

DRAFT Hanapepe - Eleele

Emergency Response Plan Review 5/9/2017

Organizational Chart

				Community Incident Commander		
Chief of Staff					Deputy Incident Commander	
Personnel	Planning	Operations	Logistics		Hanapepe	Eleele
		Comms			Comms	Comms
		CERT			CERT	CERT

Hanapepe - Eleele Emergency Response Plan: Command Staff

- Command Staff Consists of the following:
 - The Community Incident Commander Provides overall leadership for incident response. Delegates authority to others. Takes general direction from Incident Commander agency administrator/official.
 - Deputy Community Incident Commander Provides leadership for Disaster Zones. Reports to Incident Commander.
 - Chief of Staff Provides leadership of the General Staff. Reports to Incident Commander.

Hanapepe - Eleele Emergency Response Plan: General Staff

- General Staff Consists of the Following:
 - Operations Section
 - Planning Section
 - Logistics Section
 - Personnel Section

Hanapepe - Eleele Emergency Response Plan: Operations Section

• The Operations Section is supervised by the Operations Coordinator. The Operations Coordinator oversees the operational response by functions or branches activated to deal with the emergency. The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the Response Teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. Branches activated under Operations include: Safety, Communications, Search & Rescue, Liaison Teams, Damage Assessment Teams, Flood Monitoring Teams, Security Watch Teams.

Planning Section

- The Planning Section is supervised by the Planning Coordinator. The Planning Coordinator is responsible for planning ongoing operations, and supervising Situation Status and Damage Assessment.
- The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan, in coordination with the other section/functions/teams; and maintaining documentation. In addition, the section maintains information on the current and forecast situations and on the status of resources. The functions under the Planning Section are: Situation Status, Resource Planning, Training, Exercises, Outreach, Evacuation, Policy, Agency Coordination, Documentation, Evaluation.

Logistics Section

 The Logistics section is supervised by the Logistics Coordinator. The Logistics Coordinator provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources. The Logistics Section is responsible for providing support to the Operations Section. Logistics identifies and provides facilities, services, equipment and materials. The functions under Logistics are: Food Services, Facilities, Material Support and Transportation.

Personnel Section

- The Personnel Section is the responsibility of the Personnel Coordinator. The Personnel Coordinator sets up the personnel accounting system to be used for the emergency and oversees all personal accounting aspects of the disaster.
- The functions under the Personnel Section include Medical, Triage, First Aid, Medical Transportation, Psychological Trauma Response, Counseling
- The Personnel Section is also responsible for any other administrative requirements such as financial accounting if needed.

Overview of Plans

- Hanapepe Eleele Disaster Preparedness Plan
- Hanapepe Eleele Emergency Response Plan (ICS/Military Format)
 - Annexes and Appendixes
 - Organizational Chart
 - Intelligence
 - Hanapepe Eleele Community Emergency Response Team Plan
 - Be Ready Neighborhood Security Watch Plan
 - Be Ready Disaster Assessment Team Plan
 - Hanapepe Eleele Flood Monitoring Team Plan
 - Logistics
 - Personnel
 - Medical
- Hanapepe Eleele Recovery Plan

 To create the conditions whereby the civil authorities are capable to resume and perform essential government support functions at or near pre-disaster conditions; capable of sustaining the community, capable of securing the community, and capable of resuming economic activity.

Hanapepe - Eleele Emergency Response Plan: Objectives

- Make Hanapepe Eleele an "All Hazards" resilient community.
- Make Hanapepe Eleele self-sufficient for at least 7 days or more, and able to sustain itself until County, State and/or Federal assistance arrives.
- Identify the risks most likely to impact the community.
- Identify vulnerable people / groups / establishments in the community.
- Identify community resources available to assist during an emergency.
- Establish a Hanapepe Eleele Response Organization to address identified issues in preparing for, responding to and recovery of a disaster in the community.

