Emergency management is a complex, multifaceted discipline that requires a high level of organization and coordination. A successful emergency management program for the State of Hawai`i is reliant on the ability of all state entities with emergency management responsibilities to plan for and execute their responsibilities before, during, and after emergencies and disasters.

The State of Hawai`i Comprehensive Emergency Management Plan - Base Plan describes and establishes the organizational framework the state will use to document and socialize the many strategic, operational, and tactical emergency management plans, policies, and procedures that make up the State Comprehensive Emergency Management Program.

The implementation of this plan requires collaboration and commitment from all state entities with emergency management responsibilities. Through the execution of this document, state emergency management activities will increase in effectivity, to the benefit of all public and private entities as well as state residents and visitors.

David Y. Ige
Governor
State of Hawai`i

Date:  Feb 26, 2022
Letter of Adoption

The State of Hawai`i Comprehensive Emergency Management Plan - Base Plan, or the CEMP Base Plan establishes the strategic framework upon which the State of Hawai`i Comprehensive Emergency Management Program is built. The CEMP Base Plan describes state emergency management program strategic documentation and organizes state operational and tactical documentation into five functional volumes, each of which addresses a major emergency management function.

This plan is written in compliance with Hawai`i Revised Statutes (HRS) Chapter 127A – Emergency Management, which calls for a State Comprehensive Emergency Management Plan that is integrated into a State Comprehensive Emergency Management Program. The plan applies to all state departments, agencies, offices, and entities with statutory emergency management responsibilities. The framework established in this plan is not applicable to federal institutions, county and local governments, or private/non-profit entities. It may, however, be used as a state-level reference by those entities.

The CEMP Base Plan is maintained by the Hawai`i Emergency Management Agency with input and support from public and private partner departments, agencies, organizations, and other entities.

__________________________________________

Luke Meyers
Administrator
Hawai`i Emergency Management Agency

Date:  Feb 28, 2022
Record of Approval

The HI-EMA Operations Branch is responsible for the *State of Hawai`i Comprehensive Emergency Management Plan - Base Plan (CEMP Base Plan)* and is tasked with its maintenance. Updates and changes that are administrative in nature may be approved by the Administrator or the Executive Officer of the Hawai`i Emergency Management Agency. Major revisions must be approved by the Governor of the State of Hawai`i, the Director of Emergency Management, and the Hawai`i Emergency Management Agency Administrator.

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Record of Changes

All maintenance to the *State of Hawai`i CEMP Base Plan* will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented. The document will be maintained on an annual basis.

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1. Introduction

   a. Hawai`i Emergency Management Agency

The Hawai`i Emergency Management Agency (HI-EMA) serves as the official emergency management agency for the state of Hawai`i and is the primary coordinating agency between the state and the four county emergency management agencies (Kauai Emergency Management Agency, Honolulu Department of Emergency Management, Maui Emergency Management Agency, and the Hawai`i County Civil Defense Agency).

HI-EMA and the state of Hawaii`i follow the National Incident Management System (NIMS) model, which dictates that incident response should be handled by at the lowest level possible. When incident response efforts exceed the capabilities of a county, HI-EMA supports and supplements county efforts and can recommend a State Emergency Proclamation from the Governor if necessary. When state resources are exhausted, HI-EMA also serves as the primary coordinating agency between the state and the Federal Emergency Management Agency (FEMA).

   b. HI-EMA Mission and Values

The mission of state emergency management program is to aid the people of Hawai`i to prepare for, mitigate against, respond to, and recover from disasters and emergencies.

**Prepare:** HI-EMA helps the state to prepare for emergencies through the development of plans, policies, procedural guides, and other documentation, the acquisition and distribution of emergency management preparedness grants, public awareness and education, training, testing, and exercises, and other activities.

**Mitigate:** Mitigation programs reduce the impact of the disasters that affect the state, which saves lives and reduces losses when disasters occur. HI-EMA engages in hazard mitigation planning, coordinates mitigation activities, and administers hazard mitigation grant programs statewide.

**Respond:** HI-EMA serves as the primary coordinating agency for disaster response for the State of Hawai`i. It maintains the State Emergency Operations Center and the State Emergency Response Team, which are activated during incidents and emergencies to manage requests for assistance and information, provide and coordinate resources requested by other responders, and, when applicable, work with federal response agencies.

**Recover:** Recovery from disasters begins immediately after disaster conditions end and can last for years. HI-EMA participates in many aspects of recovery in both the short- and long-term, which include damage assessment, coordination of infrastructure restoration, and individual and public assistance grant distribution.

The state emergency management program is guided by the following core values.

