STATE OF HAWAIʻI EMERGENCY OPERATIONS PLAN (HI-EOP): BASE PLAN

February 2026

STATE OF HAWAIʻI EMERGENCY MANAGEMENT AGENCY (HIEMA)

AUTHORITY AND ADOPTION LETTERS

EXECUTIVE SIGNATORY PAGE

The most fundamental function of government is to provide for the safety and welfare of the public. An effective emergency management program is essential to ensuring the State of Hawai'i fulfills this responsibility when our residents and visitors are threatened or impacted by emergencies or disasters.

The *State of Hawai'i Emergency Operations Plan: Base Plan (HI-EOP)* establishes the framework the state will use to organize and coordinate its incident response activities when its assistance is required to save lives and protect public safety, health, welfare, and property.

This plan establishes the emergency management responsibilities of state departments and agencies. It identifies how they will work with the Hawai'i Emergency Management Agency (HIEMA) to ensure the state is prepared to execute a well-coordinated, timely, and consistent disaster response. The plan also addresses how the state's activities will be integrated with county and federal government response efforts, incorporating partners from the private sector and non-governmental organizations.

The *HI-EOP* is intended to be a living document that evolves and improves as the outcomes of ongoing planning efforts, exercises, and real-world incidents are incorporated.

The execution of this plan requires the collective efforts and ongoing commitment of all state entities, all levels of government, and the broader community. I am confident that this plan provides the structure necessary to facilitate ongoing collaboration and protect the people of Hawai'i.

I hereby promulgate the *State of Hawai'i Emergency Operations Plan: Base Plan*.

JOSH GREEN, M.D.
Governor
State of Hawai'i

Date: **FEB 1 7 2026**

LETTER OF ADOPTION

The *HI-EOP* establishes the policies, procedures, and organization that HIEMA will use to activate the State Emergency Operations Center (SEOC) and coordinate the activities of the state agencies in response to emergencies or disasters in Hawaiʻi that require support from the state government.

This plan is directed by Hawaiʻi Revised Statutes (HRS) Chapter 127A, Emergency Management, and applies to all state departments, including agencies, offices, higher education institutions, commissions, boards, and councils. This plan does not direct the emergency operations of local governments, federal agencies, the private sector, or non-governmental organizations. However, it does provide a reference for their emergency plans, procedures, and actions.

It is essential to note that local jurisdictions are primarily responsible for the initial response and management of an emergency. The state's response supports local efforts when additional resources are required or unavailable within the county. The *HI-EOP* describes how state resources will be activated, requested, and coordinated to complement local response efforts.

This document is maintained by HIEMA, with input from state departments and agencies, private sector partners, and non-governmental organizations.

MAJOR GENERAL STEPHEN F. LOGAN
Director of Emergency Management
Hawaiʻi Department of Defense

Date: Feb 11, 2026
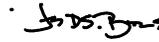
JAMES DS. BARROS
Administrator of Emergency Management
Hawaiʻi Emergency Management Agency

Date: Feb 10, 2026

RECORD OF APPROVAL

The Administrator of Emergency Management for the State of Hawai'i authorizes changes to the *HI-EOP*. All updates and revisions to this plan will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented.

Approval #	Approval Date	Approval Authority	Type of Approval
1	May 7, 2019	Governor Ige / Emergency Management Director General Logan / Administrator Miyagi	Update
2	November 1, 2019	Administrator Travis / Executive Officer Meyers	Revision
3	February 28, 2022	Administrator Meyers	Update
4	April 18, 2022	Administrator Meyers	Update
5	February 2026	Governor Green / Director of Emergency Management, Logan / Administrator Barros	Revision & Re-signature

RECORD OF CHANGES

The Administrator of Emergency Management for the State of Hawaiʻi authorizes changes to the *HI-EOP*. All updates and revisions to this plan will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented.

