

UNIVERSITY *of* HAWAII®  

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SYSTEM

University of Hawai'i  
Emergency Management Plan

July 2014

## Emergency Management Plan - Adoption

The University of Hawai'i is committed to protecting the lives and preserving the safety of students, faculty and staff; to preserving critical infrastructure and facilities; and to maintaining and restoring safe campus operations and education and research programs. In fulfillment of the University's commitment, this Emergency Management Plan has been developed to provide guidance in preparing for, operating during and recovering from an emergency.


This Emergency Management Plan has a twofold purpose: (1) to provide a framework regarding the organization, specification of roles and responsibilities, and operating guidelines for System Level Emergency Operations and (2) to provide guidance for campuses in the development of their respective campus emergency management plans. This plan does not replace existing safety, hazardous waste material response, or other emergency procedures; instead, it is intended to supplement existing procedures for responding to temporary crisis or emergency situations on a scale consistent with the nature of the emergency.

The Incident Command System (ICS) is a management structure adopted throughout the U.S., originating from the National Incident Management System and various U.S. Department of Homeland Security Presidential Decisions and Directives. The principles espoused by ICS have been integrated into this plan. Further, as identified by ICS, this plan is predicated on and associated ancillary plans are to be developed in the context of the four-phased disaster planning model: mitigation, preparation, response and recovery that include the establishment of a chain of command with specified authorities and responsibilities of University executives in the management of emergency operations.

In developing this plan, the staff of the University of Hawai'i at Mānoa Office of Emergency Management is to be recognized and commended for the development of its Campus Comprehensive Emergency Management Plan upon which this System Emergency Plan has been modeled. As a ten campus system, the collaboration and sharing of emergency planning information contributing to the development of the University of Hawai'i System Emergency Management Plan is an exemplar of practices to be continued and promoted in the update of the System Emergency Plan and ancillary campus Emergency Plans.

Emergency planning is an on-going effort. This plan will be reviewed and updated on a regular basis; therefore, all University executives and staff are asked to regularly familiarize themselves with this plan and its associated updates.

This Emergency Management Plan is adopted:

  
\_\_\_\_\_  
David Lassner  
President

  
\_\_\_\_\_  
Date

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Record of Changes to the Plan

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## 1.0 GENERAL PROVISIONS

**1.1 Purpose:** The University of Hawai'i System Emergency Management Manual sets forth guidelines relating to organizational and individual responsibilities associated with preparing for, responding to and recovering from emergencies that may threaten the health and safety of the University personnel or the community at-large, disrupt University programs and activities, or potentially damage university facilities.

**1.2 Scope:** This System Emergency Management Manual is a systemwide guide for responses of President, system vice presidents and chancellors in the event of emergencies and disasters. It applies to a broad range of emergencies and may be activated in the event of natural hazards and human events that may put at risk University personnel and facilities.

**1.3 Authority:** This System Emergency Management Manual is promulgated under the authority of the President of the University of Hawai'i and Executive Policy E2.203 Public Safety and Emergency Management.

**1.4 Mission:** It shall be the mission of the University of Hawai'i to respond to an emergency situation in an organized, safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I      Protect Life and Safety**
- Priority II     Assess Critical Infrastructure and Facilities**
- Priority III    Maintain/Restore Safe Campus Operations and Education/Research Programs**

**1.5. Plan Development and Maintenance:**

The University of Hawai'i Emergency Management Plan and all of the supporting plans and procedures shall be maintained subject to annual collaborative reviews with campuses. The Vice President for Administration primary responsibilities maintaining and revising the plan, coordinating the revision of associated documents and plans and conducting periodic training and drills designed to test the plan.

**1.6 Explanation of Terms**

**Incident Command System:** Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

**Incident Commander:** At the System level, the Incident Commander is the Vice

President for Administration or Designee as determined by the President. The Campus Incident Commander is the Chancellor or designee. The Incident Commander shall have the responsibility and authority to direct emergency preparations, operations and recovery activities within their respective scope of responsibility, that is, System Incident Commander, systemwide scope and Campus Incident Commander for their respective campus.

## **2.0 EMERGENCY PLANNING**

**2.1 Emergency Plan Assumptions:** In recognition of the principles of emergency management cycle, this plan is designed to provide an organized management system for System Office to follow during emergencies and also to serve as a reference for campus emergency planning and operations. The system is flexible where parts of, or the entire plan may be activated, as appropriate to the situation.

The Plan is intended to (a) serve as a management tool to set forth the guidelines and generally describe the functions and roles of the System for systemwide coordination and support and for the campuses relating to the conduct, direction and management of campus operations and services during an emergency and (b) follow the Incident Command System and the management structure identified in guidance provided by the National Incident Management System of the U.S. Department of Homeland Security.

This plan assumes that the following activities will be undertaken in an ongoing and overlapping cycle of four phases of emergency management:

### **A. Mitigation**

Mitigation efforts are undertaken to eliminate, reduce the probability of or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation efforts include:

- Annual Threat and Vulnerability Assessment
- Established within Community Oriented Policing (COP) the incorporation of Crime Prevention through Environmental Design (CPTED) and other crime prevention measures.
- Providing "Timely Warnings," per Clery Act requirements

### **B. Preparedness**

Preparedness efforts develop the response capabilities of the campus:

- A multi-year training and exercise plan based on agreed-upon objectives and rooted in established standards such as the H-SEEP system for exercise development and improvement planning.
- Providing appropriate equipment for emergency response.

- Collaborative planning and testing of plans for response and recovery. This includes the CEMP, Annex plans, COOP plans, checklists, and SOPs.
- Implementation of ICS through integrated planning, training and exercising, including collaborative efforts with other universities and involving outside response agencies.

### **C. Response**

Response activities are guided by the framework provided in this plan. They include:

- Determining emergency level.
- Following departmental SOPs, where appropriate.
- Activating the Campus, and if warranted UH System Emergency Mass Notification System in coordination with the Campus Security & Emergency Management Department, Campus or System Public Information Officer (PIO). Activating the appropriate level operations centers.

### **D. Recovery**

Recovery operations planning should occur prior to, during and immediately following an emergency. Activities include:

- Activating disaster recovery plans.
- Planning for alternative means of delivering services, e.g., migrating classes to alternate classroom space, provision of such staff support services as procurement process, etc.
- Providing appropriate communications to the campus community.
- Seeking disaster recovery assistance, grants and other funding/support from the state and federal governments.

## **2.2 Emergency Classifications:**

### **A. Minor Incident**

A Minor Incident is one that that is localized or in a small area. It can be quickly resolved with existing University resources or limited outside help. A Minor Incident has little or no impact on personnel or normal operations outside the locally affected area.

In general, a Minor Incident may not require activation of the System Emergency Response Team or Campus Emergency Response Plan. Impacted campus and system personnel, departments or offices will coordinate directly with operational personnel from the appropriate campus Safety and Security Office and Facility and Grounds or other units to resolve Minor Incidents. For some incidents, the campus-system collaboration on the release of public information may be required to disseminate information to the general public and media.



Examples: Odor complaints localized chemical spill, plumbing failure or water leak.

## **B. Emergency**

An Emergency is an event that disrupts sizable portions of the Campus community. Emergencies typically require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions and/or life and safety.

The Campus Emergency Management Team may be alerted by campus security, system office or other emergency information sources. One or more Campus Emergency Response Teams and components of the System Emergency Management Team may be activated to evaluate the scope of the incident, coordinate incident response and recovery, and provide information for emergency announcements.

The President and other senior managers are to be alerted regarding the type, nature and severity of the emergency. System technical or support staff may be alerted by the President or his designee to provide essential support or information.

Examples: Building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, or extensive utility outage. Also included are external emergencies that may affect Campus personnel or operations.

## **C. Disaster**

A disaster involves an entire campus and its surrounding community. Normal campus operations may be suspended. The effects of the disaster are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination and support from external jurisdictions.

The President is notified, the members of the System Emergency Management Team are alerted to stand-by and the System Emergency Coordination Center may be opened. Members of the System Emergency Management Team begin coordination between system and campuses offices to prepare for or respond to the impact of the disaster.

Chancellor(s) of affected campuses are alerted and instructed by the System or by Civil Defense to initiate action in accordance with their respective Campus Emergency Response Plan up to and including, as appropriate, activation of the Campus Emergency Response Teams and

initiation of appropriate disaster response actions.

Upon receipt of an alert notice, the System and campuses will begin coordinating the sharing of information, documentation and recordkeeping, and initiation, as needed, of emergency procurements and contracting in response to the impact of the disaster. The System will coordinate statewide and systemwide public information releases and media updates, while campuses will ensure that the campus and local communities are informed on campus emergency plans and actions while coordinating and sharing campus and neighbor island information with the system.

Examples: Hurricane, tsunami, major earthquake, major flood or other potential mass casualty events.

### **3.0 INCIDENT COMMAND SYSTEM**

Federal Emergency Management Administration defines “Incident Command System (ICS) as a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.”

The University’s Emergency Management plan strives to attain the intent of Incident Command System by creating a flexible, adaptable, yet responsive system of designated subject matter expert personnel with responsibility to create a team ready to prepare for, respond to and recover from campus (es) emergencies. ICS consists of a standard management hierarchy and procedures for managing temporary incident(s) of any size. ICS procedures should be pre-established and sanctioned by participating authorities and trained personnel prior to an incident. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in incident management activities. Some of the more important “transitional steps” that are necessary to apply ICS in the incident scene environment include the following:

- Recognizing and anticipating the requirement that organizational elements be activated and taking the necessary steps to act in accordance with authority delegated, as appropriate.
- Establishing incident facilities and implement operating protocols as needed.
- Establishing the use of common terminology for organizational elements, position titles, facilities, and resources.

In their respective campus public safety and emergency management plans, the critically important objectives of the ICS are to be reflected. For example, the campus response organization; e.g., Campus Crisis Management Team and its membership and roles and responsibilities; pre-defined emergency action response plans/guidelines, protocols, etc.; communications protocols; and such other emergency standing operating procedures, as appropriate.

### **3.1 Incident Command Structure:**

The university ICS is activated when an Emergency Response is initiated. The Vice President for Administration or Designee shall serve as the Incident Commander at the System Level. Campuses may adopt protocols for the designation of the Campus Incident Commander if other than the Chancellor.

For their respective campuses, an Incident Commander shall be responsible for response to emergencies at the campus level. On a systemwide basis the Vice President for Administration shall be the systemwide Incident Commander who shall be responsible for liaises between the University and external agencies and for coordinating support services between system and campuses. For example, any Emergency Response at the university that requires response from a non-university agency working in conjunction with the university shall require information sharing between the campus and System Level Incident Commanders and, as appropriate, coordination with the System level functional offices, campus and non-university agency. To the extent possible operating/functional relationships between campus and system functional support office existent prior to an emergency shall continue provided changes may be made to accommodate emergency operations and response requirements.

Consistent with the concept of having a single Incident Commander, the system level Incident Commander will serve as the Lead/Liaison with external agencies with Campus Incident Commanders continuing to be relied upon and responsible to campus emergency operations and responses, as they are best positioned to operationalize emergency actions and hence shall. Each of the Vice Presidents and Associated Vice Presidents shall serve as systemwide coordinator for their respective areas of functional responsibility and shall be designated members of the System Emergency Management Team providing support to the system Incident Commander.

The designated Lead for critical aspect of the Emergency Response (i.e. police to fire and vice versa) may shift from System to Campus Incident Commander depending on the nature of the emergency actions being implemented and the leader best positioned to make the decision.

**A. Incident Commander:** The Incident Commander (IC) is responsible for overall management of emergency activities, and supported by the functional staff support leaders responsible to function as a team in the development, implementation, and review of strategic decisions, as well as post event assessment.

The Incident Commander shall have authority as prescribed by the System or Campus Emergency Plan and direct/coordinate emergency response and operations of the emergency response center, e.g., System Emergency Operations Center or Campus Crisis Management Team, and its staff (see following organization chart). The Incident Commanders at the System and Campus maintain active and on-going close communicates with respect to Emergency Management Operations and Coordination. Emergency plans should identify staff resources that the Incident Commander may likely call upon in an emergency for staff support:

- 1. Public Information Officer:** To develop and to implement an information strategy for faculty, staff, students, visitors and the media.
- 2. Safety Officer:** To monitor and evaluate and recommend procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel.
- 3. Liaison Officer:** To serve as the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities.
- 4. Academic/Student Affairs Officer:** To advise and provide input on emergency operations and planning regarding the impact of the emergency and recovery from emergency operations and academic program operations and students.
- 5. Facilities and Operations Officer:** To manage operations at the incident site directed toward containing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions.
- 6. Personnel Officer:** To provide human resource administration and management planning and advisory services.
- 7. Finance & Administration Officer:** To provide purchasing and cost accountability relating to the response effort support by documenting expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting, and develops FEMA documentation.
- 8. Additional Command Staff:** Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the IC. For example, **General Counsel** may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access; **Medical Advisor** to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event; **Behavioral Advisor** to provide advice and recommendations to the IC on possible emergency response or other

measures to preventive measures; **Environmental Health & Safety** to provide operational and regulatory safety, and environmental protection of the campus as well as planning, training, and responding response to hazardous material incidents impacting the campus.

- Emergency Response Team Function Leaders**
- VP for Administration
  - VP for Academic and Student Affairs
  - VP for Community Colleges
  - VP for Budget & Finance/CFO
  - VP for Information Technology/CIO
  - VP for Legal Affairs and University General Counsel
  - VP for Research
  - Associate VP for Communications
  - Associate VP for Capital Improvements
  - System Director of Human Resources

**System Emergency Operations Center  
(System Incident Leader – President  
or Designee)**

**University of Hawaii, Mānoa Campus  
Crisis Management Team (Campus  
Incident Commander – Chancellor or  
Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Hawai'i Community College  
Campus Crisis Management  
Team (Campus Incident  
Commander – Chancellor or  
Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Leeward Community College  
Campus Crisis Management  
Team (Campus Incident  
Commander – Chancellor or  
Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Honolulu Community College  
Campus Crisis Management  
Team (Campus Incident  
Commander – Chancellor or  
Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Maui College Campus Crisis  
Management Team (Campus  
Incident Commander –  
Chancellor or Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**University of Hawaii, Hilo Campus  
Crisis Management Team (Campus  
Incident Commander – Chancellor or  
Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Kap'olani 'i Community  
College Campus Crisis  
Management Team (Campus  
Incident Commander –  
Chancellor or Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Windward Community  
College Campus Crisis  
Management Team (Campus  
Incident Commander –  
Chancellor or Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**University of Hawaii, West O'ahu  
Campus Crisis Management Team  
(Campus Incident Commander –  
Chancellor or Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

**Kauai 'i Community College  
Campus Crisis Management  
Team (Campus Incident  
Commander – Chancellor or  
Designee)**

- Possible Campus Crisis Management Team**
- System & External Emergency Liaison
  - Public Information
  - Safety
  - Operations and Human Resources
  - Planning - Academic & Student Affairs
  - Administration & Finance
  - Logistics

## 3.2 Emergency Communications

**A. Objectives:** During an emergency, university communications efforts will work to fulfill the following objectives:

- Disseminate factually accurate information in a timely manner
- Create systems and mechanisms to facilitate campus responses to inquiries and for disseminating campus information during emergencies affecting more than one campus or involving a major emergency, e.g., mass casualty, armed threat, etc, coordinate with the system communications office that shall coordinate system-wide.
- Maintain focus on known facts and positive behavior.
- Strive to ensure that on-going and timely information is shared with the Board of Regents and internal constituencies to the extent possible.
- Effectively and on an on-going basis communicate with faculty, staff, students and the general public regarding the emergency and actions via multiple and varied means, e.g., UH Alert System, media releases, emails, public service announcements, etc.

### B. Emergency Communications Guidelines

#### **1. Time is of the essence to disseminate relevant emergency action information.**

In recognition of the need for the timely provision of emergency information, E2.203, chancellors shall have the authority to independently initiate campus emergency actions. Generally, efforts should be made to provide information about an emergency that will enable individuals to take actions to ensure the individual's and public's safety and security and because emergency situations evolve, information and updates should be approached as a series of communications rather than a single action/event.

#### **2. Emergency Alerts**

In addition to updates arising from personnel turnover, a review of a listing of who (to include back-ups) is authorized to issue emergency alerts should be included as part the regularly scheduled emergency plan review and update.

Campus emergency coordinators may want to prepare and review email and text message templates (see Appendix 4).

Note: In the context of text messages limits of 140 characters, it should be noted that the UH Alert system will be pre-programmed to include in the UH Alert header identification of the originating campus with the header characters charged against the 140 character limit. Campus identifications will be as follows:

UHSYS = UH System  
UHM = UH Mānoa  
UHH = UH Hilo  
UHWO = UH West Oahu  
HawCC = Hawai'i Community College  
HonCC = Honolulu Community College  
KapCC = Kapi'olani Community College  
KauaiCC = Kaua'i Community College  
LeeCC = Leeward Community College  
UHMC = Maui College  
WinCC = Windward Community College  
MultCamp = Multiple Campuses

### **3. Campus notification systems**

**UH Alert** – the UH Alert system is an email broadcast and text messaging system used for emergency messaging and should be considered as the primary emergency alert system. This system is comprised of an opt-in text message service and a campus-based email broadcast system.

**UH Broadcast** – is an operationally oriented email broadcast system used for general administrative communications as well as health & safety notices. The UH Broadcast system may be used by a campus as a supplemental emergency notification system to UH Alert; and as a back-up system in the event of problems with UH Alert. When using UH Broadcast to disseminate emergency information, the initiator of the communication should ensure that the message distribution is to the affected campus and that the mail appropriately identifies the affected campus to preclude confusing others who may not be on the affected campus but may be in receipt of the UH Broadcast message.

**Social media systems** – campuses are encouraged to use social media, e.g., Facebook, Twitter, etc. to supplement existing emergency communications systems.

When preparing an emergency communication, consideration should be given to the purpose and framing of the message and the appropriate dissemination means:

**Emergency information** - Immediate alert notices that may include emergency actions, e.g., lock-down, UH Alert text messaging and email.

**Crisis follow-up information** - more detailed information about the emergency, e.g., information from other public safety/emergency services, emergency coordination, etc., UH Alert email.



#### **4. Potential Impact on and/or Involvement of Other Campus**

In the event that other campuses may be affected by an emergency, e.g., security situation involving an individual who may move between campuses, other potentially affected campus chancellor(s), emergency coordinator(s) and/or security chief(s) should be contacted so that they may initiate appropriate emergency alert notice(s) for their campus.

The Office of the President and Office of the VP for Community Colleges as appropriate should be apprised on campus emergency events and the potential affect on other campuses.

##### Office of the President

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#### **5. Wireless Priority Service and Government Emergency Telecommunication Service**

It is recommended that key management personnel, e.g., vice presidents, chancellors, and emergency coordinators, review the Wireless Priority Service (WPS) and Government Emergency Telecommunications Service (GETS) offerings available through the ITS Telecom office. These services provide cell phones and land lines priority service to avoid overloaded phone lines experienced during past state wide emergencies. More information can be found here:

GETS: <http://www.hawaii.edu/askus/992>

WPS: <http://www.hawaii.edu/askus/993>

Coordinators in collaboration with their chief executives may want to identify key people to subscribe to these services and annually review their enrollment status as part of an annual emergency plan review process.

#### **4.0 EMERGENCY OPERATIONS**

Emergency operations responsibilities are established at two levels. The System Level will have overall systemwide responsibility for managing, coordinating and monitoring

emergency preparedness, response and recovery activities. The Campus Level will plan and develop campus emergency response action plans and direct campus emergency preparations, responses and recovery activities.

#### **4.1 Emergency Planning and Operations Responsibilities**

A. **The President** has the overall responsibility for systemwide management, coordination and oversight of emergency preparedness and response and shall be the designated System Emergency Management Team (EMT) Leader in the event that the System Emergency Management Plan and/or System Emergency Coordination Center are activated. The President may delegate authority to the Vice President for Administration or designee to lead the System Emergency Management Team with authority to take actions on behalf of the President. The President or designee shall be the point of contact between the University of Hawaii and the State Civil Defense Emergency Operations Center during an emergency.

B. **System Vice Presidents:** For their respective functional areas of responsibilities System Vice Presidents shall be responsible for coordinating, monitoring, assisting and supporting campus emergency response actions.

When disaster preparation or responses are beyond campus resources, expertise or require coordination with system offices or external entities, campus may request system office support for examples, as it relates to:

1. Information Technology – telecommunications
2. Public information
3. Academic and Student affairs administration
4. Finance and procurement
5. Facilities
6. Human resource
7. Legal affairs
8. Research materials
9. Liaison with State Civil Defense and other State, county and federal agencies.

C. **Chancellors** are responsible for preparing for and responding to emergencies affecting their campuses and for maintaining and, as may be deemed appropriate, activating their campus Emergency Response Plan, Emergency Response Center and Emergency Response Team.