Hanapepe - Eleele Emergency Response Plan: Assumptions

- Threat Warning/Timeline. Threat warning timeline can be as great as five days (125 hours) for tropical cyclones moving towards Hawaii, 6 hours in the event of a Tsunami moving South from Aleutian Islands or 15 hours West from South America to little or no warning in the event of a localized earthquake within the State of Hawaii.
- During a major or catastrophic incident the capabilities of the Kauai County first responders and other governmental agencies to provide prompt and effective emergency response and short-term recovery measures will be overwhelmed.
- Transportation infrastructure may be damaged and local transportation services will be disrupted leaving the community isolated.
- Widespread damage to commercial telecommunications facilities will be experienced.
- Homes, public buildings, and other critical facilities and equipment will be destroyed or severely damaged.
- Debris may make streets impassable.
- Public utilities will be damaged and either fully or partially operational.
- Citizens may be forced from their homes and large numbers of dead and injured could be expected.
- Many citizens with life-threatening situations requiring immediate rescue and medical care.
- There will be shortages of a wide variety of supplies necessary for emergency use after a disaster.

Hanapepe - Eleele Emergency Response Plan: Critical Capabilities

- Immediate response
- Incident Awareness Assessment
- Search and Rescue
- Life Sustaining Services
- Potable Water
- Critical Transportation
- Neighborhood Security Watches
- Communication

• When directed, Hanapepe - Eleele will provide capabilities in support of civil authorities within the Hanapepe - Eleele community in response to multi-hazards to protect life, property, critical infrastructure and provide humanitarian assistance.

• Concept of Operations. This plan uses a Mission Command Response tailored to the severity of incident and required support to civil authorities. It allows for a minimal Hanapepe - Eleele footprint to command and control and conduct response operations with the flexibility to implement a Hanapepe - Eleele Incident Command Staff and two zone commanders.

Hanapepe - Eleele Emergency Response Plan: Execution – Response Objectives

- Conduct rapid damage assessment to provide decisions makers with relevant information to expedite light search and rescue operations, provide the nature and extent of the hazard, and inform response planning.
- Augment search and rescue capabilities, including personnel services, and access to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
- Provide support to local law enforcement agencies to include but not limited to security
 watches to prevent looting of vulnerable areas, protection of critical infrastructure and key
 resources, points of distribution, and traffic control.
- Debris clearance to facilitate evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into affected areas.
- Assist civil authorities with providing life-sustaining services to the affected population with a focus on medical, hydration, feeding, and sheltering to those who have the most need.

• Phase 0: Shape. Phase 0 is continuous situational awareness and preparedness. This phase sets the conditions for expanded interoperability and cooperation with interagency partners via active engagements in planning, conferences, training programs and exercises, and coordination. Priority of effort is building community resilience. Phase 0 ends when a no notice event occurs or Hurricane track is 96 hours from effects of storm.

- Phase 0 Objectives and desired effects
 - Achieve the capacity and capability to rapidly support civil authorities' response and recovery efforts.
 - All Hanapepe Eleele members are professionally trained in disaster preparedness and response.
 - Hanapepe Eleele Families achieve resilience. Members are available for response during a catastrophic disaster.
 - Hanapepe Eleele equipment and capabilities are identified throughout the community for effective and rapid response.
 - Conduct an annual review and update of this plan.

 Phase I: Anticipate. Phase 1 begins when a no notice event occurs or Hurricane track is 96 hours from effects of storm. In this phase Hanapepe - Eleele will identify most likely threats, and critical resources needed for response. Critical equipment will be protected. Hanapepe - Eleele will anticipate the level of response needed. Priority of effort will be to protecting assets and notifying required personnel. Phase 1 ends at post effects of storm of disaster when the threat is no longer present.

- Phase I Objectives and desired effects.
 - Appropriate level response and command control established to disaster.
 - Prepare for impact or storm effects.
 - Alert Hanapepe Eleele members.
 - Monitor current situation.

 Phase II: Respond. Phase II begins with Hanapepe - Eleele operational at operation center. Priority of effort is life saving measures, incident awareness assessment, and establishing critical communications. Phase II ends when Hanapepe - Eleele is ready to conduct operations in the community (dispatched and movement to incidents).

