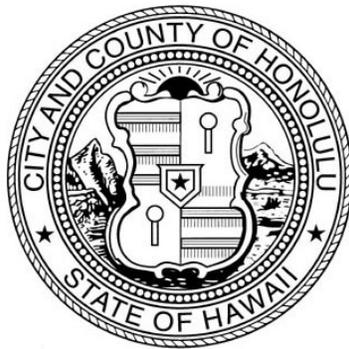


**CITY AND COUNTY OF HONOLULU**

**EMERGENCY OPERATIONS PLAN**

**March, 2014**



THIS PLAN SUPERSEDES THE EMERGENCY OPERATIONS PLAN, DATED  
JANUARY 11, 2007, AND ALL AMENDMENTS UNLESS SPECIFICALLY  
NOTED OTHERWISE

CITY AND COUNTY OF HONOLULU  
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“We don’t plan for easy, we plan for real...” -Craig Fugate, Federal Emergency Management Agency (FEMA) Administrator

## **I. GENERAL**

### **A. 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 needs of those with access and functional needs, non-resident populations, as well as those whose primary language is not English will be considered.

### **B. PURPOSE**

1. To achieve effective governmental, nongovernmental and private sector preparedness, response and recovery when emergencies, natural or human-made to include terrorism incidents and acts of war, threaten or occur anywhere in the City and County of Honolulu.
2. To provide functionally oriented operational assignments and priorities to be completed by each participant in the emergency response effort.
3. To identify relevant sources of assistance that may be available in response to an emergency.
4. To provide a basis for transitioning from the emergency response phase into short-term recovery operations, then to long-term recovery.

### **C. 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 operations and provide prioritized, needed resources to impacted areas.

6. Transition smoothly from response to recovery.

#### D. SCOPE

1. Everyday emergency situations of a lesser magnitude, which frequently arise in a community, are handled routinely by normal emergency services.
2. 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 EOC) and implementing the response portion of this Plan as is determined necessary.

#### E. AUTHORITIES

1. The Revised Charter of the City and County of Honolulu 2000 Edition, 2002 through 2012 Supplements:
  - a. Article 6, Executive Branch – Agencies Directly under the Managing Director, Chapter 1, Section 6-103, Department of Emergency Management, Revised Charter of the City & County of Honolulu.
  - b. Article 3, Legislative Branch, Chapter 2, Ordinances and Resolutions, Section 3-202, paragraph 10, Revised Charter of the City and County of Honolulu.
  - c. Article 13, General Provisions, Section 13-112, Declaration of Emergencies, Revised Charter of the City and County of Honolulu.
2. Chapter 1, Article 8, Inter-governmental Relations, Section 1-8.2, Inter-governmental Relations-Effects of, Revised Ordinances of Honolulu.
3. Chapter 2, Articles 1 through 25, Executive Agencies – Additional Powers, Duties and Functions
4. 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.
5. Chapter 127, Hawaii Revised Statutes (HRS), Disaster Relief Act
6. Chapter 128, Hawaii Revised Statutes (HRS), Civil Defense and Emergency Act.
7. Mayor's Directive 13-1, City and County Government Functions During Emergencies and Disasters
8. State of Hawaii Plan for Emergency Preparedness, Volume I, Operational Civil Defense.
9. State of Hawaii Plan for Emergency Preparedness, Volume III, Disaster Response and Assistance.

10. Presidential Policy Directive 8, National Preparedness, March 30, 2011.
11. Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135.
12. 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, April 2013.
13. National Response Framework (NRF), January 2008.
14. National Disaster Recovery Framework (NDRF), September 2011.
15. National Incident Management System (NIMS), September 2003.

## F. 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. The City is also nested in the whole community disaster response framework in accordance with the National Incident Management System and the National Response Framework.

## G. ASSUMPTIONS

1. Disasters will occur at any time or place within the City, with or without warning, in any degree of severity or magnitude.
2. A major portion of the City is considered a high-risk area in the event of a war or terrorist incident.
3. A disaster or emergency may require significant external resources, e.g. specialized high-capacity search and rescue teams, deployable medical, mortuary, communications, and mass care assets. However, external resources not already on island at the onset of a disaster won't be available for a period of time. Local and regional jurisdictions and organizations should be expected to sustain operations to the best of their abilities and resources.

# II. RESPONSIBILITIES AND FUNCTIONS

## A. OVERVIEW

1. The City government has basic responsibility for hazard mitigation, emergency planning, preparedness, response and recovery within its jurisdiction.
  - i. The Mayor, as the chief elected official of the City, has statutory responsibility for all mitigation, preparedness, response and recovery actions.
  - ii. The Department of Emergency Management (DEM) is the coordinating department for emergency management

activities in the City.

- iii. When disaster threatens, or when requested by State or Federal authorities, the City, through DEM, activates the City Emergency Operating Center (EOC)
  - iv. Within capabilities, the City performs basic emergency functions which include (but are not limited to): communications, warning, evacuation, fire suppression, law enforcement, search and rescue, emergency medical services, damage assessment, debris clearance, sanitation services, public works, hazardous material (HAZMAT) response, mass care and sheltering, resource management, mortuary, emergency public information, emergency repairs, recovery, and other services required to meet public needs.
  - v. The City leverages public and private entities when the situation exceeds the City's 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. See the City's multi-hazard pre-disaster mitigation plan for more information.

## **B. CITY DEPARTMENTS AND AGENCIES**

All City departments, agencies, committees, commissions, boards and councils have responsibilities in accordance with their statutory authority, functions, resources, and capabilities. Responsibilities are shown in the matrices at Appendices 3 and 4 of this Basic Plan and are further amplified in the departmental listings at Appendix 5. Functional Annexes appended to this Basic Plan outline specific responsibilities in greater detail.

## **C. STATE DEPARTMENTS AND AGENCIES**

All State departments and agencies are responsible for providing support and assistance to the City in accordance with their own departmental statutory authority, functions, resources and capabilities, and as outlined in State Plans and Procedures.

## **D. FEDERAL AGENCIES**

Federal departments and agencies are responsible for providing support and assistance to the City through the State in accordance with their own departmental statutory authority, functions, resources and capabilities, and as outlined in the Stafford Act and the National Frameworks.

