

STATE OF HAWAI‘I  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PROGRAM  
(CEMP) BASE PLAN

November 2024

STATE OF HAWAI‘I  
EMERGENCY  
MANAGEMENT  
AGENCY (HI-EMA)

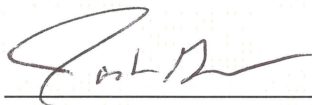


# EXECUTIVE SIGNATORY

Emergency management is a complex, multifaceted discipline requiring high levels of organization and coordination. A successful emergency management program for the State of Hawai'i relies on all state entities with emergency management roles to plan for and execute their emergency management responsibilities before, during, and after emergencies and disasters.

The *State of Hawai'i Comprehensive Emergency Management Program (CEMP) Base Plan (CEMP Base Plan)* describes and establishes the organizational framework the State of Hawai'i utilizes to document and socialize the many strategic, operational, and tactical emergency management plans, policies, and procedures comprising the State CEMP.

Implementing the *CEMP Base Plan* requires collaboration and commitment from all state entities with emergency management roles and responsibilities. Executing the *CEMP Base Plan* will increase the effectiveness of state emergency management activities, benefiting all public and private entities, state residents, and visitors.



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**JOSH GREEN, M.D.**

Governor  
State of Hawai'i

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**FEB - 4 2025**

Date

# LETTER OF ADOPTION

The *State of Hawai'i Comprehensive Emergency Management Program (CEMP) Base Plan (CEMP Base Plan)* establishes the strategic framework for the Program. The *CEMP Base Plan* framework describes state emergency management strategic documentation and organizes state operational and tactical documentation into five (5) volumes, each addressing a significant emergency management function.

The *CEMP Base Plan* complies with Hawai'i Revised Statutes Chapter 127A – Emergency Management (HRS 127A), which calls for a Comprehensive Emergency Management Plan integrated into a State Comprehensive Emergency Management Program. The *CEMP Base Plan* applies to all state departments, agencies, offices, and entities with statutory emergency management responsibilities. The framework established in the *CEMP Base Plan* does not apply to federal institutions, county and local governments, or private sector and non-governmental entities; however, federal institutions, county and local governments, and private sector and non-governmental entities may use the *CEMP Base Plan* as a state-level reference.

The *CEMP Base Plan* is maintained by the Hawai'i Emergency Management Agency (HI-EMA) with input and support from state agencies and departments, public and private partners, non-governmental organizations, voluntary organizations active in disasters (VOADs), and other entities with emergency management responsibilities and functions.

## RECORD OF APPROVAL

The Hawai'i Emergency Management Agency (HI-EMA) Operations Branch is responsible for developing and maintaining the *CEMP Base Plan*. The Administrator of Emergency Management may approve updates and changes to the *CEMP Base Plan* that are administrative in nature. The Governor of the State of Hawai'i must approve significant revisions to the *CEMP Base Plan*.


Approval #	Approval Date	Approval Authority	Type of Approval
1	February 2022	Governor Ige	Initial approval of the document
2	November 2024	Governor Green	Change in administration

# RECORD OF CHANGES

The Hawai'i Emergency Management Agency (HI-EMA) Operations Branch is responsible for the *CEMP Base Plan* and is authorized to make changes. All maintenance of the *CEMP Base Plan* will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented. The *CEMP Base Plan* will be maintained on an annual basis.

The Administrator of Emergency Management may approve administrative updates and revisions, whereas the Governor of the State of Hawai'i must approve substantial revisions.

Change Number	Date of Change	Section Changed	Summary of Change
1	March 2023	All	Adopted a new formatting style Updated documentation in Sections 5 and 6 Corrected spelling and grammar errors
2	June 2023	3.2 Planning Factors & Assumptions 7.1 Authorities	Updated information to include <i>Hawai'i Revised Statutes Chapter 127D – Intrastate Mutual Aid Act</i>
3	November 2024	All	Updated formatting, diacritical marks, style, and grammar to reflect 2024 HIEMA Plans standards References to updated documents
4			
5			
6			
7			



**JAMES DS. BARROS**

Administrator  
Hawai'i Emergency Management Agency

Jan 6, 2025

**Date**

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# 1. INTRODUCTION

## A Note About the August 2023 Hawai'i Wildfires Incident

In August 2023, the counties of Maui and Hawai'i experienced extreme wildfires. The federal government issued one major disaster declaration (DR 4724 HI) for these fires.

While updating the *2024 CEMP Base Plan*, the Hawai'i Emergency Management Agency (HI EMA) remains activated in response to the Hawai'i Wildfires incident.

The State of Hawai'i and HI EMA continue to evaluate best practices for emergency response, operations, and coordination. As a living document, updates to the *CEMP Base Plan* are ongoing and reflect lessons learned from the Hawai'i Wildfires incident.

## 1.1 HAWAII EMERGENCY MANAGEMENT AGENCY (HI-EMA)

1. The Hawai'i Emergency Management Agency (HI-EMA) serves as the official emergency management agency for the State of Hawai'i.
2. HI-EMA is the primary coordinating agency between the State and the four (4) county emergency management agencies, including:
  - a. Kaua'i Emergency Management Agency (KEMA),
  - b. Honolulu Department of Emergency Management (DEM),
  - c. Maui Emergency Management Agency (MEMA), and
  - d. Hawai'i County Civil Defense Agency (HCCDA).
3. HI-EMA and the State of Hawai'i follow the National Incident Management System (NIMS) model, wherein incidents are managed at the lowest jurisdictional level possible.
  - a. When incident response efforts exceed a county's capabilities, HI-EMA supports and supplements county efforts and resources.
  - b. As necessary, HI-EMA may recommend that the Governor declare the existence of a state of emergency by issuing a State Emergency Proclamation.
  - c. When state resources are exhausted, HI-EMA is the primary coordinating agency between the state and the Federal Emergency Management Agency (FEMA).

## 1.2 HI-EMA'S MISSION & VALUES

1. HI-EMA's mission is to aid the people of Hawai'i in preparing, mitigating, responding, and recovering from emergencies and disasters.

### Prepare

- a. HI-EMA helps the state prepare for emergencies and disasters in the following ways, including but not limited to:
  - i. Developing plans, policies, procedural guides, and other documentation,
  - ii. Acquiring and distributing emergency management preparedness grants,
  - iii. Campaigning for public awareness and education, and
  - iv. Facilitating training, testing, and exercises for state and county emergency management partners and stakeholders.

### Mitigate

- a. Mitigation programs reduce the impact of emergencies and disasters on the state, saving lives and reducing losses.
- b. HI-EMA engages in hazard mitigation for the state in the following ways, including but not limited to:
  - i. Conducting hazard mitigation planning,
  - ii. Coordinating mitigation activities, and
  - iii. Administering Hazard Mitigation Grant Programs (HMGP) statewide.

### Respond

- a. HI-EMA serves as the primary coordinating agency for emergency and disaster response for the State of Hawai'i.
- b. HI-EMA maintains the State Emergency Operations Center (SEOC) and manages the State Emergency Response Team (SERT).
- c. The SEOC and SERT are activated during emergencies and disasters to manage Requests for Assistance (RFAs) and Requests for Information (RFIs), coordinate responder resource requests, and work with federal response agencies as necessary.

### Recover

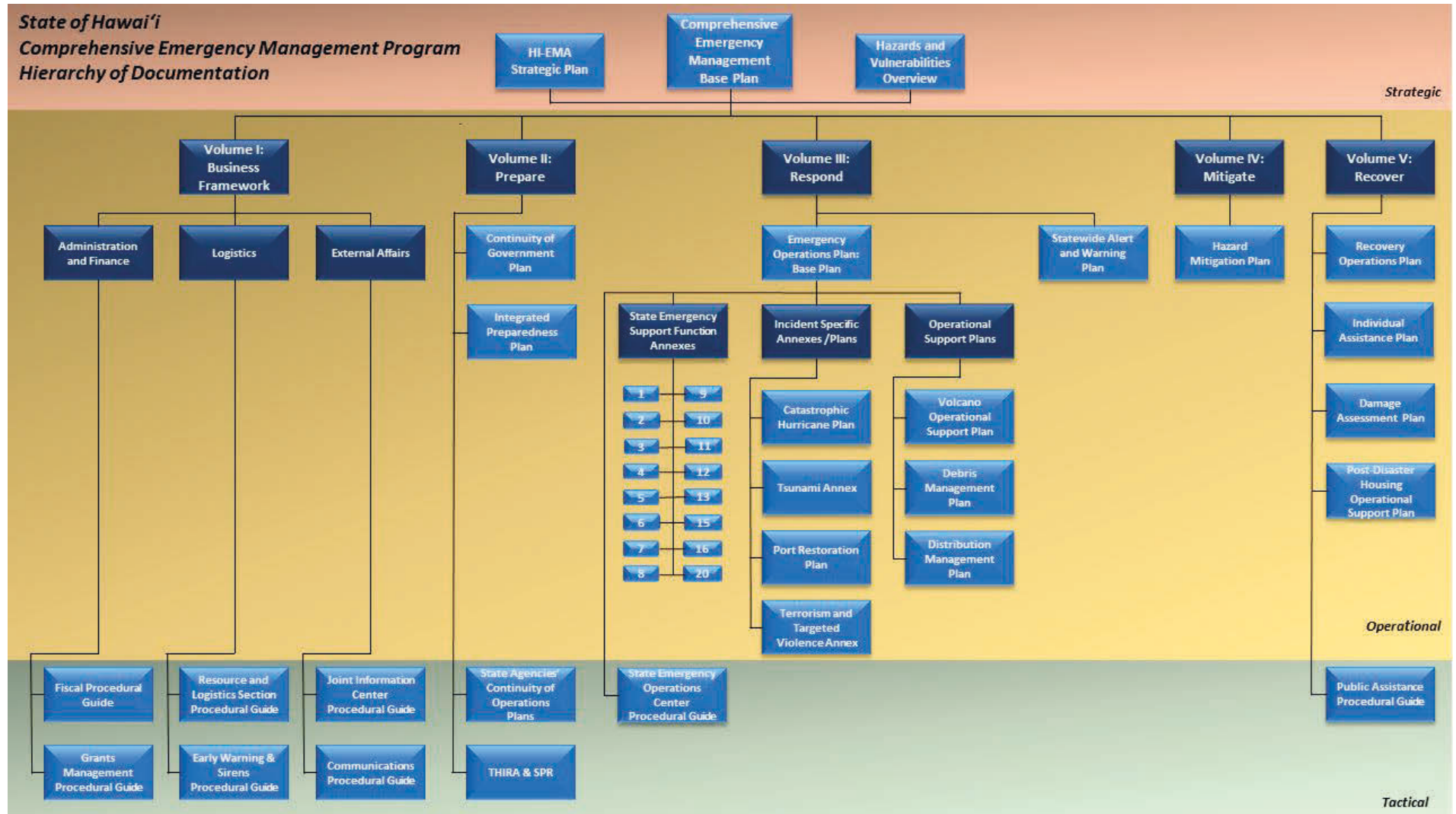
- a. Recovery starts as soon as the emergency/disaster conditions are stabilized and may last for years.
  - b. HI-EMA participates in many aspects of recovery, both short-term and long-term, including:
    - i. Damage assessments,
    - ii. Coordinating infrastructure restoration, and
    - iii. Individual Assistance (IA) and Public Assistance (PA) grant distribution.
2. The following core values guide HI-EMA:
- a. **Mālama** – To care for or protect.
    - i. *Mālama* is the core of value guiding HI-EMA's mission and purpose.
  - b. **Po'okela** – To excel.
    - i. HI-EMA is committed to excellence and continuous improvement.
  - c. **Wiwo'ole** – Fearless; courageous.