- Phase II Objectives and desired effects.
 - Assigned missions and response capabilities are employed to incident location and are ready to conduct operations.
 - Comprehensive incident awareness assessment compete with actionable information on damage severity throughout the community.
 - Communication established with Hanapepe Eleele Operations Center, Zone Commands, and Incident Command.
 - Launch Damage Assessment Teams.
 - Debris Clearance
 - Monitor current operations
 - Liaison assigned to incident command.

• Phase III OPERATE: Phase III begins when any Hanapepe - Eleele capabilities are employed to incident location and ready to conduct operations. Priority of effort is life saving measures, protecting property, and protection of critical infrastructure. This phase ends when Hanapepe - Eleele completes mission assignments and no further requests for Hanapepe - Eleele assistance are anticipated from civil authorities and community.

- Phase III Objectives and desired effects.
 - Operations are conducted efficiently, effectively, and rapidly in an appropriate time frame that lessons the requirement for Hanapepe - Eleele support.
 - Continue coordination with Incident Command and or KEMA.
 - Monitor current operations.
 - Establish Steady State Operations for Hanapepe Eleele.

 Phase IV STABILIZE: Phase IV begins when Hanapepe - Eleele completes mission assignments/request for assistance and no further request for assistance are anticipated from civil authorities or community. Priority of effort is to meeting transition criteria and scaling back operations. Phase IV success is achieved when all operational aspects of assignments and requests are complete.

- Phase IV Objectives and desired effects.
 - Complete all assignments and requests.
 - No new assignments or requests for assistance.
 - Continue to monitor current operations.

• Phase V Transition: Phase V begins when all operational aspects of assignments and requests for assistance are complete. Priority of effort is accounting for all personnel and equipment, submitting any required reports, participation certificates, After Action Reviews, updating plans and SOPs. This phase ends when Hanapepe - Eleele response personnel have been relieved.

- Phase V Objectives and desired effects.
 - First responders are able to achieve freedom of movement and respond to calls for public service to the community.
 - Local commerce providing essential goods and services that meets the needs of the community.
 - Law enforcement capability and capacity returned to pre-disaster or near pre-disaster conditions.
 - Essential Government Services returned to pre-disaster or near pre-disaster conditions.
 - Public Utilities restored to 90% of pre-disaster conditions.
 - County indicates they no longer need Hanapepe Eleele support.
 - No injuries or deaths due to accidents and complacency.

- Level 1 Full Activation: An actual or threatening incident is of such magnitude that it requires, or may require, extensive response and recovery efforts and significant community and state resources. The Hanapepe Eleele EOC is fully staffed with representatives in all assigned positions and is coordinating with the four disaster response zones and as needed with KEMA.
 - Staffing. All Hanapepe Eleele volunteers
 - Notification. All volunteers will be notified of the threat via phone, text, email, and messengers if necessary.
 - Potential Triggers. Cat 2 or higher Hurricane anticipated to make land fall with effects in Hanapepe - Eleele Valley within two days.

- Level 2 Partial Activation: A situation or threat has developed that may require Hanapepe Eleele coordination, support, and monitoring. The Hanapepe EleeleEOC is partially staffed with representatives from select staff positions and is coordinating as needed with the four disaster response zones and KEMA as needed.
 - Staffing. Command Group, Primary Staff, Disaster Response Zone Command.
 - Notification. All volunteers will be notified of the threat via phone, text, email, and messengers if necessary.
 - Cat 1 Hurricane anticipated to make land fall within one day with effects in Hanapepe Eleele Valley.

