

## 2. Emergency Planning

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### 2.1 Introduction

Emergency planning begins with an awareness of the types of incidents that have happened in the past and the types of incidents that could happen. Most individuals have experienced some emergency situation. Typically, the situation is mitigated or diminishes naturally without any major loss to the community. This experience may result in a casual attitude about the potential for major disasters to occur. Disasters do not happen often, but they do occur. Individuals, institutions, schools, businesses and emergency response groups should plan emergency response activities before disaster strikes. What would you and your family do when faced with a potential disaster? The actions you take as an individual may be more important than anything trained professionals can do to help you. Without individual preparation, community planning and emergency resources have only a limited benefit.

### 2.2 The Need for Planning

The Campbell Industrial Park is an area of approximately 1,400 acres that contains approximately 200 businesses. Other occupied land including residential, light industrial, commercial and military property surrounds the Park. The primary hazards to the area that are addressed in this Emergency Resources Guide include the following:

- ◆ Hazardous Materials Releases
- ◆ Hurricanes and Tropical Cyclones
- ◆ Tsunamis
- ◆ Leaks
- ◆ Fires
- ◆ Earthquakes
- ◆ Flooding

Within a few miles of the Park are many new homes, businesses, schools and other inhabited areas that could be affected by an emergency in the Campbell Industrial Park or on nearby streets and highways. The estimated population of the area within 10 miles of CIP is over 150,000 people.

### 2.3 Guide Overview

This Guide is primarily focused on acute hazards that could directly affect or are related to activities in CIP and Kapolei Business Park (KBP). The areas surrounding the Parks, such as the H-1 Highway are also potential sources of hazardous material releases or other emergencies and have not been specifically addressed in this Guide. Other hazards, such as crime, wildland fires, or mass transportation accidents may also exist, but are beyond the scope of this Guide.

This Guide is not intended to replace any existing plans nor fulfill any public or private organization's duties or obligations to conduct their own emergency planning. As a minimum, businesses in the park should refer to applicable state, federal and local regulations regarding the need for facility-specific plans.

### 2.4 Getting Started

All businesses in CIP are encouraged to obtain a copy of the “Emergency Management Guide for Business and Industry” from the [Federal Emergency Management Agency \(FEMA\)](#) or the Honolulu Department of Emergency Management (DEM). This document provides a step-by-step approach to emergency planning, response and recovery for companies of all sizes.

#### What actions can you take?

- o Appoint a Facility Emergency Coordinator.
- o Identify the types of emergencies described in this Guide.
- o Learn about hazards at neighboring facilities.
- o Know how to report an emergency.
- o Follow the emergency guides included in this Guide for preparation and response.
- o Follow the guidance of emergency management personnel. Do not delay.
- o Educate your employees/family members on the proper emergency procedures.
- o Conduct drills to become proficient and ensure your plan will work.
- o Post emergency phone numbers at all telephones in your home and business.
- o Plan to alert your neighbors of any emergency if you can safely do so.
- o Plan ahead what you will do with pets and personal belongings.
- o Identify your property - photograph or videotape it - and keep the records in a safe place. If you lose property in an emergency, proper documentation will speed the claims process.
- o Obtain emergency supplies and keep them in good condition and in an accessible place.
- o Plan an escape route and an alternate.
- o Assemble the food and supplies to sustain you through an emergency.
- o In case of an emergency, act promptly. "Over-response" is preferred to "under-response."

### 2.5 Communications

#### 2.5.1 Notification and Warning - 911

Businesses and individuals should always think of 911 as the first and most critical means of initiating emergency response to an incident. The City and County of Honolulu’s Emergency Operations Plan depends upon rapid notification by industry and by individuals that an emergency has occurred. If in doubt about a situation you believe could be an emergency, call 911.

When 911 is called, an operator is reached who will determine what emergency services you need and forward your call to the appropriate Honolulu Fire Dispatch Center, Police Dispatch Center or Emergency Medical Services (EMS) Dispatch Center. It is important to listen carefully to the 911 operator and to provide the information requested.