## **E. NON-GOVERNMENTAL ORGANIZATIONS (NGO)**

1. The Hawaii State Chapter of the American Red Cross, operating

under a Congressional Charter and the NRF, is responsible for meeting the emergency needs of disaster victims and coordinating such support with City, State, Federal and other NGO. Separately developed agreements outline current operating procedures and understandings. (See Appendix 4 of the Basic Plan and Annex R, Inter-Local Agreements.)

2. Many NGOs provide voluntary assistance and may seek to operate within the City in response to an emergency or a disaster (See Appendix 6 of the Basic Plan and Annex R, Inter-Local Agreements)..It is incumbent upon the City to efficiently and effectively organize their response to the maximum extent possible.

#### F. OTHER ENTITIES

1. Many corporations, associations, and entities may be involved in the preparedness, response, and recovery phases; their operations may or may not be coordinated with the City but are essential to the community.
2. It is incumbent upon the City to form partnerships with such entities to ensure the whole community is included in the response framework. DEM strategy is to work with “umbrella” associations and organizations that represent sectors or industries, rather than attempting to work with each entity individually.

### 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 support resources as required to meet objectives as set for the disaster/incident in accordance with 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. All City and private entities with responsibilities or resources for response must comply with the National Incident Management System (NIMS).
3. 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 coordinate external 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.

4. When the situation clearly is beyond the combined capabilities of the City and State, the Governor may request Federal assistance from the President of the United States. The National Response Framework (NRF) details coordination 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).
5. 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, the NRF calls for the establishment of fifteen Emergency Support Functions (ESF) at all levels as follows:
  - i. ESF #1 - Transportation
  - ii. ESF #2 - Communications
  - iii. ESF #3 - Public Works and Engineering
  - iv. ESF #4 - Firefighting
  - v. ESF #5 - Emergency Management
  - vi. ESF #6 - Mass Care, Emergency Assistance, Housing, Human Services
  - vii. ESF #7 - Logistics Management and Resource Support
  - viii. ESF #8 - Public Health and Medical Services
  - ix. ESF #9 - Urban Search and Rescue
  - x. ESF #10 - Oil and Hazardous Materials Response
  - xi. ESF #11 - Agriculture and Natural Resources
  - xii. ESF #12 - Energy
  - xiii. ESF #13 - Public Safety and Security
  - xiv. ESF #14 - Long-Term Community Recovery
  - xv. ESF #15 - External Affairs
6. Each ESF has a City, State, and Federal lead department, with private sector 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 supporting elements of State entities in the City. These entities 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 staff-hours, resources, planning, training and testing of a realistic preparedness response and recovery program to include NRF/NIMS.
2. The Head of each City Department and Agency, and those designated supporting offices, are assigned disaster-related responsibilities and functions which include, but are not limited to, the following:
  - i. Designating a Department Emergency Coordinator (DEC) and Alternate Emergency Coordinators (AEC) in writing for their organization with responsibility for coordination of Department/Agency planning and liaison with the Department of Emergency Management.
  - ii. Sending DEC/AEC to the City EOC immediately as applicable, when notified of activation. If the initiating event is of the size and scope that makes full EOC activation obvious, EOC representatives should automatically report without notification while coordinating within the department to the extent possible.
  - iii. If the Department/Agency Coordinator is not available, one of the alternates shall report to the City EOC. The Coordinator shall be authorized to commit Departmental resources, coordinate actions and make decisions in fulfilling the 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 existing national/state advisory systems.
- v. Allocate time from normal office functions toward planning, training, and exercising for emergency and disaster situations to include the NRF/NIMS.
  - vi. Develop, update, and implement memoranda of agreement or mutual assistance with appropriate government agencies and private organizations.
  - vii. Identify continuity of operations and continuity of government plans; ensure a copy of each is available to departmental personnel as well as in the EOC.
  - viii. 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 Department employees or positions (Disaster Response Workers) whose services are critical to continuing operations and/or essential services during actual/potential emergencies or disasters.
    - b) Maintain a current personnel listing of Disaster Response and Disaster Support Workers. Assure they are aware of their roles and responsibilities under emergency or disaster conditions.
    - c) Identify and maintain a current listing of emergency resources/equipment in both public and related private sectors.
    - d) Identify those Department employees or positions who are not Disaster Response Workers, who will be designated as Disaster Support Workers that may be called upon to supplement Citywide disaster operations primarily in shelters or to conduct damage assessments.
  - ix. 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.
  - x. 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.
  - xi. Ensure that all personnel in the department or agency are trained and certified in the National Incident Management System (NIMS) to a level appropriate to their disaster-related

role or function.

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 Standard Operating Guidelines (SOGs) or operational 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 SOGs/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 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. EMERGENCY MANAGEMENT ORGANIZATIONAL STRUCTURE**

1. The State Director of Civil Defense is the executive head of the Statewide Emergency Management organization. The director 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 the chief administrative assistant. In the absence of the Director, the Vice Director has all the duties and responsibilities of the Director.
2. The Director of State Civil Defense, with the approval of the City Council, appoints the Mayor as the State Deputy Director of Civil Defense for the City and County of Honolulu. The Mayor is directly responsible for preparedness, response and recovery operations. The Mayor, 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 The Department of Emergency Management (DEM) to perform emergency management functions within the City. In addition, DEM is 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. DEM is designated as lead agency 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 Mayor 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. Managing Director
- ii. 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 EOC will assume primary responsibility for directing and coordinating all related actions including warning, evacuation, and sheltering.
- 8. In a small, localized emergency, e.g., fire, transportation accident, minor flooding, hazardous materials incident, etc., the Incident Commander (IC) or Unified Command (UC) will assume primary responsibility for directing response actions at the scene, and the City EOC will coordinate IC/UC directives and requests with other entities.
- 9. Continuity of Operations: The City's Emergency Operating Center (City EOC) is located in the basement of the Fasi Municipal Building, 650 South King Street, Honolulu, Hawaii.
  - i. Depending on the nature and severity of a particular hazard and its effects on the City EOC, an alternate EOC may be established at the Kailua District EOC, Waialua District EOC, a surviving and functioning Police/Fire Station, or other locations as determined by the Mayor.
  - ii. District organizations, alternate control centers, or mobile vehicles may be activated as required. Security will be provided for the City 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. NIMS is a scalable system 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, Local and Private capabilities, NIMS include a core set of concepts, principles, and terminology. These are 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.
- 12. 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/investigations.