Change #	Page or Section Changed	Summary of Change	Date
1	2.1.3 Hazard Analysis	Hawai'i Hazard Profile information has been updated to reflect the 2018 Hazard Mitigation Plan.	Previous Document
2	2.1.4 Vulnerability Analysis	Statistics updated	Previous Document
3	2.2 Assumptions	Changed personal readiness recommendation from 7 to 14 days	Previous Document
4	3.4.1 Emergency Management Officers	Updated Emergency Management Officer (EMO) responsibilities to clarify the relationship to the State Emergency Operations Center	Previous Document
5	4.2.1 Monitoring and Detection by State Warning Point 5.9.2 Requests for Active Duty (Title 10) Support	United States Pacific Command (USPACOM) changed to U.S. Indo-Pacific Command (USINDOPACOM)	Previous Document
6	3.3.4.1 Hawaiʻi Department of Defense, Homeland Security Division	Homeland Security Division changed to the Office of Homeland Security	Previous Document
7	3.4.2 State Emergency Support Function Representatives	Removed the definition of a State Emergency Support Function (SESF) Coordinating Agency and consolidated Coordinating Agency responsibilities under the SESF Primary Agencies	Previous Document
8	4.2.2 Reporting Incidents to SWP	Updated types of incidents that should be reported to SWP	Previous Document

9	4.3.2 SEOC Emergency Activation Levels	Changed the number of SEOC Activation Levels to 3	Previous Document
10	5.2 State Emergency Operations Center Organization	Updated SEOC organizational charts	Previous Document
11	5.4.2 Emergency Management Assistance Team (EMAT)	Removed reference to the Geographical Operations Branch	Previous Document
12	9.5 Training and Exercise of the Plan	Corrective Action Program information is updated	Previous Document
13	11.3 Support Annexes	Deleted reference to the Ballistic Missile Annex and the Joint Mosquito Disease Outbreak Annex	Previous Document
14	5.1.4 HIEMA Administrator	Align roles with HRS 127A	10/7/19
15	5.2.1 Joint Information Center	Update information for SOG	10/7/19
16	5.3 Requests for Information & Assistance	Update the RFA process	10/7/19
17	5.4.2 Liaison Officers	Update the Liaison duties and responsibilities	10/7/19
18	6.2 WebEOC	Update manual information	10/7/19
19	6.3.1 Information Collection	Update Essential Elements of Information	10/7/19
20	7.2 Communications	Update information on the Communication Annex	10/7/19
21	2.1.3 Hazard Analysis Summary	Replaced the 2018 Hazards Ranking Table with the State of Hawaiʻi All-Hazard Identification, Vulnerability, and Risk Assessment table	2/28/22

22	4.3 Activation of the State Emergency Operations Center	Added specific SEOC location and address	2/28/22
23	4.3.2 SEOC Emergency Activation Levels	Updated Activation Levels	2/28/22
24	4.6.2.1 Immediate Response/Life Safety	Added b. Evacuation and Shelter in Place Revised c. Search and Rescue (SAR) Operations	2/28/22
25	4.6.2.2 Life Sustaining Response	Added Damage Assessment Added Debris Management	2/28/22
26	5. Direction, Control, and Coordination	Added Private Sector Coordination	2/28/22
27	5. Direction, Control, and Coordination	Added SEOC Manager to the Org charts and descriptions	2/28/22
28	5. Direction, Control, and Coordination	Added DLNR DOCARE to Figure 6: Federal and State Emergency Support Function Crosswalk	2/28/22
29	Table of Contents	The table of contents now only shows two levels instead of three	2/28/22
30	All	Grammar, spelling, and other corrections: removed left/right footers, "event" changed to "incident," and removed blank pages	2/28/22
31	11. List of Attachments and Annexes	Updated attachment references	4/18/22
32	Attachment 1	Addition of Attachment 1 to the body of the plan	4/18/22

