UNIVERSITY *of* HAWAI'I®

KAUA'I
COMMUNITY COLLEGE

CAMPUS EMERGENCY RESPONSE PLAN

Revised October 1, 2018

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Part 1: Introduction

The Campus Emergency Response Plan (CERP) was created to serve as a guideline for THE Kaua'i Community College Campus Crisis Management Team (CCMT). It integrates elements of the Federal Emergency Management Agency's (FEMA) National Incident Management System (NIMS) as well as operational standards and definitions used by Campus Public Safety Departments within the UH Community College (UHCC) System. These operational standards are comprised of the four phases of incident management as proscribed by FEMA/NIMS: 1) Preparedness, 2) Response, 3) Recovery, and 4) Prevention/Mitigation. Additionally, further guidance is taken from the US DOE 2013 Action Guide for Emergency Management at Institutions of Higher Education.

The CERP incorporates FEMA's best practices in a format that meets the unique needs of institutions of higher education, and complies with the requirements of the Clery Act, the Higher Education Opportunity Act, and Homeland Security Presidential Directive 5 - National Incident Management System. Additionally, it codifies the roles, responsibilities, procedures, and protocols for campus-level actions which are intended to ensure:

- Effective and efficient response to emergency incidents;

- Campus resiliency in the aftermath of emergencies and disasters; and

- Compliance with federal laws relating to public safety at institutions of higher education.

Now, therefore, I sign into effect the Campus Emergency Response Plan for Kaua'i Community College, which shall be in effect as of August 1, 2018.

Helen A. Cox
Chancellor
Kaua'i Community College

A. Goals and Objectives

The major goals of the CERP are the preservation of life, the protection of property, and continuity of the College's operations. In order to achieve these goals, the CERP contains procedures for the completion of the following objectives:

- Overall management of emergency operations including on-scene incident management;

- Activating and using emergency communication systems;

- Preparing and disseminating emergency warnings and alerts to the campus and community;

- Executing timely and organized campus evacuation and sheltering responses;

- Interacting with appropriate federal, state, and county governmental agencies and appropriate private sector organizations;

- Requesting and allocating resources and other related support;

- Collecting, evaluating and disseminating damage information and other essential data;

- Responding to requests for resources and other support;

- Restoring essential services; and

- Resuming normal operations.

B. Format

The CERP conforms to FEMA's Incident Command System (ICS) standards, which have been adapted to the campus environment with a focus on continuity of our educational mission and the safety of our students, faculty, staff, and visitors. It is designed to be a "response ready" field reference for the CCMT to use during an actual emergency.

C. Maintenance and Update

The CERP is designed for efficient update and the addition of useful appendices. The primary body of the document (Sections 1, 2, 3, 4 and 5) is to be reviewed by the CCMT and updated, if necessary, at least once a year. Moreover, the CCMT should continuously review and improve the CERP after each time it is used, for both exercises as well as actual incidents.

D. Emergency Response Levels

The ICS is designed to be fluid and scalable to the changing needs of a particular incident. As such, the CERP recognizes and uses three incident response levels of ICS:

- **Level 3 -** An incident that is managed by on-shift Campus Public Safety Department staff and resources.

- **Level 2 -** An incident that requires the assistance of "initial assignment" agencies, i.e. police, fire, or emergency medical services (EMS). A Level 2 incident is mitigated with minimum dispatch resources and is completed within a short time frame.

- **Level 1 -** A major incident that requires significant county, state, and/or federal resources. The response to a Level 1 incident can span several hours to many days and will likely involve a Unified Command structure, facilitated through the Kaua'i Emergency Management Agency (KEMA), between CCMT, County, State, and Federal resources, and community organizations.

  A Level 1 incident may have significance at the national level and may be subject to profound scrutiny. It is therefore imperative that the CCMT properly utilize ICS and maintain complete and accurate documentation.

E. Impacts to Campus Operations

An emergency may affect the College's ability to conduct the normal operation of the campus. In order to preserve life and/or protect property, CCMT may need to take one of the actions below.

- *Limit Operations* – Operations are limited to buildings or areas of the campus that are unaffected by the emergency. Some classes and activities may need to be suspended or cancelled, however, all employees remain working.

- *Suspend Classes* – All classes and activities are cancelled, however, all employees remain working.

- *Close the Campus* – The campus is closed due to ongoing health or safety threats, however, essential employees may be required to work.

  NOTE: Campus closures must be confirmed in advance by the UHCC System Office to ensure that non-essential employees will be granted administrative leave by the Governor.

