pre-attack evacuation is ordered, ensure that utilities are kept operational by skeleton staffs. Request common lodging facilities in host areas for critical workers so that they may commute by shifts to risk area jobs. Release all non-essential workers.

D. Post attack restoration of utilities could be greatly hampered by radioactive dispersal. Utility companies and agencies will need to coordinate recovery actions with the DEM to determine when affected areas are safe to enter.

E. Radiation detection instruments and dosimeters will be needed by work crews. Department plans should call for expedient radiological training for crews and advanced pickup of radiation instruments. As a minimum, all supervisory personnel should be provided training in decontamination procedures. Advanced training for other selected workers would be desirable.

VI. APPENDIX

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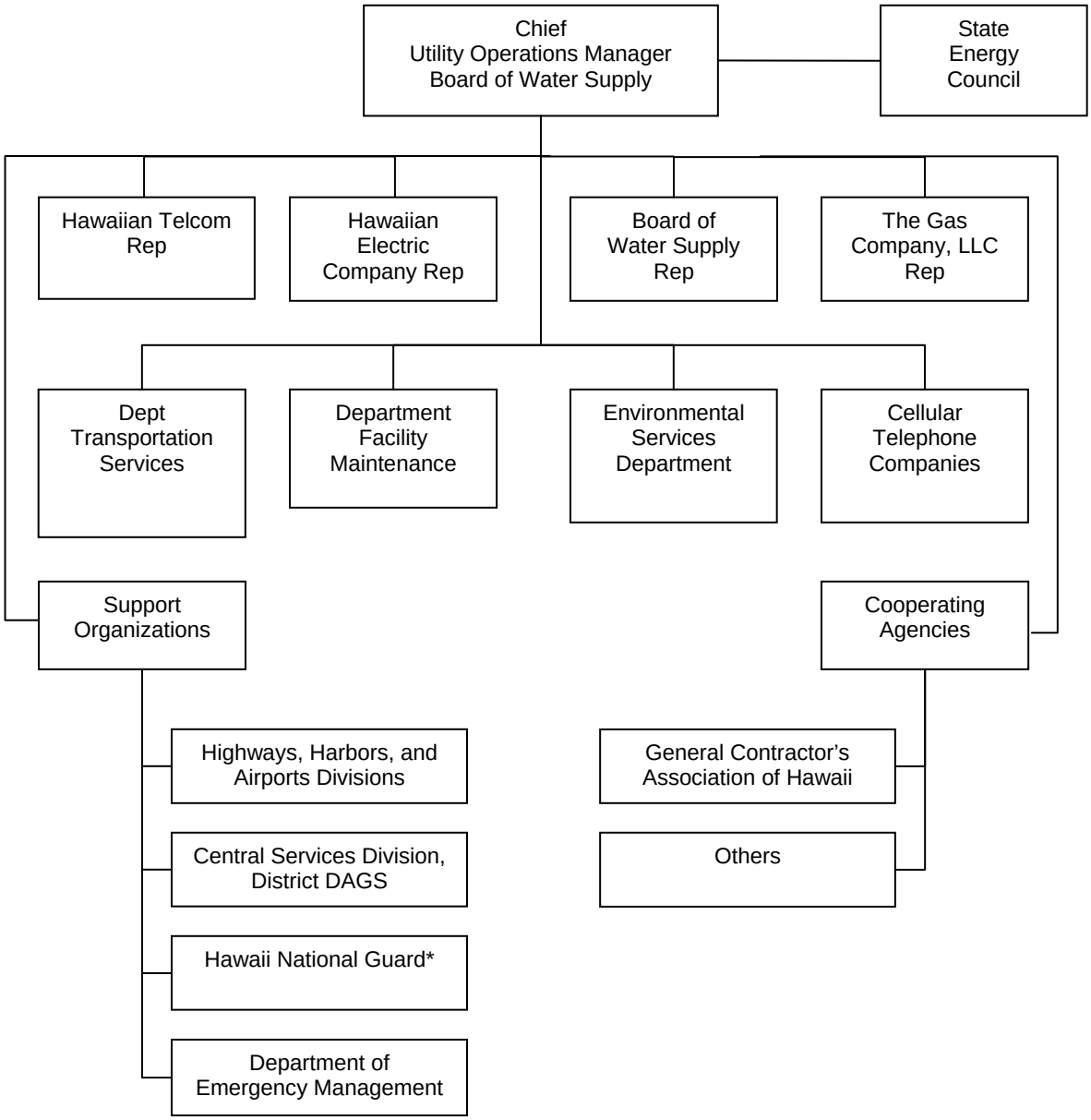
APPENDIX 1: UTILITY SERVICES DISASTER RESPONSE ORGANIZATION



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APPENDIX 2: UTILITY RESTORATION

APPENDIX 2: UTILITY RESPONSIBILITIES

A. The Hawaiian Electric Company, Inc. distributes electricity for domestic and industrial uses.

1. Hawaiian Electric Company (HECO) Liaison to the Department of Emergency Management

ii. Represent the Hawaiian Electric Company in the City EOC during impending or actual major emergencies and disasters.

iii. Monitor and coordinate the control and safety of personnel and vital facilities essential to the maintenance and restoration of electric power during and following a disaster.

iv. When determined appropriate, terminate service in affected areas to minimize the fire/explosion hazard and danger to the public and emergency crews.

v. Control and restore electrical power service according to established/adjusted priorities.

vi. Receive, log and report estimated disaster-related damage, losses and emergency needs to the Chief of Utilities.

B. The Gas Company distributes bulk gas and Cylinders.

1. The Gas Company, Liaison to the Department of Emergency Management

i. Represent The Gas Company in the City EOC during impending or actual major emergencies and disasters.

ii. Monitor and coordinate the control and safety of personnel, vital physical facilities and gas fuels essential to maintenance and/or restoration of essential gas service during and following a disaster.

iii. When determined appropriate, terminate service in affected areas to minimize danger to the public and emergency crews.

iv. Control and restore gas service according to established/adjusted priorities.

v. Receive, log and report estimated disaster-related damage, losses, and emergency needs to Chief of Utilities.

C. Fixed Line and Voice over IP (VoIP) Telephone

1. Fixed Line and VOIP Service Providers, Liaison to the Department of Emergency Management

   i. Represent Hawaiian Telcom in the City EOC during impending or actual major emergencies and disasters.

   ii. Monitor and coordinate the control and safety of personnel and vital physical facilities essential to the maintenance and/or restoration of telephone service during and following a disaster.

   iii. Restore telephone service according to established/adjusted priorities.

   iv. Coordinate the maintenance and operational readiness of company components in the Civil Defense telephone net.

   v. Receive, log and report estimated disaster-related damage losses, and emergency needs to Chief of Utilities.

D. Cellular Telephones

1. Cellular Service Providers, Liaison to the Department of Emergency Management

   i. Represent respective cellular telephone companies in the City EOC during impending or actual emergencies and disasters.

   ii. Monitor and coordinate the control and safety of personnel and vital physical facilities essential to the maintenance and/or restoration of cellular telephone service during and following a disaster.

   iii. Restore cellular telephone service according to established/adjusted priorities.

   iv. Coordinate the maintenance and operational readiness of company components in the Civil Defense telephone net.

   v. Receive, log and report estimated disaster-related damage losses, and emergency needs to Chief of Utilities.

E. Water Supply

1. Department Emergency Coordinator, Board of Water Supply

   i. Act for the Manager and Chief Engineer in the City EOC during the Chief Engineer's or his designated successor's absence.

ii. Monitor the control and safety of personnel and water supply facilities, fuel, equipment and systems essential to the maintenance and/or restoration of water service during and following a disaster.

iii. Receive, log and report estimated disaster-related damage, losses, and emergency needs to the Chief of Utilities.

iv. Water is provided not only by the Honolulu Board of Water Supply, but also by other private sources, as well as the military.

F. Traffic Signal

Function is provided by the Traffic Signal Section of the Department Transportation Services (DTS).

1. Department Emergency Coordinator for Department Transportation Services

i. Coordinate the maintenance/restoration of traffic light systems with Hawaiian Electric Company, Honolulu Police Department and State Department of Transportation representatives in the City EOC.

ii. Monitor the control and safety of personnel and equipment essential to the maintenance and repair of the above systems during and following a disaster.

iii. Receive, log and report estimated disaster-related damage, losses, and emergency needs to Chief of Utilities.

G. Street Lighting

Function is provided by the Public Building Electrical Maintenance Division of the Department Facility Maintenance (DFM).

1. Department Emergency Coordinator for Department Transportation Facility Maintenance

i. Coordinate the maintenance/restoration of street light systems with Hawaiian Electric Company, Dept. of Facility Maintenance, Honolulu Police Department, State Department of Transportation, and City Department of Transportation, representatives in the City EOC.

ii. Monitor the control and safety of personnel and equipment essential to the maintenance and repair of the above systems during and following a disaster.

iii. Receive, log and report estimated disaster-related damage, losses, and emergency needs to Chief of Utilities.

ANNEX P

MORTUARY SERVICES FOR MASS FATALITIES

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ANNEX P

MORTUARY SERVICES FOR MASS FATALITIES

PURPOSE

To provide necessary mortuary services consisting of the collection, identification and disposal of the dead during (see Annex M, Evacuation and Annex N, Sheltering) and after domestic incident involving mass casualties of attack with weapons of mass destruction.

I. ASSUMPTIONS

A. Following an attack, normal methods of providing mortuary services will most likely be infeasible. The City morgue, hospitals, and funeral homes throughout the City have limited resources for storing corpses. Most victims will have been identified prior to expiring, and will be removed from hospitals and alternate care facilities (such as the Field Care Centers) or homes. Consideration of religious beliefs is an important part of caring for the dead, and assisting the surviving family members. Depending on whether a CBRNE agent is involved, burial may pose a risk of contamination.

B. Compounding the response to a CBRNE incident is the risk of contamination. The management of this response may require facilities for the decontamination of the deceased, assistance of private morticians, specialized technical assistance, expansion of cold storage and processing facilities, and probable activation of Disaster Mortuary Team (DMORT) assets, local military, and resources of the Joint POW-MIA Accounting Command (JPAC).

C. There is no single agency of the City and County government whose peacetime operations are readily convertible to the provision of post attack mass casualty mortuary services. Therefore, Mortuary Services will be re-organized as an upgraded part of City and County government for emergency operations

II. RESPONSIBILITIES

A. PRIMARY: MEDICAL EXAMINER

Recovery and processing of decedents for positive identification and certification of the cause and manner of death is the responsibility of the Medical Examiner/Coroner

B. DECONTAMINATION OF THE DECEASED

1. The Incident Commander will determine how to handle the deceased after consultation with the County Medical Examiner and Law Enforcement (HPD and FBI).

2. No deceased victim will be removed from the incident scene without first being given both gross and secondary decontamination.

3. A decision will be made by the HAZMAT Group on whether to do gross decontamination where the body is found before moving the deceased to a decontamination area.

4. Decontamination of the deceased will occur once decontamination of the living is completed.

5. Victims who are receiving treatment and become deceased should be placed in a body bag and removed as soon as possible to the morgue unit.

6. Forensic Investigation and Security: Police Department

7. Overall Coordination: Department of Emergency Management

8. Funeral Directors' Association of Hawaii: Assist with Qualified Personnel

III. GENERAL PLAN AND ORGANIZATION

A. CONCEPT OF OPERATIONS

The Mortuary Services organization will be activated when the Governor declares a State of Emergency, when evacuation has been directed, or when, upon threat of attack and in the opinion of the State Deputy Director, conditions require its implementation.

1. MASS FATALITY ASSESSMENT

A mass fatality incident is defined as an event in which multiple deaths occur which necessitates services beyond what is normally required of the Medical Examiner's Department.

Such an event will require an evaluation team from the Department of the Medical Examiner consisting of 2-3 individuals, including the Chief and Deputies, who will convene at the office or go to the site of the mass fatality to assess the following:

i. Number of fatalities involved. Body storage considerations

ii. Condition of the bodies

iii. Problems with the retrieval of bodies and the equipment necessary for removal

iv. Level of Personal Protective Equipment (PPE) required

v. Number of personnel needed to handle the work in the field and at the examination center

vi. Possible chemical, biological, or radiological hazards and decontamination requirements

vii. Need for activation of the Disaster Mortuary Operations Team (DMORT) requested through FEMA and provided by the NDMS. A Disaster Mortuary Operational Response Team

(DMORT) works under the guidance of the Chief Medical Examiner by providing technical assistance and personnel to recover, identify, and process deceased victims. DMORTs are composed of private citizens, each with a particular field of expertise, who are activated in the event of a disaster. The National Disaster Medical System (NDMS), through the U.S. Public Health Service (PHS), and the National Association for Search and Rescue (NASAR) fosters the development of DMORTs.

2. CHIEF MEDICAL EXAMINER

   i. Maintain overall responsibility and provide command supervision for the entire operation

   ii. Conduct meetings with key personnel during the operation to discuss problems encountered and to brief staff on the status of the operation

   iii. Be responsible for approving all final identifications of victims

   iv. Be responsible for the release of information to the public and news media

   v. Coordinate recovery operations at the scene, examination center, and the family assistance center

   vi. Provide support and direction to all personnel to ensure a smooth operation

3. SECURITY TEAM (HPD)

   i. Be responsible for the overall security of the operation.

   ii. Establish an access control system to prevent unauthorized entry into controlled areas.

   iii. Brief personnel concerning security requirements to include physical security, information security, and communications security.

   iv. Ensure that only authorized photographers are allowed to take photographs or videotape in and around the controlled area.

4. SECURITY OFFICERS (HPD)

   i. Control checkpoints, check ID badges and ensure that only authorized personnel are allowed within the controlled areas.

   ii. Perform other duties as assigned by the team lead

5. PRE-INCIDENT PREPARATIONS

   To prepare for a mass casualty event, the following areas should be addressed:

   i. Communications (telephones, 2-way radios, email, etc)

ii. Durable equipment, including body bags, tags, etc.

iii. Refrigerated trucks for the examination center and incident site.

iv. Transportation for personnel

v. Identification badges or shirts for personnel

vi. Selection of Examination Center(s): Disasters incurring a maximum of 30 – 50 casualties can be handled at the Department of the Medical Examiner, depending on the type of incident

vii. In an event in which there are greater than 50 casualties, a request for the deployment of NDMS assets may be required. This can be done with the approval of the Chief Medical Examiner.

Disasters with greater than 50 casualties will need activation of the NDMS assets with portable morgues, equipment and personnel provided by D-MORT. Sites to consider as potential examination center(s) include:

a) Joint POW-MIA Accounting Command, Hickam Air Force Base.

b) Kaneohe Marine Base, Hawaii.

c) Schofield Army Base.

Selection of a Family Assistance Center (FAC): American Red Cross (ARC) will be called to set up and operate the FAC. ARC will utilize all working agreements with Religious Groups,

Hawaii State Voluntary Organizations Active in Disasters, and private entities as needed.

B. MASS FATALITY OPERATIONS

1. INCIDENT SITES

The Medical Examiner Chief Investigator will act as the supervisor of the Search and Recovery Team working under the direction of the Chief Medical Examiner.

2. MEDICAL EXAMINER CHIEF INVESTIGATOR

The Medical Examiner Chief Investigator is responsible for:

i. Overall operation of the Search and Recovery Team

ii. Establish a search plan that provides for a thorough, deliberate, overlapping search of the disaster area by Search and Recovery Team personnel

iii. Coordinate with other authorities to ensure that a cordon is established around the disaster area, that access is controlled, and that remains and personal effects are not moved or

disturbed in a way until approved by the Search and Recovery Team Chief

iv. Ensure that a sufficient quantity of pre-numbered stakes and pre-numbered body tags are available for use at the disaster site

v. Ensure that a log is maintained of all recovered remains and body fragments

vi. Ensure that the exact location of a body or fragment is noted by placing a marker with the same number as that on the body or fragment

vii. Ensure that a meter-square grid chart is prepared to accurately chart the location of each body or fragment in relation to other remains, natural landmarks, and significant debris or other evidence

viii. Supervise the removal of remains from the disaster site

ix. Ensure that personal effects found on a body remain on the victim for transport to the examination center

x. Agreements will be necessary for the following items:

a) Refrigerated trucks

b) Transportation vehicles for personnel

c) Transportation vehicles for casualties

d) Tents and trucks for supplies and equipment

e) Food services for personnel.

xi. Equipment necessary for the incident site(s):

a) Protective clothing, including boots, coats, hard hats, rain suits, etc.

b) Body bags.

c) Flags/stakes for marking location of casualties.

d) Toe tags--water resistant.

e) Biohazard bags and boxes.

xii. Procedures necessary at the site:

a) Documentation of body location, parts and personal effects by griding or survey equipment.

b) Provisions for a safe working environment for personnel.

3. SEARCH AND RECOVERY TEAMS.

Responsible for the search operation at the disaster site which includes searching for, locating, numbering, and recovering human

remains and personal effects as directed by the supervisor. In addition the following personnel will comprise a Search and Recovery Team:

i. Scene Investigator (1/25 casualties) and assistant/photographer (1/25 casualties) who will take photographs as directed by Search and Recovery Team Leader

ii. Body removal teams comprised of 4 people, possibly from the military, National Guard or ClLHI (1 team/50 casualties)

iii. Dental consultant (1/50 casualties). These consultants will advise Search and Recovery Team members on the procedures for identifying and collecting dental fragments, assist in the search operation, ensure that, as necessary, the jaws of the human remains are wrapped with bandages, or the like, to prevent loss of dentition during movement and transportation of bodies

4. EXAMINATION CENTER(S)

The Chief Medical Examiner will supervisor operations at the examination center

i. Agreements will be necessary for the following items:

a) Refrigerated containers for storage of bodies

b) Food services for personnel

ii. Equipment necessary for the Examination Center:

a) Security and I.D. badges.

b) Log books (3) - 1 for bodies, 1 for parts, 1 for effects.

c) Protective clothing

d) Communication devices, including telephone, cell phones, fax machines, computers with internet capabilities

e) Office equipment, including copiers, typewriters, fax machine, etc.

f) Case files with accession numbers to remain with the bodies until complete.

iii. Procedures necessary at the Examination Center:

a) Establishing a safe working environment

b) Body / remains receiving stations

c) Body / remains tracking

d) Remains identification and cursory examination of casualties in the event the number of victims is

overwhelming (i.e., greater than 1,000 casualties)

e) Establishing a food and rest center for personnel.

f) Implementing specimen analyses for DNA identification purposes (post mortem and ante mortem) agreements

iv. Examination Center Personnel:

a) Administration Team

Responsible for administrative matters and the acquisition, maintenance, and security of all records pertaining to the fatalities, i.e., medical, dental, completed morgue files, etc.

b) Administration Team Supervisor
(Department of the Medical Examiner Secretary)

1) Responsible for the overall operation of the Administration Team

2) Responsible for collecting a list of all possible victims of the mass disaster so that acquisition of ante mortem records can begin at the earliest possible time

3) Responsible for the collection of pre-death information and the control of these files

4) Responsible for keeping records of personnel assigned to the Administration Team.

c) Medical Records Technician (1/25 casualties)

1) Be responsible for all morgue files.

2) Maintain a control log for the records pertaining to each fatality, identifying which records are on-hand, when they were received, from whom they were received and where the records are or in whose possession they are at the time.

3) Ensure that completed identification files are strictly controlled.

4) Be responsible for the filing of all records after final typing.

d) File Clerks (1/25 casualties)

1) Assist the Medical Records Technician in performing his/her duties.

e) Communication Specialists (1/20 casualties)

1) Conduct telephone communications, as directed, to support the operation.

2) Acquire information pertaining to the victims which may assist in the identification process.

3) Communicate with next of kin in coordination with the Family Assistance Center Team Leader.

f) Logistic Specialists (1/50 casualties)

1) Be responsible for acquisition, storage, issue, and accountability of all supplies and equipment necessary to support the operation.

2) Maintain expense data, accountability documents, procurement documents, and any other record necessary to document the cost of the operation.

3) Monitor the status of all procurement actions.

g) Death Certification Specialist (1/50 casualties)

1) Be responsible for completing the upper portion of the death certificates and submitting the forms to the State Department of Health.

2) Monitor the status of all death certificates. Staff members from the various mortuaries may serve in this capacity. A member of the State Department of Health, Office of Health Status Monitoring, would be of benefit at the examination center. The staff member could then rapidly issue the appropriate permits for final disposition of bodies.

h) Reception Team (1/10 casualties)

Morgue assistants/trackers to handle, move, and remain with bodies during movement from station to station.

1) Responsible for receiving and processing all casualties at the Examination Center and initiating a file for each case.

2) Responsible for maintaining a log book regarding the status of each case.

3) Responsible for tracking and storing all casualties.

4) Responsible for assigning an escort for each casualty during processing.

5) Responsible for storing casualties in a systematic manner after completion of the work at each station.

i) Anatomical charting, personal effects/clothing station

Stations will consist of:

1) Forensic pathologist (1/10 casualties).

2) Pathologist assistant (1/10 casualties).

3) Photographer (1/25 casualties).

Note: The Photographer will photograph each body/parts prior to processing.

Note: Depending on the type of mass fatality event, a law enforcement officer/evidence technician may also be required (1/10 casualties). Personal effects such as clothing, jewelry, etc. should be collected, inventoried and bagged at this station and placed in a secured area. Documentation should be placed in the case file to remain with the body.

j) Fingerprint Station will consist of a Fingerprint Specialist (1/25-casualties)

1) Examine prints of all remains in an attempt to identify victims.

2) Utilize any method necessary in an attempt to identify remains based on prints.

3) Log into the morgue file whether fingerprints/footprints could be obtained and whether the remains were identified.

Note: In the event of a disaster requiring additional personnel, will be requested from the FBI and other DOD agencies

k) Radiology Station will consist of a Team Leader and X-ray Technicians (1/25 casualties)

1) Be responsible for the overall operation of the x-ray section.

2) Ensure that full body radiographs are taken of all remains.

3) Will review all radiographs to ensure that they are of sufficient quality for use by the Forensic Pathology Team.

4) Monitor personnel working in the radiology area for excessive exposure.

5) Perform duties assigned by the Radiology Team Leader and be accompanied by an Assistant (1/25 casualties)

Note: In the event that the number of casualties is overwhelming, full body x-rays will not be conducted on all victims. Equipment will consist of an X-ray Machine (1/50 casualties), film and Developers (1/50 casualties).

l) Dental Station

A Forensic Dentistry Team will be responsible for conducting dental examinations of each set of remains to assist in the identification process. In the past, members of the U.S. Army Central Identification Laboratory (CILHI), Hawaii have performed this task. The Team Leader of the Dental Station will be:

1) Responsible for the overall operation of the Forensic Dentistry Team

2) Responsible for communicating with the fingerprint specialists to coordinate the identification process

3) Brief all team personnel involved in charting records on the charting methods to be used to ensure consistency

4) Review all identifications made by the team

5) Responsible for monitoring personnel working in the Dental Radiology Section for excessive exposure

The Postmortem Dental Examination Section will consist of an Odontologist and Assistant (1/20 casualties) and will be responsible for:

1) Performing a thorough postmortem dental examination on each set of remains, including x-raying of teeth, cleaning of dental structures, and charting of all dental evidence on a Postmortem Dental Record Form

2) Comparing completed postmortem dental records and radiographs with assembled ante mortem records and radiographs in an attempt to effect an identification or exclusion

3) Completing a Dental Identification Summary Sheet for each dental identification made

Note: A Photographer will take photographs as directed by the Forensic Dentistry Team Leader

m) Autopsy Station

Forensic Pathology Team will be responsible for the examination of the remains to determine the cause of death and to facilitate identification of victims. In the event that the number of casualties is overwhelming, full autopsies will not be performed. The Team Leader will:

1) Be responsible for the overall operation of the Forensic Pathology Team

2) Brief all team members concerning autopsy protocol and the procedures for handling toxicology specimens

3) Oversee the autopsies and preparation of autopsy reports to ensure a uniformity of effort

4) Periodically rotate the forensic pathologists between the various positions requiring their expertise

n) Forensic pathologist (1/10 casualties)

1) Collect necessary tissue/body fluid samples for DNA testing

2) Perform autopsies and/or examinations of each set of remains in an attempt to determine the identity and the cause of death of the victim

3) Upon direction of the Forensic Pathology Team Leader, will rotate to other positions and perform other duties requiring a forensic pathologist

o) Pathologist's Assistant(s) (1/10 casualties) will assist the Forensic Pathology Team

p) Photographer

1) Take photographs as directed by the Forensic Pathology Team Leader.

q) Transport Station (1/25 casualties)

1) Be responsible for transport of victims from the disaster site(s) to the Examination Center and following examination to mortuaries or mass burial sites.

Note: Depending on the number of casualties, bodies may be transported in refrigerated containers or trucks.

r) Optional Stations such as a Toxicology Station will consist of Medical Technologists

1) Be responsible for the receipt, chain of custody

and proper storage and control of toxicology and DNA specimens received from the forensic pathologists.

2) Assist in the autopsy area by preparing toxicology and DNA testing and storage containers for each set of remains.

3) Assist during a biological/chemical event by providing appropriate materials for retention of biological/chemical agents (i.e., culture media, Vacutainers, etc.).

s) Anthropology Station will consist of a Forensic Anthropologist who will:

1) Provide technical assistance to the forensic pathologists as requested

t) Duty Team

1) Duty teams are responsible for various duty functions within the operation including moving supplies and equipment, keeping work areas orderly and clean, and other duties assigned by the Team Leaders.

u) Team Leader

1) Be responsible for the overall operation of the Duty Team.

2) Will assign personnel, as necessary, after consultation with the Deputy Chief Medical Examiner

5. It is highly unlikely that "mass burial" would be necessary either as a means of holding bodies until the relatives are found, or as a means of balancing the need for grave sites with the number of dead to be buried. If, however, special conditions arose in which State Civil Defense and Department of Health deemed such measures necessary, State law does make provisions for such actions (§841-16, Hawaii Revised Statutes [HRS]).

6. Collection teams will proceed to locations where remains have been reported--usually sites within the affected disaster area or medical care facilities. They will obtain and record for each deceased, information concerning the circumstances of death, and will tag, collect and load the remains on trucks for movement to mortuary areas.

7. Transportation of remains will be by trucks which will be provided with their drivers by the ESF #1Transportation, of the SERT.

8. Identification Teams and Interment Teams will function at each mortuary area. Interment teams will unload remains as they are brought in by truck, assist in the excavation of graves, place remains in and mark the grave sites, and complete burial records. Identification teams will examine each deceased and its personal effects as it is unloaded by interment teams. They will perform all feasible identification and gather together, label and provide safekeeping for personal effects.

9. Any arrangements for later disinterment of remains and identification of the unknown will be made after the time period dealt with in this Plan.

C. MASS FATALITY OPERATIONS – RELATED ACTIVITIES

1. Retention Of Evidence For Forensic Investigations

2. Response to a Biological/Chemical Act of Terrorism: In event of a biological or chemical event, the procedures of the disaster plan will continue to be followed with the addition of the following priorities:

   i. Protection of staff and facility from the biological/chemical agents.

   ii. Provision for the best possible examination of the deceased.

   iii. Environmental protection external to the Medical Examiner Facility or examination center.

   iv. The protection of staff and facility will be assisted by:

3. The protection of staff and facility will be assisted by:

   i. The use of appropriate equipment necessary at the incident site(s) which will include personal protective equipment (PPE) capable of at least Level C protection.

   ii. Use of full face mask with powered or non-powered canister filtration system.

   iii. Body protection clothes capable of providing a chemical/biological (mycobacterium) barrier.

   iv. Double glove protection.

4. Examination Equipment will consist of:

   i. Hot/cold water outlets at the body reception area for decontamination. (This will be located in the covered parking area of the Medical Examiner Facility and in a pre-arranged outside area if a different examination center is utilized).

   ii. PPE similar to that utilized in the field will be required for use by examination reception area personnel.

   iii. Portable positive pressure self-contained breathing apparatus should be available for pathologists and assistants who will be

exposed to the body cavities of victims.

iv. Culture media and collection tubes to store samples from victims to be sent to the State Health Department for analysis.

5. Examination of victims will be the primary objective of the Examination Center with documentation of the biological/chemical agent as the secondary objective. The difficulties in identification, seen in other disasters such as plane crashes and bomb blasts, are not anticipated because casualties are likely to be intact and visual identifications possible.

6. Full examination of casualties may be performed on up to 300-350 victims. These will include the procedures in the standard disaster plan. For disasters with up to 1,000 casualties, a modified version of the standard operating procedure can be anticipated. In events with greater than 1,000 victims, identification and possible documentation of the biological/chemical agent will be the objective and only cursory examination will be attempted.

7. Guidance concerning the sanitation aspects of handling and disposing of bodies, including remains contaminated by radioactive debris/fallout, will be provided by the ESF #8 Public Health and Medical Services, of the SERT.

i. Routine precautions will be necessary for all individuals handling bodies. These will include gowns, boots, gloves and face masks. Self-contained breathing apparatuses may be necessary depending on the nature of the disaster.

ii. Gowns and gloves will be disposable to decrease the chances of contamination and these should be destroyed by incineration.

iii. Decontamination of the Deceased

a) Bodies will need to be decontaminated either before or after examination depending on the agent utilized in the terrorist attack.

b) The Incident Commander will determine how to handle the deceased after consultation with the County Medical Examiner and Law Enforcement (HPD and FBI).

c) No deceased victim will be removed from the incident scene without first being given both gross and secondary decontamination.

d) A decision will be made by the HAZMAT Group on whether to do gross decontamination where the body is found before moving the deceased to a decontamination area.

e) Decontamination of the deceased will occur once

decontamination of the living is completed.

f) Victims who are receiving treatment and become deceased should be placed in a body bag and removed as soon as possible to the morgue unit.

iv. Final decontamination may be performed by using a hypochlorite solution on the bodies prior to final disposition.

D. FAMILY ASSISTANCE CENTERS (FAC)

1. The general public will be restricted from mortuary areas. Police assistance may be required. Persons searching for missing kin will be referred to the Facility Assistance Center for information and counseling.

2. Setup and daily operations of the FAC are the responsibility of the American Red Cross, under the guidance of the Medical Examiner. It is important that the site selected for the FAC be functional for the incident. The location of the FAC should not be close to the actual scene nor to the Mass Fatality Examination Center, and it should be easily accessible to the families. Parking should be a consideration, and security must be provided.

3. A representative of the Department of the Medical Examiner will be responsible for the following:

   i. Gathering ante mortem information and family information.

   ii. Collecting personal effects and oral mucosal swabs of relatives for DNA analyses.

   iii. Sharing information with the families.

   iv. Developing a notification procedure and notifying family members.

   v. Providing information and services to family members which they may need in the days following the incident.

E. ORGANIZATION

1. The City Medical Examiner is appointed the Chief of Mortuary Services.

2. The line of succession to the position of Chief of Mortuary Services is:

   i. Director / Chief Medical Examiner

   ii. Deputy Medical Examiners

   iii. Chief Investigator For the Medical Examiner

3. The Service consists of the Office of the Chief and five Sections: Resources, Records and Property, Office Services, Liaison, and Field Operations.

4. The Mortuary Control Center will be located at the current seat of government with alternate operating field locations at the Civil Defense District I, II, III, IV, and V EOCs.

F. SUPPLY

1. Any emergency mortuary supplies specially stockpiled for emergency purposes will be at the immediate disposal of Mortuary Services in the post-attack period.

2. All other supplies such as body bags and toe tags for mortuary activities will be obtained through the ERMA organization.

G. TRANSPORTATION

1. Trucks and drivers to meet Mortuary Services needs will be provided by the SERT Transportation Division.

2. Ambulances and hearses owned by or in the possession of peacetime mortuary establishments will come under the control of the ERMA Transportation Division.

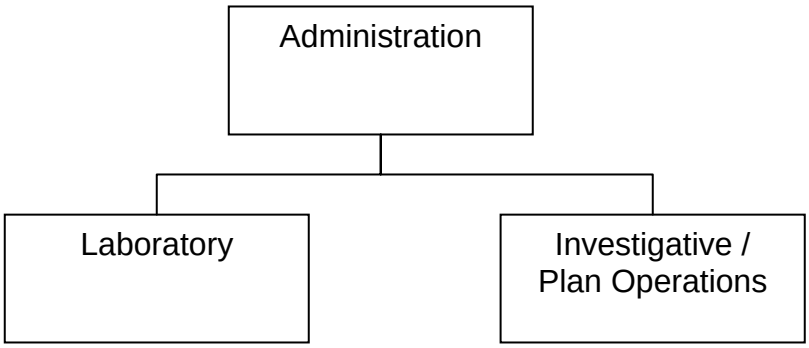
NOTE: Ambulance and hearse assets will normally be assigned to Emergency Services, Police, Fire and Facility Maintenance units for the movement of living casualties or other emergency essential tasks.

IV. APPENDIX

APPENDIX 1: DEPARTMENT OF MEDICAL EXAMINER ORGANIZATION CHART

APPENDIX 1: MEDICAL EXAMINER ORGANIZATIONAL CHART

APPENDIX 1: MEDICAL EXAMINER ORGANIZATIONAL CHART



ANNEX Q

DAMAGE ASSESSMENT

RECORD OF REVISIONS

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DAMAGE ASSESSMENT

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ANNEX Q

DAMAGE ASSESSMENT

I. PURPOSE

To outline the responsibilities of City Departments, Agencies and other supporting private sector response organizations in accomplishing damage assessments. Then, depending on the extent of damage to public and private sector facilities and resources, to subsequently participate with Federal and State personnel in conducting a Joint Preliminary Damage Assessment and the accomplishment of Project Worksheets (PWs).

II. GENERAL

Immediately following a major emergency or disaster, the City provides the first line of response and assistance to victims in any affected area of Oahu. This includes the documenting and compiling of damages sustained so that recovery priorities can be established and needs determined. If the extent of damage clearly exceeds the City's response capabilities and/or resources, the Mayor will request the Governor to provide State assistance. If State assistance is determined by the Governor to be inadequate to meet the City needs, the Governor will request Federal assistance from the President. All assistance determinations, whether at the City, State, or Federal levels, are based primarily on data gathered during damage assessment operations.

III. DEFINITIONS

A. INITIAL DAMAGE ASSESSMENT

The first on-scene inspection of a disaster area accomplished by City personnel for the express purpose of obtaining a broad, overall estimate of damage sustained within the City.

1. Each City Department/Agency and supporting private sector organization will conduct a rapid survey of their facilities and equipment and immediately report to the Department of Emergency Management (DEM) the extent, dollar estimate, and impact of any damage sustained.

2. To ensure a complete picture of damage is available to the Mayor and key City managers, the Department of Design and Construction will convene, organize, brief and, when directed by the Department of Emergency Management, dispatch pre-identified Damage Assessment Teams to document damage to all other public and private sector facilities in all affected areas of the island. The Team listings should include standby/alternate members in the event the magnitude of the disaster requires such additional resources.

B. PRELIMINARY FEDERAL DAMAGE ASSESSMENT

An assessment conducted by teams of City, State, and Federal personnel to provide more definitive data on damage to public and private sector facilities and resources prior to a Gubernatorial request and/or a Presidential determination for Federal assistance. Team composition and dispatch will be determined by State/Federal authorities.

C. DAMAGE SURVEYS

A more detailed accounting of damage to public property accomplished by joint City, State and Federal teams.

D. DAMAGE REPORTS

1. FIELD TEAM WORK SHEETS
   Simplified formats used by City personnel during Initial Assessments to rapidly document damage to public and private sector facilities and property. (See Appendix 1 for forms and explanations).

2. JOINT PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATES
   Accomplished by joint City, State and Federal personnel following the Initial Damage Assessment.

   NOTE: State/Federal inspectors prior to team departure will accomplish a detailed briefing for City personnel and an explanation of forms to be used.

3. PROJECT WORKSHEETS (PWS)
   Standardized Federal forms used to determine dollar estimates for repair/replacement of damaged public/private non-profit facilities. Completion of DSRs normally follows the Preliminary Federal Damage Assessment.

   (NOTE): State/Federal inspectors prior to team departure will accomplish a detailed briefing for City personnel and an explanation of forms to be used.

E. INITIAL DAMAGE ASSESSMENT TEAMS

A small group, usually a vehicle driver or aircraft pilot and one or two observers/recorders, dispatched to predetermined areas of the island to conduct damage surveys. Teams will be composed of previously designated and trained City employees and/or volunteers.

NOTE: Methods to be utilized to obtain damage estimates may include walking "door-to-door" if travel by vehicles is precluded; drive through "windshield" surveys, roadways permitting; aerial observation using fixed or rotary winged aircraft; or any other method deemed appropriate for existing conditions.

F. FIELD HEADQUARTERS

Six field headquarters will be established by the Department of Design and Construction, one in each of DEM's District Emergency Operating Centers (EOCs). (See Appendix 2 for EOC locations.)

NOTE: The number of designated Damage Assessment Teams per district should be sufficient to cover all affected District areas within five hours after team dispatch. Alternate teams should be placed on standby after initial teams are called. Civil Defense Volunteers may be available at the field headquarters to assist and/or supplement each team.

IV. OPERATIONS

A. When conditions for assessment have been deemed safe by DEM, but prior to an "All Clear" announcement over the Emergency Alert System, all City Departments, Agencies and supporting private sector response organizations shall dispatch pre-designated, trained personnel to inspect/survey their facilities and equipment if they lay within a known or suspected area of damage. Appraisals of damage to include description and dollar estimates of repair/replacement, and the impact on operations will be forwarded immediately to DEM.

B. Additionally, the Department of Design and Construction, upon direction by DEM, will marshall Damage Assessment Teams at designated District EOCs or other suitable locations and initiate/direct assessment operations. Assessment teams will document damage, to include demolition recommendations, using the formats at Appendix 1 and report their findings to their local District EOC and/or to DEM utilizing any and all means available.

NOTE 1: Whenever possible, team members should be assigned to areas in which they reside. This procedure will minimize delays in reporting to the field headquarters or other designated location.

NOTE 2: The use of fixed or rotary wing aircraft to accomplish initial surveys may speed the assessment process and negate the need to deploy assessment teams to some areas of the island.

C. All damage survey data received by DEM will be collated and refined by Department of Information Technology personnel in the EOC for presentation in oral, written, or graphic form to the Mayor and the EOC staff or to State Civil Defense as a PERDISREP. (See Annex G, Reports.)

D. Personnel accomplishing the Initial and Joint Preliminary Federal Damage Assessments shall be made available to assist State and Federal personnel in completing formal Project Worksheets (PWs).

V. RESPONSIBILITIES

A. DEPARTMENT OF EMERGENCY MANAGEMENT

1. Activate the District EOCs and coordinate implementation of the provisions of this Annex.
2. Provide damage assessment training to all designated City departments/agencies and supporting response organizations.
3. Assure teams are properly briefed to preclude unnecessary exposure to any known hazards.

B. DESIGN AND CONSTRUCTION DEPARTMENT

1. Establish and dispatch Damage Assessment Teams as directed by DEM. Places alternate teams on standby.
2. Determine initial rendezvous points for Teams if District EOC are not available or suitable.
3. Ensure the availability of sufficient teams within each District to provide for complete District coverage and reporting within five hours of team dispatch.
4. To have at least twelve trained damage assessment personnel, two for each of the six Civil Defense Districts.

C. DEPARTMENT OF FACILITY MAINTENANCE

1. When time permits, coordinate the allocation of vehicle resources prior to the onset of the emergency. (Emergency responders should be prepared to use their own vehicles.)
2. Contact the General Contractors Association for additional support, as required. (See Appendix 3, Annex J, Emergency Disaster Debris Clearance.)

D. BUDGET AND FISCAL SERVICES DEPARTMENT

1. Provide DEM with a copy of the annual budget and its current status (as reflected in a monthly budget report).
2. Assist the Department of Design and Construction in determining costs of damages to private sector facilities based on real property tax assessments. (The Department will provide the average values for low, medium and high cost private residences within the various communities in each District to aid both the Damage Assessment teams and DIT in making their dollar estimates.)

E. DEPARTMENT OF INFORMATION TECHNOLOGY

Act as the central clearinghouse for damage reports from all sources.

F. HONOLULU POLICE AND FIRE DEPARTMENTS

Within capabilities, provide helicopter support to the Department of Design and Construction in making Initial Damage Assessments.

G. CIVIL AIR PATROL

Within capabilities, provide aerial observation to the Department of Design and Construction for making Initial Damage Assessments.

H. BOARD OF WATER SUPPLY

To have at least twelve trained personnel, two for each of the six Districts, available to the Department of Design and Construction to support Initial Damage Assessment Teams.

I. PLANNING AND PERMITTING DEPARTMENT

1. Provide Damage Assessment Teams with appropriate scale GIS area maps.
2. To have at least twelve trained, certified personnel, two for each of the six Civil Defense Districts, available to the Department of Design and Construction to support Initial Damage Assessment Teams.

J. CIVIL DEFENSE DISTRICT VOLUNTEERS

Provide EOC space for the assembly of Damage Assessment Team members and transmit their reports to the City EOC when requested.

VI. COMMUNICATIONS AND REPORTS

To fulfill the primary requirements of an initial damage assessment, reports must be made as quickly (goal is within the first five hours) and as accurately as possible from the team to Field Headquarters or to DEM. (See Appendix 1 for sample forms and explanations.) In general, communications and reporting will be conducted as outlined in Annex E, Communications, and in Annex G, Reports. The following points, however, should be kept in mind when communicating disaster assessment reports:

A. Make accurate observations and notes prior to communicating. Keep the report short using common, easily understood descriptive terms. Take photographs whenever/wherever possible.

B. Adhere to a standard format, thereby permitting the receiver or listener to anticipate your next item without confusion.

C. Note the time of the report.

D. If reported information is not based on personal observation, say so, and attempt to verify.

E. If unable to communicate an urgent report over the Local Government Radio (LGRN), Police or Fire nets, utilize any other available means; e.g., citizens band, telephone, or even a volunteer messenger.

F. Upon return to the Field Headquarters, be prepared to substantiate, verify and/or correct your earlier reports.

G. Be prepared to assist State and federal representatives in accomplishing PWs.

VII. APPENDIX

Appendix 1: FIELD TEAM REPORT FORM AND EXPLANATIONS

APPENDIX 1: DAMAGE ASSESSMENT

APPENDIX 1 - FIELD TEAM REPORT FORM AND EXPLANATIONS

A. DAMAGE ASSESSMENT REPORT FORM AND EQUIPMENT

To provide for efficient reporting, a Field Team Work Sheet has been developed for use by Damage Assessment Teams. Folders containing these forms are located at each of the District Emergency Operating Centers. A camera, film, tape recorder, flashlight, AM/FM radio and other items likely to be required when conducting damage assessments will be provided from available resources.

B. REPORTING

Work sheets are filled out by the Damage Assessment Team while still in the field. (Urgent reports--involving life and death--should be called in by radio or by the fastest means available). Team work sheets may be summarized at each District Emergency Operating Center or called in individually to the City EOC.

C. FIELD TEAM REPORT WORK SHEET

Damage Assessment Reports will be forwarded as soon as possible to the City Emergency Operating Center. Where dollar values are requested, fill in your best estimate. The remaining parts of the work sheet should be filled out as follows:

1. CATEGORY:

   Pertains only to Public Assistance projects. Indicate the category of the kind of work required. (See the explanation of Category A-G work in the lower left hand corner of the Team Worksheet).

2. ADDRESS:

   Enter street number and name, or any other identifying information that will assist in mapping and relocating.

3. OWNER:

   Indicate by an "X" the owner of the damaged site.

   NOTE: Private non-profit organizations may be eligible for Public Assistance. If the damaged site is determined to be private non-profit, mark "private" and indicate "non-profit" in remarks.

4. TYPE:

   Indicate by an "X" the designed purpose of the damaged site.

5. SPECIFIC CATEGORIES:

   Indicate by an "X" the specific use of the damaged site.

6. REMARKS:

   Comment on the damage if necessary. Include photographs where needed.

7. PRIVATE RESIDENCE:

   Estimate whether you believe the original cost of the home was low (L), medium (M), or high (H).

8. DAMAGE:

   Use the following criteria for rating:

   i. AFFECTED HABITABLE:

      Applies to homes, condos, and apartments. Some damage to the structure and suspected damage to content. Structure is usable without repair.

   ii. MINOR DAMAGE:

      Damaged and may be used under limited conditions; may be restored to service with minor repairs.

   iii. MAJOR DAMAGE:

      Damaged to the extent it is no longer usable and may be returned to service only with extensive repair.

   iv. DESTROYED:

      A total loss; damaged to the extent that it is not usable and not economically repairable.

ANNEX Q - APPENDIX 1

TAB A: DAMAGE ASSESSMENT FORM

TAB A: DAMAGE ASSESSMENT FORM

DISASTER HOUSING PROGRAM
PRELIMINARY DAMAGE
ASSESMENT
USE ONE LINE FOR EACH ADDRESS

CITY _____ COUNTY _____ STATE ____ PAGE ____
TYPE DISASTER ____ FLOOD ____ SEVERE STORM ____ TORNADO ____ HURRICANE ____ EARTHQUAKE ____ OF ____
ASSESSMENT TEAM: _____ DATE ____ MAP ____

	ADDRESS	HOME		Affected Habitable						UNINHABITABLE Minor						UNINHABITABLE Major						UNINHABITABLE Destroyed						Inaccessible	Water Depth		Probable Assistance	
							INS						INS						INS						INS							
	1	PRI 2	2nd 3	SF 4a	MF 4b	MH 4c	HO 4d	FL 4e	Lo 4f	SF 5a	MF 5b	MH 5c	HO 5d	FL 5e	Lo 5f	SF 6a	MF 6b	MH 6c	HO 6d	FL 6e	Lo 6f	SF 7a	MF 7b	MH 7c	HO 7d	FL 7e	Lo 7f	8	bsm 9	1st Flr 10	RA 11	HR 12
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ANNEX Q
DAMAGE ASSESSMENT

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TAB B: PDA WORI

Oahu, City & County of Honolulu PDA Worksheet

Island_____ **Village/Site** _____

Team Number _____ **Damage Caused by** _____

Date _____

	Single Family	Multi-Family	Mobile Home	Total	% Owner	% Primary Residence	% Insured	% Low Income	# Inaccessible
Affected									
Minor									
Major									
Destroyed									
Notes									
Special Needs									

ANNEX R

INTER-LOCAL AGREEMENTS

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

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INTER-LOCAL AGREEMENTS

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ANNEX R

INTER-LOCAL AGREEMENTS

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INTER-LOCAL AGREEMENTS

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ANNEX R

INTER-LOCAL AGREEMENTS

I. AGREEMENTS ON FILE IN DEM

A. LETTERS

1. Letter of Agreement between the National Weather Service Forecast Office, Honolulu, Hawaii and the Oahu Civil Defense Agency (OCDA). Concerning the Dissemination of Weather Watches, Warnings, and Advisories to Include OCDA Evacuation Decisions, dated September 12, 1988.
2. Letter of Agreement between the U. S. Army, Pacific, (USARPAC) the 25th Infantry Division, the Hawaii Military Assistance To Safety and Traffic (MAST) Coordinating Committee, the State of Hawaii, and the City and County of Honolulu Concerning Emergency Evacuation by Military Air Ambulances, dated November 1997.
3. Joint Airport Operating Agreement between the State Department of Transportation and Hickam Air Force Base, dated May 1973.
4. Protection and Care of Disaster Victims Agreement between Defense Civil Preparedness Agency and Salvation Army, November 1973.
5. Marine Environmental Protection and Response to Marine Pollution Agreement between the State of Hawaii and 14th Coast Guard District dated July 1993.
6. Transportation Support during Civil Defense Emergencies Agreement between Oahu Civil Defense Agency and Hawaii Trucking Association, dated January 1971.
7. Use of Kolekole Pass during Civil Emergencies Agreement between State Civil Defense, U.S. Army Hawaii, and Naval Base, Pearl Harbor, dated April 1995.
8. Search and Rescue Agreement between the City and County of Honolulu, the Commander, U.S. Army Support Command Hawaii, and the Commander, Fourteenth Coast Guard District, dated October 1977.
9. Joint Standing Operating Procedures for Military Assistance to Civil Authorities in Emergencies and Disasters in the State of Hawaii, dated February 17, 1988.
10. Statement of Understanding Concerning Emergency Medical Services During Disasters Between the U.S. Army Support

11. Command, Hawaii, the Hawaii Medical Association, the Healthcare Association of Hawaii, the U.S. Coast Guard 14th Naval District, the Commander, 15th Air Base Wing, the Hawaii State Chapter of the American Red Cross and Tripler Army Medical Center, June 1996.

12. Agreement between the State of Hawaii, Department of Defense and the Hawaii Wing Civil Air Patrol, dated May 8, 1991.

13. Statement of Operational Relationships between the American Red Cross and the State of Hawaii dated June 19, 1981 and May 1997.

14. Agreement between the American Red Cross, the Departments of Enterprise Services and Department of Parks and Recreation, and the Oahu Civil Defense Agency regarding the use of Neal Blaisdell Center Facilities as Evacuation Shelters, dated March 1994.

15. Oahu Emergency Alert System Agreement between Oahu Civil Defense Agency, Oahu Operational Area Communications Committee, State Civil Defense, National Weather Service, Honolulu, and Pacific Tsunami Warning Center, Honolulu, dated January 1991.

16. Availability of Military Meals-Ready-to-Eat to Oahu Civil Defense Agreement between Oahu Civil Defense Agency, Tripler Army Medical Center, Hawaii, and U.S. Army Garrison, Hawaii, dated September 1994.

17. Assignment of Investigators of the Office of the Prosecuting Attorneys to Shelters Agreement between Oahu Civil Defense Agency and Office of the Prosecuting Attorney, dated June 1993.

18. Mid-Pacific Regional Mass Casualty Plan Agreement between Tripler Army Medical Center, 15th Medical Group, PACAF, and Naval Medical Clinic, Pearl Harbor, dated October 1987.

19. Wildland Firefighting Agreement between the Honolulu Fire Department, State Department of Land and Natural Resources, and Division of Forestry and Wildlife, dated November 1987.

20. Federal Building Fire Investigations Agreement Between the City Department of Corporation Counsel and Honolulu Fire Department, dated December 1989,

21. Fire Investigations at Sea Agreement Between The City Department of Corporation Counsel and the Honolulu Fire Department, dated December 1989.

22. Fire/Police Helicopter Operations Agreement between the Honolulu Police Department and the Honolulu Fire Department, dated June 1987.

23. Co-Responses by Fire and Ocean Safety with EMS Agreement between the City Department of Health, Emergency Medical Services, the Honolulu Fire Department, the City Department of

Parks and Recreation, and Ocean Safety Division, dated December 1997.

24. Helicopter Fire Fighting Support Agreement between the Honolulu Fire Department and U.S. Army Support Command, Hawaii, dated July 1987.

B. MEMORANDUMS

1. Memorandum Of Understanding (MOU) between the American Red Cross and the City and County of Honolulu For Red Cross Sheltering Operations on the Island of Oahu, dated June 19, 1990.

2. Memorandum Of Agreement (MOA) between the Oahu Civil Defense Agency and the Department of Facility Maintenance for Emergency Refueling of OCDA Volunteer Vehicles, dated May 23, 1990.

3. Memorandum of Understanding among the Federal Emergency Management Agency, the Federal Communications Commission, the National Oceanic and Atmospheric Administration, and the National Industry Advisory Committee Concerning State and Local Emergency Broadcasting Systems, dated October 1992.

4. Memorandum of Agreement between the Department of Data Systems and the Oahu Civil Defense Agency Regarding the Use of HMB Basement Space, dated April 19, 1991.

5. Use Permit for Diamond Head Tunnel M-5 between the State Department of Defense and the Oahu Civil Defense Agency, dated September 1996.

C. STATEMENTS

1. Statements of Agreement For the Use of Facilities As Evacuation Shelters Between the American Red Cross, the Private Sector Organizations Listed Below and the City and County of Honolulu.

La Pietra Hawaii School For Girls	March 1994
St. Louis School	April 1994
Hanalani Schools	January 1991
Hawaiian Mission Academy	April 1994
Kamehameha Schools	March 1994
Brigham Young University - HC	May 1994
Sacred Hearts Academy	April 1994
Hawaii Baptist Academy	March 1994

C. Statements (continued)

2. Statements of Understanding Between the American Red Cross and the Following Organizations:

Salvation Army	August 1975
American Hospital Association	April 1981
The United States Postal Service	June 1982
American Legion and Legion Auxiliary	July 1981
National Defense Transportation Association	May 1981
American Radio Relay League	July 1982
Civil Air Patrol	October 1982
United States Coast Guard	April 1975
Volunteers of America	January 1974
Goodwill Industries	March 1974
The American Humane Association	October 1976
National Funeral Directors Association	November 1978
Veterans of Foreign Wars	June 1975
Department of Defense	June 1975
Social Security Administration	February 1961

D. MUTUAL AID

3. Mutual Aid Firefighting Agreement between the City and County of Honolulu and U.S. Navy, Naval Station, Pearl Harbor, dated December 1993.

4. Mutual Aid Firefighting Agreement between the City and County of Honolulu, State Department of Transportation, Airports Division, and Honolulu International Airport, dated June 1993.

5. Mutual Aid Fire fighting Agreement between the City and County of Honolulu, the United States Navy, Naval Station, Pearl Harbor, and the 15th Air Base Wing (PACAF), dated February 1983.

E. UNDERSTANDINGS

1. Understanding between the Oahu Transportation Transit Services (OTS) and the City and County of Honolulu on OTS Support to Civil Defense in Emergencies.

2. Understanding Between the Aloha Chapter, National Defense Transportation Association and the City and County of Honolulu on NDTA Support to Civil Defense in Emergencies, April 1969.

ANNEX S

RECOVERY

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX S
RECOVERY

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RECOVERY

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ANNEX S

RECOVERY

I. PURPOSE

To outline recovery operations following a disaster and describe the City, State, and Federal disaster assistance programs that may be made available to governmental agencies, private sector organizations, and individual citizens.

II. GENERAL

A. Recovery consists essentially of picking up and putting all of the City's pieces back together after a disaster strikes. The process described in this Annex applies generally to both peace and wartime recovery operations. However, all of the assistance programs and procedures described below and in the Appendices to this Annex pertain to non-wartime disasters.

B. Most recoveries have two phases - short-term and long-term. In the short term, emphasis is placed on safeguarding the population and providing victims with food, water, shelter, and medical assistance as well as clearing debris and maintaining and/or restoring power, sanitation, communications and transportation systems. To assist in the short term, a number of City, State, and Federal disaster assistance programs are available. The short term process is generally measured in months.

C. In the longer term, which may take several or more years, the process aims at restoring the City to normal or improved levels. Redevelopment and reconstruction will be addressed by both public and private sector entities with the objective of developing a long-range "Master Recovery Plan". Such a plan should set priorities, recommend or establish mitigation measures (which might include the need for new zoning, improved land use management or building codes, additional flood control projects, improved preparedness and response planning, better public education, or the hardening of the City's lifeline systems), and formulate an optimum public-private sector reinvestment strategy. The City Department of Planning and Permitting, the Office of State Planning, and the State Departments of Defense and Business, Economic Development and Tourism, are government's focus for recovery planning.

D. Unfortunately, neither short nor long term recovery is a simple process and will vary significantly depending on the severity of the disaster experienced. Because of the complexities of long term recovery following a major catastrophe, only short term peacetime activities are addressed in this Annex.

III. DEFINITIONS

A. "Public Assistance". State and Federal disaster assistance programs targeted for the repair and restoration of public facilities and services.

B. "Individual Assistance". City, State, and Federal programs which provide disaster victims with recovery and rehabilitation assistance.

IV. SHORT TERM RECOVERY

A. OVERVIEW

1. Prior to and immediately following a major emergency or disaster, the City provides the first line of response and assistance to victims in any affected area of Oahu. This includes the documenting and compiling of damages sustained so that recovery priorities can be established and needs determined. If appropriate, the City's individual assistance programs could be implemented.

2. If the extent of damage clearly exceeds the City's capabilities and/or resources, the Mayor will request State assistance from the Governor and Federal assistance, if appropriate, from Departments/Agencies having programs under their separate statutory authorities.

   NOTE: See The State of Hawaii Plan For Emergency Preparedness, Volume III for request procedures and forms.

3. If the level of damage does not warrant a Gubernatorial Disaster Proclamation, State assistance may be operational in nature with the State Departments providing personnel, equipment and/or material to supplement City resources. With a Governor's "Proclamation of a Major Disaster", activation of some or all of the State's public and individual assistance programs will be announced.

4. If the application of State assistance is determined by the Governor to be inadequate to meet City needs, the Governor will request Federal assistance from the President, by requesting a "Presidential Disaster Declaration".

B. RESPONSIBILITIES

Recovery responsibilities are as outlined in the Basic Plan and its Annexes. See also the "Recovery Checklists" in the hazard specific plans appended as supplements in Annex R to this Emergency Operations Plan.

CAUTION: There is no substitute for accurate record keeping and good accounting practices to support disaster project costs. Separate records related to the expenditure of supplies, equipment utilization and man-

hours involved in disaster-related repairs should be maintained from the outset to justify expenditures and in anticipation of audit.

C. DISASTER RECOVERY CENTERS (DRC)

1. DRC may be established by City, State or Federal agencies in or near stricken areas to ensure that disaster victims receive, with minimum delay and inconvenience, all the individual assistance to which they are entitled. One or more DRC may be established as the situation dictates.

2. Representatives from City, State and certain Federal Departments and agencies, and private sector relief organizations such as the American Red Cross and the Salvation Army, may be requested to be present in the DRC.

3. In all situations, when it is determined that a DRC is to be established, appropriate coordination between DEPARTMENT OF EMERGENCY MANAGEMENT and State Civil Defense will be initiated as soon as possible.

D. CITY SUPPORT RESPONSIBILITIES

1. DEPARTMENT OF EMERGENCY MANAGEMENT

   The City point of contact for all DRC activity on the Island of Oahu

   i. Coordinate the use of City facilities for DRC use.

   ii. Education and Training Officer. As the situation requires, direct or assist in the establishment of City, State or Federal Information Centers. Coordinate public affairs media campaigns to ensure all victims are aware of DRC locations and application opportunities. Coordinate interpreter and child care services for those residents requiring such assistance.

2. DEPARTMENT OF ENTERPRISE SERVICES

   When requested by DEM, transport tables and chairs from existing inventories to the DRCs for use in the processing lines.

3. DEPARTMENT OF HUMAN RESOURCES

   For City-sponsored DRCs, coordinate the assignment of personnel as receptionists, registrars, and interviewers. Support State and Federal DRCs as requested by DEM.

4. DEPARTMENT OF BUDGET AND FISCAL SERVICES

   As requested by DEM, assign knowledgeable representatives to all DRCs to administer City programs under each Department/Agency's purview.

5. DEPARTMENT OF PLANNING AND PERMITTING

As requested by DEM, assign knowledgeable representatives to all DRCs to administer City programs under each Department/Agency's purview.

6. DEPARTMENT OF COMMUNITY SERVICES

As requested by DEM, assign knowledgeable representatives to all DRCs to administer City programs under each Department/Agency's purview.

7. DEPARTMENT OF CUSTOMER SERVICES

Assist the DEM Education and Training Officer, as required, in coordinating public information media campaigns.

8. DEPARTMENT OF PARKS AND RECREATION

As requested by DEM, make recreation facilities available for DRC use. Assign a senior supervisor to each facility activated as a DRC to assist City/State/Federal teams and maintain cognizance over facility operations. Report activity, problems, etc., to DEM on a frequent basis.

9. DEPARTMENT OF TRANSPORTATION SERVICES

As requested and necessary, assist DEM in providing transport to and from activated DRC, provide transport to and from activated DRC for elderly and disabled victims and those who are otherwise unable to travel to the DRC.

10. HONOLULU POLICE DEPARTMENT

When and if requested by DEM, provide crowd control and security for activated DRCs.

V. APPENDIXES AND TABS

APPENDIX 1: City Disaster Assistance Programs

TAB A: Rehabilitation Loan Program

TAB B: Department of Budget and Fiscal Services Remission of Taxes Program

APPENDIX 2: State Disaster Assistance Programs

APPENDIX 3: Federal Disaster Assistance Programs

APPENDIX 1: CITY DISASTER ASSISTANCE PROGRAMS

I. PURPOSE

To identify City and County of Honolulu disaster assistance programs so that the delivery and management of such assistance can be facilitated and expedited, where possible.

II. CITY PROGRAMS

The City's disaster assistance programs are outlined at Tabs A and B and are managed by the Department of Community Services and Department of Budget and Fiscal Services, respectively. Procedures for their implementation shall be determined by the Departments in coordination with DEM and when appropriate, with State Civil Defense. All reasonable means shall be utilized to ensure the general public is aware of the availability of these programs.

CAUTION: There is no substitute for accurate record keeping and good accounting practices to support disaster project costs. Separate records related to the expenditure of supplies, equipment utilization and man-hours involved in disaster-related repairs should be maintained from the outset to justify expenditures and in anticipation of audit. Utilize the documentation guidance in Appendix 3 of this Annex whenever a potential or actual major emergency or disaster occurs.

III. TABS

TAB A: Rehabilitation Loan Program

TAB B: Department of Budget and Fiscal Services Remission of Taxes Program

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TAB A: REHABILITATION LOAN PROGRAM

TAB A: REHABILITATION LOAN PROGRAM

THIS TAB IS AN EXCERPT OF THE PROGRAM RULES AND REGULATIONS THE ENTIRE DOCUMENT IS ON FILE IN DEM

PARAGRAPH I Purpose - The rules for the Rehabilitation Loan Program ("Program") are adopted pursuant to the Hawaii Administrative Procedures Act, Chapter 91, Hawaii Revised Statutes, and are intended to set forth the essential elements to implement Chapter 5, Article 33, Revised Ordinances of Honolulu, 1978, "Housing and Community Development Rehabilitation Loan Revolving Fund" and to facilitate the provision of City Rehabilitation loans.

PARAGRAPH XII Disaster Loans

1. Purpose - Disaster loans are provided to make repairs on residential properties affected by a disaster.
2. Eligible Property - Any property situated in an area that has been adversely affected by a storm, flood, fire or other disaster and determined by the President, Governor, or Mayor, that government assistance is required.
3. Eligible Applicant - Any owner of a residential property affected by a disaster.
4. Priority - Disaster loan applications shall be given top priority and shall be processed on a "first-come, first-served" basis.
5. Eligible Work - Eligible work may include but is not necessarily limited to the following:
   a. Replacement or repair of damages to real property.
   b. Replacement or repair of damaged flooring, including installed carpeting.
   c. Replacement or repair of major appliances which are damaged or rendered inoperable.
   d. Relocating and re-posting structures on the same parcel. Expenses may include the cost of moving the structure and the owner's household belongings.
   e. Measures to protect property from damage.
6. Interest Rates and Loan Amounts - Interest rates and maximum loan amounts shall be established by the Department of Budget and Fiscal Services.
7. Limitations and Conditions

a. Costs covered by insurance, the Red Cross or Federal disaster programs shall not be funded by a City loan.

b. In situations of a disaster declaration by the President, applicants for a City disaster loan must show evidence that they are unable to obtain assistance from Federal disaster programs including grants and loans from the Small Business Administration or have needs beyond those funded by Federal disaster programs.

c. General property improvements (GPI) shall not be permitted.

d. The loan shall be paid in full in the event the applicant obtains a financial settlement or award from the City or any other government agency for items covered by the loan.

TAB B: REMISSION OF TAXES IN CASES OF CERTAIN DISASTER

DEPARTMENT OF BUDGET AND FISCAL SERVICES

REMISSION OF TAXES IN CASES OF CERTAIN DISASTERS

SECTION 8-4.2, REVISED ORDINANCES OF HONOLULU

In any case of the damage or destruction of real property as the result of a tsunami, earthquake, or volcanic eruption, or as the result of flood waters overflowing the banks or walls of a river or stream, the director is authorized to remit taxes due on such property, to the extent and in the manner hereafter set forth:

A. The director shall determine whether the property was wholly destroyed, or was partially destroyed or damaged, and in the latter event shall determine what percentage of the value of the whole property was destroyed or otherwise lost by reason of the disaster.

B. If the property was wholly destroyed, the amount remitted shall be such portion of the total tax on the property for the tax year in which such destruction occurred as shall constitute the portion of the tax year remaining after such destruction.

C. If the property was partially destroyed or was damaged, the percentage of the value destroyed or otherwise lost, determined as provided in paragraph (1), shall be applied to the total tax on the property, and of the amount of the tax so determined there shall be remitted such portion as shall constitute the portion of the tax year remaining after such partial destruction or damage.

D. Application for a remission of taxes pursuant to this section shall be filed with the director on or before June 30 of the tax year involved, or within sixty days after the occurrence of the disaster, whichever is the later. Any amount of taxes authorized to be remitted by this section, which has been paid, shall be refunded upon proper application therefore out of real property tax collections. (Am. Ord. 80-72)

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APPENDIX 2: STATE DISASTER ASSISTANCE PROGRAMS

APPENDIX 2: STATE DISASTER ASSISTANCE PROGRAMS

I. STATE PROGRAMS

Various public and individual disaster assistance programs are available through the State of Hawaii. Tab A summarizes the public assistance programs, which are available with a Governor's Disaster Proclamation. Attachment 1 to Tab B lists individual assistance programs not requiring a Governor's Disaster Declaration, and Attachment 2, those available with a Governor's Declaration. Tab C and its Attachments outlines the State application process for public assistance programs.

CAUTION: There is no substitute for accurate record keeping and good accounting practices to support disaster project costs. Separate records related to the expenditure of supplies, equipment utilization and man-hours involved in disaster-related repairs should be maintained from the outset to justify expenditures and in anticipation of audit. Utilize the documentation guidance in Appendix 3 of this Annex whenever a potential or actual major emergency or disaster occurs.

TABS:

TAB A: Public Assistance Programs

TAB B: Individual Assistance Programs

TAB C: Public Assistance Application Procedures

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TAB A: PUBLIC ASSISTANCE PROGRAMS

TAB A: PUBLIC ASSISTANCE PROGRAMS

PROGRAMS REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
DEFENSE	MAJOR DISASTER FUND: The Director of Civil Defense coordinates all disaster relief programs and provides financial assistance for disaster related programs including repair and restoration of public facilities and services. Proclamation of a major disaster by the Governor under Chapter 127 is required.	State departments and agencies and County government
OFFICE OF THE GOVERNOR	CIP APPROPRIATIONS FOR NATURAL DISASTERS: The Governor may authorize the expenditure of funds for capital improvement projects not listed in the CIP Appropriations Act when made necessary by unforeseen emergencies arising from natural disasters. (Generally only used after a proclamation of a major disaster by the Governor pursuant to Chapter 127-11).	State departments and agencies and County government
	URBAN RENEWAL: The county may approve an urban renewal plan and urban renewal project after a natural disaster without regard to certain provisions of State law. The Governor must certify the need for disaster assistance under PL 93-288 or other Federal law.	County Urban Renewal Agency

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TAB B: INDIVIDUAL ASSISTANCE PROGRAMS

TAB B: INDIVIDUAL ASSISTANCE PROGRAMS

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

NOTE: Programs may also be available following a proclamation by the Governor

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
AGRICULTURE	EMERGENCY AGRICULTURAL LOANS: Participating or direct loans to provide relief and rehabilitation to qualified farmers without limit as to purpose. Generally only offered at the direction of the Governor.	Qualified Farmers
DEPARTMENT OF DEFENSE	DISASTER ASSISTANCE: HAWAII National Guard may provide personnel, equipment and material as requested in support of disaster operations.	Individuals and families
HAWAIIAN HOMELANDS	DISASTER ASSISTANCE: The Department has no special disaster relief program per se, but it has several funding programs that would be available to homesteaders should a disaster occur.	Eligible homesteaders
The following are not disaster assistance programs per se, but they would be available in the event of a disaster.		
LABOR AND INDUSTRIAL RELATIONS DISABILITY COMPENSATION DIVISION	DISASTER ASSISTANCE: Cash benefits payable for disability from non-occupational injury or sickness	Individuals
	WORKERS' COMPENSATION: Benefits payable for injury arising out of or in the course of employment.	Individuals
DISABILITY COMPENSATION DIVISION	PREPAID HEALTH CARE: Medical and hospital costs paid by health care contractor (e.g., HMSA and Kaiser for non-occupational injury or sickness	Individuals

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

NOTE: Programs may also be available following a proclamation by the Governor

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
The following are not disaster assistance programs per se, but they would be available in the event of a disaster.		
LABOR AND INDUSTRIAL RELATIONS HUMAN SERVICES	EMERGENCY ASSISTANCE-NATURAL DISASTER: Welfare benefits are available to victims of any disaster including house fires, provided that the meet certain eligibility criteria.	Welfare recipients and other eligible individuals and families
STATE COURTS GUARDIANS AND TRUSTS	TRUSTS AND TRUSTEES; ACCOUNTS: Trustees of a charitable trust may modify, suspend or waive provisions of a lease when land or structures are destroyed by a natural disaster.	Individuals and businesses
TAXATION	INCOME TAX DEDUCTION FOR CASUALTY LOSSES: To alleviate the income tax burden of a taxpayer who has suffered losses due to a natural disaster.	Income Tax Payer
	REAL PROPERTY – REMISSION OF TAXES: To alleviate the real property tax burden of disaster victims. This is a County Program, therefore the County Department of Budget and Finance for information and application procedures.	Real property owners
OFFICE OF THE GOVERNOR	DISASTER RELIEF AND REHABILITATION: The Governor is authorized to appoint a Rehabilitation Coordinator to provide assistance to disaster victims following a proclamation of a major disaster.	Individuals and businesses

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

NOTE: Programs may also be available following a proclamation by the Governor

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
LABOR AND INDUSTRIAL RELATIONS UNEMPLOYMENT INSURANCE DIVISION	ADDITIONAL UNEMPLOYMENT COMPENSATION BENEFITS: To provide additional benefits when a disaster has struck the State and created an unemployment problem. The Governor must specifically invoke chapter 385, HRS.	Individuals who are out of work because of a disaster
	DISASTER UNEMPLOYMENT BENEFITS: To extend the maximum total unemployment benefits by a set formula. Governor's proclamation must specifically invoke this program.	Individuals who reside in a rehabilitation area
NOTE: Department of Labor and Industrial Relations (DLIR) shall administer certain unemployment and reemployment benefit programs for the U.S. Department of Labor pursuant to agreement if authorized following by the declaration of a major disaster by the President.		
LAND AND NATURAL RESOURCES	PUBLIC LANDS – DISPOSITION TO VICTIMS OF NATURAL DISASTERS: WAIVE THE PUBLIC AUCTION CLAUSE AND REQUIRE THE Department OF Land and Natural Resources (DLNR) to improve the land for: • Residential purposes • Other than residential or agricultural purposes	Individuals and Commercial businesses
HUMAN SERVICES	HOUSING RELIEF: The Hawaii Housing Authority shall construct public housing on public lands. Governor must specifically invoke this program.	Individuals

PROGRAMS NOT REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

NOTE: Programs may also be available following a proclamation by the Governor

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
BUSINESS, ECONOMIC DEVELOPMENT AND TOURISM	COMMERCIAL LOANS: Participating or direct loans to businesses that have sustained losses due to a natural disaster. The Governor must specifically invoke this program.	Commercial businesses
	PERSONAL LOANS: Participating or direct loans to meet necessary expenses or satisfy serious unmet needs of individuals and families. The Governor must specifically invoke this program.	Individuals
NOTE: Department of Human Services (DHS) shall administer the Individual and Family Grant Program and the Emergency Food Stamp Program if authorized following a Presidential declaration of a major disaster.		
TAXATION	TAX RELIEF FOR NATURAL DISASTER LOSSES: Refund and forgiveness of general excise taxes and personal income taxes.	Taxpayers, both individuals and businesses

TAB C: STATE / PUBLIC ASSISTANCE APPLICATION PROCEDURES

TAB C: STATE / PUBLIC ASSISTANCE APPLICATION PROCEDURES

I. PURPOSE

To detail the administrative and accounting procedures that the City must adhere to when requesting State financial assistance following a Governor's proclamation of a major disaster.

NOTE: As soon as possible following a Governor's Major Disaster Proclamation, State Civil Defense will brief prospective Applicant Representatives and their staffs on procedures and eligibility criteria.

II. SUBMITTING PROJECT REQUESTS

A. State financial assistance is provided on the basis of "Project Requests" submitted by the City. (See Attachment 1 for a sample form). Submit four copies to include a signed original and three signed duplicates.

1. Requests should be supported with area maps, sketches, photographs, plans for repair or reconstruction, and other pertinent documentation.
2. Justify in detail the "Scope of Proposed Work" and "Estimated Costs".

B. Project Requests must be reviewed for completeness by the DEM prior to being signed either by the Mayor or his authorized representative. (There may be only one applicant representative for the City in each disaster).

C. Following signature, the requests will be submitted to the Director of Civil Defense for his approval.

NOTE: Project Requests may be approved by telephone or other means on an interim basis in emergencies, but must be formally submitted in writing as soon as practicable after the emergency period.

III. ELIGIBLE PROJECTS

A. State financial assistance will be limited to:

1. Emergency work necessary to protect life, health and property.
2. Repair, restoration or reconstruction of public facilities needed to restore essential public service.
3. Only the repair of damages directly attributable to the disaster period, event and area defined in the Governor's proclamation.

4. Only that portion of the proposed work that is not covered by insurance, or reimbursement from other resources.

B. The repair, restoration or reconstruction of damaged facilities will be based on pre-disaster design, but in accordance with current locally applicable codes, specifications, and standards.

C. Where justified, the applicant may construct a larger, more elaborate replacement in lieu of the facility damaged by the disaster. State funds will be provided as a grant equal to the amount required to restore the facility to its pre-disaster condition.

D. Where justified and upon approval of the Director of Civil Defense in each instance, financial assistance may be authorized for "disaster mitigation".

1. Financial assistance for disaster mitigation of a damaged facility is available only in conjunction with an approved disaster repair project.

2. Disaster mitigation is intended to reduce the risk of damage in future disasters. Examples include clearing debris and boulders from stream and riverbeds, reinforcing bridge abutments and footings, reinforcing or retaining streambeds and embankments, and other such protective measures.

IV. CONTRACTS

When it is necessary to accomplish a disaster repair and restoration project by contract, the contract will be between a contractor, licensed in the State of Hawaii, and the City. Contracts with supporting documents will be submitted to the Director of Civil Defense in four copies, to include an original and two signed copies, which are in accordance with applicable City and State legal requirements.

CAUTION: The preparation and execution of contracts must be coordinated between the City Applicant, the Corporation Counsel, the Attorney General, as applicable, and State Civil Defense.