13. ICS-EOC Interface –The Incident Commander will normally manage field operations at the incident site. The EOC will facilitate 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.
14. Emergency Management Reserve Corps (EMRC): District Coordinators for each of the Emergency Management administrative districts in the City are appointed by the Director of DEM and are responsible for coordinating activities in their District under the direction of DEM.

## B. WARNING

1. The Police Communications Division, located in the Honolulu Police Department Headquarters, 801 S. Beretania Street, operates as the Oahu Warning Point (OWP) 24 hours a day to immediately relay any emergency alert, watch or warning information received from any source to appropriate City officials. If the OWP is unable to immediately contact a member of the DEM staff, or should the City EOC experience total communications failure, or when requested by DEM, the Honolulu Police Department shall, within capabilities, direct and coordinate initial warning and response activity.
2. To ensure public safety, the Mayor may initiate the evacuation of threatened or known high-risk hazard areas
3. Police, Fire, and other applicable City Departments and cooperating agency's SOPs/SOGs must include provisions for warning and, if necessary, evacuation of affected areas. Special procedures must address people residing (1) outside of areas effectively covered by outdoor warning 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 outdoor siren or radio warning systems also are to be included.

## C. ACCESS TO DISASTER AREAS

1. When a 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 Emergency Management Reservists, will require

a high degree of mobility and freedom of movement. The following access policy, therefore, applies not only to emergency responders 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 may be permitted access throughout the City when their presence is required in the performance of their official duties:
  - i. Credentialed City Identification Card
  - ii. Uniformed City emergency responders (Police, Fire, Emergency Medical, etc.) with credentialed identification card
  - iii. Hawaii State Civil Defense Identification Card
  - iv. Uniformed Armed Forces personnel with Common Access Card (CAC), including Coast Guard and US Public Health Services personnel
  - v. Federal Employee Emergency Identification Card
  - vi. Transportation Worker Identification Card (TWIC)
  - vii. Airport Operations Area (AOA) Card
  - viii. American Red Cross Identification Card
  - ix. Healthcare Association of Hawaii or Hospital Identification Cards
  - x. Refinery Employee Security Badges
  - xi. Visitor Industry Employees With pre-designated Emergency-Essential Worker identification

\* All identification cards shall be validated for expiration dates and matching photograph

\*\* For safety purposes HPD will make a final determination when absolute restrictions will apply to access areas due to impending or occurring hazards
4. All requests by other personnel desiring entry to restricted areas during an emergency (declared or otherwise) shall be referred to the Honolulu Police Department.

## D. COMMUNICATIONS

1. The primary means of emergency communication is by telephone and telephone auxiliary lines (hot lines) supplemented by radio, satellite, email or other electronic means.
2. Additional communications capabilities available in the City EOC include email, internet messaging, satellite, expediting written and voice communications among and between the State and County EOCs, the National Weather Service and the Pacific Tsunami Warning Center.
3. City agencies and all entities on the City's radio system 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 EOC as frequently as practical by the most expeditious means is critical to official decision-making.

## F. DAMAGE ASSESSMENT

1. Each City entity is required to rapidly assess casualties, damage to City owned or leased facilities, losses and other disaster-related conditions affecting operations.
2. Selected City personnel and DEM Reservists will be called upon to form teams to conduct Rapid Need Assessments (RNA) of other public or private sector property; this information will be rolled up with ARC, State, Federal, and other assessments for an overall picture of the City.
3. RNA provide quick roll up of the overall situation to City executives to determine priorities, kinds and costs of needed assistance, and to support requests for assistance. It will also support disaster declarations.

## 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 through the City EOC.

**NOTE:** Assistance by Customer Services Department will be critical 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 shall be cleared through a City or combined JIC prior to release.
3. When and if a State or Federal 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 EOC Public Information Officer that supports the EOC Director.

4. Information releases shall be coordinated with any IC or UC to determine if the release will go through the incident or EOC.

## H. TRAINING

1. Plans, SOP/SOG or checklists prepared by each City entity will include provisions for emergency response preparedness training, e.g. damage assessment, shelter operations staffing, etc., and an exercise program as appropriate.
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 shall be trained to their appropriate level of NIMS.
4. All first responders and secondary responders shall be trained to current NIMS Operational Standards.

## I. PUBLIC EDUCATION

DEM will provide ongoing public education programs. Its purpose is to induce in public officials and citizens alike, inculcate a culture of awareness of hazard prevention and mitigation, as well as the importance of disaster preparedness.

## J. LIABILITY COVERAGE

1. Uncertainty concerning liability or litigation must not cause City officials or workers to delay, hinder or impair disaster preparedness, response, assistance, or recovery. (Refer to HRS, Title 10, chapter 128, section 18.) Similarly, emergency personnel may not be held liable when limited capabilities and/or resources existing at the time of the emergency or disaster 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 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 Mayor.

1. Recommended changes are to be submitted to DEM without delay. Upon approval by the Mayor and the State Director of Civil Defense, DEM will promptly disseminate revisions for insertion in the Plan and post in the "Record of Revisions" page.
2. The Mayor 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 Mayor. An updated copy of all pertinent governmental and private/corporate response plans, operating instructions, check lists and emergency procedures will be accessible by 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 to respond to emergency situations.

## 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 operations, damage assessment, 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

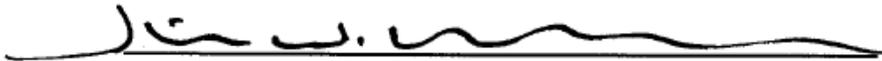
in this Plan are understood and acknowledged. The statement will be accessible by DEM within 10 days after receipt of the Plan. Each executive head's successor will file a similar statement within 30 days after assuming responsibility for the position.