Part 2-A: Emergency Guidelines for Campus Users

In conjunction with the CERP, the College has published Emergency Guidelines for the purpose of providing recommended actions campus users may take in the event of an emergency on

campus. This separate document includes guidelines for evacuations, sheltering, and receiving threats. These guidelines align with the CERP, however, they are neither prescriptive nor exhaustive in scope and are intended to assist each individual in being prepared for an emergency on campus.

Part 2-B: Threat Assessments and Planned Responses

This section contains threat assessments and planned responses for potential emergencies that may occur on campus. The general procedures CCMT should follow in response to all threats is provided, in addition to specific assessments and response procedures for each type of threat. The assessments and responses cover most threats to the College, but may not cover every potential threat to the College.

Furthermore, the planned responses may include alerting the campus to evacuate. Emergency Exit Maps are posted at the entrances to most buildings on campus. These Maps show the various exit routes out of the building in case of an emergency. Each Map also identifies the closest Evacuation Rally Point, which are listed in the table below.

Rally Point	Location	Assigned Buildings
A	Front Lawn	OSC, OCET, Natural Science, LRC
B	Pagoda	Business/Health Science, Faculty I & II, Social Science
C	Parking Lot P3	PAC, DKI Technology Center, Welding, Carpentry
D	Parking Lot P4	Campus Center, Fine Arts I & II, AMT/ABRP, Maintenance

Lastly, the planned responses may include alerting the campus to either Seek Shelter, Shelter In-Place, or Lockdown. The circumstances necessitating each method of sheltering are explained below.

- *Seek Shelter* – Seek Shelter notifications should be given when a threat is expected, but campus users may have time to find a secure location in which to Seek Shelter, e.g. tornado and tsunami warnings.

- *Shelter In-Place* – Shelter In-Place notifications should be given when there is an immediate threat that requires campus users to find the best shelter in their current location, e.g. hazardous material releases or ballistic missile attacks.

- *Lockdown* – Lockdown notifications should be given when an active assailant(s) is on or near the campus. During a lockdown CCMT will attempt to deny building access to the assailant(s) by locking all electronic building doors and restricted key card access.

NOTE: No action should be taken to actively deny shelter to a person under immediate danger, unless so doing increases the threat of danger to persons already sheltered within.

	ALL CAMPUS THREATS

General Response Actions	• *Call 9-1-1 to request assistance from emergency first responders, i.e. police, fire, ambulatory.*
	
	 • *Ensure Campus Public Safety Department is responding to the threat.*
	
	 • *Provide timely warnings or emergency notifications to campus users without delay through all means available, i.e. UH Alert, public address systems, website and social media postings, etc.*
	
	 • *Notify adjacent schools and business, radio stations, and the UHCC System Office.*
	
	 • *Assign a scribe to maintain an accurate history of events for the After Action Report.*
	
	 • *Provide emergency first responders with grand master key, access card, and building floor plans.*
	
	 • *Restrict inbound access to the campus to emergency first responders.*
	
	 • *Establish a Unified Command with the other responding agencies.*
	
	 • *Provide operational support to emergency first responders as requested.*
	     o *Utilize nursing faculty and students to assist first responders in providing first aid.*
	
	 • *Issue the "all-clear" notification as soon as Unified Command has determined that the threat has been eliminated.*
	
	 • *Perform injury, damage, and threat assessments to determine if the College should:*
	     o *Immediately evacuate and close the campus,*
	     o *Close the campus and release all non-essential employees,*
	     o *Suspend classes and release all students and visitors, or*
	     o *Resume normal or limited operation and release only affected individuals.*
	        ▪ *Faculty should release affected students and allow them to make-up missed class time, tests, and assignments.*
	        ▪ *Employees should be allowed to take vacation or leave without pay.*
	
	 • *Identify and maintain a written record of all minors on campus until they are discharged into the custody of their parent or legal guardian.*
	
	 • *Assign the Liaison Officer to follow-up with local hospitals and provide ongoing updates to the CCMT on the status of any injured persons.*
	
	 • *Coordinate the public dissemination and release of victim information with the Joint Information Center (JIC) and UH System Public Information Officer (PIO).*
	
	 • *Provide stress debriefings and assistance to students, faculty, or staff who may be affected by post-traumatic stress disorder (PTSD), or are in need of counseling or other support services.*
	