E. Contracts are subject to the following general guidance:

1. Contracts for emergency work necessary to protect the public health, welfare or safety may be executed either prior to or on completion of the disaster project provided that the terms and conditions are clearly stipulated prior to the initiation of the project.

2. Change orders to a contract must be for work that is within the scope outlined in the applicant's original Project Request and must be approved by the Director of Civil Defense.

3. Change orders may be approved, in unusual cases, upon justification by the applicant for work that is not within the scope of the original Project Request.

4. All change orders will become part of the contract.

5. Cost plus contracts will not be approved, except where undue delay would create a hazard to the health and safety of people. Cost plus contracts will require additional justification in each instance and must be individually approved by the Director of Civil Defense.

6. The requirements for administrative control of public contracts, such as advertising, bidding and contract ceiling may be waived by the Governor pursuant to Section 128-10 of the HRS. For specific information on each disaster, contact State Civil Defense.

   CAUTION: Applicants are responsible for ensuring that all procurement of supplies and services and all contracts for work to be performed pursuant to an approved Project Request shall be in accordance with the non-discrimination provisions of applicable City, State and Federal laws and implementing instructions.

7. Disaster repairs and restoration accomplished by City agencies using regularly employed work forces and City owned equipment will qualify for assistance only to the extent that they meet the eligibility criteria covered in Paragraph V below.

V. DETERMINING ELIGIBLE COSTS FOR FUNDING OR REIMBURSEMENT

Only certain costs incurred by the City are eligible for funding or reimbursement. The following guidelines are intended to assist applicants in identifying items eligible for inclusion in Project Requests and vouchers.

NOTE 1: Eligible out-of-pocket expenses are subject to change. Check with State Civil Defense to verify prevailing acceptable expenses.

NOTE 2: The Director of Civil Defense may modify or waive any of the following eligibility criteria in exceptional cases upon receipt of sufficient justification.

A. Salaries and Wages

REMINDER: Applicants should document wages and salaries of all employees engaged in eligible disaster work. They may be eligible for Federal reimbursement under a Presidential Declaration pursuant to PL 93-288.

1. Eligible

   Only salaries of employees directly engaged in eligible disaster operations as defined in an approved Project Request are fundable or reimbursable, and are limited to:

   i. Only overtime salary, shift differential and extra meal allowances of regular employees working on an approved

disaster response and repair project.

ii. The regular and overtime basis salaries, shift differential and extra meal allowances of extra employees (new hire) hired specifically for approved disaster response and repair projects.

iii. Overtime for permanent employees performing debris removal and emergency protective measure are allowed. Regular overtime will be paid for permanent employees performing permanent work.

NOTE: Consult Section 80-4, HRS, other pertinent statutes, and collective bargaining contracts when preparing disaster claims for overtime.

2. Ineligible

a. Regular salaries of employees even though engaged in disaster related work.

b. Direct costs of managing specific projects.

c. Salaries and wages of City officials responsible for directing regular governmental activities.

d. Compensatory time in lieu of overtime payment.

e. Salaries and wages of employees who are paid from Federal funds including Federal Revenue sharing.

f. Personnel benefits for employees that are contributed by the employer including retirement, medical insurance and FICA.

B. Administrative Expenses

1. Eligible

Administrative expenses connected with disaster operations generally are not eligible. The few exceptions may be for "out-of-pocket" expenses related to approved disaster projects, i.e., overtime, travel and mileage, and per diem.

2. Ineligible

a. Office expenses, equipment and supplies for the administration of disaster programs, including photographic and photocopy reproduction.

b. Communication costs

c. Administrative costs

d. Printing of pamphlets, brochures, and other publications

e. Postage and other related expenses

C. Equipment

1. Eligible

Only costs (purchase or rental) of equipment essential to eligible disaster operations are fundable or reimbursable. They are limited to:

a. Purchase cost in exceptional cases of special items of equipment essential for disaster operations which are not available through City, State or Federal sources. Each such purchase must be individually approved by the Director of Civil Defense.

b. Rental costs of equipment at a just and reasonable rate accepted as prevailing in the disaster area.

c. Reimbursement for the use of City or State owned equipment at normal City or State operating cost schedules. Operating cost schedules, including the identification of component cost items, will be filed with the Director of Civil Defense by the applicant.

d. Equipment-Force Account (applicant-owned equipment) costs are allowed. This includes mileage for cars and trucks.

e. Reimbursement for certain costs related to rental equipment and the use of City or State owned equipment, provided such costs are not part of the rental agreement or included in the operating cost schedules and are a direct result of use in disaster work. Eligible costs include gasoline, oil and lubricants, repair and normal maintenance.

f. Replacement of government owned equipment lost or destroyed while performing eligible disaster work at the depreciated value at the time of loss, when such loss is not due to negligence and is approved by the Director of Civil Defense.

2. Ineligible

a. Costs of hand tools, personal, household, and office equipment and clothing.

b. Purchase of equipment that is locally available from City, State, Federal or other sources.

c. Equipment lost or damaged as a direct result of the disaster.

d. Costs to overhaul equipment needed in disaster work.

D. Material and Supplies

1. Eligible

a. Costs of materials and supplies consumed in eligible disaster work, including both those procured by direct purchase and those taken from the applicant's stock. The cost of the applicant's stock will be based on the average purchase price of each line item.

b. Materials and supplies lost or damaged as a direct result of the disaster only if they are required to protect the health, safety or welfare of the people.

2. Ineligible

Materials and supplies lost or damaged as a direct result of the disaster.

E. Functional Furnishings and Equipment

1. Eligible

Costs of functional furnishings and equipment that are essential to the operation of a facility approved for repair, restoration, or reconstruction. Such furnishings and equipment will be considered as part of the facility. However, comparable used or surplus equipment shall be utilized to the extent practicable.

F. Other Expenses

1. Eligible

a. Emergency work necessary to protect the health, safety or welfare of the people in the disaster area including:

i. Repairs and services performed on privately owned land when certified as meeting the above criteria by an appropriate City or State official and approved by the Director of Civil Defense.

ii. Emergency repairs and services performed on non-government revenue earning utilities and organizations to restore an essential public service if either is unable to make the necessary repairs.

b. Engineering tests necessary to the design of approved disaster projects.

c. Blueprints and other similar design materials.

d. City, State, and other taxes and payment of personnel benefits by private contractors and vendors (limited to FICA, retirement, and other benefits required by law or collective bargaining contracts).

e. Travel and mileage costs directly connected with eligible disaster operations.

2. Ineligible

   a. Repairs and services performed on privately owned property and facilities.

   b. Repairs and services performed for non-government revenue earning utilities and organizations.

   c. Expenses connected with evacuation or the safeguarding of private property in anticipation of a major disaster.

VI. PAYMENT OF APPROVED CLAIMS

Disaster claims for approved projects may be paid by the City with subsequent reimbursement from the Major Disaster Fund.

A. Advance Payments made by the City are subject to the following instructions:

   1. Payments for disaster expenditures and claims are to be made by the City with subsequent reimbursement requested through the Director of Civil Defense, whenever possible.

   2. The above policy of payment by the City is also applicable to projects involving the purchase of materials, supplies and services from several vendors and individuals.

   3. Settlement of multiple account projects will be accomplished by the City. A consolidated reimbursement claim covering the specific project will be submitted to the Director of Civil Defense for partial or final payment.

B. Direct Payments may be made by the Director of Civil Defense to vendors and contractors provided that:

   1. The Project Request has a minimum total cost of $10,000.

   2. The Project Request involved only one vendor or contractor.

   3. The City indicates that direct payment is authorized.

   CAUTION: All requests for the Director of Civil Defense to make direct final payments to vendors and/or contractors must be accompanied by a tax clearance certificate from the State Director of Taxation in accordance with HRS 103-53.

C. Vouchers and Supporting Documents will be submitted to the Director of Civil Defense to include a signed original, two signed copies and a third working copy in accordance with the following instructions:

   1. All bills from the City will be reviewed for completeness and accuracy by the DEM and a designated representative of the Department of Finance prior to being submitted to the Director of Civil Defense. The State Deputy Director will include a

recommendation for payment with the billings.

2. All materials will be identified by Project Request number. This includes all partial and final claims for payment, vouchers and other supporting documents.

3. All materials will be reviewed to verify conformance with the eligibility criteria in Paragraph V, above.

4. Evidence of the payment of bills will be indicated on each copy of the claim and include the warrant number, the amount, and the date of payment.

5. All bills will include certification by the claimant that the bill is proper and that payment has not been received.

6. A partial claim for an incremental payment on a contract may be made for that part of the work that has been accomplished by the contractor. A partial claim must be certified complete, approved for payment by the applicant, and inspected and accepted by the State Engineering Representative.

7. Claims for both partial and final payment must be accompanied by a Completion Certificate signed by an applicant representative and completed by the State Engineering Representative. The Completion Certificate for partial payment must show the percentage of work completed and be accompanied by the contractor's invoice.

D. Payroll Claims will include the following:

1. Name of Employee
2. Class Title (Laborer I, Labor Foreman I, etc.)
3. SR or WB supervisory classification
4. Payroll Period (Inclusive dates)
5. Number of hours worked each day on the disaster project (Regular and overtime, by date)
6. Total hours worked on the disaster project
7. Total eligible hours worked on the disaster project
8. Total pay earned
9. Warrant number

E. Required Format - All claims for reimbursement and supporting documents must be made on regularly utilized printed forms, billheads or letterheads. Copies of claims for reimbursement and supporting documents must be of permanent record type not subject to fading. Photocopy reproductions are acceptable.

VII. TIME LIMITATIONS

A. Project Requests shall be submitted within 60 days after issuance of the Governor's Proclamation. This period may be shortened or extended by the Director of Civil Defense as the situation warrants.

B. Projects approved for assistance from the Major Disaster Fund must be completed within one fiscal year after the date of the Governor's Proclamation.

C. If requested with sufficient justification, the Director of Civil Defense may extend the time limit in the following cases:

1. If the disaster is of a nature extending over a period of several months.

2. If specific major projects require more than the one-year period, a six-month extension may be authorized.

D. Requests for extension are required to include the reasons for the extension and the additional time required for completion.

E. The Governor's Proclamation that waives certain statutory provisions regulating the administration of public contracts will remain in effect for a period not to exceed 90 days from the date of the Proclamation.

VIII. PROTECTION OF THE ENVIRONMENT

A. Actions considered exempt from further compliance with Chapter 343 HRS the "Environmental Impact Statement" law are:

1. Any action or program to include emergency repairs to public facilities specifically exempted by the Governor following a Proclamation of a Major Disaster.

2. Any action or program included on the State Civil Defense "Exempt Action List".

B. The Exempt Action List is on file with the Environmental Quality Control Commission and the Office of Environmental Quality Control.

NOTE 1: In general, these exemptions apply to simple repair and/or restoration of structures damaged by a disaster. If changes in land forms or waterways have also occurred, or if the repair or replacement actually changes the size, capacity, shape or use of the structure, restorative or replacement actions will have to comply with the assessment requirements of Chapter 343, HRS.

NOTE 2: Emergency permits are required for work in coastal waters, streams, and wetlands. For details, contact the Department of Planning and Permits, and the U.S. Army Corps of Engineers, Honolulu District.

IX. HISTORIC PRESERVATION PROGRAM

A. Any City agency which commences or proposes to commence a project that may affect historic property must notify the Department of Land and Natural Resources and must allow the Department an opportunity to review the effects of the proposed project on historic properties, especially those listed in the Hawaii Register of Historic Places.

B. Any action or proposed action affecting historical sites as designated in the National Register or Hawaii Register may be subject to Hawaii's Environmental Impact Statement law, Chapter 343, HRS.

X. FLOOD INSURANCE

Flood insurance is required in order to obtain State financial assistance for permanent restoration work within identified flood hazard areas as defined by and in accordance with the Flood Disaster Protection Act of 1973, PL 93-234.

XI. AUDIT OF DISASTER CLAIMS

A. All records and documents necessary to support the City's claims for State disaster assistance will be audited as follows:

1. The State Civil Defense Division will conduct an "on-site" audit of supporting records and documents before closing out State financial assistance claims.

2. The State Comptroller will conduct a final audit of supporting records and documents in accordance with the requirements of State statutes.

3. All records and documents supporting disaster assistance claims to include the dispersal of assistance funds, will be retained for a period of three years from the date of final payment by the State.

XII. ATTACHMENTS

1. State of Hawaii Project Request
2. State of Hawaii Completion Certificate

ATTACHMENT 1: PROJECT REQUEST

ATTACHMENT 1: PROJECT REQUEST TEMPLATE

STATE OF HAWAII
PROJECT REQUEST

MEMO TO: Director of Civil Defense

SUBJECT: Project Request for Financial Disaster Assistance

Disaster Title: *(Flood, Tsunami, Etc. assigned by State Civil Defense)*

Project Request Number: *(Assigned by requesting agency)*

State Authorization Number: *(Assigned by State Civil Defense)*

1. Damaged Facilities: *(Include location, identification and description)*

2. Description of Damages: *(Include location, identification and description)*

3. Scope of Proposed Work: *(Express in quantitative terms; e.g., square feet or yard, the type and extent of work necessary to repair or restore the damages described above)*

4. Estimated Cost: *(Itemized by indicating the quantity, unit, material and/or description, unit price, dollar cost of proposed work per eligibility criteria in PART V.)*

5. Existing Insurance: *(Express in dollar amount of coverage in force)*

6. Work To Be Accomplished By: *(Indicate contrato or government work*

Applicant: _____

Applicant Representative: *(signature)* Date: *(date signed)*

Name: *(typed /printed)* Title: *(typed /printed)*

Recommended by: *(signature)* Date: *(date signed)*

Name: (typed /printed) Title: (*typed /printed*)

Approved by: *(signature – Director of Civil Defense* Date: *(date signed)*

Approved Amount: _____

ANNEX S
RECOVERY

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ATTACHMENT 2: COMPLETION CERTIFICATION REQUEST

ATTACHMENT 2: COMPLETION CERTIFICATION TEMPLATE

STATE OF HAWAII
COMPLETION CERTIFICATION

Date: _____

Director of Civil Defense
Department of Defense
Civil Defense Division
3949 Diamond Head Road
Honolulu, Hawaii 96816

Subject: _____*(Disaster Title)*_____

Project Request Number: _____

(If claim is for partial payment)
This is to certify that _____ % of Project Request Number _____

(OR)

(If claim is for final payment)

This is to certify that Project Request Number _____ has been satisfactorily completed, repaired and /or replaced, and inspected and no further claims will be made against the State of Hawaii on this project.

APPLICANT _____*(typed / printed)*_____

Application Representative _____*(Signature)*_____

Name _____*(typed / printed)*_____

Title ____*(of Application Representative)*____

Inspected and Accepted:

_____
State Engineer Representative

Name _____*(typed / printed)*_____

Title ____*(of Application Representative)*____

Agency _____*(typed / printed)*_____

RECOVERY

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FEDERAL DISASTER ASSISTANCE

APPENDIX 3: FEDERAL DISASTER ASSISTANCE

I. PURPOSE

To familiarize City Departments and Agencies with the Federal disaster assistance process and procedures so that the delivery and management of such assistance can be facilitated and expedited, where possible.

II. GENERAL

The Disaster Relief Act of 1974, Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (The Stafford Act), hereafter referred to as "the Act", provides Federal public and individual disaster assistance to supplement the resources of State and local governments following a Presidentially-declared "major disaster" or "emergency". The Federal Emergency Management Agency (FEMA) is the President's executive agent for managing the Act's disaster relief programs. The Governor of the State of Hawaii has designated the Department of Defense, Civil Defense Division, as the State agency responsible for management and administration of any assistance provided under PL 93-288, as amended.

NOTE: Other programs are available from Federal agencies under their own statutory authority. They are listed in Tabs A and C as "Programs Not Requiring A Presidential Declaration". Some of these programs may also be available under a Presidential declaration.

III. DEFINITIONS

A. A "major disaster" means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President, causes damages of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating damage, loss, hardship, or suffering.

B. An "emergency" means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe.

C. "Public Assistance". That portion of the Federal program which is targeted for the restoration of public facilities and services. (See Paragraph IV below).

D. "Individual Assistance". That portion of the Federal program which provides disaster victims with recovery and rehabilitation assistance which could include temporary housing, loans, grants and other forms of disaster related help. (See Paragraph VII below).

E. "Federal-State Agreement". Executed by the Governor and FEMA following a Presidential declaration prescribing the type and extent of Federal aid to be made available under the Disaster Relief Act of 1974, as amended. The agreement normally lists the geographic areas eligible for assistance, specifies the period of the disaster and includes administrative controls, definitions and limitations.

F. "Federal Coordinating Officer" (FCO). The on-scene FEMA representative responsible for making initial appraisals of urgently needed assistance, establishing field offices, and coordinating the administration of relief for City, State, Federal and private sector entities.

G. "Governor's Authorized Representative" (GAR). Evaluates, recommends, and processes City and State Department/Agency requests for assistance to FEMA. The Director and Vice-Director of Civil Defense are designated by the Governor to serve as GARs.

H. "State Coordinating Officer" (SCO). Cooperates with the FCO and coordinates City and State disaster assistance, including assistance from non-affected counties and the private sector. The Chief of the Plans and Operations Branch, State Civil Defense, is designated as the SCO.

I. "City Coordinating Officer" (CCO). The State Deputy Director will assist the SCO in providing overall coordination for the supplementary assistance provided by State and Federal agencies. Each Project Applicant, however, will appoint a representative to coordinate their Department/Agency's activities and submit reports to the SCO and GAR.

J. "State Hazard Mitigation Coordinator" (HMC). Serves on the FEMA/State Survey Team. Coordinates support for the Federal Hazard Mitigation Team and compiles the State Hazard Mitigation Plan.

K. "FEMA Disaster Field Office" (DFO). - Temporary field office to facilitate coordination and implement the Federal, State, and City recovery effort.

L. "Grant". An award of financial assistance. The grant award under the Act shall be based on the total Federal share of all approved projects.

M. "Grantee". The governmental element to which a grant is awarded and which is accountable for the use of the funds provided. For this plan, the State of Hawaii is the grantee.

N. "Subgrantee". The governmental element or other legal entity to which a subgrant is awarded by the State and which is accountable to the grantee for the use of the funds provided. For this plan, the subgrantee is the City and County of Honolulu.

O. "Project Applicant". A State or City Department/Agency or an eligible

private non-profit organization that is submitting an application to the GAR for assistance under the Federal grant.

P. "Emergency Work". That work which must be done immediately to save lives, protect property, and ensure the public's health and safety, or to avert or lessen the threat of a major disaster.

Q. "Permanent Work". That restorative work that must be performed, through repair or replacement, to restore an eligible facility to its pre-disaster design and current applicable standards.

R. "Facility". Any public or privately owned building, works, system, or equipment, built or manufactured, or an improved natural feature. Land used for agricultural purposes is not a facility.

S. "Pre-disaster Design". The size or capacity of a facility as originally designed and constructed or subsequently modified by changes or additions to the original design. It does not mean the capacity at which the facility was being used at the time the major disaster occurred if different from the design capacity.

T. "Project" (Also referred to as "individual project"). All work performed at a single site whether or not described on a single Project Worksheet (PW).

U. "Project Worksheet". A standard form (FEMA Form 90-91) utilized to record and verify the scope of work and estimated costs of eligible projects.

IV. PUBLIC ASSISTANCE AVAILABLE UNDER PL 93-288

Public Assistance is intended to restore public facilities or services and includes debris removal; emergency work and repairs; permanent work; and the repair, restoration or replacement of public and designated private non-profit facilities. Public facilities include any publicly-owned, flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-Federal aid street, road or highway, bridges, recreational facilities and parks, any other public building, structure or system including those facilities used for educational and recreational purposes.

NOTE: See Tabs A and B for a more detailed listing of Public Assistance Programs. Tab A lists programs that are available from Federal agencies under their own statutory authority and which do not require a Presidential declaration. Tab B cites those programs which specifically require a Presidential declaration.

A. Major Disaster Declaration - The State will initiate a Project Application for a Federal Disaster Grant to fund City and State projects on a cost-share basis (75% Federal, 25% State/City). In addition to the assistance listed above, projects may include hazard mitigation measures (when authorized by FEMA); public facilities damaged while under construction (excluding contractor costs); repair or replacement of private non-profit educational, utility, emergency, medical, and custodial care facilities, including those for

the aged or disabled; any facility providing essential services of a governmental nature; disaster loans to communities that suffer substantial loss of tax and other revenues; emergency communications assistance; and temporary public transportation.

B. Emergency Declaration - Assistance may include but is generally limited to emergency protective measures including the reduction or removal of immediate threats to public health and safety, and public or private property when in the public interest; demolition of unsafe structures; search and rescue; public information on health and safety measures; emergency augmentation of State and City resources and facilities; debris clearance and emergency telecommunications.

V. SEQUENCE OF EVENTS

A. Initial and Preliminary Damage Assessments are completed. Results and recommendations are forwarded to the Governor through the Director of Civil Defense and subsequently to the President through FEMA (See Annex Q Damage Assessment, for additional details).

B. Upon the declaration of a major disaster or emergency by the President, FEMA and State officials will conduct briefings for government officials and their staffs at a central location on Oahu. The primary purpose of the briefings is to explain the types of assistance available and the procedures by which funds will be provided for eligible disaster assistance projects. Procedures for submitting Project Applications are explained. Each potential Applicant will receive a "Notice of Interest" (FEMA Form 90-49) to complete and turn in. (See Tab E for a sample form). The 90-49s are used in determining the number and schedules of damage survey teams to be deployed.

C. Damage Surveys are subsequently conducted by City, State, and Federal Inspectors and the results recorded on Damage Survey Reports (PW - FEMA Form 90-91. See Tab F in this Appendix).

D. Eligible applicants submit a Project Application to the GAR through the SCO. PWs should be attached, if feasible. (See Tab G for sample forms).

NOTE: Project Applications must be submitted to the GAR within 30 days of the date of the President's declaration unless the GAR specifically shortens or extends the period.

Applicants may request one of two options:

1. Improved Projects - An applicant may elect to improve but still restore the pre-disaster function of a facility. A written request to the GAR and his approval must be obtained before work is undertaken. Federal funding for an improved project shall be
2. limited to the Federal share of the approved eligible costs. (See Tab H for a sample form).
3. Alternate Projects - An applicant may elect not to restore a

damaged facility but use the funds to:

a. Repair or expand other public facilities

b. Build new facilities

c. Fund hazard mitigation measures

NOTE: Alternate projects must be approved by FEMA before start of construction. Federal cost sharing for alternate projects will be 75% of 90% of the approved estimate of eligible costs. The State will not contribute any funds for alternate projects.

E. Eligible Costs Are Reimbursed - It should be noted at this stage that only certain costs incurred by the City are eligible for reimbursement by the Federal Government. Approved project applications for damage survey reports, and vouchers supported by a detailed breakdown of eligible costs are the only basis for the certification required to justify a request for reimbursement. Therefore, it is essential that each City Department and Agency, likely to be involved with reimbursable expenditures, establish standard procedures for determining and documenting eligible costs in advance of a disaster situation.

F. Documentation - Following a major disaster, Federal funding may be available to help the City repair or replace damaged facilities. The difference between potential/eligible Federal funding and monies actually received, could differ because the disaster costs were not properly documented. Since Federal payments are based on final inspections and audits, an accurate accounting of costs is an absolute necessity. It is not enough just to complete the disaster work; the work must be fully and accurately documented. The following documentation procedures apply:

1. Each Department will appoint and train a single individual to keep a record of costs. The individual will attend the applicant's briefing given by State and Federal officials.

2. Approved PWs may not be received until several weeks after a disaster. In the interim, emergency work must be started. Therefore, separate folders should be established for each emergency work project that must be accomplished. For example, if damage has occurred on three streets, set up a folder for each street, not one folder for all streets. If building repairs which must be accomplished, set up a folder for each building. When approved PWs are received, establish a permanent folder for each item of work. All expenditures for wages, supplies and equipment for each PW must have supporting documentation to verify the claim.

3. If temporary workers or extra help is needed to complete items of work (frequently done on emergency work such as debris clearance), they must be placed on the payroll identifying the job

they were hired for, their wages, and period of employment.

4. If other governmental or outside agency personnel or equipment is used, their use must be documented exactly as City personnel and equipment would be. In addition, an invoice is required to show that the City has paid for the use of these resources. These invoices must show the date, amount paid and the check number as well as the services or materials being paid for.

5. There are two ways to complete items of work - contract or force account, i.e., using Departmental/Agency personnel, equipment, and materials.

   a. Contract Work - A copy of the contract and all invoices for each PW must be retained on file. A copy of the contract advertisement, a list of bidders, and proof that the work went to the low bid contractor must also be included. If the low bid was not accepted (there can be some acceptable reasons for not taking the low bid), indicate why and place this statement in the PW folder. If the contract is for more than the PW amount, immediately notify the State Coordinating Officer.

   NOTE: FEMA will not approve cost-plus-percentage-of-cost contracts or any contract where payment for work is contingent upon Federal reimbursement. Any work done by either type of contract will be ineligible and no Federal funds will be paid for it.

   b. Force Account Work

      i. Labor - Employees must be on the payroll to receive Federal reimbursements. The payroll must show the pay period, employee name, job classification, number of hours worked each day, total hours worked for the pay period, rate of pay (regular and overtime), total earnings, and pay check number. Records must also show which PW the employee worked on each day, and each hour, if the employee worked on more than one PW in a single day. The records should show what disaster job was accomplished and a separate report filed for each PW the employee worked on. Records must also show how much time the employee worked on PWs and how much time was spent on his or her regular job. Overtime pay must be in accordance with policies in effect before the disaster.

      NOTE: Reimbursement can be claimed for an employee who elects to take compensatory time in lieu of payment for overtime, if the approval of compensatory time is standard practice.

ii. Equipment - City owned or rented equipment used on each job must be documented on the Force Account Equipment Record or the Rental Equipment Record. The records must show the type and description of the equipment, date used, hours used each day, total hours used, rate per hour, and total cost for each piece of equipment. These records should be placed in each PW folder immediately upon starting work. Operator costs should be reported separately as part of the labor costs on the Payroll sheet unless the equipment is rented and the cost of an operator is included.

NOTE: Equipment not in actual use is considered in standby status and is not eligible for reimbursement.

If the equipment is rented, specify if the rental is wet or dry rate and if an operator is included. Also show the date, amount paid, and the check number. Repair costs for rental equipment are not reimbursable.

Rates claimed for City-owned equipment should correspond to those approved on FEMA's "Schedule of Equipment Rates". A copy of these rates can be obtained from the State Coordinating Officer. If a piece of equipment is used that is not listed on the rate schedules, FEMA will determine an applicable rate. Provide the make, model, horsepower, load capacity, and any other information which may help in establishing a rate.

iii. Materials and Supplies - Document items purchased, or taken from stock, which are used on each job. Specifically show the unit price, quantity, total cost, description, date purchased, date used, job site, date paid for, amount paid, and check number. Claims for materials taken from stock must be supported by either the original purchase invoice or invoice for replacement materials. Record any and all materials used on the job. Invoices and checks showing payment should be placed in appropriate PW folders. Establish a separate file of vendor invoices for materials being used in PW work.

NOTE: Be sure the dates used on all documentation are within the allowable time period, i.e., from the date of the disaster to the completion date of the work as shown in the project application. Assure that the dates on the supporting documentation agree with the PW and final inspection.

PWs show a total amount recommended for each job. Small overruns, however, if justified and supported, will probably be approved during final inspections. Large overruns (exceeding 10%) or a change in the scope of work, should immediately be reported to the Governor's Authorized representative so that a new or supplemental PW can be negotiated with FEMA.

G. Termination of Federal Assistance - Official termination commences upon completion of all line items of work in an approved project application or upon the expiration of 6 months following the President's Declaration for Category A and B line items and 18 months following the President's Declaration for all permanent line items for Categories C through G, whichever comes first.

1. Inspections - Prior to final payments to the applicants, the Act requires that the State conduct final inspections of all work completed as the last project in each category is finished. State Civil Defense will accomplish these inspections when authorized by FEMA. In and out briefings will be conducted by the inspection team. Additionally, FEMA or appropriate State or Federal Agencies may make interim inspections of selected projects at any time to ensure work is progressing in a timely and effective manner and in accordance with FEMA approvals. (See Tab M for a sample form).

2. After all claims have been processed for payment, the State Coordinating Officer will forward a letter to the FEMA Regional Director stating there are no unpaid claims under the Agreement. This document terminates the FEMA-State Disaster Assistance Agreement.

NOTE 1: Where unusual circumstances justify an extension, the applicant must submit a request to the State Coordinating Officer (SCO) through the Governor's Authorized Representative (GAR) outlining specific justification and the circumstances which have caused or are expected to result in schedule slippage, cost adjustment or other unanticipated changes. For Category A and B emergency work, the maximum extension time is 6 months. Permanent work in Categories C through G may be extended by the GAR for an additional 30 months on a project-by-project basis.

NOTE 2: The primary responsibility for managing work projects and project application review rests with the applicant. Therefore, each applicant should review each line item of their project application frequently enough to ensure that work is commenced prior to the expiration of the 6 month grace period. In addition, the Act requires a line item review no later than 12 months following the President's Declaration in order to determine any actual work costs that exceed the estimated costs reflected in the PW originally approved by FEMA. To assure these requirements are met, each

project applicant will conduct a formal quarterly review of, and revise as necessary, all PW line item projects. Following the review, a quarterly Disaster Project Status Report (and any other reports requested) will be provided to the GAR. Formal quarterly reviews will commence not later than six months after the Declaration and will continue until official termination of Federal assistance.

NOTE 3: Once the initial project application has been processed, no Project Worksheet (PWs) will be written for overruns or underruns. Minor overruns/underruns for large projects will be reviewed during the final inspection, verified by the auditor, and if required, additional funds obligated for the final payment. The only exception will be for substantial overruns or a change in the scope of work. (Ten percent or $5000, whichever is higher, is considered a substantial cost overrun. These overruns or any change in the scope of work must immediately be identified by the applicant and a supplemental PW, approved by the State, may have to be written).

H. Finally, after the work has been done and paid for, a "SUMMARY OF DOCUMENTATION" must be prepared for each PW.

VI. SPECIAL PUBLIC ASSISTANCE CONSIDERATIONS

A. DIRECT FEDERAL ASSISTANCE

1. If "emergency work" is beyond the City's capabilities, and in order to prevent suffering and hardship or to remove threats to life and property, the actual work, rather than just the funding assistance, may be accomplished by Federal agencies. Direct Federal assistance must be requested by City Council resolution to the GAR.

2. FEMA may also direct Federal agencies to donate or loan their equipment and supplies to the City for use and distribution in any Presidential-declared major disaster or emergency. In providing surplus Federal property, the donation shall be based on certification by the State that such property is useable and necessary for current disaster purposes.

B. ADVANCE OF FUNDS

1. Large projects (Over $35,000 plus adjustments).

a. Project Applicant must perform eligible work before requesting an advance of funds.

b. Advances must be based on actual expenditures (not estimates). The Project Applicant must certify the amount spent, the percentage of work completed, and the

anticipated work completion date on the "Request For Advance or Reimbursement" form and the "Advance of Funds/Listing For Certification" sheet both provided by the GAR. (See Tabs M and N for sample forms).

c. The Project Applicant will submit quarterly Project Status Summary Reports to the GAR on all large projects that have not been closed out. (See Tab O for a sample form).

d. Final claims will be submitted to FEMA with a request for final payment. The Project Applicant must:

i. Submit to the GAR a Summary of Documentation with all supporting documents for each approved large project PW. (See Tab P for sample forms).

ii. Certify that all recommended costs were incurred in the performance of eligible work.

iii. Inspect each PW site to verify the work claimed has been completed in accordance with the authorized scope of work. Costs for eligible work shall be based on the final inspection. FEMA will continue to assist in inspections for large projects.

iv. Submit a Project Listing with Certification and a FEMA Form 270 (Request for Advance/Reimbursement). (See Tabs M and Q for sample forms.)

2. Small Projects (under $35,000 plus adjustments).

A final payment will be made to the Project Applicant after the PW is approved by FEMA. The small project is then considered closed out.

C. FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM

When the Governor, by proclamation, determines that a fire or fires threaten such destruction that would constitute a major disaster, and that Federal assistance is essential to supplement State and City resources, the Director of Civil Defense may request FEMA to authorize assistance including grants, equipment, supplies and personnel for the suppression of any fire on publicly or privately owned forest, grassland or wild land. (Details are contained in Fire Management Assistance Grant Program, FEMA Handbook DAP-4.)

D. HAZARD MITIGATION PLANS

The State, with assistance from the City, is required to prepare plans and to take appropriate measures for the mitigation of hazards within the disaster area, as a condition for the receipt of any disaster grants or loans. These plans are to be submitted to FEMA within 180 days of the disaster declaration date. The Department of Planning and Permitting, in coordination with DEM, will assist in the development of City's input to the

State Hazard Mitigation Plan.

E. DUPLICATION OF BENEFITS

No individual, business or government agency is entitled to financial assistance from "all sources" when that total exceeds the eligible amount of the loss. Federal assistance is not authorized for any part of a disaster loss in which:

- Financial assistance under other Federal programs has been or will be received.
- Compensation from insurance or any other source has been or will be received.
- Compensation through salvage of damaged facilities or components has been or will be received.

EXCEPTION: If at the time of application for Federal assistance the individual/organization agrees to repay all duplicative assistance to the Federal agency providing assistance, then that individual/organization can receive disaster assistance.

F. HISTORICAL SITES

All historical sites falling under the Act must be identified by the project applicant. Any undertaking that will have an affect on any historical site as designated in the National or Hawaii Registers must be brought to the attention of Federal and State officials.

G. ENVIRONMENTAL PROTECTION

Environmental clearances may be required for permanent replacement projects, including improved projects, that do not have the effect of restoring facilities substantially as they existed prior to the disaster in conformity with current codes, specifications, and standards. Minor construction aimed at restoring facilities essentially to the same design and capacity that existed prior to the disaster are not regarded as major actions significantly affecting the quality of the human environment. In instances where the Federal Inspector of a Damage Survey Team concludes that an environmental clearance may be required, the Inspector will note the information on the PW.

H. INSURANCE REQUIREMENTS

1. The Flood Disaster Protection Act of 1973 requires, under certain conditions, that flood insurance be obtained and maintained as a condition for the approval of Federal financial assistance. This requirement applies to the permanent repair or restoration of any building which is located in an identified flood hazard area and for which a flood hazard boundary map has been published.

2. The Disaster Relief Act of 1974, as amended in 1988, provides that any applicant for assistance shall, with respect to any property to

be replaced, restored, repaired or reconstructed with such assistance, obtain and maintain such types and extent of insurance as may be reasonably available, adequate and necessary to protect against future loss to such property. Insurance requirements apply only to walled and roofed structures primarily above ground. If insurance is not available at reasonable rates, the State must file notice to that effect with FEMA.

3. The 1988 Amendment to Public Law 93-288 states that if a public or private non-profit facility located in a special flood hazard area (identified for more than one year pursuant to the National Flood Insurance Act of 1968) is damaged or destroyed by flooding in a major disaster, and such facility is not covered on the date of such flooding by flood insurance, the Federal assistance which would otherwise be available with respect to repair, restoration, reconstruction, and replacement of such facility and associated expenses, shall be reduced to the lesser of the value of such facility on the date of the flood damage or destruction, or the amount of insurance proceeds which would have been payable with respect to such facility if such facility had been covered by flood insurance under the National Flood Insurance Act of 1968 on such date. Specific questions relating to the insurance issue should be directed to the Department of Planning and Permitting or the City Risk Manager in the Department of Finance.

I. PROCUREMENT REQUIREMENTS

City Departments and Agencies issuing contracts to perform work or services as the result of a disaster are required to assure compliance with State and City statutes, regulations and ordinances which are not in conflict with Federal policies and procedures.

J. AUDITS, REVIEWS AND REPORTS

1. For the purposes of audit and examination, the Single Audit Act of 1984 (PL 98-502) and OMB Circular A-128 apply. Each project applicant will provide State Civil Defense a copy of their single audit for each fiscal year they receive disaster assistance funds.

2. Additionally, State Civil Defense is required to maintain a complete listing of locations where each applicant's records, including the original documentation supporting each claim, may be audited by Federal or State auditors. The original documentation is to be retained for a period of not less than three years from the date of approval of the applicant's final claim for payment. Further, the State Comptroller is required to have site audits and other reviews performed as necessary to provide certification by the State for each claim arising from an approved project under a given Presidential Declared Disaster, and as may be required by provisions of the Federal-State agreement.

VII. INDIVIDUAL ASSISTANCE UNDER PL 93-288

Federal Assistance to individuals and families is provided under FEMA program management on an equitable basis, according to the needs of the disaster victims.

A. Major Disaster Declaration - Programs available may include food stamp distribution, crisis counseling, individual and family grants of up to $10,000, disaster loans and loan guarantees, temporary housing assistance, minimum essential residence repairs, temporary assistance with mortgage or rental payments, unemployment assistance, and veteran's assistance.

B. Emergency Declaration - Provides individual assistance which is more limited in scope and is aimed at emergency actions required to save lives and property. May include but is not limited to emergency protection, evacuation, search and rescue, transportation, and sheltering.

NOTE 1: See Tabs C and D for a more detailed listing of Individual Assistance Programs. Tab C lists programs that are available from Federal agencies under their own statutory authority and which do not require a Presidential declaration. Tab D cites those programs which specifically require a Presidential declaration.

NOTE 2: The FCO in coordination with the SCO may implement specialized individual assistance authorized by the President which may include but not be limited to emergency mass care to supplement the immediate relief provided by the American Red Cross and other private sector relief organizations "on-the-scene" when the resources of the relief organizations are exhausted or about to be depleted.

C. DISASTER RECOVERY CENTERS - Individual assistance applications are received from disaster victims at Disaster Recovery Centers (DRCs) operated and staffed by FEMA and State personnel. The FCO, in coordination with the SCO and DEM, will establish one or more DRCs in or near stricken areas to ensure that victims receive the assistance to which they are entitled with a minimum of delay.

VIII. OTHER REQUIREMENTS

A. Nondiscrimination

Federal financial assistance under the Act is required to be in full compliance with Federal and State laws pertaining to nondiscrimination.

B. Appeals

An applicant may request an appeal for reconsideration on any action related to Federal assistance under the Act. The appeal must be submitted in writing to the FEMA Regional Director through DEM and the Governor's Authorized representative (GAR).

C. Criminal and Civil Penalties

1. Any individual who violates or is about to violate any provision of

the Act may have civil action brought against them by the Federal Attorney General.

2. Any individual who knowingly violates any order or regulation under the Act shall be subject to a civil penalty of not more than $5000 for each violation.
3. Whoever knowingly misuses the proceeds of a loan or other cash benefit obtained under any section of the Act shall be subject to a fine in an amount of the loan or cash benefit.

IX. TABS:

A. Public Assistance Programs (No Declaration)

B. Public Assistance Programs (Declaration)

C. Individual Assistance Programs (No Declaration)

D. Individual Assistance Programs (Declaration)

E. Notice of Interest (FEMA Form 90-49)

F. Damage Survey Report (FEMA FORM 90-91).

G. Project Application For Federal Assistance (SCD Form 5190).

H. Request For Improved Project (FEMA Form 90-55)

I. Sample Labor Record

J. Sample Force Account Equipment Record

K. Sample Rented Equipment Record

L. Sample Materials Record

M. Request For Advance or Reimbursement

N. Advance of Funds/Listing For Certification

O. Project Status Summary (FEMA Form 75-51)

P. Final Inspection Report (FEMA Form 90-45).

Q. Project Cost Summary (FEMA Form 76-49)

ANNEX S – APPENDIX 3

TAB A: PUBLIC ASSISTANCE PROGRAMS (NO DECLARATION)

TAB A: PUBLIC ASSISTANCE PROGRAMS (NO DECLARATION)

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE	DISEASE AND PEST CONTROL FOR PLANTS AND ANIMALS: Provides technical advice and specialized assistance in the areas of: • Animal diseases • Meat inspection • Plant diseases and pests	State and County
FEDERAL EMERGENCY MANAGEMENT AGENCY	FIRE SUPPRESSION ASSISTANCE: Grants and other assistance required for the suppression of fires in accordance with a Federal-State Agreement for fire suppression.	State
	COOPERATIVE FORESTRY ASSISTANCE: Technical and financial assistance for the prevention and suppression of rural and wild land fires.	Forestry Division, State Department of Land and Natural Resources
SOIL CONSERVATION SERVICE	WATERSHED PROTECTION AND FLOOD PREVENTION: Technical and financial assistance for improvement of flood prevention, irrigation, drainage and sedimentation control projects.	State and County agencies involved in watershed works

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
SOIL CONSERVATION SERVICE	RESOURCE CONSERVATION AND DEVELOPMENT: Grants and technical assistance for rural communities to initiate and carry out long-range programs of resource development conservation.	State and County government
COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION	FORECASTS AND WARNING: National Weather Service (NWS) provides forecasts and warnings of hazardous weather, floods. While the Pacific Tsunami Warning Center (PTWC) provides forecasts and warnings of tsunamis. Also provides specialized services and technical assistance to goverment agencies.	General public and government agencies
DEFENSE ARMED FORCES	ARMED FORCES DISASTER RELIEF: Emergency disaster assistance furnished through the Military Assistance to Civil Authorities (MACA) program. coordinated through U.S. Army Support Command, Hawaii (USASCH).	State and County government
U.S. ARMY CORPS OF ENGINEERS	FLOOD FIGHTING AND RESCUE OPERATIONS: Specialized services to supplement local effort in time of flood or coastal storm	State and County government

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
DEFENSE	REPAIR OR RESTORATION OF FLOOD CONTROL WORKS: Assistance includes emergency repair or rehabilitation of flood control works and authorized coastal protection works damaged by wind, wave or water action.	State and County officials responsible for protective works
U.S. ARMY CORPS OF ENGINEERS	FLOOD PLAIN MANAGEMENT: Provides technical information for identifying flood prone areas. FEMA has a Flood Plain Management program also.	State and County government and individuals
	EMERGENCY BANK PROTECTION: Design and construct projects to protect highways, bridges and public works endangered by flood-caused erosion.	State and County government
	FLOOD CONTROL PROJECTS: Design and construct of flood control projects.	State and County government
	SNAGGING AND CLEARING FOR FLOOD CONTROL: Design and construct projects to reduce potential flood damages.	State and County government
	FLOOD CONTROL WORKS AND FEDERALLY AUTHORIZED COASTAL PROTECTION WORKS, REHABILITATION: Assistance in repairing and restoring flood control works damaged by floods or Federally authorized hurricane-flood and shore protection works damaged by extraordinary wind, wave or water action.	Owners, State and County government

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
DEPARTMENT OF ENERGY	RADIOLOGICAL EMERGENCY ASSISTANCE: Provide specialized services to help bring hazardous situations under control.	State Department of Health and Transportation and State Civil Defense
HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE	DISEASE CONTROL – INVESTIGATIONS, SURVEILLANCE AND TECHNICAL ASSISTANCE: A. Assistance and technical advice for: i. Mass immunization ii. Eradication of vectors B. Vector control assistance	State and County government and health authorities
	SPECIALIZED SERVICES: Augment local medical capability by providing emergency services.	State and County health facilities
FOOD AND DRUG ADMINISTRATION	CONTAMINATED FOOD AND DRUGS: Technical advice, personnel and support facilities to protect against unsafe food and drugs.	State and County government and health authorities
HOUSING AND URBAN DEVELOPMENT COMMUNITY PLANNING AND DEVELOPMENT	COMPREHENSIVE PLANNING ASSISTANCE: Project grants to strengthen State and County planning effort. Can be used for disaster mitigation and recovery purposes.	State agencies and County governments in areas that have suffered a major disaster
INTERIOR GEOLOGICAL SURVEY	EARTHQUAKE HAZARDS REDUCTION PROGRAM: Provision of specialized services and technical information related to earthquake occurrences and hazard reduction.	State and County government

PROGRAMS **NOT** REQUIRING A GOVERNOR'S DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION (DOT)	FEDERAL-AID HIGHWAY – EMERGENCY RELIEF: Project grants to be used for the repair or reconstruction of Federal-aid highways, roads and trails which have suffered serious damage as a result of disaster over a wide area. Declaration of an emergency by the Governor and the Federal highway Administrator is required	State and County governmental agencies (through the State Department of Transportation)
FEDERAL AVIATION ADMINISTRATION	DISASTER ASSISTANCE: A. Utilization of aircraft and personnel for reconnaissance, evacuation and emergency transportation. B. Technical assistance in damage assessment. C. Financial assistance for restoration of civil airports.	
TRANSPORTATION U.S. COAST GUARD AND ENVIRONMENTAL PROTECTION AGENCY	NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN: Provide specialized services assessment and advice; removal of discharges and monitoring of damages	State and County government and the general public
REMINDER: DISASTER ASSISTANCE PROGRAMS MAY BE AMENDED OR REPEALED AND NEW PROGRAMS IMPLEMENTED. KEEP ABREAST OF CURRENT CHANGES BY PERIODICALLY CONTACTING LOCAL OFFICES OF THE APPROPRIATE FEDERAL AGENCIES.		

ANNEX S
RECOVERY

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TAB B: PUBLIC ASSISTANCE PROGRAMS (DECLARATION)

TAB B: PUBLIC ASSISTANCE PROGRAMS (DECLARATION)

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
FEDERAL EMERGENCY MANAGEMENT AGENCY	SCHOOL CONSTRUCTION ASSISTANCE: Project grants to construct and equip school facilities where replacement is made necessary by a major disaster.	State Department of Education
	SCHOOL MAINTENANCE AND OPERATION ASSISTANCE: Formula grants for: A. Offsetting increased costs and loss of revenue. B. Additional costs due to rising enrollment. C. Cleanup, minor repairs, minor replacement of equipment and supplies. D. Temporary facilities.	State Department of Education
	FEDERAL DISASTER ASSISTANCE PROGRAM: Provides cost sharing financial assistance in the form of grants and reimbursement to State and County governments and Federal agencies for the following: • Emergency Protective Measures • Food, Water and Shelter • Emergency Health, Medical and Sanitation Assistance • Hazard Mitigation	State and County government and individuals

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
FEDERAL EMERGENCY MANAGEMENT AGENCY	FEDERAL DISASTER ASSISTANCE PROGRAM: Provides cost sharing financial assistance in the form of grants and reimbursement to State and County governments and Federal agencies for the following: • Repair or Restoration of Public Facilities • Repair or Restoration of Private Non-profit Facilities • Debris Removal • Community Disaster Loans • Emergency Communications • Public Transportation • Timber removal from Privately Owned Lands	State and County government and individuals
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	EMERGENCY COMMUNITY DEVELOPMENT GRANTS: Grants for the immediate restoration or maintenance of community health, safety or economic stability.	State and County government
TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION	EMERGENCY RELIEF (FOR FEDERAL-AID ROADS): Provides assistance in the repair and reconstruction of highway and appurtenant structures that are part of the Federal-aid highway system.	State and County government and individuals

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
GENERAL SERVICES ADMINISTRATION	GENERAL ASSISTANCE: Various programs including: A. The donation of surplus real and personal property B. Provision of emergency procurement and warehousing C. Provision of office and shelter space D. Provision of emergency assistance.	State and County government and individuals
REMINDER: DISASTER ASSISTANCE PROGRAMS MAY BE AMENDED OR REPEALED AND NEW PROGRAMS IMPLEMENTED. KEEP ABREAST OF CURRENT CHANGES BY PERIODICALLY CONTACTING LOCAL OFFICES OF THE APPROPRIATE FEDERAL AGENCIES.		

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RECOVERY

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TAB C: INDIVIDUAL ASSISTANCE PROGRAM

(NO DECLARATION)

TAB C: INDIVIDUAL ASSISTANCE PROGRAMS (NO DECLARATION)

PROGRAMS **NOT** REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
AGRICULTURE AGRICULTURAL STABILIZATION CONSERVATION SERVICE (ASCS)	EMERGENCY CONSERVATION PROGRAM: Cost-share payments to farmers and ranchers to solve new conservation problems created by a natural disaster including sever drought.	Farmers and ranchers
	ADJUSTMENT IN REGULAR PROGRAMS: Some regular programs include specific procedures for natural disaster aid.	Farmers and ranchers
COOPERATIVE EXTENSION SERVICE	AGRICULTURAL INFORMATION ASSISTANCE: Advice and technical assistance on cleanup of damaged property, sanitation, use of feed and other farm problems.	Individuals
FARMERS HOME ADMINISTRATION (FHA)	EMERGENCY LOANS: To assist farmers, ranchers and others to recover from natural disasters. Loans can be used for operating expenses, replacement of livestock and equipment and refinance debts. Available in areas designated by the Secretary of Agriculture.	Farmers, ranchers and aquaculture operators

PROGRAMS **NOT** REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
FOOD AND NUTRITION SERVICE	FOOD DONATION PROGRAM: Food is made available for distribution to needy households and individuals to improve their diets as authorized by the Secretary of Agriculture. *(NOTE: Only available through schools, institutions and other designated agencies)*	Individuals (through State DSSH, DOE Red Cross, Etc.)
	FOOD STAMP PROGRAM: Households in need of food assistance are assisted in obtaining food stamps as authorized by the Administrator of the Food and Nutrition Service	Individuals and households
HEALTH AND HUMAN SERVICES	EMERGENCY WELFARE PROGRAM: Federal matching funds are made available to the State Department of Social Services and Housing to be used for emergency benefits to eligible individuals and families in urgent distress due to crisis situations.	Welfare recipients and other eligible individuals and families
	SURVIVOR'S BENEFITS: Monthly cash benefits to a surviving family of an eligible worker and lump sum death payments.	Eligible surviving individuals and families
	DISABILITY BENEFITS: Monthly cash benefits to a worker severely disabled by injury incurred in a disaster. In some cases, financial assistance for vocational rehabilitation.	Disabled workers and their families
	SUPPLEMENTAL SECURITY INCOME PROGRAM: Cash assistance through monthly payments to supplement income may be available including Social Security	Disabled individuals, individuals over 65

TAB C: Individual Assistance Programs (No Declaration) (continued)

PROGRAMS **NOT** REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
HOUSING AND URBAN DEVELOPMENT OFFICE OF HOUSING	HOUSING GRANTS, DIRECT PAYMENT/LOAN AND GUARANTEED/INSURED LOANS: Makes housing more readily available to people with special needs.	Individuals of low and moderate income and special needs
FEDERAL INSURANCE ADMINISTRATION (FEMA)	FLOOD INSURANCE PROGRAM: Provides insurance in communities qualified for the Flood Insurance Program.	Owners of all buildings
SMALL BUSINESS ADMINISTRATION	DISASTER LOANS FOR BUSINESS: Loans to repair or replace damaged or destroyed facilities, assets, inventory, machinery or equipment.	Businesses, private organizations, nonprofit corporations and agricultural enterprises
	DISASTER LOANS FOR HOMES AND PERSONAL PROPERTY: Loans to repair or replace damaged or destroyed household and other personal property.	Individuals and families
	ECONOMIC INJURY DISASTER LOANS FOR BUSINESSES: Loads up to $500,000 for use as working capital for businesses at 4% interest for a maximum of 30 years.	Small businesses, including agro businesses

ANNEX S
RECOVERY

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TAB D: SMALL BUSINESS ADMINISTRATION LOAN PROGRAM

TAB D: SMALL BUSINESS ADMINISTRATION LOAN PROGRAM

To make disaster SBA loan programs available within a stricken county, the Governor may make a direct request to the SBA District Office for an SBA Disaster Declaration. Upon receipt of the request, SBA notifies FEMA Region IX for information purposes and as soon as a decision is made upon the request, SBA contacts the Governor's office.

Pertinent data required to accompany each request for an SBA Disaster Declaration follows:

1. Name(s) of stricken county(ies)
2. Type of disaster *(Flood, earthquake, tsunami, hurricane, etc.)*
3. Estimates of: *(includes homes, farms, ranches, etc.)*
   a. Destroyed property
   b. Damaged property

Quick Assessment Form:

Destroyed	Number	$Value	Average % insurance coverage Per Unit Destroyed
Homes	_____	_____	_____
Businesses	_____	_____	_____
Other	_____	_____	_____

Damaged	Number	Damage/Unit	$Value	Average % insurance coverage Per Unit Damaged
Homes	_____	_____	_____	_____
Businesses	_____	_____	_____	_____
Other	_____	_____	_____	_____

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RECOVERY

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ANNEX S – APPENDIX 3

TAB E: INDIVIDUAL ASSISTANCE PROGRAMS

(DECLARATIONS)

TAB E: INDIVIDUAL ASSISTANCE PROGRAMS (DECLARATION)

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
AGRICULTURE FARMERS HOME ADMINISTRATION (FHA)	EMERGENCY LOAN: AFTER A Presidential declaration, emergency loans are automatically made available in counties named by FEMA. These loans are essentially the same as those offered without a declaration.	Farmers and ranchers
FOOD AND NUTRITION SERVICE	EMERGENCY FOOD STAMP PROGRAMS: Free food stamps are made available to insure that disaster victims obtain adequate amounts of nutritious food.	Individuals and families
HEALTH AND HUMAN SERVICES NATIONAL INSTITUTE OF MENTAL HEALTH	CRISIS COUNSELING: Counseling services to any victim of a disaster. May include training of disaster workers.	Individuals
OFFICE OF HUMAN DEVELOPMENT	ASSISTANCE FOR THE ELDERLY: Special assistance funds may be made available to assist elderly disaster victims where other disaster relief resources cannot be secured or as a stopgap measure until other resources become available.	Individuals over the age of 65
LABOR EMPLOYMENT AND TRAINING ADMINISTRATION	UNEMPLOYMENT ASSISTANCE: Provides unemployment benefits, not in excess of State weekly maximum compensation, for up to one year.	Eligible individuals

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
FEMA	FEDERAL DISASTER ASSISTANCE PROGRAM : Administration and coordination of Federal Disaster Relief funds include: • Temporary housing • Unemployment Compensation • Food Stamps • Crisis Counseling • Legal Services Financial assistance for the Individual and Family Grant Program to meet necessary expenses and serious unmet need of individuals and families who are unable to obtain other financial assistance.	Any individual or family that is a victim of Presidential Declared Disaster
HOUSING AND URBAN DEVELOPMENT	MORTGAGE INSURANCE-HOMES FOR DISASTER VICTIMS: Insured loans to finance the purchase of single family housing for an occupant-mortgagor who is a victim of a major disaster.	Any individual or family that is a victim of Presidential Declared Disaster
	TEMPORARY HOUSING: This program offers three (3) types of assistance: 1. Temporary Housing 2. A grant to owner-occupant for minimal repairs 3. Temporary assistance with mortgage and rental payments	Any individual or family that is a victim of Presidential Declared Disaster

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
HOUSING AND URBAN DEVELOPMENT	MORTGAGE INSURANCE-HOMES FOR DISASTER VICTIMS: TEMPORARY HOUSING (continued): Temporary housing for disaster victims in public housing if available.	Any individual or family that is a victim of Presidential Declared Disaster
	ADJUSTMENT TO FEDERAL LOANS: Refinancing of any note or other obligation held by HUD when made necessary by a major disaster.	Eligible holders of HUD loans
VETERANS ADMINISTRATION	ADJUSTMENT TO FEDERAL LOANS: Counseling and other services to veterans who hold VA guaranteed loans.	Veterans
SMALL BUSINESS ADMINISTRATION	AID TO MAJOR SOURCES OF EMPLOYMENT: Long-term loans to enable enterprises t resume operation. FHA handles loans to agricultural enterprises under this program.	Any enterprise which has been a major source of employment in a disaster area
	ECONOMIC INJURY DISASTER LOANS FOR BUSINESSES: Loads up to $500,000 for use as working capital for businesses at 4% interest for a maximum of 30 years.	Small businesses, including agro businesses
	PHYSICAL DISASTER LOANS FOR BUSINESS: Loans to repair or replace damaged or destroyed facilities, assets, inventory, machinery or equipment	Businesses, private organizations, nonprofit corporations and agricultural enterprises

PROGRAMS REQUIRING A PRESIDENTIAL DISASTER PROCLAMATION

SUMMARY OF PROGRAMS

ADMINISTERING AGENCY	PROGRAMS: TYPES OF ASSISTANCE	RECIPIENT
DEPARTMENT OF THE TREASURY and BUREAU OF ALCOHOL, TOBACCO AND FIREARMS	After any event designated a Major Disaster by the President, excise taxes and custom duties that were paid on disaster damaged alcoholic beverages and tobacco products may be recovered by the holder of the damaged products.	Any person holding these goods for sale at the time of their loss or destruction
INTERNAL REVENUE SERVICE	After any event designated a Major Disaster by the President, IRS will provide counseling and guidance on tax matters to taxpayers who suffered losses.	Any taxpayer suffering a loss as a result of a major disaster or an emergency
APPROPRIATE FEDERAL AGENCIES, STATE AND LOCAL BAR ASSOCIATIONS AND THE YOUNG LAWYERS SECTION OF THE AMERICAN BAR ASSOCIATION	To provide legal assistance to low income individuals who require legal services as a result of a major disaster.	Low income individuals and families
REMINDER: DISASTER ASSISTANCE PROGRAMS MAY BE AMENDED OR REPEALED AND NEW PROGRAMS IMPLEMENTED. KEEP ABREAST OF CURRENT CHANGES BY PERIODICALLY CONTACTING LOCAL OFFICES OF THE APPROPRIATE FEDERAL AGENCIES.		

ANNEX S – APPENDIX 3

TAB F: NOTICE OF INTEREST

(FEMA FORM 90-49)

TAB F: NOTICE OF INTEREST (FEMA FORM 90-49)

FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151
Expires September 30, 2005

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067- 0151). Submission of the form is required to obtain or retain benefits under the Public Assistance Program. **NOTE: Do not send your completed survey to the above address.**

APPLICANT *(Political subdivision or eligible applicant.)*	DATE SUBMITTED

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

APPLICANT PHYSICAL LOCATION

STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE

MAILING ADDRESS *(If different from Physical Location)*

STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE

Primary Contact/Applicant's Authorized Agent	Alternate Contact
NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE *(Optional)*	HOME PHONE *(Optional)*
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? ☐ Yes ☐ No

Private Non-Profit Organization? ☐ Yes ☐ No
If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as:"... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws.
If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA-_____-DR-_____-____ FIPS# _____	Date Received:

FEMA Form 90-49, OCT 02 REPLACES ALL PREVOUS EDITIONS.

ANNEX S
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TAB G: DAMAGE SURVEY REPORT

(FEMA FORM 90-91)

TAB G: DAMAGE SURVEY REPORT (FEMA FORM 90-91)

FEDERAL EMERGENCY MANAGEMENT AGENCY **PROJECT WORKSHEET**	O.M.B. No. 3067-0151 Expires September 30, 2005

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 90 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right hand corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). Submission of the form is required to obtain benefits under the Public Assistance Program. **NOTE: Do not send your completed form to the above address.**

DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY
FEMA -XXXX DR - XX		**000-00000-00**		**H**

DAMAGED FACILITY	WORK COMPLETE AS OF
	_____ : _____%

APPLICANT	COUNTY
Example - Washington	**Example - Elma**

LOCATION	LATITUDE	LONGITUDE
Example - 12 miles Northeast of Elma		

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☐ No

Special Considerations included? ☐ Yes ☐ No

Hazard Mitigation proposal included? ☐ Yes ☐ No

Is there insurance coverage on this facility? ☐ Yes ☐ No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY	UNIT	UNIT PRICE	COST
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					TOTAL COST	**$0.00**

PREPARED BY	TITLE	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

FEMA Form 90-91, OCT 02 **REPLACES ALL PREVIOUS EDITIONS.**

ANNEX S
RECOVERY

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ANNEX S – APPENDIX 3

TAB H: PROJECT APPLICATION FOR FEDERAL ASSISTANCE

(SCD FORM 5190)

TAB H: PROJECT APPLICATION FOR FEDERAL ASSISTANCE (SCD FORM 5190)

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

RECOVERY

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ANNEX S – APPENDIX 3

TAB I: REQUEST FOR IMPROVED PROJECT

(FEMA FORM 90-55)

TAB I: REQUEST FOR IMPROVED PROJECT (FEMA FORM 90-55)

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

ANNEX S
RECOVERY

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TAB J: LABOR RECORD

TAB J: LABOR RECORD (*SAMPLE*)

LOCATION OF WORK: _____ Page _____ of _____ page(s)

Time Period: _____ to

DESCRIPTION OF WORK: _____ _____ 20_____

FEMA ____ - DR - ____ Category of Work: _____ DSR #: _____ Job Site Number: _____

NAME	JOB CLASS	DATE / HOURS WORKED EACH DAY											
		DATE								TOTAL HOURS	RATE	TOTAL PAY	PAYCHECK NUMBER
		REG											
		O/T											
		REG											
		O/T											
		REG											
		O/T											
		REG											
		O/T											
											TOTAL PAY		

ANNEX S
RECOVERY

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TAB K: FORCE ACCOUNT EQUIPMENT RECORD

TAB K: FORCE ACCOUNT EQUIPMENT RECORD (*SAMPLE*)

LOCATION OF WORK: _____ Page _____ of _____ page(s)

Time Period: _____ to

DESCRIPTION OF WORK: _____ _____ 20_____

FEMA ____ - DR - ____ Category of Work: _____ DSR #: _____ Job Site Number: _____

TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	EQUIPMENT NUMBER REFERENCE	DATE / HOURS USED EACH DAY										
		DATE								TOTAL HOURS	RATE	TOTAL COST
											TOTAL COST	

RECOVERY

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TAB L: RENTED EQUIPMENT RECORD

TAB L: RENTED EQUIPMENT RECORD (*SAMPLE*)

LOCATION OF WORK: _____ Page _____ of _____ page(s)

Time Period: _____ to

DESCRIPTION OF WORK: _____ _____ 20_____

FEMA ____ - DR - ____ Category of Work: _____ DSR #: _____ Job Site Number: _____

TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATE	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NUMBER	DATE	CHECK NUMBER
	HOURS USED	With Operator	Without Operator				AMOUNT PAID	

ANNEX S
RECOVERY

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TAB M: MATERIAL RECORD

TAB M: MATERIALS RECORD (*SAMPLE*)

LOCATION OF WORK: _____ Page _____ of _____ page(s)

Time Period: _____ to

DESCRIPTION OF WORK: _____ _____ 20_____

FEMA ____ - DR - ____ Category of Work: _____ DSR #: _____ Job Site Number: _____

VENDOR	DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE	DATE BOUGHT	CHECK NUMBER	DATE USED	CHECK ONE	
								INFO INVOICE	FROM STOCK
			TOTAL COST						

ANNEX S
RECOVERY

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TAB N: REQUEST FOR ADVANCE OR REIMBURSEMENT

TAB N: REQUEST FOR ADVANCE OR REIMBURSEMENT

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

ANNEX S
RECOVERY

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TAB O: ADVANCE OF FUNDS / LISTING FOR CERTIFICATION

TAB O: Advance of Funds / Listing for Certification

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

ANNEX S
RECOVERY

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ANNEX S – APPENDIX 3

TAB P: PROJECT STATUS SUMMARY
(FEMA FORM 75-51)

TAB P: PROJECT STATUS SUMMARY (FEMA FORM 75-51)

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

ANNEX S
RECOVERY

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ANNEX S – APPENDIX 3

TAB Q: FINAL INSPECTION REPORT (FEMA FORM 90-45)

TAB Q: FINAL INSPECTION REPORT (FEMA FORM 90-45)

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

ANNEX S
RECOVERY

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ANNEX S – APPENDIX 3

TAB R: PROJECT COST SUMMARY
FEMA FORM 76-49)

TAB R: PROJECT COST SUMMARY (FEMA FORM 76-49)

UNDER CONSTRUCTION BY:

- OAHU CIVIL DEFENSE
- STATE CIVIL DEFENSE
- FEDERAL EMERGENCY MANAGEMENT AGENCY

ANNEX T

HAZARD SPECIFIC SUPPLEMENTS

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX T

HAZARD SPECIFIC SUPPLEMENTS

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ANNEX T

HAZARD SPECIFIC SUPPLEMENTS

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III. HAZARD SPECIFIC SUPPLEMENTS AND RECOVERY OPERATIONS 2

IV. ATTACHMENTS & TABS 2

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ANNEX T

HAZARD SPECIFIC SUPPLEMENTS

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ANNEX T

HAZARD SPECIFIC SUPPLEMENTS

I. PURPOSE

In the normal course of any civil emergency, declared or not, emergency responders will react as outlined in the earlier functional annexes of this Plan, e.g., Police will maintain law and order, Firefighters will provide rescue services, communicators will communicate, etc. There are certain hazards, however, that require more specific coordination and direction among response personnel. The purpose of this Annex, then, is to provide a listing of checklists, plans and additional guidance required beyond that already specified in the Annexes of this Plan to better mitigate and respond to the effects of specific hazards.

II. HAZARD SPECIFIC STANDARD OPERATING PROCEDURES

Some specific threats can best be met by the additional application of simple checklists, or Standard Operating Procedures (SOPs). Others require more detailed supplements. SOPs prepared by the DEM staff are filed in an SOP folder within the EOC. The subjects addressed by SOPs are:

A. Department of Emergency Management Internal Notification and Emergency Operating Center Activation/Deactivation Procedures SOP.

B. High Surf SOP

C. Flash Flood SOP

D. Major Fire SOP

E. Aircraft Accident SOP

F. Electric Power Outage SOP

G. Bomb Threat SOP

H. Civil Disturbance SOP

I. Radiological Accident/Incident SOP

J. Major Motor Vehicle Accident/Incident SOP

K. Department of Emergency Management Emergency Communications Van SOP

L. Oil Pollution SOP

M. Tornado/Waterspout SOP

N. Emergency Communications/Response Vehicle Procedures

III. HAZARD SPECIFIC SUPPLEMENTS AND RECOVERY OPERATIONS

A few hazards faced by the City require additional planning considerations beyond those found in SOPs. Additional procedures to be followed should these threats materialize are contained in below listed special supplements appended to this Annex.

APPENDIX 1: TROPICAL CYCLONE EVACUATION AND SHELTERING PLAN

APPENDIX 2: TSUNAMI EVACUATION AND SHELTERING PLAN

APPENDIX 3: EARTHQUAKE RESPONSE PLAN

APPENDIX 4: UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING PLAN

APPENDIX 5: HAZARDOUS MATERIALS RESPONSE PLAN

APPENDIX 6: WMD TERRORIST INCIDENT RESPONSE PLAN

IV. ATTACHMENTS & TABS

ATTACHMENT 1: ANNEX T – DEPARTMENTAL RESPONSIBILITIES

HAZARD SPECIFIC SUPPLEMENTS

ATTACHMENT 1: ANNEX T – DEPARTMENTAL RESPONSIBILITIES

P = Primary Responsibility **S = Support** **C = Coordinate**		Tropical Cyclone Evacuation and Sheltering	Tsunami Evacuation and Sheltering	Earthquake Response	Unsafe Dam / Reservoir Evacuation and Sheltering	Hazardous Material Response	WMD Terrorist Incident Response	
	ANNEX	**T-1**	**T-2**	**T-3**	**T-4**	**T-5**	**T-6**	
American Red Cross	ARC	**S**		**S**	**S**	**S**	**S**	
Department Budget and Fiscal Services	BFS	**S**		**S**			**S**	
Board of Water Supply	BWS	**S**	**S**	**S**	**S**	**S**	**S**	
Civil Air Patrol	CAP	**S**	**S**					
City Council	CCL	**S**						
Corporation Counsel	COR	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Customer Services	CSD	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Community Services	DCS	**S**	**S**	**S**				
Department of Design and Construction	DDC	**S**		**S**				
Department of Enterprise Services	DES	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Facility Maintenance	DFM	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Human Resources	DHR	**S**		**S**				
Department of Information Technology	DIT	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Planning and Permitting	DPP	**S**		**S**	**S**			
Department of Parks and Recreations	DPR	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Transportation Services	DTS	**S**	**S**	**S**	**S**	**S**	**S**	
Department of Environmental Services	ENV	**S**	**S**	**S**	**S**	**S**	**S**	
Honolulu Emergency Services Department	ESD/EMS	**S**	**S**	**S**	**S**	**S**	**S**	
Honolulu Fire Department	HFD	**S**	**S**	**S**	**S**	**P**	**P**	
Honolulu Police Department	HPD	**S**	**S**	**S**	**P**	**S**	**P**	
Managing Director's Office	MDO	**S**	**S**	**S**	**S**	**S**	**S**	
Mayor's Office	MAY	**P**	**P**	**P**	**P**	**S**	**P**	
Neighborhood Commission	NCO	**S**						
Medical Examiner Department	MED	**S**		**S**			**S**	
Department of Emergency Management	DEM	**C**	**C**	**C**	**C**	**C**	**C**	
Department of the Prosecuting Attorney	PAT	**S**					**S**	
Royal Hawaiian Band	RHB	**S**						
Radio Amateur Communications	RACES	**S**	**S**	**S**	**S**			
Volunteers, CD District	VOL	**S**	**S**	**S**	**S**	**S**	**S**	

Annex T - Appendix 1

TROPICAL CYCLONE EVACUATION & SHELTERING

Record of Revisions

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

Annex T - Appendix 1

TROPICAL CYCLONE EVACUATION & SHELTERING

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ANNEX T - APPENDIX 6

WMD TERRORIST INCIDENT RESPONSE PLAN

DISTRIBUTION LIST

CITY & COUNTY OF HONOLULU	**Copies**
Mayor's Office	1
Managing Director	1
Board of Water Supply	4
Budget and Fiscal Services	1
City Council	2
Community Services	1
Council Services	1
City Clerk	1
Department of Emergency Management	6
Civil Defense District Volunteer Organizations	12
Corporation Counsel	1
Customer Services	1
Design and Construction	1
Emergency Services	3
Director - 1	
EMS - 1	
Ocean Safety Division - 1	
Enterprise Services	1
Facility Maintenance	2
Fire Department	9
Human Resources	1
Information Technology	1
Liquor Commission	1
Medical Examiner	1
Municipal Reference & Records Center (CSD)	3
Neighborhood Commission	1
Parks and Recreation	2
Planning & Permitting	1
Police Department	12

CITY & COUNTY OF HONOLULU **Copies**

Prosecuting Attorney 1
Royal Hawaiian Band 1
Transportation Services 2

STATE DEPARTMENTS AND AGENCIES

Office of the Governor 1
Department of Accounting and General Services 1
Department of Agriculture 1
Department of Business, Economic Development and Tourism 2
Department of Commerce and Consumer Affairs 1
Department of Defense 7
- Director of Civil Defense - 1
- Civil Defense Division - 4
- Hawaii Air National Guard - 1
- Hawaii Army National Guard - 1

Department of Education 6
Department of Hawaiian Home Lands 1
Department of Health 2
Department of Labor and Industrial Relations 1
Department of Land and Natural Resources 2
Department of Human Services 2
Department of Taxation 1

FEDERAL AGENCIES

Department of Transportation 5
- Director - 1
- CD Coordinator - 1
- Highways Division - 1
- Harbors Division - 1
- Airports Division - 1

Office of Consumer Protection 1
State Archives 1
State Publications Distribution Center (Libraries) 6
University of Hawaii 1

FEDERAL AGENCIES	Copies
Federal Aviation Administration	1
Department of the Interior	1
National Weather Service	1
Pacific Tsunami Warning Center	1
U.S. Army Corps of Engineers, Pacific Division	1
USARPAC U.S. Army Pacific	1
U.S. Army Garrison-Hawaii	1
U.S.PACOM	5
Department of Homeland Security	1
Federal Emergency Management Agency (Region IX PAO)	1
U.S. Department of Agriculture	1
U.S. Postal Service	1
COOPERATING AGENCIES	
American Red Cross, Hawaii Chapter	2
Blood Bank of Hawaii	1
Chevron and Tesoro Refineries	1
Civil Air Patrol	2
County Medical Society	1
The Gas Company	1
General Contractor's Association	1
Hawaii Food Industry and Gas Dealers Associations	1
Tesoro Refinery	1
Hawaii Hotel Security Association	1
Hawaii Restaurant Association	1
Hawaii Transportation Association	1
Hawaiian Electric	1
Hawaiian Telephone	1
Healthcare Association of Hawaii	1
Kalihi-Palama Immigrant Service Center	1
Matson Navigation Company	1
Oahu Operational Area EAS Committee	2
Oahu Transit Services	1

COOPERATING AGENCIES	**Copies**
Civil Defense Advisory Council	1
Citizens Advisory Commission on Civil Defense	1
International Tsunami Information Center	1
Joint Institute for Marine and Atmospheric Research	1
Kauai Civil Defense Agency	1
Maui Civil Defense Agency	1
Hawaii Civil Defense Agency	1
Radio Amateur Civil Emergency Services (RACES)	2
Total	**164**

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TROPICAL CYCLONE EVACUATION & SHELTERING

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- F. TROPICAL DEPRESSION (TD) 2
- G. TROPICAL STORM (TS) 2
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TROPICAL CYCLONE EVACUATION & SHELTERING

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ANNEX T - APPENDIX 1

TROPICAL CYCLONE EVACUATION & SHELTERING

I. PURPOSE

To describe the City and County of Honolulu's tropical cyclone evacuation processes and to identify public shelters and recommended routes to those shelters so that City response forces, residents and visitors can, when required, accomplish a coordinated and timely evacuation of risk areas. This annex supplements the basic guidance contained in the City Emergency Operations Plan.

II. DEFINITIONS

A. EVACUATION

The directed or recommended movement of people from threatened areas to facilities which may enhance their safety and survivability. Evacuations may be conducted vertically in multiple story buildings of heavy concrete and steel construction at the third floor or above, or horizontally over City streets and roadways to private facilities or public shelters. The initiation of an evacuation is based on the best information available and is timed to allow completion of the process prior to the arrival of hazardous weather conditions, i.e., sustained 40 mile per hour (MPH) winds, damaging surf, or flooding rains.

B. PUBLIC EVACUATION SHELTERS

Specified facilities operated by the American Red Cross or, in the absence of Red Cross management capability, by the City, designed to enhance the safety of individuals or families displaced by tropical cyclones. When this plan is implemented, emergency shelter operations will be initially structured to provide evacuees "refuge only" from hazardous, potentially hazardous, or potentially hazardous wind, wave, or flooding conditions. Minimum requirements to open a shelter include a modest management staff and the provision of water and rest room accommodations. They do not include food, cots, blankets, medications, or other amenities. Ten (10) square feet of shelter space may be allocated to each evacuee under "refuge only" conditions. Following hazard passage, shelters will be restructured for longer term care and feeding. Under these conditions, 40 square feet may be allocated to each evacuee requiring continued support and assistance.