1. *Mālama* – To care for or protect. This is the core of the HI-EMA mission and purpose.
2. *Poʻokela* – To excel. HI-EMA is committed as an agency to excellence and continuous improvement.
3. *Wiwoʻole* – Fearless, courageous. HI-EMA serves the people of Hawai`i fearlessly.
4. *Laulima* – Many hands, cooperation. Cooperation between HI-EMA, public sector agencies, and private sector/non-profit entities is key to effective emergency management.
5. *Kūpono* – To be honest and fair. HI-EMA strives to be open and transparent in all interactions, communications, and relationships.
c. Plan Components

State of Hawai‘i Comprehensive Emergency Management Plan
Hierarchy of Documentation

Figure 1: The State of Hawai‘i Comprehensive Emergency Management Plan Hierarchy of Documentation
State of Hawai‘i CEMP Base Plan
February 2022

(1) State of Hawai‘i Comprehensive Emergency Management Plan – Base Plan
The purpose of the State of Hawai‘i Comprehensive Emergency Management Plan – Base Plan (CEMP Base Plan) is to meet the requirements described in State of Hawai‘i HRS 127A. This plan provides the provisions to ensure the State of Hawai‘i is prepared for all emergencies or incidents that occur within the state. The plan is developed and maintained by HI-EMA and other state agencies that comprise the State of Hawai‘i emergency management community. The CEMP Base Plan is contained in five distinct, but interconnected volumes.

(2) Volume I: Business Processes
This volume of the CEMP is comprised of the critical business processes that provides direction to the HI-EMA staff. The Administration and Finance business process is comprised of documentation that provides direction for the for the areas of human resources, management of fiscal resources such as grants allocation, and provides the overall framework for the administration of HI-EMA. The logistics business process is responsible for defining how HI-EMA will make available the critical materials required during and immediately after an incident. The External Affairs business process provides the documentation for enhancing communications and education to stakeholders including businesses, educational partners, government employees, residents of and visitors to Hawai‘i. A standard document, known as a procedural guide, plays a key supporting role in the development and execution of preparedness, mitigation, response, and recovery plans, and activities.

(3) Volume II: Prepare
Preparedness is a whole-community process that involves stakeholders from across the emergency management community, including local, state, and federal governments, private sector stakeholders, nonprofit volunteer partners, and residents. All state agencies and partner organizations have a role in ensuring the preparedness of the State of Hawai‘i. For its part, the HI-EMA maintains a host of all-hazards preparedness programs and activities designed to keep the State prepared for any emergency or disaster. The key components of Volume II are the Integrated Preparedness Plan, the continuity plans, and the State Continuity of Government (COG) Plan. The Training and Exercise plan is developed and implemented in support of preparedness for both internal HI-EMA and external emergency management stakeholders.

(4) Volume III: Respond
This volume of the CEMP identifies the State's overarching plans, annexes, procedural guides, and the response organizational structure that will be implemented in any emergency or disaster situation that warrants a collective, multi-agency state emergency management response. This volume serves as the basic operational framework for the State's response and includes the mechanisms to address the immediate response and short-term recovery from any hazard that could adversely affect the State. Contained within Volume IV is the State of Hawai‘i Emergency Operations Plan (HI-EOP) with associated Emergency Support Annexes, hazard-specific annexes, and critical operational support plans.

(5) Volume IV: Mitigate
As the severity and frequency of disasters increase, so does the devastation and high cost of recovery they leave in their wake. In recent years, focus has moved towards mitigation. These are sustained actions that reduce the
loss of life, property, and environment by lessening the impact of disasters. The State of Hawai`i recognizes that the time to act to save lives and protect property is before disaster strikes. This volume of the CEMP addresses overall hazard mitigation planning process, risk assessment, strategy development and plan implementation. The State of Hawai`i Hazard Mitigation Plan provides the state and its counties a blueprint for a full range of activities to reduce the effect of similar incidents. It also allows the State of Hawai`i to identify mitigation opportunities and implement mitigation measures at the State and county levels. The plan offers a source of hazard data and can serve as a guide in content and formatting as local plan writers prepare their own mitigation plans and develop local strategies.

(6) **Volume V: Recover**

This volume of the CEMP includes the provisions for implementing short and long-term recovery activities and functions, including mitigation, as provided for under the Federal Robert T. Stafford Disaster Relief, the State of Hawai`i Recovery Plan, and a variety of Federal-State programs. This volume also recognizes the primacy of the State of Hawai`i counties in the implementation of short and long-term recovery plans and, depending on the nature and impact of the disaster, new programs that might be necessary to implement at the county level.
2. Purpose and Scope

   a. Purpose

   The CEMP Base Plan provides the blueprint of how the state emergency management documentation is organized, how documents relate to each other, and serves as the capstone of the CEMP. The CEMP contains the plans, procedures, and other documents that support the five volumes of emergency management: business processes, prepare, respond, mitigate, and recover. As a strategic document, the CEMP Base Plan establishes a framework for emergency management functions and programs for the State of Hawai‘i. As HI-EMA is the coordinating agency for emergency management for the state, much the CEMP revolves around HI-EMA documentation and processes, which are developed by HI-EMA with input and support from other state, federal, and local agencies as well as from private stakeholders. Successful emergency management requires a whole-community approach, so there are documents included in the CEMP that are produced and maintained by other state departments, agencies, and offices as well.