	 • *Restore affected facilities and return the campus to normal operation.*

1	**ACTIVE ASSAILANT**
Risks	Health & Safety: any potential cause of mass casualties Response: multiple or secondary attacks and threats Campus Operations: damage to facilities, subsequent attacks, fear of subsequent attacks, PTSD
Specific Response Actions	*Initiate a campus Lockdown without delay.* *Confirm through the Security Management System or Campus Security that the lockdown of the campus' electronic doors is in effect.* *Deploy Campus Security Officers to direct bystanders caught outside to a secure holding area with shelter, restrooms, water, and counselors.* *Establish and maintain regular contact with each building through the Building Coordinators to confirm that each building is on Lockdown, receive updates, and provide assistance.* *Instruct Building Coordinators to keep their walkie-talkies on unless the assailant(s) are in the vicinity.* *Evaluate all students, faculty, staff, and visitors as they are released from buildings or holding areas, i.e. check for injuries, PTSD, and record their name and contact number.* *NOTE: Criminal investigations may require law enforcement personnel to interview bystanders before being released from buildings or holding areas.*

2	**BOMB THREAT**
Risks	Health & Safety: explosions, fires, illnesses, diseases Response: multiple or secondary attacks and threats, exposure to hazardous materials or unidentified substances Campus Operations: damage to facilities, subsequent attacks, fear of subsequent attacks, PTSD

Specific Response Actions	• *Evacuate threatened buildings and areas without delay.*
	
	• *Deploy Campus Security Officers to establish an appropriate containment perimeter around the threatened buildings and areas.*
	
	    o *Evacuate persons within the containment perimeter away from the threatened buildings and areas.*
	
	    o *Evacuate the rest of the campus to a secure holding area with shelter, restrooms, water, and counselors.*
	
	• *Shutoff all HVAC equipment on campus.*
	
	• *Contact Building Coordinators and/or evacuation rally points to identify any persons unaccounted for and confirm that they are not at another rally point.*
	
	• *Notify the emergency search and rescue responders of the potential building location of persons confirmed to be unaccounted for.*
	
	• *Move evacuees to secure holding areas with shelter, restrooms, water, and counselors.*
	
	• *Evaluate all students, faculty, staff, and visitors as they are released from holding areas, i.e. check for injuries, PTSD, and record their name and contact number.*
	
	NOTE: Criminal investigations may require law enforcement personnel to interview evacuees before being released from holding areas.

3	**CIVIL DISORDER**
Risks	Health & Safety: brawls, riots Response: large number of rioters Campus Operations: theft, vandalism, property damage

Specific Response Actions	On-Campus Disturbance
	
	• *Initiate a campus Lockdown without delay.*
	
	• *Confirm through the Security Management System or Campus Security that the lockdown of the campus' electronic doors is in effect.*
	
	• *Deploy Campus Security Officers to direct bystanders caught outside to a secure holding area with shelter, restrooms, water, and counselors.*
	
	• *Establish and maintain regular contact with each building through the Building Coordinators to confirm that each building is on Lockdown, receive updates, and provide assistance.*
	
	• *Evaluate all students, faculty, staff, and visitors as they are released from buildings or holding areas, i.e. check for injuries, post-traumatic stress disorder (PTSD), and record their name and contact number.*
	
	NOTE: Criminal investigations may require law enforcement personnel to interview bystanders before being released from buildings or holding areas.
	
	Off-Campus Disturbance
	
	• *Initiate one of the actions below without delay depending on the proximity of the disturbance to the campus:*
	
	  o *Campus Lockdown (see above for additional response actions), or*
	
	  o *Immediately evacuate and close the campus.*
	
	    ▪ *Deploy Campus Security Officers to assist evacuees.*
	
	    ▪ *Request police assistance with traffic control to expedite the evacuation of the campus.*
	
	• *Mitigate damage to equipment and facilities.*

4	**DISEASE OUTBREAK**
Risks	Health & Safety: illnesses, diseases Response: contagious Campus Operations: contaminated conditions

Specific Response Actions	• *Consult with the Wellness Center or nursing faculty on implementing Center for Disease Control (CDC) or State Department of Health (DoH) guidance.*
	
	• *Initiate one of the actions below depending on the severity and proximity of the outbreak to the campus:*
	
	  o *Immediately evacuate and close the campus,*
	
	    ▪ *Deploy Campus Security Officers to assist evacuees.*
	
	    ▪ *Request police assistance with traffic control to expedite the evacuation of the campus.*
	
	  o *Close the campus to keep students, faculty, staff, and visitors away, or*
	
	  o *Continue normal operation.*
	
	    ▪ *Encourage symptomatic students, faculty, and staff to stay home until cleared by their physician.*
	
