

STATE OF HAWAI`I DEPARTMENT DIRECTOR RESOURCE GUIDE

Emergency Management Agency

Website: ready.hawaii.gov

Phone: 808.733.4300

August 2019

CONTENTS

Introduction

- ❖ Guide Overview
- ❖ State Agency Director Role in Emergency Management

Section 1: Response Resources

- ❖ Director's Emergency Checklist
- ❖ County, State, Federal Response Overview Diagram
- ❖ State Emergency Operations Center (SEOC) Contact Sheet and Directions
- ❖ State Agency Requirements for Reporting Incidents to State Warning Point
- ❖ Notification of State Emergency Operations Center Activation
- ❖ Information Sharing and Resource Requests During State EOC Activations
- ❖ State Emergency Support Function (SESF) Overview Sheets
- ❖ Hawai'i State Agency SESF Assignments
- ❖ State Line of Succession

Section 2: Department Preparedness and Mitigation Resources

- ❖ Readiness Resources and Links
- ❖ Department Readiness Checklist
- ❖ State Plans and Agency Planning Requirements
- ❖ Training and Exercise Program Overview and Requirements
- ❖ State Emergency Response Team Member Selection and Roles
- ❖ Hazard Mitigation

Section 3: References

- ❖ About Emergency Management
- ❖ Overview of Hawai'i Revised Statutes (HRS) Chapter 127A
- ❖ Hawai'i Hazards
- ❖ Administrative Directive 15-01
- ❖ Sample Emergency Proclamation
- ❖ FEMA Program Fact Sheets: Public Assistance and Individual Assistance
- ❖ DHRD Policy: Disaster Relief Leave
- ❖ DHRD Disaster Response Manual for Managers

This page intentionally left blank.

GUIDE OVERVIEW

This guide is meant to provide you as a state of Hawai'i Department Director or member of Executive Agency leadership with the necessary information to quickly and efficiently respond when an emergency or incident requires both the support of your agency, or when an agency needs support to carry out its roles and responsibilities.

Response Resources

What is the first thing your department should do once becoming aware of a threat to its activities or personnel? This section provides numerous resources -- from checklists to notification procedures -- that will support your department's initial activation process.

Department Preparedness and Mitigation Resources

This section provides clarifying information on the roles of Department Directors and Executive Agency leadership in ensuring departmental readiness to execute emergency response duties and continue essential departmental functions. Additional materials are referenced to provide more details and clarification.

“ There is no harm in hoping for the best as long as you are prepared for the worst ” -- Stephen King

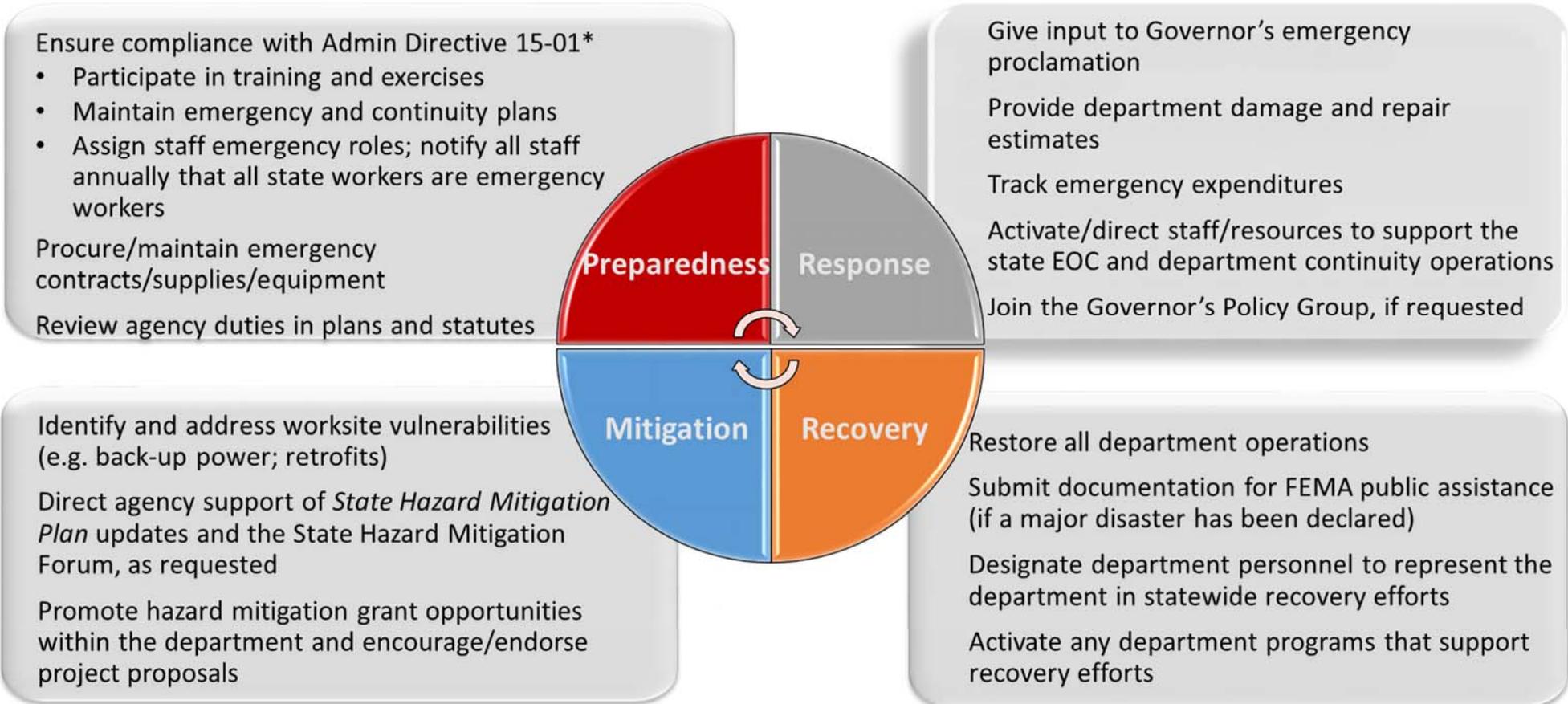
References

This section provides a brief overview of emergency management fundamentals and information on state and federal emergency management authorities, directives and programs structures.

Hawai'i Emergency Management Agency

This page intentionally left blank.

STATE AGENCY DIRECTOR ROLE IN EMERGENCY MANAGEMENT



* <https://dod.hawaii.gov/hiema/files/2017/08/AD-15-01-Emergency-Management-Preparedness-Requirements-for-Departments.pdf>

This page intentionally left blank.

RESPONSE RESOURCES

These resources are intended for use when your department is activated for any emergency response. In addition to general information for all state agencies, it includes sections you can update with department-specific information. The resources in this section include:

- Director's Emergency Checklist
- County, State, Federal Response Overview Diagram
- State Emergency Operations Center Contact Sheet and Directions
- State Agency Requirements for Reporting Incidents to State Warning Point
- Notification of State Emergency Operations Center Activation
- Information Sharing and Resource Requests During State EOC Activations
- State Emergency Support Function (SESF) Overview Sheets
- Hawai'i State Agency SESF Assignments
- State Line of Succession



Pictured: State Emergency Operations Center

RESPONSE

This page intentionally left blank.

DIRECTOR'S EMERGENCY CHECKLIST

The following checklist is intended for use by Department Directors when an emergency or incident has occurred or is threatening to occur.

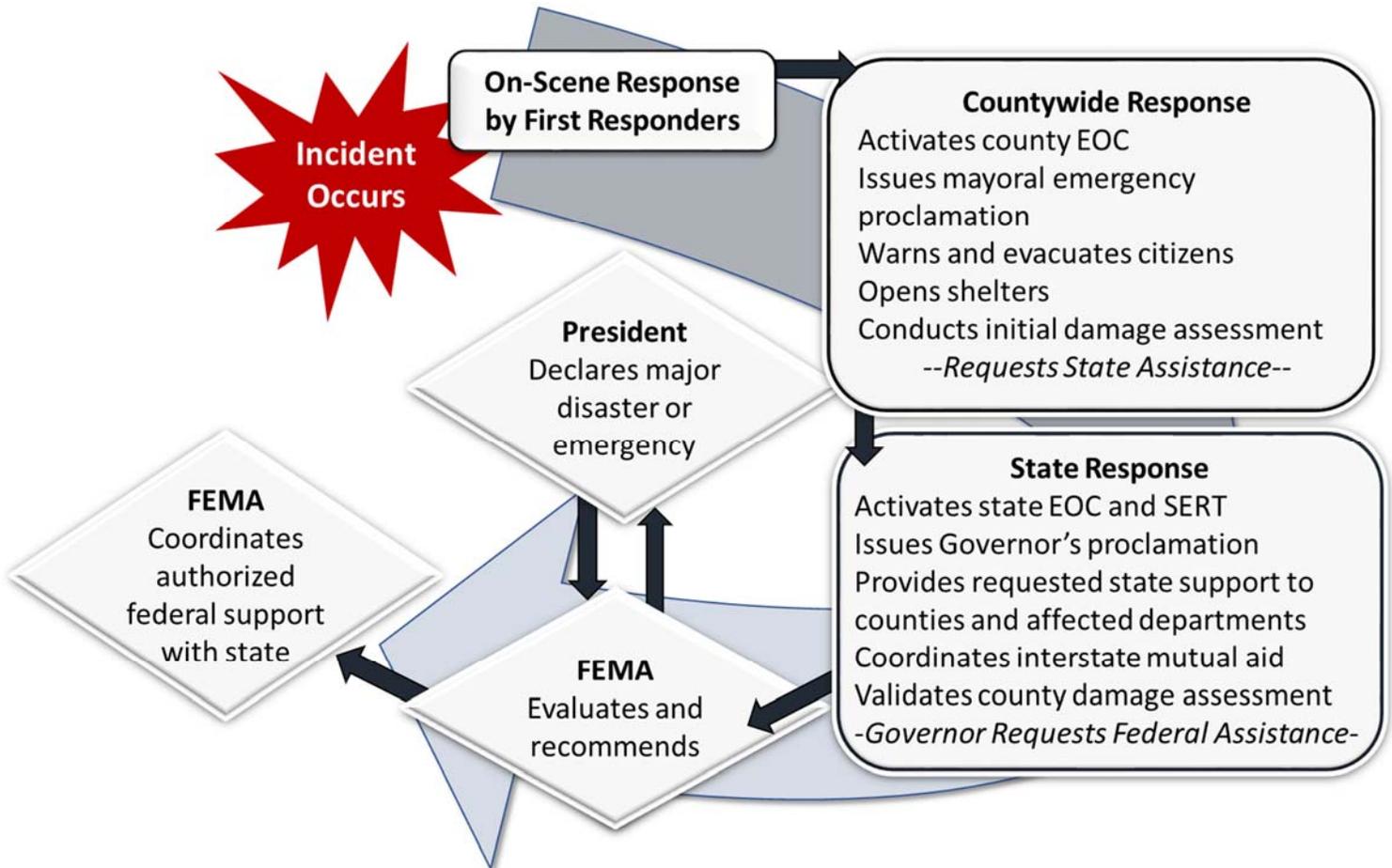
IMMEDIATE ACTION ITEMS	REF. FOR MORE INFO
<p>1. Gather initial incident information from department SERT members.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incident type and location <input type="checkbox"/> Known or threatened impacts <input type="checkbox"/> Is the SEOC activated and if department representatives need to report 	<p>EMO is short for Emergency Management Officer. SEOC is short for the State Emergency Operations Center. SERT is short for the State Emergency Response Team.</p>
<p>2. Verify the EMO has initiated departmental notifications.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SESF representatives <input type="checkbox"/> Other departmental leadership <input type="checkbox"/> Other department emergency response workers and/or staff identified in departmental plans <input type="checkbox"/> Key external vendors or partners 	<p>Internal notifications may vary based on the nature of the incident and internal procedures documented in the Departmental Emergency Operations Plan (EOP).</p>
<p>3. Determine actual/threatened impacts to the department</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personnel <input type="checkbox"/> Property or Worksites <input type="checkbox"/> Equipment <input type="checkbox"/> Essential Functions <input type="checkbox"/> Non-Essential Functions 	
<p>4. Direct implementation of safety actions to protect staff, the public, property or equipment as applicable.</p>	
<p>5. Determine if the Department Operations Center (DOC) should be activated.</p>	
<p>6. Adjust or cancel non-essential department operations or events, as appropriate.</p>	
<p>7. Determine appropriate staffing schedules, reporting, leave, and return to work plans, as appropriate.</p>	

IMMEDIATE ACTION ITEMS	REF. FOR MORE INFO
<p>8. Assess needs and commit departmental resources and staffing to support the SEOC and continuity of essential agency functions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify current resources available/needed <input type="checkbox"/> Anticipate/Identify gaps in resources available/needed <input type="checkbox"/> Provide direction on addressing resource shortfalls 	
<p>9. Assign additional departmental staff to emergency duties, as required.</p>	
<p>10. Direct dissemination of the incident information to all staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of incident <input type="checkbox"/> Known or threatened impacts <input type="checkbox"/> Safety actions employees should take or consider <input type="checkbox"/> Impacts or adjustments to department operations or scheduled activities <input type="checkbox"/> Alterations to work schedules <input type="checkbox"/> Emergency policies or procedures in effect <input type="checkbox"/> Key staff assigned to manage emergency operations <input type="checkbox"/> Expectations of all staff in supporting incident response <input type="checkbox"/> Policy for personnel unable or unwilling to support the response 	
<p>11. As appropriate, direct the release of public information, and ensure coordination of messaging with the SEOC:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Impacts to department operations or services <input type="checkbox"/> Emergency activities underway <input type="checkbox"/> Available resources or guidance 	
<p>12. Verify that an initial damage assessment of department property and equipment is underway.</p>	
<p>13. Direct administrative staff to track all disaster-related expenses.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hours worked <input type="checkbox"/> Overtime wages <input type="checkbox"/> Emergency contracts <input type="checkbox"/> Materials/equipment 	<p>Refer to <i>State Department Director Guide</i> document: Information Sharing and Resource Requests During State EOC (SEOC) Activations</p>

ONGOING ACTION ITEMS	REF. FOR MORE INFO
1. Receive incident updates from SERT members.	
2. Verify with the EMO that the agency is regularly providing required information to the SEOC. <ul style="list-style-type: none"> <input type="checkbox"/> Submission of daily Department and SESF Situation Reports <input type="checkbox"/> Real-time updates on key department and SESF emergency activities or impacts <input type="checkbox"/> Damage information <input type="checkbox"/> Cost information 	Refer to <i>State Department Director Guide</i> document: Information Sharing and Resource Requests During State EOC (SEOC) Activations
3. Participate in the Governor’s Policy group or other meetings of Senior Officials, as requested.	
4. Activate any emergency aid programs or services the department manages.	
5. Monitor impacts on department staff and operations and cancel or restore non-essential functions, as appropriate.	
6. Monitor the department’s emergency-related expenses and ensure tracking and reporting are ongoing.	
7. Verify a full damage assessment has been conducted of all agency facilities/property and reported to the SEOC and relevant staff.	Refer to <i>State Department Director Guide</i> document: Information Sharing and Resource Requests During State EOC (SEOC) Activations
8. Assign staff to work with the SEOC on determining eligibility for reimbursement of emergency work and repair costs through the FEMA Public Assistance Program (if activated).	Refer to Public Assistance Fact Sheet: https://www.fema.gov/media-library/assets/documents/90743
9. Advise the Attorney General’s Office on the continued need for suspension of statutes or regulations to facilitate departmental response operations.	
10. Monitor public information needs or media relations concerns and direct additional messaging or outreach as required.	
11. Provide regular updates to all staff on the status of emergency operations and work schedules.	
12. Ensure information on recovery resources disseminated by the SEOC are shared with all personnel impacted by the incident.	