When you are transferred to Fire, Police or EMS dispatch you will be talking to an operator with specific expertise and knowledge. The dispatch center may request more specific information from you or provide you with instructions on how to protect yourself or others.

### 2.5.2 Public Information

During a widespread emergency, there are a number of sources of information available to the public. Local television and radio stations provide regular updates. The National Oceanic and Atmospheric Administration (NOAA) broadcasts current weather information on weather alert monitors that are relatively inexpensive and readily available to the public. The [Honolulu DEM](#) and other public agencies may be contacted for further information at the numbers provided in [Volume II, Section 5, Directory](#).

For localized emergencies, such as small chemical leaks, fires and other public health concerns, the Honolulu DEM sirens and the Emergency Alert System (EAS) may not be activated, and information about the incident may not be immediately available. Smoke from any fire can contain harmful amounts of carbon monoxide and other chemicals. Prolonged or intense exposure to these chemicals can result in adverse health effects.

If you believe that you have experienced a harmful exposure to toxic chemicals or smoke, medical attention should be sought immediately. Knowledge of the types and amounts of chemicals involved, the duration of exposure, and any symptoms experienced are helpful in determining if significant health effects may result. It is important to note that minor incidents are harder to detect and it is more difficult to pinpoint the source than for larger events. The answers you are seeking may not be available in the first few hours following an incident. See [Hazardous Materials Emergencies, Section 4](#), for additional information.

#### 2.5.2.1 CIP Environmental Updates

Additional information about environmental issues at the Campbell Industrial Park can be obtained by calling the CIP Environmental Hotline at 674-3388. The hotline is available 24 hours per day, 7 days per week. **Please note this service is not intended for emergencies. To report an emergency, please dial 911.**

### 2.5.3 Communicating with Response Agencies

This section of the Guide is intended for use by businesses in CIP who could experience an incident that requires notification and response of a public response agency. The primary responsibility of a public response agency is the protection of public welfare, the safety of their personnel, and the protection of property and the environment. When the

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public response agencies are summoned to the scene of an emergency, they need complete and accurate information in order to perform their work efficiently. The following checklist indicates the type of information that they will be seeking when they arrive at your location. Your first priority is to ensure that all employees and visitors are out of danger. Do not put yourself at risk in an attempt to get more information about the event. Your first priority should be the safety of yourself and others.

### Initial response checklist:

- o Who is in charge of the scene? *Plant Manager, Facility Emergency Coordinator, fire brigade leader, or other representative*
- o Are individuals sick or injured? *Number, location, condition*
- o What details are available? *What happened, when, how, where, why?*
- o Is everyone accounted for? *Evacuated employees, contractors, and response team members*
- o What hazards are present? *Hazardous materials spills, energized equipment, other hazards*
- o What information is available about the location or incident? *Plot plan, Material Safety Data Sheets, process information, chemical compatibility data, maps, etc.*
- o What response activities are currently underway? *Company's response, assessment, investigation, search and rescue, shutdown, etc.*

All businesses in CIP should be prepared in advance to answer these basic questions should an emergency occur. Working with the Fire Department to prepare information in advance (pre-planning) is recommended for all businesses. Many businesses in CIP are closed after normal working hours. For businesses that are not open 24 hours a day, it may be helpful to arrange in advance with the Fire Department to have emergency planning information at an accessible location.