C. RECOMMENDED SHELTER ROUTING

Those streets or thoroughfares within the City leading to public evacuation shelters that will be afforded a measure of protection by public safety forces so that evacuee flow to shelters can be controlled and, where possible, expedited.

D. TROPICAL CYCLONE

The general term for all cyclonic circulations originating over tropical waters.

E. TROPICAL DISTURBANCE (TDS)

A moving area of thunderstorms in the tropics that maintains its identity for 24 hours or more.

F. TROPICAL DEPRESSION (TD)

A tropical low pressure system with some rotary circulation possessing sustained winds of 38 MPH or less.

G. TROPICAL STORM (TS)

A tropical cyclone with distinct rotary circulation possessing sustained winds of 39 to 73 MPH. The National Weather Service issues Tropical Storm Watches when sustained wind speeds of 39 to 73 MPH, heavy rains, and/or high waves pose a threat to coastal areas within 36 hours and Tropical Storm Warnings when the aforementioned conditions are expected in 24 hours or less.

H. HURRICANE (HUR)

A tropical cyclone with pronounced rotary circulation and sustained winds of 74 MPH or more. The National Weather Service issues Hurricane Watches when sustained winds of 74 MPH or greater, heavy rains and/or dangerous waves pose a threat to coastal areas within 36 hours. A hurricane Warning is issued if hurricane conditions are expected in a specific coastal area in 24 hours or less.

I. HIGH SURF ADVISORY

A National Weather Service bulletin advising of hazardous wave conditions which could cause death, injury, or property damage to individuals or facilities in coastal areas. Advisories will specify the shoreline areas affected and the range of wave heights anticipated. See the DEM High Surf Standard Operating Procedure for additional detail.

J. STORM SURGE

That phenomenon caused by extremely low pressures and strong winds around the eye of a hurricane that cause a dome of water to form at levels higher than the surrounding ocean surface. Large swells, high surf, and wind-driven waves ride atop the dome as it impacts land areas causing extensive damage to facilities and the environment along all affected shorelines.

K. MODEL HAWAIIAN HURRICANE

Defined as the probable hurricane that may strike the Hawaiian Islands in

the future and described as having landfall sustained winds of 74 MPH with maximum gusts to 104 MPH. (See Reference B for additional detail).

L. WORST CASE HAWAIIAN HURRICANE

Defined as the strongest hurricane that may strike the Hawaiian Islands in the future and described as having landfall sustained winds of 115 MPH with maximum gusts to 138 MPH. (See Reference B for additional detail).

M. POPULATION AT RISK

Residents of areas or districts within the City determined, insofar as possible, to be subject to the hazards of tropical cyclone storm surge, damaging surf, flooding rain, or destructive winds. Assumed risk areas are outlined in paragraph IV below.

N. CIVIL DEFENSE DISTRICTS

A structuring of City Civil Defense volunteer organizations into six distinct areas. Resident population estimates and associated sheltering considerations are described in terms of individual Civil Defense Districts. See ATTACHMENT 1: CIVIL DEFENSE District Maps, for a depiction of the Districts.

O. ALL CLEAR

That condition announced by DEM over the Emergency Broadcast System (EBS) following the passage of a tropical cyclone and cancellation by National Weather Service of all associated watches, warnings, and advisories. The “All Clear” announcement will be made following initial damage assessments by City public safety forces and specify those areas which are considered safe for residents to return to.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

Historically, the City has not sustained catastrophic damage as a consequence of tropical cyclone activity. However, because of our expanding population, particularly in low-lying coastal areas, along ridge lines, and in valley areas; the increase in tourist and residential accommodations in the self-contained island-like Waikiki district; the vulnerability of our roadway network both in urban and rural areas; and the number of potentially devastating cyclones which approach Oahu annually, one must conclude that it is only a question of time before such storms will cause significant injury, damage, and disruption to the City’s populace, property, environment and infrastructure. This plan, therefore, addresses actions, which will provide increased protection to the public prior to, during, and immediately following tropical cyclone conditions. It does not address the more complex, long-term recovery processes.

B. ASSUMPTIONS

1. The National Weather Service Central Pacific Hurricane Center (NWS/CPHC) will provide the Department of Emergency Management (DEM), within its capabilities, accurate and timely tropical cyclone data and forecasts to include High Surf Advisories and Flash Flood, Tropical Storm and Hurricane Watches and Warnings.

2. Sufficient public safety forces will be available to provide a measure of protection to designated evacuation routes and assure an orderly flow of evacuees to shelters.

3. Evacuation orders/advisories will be issued in sufficient time to ensure that evacuation is completed prior to the arrival of a tropical cyclone's potentially dangerous weather conditions, i.e., sustained 40 MPH winds, damaging surf or flooding rains.

4. A very high percentage of the City's residents and visitors will be aware of the approach of a threatening tropical cyclone through NWS/CPHC and DEM advisories as announced through local radio and television stations and the print media.

5. It is desirable to provide evacuees shelter space in reasonably close proximity to their residences. Such a policy minimizes the turbulence associated with inter-community travel and reduces overall evacuation timing.

6. A high percentage of those residing in high-rise apartments and hotels constructed of heavy concrete and steel <u>at least 300 feet from the coastline</u> will, when relocation advisories or orders are issued, evacuate vertically to safe areas (enclosed halls, stairwells or rooms with load bearing walls) within their facilities at the third floor or above. Residents of high rises or hotels <u>within 300 feet of the shoreline</u> will evacuate to nearby suitably constructed facilities rather than to public shelters.

7. Non-emergency essential public and private sector employees will have been excused and all schools and day care centers will have terminated operations prior to the issuance of evacuation advisories or orders. Therefore, schools and other evacuation facilities designated as shelters will be readily available to accept evacuees.

8. Military personnel and their dependents living on Federal property will be sheltered by their parent organizations.

9. Under potential or actual evacuation conditions, individuals who require skilled nursing, are bedridden, or need constant medical attention, will have made arrangements with their physician for admittance to a medical facility rather than utilize a public shelter.

10. Empirical data is not available to determine public shelter usage for

any island district under Tropical Cyclone conditions. A recent behavioral study of the City's southern coastline to determine how the public would likely respond to a variety of hurricane threats (Reference F) revealed that public shelter usage rates for model and worst case Hawaiian hurricanes affecting Oahu could fall between a minimum of about 30% to a maximum of 45% of the evacuating population. A subsequent transportation analysis of the Reference F data (as outlined in References G and H) estimated that public shelter usage on the southern coastline would approximate 16% of the population for model hurricanes and 27% for worst case storms. Because of a lack of hard data and as both studies are based on sample surveys, it is thought prudent to provide for shelter planning margin of safety. Therefore, it is assumed that public shelter usage for communities along Oahu's southern shores will approximate 20% of the population for model hurricanes and 30% for worst-case situations. Smaller shelter percentages will be required for less severe tropical cyclones affecting the City. It is further assumed, because of the absence of critical study data, that the same public shelter usage rates apply to all other island districts.

11. When an evacuation advisory/order is issued, bus schedules and routings will be maintained at as near normal weekday levels as possible until the arrival of sustained 40 MPH winds.

12. Experience has shown that daylight evacuations are preferable to mass population movements during the hours of darkness. Therefore, if pre-evacuation decision timing points to a mass movement during nighttime hours, the evacuation advisory/order may be advanced to permit daylight evacuation operations.

13. Evacuee parking at all shelters was considered in the shelter selection process. Shortages were evident in almost all locations. Because Public Safety personnel are aware of the parking problem, it is assumed they will use all public and private sector facilities and open field areas, as well as maximize on-street parking capacities, to assure sufficient evacuee parking is available within reasonable walking distance from all shelters.

IV. ASSUMED RISK AREAS BY HAZARD EFFECT

A. STORM SURGE

Those portions of the City's coastal areas from the shoreline (at the mean high water mark) to a point at least 300 feet inland. All such areas will be evacuated under moderate to intense tropical storm and hurricane conditions.

B. HIGH SURF

High, damaging surf can precede the arrival of other tropical cyclone effects in some situations by as much as 36 to 48 hours. When the National Weather Service Forecast Office (NWSFO) issues High Surf Advisories for Oahu coastlines which exceed established norms (See the DEM High Surf SOP) or if field reports indicate surf has risen to threatening heights, evacuation of affected area residents will be accomplished.

C. COASTAL FLOODING

1. There are three authoritative sources which describe the potential for coastal flooding on Oahu: The Flood Insurance Rate Maps (FIRM) developed by the Federal Emergency Management Agency (FEMA); the wave inundation studies in References C, I, and J accomplished by the U.S. Army Corps of Engineers; and the Tsunami Evacuation maps created by the University of Hawaii's Joint Institute for Marine and Atmospheric Research (JIMAR).

2. The Reference C, I, and J studies cover all Oahu shorelines except the West Coast, from the Barbers Point Lighthouse to Kaena Point.

3. The FIRM depicts Special Flood Hazard areas subject to 100 and 500-year flooding events. These maps cover most coastal and some inland areas. The Tsunami Evacuation maps describe those coastal areas which could be affected by that hazard's wave run-up.

4. To estimate the coastal flooding hazards from both wind driven ocean waves and rain on all but the West Coast, the worst case inundation outlined in References C, I, and J have been combined with the FIRM'S 100-year flooding depictions. The more restrictive flooding limits of the two products have been shaded in on Attachment 2: Coastal Flood Zone and identify those areas prone to flooding in which the population is considered at risk. On Oahu's West Coast, for which no wave inundation data is available, the Tsunami Evacuation maps were combined with the FIRM's 100-year flooding depictions to produce similar risk maps.

5. There appears, in the Southern coastline study (Reference C), to be little justification for the Worst Case and Model-South to Southwest inundation boundaries established for the Downtown/Waikiki districts. There is, however, a rather strong correlation between the study's inundation limits and the FIRM. Therefore, for planning purposes, the coastal flooding risk areas have been adjusted in the Downtown/Waikiki area for all scenarios to more closely conform to the FIRM's boundaries.

D. NON-COASTAL FLOODING

Inland areas at risk because of flooding are as depicted in the FIRM and on the maps at Pages 48-53.

NOTE 1: The Reference C, I and J studies, the FIRM and the Tsunami Evacuation Maps, are all estimates of coastal flooding. Depending on actual rainfall and wave action, the flooding outlined in the maps and studies may, therefore, encompass a greater or smaller area than depicted, or even occur in communities, residents, visitors, and public safety forces are cautioned that the evacuation zones pictured in the maps in Attachment 2, should be used only as a guide.

NOTE 2: In creating the maps in Attachment 2, named streets and/or landmarks were used to the greatest extent possible to define the flooding boundaries. Additionally, planning margins of safety were added in several locales. The boundaries, therefore, do not necessarily conform to the FIRM or other inundation depictions. They are, however, in all cases, equal to or more conservative than the most restrictive flooding limit.

E. WIND DAMAGE

1. All communities in the City can anticipate some wind damage to residences from moderate to intense tropical storms and hurricanes. Depending on building codes at the time of construction, some homeowners can anticipate roof damage at sustained wind velocities of 50 MPH. Glass window breakage may occur at lower wind speeds. There are special wind associated concerns and risks for all sections of Oahu subject to down slope acceleration and valley venturi effects.

2. As wind velocities increase above the 50 MPH level, so also will residential damage. For example, under worst case hurricane conditions, all homes, excepting those totally constructed of concrete and masonry material, will probably sustain some structural damage. Under these higher wind conditions, occupants are considered at risk and are advised to evacuate to public shelters. (For more information, see Reference E and K).

F. CRITICAL FACILITIES AND LIFELINES

A partial summary of at risk facilities and lifelines for Oahu's coastal areas is listed in Attachment 2: Coastal Flood Maps.

V. CONCEPT OF OPERATIONS

A. The basic premise for protecting City residents and visitors at risk is their evacuation and sheltering in facilities considered to be better capable of withstanding tropical cyclone forces and effects. The three primary considerations affecting the City's response to the threats posed by a

tropical cyclone are the need for evacuation; the size of the evacuation/sheltering effort required; and the timing of the evacuation advisory/order.

B. The need for Evacuation will be determined by the DEM based upon a thorough analysis of National Weather Service Forecast Office (NWSFO) bulletins, advisories, and interagency conferences concerning current and forecast tropical cyclone intensity, speed, and direction of approach. Frequently, however, the evaluation process leading to a decision to evacuate endangered populations can be fraught with uncertainty. Recent NWSFO guidance suggests that the forecasting of future tropical cyclone positions and intensities is inherently imperfect and subject (depending on the period of the forecast) to progressively larger errors. For example, average NWSFO forecast position errors which might be encountered approximate 60 nautical miles (NM), 120 NM, 185 NM, 250 NM, and 375 NM, respectively, for the 12, 24,36, 48 and 72-hour forecast periods. Intensity errors in the range of 10 to 20 knots or higher are possible during the same time frames. Further discussion of the evaluation process which will determine the "need for evacuation" can be found in the DEM Tropical Cyclone Tracking and Plotting Standard Operating Procedure.

C. The Size of the Evacuation/Sheltering Effort Required must be tailored to the intensity of the effects likely to be produced by a particular tropical cyclone; the forecast proximity and impact those effects may have on City districts and communities; and the likely response by affected populations to evacuation advisories (See Reference F). Unfortunately, the anomalies and uncertainties associated with the forecasting of tropical cyclone development and movement, as illustrated in Paragraph V.B. above, make such estimates difficult and require, in most instances, the subjective judgment of City decision makers. To assist decision makers in their evacuation and sheltering deliberations and to provide them with a full range of options, the Matrix in Figure 1 describes various tropical cyclone conditions in layman's terms and then attempts to match those conditions with evacuation and sheltering options. The options at the far right of the matrix are defined as:

1. Limited/1 – A selective evacuation of localized areas involving the sheltering of approximately 10% or less of the population.

2. General/2 – An evacuation in response to the arrival of a model Hawaiian hurricane encompassing all districts and risk areas with approximately 20% of the population seeking shelter in public facilities.

3. Major/3 – A major evacuation associated with the arrival of a worst case Hawaiian hurricane requiring the public sheltering of approximately 30% of the population.

FIGURE 1

EVACUATION/SHELTERING OPTIONS

Hazard	Wind Range	Surf	Rain	Flooding	Storm Surge	Evacuation Option	Option
TD/TS	35-70 MPH	High to Damaging	Moderate Occasionally Heavy	Moderate Localized	Possible	Limited	1 Shelter 10% of the population
TS/HUR	70-105 MPH	Damaging	Heavy	General Localized	Yes	General	2 Shelter 20% of the Population
HUR	105+ MPH	Damaging	Heavy Continuous	Widespread	Yes	Major	3 Shelter 30% of the Population

NOTE: A more detailed analysis of sheltering options is contained in Section VI below.

D. The Timing of the Evacuation Advisory/Order is critical to the successful execution of any evacuation. It must be issued early enough so that risk areas are cleared prior to the arrival of tropical cyclone effects and in sufficient time to advise potential evacuees of the need to seek enhanced protection, to mobilize their movement, and to assure their safe travel to public shelters or other areas of refuge. These latter two activities – mobilization and travel – and the time it takes to complete these tasks are known as “clearance” time. Once this baseline evacuation advisory/order decision time is determined, it may be further adjusted to accomplish an evacuation during daylight hours, if that is deemed prudent and advantageous. From the adjusted final evacuation advisory/order time, additional decision timing can be determined, i.e., recommendations on the release of non-emergency essential personnel, school/day care center closures, the opening and staffing of shelters, the pre-positioning of public safety forces to accomplish warning and traffic control duties, siren sounding, etc. The procedural sequencing of actions resulting in the issuance of an evacuation advisory/order and the format to be used to record the resulting data are at Pages 72-76.

VI. PUBLIC SHELTERING ANALYSIS

A. The table at Figure 2 summarizes the City's population by Civil Defense District; provides a breakdown by District and Shelter Option of spaces planned to be made available to evacuees; and indicates the percentage of the population that could be sheltered under each option if all selected facilities were opened. See Option definitions in Paragraph V.C. above.

FIGURE 2

SHELTER SPACES AVAILABLE

	POPULATION*	OPTION 1	OPTION 2	OPTION 3
District 1	394,589	49,728	80,463	119,101
District 2	109,027	11,272	22,782	26,732
District 3	43,480	7,430	11,810	13,560
District 4	122,327	14,985	27,487	39,349
District 5	16,154	9,290	9,290	9,290
District 6	173,595	21,456	39,690	60,106
TOTAL	859,172	114,161	191,522	268,138
PERCENTAGES		13.3%	22.3%	31.2%

* Based on 1989 Resident Population Estimates, Department of General Planning, City and County of Honolulu, adjusted for the increases in population identified by the 1990 Census.

NOTE: Shelters will be opened selectively within each District and under each option depending on tropical cyclone severity and the district(s) or portions thereof that may be affected. For example, a precautionary evacuation and shelter opening involving less than 10% of the population could be undertaken for individual coastal communities or districts due to flooding or high surf associated with very active tropical depressions or for tropical storms or hurricanes brushing or passing at some distance from Oahu.

B. A comparison by shelter option of the number of spaces that could be utilized if all identified shelters were opened and filled, reveals no significant shortfalls under Options 1 or 2. In District 2, under Option 3, however, evacuees may be required to travel to the Pearl City area for refuge. To ease possible congestion in the Pearl City area, DEM will seek approval for the use of DOE facilities at Wheeler Air Force Base and Schofield Barracks (See Pages 109-111 for procedural guidance in activating the Wheeler and Schofield shelters). However, as sheltering facilities in Waialua, Wahiawa, and Mililani approach capacity, evacuees

will not be delayed pending approval of the Wheeler and Schofield shelters, but directed immediately to facilities in the Pearl City area.

C. Some unavoidable evacuee travel turbulence is apparent in nearly every District, particularly under worst case hurricane conditions. For example, North Shore residents will be required to travel either to the Waialua/Wahiawa or Kahuku/Laie areas to find shelter. Some may even have to use facilities in Pearl City. Windward evacuees from Kaaawa northward must travel to Laie or Kahuku. Leeward residents may have to seek shelter in Makakilo, and many District I evacuees must relocate to shelter facilities outside their immediate communities. (See Page 85 for specific District guidance under sheltering Options 2 and 3).

D. The Reference G, Transportation Study, notes that under worst case hurricane conditions, shelter capacities in District 1 could be taxed, forcing evacuees from Waikiki, Moiliili, Makiki, Aina Haina, Palolo and Kaimuki to travel excessively to find public shelter space. The study recommends the identification of additional space in the Manoa-St. Louis Heights-Kaimuki areas to preclude such undesirable and excessive travel.

Therefore, if the intensity of an approaching hurricane is forecast to exceed worst case parameters, DEM will request the Governor, through State Civil Defense, to make available to the American Red Cross or the City, University of Hawaii-Manoa (UH-Manoa) facilities so that travel turbulence in District I can be minimized. An alternate District I sheltering allocation plan using UH-Manoa facilities is at Page 85.

E. For additional sheltering detail, pages 77-84 identify the City's public shelters by District, community and capacity; Pages 86-92 contain area maps of shelter locations and a listing of roadways and intersections leading to each shelter; and Pages 93-99 provide those key road segments, by Honolulu Police Department District, that will be given preferential protection by public safety forces.

VII. ROLES AND RESPONSIBILITIES

Overall guidance is contained in the City Emergency Operations Plan. Specific warning, evacuation, and sheltering taskings are summarized below and outlined in the Storm Condition Checklists.

A. DEPARTMENT OF EMERGENCY MANAGEMENT

Direct and coordinate all notification, public information, warning, evacuation, sheltering, and initial recovery operations.

B. AMERICAN RED CROSS

1. Activate, staff, and operate all shelters provided by City, State, and private sector organizations in coordination with DEM and the City's Department of Parks and Recreation. Designate shelter

managers/staffs for each facility to be used.

2. Operate fixed or mobile feeding stations, emergency first aid stations, or other similar facilities, as necessary.

3. Operate emergency registration, welfare, and casualty inquiry services.

4. Arrange and provide for medical and nursing care in Red Cross shelters and other operational facilities. Provide counseling for evacuees, as required.

5. Provide for the special needs of children, the physically handicapped, infirm, aged, non-ambulatory, and confined persons in coordination with DEM and the City's Office of Human Resources.

6. Transmit vital information to the City EOC on shelter operations, including the number of evacuees being serviced and their placement. Keep supporting public safety and other field units informed.

7. Initiate requests for supplemental assistance as the need is anticipated to include medical, sanitation, communications, Police, and Fire support.

C. DEPARTMENT OF THE CORPORATION COUNSEL

1. Have draft proclamations immediately available for use by the Mayor in the event an evacuation is required.

2. Develop emergency ordinances necessary to support an orderly evacuation.

3. Provide guidance to the EOC staff on legal matters which may arise during the course of evacuation and sheltering operations.

D. DEPARTMENT OF COMMUNITY SERVICES

Upon request from DEM, assist American Red Cross ARC in shelter operations/staffing for each facility to be used.

E. HONOLULU FIRE DEPARTMENT

1. Assist the Honolulu Police Department in conducting warning and evacuation operations.

2. Provide fire protection and associated safety services to evacuation shelters and shelter areas.

3. Relocate Department personnel and equipment from risk to safe areas.

F. EMERGENCY SERVICES DEPARTMENT

1. Coordinate for DEM to health, medical, and environmental aspects

of response and recovery operations (to include mental health counseling), with all concerned City, State, and Federal agencies.

2. Relocate Departmental personnel and equipment from risk to safe areas.

G. DEPARTMENT OF HUMAN RESOURCES

1. Coordinate with the American Red Cross and other City departments/private sector agencies in providing for the special needs of the aged and the disabled.

2. Maintain a City-wide listing of elderly, disabled, and others requiring special assistance during an evacuation. Operate a telephone answering service designed for their support.

3. Develop plans/procedures to assist the elderly and disabled during emergencies/disasters to include their movement to shelters, if required. Arrange for elderly/disabled mutual self-help where possible.

H. DEPARTMENT OF CUSTOMER SERVICES

Assist in providing the general public, the media, the hearing impaired, and the City's non-English speaking population with evacuation advisories, directives, and instructions. Staff rumor control.

I. DEPARTMENT OF PLANNING AND PERMITTING

Provide personnel, to include direct GIS support, to the EOC during emergency.

J. CIVIL DEFENSE DISTRICT VOLUNTEERS

1. Activate District EOCs, as directed.

2. Within capabilities, assist the Honolulu Police Department and DEM in warning, evacuation, traffic control, and communications.

K. RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)

Within capabilities and as assigned, provide radio communications to the City EOC from activated evacuation shelters/shelter areas, hospitals, command and control facilities, etc.

L. DEPARTMENT OF PARKS AND RECREATION

1. Act as the City's primary point of contact for coordinating American Red Cross sheltering functions and requirements.

2. Coordinate the use of City facilities to be used as shelters, and trained employees for use on Red Cross or City management teams.

3. Assist the Honolulu Police Department in evacuating beach and

park areas under City cognizance.

4. Provide vans and drivers to the Department of Transportation Services to assist in evacuation operations.

5. Provide tree cutting and removal operations, as requested.

6. Perform other sheltering tasks as may be required by the situation or as requested by DEM.

M. HONOLULU POLICE DEPARTMENT

1. Conduct the evacuation of and assist in warning populations at risk.

2. Clear and deny access to threatened areas.

3. Expedite traffic flows along evacuation routes between threatened population centers and designated shelters or safe areas

4. Provide security for evacuated areas, shelters, and shelter areas.

5. Relocate Departmental personnel and equipment to safe areas.

NOTE: If at any time the City Warning Point is unable to contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the City Warning Point will be prepared to assume all DEM responsibilities associated with the implementation of this plan until such time as the City EOC is activated and/or operational.

N. DEPARTMENT OF FACILITY MAINTENANCE

1. Assist the Honolulu Police Department by providing roadblock or other traffic and crowd control barricade materials as requested.

2. As directed by the Department of Transportation Services, deploy personnel and road maintenance equipment along evacuation routes to ensure roads are rapidly cleared of obstacles.

3. Provide motor pool vehicles to City damage assessment teams.

4. Relocate Departmental personnel and equipment from risk to safe areas.

5. Provide engineering and sanitation services which may be required at evacuation shelters/areas, including the improvement of existing or construction of new emergency facilities.

O. DEPARTMENT OF TRANSPORTATION SERVICES

1. Coordinate all transportation requirements in support of evacuation operations to include those of the elderly and disabled.

2. Relocate Departmental personnel and equipment from risk to safe areas.

P. CIVIL AIR PATROL

1. Assist, weather permitting, in the warning of at risk coastal residents and visitors.
2. Staff the CAP radio position in the City EOC.
3. Provide Staff/Cadet administrative support to the City EOC.

Q. SUPPORTING STATE DEPARTMENTS

1. State Civil Defense and the State Department of Education – Be responsive to Red Cross requests for the use of DOE facilities as shelters.
2. Provide assistance to the City in accordance with departmental authority, functions, resources, and capabilities, and as outlined in Volume III of the State Plan for Emergency Preparedness, and the Basic portion of the City Emergency Operations Plan.

R. HAWAII NATIONAL GUARD

Support warning, evacuation, sheltering, and security operations as directed by the Adjutant General.

S. COORDINATING AGENCIES

Community, neighborhood, charitable, and church groups will provide volunteer sheltering and relief programs for evacuees and victims in accordance with pre-planned arrangements and mutual agreements with the American Red Cross. These groups include, but are not limited to, the following:

1. Salvation Army
2. Hawaii Conference of Seventh Day Adventists
3. Hawaii Baptist Convention
4. Volunteer Organizations Active in Disasters (VOAID)
5. Hawaii Council of Churches

T. SUPPORTING PRIVATE SECTOR ORGANIZATIONS

As outlined in the City Emergency Operations Plan.

VIII. AUTHORITIES

As outlined in the City Emergency Operations Plan.

IX. PUBLIC EDUCATION AND INFORMATION

A. Education – Prior to the beginning of each hurricane season, DEM, in coordination with the NWS/CPHC and State Civil Defense, will develop a

tropical cyclone awareness program and widely publicize its content within all City districts and communities. Included in this pre-season material will be information on who should evacuate; how the public will be notified to evacuate; instructions on what to do if evacuation is recommended; listings of shelter locations; and general preparedness instructions.

B. Information – The formatted tropical cyclone Public Service Announcements and Emergency Broadcast System scripts currently on file in the DEM will be reviewed and updated prior to the beginning of each hurricane season. Instructions to residents on alternate community sheltering locations will be included in both broadcast and print media guidance. (See Page 85).

X. INTERLOCAL AGREEMENTS

As listed in the Emergency Operations Plan.

XI. REFERENCES

A. City and County of Honolulu Emergency Operations Plan, July 1991

B. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Volume I, Hazard Analysis, 1985, U.S. Army Corps Of Engineers, Pacific Ocean Division.

C. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Volume 2, Determination of Coastal Inundation limits for Southern Oahu from Barbers Point to Koko Head, 1985, U.S. Army Corps Of Engineers, Pacific Ocean Division.

D. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Volume 3, Enumeration of Dwelling Units, Population, Critical Facilities and Lifelines Within the Coastal Inundation Limits for Southern Oahu, 1985, U.S. Army Corps of Engineers, Pacific Ocean Division.

E. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Volume 4, Impact of Hurricane Strength Wind on Typical Dwelling Structures in Southern Oahu, 1986, U.S. Army Corps of Engineers, Pacific Ocean Division.

F. Southern Oahu Hurricane Evacuation Study, Behavioral Analysis, March 1988, U.S. Army Corps of Engineers, Pacific Ocean Division.

G. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Transportation Analysis, July 1988, U.S. Army Corps of Engineers, Pacific Ocean Division.

H. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Transportation Model Support Document, July 1988, U.S. Army Corps of Engineers, Pacific Ocean Division.

I. Windward Oahu Hurricane Vulnerability Study, Determination of Coastal Inundation Limits, February 1990, U.S. Army Corps of Engineers, Pacific Ocean Division.

J. Windward Oahu Hurricane Vulnerability Study, Waialua District, Determination of Coastal Inundation Limits, December, 1990, U.S. Army Corps of Engineers, Pacific Ocean Division.

K. Hurricane Vulnerability Study for Honolulu, Hawaii, and Vicinity, Impact of Hurricane Strength Wind on Typical Dwelling Structures on Windward Oahu, February, 1991, U.S. Army Corps of Engineers, Pacific Ocean Division.

XII. ATTACHMENTS and TABS

Attachment 1: CIVIL DEFENSE District Map

Attachment 2: Coastal Flood Zones

Attachment 3: Critical Facilities and Lifeline within Coastal Flood limits

Attachment 4: Abbreviations

Attachment 5: Evacuations Procedures and Forms

TAB A: Evacuation Clearance Timetable

TAB B: Notification and Coordination Form

TAB C: Evacuation Advisory / Order Decision Form

TAB D: Declaration

TAB E: Tropical Cyclone Storm Condition 4

TAB F: Tropical Cyclone Storm Condition 3

TAB G: Tropical Cyclone Storm Condition 2 & 1

TAB H: Initial Recovery

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ATTACHMENT 1: ABBREVIATIONS

ATTACHMENT 1: ABBREVIATIONS

AC	Area Command
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BBH	Blood Bank of Hawaii
BFS	Department of Budge and Fiscal Services
BWS	Board of Water Supply
BYU	Brigham Young University - Hawaii
CAP	Civil Air Patrol
CBCP	Certified Business Continuity Planner
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCL	City Council
CD	Civil Defense
CDC	Centers for Disease Control and Prevention
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CIP	Critical Infrastructure Protection
CLK	City Clerks Office
COE	Corps of Engineers
COG	Continuity of Government
COM	Communications Officer, DEM
COOP	Continuity of Operations
COR	Department of Corporation Council
CPM	Counts Per Minute
CSD	Customer Services Department

CSDP	Chemical Stockpile Disposal Program
CWP	County Warning Point
D 1 - 6	Civil Defense Volunteer District
DAC	Disaster Application Center
DAP	Disaster Assistance Program
DBEDT	Department of Business, Economic Development and Tourism (HI)
DCS	Department of Community Services
DDC	Department of Design and Construction
DECON	Decontamination
DEM	Department of Emergency Management
DES	Department of Enterprise Services
DFM	Department of Facility Maintenance
DFO	Disaster Field Office
DHR	Department of Human Resources
DHS	Department of Homeland Security
DIT	Department of Information Technology
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOD	U.S. Department of Defense
DOE	Department of Education (State)
DOE	U.S. Department of Energy (U.S.)
DOH	Department of Health (State)
DOJ	Department of Justice
DOT	Department of Transportation (State)
DPP	Department of Planning and Permitting
DPR	Department of Parks and Recreation
DRC	Disaster Recovery Center
DTS	Department of Transportation Services
E 911	Enhanced 9-1-1
E&T	Education and Training Officer, DEM
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Replaced with EAS Live Broadcast)

ECL	Emergency Classification Level
EIS	Environmental Impact Statement
EMI	Emergency Management Institute (Maryland)
EMP	Electo-Magnetic Pulse
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENV	Environmental Services Department
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
ESD	Emergency Services Department
Eteam	Emergency Management Software (City Contracted)
FAA	Federal Aviation Administration
FAC	Food and Agriculture Committee
FAX	Facsimile Machine
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency (DHS)
FFTF	Fast Flux Test Facility
FIRM	Flood Insurance Rate Maps (FEMA)
FMB	Fasi Municipal Building
FRC	Federal Response Center (HAZMAT)
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GASCO	Gas Company
GCA	General Contractors Association
GIS	Geographic Information Systems
GMT	Greenwich Mean Time (also referred to as ZULU or UTC)
GPS	Global Positioning System
GSA	General Services Administration (U.S.)
HAH	Healthcare Association of Hawaii

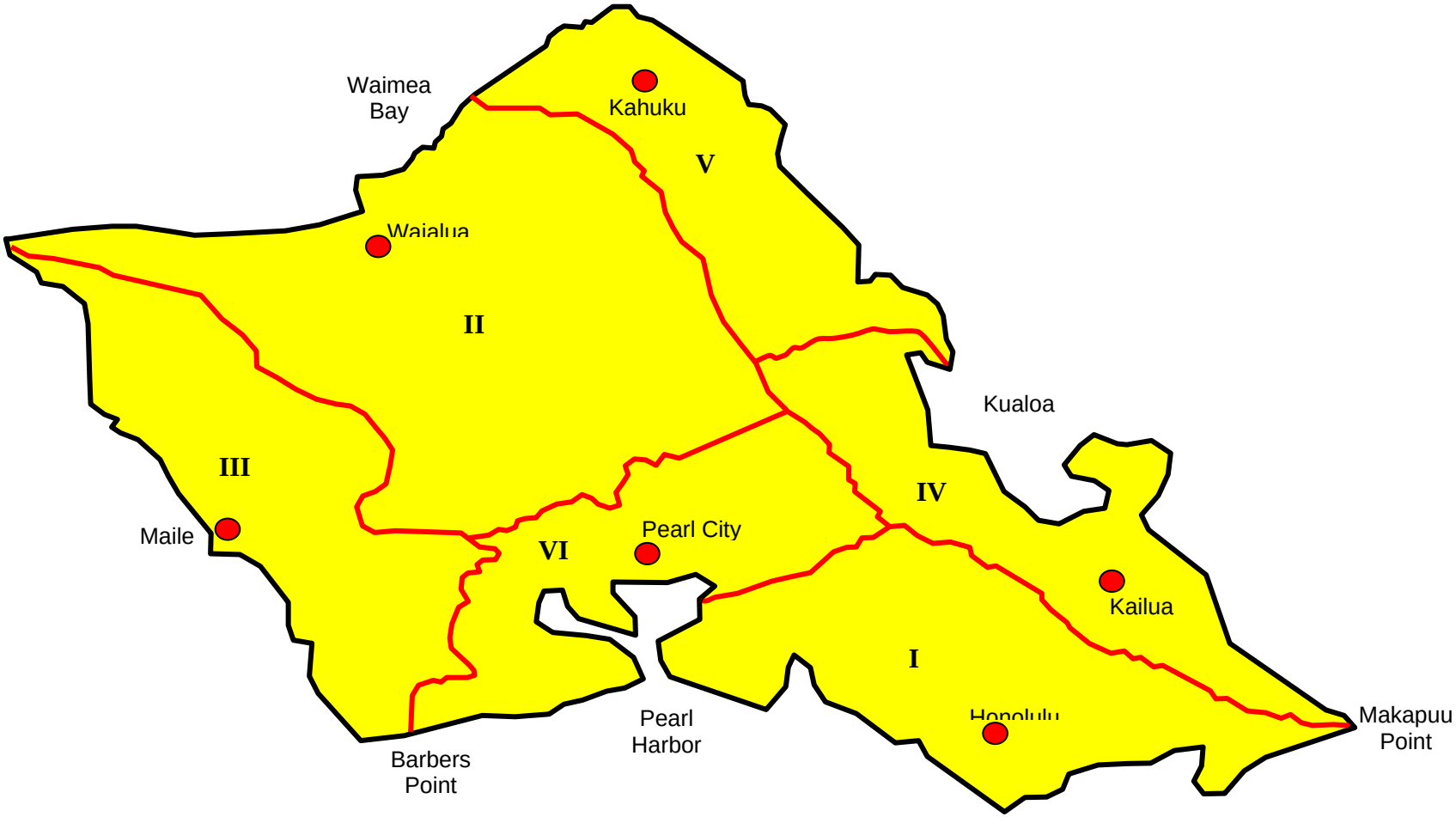
HAWAS	Hawaii Warning System
HAZ	Hazardous Material Officer, DEM
HAZMAT	Hazardous Materials
HECO	Hawaiian Electric Company
HELOS	Helicopters
HFD	Honolulu Fire Department
HFIA	Hawaii Food Industry Association
HHVISA	Hawaii Hotel Visitors Industry Security Association
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HNG	Hawaii National Guard
HPD	Honolulu Police Department
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Analysis
IAEM	International Association of Emergency Managers
IC	Incident Commander
ICS	Incident Command System
IED	Improvised Explosive Device
IEMS	Integrated Emergency Management System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-HD	Joint Task Force - Homeland Defense
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
MAY	Mayor's Office / Mayor
MCEER	Multidisciplinary Center for Earthquake Engineering Research
MED	Medical Examiner Department
MOA	Memorandum of Agreement
MOCA	Mayor's Office of Culture and the Arts

MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCO	Neighborhood Commission Office
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NFIP	National Flood Insurance Program
NHRAIC	Natural Hazard Research and Applications Information Center
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NOAA	National Oceanic Administrative Agency
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NTSB	National Transportation Safety Board
NWS	National Weather Service
OIC	Office In Charge
OPS	Operations Unit
OTS	Oahu Transit Services
P&O	Plans and Operations Officer, DEM
PAT	Department of Prosecuting
PDA	Preliminary Damage Assessment
PIO	Public Information Officer, DEM
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAD	Radiological Defense Officer, DEM
RADEF	Radiological Defense
REAC/TS	Radiation Emergency Assistance Center/Training Site
RHB	Royal Hawaiian Band
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration

SCD	State Civil Defense Division
SCO	State Coordinating Officer
SERT	State Emergency Response Team
SITREPs	Situation Reports
SLEC	State Law Enforcement Coalition
SLG 101	State and Local Government EOP Guidelines
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSC	Seismic Safety Commission
SWP	State Warning Point
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard (DHS)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
UTC	Utilities & Transportation Commission
UTC	Coordinated Universal Time (also referred to as ZULU or GMT)
VA	Veteran's Administration
VOADs	Voluntary Organizations Active in Disasters
WMD	Weapons of Mass Destruction

ATTACHMENT 2: OCDA District Maps

ATTACHMENT 2: CIVIL DEFENSE DISTRICT MAPS



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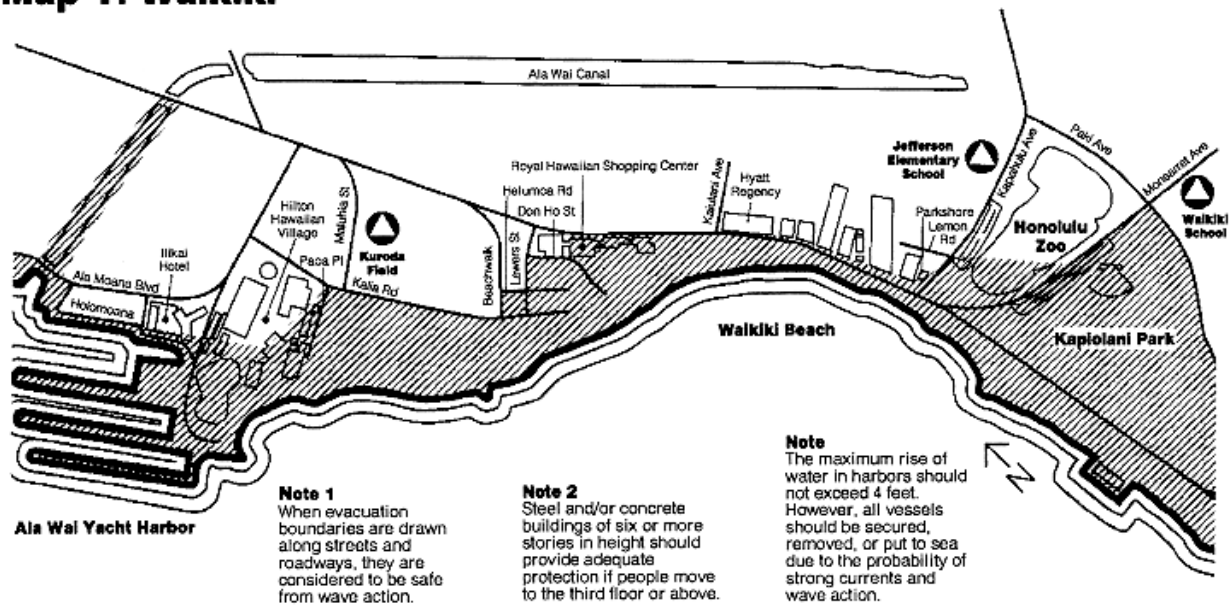
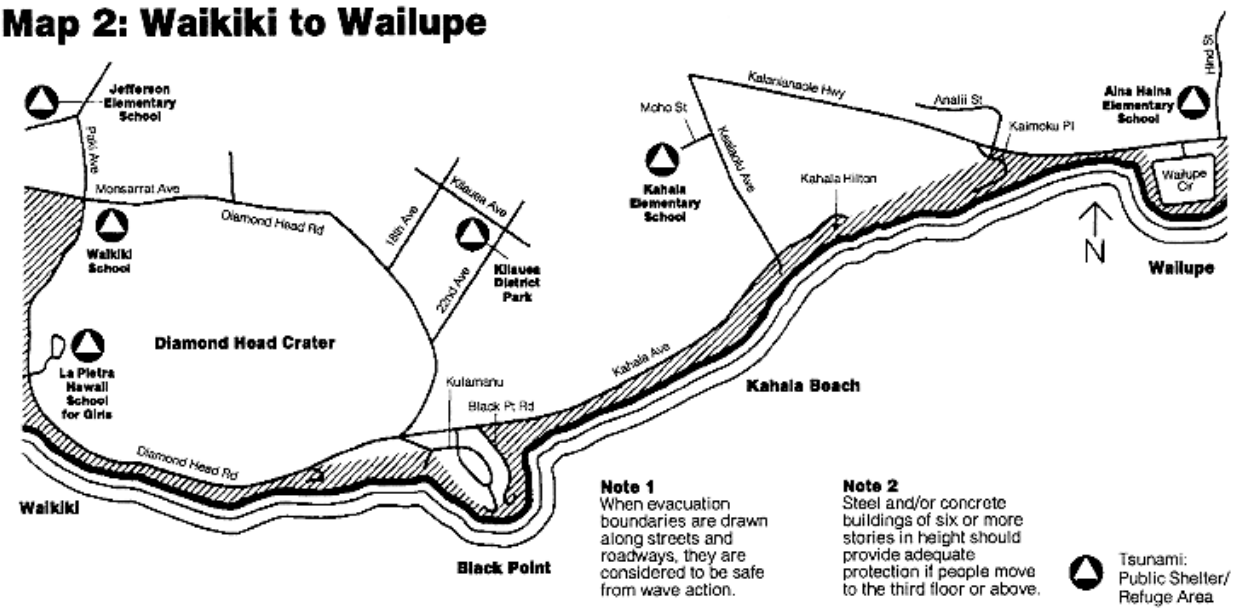
ATTACHMENT 3: COASTAL FLOOD ZONE

ATTACHMENT 3: COASTAL FLOOD ZONES

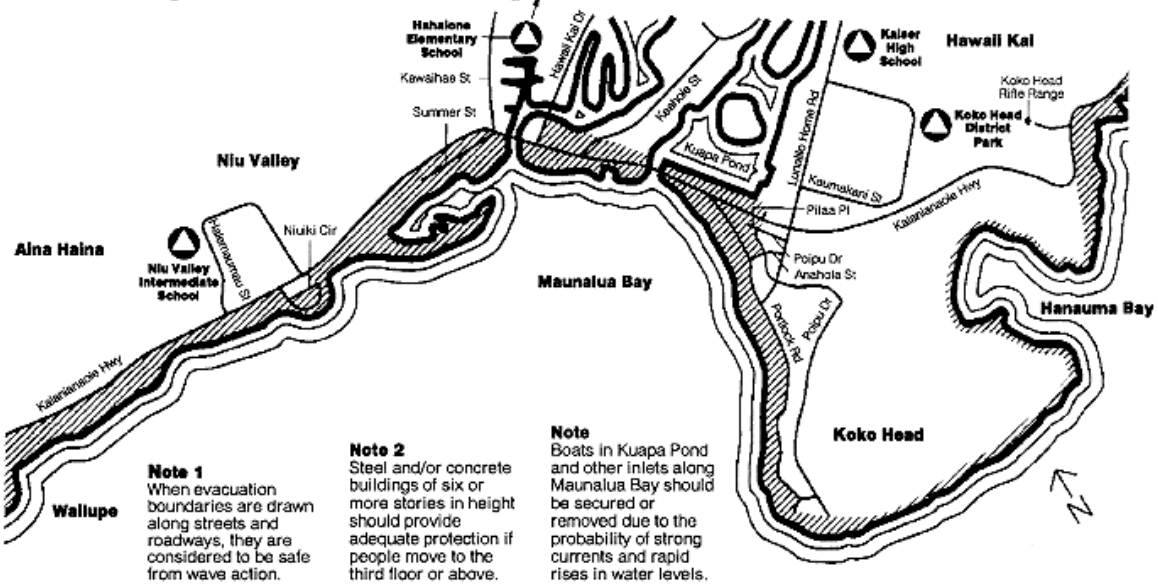
Map 1: Waikiki



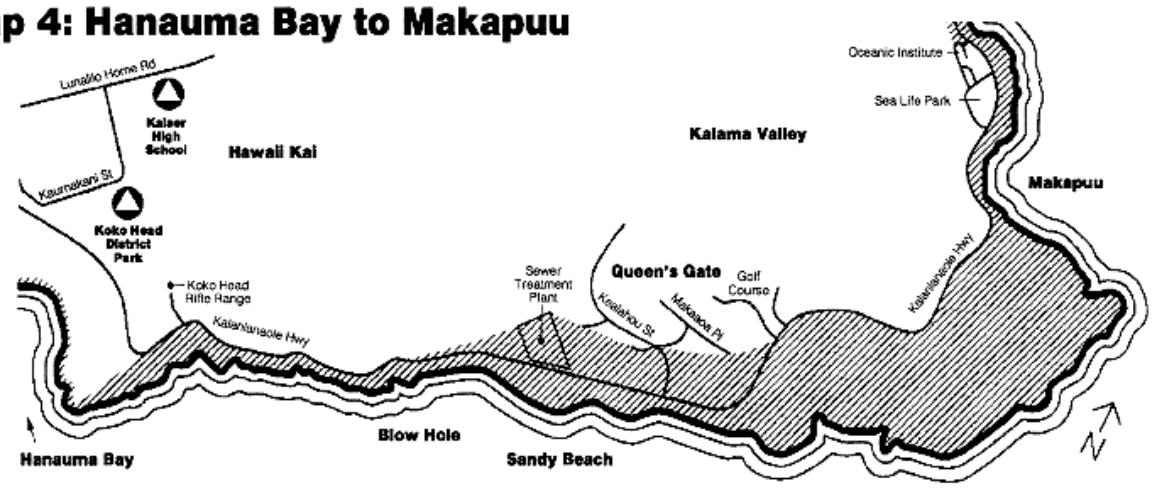
Map 2: Waikiki to Wailupe



Map 3: Wailupe to Hanauma Bay



Map 4: Hanauma Bay to Makapuu

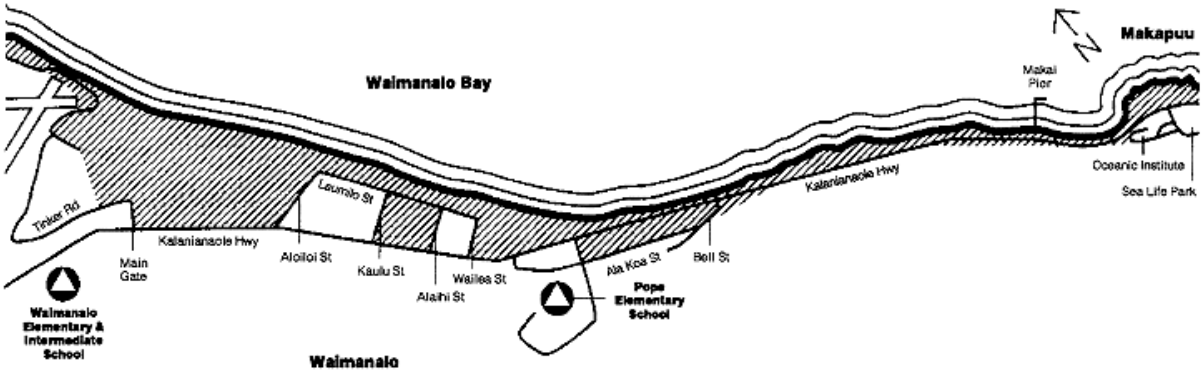


Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Tsunami: Public Shelter/ Refuge Area

Map 5: Makapuu to Waimanalo



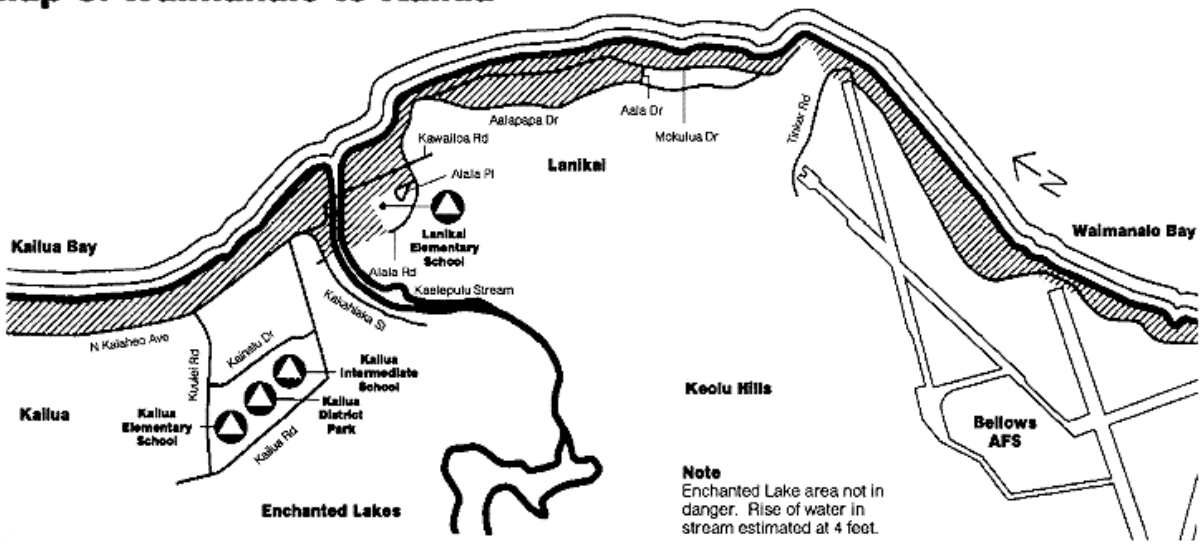
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Due to the probability of strong currents and wave action, all vessels should be secured, removed or put to sea.

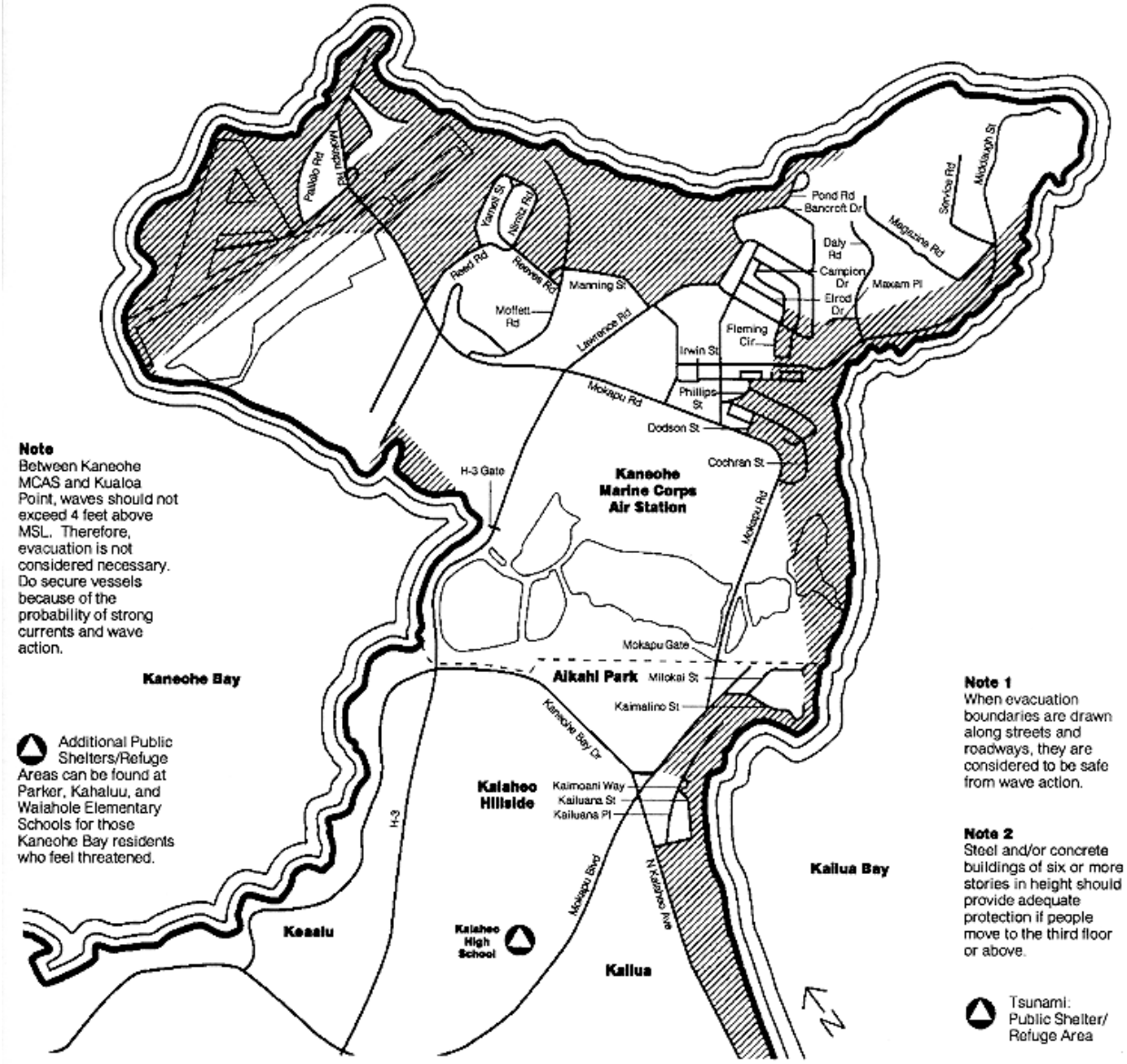
Tsunami: Public Shelter/ Refuge Area

Map 6: Waimanalo to Kailua

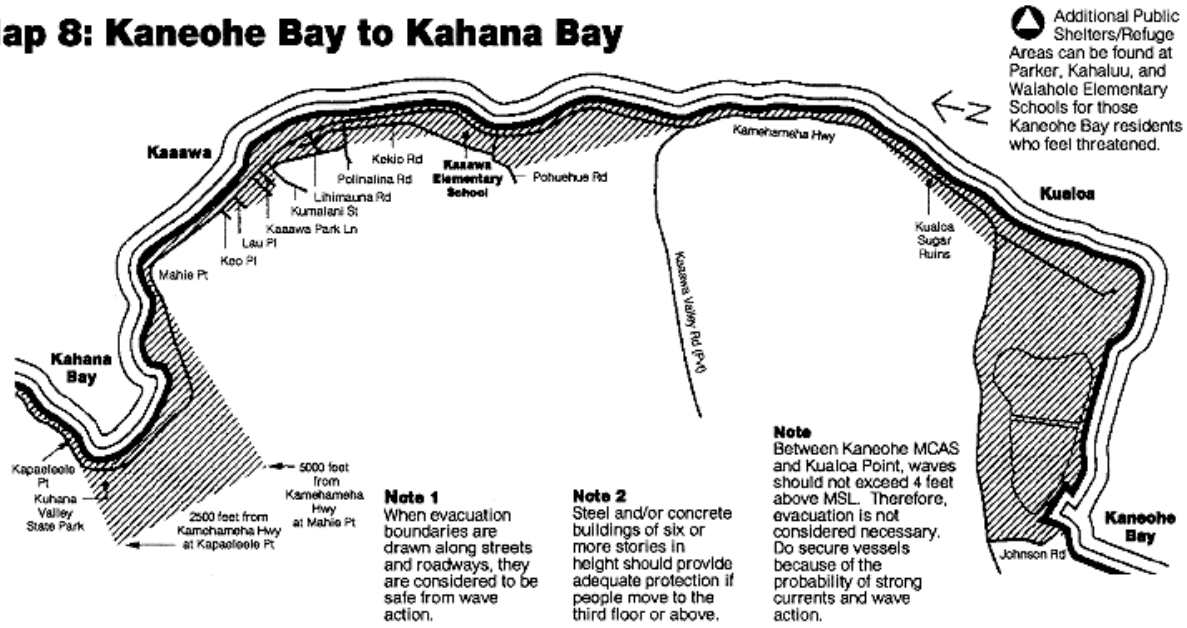


Note
Enchanted Lake area not in danger. Rise of water in stream estimated at 4 feet.

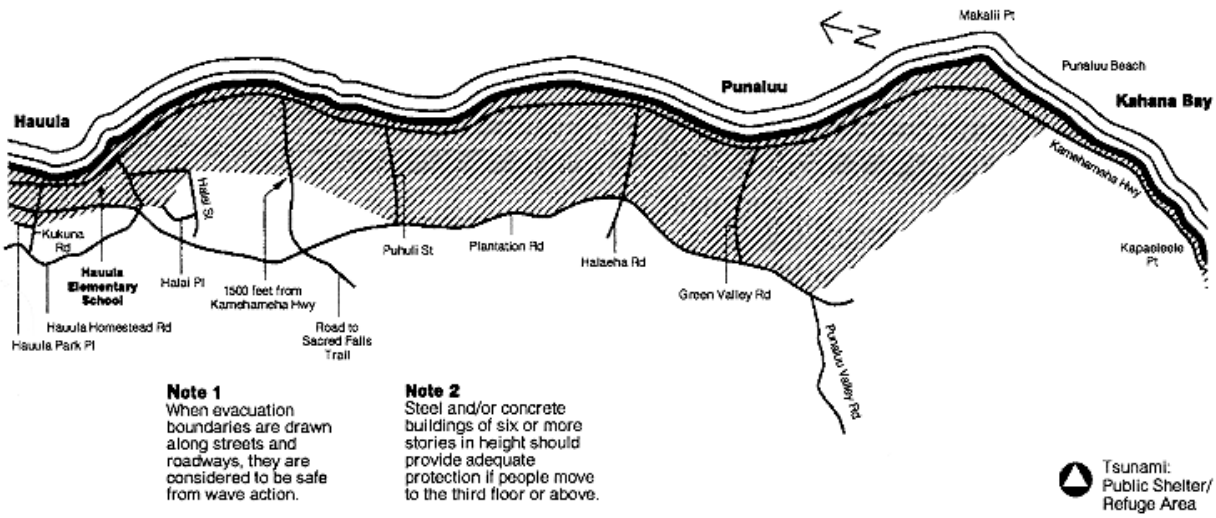
Map 7: Kailua to Kaneohe Bay



Map 8: Kaneohe Bay to Kahana Bay



Map 9: Kahana Bay to Hauula

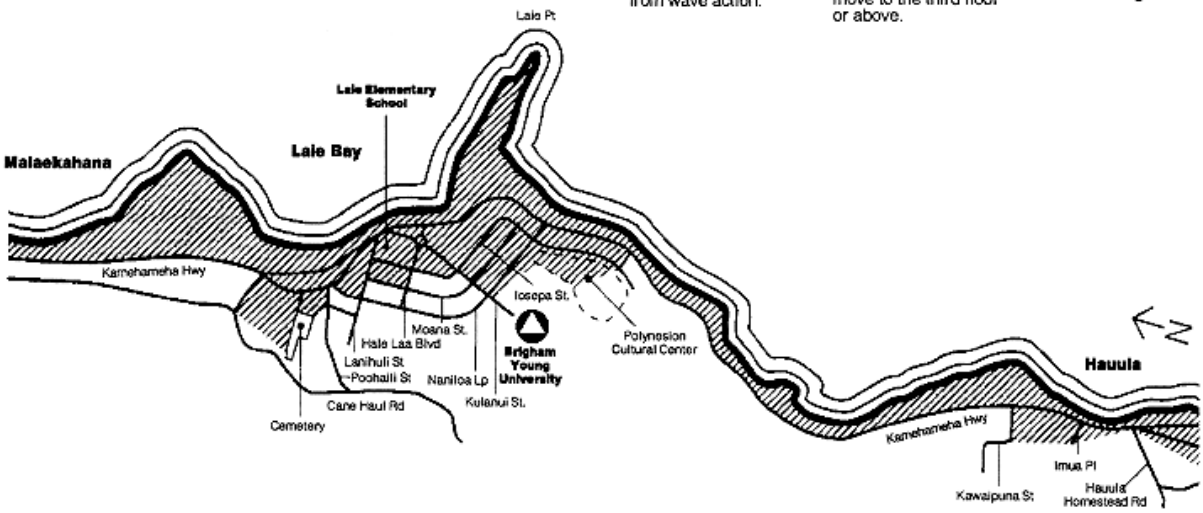


Map 10: Hauula to Malaekahana

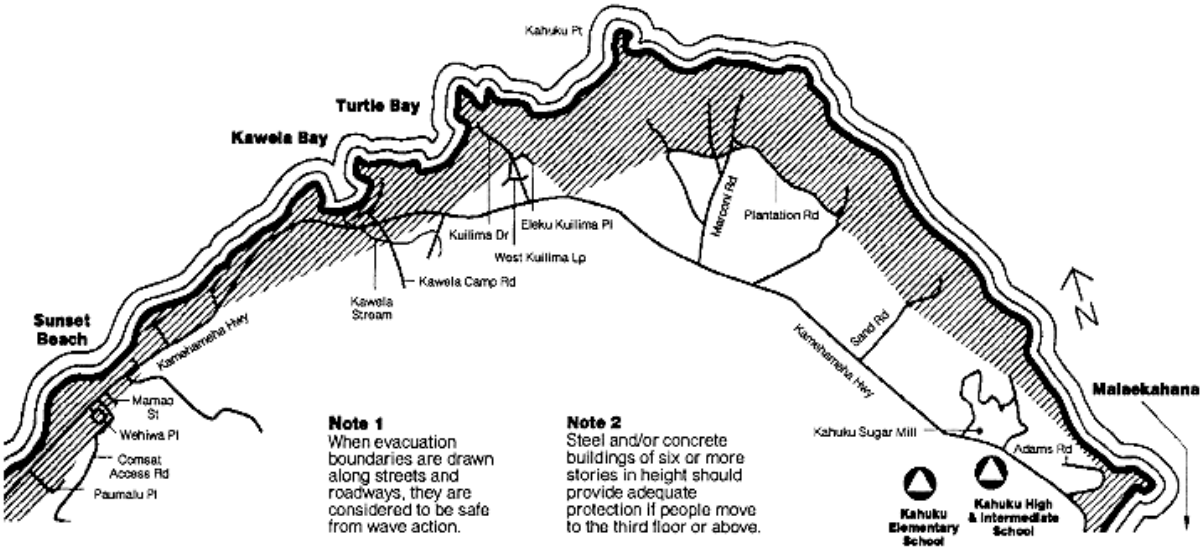
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Tsunami: Public Shelter/ Refuge Area



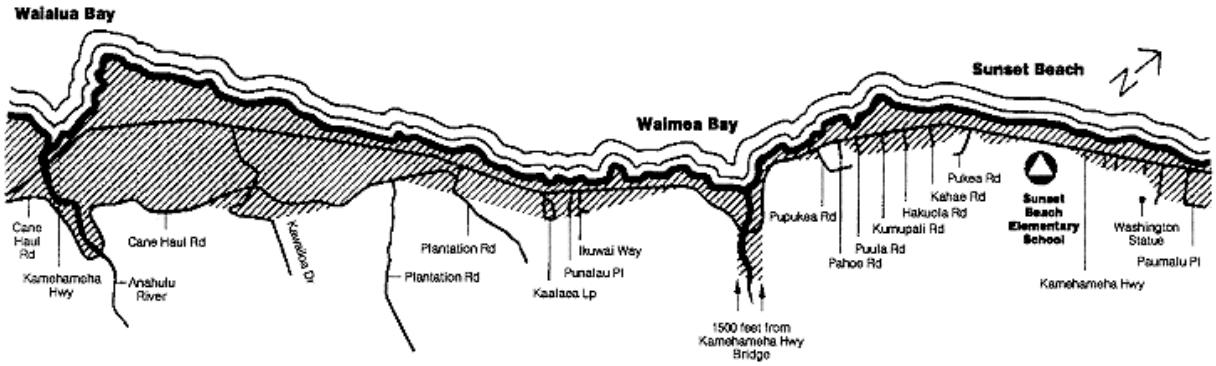
Map 11: Malaekahana to Sunset Beach



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Map 12: Sunset Beach to Waialua Bay



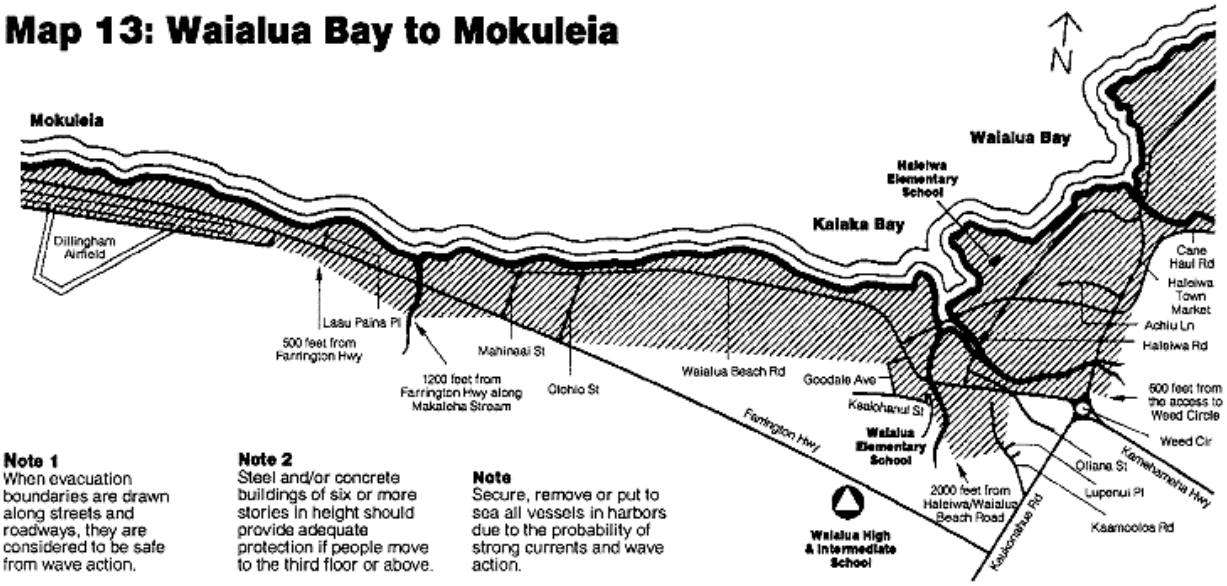
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Tsunami: Public Shelter/ Refuge Area

Map 13: Waialua Bay to Mokuleia

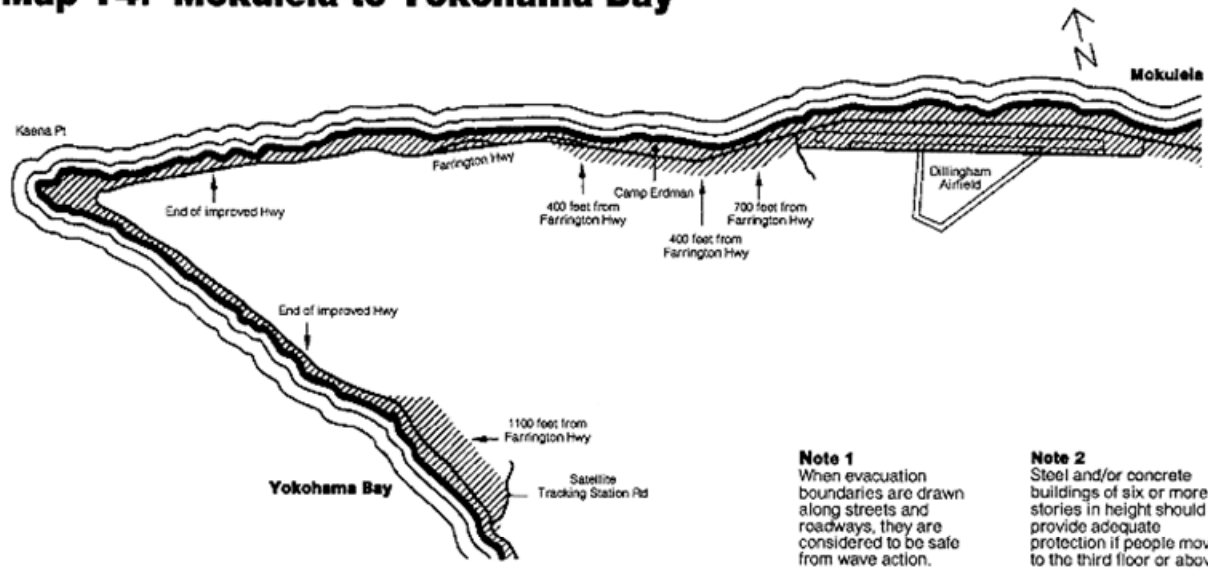


Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

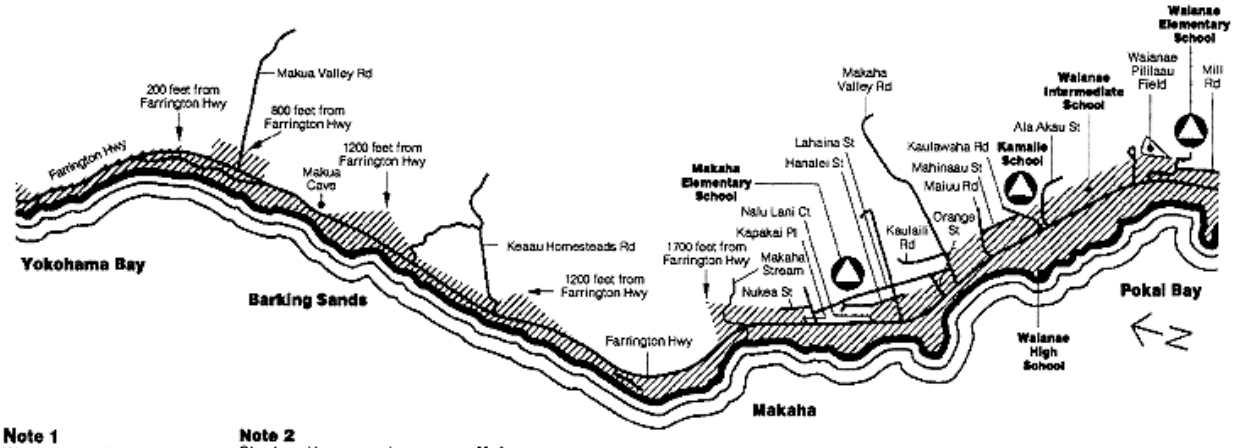
Map 14: Mokuleia to Yokohama Bay



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Map 15: Yokohama Bay to Pokai Bay



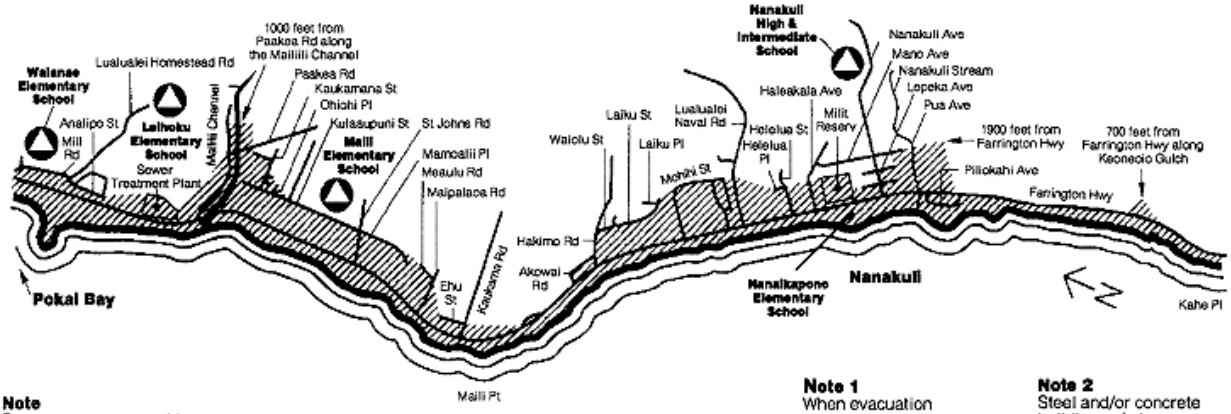
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Tsunami: Public Shelter/ Refuge Area

Map 16: Pokai Bay to Kahe Point

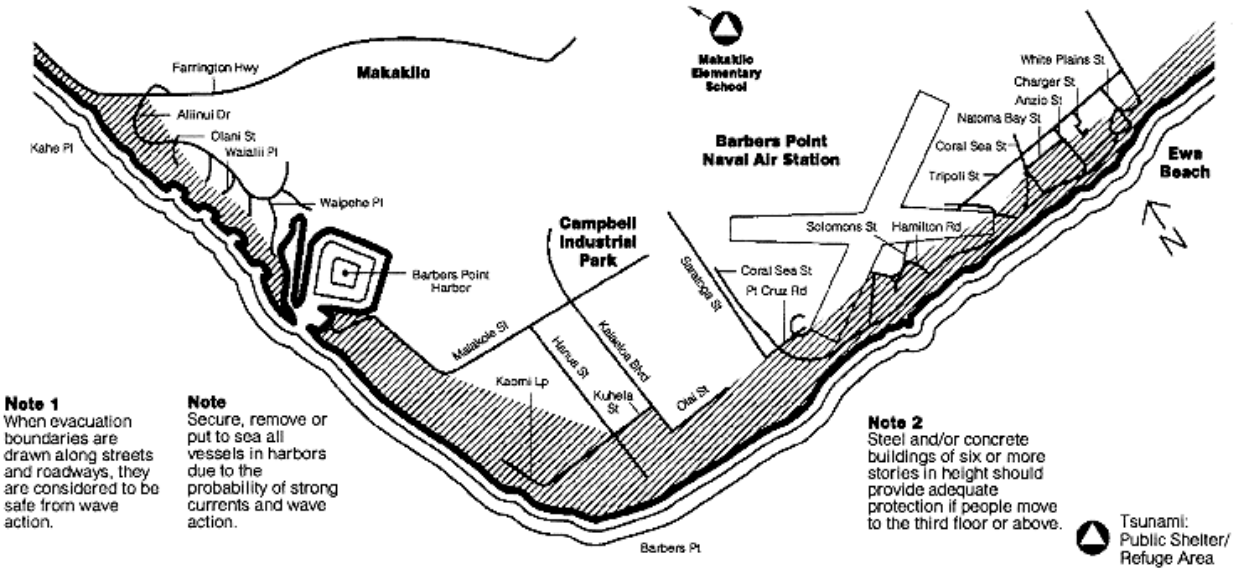


Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above

Map 17: Kahe Point to Ewa Beach



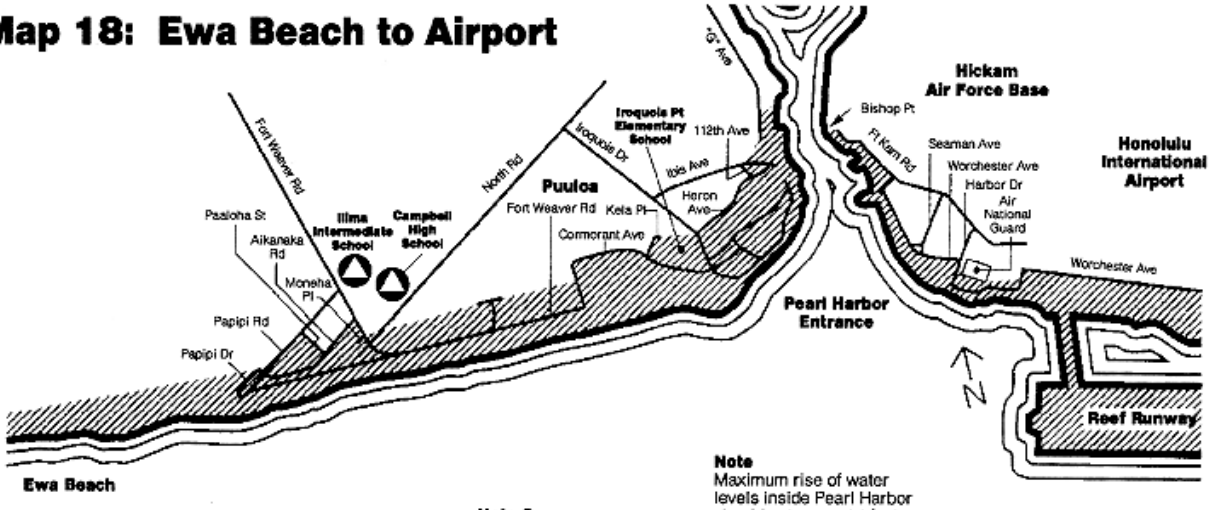
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Tsunami: Public Shelter/ Refuge Area

Map 18: Ewa Beach to Airport



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

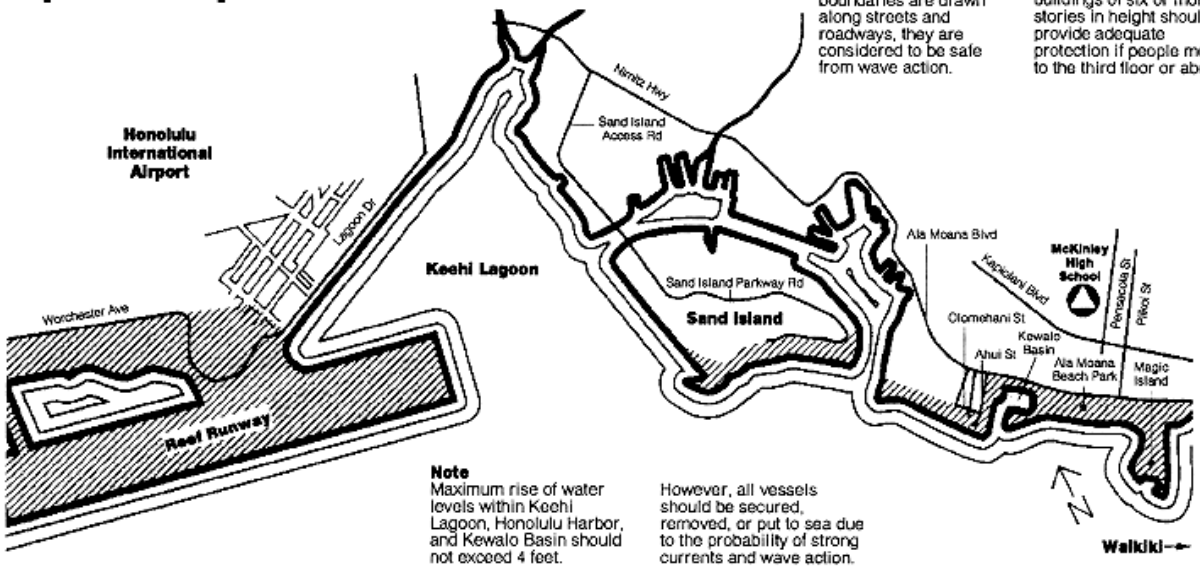
Note
Maximum rise of water levels inside Pearl Harbor should not exceed 4 feet. However, all vessels should be secured, removed, or put to sea due to the probability of strong currents and wave action.