This page intentionally left blank.

COUNTY, STATE, FEDERAL RESPONSE OVERVIEW



State Emergency Management Authorities

HRS Chapter 127A defines the emergency management authorities of the Governor and Mayors and establishes state and county emergency management agencies. The Governor may issue an emergency proclamation to exercise emergency authorities, including the suspension of laws that may impede response efforts. County mayors may issue local emergency proclamations.

Federal Authorities – Stafford Act

The **Stafford Act** is the statutory authority for most federal disaster response activities, especially as they pertain to FEMA and FEMA programs. It allows the President to issue an emergency or major disaster proclamation at the request of a Governor when a state demonstrates an effective response is beyond state and local capabilities. Depending on the type of declaration and disaster impacts, assistance provided may include direct federal assistance to response efforts and/or grant programs for individual and household recovery, infrastructure repair or mitigation projects.

This page intentionally left blank.



STATE EMERGENCY OPERATIONS CENTER (SEOC) CONTACT SHEET AND DIRECTIONS

The State Emergency Operations Center (SEOC), located in Diamond Head Crater, is the central physical location where designated State Emergency Response Team (SERT) members report during emergencies to gather and disseminate event information, respond to requests for assistance from counties and state departments, coordinate priority actions, and prioritize and allocate available resources.

Location: Battery Birkhimer, Diamond Head State Monument

Address (mail only): 3949 Diamond Head Road, Honolulu, HI 96816

Phone: 808-733-4300. State Warning Point (SWP) extensions: ext. 101, 102, 104

Directions

Enter Diamond Head State Monument from Diamond Head Road near 18th Avenue and follow road to reach Kāhala Tunnel. Take the first right turn after the tunnel to reach the main SEOC parking lot.

If the main SEOC parking lot is full, return to the entrance road

and take the second right after the tunnel. The SEOC overflow parking is on the right, shortly after you enter the gates. To reach the SEOC from the overflow parking lot, follow the paths shown on the map.



Please drive slowly inside Diamond Head State Monument. There is a mix of traffic and pedestrians.

This page intentionally left blank.



STATE AGENCY REQUIREMENTS FOR REPORTING INCIDENTS TO STATE WARNING POINT

The State Warning Point (SWP) operates 24/7 to maintain situational awareness of threatening or occurring hazards statewide and to provide timely notifications to designated state and county stakeholders and partners.

STATE WARNING POINT
(808) 733-4300 ext. 101, 102 or 104

State departments must notify SWP of the following occurrences when the agency is the primary entity impacted AND/OR the principle responding agency as designated by statute, regulation or plan.

- Activation or deactivation of a state agency's Department Operations Center (DOC)
- Mass violence or casualty threat or occurrence at a facility owned or operated by the state
- Degradation and restoration of critical infrastructure capabilities and systems (energy, water, transportation, supply chain, IT and communications)
- Significant disruption of essential functions or operations, including worksite evacuations
- Any incident, not captured above, that:
 - Poses a significant and imminent threat to public health and safety, property, or the environment,
 - Could result in the loss of public trust/confidence, degradation of credibility, and negative media coverage

Life threatening situations should first be reported to 911. Notification to the SWP does not replace other notifications required by regulation and/or established agency protocols.

This page intentionally left blank.



NOTIFICATION OF STATE EMERGENCY OPERATIONS CENTER (SEOC) ACTIVATION

HI-EMA Notifications to State Departments

HI-EMA will notify the following personnel in state departments when an incident threatens or occurs that may require enhanced monitoring or activation of the SEOC:

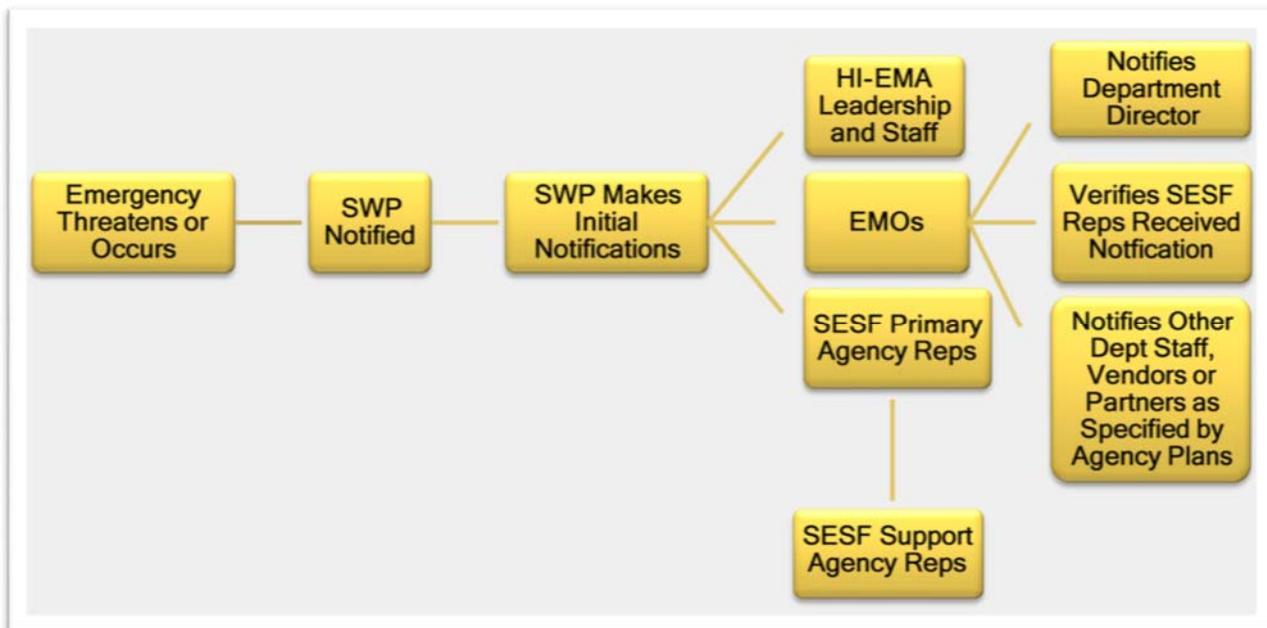
- Emergency Management Officers (EMOs) (*both primary and alternate contacts*)
- State Emergency Support Function (SESF) Primary Agency Representatives

Internal Department Notification Procedures

EMOs are responsible for initiating additional notifications within their departments, including:

- Department Director
- Department State Emergency Support Function (SESF) Representatives
- Other department staff and managers, vendors or partners identified in agency plans

Additional internal notification protocols should be outlined in each agency's *Departmental Emergency Operations Plan*



This page intentionally left blank.



INFORMATION SHARING AND RESOURCE REQUESTS DURING STATE EOC (SEOC) ACTIVATIONS

Departments are required to channel information and requests through the SEOC when it is activated.

Reporting and Request System — WebEOC <https://webeoc.dod.hawaii.gov/>

WebEOC, an online information management and communication system, is the primary tool used by the state to maintain situational awareness and facilitate coordination among responding entities.

Authorized users can view and update incident information and request assistance. All State Emergency Response Team (SERT) members must have WebEOC access and training.

Departments are encouraged to have multiple trained users.

Reporting Status and Situational Awareness Information

REPORT NAME	DESCRIPTION	WHO REPORTS AND WHEN
DEPARTMENT SITUATION REPORT	Summary of activities for previous 24 hours	EMOs report daily in WebEOC. Submission time to be shared by SEOC at time of event.
DEPARTMENT ACTIVATION STATUS	Status of agency's DOC and key systems	EMOs immediately report changes in WebEOC.
EVENT LOG ENTRIES	Updates requiring visibility across agencies	EMOs or SESFs report immediately in WebEOC. SEOC must also be notified by phone if immediate visibility/action by officials required.
SESF STATUS BOARDS	Status of services and impacts	SESF reps report as new information becomes available



Reporting Damage



Senior leaders whose agencies have responsibility for or control over public infrastructure are responsible for conducting a damage assessment immediately following an event and reporting event-related damage to the SEOC via WebEOC. This information helps determine the need to request a presidential disaster declaration. Report content should include, but is not limited to:

- ✓ Damage descriptions and dimensions, and cost (if available)
- ✓ If the facility is still usable
- ✓ Possible impact to the community, including essential service disruptions
- ✓ Debris removal requirements
- ✓ Point of contact



Tracking and Reporting Expenses

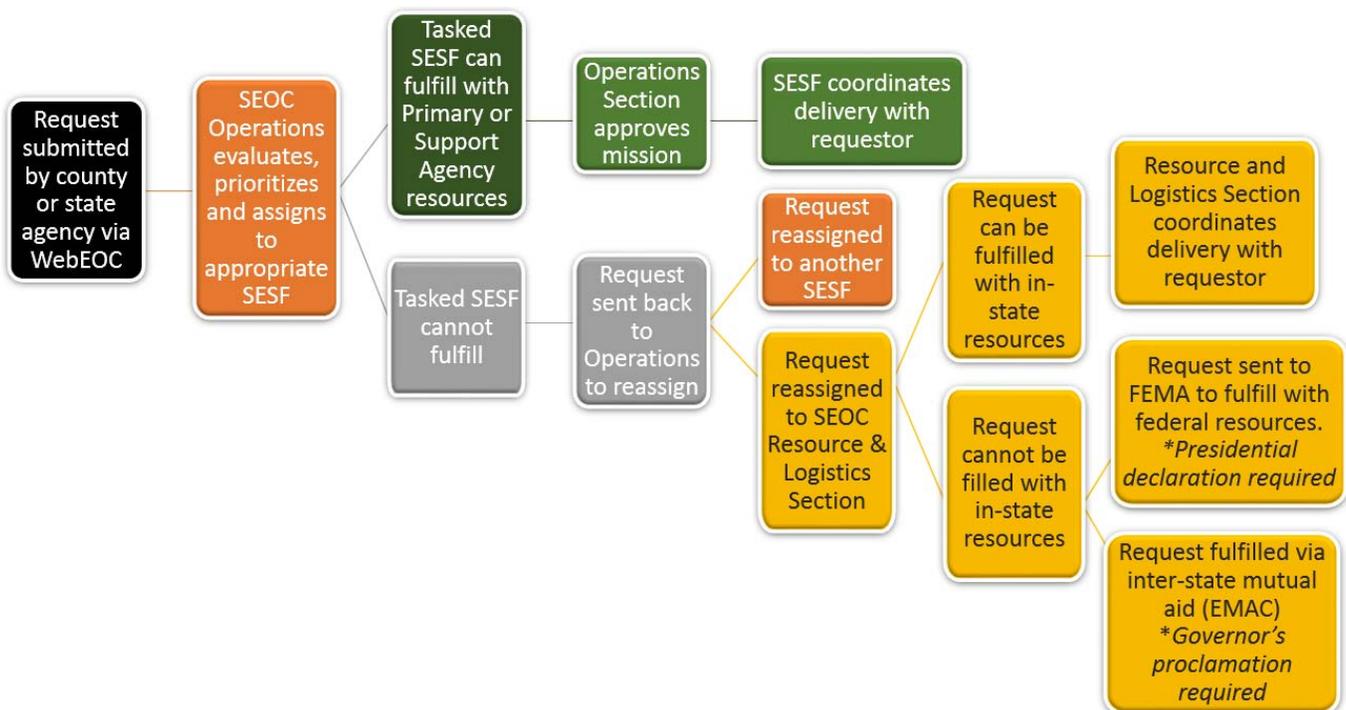
Senior leaders should direct their administrative staff to track disaster-related expenses for all events. With accompanying documentation, track and be prepared to report on disaster-related expenses. Categories of expenses include, but are not limited to:

- ✓ Overtime wages
- ✓ Emergency contracts
- ✓ Materials/equipment

Expense report tracking is critical because it informs the Governor of the amount of state resources being expended to respond to the event. These expenses may be reimbursable by FEMA or the state’s Major Disaster Fund (MDF).

Requesting Information or Resources

State agencies and counties may request support from the SEOC for their incident operations when they do not have the resources needed. Requests are made by submitting a Request for Information (RFI) or a Request for Assistance (RFA) via WebEOC. Departments are responsible for validating the necessity and criticality of the assets prior to submitting. The SEOC will prioritize and assign the appropriate SESF or agency to respond to the request. Updates will be provided to the requestor via WebEOC.



This page intentionally left blank.



Hawai`i State Emergency Support Function (SESF) Overview Sheets



SESF 1
Transportation



SESF 2
Communications



SESF 3
Public Works &
Engineering



SESF 4
Firefighting



SESF 5
Planning & Information



SESF 6
Mass Care, Emergency
Assistance, Housing &
Human Services



SESF 7
Resource Support



SESF 8
Public Health &
Medical



SESF 9
Search & Rescue



SESF 10
Oil & HAZMAT
Response



SESF 11
Agriculture &
Natural Resources



SESF 12
Energy



SESF 13
Public Safety &
Security



SESF 15
External Affairs



SESF 16
Finance



SESF 20
Military Support

SESF	Scope	
1 - Transportation	<ul style="list-style-type: none"> Situational awareness for highway, aviation and marine systems Transportation safety 	<ul style="list-style-type: none"> Damage and impact assessment/ restoration/ recovery of state transportation infrastructure Movement restrictions
2 - Communications	<ul style="list-style-type: none"> Coordination with telecom and I.T. industries Restoration/repair of telecom infrastructure Statewide alert and warning mechanisms Support of deployable communications 	<ul style="list-style-type: none"> Protection, restoration and sustainment of state cyber systems and I.T. resources Sustainment of emergency management operational voice and video telecom systems
3 - Public Works & Engineering	<ul style="list-style-type: none"> Infrastructure assessment, protection and emergency repair Debris removal and disposal coordination 	<ul style="list-style-type: none"> Engineering services, construction management Infrastructure restoration
4 - Firefighting	<ul style="list-style-type: none"> Resource support to rural, urban and wildland firefighting operations 	
5 - Planning & Information	<ul style="list-style-type: none"> Incident action planning 	<ul style="list-style-type: none"> Maintaining situational awareness
6 - Mass Care, Emergency Assistance, Housing & Human Services	<ul style="list-style-type: none"> MASS CARE: Sheltering; Feeding; Bulk distribution; Disaster welfare information HUMAN SERVICES: Implementation of disaster assistance programs for non-housing losses HOUSING: Short/intermediate-term housing 	<ul style="list-style-type: none"> EMERGENCY ASSISTANCE: Mass evacuation; Family reunification; Support for household pets and service animals; Support of functional and access needs; Voluntary agency, spontaneous volunteer and unsolicited donations coordination
7 - Resource Support	<ul style="list-style-type: none"> Resource support (e.g. transportation, facilities, supplies, equipment) 	<ul style="list-style-type: none"> Coordination of out of state mutual aid Procurement
8 - Public Health & Medical Services	<ul style="list-style-type: none"> Disease prevention and containment Healthcare and medical response support Environmental health and safety response Behavioral health services 	<ul style="list-style-type: none"> Healthcare infrastructure protection/assessment Mass fatality management Medical shelters Mass patient movement
9 - Search & Rescue	<ul style="list-style-type: none"> Search and rescue operations (air, land, urban, wilderness) 	<ul style="list-style-type: none"> Mass search and rescue Life-saving assistance
10 - Oil & HAZMAT Response	<ul style="list-style-type: none"> Oil and hazardous materials (chemical, biological, radiological, etc.) response 	<ul style="list-style-type: none"> Environmental short and long-term cleanup
11 - Agriculture & Natural Resources	<ul style="list-style-type: none"> Animal and plant disease/pest response 	<ul style="list-style-type: none"> Natural and cultural resources and historic properties protection and restoration
12 - Energy	<ul style="list-style-type: none"> Energy infrastructure and resource assessment, repair, and restoration Energy industry utilities coordination 	<ul style="list-style-type: none"> Energy supply/demand forecast and monitoring Energy shortage response measures
13 - Public Safety & Security	<ul style="list-style-type: none"> Facility and resource security Security planning and technical assistance 	<ul style="list-style-type: none"> Public safety/security support Support to access, traffic, and crowd control
15 - External Affairs	<ul style="list-style-type: none"> Emergency public information and protective action guidance 	<ul style="list-style-type: none"> Media and community relations Congressional and international affairs
16 - Finance	<ul style="list-style-type: none"> Tracking and accounting for emergency expenses 	
20 - Military Support	<ul style="list-style-type: none"> Support coordination with federal Department of Defense for military resources 	