- i. HI-EMA serves the people of Hawai'i fearlessly.
- d. **Laulima** – Many hands; cooperation.
  - i. Cooperation between HI-EMA, public-sector agencies, the private sector, and non-governmental agencies is essential for effective emergency management.
- e. **Kūpono** – To be honest and fair.
  - i. HI-EMA strives to be open and transparent in all interactions, communications, and relationships.

### 1.3 PLAN COMPONENTS

1. **Figure 1: State of Hawai'i Comprehensive Emergency Management Program (CEMP) Hierarchy of Documentation (Figure 1)**, below, depicts the documents comprising HI-EMA's Comprehensive Emergency Management Program (CEMP) and the documents' relationships to one another. The documents listed in **Figure 1** provide a framework for HI-EMA to meet the requirements of *Hawai'i Revised Statutes Chapter 127A – Emergency Management (HRS 127A)*.
  - a. **Figure 1** illustrates the three (3) tiers within which HI-EMA's documentation falls (i.e., Strategic Documents, Operational Documents, and Tactical Documents) and further organizes HI-EMA's Operational and Tactical Documents into five (5) distinct but interconnected volumes, as explained below.

Figure 1: State of Hawai'i Comprehensive Emergency Management Program (CEMP) Hierarchy of Documentation



### 1.3.1 STATE OF HAWAI'I CEMP BASE PLAN

1. The purpose of the *CEMP Base Plan* is to meet the requirements described in *Hawai'i Revised Statutes Chapter 127A – Emergency Management (HRS 127A)*.
2. The *CEMP Base Plan* provides the framework for socializing emergency management plans within the State of Hawai'i.
3. The *CEMP Base Plan* provides provisions to ensure the State of Hawai'i is prepared for all emergencies and disasters that may occur within the state.
4. HI-EMA develops and maintains the CEMP Base Plan with input from other state emergency management partners and stakeholders.
5. The *CEMP Base Plan* is a capstone document that supports the CEMP's five (5) distinct but interconnected volumes, which are further explained below.

### 1.3.2 VOLUME I: BUSINESS FRAMEWORK

1. The CEMP's "Volume I: Business Framework" comprises documents that provide direction to HI-EMA staff on critical business processes.
2. The **Administration and Finance** Business Framework documentation, including the *Fiscal Procedural Guide* and the *Grants Procedural Guide*, provides direction concerning human resources and fiscal resource management, such as grant allocation, and lays an overall framework for the administration of HI-EMA.
3. The **Logistics** Business Framework documentation, including the *Resource and Logistics Section Procedural Guide* and the *Early Warning and Sirens Section Procedural Guide*, outlines how HI-EMA will make critical and required materials available during and immediately after an incident.
4. The **External Affairs** Business Framework documentation, including the *Joint Information Center Procedural Guide (JIC Procedural Guide)* and the *Communications Procedural Guide*, provides guidance and procedures for effective coordination, communication, and dissemination of emergency information with stakeholders, partners, the media, and the public.
5. The documents in "Volume I: Business Framework" play key supporting roles in the development and execution of preparedness, mitigation, response, and recovery plans, procedural guides, and other documents.

### 1.3.3 VOLUME II: PREPARE

1. The "Volume II: Prepare" documentation outlines the framework for state preparedness activities for all identified hazards in the State of Hawai'i.
2. HI-EMA maintains a host of all-hazards preparedness programs and activities designed to prepare the state for emergencies or disasters.

3. Included within this volume are the *Continuity of Government (COG) Plan*, the *Integrated Preparedness Plan (IPP)*, and the *HI-EMA Continuity of Operations (COOP) Plan (HI-EMA COOP Plan)*. Also included in this volume are state agencies' COOP Plans and the *Threat Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR)*.
4. Preparedness is a whole-community process involving local, state, federal, private sector, non-governmental stakeholders, and the public. All state agencies and emergency management partners have a role in ensuring the preparedness of the State of Hawai'i. Internal and external emergency management stakeholders are essential in developing and implementing the preparedness documents in this volume.

### 1.3.4 VOLUME III: RESPOND

1. "Volume III: Respond" identifies the state's overarching plans, annexes, procedural guides, and response organizational structure implemented in any emergency or disaster that warrants a collective, multi-agency state emergency management response.
2. "Volume III: Respond" serves as the primary operational framework for the state's response and includes the mechanisms to address immediate response and short-term recovery for any hazard adversely impacting the State of Hawai'i.
3. This volume contains the *State of Hawai'i Emergency Operations Plan: Basic Plan (HI-EOP)* and its associated State Emergency Support Function (SESF) Annexes, Incident-Specific Annexes, and Operational Support Plans (OSPs)

### 1.3.5 VOLUME IV: MITIGATE

1. The documentation in "Volume IV: Mitigate" includes:
  - a. *State of Hawai'i Hazard Mitigation Plan (HMP)*.
2. As the severity and frequency of emergencies and disasters increase, so do the devastation and high recovery costs.
3. The State of Hawai'i recognizes that the time to act to save lives and protect property is before emergencies and disasters strike.
4. Mitigation includes sustained actions that lessen the impact of emergencies and disasters and reduce the loss of life, property, and the environment.
5. "Volume IV: Mitigate" in the CEMP addresses overall hazard mitigation processes, risk assessments, strategy development, and plan implementation.
6. The *State of Hawai'i Hazard Mitigation Plan (HMP)* provides the state and its counties with a blueprint for a full range of activities to reduce the effects of emergencies and disasters. The HMP also allows the state to identify mitigation opportunities and implement mitigation measures at the state and county levels. The HMP offers a hazard data source and can guide content and formatting as local plan writers prepare their mitigation plans and develop local mitigation strategies.

### 1.3.6 VOLUME V: RECOVER

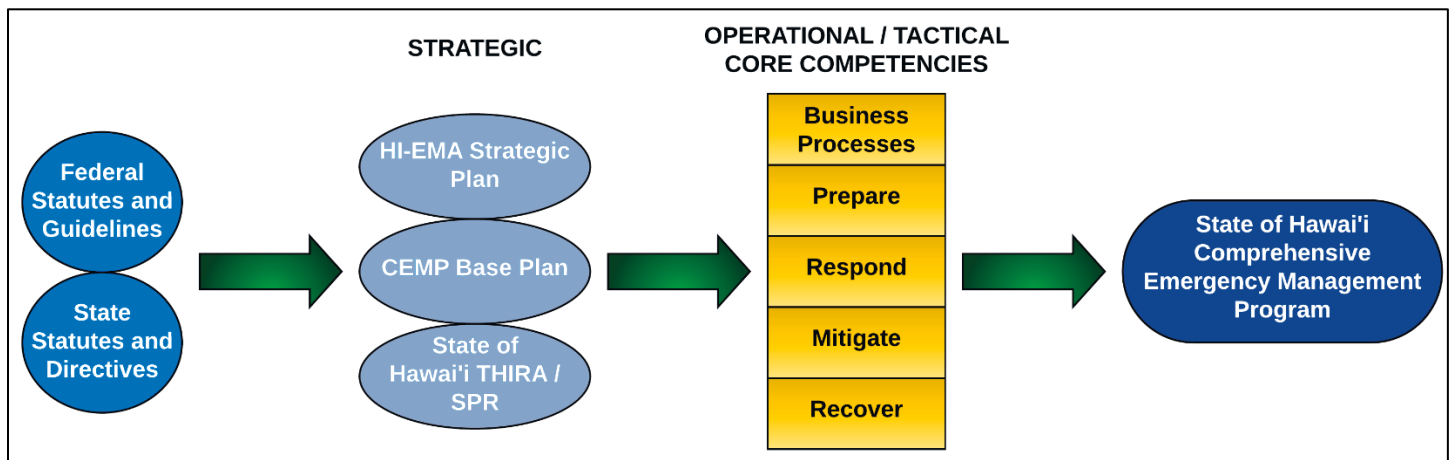
1. The documentation in “Volume V: Recover” includes:
  - a. *State of Hawai'i Recovery Operations Plan (HI-ROP)*,
  - b. *Individual Assistance Plan (IA Plan)*,
  - c. *Damage Assessment Plan* and
  - d. *Public Assistance Procedural Guide (PA PG)*.
2. “Volume V: Recover” outlines the state’s short-term and long-term recovery provisions.
  - a. The state’s short-term and long-term recovery provisions are implemented under:
    - i. the United States Robert T. Safford Disaster Relief and Emergency Assistance Act (Stafford Act),
    - ii. the State of Hawai'i Recovery Plan, and
    - iii. Federal-State programs.
3. “Volume V: Recover” recognizes the primacy of counties in implementing short—and long-term recovery plans and, depending on the impact of an emergency or disaster, new programs that may need to be implemented at the county level.