Tsunami: Public Shelter/ Refuge Area

Map 19: Airport to Waikiki

Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.



Note
Maximum rise of water levels within Keehi Lagoon, Honolulu Harbor, and Kewalo Basin should not exceed 4 feet. However, all vessels should be secured, removed, or put to sea due to the probability of strong currents and wave action.

ATTACHMENT 4 CRITICAL FACILITIES LOCATED IN COASTAL FLOOD ZONE

ATTACHMENT 4: FACILITIES IN COASTAL FLOOD ZONES

(PARTIAL SUMMARY)

FIRE DEPARTMENT	Fire Station 2 – Pawaa Fire Station 11 – Sunset Beach Fire Station 13 – Kahuku Fire Station 14 – Waialua Fire Station 15 – Hauula Fire Station 21 – Kaaawa Fire Station 23 – Wailupe Fire Station 24 – Ewa Beach Fire Station 26 – Waianae Fire Station 29 – McCully Fire Boat – Honolulu Harbor
DEPARTMENT OF ENVIRONMENTAL SERVICES	Iroquois Point STP Hickam STP Sand Island STP Fort Armstrong STP Ala Moana SPS Fort DeRussy SPS Beach Walk SPS Public Bath SPS Waialae Kahala SPS Niu Valley SPS Kuliouou SPS Kailua STP Waianae STP Aikahi STP Kulauli STP Ahuimanu STP Kahaluu SPS Waimanalo STP Kahuku STP Kam Hwy SPS
DEPARTMENT OF FACILITY MAINTENANCE	Laie Corp Yard Waialua Corp Yard Honolulu Corp Yard Waianae Corp Yard Haleiwa Corp Yard Hauula Corp Yard
STATE DEPARTMENT OF CORRECTIONS	Oahu Community Correctional Center

PUBLIC SCHOOLS	Kaimuki High Pohakea Elementary Kalani High Kahala Elementary Iroquois Point Elementary Ala Wai Elementary Hauula Elementary Kaaawa Elementary Laie Elementary Haleiwa Elementary Waialua Elementary Waianae High Nanaikapono Elementary Washington Intermediate Wailupe Valley Intermediate Lunalilo Elementary Hokulani Elementary Kalihi-Waena Elementary
MEDICAL FACILITIES	Kahuku Community Hospital
DEPARTMENT OF PARKS AND RECREATION	MSS Ala Wai Yard MSS Service Center Annex Center McCully Rec. Center
DEPARTMENT OF HEALTH – EMS	Wailupe Station Kahuku Station Waialua Station Waianae Station
BOARD OF WATER SUPPLY	Wailupe Booster Ala Moana Yard Kuliouou Booster Waimanalo Booster Waihee Booster Kahana Wells Punaluu Wells Hauula Wells Sunset Beach Well & Booster Pupukea Line Booster Waianae Yard
HAWAIIAN ELECTRIC COMPANY	Hawaiian Cement Substation Sand Island Substation Kakaaka Substation Kewalo Substation Kuhio Substation Ena Substation McCully Substation
HAWAIIAN TELEPHONE COMPANY	Ewa Beach Central Keehi Central Waikiki Central Aina Haina Central

POLICE DEPARTMENT	Kahuku Police Station Waianae Police Station Waikiki Police Station
DEPARTMENT OF TRANSPORTATION	Dillingham Airfield All Piers and Harbors Oahu District Baseyard Hauula Baseyard Waianae Baseyard Harbor's Division – Maint. Section Baseyard
UNIVERSITY OF HAWAII	Anuenue Fisheries Center Makai Pier – Oceanic Institute Kapiolani Community College – Downtown
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION	Pacific Tsunami Warning

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ATTACHMENT 5: EVACUATION PROCEDURES & FORMS

ATTACHMENT 5: EVACUATION PROCEDURES & FORMS

A. Begin surveillance of any Tropical Cyclone reported by the NWSFO in accordance with the DEM Tracking and Plotting Standard Operating Procedure and the guidelines established in the checklists at Pages 59-69, as applicable.

B. When the radius of 34 knots (40 MPH) sustained winds preceding the center of a Tropical Cyclone crosses a point 900 nautical (1000 statute) miles from the City or Tropical Cyclone weather phenomena are forecast to affect the City within 72 hours, appropriate portions of the DEM Form 100 will be filled in and utilized for notification and coordination. The form will be updated whenever new data is made available to the DEM by the NWS/CPHC or from reports by field forces.

C. The following will be accomplished whenever a hurricane or tropical storm Watch or Warning is issued by the NWSFO; when the radius of 34 knots (40 MPH) sustained winds cross the 600 nautical mile (700 statute) mile point; or when Tropical Cyclone effects are forecast to affect the City within 48 hours:

1. After completing the general information portions of Form 100, enter the most current estimated date/time of arrival of first effects in Block 1 of Form 101 (Page 76).

2. For hurricanes or tropical storms with sustained winds exceeding 55 MPH, enter in Block 2 the appropriate “clearance” time for anticipated conditions from the Table at Page 74. Subtract from the current Estimated Date/Time of Arrival (EDTA) and enter in Block 3 the “baseline” date/time for issuing an evacuation order/advisory.

   NOTE 1 – The clearance times on Page 74, are believed to be more than sufficient for all island locations because they represent the movement of evacuees from the most populous area of Oahu and exceed the clearance times computed for various districts in previous planning efforts.

   NOTE 2 – Clearance times for precautionary evacuations associated with tropical depressions or tropical storms with sustained winds of 55 MPH or less will be guided by the data on Pages 10 and 74, and determined as the situation dictates.

3. Adjustments to the “baseline” date/time may now be made, if required, to accomplish a daylight hours evacuation. Enter the number of hours needed to cause a daytime evacuation in Block 4. Subtract from the “baseline” date/time to determine the earlier “final” evacuation advisory/order time and enter in Block 5.

4. Insert in the remaining blocks the recommended decision times or applicable estimates for the additional activities as indicated.

5. All data on the DEM Form 101 will be updated as new information is received from the NWS/CPHC or from field forces.

D. The final evacuation advisory/order and the recommended non-emergency-essential employee excusal times will be approved by the Mayor, Managing Director, or Chief Budget Officer, as appropriate and the Declaration of Emergency signed, if required.

TAB A: EVACUATION CLEARANCE TIMETABLE

TAB A: Evacuation Clearance Timetable

(All Data in Hours)

Scenario 300-Foot Evacuation	Heavy Background Traffic		Light Background Traffic	
Very Rapid Response	4	(5)	2 ¼	(3)
Rapid Response	5 ½	(6 ¼)	4 ¼	(4 ¼)
Medium Response	8	(9)	6 ¼	(6 ¼)
Slow Response	11 ¾	(12 ½)	9 ¼	(9 ¼)

Scenario Model S-SE Evacuation	Heavy Background Traffic		Light Background Traffic	
Very Rapid Response	5 ½	(6 ¼)	3 ½	(4 ½)
Rapid Response	7	(7 ¾)	4 ¼	(5)
Medium Response	9 ½	(10 ¼)	6 ¼	(6 ¼)
Slow Response	13 ¼	(14)	9 ¼	(9 ¼)

Scenario Model S-SW Evacuation	Heavy Background Traffic		Light Background Traffic	
Very Rapid Response	5 ½	(6 ¼)	3 ½	(4 ½)
Rapid Response	7	(7 ¾)	4 ¼	(5)
Medium Response	9 ½	(10 ¼)	6 ¼	(6 ¼)
Slow Response	13 ¼	(14)	9 ¼	(9 ¼)

Scenario Worst Case Evacuation	Heavy Background Traffic		Light Background Traffic	
Very Rapid Response	6	(7 ½)	4	(5 ½)
Rapid Response	7 ½	(8 ¾)	4 ¾	(6)
Medium Response	10	(11 ¼)	6 ¼	(6 ¾)
Slow Response	13 ¾	(15)	9 ¼	(9 ¼)

NOTE: Clearance time in Parenthesis reflect closure of left turn lane on northbound approach of Kalakaua at Kapiolani intersection

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TAB B: NOTIFICATION AND COORDINATION

TAB B: Notification and Coordination form

Tropical Depression _____ Watch _____ Watch _____

Tropical Storm _____ Watch _____ Watch _____

Hurricane _____ Watch _____ Watch _____

Position _____ N by _____ W Speed _____ Knots / MPH

Heading N - NE - E - SE - S - SW - W - NW @ _____ Degrees

Distance from Honolulu _____ NM - Direction _____

Wind Speeds: Sustained _____ Knots / MPH Gusts _____ Knots / MPH

FORECAST

Closet Point of Approach _____ HST _____ Zulu

Arrival of 40 mph Winds _____ HST _____ Zulu

Torrential Rains _____ HST _____ Zulu

High Surf _____ HST _____ Zulu

Storm Condition 4 _____ HST _____ Zulu

Storm Condition 3 _____ HST _____ Zulu

Storm Condition 2 _____ HST _____ Zulu

Storm Condition 1 _____ HST _____ Zulu

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TAB C: EVACUATION ADVISORY / ORDER FORM

TAB C: Evacuation Advisory / Order Decision form

Estimated Time of Arrival for:

34 Kts / 40 Mph Winds _____ HST _____ Zulu

Torrential Rains _____ HST _____ Zulu

High Surf _____ HST _____ Zulu

1. First Effects _____ HST
2. Less Clearance Time _____ Hours
3. Baseline Evacuation Advisory / Order time _____ HST
4. Less Adjustment to Provide for Daylight Evacuation _____ Hours
5. Final Evacuation **Advisory** / **Order** **Date** / **Time** _____ HST

Recommended non-essential employee excusal _____ HST

Recommended School Closure _____ HST

Alert Shelter Staff Personnel _____ HST

Open and Staff Shelters by _____ HST

Position Public Safety Forces: _____ HST

Shoreline / Siren Gap Area Warning (NLT) _____ HST

Traffic Control Posts Manned (NLT) _____ HST

Initial Siren Sounding (NLT) _____ HST

REMARKS:

_____

_____

_____

_____

_____

TAB D: DECLARATION

TAB D: Declaration

By the authority vested in me as the Mayor of the City and County of Honolulu, pursuant to the Honolulu City Charter and the Revised Ordinances of Honolulu, I _____ , Mayor, hereby determine and declare the following:

Whereas, at _TIME_ , (am or pm), _DATE_____, _TROPICAL STORM NAME_ , was positioned at _____DEGREES__ North Longitude and _DEGREES_ West Longitude, placing _NAME OF TROPICAL STORM_ _DISTANCE_ statute miles _DIRECTION_____ of the City and County of Honolulu, and;

Whereas, sustained winds associated with _NAME OF TROPICAL STORM_ are reported to be _____ miles per hour, with gusts to _____ miles per hour, and;

Whereas, bulletins from the National Weather Service indicate that _NAME OF TROPICAL STORM_ is forecast to maintain its current path and intensity and will (impact or pass _____ miles _DIRECTION_ of) the City and County of Honolulu on _DAY_ , _DATE_ at approximately _TIME_ , (am or pm), and;

Whereas, the Department of Emergency Management has determined that an impending disaster exists and it is advisable to evacuate certain parts of the City and County of Honolulu, and;

Whereas, to protect the public peace, health, safety and welfare of the residents of the City and County of Honolulu, emergency preparedness is necessary at this time.

Therefore, I, _____, Mayor of the City and County of Honolulu, declare that an impending disaster exists and the power and prohibitions stated in ROH 13-30.3 are now in effect.

TAB E: STORM CONDITION 4

TAB E: Tropical Cyclone Storm Condition 4

Storm Condition Four: Established when the radius of 34 knot (40 MPH) sustained winds preceding the center of a Tropical Cyclone cross the 900 nautical (1,000 statute) mile point from Honolulu or is forecast anywhere in the State within 72 hours.

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
1. Review/analyze NWS/CPHC advisories and information		
2. Initiate detailed Tropical Cyclone tracking procedures (see Tropical Cyclone Tracking and Plotting SOP)		
3. Determine initial shelter and shelter management requirements ☐ Coordinate with ARC/DPR/DOE/SCD		
4. Determine initial timing sequences based on forecast plot		
5. Complete appropriate portions of the DEM Form 100 ☐ Disseminate to response agencies via e-mail or fax		
6. Check emergency equipment ☐ Response vehicles ☐ EOC generators ☐ Emergency Water pump ☐ Emergency Food		
7. Test all Civil Defense communications systems ☐ EOC ☐ District		
8. As required, notify/recall County/State/private sector agencies. Conduct briefings/establish requirements. ☐ Alert MD's Executive Assistants and EBS Broadcaster ☐ Utilize Speed Call/Notifier/FAX, if appropriate * EOC Activation/Briefing Recall Roster		
9. Issue precautionary information to media, as necessary ☐ Coordinate with Dept of Customer Services ☐ News release ☐ Establish Information Center		

TAB E: Tropical Cyclone Storm Condition 4 (continued)

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
10. Consider City/District EOC Activation ☐ Determine shift schedules, as required ☐ Initial PERDISREP to SCD, if activated		
11. Exchange information with State EOC/other County EOCs regarding: ☐ School Closures ☐ Airport Closures ☐ Siren Soundings		
12. DFM-DRM/DOT check/clear areas prone to flooding. ☐ See Flash Flood SOP		
13. Determine status of sirens that malfunctioned during last test.		
14. Prepare to brief OTS Central Operations and Handi-Van operators on possible/planned evacuation operations.		
15. Coordinate advisory for pet owners to arrange for care of pets with Hawaii Humane Society		

TAB F: STORM CONDITION 3

TAB F: Tropical Cyclone Storm Condition 3

Storm Condition Three: Established when the radius of 34 knot (40 MPH) sustained winds preceding the center of a Tropical Cyclone cross the 600 nautical (700 statute) mile point from Honolulu or is forecast anywhere in the State within 48 hours.

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
1. Complete applicable portions of Storm Condition 4 Checklist if not already accomplished.		
2. Activate the City/District EOCs, if required. ☐ PERDISREP to SCD ☐ Determine available District Volunteers ☐ Establish shift schedules ☐ Notify FMB Parking Lot Operations ☐ Request EOC security forces (HPD) ☐ Sound sirens when WARNING is issued, if appropriate (3 minutes/1 minute/3 minutes. Repeat 3 times).		
3. Complete recall/notification/briefings, as appropriate. ☐ Utilize Speed Call/Notifier/FAX procedures, if appropriate. ☐ Provide volunteers/Departments with EOC private telephone numbers for their reports. ☐ Activate CADS ☐ Use alternate phone directories for key Departments/ Agencies, if required.		
4. Continue reviewing/analyzing CPHS advisories/information and NAWAS updates. (See Tropical Cyclone Tracking SOP.) ☐ Update, as required, the DEM Forms 100 and 101 ☐ Disseminate to response agencies via e-mail, fax, messenger		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
5. Advise/monitor news media. ☐ Issue precautionary warning information (See Book 10) ☐ Consider closed circuit/direct EBS usage ☐ Notify AP/UPI ☐ Ensure EBS stations brief personnel and check/fill fuel and lubricant tanks for generators/test equipment ☐ Establish an Emergency Info Center, if needed. ☐ Incorporate alternate community sheltering & foreign language guidance into alerting messages. ☐ Coordinate EAS messages/screen crawls ☐ Consider publishing shelter listings in newspapers ☐ Request TV stations play “Storm Alert – Hurricanes in Hawaii” preparedness video		
6. Implement DHR “Persons With Disabilities” plan.		
7. Request the Immigrant Center provide advisories via “outreach".		
8. Alert Oxygen Assistance Group (DHR).		
9. Review siren gap areas (include sirens that malfunctioned during last test) and coordinate mobile public address system requirements. ☐ Police/Fire/Volunteer PA-equipment vehicles ☐ DEM Emergency Van/Alternate Response Officers ☐ Police/Fire helicopters, if available ☐ CAP (Weather Permitting) ☐ See Siren Gap Area and Alternating Announcements		
10. Coordinate the implementation of the State “Tourist Evacuation Management Plan” with SCD/HTA/HCVB/HHA.		
11. Coordinate w/ HECO to check on the current status/supply of utility poles.		
12. Preposition Volunteer Comm Van in the Municipal Building. (DEM)		
13. Designate Municipal Building safe areas for use by EOC Staff families		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
14. Identify likely mass casualty sites for post-disaster use.		
15. Refine shelter requirements (See Pages 78-85) ☐ Preliminary opening schedule ☐ Shelter staffs identified and on standby ☐ Coordinate with:		
16. Determine earliest arrival of dangerous high surf. ☐ Close beaches and recreation areas (DPR/DLNR)		
17. Coordinate initial and follow-on siren sounding schedule. ☐ SCD/County (HPD/HFD) ☐ USARHAW/25th ID ☐ District Coordinators		
18. Review plans for warning/traffic control/security— ☐ Siren gap areas and key roadways/intersections – HPD/HFD/ Volunteers ☐ Security for evacuated areas ☐ Need for National Guard ☐ Alert towing service companies (HPTA)		
19. Exchange information with State/County/District EOCs. ☐ Update Reporting With All Agencies		
20. Discuss airport status/disposition of passengers. ☐ SCD/DOT/FAA/TSA/Airlines ☐ Confirm contacts for above		
21. Alert campers on Emergency/Disaster Advisory Services listing.		
22. DFM-DRM/DOT check & clear streams, culverts other areas prone to flooding. ☐ See maps in Flash Flood SOP or GIS “Flood prone areas”		
23. Request National Guard and USARHAW (Military) Liaison Officers for City EOC.		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
24. Monitor capacity/condition of Nuuanu Dam #4 (BWS), Wahiawa Dam (Dole), and Kaneohe Dam (DFM). ☐ Request SLNR/Corps of Engineer evaluations, if required. ☐ Consider evacuation of downstream inundation zones (See Appendix 5, Annex S of the EOP)		
25. Brief OTS Central Operations and Handi-Van operators on possible/planned evacuation operations.		
26. Alert Initial Damage Survey Teams, Prosecuting Attorney's and Liquor Control Investigators (DDC, PAT, BFS)		
27. Make initial determination of risk areas likely to be affected by wind, surf, flooding, storm surge.		
28. Keep medical facilities informed of WATCH/WARNING conditions (HAH)		
29. Consider: ☐ Requesting the Governor, via SCD, for use of all State facilities (UH-System, Convention Center) ☐ Relocation of City/State resources at risk (HPD, HFD, DFM, ME, DPR, BWS, OTS, ENV, DTS, DOT). Ensure that equipment and personnel are dispersed. ☐ Closing/not opening DOE schools ☐ Release of non-emergency essential City/State employees; Coordinate with SCD, DHR and MAY/MDO ☐ Recommendations to private sector and Federal Executive Board (including Military) ☐ Closing/not opening schools and day care centers		
29. Consider (continued) ☐ Need for National Guard for evacuation/security (SCD). ☐ Activating and staffing Rumor Control (CSD) ☐ Advising boat owners of requirements to secure vessels. (Industrial and recreational craft should be moved to safe harbor/locations during or before a HURRICANE WATCH). ☐ Use of Rescue Boats, if required. ☐ Cancellation/Termination of City/State parks/camping permits (DPR/DLNR via SCD)		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
30. Distribute MREs to the District EOCs and arrange for resupply as necessary		
31. Issue an advisory that an impeding disaster exists.		
32. Continue Spot/PERDISREP reporting to SCD, if required.		

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TAB G: STORM CONDITION 2 & 1

TAB G: Tropical Cyclone Storm Condition 2 & 1

Storm Condition Two: Established when the radius of 34 knot (40 MPH) sustained winds preceding the center of a Tropical Cyclone cross the 300 nautical (350 statute) mile point from Honolulu or is forecast anywhere in the State within 24 hours.

Storm Condition One: Established when the radius of 34 knot (40 MPH) sustained winds preceding the center of a Tropical Cyclone cross the 150nautical (175 statute) mile point from Honolulu or is forecast anywhere in the State within 12 hours.

DEM/EOC ACTIONS:	**Accomplished by:**	**Date/Time:**
1. Complete applicable portions of Storm Condition 3 Checklist if not already accomplished.		
2. Activate and fully staff the City/District EOCs, as required. ☐ PERDISREP to SCD ☐ Request EOC security officers (HPD) ☐ Notify FMB Parking Lot Operations (DFM) ☐ Sound sirens when WARNING is issued, if appropriate. (3 minutes/1 minute/3 minutes. Repeat 3 times.)		
3. Complete recall/notification briefings. ☐ Utilize Speed Call/Notifier/FAX procedures, if appropriate. ☐ Provide volunteers with Internal EOC telephone numbers for their reports		
4. Preposition of Volunteer Comm Van in the Municipal Building parking lot		
5. Continue to refine CPHC Advisories, Bulletins, Warnings, and NAWAS updates (See Tropical Cyclone Tracking SOP). ☐ Update, as required, DEM Forms 100 and 101 (See Pages 76-77). ☐ Disseminate to response agencies ☐ Update listing of risk areas likely to be affected by wind, surf, flooding, and storm surge ☐ Determine the scope of evacuation required.		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
6. Advise/monitor news media. ☐ Establish an EIC/JIC ☐ Issue Watch/Warning information (See Book 10) ☐ EAS/EBS—Minimum 30-minute interval (Warning only) ☐ Begin foreign language tapes (Warning only) (Tapes on File In Comm. Also see Pages 107-109). ☐ Ensure TV stations are using Watch/Warning crawls for hearing impaired ☐ Broadcast shelter listings and alternate community shelter guidance. (Check with sheltering group and also see Page 86). ✓ Publish in the newspapers ✓ Notify AP/UPI ☐ Issue rental car turn-in instructions ☐ Advise live-aboard boat occupants of potential hazards. ☐ Request TV stations play "Storm Alert – Hurricanes in Hawaii" preparedness video.		
7. Activate Rumor Control CSD		
8. Provide Watch/Warning data to: ☐ Pacific Gateway Center ☐ Oxygen Assistance Group (DHR) ☐ Medical facilities over MEDICOM		
9. Implement DHR Elderly/Impaired Assistance Plan.		
10. Coordinate the release of non-Disaster Response City personnel. ☐ Coordinate with MAY/MD and DHR OR ☐ Possible deployment to support shelter operations (MAY/MD/DPR/DHR)		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
11. Confirm shelter requirements (Use Pages 78-85) ☐ Opening schedule ☐ Staffs identified and on standby ☐ Deploy Prosecuting Attorney's Investigators to assigned shelters. Advise HPD.		
12. Determine earliest arrival of dangerous high surf. ☐ Close beach parks, camp grounds and recreation areas (HPD/DPR/DLNR)		
13. Begin relocation of City/State resources at risk.		
14. Coordinate siren sounding schedule (initial and follow-on). ☐ SCD/County (HPD/HFD) ☐ USARHAW ☐ Districts		
15. Coordinate mobile public address system requirements. Include siren gap areas and sirens not repaired since last test in planning. ☐ HPD/HFD/Volunteer PA-equipped vehicles ☐ DEM Response Vehicle ☐ Police/Fire helicopters, if available ☐ CAP (Weather Permitting)		
16. Activate the RACES net.		
17. Exchange information with State, other County, and District EOCs.		
18. Check status of airport closure and disposition of passengers. ☐ SCD ☐ DOT (Airports) ☐ Federal Aviation Administration ☐ Commercial Airlines		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
19. Actively seek field reporting of existing weather, wind, and surf conditions. ☐ Establish 30-minute interval reporting schedule for District EOCs and HPD/HFD stations with anemometers (Note details in log). See Page 106 for anemomoeter locations. ☐ Provide weather/wind/surf reports to NWS/CPHC ☐ Spot/PERDISREP reports to SCD		
20. Coordinate closing/not opening DOE schools. ☐ Coordinate recommendation to private schools w/ SCD		
21. Alert/pre-position Initial Damage Assessment Teams at District EOCs.		
22. Refine listing of risk areas likely to be affected by wind, surf, flooding, storm surge. ☐ Determine scope of required evacuation. ☐ Coordinate with HPD/HFD/Volunteers.		
23. Make final adjustments to evacuation timing, if required.		
24. Alert facilities in Tsunami Evacuation Zones identified in Apendix 2 to the EOP, Tsunami Evacuation and Sheltering, Pages 53-63.		
25. Status of Nuuanu Dam #4 (BWS), Wahiawa dam (Dole) and Kaneohe Dam (DFM). ☐ Any downstream evacuations required? (See Appendix 5, Annex S of the EOP)		
26. Obtain Mayor's approval for evacuation and City employee excusal/assignment to Shelter Teams		
27. Notify NWS/CPHC and SCD of evacuation decisions/timing via telephone, NAWAS, IDN, and/or Satellite Phone.		
28. A minimum of two (2) hours prior to issuance of the evacuation order/advisory: ☐ Dispatch personnel to open and staff shelters ☐ Info to EBS/Rumor Control ☐ Deploy RACES personnel ☐ OTS – Brief/position "The Bus" and Handi-Van operators		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
29. A minimum of 30-minutes prior to issuance of the evacuation order/advisory: ☐ Position mobile PA-equipped vehicles in assigned areas ☐ Implement the Traffic Control Plan ☐ Pre-position towing service companies at critical intersections/routes (HPTA)		
30. Issue evacuation orders/advisories. ☐ Activate the Civil Defense sirens. (3 min/1 min/3 min) X3 ☐ Issue EAS/EBS evacuation instructions (See Book 10). ☐ Describe risk areas to be evacuated to include high-rises/hotels within 300 feet of the shoreline ☐ Begin Foreign Language Evacuation Broadcasts ☐ Ensure TV stations are using crawls for the hearing impaired. ☐ Implement mobile warning procedures ☐ Monitor evacuation progress. Respond to requests for assistance.		
31. Upon the arrival of hazardous conditions and/or sustained 40 MPH winds: ☐ Direct emergency workers to shelters ☐ Recommend termination of evacuation travel ☐ Terminate Bus Service (DTS/OTS)		
32. Continue to issue EBS advisories/announcements		
33. Continue Spot/PERDISREP reports to SCD.		
34. Prepare to implement security procedures for evacuated areas.		
35. Review Initial Recovery checklist (See Pages 70-72)		
36. Identify disaster assistance/needs assessment centers in each CD District, as required.		

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TAB H: INITIAL RECOVERY

TAB H: Initial Recovery

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
1. Warning Cancellation ☐ Internal response agency notification only ☐ Emphasize "All Clear" not in effect. Evacuees should remain in place.		
2. Implement: ☐ Evacuation area security/cordoning procedures (HPD) ✓ Need for/use of National Guard ✓ Damage Assessment Plan (DDC) ☐ Dispatch Initial Damage Assessment Terms, if not already accomplished		
3. Emergency Public Information ☐ Make initial EBS recovery broadcasts/media releases ☐ Emphasize "All Clear" not in effect. Evacuees should remain in place. ✓ See Book 10 for scripts ✓ Establish JIC, if required		
4. Determine: ☐ Status of public safety forces (HPD, HFD, HES, SCD) ☐ Hospital status/capabilities (HAH) ☐ Blood Bank Status ☐ Communications connectivity island-wide (DEM) ☐ Shelter Status (ARC, DPR, DOE) ☐ Status of drinking & wastewater (BWS, ENV, DOH) ☐ Vehicle refueling/gasoline resupply capabilities (HPD, HFD, DTS, OTS, DFM, ENV, DPR, BWS, CLEAN) ☐ Food supplies (Food Industry) ✓ Retail outlets ✓ Warehouse stocks ☐ Other utility status (HECO, VERIZON, GASCO, Cells) ☐ Public Safety/other unit tire repair requirements		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
5. Coordinate utilities & refineries w/ Energy Council & CLEAN		
6. Determine short-term solid waste disposal needs. ☐ Consider health and environmental requirements and restrictions (DOH/EPA waivers?) ☐ Landfill capacities (ENV). ☐ Use of H-Power – 24 hour operations? (ENV). ☐ Initiate surveillance/control of illegal solid waste dumping (HPD) ✓ Issue anti-dumping Mayor's Proclamation or Council Ordinance. ☐ Initiate control of hazardous materials/burning of other waste materials (DOH).		
7. Begin planning for intermediate and long term waste disposal, if necessary.		
8. Identify sites for "Wholesale and/or Retail" disaster relief operations. ☐ Food, water, plastic sheeting, other emergency supplies. ✓ Military installation/airports		
9. Consider: ☐ Impact of road closures (Coordinate with DFM-DRM & DOT) ☐ Temporary business closures (Coordinate with HVCB/HTA) ☐ Public/private school closures (DOE, Council) ☐ Extended employee excusals (Coordinate with DHR/SCD). ☐ Public transportation requirements/route changes (DTS/OTS) ☐ NOTE: Coordinate street/highway debris removal projects with DOT, DTS, PTA, HPD and the Utility Companies.		
10. Provide Spot/PERDISREP reports to SCD		
11. Compile damage assessment data and provide estimates to the Mayor/EOC staff (DIT) ☐ Determine areas ✓ Safe for re-occupation/travel ✓ Requiring continued denial/cordoning/coning		

DEM/EOC ACTIONS:	Accomplished by:	Date/Time:
12. Based on initial estimates, coordinate care for evacuees/victims with ARC & HSVOAD ☐ Establish initial congregate care requirements (space, food, water, clothing, medical needs, etc.) ☐ Cot/blanket source and transportation ☐ Consolidate victims/reduce number of shelters, where possible		
13. Issue "All Clear" restricting public return to unsafe areas ☐ See Book 10 for scripts ☐ Begin Foreign Language Warning Cancellation EBS broadcasts via Pacific Gateway Center		
14. Prepare Mayor's request for State/Federal assistance. (See State Plan for Emergency Preparedness, Volume III, Attachments 2-5).		
15. Dispatch ENV and/or DOH to the field to determine people/health/sanitation needs. ☐ Determine requirements for counseling		
16. Initiate planning for the immediate opening of ARC/City Assistance Centers ☐ In coordination with SCD, determine need/requirements for opening Disaster Recovery Centers.		
17. Activate Volunteer Program Procedures (DHR) ☐ Maintain current listings of donated services, materials, and other resources. ☐ Provide daily summaries to SCD/designated Agencies		
18. Dispatch teams to photograph/videotape damage ☐ CSD videographer		
19. Establish EOC shift schedules		
20. Respond to requests for assistance.		

ANNEX T - APPENDIX 2

TSUNAMI EVACUATION & SHELTERING

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX T - APPENDIX 2

TSUNAMI EVACUATION & SHELTERING

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ANNEX T - APPENDIX 6

WMD TERRORIST INCIDENT RESPONSE PLAN

DISTRIBUTION LIST

CITY & COUNTY OF HONOLULU	**Copies**
Mayor's Office	1
Managing Director	1
Board of Water Supply	4
Budget and Fiscal Services	1
City Council	2
Community Services	1
Council Services	1
City Clerk	1
Department of Emergency Management	6
Civil Defense District Volunteer Organizations	12
Corporation Counsel	1
Customer Services	1
Design and Construction	1
Emergency Services	3
Director - 1	
EMS - 1	
Ocean Safety Division - 1	
Enterprise Services	1
Facility Maintenance	2
Fire Department	9
Human Resources	1
Information Technology	1
Liquor Commission	1
Medical Examiner	1
Municipal Reference & Records Center (CSD)	3
Neighborhood Commission	1
Parks and Recreation	2
Planning & Permitting	1
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CITY & COUNTY OF HONOLULU **Copies**

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Transportation Services 2

STATE DEPARTMENTS AND AGENCIES

Office of the Governor 1
Department of Accounting and General Services 1
Department of Agriculture 1
Department of Business, Economic Development and Tourism 2
Department of Commerce and Consumer Affairs 1
Department of Defense 7
- Director of Civil Defense - 1
- Civil Defense Division - 4
- Hawaii Air National Guard - 1
- Hawaii Army National Guard - 1

Department of Education 6
Department of Hawaiian Home Lands 1
Department of Health 2
Department of Labor and Industrial Relations 1
Department of Land and Natural Resources 2
Department of Human Services 2
Department of Taxation 1

FEDERAL AGENCIES

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- Director - 1
- CD Coordinator - 1
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- Harbors Division - 1
- Airports Division - 1

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Department of the Interior	1
National Weather Service	1
Pacific Tsunami Warning Center	1
U.S. Army Corps of Engineers, Pacific Division	1
USARPAC U.S. Army Pacific	1
U.S. Army Garrison-Hawaii	1
U.S.PACOM	5
Department of Homeland Security	1
Federal Emergency Management Agency (Region IX PAO)	1
U.S. Department of Agriculture	1
U.S. Postal Service	1
COOPERATING AGENCIES	
American Red Cross, Hawaii Chapter	2
Blood Bank of Hawaii	1
Chevron and Tesoro Refineries	1
Civil Air Patrol	2
County Medical Society	1
The Gas Company	1
General Contractor's Association	1
Hawaii Food Industry and Gas Dealers Associations	1
Tesoro Refinery	1
Hawaii Hotel Security Association	1
Hawaii Restaurant Association	1
Hawaii Transportation Association	1
Hawaiian Electric	1
Hawaiian Telephone	1
Healthcare Association of Hawaii	1
Kalihi-Palama Immigrant Service Center	1
Matson Navigation Company	1
Oahu Operational Area EAS Committee	2
Oahu Transit Services	1

COOPERATING AGENCIES	**Copies**
Civil Defense Advisory Council	1
Citizens Advisory Commission on Civil Defense	1
International Tsunami Information Center	1
Joint Institute for Marine and Atmospheric Research	1
Kauai Civil Defense Agency	1
Maui Civil Defense Agency	1
Hawaii Civil Defense Agency	1
Radio Amateur Civil Emergency Services (RACES)	2
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Annex T - Appendix 2

TSUNAMI EVACUATION & SHELTERING

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ANNEX T - APPENDIX 2

TSUNAMI EVACUATION & SHELTERING

I. PURPOSE

To describe the City and County of Honolulu's tsunami evacuation processes and to identify public shelters, refuge areas, and recommended routes to those shelters so that City response forces, residents and visitors can, when required, accomplish a coordinated and timely evacuation of risk areas. This annex supplements the basic guidance contained in the City Emergency Operations Plan.

II. DEFINITIONS

A. TSUNAMI

A series of ocean waves caused by violent movement of the earth's crust (generally earthquakes) below or near the ocean floor. The waves generated by such disturbances travel to Hawaii's shorelines at very predictable rates, i.e., from South America—12 to 15 hours; from Mexico, Noumea, and Japan—8 hours; the U.S. West Coast, Apia, Kwajalein, Alaska, and the Aleutians—4-1/2 to 5-1/2 hours; and for a disturbance within Hawaiian waters—a matter of minutes.

B. PACIFIC TSUNAMI WARNING SYSTEM

Operated by the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS), the system is international in scope and participation. The Pacific Tsunami Warning Center (PTWC) at Ewa Beach, Hawaii, is the operational center for the Tsunami Warning System and is charged with the primary responsibility for providing tsunami-alerting information to 34 Pacific Coastal and island nations and territories. Additional national and regional tsunami warning systems complement PTWC efforts and include those of France, Japan, Russia and Chile. PTWC is the regional Tsunami Warning Center for Hawaii while the Alaska Tsunami Warning Center (ATWC) acts for Alaska, Canada, and the U.S. West Coast.

C. EARTHQUAKE MAGNITUDE

Expressed on an open-ended numerical scale, magnitude, as defined by C. F. Richter, is an estimate of the energy released at the epicenter of an earthquake measured by seismic pulses or waves transmitted over the earth's surface and within its interior. The higher the number on the scale, the greater the degree of damage likely to be caused. Thus, a Richter magnitude 2 earthquake is the smallest that can be easily recognized by a casual observer; a magnitude 4 might cause slight damage; a magnitude 6 generally generates moderate damage; and a magnitude 9.2 is the

largest earthquake recorded in the U. S., striking Prince William Sound, Alaska; the largest recorded earthquake in the world was a magnitude 9.5 in Chile.

D. STATE WAVE ARRIVAL TIME (SWAT)

That local time specified in PTWC Interisland Data Network (IDN) messages that identifies the estimated impact of the first wave at the tide gauge station of the closest of the four major Hawaiian Islands (Kauai, Oahu, Maui or Hawaii) to the generating source. Wave arrival time for individual islands may vary from the SWAT; however, the SWAT will be used as the basis for all response timing.

E. EVACUATION LINE

The inland limit of wetting, measured horizontally from the mean sea level line.

F. MAXIMUM EXPECTABLE INUNDATION

The inland limit of the highest expectable tsunami from any direction, at high tide. Wetting may occur at or near the inundation limit. However, there will be no wave action at that point and no hazard to life.

G. TSUNAMI WAVE RUN-UP

The elevation of the ground above mean sea level that tsunami generated waves/water will reach. This elevation is usually not equal to wave height or inundation depth at the shoreline.

H. POPULATION AT RISK

Those individuals who reside, attend school, work in, or are otherwise present in the tsunami evacuation zones identified in shaded areas of the maps in the Civil Defense section of the Oahu telephone book.

I. TSUNAMI EVACUATION

The movement of populations at risk from identified tsunami evacuation zones to facilities or areas, which are considered safe.

1. Vertical Evacuation

   The movement of evacuees within a tsunami evacuation zone to the third floor or above in buildings of six or more stories, which are constructed of steel and/or concrete.

2. Horizontal Evacuation

   The movement of evacuees outside of designated evacuation zones. Movement can be accomplished by walking, driving, or in some areas, utilizing designated City buses to reach safe areas or public shelters.

J. PUBLIC EVACUATION SHELTERS/REFUGE AREAS

Specified facilities or outdoor areas in the immediate vicinity of those facilities, serviced by American Red Cross or, in the absence of Red Cross management capability, City teams. The shelters/refuge areas will be initially structured to provide evacuees "safe haven" from the tsunami hazard. Minimum requirements to activate a Red Cross or City shelter/refuge area include a modest management staff and access to drinking water and rest room accommodations. They do not include food, cots, blankets, medications, or other amenities. If it is possible to utilize a designated building as a shelter, as little as ten (10) square feet of space can be allocated to each evacuee. The maps in the Civil Defense section of the telephone book list the public shelters/refuge areas by island area as well as the key roadways and intersections leading to them.

NOTE 1: Shelter/refuge areas identified in this plan were selected in sufficient numbers and in reasonably close proximity to the evacuating population to provide readily accessible "safe haven" and minimize, where possible, parking difficulties. Available shelter/refuge area space for evacuees, therefore, exceeds the estimated population at risk.

NOTE 2: It is not essential that evacuees utilize public shelters/refuge areas for their survival. If evacuees deem vertical evacuation or travel to a shelter/refuge area to be impractical or perhaps impossible (due to a lack of time, heavy traffic, or other constraints), they should individually relocate to any area outside of an evacuation zone even though cover from the elements or other necessities are not available. Such a personal evacuation strategy is highly recommended.

NOTE 3: Depending on both the time available to wave arrival and the time of day, it must be recognized that Red Cross or City teams may not be able to reach their assigned shelters/refuge areas in time to prepare and organize them for evacuee arrival. Evacuee use of parking or open areas in close proximity to or inland of designated shelters/refuge areas is considered a satisfactory alternative.

K. ALL CLEAR

That condition announced by DEM over the Emergency Broadcast System following the cancellation of a Tsunami Warning by the PTWC. The PTWC cancellation signifies that damaging waves are no longer a threat to Oahu. The DEM "ALL CLEAR" announcement will be made following initial surveys of tsunami evacuation zones by City public safety forces and specify those zones, which are considered reasonably safe for residents to return to.

The DEM "ALL CLEAR" does not pertain to ports, harbors, channels, and bays around the island where strong residual currents may make entry hazardous. The State Department of Transportation's Harbors Division Chief will make "ALL CLEAR" determinations and announcements over

marine radio frequencies for those areas and provide his decisions to DEM for subsequent broadcast over the EBS.

L. CIVIL DEFENSE DISTRICTS

A structuring of City Civil Defense volunteer organizations into six distinct areas. Evacuation responsibilities, estimates of those at risk within tsunami evacuation zones, and associated sheltering requirements are described in terms of these individual Districts. See DEM Districts Map for the locations of their Emergency Operating Centers (EOC).

III. PACIFIC TSUNAMI WARNING CENTER (PTWC) BULLETINS

PTWC Bulletins are the primary source of alerting information for the City. Each bulletin, described below, generally guides actions to be taken by City response forces.

NOTE: The City/State Warning Point will promptly advise appropriate members of the DEM staff of all PTWC Bulletins.

A. TSUNAMI WARNING BULLETIN

Issued when a tsunami, which would cause damage and destruction to coastal areas in the State, has been confirmed, and evacuation is deemed essential. Additional Warning Bulletins will be issued hourly thereafter or sooner if necessary until the Warning is canceled.

B. URGENT TSUNAMI WARNING BULLETIN

Issued only over HAWAS for earthquakes of 6.8 magnitude or greater generated within or close to Hawaiian waters. Urgent evacuation of coastal areas is required.

NOTE: Not all Islands may be affected by tsunamis generated within or close to the Hawaiian Islands. Therefore, the Urgent Tsunami Warning Bulletin will specify which Islands require evacuation.

C. TSUNAMI WATCH BULLETIN

Issued only over IDN for earthquakes of magnitude 7.5 or greater (7.0 or greater for Alaska) when tsunami wave generation cannot yet be confirmed and wave travel time to Hawaii is estimated to be six hours or less. A Watch will also be issued for Hawaii for earthquakes of magnitude 7.5 or greater that occur from Tokyo to Kamchatka even though wave travel time exceeds six hours. Additional bulletins will be issued hourly thereafter or sooner if necessary until the Watch is either upgraded to Warning status or the Watch is canceled.

NOTE: Under Tsunami Watch conditions, if wave generation cannot be confirmed when three hours of travel time to Hawaii remain; PTWC will

either upgrade the Tsunami Watch to a Warning or cancel the Watch.

D. EARTHQUAKE ADVISORY

Issued to Civil Defense and the news media in Hawaii only via IDN. The Advisory announces the occurrence of an earthquake greater than 7.5 magnitude where wave generation is possible but not yet confirmed and estimated wave arrival time for Hawaii is greater than six hours. Upon receipt of an Earthquake Advisory, the City/State Warning Point will immediately notify appropriate members of the DEM staff. The DEM staff will promptly assume a Watch posture.

E. TSUNAMI WARNING/WATCH BULLETIN

Received only over HAWAS, this bulletin duplicates most of the information received from the IDN WATCH and WARNING messages outlined above. It places areas within three hours wave travel time from the epicenter of an earthquake in Warning status and those within a 3-6 hour travel time in Watch status.

F. TSUNAMI INFORMATION BULLETIN

Issued over HAWAS and the IDN for earthquakes generally in the 6.5 to 7.5 range (7.0 for the Aleutians) with an evaluation that no Pacific-wide Tsunami Warning is in effect.

NOTE 1: If the Alaska Tsunami Warning Center (ATWC) has issued a Regional Warning for areas under its purview (Alaska, British Columbia, Washington, Oregon, or California), PTWC will undertake further investigations to determine if a Pacific-wide tsunami has been generated and issue additional bulletins as required to include a Tsunami Warning Bulletin.

NOTE 2: In the absence of a WATCH or WARNING from PTWC, and if the ATWC has issued a Regional Warning, the City/State Warning Point will immediately notify appropriate members of the DEM staff that an ATWC Regional Warning is in effect.

G. CANCELLATION BULLETINS

Issued over HAWAS and the IDN when the threat of a tsunami for the entire Pacific Basin, or portions thereof alerted in earlier message traffic, is canceled.

NOTE: Refer to the Standard Operating Procedures for DEM actions after PTWC issuance of a Warning Cancellation Bulletin.

IV. SITUATION AND ASSUMPTIONS

A. SITUATION

The coastal areas of all of the Hawaiian Islands have historically been

subject to the threat of and destruction associated with tsunami. While tsunami events are not common, they have been responsible for some of the worst disasters experienced in our Islands and around the Pacific Basin. In terms of the probability of occurrence, it is not a question of whether a tsunami will affect Oahu and the neighboring counties in the future (for movement of the earth's crust is continuous and the threat of a tsunamigenic earthquake ever present), but when and how soon one will occur. It is therefore essential that the City is prepared to immediately respond to PTWC alerting information or the occurrence of an earthquake which directly affects Oahu.

B. ASSUMPTIONS

1. This plan does not address response to a tsunami generated by a local, catastrophic earthquake, which would totally preclude:

   i. The individual responses listed in paragraphs 2.ii. and 2.iii. below.

   ii. Mobilization of the City's emergency service organizations.

   See Annex S, Appendix 3, of the City Emergency Operations Plan for procedural guidance on response to a catastrophic earthquake/tsunami scenario.

2. When a Tsunami Warning is issued:

   i. Civil Defense sirens will normally be sounded Statewide 3 hours, 2 hours, 1 hour, and 30 minutes prior to the estimated SWAT. All siren activations will be accompanied by detailed Civil Defense instructions over radio and television stations. If, however, PTWC issues a tsunami warning in advance of the siren activation schedule outlined above, Civil Defense authorities may use the sirens or the Emergency Broadcast System (EBS) at any time to alert the public of approaching waves. Siren soundings and EBS use will be coordinated with State Civil Defense prior to activation.

   ii. Those individuals located within a designated tsunami evacuation zone will:

      a) Either leave the area by walking or driving to safe or shelter/refuge areas, or, move to the third floor or above in buildings of six or more floors, which are constructed of steel and/or concrete. Evacuees will remain in place until Civil Defense authorities announce the "All Clear".

      b) The schools, day care centers, and care homes located in the tsunami evacuation zone will evacuate according to their plans. Supervisory personnel will remain with those under their purview until they can

be safely picked up by parents/guardians or relocated to their original or other safe facilities.

NOTE: If schools and day care centers are closed when a WARNING is issued, they will remain closed.

c) A listing of hotels located in tsunami evacuation zones is at Page 64. Those hotels not meeting the height or steel and concrete criteria will evacuate their guests and employees to nearby suitably constructed buildings or provide for their safety at a location outside the evacuation zones.

iii. Those individuals not located within designated tsunami evacuation zones will remain in place, curtail non-essential travel, and avoid roadways in or near the evacuation zones so as not to interfere with evacuation.

a) Employers will attempt to stagger the release of those employees who absolutely must leave.

b) Public and private schools and day care centers, if open, will remain open and care for those under their purview until parents/guardians can safely pick them up.

NOTE: If schools and day care centers are closed when a WARNING is issued, they will remain closed.

iv. DTS's TheBus and TheHandi-Van will provide transportation, insofar as the situation and time available permits, will be provided to endangered residents/visitors in selected tsunami evacuation zones. Transit vehicles Van will transit the routes specified and pickup persons requiring transportation, and deliver them to nearest designated tsunami evacuation shelters/refuge areas. This service will terminate 45 minutes prior to the announced SWAT.

v. The Honolulu Police Department and Civil Defense volunteers will establish roadblocks in sufficient time to restrict traffic into the tsunami evacuation zones to those requiring emergency entry. Roads will be sealed off 45 minutes prior to the SWAT. Anyone still in the evacuation zones will be directed by Police patrols to move immediately to safe locations.

vi. Regardless of the time of day, and conditions permitting, all emergency essential personnel will automatically respond to their work units and commence assigned emergency duties at the first indication that a tsunami event may affect Oahu. Such indications include the shaking effect of a local

earthquake, the sounding of sirens, hearing reports of a tsunami emergency over radio and television, etc.

3. Military personnel, their dependents, civilian employees and contractors on military installations, etc., will be sheltered or remain in safe areas on Department of Defense installations.

4. When a tsunami producing event (whether local, urgent, or distant) affects Oahu, the Honolulu Police Department will, if unable to contact a member of the DEM staff or when requested by DEM, assume overall direction and control of response operations until such time as the City EOC is activated.

V. CONCEPT OF OPERATIONS

Response to tsunamigenic earthquake events can be categorized generally and broadly explained as follows:

An earthquake affecting Oahu (recognized by difficulty in standing or maintaining balance) could generate tsunami wave arrivals in five minutes or less. Official warning by siren and Emergency Broadcast System (EBS) announcement will be attempted by DEM and the City/State Warning Point, but may not be timely or effective. Therefore, immediate, spontaneous, unassisted evacuation of the evacuation zones by all residents, employees, and visitors is required. Response agencies will be notified and the EOC staff assembled as soon as possible. Warning, evacuation, and cordoning operations, under the direction of the Honolulu Police Department, and air and ground search and rescue, will be initially given priority by City public safety forces. When the “All Clear” is announced, all response agencies will proceed with recovery actions. See the Checklist response procedures.

A. URGENT TSUNAMI WARNING

Upon notification by PTWC that an Urgent Tsunami Warning for Oahu has been issued, the City/State Warning Point will sound the Civil Defense sirens and immediately announce the warning (via prescripted message) over the EBS. City public safety forces and DEM will, within the time available, attempt to warn residents and visitors in evacuation zones. However, immediate, spontaneous, unassisted evacuation of the evacuation zones by residents, employees, and visitors is required. Response agencies will be notified and the EOC staff assembled as soon as possible. Initial public safety force priorities will be as outlined in paragraph V.A. above. When the “All Clear” is announced, all response agencies will proceed with initial recovery actions.

B. DISTANT EARTHQUAKE

DEM will be alerted to a distant tsunamigenic earthquake event by PTWC issuances of Watch or Warning messages.

1. Tsunami Watch

   Upon receipt, DEM will retransmit the WATCH information received to local radio and television stations for broadcast to the public using closed circuit EBS procedures. Sirens will not be sounded. All response agencies will be notified and the EOC staff assembled. Preliminary coordination and preparation for possible upgrade of the Watch to a Warning will be accomplished in accordance with the Checklists.

   NOTE: When notified that an Earthquake Advisory has been issued by PTWC, the DEM staff will assume a Watch posture.

2. Tsunami Warning

   May be issued without a WATCH having been declared. Therefore, if not already accomplished, the EOC staff will be assembled immediately and all response agencies notified. Recommendations on the disposition of schools, employees, businesses, etc., will be confirmed and pre-scripted EBS messages finalized; shelters/refuge areas will be staffed and opened. Ground and airborne warning forces will be mobilized and Mayoral approval for evacuation sought. With the sounding of sirens, warning and evacuation, under the direction of the Honolulu Police Department, as well as regularly scheduled EBS announcements will commence as outlined at Pages 85-89.

C. TSUNAMI WARNING CANCELLATION

Issued by PTWC when the threat of damaging waves is no longer present. See Pages 90-92 for a checklist outlining DEM cancellation/initial recovery procedures.

D. OTHER EARTHQUAKE INFORMATION

Contained in Tsunami Information Bulletins, which generally alert the City to the generation of a non-destructive tsunami. See Page 93 for DEM response procedures.

VI. ROLES AND RESPONSIBILITIES

Overall guidance is contained in the City Emergency Operations Plan. Specific warning, evacuation, and sheltering taskings are summarized below and outlined in the checklists at Pages 75-93.

A. DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

1. Excluding the initial siren sounding and EBS announcements associated with an Urgent Tsunami Warning, initiate the alerting process by activating Civil Defense sirens, making EBS and coordinating mobile public address system announcements, and

assembling the Emergency Operating Center (EOC) staff.

2. Direct, coordinate and oversee tsunami evacuation, sheltering, and initial recovery.

B. CIVIL DEFENSE DISTRICT VOLUNTEERS

1. Activate District EOC's, as directed.
2. Within capabilities, assist the Honolulu Police Department and DEM in warning, evacuation, traffic control and communications.
3. Where possible, report wave arrivals/damage/sea state to DEM.

C. RADIO AMATEUR CIVIL EMERGENCY SERVICE (RACES)

Within capabilities and as assigned, provide radio communications to the City EOC from activated evacuation shelters/refuge areas, hospitals, command and control facilities, etc.

D. AMERICAN RED CROSS

1. Activate, staff, and operate all shelters/refuge areas provided by City, State, and private sector organizations in coordination with DEM and the City's Department of Parks and Recreation. Designate shelter managers/staffs for each facility/refuge area to be used.
2. Operate fixed or mobile feeding stations, emergency first aid stations, or other similar facilities, as necessary.
3. Operate emergency registration, welfare and casualty inquiry services, as the situation will permit.
4. Arrange and provide for medical and nursing care in Red Cross shelters or refuge areas. Provide counseling for evacuees as required.
5. Provide for the special needs of children, the elderly and the disabled in coordination with DEM and the City's Department of Human Resources.
6. Transmit vital information to the City EOC on shelter/refuge area operations, including the number of evacuees being serviced and their status.
7. Initiate requests for supplemental assistance as the need is anticipated to include medical, sanitation, communications, Police and Fire support.

E. CIVIL AIR PATROL (CAP)

1. Respond to DEM requests for aerial warning along all of Oahu's coastlines and in selected inland areas.

2. Where possible, report wave arrivals/damage/sea state to DEM.

F. CORPORATION COUNSEL

1. Prepare emergency proclamations for the Mayor during the response and recovery phases of emergency operations.
2. Provide legal guidance to the EOC staff on legal matters that may arise during the course of evacuation and sheltering operations.

G. HONOLULU FIRE DEPARTMENT (HFD)

1. Assist HPD in conducting warning and evacuation. (See Pages 94-97 for formatted public address system announcements).
2. Provide fire protection and associated safety services to evacuation shelters/refuge areas.
3. Relocate Departmental personnel, vital records and equipment from risk to safe areas.
4. Where possible, report wave arrivals/damage/sea state to DEM.

H. EMERGENCY SERVICES DEPARTMENT (ESD/EMS)

1. Coordinate for DEM, the health, medical, and environmental aspects of shelter/refuge area planning and operations, to include mental health counseling, with all concerned City, State, and Federal Agencies.
2. Relocate Departmental personnel, vital records and equipment from risk to safe areas.

I. HUMAN RESOURCES

1. Coordinate with the American Red Cross and other City departments/private sector agencies in providing for the special needs of those elderly and disabled who have no one else to care for them.
2. Staff a telephone answering service for emergency calls from elderly and disabled requiring assistance.
3. Arrange for and/or conduct elderly/disabled self-help disaster preparedness training.

J. DEPARTMENT OF CUSTOMER SERVICES (DCS)

Assist DEM in providing the general public, the media, the hearing impaired, and the City's non-English speaking population with tsunami warning and evacuation advisories, directives, and instructions. Staff rumor control.

K. JOINT INSTITUTE FOR MARINE AND ATMOSPHERIC RESEARCH (JIMAR)

Position observers at various locations around Oahu to record and report, where possible, on wave arrivals/damage/sea state to DEM.

L. DEPARTMENT OF PLANNING AND PERMITTING

Provide support personnel, to include direct GIS support, to the EOC during emergencies.

M. PARKS AND RECREATION

1. Act as the City's primary point of contact for coordinating American Red Cross sheltering functions and requirements.
2. Coordinate the use of City facilities to be used as shelters/refuge areas, and trained employees for use on Red Cross or City mass care management teams.
3. Assist the Honolulu Police Department in warning and evacuating individuals in beach and park areas under City cognizance.
4. Provide tree cutting and removal operations, as requested.
5. Relocate Departmental personnel, vital records and equipment from risk to safe areas.
6. Perform other mass care tasks as may be required by the situation or as requested by DEM.

N. HONOLULU POLICE DEPARTMENT (HPD)

1. Advise appropriate members of the DEM staff of all Watch, Warning (to include Regional Warnings), Earthquake Advisory, and Information Bulletins.
2. Conduct Urgent Tsunami Warnings, tsunami evacuations, and assist DEM in other than "Urgent" warning activities.
3. Establish roadblocks at predesignated locations to preclude entry into Tsunami evacuation zones. Expedite traffic flows along evacuation routes between threatened population centers and shelters/refuge areas. Deny access to damaged areas.
4. Provide warning to those areas lacking siren coverage and security for evacuated areas, shelters and/or refuge areas.
5. Where possible, report wave arrivals, damage, and sea state to DEM.
6. Relocate Departmental personnel, vital records, and equipment from risk to safe areas.

NOTE: If at any time the City/State Warning Point is unable to

contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the City/State Warning point will be prepared to assume all DEM responsibilities associated with the implementation of this plan until such time as the City EOC is activated and/or operational.

O. DEPARTMENT OF FACILITY MAINTENANCE (DFM)

1. Assist the Honolulu Police Department by providing roadblock or other traffic and crowd control barricade materials as requested.
2. As requested by the Department of Transportation Services, deploy personnel and road maintenance equipment along evacuation routes to ensure roads are rapidly cleared of obstacles.
3. Provide engineering and sanitation services that may be required at evacuation shelters/refuge areas.
4. Relocate Departmental personnel, equipment and vital records from risk to safe areas. Designate equipment staging areas outside the tsunami evacuation zones.
5. Provide personnel to operate the City EOC Local Government Radio Net (LGRN) position.
6. Conduct damage assessment operations as outlined in Annex Q of the City Emergency Operations Plan.
7. Provide motor pool vehicles to the Department of Transportation Services for warning and evacuation operations, and to City damage assessment teams.

P. DEPARTMENT OF TRANSPORTATION SERVICES (DTS)

1. When directed by DEM, implement the DTS Evacuation Bus Plan.
2. Coordinate all transportation requirements in support of warning and evacuation operations.
3. Relocate Departmental personnel, vital records, and equipment from risk to safe areas.

Q. U.S. ARMY SUPPORT COMMAND HAWAII (USASCH)

1. Assist the Honolulu Police Department in conducting the warning and evacuation of beach areas under military purview.
2. Where possible, report wave arrivals, damage, and sea state to DEM.

R. U.S. COAST GUARD (USCG)

1. Assist the Honolulu Police Department in the warning and evacuation of port and harbor areas threatened by tsunami.
2. Provide reports to DEM on wave arrivals, damage, if any, and sea

state in harbors and channels.

S. SUPPORTING STATE DEPARTMENTS

Provide assistance to the City in accordance with departmental authority, functions, resources, and capabilities (as outlined in Volume III of the State Plan for Emergency Preparedness and the Basic portion of the City Emergency Operations Plan).

1. State Civil Defense and the State Department of Education will be responsive to Red Cross and DEM requests for the use of facilities/grounds as shelters/refuge areas.
2. State Department of Transportation and the Harbors Division will assist the Honolulu Police Department in the warning and evacuation of port and harbor areas threatened by tsunami. Provide reports to DEM on wave arrivals, damage, if any, and sea state in harbors and channels.
3. Harbors Division Chief, upon cancellation of a tsunami warning, broadcast “All Clear” announcements over marine frequencies for all harbors, channels and bays on Oahu when they are considered to be safe from dangerous currents and eddies. Provide DEM with harbor/channel/bay “All Clear” information for subsequent broadcast over the EBS.

T. HAWAII NATIONAL GUARD

Support warning, evacuation, sheltering, and security operations as directed by the Adjutant General.

U. COORDINATING AGENCIES

Community, neighborhood, charitable, and church groups will provide volunteer relief programs for evacuees and victims in accordance with pre-planned arrangements and mutual agreements with the American Red Cross. These groups include:

1. Salvation Army
2. Hawaii Conference of Seventh Day Adventists
3. Hawaii Baptist Convention
4. Volunteer Organizations Active in Disasters (VOAID)
5. Hawaii Council of Churches

VII. HAZARD SPECIFIC RESPONSE PROCEDURES

A. Local Earthquakes/Earthquakes in Hawaiian Waters – All Response Supervisors should evaluate wave arrival timing (see timing chart below) before dispatching forces to the evacuation zones. Instead of entering the

zones, directing personnel to evacuate may be more appropriate, particularly for earthquakes in the Molokai Seismic Zone (MSZ), on the Diamond Head Fault (DHF), and in some areas of the Big Island.

B. Civil Defense District Coordinators will contact their local HPD District Commanders (or DEM in the case of District 1) to coordinate the assignment of volunteers to warning/evacuation taskings.

C. The HPD Communications Division Watch Commander or Supervisor will contact the Fire Alarm Bureau to coordinate the use of HFD field units in warning and evacuation tasking.

D. When operational, the Water Safety Division of the Department of Parks and Recreation will notify USDOD lifeguards that evacuation of beach areas is required.

E. The Civil Air Patrol will immediately notify DEM if unable to accomplish warning in rural areas or along any coastline. DEM will subsequently advise the HPD Communications Division Watch Commander or Supervisor and request additional personnel to be assigned to the uncovered area(s).

F. DEM will broadcast WARNING and ALL CLEAR messages over the Emergency Broadcast System (EBS) in eight different languages/dialects to assist the City's non-English speaking population in understanding and responding to tsunami events. Individual language announcements will be interspersed with other EBS material at regular intervals so that all will have been aired at least once each hour.

G. All Response Agencies will withdraw all response agency personnel from evacuation zones. This will be initiated 30 minutes prior to the SWAT or initial wave arrival time, whichever occurs first.

H. Tsunami Warning Cancellation: DEM will notify all tasked response agencies when a Tsunami Warning has been canceled and will be solely responsible for directing the reentry of public safety personnel into the evacuation zones. Search and rescue will be conducted in each area and an appraisal of conditions and needs forwarded to DEM as soon as possible.

VIII. SHELTERING ANALYSIS

As noted earlier in Section II of this plan:

A. Shelter/refuge areas identified in this plan were selected in sufficient numbers and in reasonably close proximity to the evacuating population to provide readily accessible "safe haven" and minimize, where possible, parking difficulties. Available shelter/refuge area space for evacuees, therefore, exceeds the estimated population at risk.

NOTE: It is not essential that evacuees utilize public shelters/refuge areas

for their survival. If evacuees deem vertical evacuation or travel to a shelter/refuge area to be impractical or perhaps impossible (due to a lack of time, heavy traffic, or other constraints), they should individually relocate to any area outside of an evacuation zone even though cover from the elements or other necessities are not available. Such a personal evacuation strategy is highly recommended**.**

B. Depending on both the time available to wave arrival and the time of day, it must be recognized that Red Cross or City teams may not be able to reach their assigned shelters/refuge areas in time to prepare and organize them for evacuee arrival. Evacuee use of parking or open areas in close proximity to or inland of designated shelters and refuge areas is considered a suitable and satisfactory alternative.

C. The tables at Pages 100-102 summarize, by Civil Defense District, the estimated number of evacuees that could seek refuge in public shelters as well as the facilities to accommodate them.

D. There are no shortfalls in the availability of shelters for the at-risk population assuming:

1. Military and civilian personnel on Department of Defense installations (Kaneohe MCAS, Hickam AFB, Barbers Point NAS, Iroquois Point Navy Housing, and Pearl Harbor) will be evacuated and sheltered within the confines of Federal property.

2. Individuals in those areas not requiring evacuation, i.e., Keehi Lagoon, Honolulu Harbor, Enchanted Lake, and the shoreline between Kualoa Point and Kaneohe MCAS, will not seek shelter.

3. All individuals in qualified multi-story buildings will vertically evacuate.

E. Some evacuee travel turbulence can be expected whether individuals utilize shelters or the refuge areas in the vicinity of the shelters. For example:

1. Because Waialua High and Intermediate is the only shelter for evacuees from Waimea Bay to Kaena Point, it is anticipated that Kamehameha Highway, westbound from Waimea, will be extremely congested with significant delays as vehicles enter the Haleiwa/Waialua traffic complex. As a result, overflow traffic will be directed to Wahiawa and the Wahiawa Recreation Center rather than the Waialua High area.

2. Similar delays and traffic backlogs are expected from Waimea to Kahuku with only Sunset Beach Elementary and Kahuku High available as shelter/refuge areas.

3. There may be insufficient shelter space for evacuees from Makaha to Lualualei. Evacuees from those areas may have to travel to Nanakuli, or perhaps even Makakilo to find suitable refuge.

4. To minimize northbound traffic flows on the Windward coast, it is recommended that evacuees from Punaluu, Kahana Bay, Kaaawa, and Kualoa use either the Waiahole or Kahaluu shelters/refuge areas.

F. In sum, while travel turbulence can present traffic problems along many of the City's coastal roadways, sufficient shelters/refuge areas are available island wide to support the at-risk population.

IX. FUNCTIONAL GUIDELINES

Guidance in the functional areas of: Evacuation, Direction and Control, Roles and Responsibilities and Public Information are outlined in detail in the Basic Plan section of the City Emergency Operations Plan and Hazard Specific Standard Operating Plan.

X. PLAN MAINTENANCE

This plan will be reviewed annually or whenever new data is received which would require reassessment of the evacuation strategy or the sheltering of populations at risk. During the review, special attention will be given to:

A. The accuracy and completeness of formatted public service announcements and Emergency Broadcast System scripts currently on file in DEM.

B. Broadcast and print media instructions to residents and responders on the primary and alternate evacuation and sheltering planning elements.

C. The status of current and projected tsunami education/awareness programs. Particular emphasis will be placed on the effectiveness of public and private sector information initiatives especially those involving the hotel and transportation industries, hospitals, nursing and adult residential care homes, schools and day care centers.

XI. REFERENCES

1. City and County of Honolulu Emergency Operations Plan

2. Communications Plan for the Tsunami Warning System, Eleventh Edition, Pacific Tsunami Warning Center, December 1987, updated January 15, 1991.

3. Tsunami Bus Evacuation Plan, Department of Transportation Services, City and County of Honolulu, August 1988.

XII. ATTACHMENTS & TABS

TAB A: Abbreviations

TAB B: Procedures & Forms for Determining Evacuation Timing

TAB C: Tsunami Information Bulletin

TAB D: Notification during Non-Working Hours

TAB E: Notification during Working Hours

TAB F: Tsunami Evacuation Zones

ATTACHMENT 1: ABBREVIATIONS

ATTACHMENT 1: ABBREVIATIONS

AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BBH	Blood Bank of Hawaii
BFS	Department of Budge and Fiscal Services
BWS	Board of Water Supply
BYU	Brigham Young University - Hawaii
CAP	Civil Air Patrol
CBCP	Certified Business Continuity Planner
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCL	City Council
CD	Civil Defense
CDC	Centers for Disease Control and Prevention
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CLK	City Clerks Office
COE	Corps of Engineers
COG	Continuity of Government
COM	Communications Officer, DEM
COOP	Continuity of Operations
COR	Department of Corporation Council
CPM	Counts Per Minute
CSD	Customer Services Department

CSDP	Chemical Stockpile Disposal Program
CWP	County Warning Point
D 1 - 6	Civil Defense Volunteer District
DAC	Disaster Application Center
DAP	Disaster Assistance Program
DBEDT	Department of Business, Economic Development and Tourism (HI)
DCS	Department of Community Services
DDC	Department of Design and Construction
DECON	Decontamination
DEM	Department of Emergency Management
DES	Department of Enterprise Services
DFM	Department of Facility Maintenance
DFO	Disaster Field Office
DHR	Department of Human Resources
DHS	Department of Homeland Security
DIT	Department of Information Technology
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOD	U.S. Department of Defense
DOE	Department of Education (State)
DOE	U.S. Department of Energy (U.S.)
DOH	Department of Health (State)
DOJ	Department of Justice
DOT	Department of Transportation (State)
DPP	Department of Planning and Permitting
DPR	Department of Parks and Recreation
DRC	Disaster Recovery Center
DTS	Department of Transportation Services
E 911	Enhanced 9-1-1
E&T	Education and Training Officer, DEM
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Replaced with EAS Live Broadcast)
ECL	Emergency Classification Level

EIS	Environmental Impact Statement
EMI	Emergency Management Institute (Maryland)
EMP	Electo-Magnetic Pulse
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENV	Environmental Services Department
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
ESD	Emergency Services Department
Eteam	Emergency Management Software (City Contracted)
FAA	Federal Aviation Administration
FAC	Food and Agriculture Committee
FAX	Facsimile Machine
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency (DHS)
FFTF	Fast Flux Test Facility
FIRM	Flood Insurance Rate Maps (FEMA)
FMB	Fasi Municipal Building
FRC	Federal Response Center (HAZMAT)
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GASCO	Gas Company
GCA	General Contractors Association
GIS	Geographic Information Systems
GMT	Greenwich Mean Time (also referred to as ZULU or UTC)
GPS	Global Positioning System
GSA	General Services Administration (U.S.)
HAH	Healthcare Association of Hawaii
HAWAS	Hawaii Warning System

HAZ	Hazardous Material Officer, DEM
HAZMAT	Hazardous Materials
HECO	Hawaiian Electric Company
HELOS	Helicopters
HFD	Honolulu Fire Department
HFIA	Hawaii Food Industry Association
HHVISA	Hawaii Hotel Visitors Industry Security Association
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HNG	Hawaii National Guard
HPD	Honolulu Police Department
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Analysis
IAEM	International Association of Emergency Managers
IC	Incident Commander
ICS	Incident Command System
IED	Improvised Explosive Device
IEMS	Integrated Emergency Management System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-HD	Joint Task Force - Homeland Defense
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
MAY	Mayor's Office / Mayor
MCEER	Multidisciplinary Center for Earthquake Engineering Research
MED	Medical Examiner Department
MOA	Memorandum of Agreement
MOCA	Mayor's Office of Culture and the Arts
MOU	Memorandum of Understanding

MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCO	Neighborhood Commission Office
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NFIP	National Flood Insurance Program
NHRAIC	Natural Hazard Research and Applications Information Center
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NOAA	National Oceanic Administrative Agency
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NTSB	National Transportation Safety Board
NWS	National Weather Service
OIC	Office In Charge
OPS	Operations Unit
OTS	Oahu Transit Services
P&O	Plans and Operations Officer, DEM
PAT	Department of Prosecuting
PDA	Preliminary Damage Assessment
PIO	Public Information Officer, DEM
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAD	Radiological Defense Officer, DEM
RADEF	Radiological Defense
REAC/TS	Radiation Emergency Assistance Center/Training Site
RHB	Royal Hawaiian Band
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCD	State Civil Defense Division

SCO	State Coordinating Officer
SERT	State Emergency Response Team
SITREPs	Situation Reports
SLEC	State Law Enforcement Coalition
SLG 101	State and Local Government EOP Guidelines
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSC	Seismic Safety Commission
SWP	State Warning Point
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard (DHS)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
UTC	Utilities & Transportation Commission
UTC	Coordinated Universal Time (also referred to as ZULU or GMT)
VA	Veteran's Administration
VOADs	Voluntary Organizations Active in Disasters
WMD	Weapons of Mass Destruction

TAB A: PROCEDURES & FORMS FOR DETERMINING EVACUATION TIMING

TAB A: Procedures & Forms for Determining Evacuation Timing

A. Begin surveillance of any Tsunami reported by the NWSFO in accordance with the Tracking and Plotting Standard Operating Procedure and the guidelines established in applicable checklists.