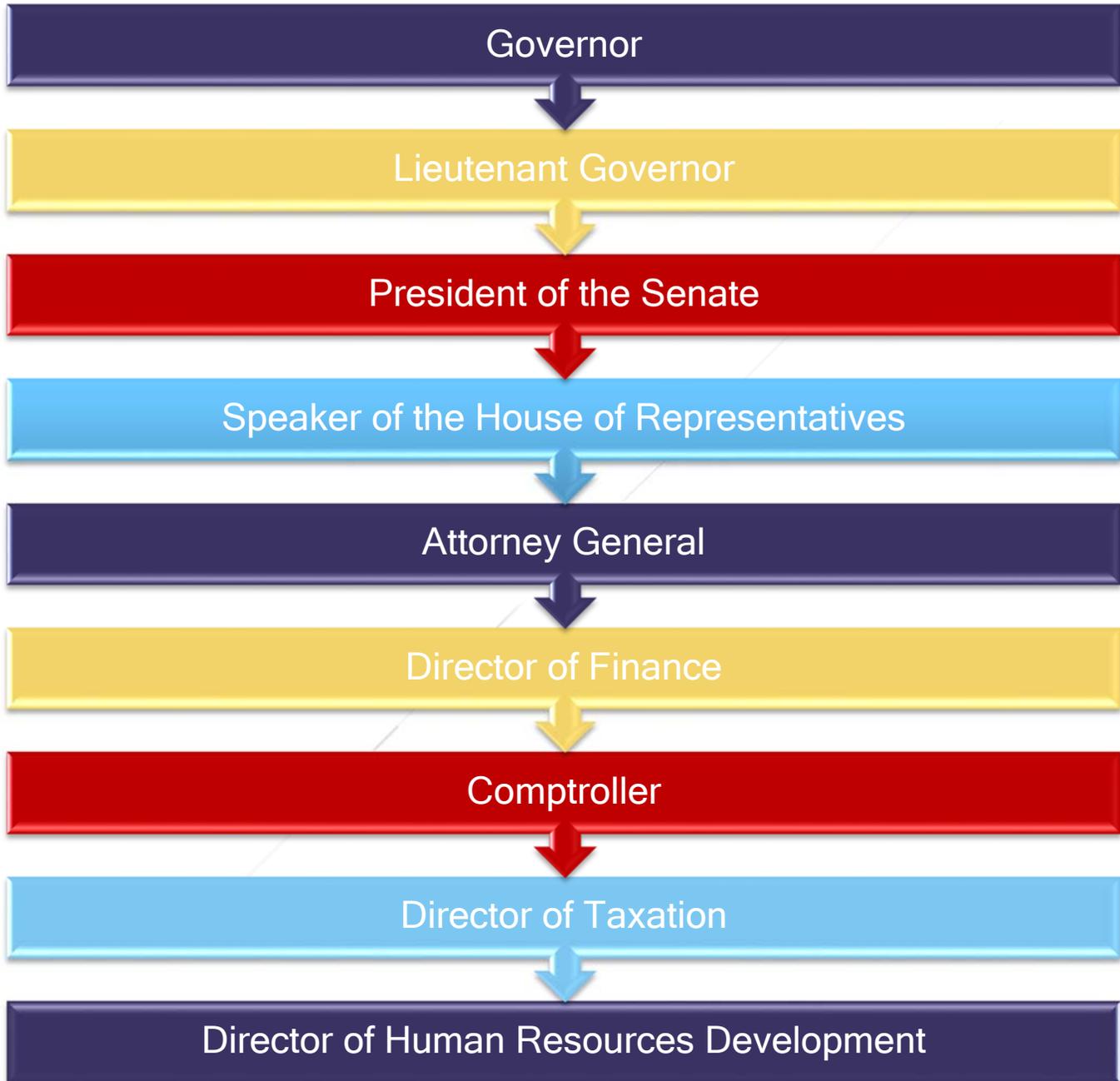
Hawai'i SESF Agency List Key: Primary - ■ Support - ■ Coordinator & Primary - ■	Transportation	Communications	Public Works & Engineering	Firefighting	Information & Planning	Mass Care	Logistics Mgmt./Resource Support	Public Health & Medical	Search & Rescue	Oil & HAZMAT Response	Agriculture & Natural Resources	Energy	Public Safety & Security	External Affairs	Finance	Military Support
	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	20
Dept. of Accounting & Gen. Services (DAGS)			■				■							■	■	
Aloha Stadium (<i>attached to DAGS</i>)							■									
Office of Elections (<i>attached to DAGS</i>)						■										
State Procurement Office (<i>attached to DAGS</i>)							■									
Dept. of Agriculture						■	■		■	■	■			■		
Dept. of Attorney General						■	■						■	■		
Dept. of Budget & Finance														■	■	
Dept. of Business, Economic Dev. & Tourism												■		■		
Hawaii Tourism Authority (<i>Attached to DBEDT</i>)						■								■		
Dept. of Commerce and Consumer Affairs							■							■		
Public Utilities Commission (<i>attached to DCCA</i>)												■		■		
Dept. of Defense: HI-EMA	■	■	■		■	■	■	■				■		■		
Dept. of Defense		■	■	■		■	■		■	■				■		■
Dept. of Education			■			■	■							■		
Dept. of Hawaiian Home Lands			■			■								■		
Dept. of Health			■			■		■		■				■		
Dept. of Human Resources Development							■							■		
Dept. of Human Services						■		■						■		
Public Housing Authority (<i>attached to HDHS</i>)			■			■										
Dept. of Labor & Industrial Relations			■			■										
State Fire Commission (<i>attached to DLIR</i>)									■	■						
Dept. of Land & Natural Resources			■	■			■		■	■	■			■		
Dept. of Public Safety													■	■		
Dept. of Taxation							■							■	■	
Dept. of Transportation	■		■	■			■		■	■			■	■	■	

Hawai'i SESF Agency List Key: Primary -  Support -  Coordinator & Primary - 	Transportation	Communications	Public Works & Engineering	Firefighting	Information & Planning	Mass Care	Logistics Mgmt./Resource Support	Public Health & Medical	Search & Rescue	Oil & HAZMAT Response	Agriculture & Natural Resources	Energy	Public Safety & Security	External Affairs	Finance	Military Support
	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	20
Office of Enterprise Technology Services																
Office of the Governor														 		
American Red Cross																
General Contractor Assn																
HI Assn of Animal Welfare Agencies																
HI Funeral & Cemetery Assn																
HI Food Industry Assn																
HI Transportation Assn																
HI Veterinary Medical Assn																
Healthcare Assn of HI																
Pacific Disaster Center																
Radio Amateur Civil Emergency Service																
Structural Engr. Assn of HI																
Voluntary Organizations Active in Disaster																
Civil Air Patrol																

This page intentionally left blank.

STATE EXECUTIVE LINE OF SUCCESSION

Article V, Section 4, of the State Constitution (<http://lrbhawaii.org/con/conart5.html>), and Hawai'i Revised Statutes §26-2 provide for the succession to the Office of the Governor as follows:



This page intentionally left blank.



PREPAREDNESS

PREPAREDNESS AND MITIGATION RESOURCES

These resources focus on ensuring continuity of operations within your department and smooth coordination and communication outside of your department. The resources in this section include:

- Readiness Resources and Links
- Department Readiness Checklist
- State Plans and Agency Planning Requirements
- Training and Exercise Program Overview and Requirements
- State Emergency Response Team (SERT) Member Selection and Roles
- Hazard Mitigation Plans, Grants, and Eligibility



Pictured: Participants at 2017 Senior Leaders Seminar

This page intentionally left blank.

READINESS RESOURCES AND LINKS

EMERGENCY MANAGEMENT STATUTES, POLICIES, AND DIRECTIVES

<u>Hawai`i Revised Statutes Chapter 127A</u>	Emergency management statute https://www.capitol.hawaii.gov/hrscurrent/Vol03_Ch0121-0200D/HRS0127A/
<u>Governor’s Admin Directive 15-01</u>	Establishes minimum emergency management requirements for state departments/agencies https://dod.hawaii.gov/hiema/files/2017/08/AD-15-01-Emergency-Management-Preparedness-Requirements-for-Departments.pdf

HAWAII EMERGENCY MANAGEMENT AGENCY WEBSITE RESOURCES - WWW.READY.HAWAII.GOV

<u>Plans</u>	Hawai`i Emergency Operations Plan (HI-EOP) and Annexes: The plan and its annexes establish the state’s emergency response framework and identify state agency responsibilities.
<u>Planning Resources</u>	<u>Department Director Guide:</u> Links to documents contained in the guide to help agency Directors prepare for and response to events. <u>Department Emergency Operations Plan (EOP) Template:</u> A template plan that state agencies can use to develop their EOPs. <u>Department Operations Center (DOC) Planning Guide:</u> Guidance and resources to help equip and operate a DOC.
<u>Training and Exercise</u>	Online training resources and the current training and exercise schedule.
<u>Hazard Mitigation</u>	Description of hazard mitigation grant opportunities and a link to the <i>State Hazard Mitigation Plan</i> .
<u>Governor’s Emergency Proclamations</u>	Links to current and previous emergency proclamations issued by the Governor http://dod.hawaii.gov/hiema/category/emergency-proclamations/

HAWAII OFFICE OF HOMELAND SECURITY - WWW.DOD.HAWAII.GOV/OHS

<u>State Fusion Center</u>	Information on the state government program that facilitates intelligence sharing between local, state, and federal agencies, and the public and private sectors. http://dod.hawaii.gov/ohs/fusion-center
<u>Grant Programs</u>	Information on Homeland Security grant funding opportunities. https://dod.hawaii.gov/ohs/grants

This page intentionally left blank.

DEPARTMENT READINESS CHECKLIST

Departments must be ready to perform two primary missions during an emergency or incident:

- Provide information to and emergency support requested by the State Emergency Operations Center (SEOC)
- Ensure essential department functions continue or are rapidly restored.

This readiness checklist is to assist senior leaders in evaluating their department’s readiness to effectively perform these functions.

READINESS ACTIONS – PLANS	
1. Does the agency have a current Continuity of Operations Plan (COOP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan define critical agency functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan provide procedures for preventing disruptions and restoring critical functions during an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan provide alternate procedures for performing critical functions during disruptions to normal systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is there a position responsible for maintaining the COOP?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the COOP updated annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is a copy of the current COOP on file with HI-EMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Has a copy of the current COOP been distributed throughout the department and to attached agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Does the agency have a current Departmental Emergency Operations Plan (EOP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan describe the department’s emergency organizational structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan address how department SESF duties will be executed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is there a position responsible for maintaining the Departmental EOP?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the Departmental EOP updated annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is a copy of the current Departmental EOP on file with HI-EMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Has a copy of the current Department EOP been distributed throughout the department and to attached agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Are key documents available in hard copy or electronic form if the state/department’s computer network is down?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - STAFFING, TRAINING AND EXERCISE

1. Does the agency have EMOs identified (primary and 2 alternates)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Are primary and alternate SESF representatives assigned to each SESF the agency is tasked to support?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Is additional staff trained and ready to be assigned/deployed to SESFs the department supports, as needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Have EMOs and SESF representatives completed required HI-EMA training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Have emergency workers needed to sustain/restore critical functions been identified and trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Have workers who may be reassigned during an incident to support emergency or continuity operations been identified and informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Is the department prepared to provide a list of non-essential staff that can potentially support other agencies in a major incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Are all agency staff notified multiple times a year that all state employees are considered emergency workers and what this role may entail?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Is regular training provided to all staff on the agency's emergency policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are internal exercises regularly held to practice and test emergency and continuity plans and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. Does the agency and its SERT members participate in the annual Makani Pahili Hurricane exercise?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - FACILITIES, SUPPLIES AND EQUIPMENT

1. Does the department have a designated Department Operations Center (DOC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Has the DOC been hardened to withstand hurricane forces?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC located outside a tsunami evacuation zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC located outside a flood zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC large enough to accommodate key members of the department's emergency response team and workers necessary to sustain essential department functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - FACILITIES, SUPPLIES AND EQUIPMENT	
<input type="checkbox"/> Have the necessary supplies been identified to support the DOC once it activates (office supplies; internet access; phones; furniture)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC accessible 24 hours or is there a security plan in place to provide after-hours access?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Does the department and its key units have back-up voice communications equipment if regular voice communications systems are disrupted (e.g. satellite phone; land-mobile radio)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Are key staff regularly trained to operate the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is someone in charge of regularly maintaining and testing the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Do key emergency staff know where the equipment is located and have access to it?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the amount of equipment adequate to ensure all key emergency workers can coordinate with the SEOC and with agency offices performing essential functions? (ensure neighbor island operations are considered)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Does the department and its key units have back-up communications equipment that will provide internet access if regular communications systems are disrupted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Are key staff regularly trained to operate the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is someone in charge of regularly maintaining and testing the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Do key emergency staff know where the equipment is located and have access to it?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the amount of equipment adequate to ensure all key emergency workers can coordinate with the SEOC and with agency offices performing essential functions? (ensure neighbor island operations are considered)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Does the department have a generator at its key locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Will the generator power the DOC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Can the generator power sites/equipment required to perform critical department functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is fuel stored with the generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the generator regularly tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - FACILITIES, SUPPLIES AND EQUIPMENT

<input type="checkbox"/> Is someone in charge of regularly maintaining and testing the generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Are multiple staff trained on how to operate the generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the generator secure and protected from wind and flooding?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Does the department have a policy that addresses employees, their families and pets sheltering at worksites?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Does the department have a policy that addresses responsibilities of disaster response workers, emergency workers, civil service staff, and managerial staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are emergency supplies, including food/water, for workers available at worksites that will be operating during a disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Have workers been advised of supplies they are expected to bring with them during an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Can the department access its computer files if the state's/department's computer network is down?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

This page intentionally left blank.