   It is the goal of CEMP Base Plan to aid the State of Hawai‘i, through HI-EMA, to protect lives, property, and the environment through effective coordination of whole community resources. The CEMP Base Plan is always in effect. Supporting documentation (plans, annexes, assessments, and procedural guides) may be implemented and executed before, during, and after incidents as needed by HI-EMA and other agencies with emergency management responsibilities, in coordination with HI-EMA.

   b. Scope

   The CEMP Base Plan applies to all HI-EMA staff, State Emergency Response Team (SERT) partners, State Emergency Management Officers, and to any other entity that performs state-level emergency management functions in coordination with HI-EMA, as described by the various plans and other documents described in this plan.

   It encompasses all state emergency management functions and documents that address regular emergency management business functions, as well as incident preparation, mitigation, response, and recovery. Supporting
documentation is divided organized into volumes, with each volume covering a specific aspect of emergency management.

3. Situation and Assumptions

a. Situation

(1) Geography

The Hawai`ian Islands are located 2,400 miles from the continental United States. The state’s relative isolation and dependance on outside imports create planning considerations unique to the state of Hawai`i. The inhabited islands, Hawai`i island, Mau`i, Lana`i, Molokai, Kahoolawe, O`ahu, Kaua`i, and Ni`ihau are divided into five counties: Kaua`i, Honolulu, Mau`i, Kalawao, and Hawai`i. Although most hazards are common to the state as a whole, the geographical profile, and therefore potential risk and vulnerability of each county is unique.

(2) Demographics

The resident population of the Hawai`ian Islands is about 1.5 million people, with the majority residing on Oahu. That does not include the 200,000+ visitors that are in the state on any given day. Both residents and visitors come from diverse backgrounds and speak many different languages. That diverse background means that residents and visitors will have different knowledge and understanding of the hazards they face while in the islands and may lack helpful community and family support networks during and after a disaster.

(3) Hazards

The primary goal of emergency management planning is to ensure the readiness of the state to respond to and recover from the effects of all hazards. Hazards can be defined as any source of potential or actual damage or adverse effects on something or someone. The State of Hawai`i faces a variety of hazards from both natural and human-caused origins. Some hazards, like hurricanes, windstorms, and areal/coastal flooding, are generally seasonal, while others, like earthquakes, can affect the state at any time with little to no warning.

The table on the following page shows a summary of the hazards the state faces. More information on the hazards the state faces can be found in the Hazards and Vulnerabilities Overview, the Threat Hazard Identification and Risk Assessment (THIRA), the Stakeholder Preparedness Review, and the State Hazard Mitigation Plan (HMP).
## State of Hawai’i All Hazard Identification, Vulnerability, and Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>People</th>
<th>Property</th>
<th>The Environment</th>
<th>Emergency Management Program Operations</th>
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<td></td>
<td>Risk</td>
<td>Vulnerability</td>
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<td>Vulnerability</td>
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<td>High Wind Storm</td>
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b. Assumptions

1. The Director of Emergency Management will act on behalf of the Governor of Hawai`i to coordinate emergency management functions for the state of Hawai`i.
2. Day to day functions of emergency management is delegated to the Administrator of HI-EMA for all hazards across preparedness, response, recovery, and mitigation functions.
3. HI-EMA will keep all documentation described in this plan maintained and will make the most current versions available to federal, state, county, and private partners as well as the public, where appropriate.
4. HI-EMA will regularly coordinate training, testing, and exercises for plan improvement and staff and partner preparedness.
5. Incidents both begin and end at a local level. Subsequently, county resources will be at or near depletion levels before assistance is requested from the state.
6. Before requesting assistance from the state, counties will seek assistance through mutual aid arrangements, neighbor islands, and the private sector.
7. Emergency Support Function and Recovery Support Functions Primary and Supporting Agencies are prepared to send representatives to report to the State Emergency Operations Center (SEOC) as needed.
8. The federal government will provide funds and assistance to the state and any counties declared to be major disaster areas by the President of the United States.
9. Federal agencies may provide aid under their statutory authority to areas affected by incidents without a Presidential declaration.
4. Roles and Responsibilities

a. Governor of the State of Hawai‘i

All powers of emergency management in the State of Hawai‘i are vested in the state's governor (per Hawai‘i Reserved Statutes 127A), but the governor delegates many of those powers to the Director of Emergency Management. The governor retains the following powers, in addition to any powers vested in him/her by the federal government: Issuance of proclamations of states of emergency and local states of emergency, and any other proclamations provided for by HRS 127A; Issuance of emergency rules that have the force and effect of law; Allotment of funds appropriated or available for the purposes of HRS 127A; and Nomination and appointment, with the advice and consent of the state senate, of members of the Hawai‘i Advisory Council on Emergency Management (HACEM), and the designation of the council chairperson.