**N. ENFORCEMENT**

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

**V. SIGNATURE APPROVALS**

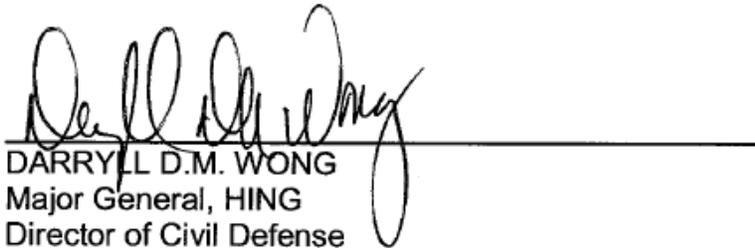
OFFICIAL:



KIRK CALDWELL, Mayor  
City and County of Honolulu

Date: 5/5/14

CONCURRENCE:



DARRYLL D.M. WONG  
Major General, HING  
Director of Civil Defense

Date: MAY 16 2014

## **VI. APPENDICES**

Appendix 1: Abbreviations

Appendix 2: Functional 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>ARRL</b>	Amateur Radio Relay League
<b>ATF</b>	Bureau of Alcohol, Tobacco, Firearms and Explosives
<b>BBH</b>	Blood Bank of Hawaii
<b>BFS</b>	Department of Budget and Fiscal Services
<b>BWS</b>	Board of Water Supply
<b>BYUH</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 High-Yield 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>CSD</b>	Customer Services Department

<b>CWP</b>	County Warning Point (see OWP: Oahu Warning Point)
<b>D 1 - 8</b>	Emergency Management Reserve Districts
<b>DARC</b>	Disaster Assistance and Recovery Center
<b>DBEDT</b>	Department of Business, Economic Development and Tourism (State)
<b>DCO</b>	Defense Coordinating Officer (Federal)
<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>DEP</b>	Deputy Director, DEM
<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>	U.S. Department of Homeland Security
<b>DIR</b>	Director, DEM
<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>	U.S. Department of Justice
<b>DOT</b>	Department of Transportation (State)
<b>DPO</b>	Disaster Preparedness Officer, DEM
<b>DPP</b>	Department of Planning and Permitting
<b>DPR</b>	Department of Parks and Recreation
<b>DSCA</b>	Defense Support to Civil Authorities
<b>DTS</b>	Department of Transportation Services
<b>E 911</b>	Enhanced 9-1-1
<b>EAS</b>	Emergency Alert System
<b>EBS</b>	Emergency Broadcast System (Replaced with EAS Live Broadcast)

<b>EIS</b>	Environmental Impact Statement
<b>EMI</b>	Emergency Management Institute (Maryland)
<b>EMP</b>	Electro-Magnetic Pulse
<b>EMS</b>	Emergency Medical Services
<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>	U.S. Food and Drug Administration
<b>FEMA</b>	Federal Emergency Management Agency (DHS)
<b>FIRM</b>	Flood Insurance Risk 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 DBA Hawaii Gas
<b>GCA</b>	General Contractors Association
<b>GIS</b>	Geographic Information Systems
<b>GMT</b>	Greenwich Mean Time (commonly 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>HART</b>	Honolulu Authority for Rapid Transportation
<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>HIANG</b>	Hawaii Air National Guard
<b>HIARNG</b>	Hawaii Army National Guard
<b>HING</b>	Hawaii National Guard
<b>HMTUSA</b>	Hazardous Materials Transportation Uniform Safety Act
<b>HPD</b>	Honolulu Police Department
<b>HTAS</b>	Hawaii Terrorism 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>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IED</b>	Improvised Explosive Device
<b>IEMS</b>	Integrated Emergency Management System
<b>JFHQ</b>	Joint Force Headquarters
<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>JTTF</b>	Joint Terrorism Task Force
<b>JTTF-P</b>	Joint Terrorism Task Force – Pacific
<b>LEPC</b>	Local Emergency Planning Committee
<b>LRO</b>	Logistics and Recovery Officer
<b>MAY</b>	Mayor's Office / Mayor
<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>NDRF</b>	National Disaster Recovery Framework
<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 and Atmospheric Agency
<b>NPSPAC</b>	National Public Safety Planning Advisory Committee
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRF</b>	National Response Framework
<b>NTSB</b>	National Transportation Safety Board
<b>NWS</b>	National Weather Service
<b>NWS-FO</b>	National Weather Service – Forecast Office
<b>OIC</b>	Office/Officer In Charge
<b>OPS</b>	Operations Unit
<b>OTS</b>	Oahu Transit Services
<b>OWP</b>	Oahu Warning Point (see CWP: County Warning Point)
<b>PIE</b>	Public Information and Education Officer, DEM
<b>PAT</b>	Department of Prosecuting Attorney
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>PPD</b>	Presidential Policy Directive
<b>PPE</b>	Personal Protective Equipment
<b>PPP</b>	Private-Public Partnerships
<b>RACES</b>	Radio Amateur Civil Emergency Services

<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>SCY</b>	Secretary, DEM
<b>SERT</b>	State Emergency Response Team
<b>SITREP</b>	Situation Report
<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>SWP</b>	State Warning Point
<b>T&amp;E</b>	Training and Exercise Officer, DEM
<b>UC</b>	Unified Command
<b>UCP</b>	Unified Command Post
<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>	Universal Time, Coordinated (also referred to as ZULU or GMT)
<b>VA</b>	U.S. Veteran's Administration
<b>VOAD</b>	Voluntary Organizations Active in Disasters
<b>WMD</b>	Weapons of Mass Destruction

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# BASIC PLAN

## APPENDIX 2: FUNCTIONAL ANNEX BREAKDOWN

### APPENDIX 2: FUNCTIONAL ANNEXES OF THE CITY EOP:

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 / SOP/ SOG

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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	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	S	
Corporation Counsel	COR		S			S	S		S							S	S	
Department of Customer Services	CSD	S			S	S	S		S			S	S			S	S	
Department of Community Services	DCS	S				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	S	P		S	S	S	S	S	S	
Department of Human Resources	DHR					S							S			S	S	
Department of Information Technology	DIT	S		C	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	S	
Department of Transportation Services	DTS	S		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		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	C	S	S	S	S	P	S	S		S	P	S	S	S	S		
Mayor's Office	MAY	S	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	S	S	S		S		
Reservists, DEM District	EMRC	S	S	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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# BASIC PLAN

## APPENDIX 4: EMERGENCY SUPPORT FUNCTION

### APPENDIX 4: EMERGENCY SUPPORT FUNCTIONS

P = Primary  
S = Support  
C = Coordinates

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

CITY AND COUNTY OF HONOLULU  
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## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

### I. ASSIGNMENT OF EMERGENCY FUNCTIONS

Following is the assignment of emergency functions to Departments of the City.