33	All	Spelling and Grammar corrections	5/31/23
		Corrected/clarified names of positions and entities	
		Updated academic information (ex, Census data)	
		Removed references to documents that no longer exist	
		Updated heading, body, and other visual formatting	
		Replaced images, tables, and charts to match the formatting style	
		Numbered figures and tables	
		Removed references to "SEOC Manager"	
34	Record of Changes	Added Table of Tables and Table of Figures	5/31/23
35	1.2.2 Plan Components 1.2.3 Relationship to Other Plans	Updated to match the CEMP organization	5/31/23
36	1.2.3 Relationship to Other Plans	Included federal requirements for Emergency Action Plans	5/31/23
37	2.1.4.5 Infrastructure Vulnerabilities	Updated to include intentional physical and cyber-attack vulnerability	5/31/23
38	2.2 Assumptions	Changed to 2.2 Assumptions and Planning Factors	5/31/23
39	3.3.4.1 Hawaiʻi Office of Homeland Security	Updated responsibilities	5/31/23
40	4.2.1 Monitoring and Detection by State Warning Point	Updated verbiage	5/31/23
41	4.3.2 SEOC Activation Levels	Updated activation table	5/31/23

42	4.5 Levels of Emergency Coordination 5 Direction, Control, and Coordination	Included 4.5.2 Unified Coordination Group and 5.1.3 Unified Coordination Group	5/31/23
43	5.2 State Emergency Operations Center Organization	Updated information based on the new SEOC organization	5/31/23
44	5.4.2 SEOC Senior Liaisons and Mission Support Staff	Replaced by 5.4.2 Emergency Management Assistance Team	5/31/23
45	6.3 Information Collection Plan	Removed	5/31/23
46	7.2 State Communications System	Removed reference to the Emergency Communications Annex	5/31/23
47	8.2.1 Intrastate Mutual Aid	Updated to include new legislation	5/31/23
48	8.2.2	Transferred EMAC responsibility from Logistics to Operations	5/31/23
49	9.1 Responsibilities for Plan Development and Maintenance	Updated OHS responsibilities	5/31/23
50	10.2 Federal Laws, Regulations, and Directives	Added reference to Title 29, Code of Federal Regulations (CFR), Part 1910, Subpart E, 1910.38, Emergency Action Plans, HRS 127B, PPD-21, Executive Order 13636, PPD-41, Executive Order on Improving the Nation's Cybersecurity, National Prevention Framework, National Protection Framework	5/31/23
51	11. List of Attachments and Annexes	Updated list	5/31/23
52	ALL	Spelling and Grammar corrections Corrected/clarified names of positions and entities	1/13/25

		Updated academic information (ex, Census data)	
		Removed references to documents that no longer exist	
		Updated heading, body, and other visual formatting	
		Replaced images, tables, and charts to match the formatting style	
		Numbered figures and tables	
53	Table 2	Updated Statistics to 2022 & 2023	1/14/2025
54	Table 3	Updated HIEMA Activation Levels	6/5/2025
55	ALL	Spelling and Grammar corrections Corrected/clarified names of positions and entities	12/16/2025

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1. INTRODUCTION

1.1 PURPOSE

The *HI-EOP* aims to establish a shared framework for effectively coordinating response and initial recovery operations during large-scale or complex emergencies and disasters that require the state's support.

This plan defines roles and responsibilities for state emergency management functions, establishes the conditions under which state resources are mobilized, and describes the organizational concepts and structures used to coordinate actions of state entities and other levels of government.

The *HI-EOP* reflects an all-hazards approach to planning, meaning a similar concept of operations can be applied to all types of emergencies, regardless of the exact nature of the incident.

    a. An all-hazards approach acknowledges that some hazards have unique planning and response considerations that require special attention. Operational Support Plans and Annexes to the *HI-EOP* provide additional direction and guidance

The procedures outlined in this plan represent a flexible and scalable approach to emergency management. Depending on the situation's needs, all or part of this plan may be implemented.