D. **Campus Emergency Plans:** The following emergency actions are to be addressed in Campus Emergency Plans:

##### **1. CIVIL DEFENSE ALERTS**

a. **ALERT** - Initiated via siren alert tone from County Civil Defense and followed with alert information over the Emergency Alert System. Alert is used to advise personnel to prepare for an impending emergency or natural disaster. May also include Shelter-In-Place requirement to remain on campus to eliminate traffic gridlock and keep people out of the danger zone. The President or Chancellor may issue an alert as deemed appropriate.

b. **TAKE COVER** - Normally initiated via a siren **WARNING** from County Civil Defense. The President or Chancellors may order it for natural disasters such as sudden windstorms and earthquakes.

**2. SUSPENSION OF CLASSES** - Issued by a Chancellor and used as a method of keeping students, faculty and staff away from a campus or expediting their removal during an alert, emergency or disaster. The Chancellor is to inform the system of action taken and coordinate with other campuses on the same island and the system for information dissemination purposes.

**3. EVACUATION OF BUILDING(S)** - Issued by a Chancellor or his representative and used if a catastrophe or emergency situation is imminent or has occurred and the building(s) must be evacuated to protect lives. Chancellor is to inform the system of action taken and coordinate with the system for information dissemination purposes.

**4. EVACUATION OF CAMPUS** - Issued by a Chancellor and used to begin orderly evacuation of a campus by all persons except for personnel with emergency operations and security duties. Chancellor is to inform the system of action taken and coordinate with other campuses on the same island and with the system for information dissemination purposes.

**5. CONVERSION OF CAMPUS** – To be initiated upon order of the President or Governor to provide temporary shelter for people affected by emergencies/disasters and/or relocation of State government offices.

## **E. Emergency Documentation**

### **1. Activity Logs**

The System and Campus Incident Commanders shall ensure respectively on a systemwide basis and for the campus the maintenance of accurate logs recording key response activities including:

- Activation or deactivation of emergency facilities
- Emergency notifications to other local governments and the state and federal agencies
- Significant changes in the emergency situation

- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendation to the public
- Evacuations
- Casualties
- Containment or termination of the incident

## **2. Record Keeping for Emergency Operations**

The System Incident Commander shall coordinate and oversee on a systemwide basis and the respective Campus Incident Commanders shall ensure for the maintenance of all documentation and records relating to the emergency.

Specifically, all units shall maintain records of emergency related expenses for expenditure accounting purposes, possible reimbursement (insurance or disaster recovery grants) and for other reporting purposes regarding:

- Personnel costs, especially overtime costs
- Equipment operations costs during and recovery from the emergency
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Cost of specialized supplies expended for emergency operations
- Other emergency related costs and expenditures

## **3. Preservation of Records**

In order to continue normal operations following an emergency, vital records associated with the emergency must be protected. All emergency operations records along with supporting documentation, e.g., personnel costs, equipment costs, contract services, and any other emergency expense expenditure records, legal documents including any property and tax records must be preserved. As the principal causes of damage to records are fire and water, responsible units are to take appropriate storage precautions and as appropriate, creating electronic imaging back-up copies. As federal reimbursements, e.g., federal emergency disaster payments, may be subject to after-the-fact post-audits years following an event and payment, appropriate long-term storage plans may be necessary.

## **5.0 RECOVERY**

**A. Operations Resumption Planning:** Emergency response management planning

includes development of plans to safeguard personnel, essential programs, and records prior to and during an emergency and then to resume operations as quickly as appropriate in consideration of:

1. Identification of mission critical processes.
2. Development of procedures for recovering the highest priority functions given specific emergency scenarios and timeframe while taking into consideration if a process may be suspended, degraded, or must be fully functional.
3. Recovery planning questions:
  - a. What human resources would be needed to restore critical functions? What percentage of the workforce, e.g., 20%, 30%, 50%, or 75%, would be needed to open and restore some level of operations, e.g., minimally, moderately, or fully? If volunteer workers were available, how would they be utilized and if possible what skills might be requested that they possess?
  - b. What equipment, other physical resources or services might be needed to perform emergency functions and/or to restore operations? To what extent can plans be made pre-arranged for emergency services or equipment replacement, delivery and/or installation within hours or days to resume operations?
  - c. Have procedures and protocols, e.g., special account codes, been readied to track and **distinguish emergency recovery costs from other business operations expenditures**, e.g., emergency overtime, special emergency materials/supplies, temporary emergency personnel costs, emergency services etc.?
  - d. Will alternate or temporary emergency work sites be needed and if so, what are possible alternative locations?

## **6.0 TRAINING AND EXERCISES**

**A. Exercises:** As part of the Vice President for Administration is responsibility for conducting an annual review of the Emergency Management Plan, the Vice President may plan; schedule and conduct a campus or multi-campus focused emergency response practical exercises. The intent of the exercises being designed is to test developed plans, to identify areas for improvement and to provide the opportunity to gain practical experience in emergency response management.

**B. Training:** Training opportunities may be identified and shared with executives and staff responsible for emergency management. Such training may be focused on

participation in NIMS/ICS training as recommended by DHS/FEMA, e.g., IS 700, IS 100.HE, IS-200, IS-800, and ICS 300 and ICS 400. To enhance the effectiveness of training exercises, systematic post-training evaluations and after-action-reviews are to be included.

## APPENDIXES

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2. System Level Coordination of Emergency Operations and Management
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  - b. System Emergency Coordination Center Team Members Roles and Responsibilities
    - (1) Standing Guidelines
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      - (c) System Public Information Coordinator
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      - (e) System Emergency Finance and Procurement Coordinator
      - (f) System Human Resource Coordinator
      - (g) System Legal Affairs Coordinator
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  - j. Biological Threats
  - k. Hazardous Materials Incidents
  - l. Pandemic
  - m. Active Shooter

## Appendix 1

## Alert Roster

Position Title and Name	Emergency Contact Information
Interim President, David Lassner	Office: 956-8207 Cell: Email: <a href="mailto:david@hawaii.edu">david@hawaii.edu</a>
Executive Administrator and Secretary of the Board, Cynthia Quinn	Office: 956-8213 Cell: Email: <a href="mailto:quinnnc@hawaii.edu">quinnnc@hawaii.edu</a>
Interim Executive Vice President for Academic Affairs, Joanne Itano	Office: 956 7075 Cell: Email: <a href="mailto:itano@hawaii.edu">itano@hawaii.edu</a>
Vice President for Community Colleges, John Morton	Office: 956-7038 Cell: Email: <a href="mailto:jmorton@hawaii.edu">jmorton@hawaii.edu</a>
Vice President for Budget and Finance/Chief Financial Officer, Howard Todo	Office: 956-8903 Cell: Email: <a href="mailto:htodo@hawaii.edu">htodo@hawaii.edu</a>
Vice President for Legal Affairs and University General Counsel, Darolyn Lendio	Office: 956-9901 Cell: Email: <a href="mailto:lendio@hawaii.edu">lendio@hawaii.edu</a>
Interim Vice President for Information Technology/Chief Information Officer, Steve Smith	Office: 956-2808 Cell: Email: <a href="mailto:ssmith28@hawaii.edu">ssmith28@hawaii.edu</a>
Vice President for Research, Vassilis Syrmos	Office: 956-5006 Cell: Email: <a href="mailto:syrmos@hawaii.edu">syrmos@hawaii.edu</a>
Vice President for Administration, TBD	Office: Cell: Email:
Associate Vice President for External Affairs and University Relations, Lynne Waters	Office: 956-9803 Cell: Email: <a href="mailto:lynnew@hawaii.edu">lynnew@hawaii.edu</a>
Associate Vice President for Capital Improvements, Brian Minaai	Office: 956-8862 Cell: Email: <a href="mailto:bminaaai@hawaii.edu">bminaaai@hawaii.edu</a>
Interim Associate Vice President for Student Affairs, Jan Javinar	Office: 956-8753 Cell: Email: <a href="mailto:Javinar@hawaii.edu">Javinar@hawaii.edu</a>
Chancellor UHM, Tom Apple	Office: 956-7651 Cell: Email: <a href="mailto:tapple@hawaii.edu">tapple@hawaii.edu</a>
Chancellor, UHH, Don Straney	Office: 808-932-7348 Cell: Email: <a href="mailto:dstraney@hawaii.edu">dstraney@hawaii.edu</a>
Chancellor, UHWO, Rockne Freitas	Office: 689-2770 Cell: Email: <a href="mailto:rfreitas@hawaii.edu">rfreitas@hawaii.edu</a>



## Alert Roster

Position Title and Name	Emergency Contact Information
Chancellor, Hawai'i Community College, Noreen Yamane	Office: 808-934-2504 Cell: Email: <a href="mailto:noreeny@hawaii.edu">noreeny@hawaii.edu</a>
Chancellor, Honolulu Community College, Erica Lacro	Office: 845-9225 Cell: Email: <a href="mailto:lacro@hawaii.edu">lacro@hawaii.edu</a>
Chancellor, Kapi'olani Community College, Leon Richards	Office: 734-9565 Cell: Email: <a href="mailto:lr24@hawaii.edu">lr24@hawaii.edu</a>
Chancellor, Kaua'i Community College, Helen Cox	Office: 808-245-8210 Cell: Email: <a href="mailto:helencox@hawaii.edu">helencox@hawaii.edu</a>
Chancellor, Leeward Community College, Manual Cabral	Office: 455-0665 Cell: Email: <a href="mailto:mcabral@hawaii.edu">mcabral@hawaii.edu</a>
Chancellor, UH Maui College, Clyde Sakamoto	Office: 808-984-3636 Cell: Email: <a href="mailto:clydes@hawaii.edu">clydes@hawaii.edu</a>
Chancellor, Windward Community College, Doug Dykstra	Office: 235-7402 Cell: Email: <a href="mailto:dykstra@hawaii.edu">dykstra@hawaii.edu</a>

## Appendix 2

### SYSTEM LEVEL EMERGENCY OPERATIONS AND MANAGEMENT

**System Emergency Coordination Center:** Primary - Emergency Coordination Center – Bachman Hall Conference Room 203, Telephone No.: 956-5285. Alternate - Information Technology Center, Emergency Situation Room, 301H Telephone No.: 956-0139 or 956-0140. It will serve as the central command and coordination center with telecommunications capability to all Campuses and State Agencies. Depending on the type of emergency, designated System personnel may be directed to report to the System Emergency Coordination Center. Alternatively, Vice Presidents and their respective staffs may be directed to be on-call on-campus and to be available to meet in the System Emergency Coordination Center. In the event the System Emergency Coordination Center cannot be used or the emergency requires additional space and resources, the President may direct that system personnel report to and use either the Primary Emergency Coordination Center site of Bachman Hall Conference Room 203 or the Emergency Situation Room (ESR) at the Information Technology Center (ITC) building.

**System Emergency Management Operations Center and Team Members:** The System Emergency Management Team is comprised of all Vice Presidents, the Associate Vice Presidents for Capital Improvements, and Administration for Community Colleges, University/Community Relations, Student Affairs, and the System Director of Human Resources.

**1. System Emergency Management Team Leader** - The President of the University of Hawaii is the System Emergency Management Team Leader with authority and responsibility for systemwide management, coordination and oversight of emergency preparedness and response for all University Campuses and facilities. The President may designate the Vice President for Administration or other designee to lead the System Emergency Management Team with authority to take action on behalf of the President to include authorizing activation of the System Emergency Coordination Center.

**2. System Emergency Operations Coordinator** – Until such time that the position of Vice President for Administration, among whose responsibilities shall be serving as the System Emergency Operations Coordinator, is filled the President will identify a System Emergency Operations Coordinator Designee with responsibility for:

- a. Collaborating with other members of the System Emergency Management Team in their respective functional areas of responsibility to prepare for and respond to emergencies;
- b. Serving as (a) first alternate to the Emergency Management Team Executive in the event of non-availability of the President and (b) the

designated liaison to the State Civil Defense and other external emergency response agencies;

c. Advising the President following consultation with University Chancellors on the status as it relates to currency of University Campus Emergency Response Plans and status of training and emergency preparedness exercises conducted.

**3. System Academic Affairs Coordinator** - The Executive Vice President for Academic Affairs shall serve as the chief planner for emergency operations relating to academic and student affairs resources with responsibility for:

a. Maintaining a database with information on academic affairs programs and operations and students.

b. Advising the President following consultation with University Chancellors on the status as it relates to academic program operations, curtailment, cessation, resumption, and guidance on make-up activities in the context of accreditation requirements prior to and following emergency operations.

**4. System Emergency Finance And Procurement Coordinator** - The Vice President for Budget and Finance/Chief Financial Officer shall serve as the System Emergency Finance and Procurement Coordinator with responsibility for

a. Providing assistance relating to emergency procurement, accounting and claims support to affected Campuses. The support may include invoking emergency authorization to expedite purchasing authority, facilitating risk management assessments, identification of emergency expenditures and subject to the approval of the President authorization of emergency expenditure of funds or reallocations of funds as may be necessary, and providing general accounting support for emergency expenditure and acquisitions, and claims guidance.

b. Maintaining official financial records arising out of or associated with the emergency.

c. Overseeing and coordinating with the Associate Vice President for Capital Improvement the collecting and maintaining of information regarding facilities, e.g., facilities damage assessments, recovery costs estimates, etc.

**5. System Public Information Coordinator** - The Associate Vice President for University External Affairs and Community Relations shall serve as the System Public Information Coordinator with responsibility for

a. Leading and coordinating all official media announcements system wide,

issuing press releases related to emergencies, providing guidance and advising on public relations matters;

- b. Coordinating and collaborating with campus public information officers on the release of campus information; and
- c. Maintaining a historical record of the emergency event, media releases and public affairs.

**6. System Student Affairs Coordinator** - The Associate Vice President for Student Affairs shall serve as the System Student Affairs Coordinator with responsibility for

- a. Coordinating with campus student affairs administrators the planning for and coordinating of emergency responses for commuter and dorming students, e.g., emergency food supplies and meals, emergency power and lighting, safety and security, emergency locator/communications to/from parents, etc.
- b. Providing advice to the Emergency Management Team for the safety and care of students prior to and during an emergency and coordinating with campus student affairs executives to ensure the safety and welfare of students; and
- c. Ensuring that campus emergency preparedness and response plans, training and exercises include the participation of students.

**7. System Community Colleges Coordinator** - The Vice President for Community Colleges shall serve as the System Community Colleges Coordinator with responsibility for

- a. Coordinating and assuring that all emergency preparedness, response, recovery, training, and exercise requirements are established at each Community College; and
- b. Advising the President on the status as it relates to the status of Community College emergency responses
- c. Overseeing the development and update of campus Emergency Response Plans, status of training and conduct of emergency preparedness exercises.

**8. System Legal Affairs Coordinator:** The Vice President for Legal Affairs and University General Counsel shall serve as the System Legal Affairs Coordinator with responsibility for providing guidance, advice and assistance as may be required or as it relates to legal affairs.

**9. System Research Materials Coordinator:** The Vice President for Research shall serve as the Research Materials Coordinator with responsibility for

- a. Coordinating with campus representatives on the safety and security of research materials, e.g., vivarium, potentially hazardous biological and radiological research materials, research equipment and databases, etc. and
- b. Proactively and continuously collect information about the status of research materials and share updated information with the President and System Public Information Coordinator.

**10. System Human Resource Coordinator** - The System Director of Human Resources shall serve as the chief planner for emergency operations relating to human resources administration and emergency management with responsibility for:

- a. Coordinating and collaborating with the Institutional Research Office as it relates to demographic and programmatic information to gather university operations data to share or as appropriate disseminate to State, federal and local agencies;
- b. Maintaining a database with information on human resources associated with the emergency.
- c. Pre-defining criteria for the identification of emergency response employees, e.g., security officers, custodians, fiscal officers for emergency procurements, etc.

**11. System IT Coordinator** – The Vice President for Information Technology and Chief Information Officer shall serve as the chief planning for emergency operations relating to and availability of all central IT systems and services including the University's overall telecommunications infrastructure.

- a. Overseeing the monitoring and/or restoration of any central IT components.
- b. Coordinating, communicating and collaborating with campus representatives regarding the availability and capabilities of enterprise systems, network, telephone, television and the UH Alert system.
- c. Coordinating with libraries and schools across Hawai'i with regards to availability and capabilities of network infrastructure.
- d. Coordinating with network and cable providers in regards to the capability

and availability of network infrastructure. Also, coordinating with any vendors that provide services as part of the University's disaster recovery infrastructure

## (2)(a) – Standing Guidelines

### Standing Guidelines for the System Emergency Coordination Center

#### Who: Emergency Coordination Center Staff

- System Emergency Coordination Center – Primary - Emergency Coordination Center – Bachman Hall Conference Room 203, Telephone No.: 956-5285. Alternate - Information Technology Center, Emergency Situation Room, 301H Telephone No.: 956-0139 or 956-0140. Upon alert the following system staff are to report to System Emergency Coordination Center Functional or are to be on-call on-campus ready to report to the Center upon notice
  - **System wide decision-making:** President or designee
  - **Communications:** Associate VP for EAUR – advise on media relations, draft releases and coordinate internal and external distribution of release
  - **Emergency Messaging and Telecommunications/Internet:** VP ITS/CIO or other IT staff capable of posting emergency messages on web sites or as text messages to executives and all personnel systemwide; advise on the status of telecommunications operations and online university services; and liaise with State Civil Defense as well as telecommunication providers, disaster services providers and other parties affected by network disruptions.
  - **Academic Operations:** - EVPAA, maintain current information/data, advise on the impact on academic programs and operations
  - **Finance and Procurement:** VPB&F/CFO – advise on emergency financing and procurements
  - **Facilities:** AVP CIP inventory facilities damage and coordinate recovery efforts
  - **Research:** VP for Research – advise research materials security, e.g., vivarium, hazardous biological and radiological materials
  - **Student Affairs:** AVPSA – coordinates with campus student affairs and advise and serve as information resource
  - **Legal Affairs:** VPLA/UGC – advise emergency actions and risk management
  - **Community Colleges:** VPCC to coordinate with community colleges
  - **Human resources:** maintain current information/data, advise on programmatic and personnel impact and implications

**What:** The System Emergency Coordination Center shall provide coordination, guidance, direction and support in preparation for, responding to and facilitating the recovery from an emergency and serve as the systemwide spokesperson.

#### Guidelines

- At the system level, communications (internally and with external agencies) are critical and high priority. Hence vice presidents and chancellors should anticipate

making status reports (verbal and electronic) regarding their campuses and respective functional areas.

- As time and circumstances permit, conference calls (605.715.4920; 997159#) may be organized on short notice to exchange information and make decisions, e.g., actions relating to students, faculty & staff, campus operations modification, timing of operations related announcement.
- Following notification, system staff to be more attentive and more frequently check emergency email messages and text messages and respond accordingly
- During an emergency, it is recognized that executives will be challenged with the need to balance personal responsibilities and professional responsibilities. It is an expectation that an executive will to the greatest extent possible maintain an on-site physical presence and assist in emergency preparations and responses.
- Emergency Contact Information and Equipment
- Executives should ensure that they have ready access to current emergency contact information, a flashlight with spare batteries, and spare cell phone charger.



## **(2)(b) – Standing Guidelines**

### **Standing Guidelines for the System Emergency Operations Coordinator**

**Who:** Until such time that the position of Vice President for Administration, among whose responsibilities shall include serving as the System Emergency Operations Coordinator, is hired, the President will identify a System Emergency Operations Coordinator Designee.

**What:** (1) Collaborate with other members of the System Emergency Management Team in their respective functional areas of responsibility to prepare for, respond to and recover from emergencies. (2) Serve as (a) first alternate to the Emergency Management Team Executive in the event of unavailability and (b) the designated liaison to the State Civil Defense and other external emergency response agencies. (3) On an annual basis following consultation with University Chancellors advise the President on the status of Campus Emergency Response Plans and any training and emergency preparedness exercises conducted.

#### **Guidelines:**

- Determine the nature of the emergency (e.g., meteorological hazard, geological hazard, other nature hazards, human caused hazard, or mass casualty hazard), initiate coordination/collaboration with affected islands and units and between system offices in response to the emergency, and initiate other appropriate actions, e.g., opening of the Emergency Operations Center.
- Backup Personnel: Upon receiving an alert to a possible emergency, coordinate with back-up personnel able to post emergency emails and text messages. Provide name and contact information to AVP for University Relations.
- Initiate and maintain contact with emergency coordinators at University campuses, community college campus coordinators and community college system coordinator. Share names and contact information with AVP for University Relations.
- As appropriate, initiate and maintain liaison as the President's designee with State Civil Defense and share information received.
- Update President and as appropriate advise the President when to share information with the Chair of the BOR.
- Plan for and initiate conference calls with appropriate parties as needed.
- Following emergency operations, survey vice presidents and chancellors on the effectiveness of emergency responses by identifying what worked, what didn't work and what improvement may be initiated.

## **(2)(c) – Standing Guidelines**

### **Standing Guidelines for the System Public Information Coordinator**

**Who:** The Associate Vice President for External Affairs and University Relations shall serve as the System Public Information Coordinator

**What:** The Associate Vice President for External Affairs and University Relations shall be responsible for (1) leading and coordinating all official media announcements systemwide, issuing press releases related to emergencies, providing guidance and advising on public relations matters; (2) coordinating and collaborating with campus public information officers on the release of campus; and (3) maintaining a historical record of the emergency event, media releases and public affairs.