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 a quick, rapid needs assessment (RNA) of facilities owned, leased, and/or operated by the City
2. Protect and/or relocate personnel, equipment, and resources
3. Provide situation reports to the EOC
4. Support the City's evacuation and sheltering requirements
5. Support recovery operations as outlined in Annex S, Recovery

#### A. BOARD OF WATER SUPPLY (BWS)

1. Coordinate the restoration of water services.
2. Coordinate the control and safeguarding of staff, water supply points, fuel, equipment and systems essential to the maintenance and/or restoration of water service. A priority effort should be made to provide potable water where required.
3. Supply water to key facilities throughout the island including healthcare facilities, designated shelters, congregate care centers and staging areas, when activated. Prioritize and provide emergency water to any other area/location requiring such service.
4. When an emergency is declared, coordinate city requirements for emergency distribution and the restoration of water systems.
5. Coordinate and issue warnings and instructions to the public concerning the availability/status of safe drinking water, the breakdown of storage or delivery systems, boil water advisories, and other emergency situations.
6. Transmit vital information and requests to the City EOC by timely spot and situation reports.
7. Assist DPP and DEM in the development of hazard mitigation plans/initiatives.
8. Coordinate water facilities restoration with State and Federal ESF#3, Public Works and Engineering, when activated.
9. Support the City's evacuation and sheltering requirements.
10. Support recovery operations as outlined in Annex S, Recovery.

**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 for use in preparing the Mayor's request for State Disaster Assistance, when requested.
4. Assist DIT in consolidating, posting and analyzing all damage assessment reports during activation of the City EOC.
5. Coordinate the procurement of emergency supplies and resources with State and Federal ESF#7, Resource Support, when activated. Maintain a centralized purchasing center in the City 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. Assist DCS in staffing and activating plans, which support disaster response and recovery.

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

14. Assist State and Federal ESF #14, Long-Term Community Recovery and Mitigation, when activated.
15. Support the City's evacuation and sheltering requirements.
16. Support recovery operations as outlined in Annex S, Recovery.

### **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. Coordinate personnel resources that are under the legislative branch, including the Office of the City Clerk, as requested.
4. Support the City's evacuation and sheltering requirements.
5. Support recovery operations as outlined in Annex S, Recovery.

### **D. DEPARTMENT OF COMMUNITY SERVICES (DCS)**

1. Support pre-disaster notification and warning through service providers and contractors that service special populations.
2. 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.
3. Assess the impact of a disaster on persons with functional and access needs in conjunction with federal, state, and private entities. Provide assessments to the Mayor.
4. Transmit information and requests for assistance to the City EOC by timely spot and situation reports.
5. Assist DPP and DEM in the development of hazard mitigation plans/initiatives.
6. Support the City's evacuation and sheltering requirements.
7. Support recovery operations as outlined in Annex S, Recovery.

### **E. DEPARTMENT OF CORPORATION COUNSEL (COR)**

1. Draft emergency proclamations, declarations, 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

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

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 in the event of lawsuits, claims and prosecutions resulting from official acts performed under emergency management laws.
6. Assist DPP and DEM in the development of hazard mitigation plans/initiatives.
7. Support the City's evacuation and sheltering requirements.
8. Support recovery operations as outlined in Annex S, Recovery.

### **F. CUSTOMER SERVICES DEPARTMENT (CSD)**

1. Assist the City 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 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 the City's evacuation and sheltering requirements.
10. Support recovery operations as outlined in Annex S, Recovery.

### **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

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

Recreation and the DEM in the selection and validation of shelters for all hazards.

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

### **H. DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)**

1. Activate and operate the City EOC. Manage and coordinate all response and recovery activities.
2. Alert, advise and assist the Mayor in the direction and coordination of emergency operations.

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

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 detailed plans, guidelines, and procedures prepared by departments and other supporting agencies.
5. Conduct or coordinate 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 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
  - ii. The Incident Commander will assume primary responsibility for directing evacuation and DEM will coordinate the Incident Commander's directives and requests with other response agencies in a localized emergency.
8. Prepare warning procedures and maintain notification lists. During impending peacetime emergencies or disasters, or enemy attack, initiate alerting, recall and warning actions, direct activation of EOCs, communications system and other support systems.
9. Exercise control over Emergency Management Reserve Corps in each of the Reserve Districts.
10. Disseminate Emergency Public Information (EPI) and instructions through media releases, public service and public address system announcements, Emergency Alert 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, including the initiation of a Rapid Needs Assessment.
13. Advise the Mayor on the need to request State or Federal disaster assistance and, when appropriate, coordinate such a request in accordance with Annex S, Recovery. In the event of a catastrophic peacetime disaster, recommend County Emergency Declaration to

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

the Mayor.

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. Coordinate City participation in Disaster Assistance and Recovery Centers (DARC) and assist as requested in the establishment of State and Federal DARCs.
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.
17. Provide guidance, direction and support to DPP 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. Coordinate public health related matters with State Department of Health.
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 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 detection, 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 Department of Health and the Medical Examiner as requested and within capabilities.
9. After a State or Federal emergency is declared, coordinate the City's

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

public health requirements with Emergency Support Function (ESF) #8, Public Health and Medical Services, of State and National Plans and Frameworks.

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 an 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 assists the Honolulu Police Department and Department of Parks and Recreation in evacuating beach parks under City jurisdiction.
15. Support the City's evacuation and sheltering requirements.
16. Support recovery operations as outlined in Annex S, Recovery.

### **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 the City's evacuation and sheltering requirements.
5. Support recovery operations as outlined in Annex S, Recovery.

### **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

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

- 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. Secure heavy equipment on site. If necessary, relocate equipment to pre-designated safe areas.
    - ii. Notify and evacuate employees from threat areas, as necessary.
    - iii. Notify contractors working on ENV projects about the impending emergency; advise contractors to take appropriate measures to safeguard life and property.
    - iv. Notify and mobilize Disaster Response Workers, as necessary.
  5. Provide sanitation services and facilities, which may be required at staging and evacuation shelters and/or shelter areas.
  6. Isolate damaged sewer mains, pumping and treatment facilities; disinfect contaminated areas and restore service on a priority basis.
  7. Conduct monitoring of receiving waters and coordinate posting and removing of warning signs with the State Department of Health.
  8. Following a disaster, coordinate the repair and/or restoration of wastewater facilities/sewer lines with appropriate agencies.
  9. Perform Damage Assessment on department facilities and participate in citywide damage assessment.
  10. Provide timely spot and situation reports to the City EOC. Included in such reports will be information on possibly shutting down or evacuating facilities at risk.
  11. Coordinate assistance with private entities such as contractors.
  12. After a state or Federal emergency is declared, coordinate emergency repair of wastewater treatment facilities and collection system with Emergency Support Function (ESF) #3, Public Works and Engineering, and Emergency Support Function (ESF) #10, Oil and Hazardous Materials Response.
  13. Assist in securing Federal and/or State grants.
  14. Support the City's evacuation and sheltering requirements.
  15. Support recovery operations as outlined in Annex S, Recovery.