B. When the radius of 34 knots (40 MPH) sustained winds preceding the center of a Tsunami crosses a point 900 nautical (1000 statute) miles from the City or Tsunami weather phenomena are forecast to affect the City within 72 hours, appropriate portions of the DEM Form 100 will be filled in and utilized for notification and coordination. The form will be updated whenever new data is made available to the DEM by the NWS/CPHC or from reports by field forces.

C. The following will be accomplished whenever a hurricane or tropical storm Watch or Warning is issued by the NWSFO; when the radius of 34 knots (40 MPH) sustained winds cross the 600 nautical mile (700 statute) mile point; or when Tsunami effects are forecast to affect the City within 48 hours:

1. After completing the general information portions of Form 100, enter the most current estimated date/time of arrival of first effects in Block 1 of Form 101.

2. For hurricanes or tropical storms with sustained winds exceeding 55 MPH, enter in Block 2 the appropriate “clearance” time for anticipated conditions. Subtract from the current Estimated Date/Time of Arrival (EDTA) and enter in Block 3 the “baseline” date/time for issuing an evacuation order/advisory.

   NOTE 1: The clearance times, are believed to be more than sufficient for all island locations because they represent the movement of evacuees from the most populous area of Oahu and exceed the clearance times computed for various districts in previous planning efforts.

   NOTE 2: Clearance times for precautionary evacuations associated with tropical depressions or tropical storms with sustained winds of 55 MPH or less will be determined as the situation dictates.

3. Adjustments to the “baseline” date/time may now be made, if required, to accomplish a daylight hours evacuation. Enter the number of hours needed to cause a daytime evacuation in Block 4. Subtract from the “baseline” date/time to determine the earlier “final” evacuation advisory/order time and enter in Block 5.

4. Insert in the remaining blocks the recommended decision times or applicable estimates for the additional activities as indicated.

5. All data on the DEM Form 101 will be updated as new information is received from the NWS/CPHC or from field forces.

D. The final evacuation advisory/order and the recommended non-emergency-essential employee excusal times will be approved by the Mayor, Managing Director, or Chief Budget Officer, as appropriate and the Declaration of Emergency signed, if required.

TAB B: TSUNAMI EMERGENCY RESPONSE PROCEDURES

TAB B: Tsunami Information Bulletin

BY: _____ TIME: _____ Date: _____

1. Receive/analyze PTWC/ATWC Bulletin (s)

   BY: _____ TIME: _____

2. Plot location of epicenter, Calculate State Wave Arrival

   Time (SWAT) _____W (UTC less 10 = _____W)

   BY: _____ TIME: _____

A. IF PACIFIC-WIDE TSUNAMI WAS NOT GENERATED AND NO WATCH OR WARNING IS ISSUED FOR THE PACIFIC REGION:

- o Notify Mayor-MD, OIC, Staff and other City Departments as necessary

  BY: _____ TIME: _____

- o Contact/discuss situation with Tsunami Advisor (SSO TSU), as required

  BY: _____ TIME: _____

- o Respond to queries by news media/general public and if appropriate issue news release

  BY: _____ TIME: _____

- o Monitor situation for possible additional/stronger aftershocks

  BY: _____ TIME: _____

- o Update DEM answering machines as necessary

  BY: _____ TIME: _____

B. PREPARE FOR POSSIBLE PTWC WATCH/WARNING

- o Review Watch and/or Warning checklist at page _____.

  BY: _____ TIME: _____

- o Consider notification of Mayor/MD/Key EOC staff on checklist

  BY: _____ TIME: _____

- o Monitor situation until advised by PTWC that no tsunami threat exists for Oahu/State

  BY: _____ TIME: _____

- o Update DEM answering machines, as necessary

  BY: _____ TIME: _____

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TAB C: NOTIFICATION DURING NON-WORKING HOURS

TAB C: Notification during Non–Working Hour

The Director/first DEM staff member notified will initiate recall/activation of the remaining DEM staff and key City EOC staff and report to DEM as soon as possible.

Pacific Tsunami Warning Center has issued a Tsunami ☐ Watch / ☐ Warning

1. Time and conditions permitting, the Administrator/designated DEM staff member will contact the Mayor/Managing Director and discuss:
   - EOC activation / staff recall
   - State / Oahu Wave Arrival Times: SWAT _____ OWAT _____
   - Civil defense siren schedule/EBS/EAS activation
   - 1st siren (State wide) at _____
   - Instructions to City Non-Disaster response workers
     - Do not report to work, report to work at _____, leave work immediately, leave work at _____
   - Recommendations concerning State, Federal and private sector employees
     - Do not report to work, report to work at _____, leave work immediately, leave work at _____
   - Recommendations to DOE/HAIS on public/private school operations
     - Schools remain closed, will close at _____, will remain open until _____
   - Request to public to curtail non-emergency travel and to avoid evacuation routes
   - Evacuation of coastal tsunami threat areas commencing at _____
2. Once the above actions are accomplished, use the appropriate portions of the:
   - NOTIFICATION DURING WORKING HOURS CHECKLIST

FOR ADDITIONAL INFORMATION / PROCEDURES GO TO:

TSUNAMI STANDARD OPERATING PROCEDURE FOR TSUNAMI WATCH CHECKLIST

NOTES: If the Tsunami Watch is canceled advise all agencies/individuals previously notified. Refer to the Tsunami Watch/Warning Cancellation checklist.

Coordinate possible upgrade with State Civil Defense and the other County Civil Defense Agencies as necessary.

If the Tsunami Watch is upgraded to a Tsunami Warning, immediately go to the Tsunami Warning Standard Operating Procedures.

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TAB D: NOTIFICATION DURING WORKING HOURS

TAB D: Notification during Working Hours

Pacific Tsunami Warning Center has issued a Tsunami ☐ Watch / ☐ Warning

BY: _____ TIME: _____ Date: _____

1. Acknowledge receipt of PTWC Bulletin _____ _____
2. Review/analyze bulletin _____ _____
3. Plot location of epicenter, Calculate: _____ _____

   State Wave Arrival Time (SWAT) _____

   Oahu Wave Arrival Time (OWAT) _____
4. Activate City/District/Hotel EOCs: _____ _____

   City _____ Hotel _____

   D1 _____ D2 _____ D3 _____

   D4 _____ D5 _____ D6 _____
5. Request District EOCs report activation and number of volunteers available for assignment: : _____ _____

   D1 _____ D2 _____ D3 _____

   D4 _____ D5 _____ D6 _____
6. Test all City EOC / District EOC
   - Communications _____ _____
   - Vehicles _____ _____
   - Backup Generators _____ _____
7. Activate EOC Communications Plan
   - Provide initial SITREP to District Coordinators _____ _____
   - Make Emergency Radio Transmissions only announcements on LGRN _____ _____
   - Notify SWP/SCD of City EOC activation (HAWAS) _____ _____
   - Notify HMB security/parking lot operations of EOC activation _____ _____
   - Request EOC security from HPD _____ _____
   - Dispatch IMA/RACES to Hotel EOC _____W _____ _____
   - Provide Watch information to hearing impaired (TDD) _____ _____

- Request Immigrant Center to provide Tsunami Watch advisories to non-English speaking population _____ _____
- Coordinate siren sounding with Military _____ _____

7. Contact CAP
   - Alert / brief / request CAP warning mission(s):
     (Provide SWAT _____W OWAT_____W) _____ _____
   - Request aircraft & crew availability and earliest possible launch time(s) _____ _____
   - # Aircraft(s) ____ # Crews ____ Launch ____W _____ _____
   - Determine availability of CAP ERV for PASA _____ _____
   - Coordinate area(s) to be warned _____ _____
8. Initiate City EOC staff recall/notification: _____ _____

FOR ADDITIONAL INFORMATION / PROCEDURES GO TO:

TSUNAMI STANDARD OPERATING PROCEDURE FOR TSUNAMI WATCH CHECKLIST

NOTES: If the Tsunami Watch is canceled advise all agencies/individuals previously notified. Refer to the Tsunami Watch/Warning Cancellation checklist.

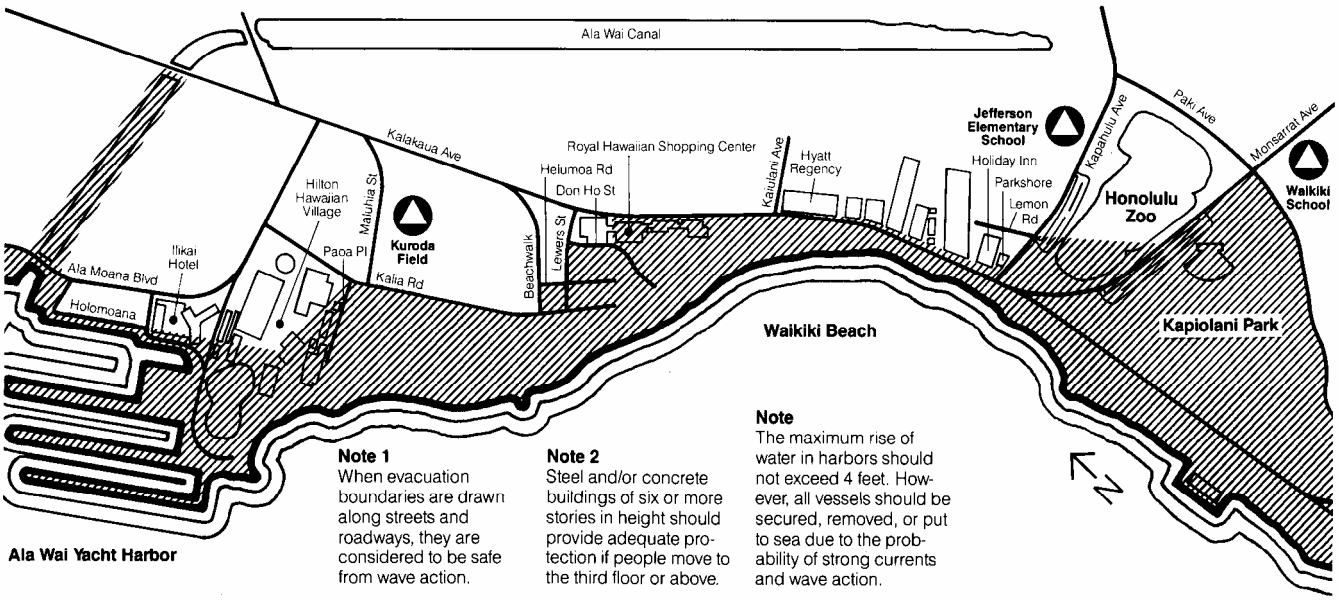
Coordinate possible upgrade with State Civil Defense and the other County Civil Defense Agencies as necessary.

If the Tsunami Watch is upgraded to a Tsunami Warning, immediately go to the Tsunami Warning Standard Operating Procedures.

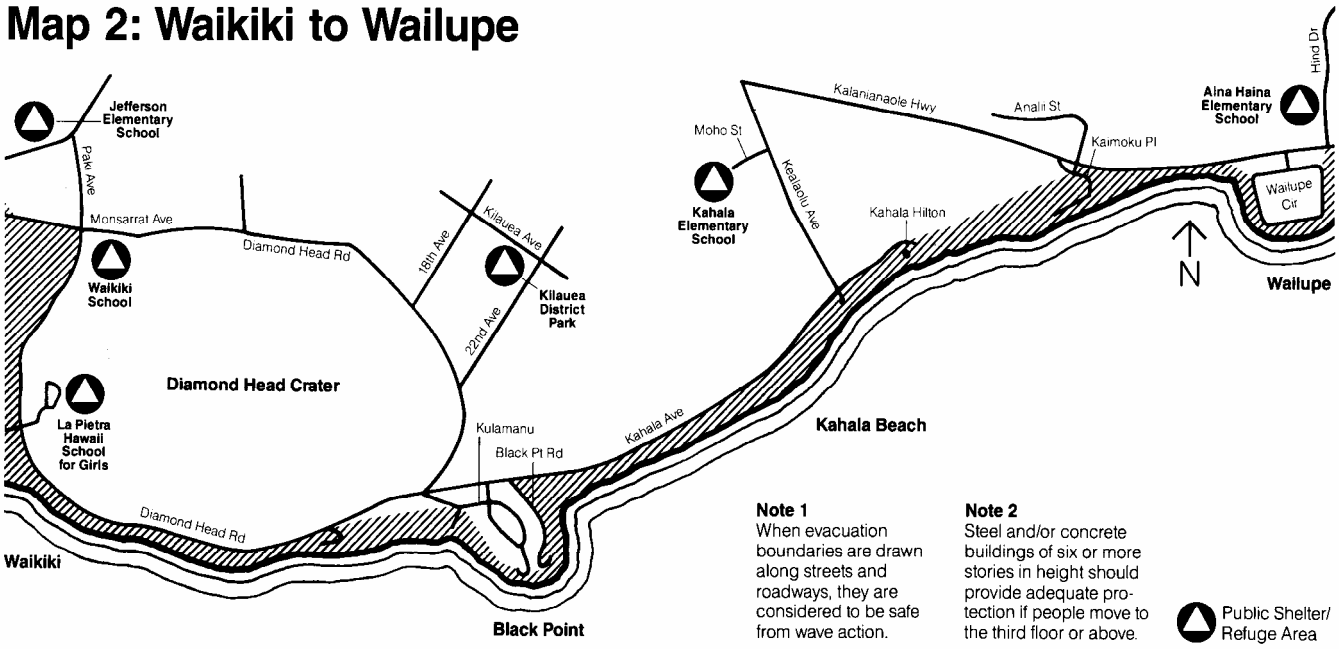
TAB E: TSUNAMI EVACUATION ZONES

TAB E: Tsunami Evacuation Zones

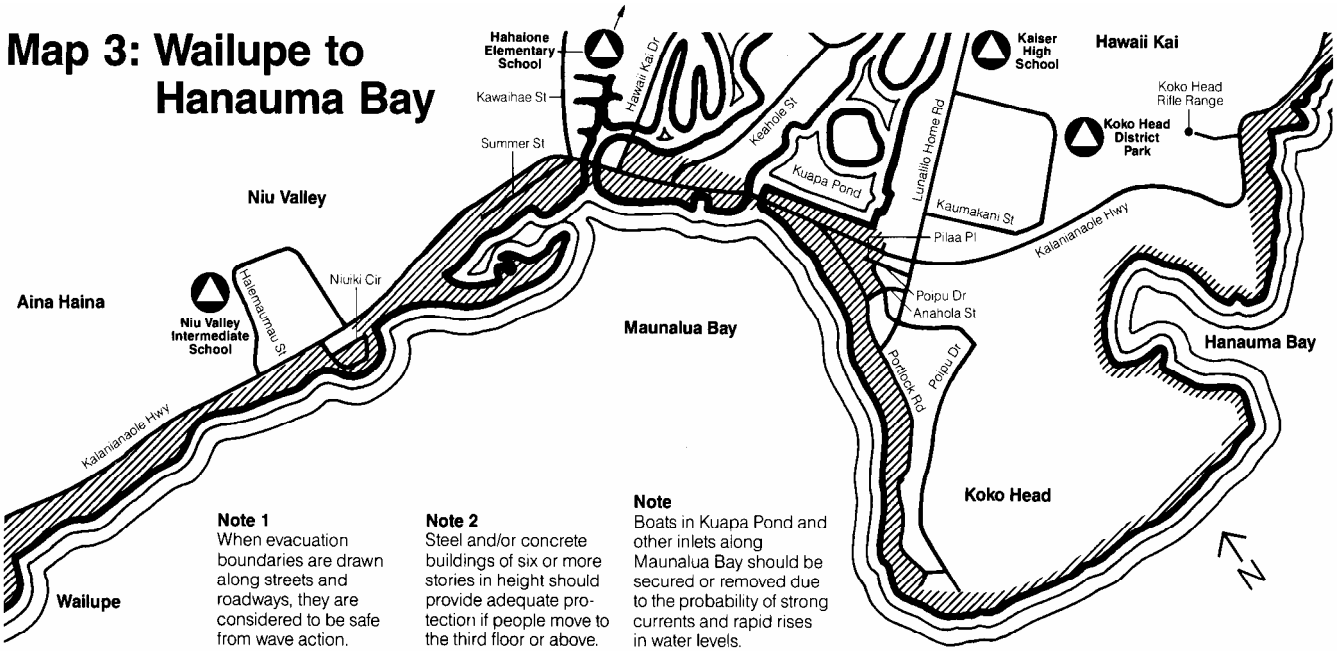
Map 1: Waikiki



Map 2: Waikiki to Wailupe



Map 3: Wailupe to Hanauma Bay

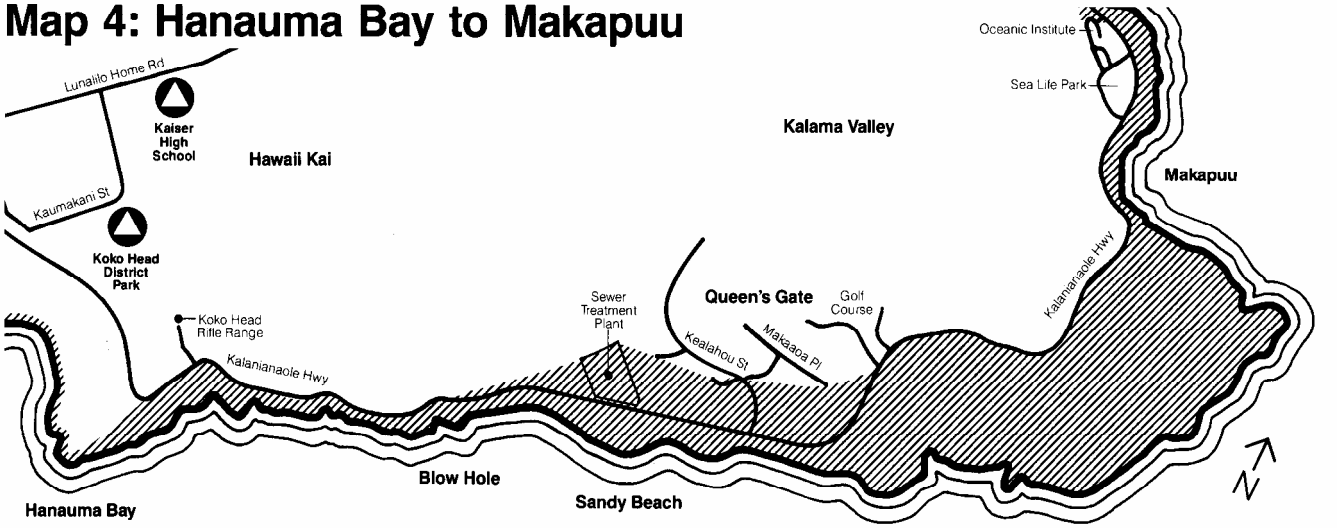


Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Boats in Kuapa Pond and other inlets along Maunalua Bay should be secured or removed due to the probability of strong currents and rapid rises in water levels.

Map 4: Hanauma Bay to Makapuu

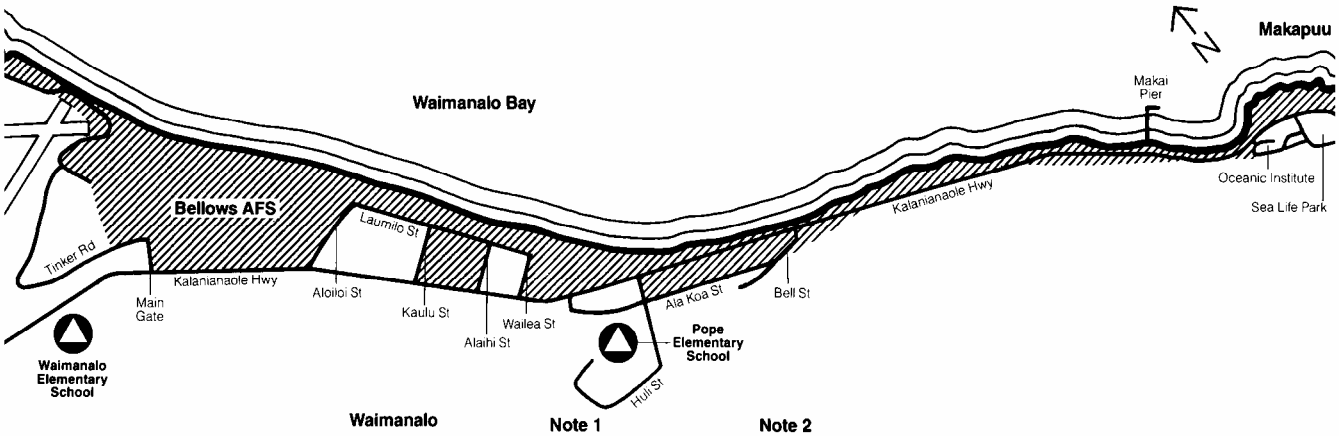


Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Public Shelter/ Refuge Area

Map 5: Makapuu to Waimanalo



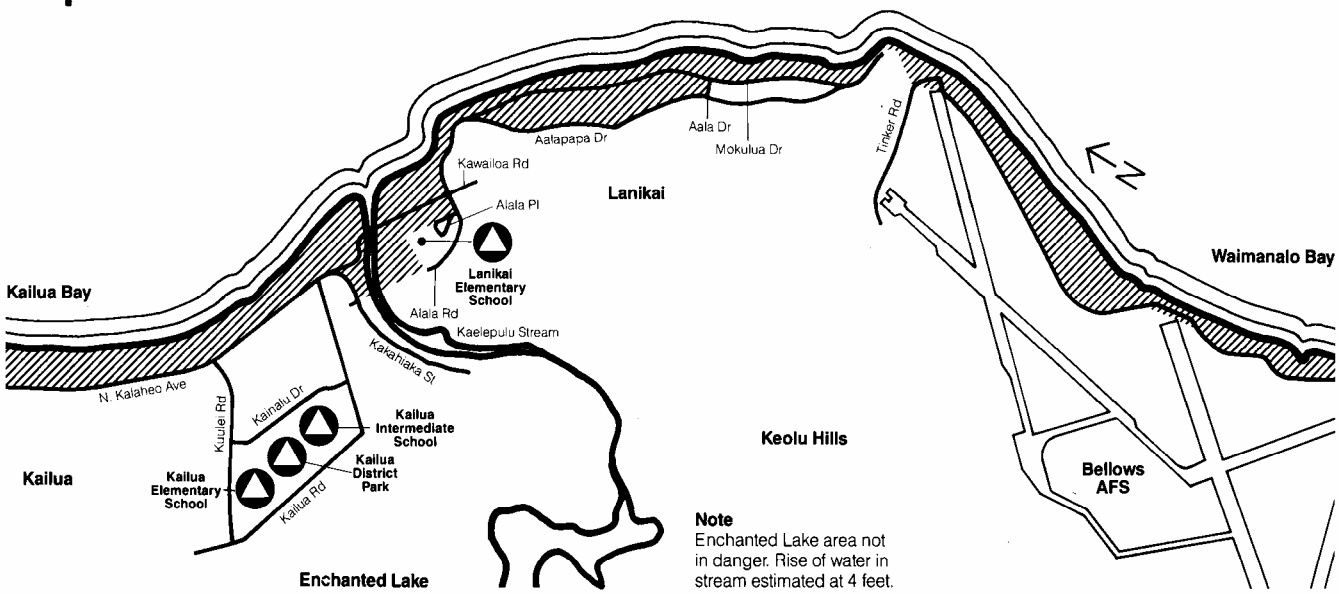
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Due to the probability of strong currents and wave action, all vessels should be secured, removed or put to sea.

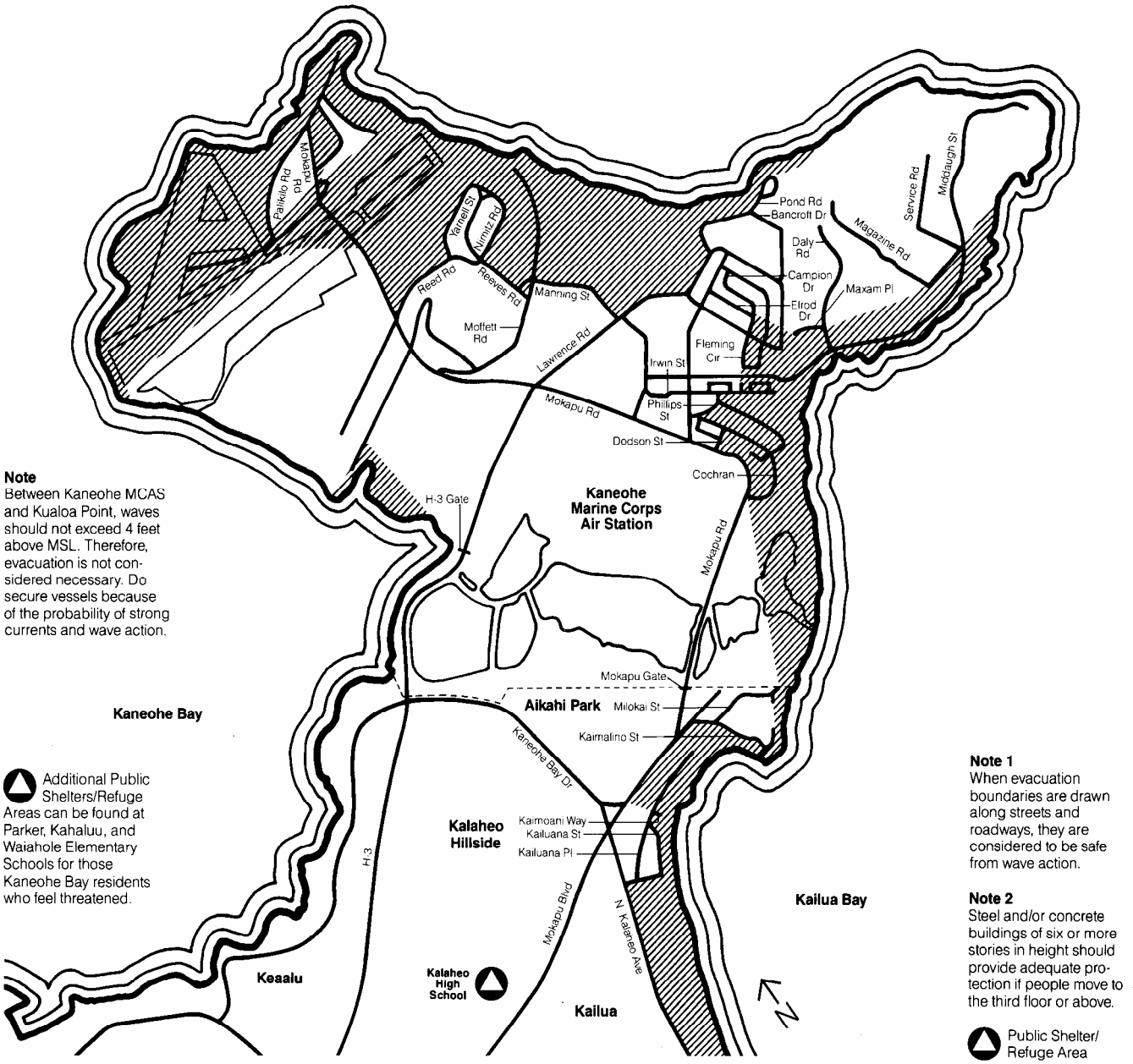
Public Shelter/ Refuge Area

Map 6: Waimanalo to Kailua

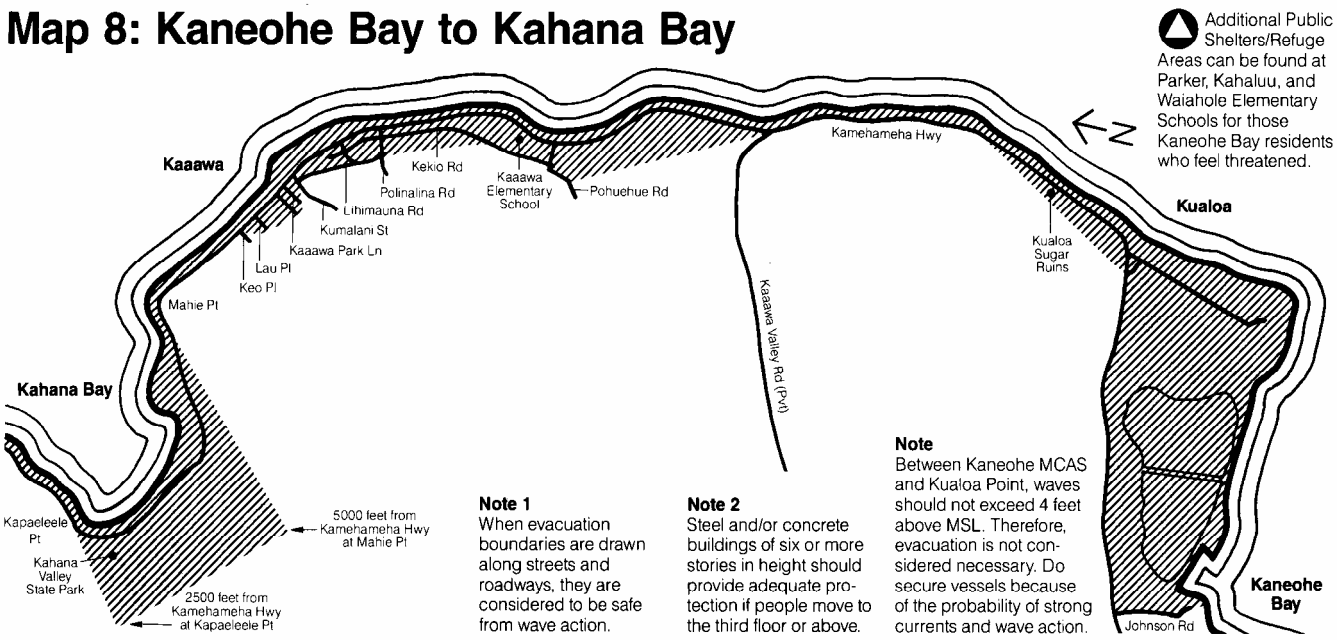


Note
Enchanted Lake area not in danger. Rise of water in stream estimated at 4 feet.

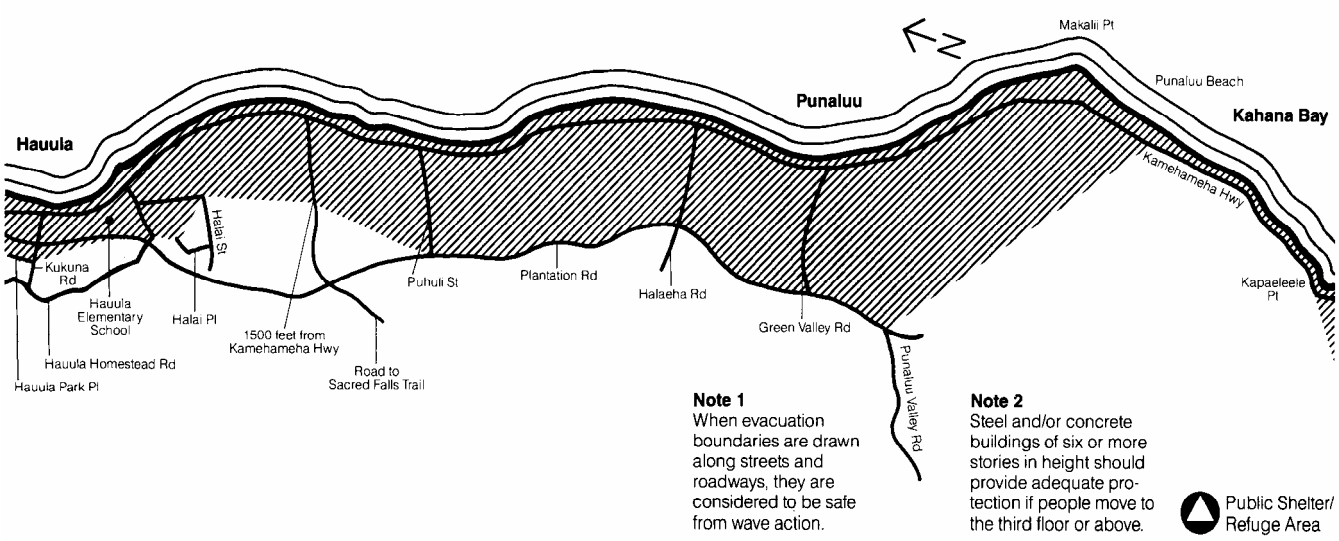
Map 7: Kailua to Kaneohe Bay



Map 8: Kaneohe Bay to Kahana Bay



Map 9: Kahana Bay to Hauula

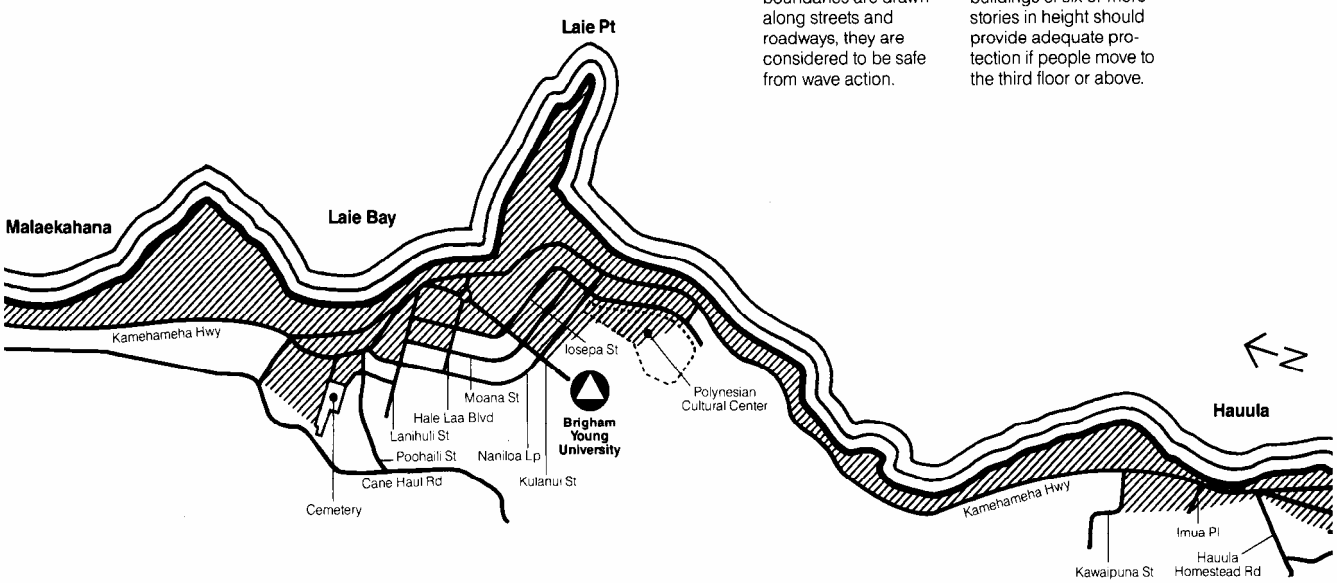


Map 10: Hauula to Malaekahana

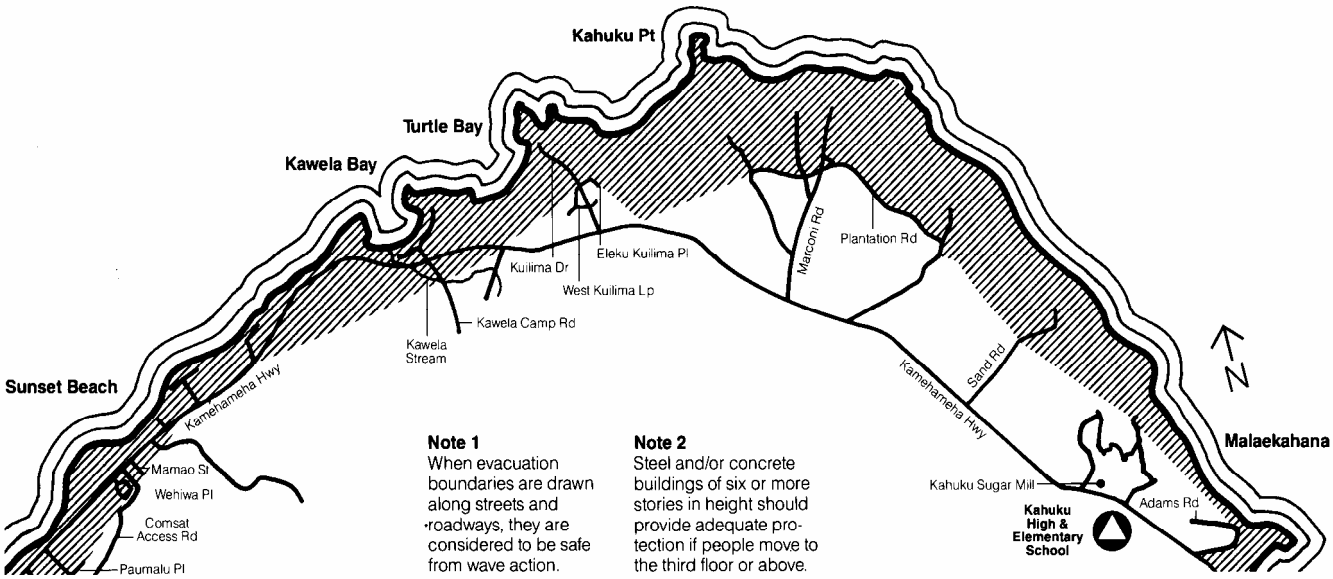
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Public Shelter/ Refuge Area



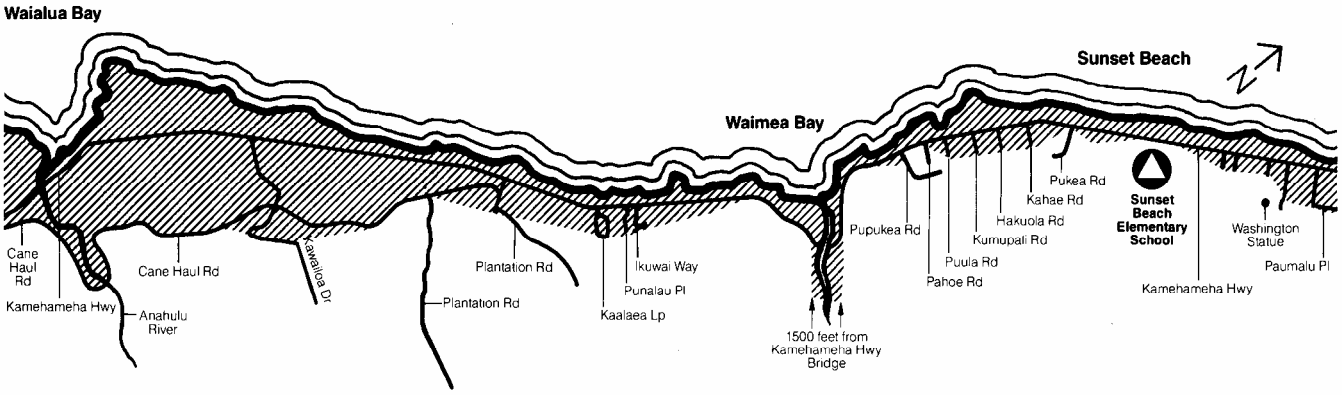
Map 11: Malaekahana to Sunset Beach



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Map 12: Sunset Beach to Waialua Bay

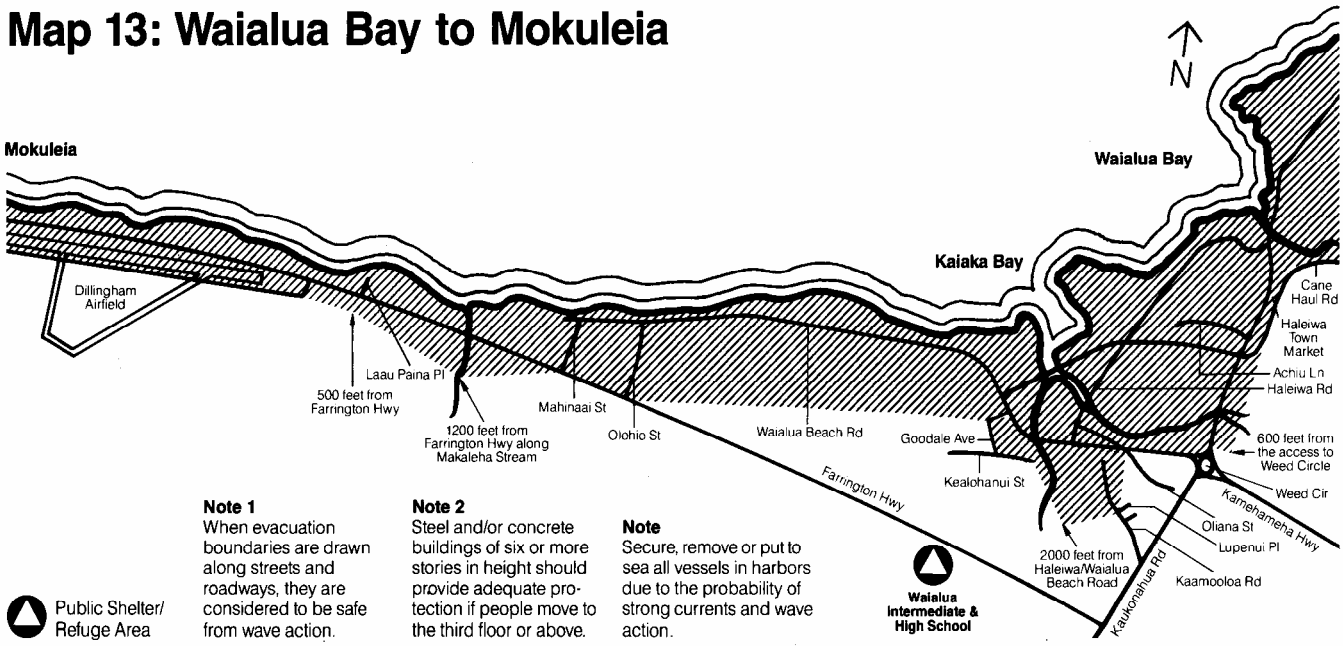


Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Map 13: Waialua Bay to Mokuleia



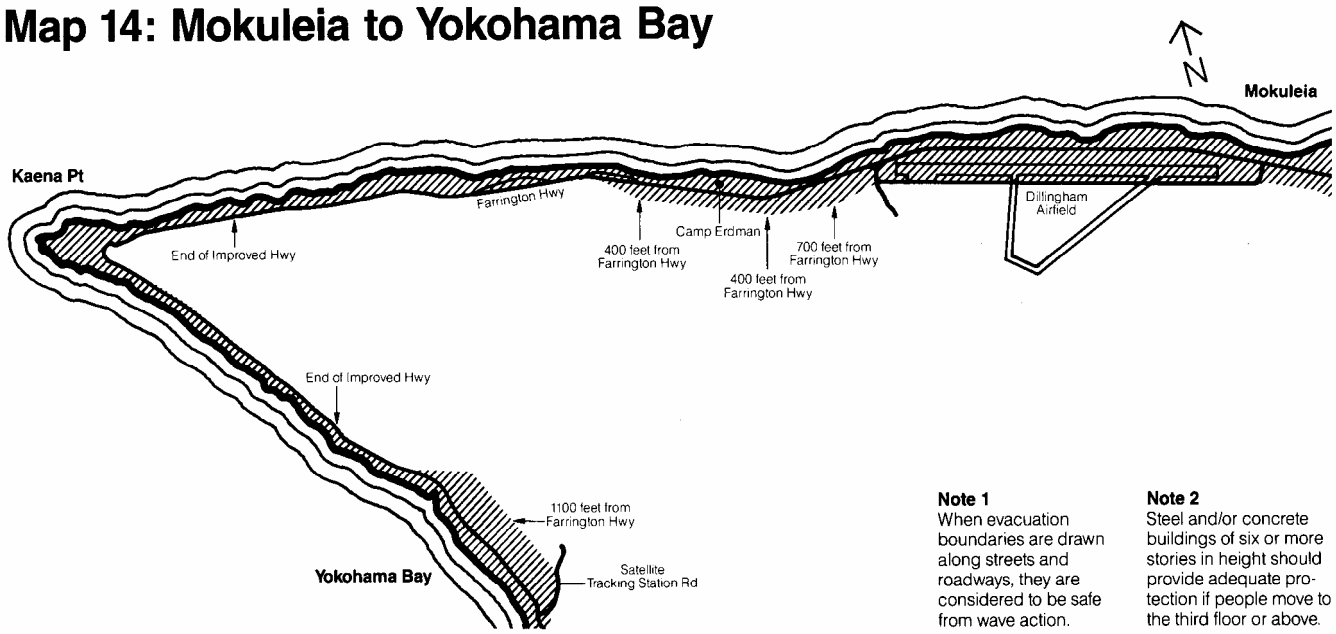
Public Shelter/ Refuge Area

Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

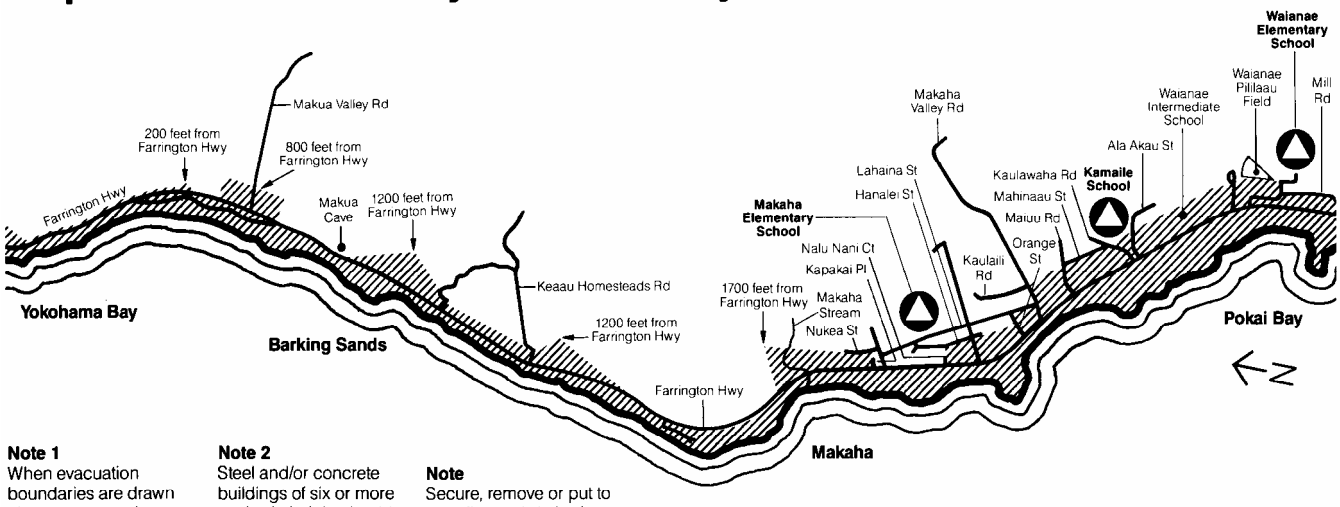
Map 14: Mokuleia to Yokohama Bay



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Map 15: Yokohama Bay to Pokai Bay



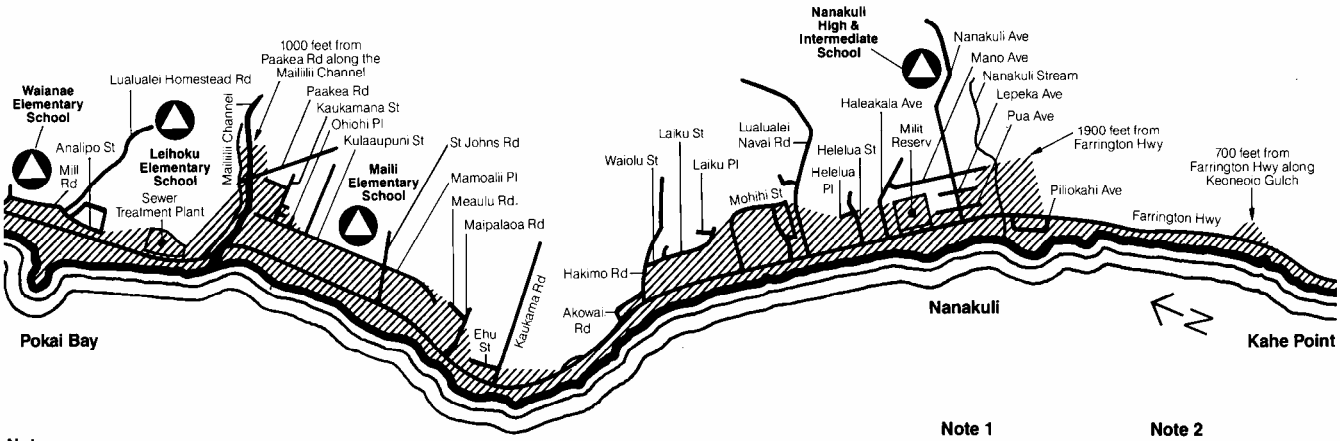
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Public Shelter/ Refuge Area

Map 16: Pokai Bay to Kahe Point

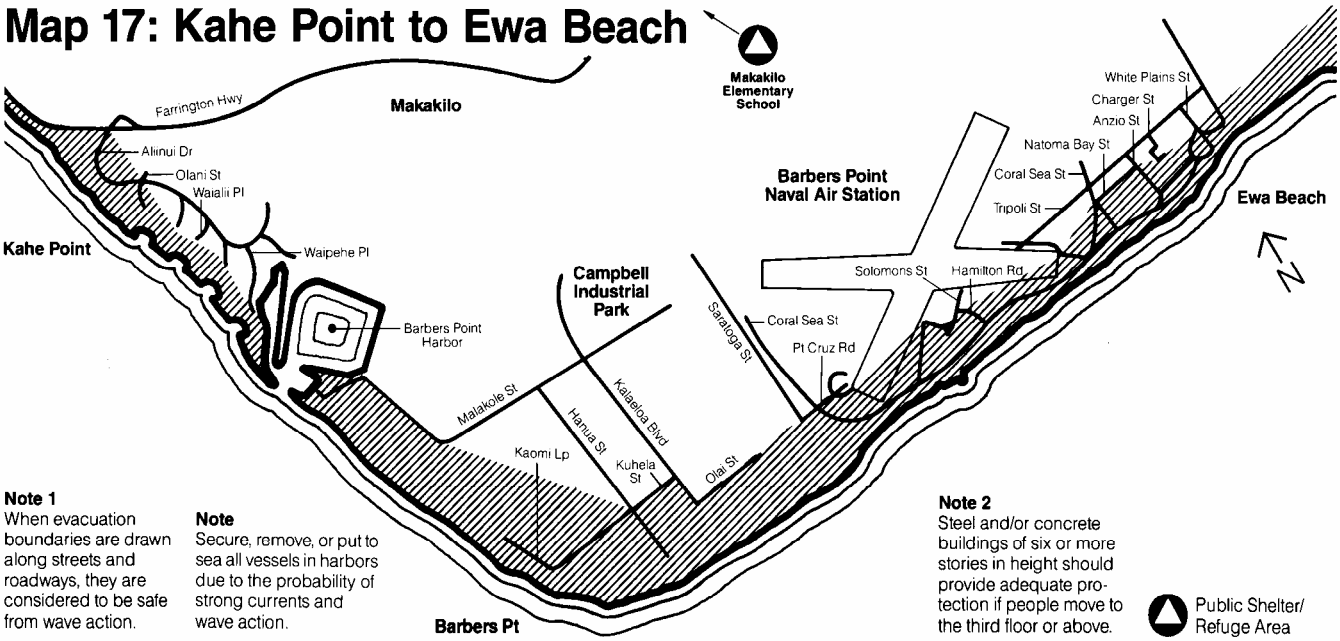


Note
Secure, remove or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Map 17: Kahe Point to Ewa Beach



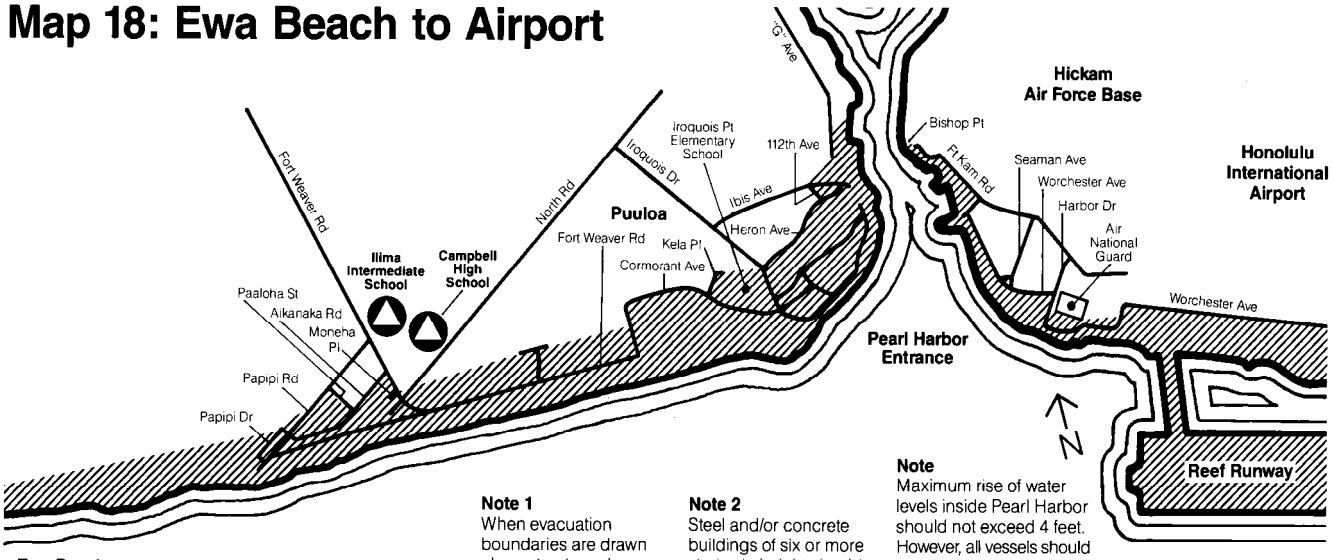
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note
Secure, remove, or put to sea all vessels in harbors due to the probability of strong currents and wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Public Shelter/ Refuge Area

Map 18: Ewa Beach to Airport



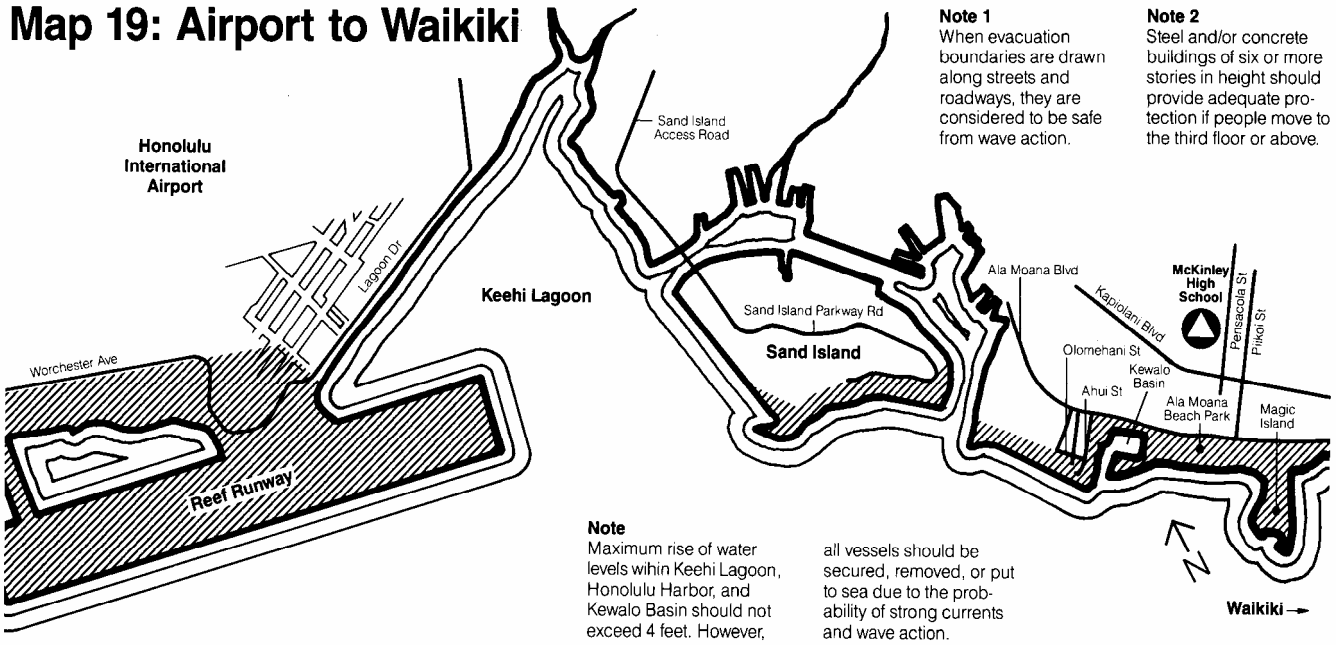
Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Maximum rise of water levels inside Pearl Harbor should not exceed 4 feet. However, all vessels should be secured, removed, or put to sea due to the probability of strong currents and wave action.

Public Shelter/ Refuge Area

Map 19: Airport to Waikiki



Note 1
When evacuation boundaries are drawn along streets and roadways, they are considered to be safe from wave action.

Note 2
Steel and/or concrete buildings of six or more stories in height should provide adequate protection if people move to the third floor or above.

Note
Maximum rise of water levels wihin Keehi Lagoon, Honolulu Harbor, and Kewalo Basin should not exceed 4 feet. However, all vessels should be secured, removed, or put to sea due to the probability of strong currents and wave action.

ANNEX T - APPENDIX 3

EARTHQUAKES

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX T - APPENDIX 3

EARTHQUAKES

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ANNEX T - APPENDIX 6

EARTHQUAKES

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Budget and Fiscal Services	1
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Community Services	1
Council Services	1
City Clerk	1
Department of Emergency Management	6
Civil Defense District Volunteer Organizations	12
Corporation Counsel	1
Customer Services	1
Design and Construction	1
Emergency Services	3
Director - 1	
EMS - 1	
Ocean Safety Division - 1	
Enterprise Services	1
Facility Maintenance	2
Fire Department	9
Human Resources	1
Information Technology	1
Liquor Commission	1
Medical Examiner	1
Municipal Reference & Records Center (CSD)	3
Neighborhood Commission	1
Parks and Recreation	2
Planning & Permitting	1
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Transportation Services 2

STATE DEPARTMENTS AND AGENCIES

Office of the Governor 1
Department of Accounting and General Services 1
Department of Agriculture 1
Department of Business, Economic Development and Tourism 2
Department of Commerce and Consumer Affairs 1
Department of Defense 7
- Director of Civil Defense - 1
- Civil Defense Division - 4
- Hawaii Air National Guard - 1
- Hawaii Army National Guard - 1

Department of Education 6
Department of Hawaiian Home Lands 1
Department of Health 2
Department of Labor and Industrial Relations 1
Department of Land and Natural Resources 2
Department of Human Services 2
Department of Taxation 1

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- Director - 1
- CD Coordinator - 1
- Highways Division - 1
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University of Hawaii 1

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Federal Aviation Administration	1
Department of the Interior	1
National Weather Service	1
Pacific Tsunami Warning Center	1
U.S. Army Corps of Engineers, Pacific Division	1
USARPAC U.S. Army Pacific	1
U.S. Army Garrison-Hawaii	1
U.S.PACOM	5
Department of Homeland Security	1
Federal Emergency Management Agency (Region IX PAO)	1
U.S. Department of Agriculture	1
U.S. Postal Service	1
COOPERATING AGENCIES	
American Red Cross, Hawaii Chapter	2
Blood Bank of Hawaii	1
Chevron and Tesoro Refineries	1
Civil Air Patrol	2
County Medical Society	1
The Gas Company	1
General Contractor's Association	1
Hawaii Food Industry and Gas Dealers Associations	1
Tesoro Refinery	1
Hawaii Hotel Security Association	1
Hawaii Restaurant Association	1
Hawaii Transportation Association	1
Hawaiian Electric	1
Hawaiian Telephone	1
Healthcare Association of Hawaii	1
Kalihi-Palama Immigrant Service Center	1
Matson Navigation Company	1
Oahu Operational Area EAS Committee	2
Oahu Transit Services	1

COOPERATING AGENCIES	**Copies**
Civil Defense Advisory Council	1
Citizens Advisory Commission on Civil Defense	1
International Tsunami Information Center	1
Joint Institute for Marine and Atmospheric Research	1
Kauai Civil Defense Agency	1
Maui Civil Defense Agency	1
Hawaii Civil Defense Agency	1
Radio Amateur Civil Emergency Services (RACES)	2
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EARTHQUAKES

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ANNEX T - APPENDIX 3
EARTHQUAKES

I. PURPOSE

A. To provide an organized approach to preparing for, responding to, and recovering from the effects of a major earthquake which affects the Island of Oahu, particularly the Primary Urban Core areas.

B. To coordinate the efforts of City and State Departments, supporting private sector organizations and volunteer groups during earthquake response and recovery.

C. To provide functionally oriented operational assignments and priorities to be completed by each participant in the emergency response effort.

D. To describe state and federal assistance that may be available to assist in the response.

E. To provide a basis for transitioning from the emergency response phase into short-term recovery operations.

NOTE: This Plan supplements the basic guidance contained in the City Emergency Operations Plan (EOP).

II. DEFINITIONS

A. Aftershocks: Earthquakes of similar or lesser intensity related to and following the main earthquake pulse.

B. Critical Facilities: Facilities which are essential in maintaining the health and safety of the public following an earthquake. Such facilities include Hospitals, Police, Fire, and Emergency Medical Services buildings and equipment, water supply wells and pumping stations, wastewater treatment plants, power generating stations, petroleum processing plants, and transportation systems.

C. Disaster Support Area (DSA): Areas used to receive, stockpile, allocate and disperse disaster relief supplies, personnel and material arriving from off-island sources. DSA are located on the periphery of the impacted area

D. Earthquake: A sudden shaking or trembling of the earth's surface caused by the abrupt release of energy in the earth's crust. The motion may range from violent at some locations to imperceptible at others.

E. Earthquake Intensity: A measure of the effects of an earthquake at a particular place. Intensity is determined from observations of an earthquake's effect on people, structures and the earth's surface.

F. United States, the scale in most common use to express intensity levels is the modified Mercalli scale. Intensity values are indicated in the scale by Roman numerals from I to XII.

G. Evacuation: Traditionally, the movement of people from threatened areas to specifically identified facilities or less perilous locations which may enhance their safety. However, earthquakes occur without warning, and evacuation after the event would take the purpose of relocating from dangerous or potentially unsafe buildings. Immediate assessment of building damage would result in posting of warnings on potentially unsafe structures and entry would be prohibited. Under catastrophic earthquake conditions, however, civil defense and emergency response may be impeded because of damage to street and roadway networks. Initially, therefore, residents and visitors should plan on being self-sufficient until assistance and direction is provided by civil authorities. Alternately, if an individual is in a threatening environment or requires critical medical or other essential assistance, he or she should accomplish an immediate relocation to a Civil Defense Shelter for refuge, a Hospital, or a Field Treatment Site.

H. Ground Deformation: Visible manifestation of earth movements on the surface, such as ground cracking or rupture. Such movement may be vertical or horizontal, or both.

I. Hazard Mitigation: Hazard Mitigation is action taken to permanently reduce or eliminate long-term risk to people and property from future disaster. The purpose of hazard mitigation is to protect people and property from harm and to reduce the costs of disaster response and recovery.

J. Lifelines: Includes the infrastructure for the storage, treatment, and distribution of water and fuel, as well as communications, power, waste water and transportation systems.

K. Liquefaction: The process of saturated soil or sand behaving like a dense fluid rather than a solid mass during an earthquake.

L. Magnitude A measure of the strength of an earthquake, or the strain energy released by it. The Richter and Moment magnitude scales are the most common expressions of this measurement, though Moment magnitude is a more accurate measure of earthquake strength. Both are logarithmic scales and use whole numbers and decimal fractions. Being logarithmic, each whole number increase in magnitude represents a tenfold increase in measured strength; as an estimate of energy, each whole number step in the scale corresponds to the release of about 31 times more energy than the amount associated with the preceding whole number value. A magnitude 2 earthquake is the smallest that can be observed by a casual observer; a magnitude 6 generally generates moderate damage; a magnitude 9.5 is the largest earthquake ever recorded.

M. Field Treatment Site (FTS): Geographic areas in which the City will attempt to provide limited medical services to patients immediately following an earthquake, should the capacity of hospitals and medical clinics be exceeded

N. Modified Mercalli Intensity Scale: A measure of the earthquake damage caused to various building types and the earthquake's direct influence on objects in the affected area. Intensities range from Level I, not felt, to Level XII, damage nearly total.

O. Non-structural Damage: Damage to various elements within a building's spaces, i.e., ceilings, windows, book cases, filing cabinets, office equipment, computers, furnishings, lights, etc., but not to structural components.

P. Risk Area: Although the entire island of Oahu could be affected by earthquake tremors, those areas estimated to be at greatest risk include the southern shoreline communities from Kapolei eastward through and north of Pearl Harbor, Pearl City, Aiea, Mililani, Wahiawa, Halawa Heights, Salt Lake, Kalihi, Downtown Honolulu and Waikiki; eastward through Hawaii Kai, Koko Head, and Makapuu Point and all Windward coast communities from Makapuu through Kahaluu.

Q. Shelters, Public Evacuation:

1. Those facilities which are planned to be opened and operated by the American Red Cross, following an earthquake in coordination with the Department of Parks and Recreation. The facilities serve as a refuge for individuals or families displaced by an earthquake's effects.

2. The tentatively identified facilities will not be automatically opened and staffed following an earthquake event. Only when the shelters have been inspected for damage and certified to be structurally sound will they be available for evacuee use. Such availability will be announced over the Emergency Alert System (EAS). Therefore, residents should initially plan on staying in place until such time as the public shelters are opened.

3. Emergency shelter operations will be structured initially to provide evacuees "refuge only" from hazardous or potentially hazardous conditions. Services initially available do not include the provision of food, water, rest room facilities, cots, blankets, medications, or other amenities. Ten (10) square feet of shelter space may be allocated to each evacuee under "refuge only" conditions. During recovery, every attempt will be made to re-structure the shelters for longer term care and feeding with an allocation of up to forty (40) square feet of space per evacuee.

R. Structural Damage: Damage to a structure's primary load bearing members, i.e., those portions of a building or structure that hold it up and

resist gravity, earthquakes, wind, and other types of loads. The load bearing members include columns, beams, floors, and load-bearing walls.

S. Triage: To sort and categorize the injured for subsequent disposition and treatment. Categories include those who have minor injuries and are mobile, those with non-critical intermediate injuries, those with critical intermediate injuries and those who are deceased.

T. Tsunami: A series of ocean waves caused by the violent movement of the earth's crust (generally earthquakes) below or near the ocean floor.

U. Uniform Building Code (UBC): The Uniform Building Code of the International Conference of Building Officials. The UBC used in the City and County of Honolulu is the 1997 edition (to be superseded by the IBC in 2005).

V. International Building Code: The most current seismic design code is the International Building Code (IBC 2003). These provisions incorporate a vastly improved seismic hazard mapping of Hawaii developed by the U.S. Geological Survey (USGS) and the Hawaii State Earthquake Advisory Committee at State Civil Defense.

W. Volunteer Processing Centers (VPC): Designated assembly points for interviewing, processing, and assigning essential recovery tasks to disaster relief volunteers from the general public on Oahu.

III. OBJECTIVES

The objectives of this plan are to:

A. Reduce the loss of life and the destruction of public and private property.

B. Provide care for earthquake victims and maintain public health.

C. Alleviate suffering and hardship.

D. Maintain law and order and ensure the continuity of government.

E. Restore essential services and provide prioritized, needed resources to impacted areas.

F. Transition smoothly from response to short-term recovery.

IV. HAZARD AND ASSUMPTIONS

A. HAZARDS

1. The State of Hawaii is located in a tectonically active region as evidenced by active volcanoes and frequent earthquake occurrences.

2. The State has been listed among the most tectonically active areas in the United States. The historic earthquake with the generally

highest Oahu intensities was found to have been one that occurred on February 19, 1871. From the geographic distribution of its effects, its Richter magnitude was estimated at about 7 and its epicenter near the south coast of the island of Lanai.

3. The City and County of Honolulu has been categorized as a moderate seismic risk zone. (See Multi-Hazard Pre-Disaster Mitigation Plan for the City and County of Honolulu, 2003.)

4. Oahu seismicity was historically underestimated and engineered low-rise structures designed prior to 1990 have about 1/2 to 2/3 of the seismic resistance of current designs. Some structures designed prior to 1972 did not include seismically resistant structural systems.

B. ASSUMPTIONS

1. A postulated earthquake scenario was run to produce loss estimates for a Maximum Considered Earthquake event nearly magnitude 7 occurring offshore of Oahu, consistent with the expected seismic source capacity utilized in the USGS National Seismic Hazard Mapping Project described by Klein, Frankel, et al (1998) for the seismic hazard maps developed by USGS and the Hawaii State Earthquake Advisory Committee. This event also replicates the estimated ground motion of the 1871 Lanai earthquake. Estimated losses identify multi-unit masonry housing and several bridge locations experiencing moderate to severe damage.

2. The earthquake may cause some deaths and injuries (estimated to be 24 deaths, about 100 serious injuries and 500 slight injuries for an afternoon event).

3. Landslides may block a major highway. Power lines and utility poles will fall in many places, closing streets and roadways. Up to four older bridges may collapse and about 20 or more may be moderately damaged.

4. Up to about 400 buildings may be extensively damaged, about 4,000 moderately damaged and 20,000 slightly damaged out of a total building count of approximately 180,000 on Oahu. Buildings with glass panel exteriors will shower crowded streets with splinters and panels of glass potentially causing serious injury. About 400,000 tons of building debris will be generated.

5. The earthquake shaking may cause extensive damage to older buildings constructed of masonry, some damage to unanchored wood frame structures on level ground, and severe damage to some residences on hillsides due to sliding

6. Oahu's electrical power system may have outages affecting 20,000

households for up to one to three days following the initial earth tremors. Damage to the distribution system will be possible.

7. Television stations and a few radio stations may go off the air momentarily and some Civil Defense alert sirens may fail to sound because of the loss of power.

8. About $3 million in damage may occur to central and switching telephone facilities. Telephone service will be reduced initially but will recover to 100% level within 24 hours.

9. Sand Island cargo facilities may have reduced functionality for two weeks.

10. Pipeline breaks and fires may occur in the Barbers Point-Iwalei energy corridor. Liquid propane storage tanks may rupture. Large petroleum storage tanks would release fuel because of sloshing. Large spherical gas tanks may fail. Chemical storage tanks and containers may rupture and spill toxic agents. The combination of fire, hazardous material spills, and search and rescue responses could severely tax the capabilities of the Fire Department.

11. The Honolulu International Airport will sustain damage to its older terminal facilities.

12. Police, Fire, Hospital, and EOC Central Facilities generally will sustain non-structural damage but remain functional.

13. City and District Emergency Operations Centers (EOC) will activate if a major and/or damaging earthquake occurs.

    NOTE: If the City EOC is damaged or inaccessible, or if the City/State Warning Point is unable to contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the Honolulu Police Department (County/State Warning Point) will assume DEM responsibilities until such time as the City EOC is reconstituted, activated and operational.

14. All City Disaster Response Workers, upon experiencing or being advised of the occurrence of a major damaging earthquake, will immediately report to their assigned duty stations as soon as possible.

15. Heavy equipment will be available from private sector resources on-island, in accordance with Plan Bulldozer and coordinated by the Department of Facility Maintenance, to support search and rescue operations, and re-open road networks and thoroughfares.

16. Due to postulated damage, the public may be forced to rely largely upon their own resources for first aid and general life-saving actions. Therefore, individuals, families, schools, care homes, etc., should be prepared to provide for themselves without government

assistance for at least the first 24 hours following a catastrophic earthquake.

17. The loss of utility lifelines in the City will have an effect on the general economic stability of the Island. The tourist industry, in particular, will sustain significant economic losses due to loss of tourist confidence. Rebuilding confidence in Hawaii as a desirable vacation destination will depend on rapid and effective actions by government and the private sector.

18. A disaster of the postulated magnitude may require outside disaster assistance available through the National Response Plan, e.g., specialized search and rescue teams, deployable medical, communications and mass care systems.

19. A catastrophic earthquake will initiate the process by which the Governor requests and the President declares a major disaster, leading to the provision of federal disaster assistance.

V. PLAN IMPLEMENTATION

This plan will be implemented:

A. When the Mayor or other authorized City Official has declared an emergency as the result of an earthquake, or the Governor has proclaimed a State of Emergency for an area including Oahu.

B. The City's emergency response organization may be mobilized fully, or in part, as required by the circumstances.

C. The Governor may request the President to declare a major disaster if the Governor finds that effective response to the event is beyond the combined response capabilities of the State and affected local governments. Based on the findings of a joint Federal-State-Local Preliminary Damage Assessment (PDA) indicating the damages are of sufficient severity and magnitude to warrant assistance under the Stafford Act, the President may grant a major disaster or emergency declaration. (Note: In a particularly fast-moving or clearly devastating disaster, the PDA process may be deferred until after the declaration.)

VI. PLANNING GUIDANCE

A. This plan is applicable to all City Departments and Agencies and to State, Federal, private sector and volunteer organizations that have assigned earthquake response roles and capabilities and are able to respond to and assist local authorities.

B. The structure of the emergency organization for earthquake response is as described in the City and County of Honolulu Emergency Operations Plan.

C. Each organization shall develop and maintain supporting plans, Standard Operating Procedures (SOP), checklists, and resource listings which include details on specific emergency response activities, techniques, and procedures necessary to accomplish assigned taskings. Alternate assembly points or duty assignment locations should be designated in all planning documents in the event primary sites are damaged or inaccessible.