- Level 3 Enhanced Steady State: A situation or threat has developed that requires enhanced monitoring and coordination.
 - Staffing. The Hanapepe Eleele EOC is not staffed with personnel.
 - Notification. Command Group. Situation information will be shared with Hanapepe Eleele members and posted to Hanapepe Eleele website.
 - Potential Triggers Potential Flooding

- Level 4 Normal Operations: Routine monitoring of a situation. No event or incident is anticipated
 - Staffing None
 - Notification Monitor emails, texts, Hanapepe Eleele website, media reports, FEMA reports, Central Pacific Hurricane Center, Pacific Tsunami Warning Center

Hanapepe - Eleele Emergency Response Plan: Execution – Tasks to Teams

- Tasks
 - Hanapepe Eleele CERT (Annex C)
 - Hanapepe Eleele SW (Annex D)
 - Hanapepe Eleele DAT (Annex E)
 - Hanapepe Eleele Flood Monitoring Team (Annex F)

Hanapepe - Eleele Emergency Response Plan: Execution – Coordinating Instructions

- Critical information requirements.
 - Pre-incident:
 - What areas are in the projected Impact Zone
 - What critical infrastructure is projected to be impacted by the incident?
 - What are the anticipated missions?
 - Post-incident:
 - Where and in what numbers are the major concentrations of casualties and displaced persons?
 - What conditions exist that facilitate an increase of lawlessness and criminal activity?
 - Where and when will an increase of lawlessness and criminal activity occur?
 - Where are the inaccessible or impassible roads?
 - What is the operational status of key infrastructure in the community?
 - Death Serious Injury, Hospitalization of Hanapepe Eleele member.
 - Degradation of Hanapepe Eleele capabilities which prohibit response to missions.

Hanapepe - Eleele Emergency Response Plan: Execution – Coordinating Instructions

- Hanapepe Eleele Functions
 - During a major disaster operation (Hurricane)
 - Command and Control
 - Response Planning
 - Light search & rescue
 - Damage assessment
 - Light fire suppression
 - Logistical support
 - Disaster medical operations
 - Communications and coordination
 - Security Watch
 - Personnel accountability
 - Documentation
 - Care & feeding of Hanapepe Eleele team members
 - Shelter operations, if required
 - If you have a personal chainsaw and are trained to operate the chainsaw you may use it during road clearing operations.

Hanapepe - Eleele Emergency Response Plan: Execution – Coordinating Instructions

Insurance & Liability for Hanapepe - Eleele Members - Hanapepe Eleele members are required to maintain their own insurance for
health & auto. Members are required to possess personal auto
insurance in order to operate their automobiles/trucks while
activated as a Hanapepe - Eleele member. No liability protection exist
for gross negligence or wanton disregard. Members are instructed to
always remain within their scope of training, assigned responsibilities,
and act as any reasonable person would act in similar circumstances

Hanapepe - Eleele Emergency Response Plan: Execution – Coordinating Instructions

- Non-disaster operations
 - Training
 - Exercises
 - Public education & outreach
 - Assist Non-Governmental Organizations (i.e. Red Cross)
 - Community service projects

- Logistics (Annex)
 - Situation See Base ERP
 - Assumptions
 - No logistics points of distribution available until after 7 days
 - Local vendors' goods and services, if available, will be utilized in order to promote community resiliency

- Logistics (Annex)
 - Mission. Hanapepe Eleele logistics section provides logistic support to sustain Hanapepe Eleele operations during emergency response.
 - Execution.
 - Phase 0 Tasks
 - Continuous situational awareness and preparedness. This phase sets the conditions for operations and cooperation with community partners, government, and NGOs, via active engagements for planning, conferences, training programs and exercises, and coordination.
 - Phase I Tasks.
 - Provide timely and accurate status of Hanapepe Eleele critical equipment in order to update Logistics Common Operating Picture and provide situational awareness.
 - Provide status of power generation, vehicles, water distribution, water purification, and refueling.
 - Relocate and protect critical equipment to prevent damage and ensure equipment availability for operations.
 - Phase II/III Tasks.
 - Provide status of critical equipment for potential employment in support of mission assignments.
 - Coordinate with Operation Coordinator and Personnel Coordinator for required personnel
 - Coordinate for transportation of required equipment and personnel
 - Phase IV/V Tasks
 - Account for all equipment and return when no longer required.