### **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.

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

2. Maintain the outdoor siren warning system on Oahu in conjunction with State Civil Defense.
3. Organize governmental, commercial and other resources on Oahu to assist HFD in meeting the 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 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 City-owned 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 EOC. Included in such reports will be information on possibly shutting down or evacuating facilities at risk (See Annex G, Reports).
13. Assist the Police Department by providing roadblocks or other traffic and crowd control barricade materials, as requested.
14. Assist in the restoration of failed or damaged utility systems.
15. Provide motor pool vehicles to support evacuation operations and to City damage assessment teams.
16. Construct fire lanes/breaks as requested by the Fire Department.
17. Assist the Medical Examiner in preparing for mass burials.
18. After a State or Federal emergency is declared, assist with

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

coordination for emergency repair with Emergency Support Function (ESF) #3, Public Works and Engineering.

19. Assist in post-disaster operations as outlined in Annex S, Recovery.
20. Assist in securing Federal and/or State grants to repair, restore, or reconstruct damaged facilities.
21. Assist the Department of Planning and Permitting, Department of Design and Construction and DEM in the development of hazard mitigation plans/initiatives.
22. Support the City's evacuation and sheltering requirements.
23. Support recovery operations as outlined in Annex S, Recovery.

### **M. HONOLULU FIRE DEPARTMENT (HFD)**

1. Direct and control fire-fighting operations to include fire suppression, search and rescue operations, and hazardous material response.
2. Primary City department responsible for mitigating incidents involving the use of weapons of mass destruction; includes chemical, biological, radiological, and high-yield nuclear incidents, but 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, for self-preservation.
5. Provide helicopter and ground support for conducting warning, evacuation, rapid needs/damage assessment and other related missions, as requested, and coordinating air space access with the FAA.
6. Coordinate the City's use 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. Assist the Honolulu Department of Emergency Services in providing emergency medical services.
8. 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.
9. Assist the Honolulu Police Department and the Department of Parks and Recreation with evacuation and sheltering operations.
10. Assist the Department of Community Services in providing evacuation support to the elderly and those with access and

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

functional needs.

11. Provide associated safety services to evacuation shelters, shelter areas and staging areas. Within capabilities, provide fire protection for shelters and shelter areas.
12. Develop response plans for chemical, biological, radiological, and nuclear hazardous materials.
13. Transmit vital information and requests to the Fire Communications Center (for relay to the City EOC) by timely spot and situation reports.
14. Provide estimated disaster related damage reports to HFD facilities, and casualty counts to the City EOC.
15. Maintain City radio equipment operated by DEM.
16. After a state or Federal emergency is declared, coordinate City firefighting suppression requirements with Emergency Support Function (ESF) #4, Firefighting.
17. After a state or Federal emergency is declared, coordinate City search and rescue requirements with Emergency Support Function (ESF) #9, Urban Search and Rescue.
18. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.
19. Support the City's evacuation and sheltering requirements.
20. Support recovery operations as outlined in Annex S, Recovery.

### **N. DEPARTMENT OF HUMAN RESOURCES (DHR)**

1. Maintain a list of City disaster support workers who can be readily assigned duties to assist in response and recovery operations, as requested by DEM.
2. Assist City departments in utilizing qualified, skilled volunteers and volunteer groups assisting in response and recovery operations; refer unskilled volunteers to appropriate voluntary agencies.
3. Assist City departments in resolving personnel shortfalls by coordinating the assignment of City disaster support workers.
4. Develop and maintain occupational inventories of available workers; request additional staff augmentation from State EOC when required.
5. Assist DEM in arranging and scheduling emergency management training for City employees, with accelerated / expedited training, as required, during periods of emergency.
6. When a state or Federal emergency is declared, coordinate City requirements for manpower with Emergency Support Function (ESF) #7, Resource Support.

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

7. Coordinate workforce release and labor relation issues with State Department of Human Resource Development and the Federal Executive Board.
8. Coordinate and time workforce release with major private or corporate organizations to expedite City evacuation during working hours.
9. Advise the Mayor on labor relation issues.
10. Advise departmental safety officers with related issues during all phases of response and recovery.
11. Assist Family Assistance Centers with appropriate staff.
12. Coordinate Critical Incident Stress Management for City workers.
13. Support the City's evacuation and sheltering requirements.
14. Support recovery operations as outlined in Annex S, Recovery, including assigning staff to Disaster Assistance & Recovery Centers (DARC)

### **O. DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)**

1. Safeguard the City's information system infrastructure from cyber attacks and from catastrophic failure.
2. Safeguard electronic information that is vital to City government functions and operations.
3. Provide qualified personnel and necessary IT capabilities to the City EOC for the evaluation of damage during and following an emergency or disaster.
4. Consolidate all rapid needs assessments and damage assessments, and maintain electronic records of losses. Function as the City's central point of contact for State, Federal and other damage survey/assessment data.
5. Assist MRRC within CSD in safeguarding and preserving vital City records.
6. Maintain the City's emergency communication system.
7. Support the City's evacuation and sheltering requirements.
8. Support recovery operations as outlined in Annex S, Recovery.

### **P. LIQUOR COMMISSION (LIQ)**

1. Assist the Department of Budget and Fiscal Services, as required.
2. Support the City's evacuation and sheltering requirements.
3. Support recovery operations as outlined in Annex S, Recovery.

### **Q. MAYOR/MANAGING DIRECTOR OFFICES (MDO)**

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

1. Direct and coordinate emergency operations and media communications with the advice and assistance of DEM.
2. Coordinate the following offices that fall under the auspices of the Mayor's Office:
  - i. Culture and Arts Office
  - ii. Office of Economic Development
  - iii. Neighborhood Commission
  - iv. Office of Housing
3. Support the City's evacuation and sheltering requirements.
4. Support recovery operations as outlined in Annex S, Recovery.