D. City Departments, as well as State and private sector organizations identified in the Basic portion and Direction and Control Annex, of the EOP, will provide a qualified representative to the City Emergency Operations Center (EOC). This representative will be authorized to take immediate action on all matters involving the Department or organization, and shall have the authority to commit personnel, equipment and other resources in the emergency response effort, as the need dictates, based on priorities established by the City EOC staff.

NOTE 1: EOC representatives reporting to the City EOC will have, or have immediately accessible, a current listing of department/organization personnel, equipment, and other resources.

NOTE 2: The primary function of the City EOC during the initial stages of earthquake emergency response operations is the establishment of response priorities and the assignment of available resources.

E. City earthquake disaster response personnel will report to their assigned duty location, without personal notification, as soon as possible after learning of the occurrence of a damaging earthquake. If unable to reach their assigned duty location, they will proceed to an alternate location determined by their Department or Agency, and assist in the emergency response as assigned by the supervisor of that location. In determining alternate duty locations, organizational planners should consider the possibility of aftershocks as well as the generation of a local tsunami and assign/locate personnel and equipment accordingly.

F. All City Departments and Agencies and supporting organizations and individuals are responsible for accomplishing the damage assessment function. Where called for, they are also responsible for providing documentation to support claims for reimbursable expenditures.

G. Those Departments/Agencies not specifically identified as having a primary or supporting role in this plan will provide available personnel and equipment as requested by the City EOC staff to support the total emergency response and recovery effort though the Department of Human Resources.

H. The roles and responsibilities of City Departments and Agencies and supporting State and private sector organizations in responding to disasters and emergencies are defined in the Basic portion of the City's Emergency Operations Plan (EOP) This Appendix reiterates essential

functions for each organization and identifies additional roles and responsibilities unique to earthquake response operations.

I. Each participating response organization will coordinate in advance with those City, State, and Federal Departments, private sector, and supporting organizations with whom they may expect to perform assigned earthquake response functions during and after an earthquake. Where appropriate, formal letters of agreement or memoranda of understanding should be accomplished and related policy questions resolved.

J. At some point in time (generally within the three to seven day period following an earthquake) immediate lifesaving, search and rescue, and other emergency response operations will be phased down and transition to initial recovery operations will commence. No specific long-term assignments are made for the initial recovery period; however all efforts will be directed toward an overall, coordinated recovery and rehabilitation of the Impacted Areas. As recovery takes effect, assistance from off-island sources as well as the services of volunteers and non-emergency essential personnel from other departments will be terminated as soon as their services are no longer required.

K. Directors of City Departments/Agencies and supporting organizations will ensure that key decision-making and emergency response personnel are identified on alert/notification rosters and thoroughly trained and exercised periodically on their respective earthquake response duties.

L. DEM will conduct periodic plan reviews and exercises to expose weaknesses, reinforce strengths, and train personnel.

VII. CONCEPT OF OPERATIONS

A. THE EMERGENCY PERIOD

Begins with the occurrence of a potentially devastating earthquake and continues until such time as emergency actions are no longer necessary. The overall emergency period may be considered as consisting of three overlapping phases:

1. Immediate Emergency Phase

   Initiated with the observed or reported occurrence of an earthquake. If initial damage assessments determine that earthquake damage is minor or no threat to life and property exists, operations will return to normal. However, if major damage exists, local officials will immediately implement emergency plans and take such remedial actions as are appropriate to the situation. Such actions may include evacuation, search and rescue, emergency medical treatment, the establishment and operation of Field Treatment Sites, initial damage assessment, and other actions essential to saving lives and protecting property. During this phase,

all required City, State and supporting private sector resources will be provided to support emergency response efforts.

2. Sustained Emergency Phase

Once the initial life-saving and property-protecting actions have been accomplished, attention will be directed to other priority activities. Emphasis will be placed on actions to shelter and care for displaced persons and ensure food and water are reasonably available to all individuals. Activity during this phase includes more definitive medical treatment for the injured, registration and re-uniting of family members, security for evacuated areas, disposition of the deceased and detailed damage assessment.

3. Recovery and Rehabilitation

This phase is the period during which operations will be directed at recovery and rehabilitation of the impacted areas and their population. This plan lays the basis for initial Recovery and Rehabilitation only. Additional details are provided in Recovery Annex, of the City EOP.

B. CONCEPT OF LOCAL OPERATIONS

1. Pre-Emergency

City, State, and Federal Departments/Agencies and supporting organizations develop and/or update emergency plans, procedures, and standard operating procedures; compile resource data listings for emergency/post-emergency response; and train and exercise emergency staffs in Earthquake Emergency Response Functions.

2. Responding organizations within the impacted area

If substantial effects (structural damage, dwelling fires, flooding, blocked transportation routes, etc.) are reported, all available emergency response personnel and equipment will be utilized to control/reduce damage, fight fires, conduct search and rescue, provide first aid, assist the seriously injured to hospitals, and, to assist other survivors to safe locations where they may receive care. Concurrently, other personnel may be dispatched to determine the distribution and severity of damage and related hazards that might exist. These actions will be coordinated/ directed by the City's Incident Command / Unified Command System.

3. Responding organizations close to the impacted areas

If earthquake effects are experienced locally, the immediate response by Police, Fire, Facility Maintenance Supervisors, Volunteer Coordinators, and other available public and private

sector officials will be to dispatch available units to survey their areas and determine whether significant damages have occurred. If the area is found to be clear of hazards, support will be provided to more seriously affected areas. Emergency resources may be dispatched to assist response operations in, or evacuation from, more seriously affected areas; or shelters may be established to receive, care for, and shelter evacuees. Shelter operations will be directed/coordinated by the American Red Cross and the City Department of Parks and Recreation, wherever possible.

4. Responding organizations distant from the impacted areas

   Prepare to provide backup and/or close support to damaged areas when called upon. Such support may include the dispatching of equipment and personnel, or the reception and care of evacuees. Such actions will be directed/coordinated by the Unified Command at the City EOC.

   NOTE: As soon as a major/destructive earthquake has been confirmed, the Mayor, as appropriate, will declare an emergency, and, as appropriate, request that the Governor both proclaim a disaster and immediately request Federal Disaster Assistance.

C. CONCEPT OF STATE GOVERNMENT OPERATIONS

As soon as a major/destructive earthquake has been confirmed, the State Director of Civil Defense may recommend to the Governor that a State of Emergency be proclaimed in the impacted areas. State agencies, to include the Hawaii National Guard, will, commensurate with their authorities and capabilities, immediately respond to requests from the City for assistance. These requests will normally be coordinated and processed by State Civil Defense.

D. CONCEPT OF FEDERAL GOVERNMENT OPERATIONS

1. Prior to a Presidential Declaration of an Emergency or Major Disaster, Federal agencies whose statutory authorities permit immediate disaster response and assistance will, when requested, support City and State emergency response actions to save lives, protect property, and care for the injured.

2. Following a Presidential Declaration, all Federal disaster assistance will be coordinated by the Principal Federal Agency Coordinating Officer through State Civil Defense at a Joint Field Office

3. The National Response Plan (NRP) provides the framework for Federal interaction with State and local governments; the private sector; and nongovernmental organizations in the context of preparedness, response, and recovery activities.

4. The Federal government is responsible for earthquake emergency response and care of personnel located on Federal/Military

installations.

5. Reflecting the National Incident Management System (NIMS) construct, the NRP integrates the ICS/Unified Command on-scene (the Incident Command Post(s)), an Area Command (if needed), a JFO which is the multi-agency entity responsible for coordinating Federal assistance and incident management operations locally.

6. Once the JFO is established, the JFO Coordination Group sets Federal operational priorities. The JFO provides resources in support of the Unified Command and incident management teams conducting on-scene operations through the State and local EOCs. The NRCC and/or the RRCCs activate the appropriate ESFs as needed to mobilize assets and the deployment of resources to support the incident. The NRCC and/or the RRCCs facilitate the deployment and transportation of the ERT, and other teams, such as teams under the National Disaster Medical System, or Urban Search and Rescue teams.

7. Emergency Response Team: The RRCC initially deploys a DHS/EPR/FEMA-led ERT-A, including rapid needs assessment personnel and appropriate ESF representatives, to State operating facilities and incident sites to assess the impact of the situation, collect damage information, gauge immediate Federal support requirements, and make preliminary arrangements to set up Federal field facilities. When regional resources are overextended, or an event poses potentially significant consequences, DHS Headquarters may deploy an ERT-N to coordinate the initial response.

8. Recovery involves actions needed to help individuals and communities return to normal when feasible. The JFO is the central coordination point among Federal, State, and local agencies and voluntary organizations for delivering recovery assistance programs. The JFO Operations Section includes the Human Services Branch, the Infrastructure Support Branch, and the Community Recovery and Mitigation Branch. The Human Services and Infrastructure Support Branches of the JFO Operations Section assess State and local recovery needs at the outset of an incident and develop relevant timeframes for program delivery. These branches insure Federal agencies that have appropriate recovery assistance programs are notified of an incident and share relevant applicant and damage information with all involved agencies. The Human Services Branch also coordinates assistance programs to help individuals, families, and businesses meet basic needs and return to self- sufficiency. This branch also coordinates with volunteer organizations and is involved in donations management.

E. CONCEPT OF MILITARY SUPPORT OPERATIONS

1. In all cases, military support and assistance to local authorities should be considered as a compliment to, and not as a substitute for, local efforts. City requests for military support and assistance are normally made through State Civil Defense.

2. Defense Coordinating Officer: If appointed by DOD, the DCO serves as DOD's single point of contact at the JFO. With few exceptions, requests for DSCA originating at the JFO will be coordinated with and processed through the DCO.

3. The Army, Navy, Marine Corps, and Air Force may provide defense resources and support disaster relief organizations in both war and peace under Department of Defense Directive 3025.1.Military Support to Civil Authorities (MSCA) January 15, 1993; DOD Directive 3025.15, Military Assistance to Civil Authorities (MACA), dated February 18, 1997; and DOD Directive 3025.12 Military Assistance for Civil Disturbances (MACDIS), dated February 4, 1994). The Commander in Chief, U.S. Pacific Command, serves as the DOD Principal Planning Agent for MSCA/MACDIS planning and execution.

4. Military personnel providing support will remain under the operational control of their immediate military supervisors. They will, however, cooperate with local authorities and perform missions commensurate with their capabilities.

VIII. OPERATIONAL PRIORITIES

The following listing of priorities is not necessarily arranged in any particular order and will undoubtedly undergo continuous changes as the response progresses.

1. Life saving, triage and treatment of the injured.
2. Fire Suppression, Search and Rescue.
3. Transport of the injured to medical care facilities.
4. Establishing traffic control on streets and freeways as rapidly as possible. Traffic must be restricted from entering known areas of damage.
5. Maintaining law and order and security within communities.
6. Staffing and activating the City EOC, or reconstituting the City EOC at some alternate location as defined in Section X.C.
7. Emergency Public Information through EAS announcements and other information media that is available.
8. Establishment of Field Treatment Sites
9. Food and Water

10. Sheltering
11. Damage Assessment
12. Prevention/reduction of further loss of life and property
13. Reporting
14. Debris Removal
15. Public Works and Utility repairs and restoration
16. Initial Recovery / Disaster Assistance

IX. SPECIAL OPERATING AREAS

A. FIELD TREATMENT SITES

1. The City will establish Field Treatment Sites as necessary at locations designated by the City EOC to provide emergency care for displaced, homeless, and injured victims. These areas will be managed by the Department of Parks and Recreation (DPR) and the American Red Cross, and will receive support primarily from the Department of Transportation Services.
2. Each Field Treatment Site will, within capabilities, be capable of providing shelter, food, emergency communications, and serving as the assembly/staging point for initial emergency medical treatment.
3. Locations that could be activated as Field Treatment Sites include: Kapiolani Park, Ala Wai Golf Course, Kuroda Field, McKinley High School, Convention Center, and the City Civic Center and the Waipio Soccer Park. These sites were selected because of the large open spaces which afford room for the construction of emergency shelters, access to medical/health care facilities, and clear access for helicopter operations. Some of the above Field Treatment Sites may not be activated and others may be established depending on the situation and needs. All that are activated will be announced over the Emergency Alert System and given wide publicity through available news media.
4. Communications with the City/District EOCs and established special facilities will be via commercial telephone (if available), existing Local Government Radio Nets, radio, private vehicles, or any other means available.

B. MULTI-PURPOSE LOGISTICS AREAS (MPLA)

1. As required, MPLA will be activated in locations selected by the City EOC to provide a destination or initial rallying point for emergency operations, supplies, mutual aid and a staging area for support and recovery operations.

2. The City Department, augmented by personnel from other City, State, and Federal agencies and the private sector, will staff and manage these facilities. The following criteria, will be used as a basis for selecting a MPLA:

   a. Adequate area, both paved and unpaved for intended uses, including assembly, maneuvering and parking areas for heavy equipment, vehicles, and helicopter operations.

   b. Adequate facilities, (both covered and open), for supplying and maintaining vehicles and heavy construction equipment.

   c. Facilities for first aid and medical treatment sufficient for use as a medical evacuation point for disaster victims.

   d. Feeding, sleeping and sanitation facilities.

C. DISASTER SUPPORT AREAS (DSA)

As required, the City EOC will coordinate the establishment of DSA on the periphery of the impacted area usually on, or in close proximity to, operable airports with undamaged runways capable of accommodating heavy aircraft, or harbors/ship docking berths which can handle large cargo or container vessels. DSA will be managed by the State Department of Transportation and will be used to receive, stockpile, allocate (at the direction of the City EOC) and disperse disaster relief supplies, personnel and material arriving from off-island sources

X. DIRECTION AND CONTROL

The overall management of earthquake response operations is the responsibility of the Department of Emergency Management (DEM). The City and State Departments, Agencies, and supporting private sector organizations identified in this plan are those expected to perform emergency response functions and to assume leadership roles in the event of a catastrophic earthquake. Due to the potential for the loss of direct communications and command and control, it is imperative that all personnel are thoroughly familiar with their assigned emergency response duties and the general emergency response concepts contained in this and the City Emergency Operations Plan.

A. CITY EMERGENCY OPERATING CENTER (EOC)

1. The primary role of the City EOC is to coordinate support for responding organizations and assures available resource allocations. A key function of the EOC staff under earthquake response conditions, is the accomplishment of a continuing review of operations so that priorities can be modified to meet new or changing requirements.

2. The City EOC is the alternate operating location for both the Police and Emergency Medical Services dispatch centers.

B. CITY/STATE WARNING POINT (Honolulu Police Department)

If the City EOC is damaged or inaccessible, or if the City/State Warning Point is unable to contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the Honolulu Police Department (City Warning Point) will assume all DEM direction and control responsibilities until such time as the City EOC is reconstituted, activated and operational.

If the City EOC, the City/State Warning Point and some District Police Stations are unable to perform direction and control functions, the affected District Commander and his staff will immediately relocate to the nearest operational Police Station or Civil Defense District EOC and resume control of Police District operations until either the City EOC or the City/State Warning Point is again operational.

C. CIVIL DEFENSE DISTRICT EOC's

1. All District EOCs will be activated and staffed by available Civil Defense Volunteers, automatically, upon receiving notification of, or experiencing, a destructive earthquake.
2. District Coordinators shall relay the status of the District EOC, number of personnel available, and their initial assessment of the situation to the City EOC as soon as possible by the best communication means available. If communications cannot be established with the City EOC, then reports should be provided to the District Police or local Fire Station for relay to the City EOC.
3. The primary operational mission of available and qualified District Volunteers is to assist the Honolulu Police Department in accomplishing their response taskings. Therefore, the District Coordinator, after assembling available Volunteers, will make direct contact with their District Police Station for assignment. If assignment by Police is not immediately forthcoming, then the Coordinator and Volunteers will respond to DEM direction.
4. If the City EOC, the City/State Warning Point, and the District Police Station in an impacted District are disabled, the Civil Defense District EOC in the impacted District, if operational, will become the focus for direction and control activity. The District Coordinator or Deputy, after confirming that Police leadership within the District has been lost, will assume control of response operations within his District until the arrival of a Police, Fire, or DEM official, or until the City EOC, City/State Warning Point, or District Police Station is reconstituted and/or operational. Close coordination with Police units must be maintained so that conflicting direction and control instructions are not issued.

D. ALTERNATE LOCATIONS FOR CITY EOC

Candidate sites and selection considerations include:

1. District II EOC - Modest administrative facilities. Will require communications augmentation.
2. District IV EOC - Modest administrative facilities. Will require communications augmentation. Access via Kalanianaole Highway.
3. Wahiawa Police Station - Modest facility. Will require communications augmentation. Nearby Fire Station and District Park. Access via Kamehameha Highway, Kaukonahua Highway and H-2.
4. Mililani High School - Large facility. Nearby Fire Station. Will require extensive communications augmentation. Access via Kamehameha Highway and Meheula Parkway, and H-2 and Meheula Parkway. Not recommended for long term use.
5. Nanakuli High and Elementary - Large facilities. Nearby Fire Station. Will require extensive communications augmentation. Access via H-1 to Farrington Highway and Haleakala and Nanakuli Avenues. Not recommended for long term use.
6. Kahuku High and Elementary - Large facilities with nearby Police and Fire Stations. Will require communications augmentation. Access may be difficult because of limited road networks. Not recommended for long term use.
7. Waialua High and Intermediate - State has priority for use.
8. Schofield Barracks/Wheeler Army Airfield - Available only with Army approval. Will require a support agreement. Extensive facilities. Restricted access. May require communications augmentation although some interoperability with City nets is possible. Access via Kunia Road, Wilikina Drive, Kamehameha Highway and Kaukonahua Highway.
9. District III EOC - Limited administrative facilities. Will require communications augmentation. Access via H-1 to Farrington Highway. Not recommended because of space limitations.

XI. ROLES AND RESPONSIBILITIES

Operational taskings have been assigned to various City, State, and private sector organization in terms of specific functions to be performed in support of the overall emergency response operation. These taskings reiterate for emphasis and supplement, where appropriate, the guidance contained in the City Emergency Operations Plan (EOP).

As in the EOP, one organization is assigned primary or lead responsibility to

oversee the implementation of the function or functions with other organizations having support responsibilities. For simplicity, only the lead organization and their responsibilities is identified below

A. EMERGENCY RESPONSE PHASE

1. Direction and Control

Primary responsibility of the Department of Emergency Management

i. Mobilizing all City and supporting organizations and activating the City/District EOC and as required.

ii. Establishing reliable voice communications links with, Incident Command Posts, and all emergency response organizations.

iii. Alerting/launching Civil Air Patrol (CAP), Police, and Fire air crews to conduct aerial warning and assessment operations in both coastal areas and downstream dam inundation zones, as required.

iv. Coordinating the dispatch of Police, Fire, and Civil Defense volunteers to conduct warnings in tsunami siren gap areas.

v. Formulating comprehensive estimates of damage, needs, and local resource shortfalls. Requesting assistance from State and Federal sources to eliminate the shortfalls.

vi. Prioritizing emergency response activities in accordance with available resources, and coordinating the deployment and redeployment of resources to maximize the rescue of injured persons, suppression of fires, sheltering of evacuees, and other emergency response and recovery operations.

vii. Preparing the Mayor's major disaster/emergency declaration and requesting a similar proclamation from the Governor, as appropriate.

2. Communications

Primary responsibility of the Department of Emergency Management

i. Assuring direction and control communications will be available in an environment of commercial power failure and damaged electronic communications equipment.

ii. Coordinating alternate use (and repair, if required) of all available City telecommunications systems with emergency response capabilities.

NOTE: This includes those systems which are integral to Police, Fire, Ambulance, Facility Maintenance,

Transportation, and Board of Water Supply, as well as Radio Amateur Civil Emergency Services (RACES) networks. It does not include commercial radio or television systems.

iii. Providing communications to/from shelters and Disaster Support Areas, as required.

iv. Arranging for the loan of satellite systems and cellular telephones from the private sector for use in emergency response operations.

3. Public Information Officer

i. Helping accredited news organizations in their efforts by providing updated official status reports, new releases, interviews with emergency services and policy-making officials.

ii. Advising the general public on the progress being made to restore all services, i.e., transportation route and Lifeline status.

iii. Providing the general public with recovery instructions and warnings about unsafe areas, structures and facilities.

iv. Maintaining a computerized information status summary.

v. Monitoring radio, television and press media to assure recovery information is accurate.

vi. Ensuring announcements and information are translated for special populations (non-English speaking, the hearing impaired, etc.).

vii. Maintaining a Joint Information Center until otherwise directed.

viii. Issuing instructions/information regarding school closures/openings, work schedules, other services, as required.

4. Emergency Public Information

Primary responsibility of the Department of Emergency Management

i. Using the Emergency Alert System (EAS) or other available information systems to issue warnings, precautions, advice on the continuing threats of fire, building collapses, aftershocks and other hazards, and providing self-help and recovery information.

ii. Providing Emergency Public Information through the EAS to non-English speaking populations through the use of multi-lingual pre-recorded and live broadcasts. Ensure

Emergency Public Information is also provided to persons with hearing disabilities.

iii. Maintaining open lines of communication with other information agencies.

iv. Activating and operating an Emergency Information Center in the City EOC. Designate and establish press briefing times and assign staff support for operations from the Office of Information and Complaint.

v. Providing for a Information Control function in the City EOC. Monitoring radio, television and press bulletins to assess the accuracy of reports.

vi. Accrediting and accommodating off-island news reporting teams.

vii. Assisting in the establishment of a Joint Information Center as the situation dictates.

viii. Coordinating with State and Federal public information officers on official news releases.

5. Public Education

Primary responsibility of the Department of Emergency Management

i. Prepare, review, and update instructional material for release to the community.

ii. Coordinate emergency response plans with officials of public and private schools, the American Red Cross, hospitals, care centers and homes, and the news media.

iii. Make presentations to the general public outlining pre-cautionary measures to be taken before, during, and after an earthquake.

6. Law Enforcement

Primary responsibility of the Honolulu Police Department

i. Enforcing laws, ordinances and regulations to protect life and property, preserve law and order, and control traffic into and out of danger areas.

ii. Providing security for evacuated and impacted disaster areas, essential facilities and resources, and shelters.

iii. Requesting, through the City EOC, augmenting Law Enforcement assistance from the State Department of Defense, the military, Federal agencies, and/or neighboring counties, as required.

iv. Coordinating the overall earthquake emergency response effort until such time as the City EOC is activated and functional.

v. Collecting damage assessments data and forwarding this information to the City EOC.

vi. Establishing procedures to insure that emergency response vehicles and equipment will not be damaged or trapped inside their normal storage location.

7. Evacuation

Primary responsibility of the Honolulu Police Department Executing applicable portions of the Urgent Tsunami Warning checklist to include assisting in the evacuation of the downstream inundation areas below Wahiawa Dam, Kaneohe Dam and Nuuanu Dam #4.

8. Transportation

Primary responsibility of the Public Transit Authority

Primary responsibility of the Department of Transportation Services, in coordination with City EOC:

i. Mobilizing all Department of Transportation Services and the transit management services contractor personnel and available equipment.

ii. Committing all necessary and available transportation assets according to established priorities.

iii. Curtailing non-essential transportation services.

iv. Coordinating the use of the City's transportation resources required to:

a) Serve as auxiliary ambulances and other means of transportation.

b) Evacuate persons from damaged or hazardous areas.

c) Transport supplies, equipment and Disaster Response Workers.

d) Transport damage assessment teams, officials and other essential personnel.

v. Advising the public of revised/existing schedules and routes through the Emergency Alert System or other information media as determined by the EOC staff.

vi. Assessing/analyzing all information on damage to transportation systems, bridges, tunnels, and highway overpasses, and coordinating with Police and the State

Department of Transportation on the closing of unsafe portions of the transportation system.

vii. Advising all emergency response organizations of damage to transportation systems, and designating alternate routes and detours for evacuation and resources distribution.

viii. Maintaining complete records of all communications, assignments, reassignments of transportation personnel, and providing status reports on airport, road and highway, and public transit systems and facilities.

ix. Formulating requests for additional transportation assets from State, Federal, Military, and private sector organizations through the City EOC.

x. Establish procedures to insure that vehicles, buses, and emergency equipment will not be damaged or trapped inside their normal storage location.

xi. Plan for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

9. Emergency Road Clearing

Primary responsibility of the Department of Facility Maintenance (Road Maintenance Division)

i. Clear public roads and highways to allow access to critical facilities and access for emergency vehicles and debris removal. (See Annex J, IV. Debris Management Strategy and Concept of Operations.)

ii. Constructing emergency detours and emergency access roads.

iii. Where feasible, cooperating in the demolition of damaged structures and with road and bridge repair.

10. Emergency Traffic Support

Primary responsibility of the Department of Transportation Services

i. Dispatching emergency traffic equipment, personnel, and supplies as requested by the City EOC.

ii. Providing emergency electrical power to Disaster Support Areas, when activated.

11. Damage Assessment

Primary responsibility of the Department of Design and Construction

i. Mobilizing and dispatching damage assessment teams to

areas which have sustained damage and reporting the results of team assessments to the City EOC.

12. Tunnel/Bridge/Road Safety

Primary responsibilities of the Department of Facility Maintenance

i. In coordination with the State Department of Transportation, dispatching qualified teams to inspect the condition of key transportation routes, bridges, and tunnels in Impacted Areas. Identify, mark with signs, and barricade entrances to tunnels, bridges, and road segments found to be unsafe for public use. Assure these locations are publicized by the City Public Information Officer through the Emergency Alert System.

ii. Mobilizing and dispatching crews to repair damages, on a prioritized schedule, to patch, clear, or reinforce those roads discovered in (i) above.

iii. Coordinate the repairing or temporarily reinforcing of those bridges and tunnels discovered in (i) above.

iv. Apprising the transportation, debris removal, search and rescue, and logistical support forces of prospects for repairing dams, tunnels, bridges, and roads.

13. Fuel Supplies

Primary responsibility of the Department of Facility Maintenance

i. Utilize the State Energy Council to assess the availability of fuel supplies throughout the Island and assist in the repair, if any, to petroleum producing facilities.

ii. In coordination with the State Energy Council, manage, procure, and arrange for the distribution of fuel supplies in support of emergency and recovery response operations.

iii. If SERT has not been activated, coordinating with the Board of Water Supply in setting distribution priorities and providing required logistical support to public/private utilities and critical commercial enterprises.

iv. Issuing advisories through the Emergency Alert System to the general public regarding fuel conservation procedures.

14. Debris Management

Primary responsibility of the Department of Environmental Services (Refuse Division)

i. Removing, hauling and disposing of debris, which hampers emergency response and recovery activities.

ii. Identifying/constructing temporary storage and permanent disposal sites for debris.

iii. See Annex J, Emergency Disaster Debris Clearance, for additional detail.

iv. Planning for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

v. Contacting volunteer organizations, private businesses, and community groups having tools and skills for debris clearance and assigning them to damaged areas through Volunteer Processing Centers.

15. Firefighting, Search & Rescue and Hazardous Material Management

Primary responsibility of the Honolulu Fire Department

i. Mobilizing available firefighters and equipment.

ii. Dispatching crews to suppress fires as they are reported and according to predetermined procedures.

iii. Responding to, containing, or neutralizing hazardous materials releases.

iv. Removing trapped and injured persons from further danger.

v. Rendering triage and treatment to the injured.

vi. Transporting the injured to casualty collection points and other treatment facilities.

vii. Coordinate the City's acquisition and/or utilization of available military, National Guard and private sector helicopter resources during search and rescue, mass casualty and other emergency and/or disaster related operations through appropriate channels. Coordinate/establish communications links with these resources.

viii. Relaying all confirmed reports of fires and hazardous material incidents to the City EOC.

ix. Calling upon mutual aid partners (State, Federal/Military, Private, other) for assistance following established protocols.

x. When needed call upon the State Urban Search and Rescue through State EOC.

xi. The FEMA Urban Search and Rescue (US&R) Response System development is based upon providing a coordinated response to disasters in the urban environment. Special

emphasis is placed on the capability to locate and extricate victims trapped in collapsed buildings, primarily of reinforced concrete construction.

xii. Credentialing, coordinating, mobilizing, and dispatching professional and volunteer teams to sites of building collapses (including Federal/International specialized search and rescue teams).

xiii. Advising the general public through the Emergency Alert System on fire safety and prevention, precautions to take when performing light rescue operations, and other fire related information.

xiv. Assisting in the Damage Assessment and Emergency Medical Functions, where possible.

xv. Establishing procedures to insure that emergency vehicles and equipment will not be damaged or trapped inside its normal storage location.

xvi. Planning for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

16. Building Inspections

Primary responsibility Department of Design and Construction.

i. State Civil Defense maintains a roster of trained inspectors who are registered and certified to inspect buildings and other structures following an earthquake. Empower inspectors to enforce established safety standards following an earthquake.

ii. Mobilizing and dispatching inspection teams to those buildings and structures that are critical to emergency operations and/or which threaten public safety.

a) Completing a ground survey and mapping of all damaged structures.

b) Perform color-coded tagging of buildings status: green (safe) yellow (caution, requires further assessment), red (unsafe for entry)

c) Condemning unsafe structures. Ordering marginally unsafe structures strengthened or demolished.

d) Inspecting repairs to buildings previously posted for non-occupancy or limited access.

iii. Coordinating all City, State, Federal and private sector resources so that all building inspection needs are met.

iv. Beginning repairs of damaged infrastructure on a priority basis.

v. Planning for the constructive utilization of volunteers to include individual, group and private sector business and/or professional organizations.

vi. Establishing criteria/ordinances to mark with signs or otherwise identify buildings/structures that are considered unsafe for occupancy or scheduled for demolition due to earthquake damage.

vii. Inspecting and approving for occupancy or ordering evacuation of structures suspected to be hazardous.

17. Disaster Financial Support

Primary responsibility of the Department of Budget and Fiscal Services

i. Issuing Purchase Orders for needed emergency response equipment, supplies, and services.

ii. Initiating/activating special agreements with non-government entities for needed Logistical support.

iii. See the Basic Plan, Appendix 3, Basic Responsibilities and Appendix 5, Departmental Responsibilities, for additional detail.

18. Emergency Medical Care and Public Health

Primary responsibility of the Department of Emergency Services Department in coordination with the State Department of Health

i. EMERGENCY MEDICAL CARE - Providing or coordinating care by:

a) Activating the Honolulu Metropolitan Medical Response System.

b) Mobilizing all available emergency medical personnel, reserves and volunteers, medical vehicles, equipment, and facilities.

c) Directing resources to designated primary or secondary treatment points, casualty collection points, hospitals, shelters and/or staging areas, as required.

d) Sorting (Triage) injured persons by type and seriousness of injury and transporting them from casualty collection points to medical facilities outside of the Impacted Area.

e) Requesting the activation/deployment of the National

Disaster Medical System (NDMS) through State Civil Defense and Federal Emergency Management Agency (FEMA), Region IX, if required.

f) Establish procedures to insure that emergency vehicles and equipment will not be damaged or trapped inside their normal storage location.

g) Planning for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

ii. Medical Supplies

a) Coordinate the procuring and distribution of immediately available medical supplies and equipment to hospitals, Field Treatment Sites, Emergency Shelters, other locations, as required.

b) Monitoring the availability and rate of medical supply usage and coordinating with vendors/suppliers the procurement of additional supplies and equipment.

c) Estimating when local available medical resources will be depleted or inadequate and submitting re-supply requests through appropriate channels.

iii. Public Information

Advising the general public through Public Information releases and the EAS on the purity, usability and safeguards relating to foodstuffs, water, medical supplies, drugs, other consumable goods, and on general sanitation. Also advise on where/when to obtain needed emergency medical care.

iv. PUBLIC HEALTH - Providing or coordinating services by:

a) Initiating preventive medical care, including, but not limited to, the control of communicable diseases.

b) Inspecting for health hazards in damaged buildings.

c) Identifying possible sources of contamination of water and food supplies.

d) Coordinating health related activities among local and private response agencies or groups within the impacted area.

v. MENTAL HEALTH

Developing procedures to identify/monitor both the general public and emergency response personnel for critical incident stress and provide appropriate debriefings and/or follow-up medical treatment for all so affected.

19. Coroner / Mortuary Services

Primary responsibility of the City Medical Examiner

i. Identifying victims, compiling and maintaining official fatality lists, and certifying the cause of death for all fatalities.

ii. Mobilizing designated professional and reserve personnel to perform mortuary functions.

iii. Contacting cold storage facilities and securing required equipment and supplies.

iv. Releasing bodies for temporary storage or embalming and final disposition in accordance with appropriate laws and procedures.

v. Activating pre-existing mutual aid agreements, as required, including those associated with Joint POW-MIA Accounting Command (JPAC) and the military mortuary staff and assets.

vi. Planning for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

20. Sheltering

Primary responsibility of the American Red Cross

i. Activating as many public evacuation shelters as feasible and needed. (See Annex N, Sheltering, in the City EOP.)

NOTE: State Civil Defense will coordinate the inspection of all State facilities. The City Damage Assessment teams will accomplish similar inspections for all City facilities. Only when the building has been determined to be structurally sound will it be officially activated as an earthquake shelter.

ii. Mobilizing and monitoring all professional and volunteer personnel necessary to staff and operate these facilities.

iii. Operating a registration and inquiry service for the general public.

iv. Coordinating shelter operations and requirements with the City EOC.

v. Providing organized emergency individual assistance services for victims who do not require the use of mass care/special use facilities.

vi. Planning for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

21. Food Distribution

Primary responsibility of the Department of Enterprise Services

i. Assist the American Red Cross, as required, in food distribution across the Island and for the delivery of essential consumables to Shelters, staging areas, and other special facilities as they are established.

ii. Support recovery operations

22. Utility and Lifeline Repair

Primary responsibility of the Board of Water Supply

i. Procuring and arranging for the distribution of water supplies for hospitals, shelters, staging areas or other distribution points and special facilities as they are established.

ii. Estimating the maximum available supply water levels both in the City's and privately owned water systems, the impact of potential water contamination, and the disruption of distribution systems.

iii. Coordinating emergency response and recovery requirements with potential water suppliers from the private sector and arranging other logistical support.

iv. Issuing Emergency Public Information through the Emergency Alert System to the general public regarding water use and safeguards, dangers from damage to the natural gas, electrical and water distribution systems, and from damage or shutdown of wastewater systems.

v. Coordinating the mobilization of all available public utility and private contract repair crews and the repair of damaged systems according to mutually agreed upon priorities.

vi. Reporting all major utility damages from utility dispatch and repair centers to the City and EOC.

vii. Coordinating the restoration of the water system with the Fire Department and Departments of Facility Maintenance and Environmental Services.

viii. Establish procedures to insure that emergency vehicles and equipment will not be damaged or trapped inside their normal storage location.

ix. Plan for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

23. Elderly, Handicapped, Special Assistance and Support

Primary responsibility of the Department of Community Services

i. Assisting in coordinating search and rescue, if required, for those in impacted areas and identified as requiring assistance.

ii. Within capabilities, coordinating related life saving/sustaining support, such as the provision of oxygen, and other special medical assistance, as reported on an emergency basis.

iii. Coordinating the provision of critical incident stress counseling, mental health assistance, and follow-up care as needed.

iv. Planning for the constructive utilization of volunteers to include individual, group and private sector business/professional organizations.

24. Volunteer Processing

Primary responsibility of the Department of Human Resources

i. Obtaining/maintaining current rosters of all City department disaster response and disaster support personnel.

ii. Establishing/maintaining rosters of volunteers from private sector organizations and the general public. (Catalogue by: specialty, experience, availability, location, gender, and age.)

iii. Responding to requests from City Departments and supporting organizations for skilled and unskilled workers to augment shelters, Field Treatment Sites, Disaster Supply areas, and other critical support areas. Assignments should normally be made from established manpower rosters.

iv. Coordinate scripts with CSD for Emergency Public Information use which appeal for specialized/urgently needed skilled or non-skilled workers.

v. When directed by DEM, establishing Volunteer Processing Centers (VPC) at various locations around the island. Local volunteers will be requested to report to the VPC for classification and assignment.

B. SHORT TERM RECOVERY OPERATIONS/FUNCTIONS

Short Term Recovery operations and functions are those activities which begin coincident with the phase down in emergency response operations and are intended to return impacted communities to as near normal conditions as possible. Disrupted utility and transportation service may continue to hamper recovery operations.

Aftershocks may disrupt operations for some months following a major

earthquake. However, the focus for direction and control of the City's earthquake recovery operations remains in the City EOC.

1. Road Network / Transportation System Recovery

   Primary responsibility of the Department of Transportation Services

   i. Reviewing, validating, and re-establishing priorities with the State Department of Transportation for the re-opening of damaged or closed highways, streets and roads on a daily basis.

   ii. In coordination with Honolulu Police Department, diverting, detouring and otherwise managing existing traffic systems to minimize the effect of closures.

   iii. Providing the general public and those managing other recovery functions with current information on highway and related transportation conditions and road closures.

   iv. In coordination with the and the State Department of Transportation, monitor and assess the effectiveness and continued use of normal and specially implemented mass transit systems and discontinue or re-establish them as necessary to meet the needs of the majority of the population.

2. Disaster Assistance

   Primary responsibility of the Department of Emergency Management

   See Recovery Annex, in the City EOP for disaster assistance programs and procedures.

3. Re-Establishing Government Services

   Primary responsibility of the Department of Emergency Management

   i. Releasing non-disaster response workers from on-call disaster duty to their normal work assignments.

   ii. Resting disaster response workers and reassigning them to their normal duties.

   iii. Coordinating the priorities for restoring government services with restoration of utility services.

   iv. Inventorying emergency equipment and operational supplies. Repair and restore as required.

   v. Repairing, replacing and restoring offices, equipment, records, supplies and furniture lost in the earthquake.

   vi. Returning public records/documents that were moved for

protection due to the earthquake.

vii. In coordination with the Department of Education and the Red Cross, schedule the re-opening of schools and the closure of shelters where such operations overlap.

4. Redevelopment and Reconstruction

Primary responsibility of the Department of Emergency Management and will act as the catalyst for the creation of governmental and private sector policy advisory groups to address:

i. Creating and implementing Short-Term Recovery Plans regarding reconstruction, zoning, land-use, and building regulations based on existing conditions.

ii. Establishing a framework for Long-Term Recovery and tentatively identifying the capital resources which may be required.

iii. Creating special authorities with mandates formulated in the overall recovery plan.

iv. Enacting laws and regulations to guide the location, intensity, kind and amount of redevelopment and reinvestment in public capital improvements.

v. Making capital resources available to public and private investors in the damaged area.

5. Re-Establishment of Utilities

Primary responsibility of the Board of Water Supply

i. Continuing assistance to emergency services and key communications centers until necessary supplies of power and fuel have been re-established.

ii. Curtailing or selectively distributing critical supplies of gas, water, electric power and telephone services.

iii. Completing a ground survey and the mapping of damaged infrastructure to include water, sewer, and electrical systems.

iv. Establishing an overall priority list for re-establishing utility services and beginning necessary repairs. Restoring service to various groups and users/sectors of the islands according to priorities established by the City EOC and the utility company concerned.

6. Disaster Financial Accounting

Primary responsibility of the Department of Budget and Fiscal Services

7. Hazard Abatement – Building Safety/Demolition

   Primary responsibility of the Department of Design and Construction

   i. Completing a ground survey and mapping of all damaged structures.

   ii. Perform color-coded tagging of buildings status: green (safe) yellow (caution, requires further assessment), red (unsafe for entry)

   iii. Condemning unsafe structures. Ordering marginally unsafe structures strengthened or demolished.

   iv. Inspecting repairs to buildings previously posted for non-occupancy or limited access.

   v. Beginning repairs of damaged infrastructure on a priority basis.

8. Hazard Abatement – Dam/Tunnel/Road Safety

   Primary responsibility of the Department of Facility Maintenance in coordination with the State Departments of Transportation and Land and Natural Resources:

9. Emergency Termination

   The Mayor will cancel the Declaration of Emergency upon recommendation by the City EOC staff.

XII. HAZARD MITIGATION

Hazard mitigation planning is the process of anticipating the future impacts of disasters, identifying measures that can reduce or eliminate these impacts, selecting and providing for the scheduling of the most appropriate actions for reducing the impacts of the hazards, and reviewing and evaluating mitigation actions at a later date for effectiveness.

All public and private sector organizations are responsible for accomplishing mitigation planning which specifically addresses the threats and multiple hazards of earthquakes. The Department of Planning and Permitting, in coordination with DEM, has primary responsibility for guiding the development of mitigation plans in the public sector. Earthquake mitigation strategies include but are not limited to:

A. The development of public education programs that increase community awareness and preparedness so that casualties, losses and damage are minimized.

B. The adoption and endorsement of up-to-date building codes, construction standards, land use policies and zoning, to ensure they are consistent with public safety goals and avoid, wherever practical, areas subject to

landslides, subsidence, liquefaction and tsunami.

C. The hardening of lifelines to assure their survival following an earthquake or hurricane.

D. The identification of hazardous material areas and structures which may have to be evacuated immediately following an earthquake.

E. Perhaps the most basic earthquake hazard mitigation program which individuals, families, business and government can pursue is minimizing structural and non-structural damage.

F. Structural damage mitigation attempts to identify those buildings within the City that would collapse or be heavily damaged in a future earthquake and making necessary repairs to upgrade the structures prior to an earthquake occurrence.

1. A home of conventional wood frame construction will probably be relatively resistant to earthquake damage, particularly if it is a single story structure. Older homes can be strengthened by adding expansion bolts to secure the wood frame to the concrete foundation.

2. Buildings which are candidates for collapse or heavy damage include; old masonry buildings, house-over-garage homes, multi-story concrete buildings supported on non-ductile reinforced concrete frame buildings, and pre-cast concrete buildings with pre-existing distress.

G. Non-Structural damage mitigation deals with all of the items contained within a building, i.e., everything except the columns, floors, beams, etc.

1. Mitigation measures within a home consist of securing bookcases, refrigerators, wall decorations, counter-top items, hanging plants and hot water heaters, etc., to preclude their falling.

2. Large buildings require a much wider range of mitigation measures. Protective measures need to be considered for large and desk top computers, office machines and equipment, electrical equipment, office furnishings, artwork, filing cabinets, emergency power generators, partitions, windows, ceilings, shelving, containers of hazardous materials, fire extinguishers, exterior building ornamentation and appendages, light fixtures, ventilating and air conditioning equipment and distribution, water heaters, elevators, piping, stairways, and parapets.

XIII. PLAN MAINTENANCE

This plan will be reviewed by DEM, and all supporting response agencies, or whenever new data is received which would require the modification of the earthquake response strategy. During the review, special attention will be given

to:

1. The accuracy and completeness of formatted public address, public service and Emergency Alert System scripts currently on file in DEM.
2. The status of current and projected mitigation, education and awareness programs.

XIV. AUTHORITIES AND REFERENCES

A. AUTHORITIES

As outlined in the City Emergency Operations Plan (EOP), October, 2004.

B. REFERENCES

1. Multi-Hazard Pre-Disaster Mitigation Plan for the City and County of Honolulu, 2003.
2. The State of Hawaii Earthquake Response Planning Guide, January 1983.
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6. Seismic Considerations, Health Care Facilities, FEMA 150, April, 1988.
7. Reducing the Risks of Non-Structural Damage: A Practical Guide, FEMA 74, June 1985.
8. Comprehensive Earthquake Preparedness Planning Guidelines: Corporate, FEMA 71, May, 1985.
9. Liquefaction Study, "Waikiki, Downtown Honolulu, and Elevated Sections of the H-1 Freeway, Harding Lawson Associates, December 26, 1991.

XV. ATTACHMENTS AND TABS

ATTACHMENT 1: Glossary

ATTACHMENT 2: ABBREVIATIONS

TAB B: Private Sector Resources ERF-2

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ATTACHMENT 1: GLOSSARY

ATTACHMENT 1: GLOSSARY

Accelerograph

A seismograph whose output is proportional to ground acceleration (in comparison to the usual seismograph whose output is proportional to ground velocity). Accelerographs are typically used as instruments designed to record very strong ground motion useful in engineering design; seismographs commonly record off scale in these circumstances. Normally, strong motion instruments do not record unless triggered by strong ground motion.

Aftershock

One of many earthquakes that often occur during the days to months after some larger earthquake (main shock) has occurred. Aftershocks occur in the same general region as the main shock and are believed to be the result of minor readjustments of stress at places in the fault zone.

Amplitude

The amplitude of a seismic wave is the amount the ground moves as the wave passes by. (As an illustration, the amplitude of an ocean wave is one-half the distance between the peak and trough of the wave. The amplitude of a seismic wave can be measured from the signal recorded on a seismogram.)

Aseismic creep

Movement along a fracture in the Earth that occurs without causing earthquakes. This movement is so slow that it is not recorded by ordinary seismographs.

Collision

A term sometimes applied to the convergence of two plates in which neither plate subducts. Instead, the edges of the plates crumple and are severely deformed.

Convection

The motion of a liquid driven by gravity and temperature differences in the material. In the Earth, where pressure and temperature are high, rocks can act like viscous fluids on a time scale of millions of years. Thus, scientists believe that convection is an important process in the rocks that make up the Earth.

Convergent boundary

The boundary between two plates that approach one another. The convergence may result in subduction if one plate yields by diving deep into the Earth, obduction if one plate is thrust over the other, or collision if the plates simply ram into each other and are deformed.

Core

The Earth's central region, believed to be composed mostly of iron. The core has a radius of 3,477 kilometers and is surrounded by the Earth's mantle. At the

center of the molten outer core is a solid inner core with a radius of 1,213 kilometers.

Earthquake

The release of stored clastic energy caused by sudden fracture and movement of rocks inside the Earth. Part of the energy released produces seismic waves, like P, S, and surface waves, that travel outward in all directions from the point of initial rupture. These waves shake the ground as they pass by. An earthquake is felt if the shaking is strong enough to cause ground accelerations exceeding approximately 1.0 centimeter/second' (Richter, 1958).

Epicenter

The location on the surface of the Earth directly above the focus, or place where an earthquake originates. An earthquake caused by a fault that offsets features on the Earth's surface may have an epicenter that does not lie on the trace of that fault on the surface. This occurs if the fault plane is not vertical and the earthquake occurs below the Earth's surface.

Fault

A break in the Earth along which movement occurs. Sudden movement along a fault produces earthquakes. Slow movement produces a seismic creep.

Fault plane solution

The calculation of the orientation, dip, and slip direction of a fault that produced the ground motion recorded at seismograph stations. Sometimes called a focal mechanism solution.

Focus

The place in the Earth where rock first breaks or slips at the time of an earthquake; also called the hypocenter. The focus is a single point on the surface of a ruptured fault. During a great earthquake, which might rupture a fault for hundreds of kilometers, one could be standing on the rupturing fault, yet be hundreds of kilometers from the focus.

Hypocenter

See **Focus.**

Intensity

A measure of the severity of shaking at a particular site. It is usually estimated from descriptions of damage to buildings and terrain. The intensity is often greatest near the earthquake epicenter. Today, the Modified Mercalli Scale is commonly used to rank the intensity from I to XII according to the kind and amount of damage produced. Before 1931 earthquake intensifies were often reported using the Rossi-Forel scale (Richter, 1958).

Kilometers and other metric units of measure:

Conversion formulae

Millimeters x 0.039 = inches

Centimeters x 0.394 = inches

Meters x 3.28 = feet

Kilometers x 0.621 = statute miles

Square kilometers x 0.386 = square miles

Cubic kilometers x 0.240 = cubic miles

Liquifaction

A process, in which, during ground shaking, some sandy, water-saturated soils can behave like liquids rather than solids.

Magnitude

A quantity characteristic of the total energy released by an earthquake, as contrasted with intensity, which describes its effects at a particular place. A number of earthquake magnitude scales exist, including local (or Richter) magnitude (ML), body wave magnitude (Mb), surface wave magnitude (Ms), moment magnitude (Mw), and coda magnitude (Mc). As a general rule, an increase of one magnitude unit corresponds to ten times greater ground motion, an increase of two magnitude units corresponds to 100 times greater ground motion, and so on in a logarithmic series. Commonly, earthquakes are recorded with magnitudes from 0 to 8, although occasionally large ones (M = 9) and very small ones (M = -I or -2) are also recorded. Nearby earthquakes with magnitudes as small as 2 to 3 are frequently felt. The actual ground motion for, say, a magnitude 5 earthquake is about 0.04 millimeters at a distance of 100 kilometers from the epicenter; it is 1.1 millimeters at a distance of 10 kilometers from the epicenter.

Mainshock

The largest in a series of earthquakes occurring closely in time and space. The mainshock may be preceded by foreshocks or followed by aftershocks.

Mantle

A rock layer, about 2,894 kilometers thick, between the Earth's crust and core. Like the crust, the upper part of the mantle is relatively brittle. Together, the upper brittle part of the mantle and the crust form tectonic plates.

Modified Mercalli Intensity Scale

A scale for measuring ground shaking at a site, and whose values range from I (not felt) to XII (extreme damage to buildings and land surfaces).

NEHRP

The federal National Earthquake Hazard Reduction Program, enacted in 1977, to reduce potential losses from earthquakes by funding research in earthquake prediction and hazards and to guide the implementation of earthquake loss reduction programs.

Normal Fault

A normal fault can result from vertical motion of two adjacent blocks under horizontal tension. (It also occurs in rocks under compression if stress is unequal in different directions. In this case, the minimum and maximum compressive stresses must be applied horizontally and vertically respectively.) In a normal fault, the upper of the two adjacent blocks of rock slips relatively downward. (See **reverse (thrust) fault**)

P (Primary) waves

Also called compressional or longitudinal waves, P waves are the fastest seismic waves produced by an earthquake. (See **seismic waves**) They oscillate the ground back and forth along the direction of wave travel, in much the same way as sound waves, which are also compressional, move the air back and forth as the waves travel from the sound source to a sound receiver.

Plates

Pieces of crust and brittle uppermost mantle, perhaps 100 kilometers thick and hundreds or thousands of kilometers wide, that cover the Earth's surface. The plates move very slowly over, or possibly with, a viscous layer in the mantle at rates of a few centimeters per year.

Plate boundaries

The edges of plates or the junction between plates. See also plates, convergent (both collision and subduction), spreading, and transform boundaries.

Plate tectonics

A widely accepted theory that relates most of the geologic features near the Earth's surface to the movement and interaction of relatively thin rock plates. The theory predicts that most earthquakes occur when plates move past each other.(See also **mantle.**)

Return times

Sometimes called the recurrence time or recurrence interval. The return time, or more properly the average return time, of an earthquake is the number of years between occurrences of an earthquake of a given magnitude in a particular area. For example, if the average time of an earthquake having magnitude greater than or equal to 7 is 100 years, then, on the average, such earthquakes will occur every 100 years. If such earthquakes occur randomly in time, there is always the chance that the actual time interval between the events will be less or greater than 100 years. Return time is best described in terms of probabilities. In the case of an earthquake having a 100-year average return time, there is about an

18 percent chance that such an earthquake will occur in the next 20 years and a 63 percent chance than it will occur in the next 100 years. On the other hand, there is a 14 percent chance that it will not occur in the next 200 years.

Reverse Fault

A rupture that results from vertical motion of two adjacent blocks caused by horizontal compression. Sometimes called a thrust fault. In a reverse fault, the upper of the two adjacent blocks moves relatively upward. (See **normal fault**)

Richter Magnitude Scale

An earthquake magnitude scale, more properly called local magnitude scale, based on measurements of the amplitude of earthquake waves recorded on a standard Wood-Anderson type seismograph at a distance of less than 600 kilometers from the epicenter (Richter, 1958). (See **magnitude**)

S (Secondary or shear) waves

S waves oscillate the ground perpendicular to the direction of wave travel. They travel about 1.7 times slower than P waves. Because liquids will not sustain shear stresses, S waves will not travel through liquids like water, molten rock, or the Earth's outer core. (See **seismic waves**)

Seiche

A standing wave in a closed body of water such as a lake or bay. It can be characterized as the sloshing of water in the enclosing basin. Seiches can be produced by seismic waves from earthquakes. The permanent tilting of lake basins caused by nearby fault motions has produced very energetic seiches.

Seismic waves

A vibrational disturbance in the Earth that travels at speeds of several kilometers per second. There are three main types of seismic waves in the earth: **P** (fastest), **S** (slower), and **surface waves** (slowest). Seismic waves are produced by earthquakes.

Seismogram

A graph showing the motion of the ground versus time.

Seismograph

A sensitive instrument that can detect, amplify, and record ground vibrations too small to be perceived by human beings. (See also **accelerograph**.)

Site response

Local vibratory response to seismic waves. Some sites experience more or less violent shaking than others, depending on factors such as the nature and thickness of unconsolidated sediments and/or the configuration of the underlying bedrock.

Strike-slip fault

Horizontal motion of one block relative to another along a fault plane. If one

stands on one side of the fault and observes that an object on the other side moves to the right during an earthquake, the fault is called a right-lateral strike-slip fault (like California's San Andreas fault). If the object moves to the left, the fault is called a left-lateral strike-slip fault.

Subduction zone boundary

The region between converging plates, one of which dives beneath the other. The Cascadia subduction zone boundary is an example.

Subduction earthquake

A thrust-type earthquake caused by slip between converging plates in a subduction zone. Such earthquakes usually occur on the shallow part of the boundary and can exceed magnitude 8.

Surface waves

Seismic waves, slower than P or S waves, that propagate along the Earth's surface rather than through the deep interior. Two principal types of surface waves, Love and Rayleigh waves, are generated during an earthquake. Rayleigh waves cause both vertical and horizontal ground motion, and Love waves cause horizontal motion only. They both produce ground shaking at the Earth's surface but very little motion deep in the Earth. Because the amplitude of surface waves diminishes less rapidly with distance than the amplitude of P or S waves, surface waves are often the most important component of ground shaking far from the earthquake source. (See **seismic waves**.)

Thrust fault

See **reverse fault**.

Transform boundary

A boundary between plates where the relative motion is horizontal. The San Andreas fault is a transform boundary between the North America plate and the Pacific plate. The Blanco fracture zone (Figure 12) is a transform boundary between the Juan de Fuca and the Pacific plates.

Tsunami

A tsunami is a series of very long wavelength ocean waves caused by the sudden displacement of water by earthquakes, landslides, or submarine slumps. Ordinarily, tsunamis are produced only by earthquakes exceeding magnitude 7.5. In the open ocean, tsunami waves travel at speeds of 600-800 kilometers/hour, but their wave heights are usually only a few centimeters. As they approach shallow water near a coast, tsunami waves travel more slowly, but their wave heights may increase to many meters, and thus they can become very destructive.

World-wide Standard Seismograph Network

A network of about 110 similarly calibrated seismograph stations that are distributed throughout the world. The network was originally established in the

early 1960s, and its operation is now coordinated by the U.S. Geological Survey. Each station has six seismometers that measure vertical and horizontal ground motion in two frequency ranges.

EARTHQUAKES

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ATTACHMENT 1: GLOSSARY

ATTACHMENT 2: ABBREVIATIONS

AC	Area Command
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BBH	Blood Bank of Hawaii
BFS	Department of Budge and Fiscal Services
BWS	Board of Water Supply
BYU	Brigham Young University - Hawaii
CAP	Civil Air Patrol
CBCP	Certified Business Continuity Planner
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCL	City Council
CD	Civil Defense
CDC	Centers for Disease Control and Prevention
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CIP	Critical Infrastructure Protection
CLK	City Clerks Office
COE	Corps of Engineers
COG	Continuity of Government
COM	Communications Officer, DEM
COOP	Continuity of Operations
COR	Department of Corporation Council
CPM	Counts Per Minute
CSD	Customer Services Department

CSDP	Chemical Stockpile Disposal Program
CWP	County Warning Point
D 1 - 6	Civil Defense Volunteer District
DAC	Disaster Application Center
DAP	Disaster Assistance Program
DBEDT	Department of Business, Economic Development and Tourism (HI)
DCS	Department of Community Services
DDC	Department of Design and Construction
DECON	Decontamination
DEM	Department of Emergency Management
DES	Department of Enterprise Services
DFM	Department of Facility Maintenance
DFO	Disaster Field Office
DHR	Department of Human Resources
DHS	Department of Homeland Security
DIT	Department of Information Technology
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOD	U.S. Department of Defense
DOE	Department of Education (State)
DOE	U.S. Department of Energy (U.S.)
DOH	Department of Health (State)
DOJ	Department of Justice
DOT	Department of Transportation (State)
DPP	Department of Planning and Permitting
DPR	Department of Parks and Recreation
DRC	Disaster Recovery Center
DTS	Department of Transportation Services
E 911	Enhanced 9-1-1
E&T	Education and Training Officer, DEM
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Replaced with EAS Live Broadcast)
ECL	Emergency Classification Level

EIS	Environmental Impact Statement
EMI	Emergency Management Institute (Maryland)
EMP	Electo-Magnetic Pulse
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENV	Environmental Services Department
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
ESD	Emergency Services Department
Eteam	Emergency Management Software (City Contracted)
FAA	Federal Aviation Administration
FAC	Food and Agriculture Committee
FAX	Facsimile Machine
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency (DHS)
FFTF	Fast Flux Test Facility
FIRM	Flood Insurance Rate Maps (FEMA)
FMB	Fasi Municipal Building
FRC	Federal Response Center (HAZMAT)
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GASCO	Gas Company
GCA	General Contractors Association
GIS	Geographic Information Systems
GMT	Greenwich Mean Time (also referred to as ZULU or UTC)
GPS	Global Positioning System
GSA	General Services Administration (U.S.)
HAH	Healthcare Association of Hawaii
HAWAS	Hawaii Warning System

HAZ	Hazardous Material Officer, DEM
HAZMAT	Hazardous Materials
HECO	Hawaiian Electric Company
HELOS	Helicopters
HFD	Honolulu Fire Department
HFIA	Hawaii Food Industry Association
HHVISA	Hawaii Hotel Visitors Industry Security Association
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HNG	Hawaii National Guard
HPD	Honolulu Police Department
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Analysis
IAEM	International Association of Emergency Managers
IC	Incident Commander
ICS	Incident Command System
IED	Improvised Explosive Device
IEMS	Integrated Emergency Management System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-HD	Joint Task Force - Homeland Defense
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
MAY	Mayor's Office / Mayor
MCEER	Multidisciplinary Center for Earthquake Engineering Research
MED	Medical Examiner Department
MOA	Memorandum of Agreement
MOCA	Mayor's Office of Culture and the Arts
MOU	Memorandum of Understanding

MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCO	Neighborhood Commission Office
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NFIP	National Flood Insurance Program
NHRAIC	Natural Hazard Research and Applications Information Center
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NOAA	National Oceanic Administrative Agency
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NTSB	National Transportation Safety Board
NWS	National Weather Service
OIC	Office In Charge
OPS	Operations Unit
OTS	Oahu Transit Services
P&O	Plans and Operations Officer, DEM
PAT	Department of Prosecuting
PDA	Preliminary Damage Assessment
PIO	Public Information Officer, DEM
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAD	Radiological Defense Officer, DEM
RADEF	Radiological Defense
REAC/TS	Radiation Emergency Assistance Center/Training Site
RHB	Royal Hawaiian Band
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCD	State Civil Defense Division

SCO	State Coordinating Officer
SERT	State Emergency Response Team
SITREPs	Situation Reports
SLEC	State Law Enforcement Coalition
SLG 101	State and Local Government EOP Guidelines
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSC	Seismic Safety Commission
SWP	State Warning Point
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard (DHS)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
UTC	Utilities & Transportation Commission
UTC	Coordinated Universal Time (also referred to as ZULU or GMT)
VA	Veteran's Administration
VOADs	Voluntary Organizations Active in Disasters
WMD	Weapons of Mass Destruction

TAB A: PRIVATE SECTOR RESOURCES: ESF-20

TAB A: PRIVATE SECTOR RESOURCES: ESF-20

These actions describe procedures for maximum utilization of private sector resources in support of earthquake emergency response operations. This function includes:

A. Pre-Earthquake Phase.

1. Identifying and publicizing anticipated earthquake emergency response requirements.
2. Working directly in a joint venture with key members of the City and the private sector
3. Resolving pre-incident policy issues such as:
   - i. Who, and how, are the services paid for?
   - ii. Who can authorize the request for, and use of, private sector resources?
   - iii. What pre-incident agreements and procurement arrangements need to be established?
   - iv. How will city emergency services facilitate the arrival of private sector resources and access to the disaster area?
   - v. What special communications or coordination needs have to be addressed?
   - vi. Who is responsible for medical care and other compensations for injured private sector personnel?
   - vii. What other liability issues must be addressed?
   - viii. How will private sector agencies be notified, mobilized, and by whom?

B. Earthquake Emergency Response Phase

1. Completing notification and mobilization of required private sector agencies, to include:
   - i. What types of personnel and equipment are needed?
   - ii. Description of route to/from the disaster or Impacted Area, Multi-Purpose Logistics Area, or Disaster Support Area.
   - iii. Description of route personnel report to?
   - iv. Is the area secured? Are passes required? What are the limitations on movement? What identification is required?
   - v. What is the specific, assigned tasking?

2. Conducting a briefing of arriving personnel, to include:
   - i. An overview of the incident and work area.
   - ii. What contributions they are expected to provide.
   - iii. What city/private agencies they will be working with.
   - iv. Who is "in charge"?
   - v. What security arrangements have been established.
   - vi. What hazards are present?
   - vii. What they should do upon completion of assignments?
   - viii. What communications are available?
   - ix. Who to contact about conflicts or impediments to this work?

ANNEX T - APPENDIX 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX T - APPENDIX 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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Annex T - Appendix 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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Mayor's Office	1
Managing Director	1
Board of Water Supply	4
Budget and Fiscal Services	1
City Council	2
Community Services	1
Council Services	1
City Clerk	1
Department of Emergency Management	6
Civil Defense District Volunteer Organizations	12
Corporation Counsel	1
Customer Services	1
Design and Construction	1
Emergency Services	3
Director - 1	
EMS - 1	
Ocean Safety Division - 1	
Enterprise Services	1
Facility Maintenance	2
Fire Department	9
Human Resources	1
Information Technology	1
Liquor Commission	1
Medical Examiner	1
Municipal Reference & Records Center (CSD)	3
Neighborhood Commission	1
Parks and Recreation	2
Planning & Permitting	1
Police Department	12

CITY & COUNTY OF HONOLULU **Copies**

Prosecuting Attorney 1
Royal Hawaiian Band 1
Transportation Services 2

STATE DEPARTMENTS AND AGENCIES

Office of the Governor 1
Department of Accounting and General Services 1
Department of Agriculture 1
Department of Business, Economic Development and Tourism 2
Department of Commerce and Consumer Affairs 1
Department of Defense 7
- Director of Civil Defense - 1
- Civil Defense Division - 4
- Hawaii Air National Guard - 1
- Hawaii Army National Guard - 1

Department of Education 6
Department of Hawaiian Home Lands 1
Department of Health 2
Department of Labor and Industrial Relations 1
Department of Land and Natural Resources 2
Department of Human Services 2
Department of Taxation 1

FEDERAL AGENCIES

Department of Transportation 5
- Director - 1
- CD Coordinator - 1
- Highways Division - 1
- Harbors Division - 1
- Airports Division - 1

Office of Consumer Protection 1
State Archives 1
State Publications Distribution Center (Libraries) 6
University of Hawaii 1

FEDERAL AGENCIES	Copies
Federal Aviation Administration	1
Department of the Interior	1
National Weather Service	1
Pacific Tsunami Warning Center	1
U.S. Army Corps of Engineers, Pacific Division	1
USARPAC U.S. Army Pacific	1
U.S. Army Garrison-Hawaii	1
U.S.PACOM	5
Department of Homeland Security	1
Federal Emergency Management Agency (Region IX PAO)	1
U.S. Department of Agriculture	1
U.S. Postal Service	1
COOPERATING AGENCIES	
American Red Cross, Hawaii Chapter	2
Blood Bank of Hawaii	1
Chevron and Tesoro Refineries	1
Civil Air Patrol	2
County Medical Society	1
The Gas Company	1
General Contractor's Association	1
Hawaii Food Industry and Gas Dealers Associations	1
Tesoro Refinery	1
Hawaii Hotel Security Association	1
Hawaii Restaurant Association	1
Hawaii Transportation Association	1
Hawaiian Electric	1
Hawaiian Telephone	1
Healthcare Association of Hawaii	1
Kalihi-Palama Immigrant Service Center	1
Matson Navigation Company	1
Oahu Operational Area EAS Committee	2
Oahu Transit Services	1

COOPERATING AGENCIES	**Copies**
Civil Defense Advisory Council	1
Citizens Advisory Commission on Civil Defense	1
International Tsunami Information Center	1
Joint Institute for Marine and Atmospheric Research	1
Kauai Civil Defense Agency	1
Maui Civil Defense Agency	1
Hawaii Civil Defense Agency	1
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ANNEX T - APPENDIX 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

I. PURPOSE

To provide City and County of Honolulu (the City) response forces with procedures to be followed and the actions to be taken should unsafe conditions occur at any dam / reservoir on Oahu. These procedures and actions supplement the guidance found in the City Emergency Operations Plan.

II. DEFINITIONS

A. PROBABLE MAXIMUM PRECIPITATION (PMP)

The maximum rainfall expected in specific districts on each island. Data is derived from National Weather Service (NWS) Hydro-Meteorological Reports.

B. PROBABLE MAXIMUM FLOOD (PMF)

The flood that would result if the probable maximum precipitation for a particular drainage area were to occur at a time when the ground conditions were conducive to maximum runoff.

C. UNSAFE DAM / RESERVOIR CONDITIONS

1. Slowly Developing

   Days or weeks are available for response

2. Rapidly Developing

   Days or hours are available for response

3. Instantaneous

   Only Minutes to hours are available for response

   NOTE 1: If a local earthquake occurs (usually identifiable when individuals have difficulty standing or maintaining their balance), residents in the downstream inundation areas of dams and reservoirs should accomplish a precautionary evacuation as soon as the shaking stops.

   NOTE 2: City response forces will automatically implement the warning and evacuation previsions of this plan under local earthquake conditions.

D. POPULATION AT RISK

Those individuals, who reside, attend school, work in or are otherwise present in the downstream inundation zones of dams and reservoirs.

E. EVACUATION

The movement of populations at risk from the areas immediately downstream of a dam or reservoir to shelters or shelter areas that are considered safe. Such movement can be accomplished by walking, driving or utilizing City buses, if available, to reach the shelters / shelter areas.

NOTE: It is not essential that evacuees utilize public shelters/shelter areas for their survival. If evacuees deem movement to a shelter/shelter area to be impractical or impossible, they should relocate to any area outside the downstream inundation zone even though cover from the elements or other necessities are not available. Such a personal evacuation strategy is highly recommended.

F. PUBLIC EVACUATION SHELTERS / SHELTER AREA

Specified facilities or outdoor areas in the immediate vicinity of those facilities, serviced by American Red Cross or in the absence of Red Cross management capability, City teams. The shelters/shelter areas will be initially structured to provide evacuees "Refuge" from flooding. Minimum requirements to activate a Red Cross or City shelter/shelter area include a modest management staff and access to drinking and restrooms accommodations. They do not include food, cots, blankets, medications or other amenities. If it is possible to use school buildings as shelters, as little as ten (10) square feet of space may be allocated to each evacuee.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

1. The Dam Inspection Act, Public Law 92-367, authorized the Secretary of the Army, through the Corp of Engineers (COE), to initiate a program of dam / reservoir safety inspections throughout the United States. The purpose of the Act was to evaluate the design, construction and existing condition of dams / reservoirs in order to determine if they constitute a hazard to human life or property.

   The COE inspections in Hawaii resulted in the classification of several of Oahu's dams and reservoirs as "High Hazard" in that there was the potential for the loss of more than a few lives if their structures were to fail.

2. On April 19, 1990, pursuant to Act 179D, Session Laws of Hawaii, 1987, the Department of Land and Natural Resources adopted Hawaii Administrative Rules, Title 13, Sub-title 7, Water and Land Development, Chapter 190, "DAMS AND RESERVOIRS". Among other requirements in the rules, Paragraph 13-19042 requires the owners of the "High Hazard" dams and reservoirs to prepare,

maintain and implement an emergency preparedness plan, which provides for the alerting and evacuation of affected populations and the mitigation of property damage.

3. This plan, therefore, attempts to compile in a single document those roles and responsibilities which will assist dam/reservoir owners and operators in the alerting, evacuation and sheltering requirements of the DLNR rules.

   NOTE: It does not relieve dam and reservoir owners and operators from fulfilling the requirements of Chapter 13-190, nor of coordinating their plans (if different from what is hereinafter published) with the Department of Emergency Management

4. "High Hazard" dams on Oahu and their estimated status, as identified by DLNR, include:

   i. High Hazard – Safe

      NAME: Nuuanu Dam # 4

      OWNERS: Board of Water Supply

      DEFICIENCY: Seepage

      CORRECTION: Observation

   ii. High Hazard – Unsafe – Non-Emergency

      NAME: Wahiawa Dam

      OWNERS: Waialua Sugar

      DEFICIENCY: Spillway

      CORRECTION: Observation

5. A number of reservoirs on Oahu have been listed by the COE studies as "High Hazard" facilities. However, accurate assessments by DLNR of their actual status, i.e., SAFE, UNSAFE, NON-EMERGENCY, have not been determined at this time.

6. Therefore, this plan addresses only Wahiawa Dam, Nuuanu Dam #4, and because of special Federal requirements, Kaneohe Dam.

7. Individualized plans have been developed for the Wahiawa, Nuuanu Dam and Kaneohe Dam. However, since any dam or reservoir could fail as a result of structural insufficiencies caused by combinations of stress, flooding rains, earthquakes and other destabilizing phenomena, this plan also provides general guidelines and responsibilities for responding to any unsafe condition or failure.

B. ASSUMPTIONS

Engineering studies outlining down channel inundation areas / corridors

have only been developed for the Wahiawa and Kaneohe Dams. The size and shape of each inundation corridor provided by engineers generally depended on the type of failure postulated and/or the combination of a failure plus some degree of flooding in surrounding watersheds. Because of the many similarities in the configuration of these inundation corridors and to simplify warning and evacuation operations, only the maximum potential flooding limit was used for planning purposes. This limit, in many cases, was additionally adjusted to conform to easily recognizable streets and/or landmarks. Therefore, the evacuation boundaries defined for the Wahiawa and Kaneohe dams are conservative by design and assumed to be sufficient to provide necessary margins of safety for evacuating populations.

IV. CONCEPT OF OPERATIONS

A. SLOWLY DEVELOPING CONDITIONS

Upon notification of an unsafe dam / reservoir condition, DEM will alert selected response agencies and coordinate with the owner / operator of the affected dam / reservoir in the development and issuance of emergency public information.

B. RAPIDLY DEVELOPING CONDITIONS

The City EOC will be activated for a rapidly developing unsafe condition. Roadblock, warning, evacuation and sheltering personnel will be placed on alert. In coordination with the owner / operator of the affected dam / reservoir, emergency guidance and instructions will be provided to the public. Depending on the dam failure estimates received from the owner / operator or other consulting engineering organizations, decisions will be made either to prepare residents for evacuation or to begin a precautionary evacuation of the threatened zones in anticipation of a probable dam / reservoir failure.

C. INSTANTANEOUS FAILURE

1. If the City EOC has been activated and staffed and an instantaneous failure occurs, DEM will direct the activation of roadblocks and the implementation of warning, evacuation and sheltering operations.

2. If dam / reservoir failure occurs when the City EOC is not activated and staffed, HPD, in coordination with HFD, will immediately implement roadblock, warning and evacuation operations and notify DEM of actions taken. DEM will subsequently activate the City EOC and coordinate further emergency management actions and support as required and requested.

   NOTE: For Rapidly Developing or Instantaneous Dam / Reservoir failures, nominal delays in Public Safety personnel responses may

require those in downstream inundation zones to accomplish immediate, spontaneous and unassisted evacuation.

V. PUBLIC INFORMATION AND EDUCATION

The success of executing this plan rests in large measure with the actions taken by residents within downstream inundation zones when they are advised that a problem exists with the dam / reservoir above them. It is therefore essential that dam / reservoir owners and operators, in cooperation with DEM and DLNR, ensure that residents are aware of response procedures that are understandable and can easily be followed.

VI. ROLES AND RESPONSIBILITIES

A. OWNERS AND OPERATORS OF DAMS / RESERVOIRS

The owners and operators of dams / reservoirs on Oahu are responsible for the accomplishing the following:

1. In cooperation with DEM and DLNR, educate residents in downstream inundation areas in the appropriate response procedures to be followed when unsafe conditions exist at their dams / reservoirs.
2. Promptly notify the Department of Emergency Management and the Honolulu Police Department (HPD) of any unsafe condition affecting their facilities.

   NOTE: For Wahiawa, Nuuanu #4 and Kaneohe Dams notification should be accomplished by using DEM Notification Procedures.
3. Assist the City in evaluating the unsafe dam / reservoir conditions, accomplishing the warning and evacuation of threatened populations and, when applicable, in preparing media releases.

B. DEPARTMENT OF EMERGENCY MANAGEMENT

1. In coordination with DLNR, assist dam owners / operators in educating the public on appropriate responses to unsafe conditions.
2. Upon notification that an unsafe condition exists:
   - i. Determine the time available for response
   - ii. Alert all necessary response agencies
   - iii. Accomplish the actions outline in section; IV. Concept of Operations and the applicable Standard Operating Procedure (SOP)

C. CIVIL DEFENSE VOLUNTEERS

1. Assist HPD in traffic control, warning and evacuation

2. Coordinate volunteer use with their respective District Police Station Commanders or their on-duty representatives.

   NOTE: District I will coordinate volunteer assignment through the Communications Division Watch Commander or Supervisor if the City EOC is not activated or with the Police representative in the City EOC when the EOC is activated.

D. RADIO AMATEUR COMMUNICATIONS EMERGENCY SERVICES (RACES)

Within capabilities and as assigned, provide radio communications to the City EOC from activated shelters / shelter areas, hospitals, command and control facilities, etc.

E. AMERICAN RED CROSS

When requested by DEM or HPD and in coordination with the State Department of Education and the Department of Parks and Recreation, American Red Cross will:

1. Activate, staff and operate identified shelters and/or shelter areas for evacuees
2. Operate fixed or mobile feeding stations, emergency first aid stations or other similar facilities as necessary
3. Operate emergency registration, welfare and casualty inquiry services as the situation permits
4. Arrange and provide for medical and nursing care for evacuees in shelter / shelter areas

F. BOARD OF WATER SUPPLY (BWS)

When requested, advise and assist DEM and HPD in evaluating unsafe dam conditions.

G. DEPARTMENT OF HEALTH (DOH)

Ambulance crews located within or in proximity to the inundation zones, will assist HPD in warning and evacuation if not otherwise committed.