	    ▪ *Provide ongoing health awareness to students, faculty, and staff.*

5	**EARTHQUAKE/SEISMIC ACTIVITY**
Risks	Health & Safety: falling objects, collapsed structures Response: aftershocks, hindered accessibility Campus Operations: damage to roads, utilities, and buildings, PTSD
Specific Response Actions	• *Evacuate all buildings as soon as the earthquake has stopped.* • *Deploy Campus Security Officers to assist evacuees.* • *Assess the injuries (number and extent) on the campus.* • *Deploy available medical resources to render first aid and assist emergency medical personnel.* • *Contact Building Coordinators and/or evacuation rally points to identify any persons unaccounted for and confirm that they are not at another rally point.* • *Notify emergency search and rescue responders of the potential building location of persons confirmed to be unaccounted for.* • *Mitigate the impact of secondary threats to the campus, i.e. aftershocks, fires, broken/exposed water, gas, and electrical lines or other hazardous materials.* • *Perform initial assessment of roads, utilities, and buildings for damage (do not allow reentry into buildings with potential structural damage).* • *Move evacuees to secure holding areas with shelter, restrooms, water, and counselors.* • *Evaluate all students, faculty, staff, and visitors as they are released from holding areas, i.e. check for injuries, PTSD, and record their name and contact number.*

6	**FIRE**
Risks	Health & Safety: fires, smoke, collapsed structures, explosions Response: fast spreading, low visibility, hindered accessibility Campus Operations: fire, smoke, and water damage to buildings, PTSD

Specific Response Actions	Structure Fires
	
	• *Activate the fire alarm system.*
	
	• *Evacuate affected buildings without delay.*
	
	• *Deploy Campus Security Officers to assist evacuees.*
	
	• *Contact Building Coordinators and/or evacuation rally points to identify any persons unaccounted for and confirm that they are not at another rally point.*
	
	• *Notify the emergency search and rescue responders of the potential building location of persons confirmed to be unaccounted for.*
	
	• *Move evacuees to secure holding areas with shelter, restrooms, water, and counselors.*
	
	• *Evaluate all students, faculty, staff, and visitors as they are released from holding areas, i.e. check for injuries, PTSD, and record their name and contact number.*
	
	   NOTE: Arson investigations may require law enforcement personnel to interview evacuees before being released from holding areas.
	
	Vegetation Fires
	
	• *Contact and maintain communication with the local fire department or KEMA to ascertain the threat to the campus.*
	
	• *Initiate one of the actions below without delay depending on the proximity of the fire to the campus' facilities:*
	
	   o *Immediately evacuate and close the campus, or*
	
	      ▪ *Deploy Campus Security Officers to assist evacuees.*
	
	      ▪ *Request police assistance with traffic control to expedite the evacuation of the campus.*
	
	   o *Close the campus to keep students, faculty, staff, and visitors away.*
	
	• *Mitigate damage to equipment and facilities.*

7	**FLOODING**
Risks	Health & Safety: brown water, submerged electrical outlets, wiring and equipment, electrical fire Response: hindered accessibility Campus Operations: contaminated drinking water, standing water, water, fire, and smoke damage to buildings

Specific Response Actions	• *Monitor weather updates from KEMA to ascertain the threat to the campus.*
	
	• *Initiate one of the actions below if there is a threat to the campus depending on the severity and proximity of the flooding to the campus:*
	
	  o *Immediately evacuate and close the campus, or*
	
	    ▪ *Deploy Campus Security Officers to assist evacuees.*
	
	    ▪ *Request police assistance with traffic control to expedite the evacuation of the campus.*
	
	  o *Close the campus to keep students, faculty, staff, and visitors away.*
	
	• *Mitigate damage to buildings and equipment from water and flooding.*
	
	• *Assess the condition of all electrical infrastructure and equipment exposed to water and repair or replace as necessary.*
	
	• *Remediate water damage to buildings without delay to deter mold growth.*

8	**HAZARDOUS MATERIALS (HAZMAT) RELEASE**
Risks	Health & Safety: illnesses, diseases, fires, explosions Response: exposure to hazardous materials or unidentified substances Campus Operations: contaminated buildings or areas, PTSD

Specific Response Actions	On-Campus Hazmat Releases
	
	• *Evacuate interior and exterior areas exposed to the hazmat without delay.*
	
	   o *Buildings in immediate danger of exposure should Shelter In-Place.*
	
	   o *The rest of the campus, which is not in immediate danger, should move away from the affected areas and/or Seek Shelter.*
	