### 2.5.4 Public Education

Information is available from numerous public and private agencies on emergency preparedness and response. Speakers from the Honolulu DEM, the Fire Department and the C.L.E.A.N. organization are available to address clubs, civic organizations, schools and other groups interested in learning more about emergency preparedness. The State Department of Health has appointed a Compliance Coordinator for Campbell Industrial Park. The Coordinator maintains the current posting on C.L.E.A.N.'s website at [www.cleanhawaii.org](http://www.cleanhawaii.org) which provides and receives information about CIP environmental issues. The CIP Environmental Hotline can be used by anyone to file complaints and concerns, request data, and to hear the latest information available regarding workshops, seminars, public hearings, and other matters pertinent to CIP. Following any incident in the Park, the CIP Environmental Hotline can be used to receive a recorded message about the status of the event and any recommendations offered by the State Department of

Health. **The CIP Environmental Hotline is not an emergency number. Always use 911 to report an emergency.**

## 2.6 Evacuation

Evacuation of the Campbell Industrial Park and the surrounding area may be necessary in the event of a natural emergency, severe fire, or hazardous material release. At the onset of an emergency, all individuals must assess the degree of hazard and determine if evacuation is needed and appropriate for the situation. In some situations, *evacuation may increase the risk of being injured*. The decision to evacuate is highly dependent upon the immediate situation.

For major emergencies, the Honolulu DEM may provide evacuation instructions. For some natural emergencies, such as a tsunami caused by an earthquake, evacuation should be immediate for those individuals in the potentially affected areas. The emergency response guidelines provided in this Guide provide some general considerations for making the decision to evacuate.

[Map 2-1 details the evacuation routes](#) out of CIP. Businesses in and around CIP should review the map with their employees as part of their emergency preparedness programs. The map can be copied and posted at a convenient location within each business. Note that there is a single street leading from the Harbor and CIP. It is important that this street be kept open for emergency evacuation. It may be better to stay where you are or to move upwind of a hazardous materials release than to risk driving through a toxic or flammable cloud. If the road is blocked by an incident, and you must evacuate your location, move to an area of safety within CIP.

Hurricanes, tsunamis and fires are the most likely scenarios to potentially cause widespread damage and injury to CIP and its surrounding area. For most incidents, there will be enough warning of impending danger to allow businesses to follow their evacuation procedures. Evacuation routes from CIP include: the Park entrance on Kalaeloa Boulevard; and, with some restrictions, the gate on the east end of Malakole Street and the unimproved road on the west end of Malakole leading to Ko’Olina resort. **Evacuation through either of these gates is an option only after Fire, Police, or Emergency Management responders have unlocked the access gates and are directing traffic to those locations.** (Honolulu Fire Department Station 40 has a key for the gate.) The City and County Emergency Operations Plan includes provisions for shelters and care of CIP evacuees. [Table 2-1, in Section 2.6.2, lists the shelters for CIP and surrounding areas.](#) The Department of Emergency Management activates shelters on an as-needed basis.

Businesses in CIP should organize employees, contractors and visitors to ensure that safe meeting locations are designated and headcount procedures are in place. Evacuation plans developed by businesses should include evacuation from the immediate location and evacuation from CIP. They also need to account for the fact that some workers arrive at CIP by bus transportation from other locations.

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The Honolulu DEM will coordinate bus transportation from city resources if needed during an evacuation. If additional buses are required, military resources may be requested through State Civil Defense.

Some businesses in CIP have processes that must be continuously manned. Power plants and refineries may need a specific plan to continue operations after evacuation of the general population. Specific procedures need to be in place for the protection of those who stay behind to operate critical equipment. It is also advisable to notify the Fire Department in advance if the business emergency plans call for personnel to stay behind during an evacuation.

In event of a major emergency or a security related event, Honolulu Police Department or other law enforcement authority may block roads and limit access to the Park. Businesses are encouraged to make prior arrangements with the [Honolulu Police Department](#) for the identification of employees who may need to enter Campbell Industrial Park past roadblocks or checkpoints during an emergency.

### 2.6.1 Evacuation of Elderly or Disabled Individuals

The Department of Community Services and the Department of Emergency Management have a program for identifying and assisting disabled and elderly who need help in leaving their homes during an evacuation or disaster. The program will also alert the hearing-impaired or those using home life support units who need advance notice of an impending disaster.