H. HONOLULU FIRE DEPARTMENT (HFD)

Within capabilities, assist HPD in warning and evacuation operations.

I. HONOLULU POLICE DEPARTMENT (HPD)

Upon notification by DEM or the owner / operator of a dam / reservoir that an unsafe condition exists:

1. Determine the time available for response
2. Accomplish necessary notifications
3. When directed by DEM, or under instantaneous dam failure

conditions, or in event of a local earthquake:

i. Conduct warning and evacuation of down channel zones

ii. Immediately establish roadblocks on the perimeter of the inundation areas

iii. Contact the Fire Alarm Bureau and Ambulance Dispatch and use of available units in warning and evacuation

iv. Maintain security for areas that have been evacuated

J. DEPARTMENT OF HUMAN RESOURCES (DHR)

1. Coordinate with the American Red Cross, City Departments and Private sector agencies in providing for the special needs of the elderly and disabled.

2. Time permitting, staff a telephone answering service for emergency calls from elderly and disabled requiring assistance.

K. DEPARTMENT OF CUSTOMER SERVICES

1. Assist DEM in providing the public, the media, the haring impaired and the City's non-English speaking population with warning and evacuation advisories and instructions.

2. Staff DEM "Rumor Control" center

L. DEPARTMENT OF PLANNING AND PERMITTING

Provide support personnel, to include direct GIS support, to the EOC during emergencies.

M. DEPARTMENT OF PARKS AND RECREATIONS (DPR)

1. Act as the City's primary point of contact for coordinating American Red Cross sheltering functions and requirements.

2. Coordinate the use of City facilities to be used as shelters/shelter areas

3. Have trained personnel available to assist the American Red Cross or City mass care management teams

4. DPR personnel, operating in City-managed recreation and/or beach areas which could be affected by inundation, assist HPD in warning and evacuation

N. DEPARTMENT OF FACILITY MAINTENANCE (DFM)

1. Within capabilities, assist HPD in warning and evacuating down channel inundation areas

2. Provide roadblock or other traffic or crowd control barricade materials as requested

3. When requested, advise and assist DEM and HPD in evaluating unsafe dam conditions

4. Prepare to alert and deploy Initial Damage Assessment Teams

O. DEPARTMENT OF DESIGN AND CONSTRUCTION

1. When requested, advise and assist DEM and HPD in evaluating unsafe dam conditions

2. Prepare to alert and deploy Initial Damage Assessment Teams

P. TRANSPORTATION SERVICES (DTS)

1. Assist DEM by coordinating transportation resources as the situation and time permits, in support of warning and evacuation operations to include those of the elderly and disabled

2. When requested, assist DEM as the situation and time permits, by providing buses and paratransit vehicles to transport evacuees to and from shelters / shelter areas.

Q. SUPPORTING STATE DEPARTMENTS

State Departments not listed below, should provide assistance to the City in accordance with departmental authority, functions, resources and capabilities.

1. Department of Land and Natural Resources (DLNR)

   i. In coordination with DEM, assist dam / reservoir owners and operators in educating the public on appropriate responses to unsafe conditions

   ii. Advise and assist DEM and HPD in evaluating and responding to unsafe dam / reservoir conditions

2. State Civil Defense

   i. Be responsive to Red Cross requests for the use of facilities and/or grounds as shelters / shelter areas

3. State Department of Education

   i. Be responsive to Red Cross requests for the use of facilities and/or grounds as shelters / shelter areas

R. COOPERATING AGENCIES

Community, neighborhood, charitable and church groups will provide volunteer relief programs for evacuees and victims in accordance with pre-planned arrangements and mutual agreements with the American Red Cross

VII. EMERGENCY TERMINATION

Accomplished was mutually agreed upon by the dam / reservoir owner and the Department of Emergency Management.

VIII. PLAN MAINTENANCE

This plan will be reviewed annually by DEM, Department of Facility Maintenance, Department of Land and Natural Resources, supporting response agencies and the dam owner / operators.

This plan will also be reviewed within sixty (60) day by the above agencies when new data is received which would require the modifications of the down channel inundation zones or the evacuation strategy.

During the review process, special attention will be given to:

A. The accuracy and completeness of formatted public address, public service and Emergency Broadcast System scripts currently on file in DEM

B. The status of current and projected education and awareness programs dealing with the warning and evacuation of threatened populations below dams and reservoirs located within the City.

IX. REFERENCES

A. Operation and Maintenance Manual, Kaneohe Flood Control Project, Ho'omaluhia Recreation Area, U.S. Army Corps of Engineers, 1978, updated to November 26, 1986.

B. Reevaluation of Wahiawa Dam, Nance-Belt Collins & Associates, May 1986.

C. Phase 1 Inspection Report, National Dam Safety Program, Prepared by C-E Maguire, Inc. for the State of Hawaii.

1. Reservoir 205A, September 1979
2. Reservoir 410B, June 1979
3. Reservoir 530, September 1979
4. Reservoir 545A, October 1978
5. Reservoir 155A, February 1979
6. Reservoir 510, September 1978
7. Reservoir 245B, June 1979

D. Phase 1 Inspection Report, National Dam Safety Program, Nuuanu Dam #4, Prepared by Department of Army, Pacific Ocean Division, Corps of Engineers, for the State of Hawaii, April 5, 1987.

E. Hawaii Administrative Rules, Chapter 13-190, Dams and Reservoirs,

Department of Land and Natural Resources, State of Hawaii, April 19, 1990.

X. ATTACHMENTS AND TABS

TAB A: WAHIAWA DAM EVACUATION PLAN

ATTACHMENT 1: Wahiawa Dam Evacuation Zone

ATTACHMENT 2: Wahiawa Dam Telephone Notification

ATTACHMENT 3: Wahiawa Dam Evacuation / Roadblock Matrix

ATTACHMENT 4: Unsafe Wahiawa Dam Evacuation Alert

ATTACHMENT 5: Wahiawa Dam Failure Evacuation Alert

ATTACHMENT 6: Wahiawa Dam All Clear / Recovery

TAB B: Nuuanu Dam Evacuation Procedures

ATTACHMENT 1: Nuuanu Dam #4 Evacuation Zone

ATTACHMENT 2: Nuuanu Dam #4 Telephone Notification

ATTACHMENT 3: Nuuanu Dam #4 Evacuation / Roadblock Matrix

ATTACHMENT 4: Unsafe Nuuanu Dam #4 Evacuation Alert

ATTACHMENT 5: Nuuanu Dam #4 Failure Evacuation Alert

ATTACHMENT 6: Nuuanu Dam #4 All Clear / Recovery

TAB C: Kaneohe Dam Evacuation Procedures

ATTACHMENT 1: Kaneohe Dam Evacuation Zone

ATTACHMENT 2: Kaneohe Dam Telephone Notification

ATTACHMENT 3: Kaneohe Dam Evacuation / Roadblock Matrix

ATTACHMENT 3: Kaneohe Dam Evacuation / Roadblock Matrix

ATTACHMENT 4: Unsafe Kaneohe Dam Evacuation Alert

ATTACHMENT 5: Kaneohe Dam Failure Evacuation Alert

ATTACHMENT 6: Kaneohe Dam All Clear / Recovery

TAB D: SLOWLY DEVELOPING CHECKLIST

TAB E: RAPIDLY DEVELOPING CHECKLIST

TAB E: INSTANTANEOUS FAILURE CHECKLIST

TAB F: DAM / RESERVOIR INITIAL RECOVERY

TAB G: UNSAFE DAM / RESERVOIR ALERT

TAB H: DAM / RESERVOIR FAILURE EVACUATION ALERT

TAB I: ALL CLEAR ANNOUNCEMENT

TAB J: MAYOR'S DECLARATION OF EMERGENCY (SAMPLE)

ATTACHMENT 1: ABBREVIATIONS

ATTACHMENT 1: ABBREVIATIONS

AC	Area Command
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BBH	Blood Bank of Hawaii
BFS	Department of Budge and Fiscal Services
BWS	Board of Water Supply
BYU	Brigham Young University - Hawaii
CAP	Civil Air Patrol
CBCP	Certified Business Continuity Planner
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCL	City Council
CD	Civil Defense
CDC	Centers for Disease Control and Prevention
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CIP	Critical Infrastructure Protection
CLK	City Clerks Office
COE	Corps of Engineers
COG	Continuity of Government
COM	Communications Officer, DEM
COOP	Continuity of Operations
COR	Department of Corporation Council
CPM	Counts Per Minute
CSD	Customer Services Department

CSDP	Chemical Stockpile Disposal Program
CWP	County Warning Point
D 1 - 6	Civil Defense Volunteer District
DAC	Disaster Application Center
DAP	Disaster Assistance Program
DBEDT	Department of Business, Economic Development and Tourism (HI)
DCS	Department of Community Services
DDC	Department of Design and Construction
DECON	Decontamination
DEM	Department of Emergency Management
DES	Department of Enterprise Services
DFM	Department of Facility Maintenance
DFO	Disaster Field Office
DHR	Department of Human Resources
DHS	Department of Homeland Security
DIT	Department of Information Technology
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOD	U.S. Department of Defense
DOE	Department of Education (State)
DOE	U.S. Department of Energy (U.S.)
DOH	Department of Health (State)
DOJ	Department of Justice
DOT	Department of Transportation (State)
DPP	Department of Planning and Permitting
DPR	Department of Parks and Recreation
DRC	Disaster Recovery Center
DTS	Department of Transportation Services
E 911	Enhanced 9-1-1
E&T	Education and Training Officer, DEM
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Replaced with EAS Live Broadcast)
ECL	Emergency Classification Level

EIS	Environmental Impact Statement
EMI	Emergency Management Institute (Maryland)
EMP	Electo-Magnetic Pulse
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENV	Environmental Services Department
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
ESD	Emergency Services Department
Eteam	Emergency Management Software (City Contracted)
FAA	Federal Aviation Administration
FAC	Food and Agriculture Committee
FAX	Facsimile Machine
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency (DHS)
FFTF	Fast Flux Test Facility
FIRM	Flood Insurance Rate Maps (FEMA)
FMB	Fasi Municipal Building
FRC	Federal Response Center (HAZMAT)
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GASCO	Gas Company
GCA	General Contractors Association
GIS	Geographic Information Systems
GMT	Greenwich Mean Time (also referred to as ZULU or UTC)
GPS	Global Positioning System
GSA	General Services Administration (U.S.)
HAH	Healthcare Association of Hawaii
HAWAS	Hawaii Warning System

HAZ	Hazardous Material Officer, DEM
HAZMAT	Hazardous Materials
HECO	Hawaiian Electric Company
HELOS	Helicopters
HFD	Honolulu Fire Department
HFIA	Hawaii Food Industry Association
HHVISA	Hawaii Hotel Visitors Industry Security Association
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HNG	Hawaii National Guard
HPD	Honolulu Police Department
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Analysis
IAEM	International Association of Emergency Managers
IC	Incident Commander
ICS	Incident Command System
IED	Improvised Explosive Device
IEMS	Integrated Emergency Management System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-HD	Joint Task Force - Homeland Defense
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
MAY	Mayor's Office / Mayor
MCEER	Multidisciplinary Center for Earthquake Engineering Research
MED	Medical Examiner Department
MOA	Memorandum of Agreement
MOCA	Mayor's Office of Culture and the Arts
MOU	Memorandum of Understanding

MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCO	Neighborhood Commission Office
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NFIP	National Flood Insurance Program
NHRAIC	Natural Hazard Research and Applications Information Center
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NOAA	National Oceanic Administrative Agency
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NTSB	National Transportation Safety Board
NWS	National Weather Service
OIC	Office In Charge
OPS	Operations Unit
OTS	Oahu Transit Services
P&O	Plans and Operations Officer, DEM
PAT	Department of Prosecuting
PDA	Preliminary Damage Assessment
PIO	Public Information Officer, DEM
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAD	Radiological Defense Officer, DEM
RADEF	Radiological Defense
REAC/TS	Radiation Emergency Assistance Center/Training Site
RHB	Royal Hawaiian Band
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCD	State Civil Defense Division

SCO	State Coordinating Officer
SERT	State Emergency Response Team
SITREPs	Situation Reports
SLEC	State Law Enforcement Coalition
SLG 101	State and Local Government EOP Guidelines
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSC	Seismic Safety Commission
SWP	State Warning Point
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard (DHS)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
UTC	Utilities & Transportation Commission
UTC	Coordinated Universal Time (also referred to as ZULU or GMT)
VA	Veteran's Administration
VOADs	Voluntary Organizations Active in Disasters
WMD	Weapons of Mass Destruction

ATTACHMENT 2: SLOWLY DEVELOPING CHECKLIST

ATTACHMENT 2: SLOWLY DEVELOPING CHECKLIST

	Date	Time	Initials
Owner / Operator notifies DEM of unsafe condition			

Name of Owner / Operator _____

Dam / Reservoir Location _____

Description of Condition _____

_____

_____

Determine Response Time available Days _____ Hours _____	Date	Time	Initials
Activation of City EOC Yes ☐ No ☐			
Dispatch DEM Officer to area? Yes ☐ No ☐			
Alert principal response agencies			

DEM _____ HPD _____ HFD _____ MAYOR _____

SCD _____ ARC _____ DPR _____ DFM _____

DTS _____ DLNR _____ DOE _____ SWP _____

Activate and Log Volunteer Availability

D1 _____ D2 _____ D4 _____ D6 _____

Request for technical assistance? Yes ☐ No ☐ If "YES", which agency?

BWS _____ DFM _____ COE _____ DLNR _____

	Date	Time	Initials
Prepare & Issue Emergency Public Information Statement (Use EBS for warning)			
Alert HPD/HFD/CAP of possible aircraft warning mission			
Prepare to establish predetermined roadblocks			
Review "Rapidly Developing & Instantaneous Failure" Checklists			

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 3: RAPIDLY DEVELOPING CHECKLIST

ATTACHMENT 3: RAPIDLY DEVELOPING CHECKLIST

	Date	Time	Initials
Owner / Operator notifies DEM of unsafe condition			

Name of Owner / Operator _____

Dam / Reservoir Location _____

Description of Condition _____

_____

_____

Determine Response Time available Days _____ Hours _____	Date	Time	Initials
Activation of City EOC Yes ☐ No ☐			
Dispatch DEM Officer to area? Yes ☐ No ☐			
Alert principal response agencies			

DEM _____ HPD _____ HFD _____ MAYOR _____

DTS _____ DLNR _____ DOE _____ SWP _____

SCD _____ ARC _____ DPR _____ DFM _____

Activate and Log Volunteer Availability

D1 _____ D2 _____ D4 _____ D6 _____

RACES _____

Request for technical assistance? Yes ☐ No ☐ If "YES", which agency?

BWS _____ DFM _____ COE _____ DLNR _____

	Date	Time	Initials
Prepare & Issue Emergency Public Information Statement (Use EBS for warning)			
Consider establishing predetermined roadblocks			
Coordinate Public Address system announcements			
Consider the warning/evacuation of down channel areas (See Dam / Reservoir Specific Instructions)			
Coordinate the readying of HPD/HFD/CAP aircraft for warning missions			

RAPIDLY DEVELOPING CHECKLIST (*CONTINUED*)					Date	Time	Initials
Relocation City resources located in inundation zone							
Mobilize OTS buses for area evacuation							
Coordinate opening / staffing of shelters / shelter areas							
Activate the DHR Elderly / Disabled Plan							
Coordinate the closure of affected beaches and parks							
Coordinate security for evacuated areas							
Activate rumor control?	Yes	☐	No	☐			
Notify HMB Security / Parking							
Review "Instantaneous Failure" checklist							
Prepare PERDISREP & Transmit to SCD							

					Date	Time	Initials
Advise Mayor / MD / CBO of Status & Issue:							
• Declaration of Emergency	Yes	☐	No	☐			
• Public Information Statement	Yes	☐	No	☐			
• Television Crawlers	Yes	☐	No	☐			
• Foreign Language Outreach	Yes	☐	No	☐			

ATTACHMENT 4: INSTANTANEOUS FAILURE CHECKLIST

ATTACHMENT 4: INSTANTANEOUS FAILURE CHECKLIST

INSTANTANEOUS FAILURE

	Date	Time	Initials
Name of Owner / Operator _____			
Dam / Reservoir Location _____			

	Date	Time	Initials
Activation of City EOC	_____	_____	_____
Dispatch DEM Officer to area? Yes ☐ No ☐	_____	_____	_____
Alert principal response agencies	_____	_____	_____
	_____		_____

DEM _____	HPD _____	HFD _____	MAYOR _____
SCD _____	ARC _____	DPR _____	DFM _____
DTS	DLNR	DOE	SWP

Activate and Dispatch Available Volunteers

D1 _____	D2 _____	D4 _____	D6 _____
RACES _____			

	Date	Time	Initials
Prepare & Issue Emergency Public Information Statement (Use EBS for warning)	_____	_____	_____
Establish Predetermined Roadblocks	_____	_____	_____
Coordinate Public Address system Announcements	_____	_____	_____
Direct the warning and evacuation of down channel areas (See Dam / Reservoir Specific Instructions)	_____	_____	_____
Relocation City resources located in inundation zone	_____	_____	_____
Mobilize OTS buses for area evacuation	_____	_____	_____
Coordinate opening of shelters / shelter areas	_____	_____	_____
Coordinate the closure of affected beaches and parks	_____	_____	_____
Coordinate security for evacuated areas	_____	_____	_____
Alert & Brief Damage Assessment Team(s)	_____	_____	_____

INSTANTANEOUS FAILURE (CONTINUED)					Date	Time	Initials
Activate Rumor Control					_____	_____	_____
Establish Call Center / Spot Report Processing					_____	_____	_____
Determine HPD / HFD helicopter and CAP aircraft availability					_____	_____	_____
Launch HPD/HFD/CAP aircraft	Yes	☐	No	☐	_____	_____	_____
Need assistance FROM HARNG	Yes	☐	No	☐	_____	_____	_____
If "YES" has SCD been contacted	Yes	☐	No	☐	_____	_____	_____
Advise Mayor / MD / CBO of Status & Issue:					_____	_____	_____
• Declaration of Emergency	Yes	☐	No	☐	_____	_____	_____
• Public Information Statement	Yes	☐	No	☐	_____	_____	_____
• Television Crawlers	Yes	☐	No	☐	_____	_____	_____
• Foreign Language Outreach	Yes	☐	No	☐	_____	_____	_____
Prepare & transmit PERDISREP to SCD					_____	_____	_____

ATTACHMENT 5: DAM / RESERVOIR INITIAL RECOVERY

ATTACHMENT 5: DAM / RESERVOIR INITIAL RECOVERY

IMPLEMENT INITIAL RECOVERY PROCEDURES

• Establish EOC shift schedule	_____	_____	_____
• Coordinate with HPD/HFD/EMS to identify and address immediate needs of the people	_____	_____	_____
• Coordinate with EMS/HAH/DOH to identify and address health issues	_____	_____	_____
• Coordinate with MED to determine mass fatality needs	_____	_____	_____
• Determine utility status *Wastewater/Water / Gas / Electricity / Telephony*	_____	_____	_____
• Determine roadway infrastructure status	_____	_____	_____
• Coordinate care for evacuees / victims with ARC	_____	_____	_____
• Open ARC / City Assistance Centers	_____	_____	_____
• Activate Volunteer Program Procedures, if appropriate	_____	_____	_____
• Provide comprehensive damage assessment reports to Mayor/staff and SCD	_____	_____	_____
• Coordinate aerial pictorial documentation of affected area	_____	_____	_____
• Prepare Mayor's request for State / Federal Assistance, if required	_____	_____	_____
• Respond to requests for assistance	_____	_____	_____

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 6: UNSAFE DAM / RESERVOIR INITIAL RECOVERY

ATTACHMENT 6: UNSAFE DAM / RESERVOIR ALERT

TO BE USED TO ALERT PERSONS DOWN CHANNEL OF AN UNSAFE DAM / RESERVOIR AND TO PREPARE THEM FOR EVACUATION

- ATTENTION! ATTENTION!
- HEAVY RAINS ARE CAUSING WATERS IN
  - _____(NAME OF DAM / RESERVOIR)_____ DAM / RESERVOIR
  - _____ MILES _(DIRECTION)_ OF ____(COMMUNITY)_____ TO RISE TO DANGEROUS LEVELS
- BE PREPARED TO EVACUATE IMMEDIATELY WHEN ADVISED OR IF FLOODING OCCURS
- SHELTERS WILL BE OPENED, IF NECESSARY, AT:
  - _____
  - _____
  - _____
  - _____
- IF YOU NEED ASSISTANCE, CALL 9-1-1

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 7: DAM / RESERVOIR FAILURE EVACUATION ALERT

ATTACHMENT 7: DAM / RESERVOIR FAILURE EVACUATION ALERT

TO BE USED TO EVACUATE PERSONS DOWN CHANNEL FROM A FAILED DAM / RESERVOIR

- ATTENTION! ATTENTION!
- DANGEROUS FLOODING
  - [__] CAN OCCUR AT ANY TIME
  - [__] IS OCCURRING
- EVACUATE IMMEDIATELY AND MOVE TO HIGH GROUND OR SHELTERS AT:
  - _____
  - _____
  - _____
  - _____
- IF YOU NEED ASSISTANCE, CALL 9-1-1
- DO NOT RETURN UNTIL THE ALL CLEAR HAS BEEN ANNOUNCED BY THE DEPARTMENT OF EMERGENCY MANAGEMENT

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 8: ALL CLEAR ALERT

ATTACHMENT 8: ALL CLEAR ANNOUNCEMENT

TO BE USED TO ANNOUNCE ALL CLEAR TO PERSONS DOWN CHANNEL OF A FAILED OR UNSAFE DAM

- ATTENTION! ATTENTION!
- (NAME OF DAM / RESERVOIR) DAM / RESERVOIR HAS FAILED CAUSING DAMAGE TO A NUMBER OF HOMES IN THE FOLLOWING AREAS:
    - (COMMUNITY)
    - (COMMUNITY)
    - (COMMUNITY)
    - (COMMUNITY)
- (NAME OF DAM / RESERVOIR) DAM / RESERVOIR HAS BEEN DAMAGED AND IS UNSAFE.
- (NAME OF DAM / RESERVOIR) DAM / RESERVOIR HAS NOT FAILED.
- WATER LEVELS ARE DOWN IN (NAME OF DAM / RESERVOIR) DAM / RESERVOIR
- IT IS NOW SAFE TO RETURN TO EVACUATED AREAS.
- USE EXTREME CAUTION WHERE FLOODING OCCURRED
- WATCH OUT FOR WASHED OUT ROADS AND DOWNED POWER LINES
- CHECK YOUR HOME FOR STRUCTURAL DAMAGE, SHORT CIRCUITS, LIVE WIRES, GAS LEAKS AND CONTAMINATED WATER
- SHELTERS ARE OPENED, AT:
    - _____
    - _____
    - _____
    - _____
- IF YOU NEED ASSISTANCE, CALL 9-1-1

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 9: MAYOR'S DECLARATION OF EMERGENCY

ATTACHMENT 9: MAYOR'S DECLARATION OF EMERGENCY

(*SAMPLE*)

MAYOR'S DECLARATION OF EMERGENCY

By the authority vested in me as the Mayor of the City and County of Honolulu, pursuant to the Honolulu City Charter and the Revised Ordinances of Honolulu, I, _____ , Mayor hereby determine and declare the following:

Whereas, the City was notified of a **(***rapidly developing unsafe condition***)** **(***instantaneous failure***)** at the (NAME OF DAM / RESERVOIR) by the (NAME OF OWNER / OPERATOR at (TIME AM/PM) on (MONTH / DATE , (YEAR) ; and

Whereas, reports from the scene by **(**HPD**) (**HFD**) (**DFM**) (**BWS**) (**COE**) (**DLNR**) (**OWNER/OPERATOR**)** indicate that **(***the lives and property of residents in the downstream inundation zone are in jeopardy and their evacuation is essential***) (***an instantaneous failure has occurred causing injuries to residents and property damage t their homes***)**; and

(*Whereas, to protect the public peace, health, safety and welfare of the residents of the City and County of Honolulu, emergency preparedness is necessary at this time*.)

Therefore, I _____, Mayor of the City & County of Honolulu, declare that an **(**impending disaster**) (**emergency**) (**exists and the power and prohibitions stated in ROH 13-30.3 are now in effect) (emergency exists in the SPECIFY AREA OR AREAS AFFECTED

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 10: UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING: WAHIAWA DAM

ATTACHMENT 10: WAHIAWA DAM EVACUATION PLAN

I. GENERAL

Wahiawa Dam is owned and operated by the Dole Food Company Hawaii. The purpose of this dam is to impound water from the North and South forks of Kaukonahua River for irrigation use. When the reservoir is full, it impounds 2.25 billion gallons water over an area of 260 acres.

II. WORST CASE PLANNING SCENARIO

A. A Probable Maximum Flood (PMF) occurs on the Seventeen (17) square mile watershed tributary to Wahiawa. The flood producing storm also covers the Forty-One (41) square miles of the Poamoho and lower Kaukonahua Stream basins that also drain through Waialua. The reservoir is full at the start of the storm.

B. When the floodwater reaches Six (6) inches over the dam crest, failure of the structure begins. The embankment structure is washed out in Thirty (30) minutes causing a flood wave to rush down Kaukonahua Stream channel towards Waialua.

C. The advancing flood wave combines with runoff from the Poamoho and Lower Kaukonahua basins to cause maximum flooding in the areas depicted in the flood zone. The travel time of the flood wave, from the time of embankment failure to its arrival at Kaukonahua / Farrington Highway above Waialua, is estimated to be Forty (40) minutes.

III. RESPONSE PROCEDURES

A. SLOWLY DEVELOPING UNSAFE CONDITION

1. Dole Food Company Hawaii will immediately notify the DEM of any slowly developing unsafe condition or whenever automatic warning devices indicate reservoir water levels have reached a sensor level of Eighty (80) feet (Spillway height).

2. Department of Emergency Management (DEM)

   DEM will utilize the appropriate checklist, advise all key response agencies and appropriate City agencies of the unsafe condition and accomplish the additional items listed therein.

3. All agencies will review warning and evacuation tasking and prepare for the possibility of accelerated deterioration in the dams condition.

B. RAPIDLY DEVELOPING UNSAFE CONDITION OR INSTANTANEOUS FAILURE

1. Dole Food Company Hawaii will immediately notify the Honolulu Police Department (HPD) at 911 or DEM (during business hours) of any following occur:

   i. Rapidly developing unsafe conditions or instantaneous failure

   ii. Monitoring devices indicate water levels within the reservoir have reached

      a) Eighty-Two (82) feet (2 ft. above spillway level)

      b) Eighty-Four (84) feet with a continuing rise Delta of +.1 foot per hour or greater (limited downstream flooding)

      c) Eighty-Five (85) feet with a continuing rise Delta of +.1 foot per hour or greater

   NOTE: "Delta" is the relationship of water coming in versus water going out. A positive Delta means more water is coming in then going out. A negative Delta means more water is going out then coming in.

   Dole Food Company Hawaii supervisors will begin continuous monitoring of the reservoir and it is in and out flow at the Eighty Two (82) foot level and relay their recommendations to DEM on a regular basis.

2. DEM or HPD will, depending on the actual condition of the dam, weather, rainfall and recommendations by Dole Food Company Hawaii and other engineering consultants, accomplish appropriate portions of the checklist.

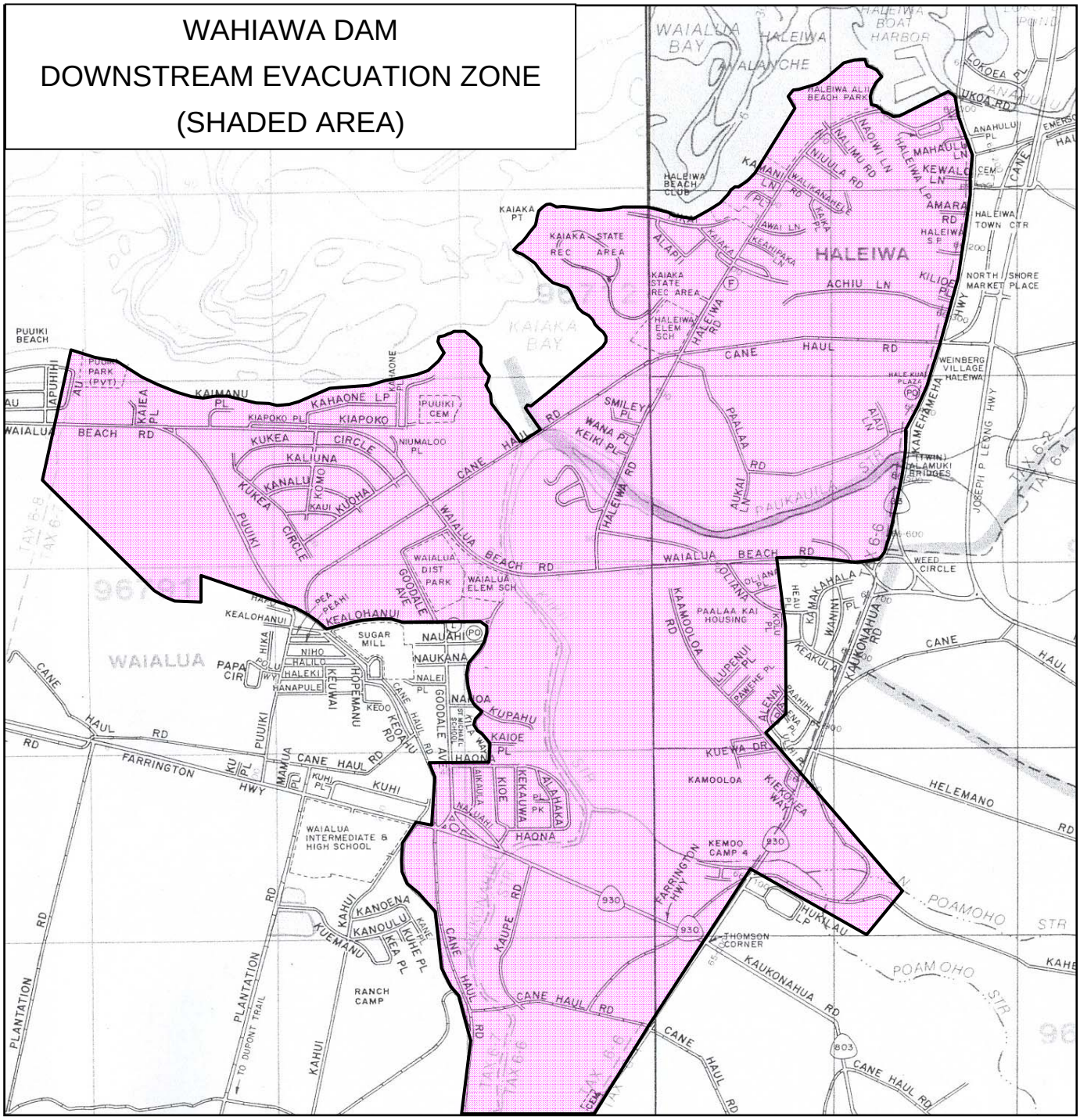
3. In the event of a local earthquake, HPD will immediately implement the warning and evacuation tasking and checklist.

IV. INITIAL RECOVERY

As outlined in the checklist and the City & County of Honolulu Emergency Operations Plan.

TAB A: WAHIAWA DAM EVACUATION ZONE

TAB A: Wahiawa Dam Evacuation Zone



UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB C: WAHIAWA DAM EVACUATION & ROADBLOCK MATRIX

TAB C: Wahiawa Dam Evacuation / Roadblock Matrix

MAJOR FACILITIES TO BE EVACUATED	
Waialua Fire Station	Puuiki Beach Park
Western Haleiwa Beach Park	Haleiwa Boat Harbor
Haleiwa Shopping Plaza	Haleiwa Alii Beach Park
Haleiwa Post Office	Haleiwa Elementary School
Kaiaka State Recreation Area	Waialua Elementary School
Paalaa Kai Housing	Kemoo Camp #4
Otake Camp	Waialua Clinic
EVACUATION SHELTERS / AREAS	
Waialua High School	Waialua Community Center
Eastern Haleiwa Beach Park	
ROADBLOCKS	
Kamehameha Hwy & Lahalewai Place	Weed Circle
Helemano & Kaukonahua Road	Thompson Corner
Kaheaka & Kaukonahua Road	Farrington Hwy & Kahui Street
Puuiki & Kealohanui Road	Waialua Beach Road & Apuhihi Street
Cane Haul Road Intersection (Southeast of Sugar Mill)	
Additional roadblocks may be established, identified or cancelled by On-scene Officials	
CHECK POINTS	
Kupahu Street to Kila Way to Haona Street	
To be established as required by on-scene Officials	

Annex T - Appendix 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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Annex T - Appendix 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

TAB D: Unsafe Wahiawa Dam Evacuation Alert

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO EVACUATE PERSONS DOWN CHANNEL OF THE WAHIAWA DAM TO BE PREPARED TO EVACUATE

- ATTENTION! ATTENTION!
- HEAVY RAINS ARE CAUSING WATER BEHIND WAHIAWA DAM TO RISE TO DANGEROUS LEVELS
- BE PREPARED TO EVACUATE IMMEDIATELY WHEN ADVISED OF IF FLOODING OCCURS
- RED CROSS SHELTERS / SHELTER AREAS WILL BE OPENED, IF NECESSARY:

  _____ WAIALUA HIGH AND INTERMEDIATE SCHOOLS

  _____ WAIALUA COMMUNITY CENTER / HALEIWA GYM

  _____ EASTERN HALEIWA BEACH PARK
- IF YOU NEED ASSISTANCE, CALL 911

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB E: WAHIAWA DAM FAILURE EVACUATION ALERT

TAB E: Wahiawa Dam Failure Evacuation Alert

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO EVACUATE PERSONS DOWN CHANNEL OF THE WAHIAWA DAM

- ATTENTION! ATTENTION!
- DANGEROUS FLOODING

  _____ CAN OCCUR AT ANY TIME

  _____ IS OCCURRING
- EVACUATE IMMEDIATELY AND MOVE TO HIGH GROUND OR TO THE RED CROSS SHELTERS / SHELTER AREAS AT:

  _____ WAIALUA HIGH AND INTERMEDIATE SCHOOLS

  _____ WAIALUA COMMUNITY CENTER / HALEIWA GYM

  _____ EASTERN HALEIWA BEACH PARK
- DO NOT RETURN UNTIL THE ALL CLEAR HAS BEEN ANNOUNCED
- IF YOU NEED ASSISTANCE, CALL 911

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB F: WAHIAWA DAM ALL CLEAR / RECOVERY

TAB F: Wahiawa Dam All Clear / Recovery

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO ANNOUNCE ALL CLEAR TO PERSONS DOWN CHANNEL OF THE WAHIAWA DAM

- ATTENTION! ATTENTION!
- WAHIAWA DAM

_____ HAS FAILED CAUSING DAMAGE TO A NUMBER OF HOMES IN THE DOWN CHANNEL INUNDATION AREA

_____ HAS BEEN DAMAGED AND IS NOT SAFE

_____ HAS NOT FAILED

_____ WATER LEVELS ARE DOWN IN WAHIAWA DAM

_____ DO NOT RE-ENTER THE AREA AT THIS TIME. STAY WHERE YOU ARE UNTIL FURTHER ADVISED

_____ IT IS NOW SAFE TO RETURN TO THE EVACUATED AREA

_____ USE EXTREME CAUTION WHERE FLOODING OCCURRED

_____ WATCH OUT FOR WASHED OUT ROADS AND DOWNED POWER LINES

_____ CHECK YOU HOME FOR STRUCTURAL DAMAGE PRIOR TO ENTERING

_____ CHECK YOU HOME FOR ELECTRICAL SHORT CIRCUITS, EXPOSED ELECTRICAL (LIVE) WIRES, GAS LEAKS AND CONTAMINATED FOOD AND DRINKING WATER.

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ATTACHMENT 11: UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING: NUUANU DAM #4

ATTACHMENT 11: NUUANU DAM #4 EVACUATION PLAN

I. GENERAL

Nuuanu Dam #4 is owned and operated by the City and County of Honolulu's Board of Water Supply (BWS). The dam is located near the summit of The Koolau Mountain range adjacent to the Pali Highway approximately 4 miles north of downtown Honolulu. The dam serves as a flood control project for the area and a fresh water fish and wildlife refuge.

The BWS maintenance section Superintendent has been delegated responsibility for all operations, maintenance and inspection functions. Whenever an unsafe condition is detected, the BWS Manager/Deputy Manager and Chief/Deputy Security Officer will be notified

II. WORST CASE PLANNING SCENARIO

Either an earthquake of significant proportions or the combination of seepage and stress on the dam structure (as described below) causes failure and the release of over 3600 acre-feet of water flooding those areas depicted in Attachment 1.

The seepage/stress scenario would involve an extended period of heavy rain, which would exceed the estimated Probable Maximum Precipitation (PMP) for Nuuanu area and cause reservoir pool levels to rise above maximum design capacity.

III. RESPONSE PROCEDURES

A. SLOWLY DEVELOPING UNSAFE CONDITION

1. The Manager or designate will immediately notify the Department of Emergency Management (DEM) of any slowly developing unsafe conditions or whenever reservoir water levels reach 1020 feet MSL. BWS will notify the appropriate agencies utilizing established notification procedures.
2. DEM will utilize the appropriate checklist, advise all key response agencies and appropriate City agencies of the unsafe condition and accomplish the additional items listed therein.
3. All agencies will review warning and evacuation tasks and prepare for the possibility of accelerated deterioration in the dam's condition.

B. RAPIDLY DEVELOPING UNSAFE CONDITION OR INSTANTANEOUS FAILURE

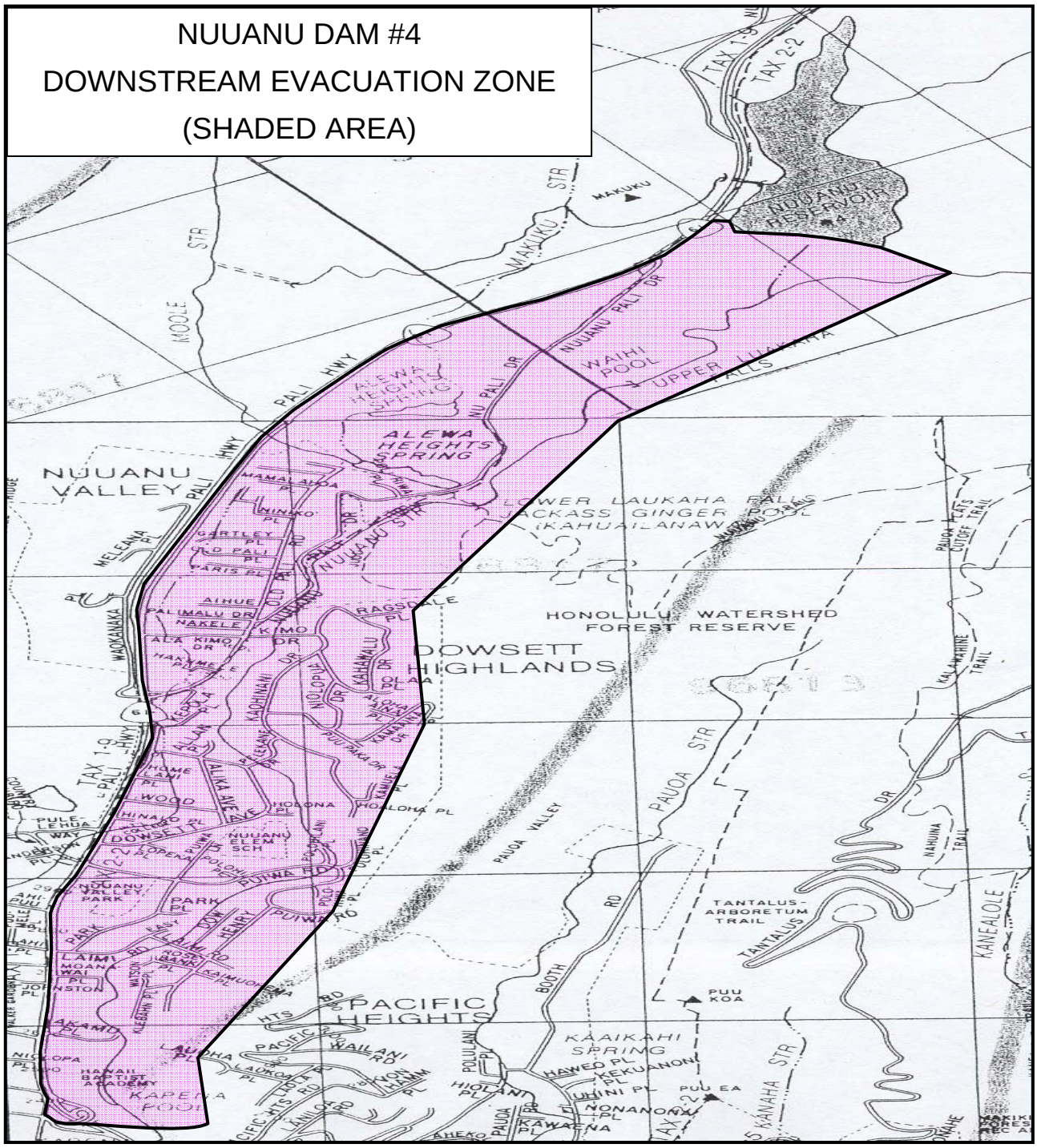
1. The Manager or designate will immediately notify the Honolulu Police Department at 911 and/or DEM of any rapidly developing unsafe condition or instantaneous failure, or when reservoir levels have reached 1024 feel MSL (spillway crest and downstream flooding is possible).
2. DEM and/or HPD will, depending on the actual condition of the dam, forecast weather / rainfall and the recommendations of BWS and/or other consulting engineers, accomplish the appropriate portions of the checklist. A precautionary downstream evacuation will be initiated for all low lying/flood prone areas when the Nuuanu Dam #4 reaches the 1024-foot MSL level.
3. In the event of a local earthquake, HPD will immediately implement the warning and evacuation tasking and checklist.

IV. INITIAL RECOVERY

As outlined in the checklist and the City & County of Honolulu Emergency Operations Plan.

TAB A: NUUANU DAM #4 EVACUATION ZONE

TAB A: Nuuanu Dam #4 Evacuation Zone



UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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ANNEX T - APPENDIX 4

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

TAB C: Nuuanu Dam #4 Evacuation / Roadblock Matrix

MAJOR FACILITIES TO BE EVACUATED	
INTERNATIONAL COLLEGE	NUUANU ELEMENTARY SCHOOL
NUUANU VALLEY PARK	HAWAII BAPTIST ACADEMY
JACKASS GINGER SWIMMING HOLE	KAPENA FALLS SWIMMING HOLE
EVACUATION SHELTERS / AREAS	
MAEMAE ELEMENTARY SCHOOL	PALI GOLF COURSE CLUB HOUSE
NUUANU PALI STATE PARK / PALI LOOKOUT	
ROADBLOCKS	
INTERSECTIONS OF THE KAILUA-BOUND LANDS OF PALI HIGHWAY ONLY	
NUUNAU PALI DRIVE	ALA KIMO DRIVE
OLD PALI ROAD	DOWSETT AVENUE NORTH & SOUTH
PUIWAS ROAD	LAIMI ROAD
MOAN AWAI PLACE	AKAMU PLACE
DEPOLA PLACE	HOME-LANI PLACE
WOOD STREET	
Additional roadblocks may be established, identified or cancelled by On-scene Officials	
CHECK POINTS	
To be established as required by on-scene Officials	

ADDITIONAL ROADBLOCKS MAY BE ESTABLISHED, IDENTIFIED OR CANCELLED BY ON-SCENE OFFICIALS

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB D: UNSAFE NUUANU DAM #4 EVACUATION ALERT

TAB D: Unsafe Nuuanu Dam #4 Evacuation Alert

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO ALERT PERSONS DOWN CHANNEL OF THE NUUANU DAM #4 TO BE PREPARED TO EVACUATE

- ATTENTION! ATTENTION!
- HEAVY RAINS ARE CAUSING WATER BEHIND NUUANU DAM TO RISE TO DANGEROUS LEVELS
- BE PREPARED TO EVACUATE IMMEDIATELY WHEN ADVISED OF IF FLOODING OCCURS
- RED CROSS SHELTERS / SHELTER AREAS WILL BE OPENED, IF NECESSARY:

  _____ MAEMAE ELEMENTARY SCHOOLS

  _____ PALI GOLF COURSE CLUB HOUSE

  _____ NUUANU STATE PARK / PALI LOOKOUT
- IF YOU NEED ASSISTANCE, CALL 911

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB E: NUUANU DAM #4 FAILURE EVACUATION ALERT

TAB E: Nuuanu Dam #4 Failure Evacuation Alert

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO EVACUATE PERSONS DOWN CHANNEL OF THE NUUANU DAM #4

- ATTENTION! ATTENTION!
- DANGEROUS FLOODING

  _____ CAN OCCUR AT ANY TIME

  _____ IS OCCURRING
- EVACUATE IMMEDIATELY AND MOVE TO HIGH GROUND OR TO THE RED CROSS SHELTERS / SHELTER AREAS AT:

  _____ MAEMAE ELEMENTARY SCHOOLS

  _____ PALI GOLF COURSE CLUB HOUSE

  _____ NUUANU STATE PARK / PALI LOOKOUT
- DO NOT RETURN UNTIL THE ALL CLEAR HAS BEEN ANNOUNCED
- IF YOU NEED ASSISTANCE, CALL 911

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB F: NUUANU DAM #4 ALL CLEAR / RECOVERY

TAB F: Nuuanu Dam #4 All Clear / Recovery

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO ANNOUNCE ALL CLEAR TO PERSONS DOWN CHANNEL OF THE NUUANU DAM #4

- ATTENTION! ATTENTION!
- NUUANU DAM

_____ HAS FAILED CAUSING DAMAGE TO A NUMBER OF HOMES IN THE DOWN CHANNEL INUNDATION AREA

_____ HAS BEEN DAMAGED AND IS NOT SAFE

_____ HAS NOT FAILED

_____ WATER LEVELS ARE DOWN IN WAHIAWA DAM

_____ DO NOT RE-ENTER THE AREA AT THIS TIME. STAY WHERE YOU ARE UNTIL FURTHER ADVISED

_____ IT IS NOW SAFE TO RETURN TO THE EVACUATED AREA

_____ USE EXTREME CAUTION WHERE FLOODING OCCURRED

_____ WATCH OUT FOR WASHED OUT ROADS AND DOWNED POWER LINES

_____ CHECK YOU HOME FOR STRUCTURAL DAMAGE PRIOR TO ENTERING

_____ CHECK YOU HOME FOR ELECTRICAL SHORT CIRCUITS, EXPOSED ELECTRICAL (LIVE) WIRES, GAS LEAKS AND CONTAMINATED FOOD AND DRINKING WATER.

ATTACHMENT 12: KANEOHE DAM EVACUATION PLAN

ATTACHMENT 12: KANEOHE DAM EVACUATION PLAN

I. GENERAL

Kaneohe Dam is a federally constructed flood control structure operated and maintained by the City & County of Honolulu. The principal and overriding purpose of the project is the storage and release of storm runoff so that its impact on down-channel urbanized areas is minimized.

The Director and Chief Engineer of the City's Department of Facility Maintenance has been delegated the responsibility for the dam's operation and maintenance. Inspection of the flood control and associated recreation facilities is the joint responsibility of the DFM and the U.S. Army Corps of Engineers, Honolulu District (COE). The Department of Parks and Recreation (DPR) maintains day-to-day surveillance of the flood control structure and is responsible for notifying DFM and COE of any unsafe conditions.

II. WORST CASE PLANNING SCENARIO

A. ILLUSTRATIVE CRITERIA

For Kaneohe Dam, a major high water period or storm is defined as being equal to or greater than an event, which occurs every ten years. A reservoir pool elevation of 177.5 feet Mean Sea Level (MSL) is considered a major high water period.

NOTE: Rainfall equal to seven (7.0) inches in six (6) hours or eleven (11) inches in a twenty-four (24) hour period at the Luluku rain gage is a ten year event.

B. SCENARIO

A local earthquake or storm runoff significantly exceeding a 10-year event causes failure of the dam embankment, foundation and/or appurtenant concrete structures. The failure releases some 4700 acre-feet of water into down stream channels. Travel time of the peak wave, from the time of failure to its arrival at the mouth of the Kaneohe Stream and the ocean, is estimated to be 30 minutes.

1. DEM will utilize the appropriate checklist, advise all key response agencies and appropriate City agencies of the unsafe condition and accomplish the additional items listed therein.
2. All agencies will review warning and evacuation tasks and prepare for the possibility of accelerated deterioration in the dam's condition.

C. RAPIDLY DEVELOPING UNSAFE CONDITION OR INSTANTANEOUS FAILURE

1. DPR Dam Tenders will immediately notify the Honolulu Police Department at 911, DEM, DFM and COE of any rapidly developing unsafe condition or instantaneous failure, or when reservoir levels have reached 200 feet MSL.
2. DEM and/or HPD will, depending on the actual condition of the dam, forecast weather / rainfall and the recommendations of DFM and/or COE, accomplish the appropriate portions of the checklist. A precautionary downstream evacuation will be initiated for all low lying/flood prone areas when the Kaneohe Dam reservoir pool reaches 200 feet MSL.
3. In the event of a local earthquake, HPD will immediately implement the warning and evacuation tasking and checklist.

III. INITIAL RECOVERY

As outlined in the City & County of Honolulu Emergency Operations Plan.

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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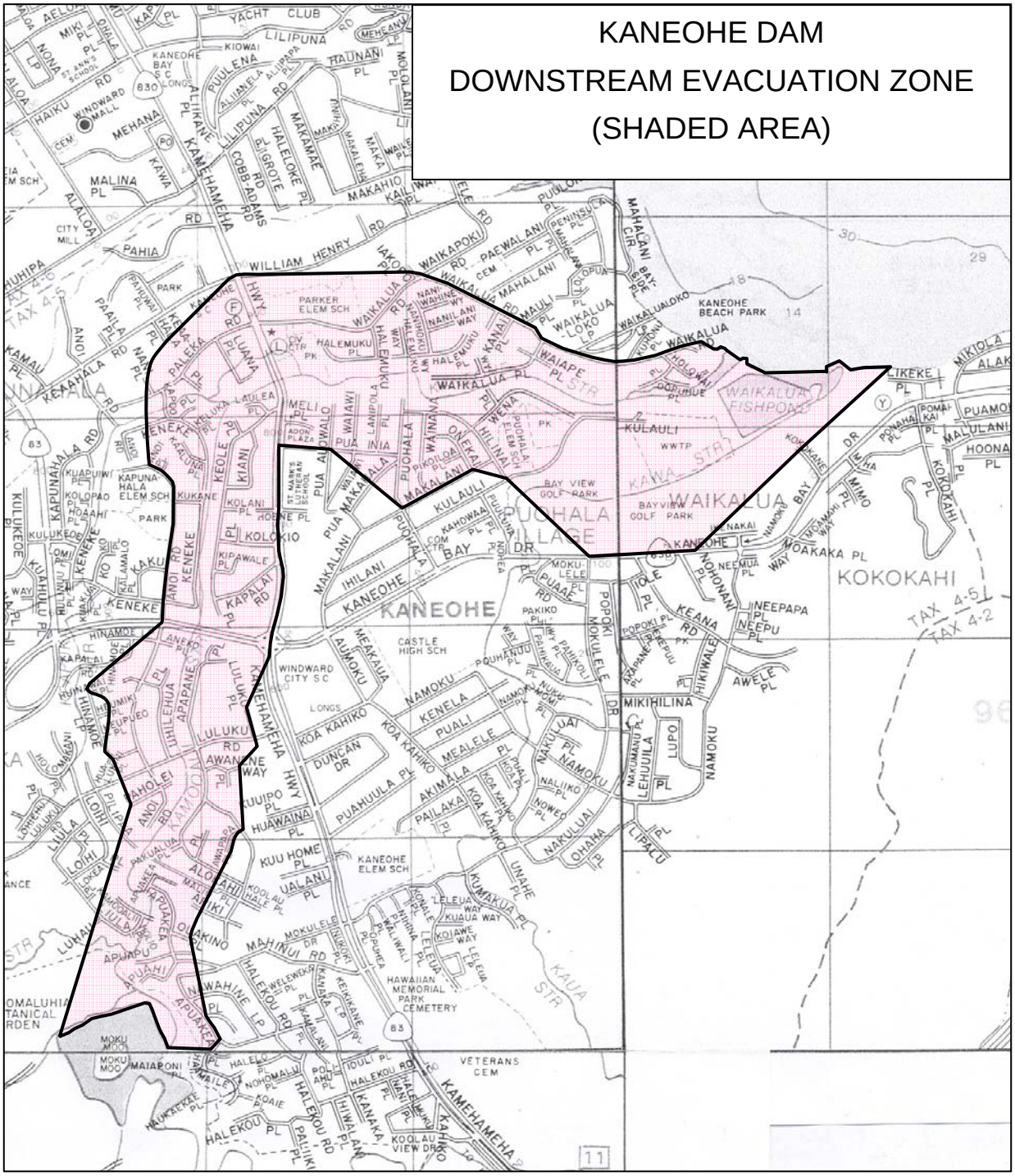
TAB A: KANEOHE DAM EVACUATION ZONE

TAB A: Kaneohe Dam Evacuation Zone



UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB C: KANEOHE DAM EVACUATION & ROADBLOCK MATRIX

TAB C: Kaneohe Dam Evacuation / Roadblock Matrix

MAJOR FACILITIES TO BE EVACUATED	
Parker Elementary	Puohala Elementary
Puohala Playground	Kaneohe Police Station
Kaneohe Fire Station	Kaneohe Library
Kaneohe STP	Kaneohe Shopping Center
EVACUATION SHELTERS / AREAS	
Kaneohe District Park	Kapunahala Elementary
Heeia Elementary	King Intermediate
Castle High School	Kaneohe Elementary
ROADBLOCKS	
Likilike Hwy And Anoi Road	Kamehameha Hwy and Keaahale Road
Waikalua Road and Waikapoki Road	Kaneohe Bay Drive and Puohala Road
Kaneohe Bay Drive and Makalani Road	Kaneohe Bay Drive & Kamehameha Hwy
Additional roadblocks may be established, identified or cancelled by On-scene Officials	
CHECK POINTS	
To be established as required by On-scene Officials	

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB D: UNSAFE KANEOHE DAM EVACUATION ALERT

TAB D: Unsafe Kaneohe Dam Evacuation Alert

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO ALERT PERSONS DOWN CHANNEL OF THE KANEOHE DAM TO BE PREPARED TO EVACUATE

- ATTENTION! ATTENTION!
- HEAVY RAINS ARE CAUSING WATER BEHIND NUUANU DAM TO RISE TO DANGEROUS LEVELS
- BE PREPARED TO EVACUATE IMMEDIATELY WHEN ADVISED OF IF FLOODING OCCURS
- RED CROSS SHELTERS / SHELTER AREAS WILL BE OPENED, IF NECESSARY:

  _____ KANEOHE DISTRICT PARK

  _____ HEEIA ELEMENTARY

  _____ CASTLE HIGH SCHOOL

  _____ KAPUNAHALA ELEMENTARY SCHOOL

  _____ KING INTERMEDIATE SCHOLL

  _____ KANEOHE ELEMENTARY SCHOOL
- IF YOU NEED ASSISTANCE, CALL 911

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB E: KANEOHE DAM FAILURE EVACUATION ALERT

TAB E: Kaneohe Dam Failure Evacuation Alert

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO EVACUATE PERSONS DOWN CHANNEL OF THE KANEOHE DAM

- ATTENTION! ATTENTION!
- DANGEROUS FLOODING

  _____ CAN OCCUR AT ANY TIME

  _____ IS OCCURRING

- EVACUATE IMMEDIATELY AND MOVE TO HIGH GROUND OR TO THE RED CROSS SHELTERS / SHELTER AREAS AT:

  _____ KANEOHE DISTRICT PARK

  _____ HEEIA ELEMENTARY

  _____ CASTLE HIGH SCHOOL

  _____ KAPUNAHALA ELEMENTARY SCHOOL

  _____ KING INTERMEDIATE SCHOLL

  _____ KANEOHE ELEMENTARY SCHOOL

- DO NOT RETURN UNTIL THE ALL CLEAR HAS BEEN ANNOUNCED
- IF YOU NEED ASSISTANCE, CALL 911

UNSAFE DAM/RESERVOIR EVACUATION AND SHELTERING

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TAB F: KANEOHE DAM ALL CLEAR / RECOVERY

TAB F: Kaneohe Dam All Clear / Recovery

PUBLIC ADDRESS SYSTEM ANNOUNCEMENT

TO BE USED TO ANNOUNCE ALL CLEAR TO PERSONS DOWN CHANNEL OF THE KANEOHE DAM

- ATTENTION! ATTENTION!
- KANEOHE DAM

_____ HAS FAILED CAUSING DAMAGE TO A NUMBER OF HOMES IN THE DOWN CHANNEL INUNDATION AREA

_____ HAS BEEN DAMAGED AND IS NOT SAFE

_____ HAS NOT FAILED

_____ WATER LEVELS ARE DOWN IN WAHIAWA DAM

_____ DO NOT RE-ENTER THE AREA AT THIS TIME. STAY WHERE YOU ARE UNTIL FURTHER ADVISED

_____ IT IS NOW SAFE TO RETURN TO THE EVACUATED AREA

_____ USE EXTREME CAUTION WHERE FLOODING OCCURRED

_____ WATCH OUT FOR WASHED OUT ROADS AND DOWNED POWER LINES

_____ CHECK YOU HOME FOR STRUCTURAL DAMAGE PRIOR TO ENTERING

_____ CHECK YOU HOME FOR ELECTRICAL SHORT CIRCUITS, EXPOSED ELECTRICAL (LIVE) WIRES, GAS LEAKS AND CONTAMINATED FOOD AND DRINKING WATER.

ANNEX T - APPENDIX 5

HAZARDOUS MATERIAL RESPONSE PLAN

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

HAZARDOUS MATERIAL RESPONSE PLAN

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ANNEX T - APPENDIX 5

HAZARDOUS MATERIAL RESPONSE PLAN

DISTRIBUTION LIST

CITY & COUNTY OF HONOLULU	**Copies**
Mayor's Office	1
Managing Director	1
Board of Water Supply	4
Budget and Fiscal Services	1
City Council	2
Community Services	1
Council Services	1
City Clerk	1
Department of Emergency Management	6
Civil Defense District Volunteer Organizations	12
Corporation Counsel	1
Customer Services	1
Design and Construction	1
Emergency Services	3
Director - 1	
EMS - 1	
Ocean Safety Division - 1	
Enterprise Services	1
Facility Maintenance	2
Fire Department	9
Human Resources	1
Information Technology	1
Liquor Commission	1
Medical Examiner	1
Municipal Reference & Records Center (CSD)	3
Neighborhood Commission	1
Parks and Recreation	2
Planning & Permitting	1
Police Department	12

CITY & COUNTY OF HONOLULU **Copies**

Prosecuting Attorney 1
Royal Hawaiian Band 1
Transportation Services 2

STATE DEPARTMENTS AND AGENCIES

Office of the Governor 1
Department of Accounting and General Services 1
Department of Agriculture 1
Department of Business, Economic Development and Tourism 2
Department of Commerce and Consumer Affairs 1
Department of Defense 7
- Director of Civil Defense - 1
- Civil Defense Division - 4
- Hawaii Air National Guard - 1
- Hawaii Army National Guard - 1

Department of Education 6
Department of Hawaiian Home Lands 1
Department of Health 2
Department of Labor and Industrial Relations 1
Department of Land and Natural Resources 2
Department of Human Services 2
Department of Taxation 1

FEDERAL AGENCIES

Department of Transportation 5
- Director - 1
- CD Coordinator - 1
- Highways Division - 1
- Harbors Division - 1
- Airports Division - 1

Office of Consumer Protection 1
State Archives 1
State Publications Distribution Center (Libraries) 6
University of Hawaii 1

FEDERAL AGENCIES	Copies
Federal Aviation Administration	1
Department of the Interior	1
National Weather Service	1
Pacific Tsunami Warning Center	1
U.S. Army Corps of Engineers, Pacific Division	1
USARPAC U.S. Army Pacific	1
U.S. Army Garrison-Hawaii	1
U.S.PACOM	5
Department of Homeland Security	1
Federal Emergency Management Agency (Region IX PAO)	1
U.S. Department of Agriculture	1
U.S. Postal Service	1
COOPERATING AGENCIES	
American Red Cross, Hawaii Chapter	2
Blood Bank of Hawaii	1
Chevron and Tesoro Refineries	1
Civil Air Patrol	2
County Medical Society	1
The Gas Company	1
General Contractor's Association	1
Hawaii Food Industry and Gas Dealers Associations	1
Tesoro Refinery	1
Hawaii Hotel Security Association	1
Hawaii Restaurant Association	1
Hawaii Transportation Association	1
Hawaiian Electric	1
Hawaiian Telephone	1
Healthcare Association of Hawaii	1
Kalihi-Palama Immigrant Service Center	1
Matson Navigation Company	1
Oahu Operational Area EAS Committee	2
Oahu Transit Services	1

COOPERATING AGENCIES	**Copies**
Civil Defense Advisory Council	1
Citizens Advisory Commission on Civil Defense	1
International Tsunami Information Center	1
Joint Institute for Marine and Atmospheric Research	1
Kauai Civil Defense Agency	1
Maui Civil Defense Agency	1
Hawaii Civil Defense Agency	1
Radio Amateur Civil Emergency Services (RACES)	2
Total	**164**

ANNEX T - APPENDIX 5

HAZARDOUS MATERIAL RESPONSE PLAN

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- D. PORT OF HONOLULU 3
- E. HEPCRA FACILITIES 3
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HAZARDOUS MATERIAL RESPONSE PLAN

I. PURPOSE

This plan establishes guidelines for preparedness planning (to include training and exercising),notification, response, mitigation and recovery associated with a hazardous material release into the environment, at fixed facilities or in transit, within the boundaries of the City & County of Honolulu (hereafter referred to as the "City"). The plan addresses requirements levied by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as modified and supplemented by the Superfund Amendments and Reauthorization Act of 1986 (SARA), and the Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA). This Appendix supplements the basic guidance contained in the City Emergency Operations Plan and serves as the Honolulu Local Emergency Planning Committee Plan.

II. SCOPE AND ASSUMPTIONS

A. SCOPE

1. This plan will:

   i. Describe HEPCRA facilities and transportation routes associated with the use, storage and movement of hazardous materials in the City.

   ii. Describe other facilities that may contribute to or are subject to additional risks due to their proximity to HEPCRA facilities.

   iii. Provide timely notification procedures for response to a hazardous material incident.

   iv. Include methods for determining that a release has occurred and provide procedures for the warning and evacuation of affected populations in the vulnerable zones around HEPCRA facilities.

   v. Identify City, State, Federal and Private sector agencies for response to hazardous material incidents.

   vi. Task City Agencies and Departments with responsibilities and provide them guidelines for response, mitigation and recovery from hazardous material releases in to the environment.

2. This plan does not address coastal oil spill (see State of Hawaii Oil and hazardous Substances Emergency Response Plan), nor incidents involving etiological agents.

3. All or portions of this plan may be implemented by City response forces depending on the circumstances surrounding the hazardous materials release.

4. Vulnerable zones and distances identified n various portions of the plan are to be used as general guidelines and not as “Definitive” safety zones.

B. ASSUMPTIONS

1. HEPCRA facilities will submit required information to the LEPC as required by existing legislation. In addition, facilities will provided other pertinent information promptly upon request by the LEPC. (see Honolulu LEPC Handling of HEPCRA Data)

2. Honolulu Fire Department (HFD) will be promptly notified following the release of any hazardous material to the environment.

3. The Facility Emergency Coordinator (FEC) or responsible party will cooperate fully with the first responding City agency at the incident scene. At the request of the Incident Commander (IC), the FEC or responsible party will provide information and, if available and within capability, resources necessary to assist in the emergency response, the warning and evacuation of populations at risk, and site recovery.

4. The U.S. Department of Defense (USDOD) will provide timely notification(s) of all hazardous material incidents involving USDOD facilities and/or vehicles affecting civilian lives and property to the LEPC and the SERC.

5. All responding agencies (Public, Private and Voluntary) will use the Incident Command System (ICS) during an emergency response.

6. State, Federal and Private sector agencies will respond with technical expertise and resources when requested by the IC or other emergency response agency.

III. RELATIONSHIP TO OTHER PLANS

A. This Plan can be used in conjunction with the other Annex or Appendix’s of the City Emergency Operations Plan. It also supports the State of Hawaii Plan for Disaster Preparedness, Volume III, Disaster Response and Assistance, the State Emergency Response Commission’s Oil and Hazardous Materials Emergency Response Plan and the Oceania Region Oil and Hazardous Substance Pollution Contingency Plan.

B. The guidelines and basic concepts of this plan may be incorporated into site specific plans such as Spill Prevention Control and Countermeasures (SPCC) plans, RCRA contingency plans and specific fixed facility emergency response plans/procedures.

IV. VULNERABILITY ANALYSIS

The below analysis applies to facilities using, handling, storing or transporting hazardous materials. The Honolulu LEPC has utilized federal Department of Transportation (DOT) Hazardous Materials Emergency Preparedness (HMEP) grant program to prepare separate hazard analysis's studies since 2002 for the following areas on Oahu: island-wide for chlorine and anhydrous ammonia, the Honolulu Harbor area, the Honolulu Airport area, the Pearl City Industrial Park and Waipio Gentry Business Park. Future study areas include the Kakaako and Waikiki area and the Kailua-Kaneohe areas as funding permits. These studies are maintained and disturbed separately to emergency response agencies due to the sensitive nature of the information.

Warm temperatures will volatilize liquid spills and prevailing winds may cause significant downwind hazard zones. Temperature inversion conditions and light winds will allow toxic vapors to remain in the spill area, thus increasing chances for public exposure. Liquid runoff into storm drainage can further extend hazards along the route of the storm drain system.

C. HAZARDOUS MATERIAL INCIDENTS

Hazardous material incidents on Oahu are most likely to occur at processing, handling and storage facilities and during transportation by motor carriers.

D. PORT OF HONOLULU

The Port of Honolulu, which handles over 11 million tons of cargo a year, is the primary source for the introduction of hazardous materials in the City. By comparison, only small amounts of hazardous materials arrive by air (approximately 330,000 tons of cargo per year). However, the probability of a serious incident at the Honolulu International Airport remains relatively high. Therefore, sea and airport handling and storage facilities and those roads leading from them to the City's main thoroughfares are prime candidates for hazardous material incidents or accidents.

E. HEPCRA FACILITIES

There are over 300 HEPCRA facilities located on Oahu storing a variety of chemicals ranging from extremely hazardous substances like chlorine gas and anhydrous ammonia to petroleum products such as gasoline, diesel and oils. The Honolulu LEPC maintains a database of these facilities in Cameo and Marplot. Other non-HEPCRA facilities storing significant quantities of hazardous substances have also been identified by hazard analysis studies conducted by the Honolulu LEPC and the Campbell Local Emergency Action Network. Data from these studies are also maintained and controlled by the Honolulu LEPC.

F. AT RISK COMMUNITIES

Those communities that appear to be the most vulnerable are:

Kalihi

Large residential population (condominiums and homes), medium daytime working population and very small visitor count.

Downtown Honolulu to Kaimuki

Highly dense residential population (high-rises and homes), large daytime working population, large visitor count (shopping areas and hotels).

Aiea and Pearl City

Large residential population (high-rises, condominiums and homes), medium daytime working population and medium visitor count.

Waipahu and Waikele

Large residential population (condominiums and homes) and a large daytime working population.

Campbell industrial Park

Very small residential population and large daytime working population.

Ewa and Kapolei

Large residential population (condominiums and homes) medium daytime working population and medium visitor count.

Mililani and Wahiawa

Large residential population (condominiums and homes), small daytime working population and medium visitor count.

G. TRANSPORTED HAZARDOUS MATERIAL

As noted above, the majority of hazardous materials are transported via motor carrier to various storage / user locations through the City. Because of the limited transportation network on Oahu, virtually every major thoroughfare is used to move hazardous products from source to storage to user. Limiting hazardous material movement to designated roads and streets is not feasible. The most vulnerable roadways include:

Freeways

H-1, H-2 and H-3

Highways

Kamehameha, Kalanianaole, Farrington, Nimitz, Kahekili, Likelike

and Pali

Major Arteries

Moanalua Road, Kunia Road, Waiakamilo Road, Sand Island Access Road, Kalaeloa Boulevard, Fort Weaver Road and Kaukonahua Road

Major Secondary Streets and Road

Wilikina Drive, Dillingham Boulevard, Vineyard Boulevard, Ala Moana Boulevard, King Street, Beretania Street, Punchbowl Street, Puuloa Road, Halawa Valley Street, Iwaena Street, Waihona Street, Waimano Home Road, Kaahumanu Street, Waialae Avenue, Lunalilo Home Road, Hawaii Kai Drive and Kealahou Street.

H. MAJOR STORAGE AND USAGE AREAS

Major storage and use areas for hazardous materials are located in the Campbell Industrial Park, Halawa Industrial Park, Pearl City Industrial Park, Iwilei between Waiakamilo Road and Aala Street to include the waterfront, Kalihi Kai below Nimitz Highway, Mapunapuna and Waipahu along Leokane and Leonui Street. All these areas, except for Campbell Industrial Park, are in very close proximity to highly populated areas.

I. ANALYSIS CONCLUSION

1. No portion of the Island of Oahu is immune from the effects of a release of a hazardous material.
2. A hazardous materials release affecting public health and the environment could occur at any time with little or no warning.
3. Hazardous materials incidents may occur on, or in close proximity to, fixed facilities that produce, use, store, process or otherwise handle chemical products.
4. Honolulu Harbor, and the primary and secondary highways, roads and streets throughout the Island are likely areas for hazardous materials incidents or accidents.
5. The general population, particularly those who live in close proximity to fixed facilities and the road networks, are very vulnerable to a hazardous material incident.

V. ROLES AND RESPONSIBILITIES

A. GENERAL

1. All response agencies will:

i. Ensure that any of their personnel who are dispatched to the scene

of a hazardous material incident are adequately and properly trained.

ii. Maintain accurate and detailed records of labor, material and equipment expenditures during and following incident operations. Cost documentation in particular must be sufficient to withstand the scrutiny of the courts during litigations.

2. All City departments will endeavor to incorporate hazardous material incident response planning into relevant operational procedures and work instructions.

3. The Incident Commander, DEM and all On-Scene Coordinators (OSC) will maintain proper documentation to support actions taken in their response to hazardous substance releases. Documentation should be sufficient to establish the circumstances involved in the incident including, where practicable, the source of discharge or release, identity of responsible parties and the actual or potential impact on public health, safety, welfare and the environment.

B. FACILITY EMERGENCY COORDINATORS (FEC)

(Or the Responsible Party involved)

1. Represent the facility / transportation company, as appropriate, in all matters concerning releases of hazardous materials at or near their facilities or along transportation routes, as appropriate, and make determinations / recommendations necessary to implement this Plan.

2. Develop procedures for a quick and timely notification system for both in-house / on-the-road hazardous material incidents and subsequent notifications to the Honolulu Fire Department.

3. Submit MSDS, Tier Tow reports and other information to the LEPC< HFD and HSERC.

4. Report to the National Response Center (NRC), LEPC and HSERC in a timely manner as required by regulation.

5. Initially classify any incident according to the Emergency Response Level Classification System.

6. Initiate evacuation in the immediate affected area as needed. The FEC may elect to warn other surrounding facilities and/or vulnerable facilities (Hospitals, Schools, etc.) if a major release or incident has occurred.

7. Provide a representative to the Incident Command Post. Upon request, send a representative to the City EOC to participate in Emergency Information Center activities.

8. When requested and if possible, provide expertise and resources to City and/or State agencies to help mitigate the effects of a hazardous material incident.

9. Provide follow-up reports to the HSERC and LEPC on the incident.

C. HONOLULU FIRE DEPARTMENT (HFD)

1. Receive and catalogue all information submitted by HEPCRA facilities. Input this information into a data management system. Coordinate data with DEM and the State Department of Health Semi-annually.

2. Assess hazardous material incident potential and probabilities within all areas of the City.

3. Provide an Incident Commander (IC) to all hazardous material incidents and control the incident scene as outlined in this Plan.

4. Provide a trained entry team that will have appropriate personnel protective equipment (PPE) to help mitigate the incident, if necessary.

5. Assist the Honolulu Police Department (HPD) in warning and evacuation.

6. Provide decontamination stations, in coordination with City, State and/or Federal medical personnel, for HFD personnel and the Contaminated population

7. Obtain absorbent material from Department of Facility Maintenance (DFM) and perform clean up of small spills resulting from vehicle accidents on city roadways. Notify DFM for pick up and disposal of used absorbent material.

D. HONOLULU POLICE DEPARTMENT (HPD)

1. Provide security personnel to limit access to the exclusion zone and Incident Command Post (ICP) during an incident.

2. Establish access control and traffic control points as directed by the IC.

3. Evacuate affected populations and assist in warning as directed by the IC.

E. COMMUNITY EMERGENCY COORDINATOR (CEC)

1. The Director of the Department of Emergency Management (DEM) is the designated CEC and provides oversight of LEPC activities. The DEM Hazardous Materials Officer functions as Coordinator of the Honolulu LEPC and assists the CEC in the management of HEPCRA functions. (See Honolulu LEPC Handling of HEPCRA Data)

2. Provide facility information upon request by the IC.
3. Initiate timely notification of a hazardous material incident to the affected population in the vulnerable zone defined by the IC.
4. Evaluate the incident with the IC and, if recommended or directed by the IC, assist in the evacuation of people in the vulnerable zone.

F. DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

1. Activate the City and District Emergency Operations Center (EOC), if required
2. Provide notification to other City, State, Federal and private agencies, as required or requested by the IC.
3. Evaluate information reported fro the incident scene and assist in developing population protection recommendations, as necessary.
4. Activate the City siren and Emergency Broadcasting Systems, as directed by the CEC.
5. Coordinate the content of mobile public address system announcements.
6. As requested by HPD, activate CD District volunteers to assist in evacuation.
7. Activate the Information Control function (Rumor Control) and a Joint Information Center (JIC), if required.
8. Recommend, if appropriate, to the Mayor that a Declaration of Emergency be signed.

G. EMERGENCY MEDICAL SERVICES (EMS)

1. Provide medical care and transport for all victims of a hazardous material incident.
2. Evaluate information reported from the incident and assist in developing population protection recommendations, as necessary.
3. Identify and notify hospitals / medical care facilities capable of handling hazardous material casualties.
4. Coordinate decontamination operations with HFD.