1.2 SCOPE

The *HI-EOP* addresses a broad range of naturally occurring hazards and technological and human-caused accidental and intentional incidents that could adversely impact Hawaiʻi's people, property, environment, or economy.

This plan may be implemented when state resources are required for any of the following:

    a. To assist local governments during a threatened or actual emergency or disaster

    b. To prepare for, respond to, or assist in a planned event

    c. To respond to an emergency or unusual situation that requires a high degree of immediate, non-routine coordinated action by state departments or agencies

Emergency management encompasses mitigation, preparedness (including prevention and protection), response, and recovery activities. The principal concern of the *HI-EOP* is the response phase, from the onset of threat or emergency conditions through the transition to the initial recovery period. Though the other emergency management phases are referenced, these activities are outside the scope of this plan.

The *HI-EOP* is promulgated by the Governor through the Hawaiʻi Emergency Management Agency (HIEMA) and applicable to all state departments, including agencies, offices, institutions of higher education, commissions, boards, and councils, as well as designated Non-Governmental Organizations (NGOs) and private sector partners that may be requested to support the state's emergency operations.

1.2.1 DEFINITIONS

This section defines key terms that are frequently used throughout this document. Attachment 1 provides a comprehensive list of terms, abbreviations, and acronyms.

a. An **emergency** is any imminent threat that results, or is likely to result, in substantial injury or harm to the population or significant damage to or loss of property

b. A **disaster** is a type of emergency, only more significant. It is defined as any emergency or imminent threat that results, or is likely to result, in loss of life, multiple injuries, and/or property and requires, or may need, assistance from other counties, states, or the federal government

c. An **incident**, as used in this plan, refers to any occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. An incident may be an emergency or a disaster

1.2.2 PLAN COMPONENTS

The *HI-EOP* consists of the following components:

Base Plan

State Emergency Support Function Annexes	Incident Specific Annexes/Plans	Operational Support Plans
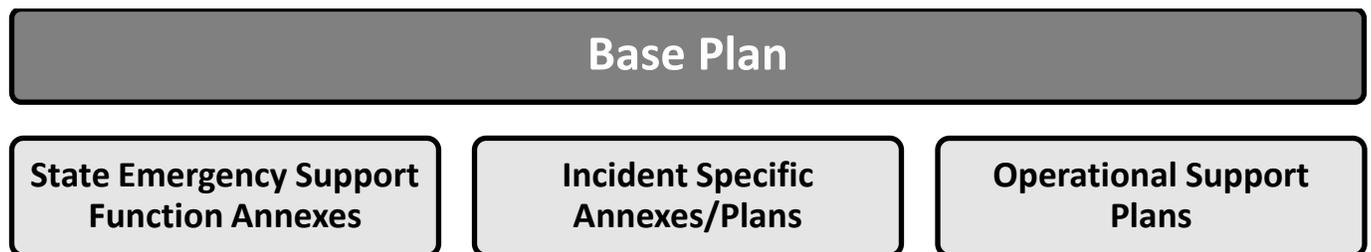
Figure 1: *HI-EOP* Organization

a. **Base Plan:** The Base Plan is the fundamental framework for statewide emergency management. It outlines the state's hazard vulnerabilities and planning assumptions. It establishes the authorities, responsibilities, operational priorities, and general strategies for state emergency operations that apply regardless of the specific type of emergency or disaster

b. **State Emergency Support Function (SESF) Annexes:** State agencies responsible for providing emergency assistance are organized into 16 functional groups, known as State Emergency Support Functions (SESF). Each SESF has an Annex to the *HI-EOP* that defines the SESF's purpose and scope, identifies agencies assigned to the SESF, establishes their roles and responsibilities, and describes how they will coordinate during an emergency

c. **Incident-Specific Annexes/Plans:** While the *HI-EOP* is an all-hazards plan, some incident types warrant additional attention based on the level of risk they present, unique planning requirements, or regulations involved

    d. **Operational Support Plans:** Operational support plans outline the key goals, objectives, tasks, and assignments that support the execution of the response concepts outlined in the *HI-EOP.* Like incident-specific annexes/plans, operational support plan development is often driven by the need to present specific response objectives and tasks in greater detail or address unique planning considerations and response needs

1.2.3   RELATIONSHIP TO OTHER PLANS

1.2.3.1.   RELATIONSHIP TO COUNTY PLANS

The *HI-EOP* provides state resources and support for local emergency operations upon request by county officials.