b. Hawai‘i Advisory Council on Emergency Management (HACEM)

The Hawai‘i Advisory Council on Emergency Management (HACEM) is an administrative policy group attached to the Hawai‘i Emergency Management Agency. Its seven members are appointed by the governor, and they are to confer with and advise the Governor, the Director of HI-EMA, and the Administrator of HI-EMA on emergency management concerns and topics. The members represent Kaua‘i, O‘ahu, Mau‘i, and Hawai‘i counties. Council members serve four-year terms, and the Governor may extend those terms an extra four years when they end.
c. HI-EMA Leadership

HI-EMA is led by the Director of Emergency Management, State of Hawai‘i Adjutant General, who reports directly to the Governor. The Administrator of Emergency Management, the civilian head of HI-EMA and reports directly to the Director of Emergency Management. The Administrator manages the HI-EMA daily operations, serves as the State Coordinating Officer, and acts as the Governor’s Authorized Representative during emergencies.

Under the direction of the Administrator are the Executive Officer and the Command Staff, which comprises the Safety Officer, Public Information Officer, Legal Advisor, and Liaison Officers. More information on HI-EMA leadership can be found in the State of Hawai‘i Emergency Operations Plan (HI-EOP).

d. HI-EMA General Staff

The general staff of HI-EMA is broken into the Operations, Logistics, Administration & Finance, Resilience, and External Affairs Branches, each of which report to the Administrator. Normal operations include grants management, public assistance, emergency planning, and training, testing, and exercises. When activated for an emergency, HI-EMA staff form part of the State Emergency Response Team (SERT), and will fill roles in the Operations, Planning & Information, Logistics & Resource Support, Administration & Finance, and Intelligence Sections, each led by a Section Chief who reports to the SEOC Manager. The SEOC Manager reports to the Administrator. More information on HI-EMA staff and responsibilities can be found in the HI-EOP and the SEOC Procedural Guide.

e. Emergency Management Officers (EMOs)

Emergency Management Officers (EMOs) are employees of state agencies and Non-Governmental Organizations (NGOs) that are assigned by their agency/organization to serve as primary liaisons between them and HI-EMA for emergency management purposes. EMOs, in addition to being activated during incidents, help HI-EMA and their agencies to develop emergency plans. More on EMOs and their functions can be found in the HI-EOP.

f. State Emergency Response Team (SERT)

The State Emergency Response Team (SERT) is comprised of HI-EMA staff, State Emergency Support Function (SESF) representatives, and state department/agency/office Emergency Management Officers (EMOs) and is the team that is activated to respond to actual and threatened incidents. The SERT is broken into the Planning & Information, Operations, Logistics & Resource Support, Finance & Administration, and Intelligence Sections. Each section has a chief that reports to SEOC Manager, who reports to the Administrator. More information on the SERT and its functions can be found in the HI-EOP.

g. State Emergency Support Functions (SESFs)

State Emergency Support Functions (SESFs) are composed of state agencies and Non-Governmental Organizations (NGOs) that have emergency management responsibilities related to their specific field or sector. Each SESF has Coordinating, Primary, and Support agencies identified that help to support the overall mission of the SESF. SESF representatives can be activated to join the SERT during incidents and in support of the State Coordination Officer. More information on SESF agencies and their functions can be found in the HI-EOP.
h. State Recovery Support Functions (SRSFs)

State Recovery Support Functions (SRSFs) are composed of state agencies and Non-Governmental Organizations (NGOs) that have emergency management responsibilities related to their specific field or sector. Each SRSF has Primary and Support agencies identified that help to support the overall mission of the SRSF. SRSF representatives can be activated to join the SEOC during incidents as short-term recovery activities are identified. As activities transition to middle and long-term, the SRSFs work with the State Coordination Officer, the State Disaster Recovery Coordinator, the HI-EMA Resilience Branch, and the Federal Disaster Recovery Coordinator on related activities. More information on SRSF agencies and their functions can be found in the State Recovery Plan.

i. Hawai‘i Office of Homeland Security (OHS)

The Office of Homeland Security’s (OHS) primary responsibility is to enhance Hawaii’s security preparedness and resilience in an integrated, synergistic, relevant, proactive, flexible, cost effective, full-spectrum effort across all domains in order to prevent, protect, mitigate, respond to, and recover from attacks, all hazards. OHS ensures coordination and cooperation among all organizations for homeland security including cooperation with county, state, and federal homeland security, and law enforcement agencies. OHS prepares comprehensive plans and programs for homeland security and homeland defense. OHS solicits and manages the homeland security grants for partners throughout State of Hawai‘i.