STATE PLANS AND AGENCY PLANNING REQUIREMENTS

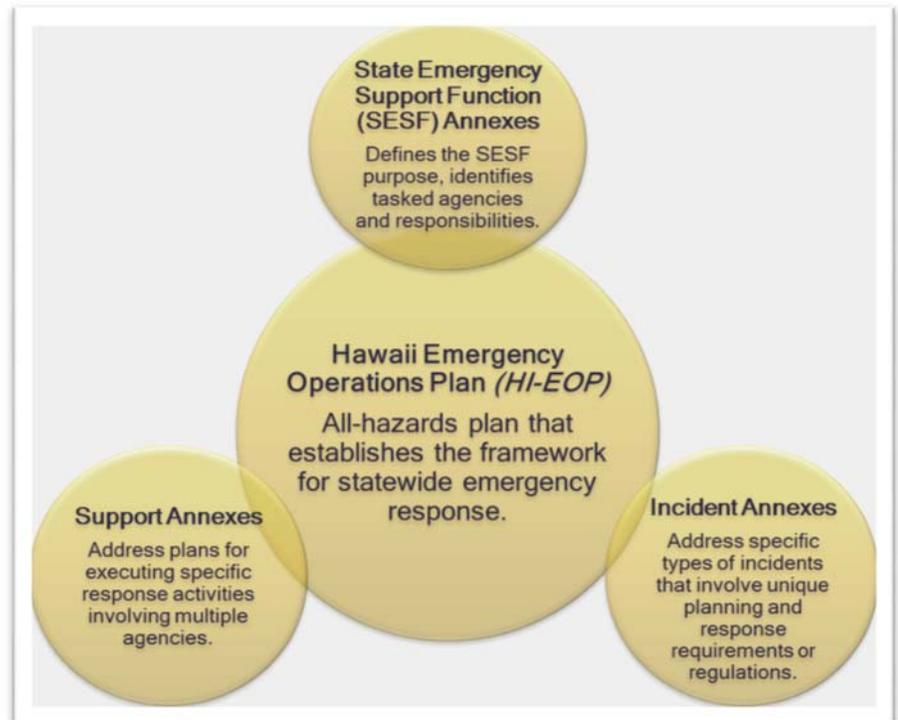
State Agency Authorities and Rules

Departments are generally responsible for continued implementation of their statutory authorities and administrative rules regardless of an emergency declaration, unless specifically granted discretion in the Governor's Proclamation.

State Plans

HI-EMA maintains plans that address roles, structures and procedures for the state's response to, and initial recovery from, emergencies or disasters.

The overarching document is the **Hawai'i Emergency Operations Plan (HI-EOP)**. The HI-EOP Base Plan is the foundational document. It outlines the state's **vulnerabilities and planning assumptions**, and **establishes the authorities, responsibilities and coordination structures** for state emergency operations. The Base Plan is supported by multiple Annexes that address specific response elements.



Current state plans and templates for developing departmental plans are available at <https://dod.hawaii.gov/hiema/ser-resources/plans-and-planning-resources/>

Department Plans

Governor's Administrative Directive 15-01 establishes planning requirements for departments.

Departmental Emergency Operations Plan: State departments are each required to maintain a complete and current Departmental EOP that addresses internal emergency response roles, responsibilities and coordination structures. Departmental plans must be consistent with the HI-EOP.

Continuity of Operations Plan (COOP): Continuity plans are required that identify the department's essential functions and address how these activities will be sustained or recovered during an emergency or disaster.

This page intentionally left blank.



TRAINING AND EXERCISE PROGRAM OVERVIEW AND REQUIREMENTS

The Hawai'i Emergency Management Agency (HI-EMA) provides training and exercise support to help the state and its partners improve readiness to execute emergency and essential functions during a disaster. The Governor's Administrative Directive 15-01 requires state agency participation in emergency management trainings and exercises.

Training and Exercise Priorities

Each year HI-EMA releases a *Training and Exercise Plan (TEP)* on its website, identifying program priorities and a statewide schedule of training and exercise opportunities. The TEP is a product of the annual Training and Exercise Planning Workshop where stakeholders consider senior leader guidance, lessons learned from real-world events and preparedness assessments to identify areas where capability needs to be built or sustained. Emergency Management Officers (EMOs) and representatives from State Emergency Support Function (SESF) Primary Agencies are required to attend and contribute.

State Emergency Response Team (SERT) Training Requirements

Required SERT training is a combination of [in-person training scheduled by HI-EMA](#) and [online courses through FEMA's Emergency Management Institute \(EMI\)](#). Certificates and proof of completion should be forwarded to the State Training Officer at HI-EMA.

Required Training	When Taken	Facilitator
SERT Orientation	Once	HI-EMA
WebEOC I	Annually	HI-EMA
WebEOC II	Annually	HI-EMA
IS-100 Introduction to Incident Command System	Once	<u>FEMA Online Training</u>
IS-200 ICS for Single Resources and Initial Action Incidents	Once	<u>FEMA Online Training</u>
IS-700 National Incident Management System, An Introduction	Once	<u>FEMA Online Training</u>
IS-800 National Response Framework, An Introduction	Once	<u>FEMA Online Training</u>

Exercise Participation Requirements

State agencies are required to participate in the annual statewide Makani Pahili Hurricane Exercise. This week-long exercise is held at the beginning of hurricane season. SERT members are required to be part of the exercise planning team and organize their agency's participation. Departments are encouraged to conduct regular internal trainings and exercises.

Questions? Call HI-EMA at 808-733-4300 and ask to speak to the State Training or Exercise Officer.

This page intentionally left blank.



STATE EMERGENCY RESPONSE TEAM (SERT) MEMBER SELECTION AND ROLES

Emergency Management Officers (EMOs)

What is an EMO?

EMOs act as the primary liaison between their agency and the Hawai'i Emergency Management Agency (HI-EMA) to communicate and coordinate emergency management activities. EMOs have a lead role in ensuring their agency's compliance with emergency management preparedness requirements and readiness to respond to emergencies and disasters.

EMO Preparedness Duties:

- Channeling information from HI-EMA about plans, training opportunities, exercises and coordinating the department's participation.
- Ensuring primary and alternate representatives are assigned to all State Emergency Support Functions (SESFs) for which the department is a Primary or Support Agency.
- Understanding the state's emergency plans and organization and maintaining integrated departmental level plans.

EMO Response Duties:

- Serving as a bridge between the department and the State Emergency Operations Center (SEOC), providing "need to know" information from the SEOC to department personnel.
- Sharing updates on the department's progress towards incident objectives and assignments with the SEOC via WebEOC.
- Providing oversight of the department's overall efforts to support from a Department Operations Center (DOC) or other central location.
- Ensuring the department's SESF representatives are activated.
- Coordinating with the department's SESF representatives to fulfill requests from the SEOC.

How many EMOs do I need?

Each department must assign 1 primary EMO and 2 alternates. Departments with attached agencies should decide if the attached agency needs its own EMOs. Considerations for appointing a separate EMO from an attached agency include:

- The attached agency has a significant role in emergency plans.
- The attached agency is fairly autonomous, and the department's EMO would not be able to speak to available resources, staff, plans or operations.
- During emergencies the attached agency coordinates its emergency operations independently from the department (e.g. does not operate from the Department Operations Center (DOC)).

What criteria should I use to select an EMO?

- Possesses a big picture understanding of the agency's structure, resources and capabilities
- Has authorization to speak on behalf of the department
- Demonstrates effective managerial, coordination and communication skills
- Accessible by phone after hours, able to respond on short notice and work extended hours
- Able to work well in stressful and chaotic environments

What equipment is required?

EMOs must be accessible after-hours. It is strongly recommended that EMOs be issued a state mobile device and laptop by their department to ensure they are reachable during an incident and can operate remotely, if needed.

State Emergency Support Function (SESF) Representatives

<p>What are SESFs?</p>	<p>SESFs are groupings of agencies from the state, private and non-profit sectors into the key functional areas most frequently needed to provide state support during disasters or emergencies. SESFs facilitate planning and response among entities that may not work together closely during day-to-day operations but need to quickly coordinate and share resources during an emergency.</p>
<p>What is an SESF Primary Agency?</p>	<p>Primary agencies are responsible for coordinating SESF preparedness and response activities. Primary Agencies have significant authorities, roles, resources or capabilities for activities that are within the scope of the SESF. Primary Agency duties are:</p> <ul style="list-style-type: none"> • Serving as the principal contact for HI-EMA on issues related to the SESF. • Providing leadership, expertise and resources to support mitigation, preparedness, response and recovery activities related to the SESF. • Overseeing development of plans and procedures required to execute SESF responsibilities. • Ensuring SESF agencies maintain operational readiness by having primary and alternate SESF representatives assigned who have completed required HI-EMA training. • Coordinating SESF participation in relevant exercises and meetings and implementing corrective actions identified in After-Action Reports from exercises or real-world events. • Sending staff to the State Emergency Operations Center and other incident sites, if requested. • Orchestrating state support within their functional area by activating department resources and plans or tasking SESF Support Agencies. • Ensuring financial and property accountability for SESF activities. • Working with their EMO to promote agency awareness, education and support of SESF duties and ensure SESF responsibilities are included in the Department’s Emergency Operations Plan.
<p>What is an SESF Support Agency?</p>	<p>Support Agencies have specific capabilities and resources that may assist the SESF. Duties include:</p> <ul style="list-style-type: none"> • Participating in SESF planning efforts. • Providing staff to the SEOC and other incident sites, if requested. • When activated, coordinating department resources to support SESF missions. • Working with their department EMO to promote awareness, education and support of SESF duties and ensure SESF responsibilities are included in the department’s Emergency Operations Plan.
<p>How many SESF reps do I assign?</p>	<ul style="list-style-type: none"> • Two (2) representatives must be identified for each SESF the department is assigned. The same representatives cannot be assigned to more than one SESF and cannot be the same as the EMO.
<p>What criteria should I use to select SESF reps?</p>	<ul style="list-style-type: none"> • Knowledge of department’s structure, capabilities and processes as they relate to the SESF. • Sufficient technical or programmatic expertise in the SESF functional area to inform plans and response strategies. • Effective planning and coordination skills and ability to work effectively across agencies. • Accessible by phone after hours, able to respond on short notice and work extended hours. • Ability to work well in stressful and chaotic environments
<p>What equipment is required?</p>	<p>SESF representatives must be reachable after hours. Primary Agencies should be issued a state mobile device and laptop by their department for use when working at the SEOC or other incident sites. It is strongly recommended this equipment is also issued to Support Agency reps.</p>

This page intentionally left blank.



MITIGATION

HAZARD MITIGATION OVERVIEW

Mitigation is the ongoing effort to lessen the impact of natural disasters on people's lives and property. The Hawai'i Emergency Management Agency (HI-EMA) is responsible for coordinating disaster loss reduction programs, initiatives and policies throughout the state.

Hazard Mitigation Plans

Disaster loss reduction is promoted through the development and implementation of state and county hazard mitigation plans. State agencies are asked by HI-EMA to participate in updating the state plan every five years.

Hazard Mitigation Grants

HI-EMA administers the Hazard Mitigation Assistance Grant Programs, which can provide 75% federal funding for eligible mitigation projects. Grant programs include the post-disaster Hazard Mitigation Grant Program (HMGP), the Pre-Disaster Mitigation (PDM) Grant Program, and the Flood Mitigation Assistance (FMA) Grant Program, which funds mitigation of high loss insured properties through the National Flood Insurance Program. State and local mitigation strategies that qualify are:

- Hazard mitigation planning
- Retrofit of critical facilities
- Acquisition, elevation, relocation or drainage improvements of repetitive flood loss structures
- Enhancement or development of codes and standards
- Safe rooms and storm shelters
- Generators for critical facilities
- Warning systems

Eligibility for Hazard Mitigation Grants

State and county agencies are eligible to apply for all three (HMGP, PDM and FMA) Mitigation Grant Programs. Certain private, non-profit organizations are eligible to apply for HMGP only. Individuals and businesses cannot apply directly; however, an eligible applicant may apply on behalf of individuals or businesses.

For more information visit <http://dod.hawaii.gov/hiema/ser-resources/hazard-mitigation/> or call HI-EMA at 808-733-4300 and ask to speak to the State Hazard Mitigation Office.

This page intentionally left blank.

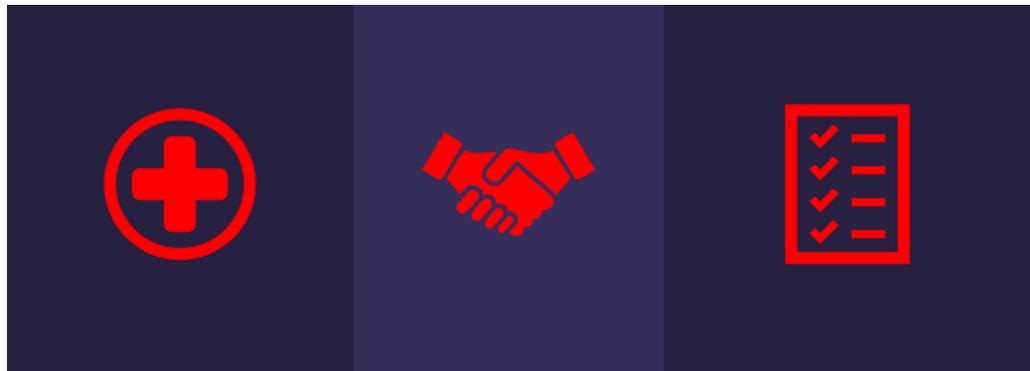


REFERENCES

REFERENCES

This section provides reference materials useful in understanding emergency management at the state and federal levels, and the statutory roles, responsibilities, and functions of the Hawai'i Emergency Management Agency (HI-EMA). The resources in this section include:

- About Emergency Management
- Overview of Hawai'i Revised Statutes Chapter 127A
- Hawai'i's Hazards
- Administrative Directive 15-01
- Sample Emergency Proclamation
- FEMA Program Fact Sheets: Public Assistance and Individual Assistance
- DHRD Policy: Disaster Relief Leave
- DHRD Disaster Response Manual for Managers



This page intentionally left blank.



ABOUT EMERGENCY MANAGEMENT

Emergency management *is not* only about responding to disasters. Emergency management creates the framework within which communities reduce vulnerability to hazards and cope with disasters. It includes both “blue sky” and “grey sky” activities.

“Blue sky” refers to non-disaster periods. General emergency management activities include **preparedness** initiatives such as writing and exercising plans, educating the community about disasters, and engaging in **mitigation** actions that reduce a disasters impact on people and property. “Grey sky” refers to the period immediately before, during and after an incident has occurred. It includes a **response** phase where priorities are protecting lives and property. It also encompasses **recovery** actions that begin once the incident is stabilized to rebuild the community.

Emergency management is based on a “whole community” approach. It requires the collective efforts and engagement of all segments of a community - individual citizens, non-profit agencies, the private sector and all levels of government.

Hawai`i Emergency Management Agency

Emergency management agencies are conveners and coordinators of resources and capabilities from other government agencies and partners across all phases of emergency management. During an incident they activate Emergency Operations Centers (EOCs), which are centralized locations where response partners convene to



share information and coordinate activities.

The Hawai`i Emergency Management Agency (HI-EMA), situated under the State of Hawai`i Department of Defense, is the state’s emergency management agency. HI-EMA is responsible for coordinating the response to all hazards that may impact the state, whether they are of natural, manmade or accidental causes. These efforts are closely coordinated with county emergency management agencies at the local level and with FEMA at the federal level. HI-EMA’s statutory responsibilities are received from Hawai`i Revised Statutes (HRS) Chapter 127A. The state’s Adjutant General is Director of Emergency Management. Day-to-day Agency operations are overseen by the HI-EMA Administrator. The Agency works closely with the Office of Homeland Security, also located within the Department of Defense, which is responsible for coordinating activities related to prevention of and protection against security threats and terrorism.

This page intentionally left blank.



OVERVIEW OF HAWAII REVISED STATUTES CHAPTER 127A

Hawaii Revised Statutes (HRS) Chapter 127A creates state and county emergency management agencies and defines the responsibilities and authorities of the Governor and Mayors related to emergency and disaster preparedness and response. Select duties and powers conferred by the statute are listed below. The full chapter is available here:

https://www.capitol.hawaii.gov/hrscurrent/Vol03_Ch0121-0200D/HRS0127A/.