	• *Shutoff all HVAC equipment on campus.*
	
	• *Deploy Campus Security Officers to establish an appropriate containment perimeter around the affected areas to prevent/limit the exposure of bystanders.*
	
	   o *Quarantine evacuees exposed to the hazmat and provide medical attention.*
	
	• *Evacuate the portions of the campus that fall outside the containment perimeter to a secure holding area with shelter, restrooms, water, and counselors, and monitor evacuees for symptoms of hazmat exposure.*
	
	• *Contact Building Coordinators and/or evacuation rally points to identify any persons unaccounted for and confirm that they are not at another rally point.*
	
	• *Notify the emergency search and rescue responders of the potential building location of persons confirmed to be unaccounted for.*
	
	• *Notify the Campus Biological Safety Officer and the UHCC Environmental Safety Specialist and follow all response protocols required by the University.*
	
	• *Evaluate all students, faculty, staff, and visitors as they are released from buildings or holding areas, i.e. check for symptoms of hazmat exposure, PTSD, and record their name and contact number.*
	
	NOTE: Criminal investigations may require law enforcement personnel to interview bystanders before being released from buildings or holding areas.
	
	Off-Campus Hazmat Releases
	
	• *Initiate one of the actions below without delay depending on the proximity of the hazmat release to the campus:*
	
	   o *Shelter In-Place (see above for additional response actions),*
	
	   o *Immediately evacuate and close the campus, or*
	
	      ▪ *Deploy Campus Security Officers to assist evacuees.*
	
	      ▪ *Request police assistance with traffic control to expedite the evacuation of the campus.*
	
	   o *Close the campus to keep students, faculty, staff, and visitors away.*

9	**HURRICANE**
Risks	Health & Safety: brown water, submerged electrical outlets, wiring and equipment, electrical fire, mass panic, lack of food and drinking water Response: access to campus, availability of personnel Campus Operations: contaminated drinking water, standing water, wind, water, fire, and smoke damage to buildings, utility outages, widespread damage to homes and infrastructure on the island
Specific Response Actions	• *Monitor hurricane watches and warnings from KEMA to ascertain the threat to the campus.* • *Close the campus if there is a threat to the island depending on the likelihood and severity of the hurricane.* • *Mitigate damage to buildings and equipment from wind, water, and flooding.* • *Assess the condition of all electrical infrastructure and equipment exposed to water and repair or replace as necessary.* • *Remediate water damage to buildings without delay to deter mold growth.* • *Follow specific response actions for Utility Outage.* • *Utilize the campus to assist KEMA with mass sheltering.*

10	**NUCLEAR ATTACK**
Risks	Health & Safety: mass panic, radiation, fires, explosions, shockwave Response: access to campus, availability of personnel, radiation exposure Campus Operations: radioactive fallout, contaminated drinking water, utility outages, PTSD

Specific Response Actions	• *Issue Shelter In-Place orders without delay.*
	
	• *Shutoff all HVAC equipment on campus.*
	
	• *Contact Building Coordinators through the Emergency Kit walkie-talkies to assess each building's:*
	   o *Physical condition (locked, secured, and sealed, any damage),*
	   o *Amount of supplies (water, food, radios, flashlights, etc.),*
	   o *Number of occupants, and*
	   o *Extent of injuries.*
	
	NOTE: To conserve batteries, instruct everyone to only turn on their walkie-talkies during set times, otherwise keep them off.
	
	• *Monitor AM/FM radio for information.*
	
	• *Establish communication with KEMA or other governmental agencies to ascertain the extent of the damage, threat from radioactive fallout, and expected relief efforts.*

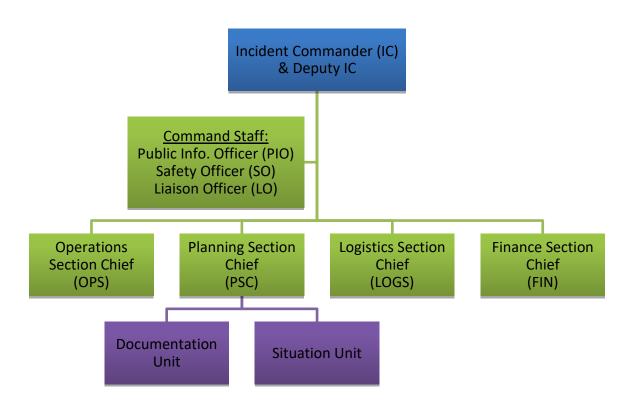| 11	**TERRORISM**
Risks	Health & Safety: any potential cause of mass casualties and cyberattacks Response: multiple or secondary attacks and threats Campus Operations: damage to facilities, subsequent attacks, fear of subsequent attacks, PTSD
Specific Response Actions	*Monitor Threat Advisories issued by Homeland Security, FBI Campus Liaison Agents, and KEMA to ascertain the threat to the campus.* *Initiate one of the actions below if there a threat to the campus depending on the credibility of the threat:* *Immediately evacuate and close the campus, or* *Deploy Campus Security Officers to assist evacuees.* *Request police assistance with traffic control to expedite the evacuation of the campus.* *Close the campus to keep students, faculty, staff, and visitors away.* *Mitigate the vulnerability of the College's facilities and data network.*