#### **Guidelines:**

- Prior to, during the course of, and following an emergency, the Associate Vice President for External Affairs and University Relations shall establish contact with and collaborate with campus public information officers in the release of information with the system taking the lead for systemwide information releases and campuses taking the lead for local and campus information releases.
- To the extent possible, media releases will be reviewed and authorized for release prior to dissemination by the President, System Emergency Operations Coordinator, System Human Resource and Academic Affairs Coordinator, and Legal Affairs Coordinator.

## **(2)(d) – Standing Guidelines**

### **Standing Guidelines for the System Student Affairs Coordinator**

**Who:** The Associate Vice President for Student Affairs is designated as the System Student Affairs Coordinator

**What:** The Associate Vice President for Student Affairs shall be responsible for (1) providing advice to the Emergency Management Team for the safety and care of students prior to and during an emergency and coordinating with campus student affairs executives to ensure the safety and welfare of students; and (2) ensuring that campus emergency preparedness and response plans, training and exercises include the participation of students.

#### **Guidelines:**

- Prior to, during, and following an emergency, the Associate Vice President for Student Affairs shall establish contact with and collaborate with campus student affairs administrators in the collection of information regarding students and release of class and activities information to students, with the system taking the lead for systemwide information releases and campuses taking the lead for local and campus information releases.
- For campuses with dorming students, the Associate Vice President for Student Affairs shall proactively and continuously monitor the status of student safety and welfare and share updated information about dorming students with the President and System Public Information Coordinator.
- Establish and maintain on-going communications between the campuses and the System Emergency Coordination Center regarding the status and impact of an emergency on students.
- Coordinate with campus student affairs administrators the planning and coordinating of emergency responses for commuter and dorming students, e.g., emergency food supplies and meals, emergency power and lighting, safety and security, emergency locator/communications to/from parents, etc.
- Advise the Emergency Management Team regarding the safety and care of students prior to and during an emergency and coordinate with campus student affairs executives to ensure the safety and welfare of students and dissemination of information to the media.

## **(2)(e) – Standing Guidelines**

### **Standing Guidelines for the System Emergency Finance and Procurement Coordinator**

**Who:** The Vice President for Budget and Finance/Chief Financial Officer shall serve as the System Emergency Finance and Procurement Coordinator.

**What:** The Vice President for Budget and Finance/Chief Financial Officer shall be responsible for (1) providing assistance relating to emergency procurement, accounting and claims support to affected campuses. The support may be invoking emergency authorization to expedite purchasing authority; facilitating risk management assessments; identifying and, subject to the approval of the President, authorizing emergency expenditure of funds or reallocations as may be necessary, general accounting support for emergency expenditure and acquisitions, and claims guidance. (2) The Vice President for Budget and Finance/Chief Financial Officer will be responsible for maintaining official financial records arising or associated with the emergency. (3) The Vice President for Budget and Finance/Chief Financial Officer shall oversee the Associate Vice President for Capital Improvement, who shall be responsible for collecting and maintaining information regarding facilities, e.g., facilities damage assessments, recovery costs, etc.

#### **Guidelines:**

- Develops and disseminates information, guidance and instructions relating to procurement of emergency services, equipment, and issuance of contracts in response to frequently asked questions or in anticipation of likely questions to be asked.
- Coordinates and monitors the efforts of the Associate Vice President for Capital Improvements to respond to emergency facilities preservation, repair and recovery efforts, collects data on damages to facilities and projected repair or replacement costs.
- Leads in the development, distribution and aggregation of such emergency operations information and documentation as may be required to support claims for reimbursements from FEMA and insurance claims, e.g., number of staff involved in emergency operations during- and post-emergency, overtime authorized, number of personnel hired to assist in emergency operations and recovery activities, type and amount of emergency expenditures authorized, and such other expenditure documentation/information as may be required to support claims.

## **(2)(f) – Standing Guidelines**

### **Standing Guidelines for the Systemwide Human Resource Management**

**Who:** The System Director of Human Resources shall serve as the chief planner for operations relating to academic affairs and human resources during an emergency.

**What:** The System Director of Human Resources shall be responsible for (1) coordinating and collaborating with the Institutional Research Office as it relates to demographic and programmatic information to gather university operations data to share or as appropriate disseminate to State, federal and local agencies; and (2) maintaining a database and information on academic affairs and human resources associated with the emergency.

#### **Guidelines:**

- Collaborate with the Director of the Institutional Research Office in readying current data, e.g., enrollment by campus, numbers of personnel by bargaining units by campus, programs offered, number of instructional days, contact time requirements for accreditation requirements, etc., for use in media releases and information dissemination.
- Maintains an informational and data log on emergency operations, e.g., impact on personnel of activities rescheduled, cancelled; personnel placed on leave or absent from work, that may be used to support claims for federal emergency reimbursement purposes.
- Create criteria for use in the identification of emergency response employees that may include maintaining a listing of emergency response personnel by category, e.g., security, custodial, campus fiscal officers, etc., and by campus

**(2)(g) – Standing Guidelines**

**Standing Guidelines for the  
Legal Affairs Coordinator**

**Who:** The Vice President for Legal Affairs and University General Counsel is designated as the Legal Affairs Coordinator

**What:** The Vice President for Legal Affairs and University General Counsel shall be responsible for providing guidance, advice and assistance as may be required as it relates to legal affairs.

**Guidelines:**

- Shall stand by along with appropriate staff to provide advice on risk management and legal affairs.

## **(2)(h) – Standing Guidelines**

### **Standing Guidelines for the System Community College Coordinator**

**Who:** The Vice President for Community Colleges is designated as the System Community College Coordinator.

**What:** The Vice President for Community Colleges shall be responsible for (1) coordinating and assuring that all emergency preparedness, response, recovery, training, and exercise requirements are established at each Community College; and (2) annually advising the President on the status as it relates to currency of Community College Emergency Response Plans, status of training and emergency preparedness exercises conducted.

#### **Guidelines:**

- The System Community College Coordinator shall proactively and continuously collect information from community college campuses, e.g., campus operations, status of facilities and as appropriate damage assessments, neighbor island emergency conditions and operations plans, etc., and share updated information with the President and System Public Information Coordinator.

## **(2)(i) – Standing Guidelines**

### **Standing Guidelines for the System Research Materials Coordinator**

**Who:** The Vice President for Research and Innovation is designated as the System Research Materials Coordinator.

**What:** The Vice President for Research shall be responsible for (1) coordinating with campus representatives on the safety and security of research materials, e.g., vivarium, potentially hazardous biological and radiological research materials, research equipment and databases, etc. and (2) proactively and continuously collect information about the status of research materials and share updated information with the President and System Public Information Coordinator.

#### **Guidelines:**

- Upon receipt of an emergency alert, the System Research Materials Coordinator will establish and maintain contact with campus research administrators and coordinate the initiation of the security of research materials, e.g., possible evacuation,
- The System Community Research Materials Coordinator shall proactively and continuously collect information about the security of research materials and share updated information with the President and System Public Information Coordinator.



## **(2)(j) – Standing Guidelines**

### **Standing Guidelines for the System IT Coordinator**

**Who:** The Vice President for Information Technology and CIO shall serve as the System IT Coordinator

**What:** (1) Coordinate, communicate and collaborate with campus representatives regarding the availability and capabilities of enterprise systems, network, telephone, television and the UH Alert system. (2) Coordinate with libraries and schools across Hawaii with regards to availability and capabilities of network infrastructure. (3) Coordinate with network and cable providers in regards to the capability and availability of network infrastructure. (4) Coordinate with any vendors that provide services as part of the University's disaster recovery infrastructure.

#### **Guidelines:**

- Assess availability of UH enterprise systems, services and infrastructure. As appropriate, initiate recovery plans for affected IT components and oversee their successful restoration.
- Monitor availability and performance of UH systems, services and infrastructure throughout the crisis management process. Take any corrective action as necessary.
- Provide regular communication to campus representatives on the current state of IT systems, services and infrastructure.
- Engage third-party network and cable providers to ensure adequate service levels are maintained throughout the crisis management process. As necessary work with these vendors on any restoration activities.
- Coordinate with state agencies across Hawaii with regards to availability and capabilities of network infrastructure.
- Support the members of the System Emergency Management team and campus representatives on the execution of documented business continuity plans.
- Oversee the use and operation of the UH Alert system.

### **c. Post Emergency Debriefing**

1. When emergency conditions are stabilized and University operations can resume, the President may declare that the System Emergency Response is closed.

a. A formal announcement will be disseminated using emergency notification and information systems.

b. System Emergency Operations Coordinator will in collaboration with Vice Presidents review emergency response with attention being directed to:

(1) An assessment of what worked, what didn't work and what improvements in emergency response practices and procedures may be appropriate. Designated Leads: All Vice Presidents in their respective areas of responsibility:

(2) Inventory of costs associated with repair and recovery and coordination of the contracting for repair services and procurements of replacement of facilities. Designated Lead: Associate Vice President for Capital Improvements.

(c) Data collection relating to emergency response to academic or administrative emergency operations and post emergency and instructional space adjustments. Designated Lead: Executive Vice President for Academic Planning and Policy/Provost

(d) Support services for impacted faculty or staff. Designated Lead: Executive Vice President for Academic Planning and Policy/Provost

(e) Support services for impacted students. Designated Lead: Associate Vice President for Student Affairs

(f) Cost recovery and claim support. Designated Lead: Vice President for Budget and Finance/Chief Financial Officer.

2. Post-emergency re-assessment of emergency response management plan

a. Following the closing of the System Emergency Response Center System the Emergency Operations Coordinator will survey chancellors for their comments and assessment of the effectiveness of emergency response actions; in particular, what worked, what didn't work and what improvements could be made.

b. Survey feedback will be shared with Vice Presidents for purposes of revising the System Emergency Response Management Plan.

## Appendix 3

### EMERGENCY MESSAGE TEMPLATES

Online copy available at:

<http://go.hawaii.edu/q3>

#### **SITUATION: ACTIVE SHOOTER**

##### **Text message:**

Campus Abbreviation: An armed person is on campus. Stay inside and secure the door. If off campus, do not enter campus. Follow instructions from authorities.

##### **Email message:**

Subject: [UH Alert] Campus Abbreviation: Active shooter on campus

##### **Message Body:**

An armed person is at large on the campus. If you are on campus, stay where you are or go into the nearest available room and secure the door. If you are not on campus, stay away. This threat is real and imminent. Follow instructions from university officials or local authorities. For additional information and updates, go to <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

#### **SITUATION: BOMB THREAT**

##### **Text message:**

Campus Abbreviation: The campus has received a bomb threat. Evacuation is under way. If off campus, stay away. Follow instructions from authorities.

##### **Email message:**

Subject: [UH Alert] Campus Abbreviation: Bomb threat received

##### **Message:**

The campus has received a bomb threat that has been deemed to be credible. University officials are working with local authorities to investigate. An evacuation of [the campus or affected buildings] is under way. If you are not on campus, stay away. Updates will be provided and posted online at <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

#### **SITUATION: CAMPUS CLOSURE**

**Text message:**

Campus Abbreviation: The campus will be closed XX/XX/XX (date) due to [reason for closure]. All classes are cancelled. Go to <http://www.hawaii.edu/emergency>

**Email message:**

Subject: [UH Alert] Campus Abbreviation: Campus closed on XX/XX/XX

**Message:**

The campus will be closed on XX/XX/XX (date) due to [reason for closure]. All classes are cancelled. [Provide status of any public events]. [Anticipated date of reopening of campus]. Updates will be provided and posted online at <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

**SITUATION: FIRE****Text message:**

Campus Abbreviation: A fire has been reported on campus in [name of building]. Evacuation is under way. Stay away from the area. Follow instructions from authorities.

**Email message:**

Subject: [UH Alert] Campus Abbreviation: Fire reported [on campus or name of building]

**Message:**

A fire has been reported in [name of building] at [time]. The building is being evacuated. The fire department and university officials are on the scene. Avoid the surrounding area. Updates will be provided and posted online at <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

**SITUATION: GAS LEAK****Text message:**

Campus Abbreviation: Gas leak reported at [name of building]. Evacuation is under way. Stay away from the area. Follow instructions from authorities.

**Email message:**

Subject: [UH Alert] Campus Abbreviation: Gas leak reported at [name of building]

**Message:**

A gas leak has been reported at [name of building] on the [name of campus] campus. The building and surrounding areas [name of buildings if available] are being evacuated. If you are not in the vicinity, stay away from the area. University officials and [name of emergency agency] are on the scene. Updates will be provided and posted online at <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

**SITUATION: HAZARDOUS MATERIALS**

**Text message:**

Campus Abbreviation: A hazardous material spill has been reported at [name of building]. Stay away from the area. Follow instructions from authorities.

**Email message:**

Subject: [UH Alert] Campus Abbreviation: Hazardous material spill reported at [name of building]

**Message:**

A hazardous material spill has been reported at [name of building] on the [name of campus] campus. The building is currently being evacuated. If you are not in the vicinity, stay away from the area. Emergency units and HAZMAT teams are responding. Follow instructions from university officials or local authorities. Updates will be provided and posted online at <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

**SITUATION: POWER OUTAGE**

**Text message:**

Campus Abbreviation: A power outage has occurred [in name of building] or [and the entire campus is affected]. Follow instructions from authorities. Updates will be provided.

**Email message:**

Subject: [UH Alert] Campus Abbreviation: Power outage reported on campus [or name of building]

**Message:**

A power outage has been reported on campus [or name of building – if more than one, list buildings affected]. There is no immediate need for an evacuation. University officials are working with [utility company] to determine the problem. Updates will be provided and posted online at

<http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

## **SITUATION: WATER OUTAGE**

### **Text message:**

Campus Abbreviation: Due to a water main break, the campus is closed today and classes are cancelled. Go to <http://www.hawaii.edu/emergency> for updates.

### **Email message:**

Subject: [UH Alert] Campus abbreviation: Campus closed due to water outage

### **Message:**

Due to water main break, [name of campus] is closed today. Classes are cancelled. [Status of public events/activities]. [Name of agency] is responding and assessing the situation. Updates will be provided and posted online at <http://www.hawaii.edu/emergency> [or specific campus emergency webpage URL]

## **SITUATION: NATURAL DISASTER**

### **Text message:**

A [enter type of warning – tsunami, hurricane] warning has been issued for the state of Hawaii. Check local media sources for info. UH updates at <http://www.hawaii.edu/emergency>

### **Email message:**

Subject: [UH Alert] [Type of warning] warning issued for Hawaii

### **Message:**

A [type of warning] warning has been issued for the state of Hawaii. [Brief summary of situation]. Members of the UH community should check local media sources for the latest information and follow instructions issued by civil defense authorities. The university will provide further updates only if there are specific UH issues or situations to report. Check <http://www.hawaii.edu/emergency>

## **Appendix 4**

### Campus Maps

Appendix 4a - University of Hawai'i, Mānoa

Appendix 4b – University of Hawai'i, Hilo

Appendix 4c – University of Hawai'i, West O'ahu

Appendix 4d – Hawai'i Community College

Appendix 4e – Honolulu Community College

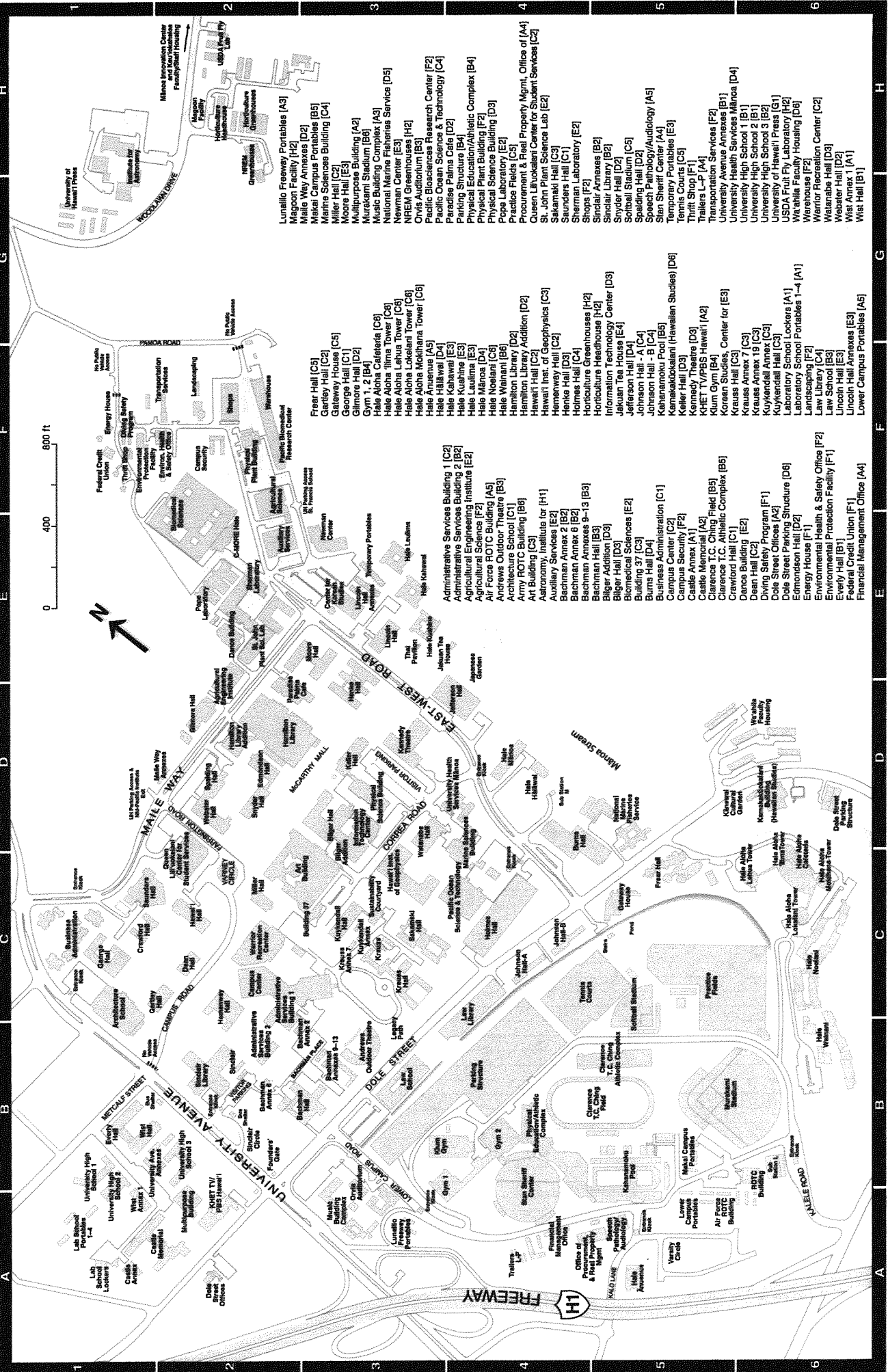
Appendix 4f - Kapi'olani Community College

Appendix 4g – Kaua'i Community College

Appendix 4h – Leeward Community College

Appendix 4i – Maui College

Appendix 4j – Windward Community College



0 400 800 ft



- Luncheon Porchables [A3]
- Macopa Facility [H2]
- Maui Way Annexes [D2]
- Marine Campus Porchables [B5]
- Marine Sciences Building [C4]
- Miller Hall [C2]
- Moore Hall [C3]
- Multipurpose Building [A2]
- Musik Building Complex [A3]
- National Marine Fisheries Service [D5]
- Newman Center [E3]
- NREM Greenhouses [H2]
- Orvis Auditorium [B3]
- Pacific Biosciences Research Center [F2]
- Pacific Ocean Science & Technology [C4]
- Paradise Palms Cafe [D2]
- Parking Structure [B4]
- Physical Education/Athletic Complex [B4]
- Physical Plant Building [F2]
- Physical Science Building [D3]
- Opera Laboratory [E2]
- Practice Fields [E2]
- Queen Liliuokalani Center for Student Services [C2]
- St. John Plant Science Lab [E2]
- Sakamaki Hall [C1]
- Saunders Hall [C1]
- Sherman Laboratory [E2]
- Shops [F2]
- Sinclair Annexes [B2]
- Sinclair Library [B2]
- Snyder Hall [D2]
- Softball Stadium [C5]
- Spalding Hall [D2]
- Speech Pathology/Audiology [A5]
- Stan Sheriff Center [A4]
- Temporary Porchables [E3]
- Tennis Courts [C5]
- Thrift Shop [F1]
- Trailers L-P [A4]
- Transportation Services [F2]
- University Health Services Manoa [D4]
- University High School 1 [B1]
- University High School 2 [B1]
- University High School 3 [B2]
- USDA Plant Laboratory [D2]
- Wahiale Faculty Housing [D6]
- Wahiale Faculty Housing [D6]
- Warrior Recreation Center [C2]
- Watanabe Hall [D3]
- Webster Hall [D2]
- West Annex 1 [A1]
- West Hall [B1]