## 1.4 PURPOSE

1. The *Comprehensive Emergency Management Program (CEMP) Base Plan (CEMP Base Plan)* details how the Comprehensive Emergency Management Program (CEMP) is organized and how the different documents comprising the CEMP relate to each other.
2. The *CEMP Base Plan* serves as the capstone for the CEMP.
  - a. The CEMP contains plans, procedures, and other documents that support the five (5) volumes of emergency management, including:
    - i. Volume I: Business Framework,
    - ii. Volume II: Prepare,
    - iii. Volume III: Respond,
    - iv. Volume IV: Mitigate, and
    - v. Volume V: Recover.
3. As a strategic document, the *CEMP Base Plan* establishes a framework for emergency management programs and functions in the State of Hawai'i.
4. Because HI-EMA is the coordinating agency for emergency management in the State of Hawai'i, much of the CEMP is comprised of HI-EMA's documentation and processes.
  - a. HI-EMA's documentation and processes, included in the CEMP, are developed with input and support from other local, state, federal, private, and non-profit partners and stakeholders.

- b. Successful emergency management requires a whole-community approach. Some documents included in the CEMP are produced and maintained by other state departments, agencies, and offices.
- 5. The *CEMP Base Plan* aims to aid the State of Hawai'i and HI-EMA in protecting lives and property by effectively coordinating state resources.
- 6. The *CEMP Base Plan* is always in effect.
  - a. Supporting documentation to the CEMP (e.g., plans, annexes, procedural guides, etc.) may be implemented and executed as necessary, by HI-EMA and other agencies with emergency management responsibilities in coordination with HI-EMA, before, during, and after incidents.
- 7. **Figure 2: Relationship Between Federal and State Policies, Plans, Documents, and Programs (Figure 2)**, below, illustrates how federal and state policies, plans, and documents inform the CEMP.

**Figure 2: Relationship Between Federal and State Policies, Plans, Documents, and Programs**



## 1.5 SCOPE

- 1. The *CEMP Base Plan* applies to all HI-EMA and State Emergency Response Team (SERT) staff and all other entities performing state-level emergency management functions in coordination with HI-EMA, as described by the documents comprising the CEMP.
- 2. The *CEMP Base Plan* encompasses all state emergency management functions and documents, including regular emergency management business functions, incident preparation, mitigation, response, and recovery.
  - a. Supporting documentation for the *CEMP Base Plan* is organized into volumes, each relating to a specific aspect of emergency management.

## 2. SITUATION & CONSIDERATIONS

### 2.1 SITUATION

#### 2.1.1 GEOGRAPHY

1. The Hawaiian islands are about 2,400 miles from the continental United States. The State of Hawai'i's relative isolation and dependence on outside imports create unique planning considerations.
2. The principal inhabited islands (Hawai'i Island, Maui, Lana'i, Kaho'olawe, O'ahu, Kaua'i, and Ni'ihau) are divided into five (5) counties including Hawai'i County, Kaua'i County, Maui County, Kalawao County, and Honolulu County.
  - a. Although most hazards are common to the state, each county's geographical profile and subsequent risk and vulnerability are unique.

#### 2.1.2 DEMOGRAPHICS

1. Approximately 1.5 million people reside in the State of Hawai'i, with the majority located on O'ahu. Additionally, the state hosts over 240,000 visitors on any given day.
2. The diversity of its residents and visitors, including the highest percentage of foreign-born residents in the nation and many non-native English speakers, poses unique challenges. The perception of risk and understanding of hazards varies greatly, compounded by a lack of communal and familial support networks post-emergency or disaster.

#### 2.1.3 HAZARDS

1. The primary goal of emergency management planning is to ensure the readiness of the state to respond to and recover from hazards. Hazards are any source of potential or actual damage or adverse effects on people, property, infrastructure, or the environment.
2. The State of Hawai'i faces a variety of natural, human-caused, and technological hazards.
  - a. Some hazards, like hurricanes, windstorms, and coastal flooding, are generally seasonal, while other hazards, like earthquakes, can affect the state at any time with little to no warning.
3. **Table 1: State of Hawai'i All Hazard Identification, Vulnerability, and Risk Assessment (Table 1)**, below, identifies the natural, human-caused, and technological hazards potentially impacting the State of Hawai'i.
  - a. **Table 1** ranks the risk to and vulnerability of people, property, the environment, and emergency management program operations according to each identified hazard.
  - b. For more information regarding the natural, human-caused, and technological hazards identified in **Table 1**, refer to the following documents:

- i. *State of Hawai'i Hazard Mitigation Plan (HMP),*
- ii. *State of Hawai'i Emergency Operations Plan: Basic Plan (HI-EOP),*
- iii. *Hazards and Vulnerabilities Overview (HVO), and*
- iv. *State of Hawai'i Threat Hazard Identification and Risk Assessment (THIRA).*

**Table 1:** State of Hawai'i All Hazard Identification, Vulnerability, and Risk Assessment (Updated September 2024)

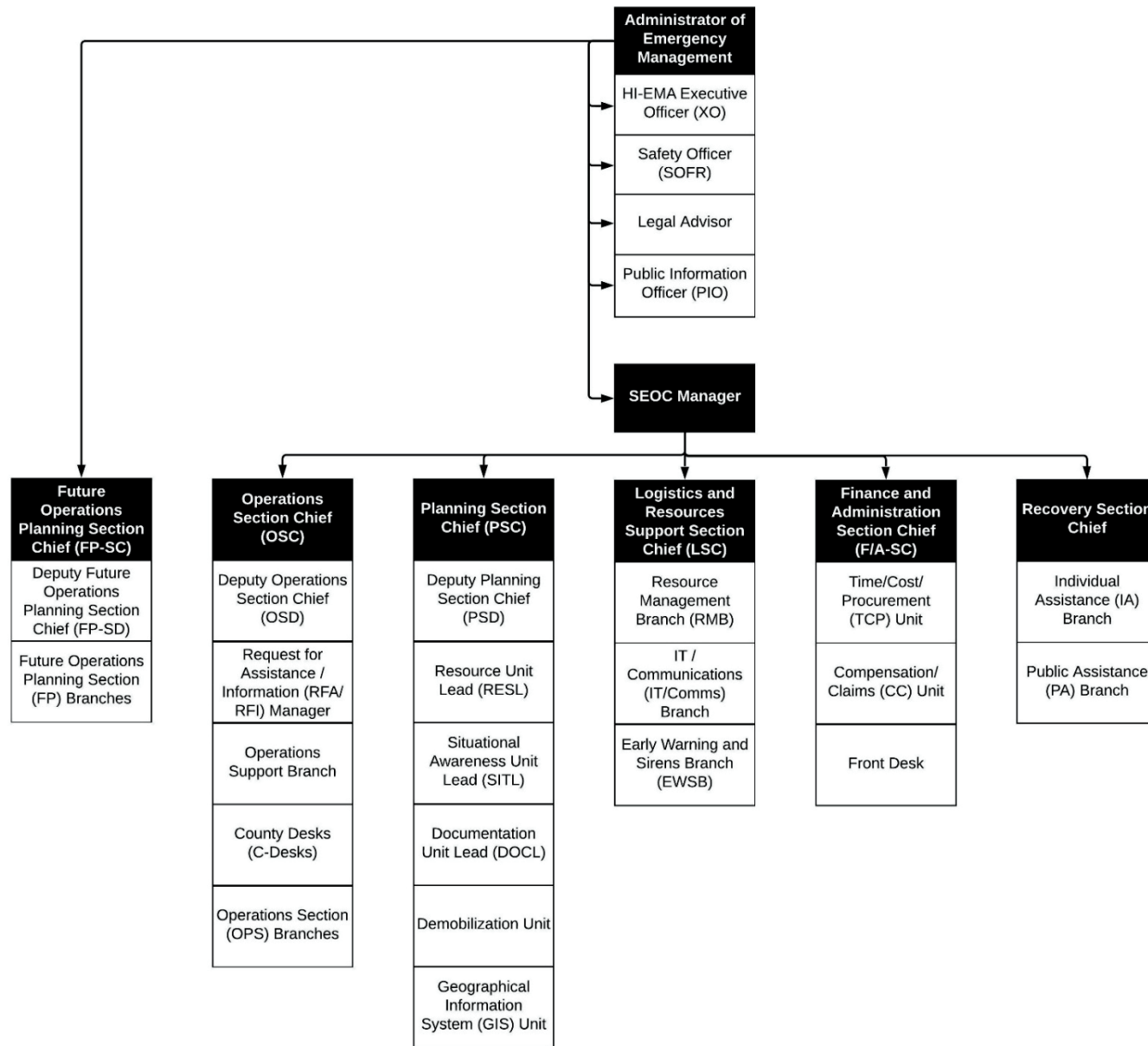
State of Hawai'i All Hazard Identification, Vulnerability and Risk Assessment								
Hazard	People		Property		The Environment		Emergency Management Program Operations	
	Risk	Vulnerability	Risk	Vulnerability	Risk	Vulnerability	Risk	Vulnerability
Tsunami	High	High	High	High	Medium	High	High	Medium
Hurricane	High	High	High	High	Medium	High	Medium	Medium
Volcanic Hazards	Medium	Medium	Medium	Medium	Medium	Medium	Low	Low
Climate Change and Sea Level Rise	Medium	High	High	High	High	High	Medium	Medium
Drought	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium
Earthquake	High	Medium	Medium	Medium	Medium	Medium	Medium	Medium
Flood	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium
Windstorm	Medium	Medium	High	High	Low	Medium	Low	Medium
Landslide and Rockfall	Medium	Medium	Medium	Low	Low	Medium	Medium	Medium
Wildfire	High	High	High	High	High	High	High	High
Infrastructure Failure	Low	Medium	Low	Low	Low	Low	Low	Low
Hazardous Materials	Medium	Low	Low	Low	High	Medium	Low	Low
Health Risks	High	High	Low	Low	Low	Medium	High	Medium
Terrorism	Low	Low	Low	Low	Low	Low	Low	Low
Cyber Threat	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Low