12	**TSUNAMI**
Risks	Health & Safety: mass panic, lack of food and drinking water Response: access to campus, availability of personnel Campus Operations: contaminated drinking water, utility outages, widespread damage to homes and infrastructure on the island

Specific Response Actions	• *Monitor tsunami watches and warnings from the Pacific Tsunami Warning Center to ascertain the threat to the campus.*
	
	• *Initiate one of the actions below if there is a threat to the island depending on the likelihood, severity, and timing of the tsunami:*
	
	  o *Seek Shelter on campus as it is located outside the tsunami inundation zone, or*
	
	  o *Close the campus to keep roadways clear for the evacuation of tsunami inundation zones.*
	
	    ▪ *Any persons should be allowed into campus parking lots to Seek Shelter within their vehicles should the campus be closed.*
	
	• *Follow specific response actions for Utility Outage.*
	
	• *Utilize the campus to assist KEMA with mass sheltering.*

13	**UTILITY OUTAGE**
Risks	Health & Safety: inadequate working conditions Response: inadequate working conditions Campus Operations: damage to facilities and equipment, especially electrical and IT infrastructure
Specific Response Actions	Power Outage • *Contact Kauaʻi Island Utility Cooperative (KIUC) or KEMA to ascertain the duration of the outage.* • *Mitigate damage to facilities and equipment from recurring or extended outages.* • *Suspend classes or close the campus, whichever is more appropriate, for outages that are expected to be over one hour in duration.* Water Outage/Contamination • *Shutoff the water main without delay to prevent the consumption of contaminated water.* • *Close the campus until potable water service to the campus is restored.* • *Verify that all restrooms are free from excreta before the janitorial staff are released from duty.* • *Contact the Department of Water (DoW) or KEMA to ascertain the duration of the outage.* • *Follow all DoW or KEMA issued safety guidance and protocols to flush the water lines and restore potable water service.* • *Obtain confirmation from the Campus Biological Safety Officer that the quality of the restored water is suitable for consumption.*

Part 3: The Campus Crisis Management Team

The CCMT is organized in accordance with ICS and is comprised of Command Staff and General Staff. During an emergency, the CCMT will convene and work out of a designated Emergency Operations Center (EOC), and will be supported by necessary and available Support Staff. Additionally, during emergencies, the CCMT will be bolstered by Building Coordinators.

A. Organizational Chart

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                    Incident Commander (IC)
                        & Deputy IC

            Command Staff:
        Public Info. Officer (PIO)
          Safety Officer (SO)
          Liaison Officer (LO)

   Operations      Planning Section    Logistics Section    Finance Section
  Section Chief         Chief               Chief               Chief
     (OPS)              (PSC)               (LOGS)              (FIN)

              Documentation      Situation Unit
                  Unit
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B. CCMT Roles and Responsibilities

The CCMT shall be comprised of the following Command Staff and General Staff positions with Support Staff as necessary and available:

Command Staff

Incident Commander (IC) – The Chancellor (or designee) shall serve as the IC and appoint all other Command Staff and General Staff positions. The IC holds the ultimate responsibility for the CCMT and the College's emergency response including but not limited to:

1. Setting objectives and priorities for all incident response activities;
2. Approving all media releases from the CCMT;
3. Representing the College at town hall meetings and other forms of public outreach;
4. Reviewing and approving all Incident Action Plans (IAP);
5. Ensuring that the Operations Section meets incident objectives;
6. Ensuring fiscal accountability; and
7. Ensuring that a thorough After Action Report (AAR) is completed and that all incident related documentation is archived.

The IC may delegate their authority to Deputy Incident Commanders. Deputy IC's carry the full authority of the IC while performing their assignments.