- Frear Hall [C5]
- Gateway House [C5]
- George Hall [C1]
- Gilmore Hall [D2]
- Gym 1, 2 [B4]
- Hale Aloha Cafeteria [C8]
- Hale Aloha Ilima Tower [C8]
- Hale Aloha Lehua Tower [C6]
- Hale Aloha Lokani Tower [C6]
- Hale Aloha Mokihana Tower [C8]
- Hale Aunuea [A5]
- Hale Hāhāwai [D4]
- Hale Kahaui [E3]
- Hale Kūhine [E3]
- Hale Laulima [E3]
- Hale Mānoa [D4]
- Hale Nōhoani [D4]
- Hale Waiānani [B6]
- Hawaii Library [D2]
- Hawaii Library Addition [D2]
- Hawaii Hall [C1]
- Hemery Hall [C3]
- Hemery Hall [C3]
- Hemery Hall [C3]
- Honolulu Hall [C4]
- Honolulu Greenhouses [H2]
- Honolulu Heedhouse [H2]
- Information Technology Center [D3]
- Jakuan Tea House [E4]
- Jefferson Hall [D3]
- Johnson Hall - A [C4]
- Johnson Hall - B [C4]
- Kahanamoku Pool [B5]
- Kamakakōkalani (Hawaiian Studies) [D6]
- Keller Hall [D3]
- Kennedy Theatre [D3]
- KHET TV/PBS Hawaii [A2]
- Klum Gym [B4]
- Korean Studies, Center for [E3]
- Krauss Annex 7 [C3]
- Krauss Annex 19 [C3]
- Kuykendall Annex [C3]
- Kuykendall Hall [C3]
- One Street Park Structure [D6]
- Energy House [F1]
- Environmental Health & Safety Office [F2]
- Environmental Protection Facility [F1]
- Everyday Hall [B1]
- Federal Credit Union [F1]
- Financial Management Office [A4]

- Administrative Services Building 1 [C2]
- Administrative Services Building 2 [B2]
- Agricultural Engineering Institute [E2]
- Agricultural Sciences [F2]
- Air Force ROTC Building [A5]
- Architecture School [C1]
- Army ROTC Building [B6]
- Art Building [C3]
- Astronomy Institute for [H1]
- Auxiliary Services [E2]
- Bachman Annex 2 [B2]
- Bachman Annex 6 [B2]
- Bachman Annexes 9-13 [B3]
- Bachman Hall [B3]
- Bliger Addition [D3]
- Bliger Hall [D3]
- Blommedical Sciences [E2]
- Building 37 [C3]
- Burns Hall [D4]
- Business Administration [C1]
- Campus Center [C2]
- Campus Security [F2]
- Castle Memorial [A2]
- Clarence T.C. Ching Field [B5]
- Clarence T.C. Athletic Complex [B5]
- Clawford Hall [C1]
- Dance Building [E2]
- Dean Hall [C2]
- Dying Salary Program [F1]
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- Doris Street Offices [A2]
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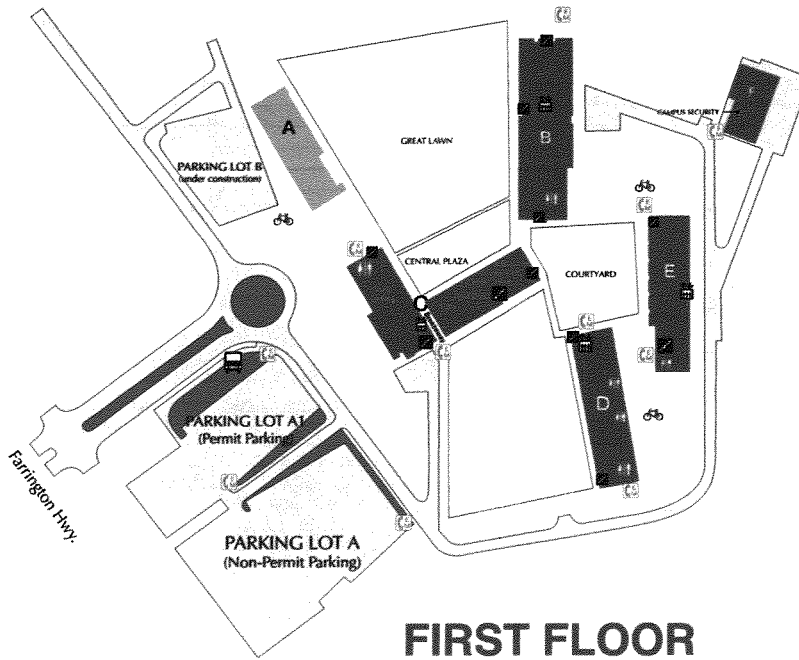




UNIVERSITY  
of HAWAII  
WEST OAHU

# CAMPUS MAP

91-1001 Farrington Highway Kapolei, Hawai'i 96707  
main: (808) 689-2800 security: (808) 689-2911



## FIRST FLOOR

A: Administration Bldg.

B: Library and Resource Center

C: Campus Center

D: Classroom Bldg.

E: Laboratory Bldg.

F: Maintenance Bldg.



Restroom



Bus stop



Elevator



Under Construction



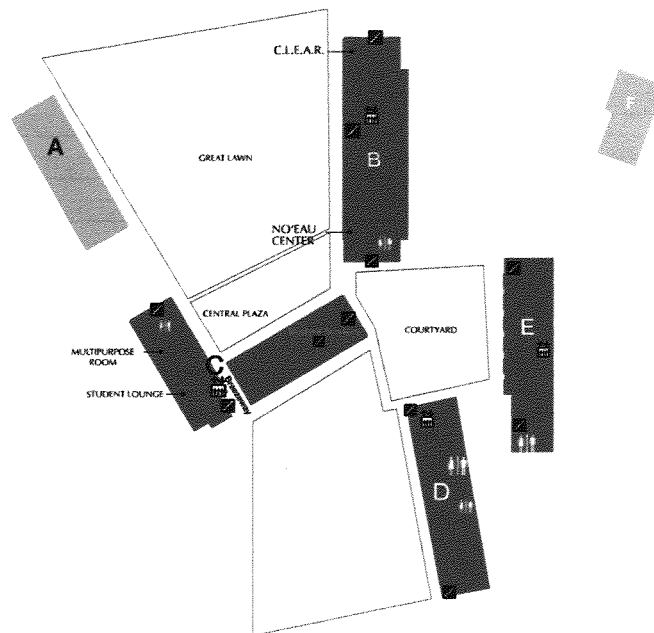
Stairs



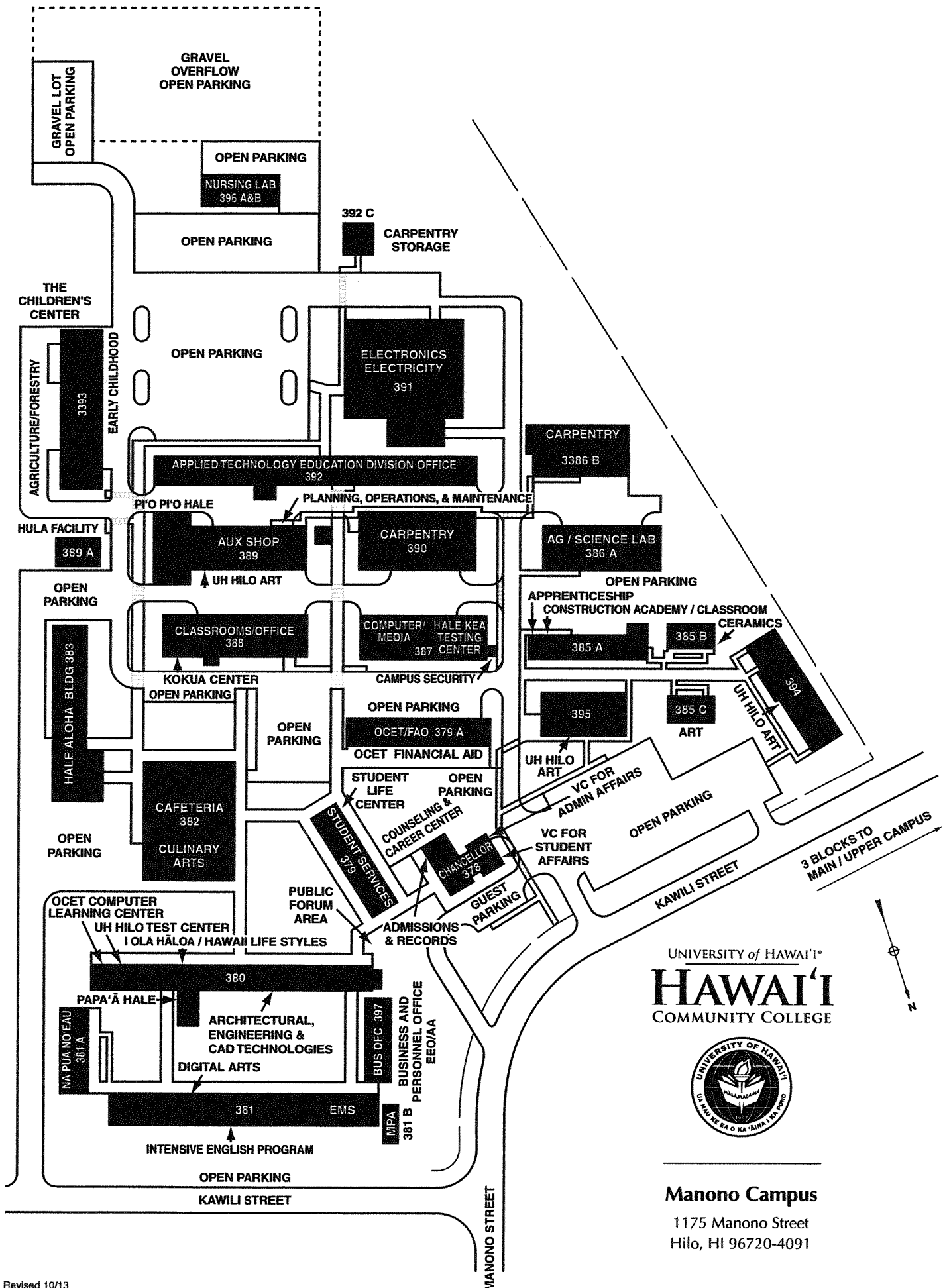
Emergency Phone



Bike Rack



## SECOND FLOOR



UNIVERSITY of HAWAII\*  
**HAWAII**  
 COMMUNITY COLLEGE



**Manono Campus**  
 1175 Manono Street  
 Hilo, HI 96720-4091



UNIVERSITY of HAWAII  
**HONOLULU**  
COMMUNITY COLLEGE

Published on *Honolulu Community College* (<http://www2.honolulu.hawaii.edu>)

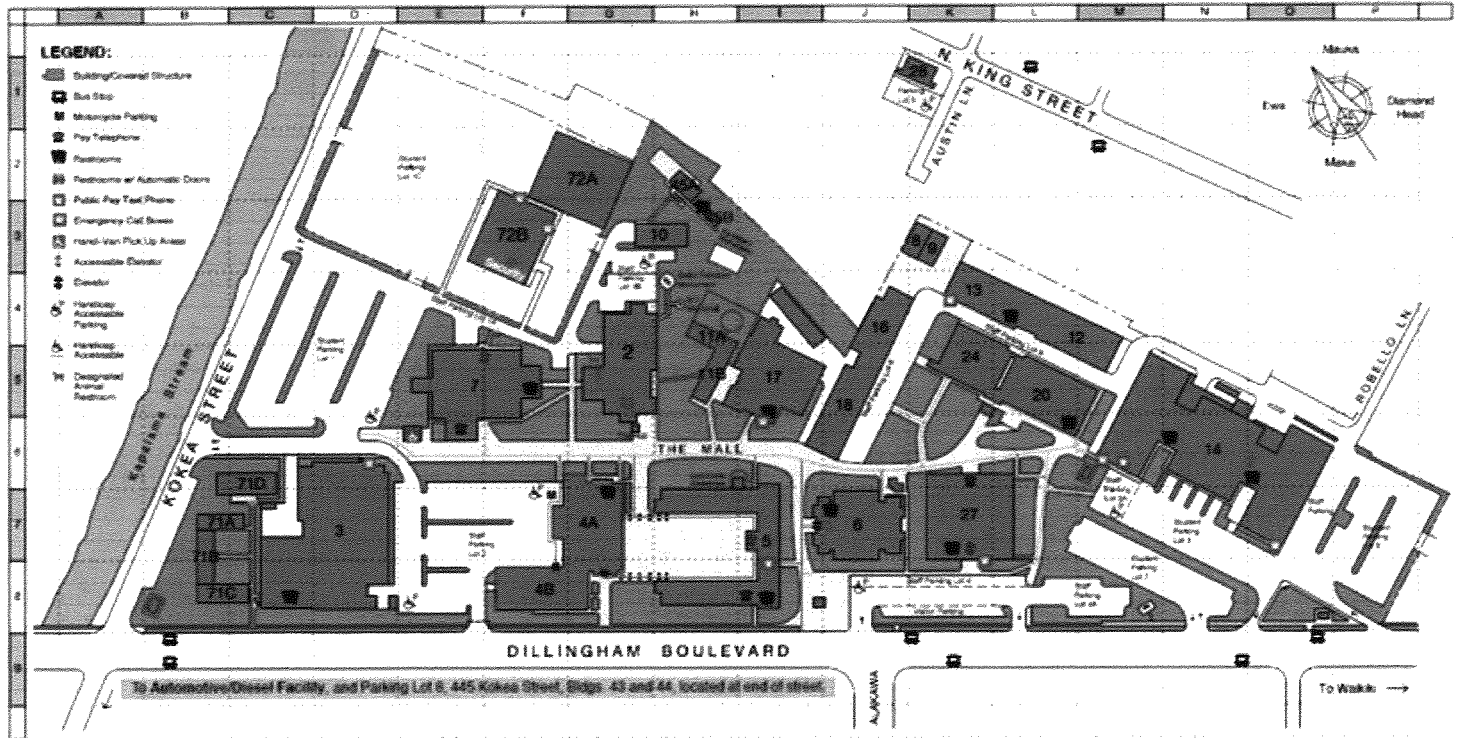
[Home](#) > [About](#) > Campus Map

# Campus Map

in [About HCC](#)

## HONOLULU COMMUNITY COLLEGE • MAIN CAMPUS MAP

874 Dillingham Boulevard Honolulu, HI 96817 | (808) 845-9129 | [www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu)



Academic Excellence Complex  
(Essentials Curriculum Center,  
Computer Lab & Writing Center,  
Outreach) 71A, 71B, 71C, 71D 1B71  
Administration 6 1J71  
Admissions and Counseling 6 1J71  
Auto Maintenance 80R Campus 2  
AQRI-FARM Shophouse 61B  
Apprenticeship Office 8B 1F53  
Apprenticeship Shop 12 1B41

Architectural, Engineering  
& CAD Technologies 2 1G33  
Art, Communication Arts 2 1G33  
Auto Body 2 1D71  
Automotive 80R Campus  
Berlin Freedom Monument 8143  
Bookstore 2 1G33  
Business Office/Cashier 6 1J71  
Cafeteria 4A 1G71  
Campus Center 2 1G33

Career & Employment Center 6 1J71  
Carpentry 14 1D71  
Child Care 11A 8148, 11B 8153  
Classrooms 72B 1F33  
Testing and Tutoring 7 1F33  
Commercial Aviation 80R Campus  
Computer Labs 2 1G33  
Computing, Electronics & Networking  
Technology 13 8143, 20 1L33  
Continuing Education & Training 2 1G33  
Cosmetology 27 8K73 1st Floor

Design Center 18 1J43  
Diesel Mechanics 80R Campus  
Early Childhood Education  
11A 8143, 11B 8153, 2 1G33  
Education Tech Center 7 1F33  
Electrical Installation &  
Maintenance 28 1K33  
Fashion Technology 27 1K71  
Financial Aid 6 1J71  
Fire & Environmental  
Emergency Response 9 1K33

Office of Continuing Ed. and Life Long  
Learning 2 1G33  
Hawaiian Center 20 1L33  
Health Office 2 1G33  
Kokea Training Center 45A, 45B 1H23  
Liberal Arts 7 1F33, 2 1G33 4th, 5th,  
& 6th Floors  
Library 7 1F33 1st & 2nd Floors  
Maintenance 18 1J33  
Marine Ed & Training Ctr 80R Campus  
Norman Lear Center 2 1G33

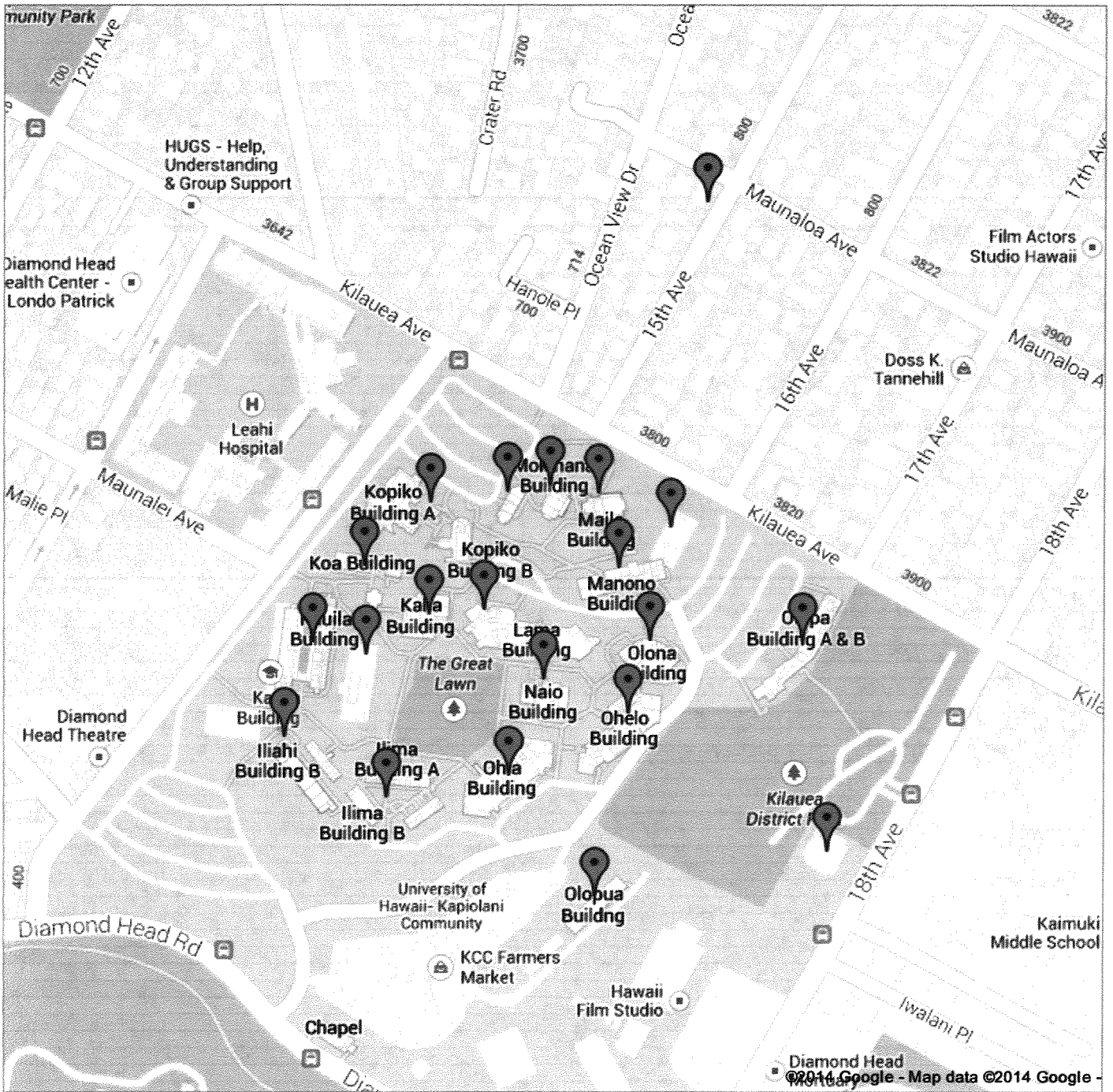
Occupational and Environmental  
Safety Management 9 1K33  
PCATT 2 1G33  
Records 6 1J71  
Refrigeration & AC 14 1H63  
Science 5 8171  
Security Office RM 101 72B 1F31  
SHE 284 1J70  
Sheet Metal Shop 17 1G33  
Student Access 5 8171  
Student Gov (ASUH-HCC) 21G31

Student Life & Develop 2 1G53  
Student Lounge 2 1G33  
Student Services 6 1J71  
Student Media Board 2 1G53  
Temporary Faculty Offices 72A 1G33  
Trade Apprenticeship  
Complex 14 1H63  
TRAC ISS 3 1G33  
Welding 14 1B53  
9-11 Memorial 8143

Honolulu Community College

874 Dillingham Blvd. Honolulu, HI 96817  
808-845-9211

[Web Feedback](#)



### Kapi'olani Community College Campus

This is a campus map of the beautiful Kapi'olani Community College on the banks of Diamond Head crater in Honolulu, Hawai'i.

