

Prepared by the Office of the President
This replaces Executive Policy E2.203 dated August 1983

UNIVERSITY OF HAWAII

EXECUTIVE POLICY - PUBLIC SAFETY AND EMERGENCY MANAGEMENT
December 2013

E2.203 Public Safety and Emergency Management

I. Introduction

The University of Hawaii System (UH System) must ensure a safe and secure educational environment for all students, faculty, and staff, as well as for its visitors. In recognition of its responsibilities, the University System must have in place emergency and disaster response policies, plans, and procedures that address emergency and disaster situations.

Accordingly, the UH System establishes this policy on Public Safety and Emergency Management (1) to inform and ensure the development of emergency plans that support the creation of a safe, responsive, and resilient environment in the event of an emergency or natural disaster; and (2) in partial fulfillment of its federal, state and municipal responsibilities regarding emergency preparedness and response.

This Executive Policy is based on Board of Regent Policies Section 2-2, Duties of the President; and, 11-5, Public Health and Safety. Specifically, Board Policy authorizes the President to establish administrative policies and procedures that address matters affecting the health, safety and security of the University community.

Further, the Governor's Administrative Directive No. 87-8, dated December 11, 1987 that continues to be in effect states "...every government employee is considered a civil defense worker and each department and agency a supportive extension of our established civil defense system". Therefore, the University System's and individual campus plans must address that this Directive

is taken into account when developing public safety and emergency management plans and procedures.

II. Objectives

- A. Ensure system-wide coordination and collaboration in the utilization and adoption of guidelines and best practices relating to public safety, emergency and disaster planning and responses as identified by government, industry and other higher education institutions and systems.
- B. Create an administrative infrastructure for the University of Hawai'i to coordinate and support campus efforts with respect to public safety, emergency preparedness and communications, as well as a public safety, emergency and disaster response and recovery plan that maximizes safety, and protects lives, living assets, valuable research processes, property, the community and the environment, while enabling campus-based decision-making to initiate timely emergency notifications, actions, responses and recovery activities.

Comply with applicable federal, state and county laws, rules and regulations, and executive orders, to include, but not limited to, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Higher Education Opportunity Act, the Violence Against Women Act, Department of Homeland Security-Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) and Incident Command System (ICS), Title IV federal student financial assistance programs requirements, Title IX of the Educational Amendment Act of 1962, further amended by the Civil Rights Restoration Act of 1987, and Chapter 128, HRS, Civil Defense and Emergency Action.

III. System and Campus Responsibilities

A. System

- a. The President is responsible for

- i. Providing system-level public safety and emergency operations guidelines for all campuses in the development of campus-specific emergency response and evacuation plans;
 - ii. Serving as the liaison between all local, county, regional, and state emergency service agencies and the various campuses of the University System, unless precluded by circumstances and/or a designee is identified; and
 - iii. Receiving and disseminating information regarding emergency/civil defense actions that may require assistance, collaboration, and cooperation of various campuses of the University System.
- b. The President may designate a senior system executive whose assigned duties include service as the system-level public safety and emergency management administrator. This senior system executive shall be guided by best practices in the creation of an administrative and operational infrastructure that supports campus-level public safety activities and emergency response planning that allows campuses to independently initiate timely actions and responses. Specific responsibilities include, but are not limited to:
 - i. Directing and coordinating system-wide strategic planning for and implementation of campus-based emergency and disaster planning and operations while advising the President and the Board of Regents on campus public safety matters from a system-wide perspective.
 - ii. Coordinating system-wide major actions and campus-based decisions, e.g., campus closures and reopening, recovery operations, and fulfillment of such post-emergency

activities as damage assessment and incident reporting.

- iii. Serve as the State agency/department Senior Administrator for Civil Defense as a member of the State Emergency Response Team (SERT), who acts as the liaison to federal, state, civil and county officials as may be necessary and appropriate at the system level relating to emergency planning and responses.
- iv. Establishing and convening a system wide Emergency Management Coordinating Counsel to coordinate the planning of and managing of emergency preparedness, response, recovery and mitigation actions.
- v. Establishing additional working groups as may be appropriate to prepare for and to address emergency response activities, e.g., emergency communication systems with public information officers.
- vi. Providing oversight to ensure that all emergency preparedness, responses, event recovery activities, training, emergency management/operation centers, annual emergency plan testing and exercise requirements are established and carried out systemwide.
- vii. Develops the format and the development of the System Emergency Management Plan and oversight of the development and guidance of Comprehensive Emergency Management Plans (CEMP) for each Campus, to be reevaluated biannually, and as necessary. Ensuring that the plans are tested annually and to provide an annual report to the President of the results of the annual all campus emergency response plan reviews, readiness of emergency operation centers, status of training of key staff, and results of annual emergency plan exercises/drills as

may be conducted to maintain operational readiness or in compliance with the federal requirements, e.g., Clery Act.

- viii. Provide direction and technical support in matters of public safety and emergency management, standards and methodologies consistent with federal and industry best practices and accreditation standards while coordinating systemwide support that offers collective benefit to all campuses.

B. Campuses

- a. The Chancellor shall have the authority to independently initiate campus emergency actions that include, but are not limited to, modifications in campus operations and campus closures and re-openings. Community College Chancellors shall comply with and ensure conformity to systemwide and any supplemental policies, procedures and practices as may be established for Community Colleges.

b. Chancellors are responsible for:

- i. Providing campus-level public safety and emergency operations guidelines for their respective campus.
- ii. Ensuring the development and execution of the Campus Comprehensive Emergency Management Plan (CEMP) that include pre- and post-incident activities based on best practices and guidelines provided by the System.
- iii. Ensuring the timely implementation of the campus's public safety and emergency preparedness and emergency response plans.
- iv. Collaborating and coordinating, to the extent practicable, with other University campuses in the same county jurisdiction

when initiating emergency responses and/or evacuation actions (e.g., campus closures and re-opening) to avoid confusing the public.

- v. Directing the review and update of the Campus Comprehensive Emergency Management Plan (CEMP) based on guidance from the System, best practices and biannual plan reviews and assessments, results of annual emergency plan testing, and on-going operational evaluations.

- vi. Organizing campus resources to ensure continued safety of the campus community, e.g., designating members of a campus security/public safety team and/or organizing a unit responsible for personal/physical security and campus emergency preparedness functions that should include provisions for activation of a Campus Emergency Operation Center (EOC), when and if needed, with among its assigned responsibilities the establishment and maintenance of communications with the President or designee, or via the System Emergency Operation Center (UH-EOC) when activated.

- vii. Establishing and promoting, as a campus-wide priority, support for campus security/public safety plans, plan testing exercises, and other related activities.