## 2.2 PLANNING FACTORS & CONSIDERATIONS

1. The Director of Emergency Management (Director) will act on behalf of the Governor of Hawai'i to coordinate emergency management functions for the State of Hawai'i.
2. HI-EMA will maintain all documentation described in this plan and make current versions available to federal, state, county, and private partners and the public as appropriate.
3. HI-EMA will regularly coordinate training and exercises for plan improvement and staff and partner preparedness.
4. Incidents both begin and end at a local level. The *CEMP Base Plan* assumes county resources will be at or near depletion before state assistance is requested.
5. The *CEMP Base Plan* assumes counties will seek assistance through mutual aid agreements with neighbor islands and the public sector.
  - a. Passed in 2022, *Hawai'i Revised Statutes Chapter 127D – Intrastate Mutual Aid Act (HRS 127D)* established the legal framework for intrastate mutual aid in Hawai'i.
  - b. The Hawai'i intrastate mutual aid system is currently under development.
  - c. Until the Hawai'i intrastate mutual aid system is fully operational, counties may execute mutual aid agreements at their discretion.
6. The *CEMP Base Plan* assumes that the State Emergency Support Function (SESF) 's primary and supporting agencies are prepared to send representatives to report to the State Emergency Operations Center (SEOC) as needed.
7. The *CEMP Base Plan* assumes the federal government will provide funds and assistance to the state and any counties when the President of the United States declares major disaster areas. Federal agencies may provide aid to affected areas without a Presidential declaration under their statutory authority.

### 3. ROLES & RESPONSIBILITIES

Figure 3: The State of Hawai'i State Emergency Response Team (SERT) Incident Command Structure



#### 3.1 GOVERNOR

1. Per *Hawai'i Revised Statutes Chapter 127A – Emergency Management (HRS 127A)*, all emergency management powers in the State of Hawai'i are vested in the state's governor.
2. The governor may delegate emergency management powers to the Director of Emergency Management.

3. The governor retains the following emergency management powers, in addition to any powers the federal government vests with them:
  - a. Proclaiming states of emergency or local states of emergency and all other proclamations provided for by *HRS 127A*,
  - b. Issuing emergency rules that have the force and effect of law,
  - c. Allotting of funds appropriated and available for *HRS 127A*,
  - d. Nominating and appointing, with the advice and consent of the state senate, members of the Hawai'i Advisory Council on Emergency Management (HACEM) and designating the HACEM chairperson.

### 3.2 HAWAI'I ADVISORY COUNCIL ON EMERGENCY MANAGEMENT (HACEM)

1. The Hawai'i Advisory Council on Emergency Management (HACEM) is an administrative policy group consisting of seven (7) members nominated and appointed by the governor with the advice and consent of the state senate.
2. HACEM is attached to HI-EMA for administrative purposes.
3. HACEM confers with and advises the Governor of the State of Hawai'i and the Director of Emergency Management on emergency management concerns and topics.
4. HACEM members represent Kaua'i, O'ahu, Maui, and East and West Hawai'i.
5. HACEM members serve four (4) year terms. The Governor of the State of Hawai'i may extend HACEM members' terms by an extra four (4) years.

### 3.3 HI-EMA LEADERSHIP

1. The Director of Emergency Management, the State of Hawai'i Adjutant General (TAG), leads HI-EMA and reports directly to the Governor of the State of Hawai'i.
2. The Administrator of Emergency Management (HI-EMA Administrator) is the civilian head of HI-EMA and reports directly to the Director.
3. The HI-EMA Administrator manages HI-EMA's daily operations and serves as the State Coordinating Officer (SCO) and the Governor's Authorized Representative (GAR) during emergency activations.
4. Under the direction of the HI-EMA Administrator are the HI-EMA Executive Officer (HI-EMA XO) and Command Staff, including the Safety Officer (SOFR), Public Information Officer (PIO), Legal Advisor, and Liaison Officers (LNOs). (More information on HI-EMA Leadership can be found in the *HI-EOP*.)
5. The HI-EMA Administrator and HI-EMA XO oversee the following five (5) HI-EMA branches and functional areas during normal operations:
  - a. Operations Branch,
  - b. Logistics Branch,

- c. Administration and Finance Branch,
- d. Resilience Branch, and
- e. External Affairs Branch.

### 3.4 HI-EMA NORMAL OPERATIONS FUNCTIONAL AREAS

1. HI-EMA's general staff is divided into the Operations, Logistics, Administration and Finance, Resilience, and External Affairs Branches. HI-EMA's Branches report directly to the HI-EMA Administrator.
2. Normal Operations include grants management, public assistance, emergency planning, training, testing, and exercises.
3. When activated for an emergency, HI-EMA staff form part of the State Emergency Response Team (SERT). They will fill roles in the Operations, Planning and Information, Logistics, Finance and Administration, Future Operations Planning, and Recovery Sections. Each Section is led by a Section Chief who reports to the HI-EMA Administrator and Command Staff.
4. For more information on HI-EMA staff roles and responsibilities, refer to:
  - a. *HI-EOP*, and
  - b. *State Emergency Operations Center (SEOC) Procedural Guide (SEOC PG)*.

### 3.5 STATE EMERGENCY RESPONSE TEAM (SERT)

1. The State Emergency Response Team (SERT) is comprised of HI-EMA staff, State Emergency Support Function (SESF) Representatives, and state department/agency Emergency Management Officers (EMOs).
2. The SERT is activated to respond to threatened or occurring emergencies or disasters.
3. The SERT is divided into the Operations, Planning and Information, Logistics, Finance and Administration, Future Operations Planning, and Recovery Sections. Each section has a Section Chief who reports to the HI-EMA Administrator.
4. For more information on the SERT and its functions, refer to:
  - a. *HI-EOP* and
  - b. *SEOC PG*.

#### 3.5.1 STATE EMERGENCY SUPPORT FUNCTIONS (SESFs)

1. State Emergency Support Functions (SESFs) are comprised of state departments/agencies, Non-Governmental Organizations (NGOs), and private sector partners with emergency management responsibilities.
2. Each SESF has a Primary Agency and Supporting Agencies.

- a. SESF Primary Agencies serve as the main Point of Contact (POC) for HI-EMA on matters related to the SESF and provide overall management for the SESF.
  - b. SESF Supporting Agencies help support the overall mission of the SESF.
3. SESF representatives may be activated and called to join the SERT at the SEOC during incidents.
4. For more information on SESFs, refer to:
  - a. *HI-EOP*, and
  - b. *State Emergency Support Function (SESF) Annexes (SESF Annexes)*.

### 3.5.2 EMERGENCY MANAGEMENT OFFICERS (EMOs)

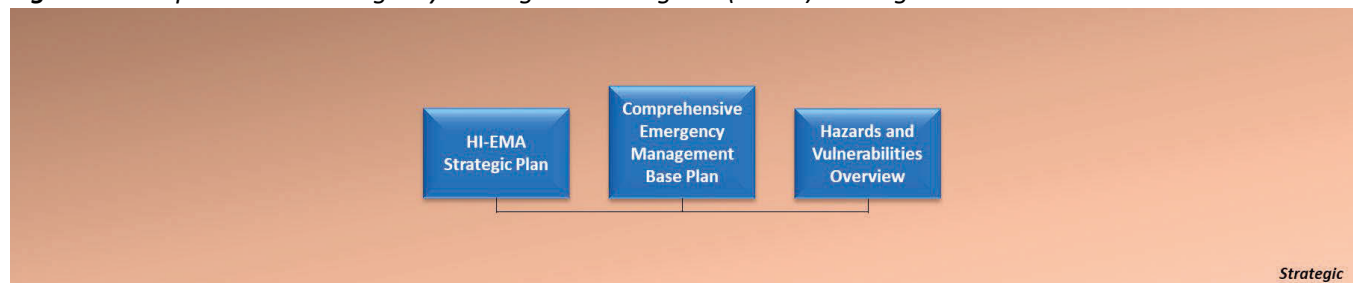
1. Emergency Management Officers (EMOs) are employees of state departments/agencies assigned to serve as primary liaisons between their department/agency and HI-EMA for emergency management purposes.
2. In addition to being activated during incidents, EMOs help HI-EMA and their agencies develop emergency plans.
3. For more information on EMOs, refer to:
  - a. *HI-EOP*.