Public · 1,032 views

Created on Apr 17, 2013 · By Brett · Updated Jan 25



#### 'Iliahi Building

The 'Iliahi building, with an unusual, sprawling three-wing design, is home to Kahikoluamea Center, Honda International Center, and numerous classrooms.

# Kaua'i Community College

3-1901 Kaumuali'i Highway  
 Lihu'e, HI 96766  
 (808) 245-8225  
 kauai.hawaii.edu



## LEGEND:

- Bus Stop
- Restrooms
- Handicapped Parking
- AED Automatic External Defibrillator

ABRP - Autobody

AMT - Automotive

ART1 - Fine Arts 1

ART2 - Fine Arts 2

BUS - Business Education

CARP - Carpentry

CCTR - Campus Center

ASUH-KCC  
 Cafeteria  
 Culinary Arts  
 Fine Dining

COG - Cognition

EC - Early Childhood

EMT - Emergency Medical Services  
 Training Center

ETRO - Electronics

FARM - Office, Classrooms

FC1 - Faculty 1

FC2 - Faculty 2

HAW ST - Hawaiian Studies

LRC - Learning Resource Center

MACH - Machine Shop

MN - Maintenance

NSCI - Natural Science

NUR - Nursing Education

NUR ANX - Nursing Annex 1, 2, & 3

OCET - Office of Continuing Education & Training

Apprenticeship  
 Bookstore  
 Classrooms

OCET1 - Elections, Multi-Purpose Classrooms

OSC - One Stop Center

Administration  
 Student Services  
 University Center

PACTR - Performing Arts Center

PE - Physical Education

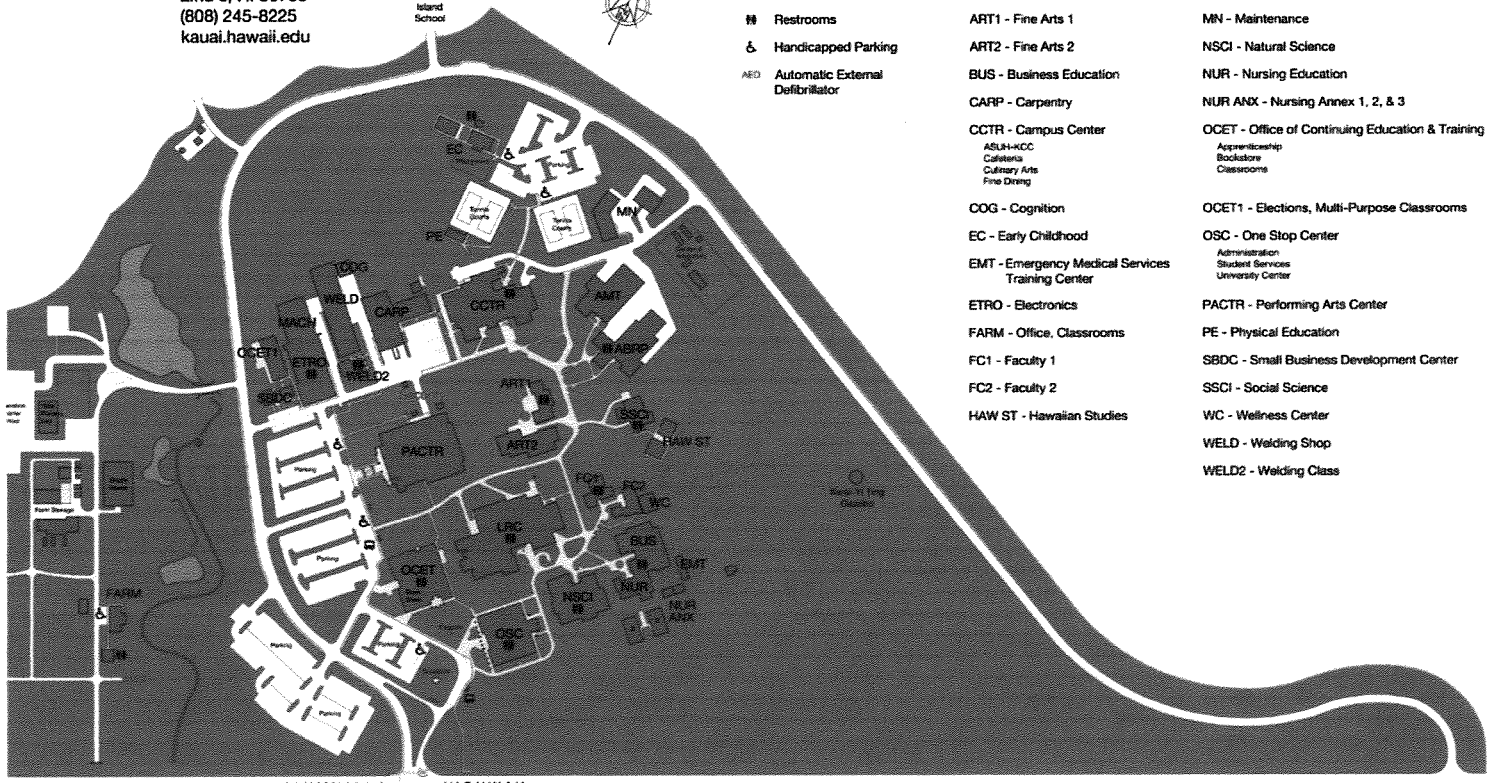
SBDC - Small Business Development Center

SSCI - Social Science

WC - Wellness Center

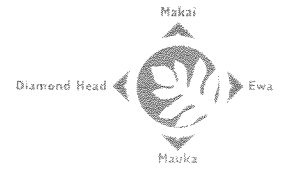
WELD - Welding Shop

WELD2 - Welding Class

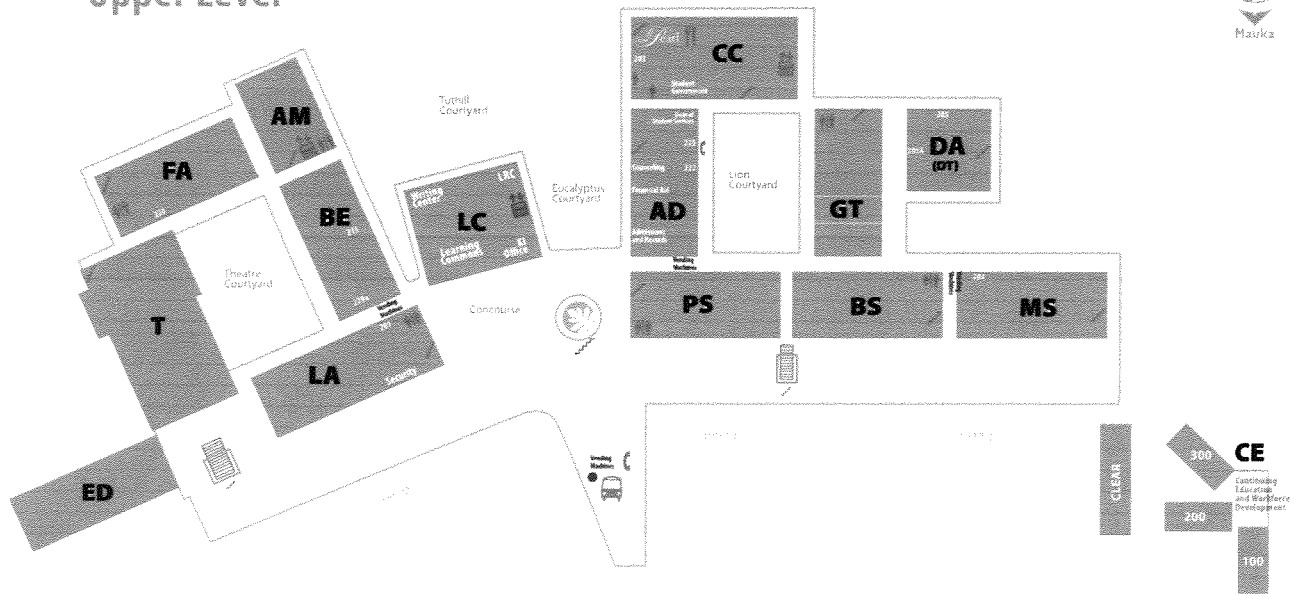


KAUMUALI'I HIGHWAY

# LEEWARD COMMUNITY COLLEGE



## Upper Level



### AD Bldg: Administration

Admissions & Records 40.206  
 Counseling & Advising 40.214  
 Dean, Student Services 40.117  
 Financial Aid 40.211  
 Job Prep Services 40.121  
 Student Life Office 40.211  
 Academic Affairs Office 40.100  
 Administrative Services 40.111  
 Business Office 40.111  
 Cashier (Service window facing courtyard)  
 Chancellor's Office 40.103  
 Deans: Arts & Sciences, CTE, & Academic Services 40.105, 107a, 125  
 Foyer Art Gallery  
 Health Center 40.112  
 Human Resources 40.121

### AM Bldg

Business Division Office 40.111

### BE Bldg

Business Division Conference Room 40.111

### ET Complex

Office of International Programs 40.100

### BS Bldg

Math & Science Division Office 40.104  
 Veterans Resource Center 40.104

### CE Office of Continuing Education & Workforce Development

#### CC Campus Center

The Pearl  
 Student Government  
 Student Lounge  
 Student Senate Chambers 40.105  
 Bookstore  
 Uluwēhi Café

#### DA (DT) Bldg

AAT Office 40.205  
 Office of Planning, Policy & Assessment 40.105  
 Children's Center 40.107  
**Hālanū Ike O Pū'ūloa (TEMP LOCATION - EAST PORTABLES, BLDG 0)**

#### EP East Portables

Hālanū Ike O Pū'ūloa (Shedding 0, temporary location)

#### ED Bldg

Anticipated opening in 2014

#### ET Complex

Automotive Technology Complex

#### FA Bldg

Social Sciences Division Office 40.102  
 Arts & Humanities Division Office 40.109

#### GT Bldg

Copy Center  
 Ka'ala Room 40.105  
 Professional Arts & Tech Division Office 40.106

### HS Health Science Complex

Nursing Program Office

#### LC Learning Commons

College Computing Lab  
 Learning Resource Center  
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#### LA Bldg

Language Arts Division Office 40.106  
 Campus Security 40.205

#### MS Bldg

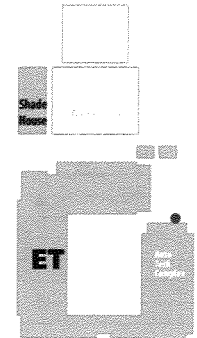
Math Lab 40.115

#### PS Bldg

#### OM Operations & Maintenance

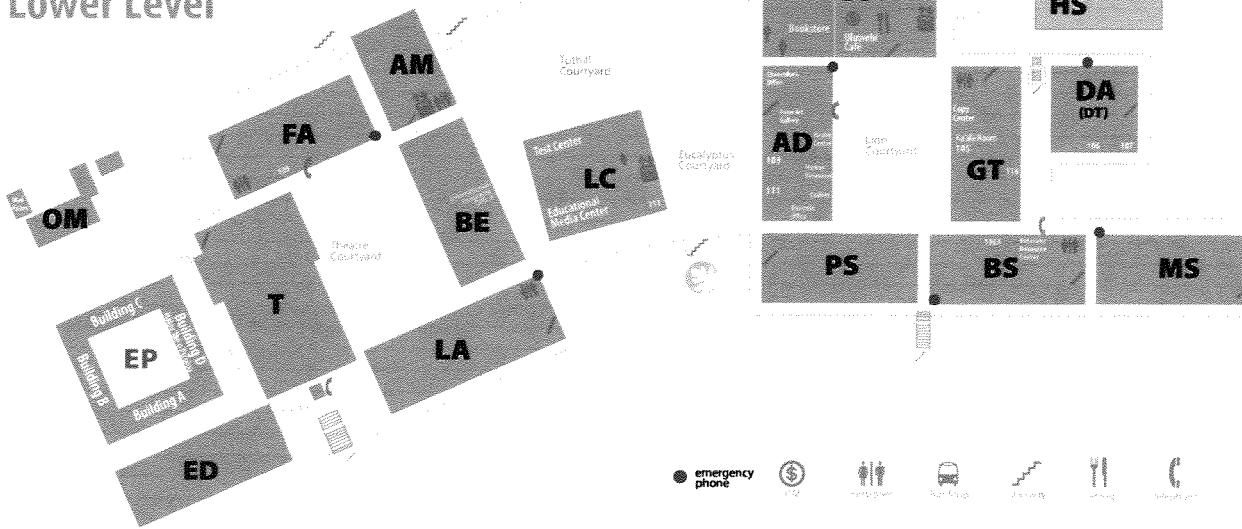
Auxiliary Services Office  
 Mail Room

#### T Theatre



ET & HS Buildings and Shade House & Observatory are on Level Lower Campus

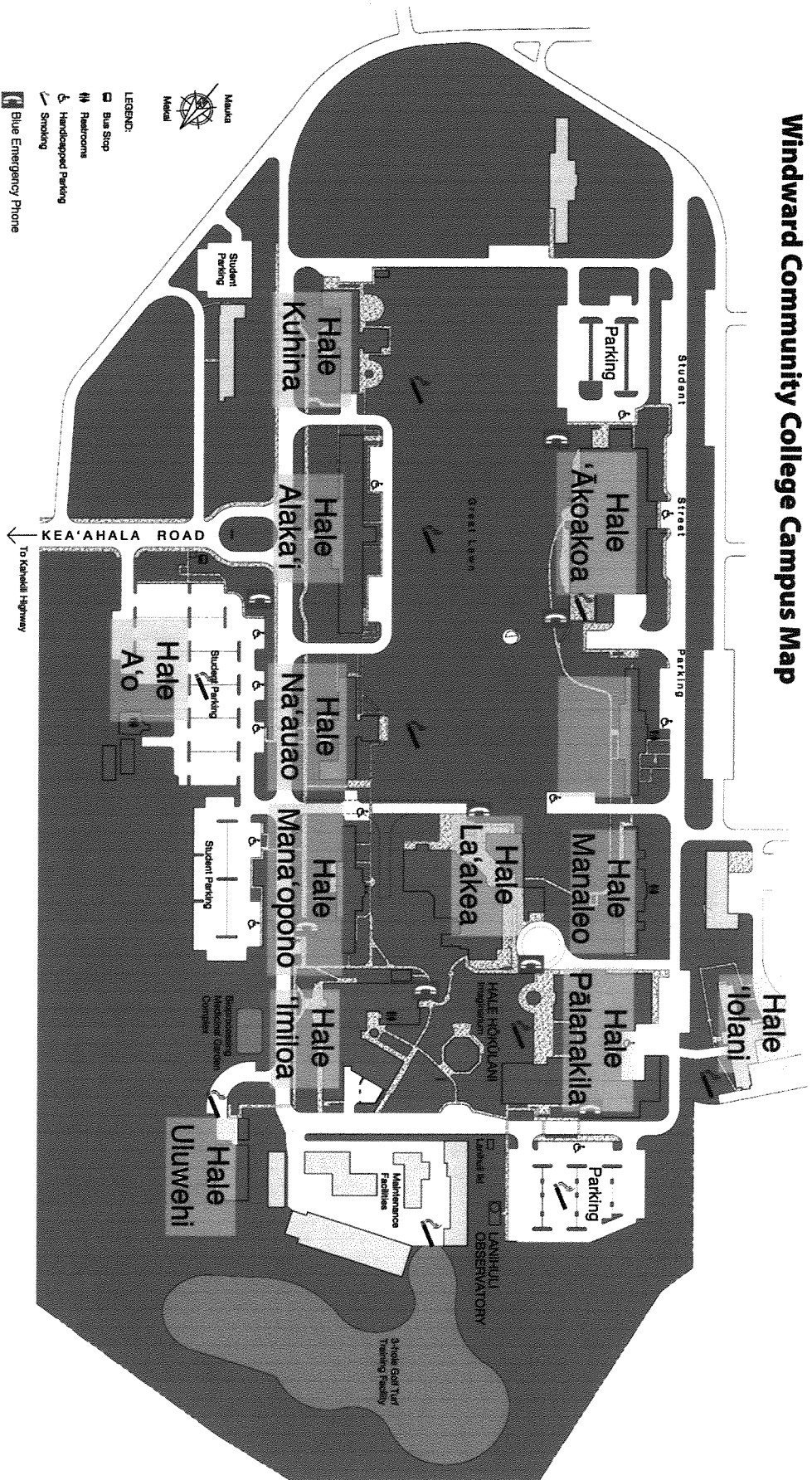
## Lower Level







# Windward Community College Campus Map



- LEGEND:**
- Bus Stop
  - Restrooms
  - Handicapped Parking
  - Smoking
  - Blue Emergency Phone

## APPENDIX 5

### POTENTIAL HAZARDS AND EMERGENCY EVENTS

**A. METEOROLOGICAL HAZARDS:** This is the most common category of hazard that can cause disasters in the State of Hawaii. Meteorological hazards may threaten any part of the State or the entire State at the same time.

1. Storms - Pose the most frequent threat to life and property and may occur many times during the winter months. Disaster agents associated with storms include high winds, high surf, and heavy rains resulting in floods. Storms have caused the most property damage in Hawaii.
2. Hurricanes - Are potentially very serious threats to life and property as they occasionally threaten the State between June and December. Disaster agents associated with hurricanes include extremely high winds, storm surge, damaging surf, and flooding.
3. Waterspouts - Rarely occur over land, but can cause heavy damage.

**B. GEOLOGICAL HAZARDS:** This category of hazard is always a potential risk as the Hawaiian Islands are situated in both a volcanic and tectonically active region in the Pacific Ocean. Geological hazards causing disasters are less frequent, but can be more severe than other hazards.

1. Earthquakes - Pose a continuing threat to life and property as they occur frequently. Although most earthquakes in Hawaii are of low magnitude, damaging earthquakes have occurred in the past.
2. Tsunami - Pose a very serious threat to life and property as they have caused the most disaster related deaths in the State. A high magnitude earthquake in other areas of the Pacific may generate a tsunami that could threaten any shore in Hawaii. Locally generated tsunamis pose a greater problem as they can strike in a matter of minutes with little or no warning.
3. Volcanic Activity - Occurs on the island of Hawaii, but could break out on any island or surrounding ocean. It is a threat to the populated areas of the island of Hawaii, especially the Hilo area.

**C. OTHER NATURAL HAZARDS:** Most other natural hazards in the State are associated with weather or geologic hazards.

1. Landslides - Usually associated with weather, but can be caused by a combination of weather and man's development activities.
2. Mudslides - Associated with weather and/or geologic events and are rare in

Hawaii.

3. Forest/Brush Fires - Frequently occurs during dry weather, but are more often associated with the careless acts of man or arson.

**D. HUMAN CAUSED INCIDENTS:** The incidents listed here are due to the actions and activities of human.

1. Nuclear Attack - Poses a threat because of the military presence in Hawaii, but could occur in another part of the world and affect Hawaii. The hazards of nuclear attack include the damaging effect on life and property and radiation fallout.

2. Terrorist Attack - Always poses a potential threat to people and facilities in the United States. Terrorist activity can take various forms with the most devastating being the use of firearms, explosives, and/or biological/radiological warfare.

3. Bomb Threat/Explosion - Poses a potential threat due to the relative ease in obtaining the material to make bombs and man's activities in which materials that can cause explosions are used on a regular basis.

4. Biological Outbreak - Always poses a potential threat and can occur naturally, through man's activities or through biological warfare.

5. Hazardous Material Spill - Poses a potential problem at University facilities where hazardous materials and chemicals are used on a daily basis. The establishment and adherence to operational procedures and safety standards are important factors in keeping spills to an absolute minimum.

6. Fire - Always poses a potential problem at University facilities. The use of fire retardant materials and the establishment of and adherence to fire safety codes and procedures are important factors in minimizing the potential for building fires.

7. Major Utility Outage - Always poses a potential problem at University facilities due to the size and amount of personnel that work at, attend or visit campuses and facilities. Electricity and water are the primary utilities where outages can cause problems and seriously affect the University's daily operations.

**E. MASS CASUALTY EVENTS:** Mass Casualty Events may be the result of any of the hazard and incident categories listed above. Mass casualty events may occur on campus, at one of the off-campus facilities or in the general area of the University. University assets, including personnel, supplies, and equipment and facilities may be requested to support mass casualty events.

Emergency information sheets (before, during and after) from the Federal Emergency Management Administration website "Ready" at <<http://www.ready.gov/be-informed>>

Appendix 5a – Hurricanes

Appendix 5b – Tornadoes

Appendix 5c - Earthquakes

Appendix 5d - Tsunamis

Appendix 5e - Volcanoes

Appendix 5f – Landslides & Debris Flow

Appendix 5g - Floods

Appendix 5h – Radiological Dispersion Devices

Appendix 5i – Explosions

Appendix 5j – Biological Threats

Appendix 5k – Hazardous Materials Incidents

Appendix 5l – Pandemic

Appendix 5m – Active Shooter



## HURRICANES

A hurricane is a type of tropical cyclone or severe tropical storm that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico, and in the eastern Pacific Ocean. A typical cyclone is accompanied by thunderstorms, and in the Northern Hemisphere, a counterclockwise circulation of winds near the earth's surface.