HI-EMA Responsibilities	General Emergency Management Powers (Mayor and Governor)	Gubernatorial Powers with an Emergency Proclamation
<ul style="list-style-type: none"> ▪ Perform emergency management functions within the state. ▪ Maintain a state comprehensive emergency management plan and standards for county and state agency plans. ▪ Assign responsibilities to state agencies for emergency support functions. ▪ Coordinate state response and recovery activities and all resource support to counties. ▪ Maintain a statewide system for detection, alert and warning of emergency conditions, including operation of a State Warning Point and maintenance of the Statewide Outdoor Siren Warning System. ▪ Institute public preparedness programs. 	<ul style="list-style-type: none"> ▪ Declare an emergency via a mayoral or gubernatorial proclamation. ▪ Identify emergency workers required to report for duty ▪ Develop mutual aid agreements. ▪ Lease or lend county/state property for emergency purposes. ▪ Re-allocate county/state public property to be utilized for emergency purposes. ▪ Direct non-compulsory evacuations. ▪ Establish special accounting forms and practices to expedite access to financial resources. ▪ Fix or revise hours of government business. 	<ul style="list-style-type: none"> ▪ Apply for federal assistance by requesting a Presidential Disaster Declaration. ▪ Suspend any law that impedes or is detrimental to the expeditious and efficient execution of emergency functions. ▪ Assume direct operational control for events deemed beyond capabilities of local government. ▪ Suspend state holidays. ▪ Assure continuity of service by critical infrastructure facilities, publicly and privately owned, by regulating or taking over operations. ▪ Shut off or suspend utility services. ▪ Take action to prevent price gouging and hoarding of supplies, commodities and services.

This page intentionally left blank.



OVERVIEW OF HAWAI`I'S HAZARDS

Hawai`i is vulnerable to several hazards, both natural and human-caused. Some hazards, such as hurricanes, are preceded by a warning period prior to impact and allow time for readiness actions and protective measures. These are often referred to as “notice events.” Other hazards, such as earthquakes and tsunamis, are “no notice” events that occur with little or no warning.

The risk associated with a hazard is based on several factors, the primary ones being the probability of occurrence and the magnitude of potential impacts. The hazards that are most likely to occur with the greatest potential impacts are higher priorities for preparedness and mitigation efforts. For natural hazards, hurricanes and tsunamis have been identified as the top areas of concern. Flooding is the hazard the state experiences most frequently. Cyber incidents and acts of terrorism are deemed the types of manmade incidents that pose the greatest risk for the state.

Hazard Rank	Hazard	Category										Relative Risk Factor
		Probability	Impact			Spatial Extent	Warning Time	Duration	Adaptive Capacity	Changing Future Conditions		
			Population	Assets/Economy	Environmental Resources/Cultural Assets							
High	Climate Change and Sea Level Rise	3	1	3	2	2	0	3	2	3	4.6	
High	Hurricane	2	2	2	1	3	0	3	2	3	4.5	
High	Tsunami	1	2	2	1	2	3	3	2	3	4.3	
High	Earthquake	1	2	2	1	3	3	3	2	1	4.2	
Medium	Volcanic (Lava flow; vog)	2	1	2	3	2	1	3	2	1	4.0	
Medium	Wildfire	2	2	1	1	2	1	2	2	3	3.8	
Medium	Landslide and Rockfall	2	1	1	3	2	3	3	2	3	3.8	
Medium	Health Risks	1	3	0	0	3	3	3	2	0	3.6	
Medium	Event-Based Flood	1	1	2	1	2	1	3	2	3	3.4	
Medium	Chronic Coastal Flood	3	1	1	1	2	0	3	2	3	3.4	
Medium	Drought	2	1	1	1	3	0	3	2	3	3.3	
Medium	High Wind Storm	2	1	1	1	3	0	3	2	2	3.2	
Low	Dam Failure	1	1	1	1	2	2	3	2	2	2.9	
Low	Hazardous Materials	2	1	1	1	1	3	1	2	0	2.6	

Note: Relative Risk Factor Scores - High: > 4.0; Medium: 3.0 to 4.0; Low < 3.0

Risk assessment for natural hazards from the 2018 State Hazard Mitigation Plan

Tsunamis

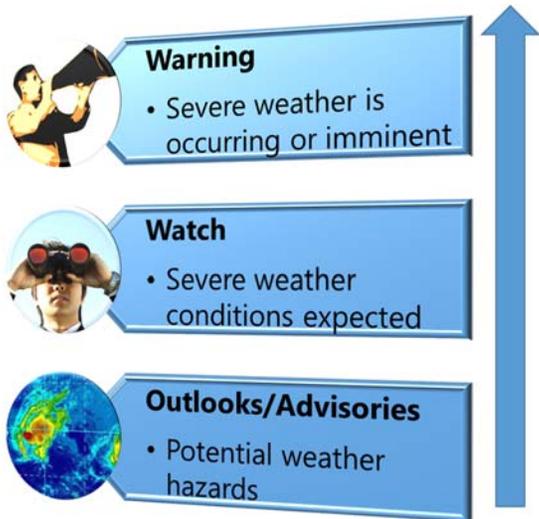
Tsunamis are described as ‘distant’ or ‘local’ depending on the originating source. Hawai‘i is at risk of experiencing both types.

Distant Source Tsunamis originate from a faraway source, usually over 600 miles away, with the first wave arriving more than three (3) hours later.

Tsunamis from Local Sources originate from a nearby source, with waves arriving within minutes or within an hour. While destructive local tsunamis are rare, there is little time to react and local tsunamis generally result in more deaths than distant tsunamis.

Product	Likely Wave Action	Recommended Actions
 INFORMATION STATEMENT	Minor waves at most No destructive tsunami threat	No action suggested at this time
 WATCH	Danger level not yet known	Stay alert for more info Be prepared to act
 ADVISORY	Strong currents likely Runup ≥ .3 meters but ≤ 1 meter	Stay out of water, away from beaches and waterways
 WARNING	Inundating wave possible Runup ≥ 1 meter	Full evacuation suggested. Move to high ground or inland.

Event Location		Travel Time to Hawai‘i	Local Tsunami	
Distant Tsunami	Alaska	5 hours	Hawai‘i Island	Imminent
	U.S. West Coast	5 hours	Mauai County	~15 minutes
	Japan	7 hours	O‘ahu	~27 minutes
	South Pacific	7 hours	Kaua‘i	~45 minutes
	Chile	14 hours		

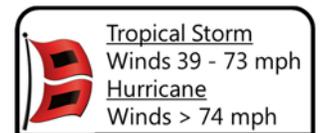


Weather Advisories

For weather events, the National Weather Service issues outlooks and advisories to provide a heads-up that severe weather is possible. When a watch is issued, it means severe weather is expected. A warning means severe weather is occurring or imminent.

Hurricanes and Tropical Storms

When a hurricane or tropical storm passes the 140° longitude line, which is approximately 5 days prior to potential impacts to the state, increased monitoring and readiness actions are initiated. State Emergency Response Team (SERT) representatives are invited to daily calls with the National Weather Service and the counties to maintain situational awareness and coordinate activities.



This page intentionally left blank.



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

August 11, 2015

ADMINISTRATIVE DIRECTIVE NO. 15-01

TO: All Department Heads

Subject: Emergency Management Preparedness Requirements for Departments

The purpose of this administrative directive is to establish minimum emergency management requirements for each department and agency in the Executive Branch of State Government.

Legal References:

- A. Section 6, Article V of the Hawaii State Constitution
- B. Chapter 26, Hawaii Revised Statutes
- C. Chapter 127A, Hawaii Revised Statutes

Policy:

It is my expectation that all state department Directors shall take the necessary steps to ensure their employees and departments are prepared to respond to disasters. State departments and agencies must be fully prepared to carry out their disaster functions and requirements as laid out in the State Emergency Operations Plan, the State Catastrophic Hurricane Plan and the State of Hawaii Emergency Support Function Annex. The minimum requirements for all departments, agencies, offices and other organizations in the Executive Branch are:

- A. Conduct an Analysis of the Department's Functions. Each Director will lead an analysis of the functions performed by the department and agencies (including administratively attached agencies) and determine which of the functions are essential to continue during and after disasters. The analysis will include identifying the resources required to maintain critical functions (personnel, equipment, utilities, communications, etc.), current ability to meet the resource needs, and shortfalls that need to be addressed in the future (through procurement, training, contracting, etc.).
- B. Develop a Departmental Emergency Operations Plan. Each department will develop an emergency operations plan. This plan will be coordinated with, and complement, the State Emergency Operations Plan, the State Catastrophic Hurricane Plan, and the Emergency Support Functions Annex. The Departmental Emergency Operations Plan will, at a minimum, identify key departmental functions that must be maintained

throughout the disaster, identify emergency roles and responsibilities, and explain how the department will fulfill requirements listed in the Emergency Support Function Annex. The plans will conform to guidelines set in FEMA's Comprehensive Preparedness Guide 101 (CPG 101). Each Departmental Emergency Operations Plan will be coordinated with and reviewed by the Hawaii Emergency Management Agency (HI-EMA) by May 1, 2016.

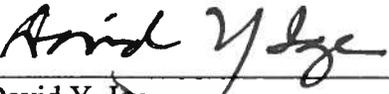
- C. Develop / Update the Department Continuity of Operations Plan. The Continuity of Operations Plan outlines how each department will continue its critical functions under adverse impacts. Department Continuity of Operations Plans for most state agencies was developed by a contractor in 2012. Departments are responsible for maintaining these plans. The Department Continuity of Operations Plans will be reviewed, updated and signed by each Director by May 1, 2016.
- D. Designate an Emergency Management Officer (formerly Civil Defense Coordinator). The Emergency Management Officer (EMO) is the primary contact and liaison for the department with HI-EMA and is responsible for implementing the department's emergency preparedness activities. It is critical that the Director appoint a senior individual with knowledge of the department's functions to this important position. The Emergency Management Officer shall have direct access to the Director in order to ensure disaster-related information is received, disseminated, and acted upon rapidly. Training requirements for the EMOs are addressed in the Emergency Support Function Annex. The Director will also designate two backup EMOs. The names and contact information for the EMOs, including after-hours phone numbers, will be sent to HI-EMA by August 31, 2015. This information will be updated whenever an EMO changes and on May 1st of each year.
- E. Assign State Emergency Response Team (SERT) members. SERT members shall be assigned for each Emergency Support Function (ESF) for which the department has a responsibility. The Director will assign two staff members to each ESF for which the department is a lead agency and at least one for which each department is a supporting agency. The department EMO shall not be assigned as a SERT member. The Director will ensure 24-hour coverage for the SERT. I understand this staffing requirement might create a strain on department staff. For example, the Department of Accounting and General Services is the Primary Agency for four ESFs and Support Agency for another six ESFs – that means a total of fourteen personnel per shift, and with two shifts a total of twenty-eight staff should be committed to ESF responsibilities at the Emergency Operations Center. This is a significant number of personnel. These are, however, critical functions that departments will support. Directors will work with HI-EMA staff and ESF primary and support agencies to identify staffing requirements and resource needs. Shortfalls in staffing will be identified to HI-EMA who will work with my Chief of Staff to address shortfalls. Directors will identify SERT members to the Hawaii Emergency Management

August 11, 2015

Agency by August 31, 2015, along with contact information. This information will be updated if any of the SERT members change and on May 1st of each year.

- F. Designate Emergency Workers. Each department will conduct a review of its critical functions and designate emergency workers to ensure those functions are carried out. Departments will identify personnel shortfalls related to their critical functions to the Hawaii Emergency Management Agency. HI-EMA will review personnel shortfalls across the State agencies and provide a priority fill list to my Chief of Staff, who will direct agencies to provide specific personnel to support specific functions. This will ensure that departments have personnel supporting the needs of the citizens of our state where needed. Additionally, personnel will be encouraged to take individual and family disaster preparedness seriously – to develop a family disaster plan, assemble an emergency kit, and stay informed.
- G. Directors will ensure all employees are notified at least three times per year that, pursuant to Chapter 127A, Section 8(a) of the Hawaii Revised Statutes that all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.
- H. Training and Exercises. Departments will participate with the Hawaii Emergency Management Agency during the annual state-wide exercise conducted during the first week of June. HI-EMA will develop and distribute a list of course requirements for Emergency Management Officers and State Emergency Response Team members. Departments will, at a minimum, conduct training for their EMOs and SERT members two-times per year and will participate in HI-EMA training one additional time per year. I encourage Directors to send more of your employees, especially your emergency workers, to emergency response-related training. HI-EMA will also conduct an annual workshop and/or exercise for senior leaders, which will be scheduled to ensure maximum participation by Department Directors and my staff, as well as county, federal and other partners. Departments will ensure all staff understands their roles, responsibilities and expectations during disasters.
- I. Updates. Directors will ensure all emergency preparedness plans and procedures are reviewed and updated annually.

Your full cooperation in complying with the provisions of this Administrative Directive is essential.



David Y. Ige
Governor, State of Hawaii

AUG 11 2015

Date

This page intentionally left blank.