Operations Section Chief (OPS) – The OPS is responsible for coordinating the operational activities of the College's emergency response including but not limited to:

1. Organizing and deploying Branches to provide emergency response during both the initial response and recovery phases;
2. Presenting the IAP at Operational Briefings;
3. Advising and informing Tactics and Plans Meetings;
4. Monitoring and keeping the IC apprised of the operational activities of the College's emergency response; and
5. Developing resource needs documents (ICS 215) in anticipation of each upcoming operational period.

Planning Section Chief (PSC) – The PSC is responsible for the documentation and planning functions including but not limited to:

1. Appointing a Documentation Unit Leader and ensuring that an accurate and complete record of the incident is maintained and archived;
2. Appointing a Situation Unit Leader and maintaining situational awareness for planning purposes;
3. Coordinating the development of and prepares the IAP for each operational period;
4. Conducting all incident meetings, such as Objectives, Tactics, Plans, and Operational Briefing Meetings;
5. Keeping track of and recording the status, location, and utilization of emergency response equipment, personnel, and other resources; and
6. Preparing and presenting an Incident Summary Analysis (ICS 209) at Operational Briefings.

Logistics Section Chief (LOGS) – The LOGS works with FIN to provide for all incident related logistical needs including but not limited to:

1. Obtaining requested equipment, supplies, and other resources requested by OPS through ICS 215;
2. Identifying and securing requested incident facilities (staging areas, holding/sheltering areas, office space, storage, responder housing, etc.);

3. Developing the Communications Plan (ICS 205) and securing communications, computer, network, and other equipment and technology required to support the incident;
4. Providing for the basic needs (food, water, shelter) of emergency response personnel (the needs of victims, evacuees, or bystanders is a responsibility of OPS); and
5. Attending Tactics, Plans and Operational Briefing Meetings.

Finance Section Chief (FIN) – The FIN is responsible for providing fiscal, procurement, and HR oversight and support including but not limited to:

1. Tracking all incident related expenditures, contributions in-kind, and financial commitments;
2. Ensuring all cost reimbursements are received;
3. Ensuring worker's compensation claims are properly filed;
4. Preparing daily cost analyses;
5. Submits a final cost analysis at the conclusion of the incident; and
6. Attends Tactics, Plans and Operational Briefing Meetings.

General Staff

Public Information Officer (PIO) – The PIO has the sole authority to release incident related information to the campus, external agencies, and the public. The PIO is responsible for the following duties including but not limited to:

1. Sending Timely Warnings and Emergency Notifications without delay;
2. Adhering to the IC's information thresholds, which establish how information is released;
3. Overseeing the creation of press releases;
4. Managing all media interactions, i.e. TV, radio, and social media;
5. Coordinating Town Hall meetings and forms of public outreach;
6. Anticipating and proactively meeting the information needs of the community; and
7. Attending Plans and Operational Briefing Meetings.

Safety Officer (SO) – The Safety Officer is responsible for overseeing the health and safety of the College's emergency response personnel including but not limited to:

1. Monitoring incident operational activities and informing OPS of potential hazards;
2. Preparing an ICS 215A to anticipate incident hazards and provide appropriate mitigations;
3. Developing the Safety Message included in the IAP and presenting it at Operational Briefings; and
4. Attending Tactics and Plans Meetings.

Liaison Officer (LO) – The Liaison Officer serves as the interface between the CCMT and other agencies who are responding to or otherwise supporting the incident. The PIO is responsible for the following duties including but not limited to:

1. Maintaining communication with local agencies to assure effective operations;

2. Interacting with State and Federal agencies on behalf of the IC;
3. Following up with hospitals and keeping the IC apprised of injured students, faculty, staff, and other campus users; and
4. Attending Plans and Operational Briefing Meetings.

Support Staff

Command and General Staff positions may require Support Staff to effectively fulfill their responsibilities, and have the authority to appoint Support Staff as necessary and available. For example, the PSC should appoint Documentation and Situation Unit Leaders.

C. Building Coordinators

Building Coordinators are faculty and staff who have voluntarily agreed to organize the emergency response of their designated building. Building Coordinators are selected by the Chancellor based upon their usual proximity to and familiarity with the occupants and operations of their designated building. Additionally, Building Coordinators should be familiar with the CERP and Emergency Guidelines, and serve as a health and safety resource to students, faculty, staff, and visitors.