5. Hierarchy of Documentation and Control

The following is a hierarchy of the documents that form part of the CEMP. It organizes documentation, lists the agency that is responsible for each document, who the signatory is for each document, and the maintenance schedule for each document. This is not an exhaustive list of emergency management plans, annexes, and procedural guides, rather it focuses on the documents with the most consequence for emergency management in the state of Hawai‘i. All plans, annexes, and procedural guides are required to have their own schedules and processes for maintenance.

<table>
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<td>Annual</td>
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<td>HI-EMA Strategic Plan</td>
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# State of Hawai‘i CEMP Base Plan

**February 2022**

## Volume I: Business Processes

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## Volume II: Prepare

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6. Organization

The State CEMP is organized into five functional volumes, with the CEMP Base Plan, the HI-EMA Strategic Plan, and the Hazards and Vulnerabilities Overview representing the strategic documentation that unites the volumes, as discussed in c. Plan Components. The volumes contain documents that are organized by type: operational or tactical.

Operational documents are those that are written and executed to fulfill the strategic goals and objectives that are established by the state strategic documents. Operational documents link and operationalize high-level strategic goals to specific tactical operations and objectives. Each volume of the CEMP has one or more operational documents that cover a variety of different day-to-day and emergency operations.

Tactical documents support the operations and activities prescribed by operational documents and are focused on specific operations and objectives. They describe, in greater detail than is found in operational or strategic documents, how individual actions and operations are to be carried out, and can include plans, manuals, checklists, and other activity-focused documents.

a. Strategic Documents

![Figure 4: Strategic Documents](image-url)
(1) CEMP Base Plan
The *CEMP Base Plan*, provides the framework for the socialization of emergency management plans for the State of Hawai‘i. The documents housed in Volume I: Business processes form the foundation upon which the other four volumes (prepare, mitigate, respond, recover) and their associated plans are built. Those five volumes together support the *HI-EMA Strategic Plan*, and the *CEMP Base Plan* is the capstone of all that documentation. Together, those elements make up the state *Comprehensive Emergency Management Program*. 

(2) HI-EMA Strategic Plan

(a) Introduction
The demographics, economy, climate, and hazards of Hawai‘i change and evolve over time, and the state’s emergency management program must change and evolve constantly to keep up. Plans, policies, and procedures age with time, and the things that have worked in the past may not work now and in the future. Multi-year strategic planning helps emergency managers to make plans and set goals to improve program functions.

(b) Purpose and Scope
The *HI-EMA Strategic Plan* (2020-2025) is a five-year plan that establishes the strategic goals for the agency, and details how those goals will be accomplished during the period the plan encompasses. HI-EMA has an ongoing need to update and adapt its operations and plans to meet the ever-changing emergency management needs of the state of Hawai‘i. Strategic goals are set to help HI-EMA to continuously meet statutory and professional standards, as well as to improve existing agency programs and functions.

(c) Relationship to Other Plans
The strategic plan establishes the goals and strategies that drive the improvement of existing plans and programs and guide the development of new emergency management plans and programs for the state of Hawai‘i.

(3) Hazards and Vulnerabilities Overview

(a) Introduction
Before emergency management work can be done, work must be done to understand hazards and the risks and vulnerabilities a jurisdiction may face. The hazards the state of Hawai‘i faces can be categorized into two groups: natural hazards and human-caused hazards. Natural hazards are naturally occurring incidents that can take climatological, hydrological, geophysical, or biological forms. Human caused hazards are generally more complex incidents that are caused primarily by humans and take place in or near populated areas.

(b) Purpose and Scope
The Hazards and Vulnerabilities Overview is written as a strategic document that lists the hazards that are most consequential to the state and analyzes the risk and vulnerability levels of the state. It is used as a planning tool for the state of Hawai‘i to improve incident planning, prevention, mitigation, response, and recovery efforts.
(c) Relationship to Other Plans
The Hazards and Vulnerabilities Overview plays a part in the development of many of the other strategic, operational, and tactical documents that form part of the CEMP, as hazard risks and vulnerabilities often impact how and why plans are written.

b. Volume I: Business Processes

Figure 5: Volume I documentation

(1) HI-EMA Branch Procedural Guides

(a) Introduction
Many of the day-to-day and emergency processes performed by HI-EMA are not specifically tied to a single aspect of emergency management. Each branch of HI-EMA has processes and tasks that it performs regularly that support the more complex operations prescribed by the documents that make up the other four volumes. Without those processes, emergency management would be difficult if not impossible.

(b) Purpose and Scope
The purpose of HI-EMA Branch Procedural Guides is to guide the day-to-day and emergency processes that support all aspects of emergency management. Each procedural guide applies to the branch and/or process it describes. Topics include facilities maintenance and use, administrative/financial procedures, external affairs processes, and more.