## 4. CEMP ORGANIZATION

1. The CEMP is organized into five (5) functional volumes. The *CEMP Base Plan*, *HI-EMA Strategic Plan*, and the *Hazards and Vulnerabilities Overview (HVO)* are strategic documents that unite the five (5) volumes in the CEMP.
2. The CEMP's functional volumes contain documents that are organized by types, either:
  - a. Operational Documents, or
  - b. Tactical Documents.
3. **Operational Documents** are written and executed to fulfill the strategic goals and objectives established by Strategic Documents. Operational Documents link and operationalize high-level strategic goals into specific tactical operations and objectives. Each volume of the CEMP has one or more operational documents covering various day-to-day and emergency operations.
4. **Tactical Documents** support the operations and activities prescribed by operational documents and are focused on specific operations and objectives. These documents describe, in greater detail than the operational or strategic documents, how individual actions and operations will be carried out and may include plans, manuals, checklists, and other activity-focused documents.

### 4.1 STRATEGIC DOCUMENTS

**Figure 4:** Comprehensive Emergency Management Program (CEMP) Strategic Documents



#### 4.1.1 CEMP BASE PLAN

1. The *CEMP Base Plan* provides the framework for socializing emergency management plans in the State of Hawai'i.
2. The documents in "Volume I: Business Framework" of the CEMP form the foundation for the other four (4) volumes.
3. All five (5) volumes in the CEMP support HI-EMA's Strategic Plans.

## 4.1.2 HI-EMA FIVE-YEAR STRATEGIC PLAN 2020–2025 (HI-EMA STRATEGIC PLAN)

### 4.1.2.1 INTRODUCTION

1. Hawai'i's demographics, economy, climate, and hazards change and evolve, and the state's emergency management program must constantly change and evolve to keep up.
2. Plans, policies, and procedures become outdated, and what was sufficient in the past may not be valid today or in the future.
3. Multi-year strategic planning helps emergency managers plan and set goals to improve emergency management program functions.

### 4.1.2.2 PURPOSE AND SCOPE

1. The *HI-EMA Strategic Plan 2020–2025 (HI-EMA Strategic Plan)* is a five-year plan that establishes HI-EMA's strategic goals and details how they will be accomplished.
2. HI-EMA must update and adapt its operations and plans to meet the state's ever-changing emergency management needs. Strategic goals help HI-EMA continuously meet statutory and professional standards and improve existing agency programs and functions.

### 4.1.2.3 RELATIONSHIP TO OTHER PLANS

1. The *HI-EMA Strategic Plan* establishes goals and strategies that improve existing plans and programs and guide the development of new emergency management plans and programs for the State of Hawai'i.

## 4.1.3 HAZARDS AND VULNERABILITIES OVERVIEW (HVO)

### 4.1.3.1 INTRODUCTION

1. Before emergency management can be accomplished, work must be done to understand the jurisdiction's hazards, risks, and vulnerabilities.
2. The hazards the State of Hawai'i faces are categorized into three (3) groups:
  - a. Natural hazards,
  - b. Human-caused hazards, and
  - c. Technological hazards.
3. Natural hazards are naturally occurring incidents that can take climatological, hydrological, geophysical, or biological forms.
4. Human-caused hazards are generally more complex incidents primarily caused by humans and occur near populated areas.

5. Technological hazards may include incidents involving hazardous materials or infrastructure failure.

#### 4.1.3.2 PURPOSE AND SCOPE

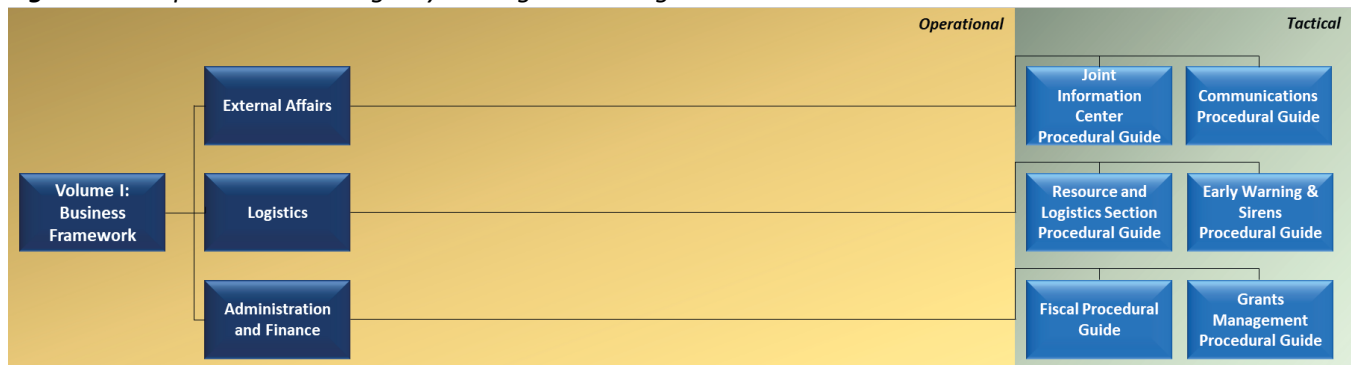
1. The *Hazards and Vulnerabilities Overview (HVO)* is a strategic document that identifies and defines hazards that could impact the State of Hawai'i. It analyzes the risk and vulnerability each hazard poses to the state.
2. The *HVO* is a planning tool for the State of Hawai'i to improve incident planning, prevention, mitigation, response, and recovery efforts.

#### 4.1.3.3 RELATIONSHIP TO OTHER PLANS

1. Because hazards, risks, and vulnerabilities impact how and why plans are written, the *HVO* contributes to developing many strategic, operational, and tactical documents that form the CEMP.

## 4.2 VOLUME I: BUSINESS FRAMEWORK

**Figure 5:** Comprehensive Emergency Management Program Volume I



### 4.2.1 HI-EMA BRANCH PROCEDURAL GUIDES

#### 4.2.1.1 INTRODUCTION

1. Many of the day-to-day and emergency processes performed by HI-EMA are not explicitly tied to a singular aspect of emergency management.
2. Each HI-EMA Branch has processes and tasks that support the more complex operations prescribed by the documents in the CEMP's other four (4) volumes.

#### 4.2.1.2 PURPOSE AND SCOPE

1. The HI-EMA Branch Procedural Guides direct the daily processes supporting all emergency management aspects.
2. Each procedural guide applies to the Branch and process it describes.

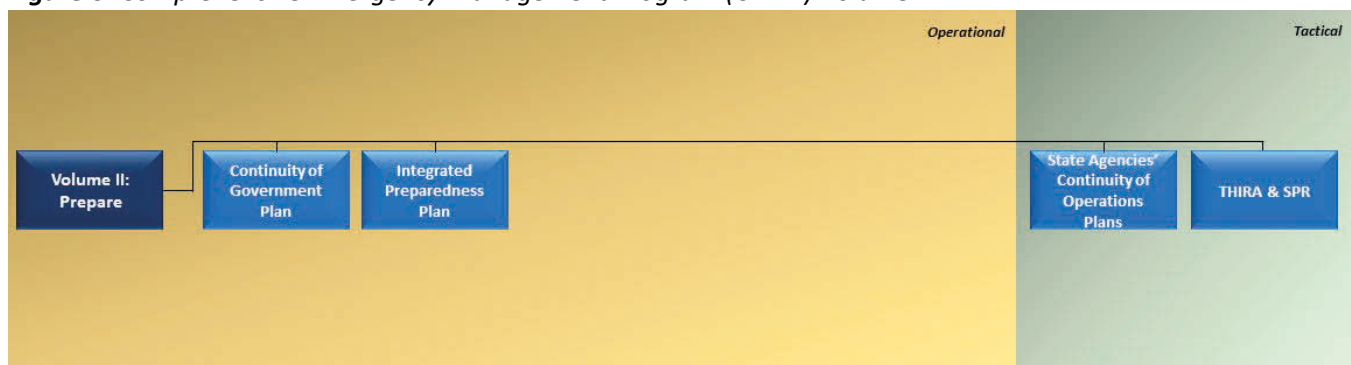
- Procedural guide topics include facilities maintenance and use, administrative/financial procedures, external affairs processes, and more.

#### 4.2.1.3 RELATIONSHIP TO OTHER PLANS

- Procedural guides are generally subordinate to plans and describe the specific processes and tasks associated with the functions identified in plans. Procedural guides should not conflict with or replace any plans or procedures.

## 4.3 VOLUME II: PREPARE

**Figure 6:** Comprehensive Emergency Management Program (CEMP) Volume II



### 4.3.1 CONTINUITY OF GOVERNMENT PLAN (COG PLAN)

#### 4.3.1.1 INTRODUCTION

- Disasters, in addition to the damage and loss they cause, can impact jurisdictions' ability to meet statutory requirements, continue essential functions, and deliver essential services.
- Government staff and facilities are not immune to disasters. Incidents do not discriminate between public and private facilities.
- The loss of Continuity of Government, whether due to damaged facilities or reduced staff availability, can hamper the jurisdiction's emergency response efforts.

#### 4.3.1.2 PURPOSE AND SCOPE

1. Continuity of Government (COG) planning is a coordinated effort between each branch of government (executive, legislative, and judicial) to ensure emergencies or disasters do not interrupt jurisdictional governance and essential functions.
2. The *COG Plan* identifies lines of succession, alternate means to perform essential functions, alternate sites, and other planning or operational considerations for the continuity of government.
3. The *COG Plan* applies to the three (3) branches of government and any government agencies involved in providing essential services within the jurisdiction.