- Logistics (Annex)
 - Service and Support.
 - Logistics coordinator will be the subject matter expert for Hanapepe Eleele sustainment and will provide logistical sustainment analysis for each request for assistance.
 - Logistics section is responsible to plan/coordinate internal logistics support operations.
 - Maintenance Logistics section will identify community maintenance support for duration of operations.
 - Transportation Establish a transportation coordination cell to handle all personnel, equipment, and supply movement functions.

- Logistics (Annex)
 - Mass Care
 - Feeding Food provisions are focused on meeting the needs of an affected population during an emergency.
 - Work with American Red Cross (ARC), Faith Based Organizations and identify food establishments.
 - Establish short-term distribution of food plan
 - Establish long-term distribution of food plan
 - Assess community food supply needs and storage requirements
 - Organize and train a feeding team to support the needs of the community
 - Shelter In some cases urgent shelter provision is needed for those whose houses have been destroyed or unsafe.
 - Identify designated emergency evacuation shelter.

- Logistics (Annex)
 - Evacuation The evacuation plan will be a guide for the whole community to coordinate their efforts with disseminating early warning to ensure timely and orderly evacuation of the vulnerable areas and persons.
 - Identify evacuation routes
 - Establish evacuation procedures
 - Evacuation Maps

- Logistics (Annex)
 - Hanapepe Eleele EMERGENCY SUPPLIES
 - Hanapepe Eleele has the following supplies on hand to support staff during emergency operations. These supplies may be accessed and assigned by each staff section during an event.
 - Office supplies
 - Bathroom supplies
 - Paper goods and utensils Extended shelf life water
 - First Aid Kits

- Logistics (Annex)
 - During an emergency, all staff members are expected to report to duty with the following supplies:
 - Toiletries
 - Flashlight and batteries

- Personnel (Annex)
 - Mission The Hanapepe Eleele Personnel section will provide information in the planning, preparation and execution of personnel and administrative support and actions during an emergency.
 - Assumptions
 - Hanapepe Eleele personnel will be supported by the Personnel Section. Limited tracking of non-Hanapepe Eleele personnel medically treated by Hanapepe Eleele Medical (who, where, time/date sent for treatment elsewhere) will be conducted.

- Personnel (Annex)
 - Duties and Responsibilities
 - Conduct staff coordination between other Hanapepe Eleele staff sections.
 - Maintain situational awareness with ongoing missions.
 - Conduct staff planning, analysis, and input as required.
 - Assist with development and updating of plans as required.
 - Collect and maintain update of all personnel statistics, request and reports.
 - Initiate Sign-in Roster for all Hanapepe Eleele personnel. In addition, complete a Daily Personnel Statistics.
 - Take appropriate actions to ensure Hanapepe Eleele members are recognized as the emergency has been brought under control

- Acutely Injured or III
 - Response to the injured
 - Professional rescuers
 - on duty at duty stations in Hanapepe Eleele
 - off duty but living in Hanapepe Eleele
 - Community responders
 - CERT volunteers
 - Hanapepe Eleele residents (healthcare professionals—physicians, nurses, paramedics, etc)
 - Transportation
 - to healthcare facilities
 - to alternate care destinations

- Chronic Illness +/- exacerbation thereof
 - Treatment providers for existing medical conditions
 - need to identify resources (physicians, nurses, paramedics, veterinarians, etc)
 - staffing
 - Location
 - set up treatment areas
 - Need H2O, electricity, refrigeration, bathrooms
 - Equipment and supplies

- Resources
 - Supplies
 - disposable/consumable goods
 - bandages
 - gloves
 - storage of supplies
 - Equipment
 - generators to power medical devices
 - other medical equipment

Tasks

- Need to identify what medical providers live in Hanapepe Eleele
- Need to identify location for treatment
- Procurement of supplies, equipment.

Hanapepe - Eleele Emergency Response Plan: Command

Command.