For more information on this program, contact the [Emergency Coordinator at the City Department of Community Services at the address listed in Volume II, Section 5, Directory](#).

### 2.6.2 Community Shelters and Care Facilities

In the event of a hurricane or tsunami, potential community shelters available for Makakilo, Kapolei, Makaha and other areas surrounding CIP are listed below:

**Table 2-1: Emergency Shelters for CIP and Surrounding Area**

Shelter	Hurricane	Tsunami
August Aherns Elementary	X	
Barbers Point Elementary	X	
Campbell High	X	X
Ewa Community Park		
Ewa Elementary	X	
Holomua Elementary	X	
Honowai Elementary	X	

**Table 2-1: Emergency Shelters for CIP and Surrounding Area (continued)**

Shelter	Hurricane	Tsunami
Ilima Intermediate	X	X
Kaimiloa Elementary	X	
Kaleiopuu Elementary	X	
Kamaile Elementary	X	X
Kamokila Community Park		
Kaneolani Elementary	X	
Kapolei Elementary	X	
Kapolei High	X	
Leihoku Elementary	X	X
Maili Elementary	X	X
Makaha Elementary	X	X
Makakilo Community Park		
Makakilo Elementary	X	X
Mauka Lani Elementary	X	
Nanakuli Beach Park		
Nanakuli Elementary	X	
Nanakuli High & Intermediate	X	X
Pohakea Elementary	X	
Waianae Elementary	X	X
Waianae Intermediate	X	
Waipahu Elementary	X	
Waipahu High	X	
Waipahu Intermediate	X	
Waipahu Park District		

As noted above, not all shelters are available for every type of emergency. Most locations will be opened selectively, depending upon the areas affected and the hazard area. Other alternatives to community shelters include the homes of relatives whose residences are not endangered, and facilities provided by your employer or church group. *Listen to radio and television announcements for specific shelter designations and opening schedules.*

### 2.6.3 CIP Evacuation Guidelines

Incidents at the Campbell Industrial Park vary in severity and magnitude. No single evacuation plan will meet the requirements for all types of incidents. Emergency responders shall determine the need and scope of evacuation based on the actual and projected level of impact. The goal of these guidelines is to facilitate a safe and expeditious evacuation by minimizing cross traffic conflicts. Refer to Evacuation Maps on the facing page to identify the best routes from your place of business.

#### Staying Informed

Environmental release activities can be obtained by logging on to the C.L.E.A.N. website at [www.cleanhawaii.org](http://www.cleanhawaii.org) or by calling the CIP Environmental Hotline at (808) 674-3388. If deemed necessary, emergency responder may implement door-to-door evacuation. For major emergencies, the Honolulu Department of Emergency Management may provide evacuation instructions. When the emergency sirens are sounded, ensure that your facility is tuned into the Emergency Alert System (EAS) for additional information. Audio broadcast is available through a network of local radio stations, AM590, and FM96.3. Emergency Alert Sentinel radios, distributed by C.L.E.A.N., silently monitor local commercial radio stations for emergency alert broadcasts; automatically warn the user with a tone and broadcast any message sent through the EAS. Make sure they are properly installed and maintained.

#### Egress Routes

Kalaehoa Boulevard is the primary evacuation route for the Park. The Honolulu Police Department has authority to open up both directions of traffic for egress when necessary. Based on the dynamics of the scenario, the unimproved road to Ko'Olina and/or the Malakole Gate may be also designated as evacuation routes as well. Traffic posts may be manned at strategic intersections, as long as the location is safe for police officers to remain. Businesses should direct commercial and industrial vehicles not to return to CIP during an evacuation.

Each business is urged to identify more than one evacuation route and assembly area for employees. Conduct periodic training and drill to test competency and identify areas for improvement. **Note that prevailing wind is from the northeast.** Alerting employees of changing wind pattern is a good practice as it may affect the evacuation route selection during an emergency. See Section 5.1 and 5.2 of the Emergency Resource Guide Volume 1 for more planning information.