All Atlantic and Gulf of Mexico coastal areas are subject to hurricanes. Parts of the Southwest United States and the Pacific Coast also experience heavy rains and floods each year from hurricanes spawned off Mexico. The Atlantic hurricane season lasts from June to November, with the peak season from mid-August to late October. The Eastern Pacific hurricane season begins May 15 and ends November 30.

Inspire others to act by being an example yourself,  
Pledge to Prepare & tell others about it!

Hurricanes can cause catastrophic damage to coastlines and several hundred miles inland. Hurricane can produce winds exceeding 155 miles per hour as well as tornadoes and microbursts. Additionally, hurricanes can create storm surges along the coast and cause extensive damage from heavy rainfall. Floods and flying debris from the excessive winds are often the deadly and destructive results of these weather events. Slow moving hurricanes traveling into mountainous regions tend to produce especially heavy rain. Excessive rain can trigger landslides or mud slides. Flash flooding can occur due to intense rainfall.

For disaster related information, visit [www.FEMA.gov](http://www.FEMA.gov).

- [Before](#)
- [During](#)
- [After](#)
- [Training](#)
- [Resources](#)

## Before a Hurricane

To prepare for a hurricane, you should take the following measures:

- To begin preparing, you should build an emergency kit and make a family communications plan.
- Know your surroundings.
- Learn the elevation level of your property and whether the land is flood-prone. This will help you know how your property will be affected when storm surge or tidal flooding are forecasted.

- Identify levees and dams in your area and determine whether they pose a hazard to you.
- Learn community hurricane evacuation routes and how to find higher ground. Determine where you would go and how you would get there if you needed to evacuate.
- Make plans to secure your property:
  - Cover all of your homes windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8 exterior grade or marine plywood, cut to fit and ready to install. Another year-round option would be installation of laminated glass with impact-resistant glazing. Tape does not prevent windows from breaking.
  - Install straps or additional clips to securely fasten your roof to the frame structure. This will reduce roof damage.
  - Be sure trees and shrubs around your home are well trimmed so they are more wind resistant.
  - Clear loose and clogged rain gutters and downspouts.
  - Reinforce your garage doors; if wind enters a garage it can cause dangerous and expensive structural damage.
  - Plan to bring in all outdoor furniture, decorations, garbage cans and anything else that is not tied down.
  - Determine how and where to secure your boat.
  - Install a generator for emergencies.
- If in a high-rise building, when high winds are present, be prepared to take shelter on a lower floor because wind conditions increase with height, and in a small interior room without windows. When flooding may be occurring, be prepared to take shelter on a floor safely above the flooding and wave effects.
- Consider building a safe room.

Hurricanes cause heavy rains that can cause extensive flood damage in coastal and inland areas. Everyone is at risk and should consider flood insurance protection. Flood insurance is the only way to financially protect your property or business from flood damage. To learn more about your flooding risk and how to protect yourself and your business, visit the Federal Insurance and Mitigation Administration (NFIP) Web site, [www.floodsmart.gov](http://www.floodsmart.gov) or call 1-800-427-2419.

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## Saffir-Simpson Hurricane Wind Scale

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### Storm Surge

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### Know the Terms

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## During a Hurricane

If a hurricane is likely in your area, you should:

- Listen to the radio or TV for information.
- Secure your home, close storm shutters and secure outdoor objects or bring them indoors.
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Turn off propane tanks

- Avoid using the phone, except for serious emergencies.
- Moor your boat if time permits.
- Ensure a supply of water for sanitary purpose such as cleaning and flushing toilets. Fill the bathtub and other larger containers with water.
- Find out how to keep food safe during and after an emergency.

You should evacuate under the following conditions:

If you are directed by local authorities to do so. Be sure to follow their instructions.

- If you live in a mobile home or temporary structure such shelter are particularly hazardous during hurricane no matter how well fastened to the ground.
- If you live in a high-rise building hurricane winds are stronger at higher elevations.
- If you live on the coast, on a floodplain, near a river, or on an island waterway.

Read more about evacuating yourself and your family. If you are unable to evacuate, go to your wind-safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm winds will pick up again.
- Take refuge in a small interior room, closet or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.
- Avoid elevators.

## After a Hurricane

- Continue listening to a NOAA Weather Radio or the local news for the latest updates.
- Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- If you have become separated from your family, use your family communications plan or contact the American Red Cross at 1-800-RED-CROSS/1-800-733-2767 or visit the American Red Cross Safe and Well site: www.safeandwell.org
  - The American Red Cross also maintains a database to help you find family. Contact the local American Red Cross chapter where you are staying for information. Do not contact the chapter in the disaster area.
- If you evacuated, return home only when officials say it is safe.
- If you cannot return home and have immediate housing needs. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: **shelter 12345**).
- For those who have longer-term housing needs, FEMA offers several types of assistance, including services and grants to help people repair their homes and find replacement housing. Apply for assistance or search for information about housing rental resources

- Drive only if necessary and avoid flooded roads and washed-out bridges. Stay off the streets. If you must go out watch for fallen objects; downed electrical wires; and weakened walls, bridges, roads, and sidewalks.
- Keep away from loose or dangling power lines and report them immediately to the power company.
- Walk carefully around the outside your home and check for loose power lines, gas leaks and structural damage before entering.
- Stay out of any building if you smell gas, floodwaters remain around the building or your home was damaged by fire and the authorities have not declared it safe.
- Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.
- Use battery-powered flashlights in the dark. Do NOT use candles. Note: The flashlight should be turned on outside before entering - the battery may produce a spark that could ignite leaking gas, if present.
- Watch your pets closely and keep them under your direct control. Watch out for wild animals, especially poisonous snakes. Use a stick to poke through debris.
- Avoid drinking or preparing food with tap water until you are sure its not contaminated.
- Check refrigerated food for spoilage. If in doubt, throw it out.
- Wear protective clothing and be cautious when cleaning up to avoid injury.
- Use the telephone only for emergency calls.
- **NEVER** use a generator inside homes, garages, crawlspaces, sheds, or similar areas, even when using fans or opening doors and windows for ventilation. Deadly levels of carbon monoxide can quickly build up in these areas and can linger for hours, even after the generator has shut off.

The Emergency Management Institute (EMI) is part of the Department of Homeland Security's (DHS) Federal Emergency Management Agency (FEMA). EMI offers a free Independent Study Program (ISP) to train the nation's emergency management network and to help educate the general public in disaster preparedness.

Suggested emergency management courses to prepare for the hurricane season:

- [IS-324.A Community Hurricane Preparedness](#)
- [IS-366 Planning for the Needs of Children in Disasters](#)
- [IS-271.A Anticipating Hazardous Weather and Community Risk for Emergency Managers](#)
- [IS-22 Are You Ready? An In-Depth Guide to Citizen Preparedness](#)
- [IS-10.A Animals in Disaster: Module A. Awareness and Preparedness](#)
- [IS-11.A Animals in Disaster: Module B. Community Planning](#)
- [IS-288 The Role of Voluntary Agencies in Emergency Management](#)
- [IS-244.B Developing and Managing Volunteers](#)
- [IS-111.A Livestock in Disasters](#)
- [IS-909 Community Preparedness: Implementing Simple Activities for Everyone](#)

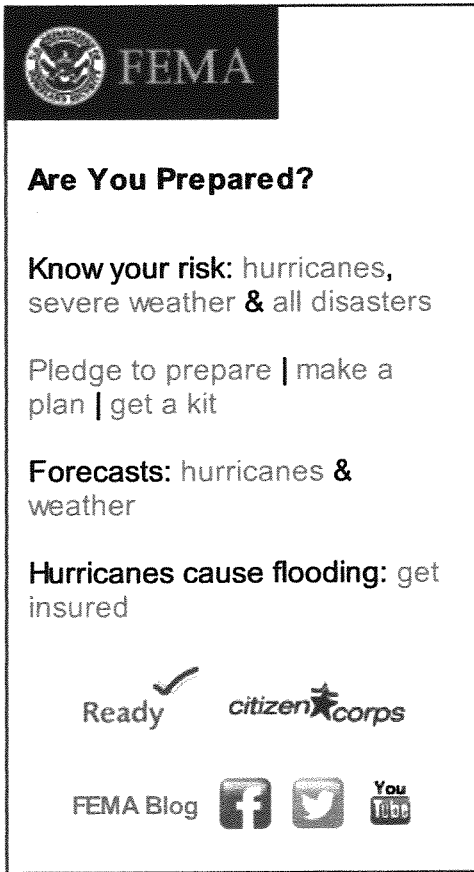


- [IS-247.A Integrated Public Alert and Warning System \(IPAWS\) for Public Safety Officials](#)
- [IS-546.A Continuity of Operations Awareness](#)
- [IS-318 Mitigation Planning for Local and Tribal Communities](#)

## Hurricane Preparedness Week Toolkit

- [Blog Post Template](#)
- [Op-Ed Template](#)
- [Press Release Template](#)
- [Social Media Tools](#)

Download the FEMA Preparedness Widget to share content directly with your website visitors.



**Copy this code for the "FEMA Preparedness" Widget:**

```
<iframe width="250" height="400" scrolling="no"
marginheight="0" marginwidth="0" frameborder="0"
src="http://www.fema.gov/help/widgets/npm.html"
title="Be a Force of Nature"></iframe>
```

## Related Websites

Find additional information on how to plan and prepare for a hurricane and learn about available resources by visiting the following websites:

- [Federal Emergency Management Agency](#)
- [NOAA Hurricane Center](#)
- [American Red Cross](#)

- [U.S. Environmental Protection Agency](#)
- [U.S. Department of Health and Human Services, Center for Disease Control](#)
- [Consumer Product Safety Commission](#)

## Publications

If you require more information about any of these topics, the following are resources that may be helpful.

- [\*Against the Wind: Protecting Your Home from Hurricane and Wind Damage\*](#). FEMA-247. A guide to hurricane preparedness.
- [\*Community Hurricane Preparedness\*](#). IS-324. CD-ROM or Web-based training course for federal, state and local emergency managers.
- [\*How to Guides to Protect Your Property or Business from High Winds\*](#).
- [\*Surviving the Aftermath of a Hurricane\*](#). A guide from the Consumer Product Safety Commission.
- [\*Returning Home after a Hurricane or Flood\*](#). American Red Cross.
- [\*Repairing Your Flooded Home\*](#). American Red Cross.

**Last updated:** 04/09/2014 - 09:01 AM



## TORNADOES

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Inspire others to act by being an example yourself,  
[Pledge to Prepare](#) & tell others about it!

- [Before](#)
- [During](#)
- [After](#)
- [More Information](#)
- [Preparing a Safe Room](#)

## Before a Tornado

- To begin preparing, you should [build an emergency kit](#) and make a [family communications plan](#).
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Be alert to changing weather conditions. Look for approaching storms.
- Look for the following danger signs:
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train.
  - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

# Tornado Facts

## Know the Terms

### During a Tornado

If you are under a tornado warning, seek shelter immediately! Most injuries associated with high winds are from flying debris, so remember to protect your head.

IF YOU ARE IN:	THEN:
<p>A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)</p>	<ul style="list-style-type: none"> <li>• Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.</li> <li>• In a high-rise building, go to a small interior room or hallway on the lowest floor possible.</li> <li>• Put on sturdy shoes.</li> <li>• Do not open windows.</li> </ul>
<p>A manufactured home or office</p>	<ul style="list-style-type: none"> <li>• Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.</li> </ul>
<p>The outside with no shelter</p>	<ul style="list-style-type: none"> <li>• Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.</li> <li>• If your vehicle is hit by flying debris while you are driving, pull over and park.</li> <li>• Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible.</li> <li>• If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands</li> <li>• Do not get under an overpass or bridge. You are safer in a low, flat location.</li> <li>• Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.</li> <li>• Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</li> </ul>

## After a Tornado

Injury may result from the direct impact of a tornado or it may occur afterward when people walk among debris and enter damaged buildings. A study of injuries after a tornado in Marion, Illinois, showed that 50 percent of the tornado-related injuries were suffered during rescue attempts, cleanup and other post-tornado activities. Nearly a third of the injuries resulted from stepping on nails. Because tornadoes often damage power lines, gas lines or electrical systems, there is a risk of fire, electrocution or an explosion. Protecting yourself and your family requires promptly treating any injuries suffered during the storm and using extreme care to avoid further hazards.

### INJURIES

Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Get medical assistance immediately. If someone has stopped breathing, begin CPR if you are trained to do so. Stop a bleeding injury by applying direct pressure to the wound. Have any puncture wound evaluated by a physician. If you are trapped, try to attract attention to your location.

### GENERAL SAFETY PRECAUTIONS

Here are some safety precautions that could help you avoid injury after a tornado:

- Continue to monitor your battery-powered radio or television for emergency information.
- Be careful when entering any structure that has been damaged.
- Wear sturdy shoes or boots, long sleeves and gloves when handling or walking on or near debris.
- Be aware of hazards from exposed nails and broken glass.
- Do not touch downed power lines or objects in contact with downed lines. Report electrical hazards to the police and the utility company.
- Use battery-powered lanterns, if possible, rather than candles to light homes without electrical power. If you use candles, make sure they are in safe holders away from curtains, paper, wood or other flammable items. Never leave a candle burning when you are out of the room.
- Never use generators, pressure washers, grills, camp stoves or other gasoline, propane, natural gas or charcoal-burning devices inside your home, basement, garage or camper - or even outside near an open window, door or vent. Carbon monoxide (CO) - an odorless, colorless gas that can cause sudden illness and death if you breathe it - from these sources can build up in your home, garage or camper and poison the people and animals inside. Seek prompt medical attention if you suspect CO poisoning and are feeling dizzy, light-headed or nauseated.
- Hang up displaced telephone receivers that may have been knocked off by the tornado, but stay off the telephone, except to report an emergency.
- Cooperate fully with public safety officials.
- Respond to requests for volunteer assistance by police, fire fighters, emergency management and relief organizations, but do not go into damaged areas unless assistance has been requested. Your presence could hamper relief efforts and you could endanger yourself.

### INSPECTING THE DAMAGE

- After a tornado, be aware of possible structural, electrical or gas-leak hazards in your home. Contact your local city or county building inspectors for information on structural safety codes and standards. They may also offer suggestions on finding a qualified contractor to do work for you.
- In general, if you suspect any damage to your home, shut off electrical power, natural gas and propane tanks to avoid fire, electrocution or explosions.
- If it is dark when you are inspecting your home, use a flashlight rather than a candle or torch to avoid the risk of fire or explosion in a damaged home.
- If you see frayed wiring or sparks, or if there is an odor of something burning, you should immediately shut off the electrical system at the main circuit breaker if you have not done so already.
- If you smell gas or suspect a leak, turn off the main gas valve, open all windows and leave the house immediately. Notify the gas company, the police or fire departments, or State Fire Marshal's office and do not turn on the lights, light matches, smoke or do anything that could cause a spark. Do not return to your house until you are told it is safe to do so.

## SAFETY DURING CLEAN UP

- Wear sturdy shoes or boots, long sleeves and gloves.
- Learn proper safety procedures and operating instructions before operating any gas-powered or electric-powered saws or tools.
- Clean up spilled medicines, drugs, flammable liquids and other potentially hazardous materials.

## FEMA Publications

If you require more information about any of these topics, the following resources may be helpful.

- *Tornado Protection - Selecting Refuge Areas in Buildings*. FEMA 431. Intended primarily to help building administrators, architects and engineers select the best available refuge areas in existing schools.
- *How to Guides to Protect Your Property or Business from High Winds*.

## RELATED WEBSITES

Find additional information on how to plan and prepare for a tornado and learn about available resources by visiting the following websites:

- [Federal Emergency Management Agency](#)
- [NOAA Watch](#)
- [American Red Cross](#)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your [state and local government](#). In any emergency, always listen to the instructions given by local emergency management officials.

## Build a Safe Room

Extreme windstorms in many parts of the country pose a serious threat to buildings and their occupants. Your residence may be built "to code" but that does not mean it can withstand winds from extreme events such as tornadoes and major hurricanes. The purpose of a safe room or a wind shelter is to provide a space where you and your family can seek refuge that provides a high level of protection. You can build a safe room in one of several places in your home.

- Your basement
- Atop a concrete slab-on-grade foundation or garage floor.
- An interior room on the first floor.

Safe rooms built below ground level provide the greatest protection, but a safe room built in a first-floor interior room also can provide the necessary protection. Below-ground safe rooms must be designed to avoid accumulating water during the heavy rains that often accompany severe windstorms.

To protect its occupants, a safe room must be built to withstand high winds and flying debris, even if the rest of the residence is severely damaged or destroyed. Consider the following when building a safe room:

- The safe room must be adequately anchored to resist overturning and uplift.
- The walls, ceiling and door of the shelter must withstand wind pressure and resist penetration by windborne objects and falling debris.
- The connections between all parts of the safe room must be strong enough to resist the wind.
- Sections of either interior or exterior residence walls that are used as walls of the safe room must be separated from the structure of the residence so that damage to the residence will not cause damage to the safe room.

Additional information about Safe Rooms available from FEMA:

- *Taking Shelter from the Storm: Building a Safe Room Inside Your House*. FEMA L-233. Brochure providing details about obtaining information about how to build a wind-safe room to withstand tornado, hurricane and other high winds.
- *Taking Shelter from the Storm: Building a Safe Room Inside Your House*. FEMA L-320. Manual with detailed information about how to build a wind-safe room to withstand tornado, hurricane and other high winds.

Last updated: 04/09/2014 - 09:08 AM



## EARTHQUAKES

One of the most frightening and destructive phenomena of nature is a severe earthquake and its terrible aftereffects. An earthquake is the sudden, rapid shaking of the earth, caused by the breaking and shifting of subterranean rock as it releases strain that has accumulated over a long time.

For hundreds of millions of years, the forces of plate tectonics have shaped the earth, as the huge plates that form the earth's surface slowly move over, under and past each other. Sometimes, the movement is gradual. At other times, the plates are locked together, unable to release accumulated energy. When the accumulated energy grows strong enough, the plates break free. If the earthquake occurs in a populated area, it may cause many deaths and injuries and extensive property damage.

Inspire others to act by being an example yourself,  
Pledge to Prepare & tell others about it!

All 50 states and 5 U.S. territories are at some risk for earthquakes. Earthquakes can happen at any time of the year.

The 2011 East Coast earthquake illustrated the fact that it is impossible to predict when or where an earthquake will occur, so it is important that you and your family are prepared ahead of time.

- [Before](#)
- [During](#)
- [After](#)
- [More Information](#)

## Before an Earthquake

The following are things you can do to protect yourself, your family and your property in the event of an earthquake.

- To begin preparing, you should [build an emergency kit](#) and [make a family communications plan](#).
- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
- Fasten heavy items such as pictures and mirrors securely to walls and away from beds, couches and anywhere people sit.
- Brace overhead light fixtures and top heavy objects.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks. Get appropriate professional



help. Do not work with gas or electrical lines yourself.

- Install flexible pipe fittings to avoid gas or water leaks. Flexible fittings are more resistant to breakage.
- Secure your water heater, refrigerator, furnace and gas appliances by strapping them to the wall studs and bolting to the floor. If recommended by your gas company, have an automatic gas shut-off valve installed that is triggered by strong vibrations.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Be sure the residence is firmly anchored to its foundation.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.
- Locate safe spots in each room under a sturdy table or against an inside wall. Reinforce this information by moving to these places during each drill.
- Hold earthquake drills with your family members: Drop, cover and hold on.

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## Know the Terms

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### During an Earthquake

Drop, cover and Hold On. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

#### If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside

of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

## If in a Moving Vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

## If Trapped Under Debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

## After an Earthquake

- When the shaking stops, look around to make sure it is safe to move. Then exit the building.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly and people with access and functional needs. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Listen to a battery-operated radio or television for the latest emergency information.
- Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- Use the telephone only for emergency calls.
- Go to a designated public shelter if your home had been damaged and is no longer safe. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: **shelter 12345**).
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Be careful when driving after an earthquake and anticipate traffic light outages.
- After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Open cabinets cautiously. Beware of objects that can fall off shelves.

- Find out how to keep food safe during and after an emergency by visiting:  
<http://www.foodsafety.gov/keep/emergency/index.html>
- Put on long pants, a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- Inspect the entire length of chimneys for damage. Unnoticed damage could lead to a fire.
- Inspect utilities.
  - Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
  - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
  - Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

## FEMA Publications

If you require more information about any of these topics, the following resources may be helpful.