SAMPLE EMERGENCY PROCLAMATION

Hurricane Lane, August 2018

OFFICE OF THE GOVERNOR STATE OF HAWAII PROCLAMATION

By the authority vested in me as Governor by the Constitution and laws of the State of Hawai`i, in order to provide relief for disaster damages, losses, and suffering, and to protect the health, safety, and welfare of the people, I, DAVID Y. IGE, Governor of the State of Hawai`i, hereby determine, designate and proclaim as follows:

WHEREAS, based upon scientific information and expertise available, Hawai`i is in danger of a disaster occurrence of high winds, heavy rains, high surf, storm surge, and flooding that threatens to cause extensive damage to private and public property throughout the entire State and impacting the counties of Hawai`i, Maui, Kalawao, Kaua`i, and the City and County of Honolulu, State of Hawai`i, thereby endangering the health, safety, and welfare of the people; and

WHEREAS, this occurrence of a severe, sudden, and extraordinary event of high winds, heavy rains, high surf, storm surge, and flooding that threatens to cause damages, losses, and suffering of such character and magnitude to affect the health, welfare, and living conditions of a substantial number of persons, and to affect the economy of the State, and is expected to be of such a nature as to warrant rehabilitative assistance from the State; and

WHEREAS, the danger of disaster is of such magnitude to warrant preemptive and protective action in order to provide for the health, safety, and welfare of the people; and

WHEREAS, the Legislature of the State of Hawai`i has appropriated from the general revenues of the State, monies as may be necessary for expenditure by or under the direction of the Governor for the immediate relief of the conditions created by the disaster; and

WHEREAS, in expending such monies, the Governor may allot any portion to any agency, office, or employee of the state or a county for the most expeditious and efficient relief of the conditions created by the disaster; and

WHEREAS, pursuant to sections 127A-14 and 127A-16, Hawai`i Revised Statutes, the Governor is authorized to determine whether an emergency or disaster has occurred, or there is an imminent danger or threat of an emergency or disaster and authorize actions under chapter 127A, Hawai`i Revised Statutes, and the expenditure of funds thereunder; and

WHEREAS, pursuant to section 127A-13(a)(3), Hawai`i Revised Statutes, the Governor is authorized to suspend any law which impedes or tends to impede or is detrimental to the expeditious and efficient execution of, or to conflict with, emergency functions, including laws specifically made applicable to emergency personnel; and

WHEREAS, pursuant to section 127A-13(a)(2), Hawai`i Revised Statutes, the Governor is further authorized to relieve hardship and inequities or obstructions to the public health, safety, and welfare found by the Governor to exist in the laws and to result from the operation of federal programs or measures taken under chapter 127A, Hawai`i Revised Statutes, by suspending laws in whole or in part, or by alleviating the provisions of laws on such terms and conditions as the Governor may impose; and

WHEREAS, pursuant to section 127A-12(b)(8), Hawai`i Revised Statutes, the Governor may suspend chapter 103D and sections 103-50, 103-53, 103-55, 105-1 to 105-10, and 464-4, Hawai`i Revised Statutes, and I find that these provisions, in whole or in part, impede or tend to impede the expeditious discharge of emergency disaster relief functions for this occurrence and that compliance therewith is impracticable due to existing conditions; and

WHEREAS, pursuant to section 127A-12(b)(13), Hawai`i Revised Statutes, the Governor may require each public utility, or any person owning, controlling, or operating a critical infrastructure facility as identified by the Governor, to protect and safeguard its or the person's property, or to provide for the protection and safeguarding thereof; and provide for the protection and safeguarding of all critical infrastructure and key resources, including the regulation or prohibition of public entry thereon, or the permission of the entry upon such terms and conditions as the Governor may prescribe; and

WHEREAS, pursuant to section 127A-12(a)(5), Hawai`i Revised Statutes, the Governor may direct or

control, as may be necessary for emergency management alerts, warnings, notifications, and activations; warnings and signals for alerts and any type or warning device, system, or method to be used in connection therewith; partial or full mobilization of personnel in advance of or in response to an actual emergency or disaster; the conduct of civilians and the movement and cessation of movement of pedestrians and vehicular traffic during, before, and after alerts, emergencies, or disasters; and

WHEREAS, pursuant to section 127A-13(a)(5), Hawai'i Revised Statutes, the Governor may shut off water mains, gas mains, electric power connections, or suspension of other services; and

WHEREAS, pursuant to section 127A-13(a)(6), Hawai'i Revised Statutes, the Governor may direct and control the mandatory evacuation of the civilian population; and

WHEREAS, pursuant to section 127A-12(b)(16), Hawai'i Revised Statutes, the Governor is further authorized to order and direct government agencies, officials, officers, and employees of the State, to take such action and employ such measures for law enforcement, medical, health, firefighting, traffic control, warnings and signals, engineering, rescue, construction, emergency housing, other welfare, hospitalization, transportation, water supply, public information, training, and other emergency functions as may be necessary, and utilize the services, materials, and facilities of the agencies and officers; and

WHEREAS, pursuant to section 127A-12(b)(9), Hawai'i Revised Statutes, the Governor may appoint, employ, train, equip, and maintain, with compensation, or on a volunteer basis without compensation and without regard to chapters 76, 78, and 88, such agencies, officers, and other persons as the Governor deems necessary to carry out emergency management functions; determine to what extent any law prohibiting the holding of more than one office or employment applies to the agencies, officers, and other persons; and subject to the provisions of chapter 127A, Hawai'i Revised Statutes, provide for the interchange of personnel, by detail, transfer, or otherwise, between agencies or departments of the State; and

WHEREAS, pursuant to section 127A-12(b)(19), Hawai'i Revised Statutes, the Governor may take any and all steps necessary or appropriate to carry out the purposes of chapter 127A, Hawai'i Revised Statutes notwithstanding that powers in section 127A-13(a) may only be exercised during an emergency period; and

NOW, THEREFORE, I, DAVID Y. IGE, Governor of the State of Hawai'i, hereby determine that an emergency or disaster contemplated by section 127A-14, Hawai'i Revised Statutes, threatens the counties of Hawai'i, Maui, Kalawao, Kauai, and the City and County of Honolulu, State of Hawai'i, and do hereby proclaim these areas to be disaster areas for the purpose of implementing the emergency management functions as allowed by law, authorizing the expenditure of State monies as appropriated for the speedy and efficient relief of the damages, losses, and suffering resulting from the emergency or disaster, and hereby authorize and invoke the following measures under the Hawai'i Revised Statutes:

1. Section 127A-16, Hawai'i Revised Statutes, by the activation of the Major Disaster Fund.
2. Sections 127A-13 and 127A-12, Hawai'i Revised Statutes, and in order for county and state agencies to provide emergency relief and engage in emergency management functions as defined in section 127A-2, Hawai'i Revised Statutes, as a result of this event, I hereby suspend as allowed by federal law, the following statutes:
 - a. Section 37-41, Hawai'i Revised Statutes, **appropriations to revert to state treasury.**
 - b. Section 37-74(d), Hawai'i Revised Statutes, **program execution**, except for sub-sections 37-74(d)(2) and 37-74(d)(3), Hawai'i Revised Statutes, and any such transfers or changes shall be considered authorized transfers or changes for purposes of section 34-74(d)(1) for legislative reporting requirements.
 - c. Section 40-66, Hawai'i Revised Statutes, **lapsing of appropriations.**
 - d. Section 78-13, Hawai'i Revised Statutes, salary periods, to the extent necessary to allow state agencies to pay, as expeditiously as possible, members of the Hawai'i National Guard ordered into active service and deployed in response to this event.
 - e. Chapter 89, Hawai'i Revised Statutes, **collective bargaining in public employment.**
 - f. Chapter 89C, Hawai'i Revised Statutes, **public officers and employees excluded from collective bargaining.**
 - g. Section 102-2, Hawai'i Revised Statutes, **contracts for concessions in government buildings; bid requirements.**
 - h. Section 103-2, Hawai'i Revised Statutes, **general fund.**
 - i. Section 103-53, Hawai'i Revised Statutes, **contracts with the State or counties; tax clearances,**

assignments.

- j. Section 103-55, Hawai'i Revised Statutes, **wages, hours, and working conditions of employees of contractors performing services.**
 - k. Chapter 103D, Hawai'i Revised Statutes, **Hawai'i public procurement code.**
 - l. Chapter 104, Hawai'i Revised Statutes, **wages and hours of employees on public works.**
 - m. Sections 105-1 to 105-10, Hawai'i Revised Statutes, **use of government vehicles, limitations.**
 - n. Section 291-31.5, Hawai'i Revised Statutes, blue lights, to the extent necessary to allow Department of the Attorney General vehicles to operate with blue lights when used for law enforcement related emergency management functions.
3. Section 127A-12(b)(13), Hawai'i Revised Statutes, and I hereby require each public utility, or any person owning, controlling, or operating a critical infrastructure, to protect and safeguard its or the person's property, or to provide for the protection and safeguarding thereof; and provide for the protection and safeguarding of all critical infrastructure and key resources, including the regulation or prohibition of public entry thereon, or the permission of the entry upon such terms and conditions as I may prescribe; and the Director of Emergency Management and the administrators of each county emergency management agency are directed to identify critical infrastructure to be protected or safeguarded and establishing the terms and conditions for the regulation or prohibition of public entry thereon, or the permission of the entry thereon.
4. Sections 127A-12(a)(5), 127A-13(a)(5), and 127A-13(a)(6), Hawai'i Revised Statutes, and the Director of Emergency Management or the administrators of each county emergency management agency are directed to take appropriate actions to direct or control, as may be necessary for emergency management:
- a. Alerts, warnings, notifications, and activations;
 - b. Warnings and signals for alerts and any type or warning device, system, or method to be used in connection therewith;
 - c. Partial or full mobilization of personnel in advance of or in response to an actual emergency or disaster;
 - d. The conduct of civilians and the movement and cessation of movement of pedestrians and vehicular traffic during, before, and after alerts, emergencies, or disasters;
 - e. Shut off water mains, gas mains, electric power connections, or suspension of other services; and
 - f. Mandatory evacuation of the civilian population.
5. Section 127A-12(b), Hawai'i Revised Statutes, and in order to provide emergency disaster relief, I hereby direct all state agencies and officers to cooperate with and extend their services, materials, and facilities as may be required to assist in all efforts to eliminate the danger.

I FURTHER DECLARE that a disaster emergency relief period shall commence immediately, and continue through August 29, 2018, which period shall also apply to the provisions and applicability of section 127A-30, Hawai'i Revised Statutes.

Done at the State Capitol, this 21st day of August, 2018.
DAVID Y. IGE,



Governor of Hawai'i

APPROVED:



RUSSELL A. SUZUKI
Attorney General State of Hawai'i

This page intentionally left blank.



Public Assistance

Overview

Public Assistance (PA) is FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides emergency assistance to save lives and protect property, and assists with permanently restoring community infrastructure affected by a federally declared incident.

Eligible Applicants

Eligible applicants include states, federally recognized tribal governments (including Alaska Native villages and organizations so long as they are not privately owned), U.S. territories, local governments, and certain private non-profit (PNP) organizations.

PNPs must have "an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under State law."¹ Additionally, for a PNP operated facility to be eligible, the PNP must demonstrate the facility provides a critical service or provides a non-critical, but essential government service and is open to the general public. A facility that provides a critical service is defined as one used for an educational, utility, emergency, or medical purpose.²

Project Categories

FEMA processes PA grant funding according to the type of work the applicant undertakes. Eligible work must be required as a result of the declared incident, be located in the designated area, be the legal responsibility of the applicant, and be undertaken at a reasonable cost.

Eligible work is classified into the following categories:

Emergency Work

Category A: Debris removal

Category B: Emergency protective measures

Permanent Work

Category C: Roads and bridges

Category D: Water control facilities

Category E: Public buildings and contents

Category F: Public utilities

Category G: Parks, recreational, and other facilities

Federal funding guidelines for each of these categories are listed in the *Public Assistance Program and Policy Guide*, which is located [online at https://www.fema.gov/media-library/assets/documents/111781](https://www.fema.gov/media-library/assets/documents/111781).

Application Process

After a federal declaration, the recipient (i.e. state, tribe, or territory) conducts Applicant Briefings to inform potential applicants (i.e. state, local, tribal, territorial, and PNP officials) of the assistance available and how to apply. Applicants must then file a Request for Public Assistance within 30 days of the date their respective area is designated by the federal declaration.

Following the approved request, FEMA and the applicants will conduct additional meetings to discuss disaster

¹ 44 CFR 206.221(f)

² Stafford Act § 406(a)(3)(B), 42 U.S.C. § 5172, and 44 CFR §206.221(e)

damage and project formulation. Applicants must identify and report damages to FEMA within the 60-day regulatory timeframe. FEMA, the recipient, or the applicant will then prepare project worksheets for eligible work and eligible facilities based on actual or estimated project costs.

Grant Administration

The federal share of assistance will not be less than 75 percent of the eligible cost for emergency measures and permanent restoration. The recipient determines how the non-federal share of 25 percent will be dispersed to its applicants.

Recipients are responsible for managing the funds obligated to them by FEMA, including disbursement to applicants. FEMA will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance, and compliance with federal laws and regulations.

“FEMA’s mission is helping people before, during, and after disasters.”

This page intentionally left blank.



Individual Assistance Program

When a state, territorial, or tribal government (STTL) determines an incident exceeds their capability to respond, the Governor or Tribal Chief Executive may request a declaration from the President through FEMA. The President may provide federal assistance when the magnitude or threat of an incident exceeds the affected state, territorial, tribal, or local government's capability to respond or recover. For FEMA to provide supplemental federal assistance, the President must declare that an emergency or major disaster exists.

The Individual Assistance mission ensures disaster survivors have timely access to a full range of authorized programs and services to maximize recovery through partnered coordination of STTL governments, as well as other federal agencies, non-governmental organizations and the private sector.

Individual Assistance Programs

FEMA assists individuals and households through the coordination and delivery of Individual Assistance programs including:

- **Mass Care and Emergency Assistance (MC/EA):** Mass Care is composed of seven services known as activities: sheltering; feeding; distribution of emergency supplies; support for individuals with disabilities and others with access and functional needs; reunification services for adults and children; support for household pets, service, and assistance animals; and mass evacuee support. In addition to the seven aforementioned activities, MC/EA also supports the National Mass Care Exercise (NMCE) training program and offers partnerships through the following programs: Blue Roof Program and Transitional Sheltering Assistance (TSA).
- **Crisis Counseling Assistance and Training Program (CCP):** CCP provides eligible STTLs governments, and non-governmental organizations with supplemental funding to assist disaster-impacted individuals and communities in recovering from the major disasters through the provision of community-based outreach and psycho-educational services. The goal is to aid survivors in recovering from the adverse reactions to disasters and to begin to rebuild their lives.
- **Disaster Unemployment Assistance (DUA):** DUA provides unemployment benefits and re-employment assistance services to eligible survivors affected by a Presidentially-declared major disaster. These services are under the responsibility of the U.S. Department of Labor and administered by the state, territorial, tribal, and local government emergency management officials of the affected area(s). DUA is only available to those eligible survivors who are not eligible for regular state unemployment insurance (UI).
- **Disaster Legal Services (DLS):** DLS provides legal aid to survivors affected by a Presidentially-declared major disaster through an agreement with the Young Lawyers Division (YLD) of the American Bar Association. DLS is put into effect during Presidentially-declared disasters and is available to survivors who qualify as low-income.

- **Disaster Case Management (DCM):** DCM is a time-limited process that promotes partnership between a case manager and a disaster survivor in order to assess and address a survivor's verified disaster-caused unmet needs through a disaster recovery plan. This disaster recovery plan includes resources, decision-making priorities, providing guidance and tools to assist disaster survivors.
- **Individuals and Households Program (IHP):** IHP Assistance provides financial assistance and direct services to eligible individuals and households who have uninsured or underinsured necessary expenses and serious needs. IHP Assistance is not a substitute for insurance and cannot compensate for all losses caused by a disaster; it is intended to meet basic needs and supplement disaster recovery efforts. IHP Assistance is not considered income or a resource when determining eligibility for welfare, income assistance, or income-tested benefit programs that the federal government funds, such as Social Security benefits or disability income. IHP Assistance is also exempt from garnishment or seizure, but this exception does not apply to FEMA recovering assistance received in error or fraud.

Individual Assistance Service Delivery Channels

FEMA offers disaster survivors multiple options to access Individual Assistance. Survivors may receive information and services through:

- **Internet or Smartphone Application:** Disaster survivors may apply for IHP Assistance or check their application status online at www.disasterassistance.gov. Disaster survivors may also access FEMA via smartphone by downloading the application from www.fema.gov or through their mobile provider's application store.
- **FEMA Toll-Free Helpline:** Disaster survivors may call FEMA toll-free at 800-621-3362 to register for assistance or check their application status. Disaster survivors who are deaf, hard of hearing, or have a speech disability and use a Text Telephone (TTY) may call 800-462-7585. Disaster survivors who use 711 or VRS (Video Relay Service), may call 800-621-3362.
- **Disaster Recovery Centers (DRCs):** Disaster survivors may apply for assistance in person at DRCs in or near their communities. DRCs are usually opened quickly after a disaster for a limited period of time. They are accessible and equipped to accommodate disaster survivors who need disability-related communication aids. FEMA staff can assist with completing registrations or checking their application status. FEMA coordinates with the state, territorial, tribal, or local government to establish DRC locations.
- **Disaster Survivor Assistance (DSA) Teams:** FEMA may send staff into the affected communities to help disaster survivors apply for IHP assistance. FEMA may also coordinate with the state, territorial, tribal, or local government to send staff into emergency shelters to assist survivors. FEMA staff are equipped with computers or similar devices to assist survivors with registering for IHP Assistance or provide them referrals to other resources.