#### 4.3.1.3 RELATIONSHIP TO OTHER PLANS

1. The *COG Plan* is similar to Continuity of Operations (COOP) Plans. The key difference is that COOP Plans concern individual agencies, while the *COG Plan* concerns the entirety of the jurisdictional government.
2. If individual agencies or branches of government develop COOP Plans, these should help achieve goals established by the *COG Plan*.

### 4.3.2 INTEGRATED PREPAREDNESS PLAN (IPP)

#### 4.3.2.1 INTRODUCTION

1. Training, testing, and exercises are essential program management elements for HI-EMA and the State of Hawai'i's emergency management community.
2. Training, testing, and exercise activities are used to update and improve emergency management plans, policies, and procedures and help to keep them relevant and applicable.

#### 4.3.2.2 PURPOSE AND SCOPE

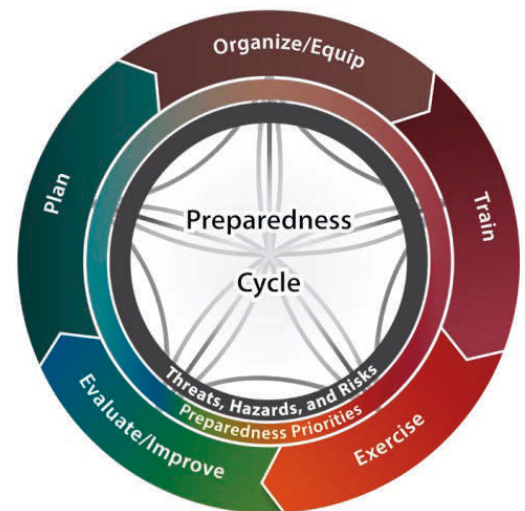
1. The IPP aims to incorporate the preparedness cycle into the State of Hawai'i's emergency management plans and programs through activities (including training and exercises) and processes to improve whole community preparedness.
2. The intended target for the *IPP* is the state-level emergency management community.

#### 4.3.2.3 RELATIONSHIP TO OTHER PLANS

1. The *IPP*'s activities drive updates and improvements to existing plans, policies, and procedures.

**Figure 7: The Integrated Preparedness Cycle**

Source: Homeland Security Exercise and Evaluation Program Doctrine (2020)



2. *IPP* priorities may change based on ongoing training, testing, and exercise activities, After-Action Reports (AARs), and the goals and priorities established by the *HI-EMA Strategic Plan*.

### 4.3.3 CONTINUITY OF OPERATIONS (COOP) PLANS

#### 4.3.3.1 INTRODUCTION

1. It is essential for agencies with emergency management responsibilities to function during emergencies. While not all incidents directly affect agency staff and facilities, agencies must be prepared to shift and adapt operations based on local conditions.
2. Continuity of Operations (COOP) Plans help agencies address how essential functions will continue when a potential or active incident disrupts their ability to operate.
3. COOP Plans identify essential functions, lines of succession, critical resources, processes for continuity and recovery of functions and resources, and alternate operational plans and facilities.

#### 4.3.3.2 PURPOSE AND SCOPE

1. COOP planning aims to enable agencies to perform essential functions before, during, and after a wide range of incidents and hazard conditions.
2. When implemented, COOP Plans help agencies to:
  - a. Reduce loss of life and property,
  - b. Ensure the continuity of essential functions (or their recovery when disrupted) and staffing of essential positions and
  - c. Ensure the successful devolution of authority if the agency cannot continue its essential functions.
3. COOP Plans apply specifically to agency staff but may also include public, private, and other partners typically involved with the agency during incident response.

#### 4.3.3.3 RELATIONSHIP TO OTHER PLANS

1. COOP Plans have a narrow focus and are response oriented.
2. COOP Plans direct staff on how and when to relocate, adapt, and stop/start operations. COOP Plans do not instruct staff on how to run operations. Therefore, COOP Plans rely heavily on supplemental plans, procedural guides, and other supporting documents.

#### 4.3.4 THREAT HAZARD IDENTIFICATION & RISK ASSESSMENT (THIRA)/STAKEHOLDER PREPAREDNESS REVIEW (SPR)

##### 4.3.4.1 INTRODUCTION

1. Emergency management, and more specifically, emergency planning, relies on the jurisdiction's solid understanding of the hazards it faces and its current level of preparedness.
2. Without hazard research and analysis, preparedness and mitigation activities are inefficient, and response and recovery activities may be misguided.
3. Understanding a hazard, including identifying and examining the risk it poses, must preclude any hazard-related activities.

##### 4.3.4.2 PURPOSE AND SCOPE

1. HI-EMA produces the *THIRA* and *SPR* reports annually.
2. The *THIRA* aims to identify natural, human-caused, and technological hazards and assess the risk each hazard poses to the State of Hawai'i, its people, property, environment, and HI-EMA's operations.
3. The *SPR* analyses the capabilities of the emergency management stakeholders and jurisdictions in the State of Hawai'i based on the targets identified in the *THIRA*. Stakeholders include local (county), public-sector, and private-sector partners.

##### 4.3.4.3 RELATIONSHIP TO OTHER PLANS

1. The *THIRA* focuses on hazard and risk identification, while the *SPR* focuses on stakeholders and partners. These two documents form a significant portion of the CEMP's "Volume II: Prepare."
2. The *THIRA* and the *SPR* relay contextual hazard information used to develop and update all other plans and inform stakeholders and decision-makers.
3. The *THIRA/SPR* process supports the identification of the program's operational gaps and needs. It then drives the IPP process, where operational changes are prepared.

## 4.4 VOLUME III: RESPOND

Figure 8: Comprehensive Emergency Management Program (CEMP) Volume III



### 4.4.1 STATE OF HAWAI'I EMERGENCY OPERATIONS PLAN (HI-EOP)

#### 4.4.1.1 INTRODUCTION

1. Preparedness and mitigation activities must take place before incidents occur. Fast and effective emergency response and recovery actions save lives and minimize damage to property and facilities.
2. Response and initial recovery actions may include notification, activation, public alert and warning, evacuation, search and rescue, damage assessment, and public assistance.

#### 4.4.1.2 PURPOSE AND SCOPE

1. The HI-EOP aims to establish a shared framework for coordinating response and initial recovery actions during incidents requiring state support.
2. The HI-EOP describes roles and responsibilities, the conditions under which state resources are deployed, and the structure for cooperation and coordination between the state and other agencies.
3. The HI-EOP applies to all hazards identified in the *Hazards and Vulnerabilities Overview* and all state agencies involved in emergency response and initial recovery actions.

#### 4.4.1.3 RELATIONSHIP TO OTHER PLANS

1. The HI-EOP is supported by the State Emergency Support Function (SESF) Annexes, Incident Specific Annexes/Plans, and Operational Support Plans. The HI-EOP is also supported by department and county Emergency Operations Plans (EOPs), Emergency Action Plans (EAPs), and COOP Plans.
2. The HI-EOP is written to be consistent with the *Hazard Mitigation Plan*, the *HI-EMA Strategic Plan*, and the *IPP*.

### 4.4.2 STATE EMERGENCY SUPPORT FUNCTION (SESF) ANNEXES

#### 4.4.2.1 INTRODUCTION

1. State and private-sector entities with emergency response and assistance responsibilities are organized into functional groups called State Emergency Support Functions (SESFs) in the *HI-EOP*.
2. Each SESF performs a significant emergency management function (e.g., Firefighting, Search and Rescue, etc.) through interagency coordination.
3. Although the *HI-EOP* discusses who and what SESFs are, it does not discuss the specific roles and responsibilities of SESFs in depth.
4. SESF Primary and Supporting Agencies are often asked to work with HI-EMA to respond to incidents.

#### 4.4.2.2 PURPOSE AND SCOPE

1. Each of the sixteen (16) SESFs have individual Annexes to the *HI-EOP*.
2. The purpose of each SESF Annex is to describe in greater detail the roles and responsibilities of each SESF agency, how each SESF works with HI-EMA, and how SESFs and SESF agencies work with each other.
3. The SESF Annexes apply to the Primary and Supporting Agencies of each SESF and HI-EMA.

#### 4.4.2.3 RELATIONSHIP TO OTHER PLANS

1. SESF Annexes support and expand upon the SESF roles and responsibilities described in the *HI-EOP*.
2. SESF Annexes should not conflict with or replace individual agencies' EOPs or COOP Plans.

### 4.4.3 INCIDENT-SPECIFIC ANNEXES/PLANS

#### 4.4.3.1 INTRODUCTION

1. The State of Hawai'i faces many natural, human-caused, and technological hazards. The state's risk and vulnerability profile for its hazards varies greatly.
2. 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.

#### 4.4.3.2 PURPOSE AND SCOPE

1. Incident-Specific Annexes/Plans aim to address incident-specific planning needs not addressed in the *HI-EOP*.
2. Incident-specific planning may include, but is not limited to, the following:
  - a. Specific time constraints for certain activities,

- b. Incident-specific actions, and
  - c. Special response coordination considerations.
3. Each Incident-Specific Annex/Plan applies to the incident it is written for and the agencies/partners with incident-specific responsibilities.

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#### 4.4.3.3 RELATIONSHIP TO OTHER PLANS

1. Incident-Specific Annexes/Plans support and expand upon the incident response and initial recovery plans described in the *HI-EOP*.
2. Incident-Specific Annexes/Plans are not all-inclusive nor intended to replace or conflict with the *HI-EOP*.