During campus emergencies and exercises, Building Coordinators should, without delay, encourage and lead all building occupants and other persons nearby in following the Emergency Guidelines. Subsequently, Building Coordinators should establish contact with the CCMT to provide a situation report:

- Present location
  - Confirm the evacuation has occurred (if applicable).
  - Confirm the Lockdown or Shelter In-Place is in effect (if applicable).
  - Any threat at current location?
  - Any damage to building?
- Situational awareness
  - Confirm last known location of the threat.
  - Need to move to a more secure location?
  - Any assistance required?
- Persons at the location
  - Number and condition.
  - Any injuries?
  - Any unaccounted for?

D. Emergency Operations Center

During an emergency the IC will designate an EOC to provide the CCMT with sufficient work space to manage the campus' emergency response. The EOC should satisfy the following requirements:

- Protected from external threats;
- Accessibility to campus Operations staff and external agencies;
- Sufficient space for all Command, General, and Support Staff;
- Ample wall and table space for maps, charts, etc.;
- Access to computers, data network, and office supplies; and
- Separate meeting room for Objectives, Tactics and Plans Meetings.

Part 5: The After Action Report

An AAR is a comprehensive record of the College's emergency response to an incident. It serves not only as a detailed accounting of the incident, but also a critical analysis and evaluation of the College's response to identify weaknesses, and ultimately improve the CERP. and contains the following sections:

1. Executive Summary;
2. Assets and Capabilities;
3. Assessment of the Threat;
4. Chronology of Key Events;
5. Analysis of the Outcomes;
6. Observations and Recommendations; and
7. References and Appendices.

In order to have the written documentation necessary to complete the AAR, the PSC should appoint a Documentation Unit Leader, as soon as the CCMT is convened, to begin recording and compiling the following documents at a minimum:

1. A detailed chronology of events (beginning with the notification of the threat and ending with the dissolution of the CCMT);
2. All Incident Action Plans (for each operational period);
3. Open Action tracking documents;
4. All PIO products;
5. Any intelligence documents received;
6. Any documentation of injured students, faculty, or staff; and
7. ICS 214 Unit Logs.

At the conclusion of the incident, the PSC should begin compiling the AAR, and request from the CCMT the documents, information, and commentary necessary to complete the AAR. The PSC will then present the AAR to the IC for approval. Once it is approved the PSC should distributed it to the rest of the CCMT, and retain a copy with the rest of the work papers and supporting documentation in the official file for the incident.

Appendix I – Authoritative Guidance

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

2. **State of Hawaii Government**
   a. Hawaii Revised Statutes Chapter 128, Civil Defense Emergency Act

3. **University of Hawaii**
   a. Board of Regents 11-5 Public Health , Safety and Security
   b. Executive Policy E2.203 Plan for Emergency and Civil Defense Actions
   c. Executive Policy E9.210 Workplace Non-Violence
   d. Administrative Policy APM A9.730 Workplace Non-Violence Campus Procedures
   e. Community Colleges Policy UHCCP 9.730 Workplace Non-Violence Programs
   f. Community Colleges Policy UHCCP 11.500 Safety and Security Programs

Appendix II – CCMT Contact Numbers

Phone	Designator	Function	Phone Number	Note:
1	IC #1	Incident Commander	(808) 278-3393	Flip
2	IC #2	Deputy IC	(808) 278-3390	Flip
3	PIO #1	PIO	(808) 278-3404	Flip
4	OPS #1	Operations	(808) 278-3400	Flip
5	COM #1	Communications	(808) 278-3403	Flip
6	PSC #1	Planning	(808) 278-3401	Flip
7	ADM #1	Situation Unit	(808) 278-3391	Flip
8	LO #1	Liaison Officer	(808) 278-3389	Flip
9	LOGS #1	Logistics 1	(808) 278-3388	Flip
10	LOGS #2	Logistics 2	(808) 278-3402	Flip
11	ADM #2	Documentation Unit	(808) 278-3392	Flip
12	SEC #1	Security 1	(808) 278-3107	HD Phone
13	SEC #2	Security 2	(808) 278-3108	HD Phone

Push-To-Talk Groups
PTT Group #2 (Emergency) - All
PTT Group #1 (SEC) - SEC #1 & #2, OPS #1
PTT Group #3 (LOGS) - IC #2, OPS #1, COM #1, LOGS #1 & #2, ADM #1 & #2, SEC #1 & #2

Appendix III – Campus Map

Pictometry Imagery (2015) and Building layer provided by Garrett Johnson
Map Layout by H P King   Date: 6/14/2016

(ICP)   Ⓢ Staging Area   ∿ Stream Bed   ▭ Govt. State UH - KCC
Buildings   Ⓢ KPD Staging Area   Kauai Street Centerlines   ▭ Kawaikini / Island School