### **R. MEDICAL EXAMINER (MED)**

1. Responsible for recovery and processing of human remains for identification, certification of cause, and manner of death determination.
2. Establish requirements for temporary morgues to include long-term storage if needed.
3. Maintain mortuary records.
4. Ensures that chain of custody for human remains and personal effects is maintained for investigation; cooperate with appropriate law enforcement authorities in any investigation.
5. Ensure that assigned personnel are provided with proper procedures for handling human remains, and are protected from contamination.
6. Collect and maintain vital records and statistics on the deceased. Transmit such information, as well as requests for assistance to the City EOC by timely spot and situation reports.
7. It is unlikely that "mass burial" would be necessary. However, conditions may arise which necessitate such measures such as a means of temporarily holding bodies until the relatives are found, or due to the sheer number of decedents that exceed grave sites. State law does make provisions for such actions (HRS §841-16). Establish criteria and procedures for temporary mass burials in coordination with: DEM, HESD, DFM, ENV, State Department of Health and Hawaii National Guard.
8. 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.
9. Support the City's evacuation and sheltering requirements.
10. Support recovery operations as outlined in Annex S, Recovery.

### **S. DEPARTMENT OF PARKS AND RECREATION (DPR)**

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

1. Coordinate emergency refuge sheltering activities and requirements with all applicable agencies 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 EOC.
2. Relocate personnel and equipment to pre-designated areas on notification of a potential or actual disaster.
3. Coordinate earthquake staging area operations.
4. Assist the Honolulu Police Department and EMS Ocean 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 DDC personnel in their building inspection and damage assessment tasks.
7. Transmit vital information and requests to the City EOC by timely spot and situation reports.
8. Coordinate removal of downed trees and related green waste.
9. Assist DFM and ENV in debris clearance operations.
10. Make park facilities available for Disaster Assistance and Recovery Center (DARC) operations.
11. Assist the Department of Planning and Permitting and DEM in the development of hazard mitigation plans/initiatives.
12. Support the City's evacuation and sheltering requirements.
13. Support recovery operations as outlined in Annex S, Recovery.

### **T. DEPARTMENT OF PLANNING AND PERMITTING (DPP)**

1. Assist 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, DDC, and DFM.
4. Assist BFS 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 DEM in pre- and post-disaster planning for restoration and recovery. Furnish available research data as required for emergency

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

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 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. Provide support to BFS for Long-Term Community Recovery and Mitigation.
13. Support the City's evacuation and sheltering requirements.
14. Support recovery operations as outlined in Annex S, Recovery.

### **U. 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 Emergency Management Reserve Corps assistance, when required.
6. Operate the Oahu Warning Point and disseminate advisories and warnings to City officials. Provide mobile public address system equipped units to assist in accomplishing public 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.
8. If unable to contact a member of the DEM staff, or if the City EOC experiences complete communications failure, or when requested by DEM, assume overall direction and control of operations during emergencies or disasters until such time as the City EOC is activated

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

and operational.

9. Staff the Department's emergency 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 capabilities, assist DCS in the movement of persons with access and functional needs and non-ambulatory evacuees to refuge areas or refuge 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 EOC by timely spot and situation reports.
15. Survey, assess and report to the City EOC estimated damages and casualty counts.
16. Within capabilities, provide helicopter support for conducting warning, rapid needs assessments, and other missions.
17. Assist the Fire Department in conducting 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.
20. Assist DPP and DEM in the development of hazard mitigation plans/initiatives.
21. Support the City's evacuation and sheltering requirements.
22. Support recovery operations as outlined in Annex S, Recovery.

### **V. PROSECUTING ATTORNEY**

1. Utilize deputies to assist the Police in public safety functions.
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.

## APPENDIX 5: DEPARTMENTAL RESPONSIBILITIES

4. Under disaster conditions, assign staff to Police Stations and Incident Command Posts to assist Officers and ensure the retention of evidence essential for trial.
5. Provide support to the Department of Justice – Federal Bureau of Investigation in terrorism incidents in accordance with the National Incident Management System (NIMS) and the National Response Framework.
6. Support the City's evacuation and sheltering requirements.
7. Support recovery operations as outlined in Annex S, Recovery.

### **W. 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.

### **X. ROYAL HAWAIIAN BAND (RHB)**

1. Support the City's evacuation and sheltering requirements.
2. Support recovery operations as outlined in Annex S, Recovery.

### **Y. DEPARTMENT OF TRANSPORTATION SERVICES (DTS)**

1. Provide transportation planning expertise during evacuation.
2. Under emergency Conditions:
  - i. Coordinate public transportation services.
  - ii. Provide support for the city's mass care and evacuation operations.
3. Transmit vital information and requests to the City EOC by timely spot and situation reports.
4. When a State or Federal Emergency or Major Disaster is declared, coordinate the City's requirements with Emergency Support Functional #1, Transportation.
5. Within capabilities, assist DCS in providing evacuation support to people with functional and access needs and special health needs.
5. Support the City's evacuation and sheltering requirements.
6. Support recovery operations as outlined in Annex S, Recovery.

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

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**APPENDIX 6: FEDERAL, STATE AND PRIVATE ASSISTANCE****I. PURPOSE**

To delineate the duties and responsibilities of entities 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 (DAGS)**

1. Assess damages to State buildings, facilities and other State-owned property under DAGS support responsibilities in the City. Report damage assessment data to the City EOC via the State EOC.
2. Coordinate damage control and emergency repair for State buildings and equipment within the City. Within capabilities, provide transportation resources to DTS.

**B. Department of Agriculture (DOA)**

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 City EOC via the State EOC.
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 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 (DOD)**

State Civil Defense will act as the liaison and coordinating agency between the City and the Hawaii State Department of Defense

1. 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 disaster victims.

2. Hawaii National Guard - Support City emergency/disaster operations as requested through the State EOC.
3. Provide assistance when the City requests support through State EOC.
4. Support City communications requirements.
5. Assist with security and law enforcement.
6. Assist in search and rescue operations and fire fighting support.
7. Assist with debris clearance and emergency repair operations.
8. Support Emergency Services operations.
9. Coordinate mass burial operations with DEM, HESD, DFM, ENV, and the State Department of Health.
10. Support mass care operations.
11. Support recovery operation as outlined in Annex S, Recovery.
12. Promptly relay all damage assessment data received on State Property within the City to the City EOC via the State EOC.

#### D. Department of Education (DOE)

1. Develop and implement warning and evacuation plans for schools.
2. 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. Provide a representative to the City EOC upon request from the State EOC.
5. Assess damages to DOE facilities in the City and report results to the City EOC via the State EOC.