Because FEMA's programs are not designed to make a survivor whole, we encourage a whole community approach to disaster recovery by engaging the full capacity of non-governmental

organizations and the private sector, including businesses, faith-based and disability organizations, and the general public, in conjunction with the participation of state, territorial, tribal, or local government, as well as other federal agency partners.

FEMA's Mission: Helping people before, during, and after disasters.

April 2019

This page intentionally left blank.

STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES	POLICY NO. 501.005 ERD/PTO	NO. of PAGES 4 1 attachment
	EFF. DATE 5/01/06	REV.NO./Date
TITLE: DISASTER RELIEF LEAVE	APPROVED:  Marie C. Laderta, Director	

I. POLICY

A Department Head may grant State employees who are certified American Red Cross disaster volunteers, up to thirty calendar days paid leave of absence to perform disaster relief services for the American Red Cross.

II. RATIONALE

Natural disasters and other catastrophes can be devastating for the victims and their families, especially when casualties, serious injuries, and destruction of property have resulted. State employees who are trained American Red Cross disaster volunteers can be an invaluable resource for assistance to those victims in their time of need. By allowing such trained State employees paid leave so that they may assist the American Red Cross in providing post-disaster relief services, the State can lend humanitarian support to the victims.

III. DEFINITIONS

“Disaster” means a man-made or natural disaster that has been designated as level III or higher by the American Red Cross; or officially declared by the President of the United States; or declared a state of emergency by the Governor.

“Regular hours” means the employee’s full-time equivalence hours of work immediately preceding the first day of the disaster relief leave.

“Regular rate of pay” means the employee’s basic rate of pay plus shortage, temporary and/or compression differentials.

IV. SCOPE

This policy applies to all civil service and exempt employees in the executive branch under the jurisdiction of the Department of Human Resources Development.

DISASTER RELIEF LEAVE

POLICY NO. 501.005 (eff. 5/01/06)

V. GENERAL PROVISIONS

- A. An employee who is a certified American Red Cross disaster volunteer may request up to thirty calendar days paid leave of absence to perform disaster relief services for the American Red Cross.

- B. Disaster relief leave may be granted to an employee provided that:
 - 1. The disaster has been designated as level III or higher by American Red Cross regulations¹;
 - 2. The disaster is officially declared by the President of the United States, or declared a state of emergency by the Governor; and
 - 3. The absence of the employee does not impose undue hardship on the operations of a department or a work unit of a department.

- C. An employee who is granted disaster relief leave under this policy and procedures shall be paid at the employee's regular rate of pay for those regular hours during which the employee is absent from work, without loss of seniority, pay, vacation, sick leave, or earned overtime accumulations.

VI. PROCEDURES

- A. REQUEST FOR DISASTER RELIEF LEAVE
 - 1. Employee submits Application to Provide Disaster Relief services (HRD Form G-1/DR) to the employee's department head through his/her supervisor.
 - a. A copy of the employee's membership ID card indicating that the employee is a registered member of the American Red Cross Disaster Services Human Resources System shall be attached to the HRD Form G-1/DR.

¹ The American Red Cross designates the level after the disaster occurs based on the size, number of people and estimated dollar damage cost to the area.

DISASTER RELIEF LEAVE

POLICY NO. 501.005 (eff. 5/01/06)

- b. If the employee does not have a membership ID card, contact the American Red Cross, Manager of Response and Preparedness at 739-8112.
 2. Department Head reviews the Application for Disaster Relief Leave:
 - a. Recommends approval of the leave request and immediately faxes the leave request to the Governor's Office; or
 - b. Disapproves the leave request, promptly notifies the employee of the disapproval and faxes a copy of the HRD Form G-1/DR to the Department of Human Resources Development, Personnel Transactions Office²; and
 - c. Attaches comments regarding approval of employee's leave request (HRD Form G-1/DR) for the Governor's review.
 3. The Governor renders decision on leave requests submitted by department heads.
 4. Upon receiving approval from the Governor's Office, the department faxes the approved HRD Form G-1/DR to the Department of Human Resources Development, Personnel Transactions Office.

B. RECORDING THE DISASTER RELIEF LEAVE

1. A copy of HRD Form G-1/DR, *Application for Leave to Provide Disaster Relief Services* and any attachment(s) shall be filed in the employee's official personnel folder.
2. To record disaster relief paid leave on the *Attendance and Leave Record* (State DHRD Form 7), enter "DR" to indicate the type of leave granted. (The leave period cannot exceed 30 calendar days.)

² Disapproved requests do not need to be transmitted to the Governor's Office.

DISASTER RELIEF LEAVE

POLICY NO. 501.005 (eff. 5/01/06)

VII. AUTHORITIES AND REFERENCES

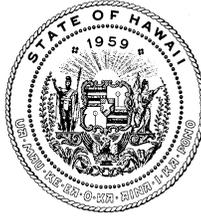
§ 78-23.5, Hawai'i Revised Statutes, *Paid leave for state and county employees providing disaster relief services for the American Red Cross.*

§ 14-1-3(3) H, Hawai'i Administrative Rules, *General responsibilities of director.*

VIII. ATTACHMENTS

Attachment: *Application for Leave to Provide Disaster Relief Services, HRD Form G-1/DR.*

This page intentionally left blank.



State of Hawai`i

**DISASTER RESPONSE
MANUAL
For Managers**



Prepared by the
Department of Human Resources Development
Revised May 14, 2019

Contents

INTRODUCTION.....	1
Purpose	
Definitions	
Disaster Preparation Checklist	
<u>PART 1 - EXISTING EMPLOYEES</u>	
Identification of Disaster Response Workers	5
Pay Provisions	6
Overtime	
Stand-by Pay	
Per Diem	
Temporary Hazard Pay	
Leave	8
Administrative Leave	
Military Leave	
Disaster Leave	
Safety/Workers' Compensation	10
Other Benefits and Support Programs.....	11
Employee Counseling	
Critical Incident Stress Debriefings (CISD's)	
Island Savings Plan (Deferred Compensation Plan)	
<u>PART II - NEW HIRES FOR EMERGENCY WORK</u>	
Recruitment Procedures.....	13
<u>PART III - INTERRUPTION OF USUAL HRD SERVICES</u>	
Civil Service Applications and Examinations	16
Civil Service Interviews	16
Training.....	16
ATTACHMENTS.....	17
Application for Leave to Provide Disaster Relief Services	
Disaster Hire Form/Instructions	
Suggested Pay Rates for Persons Hired in Emergencies	

DEFINITIONS

DISASTER

A disaster is any destructive event resulting in significant physical damage, loss or destruction, and social disruption caused by natural or human-caused hazards.

... *Natural hazards* include, but are not limited to, storms, high winds, flash floods, high surf, hurricanes, tornadoes, droughts, earthquakes, tsunamis, volcanic eruptions, landslides, mudslides, and fires.

... *Human-caused hazards* include, but are not limited to, explosions, massive transportation or industrial accidents, utility failures, hazardous materials incidents, terrorist incidents, and health (or other disruptive domestic) crises.

DISASTER RESPONSE WORKERS

Disaster response workers are generally pre-identified State employees whose services are critical to continuing vital operations and for responding to various emergencies (e.g., road crews when roads might become impassable). Disaster response workers need to report to work in accordance with their disaster response plan, which could include reporting: (1) prior to or at the height of a disaster (e.g., impending hurricane or tsunami), even if others are told to stay at home; (2) immediately following a disaster; and/or (3) during the recovery period. Depending on the severity of the disaster, extent of damage or magnitude of response or recovery requirements, additional employees may be designated as disaster response workers.

DISASTER PREPARATION CHECKLIST

BEFORE a disaster strikes, do a “Quick-Check”:

- ✓ Review your department’s responsibilities outlined in the State of Hawai`i Plan for Emergency Preparedness manual. Contact your departmental Emergency Management Officer for information.
- ✓ Identify the disaster response workers within your office. (See page 5 for more information.)
- ✓ Meet with identified disaster response workers to discuss their disaster response duties. Solicit suggestions.
- ✓ Know your facility’s emergency evacuation plan and regularly review the plan with your employees. Inform your new employees of the emergency evacuation plan.
- ✓ When orienting new employees, inform them as to whether or not they are considered disaster response workers and explain your office’s disaster response plan.
- ✓ Review telephone trees at least twice a year. Update whenever you have new hires and when employees’ phone numbers change.
- ✓ Inform your employees to listen to instructions from the Emergency Alert System (EAS) and wait for word through your telephone tree as to whether or not to report to work.
- ✓ If you anticipate that a disaster would require additional personnel, you should plan how you will obtain those workers, *in advance*, and discuss the options with your Departmental Human Resources Office. (Also see Part II, Recruitment Procedures.)



Reminder:

- State departments and agencies shall assist the Hawaii Emergency Management Agency, as requested, in the event of an emergency.
- Each department and agency shall prepare plans necessary to carry out its assigned responsibilities under the State of Hawai`i Plan for Emergency Preparedness and provide public protection to the maximum extent possible.
- All State employees are considered an extension of the civil defense system. (See Page 5, Q1 & A1)

Part I: EXISTING EMPLOYEES



■ ■ ■ ■ ■ ■ ■ ■ ■ ■

IDENTIFICATION OF DISASTER RESPONSE WORKERS

When a disaster occurs, it is vital that relief services are provided to the disaster victims, and that clean-up services are provided to ensure the public's health and safety. It takes special people to meet these challenges.

Disaster response workers must be designated by each department and should be promptly notified where, when, how and to whom they should report in the event of a disaster. ***Designate alternate workers too, in case your primary disaster response workers are sick, out-of-state, etc., when you need them.***

Q1: What if an employee refuses to be a disaster response worker?

A1: Under the State of Hawai'i Plan for Emergency Preparedness, each department is charged with certain emergency duties and responsibilities. Each department must prepare plans necessary to carry out these assigned responsibilities. Chapter 127A-8, HRS, provides that all State employees are considered an extension of the civil defense system. Therefore, each department head has the authority to take appropriate action to ensure that these responsibilities are carried out. In such cases, confer with your Departmental Human Resources Officer.

Note: To avoid having to deal with a situation like this during an emergency, where you have no time to waste, try to determine beforehand if any employee is reluctant to be a disaster response worker. Respond to the employee's concerns. If the employee remains reluctant, decide whether you should designate another employee to be a disaster response worker, who would be willing and able to help and who can carry out the necessary civil defense responsibilities.



PAY PROVISIONS

For requirements on overtime, stand-by pay, temporary hazard pay, etc., refer to the applicable collective bargaining agreements for employees in Bargaining Units 01, 02, 03, 04, 09, 10, 11, 13, and 14.

Additional special guidelines on pay provisions for a disaster-related incident will be issued by the Department of Human Resources Development (HRD) after the disaster, which may need to be determined on a case-by-case basis.

For employees who are excluded from collective bargaining, refer to the applicable Executive Orders.

Be sure to keep detailed records of overtime e.g. D-55 or other time and attendance forms, per diem e.g. Statement of Completed Travel, and any other disaster-related expenses, e.g. receipts for purchases, incurred. You may be able to seek partial reimbursement from the Federal Emergency Management Agency (FEMA).

OVERTIME

Q1: Are there special overtime provisions for disaster situations?

A1: No. Overtime provisions shall be applied in the same manner as in any other normal situation.¹

Q2: What if I don't have enough monies in my budget to cover payment of overtime that's necessary due to an unexpected disaster?

A2: Budgetary considerations should be addressed with your department Director and, if necessary, Budget & Finance.

STAND-BY PAY

Stand-by pay is to be given when employees are required to remain at home or at any other designated place for a specific period, for the purpose of responding to calls for immediate service after the employees' normal hours of work, on the employees' scheduled day off, or on holidays. Employees shall be paid in accordance with applicable collective bargaining agreements or Executive Orders.

¹ As noted on page 1 of this manual, the Governor may suspend any State law pursuant to Chapter 127A-13, HRS, in certain disaster situations.

Q1: Are there any special provisions for stand-by pay, which would be applicable during disaster situations, other than in the collective bargaining agreements and Executive Orders?

A1: No.

PER DIEM

Employees who are required to travel on official business to another island, or who are required to work on the same island in locations which make it impracticable and undesirable to return home after more than 24 hours shall be paid in accordance with the applicable collective bargaining agreement or given lodging in accordance with applicable collective bargaining agreements or Executive Orders.

TEMPORARY HAZARD PAY

In accordance with applicable collective bargaining agreements or Executive Orders, employees may be eligible for temporary hazard pay differential if they are temporarily exposed to unusually hazardous conditions, provided that the unusually hazardous working conditions have not already been considered in the pricing of the class of work their position is allocated to. Temporary hazard pay requests require approval from HRD and will be reviewed on a case-by-case basis. All temporary hazard pay requests should be processed through regular departmental channels to the Departmental Human Resources Office, before submittal to HRD.

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

LEAVE

Summaries of potentially applicable leaves are provided below. Additional special guidelines on leaves and other personnel matters for a disaster-related incident will be issued by HRD after the disaster, which may need to be determined on a case-by-case basis. For additional information regarding leaves, contact your Departmental Human Resources Office.

ADMINISTRATIVE LEAVE

Administrative leave can only be granted by the Governor.

In the event the Governor authorizes administrative leave, State employees, including disaster response workers, will receive their straight-time pay. Hourly paid employees, though, are not entitled to administrative leave.

Employees who were on approved leaves such as sick leave or scheduled vacation leave on a day the Governor grants administrative leave shall be continued on that approved leave status and shall **not** have their leave records adjusted nor be given equivalent time off at later dates.

MILITARY LEAVE

An employee who is called to active duty to assist with disaster relief efforts is entitled to fifteen (15) working days of Military Leave, with pay, provided he/she is:

- In a State civil service or exempt position and the appointment is for at least six (6) months, and
- Serving in the Hawai'i National Guard or other Reserve component under call of the President of the United States or the Governor of Hawai'i.

The Military Leave with pay shall not exceed fifteen (15) working days in any calendar year, unless the employee is called to active duty a second time within a calendar year and elects to use advance Military Leave with pay from the next calendar year (consistent with the established Military Leave guidelines).

If an employee who is called to active duty:

- Is not eligible for paid leave benefits (e.g., Military Leave, Vacation Leave),
or

- Is eligible for paid leave benefits but chooses not to use such paid leave benefits,

he/she may be placed on Military Leave without pay.

DISASTER LEAVE

Up to thirty (30) days of Disaster Leave², with pay, may be granted to a State employee to perform disaster relief services for the American Red Cross.

To receive Disaster Leave:

- The employee must be a certified American Red Cross disaster volunteer,
- The employee must receive prior authorization, utilizing the Application for Leave to Provide Disaster Relief Services Form (See Attachment 1), and
- The leave of absence must not impose hardship on State operations.

In addition, the disaster must be:

- Designated as level III or higher by American Red Cross regulations,
- Officially declared by the President of the United States, or
- Declared a state of emergency by the Governor.

² See §78-23.5, HRS (Act 24, SLH 2003).

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

SAFETY/WORKERS' COMPENSATION

SAFETY

Health and safety requirements under Hawai'i Occupational Safety and Health (HIOSH) standards are not suspended because of a disaster. Employers are still bound by law to ensure workers' protection.

Q1: What kinds of precautions can be taken to protect disaster response workers or staff deployed to disaster-affected areas?

A1: If practicable, a planned disaster preparation training and exercise should be conducted by your department's civil defense coordinator so that disaster response workers are prepared mentally and physically to perform tasks safely.

Employees required to engage in civil defense functions should also be properly attired for the work they will be engaging in. This includes wearing appropriate clothing such as pants, jackets, and footwear if needed to provide appropriate protection.