- <u>Location of Community Incident Command and Key Leaders</u>. The key leaders are located at the following: Community Incident Commander and Chief of Staff, Hanapepe Eleele EOC; Deputy Incident Commander and Disaster Response Zone Leaders will be located in assigned Disaster Response Zones. These locations are dictated as the most effective for mission command and control.
- <u>Succession of Command</u>. CIC, DCIC, COS, Operations Coordinator

Hanapepe - Eleele Emergency Response Plan: Communications

- Focus on operator level proficiency and the technical development of communications personnel through training and support of operators. All users of communication assets will be completely familiar with the use and maintenance of assets. Communications plan:
 - Prepare
 - Primary- Phone
 - Alternate Email
 - Contingency Family Radio Service (FRS)
 - Emergency HAM
 - Respond
 - Primary: FRS
 - Alternate: Messenger
 - Contingency: Citizens Band
 - Emergency: HAM

- The Hanapepe Eleele Plans Coordinator is responsible for coordinating the development and maintenance of the Hanapepe Eleele ERP.
- The following positions are required to participate in plan development and maintenance activities as part of the planning team:
 - Hanapepe Eleele Community Incident Commander
 - Hanapepe Eleele Deputy Community Incident Commander
 - Hanapepe Eleele Chief of Staff
 - Hanapepe Eleele Personnel Coordinator
 - Hanapepe Eleele Operations Coordinator
 - Hanapepe Eleele Logistics Coordinator
- Other staff may be invited to serve on planning committee as required in addition to those positions listed above.

- Plan maintenance responsibilities include:
 - Maintaining a plan review and revision schedule.
 - Reviewing all plan components and proposed changes for consistency.
 - Obtaining approvals for changes from the appropriate approving authority.
 - Ensuring notifications of approved changes are made and disseminated
 - Maintaining an accurate record of changes.

Plan updates:

- Plan updates are coordinated and conducted annually by the Hanapepe - Eleele Command and General Staff.
- A plan update is the inspection of a plan to identify and make minor revisions without the need for input from a larger stakeholder group or an extended review process.

Plan updates may involve the following:

- Administrative changes, such as the change of a section name or position title, which does not impact the plan or change responsibilities for actions within the plan.
- Addressing changes in policies, directives or legislation relevant to emergency planning and response, and ensuring those changes have not resulted in inconsistencies or conflicts within the plan.
- Incorporation of lessons learned from exercises or actual events.
- In the event the plan review finds a significant policy conflict or changes to the operational environment has made the plan obsolete, a more detailed revision of the plan may be required as outlined in the Hanapepe Eleele ERP Plan Development.

Plan revisions:

- A revision is a thorough and systematic examination of a plan to determine the degree to which stated policies and procedures need to be re-written.
- The revision process attempts to:
 - Ensure risk and vulnerability analysis, planning assumptions and situation reflect current realities.
 - Address relevant changes in departmental, federal or state laws, policies, structures, capabilities or other changes to emergency management standards or best practices.
 - Incorporate substantive lessons learned from exercises, incident analysis or program evaluations.
 - Input from stakeholders will be sought as part of the revision process. A typical revision process includes preplanning and review meetings with stakeholder groups.

Hanapepe - Eleele Emergency Response Plan: Authorities and References

- Authorities
 - §127A Emergency Management, Hawaii Revised Statutes
 - §128A Homeland Security, Hawaii Revised Statutes

Hanapepe - Eleele Emergency Response Plan: Authorities and References

- References
 - National Planning Frameworks
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - National Incident Management System
 - Hanapepe Eleele Emergency Response Plan
 - "Good Samaritan" laws
 - Volunteer Protection Act of 1997

Hanapepe - Eleele Emergency Response Plan: Annexes

Annexes

- A Organization Chart
- B Intelligence
- C Hanapepe H-Eleele CERT
- D Hanapepe Eleele NSW
- E Hanapepe Eleele DAT
- F Hanapepe Eleele Flood Monitoring Team
- G Logistics
- H Personnel
- I Medical