

CITY AND COUNTY OF HONOLULU  
EMERGENCY OPERATIONS PLAN  
BASIC PLAN

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**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

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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 civil defense 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 Plan, 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 Civil Defense 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 Plan (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 Civil Defense 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 Plan 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 Civil Defense Coordinator for their organization with responsibility for coordination of Department/Agency Civil Defense 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 Civil Defense coordinator 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 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 Oahu Civil Defense Emergency Operating Center (City's EOC) is located in 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 Civil Defense 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. Incident Command – 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 established to facilitate the prioritization of incident needs if the EOC has not been activated.
- v. Volunteer District Coordinators - Volunteer Civil Defense District Coordinators for each of the Civil Defense Districts on Oahu are appointed by the Director of DEM and are responsible for coordinating Civil Defense 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 civil defense sirens 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, as well as civil defense volunteers,

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 civil defense district volunteers, 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 insure 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 Civil Defense 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 civil defense 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 Civil Defense organization 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*  
\_\_\_\_\_  
MUFU HANNEMANN, Mayor  
City and County of Honolulu  
Deputy Director of Civil Defense

Date: 1/18/06

CONCURRENCE:

*/s/ Robert G.F. Lee*  
\_\_\_\_\_  
ROBERT G.F. LEE  
Major General, HING  
Director of Civil Defense

Date: 3/1/07

## **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

# BASIC PLAN

## APPENDIX 1: ABBREVIATIONS

### APPENDIX 1: ABBREVIATIONS

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

<b>CSDP</b>	Chemical Stockpile Disposal Program
<b>CWP</b>	County Warning Point
<b>D 1 - 6</b>	Civil Defense Volunteer District
<b>DAC</b>	Disaster Application Center
<b>DAP</b>	Disaster Assistance Program
<b>DBEDT</b>	Department of Business, Economic Development and Tourism (HI)
<b>DCS</b>	Department of Community Services
<b>DDC</b>	Department of Design and Construction
<b>DECON</b>	Decontamination
<b>DEM</b>	Department of Emergency Management
<b>DES</b>	Department of Enterprise Services
<b>DFM</b>	Department of Facility Maintenance
<b>DFO</b>	Disaster Field Office
<b>DHR</b>	Department of Human Resources
<b>DHS</b>	Department of Homeland Security
<b>DIT</b>	Department of Information Technology
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMORT</b>	Disaster Mortuary Operational Response Team
<b>DOD</b>	U.S. Department of Defense
<b>DOE</b>	Department of Education (State)
<b>DOE</b>	U.S. Department of Energy (U.S.)
<b>DOH</b>	Department of Health (State)
<b>DOJ</b>	Department of Justice
<b>DOT</b>	Department of Transportation (State)
<b>DPP</b>	Department of Planning and Permitting
<b>DPR</b>	Department of Parks and Recreation
<b>DRC</b>	Disaster Recovery Center
<b>DTS</b>	Department of Transportation Services
<b>E 911</b>	Enhanced 9-1-1
<b>E&amp;T</b>	Education and Training Officer, DEM
<b>EAS</b>	Emergency Alert System
<b>EBS</b>	Emergency Broadcast System (Replaced with EAS Live Broadcast)
<b>ECL</b>	Emergency Classification Level