- *[Avoiding Earthquake Damage: A Checklist for Homeowners](#)*. Safety tips for before, during and after an earthquake.
- *[Earthquake Preparedness: What Every Childcare Provider Should Know](#)*. FEMA 240. Publication form teachers and for presentation to children.
- *How to Guides to Protect Your Property or Business from Earthquakes*. Available online at <http://www.fema.gov/library/viewRecord.do?id=3260>

## RELATED WEBSITES

Find additional information on how to plan and prepare for an earthquake and learn about available resources by visiting the following websites:

- [Federal Emergency Management Agency](#)
- [NOAA Watch](#)
- [American Red Cross](#)
- [The ShakeOut](#)
- [U.S. Geological Survey Earthquake Hazards Program](#)
- [Earthquake Country Alliance](#)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 01/29/2014 - 09:24 AM



## TSUNAMIS

Tsunamis (pronounced soo-náees), also known as seismic sea waves (mistakenly called tidal waves), are a series of enormous waves created by an underwater disturbance such as an earthquake, landslide, volcanic eruption, or meteorite. A tsunami can move hundreds of miles per hour in the open ocean and smash into land with waves as high as 100 feet or more.

From the area where the tsunami originates, waves travel outward in all directions. Once the wave approaches the shore, it builds in height. The topography of the coastline and the ocean floor will influence the size of the wave. There may be more than one wave and the succeeding one may be larger than the one before. That is why a small tsunami at one beach can be a giant wave a few miles away.

Inspire others to act by being an example yourself,  
Pledge to Prepare & tell others about it!

All tsunamis are potentially dangerous, even though they may not damage every coastline they strike. A tsunami can strike anywhere along most of the U.S. coastline. The most destructive tsunamis have occurred along the coasts of California, Oregon, Washington, Alaska and Hawaii.

Earthquake-induced movement of the ocean floor most often generates tsunamis. If a major earthquake or landslide occurs close to shore, the first wave in a series could reach the beach in a few minutes, even before a warning is issued. Areas are at greater risk if they are less than 25 feet above sea level and within a mile of the shoreline. Drowning is the most common cause of death associated with a tsunami. Tsunami waves and the receding water are very destructive to structures in the run-up zone. Other hazards include flooding, contamination of drinking water, and fires from gas lines or ruptured tanks.

- Before
- During
- After
- More Information

## Before a Tsunami

The following are things you can do to protect yourself, your family and your property from the effects of a tsunami:

- To begin preparing, you should build an emergency kit and make a family communications plan.
  - Talk to everyone in your household about what to do if a tsunami occurs. Create and practice an evacuation plan for your family. Familiarity may save your life. Be able to follow your escape route at night and during inclement weather. You should be able to reach your safe location on foot within 15 minutes. Practicing your plan makes the appropriate response more of a reaction, requiring less thinking during an actual emergency.

- If the school evacuation plan requires you to pick your children up from school or from another location. Be aware telephone lines during a tsunami watch or warning may be overloaded and routes to and from schools may be jammed.
- Knowing your community's warning systems and disaster plans, including evacuation routes.
- Know the height of your street above sea level and the distance of your street from the coast or other high-risk waters. Evacuation orders may be based on these numbers.
- If you are a tourist, familiarize yourself with local tsunami evacuation protocols. You may be able to safely evacuate to the third floor and higher in reinforced concrete hotel structures.
- If an earthquake occurs and you are in a coastal area, turn on your radio to learn if there is a tsunami warning.

## Know the Terms

### During a Tsunami

- Follow the evacuation order issued by authorities and evacuate immediately. Take your animals with you.
- Move inland to higher ground immediately. Pick areas 100 feet (30 meters) above sea level or go as far as 2 miles (3 kilometers) inland, away from the coastline. If you cannot get this high or far, go as high or far as you can. Every foot inland or upward may make a difference.
- Stay away from the beach. Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it. CAUTION - If there is noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded. You should move away immediately.
- Save yourself - not your possessions.
- Remember to help your neighbors who may require special assistance - infants, elderly people, and individuals with access or functional needs.

### After a Tsunami

- Return home only after local officials tell you it is safe. A tsunami is a series of waves that may continue for hours. Do not assume that after one wave the danger is over. The next wave may be larger than the first one.
- Go to a designated public shelter if you have been told to evacuate or you feel it is unsafe to remain in your home. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: **shelter 12345**).
- Avoid disaster areas. Your presence might interfere with emergency response operations and put you at further risk from the residual effects of floods.
- Stay away from debris in the water; it may pose a safety hazard to people or pets.
- Check yourself for injuries and get first aid as needed before helping injured or trapped persons.
- If someone needs to be rescued, call professionals with the right equipment to help. Many people have been killed or injured trying to rescue others.
- Help people who require special assistance infants, elderly people, those without transportation, people with access and functional needs and large families who may need additional help in an emergency situation.
- Continue using a NOAA Weather Radio or tuning to a Coast Guard station or a local radio or television station for the latest updates.

- Stay out of any building that has water around it. Tsunami water can cause floors to crack or walls to collapse.
- Use caution when re-entering buildings or homes. Tsunami-driven floodwater may have damaged buildings where you least expect it. Carefully watch every step you take.
- To avoid injury, wear protective clothing and be cautious when cleaning up.

## Related Websites

Find additional information on how to plan and prepare for a tsunami and learn about available resources by visiting the following websites:

- [NOAA Tsunami program](#)
- [Federal Emergency Management Agency](#)
- [American Red Cross](#)
- [USGA Pacific Coastal & Marine Science Center](#)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 02/12/2013 - 11:43 AM



## VOLCANOES

A volcano is a mountain that opens downward to a reservoir of molten rock below the surface of the earth. Unlike most mountains, which are pushed up from below, volcanoes are vents through which molten rock escapes to the earth's surface. When pressure from gases within the molten rock becomes too great, an eruption occurs. Eruptions can be quiet or explosive. There may be lava flows, flattened landscapes, poisonous gases, and flying rock and ash that can sometimes travel hundreds of miles downwind.

Because of their intense heat, lava flows are great fire hazards. Lava flows destroy everything in their path, but most move slowly enough that people can move out of the way.

Inspire others to act by being an example yourself,  
[Pledge to Prepare](#) & tell others about it!

Fresh volcanic ash, made of pulverized rock, can be abrasive, acidic, gritty, gassy and odorous. While not immediately dangerous to most adults, the acidic gas and ash can cause lung damage to small infants, to older adults and to those suffering from severe respiratory illnesses. Volcanic ash also can damage machinery, including engines and electrical equipment. Ash accumulations mixed with water become heavy and can collapse roofs. Volcanic ash can affect people hundreds of miles away from the cone of a volcano.

Sideways directed volcanic explosions, known as "lateral blasts," can shoot large pieces of rock at very high speeds for several miles. These explosions can kill by impact, burial or heat. They have been known to knock down entire forests.

Volcanic eruptions can be accompanied by other natural hazards, including [earthquakes](#), mudflows and [flash floods](#), rock falls and [landslides](#), acid rain, [fire](#), and (under special conditions) [tsunamis](#).

Active volcanoes in the U.S. are found mainly in Hawaii, Alaska and the Pacific Northwest. The danger area around a volcano covers approximately a 20-mile radius however some danger may exist 100 miles or more from a volcano.

- [Before](#)
- [During](#)
- [After](#)
- [More Information](#)

## Before a Volcanic Eruption

The following are things you can do to protect yourself, your family and your property in the event of a volcanic eruption.

- Build an [Emergency Supply Kit](#), which includes items like non-perishable food, water, a battery-powered or hand-crank



radio, extra flashlights and batteries. You may want to prepare a portable kit and keep it in your car in case you are told to evacuate. This kit should also include a pair of goggles and disposable breathing masks for each member of the family.

- Make a Family Emergency Plan. Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.

## During a Volcanic Eruption

- Follow the evacuation order issued by authorities and evacuate immediately from the volcano area to avoid flying debris, hot gases, lateral blast and lava flow.
- Be aware of mudflows. The danger from a mudflow increases near stream channels and with prolonged heavy rains. Mudflows can move faster than you can walk or run. Look upstream before crossing a bridge and do not cross the bridge if a mudflow is approaching.
- Avoid river valleys and low-lying areas.
- Remember to help your neighbors who may require special assistance - infants, elderly people and people with access and functional needs.

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## Protection From Falling Ash

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## After a Volcanic Eruption

- Go to a designated public shelter if you have been told to evacuate or you feel it is unsafe to remain in your home. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: **shelter 12345**).
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should listen to NOAA Weather Radio, watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

## Publications

### U.S. GEOLOGICAL SURVEY

- *Volcano Hazards Program*. Website with volcano activity updates, feature stories, information about volcano hazards and resources. Available online at: <http://volcanoes.usgs.gov>

### RELATED WEBSITES

Find additional information on how to plan and prepare for a volcanic eruption and learn about available resources by visiting the following websites:

- Federal Emergency Management Agency
- NOAA Watch
- American Red Cross
- U.S. Geological Survey Volcano Hazards Program

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 02/18/2014 - 11:21 AM



## LANDSLIDES & DEBRIS FLOW

Landslides occur in all U.S. states and territories and can be caused by a variety of factors including earthquakes, storms, volcanic eruptions, fire and by human modification of land. Landslides can occur quickly, often with little notice and the best way to prepare is to stay informed about changes in and around your home that could signal that a landslide is likely to occur.

In a landslide, masses of rock, earth or debris move down a slope. Debris and mud flows are rivers of rock, earth, and other debris saturated with water. They develop when water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt, changing the earth into a flowing river of mud or slurry. They can flow rapidly, striking with little or no warning at avalanche speeds. They also can travel several miles from their source, growing in size as they pick up trees, boulders, cars and other materials.

Inspire others to act by being an example yourself,  
Pledge to Prepare & tell others about it!

Landslide problems can be caused by land mismanagement, particularly in mountain, canyon and coastal regions. In areas burned by forest and brush fires, a lower threshold of precipitation may initiate landslides. Land-use zoning, professional inspections, and proper design can minimize many landslide, mudflow, and debris flow problems.

- Before
- During
- After
- More Information

### Before a Landslide

The following are things you can do to protect yourself, your family and your property from the effects of a landslide or debris flow:

- To begin preparing, you should build an emergency kit and make a family communications plan.
- Prepare for landslides by following proper land-use procedures - avoid building near steep slopes, close to mountain edges, near drainage ways or along natural erosion valleys.
- Become familiar with the land around you. Learn whether debris flows have occurred in your area by contacting local officials. Slopes where debris flows have occurred in the past are likely to experience them in the future.
- Get a ground assessment of your property.
- Consult a professional for advice on appropriate preventative measures for your home or business, such as flexible pipe

fittings, which can better resist breakage.

- Protect your property by planting ground cover on slopes and building retaining walls.
- In mudflow areas, build channels or deflection walls to direct the flow around buildings. Be aware, however, if you build walls to divert debris flow and the flow lands on a neighbor's property, you may be liable for damages.
- If you are at risk from a landslide talk to your insurance agent. Debris flow may be covered by flood insurance policies from the National Flood Insurance Program (NFIP).

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## Recognize Landslide Warning Signs

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### During a Landslide

- During a severe storm, stay alert and awake. Many deaths from landslides occur while people are sleeping.
- Listen to local news stations on a battery-powered radio for warnings of heavy rainfall.
- Listen for unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together.
- Move away from the path of a landslide or debris flow as quickly as possible. The danger from a mudflow increases near stream channels and with prolonged heavy rains. Mudflows can move faster than you can walk or run. Look upstream before crossing a bridge and do not cross the bridge if a mudflow is approaching.
- Avoid river valleys and low-lying areas.
- If you are near a stream or channel, be alert for any sudden increase or decrease in water flow and notice whether the water changes from clear to muddy. Such changes may mean there is debris flow activity upstream so be prepared to move quickly.
- Curl into a tight ball and protect your head if escape is not possible.

### After a Landslide

- Go to a designated public shelter if you have been told to evacuate or you feel it is unsafe to remain in your home. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).
- Stay away from the slide area. There may be danger of additional slides.
- Listen to local radio or television stations for the latest emergency information.
- Watch for flooding, which may occur after a landslide or debris flow. Floods sometimes follow landslides and debris flows because they may both be started by the same event.
- Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.
- Look for and report broken utility lines and damaged roadways and railways to appropriate authorities. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
- Check the building foundation, chimney, and surrounding land for damage. Damage to foundations, chimneys, or surrounding land may help you assess the safety of the area.
- Replant damaged ground as soon as possible since erosion caused by loss of ground cover can lead to flash flooding and additional landslides in the near future.

- Seek advice from a geotechnical expert for evaluating landslide hazards or designing corrective techniques to reduce landslide risk. A professional will be able to advise you of the best ways to prevent or reduce landslide risk, without creating further hazard.

## Related Websites

Find additional information on how to plan and prepare for a landslide or debris flow emergency and learn about available resources by visiting the following websites:

- [U.S. Geological Survey Landslide Hazard Program](#)
- [Federal Emergency Management Agency](#)
- [American Red Cross](#)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your [state and local government](#). In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 02/12/2013 - 11:41 AM



## FLOODS

Floods are one of the most common hazards in the United States, however not all floods are alike. Some floods develop slowly, while others such as flash floods, can develop in just a few minutes and without visible signs of rain. Additionally, floods can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

Flash floods can occur within a few minutes or hours of excessive rainfall, a dam or levee failure, or a sudden release of water held by an ice jam. Flash floods often have a dangerous wall of roaring water carrying rocks, mud and other debris. Overland flooding, the most common type of flooding event typically occurs when waterways such as rivers or streams overflow their banks as a result of rainwater or a possible levee breach and cause flooding in surrounding areas. It can also occur when rainfall or snowmelt exceeds the capacity of underground pipes, or the capacity of streets and drains designed to carry flood water away from urban areas.

Inspire others to act by being an example yourself,  
Pledge to Prepare & tell others about it!

Be aware of flood hazards no matter where you live or work, but especially if you are in low-lying areas, near water, behind a levee or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds or low-lying ground that appear harmless in dry weather can flood.

- [Before](#)
- [During](#)
- [After](#)
- [Flood Insurance](#)
- [Spring Flooding: Tools and Resources](#)
- [More Information](#)

## Before a Flood

What would you do if your property were flooded? Are you prepared?

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

[Flood-hazard maps](#) have been created to show the flood risk for your community, which helps determine the type of [flood insurance coverage you will need](#) since standard homeowners insurance doesn't cover flooding. The lower the degree of risk,

the lower the flood insurance premium.

In addition to having flood insurance, knowing following flood hazard terms will help you recognize and prepare for a flood.

To prepare for a flood, you should:

- Build an emergency kit and make a family communications plan.
- Avoid building in a floodplain unless you elevate and reinforce your home.
- Elevate the furnace, water heater and electric panel in your home if you live in an area that has a high flood risk.
- Consider installing "check valves" to prevent flood water from backing up into the drains of your home.
- If feasible, construct barriers to stop floodwater from entering the building and seal walls in basements with waterproofing compounds.

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## Causes of Flooding

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## Flood Hazard Terms

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## Driving: Flood Facts

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## During a Flood

If a flood is likely in your area, you should:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of stream, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your home, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

- Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

## After the Flood

Your home has been flooded. Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

- Use local alerts and warning systems to get information and expert informed advice as soon as available.
- Avoid moving water.
- Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.
- Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
- Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.
- Return home only when authorities indicate it is safe.
- Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.
- If you must walk or drive in areas that have been flooded.
  - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
  - Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

## STAYING HEALTHY

A flood can cause physical hazards and emotional stress. You need to look after yourself and your family as you focus on cleanup and repair.

- Avoid floodwaters; water may be contaminated by oil, gasoline or raw sewage.
- Service damaged septic tanks, cesspools, pits and leaching systems as soon as possible. Damaged sewer systems are serious health hazards.
- Listen for news reports to learn whether the community's water supply is safe to drink.
- Clean and disinfect everything that got wet. Mud left from floodwaters can contain sewage and chemicals.
- Rest often and eat well.
- Keep a manageable schedule. Make a list and do jobs one at a time.



- Discuss your concerns with others and seek help. Contact Red Cross for information on emotional support available in your area.

## CLEANING UP AND REPAIRING YOUR HOME

- Turn off the electricity at the main breaker or fuse box, even if the power is off in your community. That way, you can decide when your home is dry enough to turn it back on.
- Get a copy of the book Repairing Your Flooded Home (737KB PDF) which is available free from the American Red Cross or your state or local emergency manager. It will tell you:
  - How to enter your home safely.
  - How to protect your home and belongings from further damage.
  - How to record damage to support insurance claims and requests for assistance.
  - How to check for gas or water leaks and how to have service restored.
  - How to clean up appliances, furniture, floors and other belongs.
- The Red Cross can provide you with a cleanup kit: mop, broom, bucket, and cleaning supplies.
- Contact your insurance agent to discuss claims.
- Listen to your radio for information on assistance that may be provided by the state or federal government or other organizations.
- If you hire cleanup or repair contractors, check references and be sure they are qualified to do the job. Be wary of people who drive through neighborhoods offering help in cleaning up or repairing your home.

## Flood Insurance

### What you should know:

- Flood losses are not typically covered under renter and homeowners insurance policies.
- FEMA manages the National Flood Insurance Program (NFIP), which makes federally-backed flood insurance available in communities that agree to adopt and enforce floodplain management ordinances to reduce future flood damage.
- Flood insurance is available in most communities through insurance agents.
- There is a 30-day waiting period before flood insurance goes into effect, so don't delay.
- Flood insurance is available whether the building is in or out of an identified flood-prone area.

### What you can do:

- Find out if your home or business is at risk for flood and educate yourself on the impact a flood could have on you and your family. FEMA's Flood Insurance Study compiled statistical data on river flows, storm tides, hydrologic/hydraulic analyses, and rainfall and topographic surveys to create flood hazard maps that outline your community's different flood risk areas.
- Talk to your insurance provider about your policy and determine if you need additional coverage.
- Contact the NFIP. They can help provide a means for property owners to financially protect themselves if additional

coverage is required. The NFIP offers flood insurance to homeowners, renters, and business owners if their community participates in the NFIP. To find out more about the NFIP visit [www.FloodSmart.gov](http://www.FloodSmart.gov).

While spring brings the promise of warm weather and longer days, it also brings a variety of conditions that can include heavy rains, severe weather, and rapid snowmelt that can increase your flood risk.

Don't be caught off guard, get the facts and know the risks. Take action to protect yourself, your family, your business, and your finances before a weather event occurs and it's too late.

**Flood Safety Awareness Week**  
is March 16 to 22, find out more at the  
[National Weather Service](http://www.nws.gov)

Use the tools here to learn the steps you can take before, during and after a flood to prepare yourself and your family.

## INTERACTIVE FLOOD RISK RESOURCES

For more information about floods, risk of financial loss due to flooding, and flood insurance check out

- [The Cost of Flooding Tool](#)
- [Your Flood Risk Scenarios](#)
- [Testimonials: Real Flood Stories](#)

## RECOMMENDED TRAINING

To promote Flood Safety Awareness, FEMA's Emergency Management Institute (EMI) has developed a series of training programs to encourage flood safety. This guide provides readers with an easy way to identify and access self-paced courses designed for people who have emergency management responsibilities and the general public.

- [IS 22: Are You Ready? An In-depth Guide to Citizen Preparedness](#)
- [IS 279: Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures](#)

## PRINTER FRIENDLY INFORMATION YOU CAN USE & SHARE

FEMA has developed these resources to educate and inform communities about the importance of flood safety awareness. Regional information is available to help you get to know the risks in your area.

- [What You Should Know About Spring Flooding: Risks and Protection](#)
- [After The Flood Fact Sheet](#)
- [Region II: New York and New Jersey](#)
- [Region III: DC, Delaware, Maryland, Pennsylvania, Virginia and West Virginia](#)
- [Region V: Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin](#)
- [Region VI: Arkansas, Louisiana, New Mexico, Oklahoma and Texas](#)
- [Region VII: Iowa, Kansas, Missouri and Nebraska](#)
- [Region VIII: Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming](#)

## OUTREACH TOOLKIT MATERIALS

As a leader in public information response to emergency situations, the National Flood Insurance Program (NFIP) has developed this valuable tool designed to assist your efforts to educate and inform communities about the importance of flood insurance coverage.

- [Flood Outreach Toolkit Materials](#)

## FEMA Publications

If you require more information about any of these topics, the following resources may be helpful.

- [After a Flood: The First Steps](#). L-198. Information for homeowners on preparedness, safety and recovery from a flood.
- [Homeowners Guide to Retrofitting: Six Ways to Protect Your House from Flooding](#). L-235. A brochure about obtaining information about how to protect your home from flooding.
- [Homeowners Guide to Retrofitting: Six Ways to Protect Your House from Flooding](#). FEMA-312. A detailed manual on how to protect your home from flooding.
- [About the Flood: Elevating Your Floodprone House](#). FEMA-347. This publication is intended for builders, code officials and homeowners.
- [Protecting Building Utilities From Flood Damage](#). FEMA-348. This publication is intended for developers, architects, engineers, builders, code officials and homeowners.

## OTHER PUBLICATIONS

### NATIONAL WEATHER SERVICE

- [Hurricane Flooding: A Deadly Inland Danger](#). National Weather Service-20052. Brochure describing the impact of hurricane flooding and precautions to take.
- [The Hidden Danger: Low Water Crossing](#). National Weather Service-96074E. Brochure describing the hazards of driving your vehicle in flood conditions.