H. DEPARTMENT OF FACILITY MAINTENANCE (DFM)

1. Identify area drainage and storm drain pathways which might be affected by a substance release and assess the impact on waterways.
2. As directed by the IC and within capabilities, dike or cover storm drains and manholes to prevent the spread of contamination during a hazardous material incident.

3. Provide HFD with absorbent materials for clean up of spills occurring on City roadways. At the discretion of HFD, selectively pick up absorbent used in the spill clean up for subsequent disposal.

I. DEPARTMENT OF ENVIRONMENTAL SERVICES (ENV)

1. Identify sewer pathways, which may be affected by a substance, release and assess the impact on sewage treatment operations.
2. As directed by the IC and within capabilities, dike or cover sewer locations to prevent the spread of contamination during a hazardous material incident.
3. Assist the IC as required, if the hazardous material release occurs at a City Wastewater Treatment Facility.

J. BOARD OF WATER SUPPLY (BWS)

1. Provide plans, personnel and resources to minimize the contamination of the City's water supply from a hazardous material incident. Monitor the City's water supply for possible contamination.
2. Advise and assist other private entities in protecting independently operated water supplies from contamination.

K. DEPARTMENT OF PARKS AND RECREATIONS (DPR)

1. Assist the American Red Cross (ARC) in establishing shelters/safe areas fro evacuees during a hazardous material incident.
2. In coordination with the ARC, provide DPR shelter management personnel for shelters/safe areas, as required.

L. DEPARTMENT OF TRANSPORTATION (DTS)

DTS and the transit services management will assist the IC during evacuations by providing City buses, Handi-Vans or other appropriate transportation for evacuees, requested.

M. DEPARTMENT OF CUSTOMER SERVICE (DCS)

1. Staff Emergency Information Control function when directed.
2. Be prepared to provide a Public Information Officer (PIO) and Information Specialists to a Joint Information Center (JIC), if requested.
3. Publicize both the activities of the LEPC and the "Community Right To Know" guidelines.

N. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. Develop and maintain this Hazardous Material Response Plan.
2. Review all hazardous material response training needs for the City.
3. Establish and maintain an automated HEPCRA facility database and respond to all requests for information regarding HEPCRA data. (see Honolulu LEPC Handling of HEPCRA Data)
4. Review and recommend changes or adjustments to plans, policies and procedures for hazardous material incident response.

O. STATE CIVIL DEFENSE (SCD)

1. When advised of an incident response, notify appropriate supporting State Departments and Federal Agencies.
2. As requested, coordinate the utilization of military and National Guard forces during an incident response.
3. Provide funding assistance and coordinate hazardous materials training of City response personnel.

P. STATE DEPARTMENT OF HEALTH (DOH)

1. Receive all information required by regulation that is submitted by HEPCRA facilities. File and input this information into a data management system.
2. Provide a State on-scene coordinator (SOSC), upon request, for all hazardous material incidents.
3. Provide technical assistance in hazard assessments and advise on necessary protective actions.
4. Evaluate the environmental implications of a spill, and possible public health effects. Collect and analyze air, water, soil vegetation and tissue samples, as needed.
5. Provide support to hospital emergency rooms for contamination control and toxicological information access.
6. Coordinate State support to on-scene personnel.
7. IF EMS resources are insufficient to handle the injured, request the National Disaster Medical System (NDMS) be activated for support.
8. Following containment of a hazardous materials spill or release, assume the lead for all remediation, cleanup and disposal activities. Provide funding for response and recovery operations as permitted by law.

9. Perform investigations and determine causes for hazardous material releases or spills. Pursue appropriate enforcement actions.

Q. STATE DEPARTMENT OF TRANSPORTATION (DOT)

1. In coordination with the IC, HPD and DEM, assist in the closure of highways, harbors, airports and re-route traffic, as requested and necessary.
2. Provide barricades and personnel to implement closures and detours.

R. STATE DEPARTMENT OF LAND AND NATURAL RESOURCES (DLNR)

1. Respond to incidents that could degrade State parks or waters. Evaluate and document the impact on fish and wildlife.
2. Assist the IC with communications and other support services.

S. STATE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS (DLIR)

Assist the IC with air monitoring equipment, personnel and technical support for chemical analysis of air contaminants.

T. UNITED STATES COAST GUARD (USCG)

1. Provide expertise and management of Federal programs in port safety and security, maritime law enforcement, ship navigation, safety of vessels and marine facilities.
2. Provide a Federal On-Scene Coordinator (FOSC) for hazardous material incidents if a FOSC is required or requested.
3. Coordinate the dispatch of the Pacific Strike Force Team if requested by the IC.

U. ENVIRONMENTAL PROTECTION AGENCY (EPA)

1. Provide a FOSC, if requested by the IC. The FOSC will initially be a USCG representative, but if the incident is inland or if additional expertise is needed, EPA presence will be requested.
2. Dispatch the Regional Response Team (RRT) and/or Technical Assistance Team (TAT), as requested by FOSC.

V. UNITED STATES DEPARTMENT OF DEFENSE (USDOD)

1. Advise the HFD if a hazardous material incident occurs on DOD property and there is a potential threat to the civilian population, or when an incident involves DOD material outside of Federal property.

2. Assume Incident Command for Defense related mishaps within a designated National Security Area.

VI. CONCEPT OF OPERATIONS

A. The City, through designated emergency response agencies, the LEPC and individual private sector companies who use, store, handle and/or transport hazardous materials, have developed and will maintain this Hazardous Materials Response Plan as required by SARA and HEPCRA.

B. When advised of a potential or actual hazardous material release to the environment, tasked government agencies will promptly respond to incidents of any type and size at any location on Oahu and accomplish assessment, classification, fire fighting, rescue, containment and decontamination functions. All City response operations will be conducted using the Incident Command System. Within capabilities, appropriate warning and population protection measures will be implemented to prevent or minimize casualties, injuries, property destruction and damage to the environment.

C. Notifications and situation reports will be made to proper State and /or Federal agencies. Assistance and technical support will be requested as necessary. Should it appear that City capabilities may be inadequate to respond to the emergency, direct support from State and/or Federal agencies will be requested.

D. After containment goals have been achieved, remediation and site recovery will be accomplished by the State Department of Health or Federal agencies, if within their jurisdiction. Recovery from the emergency will be accomplished in accordance with the Emergency Operations Plan and existing Standard Operating Procedures with support from private sector organizations.

VII. NOTIFICATION

A. GENERAL

1. Because hazardous material incidents may occur without warning, timely and efficient initial notification is essential in the response to and mitigation of a hazardous material incident.

2. The Facility Emergency Coordinator, responsible party, driver of a vehicle involved in a transportation incident, or witness will call 911 to report the hazardous material incident immediately. (see FEC Guidelines and Checklist)

3. The HFD Fire Communication Center will provide the initial notification information to HPD and DEM.

4. The FEC or owner/operator of the transport company involved in a transportation incident will notify the proper State and Federal authorities and agencies in a timely manner.

B. INITIAL NOTIFICATION

1. Immediately after a hazardous material incident has occurred, the individual making the initial notification shall advise the HFD Fire Communication Center using the following telephone numbers:

i.	Emergency Operator (Ask for Fire)	911
ii.	Local Operator	0
iii.	Fire Communication Center	523-4411

   iv. If HFD Fire Communication Center cannot be contacted by telephone, refer to TAB A: Alternate Notification Number

2. If any response agency cannot be contacted by the above method, they are immediately proceed to the nearest Fire, Police or Ambulance station and report the incident.

3. The following information should be provided, to the best of their capability:

   i. Chemical name or identity of substance

   ii. Determination of whether the chemical is an Extremely Hazardous Substance (EHS) or other substance.

   iii. Estimated quantity of the release or the material involved n the incident

   iv. Time and duration of release

   v. Medium or media released into: air/ground/water/sewer/storm drain

   vi. Known or anticipated acute/chronic health risks

   vii. Proper precautions to take

   viii. Name, phone numbers or method of contact of persons(s) for further information

   NOTE: The Facility Emergency Coordinator or the responsible party must be available to the first responder or Incident Commander for information and consultation. Therefore, the location of or a method of communication with the FEC must be given.

   ix. If a reportable quantity (RQ) of a hazardous substance(s) is released or an EHS is involved, the FEC or the responsible party will also notify the following agencies in a timely

manner: (see FEC Guidelines and Checklists)

a) Office of Hazardous Evaluation and Emergency Response 586-4249

b) National Response Center 800-424-8802

C. HFD FIRE COMMUNICATION CENTER

1. After initial notification, the HFD Fire Communication Center will dispatch its Hazardous Materials Response Team and if available, a HFD Engine Company, to investigate and assess the reported hazardous materials incident.

2. HFD Fire Communications Center will notify the following immediately after the initial notification:

   i. Honolulu Police Department Central Dispatch – Relay information to the on-duty supervisor

      a) Direct (HOT) Line 911
      b) Emergency Operator 943-3911 HPD Dispatch

   ii. Department of Emergency Management – Relay information and report to the Community Emergency coordinator or the Senior DEM staff official present.

      a) Primary HOTLINE
      b) Day Number 523-4121
      c) After hours Call List

D. HPD COMMUNICATIONS DIVISION

Upon receiving notification from HFD Fire Communication Center, the HPD Communications Division will:

1. Dispatch the nearest available officer to the incident scene

   NOTE: The Officer may be the first on scene and should be prepared to as the initial Incident Commander. If HFD is present, assist as requested.

2. Contact and advise the HPD Civil Defense Coordinator of the incident by phone, radio or pager

3. Standby to relay any messages from on-scene HPD personnel to the HFD Fire Communication Center, if necessary

E. DEPARTMENT OF EMERGENCY MANAGEMENT

1. Notify the DEM staff by telephone as necessary

2. Dispatch the DEM Emergency Response Van to the incident, as needed. (see DEM Checklists)

3. Notify other City, State, Federal and private agencies as needed or requested by the Incident Commander

VIII. DIRECTION AND CONTROL

Accomplished in accordance with the guidance in the City Emergency Operations Plan as modified and supplemented by the following:

A. FIRST RESPONDER

The first official to arrive at an incident from any of the emergency response agencies (HFD, HPD, DEM or EMS) is considered the First Responder. (see First Responder Checklist)

The First Responder will be responsible for:

1. Establishing the initial exclusion zone to ensure public safety. If necessary, the First Responder may evacuate the population within the immediate area around the incident t ensure a safe perimeter.
2. Initial evaluation of the incident using the Emergency Response Level Classification System
3. Communication contact with the HFD Fire Communication Center, providing the initial assessment and evaluation of incident. The information may be relayed through a central dispatch center to the HFD Fire Communication Center

B. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is an emergency management organizational arrangement that provides a unified command structure, manageable span of control and a comprehensive resource management for emergency or disaster response. All responses to hazardous materials incidents in the City will be conducted using ICS guidelines. (see City Emergency Operations Plan, Basic Plan)

1. The senior Fire Official present at an incident scene will be the Incident Commander (IC). The IC will assume command from the first responder.
2. If there are no Fire personnel on scene, then the ranking Police Officer or the senior EMS Technician, in that order, becomes the Incident Commander. If no Fire, Police or EMS personnel are present, then the ranking City response official will be the Incident Commander.

   NOTE: Within the Civil Defense District Volunteer Organization, only the District Coordinator or Deputy Coordinator is qualified to assume Incident Command and then only in the absence of other City Response officials.

3. Incident Command may be relinquished or assumed depending upon the arrival or departure of key response agencies listed above. In certain instances, State and/or Federal officials will assume Incident Command. It is essential that any change of Incident Command be thoroughly coordinated t optimize direction and control of the incident.

C. INCIDENT COMMANDER

The Incident Commander will:

1. Establish an Incident Command Post (ICP), if on has not been established.
2. Establish an appropriate response classification. (see Emergency Response Level Classification System)
3. Identify all hazardous substances or conditions present at the incident to the fullest extent possible.
4. Implement appropriate emergency operations and assure that the proper personal protections equipment is worn.
5. Limit the number of emergency response personnel in areas of potential or actual exposure to the hazardous material.
6. Designate an entry control point, exclusion and vulnerable zones.
7. Designate a Safety Officer who will identify and evaluate situations and actions of the operation with respect to safety. The designated Safety Officer will have the authority to alter, suspend or terminate any operation which is deemed unsafe or the result of changing conditions during the course of the incident.
8. Assure that if an entry team (personnel equipped with PPE entering an exclusion zone) is utilized in the mitigation of the incident, backup personnel are available to provide assistance or rescue.
9. Direct trained EMS personnel to conduct medical monitoring of all exposed response personnel.
10. Establish air sampling and surveillance monitoring sites around the exclusion zone to determine the type and character of proper PPE to be utilized by entry teams and other responders on the periphery of the zone.
11. Coordinate the response actions of City Departments as well as those of assisting State, Federal and/or private response agencies.

D. INCIDENT COMMAND STAFF

1. The Incident Commander to maintain span of control may assemble an Incident Command Staff. The staff may be comprised

of the following positions and can be assigned t one or more persons:

I. OPERATIONS OFFICER

Responsible for the management of tactical activities and operations

II. SAFETY OFFICER

As described under IC above

III. LOGISTICS OFFICER

Responsible for providing support needs for the incident

IV. PLANNING OFFICER

Responsible for the gathering and analysis of all data regarding incident operations and the preparation and development of Incident Action Plans for each stage of the operation.

2. Response agencies such as HPD, EMS, State Department of Health, DEM, State Department of Transportation and the USCG, may be involved as part of the incident command staff for resource, communication and technical advice.

3. The FEC or responsible party must, wherever possible, be part of the Incident Command Staff as a principal technical advisor.

E. INCIDENT COMMAND POST

1. The communications, coordination and resource center for operations. The IC Staff appropriate for the on-going operation will report to the ICP.

2. The incident commander will designate the location of the ICP.

3. For high visibility and easy identification, the HFD Hazardous Material Response Vehicle, other fire apparatus, or the DEM Response Vehicle may be used as an ICP.

4. In most cases the ICP will be located upwind from the vulnerable zone and at a safe distance.

F. SECURITY

1. HPD will provide personnel for security, roadblocks and traffic control as directed by the IC or ICP staff.

2. Roadblocks will be established t prevent traffic from entering the exclusion zone. As directed by the IC, the roadblocks can be expanded to checkpoints during an evacuation.

3. Control of unauthorized personnel in the exclusion zone and ICP

are the responsibility of the IC with aid and assistance from HPD.

G. CHANGE OF COMMAND

1. Incident command will remain at the City level (except for those incidents occurring under Federal jurisdiction) until emergency response operations, which include containment, stabilization and control activities, are completed, or unless City resources are overwhelmed and the HFD IC requests assistance from another level of government.

2. Specifically, if it is determined that City resources will be depleted or inadequate, the IC will request assistance from the State On-Scene Coordinator (SOSC). Upon agreement, Incident command will be transferred from the HFD IC to the SOSC. Similarly, if it appears that State resources will be depleted or inadequate, the SOSC will request assistance from U.S. Coast Guard. USCG will designate a Federal On-Scene Coordinator (FOSC) and upon agreement, Incident Command will be transferred from the SOSC to the FOSC. During this time the Regional Response Team (RRT) or the Pacific Strike Force Team (PSFT) may be notified by the FOSC to assist in mitigations and recovery.

H. MITIGATION

1. Each incident will be different depending on the type and amount of the product involved in the incident, weather conditions and other non-quantifiable circumstances. Mitigation, therefore will be incident specific.

2. Mitigation may involve diking, ponding or any action to prevent further health and environmental damage or hazard.

3. The IC must approve all equipment, supplies, techniques and technologies used in the mitigation of the incident.

4. City responders will normally not be involved in recovery or the remediation stage of the incident, unless there is a critical need for assistance to prevent further damage or exposure to hazards.

I. RECOVERY / REMEDIATION

1. During the recovery and remediation phase of a hazardous material incident, the transfer of Incident Command from the Senior Fire Official to the State On-Scene Coordinator will occur at mutually agreed upon time.

2. Recovery and remediation operations and costs will generally be conducted and borne by the responsible party. Operations will be conducted under the direction of the State Department of Health to

ensure compliance with State and Federal standards and regulations.

IX. WARNING

A. GENERAL

The Incident Commander is responsible for defining the vulnerability zone surrounding a hazardous materials incident and for directing the warning of populations at risk. The Community Emergency Coordinator (CEC), in coordination with Police, the Civil Defense staff and Volunteers, and other available City forces, will implement the IC's warning guidance.

B. MOBILE PUBLIC ADDRESS SYSTEMS

1. The primary means of emergency public warning will be through the use of HPD, HFD, Civil Defense volunteers and other available vehicles using mobile public address systems and door-to-door notification, if necessary and possible.
2. Special attention will be given to contacting schools, hospitals or nursing homes and high-rise building within the vulnerability zone.
3. The CEC will be responsible for coordinating the use of the prepared announcements for those involved in mobile public address system warnings.
4. The CEC will also ensure notifiers are aware of the following:
   - i. Desired areas, patterns or routes to be taken by the notifiers in advising the population within or on the edge of the vulnerability zone.
   - ii. Information regarding the hazardous material involved in the incident.
   - iii. Safety routes or contingency plans as the incident or situation changes.

C. ALERT SYSTEMS

1. The Emergency Alert System (EAS) and/or Emergency Broadcast System (EBS) may be used in very time critical situations to provide notification and warning to residents in affected areas.
2. The DEM Communications Officer or other designated DEM staff will activate the EAS/EBS either as authorized by the CEC or Senior DEM staff officer present in the Emergency Operating Center (EOC).

D. SIREN WARNING

1. The newer electronic sirens with voice capability on Oahu may be

individually sounded with an alarm. Certain siren groupings such as on the North Shore or in Campbell Industrial Park (CIP) may also sound tailored alarms. The CIP siren group has been programmed with a special "wailing" sound to warn CIP businesses of a hazardous materials release. This special warning system was tested during the field exercise Operation Kalaeloa in 2002.

2. If a siren sounding is warranted, the DEM Communication Officer (or other designated staff) will activate the Civil Defense siren system in conjunction with EAS/EBS as authorized by the CEC or senior DEM staff officer present in the EOC.

X. EVACUATION AND SHELTERING

Evacuation emergency sheltering of populations at risk will be as directed by the Incident Commander. Depending on the character of the substance released, existing weather conditions or information from monitoring equipment, the IC may direct evacuation or sheltering in-place.

A. EVACUATION

Provides for the orderly movement of people by foot or vehicle, along designated roads and streets that lead away from an actual or potential hazard to an area or facility of lesser risk or hazard. An evacuation is usually directed if the serious release or explosion is probable. If a release has already occurred, evacuation may still be utilized if the total exposure of the populace would be less than if they remained in place.

B. SHELTER IN-PLACE

The sheltering indoors of individuals who are in the downwind hazard area. All air circulating devices should be turned off, windows an doors closed and all other openings sealed with plastic and tape. Individuals should then retreat to an inner room that can be further sealed and wait for instructions. The IC's decision to implement sheltering in-place may be based on the following criteria:

1. Toxicity of the vapor or gases release into the environment
2. Plume modeling with CAMEO or other computer aided gas cloud/vapor modeling program
3. Weather conditions at the incident both during and predicted
4. Information gathered with monitoring equipment
5. Information or advisories from the FEC, IC, State Department of Health representatives and other City, State and private representatives.

The Incident Commander will determine when sheltering, whether in-place or at some distant location, can be terminated.

1. HPD, assisted by HFD, is responsible for accomplishing the evacuation of populations at risk identified by the IC and for implementing, with HFD and DEM assistance, sheltering in-place.
2. the CEC will coordinate with all required public and private sector organizations to facilitate evacuation and sheltering as directed by the IC.
3. The affected population will be advised of the location of shelters, routes to be taken to the shelters and pertinent information.
4. The City Public Transit Authority will, within capabilities, provide buses or other suitable transportation for the evacuation of populations in the vulnerability zone.

C. EMERGENCY SHELTERS

1. Emergency shelters from hazardous materials incidents will be designated by the CEC in coordination with the Department of Parks and Recreations (DPR) and/or Department of Education.
2. Persons evacuated may elect to stay at the homes of family or friends located outside the vulnerability zone.
3. Additional and/or alternate emergency shelters will be identified and designated as needed.

D. ALL CLEAR

When it is determined by the IC and CEC that the threat to those within the vulnerable zone has decreased to a safe level or has totally dissipated, the CEC will direct “All Clear” announcements be disseminated to the media for broadcast and be made over the local public address systems in the incident area.

XI. HEALTH AND SAFETY

A. EMERGENCY MEDICAL SERVICES (EMS)

EMS will provide timely care for all victims and injured personnel. The provisions outlined in the City Emergency Operations Plan.

1. The senior EMS person or designated Triage Officer will coordinate staging of EMS equipment and selection of the triage area (if necessary) with the IC.
2. All victims or injured response personnel are to be decontaminated before being transported by paramedics and/or medical personnel. If injuries or conditions exist which do not permit decontamination, then all medical personnel must have appropriate personal protective equipment.
3. EMS personnel will provide medical monitoring for City responding

personnel that have been exposed to the hazardous material.

B. RECEIVING HOSPITALS

All receiving hospitals will be provided with pertinent information concerning the character of the hazardous materials involved in an incident by either the IC or the designated Safety Officer.

1. The IC or Safety Officer may relay information regarding the hazardous substances, nature of the incident and any special conditions that would be needed for treatment, directly to the receiving hospital(s) by telephone or radio, or through on-scene EMS personnel.
2. All inquires by the physician-in-charge of receiving should be directed to the IC designated Safety Officer.

C. DECONTAMINATION

All personnel, equipment and containers leaving the exclusion zone will be decontaminated before entering a “Clean Area”.

1. HFD will establish and maintain a decontamination area. Every incident will be unique, therefore the type, size and location of decontamination area will be determined at the scene.
2. All decontamination equipment and waste will be properly disposed or treated in accordance with State DOH standards.
3. Post emergency operation air monitoring and site sampling will be the responsibility of the State DOH.

XII. PUBLIC INFORMATION

The demand and need for the dissemination of public information will vary depending on the extent or category of the hazardous materials emergency response level classification. As the scope, duration, complexity and severity of the release increases, the need for greater coordination and centralization of public information increase.

A. EMERGENCY RESPONSE LEVEL I OR II
(Minor or Medium Release)

May require limited activation of the City Emergency Operating Center and the establishment of the Joint Information Center (JIC). Public information needs will be handled by the State Department of Health in coordination with DEM , HPD and HFD.

B. EMERGENCY RESPONSE LEVEL III
(Major Release)

For major release or where Federal agencies may become involved, a JIC

may be established to coordinate public information from all levels of government. The JIC, when activated, would then act as the primary point for dissemination of information to the media and the public. The City JIC will remain activated until the Community Emergency Coordinator directs closure. The City will provide a Public Information Officer and Information Specialist to the JIC, as needed.

XIII. DELIBERATE RELEASES

A. GENERAL

1. The release of sarin in the Tokyo, Japan subway system in 1995 and the threats of international terrorism against the United States since the September 11, 2001 attacks have highlighted the need to consider and plan for such events. Hawaii, being at the crossroads between Asia and the continental United States and being the destination of many visitors, is a potential target for a release of toxic chemicals. The response to a terrorist attach is addressed in detail in Annex T Appendix 7: WMD TERRORIST INCIDENT RESPONSE PLAN.
2. The population density and concentration of business, commercial and recreational activities in Honolulu offer a multitude of potential targets. A large deliberate release of a toxic substance can have a significant impact upon our citizens and economy.

B. ALERT AND NOTIFICATION

1. First responders to a hazmat incident should be cognizant to any unusual circumstances surrounding the event, e.g. Evidence of tampering with containers or hazardous substances in unlikely or unauthorized places and ensure that this information is included in notifications to all response agencies.
2. Department of Emergency Management (DEM) will ensure that this information is relayed to appropriate City officials, State Civil Defense, State Department of Health, Federal Agencies and the National Response Center.

C. SITE EMERGENCY PROCEDURES

1. The IC must determine if special monitoring and protective equipment are required to mitigate and contain the release, of if additional expert advice is required for uncommon extremely hazardous substances and forward that request to appropriate State and Federal agencies.
2. The IC must rigidly enforce site security measures to ensure site safety and to facilitate investigation and evaluation of the incident. Site access and egress must be closely monitored and controlled

due to the possibility of additional threats in the area.

3. The Information Officer on the IC staff will provide rumor control at the site and will provide periodic updates to the JIC.

4. DEM will provide information to nearby sites and facilities that may also be targets of deliberate releases.

D. SITE RE-ENTRY AND RESTORATION

1. The IC will assess the need for any special decontamination techniques and seek appropriate expert advise.

2. The potential for additional threats to responding agencies must be thoroughly evaluated before site re-entry is allowed. Bomb/security units may need to sweep the area to ensure site safety.

3. The JIC will advise the publis and media on information regarding re-entry to the affected area upon completion of all emergency and clean up actions.

XIV. TRAINING AND EXERCISES

A. GENERAL

1. Specialized training and equipment is required for all first response emergency personnel. This includes and is not limited to HFD, HPD, DEM and EMS personnel. The LEPC will review the training requirements for City response agencies annually.

2. The Department of Emergency Management will coordinate hazardous materials training requirements for all City response agencies with State Civil Defense. State Civil Defense may be able to subsidize training tailored to agency responsibilities and projected participation in a hazardous materials incident.

3. The Department of Emergency Management will assist in the scheduling, coordination and conduct of inter-department hazardous material response exercises.

B. TRAINING

1. The following are general categories of specialized training for personnel who may become involved in hazardous materials incidents:

   i. Hazardous Materials Awareness Training

      Provides individuals likely to witness or discover a hazardous substance release with the ability to utilize basic reference tools to recognize and identify hazardous material and initiate an emergency response sequence. This training will meet or exceed the requirements of 29 CFR 1910.120

(q) (6) (i) (Awareness Level)

ii. Hazardous Materials Operations Level Training

Provides training for on-site personnel who respond to releases of hazardous substances in a defensive fashion without trying to stop the release. This training will meet or exceed the requirements of 29 CFR 1910.120 (q) (6) (ii) (Operations Level)

iii. Hazardous Materials Technician Training

Provide training for personnel who respond to a hazardous material emergency or incident site for the purpose of entering the exclusion zone to actually stop the release. This training will meet or exceed the requirements of 29 CFR 1910.120 (q) (6) (iii) (Technician Level)

iv. Hazardous Material Specialist Training

Provides training for personnel who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician but their duties require more specific knowledge of the materials involved. This training will meet or exceed the requirements of 29 CFR 1910.120 (q) (6) (iv) (Specialist Level)

v. On Scene Incident Commander Training

Provides training for Incident Commanders who will assume control of the incident scene beyond the first responder awareness level. This training will meet or exceed the requirements of 29 CFR 1910.120 (q) (6) (v)

vi. Hazardous Materials Supervisor's Training

Provides training for supervisors who individually, or whose workers, may be exposed to hazardous materials during the course of their employment.

2. Each Department may tailor their training program to accommodate the individual Departments involvement during a hazardous material incident, but must ensure that the basic requirements of 29 CFR 1910.120 as described above are met.

3. All Departments involved with hazardous material incident response at any level must keep records of personnel trained for such emergencies.

4. the training schedule for the current calendar year is listed in the consolidated Training / Exercise Schedule maintained by State Civil Defense

C. EXERCISES

1. Exercises should be conducted not less than annually and may be concurrent with another natural or technological disaster exercise.

2. Exercise scenarios will be developed to simulate as closely as possible the conditions and area affected that would exist for a release of extremely hazardous substances stored at a facility. Exercise scenarios will also be developed for the deliberate releases.

3. Exercises will involve City emergency response agencies and facility personnel when possible.

4. All exercises may follow one of the following formats:

   i. Table-Top Exercise

      Members of participating agencies simulate responding to a hazardous materials incident at a discussion level.

   ii. Functional Exercise

      Using a pre-determined scenario, members of participating agencies activate the City's EOC and coordinate a simulated response.

   iii. Full-Scale Exercise (Field Exercise)

      An actual field scenario is enacted and participating agencies, facility personnel and supporting agencies respond and complete emergency response actions to mitigate a simulated hazardous materials incident.

5. The exercise schedule for the current calendar year is listed in the Consolidated Training / Exercise Schedule maintained by State Civil Defense.

XV. RESOURCES

A. GENERAL

1. First response capabilities are the responsibility of the City. HFD has the majority of the resources to respond and mitigate hazardous material incidents. HPD, EMS, DFM and DEM have limited equipment to respond, mitigate and recovery from hazardous material incidents.

2. The State of Hawaii has limited capability and equipment to respond and mitigate a hazardous material incident.

3. Federal resources are for the most part situated on the west coast of the Continental United States. There may be a delay of up to 48

hours following notification before equipment and trained personnel arrive on Oahu.

4. The City or State of Hawaii may elect to use private contractors to assist in the response, mitigation and recovery of a hazardous material incident, if there is an anticipated shortage of resources.

B. RESOURCES

See the City's Emergency Operations Plan for a list of State of Hawaii, City & County of Honolulu, Facility and Private contractors' resources.

XVI. INTER-LOCAL AGREEMENTS

See Annex R of the City's Emergency Operations Plan.

XVII. PLAN MAINTENANCE

This plan will be reviewed and updated annually by the City's Local Emergency Planning Committee and supporting response agencies. Any revision involving major modifications to the planning, response or recovery strategies outlined above will require re-approval of the Plan by the State Emergency response Commission.

XVIII. AUTHORITIES

See the Basic Plan portion of the Emergency Operations Plan and the following Federal and State Laws and Statutes:

A. FEDERAL

1. Occupational Safety and Health Act of 1970
2. Federal Water Pollution Control Act of 1972 (FWPCA)
3. Hazardous Materials Transportation Act of 1976 (HMTA)
4. Resource Conservation and Recovery Act of 1976 (RCRA)
5. Federal Insecticide, Fungicide and Rodenticide Act of 1976 (FIFRA)
6. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA)
7. Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) entitled the Emergency Planning and Community Right-To-Know Act of 1986
8. National Oil and Hazardous Substances Pollution Contingency Plan (NCP)
9. Oceania Region Oil and Hazardous Substance Pollution Contingency Plan, November 1987

10. 29 CFR Part 1910, Hazardous Waste Operations and Emergency Response. Final Rule

11. 40 CFR Part 300, National Oil and Hazardous Substances Pollution Contingency Plan, November 1985, as revised July 1, 1991.

12. Executive Order 12856 Federal Facility Compliance Act

13. National Response Plan, December 2004

B. STATE

1. Title 12, Department of Labor and Industrial relations, Subtitle 8, Division of Occupational Safety and Health, Chapter 99, HRS, Hazardous Waste Operations and Emergency Response Act

2. State of Hawaii Oil and Hazardous Materials Emergency Response Plan

3. Chapter 128D, HRS Hawaii Environmental Response Act of 1990

4. Chapter 342D, HRS, Water quality, Title 11-54

5. Chapter 286 HRS, Part XII, Section 286:221-227, Transportation of Hazardous Materials, Hazardous Wastes and Etiological Agents

6. Hawaii Administrative Rules Chapter 19-33, Control of Hazardous Materials and Wastes at Public Airports

7. Title 11, Department of Health, Chapter 451, State Contingency Plan

8. Chapter 128E, HRS, Hawaii Emergency Planning and Community Right-To-Know Act

C. LOCAL

Mutual Aid Firefighting Agreement, City and County of Honolulu, United States Navy, Naval Station Pearl Harbor, 15th Air Base Wing (Pacific Air Forces) February, 1983

XIX. ATTACHMENTS & TABS

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ATTACHMENT A: DEFINITIONS

ATTACHMENT 1: DEFINITIONS

Community Emergency Coordinator (CEC)

A local official designated to coordinate emergency planning and response actions in the event of a hazardous materials release into the environment and to receive/release information concerning hazardous materials within the City. The CEC will assist the Incident Commander in warning and evacuating affected populations during a hazardous materials incident.

Deliberate Release

An intentional release of a hazardous material to cause personal injury or harm to the environment or property

Emergency Response Level Classification System

A. LEVEL I – Potential Emergency Condition

Emergency response centers not normally activated. Selected City EOC staff and State agencies alerted/briefed as required. Usually associated with a minor category release

B. LEVEL II – Limited emergency Condition

Consider activation of the Incident Command System (ICS) as dictated by the situation. Alert, brief and recall selected City EOC staff, as required. Notify State agencies and request assistance, as needed. Usually associated with a medium category release.

C. LEVEL III – Full Emergency Condition

Activate the ICS and the City EOC. Request activation/support of the State EOC and emergency assistance from State and /or Federal Departments as dictated by the situation. Usually associated with a major category release.

NOTE: See ATTACHMENT B: Response Level Classification Matrix, for outline and more details

Entry Control Point

A location established by a first responder or the Incident Commander to control entry to a hazardous or potentially hazardous area.

Evacuation

A population protection strategy to provide personnel within an area vulnerable to the release of a hazardous material with improved protection. Two types of evacuations are germane to hazardous materials incidents:

A. Horizontal Evacuation

Provides for the orderly movement of people by foot or vehicle along City roads and streets away from an actual or potential hazard to an area or facility of lesser risk or hazard.

B. Shelter-In-Place

The sheltering indoors of individuals in the downwind hazard zone of a hazardous materials release to prevent external contact or inhalation of harmful chemicals.

Exclusion Zone

An area surrounding a hazardous materials release which no individual may enter without authorization from the first responding City Official/Agency (First Responder) or Incident Commander

Exposure

A condition in which an individual is subjected to the effects of a hazardous material through inhalation, ingestion, skin contact or absorption.

Extremely Hazardous Substance (EHS)

A listed substance in 40 Code Federal Regulations (CFR), Part 355, Appendices A and B (SARA Title III). The chemical is listed on the basis of toxicity, reactivity, volatility, combustibility or flammability.

NOTE: For a complete and current list of Extremely Hazardous Substances, see TAB C: Extremely Hazardous Substances

Facility Emergency Coordinator (FEC)

The owner or operator, or designated representative of a facility that must immediately notify the Honolulu Fire Department (HFD) following the release of an EHS as identified in TAB C: Extremely Hazardous Substances. In addition, the FEC is responsible for the submittal of all information specified by SARA Title III and this Plan to the State Emergency Response Commission (SERC), the Local Emergency Planning Committee (LEPC) and the Honolulu Fire Department (HFD).

First Responder

That City Official or Representative of an emergency response agency that initially arrives at the scene of a hazardous material incident and takes action to assess, classify, secure the site and initiate follow-on notification.

Fixed Facility

All buildings, equipment, structures and other stationary items that are located on a single site or on contiguous or adjacent sites that are owned or operated by the same person or by any person which controls, access.

Hazardous Material/Substance

A substance or combination of substances which, because of quantities, concentrations, physical or chemical characteristics may either:

A. Cause, or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible, illness; or

B. Pose a substantial present or potential hazard to human health, property, wildlife or the environment when improperly stored, transported, release or otherwise managed.

NOTE: Definition includes hazardous waste as defined by 40 CFR Part 260.3

Hazardous Material Incident

A release, potential for a release, or accident involving one or more hazardous material(s) that pose a potential threat beyond a facility boundary, or during the transportation of hazardous materials.

Hazardous Materials Response Team

Specially trained and equipped HFD personnel who respond to hazardous materials incidents. The team performs various response actions including assessment, classification, fire fighting, rescue, containment and decontamination.

HEPCRA Facility

A facility regulated under HRS 128E, which has either:

Hazardous materials present in amounts equal to or greater than 10,000 pounds, or;

Extremely Hazardous Substance(s) (EHS) present in an amount greater than or equal to 500 pounds or the Threshold Planning Quantity (TPQ), which ever is lower.

Incident Commander (IC)

The ONE individual in charge at any given time during a hazardous materials incident. The IC is responsible, in addition to other requirements listed in this plan, for establishing a Unified Command with all On-Scene Coordinators (OCS).

Incident Command System (ICS)

A. The combination of personnel, equipment procedures, communications and facilities operating within a common command structure

B. The City system, recognizing the Unified Incident Command concept, has designated public safety officials (Fire, Police, Emergency Medial Service Personnel, etc.) who will be responsible, upon their arrival at an incident scene, for the establishment of an Incident Command Post (ICP), initial notifications and the safety, security, control and coordination of all response operations not only at the scene itself but in areas surrounding the scene that might be affected by on-going events.

C. For Hazardous material incidents within the City's jurisdiction, the Honolulu Fire Department will assume Incident Command for all response, control and containment actions. Following the containment phase, the State Department of Health (DOH) will assume responsibility.

Incident Command Post (ICP)

The on-scene location where field commands are given by the IC and his staff

Local Emergency Planning Committee (LEPC)

A committee appointed by the State Emergency Response Commission (as required by HEPCRA) responsible for the development of the City's hazardous materials response plan. The Honolulu LEPC was established on November 24, 1987 and includes State and Local Officials, first responders, community and private sector representatives

Material Safety Data Sheets (MSDS)

Written or printed material outlining the chemical properties and known health hazards for chemical products. The content of an MSDS is as outlined in 29 CFR 1200(g).

On-Scene Coordinator (OSC)

The individual on-scene responsible for coordinating resources required by the IC at each respective level of government. OSCs may include a County On-Scene Coordinator (COSC), State On-Scene Coordinator (SOSC) and Federal On-Scene Coordinator (FOSC).

Personal Protective Equipment (PPE)

That level of personal protection required to ensure the safety and/or minimize the exposure of responding personnel to various hazardous material substances. The Incident Commander will determine PPE. Levels of protection include:

A. Level A
Fully encapsulated, chemical protective suit with self-contained breathing apparatus.

B. Level B
Hooded chemical-resistant clothing with self-contained breathing apparatus.

C. Level C
Hooded, chemical-resistant clothing with an air-purifying respirator.

D. Level D
Coveralls, safety glasses or chemical splash goggles.

Release

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a hazardous material or extremely hazardous substance into the environment.

A. Minor Release

A release that poses minimal threat to public health/welfare or the environment

B. Medium Release

A release not meeting the criteria for a minor or major release

C. Major Release

A release that poses a substantial threat to public health or welfare or the environment, or results in significant public concern

Reportable Quantity (RQ)

The minimum amount of hazardous substance(s) that, when released into the environment, requires timely notification of the National Response Center (NRC), the LEPC, HFD and the SERC. (For CERCLA RQs, see 40 CFR, Part 302.4; for SARA Title III RQs, see 40 CFR Part 155, Appendices A and B. See the EHS Tables starting on Page 154 for SARA RQs.)

Responsible Party

The Facility Emergency Coordinator or owner/operator of a facility or transportation company that will be financially and legally responsible for the consequences of a hazardous materials release to the environment, to include site remediation and recovery. When there is no identifiable responsible party, the State of Hawaii is responsible for the cleanup, removal and remediation of hazardous substance releases.

SARA Title III

Also called the Emergency Planning/Community Right-To-Know Act (EPCRA). Establishes City, State, Federal, and private sector responsibilities for planning and responding to hazardous material incidents; reporting requirements for facilities handling, storing, manufacturing, or transporting hazardous chemicals; and guidelines for informing the public of hazardous materials present in the community. The Federal Law upon which HRS 128E, the Hawaii Emergency Planning/Community Right-To-Know Act (HEPCRA), is based.

Threshold Planning Quantity (TPQ)

That quantity of an Extremely Hazardous Substance (EHS), which if present at a facility at any one time during the previous year, will require a planning notification under HEPCRA. Threshold Planning Quantities can be found in 40 CFR Part 155, Appendices A and B (See the EHS Tables starting on Page 154).

Tier Two Emergency and Hazardous Chemical Inventory Forms

A compilation of information submitted annually by chemical facilities to HFD, the LEPC and SERC containing aggregate data by specific chemical(s).

Unified Incident Command

That system by which City, State and Federal agencies and OSCs work with the

Incident Commander to determine the overall objectives for management of an incident; determine the roles and responsibilities for a given set of incident circumstances; select a strategy to achieve agreed upon objectives; and deploy resources to achieve agreed upon objectives.

Vulnerability Zone

An area which has or may possibly have concentrations of hazardous material(s) (vapors, fumes, or aerosols) beyond those levels of concern (LOC) determined either by computer analysis, established LEPC planning factors, or decisions by the CEC or Incident

Weapons of Mass Destruction

A. Weapons of Mass Destruction Classification as CBRNE

- **C**hemical
- **B**iological
- **R**adiological
- **N**uclear
- **E**xplosive

B. Any explosive, incendiary, bombs, grenade or rocket having a propellant charge of more then 4 ounces, missiles having an explosive or incendiary charge of more then ¼ ounce or mine ordinance similar to the above

C. Poison gas

D. Any weapon involving a disease organism

E. Any weapon designed to release radiation at a level dangerous to human life

ATTACHMENT B: ABBREVIATIONS

ATTACHMENT 2: ABBREVIATIONS

AC	Area Command
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATF	Bureau of Alcohol, Tobacco and Firearms
BBH	Blood Bank of Hawaii
BFS	Department of Budge and Fiscal Services
BWS	Board of Water Supply
BYU	Brigham Young University - Hawaii
CAP	Civil Air Patrol
CBCP	Certified Business Continuity Planner
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCL	City Council
CD	Civil Defense
CDC	Centers for Disease Control and Prevention
CEM	Certified Emergency Manager
CERT	Community Emergency Response Team
CIP	Critical Infrastructure Protection
CLK	City Clerks Office
COE	Corps of Engineers
COG	Continuity of Government
COM	Communications Officer, DEM
COOP	Continuity of Operations
COR	Department of Corporation Council
CPM	Counts Per Minute
CSD	Customer Services Department

CSDP	Chemical Stockpile Disposal Program
CWP	County Warning Point
D 1 - 6	Civil Defense Volunteer District
DAC	Disaster Application Center
DAP	Disaster Assistance Program
DBEDT	Department of Business, Economic Development and Tourism (HI)
DCS	Department of Community Services
DDC	Department of Design and Construction
DECON	Decontamination
DEM	Department of Emergency Management
DES	Department of Enterprise Services
DFM	Department of Facility Maintenance
DFO	Disaster Field Office
DHR	Department of Human Resources
DHS	Department of Homeland Security
DIT	Department of Information Technology
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOD	U.S. Department of Defense
DOE	Department of Education (State)
DOE	U.S. Department of Energy (U.S.)
DOH	Department of Health (State)
DOJ	Department of Justice
DOT	Department of Transportation (State)
DPP	Department of Planning and Permitting
DPR	Department of Parks and Recreation
DRC	Disaster Recovery Center
DTS	Department of Transportation Services
E 911	Enhanced 9-1-1
E&T	Education and Training Officer, DEM
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Replaced with EAS Live Broadcast)
ECL	Emergency Classification Level

EIS	Environmental Impact Statement
EMI	Emergency Management Institute (Maryland)
EMP	Electo-Magnetic Pulse
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
ENV	Environmental Services Department
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
ESD	Emergency Services Department
Eteam	Emergency Management Software (City Contracted)
FAA	Federal Aviation Administration
FAC	Food and Agriculture Committee
FAX	Facsimile Machine
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency (DHS)
FFTF	Fast Flux Test Facility
FIRM	Flood Insurance Rate Maps (FEMA)
FMB	Fasi Municipal Building
FRC	Federal Response Center (HAZMAT)
FRMAC	Federal Radiological Monitoring & Assessment Center
FRPCC	Federal Radiological Preparedness Coordinating Committee
GASCO	Gas Company
GCA	General Contractors Association
GIS	Geographic Information Systems
GMT	Greenwich Mean Time (also referred to as ZULU or UTC)
GPS	Global Positioning System
GSA	General Services Administration (U.S.)
HAH	Healthcare Association of Hawaii
HAWAS	Hawaii Warning System

HAZ	Hazardous Material Officer, DEM
HAZMAT	Hazardous Materials
HECO	Hawaiian Electric Company
HELOS	Helicopters
HFD	Honolulu Fire Department
HFIA	Hawaii Food Industry Association
HHVISA	Hawaii Hotel Visitors Industry Security Association
HMTUSA	Hazardous Materials Transportation Uniform Safety Act
HNG	Hawaii National Guard
HPD	Honolulu Police Department
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Analysis
IAEM	International Association of Emergency Managers
IC	Incident Commander
ICS	Incident Command System
IED	Improvised Explosive Device
IEMS	Integrated Emergency Management System
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-HD	Joint Task Force - Homeland Defense
JTTF	Joint Terrorism Task Force
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
MAY	Mayor's Office / Mayor
MCEER	Multidisciplinary Center for Earthquake Engineering Research
MED	Medical Examiner Department
MOA	Memorandum of Agreement
MOCA	Mayor's Office of Culture and the Arts
MOU	Memorandum of Understanding

MSDS	Material Safety Data Sheet
NAWAS	National Warning System
NCO	Neighborhood Commission Office
NEHRP	National Earthquake Hazard Reduction Program
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NFIP	National Flood Insurance Program
NHRAIC	Natural Hazard Research and Applications Information Center
NIMS	National Incident Management System
NIRT	Nuclear Incident Response Team
NOAA	National Oceanic Administrative Agency
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NTSB	National Transportation Safety Board
NWS	National Weather Service
OIC	Office In Charge
OPS	Operations Unit
OTS	Oahu Transit Services
P&O	Plans and Operations Officer, DEM
PAT	Department of Prosecuting
PDA	Preliminary Damage Assessment
PIO	Public Information Officer, DEM
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAD	Radiological Defense Officer, DEM
RADEF	Radiological Defense
REAC/TS	Radiation Emergency Assistance Center/Training Site
RHB	Royal Hawaiian Band
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCD	State Civil Defense Division

SCO	State Coordinating Officer
SERT	State Emergency Response Team
SITREPs	Situation Reports
SLEC	State Law Enforcement Coalition
SLG 101	State and Local Government EOP Guidelines
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
SSC	Seismic Safety Commission
SWP	State Warning Point
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard (DHS)
USDA	United States Department of Agriculture
USGS	United States Geological Survey
UTC	Utilities & Transportation Commission
UTC	Coordinated Universal Time (also referred to as ZULU or GMT)
VA	Veteran's Administration
VOADs	Voluntary Organizations Active in Disasters
WMD	Weapons of Mass Destruction

ATTACHMENT 3: RESPONSE LEVEL CLASSIFICATION

ATTACHMENT 3: RESPONSE LEVEL CLASSIFICATION MATRIX

RESPONSE LEVEL	INCIDENT DESCRIPTION	NOTIFICATION
Level I Potential Emergency Condition	Situation, release or threat of release which can be controlled by the first response agencies. Limited to a confined area and does not pose an immediate threat to life or property. May evacuate immediate area or structure involved.	**CITY**: Honolulu Fire Department, Honolulu Police Department, Emergency Medical Services, EOC Staff (as required) **STATE**: State Department of Health **FEDERAL**: USCG (as required), National Response Center
Level II Limited Emergency Condition	Release or situation which poses a potential threat to life or property within a limited distance. May require limited evacuation of the surrounding area outside the facility.	All agencies in Level I **CITY**: EOC Staff **STATE**: State Civil Defense, Department of Land and Natural resources, Department of Transportation and other agencies as required **FEDERAL**: EPA PRIVATE: American Red Cross, Public Utilities, Support Organizations
Level III Full Emergency Condition	Release or situation which poses a severe threat to life and property. Requires expertise or resources of the City, State, Federal agencies or Private organizations. Will probably require large scale evacuation.	All agencies in Level I and II **FEDERAL**: Department of Defense (Mutual Aid Fire and Emergency Medical), FEMA Regional Response Team, ATSDR and others as required.
Recovery Condition	Immediate mitigation has been done and life-threatening situation has been resolved. Start of the remediation and recovery stage of the incident.	All agencies in Level I, II and III, as required. Additional City, State, Federal and private agencies as required by the Incident Commander

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ATTACHMENT 4: FACILITY EMERGENCY GUIDELINES

ATTACHMENT 4: FACILITY EMERGENCY GUIDELINES

1. Make initial assessment of the situation
2. Take precautions and warn or notify all personnel within affected area of the release. Follow procedures in the Facility Emergency Response Plan
3. Notify the Honolulu Fire Department and the State Department of Health of the situation by providing the following information to the best of your knowledge:
   - A. Chemical name (s) or substance (s) involved in the accident or release
   - B. Indication if substance is and EHS chemical
   - C. Estimate the quantity of substance (s) released
   - D. Time and duration of release
   - E. Medium or media (air, water, etc.) into which the release occurred
   - F. Known or anticipated acute or chronic health risk (s), and where appropriate, advice regarding medical attention necessary for exposed individuals
   - G. Proper precautions to take as a result of the release, including evacuation
   - H. The name and telephone number of the person to be contacted for further information
4. You or a facility person should meet the arriving fire company and / or HAZMAT team
5. Have all information on the chemical (s) involved in the release available to the Fire Company or HAZMAT team.

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TAB A: RESPONSE LEVEL I CHECKLIST

TAB A: Response Level I Checklist

_____ 1. Make an initial assessment of the situation and assign an initial Emergency Response Level Classification to the incident (Use ATTACHMENT C: Response Level Classification Matrix)

_____ 2. Alert all elements of the Facility Emergency Response Plan and Procedures

_____ 3. Promptly notify local authorities:

- ⌦ Honolulu Fire Department: 911
- ⌦ State Department of Health: 586-4249

Emergency notification information requirements:

The following information should be provided immediately by the person performing the emergency notification (to the extent known at the time of the notice and so long as no delay in responding to the emergency results):

- ⌦ Chemical name(s) or substance(s) involved in release
- ⌦ Indication if substance is on list starting on Material Safety Data Sheet
- ⌦ Estimate of the quantity of the substance(s) released
- ⌦ Time and duration of release
- ⌦ Medium or media (air, water, etc.) into which the release occurred
- ⌦ Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals
- ⌦ Proper precautions to take as a result of the release, including evacuation (unless such information is readily available to the community emergency coordinator pursuant to the emergency plan
- ⌦ The name and telephone number of the person(s) to be contacted for further information
- ⌦ Address or description of location where release occurred
- ⌦ Emergency Response Level Classification:

  Level I Level II Level III

_____ 4. Notify the National Response Center (1-800-424-8802) if amount of substance is above the RQ

_____ 5. Direct facility personnel to respond to, and contain, ther spill/release, if possible.

_____ 6. Inform the first responder on scene of the current status and situation of the incident. Provide all information or sources of information to the first responder or incident commander, when requested.

_____ 7. Provide a representative to the ICP, if one has been established

_____ 8. Recommend population protection measures off-site in-place sheltering or evacuation. (Make this determination in coordination with Senior Fire Department Official)

_____ 9. Provide periodic situation reports to the on-scene ICP, if established, and the City EOC, if activated, at maximum 30 minutes intervals

_____ 10. If releases are occurring, provide exposure estimates and projections of the affected area to local authorities

_____ 11. Augment facility personnel and equipment resources and alert mutual aid company/industry agreements to standby to provide needed assistance

TAB B: RESPONSE LEVEL II CHECKLIST

TAB B: Response Level II Checklist

_____ 1. Complete Response Level I actions (if not previously completed)

_____ 2. Activate required elements of the Facility Emergency Response Plan and Procedures

_____ 3. Promptly notify local authorities and request emergency assistance

_____ 4. Contain spill / release, if possible

_____ 5. Protect facility personnel through in-place sheltering or evacuation. NOTE: Consider factors affecting spill / release, rate of release, weather conditions, product, time elapsed since release, etc.

_____ 6. Provide periodic situation reports to the ICP and the City EOC at maximum 30-minute intervals

_____ 7. Provide facility representative to DEM to assist Information Control Center in responding to queries fro information

_____ 8. Dispatch and assist in activating air monitoring teams and associated communications

_____ 9. Provide on-site meteorological conditions and dose estimates and projections to off-site authorities to assist in assessing the situation and determining the affected area

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TAB C: RESPONSE LEVEL III CHECKLIST

TAB C: Response Level III Checklist

_____ 1. Complete Response Level I and Level II actions (if not previously completed)

_____ 2. Activate Facility Emergency Response Plan and Procedures

_____ 3. Provide periodic situation reports to the ICP and the City EOC at maximum 15-minute intervals

_____ 4. Assign a senior facility official to augment the ICP and City EOC, upon request, to assist in holding press conferences and issuing emergency public information

_____ 5. Provide recommendations regarding in-place sheltering or evacuation of residents of the affected area

_____ 6. Augment facility personnel and equipment resources by activating mutual aid company / industry agreements

_____ 7. Make all trained facility personnel and equipment available to assist in the emergency response effort

_____ 8. Make senior facility staff personnel available for consultation with City/State authorities, upon request

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TAB D: RECOVERY / RE-ENTRY CONDITION

TAB D: Recovery / Re-Entry Condition

_____ 1. Cooperate with City, State and/or Federal public health and medical personnel to determine when it is safe to authorize re-entry into the affected areas

_____ 2. Cooperate in inspecting/testing water and sanitation systems to determine if water is safe for drinking

_____ 3. Initiate on-site and off-site clean up of hazardous materials and contaminated items in coordination with authorities

_____ 4. Arrange for proper disposal of hazardous materials and contaminated items n accordance with City, State and Federal guidance and regulations

_____ 5. Develop a long-term monitoring capability in accordance with City, State and Federal guidance and regulations

_____ 6. Cooperate in proceedings to fix legal responsibility for the incident and any claims resulting there from

_____ 7. Submit the follow up written report on the incident to the LEPC and State Department of Health

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TAB E: FIRST RESPONDER CHECKLIST

TAB E: First Responder Checklist

_____ 1. Approach incident from an upwind and uphill direction, if possible. Shut off engine or keep vehicle a safe distance away to prevent ignition of vapors

_____ 2. Do not walk in to or touch any spilled materials

_____ 3. Avoid inhaling fumes, smoke and vapors

NOTE 1: Even if the material is a common product (i.e., gasoline), breathing any chemical over a long period of time can be detrimental to health.

NOTE 2: Do not assume gases or vapors are not present because of lack of smell. Many products have no smell or can dull the sense of smell in a short time.

NOTE 3: **IF CHEMICALS CANNOT BE IDENTIFIED, TREAT AS TOXIC. DO NOT ENTER THE AREA.**

_____ 4. Survey the scene and adjacent area from a safe distance to determine condtions and hazards

_____ 5. Call 911 or notify by quickest available means the nearest Police or Fire Department station. City vehicles equipped with a radio may call their dispatch or Department of Emergency Management during normal work hours. Provide as much of the following information as possible:

A. Name and telephone number / call sign of individual making the report

B. Location of the incident and situation (Car accident, leaking container, facility fire, etc.)

C. Determine the chemical name from: Facility Emergency Coordinator, Vehicle driver, a CHEM-CARD in the cab of the truck, the cargo bill of lading, or from placards and labels on the truck and/or container

Chemical Name: _____

Chemical Description: _____

_____

_____

Amount of Chemical: _____ Lbs Gal Psi

Time of release: _____ AM PM

Duration of release: _____ Minutes Hours

Wind Velocity & Direction: _____ N~NE~E~SE~S~SW~W~NW

Number of Injured: _____ Number of Dead: _____

Known health effects: _____

_____

Assistance required: ☐ Yes ☐ No

If yes, _____

_____

Precaution or advice: _____

_____

Name of FEC or owner/operator: _____

Emergency Response Level Classification:

Level **I** **II** **III**

_____ 6. Assume Incident Command and establish an Incident Command Post at a visible, safe upwind location. Make continuous reports to the EOC.

_____ 7. Set up a security perimeter by using barrier tape or flares (if material is not flammable). Utilize available personnel to direct vehicular or pedestrian traffic.

_____ 8. Locate and interview the Facility Emergency Coordinator, responsible party or witnesses

_____ 9. If hospi9talization of personnel or victims is required, inform EMS personnel and the receiving hospital of any known or suspected chemical contamination

TAB F: EOC RESPONSE LEVEL I CHECKLIST

TAB F: EOC Level I Response Checklist

Situation: Response Level I – Potential Emergency Condition. Emergency response centers not normally activated. Alert/brief selected City EOC Staff/District Coordinators, as required.

	DEM ACTIONS	Accomplished by	Date / Time
A.	Notify HFD, HPD and EMS	_____	_____
B.	Obtain assessments of the situation from the owner/operator of the facility and HFD, including actual/projected exposures and the affected area	_____	_____
C.	Assure ICP established and obtain location	_____	_____
D.	Dispatch DEM Radiological Defense / Logistics Officer and HFD Hazardous Materials Specialist to the incident site to assess and report on the situation.	_____	_____
E.	Obtain meteorological data from the National Weather Service (NWS) and utilize CAMEO WIN computer program, plot the potentially affected areas.	_____	_____
F.	Provide assistance to the Incident Commander or as requested by City response agencies and/or the owner/operator	_____	_____
G.	Notify/brief HEER Office	_____	_____
H.	Notify/brief key City EOC Staff, as required	_____	_____
I.	Identify special facilities in the potentially affected areas (i.e., schools, hospitals, nursing homes and industry) and alert them of the situation	_____	_____
	NOTE: Notify/brief DOE, NAS Barbers Point and Barbers Point Elementary School if accident occurs at Campbell Industrial Park	_____	_____
J.	Prepare and submit Periodic Disaster Report (PERDISREP) to SCD	_____	_____

K.	Obtain situation updates from HFD, DEM, RADEF, Logistics Officer and/or facility owner/operator at minimum 30 minutes intervals until situation resolved	_____	_____
L.	Prepared City EOC for possible activation	_____	_____
M.	Consider activating Information Control Center and alert personnel and facility representatives	_____	_____
N.	Notify/brief U.S. Coast Guard, Marine Safety Office (USCG/MSO) of situation and/or requests for assistance	_____	_____
O.	Contact / request assistance of CHEMNET	_____	_____
P.	Confirm owner/operator has completed emergency notification to National Response Center	_____	_____
Q.	Respond to requests for assistance from IC or other agencies	_____	_____

TAB G: RESPONSE LEVEL I CHECKLIST

TAB G: EOC Level II Response Checklist

Situation: Response Level II – Limited Emergency Condition. Consider activation of the ICS, as dictated by the situation. Alert, brief and recall selected City staff, as required. Place additional staff on standby status.

DEM ACTIONS	Accomplished by	Date / Time
A. Accomplish Notification Checklist	_____	_____
B. As required, notify / recall County, State and Private sector agencies. Conduct briefings and establish requirements.	_____	_____
C. Utilize Speed Call~Notifier System, is appropriate.	_____	_____

Mayor or MD	_____	HFD	_____	DFM	_____	D-1	_____		
P&O	_____	HPD	_____	DPR	_____	D-2	_____		
RAD	_____	ESD	_____	DOE	_____	D-3	_____	HECO	_____
DP	_____	MED	_____	DOT	_____	D-4	_____	HAWTEL	_____
COM	_____	BWS	_____	DOH	_____	D-5	_____	GASCO	_____
E&T	_____	DTS	_____	ARC	_____	D-6	_____	CHEVRON	_____
SEC	_____	DHR	_____	SCD	_____	RACES	_____	GCA	_____

D. Complete Response Level I actions *(if not previously completed)*	_____	_____
E. Notify /brief Mayor or Managing Director. Consider issuing declaration of "State of Emergency"	_____	_____
F. Notify USCG and request assistance, if required	_____	_____
G. Consider use of Emergency Broadcast System	_____	_____
H. Notify/brief key City EOC Staff, as required	_____	_____
I. Review methods/complete warning of population in the affected area and make assignments to alerting personnel	_____	_____

J.	Activate the "Rumor Control" Center	_____	_____
K.	Provide general public within at least one half mile (or radius of chemical specific danger area) of incident site with periodic updates.	_____	_____
L.	Alert and brief emergency personnel that may be needed for evacuation	_____	_____
M.	Assure an IC and ICP have been established. Identify ICP location	_____	_____
N.	Continuously assess the incident jointly with local and state officials and facility owner/operator, with special regard for population protective actions that may be necessary	_____	_____
O.	If evacuation is considered likely, determine and plot the following	_____	_____
	1. Evacuation routes	_____	_____
	2. Evacuation Centers/Shelters	_____	_____
	3. Access / Traffic control points	_____	_____
	4. Number of people in potential risk area	_____	_____
P.	Notify local residents near incident site to prepare for possible precautionary actions, such as indoor sheltering or evacuation	_____	_____
Q.	Keep accurate records of all actions taken and resources expended	_____	_____

TAB H: EOC RESPONSE LEVEL III CHECKLIST

TAB H: EOC Level III Response Checklist

Situation: Response Level III – Full Emergency Condition. Activate ICP, ICS and City EOC. Request activation/support of the State EOC and emergency assistance of State and/or Federal departments as dictated by the situation.

	DEM ACTIONS	Accomplished by	Date / Time
A.	Complete Response Level I and II actions *(if not previously completed)*	_____	_____
B.	Activate City/District EOCs	_____	_____
C.	Assure IC and ICP are established in coordination with HFD	_____	_____
D.	Ensure all information and messages are being disseminated, plotted and logged	_____	_____
E.	Establish/maintain communications links with the ICP, City and State emergency response agencies and facility owner/operator	_____	_____
F.	Notify/instruct all available emergency response agencies to implement response actions	_____	_____
G.	Obtain continuous assessment data from on-scene response personnel	_____	_____
H.	Notify/brief key City EOC Staff, as required	_____	_____
I.	Issue Emergency Public Information, warnings and instructions to residents of the affected and at-risk area	_____	_____
J.	Activate EBS and other warning systems as needed to instruct residents of protective actions to be taken	_____	_____
K.	Activate Emergency Information Center	_____	_____
L.	Coordinate security requirements for evacuation areas	_____	_____
M.	Identify exact boundaries (easily identified/known streets, landmarks) within which protective actions are to be taken	_____	_____

N.	Identify/coordinate transportation requirements for residents unable to evacuate on their own	_____	_____
O.	Implement population protective actions (in-place sheltering or evacuation)	_____	_____
P.	If evacuation is ordered:		
	1. Open and Staff emergency shelter	_____	_____
	2. Implement access/traffic control	_____	_____
	3. Provide transportation for residents unable to evacuate on their own	_____	_____
	4. Coordinate evacuation of institutions (Schools, Nursing home, etc.)	_____	_____
Q.	Ensure EOC, ICP and all other response agencies have current information on:	_____	_____
	1. Evacuation routes	_____	_____
	2. Location of emergency shelters are opened and staffed	_____	_____
	3. Access control points and routing	_____	_____
	4. Emergency Information Center telephone numbers	_____	_____
	5. Affected area geographical boundaries	_____	_____
	6. Number of people evacuating	_____	_____
R.	Notify area hospitals and medical personnel of situation	_____	_____
S.	Establish access control points of affected area boundaries	_____	_____
T.	Notify area utility companies of possible need for emergency shutdown of services	_____	_____

TAB I: RECOVERY AND RE-ENTRY

TAB I: Recovery and Re-Entry

Situation: The hazardous materials incident has occurred and immediate life threatening or environmental protective measures have been completed. Now, measures must be taken to return the situation and/or environment to its normal condition.

	DEM ACTIONS	Accomplished by	Date / Time
A.	Update and brief the EOC staff as the situation dictates	_____	_____
B.	Continually evaluate the effectiveness of the recovery operations	_____	_____
C.	Coordinate/conduct on-site damage surveys to obtain estimates of dollar losses incurred and submit the information to SCD via daily PERDISREP	_____	_____
D.	Coordinate with City, State and/or Federal public health and medical personnel to determine when it is safe to re-authorize re-entry into the affected areas	_____	_____
E.	Coordinate inspections and testing of water and sanitation systems to determine if water is safe for consumption	_____	_____
F.	Issue information and advice to residents on how to decontaminate their homes and other measures they can take to assist recovery efforts	_____	_____
G.	Terminate shelter operations, as required, when it is safe to allow re-entry into affected area	_____	_____
H.	Continue to provide security of evacuated areas that must remain closed	_____	_____
I.	Remove barricades/entry control points as routes and areas are reopened	_____	_____

J.	Cooperate/coordinate with State/Federal disaster assistance efforts	_____	_____
K.	Assist, advise and monitor owner/operator in proper cleanup and disposal of hazardous materials and contaminated items	_____	_____
L.	Reactivate utility services to the affected area and notify residents	_____	_____
M.	Coordinate proceedings to fix legal responsibility for the incident	_____	_____
N.	Accomplish all appropriate provisions of the City Emergency Operations Plans	_____	_____
O.	Prepare and submit final PERDISREP to SCD and other required reports to State and Federal agencies	_____	_____
P.	Conduct full-scale critique including all participants, public and private agencies and individuals	_____	_____

TAB J: PUBLIC ADDRESS FOR CHEMICAL RELEASE ALERT

TAB J: Public Address for Chemical Release Alert

Situation: To alert persons in the proximity of a chemical spill or release that a chemical spill or release has occurred and evacuation is possible.

- ATTENTION! ATTENTION!
- A HAZARDOUS CHEMICAL SPILL / RELEASE HAS OCCURRED
- TURN ON YOUR RADIO OT TELEVISION FOR INFORMATION
- BE PREPARED TO EVACUATE, IF DIRECTED.

TO BE DISSEMINATED BY:

- DEM Emergency Van – Public Address (PA) System
- DEM Emergency Response Officers' – PA Sets (Bullhorns)
- DEM District Coordinators' – PA Sets (Bullhorns)
- DEM Personnel with – PA Sets (Bullhorns)
- HPD Mobile Units – PA System
- HPD & HFD Aircraft – PA System

NOTE: Prior to initiating public address system operations, assure field units have the following guidance:

A. Chemical name or description of the hazardous material

B. Information from MSDS regarding:
   - Toxicity
   - Health effects (systemic, respiratory, etc.)
   - Chronic and/or acute symptoms (Lungs, nose, throat, etc.)
   - Detection methods (Smell, color, etc.)
   - Personal Protection Equipment (PPD), if necessary

C. Review standard key words or phrases to be used in case of an emergency

D. Assignment of areas or pattern of notifiers

E. Safety routes or plans for quick exit if the plume or vapor cloud shifts direction or concentration

If at all possible teams of two or more should be working together. Members of the team should be within visual and audible contact at all times.

Only trained personnel will be allowed to wear respirators or Self Contained Breathing Apparatus (SCUBA) during notification, if they must enter an area where the concentration of chemical is greater than the level of concern.

If an evacuation message is being broadcast, make sure the affected population knows what direction to proceed to the nearest shelter.

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TAB K: PUBLIC ADDRESS FOR CHEMICAL RELEASE SHELTER-IN-PLACE

TAB K: Public Address for Chemical Release Shelter-In-Place

Situation: To be used when horizontal evacuation is required following the spill or release of a hazardous chemical.

- ATTENTION! ATTENTION!
- A HAZARDOUS CHEMICAL SPILL / RELEASE HAS OCCURRED
- TAKE SHELTER IN YOUR HOME OR NEAREST BUILDING
- CLOSE DOORS, WINDOWS AND VENTS. TAPE OR SEAL OTHER OPENINGS
- SHUT OFF AIR CONDITIONING
- TURN ON RADIO OR TELEVISION FOR INSTRUCTIONS

TO BE DISSEMINATED BY:

- DEM Emergency Van – Public Address (PA) System
- DEM Emergency Response Officers' – PA Sets (Bullhorns)
- DEM District Coordinators' – PA Sets (Bullhorns)
- DEM Personnel with – PA Sets (Bullhorns)
- HPD Mobile Units – PA System
- HPD & HFD Aircraft – PA System

NOTE: Prior to initiating public address system operations, assure field units have the following guidance:

A. Chemical name or description of the hazardous material

B. Information from MSDS regarding:
   - Toxicity
   - Health effects (systemic, respiratory, etc.)
   - Chronic and/or acute symptoms (Lungs, nose, throat, etc.)
   - Detection methods (Smell, color, etc.)
   - Personal Protection Equipment (PPD), if necessary

C. Review standard key words or phrases to be used in case of an emergency

D. Assignment of areas or pattern of notifiers

E. Safety routes or plans for quick exit if the plume or vapor cloud shifts direction or concentration

If at all possible teams of two or more should be working together. Members of the team should be within visual and audible contact at all times.

Only trained personnel will be allowed to wear respirators or Self Contained Breathing Apparatus (SCUBA) during notification, if they must enter an area where the concentration of chemical is greater than the level of concern.

If an evacuation message is being broadcast, make sure the affected population knows what direction to proceed to the nearest shelter.

TAB L: PUBLIC ADDRESS FOR CHEMICAL RELEASE EVACUATION

TAB L: Public Address for Chemical Release Evacuation

Situation: To be used when horizontal evacuation is required following the spill or release of a hazardous chemical.

- ATTENTION! ATTENTION!
- A HAZARDOUS CHEMICAL SPILL / RELEASE HAS OCCURRED
- EVACUATE IMMEDIATELY! EVACUATE IMMEDIATELY!
- USE _____ (STREET) (HIGHWAY) (BOULEVARD) (ROAD)
  AND _____ (STREET) (HIGHWAY) (BOULEVARD) (ROAD)
  TO REACH A SAFE AREA.
- EVACUATE (MAUKA) (MAKAI) (EWA) (KOKO HEAD) AT LEAST _____ MILES
- SHELTERS OPENED AT:
  - _____
  - _____
  - _____
  - _____

TO BE DISSEMINATED BY:

- DEM Emergency Van – Public Address (PA) System
- DEM Emergency Response Officers' – PA Sets (Bullhorns)
- DEM District Coordinators' – PA Sets (Bullhorns)
- DEM Personnel with – PA Sets (Bullhorns)
- HPD Mobile Units – PA System
- HPD & HFD Aircraft – PA System

NOTE: Prior to initiating public address system operations, assure field units have the following guidance:

A. Chemical name or description of the hazardous material

B. Information from MSDS regarding:
   - Toxicity
   - Health effects (systemic, respiratory, etc.)
   - Chronic and/or acute symptoms (Lungs, nose, throat, etc.)
   - Detection methods (Smell, color, etc.)
   - Personal Protection Equipment (PPD), if necessary

C. Review standard key words or phrases to be used in case of an emergency

D. Assignment of areas or pattern of notifiers

E. Safety routes or plans for quick exit if the plume or vapor cloud shifts direction or concentration

If at all possible teams of two or more should be working together. Members of the team should be within visual and audible contact at all times.

Only trained personnel will be allowed to wear respirators or Self Contained Breathing Apparatus (SCUBA) during notification, if they must enter an area where the concentration of chemical is greater than the level of concern.

If an evacuation message is being broadcast, make sure the affected population knows what direction to proceed to the nearest shelter.

TAB M: MAYOR'S DECLARATION OF EMERGENCY

TAB M: Declaration of Emergency (*Sample*)

By the authority vested in me as the Mayor of the City & County of Honolulu, pursuant to the Honolulu City Charter and the Revised Ordinances of Honolulu, I _____ , Mayor, hereby determine and declare the following:

Whereas, at _(Time)_ , (AM) (PM), ___(Date)___ , a hazardous material incident involving _____(List Chemicals)____ , at ___(Location)____ , and;

Whereas, the concentration of the chemicals involved in the incident are at or above the Level of Concern in the Following areas of the City & County of Honolulu: ____(List Areas)____ , and;

Whereas, the Department of Emergency Management and Honolulu Fire Department has determined that an impending disaster exists and it is advisable to evacuate certain parts of the City & County of Honolulu, and;

Whereas, to protect the public peace, health, safety and welfare of the residents of the City & County of Honolulu, emergency preparedness is necessary at this time.

Therefore, I _ , Mayor of the City & County of Honolulu, declare that an impending disaster exists and the power and prohibitions stated in ROH 13-30.3 are now in effect.

ANNEX T - APPENDIX 6

WMD TERRORIST INCIDENT RESPONSE PLAN

RECORD OF REVISIONS

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNEX T - APPENDIX 6

WMD TERRORIST INCIDENT RESPONSE PLAN

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ANNEX T - APPENDIX 6

WMD TERRORIST INCIDENT RESPONSE PLAN

DISTRIBUTION LIST

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Board of Water Supply	0
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City Council	0
Community Services	0
Council Services	0
City Clerk	0
Department of Emergency Management	6
Civil Defense District Volunteer Organizations	0
Corporation Counsel	1
Customer Services	0
Design and Construction	0
Emergency Services	3
Director - 1	
EMS - 1	
Ocean Safety Division - 1	
Enterprise Services	0
Facility Maintenance	0
Fire Department	9
Human Resources	0
Information Technology	0
Liquor Commission	0
Medical Examiner	0
Municipal Reference & Records Center (CSD)	0
Neighborhood Commission	0
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STATE DEPARTMENTS AND AGENCIES

Office of the Governor 1
Department of Accounting and General Services 0
Department of Agriculture 0
Department of Business, Economic Development and Tourism 0
Department of Commerce and Consumer Affairs 0
Department of Defense 7
- Director of Civil Defense - 1
- Civil Defense Division - 4
- Hawaii Air National Guard - 1
- Hawaii Army National Guard - 1

Department of Education 0
Department of Hawaiian Home Lands 0
Department of Health 0
Department of Labor and Industrial Relations 0
Department of Land and Natural Resources 0
Department of Human Services 0
Department of Taxation 0

FEDERAL AGENCIES

Department of Transportation 0
- Director - 0
- CD Coordinator - 0
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Pacific Tsunami Warning Center	0
U.S. Army Corps of Engineers, Pacific Division	0
USARPAC U.S. Army Pacific	0
U.S. Army Garrison-Hawaii	0
U.S.PACOM	0
Department of Homeland Security	0
Federal Emergency Management Agency (Region IX PAO)	0
U.S. Department of Agriculture	0
U.S. Postal Service	0
COOPERATING AGENCIES	
American Red Cross, Hawaii Chapter	0
Blood Bank of Hawaii	0
Chevron and Tesoro Refineries	0
Civil Air Patrol	0
County Medical Society	0
The Gas Company	0
General Contractor's Association	0
Hawaii Food Industry and Gas Dealers Associations	0
Tesoro Refinery	0
Hawaii Hotel Security Association	0
Hawaii Restaurant Association	0
Hawaii Transportation Association	0
Hawaiian Electric	0
Hawaiian Telephone	0
Healthcare Association of Hawaii	0
Kalihi-Palama Immigrant Service Center	0
Matson Navigation Company	0
Oahu Operational Area EAS Committee	0
Oahu Transit Services	0

COOPERATING AGENCIES	**Copies**
Civil Defense Advisory Council	0
Citizens Advisory Commission on Civil Defense	0
International Tsunami Information Center	0
Joint Institute for Marine and Atmospheric Research	0
Kauai Civil Defense Agency	1
Maui Civil Defense Agency	1
Hawaii Civil Defense Agency	1
Radio Amateur Civil Emergency Services (RACES)	0
Total	**45**