#### 4.4.4 OPERATIONAL SUPPORT PLANS (OSPs)

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##### 4.4.4.1 INTRODUCTION

1. The *HI-EOP* and its annexes are written at a moderately high level and identify necessary actions without going into detail on how actions are executed.
2. As response and recovery activities become more complex, more detail is needed to guide SERT members.

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##### 4.4.4.2 PURPOSE AND SCOPE

1. The purpose of Operational Support Plans (OSPs) is to focus on specific topics and actions and provide greater detail on how specific actions are executed.
2. Each OSP has a purpose and scope tailored to its specific topic.

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##### 4.4.4.3 RELATIONSHIP TO OTHER PLANS

1. Each OSP is intended to build upon the *HI-EOP* and should not conflict with or replace the *HI-EOP*.
2. Examples of OSPs include:
  - a. *Distribution Management Plan (DMP)*,
  - b. *Port Restoration Plan*, and
  - c. *Debris Management Operational Support Plan (Debris Management OSP)*.

## 4.5 VOLUME IV: MITIGATE

**Figure 9:** Comprehensive Emergency Management Program (CEMP) Volume IV



### 4.5.1 STATE OF HAWAI'I HAZARD MITIGATION PLAN (HMP)

#### 4.5.1.1 INTRODUCTION

1. The State of Hawai'i faces a wide range of natural, human-caused, and technological hazards that have historically caused significant losses to the state regarding lives, property, and the economy.
2. Hazard mitigation activities help reduce or eliminate the state's risk and vulnerability to its hazards and reduce the impact of incidents when they occur.
3. The State of Hawai'i is committed to supporting hazard mitigation programs and operations, both short-term and long-term, as described in the *Hazard Mitigation Plan (HMP)*.

#### 4.5.1.2 PURPOSE AND SCOPE

1. The HMP aims to support ongoing activities and decision-making regarding hazard mitigation activities in the State of Hawai'i.
2. The *HMP* 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 meet statutory and professional standards and continuously adapt and improve mitigation programs.

#### 4.5.1.3 RELATIONSHIP TO OTHER PLANS

1. The *HMP* provides much of the contextual and analytical hazard information used to develop other plans such as COOP Plans, EOPs, and Incident Specific Annexes/Plans.
2. The *HMP* also establishes strategic goals for the improvement of the emergency management program's mitigation strategies and plans.

## 4.6 VOLUME V: RECOVER

**Figure 10:** Comprehensive Emergency Management Program (CEMP) Volume V



### 4.6.1 STATE OF HAWAI'I RECOVERY OPERATIONS PLAN (HI-ROP)

#### 4.6.1.1 INTRODUCTION

1. Response and initial recovery actions generally take place quickly during and after incidents, but emergency management work does not stop with response and initial recovery.
2. Recovery efforts from the effects of emergencies or disasters may take states, counties, and communities years to accomplish, and often it is impossible to return everything to the way it was before the emergency or disaster occurred.
3. Effective long-term recovery operations are integral to the healthy recovery of affected populations.

#### 4.6.1.2 PURPOSE AND SCOPE

1. The purpose of the *HI-ROP* is to guide the state in its recovery actions once the initial recovery actions detailed in the *HI-EOP* are complete.
2. Within the scope of the plan are recovery actions such as:
  - a. Grants management and cost reimbursement/recovery,
  - b. Public Assistance (PA) and Individual Assistance (IA),
  - c. Infrastructure repair work, and
  - d. Social services and long-term care.

#### 4.6.1.3 RELATIONSHIP TO OTHER PLANS

1. The *HI-ROP* is intended to handle the transition from the *HI-EOP* response and initial recovery activities smoothly and without conflict at a high, statewide level.

2. Together with various post-disaster plans and procedural guides, the *HI-ROP* guides recovery actions.

## 4.6.2 INDIVIDUAL DAMAGE ASSESSMENT PLAN

### 4.6.2.1 INTRODUCTION

1. After a Presidential Major Disaster Declaration, individuals and households can apply for IA grant funds or programs provided through the Federal Emergency Management Agency (FEMA).
2. FEMA's IA programs differ from PA programs and focus on individuals and households as opposed to organizations, communities, and facilities.
3. IA includes mass care, crisis counseling, unemployment assistance, legal services, case management, and individual and household programs.

### 4.6.2.2 PURPOSE AND SCOPE

1. The purpose of the *Individual Damage Assessment Plan* is to document HI-EMA's role in the coordination of IA programs for the state.
2. The *Individual Damage Assessment Plan* applies primarily to HI-EMA and extends to IA applicants and recipients.

### 4.6.2.3 RELATIONSHIP TO OTHER PLANS

1. The *Individual Damage Assessment Plan* is focused on recovery and works in harmony with the *Public Assistance Procedural Guide* and the *HI-ROP*.
2. The *Individual Damage Assessment Plan* should not conflict with any other FEMA or State of Hawai'i documentation.

## 4.6.3 DAMAGE ASSESSMENT PLAN

### 4.6.3.1 INTRODUCTION

1. Damage Assessments help emergency management professionals determine the nature and extent of losses incurred by people, public and private-sector entities, the environment, and other others from emergencies or disasters.
2. Damage Assessments are key components to the success of disaster recovery programs in the short and long-term.
3. That individuals and communities will need help in the wake of emergencies or disasters is common knowledge, but the availability, type, scale, delivery, and success of help provided to individuals and communities is dependent on the damage assessments conducted by emergency management professionals.

#### 4.6.3.2 PURPOSE AND SCOPE

1. The purpose of the *Damage Assessment Plan* is to guide state emergency management professionals to investigate, assess, and quantify the damages caused by emergencies or disasters.
2. The results of damage assessments guide HI-EMA's actions regarding the distribution of FEMA funds and other assistance grants and programs.
3. The *Damage Assessment Plan* applies to HI-EMA and other partners invested in recovery and damage assessment activities.

#### 4.6.3.3 RELATIONSHIP TO OTHER PLANS

1. The *Damage Assessment Plan* works together with the *HI-ROP*. Many of the actions prescribed in the *HI-ROP* are reliant on the execution of the *Damage Assessment Plan* and its products.

### 4.6.4 POST-DISASTER HOUSING OPERATIONAL SUPPORT PLAN

#### 4.6.4.1 INTRODUCTION

1. Disasters that occur in or near populated areas can threaten, damage, and destroy residences, displacing the populations that live there.
2. Much of the state's housing infrastructure is vulnerable to damage from natural, human-caused, and technological emergencies or disasters, because of age and construction style. Vulnerable housing infrastructure paired with low overall housing volume and the state's geographic isolation raises the likelihood of residents needing both short and long-term sheltering in the wake of emergencies and disasters.

#### 4.6.4.2 PURPOSE AND SCOPE

1. The *Post-Disaster Housing Operational Support Plan (Post-Disaster Housing OSP)* is aimed at the post-disaster recovery period when displaced people, who cannot return to their homes, need to transition from immediate disaster sheltering (congregate, emergency, group, etc.) to short-term sheltering and lodging (often with more space and privacy).
2. The *Post-Disaster Housing OSP* builds upon and expands the sheltering and housing recovery concepts found in the *HI-ROP*.

#### 4.6.4.3 RELATIONSHIP TO OTHER PLANS

1. The *Post-Disaster Housing OSP* builds upon and expands the sheltering and housing recovery concepts found in the *HI-ROP*.

## 5. DOCUMENTATION CONTROL

1. **Table 2:** *Document Organization, Responsible Agencies, Signatories, and Maintenance Schedules (Table 2)*, below, organizes the documentation comprising HI-EMA’s CEMP according to the volumes in the CEMP framework and lists the responsible agencies, signatories, maintenance schedules, and socialization of each document.
2. The following is not an exhaustive list of emergency management plans, annexes, and procedural guides, but rather focuses on documents with the most consequence for emergency management in the State of Hawai'i.
3. All documents are required to have their own maintenance schedules and processes for review and maintenance.

**Table 2:** *Document Organization, Responsible Agencies, Signatories, and Maintenance Schedules*

Document	Responsible Agency	Signatories	Maintenance & Revision Schedule
<b>STRATEGIC DOCUMENTS</b>			
<i>CEMP Base Plan</i>	HI-EMA Operations Branch	Governor (GOV) / HI-EMA Administrator	Annual
<i>HI-EMA Five Year Strategic Plan 2020-2025</i>	HI-EMA Operations Branch	HI-EMA Administrator	5 Years
<i>Hazards and Vulnerabilities Overview</i>	HI-EMA Resilience Branch	HI-EMA Administrator / Resilience Branch Chief	Annual
<b>VOLUME I: BUSINESS FRAMEWORK</b>			
<b>Administration and Finance</b>	HI-EMA Administration and Finance (A/F) Branch		Annual
<i>Fiscal Procedural Guide</i>	HI-EMA A/F Branch	HI-EMA Administrator / HI-EMA A/F Branch Chief	Annual
<i>Grants Management Procedural Guide</i>	HI-EMA A/F Branch	HI-EMA Administrator / HI-EMA A/F Branch Chief	Annual
<b>Logistics</b>	HI-EMA Logistics Branch		
<i>Resource and Logistics Section Procedural Guide</i>	HI-EMA Logistics Branch	HI-EMA Administrator / HI-EMA Logistics Branch Chief	Annual
<i>Early Warning and Sirens Procedural Guide</i>	HI-EMA Logistics Branch	HI-EMA Administrator / HI-EMA Logistics Branch Chief	Annual