## RELATED WEBSITES

Find additional information on how to plan and prepare for floods and learn about available resources by visiting the following websites:

- [Federal Emergency Management Agency](#)
- [NOAA Watch](#)
- [American Red Cross](#)
- [U.S. Environmental Protection Agency](#)
- [U.S. Department of Health and Human Services, Center for Disease Control](#)
- [USA Freedom Corps Website](#)
- [www.FloodSmart.gov](http://www.FloodSmart.gov)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 04/09/2014 - 08:54 AM



## RADIOLOGICAL DISPERSION DEVICE (RDD)

Terrorist use of an RDD often called dirty nuke or dirty bomb is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device such as a bomb with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such RDDs appeal to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry and research, and are easier to obtain than weapons grade uranium or plutonium.

The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption. Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion.

The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions - primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

### Before

#### *Before an Radiological Dispersion Device (RDD) Event*

There is no way of knowing how much warning time there will be before an attack by terrorists using a Radiological Dispersion Device (RDD), so being prepared in advance and knowing what to do and when is important. To prepare for an RDD event, you should do the following:

- Build an Emergency Supply Kit, which includes items like non-perishable food, water, a battery-powered or hand-crank radio, extra flashlights and batteries. Also include:
  - A roll of duct tape and scissors.
  - During periods of heightened threat increase your disaster supplies to be adequate for up to two weeks.
- Make a Family Emergency Plan. Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.
  - Plan places where your family will meet, both within and outside of your immediate neighborhood.
  - It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.
  - You may also want to inquire about emergency plans at places where your family spends time: work, daycare and

school. If no plans exist, consider volunteering to help create one.

- Knowing your community's warning systems and disaster plans.
- Notify caregivers and babysitters about your plan.
- Make plans for your pets.
- Choose an internal room to shelter, preferably one without windows.
- Find out from officials if any public buildings in your community have been designated as fallout shelters. If none have been designated, make your own list of potential shelters near your home, workplace, and school. These places would include basements or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- If you live in an apartment building or high-rise, talk to the manager about the safest place in the building for sheltering and about providing for building occupants until it is safe to go out.

Taking shelter during an RDD event is absolutely necessary. There are two kinds of shelters - blast and fallout. The following describes the two kinds of shelters:

- Blast shelters are specifically constructed to offer some protection against blast pressure, initial radiation, heat, and fire. But even a blast shelter cannot withstand a direct hit from a nuclear explosion.
- Fallout shelters do not need to be specially constructed for protecting against fallout. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles.

**During**

*During an Radiological Dispersion Device (RDD) Event*

While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. Whether you are indoors or outdoors, home or at work, be extra cautious. It would be safer to assume radiological contamination has occurred - particularly in an urban setting or near other likely terrorist targets - and take the proper precautions. As with any radiation, you want to avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and there is visual dust or other contaminants in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure.

If the explosion or radiological release occurs inside, get out immediately and seek safe shelter. Otherwise, if you are:

OUTDOORS	INDOORS
<p>Seek shelter indoors immediately in the nearest undamaged building. If appropriate shelter is not available, cover your nose and mouth and move as rapidly as is safe upwind, away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible.</p> <p>Listen for official instructions and follow directions.</p>	<p>If you have time, turn off ventilation and heating systems, close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents. Retrieve your disaster supplies kit and a battery-powered radio and take them to your shelter room. Seek shelter immediately, preferably underground or in an interior room of a building, placing as much distance and dense shielding as possible between you and the outdoors where the radioactive material may be.</p> <p>Seal windows and external doors that do not fit snugly with duct</p>

tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity nor from blast effects of a nearby explosion.

Listen for official instructions and follow directions.

## After

### *After an Radiological Dispersion Device (RDD) Event*

After finding safe shelter, those who may have been exposed to radioactive material should decontaminate themselves. To do this, remove and bag your clothing (and isolate the bag away from you and others), and shower thoroughly with soap and water. Seek medical attention after officials indicate it is safe to leave shelter.

Contamination from an RDD event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

Follow these additional guidelines after an RDD event:

- Continue listening to your radio or watch the television for instructions from local officials, whether you have evacuated or sheltered-in-place.
- Do not return to or visit an RDD incident location for any reason.

## More Information

### *Publications*

If you require more information about any of these topics, the following resources may be helpful.

- *Radiological Attack Fact Sheet: Dirty Bombs and Other Devices*. Document providing preparation guidance for a chemical, biological, radiological, and nuclear threat.

## RELATED WEBSITES

Find additional information on how to plan and prepare for a RDD event and learn about available resources by visiting the following websites:

- Federal Emergency Management Agency
- American Red Cross
- Center for Disease Control and Prevention - Radiation Emergencies
- Environmental Protection Agency

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 02/12/2013 - 09:48 AM





## EXPLOSIONS

Terrorists have frequently used explosive devices as one of their most common weapons. Terrorists do not have to look far to find out how to make explosive devices; the information is readily available in books and other information sources. Explosive devices can be highly portable, using vehicles and humans as a means of transport. They are easily detonated from remote locations or by suicide bombers.

Conventional bombs have been used to damage and destroy financial, political, social, and religious institutions. Attacks have occurred in public places and on city streets with thousands of people around the world injured and killed.

Learn what to do if you receive a bomb threat or get a suspicious package or letter.

Devastating acts, such as the terrorist attacks on the Oklahoma City and September 11th, have left many concerned about the possibility of future incidents in the United States.

Nevertheless, there are things you can do to prepare for the unexpected. Preparing for such events will reduce the stress that you may feel now, and later, should another emergency arise.

Taking preparatory action can reassure you and your children that you can exert a measure of control even in the face of such events.

### Before

#### *Before an Explosion*

The following are things you can do to protect yourself, your family and your property in the event of an explosion.

- Build an Emergency Supply Kit, which includes items like non-perishable food, water, a battery-powered or hand-crank radio, extra flashlights and batteries. You may want to prepare a kit for your workplace and a portable kit to keep in your car in case you are told to evacuate. This kit should include:
  - Copies of prescription medications and medical supplies.
  - Bedding and clothing, including sleeping bags and pillows.
  - Copies of important documents: drivers license, Social Security card, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.
- Make a Family Emergency Plan. Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.
  - Plan places where your family will meet, both within and outside of your immediate neighborhood.

- It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.
- You may also want to inquire about emergency plans at places where your family spends time: work, daycare and school. If no plans exist, consider volunteering to help create one.
- Knowing your community's warning systems and disaster plans, including evacuation routes.
- Notify caregivers and babysitters about your plan.
- Make plans for your pets

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## Bomb Threats

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### Suspicious Packages and Letters

## During

### *During an Explosion*

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Call low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.
- If you are trapped in debris, use a flashlight, if possible, to signal your location to rescuers.
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)

## After

### *After an Explosion*

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.

- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
- You and your family or household may have to evacuate an area, avoiding roads blocked for your safety.
- Clean-up may take many months.

## More Information

### *Publications*

If you require more information about any of these topics, the following resources may be helpful.

- [\*IED Attack Fact Sheet: Improvised Explosive Devices\*](#). Document providing preparation guidance for a terrorist attack or similar emergency.
- [\*Terrorism, Preparing for the Unexpected\*](#). Document providing preparation guidance for a terrorist attack or similar emergency.

## RELATED WEBSITES

Find additional information on how to plan and prepare for an explosion and learn about available resources by visiting the following websites:

- [Federal Emergency Management Agency](#)
- [American Red Cross](#)
- [Center for Disease Control and Prevention - Mass Casualty Event](#)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your [state and local government](#). In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 01/29/2014 - 10:35 AM



## BIOLOGICAL THREATS

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. A biological attack is the deliberate release of germs or other biological substances that can make you sick.

The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water. Delivery methods include:

- **Aerosols** - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- **Animals** - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes and livestock.
- **Food and water contamination** - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- **Person-to-person** - spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

Specific information on biological agents is available through the [Centers for Disease Control and Prevention](#).

### Before

#### *Before a Biological Threat*

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

The following are things you can do to protect yourself, your family and your property from the effects of a biological threat:

- Build an [Emergency Supply Kit](#), which includes items like non-perishable food, water, a battery-powered or hand-crank radio, extra flashlights and batteries.
- Make a [Family Emergency Plan](#). Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.

- Plan places where your family will meet, both within and outside of your immediate neighborhood.
- It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.
- You may also want to inquire about emergency plans at places where your family spends time: work, daycare and school. If no plans exist, consider volunteering to help create one.
- Knowing your community's warning systems and disaster plans.
- Notify caregivers and babysitters about your plan.
- Make plans for your pets
- Check with your doctor to ensure all required or suggested immunizations are up to date. Children and older adults are particularly vulnerable to biological agents.
- Consider installing a High-Efficiency Particulate Air (HEPA) filter in your furnace return duct. These filters remove particles in the 0.3 to 10 micron range and will filter out most biological agents that may enter your house. If you do not have a central heating or cooling system, a stand-alone portable HEPA filter can be used.

## Filtration in Buildings

### Using High-Efficiency Particulate Air (HEPA) Filters

#### During

#### *During a Biological Threat*

The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent. Follow these guidelines during a biological threat:

- In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news and information including signs and symptoms of the disease, areas in danger, if medications or vaccinations are being distributed and where you should seek medical attention if you become ill.
- If you become aware of an unusual and suspicious substance, quickly get away.
- Protect yourself. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
- There may be times when you would want to consider wearing a face mask to reduce spreading germs if you yourself are sick, or to avoid coming in contact with contagious germs if others around you are sick.
- If you have been exposed to a biological agent, remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- Wash yourself with soap and water and put on clean clothes.
- Contact authorities and seek medical assistance. You may be advised to stay away from others or even quarantined.
- If a family member becomes sick, it is important to be suspicious.

- Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
- Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
- Consider if you are in the group or area authorities believe to be in danger.
- If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.
- Follow instructions of doctors and other public health officials.
- If the disease is contagious expect to receive medical evaluation and treatment. You may be advised to stay away from others or even deliberately quarantined.
- For non-contagious diseases, expect to receive medical evaluation and treatment.
- In a declared biological emergency or developing epidemic, there may be reason to stay away from crowds where others may be infected.

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## Cover Your Nose and Mouth

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## Symptoms and Hygiene

### After

## *After a Biological Threat*

In some situations, such as the case of the anthrax letters sent in 2001, people may be alerted to potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television, and emergency alert systems.

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## Antibiotics

## More Information

## *Publications*

If you require more information about any of these topics, the following resources may be helpful.

- *Biological Attack Fact Sheet: Human Pathogens, Biotoxins, and Agricultural Threat.* Document providing preparation guidance for a chemical, biological, radiological, and nuclear threat.

## RELATED WEBSITES

Find additional information on how to plan and prepare for a biological threat and learn about available resources by visiting the following websites:

- Federal Emergency Management Agency

- [American Red Cross](#)
- [Center for Disease Control and Prevention](#)

## LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

**Last updated:** 02/11/2013 - 08:55 PM



## HAZARDOUS MATERIALS INCIDENTS

Chemicals are found everywhere. They purify drinking water, increase crop production and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work or play.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects and damage to buildings, homes and other property. Many products containing hazardous chemicals are used and stored in homes routinely. These products are also shipped daily on the nation's highways, railroads, waterways and pipelines.

Chemical manufacturers are one source of hazardous materials, but there are many others, including service stations, hospitals and hazardous materials waste sites.

Varying quantities of hazardous materials are manufactured, used or stored at an estimated 4.5 million facilities in the United States—from major industrial plants to local dry cleaning establishments or gardening supply stores.

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.

### Before

#### *Before a Hazardous Materials Incident*

Many communities have Local Emergency Planning Committees (LEPCs) whose responsibilities include collecting information about hazardous materials in the community and making this information available to the public upon request. The LEPCs also are tasked with developing an emergency plan to prepare for and respond to chemical emergencies in the community. Ways the public will be notified and actions the public must take in the event of a release are part of the plan.

Contact the LEPCs to find out more about chemical hazards and what needs to be done to minimize the risk to individuals and the community from these materials. Your local emergency management office can provide contact information on the LEPCs. [Find your state office or agency of emergency management](#)

The following are things you can do to protect yourself, your family and your property from the effects of a hazardous materials incident:

- Build an [Emergency Supply Kit](#), which includes items like non-perishable food, water, a battery-powered or hand-crank radio, extra flashlights and batteries. You should add plastic sheeting, duct tape and scissors to the kit in order to be better prepared for a hazardous materials incident. You may want to prepare a portable kit and keep it in your car in case you are



told to evacuate.

- Make a Family Emergency Plan. Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency.

## During

### *During a Hazardous Materials Incident*

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

IF YOU ARE:	THEN:
Asked to evacuate	<p>Do so immediately.</p> <p>Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.</p> <p>Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.</p> <p>If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans.</p> <p>Take pre-assembled disaster supplies.</p> <p>Remember to help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.</p>
Caught Outside	<p>Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.</p> <p>Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.</p> <p>Stay away from accident victims until the hazardous material has been identified.</p>
In a motor vehicle	<p>Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.</p>
Requested to stay indoors	<p>Bring pets inside.</p>

Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.

Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.

Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.

Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.

Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.

Use material to fill cracks and holes in the room, such as those around pipes.

If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

## Shelter Safety for Sealed Rooms

### After

### *After a Hazardous Materials Incident*

The following are guidelines for the period following a hazardous materials incident:

- Go to a designated public shelter if you have been told to evacuate or you feel it is unsafe to remain in your home. Text SHELTER + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: **shelter 12345**).
- Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.
- Follow decontamination instructions from local authorities. You may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.
- Seek medical treatment for unusual symptoms as soon as possible.
- Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.
- Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.
- Listen to local radio or television stations for the latest emergency information.
- Help a neighbor who may require special assistance - infants, elderly people and people with access and functional needs. People who care for them or who have large families may need additional assistance in emergency situations.
- Return home only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.

- Find out from local authorities how to clean up your land and property.
- Report any lingering vapors or other hazards to your local emergency services office.

## More Information

### RELATED WEBSITES

Find additional information on how to plan and prepare for a hazardous materials incident and learn about available resources by visiting the following websites:

- [Federal Emergency Management Agency](#)
- [American Red Cross](#)
- [Department of Transportation Pipeline and Hazardous Materials Safety Administration](#)

### LISTEN TO LOCAL OFFICIALS

Learn about the emergency plans that have been established in your area by your state and local government. In any emergency, always listen to the instructions given by local emergency management officials.

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## PANDEMIC

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

Inspire others to act by being an example yourself,  
Pledge to Prepare & tell others about it!

### Before

#### *Plan for a Pandemic*

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

### During

#### *Limit the Spread of Germs and Prevent Infection*

- **Avoid close contact** with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, **stay home** from work, school, and errands **when you are sick**. You will help prevent others from catching your illness.
- **Cover your mouth and nose** with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- **Washing your hands** often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth**. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

- **Practice other good health habits.** Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

## More Information

### *Publications*

#### Printable Materials for Promoting Good Health Habits from the Centers for Disease Control and Prevention

- [Cover Your Cough](#)
- [Be a Germ Stopper: Healthy Habits Keep You Well](#)
- [Flu Prevention Toolkit: Real People. Real Solutions](#)
- [Stopping the Spread of Germs at Home, Work & School](#)

#### Related Websites

- [Flu.gov](#)
- [U.S Department of Health and Human Service](#)
- [American Red Cross](#)
- [Center for Disease Control and Prevention - Influenza/Flu](#)
- [Center for Disease Control and Prevention - Recent Outbreaks](#)

Last updated: 02/11/2013 - 07:32 PM



# ACTIVE SHOOTER HOW TO RESPOND



October 2008

# Emergency Numbers

EMERGENCY SERVICES: 9 -1 -1

LOCAL EMERGENCY INFORMATION LINE: \_\_\_\_\_

LOCAL POLICE DEPARTMENT: \_\_\_\_\_

LOCAL FIRE DEPARTMENT: \_\_\_\_\_

LOCAL HOSPITAL: \_\_\_\_\_

LOCAL FBI FIELD OFFICE: \_\_\_\_\_

FACILITY SECURITY: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FLOOR: \_\_\_\_\_ SUITE/ROOM: \_\_\_\_\_

OFFICE #: \_\_\_\_\_ EXT. \_\_\_\_\_

## PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911  
WHEN IT IS SAFE TO DO SO!**



## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

### 2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

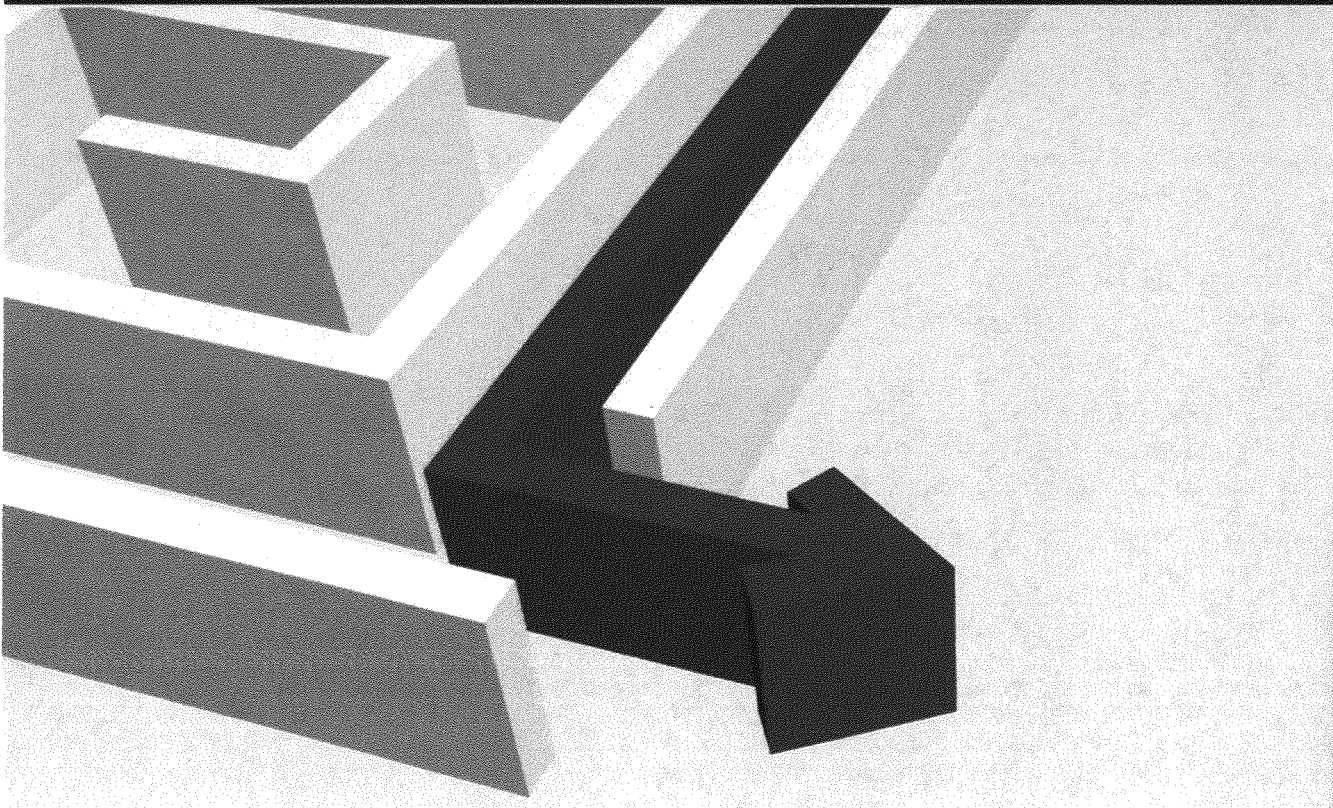
If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### 3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

### Components of an Emergency Action Plan (EAP)

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
  - Individuals at remote locations within premises
  - Local law enforcement
  - Local area hospitals

### Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
  - Evacuating the area
  - Hiding out
  - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

## Additional Ways to Prepare For and Prevent an Active Shooter Situation

- Preparedness
  - Ensure that your facility has at least two evacuation routes
  - Post evacuation routes in conspicuous locations throughout your facility
  - Include local law enforcement and first responders during training exercises
  - Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location
  
- Prevention
  - Foster a respectful workplace
  - Be aware of indications of workplace violence and take remedial actions accordingly

For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, [www.osha.gov](http://www.osha.gov).



## PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

### Human Resources' Responsibilities

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

### Facility Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
  - Floor plans
  - Keys
  - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
  - radios
  - floor plans
  - staff roster, and staff emergency contact numbers
  - first aid kits
  - flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

## Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

## Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA requirements.



## RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

### Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes



## MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

## LESSONS LEARNED

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing EAP
- Describing and defining a plan for making improvements to the EAP

## References

Safety Guidelines for Armed Subjects, Active Shooter Situations, Indiana University Police Department, April 2007.

Safety Tips & Guidelines Regarding Potential "Active Shooter" Incidents Occurring on Campus, University of California Police.

Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.

Workplace Violence Desk Reference, Security Management Group International, [www.SMGICorp.com](http://www.SMGICorp.com)

How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.



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