#### Shelter-In-Place

It is important to be prepared to shelter-in-place to minimize traffic congestion and to continue essential plant operation in a safe manner. **A Shelter-In-Place Checklist can be found in Section 5.2 of the Emergency Resource Guide Volume 1.**

[INSERT EVACUATION MAP]

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## 2.7 Training for Emergency Response Personnel

All businesses in and around CIP and KBP should see that their employees are provided with the basic training necessary to recognize and effectively respond to emergencies. The type and extent of training requirements vary widely based on the nature of the business, the size of the business and other factors. [Table 2-2 is a partial list of training requirements of the Hawaii Department of Labor and Industrial Relations](#) for various emergency response personnel. Some of the training requirements also apply to employees of agencies who would be involved in emergency response operations involving hazardous materials. All businesses in the Campbell Industrial Park and Kapolei Business Park are encouraged to consult the federal, state and local regulations to determine the appropriate training requirements for their employees.

New regulations pertaining to training of facility security personnel are now in effect for certain facilities that handle hazardous materials, are involved in transportation of hazardous chemicals and certain facilities in proximity to ports. Businesses are encouraged to consult with the United States Department of Homeland Security and the United States Transportation Security Administration to determine which regulations apply to their facilities.

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**Table 2-2: Types of Training**

Training Type	Audience	Contents (summary)
General	All Employees	Recognition of hazards and how to avoid them. Familiarization with the emergency plan and escape procedures.
	Designated employees	To assist in safe and orderly evacuations.
Fire Training	All employees expected to use fire extinguishers or equipment	Instructions on the use of fire extinguishers or other equipment and the hazards of incipient stage fire fighting.
	Fire Brigade Members	Training at least annually commensurate with expected duties and functions.
	Interior Structural Fire Fighters and Rescue	Training at least quarterly commensurate with expected duties and functions.
	Fire Brigade Leaders and Instructors	More formalized training at outside classes, such as university fire extension services.
<b>Hazardous Materials</b>		
First Responder Awareness Level	Employees who are likely to witness or discover a hazardous materials release	Understanding of hazardous substances and their risk, recognition of the presence of a hazardous substance, identification of the released substance, recognition of their role, and recognition of the need for additional resources and notification procedures.
First Responder Operations Level	Individuals who respond to releases or potential releases and take defensive action to contain it.	At least 8 hours training or have competency as a First Responder Awareness Level and knowledge of basic hazards and risk assessment techniques, selection and use of personal protective equipment, understanding of basic hazardous materials terms, implementation of decontamination procedures, and understanding of the relevant operating and termination procedures.
Hazardous Materials Technician	Individuals who respond to releases or potential releases for the purpose of stopping the release.	At least 24 hours of training equal to the first responder operations level and competency in implementing the employer's emergency response plan, identification, classification and verification of known and unknown materials, ability to function as assigned in an Incident Command System, selection and use of specialized personal protective equipment, understanding of hazard and risk assessment techniques, capability of performing advanced control and containment operations, ability to implement decontamination procedures, understanding of termination procedures and basic chemical and toxicological terminology and behavior.
Hazardous Materials Specialist	Individuals who respond to help Hazardous Materials Technicians with more direct or specific knowledge of hazardous materials.	At least 24 hours training equal to the technician level and ability to implement the local response plan, classification and verification of known and unknown materials using advanced instrumentation, knowledge of state emergency response plan, selection and use of specialized personal protective equipment, understanding of in-depth hazard and risk techniques, ability to perform specialized control and containment, ability to determine and implement decontamination procedures, understanding of chemical, radiological and toxicological terminology and behavior.
On-Scene Incident Commander	Those who assume control of the incident scene beyond first response	At least 24 hours training equal to the first responder operations level and competency in use of the Incident Command System, hazards and risks of working in personal protective equipment, knowledge of the local and state emergency response plans and the Federal Regional Response Team, and knowledge of the importance of decontamination procedures.