(c) Relationship to Other Plans
Procedural guides are generally subordinate to plans as they describe the specific processes and tasks associated with functions identified by plans. They should not conflict with or replace any other plans or procedures.
c. Volume II: Prepare

(1) Continuity of Government (COG) Plan

(a) Introduction
Disasters, in addition to the other damages and losses they cause, can cause regional governmental emergencies by threatening the ability of jurisdictions to meet statutory requirements, continue essential functions, and deliver essential services. Governmental staff and facilities are not immune to disasters; incidents like hurricanes do not discriminate between public and private facilities. A loss of governmental continuity caused by damage to a facility, or the loss of staff can cripple a jurisdiction's emergency response and recovery efforts.

(b) Purpose and Scope
Continuity of Government planning is a coordinated effort between each of the branches of government (executive, legislative, and judicial) to ensure that jurisdictional governance and essential functions are not interrupted by emergencies. The COG Plan identifies lines of succession, alternate methods to complete essential functions, alternate sites from which to perform essential functions, and identifies other planning or operating considerations for the continuity of the jurisdiction's government. The plan applies to the three branches of government and any other governmental agencies that are involved in providing essential services to the jurisdiction.

(c) Relationship to Other Plans
The COG Plan is similar to Continuity of Operations Plans (COOP) in that it deals with continuity, but the key difference between the two is that COOP Plans are concerned with individual agencies while COG Plans are concerned with whole jurisdictional governments. If individual agencies or branches of government develop COOP Plans, those plans should contribute to the overall goal(s) of the jurisdiction's COG Plan.
(2) Integrated Preparedness (IPP) Plan

(a) Introduction
Training, testing, and exercises are essential elements of program management for HI-EMA and the rest of the State of Hawai‘i emergency management community. The results of those activities are used to update and improve emergency management plans, policies, and procedures, and help to keep them applicable to current situations.

(b) Purpose and Scope
The purpose of the IPP Plan is to incorporate the preparedness cycle into State of Hawai‘i emergency management plans and programs through activities (including training and exercises) and processes aimed at the improvement of the state’s whole community preparedness. The IPP Plan applies to the state's emergency management community at the state level. This document is a product of federal grant requirements.

(c) Relationship to Other Plans
The IPP Plan’s activities lead to the update and improvement of existing plans, policies, and procedures. IPP priorities can be influenced by the results of ongoing training, testing, and exercise activities, After Action Reviews (AARs), and the goals and priorities established by the Strategic Plan.

(3) Continuity of Operations Plans (COOPs)

(a) Introduction
Agencies with emergency management responsibilities must be able to function during emergencies. While not all incidents will affect agency staff and facilities directly, agencies must be prepared to shift and adapt operations based on local situations. COOPs help agencies to address how essential functions will continue when an incident, or the threat of an incident, disrupts an agency’s ability to conduct operations. COOPs identify essential functions, lines of succession, critical resources, processes for the continuation and recovery of functions and resources, and alternate operating plans and facilities.

(b) Purpose and Scope
The purpose of COOP is to enable agencies to continue to perform essential functions before, during, and after a wide range of incidents and hazard conditions. When implemented, COOP guide agencies to do the following,

1. Reduce losses of life and property.
2. Ensure essential functions are continued (or recovered if disrupted) and essential positions staffed.
3. Ensure the successful transfer of authority in the event the agency is completely unable to continue essential functions.
COOPs Plans apply specifically to agency staff but can also include public and private partners who are normally involved with the agency in incident response.

(c) Relationship to Other Plans
COOPs have a narrow focus and are response oriented. COOPs can tell staff how and when to relocate, adapt, and stop/start operations, but they do not instruct staff as to how to run the operations themselves. Because of that, COOPs are heavily reliant on plans, procedural guides, and other supporting documents.

(4) Threat and Hazard Identification and Risk Assessment (THIRA) / Stakeholder Preparedness Review (SPR)

(a) Introduction
Emergency management, and more specifically emergency planning, is reliant on the jurisdiction having a good understanding of what hazards it faces and its current level of preparedness. Without hazard research and analysis, preparedness and mitigation activities are inefficient, and response and recovery activities may be misguided. Understanding a hazard, therefore, must precede any other hazard-related activity. Once hazards are identified, the risk they pose can be examined.

(b) Purpose and Scope
The purpose of the THIRA is to identify the hazards that are most likely to affect the state, both natural and human caused, that threaten the State of Hawai‘i and assess the risk they pose to the State and to HI-EMA in terms of: People; Property; Environment; and HI-EMA Operations.

The Stakeholder Preparedness Review (SPR) is an in-depth analysis of the capability levels of the various emergency management stakeholders and jurisdictions in the State of Hawai‘i based on the capability targets identified in the THIRA. Stakeholders include state and local private and public sector partners. This document is a product of federal grant requirements.