WORKERS' COMPENSATION BENEFITS

Depending on the facts and circumstances of each case, an employee who is injured while working on a disaster response or recovery may be entitled to benefits provided under the workers' compensation law (Chapter 386, HRS).

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

OTHER BENEFITS AND SUPPORT PROGRAMS

It can be traumatic for an employee after a disaster to "pick up the pieces" at his/her home and cope with special family and financial needs. Here are some benefits that can help your employees.

EMPLOYEE COUNSELING

Employee counseling is a way to help employees cope with any post-traumatic feelings that can result from such a stressful situation as a disaster and help return their lives to normalcy. Counseling may be available through the Resource for Employee Assistance & Counseling (REACH) program or through the employee's health insurer.

CRITICAL INCIDENT STRESS DEBRIEFINGS (CISDs)

CISDs are group debriefing sessions that are provided after stressful, traumatic incidents. They give employees a chance to sit together and talk about their experiences.

In the event of a presidential-declared disaster or a larger scale state-declared disaster, the Department of Health (DOH) may be able to deploy State mental health disaster response personnel for CISDs. In such case, the DOH will coordinate additional crisis counseling services or CISDs with appropriate county, State, Federal, and private agencies, to help employees, supervisors, and managers manage their emotional conflicts.

ISLAND SAVINGS PLAN (DEFERRED COMPENSATION PLAN)

Employees who are participants in the Island Savings Plan and who suffer serious financial loss due to a disaster can apply for an emergency withdrawal of funds through the unforeseeable emergency (UE) withdrawal provision; or may choose to reduce/stop their contributions to free up some money from their paychecks. UEs must be pre-approved by the Deferred Compensation Plan Board of Trustees.

Part II: NEW HIRES FOR EMERGENCY WORK



Q5: How much should I pay these new hires?

A5: Attachment 3 provides suggested pay rates for persons likely to be hired in emergencies, in various types of occupations.

Q6: Finding enough workers with specialized skills to do essential disaster recovery work in my area would be difficult. Can I contract with a company that provides “fee-for-service” employees?

A6: Generally, yes. However, there may be procurement and other legal requirements. If you believe you may need contract services, you should identify the potential sources and discuss the options with your supervisor, Departmental Human Resources Office, and Department Fiscal Officer as soon as practical – do not wait until the disaster occurs.

Q7: I know I would need additional workers, but I do not have any money in my budget to pay for them. What should I do?

A7: Discuss this issue, in advance, with your department Director, Department Human Resources Office, ASO and/or Budget & Finance. Note: Following a presidential emergency declaration, FEMA may reimburse 75% of reasonable wages paid to temporary employees who perform eligible emergency and restoration work.

Q8: Individuals may volunteer to assist with the clean-up and recovery efforts. Would we be required to verify their I-9 status to ensure their identity and their eligibility to work in the U.S.?

A8: No. According to the Bureau of Citizenship and Immigration Services (formerly known as the Immigration and Naturalization Service), if the individual is strictly a volunteer and is not compensated, the department would not be required to have the volunteer complete an I-9 form.

Part III: INTERRUPTION OF USUAL HRD SERVICES



■ ■ ■ ■ ■ ■ ■ ■ ■ ■

CIVIL SERVICE APPLICATIONS AND EXAMINATIONS

The State Recruiting Office (SRO) posts and accepts applications for civil service vacancies on the internet. If internet service is available, recruitments will continue. Depending on circumstances, or in the event of internet downtime, deadlines may be adjusted at HRD's discretion.

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

CIVIL SERVICE INTERVIEWS

Departmental Human Resources Offices are responsible for coordinating the canceling and rescheduling of selection interviews for their own departments as determined by the disaster at hand.

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

TRAINING

In the event of a disaster, all HRD-sponsored classes will be cancelled in the areas affected. Since there may not be sufficient time to notify departments of cancellations in advance, employees should listen to the EAS communications for notification that non-essential government operations will be shut down.

For classes scheduled at another In-Service provider (i.e. University of Hawaii or any of the Community Colleges), employees or departmental personnel representatives (on employee's behalf) should contact the vendor directly for further instructions on disaster related cancellations.

For both types of sessions, departments should assume that classes will resume as scheduled when the disaster is over, unless notified otherwise by HRD or by the training provider.

ATTACHMENTS





STATE OF HAWAII

Application for Leave to Provide Disaster Relief Services

Name: _____ Department: _____

Division: _____ Branch: _____

I request leave of absence with pay for _____ working hours during the following periods to provide disaster assistance to the State of Hawaii, or, American Red Cross.

From: _____, 20____ To: _____, 20____

- 1) Attached is a notice, order or request from the State of Hawaii for my services.
- 2) Attached is a request for my services from the American Red Cross.
- 2) Attached is a copy of my membership card indicating that I am a registered member of the American Red Cross Disaster Services Human Resources System.

 Signature Date

Division recommendation:

- () Recommend approval. The Governor of Hawaii or his/her emergency designee confirms that the disaster is of the category described under §78-23.5, HRS and issued a Proclamation, Declaration, Executive Order, or verbal communiqué via State Emergency Response System covered by §127A-12 as amended.
- () Recommend approval. The requested leave of absence imposes no undue hardship on operations. The American Red Cross (739-8112/8114) confirms that the disaster is of the category described under §78-23.5, HRS (Act 024, SLH 2003).
- () Recommend disapproval. This employee's absence during the period requested will impose undue hardship on operations.

 Signature (Division Head or representative)

Department action:

- () Approved
- () Disapproved

Director

Please type or write legibly.
Completed by the Hiring Unit:

DISASTER HIRE FORM

Employee Information

Department/Division: _____

Last Four Digits of SSN: XXX - XX - ____

Full Legal Last Name: _____

Legal First Name: _____

Middle Name: _____

Suffix: _____

Home/Mailing Address: _____
Street Apartment #

City State Zip Code

E-mail address: _____

Landline Phone No: () _____

Cellular Phone No: () _____

Emergency Contact: Name: _____ Relationship _____
 Phone () _____

Form I-9 Verification Date: _____

Residency Note to Department
 Human Resources Office or Payroll
 Office: _____
 Complete Residency Forms HRD 319a, 319b , see right column

Birthdate: _____

Gender: Female Male
 Check One:

Marital Status: Single Married
 Check one: Divorced Widowed

Island: Oahu Molokai
 Check one: Hawaii Maui
 Kauai Niihau
 Lanai Other: _____

Leave the below fields blank ("Federal Exempt" and "State Exempt").
Complete the forms indicated and attach them to the Disaster Hire Form.

Federal Exempt: _____
Requires Form W4

State Exempt: _____
Requires Form HW4

HRD 319a, 319b Dept. Responsibility:
 Completed
 Outstanding

Completed by Department Human Resources Office or Payroll
Office:

Exempt Position Information

Verify applicability of Act 179 SLH 2010 (rehiring County/State retiree) - ERS determination

Job Title: _____
Enter the "Job Title that is reflective of the work assigned to the hired disaster response worker. See Attachment 4 for examples.

Payrate: _____
Enter the employee's hourly rate.

Job Code: _____ Code FICA Code: N Retirement Code: N
If Y and recent ERS Retiree, complete ERS-209

Payroll Number: _____ Code Warrant Distribution: _____ Code Program ID: _____ Code

UAC: _____ UAC Percent: _____
 UAC: _____ UAC Percent: _____

Completed by the Appointing Authority:

Action / Authorization

Action: New Hire Employee Termination Date (COB) Employee Info Change Exempt Position Info Change

Enter a checkmark next to the desired action.

Effective Date of Action: _____
Date of the action indicated.

End Date (if known): _____

Appointing Authority: _____
Signature

Type or Print name

Date: _____
Enter the date the Disaster Hire Form was signed.

Submit to Departmental Payroll Office in accordance with department's payroll due dates.

Instructions to Disaster Hire Form

General Instructions

Use this single page Disaster Hire Form to communicate hire information to your Departmental Human Resources Office when you receive authorization to hire disaster response workers to provide general and specific disaster mitigation services immediately following the occurrence of a disaster.

Please ensure that all entries are legible and type the information whenever possible. The forms will be used to collect and organize the information before entering it into the HRD HRMS at a later date as knowledgeable personnel authorized to access the HRMS may be impacted by the disaster or the HRD HRMS may not be operational due to affects of the disaster.

If the HRD HRMS is not available and the payroll processing due dates will be missed, the completed Disaster Hire Form is to be forwarded for attachment to the Payroll Change Schedule pursuant to your department's fiscal/payroll office instructions.

Disaster response workers shall be hired as exempt employees pursuant to Hawai'i Revised Statutes, Section 127A-12. These exempt employees shall be paid on an hourly basis and their pay periods shall be the same as hourly paid employees.

Specific Instructions

The Disaster Hire Form is divided into three parts and is designed for manual hand-written or type-written entry. All entries must be completed, unless otherwise stated in these instructions. The following specific instructions describes by part, the information that is to be entered.

Part I. Employee Information—to be completed by the Hiring Unit

“Department/Division”	Type or print employee’s department and division.
“Last Four Digits of SSN”	Type or print the last four digits of the employee’s social security number.
“Full Legal Last Name”	Type or print employee’s full legal last name.
“Legal First Name”	Type or print employee’s first name.
“Middle Name”	Type or print employee’s middle name or initial(s).
“Suffix”	Type or print Jr, Sr, Dr, II, III, if applicable.
“Home/Mailing Address”	Type or print employee’s home or mailing address.
“E-Mail Address”	Type or print employee’s E-mail address.
“Landline Phone Number”	Type or print employee’s area code in the parenthesis ()
“Cellular Phone Number”	Type or print employee’s area code in the parenthesis ()

“Emergency Contact”	Type or print name, relationship and phone number
“Form I-9 Verification Date”	Leave Blank, the department’s human resources office will complete.
“Residency Note to Departmental Human Resources or Payroll Office”	Ensure completion of Residency Forms “HRD 319a, 319b” if applicable in this emergency situation.
“Birth Date”	Type or print employee’s birth date.
“Gender”	Enter a check mark (√) in the applicable box.
“Island”	Enter a check mark (√) in the applicable box where employee resides. If not residing in Hawaii, fill in location in Other.
“Marital Status”	Enter a check mark (√) in the applicable box.
“Federal Exempt”, “Tax Credit”, and “State Exempt”	Leave Blank. Employee to complete Federal Form W-4 and State Form HW-4 and staple to the Disaster Hire Form.

Part II. Exempt Position Information—to be completed by the Human Resources Office or Payroll Office, as appropriate.

“Verify applicability of Act 179 SLH 2010 (rehiring of County/State retiree) ERS Determination”	Important notice to Human Resources Office or Payroll Office to obtain from applicant that he/she is exempted or is no longer covered by Act 179 prohibition of rehiring County or State retirees before the 6-month or 12-month period after retirement. This is a state ERS law but, is based on federal tax law.
“Job Title”	See the attached ‘Suggested Pay Rates for Persons Hired for Disaster Response Emergencies’ table (Attachment 3). Enter the “Job Title” that is most reflective of the work that is assigned to the hired disaster response worker.
“Pay Rate”	Type or print the hourly pay rate for the hired disaster response worker. The D-55 (Individual Time Sheet) is used to process payment.
“Job Code”	Type or print the code shown in the “Job Code” column that is located before the “Title” that was selected for the hired disaster response worker.
“FICA Code”	“N” is the defaulted FICA code.
“Retirement Code”	“N” is the defaulted Retirement code. If Y = Yes and if ERS Retiree, complete ERS-209 (1/2011).
“Payroll Number”	Type or print the appropriate payroll number code assigned by your department.

- “Warrant Distribution” Type or print the appropriate warrant distribution code assigned by your department.
- “Program ID” Type or print the appropriate program ID code assigned by your department.
- “UAC” Type or print the uniform accounting code assigned to your department. There are five UAC fields available for those departments with multiple funding codes.
- “UAC Percent” Type or print the uniform accounting code percent. There are five UAC percent fields available for those departments with multiple funding percents.

Part III. Action/Authorization—to be completed by the Appointing Authority

- “Action” Enter a check mark (✓) next to the action indicated.
- “Effective Date of Action” Type or print the date of the action.
- “End Date” Type or print the end date of the appointment, if known.
- “Appointing Authority” Signature of the individual authorized to take the indicated actions. If there is no one at your location authorized to take such actions, leave blank for follow up by your department’s Human Resources Office. Type or print the appointing authority’s name.
- “Date” Type or print the date the Disaster Hire Form was signed. Leave the field blank if no one is authorized to sign at your location.

NOTE: Submit to Departmental Payroll Office in accordance with department’s payroll deadline dates.

Suggested Pay Rates for Persons Hired for Disaster Response Emergencies

Additional temporary personnel may be needed to provide services during an emergency situation and subsequent recovery efforts. Such temporary employees will be hired through special emergency procedures and, therefore, will not occupy regular positions nor will they receive the pay and benefits available to other state employees.

The titles and pay rates on this page are provided only as guidelines to assist in the recruitment/hiring of individual temporary employees. They are based on market pay rates, where such data is available. Actual rates to be offered by program managers to individuals may differ, depending on factors such as the availability of qualified persons in the labor market, the urgency of the situation and the fact that these temporary personnel receive no benefits.

Departments may hire other temporary employees with other titles to perform other necessary work.

Departments may also find it necessary to contract for services with companies that provide fee for service employees or contract services in these and other areas. Departments that can anticipate the need for a significant number of specialized workers may wish to identify such sources in advance of the need.

Code	Title	Hourly
21.006	Office Assistant	\$17
21.006	Senior Office Assistant (Claims Exam, etc)	\$21
21.003	IT Technician (Computer Operator, etc.)	\$24
22.002	IT Specialist	\$39
22.002	Administrative Professionals (Fiscal, Procurement, Personnel, Insurance Examination, etc.)	\$26
22.002	Professional Supervisors	(a)
26.005	Health Care Assistant	\$17
26.003	Practical Nurse	\$24
26.002	Registered Nurse	\$50
26.002	Pharmacist	\$63
26.002	Dentist	\$82
26.002	Physician	\$87
26.002	Psychiatrist	\$133
26.002	Other Health Care Professional (Physical Therapist, Occupational Therapist, Nutritionist, etc.)	\$40
23.002	Social Worker	\$30
23.005	Caregiver	\$16
23.005	Outreach Worker	\$18
23.002	Psychologist	\$54

Code	Title	Hourly
27.002	Licensed Architect	\$38
27.002	Licensed Engineer	\$41
28.002	Investigator	\$25
28.003	Construction Inspector	\$23
28.004	Firefighter (24-hour Shift)	\$25
28.004	Firefighter (40 hour)	\$28
28.004	Security Officer	\$18
29.008	Janitor	\$16
29.008	Laborer	\$18
29.008	Crew Leader	\$23
29.008	Warehouse Worker	\$16
29.008	Cook	\$18
30.008	Trades Helper	\$20
30.007	Automotive Mechanic	\$28
30.007	Electrician	\$30
30.007	Other Skilled Trades Worker (Carpenter, Plumber, etc.)	\$28
30.008	Truck Driver	\$22
30.008	Equipment Operator	\$22
30.007	Heavy Equipment Operator	\$28

(a) Professional Supervisors – pay rates that are 10 to 15% higher than professional employees being supervised are suggested.

Note: Federal Emergency Management Agency (FEMA) may reimburse 75% of reasonable wages paid to temporary employees who perform eligible emergency and restoration work.

Work that may be eligible for FEMA reimbursement includes: Emergency debris removal; emergency protective measures; and permanent restoration.