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

<b>HAZ</b>	Hazardous Material Officer, DEM
<b>HAZMAT</b>	Hazardous Materials
<b>HECO</b>	Hawaiian Electric Company
<b>HELOS</b>	Helicopters
<b>HFD</b>	Honolulu Fire Department
<b>HFIA</b>	Hawaii Food Industry Association
<b>HHVISA</b>	Hawaii Hotel Visitors Industry Security Association
<b>HMTUSA</b>	Hazardous Materials Transportation Uniform Safety Act
<b>HNG</b>	Hawaii National Guard
<b>HPD</b>	Honolulu Police Department
<b>HSAS</b>	Homeland Security Advisory System
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HSPD</b>	Homeland Security Presidential Directive
<b>HVA</b>	Hazard Vulnerability Analysis
<b>IAEM</b>	International Association of Emergency Managers
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>IED</b>	Improvised Explosive Device
<b>IEMS</b>	Integrated Emergency Management System
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>JOC</b>	Joint Operations Center
<b>JTF-HD</b>	Joint Task Force - Homeland Defense
<b>JTTF</b>	Joint Terrorism Task Force
<b>LEPC</b>	Local Emergency Planning Committee
<b>LERN</b>	Law Enforcement Radio Net
<b>MAY</b>	Mayor's Office / Mayor
<b>MCEER</b>	Multidisciplinary Center for Earthquake Engineering Research
<b>MED</b>	Medical Examiner Department
<b>MOA</b>	Memorandum of Agreement
<b>MOCA</b>	Mayor's Office of Culture and the Arts
<b>MOU</b>	Memorandum of Understanding

<b>MSDS</b>	Material Safety Data Sheet
<b>NAWAS</b>	National Warning System
<b>NCO</b>	Neighborhood Commission Office
<b>NEHRP</b>	National Earthquake Hazard Reduction Program
<b>NEMA</b>	National Emergency Management Association
<b>NENA</b>	National Emergency Number Association (911)
<b>NFIP</b>	National Flood Insurance Program
<b>NHRAIC</b>	Natural Hazard Research and Applications Information Center
<b>NIMS</b>	National Incident Management System
<b>NIRT</b>	Nuclear Incident Response Team
<b>NOAA</b>	National Oceanic Administrative Agency
<b>NPSPAC</b>	National Public Safety Planning Advisory Committee
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRP</b>	National Response Plan
<b>NTSB</b>	National Transportation Safety Board
<b>NWS</b>	National Weather Service
<b>OIC</b>	Office In Charge
<b>OPS</b>	Operations Unit
<b>OTS</b>	Oahu Transit Services
<b>P&amp;O</b>	Plans and Operations Officer, DEM
<b>PAT</b>	Department of Prosecuting
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer, DEM
<b>PPE</b>	Personal Protective Equipment
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RAD</b>	Radiological Defense Officer, DEM
<b>RADEF</b>	Radiological Defense
<b>REAC/TS</b>	Radiation Emergency Assistance Center/Training Site
<b>RHB</b>	Royal Hawaiian Band
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendment and Reauthorization Act
<b>SBA</b>	Small Business Administration
<b>SCD</b>	State Civil Defense Division

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

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## APPENDIX 2: ANNEX BREAKDOWN

### 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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# BASIC PLAN

## APPENDIX 3: BASIC RESPONSIBILITIES

### 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*

		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
	<b>ANNEX</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>S</b>	<b>T</b>
American Red Cross	ARC		S	S	S	S					S	S	P		S	S	S	
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						P	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	C	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	

See Annex T for Primary, Support and Coordinate Matrix

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## APPENDIX 4: EMERGENCY SUPPORT FUNCTION

### APPENDIX 4: EMERGENCY SUPPORT FUNCTIONS

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

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# BASIC PLAN

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES 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 Plan.
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 Plan.
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 Plan, 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 Community 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 Plan.

### **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. Support the State Department of Human Services (DHS), when requested, in programming for the restoration of community facilities and planning for the re-establishment of housing for displaced persons. Coordinate operations in the absence of DHS personnel.
2. Support the City's evacuation and sheltering requirements.
3. Assess the impact of the disaster on the elderly and the physically challenged. Provide the assessment to the Mayor.

4. Transmit information and requests for assistance to the City's EOC by timely spot and situation reports.
5. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.
6. Support recovery operations as outlined in the Recovery annex.