(c) Relationship to Other Plans
The THIRA is hazard identification and risk-focused, while the SPR is stakeholder-focused. Together they form a significant part of Volume II of the CEMP because they discuss the hazard context information that is used to develop and update all other plans, as well as inform stakeholders and decisionmakers. The THIRA/SPR process supports the identification of the program’s operational gaps and needs. This supports the IPP process wherein operational changes are prepared.
d. Volume III: Respond

(1) Emergency Operations Plan (HI-EOP) Base Plan

(a) Introduction

Once an incident occurs, there is no more time for preparedness and mitigation activities. Fast and effective emergency response and initial recovery actions save lives and minimize damages to property and facilities during and after an incident. Response and initial recovery actions can include notification and activation, public alert and warning, evacuation, search and rescue, damage assessment, and public assistance.

(b) Purpose and Scope

The purpose of the HI-EOP Base Plan is to establish a shared framework for the coordination of response and initial recovery actions during incidents that require state support. It describes roles and responsibilities, the conditions under which state resources are deployed, and the structure for cooperation and coordination between state and other agencies. It addresses a broad range of natural and human-caused hazards and applies to all state agencies involved in emergency response and initial recovery actions.

(c) Relationship to Other Plans

The HI-EOP Base Plan is supported by SESF Annexes, Incident Specific Annexes/Plans, Operational Support Plans, as well as by department and county EOPs, Emergency Action Plans (EAPs), and COOP Plans. It is written to be consistent with the HMP, the Strategic Plan, and the IPP.

(2) SESF Annexes

(a) Introduction

State and private sector entities with emergency response and assistance responsibilities are organized in the HI-EOP into functional groups called State Emergency Support Functions (SESFs). Each SESF has a major emergency management function it performs (communications, firefighting, etc.) through interagency coordination. Although the HI-EOP discusses who and what SESFs are, it does not discuss their specific roles and responsibilities in depth. SESF coordinating, primary, and supporting agencies are often asked to work together and with HI-EMA to respond to incidents.
(b) Purpose and Scope
Each of the 16 SESFs have an Annex to the HI-EOP that is individual to them. The purpose of those annexes is to
describe in greater depth the roles and responsibilities of each SESF agency, how they work with HI-EMA, and
how they work with each other. The annexes apply individually to the coordinating, primary, and support
agencies for each SESF, as well as to HI-EMA.

(c) Relationship to Other Plans
SESF Annexes support and expand upon the SESF responsibilities and assignments that are described in the HI-
EOP. They should not replace or conflict with individual agencies’ Emergency Operations or COOP Plans.

(3) Incident Specific Annexes

(a) Introduction
The state of Hawai‘i faces a wide range of natural and human-caused hazards. The state’s risk and vulnerability
to those hazards varies greatly. The HI-EOP takes an all-hazards approach to emergency response and initial
recovery planning, but certain incidents are unique and dangerous enough to warrant their own plans.

(b) Purpose and Scope
The purpose of Incident Specific Annexes/Plans is to address the incident-specific planning needs that are not
already addressed in the HI-EOP. Those needs may include things like specific time constraints for certain
activities, incident-specific actions, and special response coordination considerations. Each plan applies to the
incident it is written for and the agencies that have incident-specific responsibilities.

(c) Relationship to Other Plans
Incident Specific Annexes/Plans support and expand upon the incident response and initial recovery plans that
are described in the HI-EOP. They are not all-inclusive, nor are they intended to replace or conflict with the HI-
EOP.

(4) Operational Support Plans

(a) Introduction
The HI-EOP and its annexes are written at a moderately high level; they include the actions that need to be
taken, but do not go into detail as to how those actions are executed. For some activities, that level of detail is
acceptable, but as response and recovery activities become more complex, more detail is needed to guide SERT
staff.

(b) Purpose and Scope
The purpose of Operational Support Plans is to focus in on specific actions and topics and provide a greater level
of detail as to how those operations are executed. Each plan has its own purpose and scope tailored to its topic.
For example, the purpose of SEOC Procedural Guide is to guide SERT staff through activation, response tasking,
and deactivation, and applies to activated SERT staff in the SEOC.
(c) Relationship to Other Plans
Each Operational Support Plan is intended to build upon the HI-EOP and should not conflict with or replace what is written there. Examples of Operational Support Plans include plans like the Distribution Management Plan (DMP), the Stat Port Restoration Plan, and the State Debris Management Plan.

e. Volume IV: Mitigate

Figure 9: Volume IV documentation

(1) Hazard Mitigation Plan

(a) Introduction
The State of Hawai‘i faces a wide range of natural and human-caused hazards, that have historically caused significant losses to the state in terms of lives, property, environment, and economy. Hazard mitigation actions help to reduce or eliminate the state’s risk and vulnerability to those hazards, reducing the impact of incidents when they happen. The State of Hawai‘i is committed to supporting hazard mitigation programs and operations, both short- and long-term, as described in the State Hazard Mitigation Plan (HMP).