#### E. Department of Hawaiian Homelands (DHHL)

Assess the impact of emergencies or disasters on Hawaiian Homeland residents in the City. Provide assessments to the City EOC via the State EOC.

#### F. Department of Health (DOH)

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 (Appendix is For Official Use Only).
4. Provide representation to the City EOC upon request through the State EOC.
5. In gradually developing incidents involving biological agents or epidemics affecting the community at large, the State Director of Health (or designee) has statutory authority to implement an Incident Action Plan.
6. Provide support to mass care operations when activated.
7. Statutory responsibility and authority for the public health activities in ESF #8 other than emergency response, including disease surveillance, investigation, prevention, mental health services, and quarantine/isolation, are vested with the State DOH.
8. Make Public Health nurses available to the American Red Cross to staff City evacuation shelters.
9. Ensure facilities licensed by the Department have adequate disaster preparedness plans and programs.
10. Assist the Red Cross and the City in providing post-disaster counseling to residents requiring such support.
11. Assess damages to Departmental facilities within the City and report the results to the City EOC via the State EOC.

#### G. Department of Human Services (DHS)

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 within the City and report assessment data to the City EOC via the State EOC.

#### H. Judiciary (JUD)

1. 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.
2. Assess damages to facilities within the City and report results to the City EOC via the State EOC.

- I. Department of Labor and Industrial Relations (DLIR)
  - 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 EOC.
  - 2. Assess damages to facilities within the City and report results to the City EOC via the State EOC.
- J. Department of Land and Natural Resources (DLNR)
  - 1. Coordinate operations with the City on major forest or wildfires.
  - 2. Coordinate and monitor flood control, dam and reservoir safety with appropriate agencies.
  - 3. Assist HFD with fire suppression and search and rescue in rural areas and DFM with flood protection.
  - 4. Supervise disaster debris clearance and emergency repair operations on State flood control works and water projects. Provide equipment and personnel to assist ENV in disaster debris clearance and emergency repair operations.
  - 5. 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 City EOC via the State EOC.
- K. Department of Transportation (DOT)
  - 1. Provide a representative to the City EOC upon request through 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 necessary.
  - 6. Provide backup fire fighting support to HFD.
  - 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 within the

City. Report results to the City EOC via the State EOC.

**L. University of Hawaii – Manoa (UHM)**

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

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

Assist DCS in supporting the elderly and persons with access and functional needs on Oahu during emergencies and disasters.

**N. State Emergency Response Team (SERT) When Activated Under Emergency Conditions**

1. Control essential resources in the State and for the City.
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**

1. Support the City through liaison with the State EOC; Assess damage to State properties within the City and report to the City EOC via the

## State EOC.

## IV. FEDERAL DEPARTMENTS/AGENCIES

## A. Department of Homeland Security (DHS)

1. 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:
  - i. A Federal department or agency acting under its own authority has requested the assistance of the Secretary
  - ii. The resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate state and local authorities
  - iii. More than one Federal department or agency has become substantially involved in responding to the incident
  - iv. 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 assistance in peacetime emergencies under Section 804 of Public Law 94-361 and Public Law 94-363.

## B. U.S. Coast Guard (USCG)

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

## C. Department of Defense (DOD)

1. Assistance from the military will only be requested through State EOC, 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 EOC. The state will forward requests to the Federal Coordinating Officer (FCO), who will forward to the Defense Coordinating Officer (DCO). The DCO tasks military units to provide support to the City.
2. The U.S. Secretary of Defense provides defense support to civil

authorities (DSCA) 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 (PACOM) serves as the DOD Principal Planning Agent for DSCA planning and execution. Commander PACOM has designated the Army as the executive agent for DSCA in the Pacific.

3. The U.S. Army Corps of Engineers (USACE) is a public engineering organization within DOD providing engineering support and services, 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.
4. Individual military base commanders may decide to provide assistance under the “immediate response authority” clause of Defense Support to Civil Authorities (DSCA). Under the clause, if the commander feels that failure to act could cause death, threaten life, or great property damage they may offer immediate support.

#### D. Other Federal Agencies

1. The City will request assistance through the State EOC 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 non-residents 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 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 and security should be major considerations.
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 Joint Information Center.

**C. Building Owners and Managers Association (BOMA)**

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. The Arc in Hawaii
  - vi. Hawaii Services on Deafness
  - vii. Ho'opono Services for the Blind
  - viii. Hawaii Epilepsy Society
  - ix. Rehabilitation Hospital of the Pacific
  - x. Windward Community Counseling Center

- xi. Mental Health Association of Hawaii
- xii. Hawaii Center for Independent Living

E. Civil Air Patrol (CAP)

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

F. Hawaii Gas, Hawaiian Electric Company

1. When DEM is activated, provide a representative to the City EOC.
2. Although primarily involved in maintenance and restoration of individual utility systems, heavy equipment capabilities may be requested, if available, for disaster recovery. Coordinate restoration activity with the City 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 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 and Visitor Industry Security Association (HHVISA)

Assure members are aware of current preparedness, response and recovery guidance. Relay all official advisories and guidance to member entities.

**K. Hawaiian Humane Society (HHS)**

1. In coordination with DEM, advise the City on pet sheltering operations and other animal-related preparedness, response and recovery plans.
2. Assist the State Department of Agriculture and the Honolulu Zoo in the development of disaster plans for the protection of the Animal Quarantine Station and Zoo, respectively.
3. During recovery operations, provide temporary shelter for those animals displaced by hazardous conditions.

**L. Hawaii Transportation Association (HTA)**

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.

**M. Oahu Visitors Bureau (OVB)**

1. Send appropriate representation to the City EOC.
2. Assist DEM in assuring member organizations and the visitor population is aware of current preparedness, response and recovery guidance.

**N. 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.

**O. Healthcare Association of Hawaii (HAH)**

1. Provide support to DEM by interfacing with Oahu hospitals in the areas of disaster mitigation, preparedness, response and recovery. Relay advisories passed by the City EOC 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 EOC, City EOC, 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 with coordination by the City EOC 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 Hawaii Pacific Energy

During impending or actual peacetime emergencies and disasters, provide as necessary, a representative to the City 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. Foreign-Language 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 on-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 procedures or guidelines 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, consider including 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 Terrorism Advisory System (HTAS).
- \_\_\_\_\_ Provide for concurrent exercising, testing and improving of the response plan, operating procedures and checklists during normal day-to-day operations.