

## Emergency and Civil Defense Procedures

## EMERGENCY AND CIVIL DEFENSE PROCEDURES

### [UH Swine Flu Information](#)

### PURPOSE

To provide the necessary guidance to organize and direct Kapi'olani Community College's operation in the event of an emergency and/or civil defense action that may be necessary (University of Hawai'i BMI 2620, Plan for Emergency and Civil Defense Events).

### APPLICABILITY/RESPONSIBILITIES

- These procedures apply to all Kapi'olani Community College organizations and individuals within its operation and jurisdiction.
- The Chancellor will be responsible for assembling the Crisis Management Team immediately upon notification of a crisis on Campus or a crisis that may affect the College. The Chancellor's suite of offices (Ilima 212 & 213) will be the primary Command Center on Campus from which all control measures will be initiated, received, and disseminated. An alternate Command Center will be determined should it become necessary.

### The Crisis Management Team consists of:

Chancellor  
 Executive Assistant to the Chancellor  
 Vice Chancellor for Academic Affairs  
 Interim Vice Chancellor for Administrative Services  
 Dean of Business, Health, Legal Ed, and Library  
 Dean of Hospitality and College Advancement  
 Dean of Student Services and Holomua  
 Auxiliary Services Officer

### Roles and Responsibilities of Crisis Management Team

#### Chancellor:

- Serves as the Crisis Management Team Leader
- Plans, coordinates, and supervises disaster operations
- Communicates with State/City and County representatives, UH System representatives, and media

#### Executive Assistant to the Chancellor:

- Provides support services to Chancellor in fulfilling his responsibilities in a crisis.

### Related Links

- ❑ [Crisis Plan Implementation](#)
- ❑ [Procedures](#)
- ❑ [BOMB THREAT](#)
- ❑ [EARTHQUAKE](#)
- ❑ [EXPLOSION OR THREAT OF EXPLOSION](#)
- ❑ [FALLEN AIRCRAFT](#)
- ❑ [FIRE](#)
- ❑ [HAZARDOUS MATERIAL ACCIDENT](#)
- ❑ [SEVERE WINDSTORM](#)
- ❑ [TSUNAMI, TIDAL WAVE, OR FLOOD](#)
- ❑ [ENEMY ATTACK / WAR](#)
- ❑ [Response to Power Outage](#)
- ❑ [Pandemic Response Plan](#)

### Campus Security

Kapiolani Community College  
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### ➔ About KCC

Accreditation, Mission Statement, Administration, Maps, Tours, History & Facts, Giving, Visiting KCC, ...

### ➔ Academics

Programs of Study, Courses, Catalog, Calendars, Policies, Special Programs ...

### ➔ Admissions

Admissions, Assessment & Testing, Dates & Deadlines, Tuition, Getting Started, ...

### ➔ Services

Registration Guide, Financial Aid, Academic Advising & Counseling, Disability Services, Campus Services, Emergency Procedures, Kahikoluamea Center, CELTT, ...

### ➔ Libraries and Computers

Lama Library, Computers on Campus, Online Tools, Technology Resources, ...

### ➔ International Resources

International Students, Study Abroad, Short-Term Training Program, ...

### ➔ Life at KCC

Koa Gallery, Health & Safety, Food & Dining, Kaplo - Student Newspaper, Student Activities, Student Congress, ...

### ➔ Bookstore

KCC Bookstore, UH Bookstore Computer Department

### ➔ Continuing Education

Vice Chancellor for Academic Affairs

- Coordinates faculty, staff, and student evacuations
- Works with Chancellor regarding close and postponement of classes
- Works with Chancellor on press releases

Vice Chancellor for Administrative Services

- Coordinates Transportation and off-campus evacuations
- Coordinates Janitorial Services for maintenance of restrooms
- Coordinates OSHA cleanup/services
- Coordinates delivery of food for personnel working on crisis
- Receives and disseminates information regarding emergency and civil defense events and actions that may require the cooperation and support of Kapi'olani Community College.

Deans

- Provide support to the Chancellor and Vice Chancellors in fulfillment of their responsibilities within their areas of expertise. For example, the Dean in charge of College Advancement should assist the Chancellor and Vice Chancellors with communications to various constituencies as per standard procedures in other universities and colleges; the Dean in charge of Health should work with the Chancellor and Vice Chancellors in mobilizing first response capabilities among of our health services faculty and staff; etc.
- Monitor telephone calls and answers questions regarding crisis management

Auxiliary Services Officer

- Provides support to the Vice Chancellor for Administrative Services in regards to security, janitorial services, and any building operations including but limited to the provision of blueprints, electrical systems, water lines, etc.
- In the absence of the Chancellor, the Vice Chancellor for Administrative Services, Auxiliary Services Officer, Vice Chancellor for Academic Affairs, or predesignated employee is authorized and directed to activate one or more actions as described herein, or take such other actions as may, in his/her judgment, be necessary to save lives, and mitigate the effects of disasters and disruptions.