(b) Purpose and Scope
The purpose of the HMP is to support ongoing activities and decision-making regarding mitigation actions in the state. The plan documents the state’s hazard mitigation program, including the planning process, state profile, risk and capability assessments, and mitigation strategy, with the goal of helping the state to meet statutory and professional standards as well as to continuously adapt and improve mitigation programs.

(c) Relationship to Other Plans
The HMP provides much of the contextual and analytical information on hazards that is used to develop other plans such as Continuity of Operations (COOP) Plans, Emergency Operations Plans, and Incident Specific Annexes/Plans. The HMP also establishes strategic goals for the improvement of the emergency management program’s mitigation strategies and plans.
f. Volume V: Recover

(1) State Recovery Plan

(a) Introduction
Response and initial recovery actions generally take place quickly during and after incidents, but emergency management work does not stop there. Recovery from the effects of a disaster can take years to accomplish for states, counties, and communities. Often it is impossible to return everything to the way it was before the disaster happened. Effective short and long-term recovery operations are integral to the healthy recovery of affected populations.

(b) Purpose and Scope
The purpose of the State Recovery Plan is intended to guide the state in its recovery actions once the initial recovery activities detailed in the HI-EOP have been completed. Within the scope of this plan are recovery actions such as: Grants management and cost reimbursement/recovery; Public assistance and individual assistance; Infrastructure repair work; and Social services and long-term care.

(c) Relationship to Other Plans
The State Recovery Plan is intended to handle the transition from HI-EOP response and initial recovery activities smoothly and without conflict at a high, statewide, level. Together with the various Post Disaster Procedural Guides and plans, it guides recovery actions.

(2) Individual Assistance Plan

(a) Introduction
After a presidential major disaster declaration, individuals and households can apply for Individual Assistance grant funds or programs from FEMA. These programs differ from Public Assistance grants in that they are tailored to focus on individuals and households as opposed to organizations, communities, and facilities. Individual Assistance includes mass care, crisis counseling, unemployment assistance, legal services, case management, and individual and household programs.

(b) Purpose and Scope
The purpose of the Individual Assistance Plan is to document HI-EMA’s role in the coordination of Individual Assistance programs for the state. It applies primarily to HI-EMA and extends to Individual Assistance applicants/recipient.
(c) Relationship to Other Plans
The Individual Assistance Plan is focused on recovery and works in harmony with the Public Assistance Procedural Guide and the State Recovery Plan. It should not conflict with any other FEMA or State of Hawai‘i documentation.

(3) Damage Assessment Plan
(a) Introduction
Damage Assessments help emergency management professionals to determine the nature and extent of losses incurred by people, public and private sector entities, the environment, and other areas from disasters. Damage Assessments are key components to the success of disaster recovery programs in the short and long term. That individuals and communities will need help is common knowledge, but the availability, type, scale, delivery, and success of that help are dependent on assessments conducted by emergency management professionals.

(b) Purpose and Scope
The purpose of the Damage Assessment Plan is to guide state emergency management professionals to investigate, assess, and quantify the damages that are caused by disasters. The results of assessments then guide HI-EMA actions regarding the distribution of FEMA and other assistance grants and programs. The plan applies to HI-EMA and other partners invested in recovery and damage assessment.

(c) Relationship to Other Plans
The Damage Assessment Plan works together with the State Recovery Plan. Many of the actions prescribed in the State Recovery Plan are reliant on the execution of the Damage Assessment Plan and its products.
7. **Authorities and References**

   a. **Authorities**

   1. Hawai`i Revised Statutes 127A – Emergency Management
   2. Hawai`i Revised Statutes 128A – Homeland Security

   b. **References**

   1. FEMA National Incident Management System
   2. Emergency Management Accreditation Program Standard
8. Acronyms

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<tr>
<td>IPP</td>
<td>Integrated Preparedness Plan</td>
</tr>
<tr>
<td>NGO</td>
<td>Non-Governmental Agency</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>OHS</td>
<td>Hawai‘i Office of Homeland Security</td>
</tr>
<tr>
<td>SEOC</td>
<td>State Emergency Operations Center</td>
</tr>
<tr>
<td>SERT</td>
<td>State Emergency Response Team</td>
</tr>
<tr>
<td>SESF</td>
<td>State Emergency Support Function</td>
</tr>
</tbody>
</table>
SPR  Stakeholder Preparedness Review
TAG  State of Hawai`i Adjutant General
THIRA  Threat Hazard Identification and Risk Assessment
XO  Hawai`i Emergency Management Agency Executive Officer