Document	Responsible Agency	Signatories	Maintenance & Revision Schedule
<b>External Affairs</b>	HI-EMA External Affairs Branch		
<i>Joint Information Center Procedural Guide</i>	HI-EMA External Affairs Branch	HI-EMA Administrator / HI-EMA External Affairs Branch Chief	Annual
<i>HI-EMA Communications Procedural Guide</i>	HI-EMA External Affairs Branch	HI-EMA Administrator / HI-EMA External Affairs Branch Chief	Annual
<b>VOLUME II: PREPARE</b>			
<i>State of Hawai'i Continuity of Government (COG) Plan</i>	Governor's Cabinet	GOV	Annual
<i>State of Hawai'i Integrated Preparedness Plan (IPP)</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<i>HI-EMA Continuity of Operations (COOP) Plan</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
Agency Continuity of Operations (COOP) Plans	State of Hawai'i Departments, Agencies, and Offices	Department and Agency Directors, others as determined by Directors	Annual
<i>Hawai'i Threat Hazard Identification and Risk Assessment (THIRA) / Stakeholder Preparedness Report (SPR)</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<b>VOLUME III: RESPOND</b>			
<i>State of Hawai'i Emergency Operations Plan: Basic Plan</i>	HI-EMA Operations Branch	GOV / TAG / HI-EMA Administrator	Biennial
<i>Statewide Alert and Warning System (SAWS) Plan</i>	State Emergency Communications Committee (SECC)	HI-EMA Administrator / Deputy Attorney General / National Weather Service (NWS) Area Manager / SECC Chair / SECC Executive Committee Members as appropriate	Biennial

Document	Responsible Agency	Signatories	Maintenance & Revision Schedule
<b>State Emergency Support Function Annexes</b>	HI-EMA Operations Branch / SESFs		Biennial
<i>SESF #1 Annex</i>	HI-EMA Operations Branch / Department of Transportation (HDOT)	HI-EMA Administrator / HDOT Representative	Biennial
<i>SESF #2 Annex</i>	HI-EMA Operations Branch / Office of Enterprise Technology Services (ETS)	HI-EMA Administrator / ETS Representative	Biennial
<i>SESF #3 Annex</i>	HI-EMA Operations Branch / Department of Accounting and General Services (DAGS)	HI-EMA Administrator / DAGS Representative	Biennial
<i>SESF #4 Annex</i>	HI-EMA Operations Branch / Department of Land and Natural Resources (DLNR), Division of Forestry and Wildlife (DOFAW)	HI-EMA Administrator / DLNR Representative	Biennial
<i>SESF #5 Annex</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Biennial
<i>SESF #6 Annex</i>	HI-EMA Operations Branch / Department of Human Services (DHS)	HI-EMA Administrator / DHS Representative	Biennial
<i>SESF #7 Annex</i>	HI-EMA Logistics Branch	HI-EMA Administrator / HI-EMA Logistics Branch Chief	Biennial
<i>SESF #8 Annex</i>	HI-EMA Operations Branch / Department of Health (DOH)	HI-EMA Administrator / DOH Representative	Biennial
<i>SESF #9 Annex</i>	HI-EMA Operations Branch / DLNR, Division of Conservation and Resources Enforcement (DOCARE)	HI-EMA Administrator / DLNR Representative	Biennial
<i>SESF #10 Annex</i>	HI-EMA Operations Branch / DOH	HI-EMA Administrator / DOH Representative	Biennial
<i>SESF #11 Annex</i>	HI-EMA Operations Branch / Department of Agriculture (HDOA)	HI-EMA Administrator / HDOA Representative	Biennial

Document	Responsible Agency	Signatories	Maintenance & Revision Schedule
<i>SESF #12 Annex</i>	HI-EMA Operations Branch / Department of Business, Economic Development, & Tourism (DBEDT), Hawai'i State Energy Office (HSEO)	HI-EMA Administrator / DBEDT Representative	Biennial
<i>SESF #13 Annex</i>	HI-EMA Operations Branch / Department of Public Safety (PSD)	HI-EMA Administrator / PSD Representative	Biennial
<i>SESF #15 Annex</i>	HI-EMA External Affairs Branch	HI-EMA Administrator / HI-EMA External Affairs Branch Chief	Biennial
<i>SESF #16 Annex</i>	HI-EMA A/F Branch	HI-EMA Administrator / HI-EMA A/F Branch Chief	Biennial
<i>SESF #20 Annex</i>	HI-EMA Ops Hawai'i National Guard (HING)	HI-EMA Administrator / HING Representative	Biennial
<b>Incident Specific Annexes</b>			
<i>Catastrophic Hurricane Plan</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<i>Tsunami Annex</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<i>Terrorism and Targeted Violence Annex</i>	Hawai'i Office of Homeland Security (OHS)	OHS Administrator	Annual
<i>Port Restoration Plan</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<b>Operational Support Plans</b>			
<i>Volcano Operational Support Plan</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<i>Debris Management Operational Support Plan</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<i>Distribution Management Plan</i>	HI-EMA Logistics Branch	HI-EMA Administrator / HI-EMA Logistics Branch Chief	Annual

Document	Responsible Agency	Signatories	Maintenance & Revision Schedule
<i>State Emergency Operations Center (SEOC) Procedural Guide</i>	HI-EMA Operations Branch	HI-EMA Administrator / HI-EMA Operations Branch Chief	Annual
<b>VOLUME IV: MITIGATE</b>			
<i>State of Hawai'i Hazard Mitigation Plan (HMP)</i>	HI-EMA Resilience Branch	Governor	Annual
<b>VOLUME V: RECOVER</b>			
<i>State of Hawai'i Recovery Operations Plan (HI-ROP)</i>	HI-EMA Resilience Branch	Governor / TAG / HI-EMA Administrator	Annual
<i>Individual Damage Assessment Plan</i>	HI-EMA Resilience Branch	HI-EMA Administrator / HI-EMA Resilience Branch Chief	Annual
<i>Damage Assessment Plan</i>	HI-EMA Resilience Branch	HI-EMA Administrator / HI-EMA Resilience Branch Chief	Annual
<i>Post-Disaster Housing Operational Support Plan</i>	HI-EMA Resilience Branch	HI-EMA Administrator / HI-EMA Resilience Branch Chief	Annual
<i>Public Assistance Procedural Guide</i>	HI-EMA Resilience Branch	HI-EMA Administrator / HI-EMA Resilience Branch Chief	Annual

## 6. AUTHORITIES AND REFERENCES

### 6.1 AUTHORITIES

1. *Hawai'i Revised Statutes Chapter 127A – Emergency Management*
2. *Hawai'i Revised Statutes Chapter 127D – Intrastate Mutual Aid Act*
3. *Administrative Directive No. 23-02 – Emergency Management Preparedness Requirements for Departments*

### 6.2 REFERENCES

1. FEMA National Incident Management System

## 7. ATTACHMENTS

### ATTACHMENT 1: ACRONYMS

AAR	After-Action Report
CEMP	Comprehensive Emergency Management Agency
COG	Continuity of Government
COOP	Continuity of Operations
DAGS	State of Hawai'i Department of Accounting and General Services
DBEDT	State of Hawai'i Department of Business, Economic Development, and Tourism
DEM	City and County of Honolulu Department of Emergency Management
DHS	State of Hawai'i Department of Human Services
DLNR	State of Hawai'i Department of Land and Natural Resources
<i>DMP</i>	<i>Distribution Management Plan</i>
DOCARE	State of Hawai'i DLNR Division of Conservation and Resources Enforcement
DOFAW	State of Hawai'i DLNR Division of Forestry and Wildlife
DOH	State of Hawai'i Department of Health
<i>EAP</i>	<i>Emergency Action Plan</i>
EMO	Emergency Management Officer
<i>EOP</i>	<i>Emergency Operations Plan</i>
ETS	State of Hawai'i Office of Enterprise Technology Services
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
GOV	Governor
HACEM	Hawai'i Advisory Council on Emergency Management
HCCDA	Hawai'i County Civil Defense Agency
HDOA	State of Hawai'i Department of Agriculture
HDOT	State of Hawai'i Department of Transportation
HI-EMA	State of Hawai'i Emergency Management Agency
<i>HI-EOP</i>	<i>State of Hawai'i Emergency Operations Plan: Basic Plan</i>
HING	State of Hawai'i National Guard
HMGP	Hazard Mitigation Grant Program
<i>HI-ROP</i>	<i>State of Hawai'i Recovery Operations Plan</i>
<i>HMP</i>	<i>Hazard Mitigation Plan</i>
<i>HRS</i>	<i>Hawai'i Revised Statutes</i>
HSEO	State of Hawai'i DBEDT Hawai'i State Energy Office
<i>HVO</i>	<i>Hazards and Vulnerabilities Overview</i>
IA	Individual Assistance
<i>IPP</i>	<i>Integrated Preparedness Plan</i>

JIC	Joint Information Center
KEMA	Kaua'i Emergency Management Agency
LNO	Liaison Officer
MEMA	Maui Emergency Management Agency
NGO	Non-Governmental Organization
NIMS	National Incident Management System
<i>OSP</i>	<i>Operational Support Plan</i>
PA	Public Assistance
PSD	State of Hawai'i Department of Public Safety
SCO	State Coordinating Officer
SECC	State Emergency Communications Committee
SEOC	State Emergency Operations Center
<i>SEOC PG</i>	<i>State Emergency Operations Center (SEOC) Procedural Guide</i>
SERT	State Emergency Response Team
SESF	State Emergency Support Function
SOFR	Safety Officer
<i>SPR</i>	<i>Stakeholder Preparedness Report</i>
TAG	State of Hawai'i Adjutant General
<i>THIRA</i>	<i>Threat Hazard Identification and Risk Assessment</i>
XO	HI-EMA Executive Officer
<i>ROP</i>	<i>Recovery Operations Plan</i>