#### **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 Civil Defense 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 Community Services 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 civil defense emergency exists. Advise contractors to take appropriate measures to safeguard life and property.
4. Support the City's evacuation and sheltering requirements.
5. Conduct accelerated/expedient training in damage assessment procedures for departmental and private sector augmentees.
6. 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.
7. Incorporate natural hazard protection into new and existing government construction to the greatest extent possible.
8. Organize and deploy Damage Assessment Teams, when directed, to assess other than City property for damages.
9. Assist the Department of Planning and Permitting, and DEM in the development of hazard mitigation plans/initiatives.
10. Provide fully coordinated engineering response when natural and man-caused disaster threatens or occurs anywhere in the City and County.
11. 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 Plan.
12. Secure Federal and/or State grants to repair, restore, or reconstruct damaged public facilities.
13. Support recovery operations.

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, civil defense communications system and other support systems.
9. Exercise direct control over Civil Defense Volunteer Organizations in each of the six Civil Defense 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 Civil Defense 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 Plan.
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 Plan.
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 Community Services 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 Civil Defense 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, Refuge 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 Plan, 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 civil defense 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 Plan.
  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 and the Department of Parks and Recreation with evacuation and sheltering operations.
11. Assist the Department of Community Services in providing evacuation support to the elderly and disabled.
12. Provide associated safety services to evacuation shelters, shelter areas and staging areas. Within capabilities, provide fire protection for shelters and shelter areas.
13. Develop response plans for radiological, chemical and biological hazardous materials plan.
14. Transmit vital information and requests to the Fire Communications Center (for relay to the City's EOC) by timely spot and situation reports.
15. Provide estimated disaster related damage reports and casualty counts to the City's EOC.
16. Maintain the Local Government Radio Net (LGRN) and all other City-owned radio equipment operated by DEM.
17. 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.
18. 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.
19. 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 Civil Defense 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 Plan.
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, 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. Insure 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 Plan.
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 Civil Defense 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. 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. Within situational capabilities, assist the Department of Community Services in the movement of persons with disabilities and non-ambulatory elderly evacuees to shelters.
13. 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.
14. Transmit vital information and requests to the City's EOC by timely spot and situation reports.
15. Survey, assess and report to the City's EOC estimated damages and casualty counts.
16. Within capabilities, provide helicopter support for conducting warning, damage assessment and other missions.
17. Assist the Fire Department in controlling Incident operations.
18. Coordinate the care, transfer and/or release of inmates in Police cellblocks.
19. 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 Plan.
20. Be prepared to provide assistance in post-disaster operations.
21. 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 Plan.
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, motorcycle clubs, taxis, tour bus companies and other private agency transportation assets.
  - ii. City's point of contact with the Hawaii Transportation Association.
  - iii. Provide support for the city's mass care and evacuation operations.
2. Within capabilities, assist the Board of Water Supply and public utility companies in repair and restoration of utility services.
3. Transmit vital information and requests to the City's EOC by timely spot and situation reports.
4. When a State or Federal Civil Defense Emergency is declared, coordinate the City's requirements with Emergency Support Functional #1, Transportation, of the State and/or National Response Plan, the State

Department of Transportation and State SERT, as required.

5. Within capabilities, assist the Department of Community Services in providing evacuation support to people with disabilities and special health needs.
6. Support recovery operations as outlined in the Recovery annex.
7. Assist in post-disaster inspections.
8. Participate in citywide damage assessment.

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

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**BASIC PLAN**  
**APPENDIX 6: FEDERAL, STATE AND PRIVATE ASSISTANCE**

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 the City's Department of Community Services 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 94-361 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. §701n (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 Civil Defense 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 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.
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, 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**

Support the City Department of Community Services (DCS) by advising elderly and disabled clients of impending emergencies and disasters. Provide information to DHR on 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.

# BASIC PLAN

## Appendix 7: Continuity of Operations Checklist

### 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.

- \_\_\_\_\_ Should the threat be one of war or terrorist attack, considerations should further include the actions required by threat conditions as specified in Appendix 1, Annex C, Warning.
- \_\_\_\_\_ Prepare plans and operating procedures for the threat level of terrorism incidents required by the Hawaii Homeland Security Advisory system (HHSAS).
- \_\_\_\_\_ Provide for concurrent exercising, testing and improving of the response plan, operating procedures and checklists during normal day-to-day operations.