Counties develop their plans, which guide the utilization, direction, control, and coordination of local resources during emergency operations and address mechanisms for requesting and integrating state support when local resources are insufficient.

Developing and maintaining a comprehensive local emergency management plan is required for county governments *(HRS Chapter 127A-5)*.

1.2.3.2.   STATE DEPARTMENT PLANS

State Department Emergency Operations Plan (EOP)

    a. Each state department must develop and maintain a plan for emergency operations that supports the *HI-EOP* to ensure the state can implement it (*Administrative Directive No. 23-02*)

    b. The departmental EOP addresses how the department will manage the impact of the emergency on its operations and execute duties assigned by the *HI-EOP*

    c. The departmental EOP should contain the following:

        i. Assignment of emergency duties and authorities by division, branch, and position

        ii. Identify a physical or virtual Department Operations Center (DOC**)** from which those assigned emergency duties will coordinate

        iii. Procedures for activation and notification of personnel

        iv. Attachments that support plan implementation, including internal policies, procedures, and tools such as checklists

Worksite Emergency Action Plan (EAP)

    a. The Occupational Safety and Health Administration (OSHA) requires each departmental worksite to maintain and exercise a worksite Emergency Action Plan (EAP). Whereas the department's EOP addresses the department's overall emergency response structure and policies, EAPs are specific to each

worksite and focus only on safety and evacuation procedures for hazards such as fire, tsunami, bomb threats, or active shooters

b. An EAP aims to get personnel to safety at the worksite as quickly as possible and account for their welfare. It is NOT intended to address the actual response presented by said hazards

c. Per Title 29 Code of Federal Regulations (CFR), Part 1910, Subpart E, 1910.38, EAPs should include the following information specific to each worksite:

  i. Procedures for reporting a fire or other emergencies

  ii. Procedures for emergency evacuation, including the type of evacuation and exit route assignments

  iii. Procedures to be followed by employees who remain to operate critical plant operations before they can evacuate

  iv. Procedures to account for all employees after evacuation

  v. Procedures to be followed by employees performing rescue or medical duties

  vi. The name or job title of every employee that may be contacted by employees who need more information about the plan or an explanation of their duties under the plan

d. Additionally, each worksite's leadership must ensure that the plan:

  i. Is trained and exercised with employees to ensure employees can safely assist each other in evacuating the worksite

  ii. It is reviewed with each employee at the worksite when the plan is developed or updated, and/or when the employee is new

Continuity of Operations (COOP) Plan

a. State departments must maintain current all-hazards Continuity of Operations Plans (under *Administrative Directive No. 23-02*) that address the continuity of critical business functions during operational disruptions and plans for restoring normal operations

b. The COOP shall contain the following elements to ensure the continuity of essential government functions:

  i. Identification of essential functions

  ii. Line of succession (minimum three deep) for essential positions

  iii. Protection of personnel, equipment, vital records, and systems

  iv. Provision for relocation to alternate operating facilities

  v. Identification of redundant critical communications and Information Technology (IT) systems

1.2.3.3. RELATIONSHIP TO OTHER STATE PLANS

The *HI-EOP* is part of the State of Hawaiʻi Comprehensive Emergency Management Program (CEMP), as outlined in Volume III: Respond. The chart below illustrates the relationships between the documents that comprise the rest of the CEMP. Review the 2024 State of Hawaiʻi's CEMP Base Plan for a more detailed description of how the state documents relate to each other.
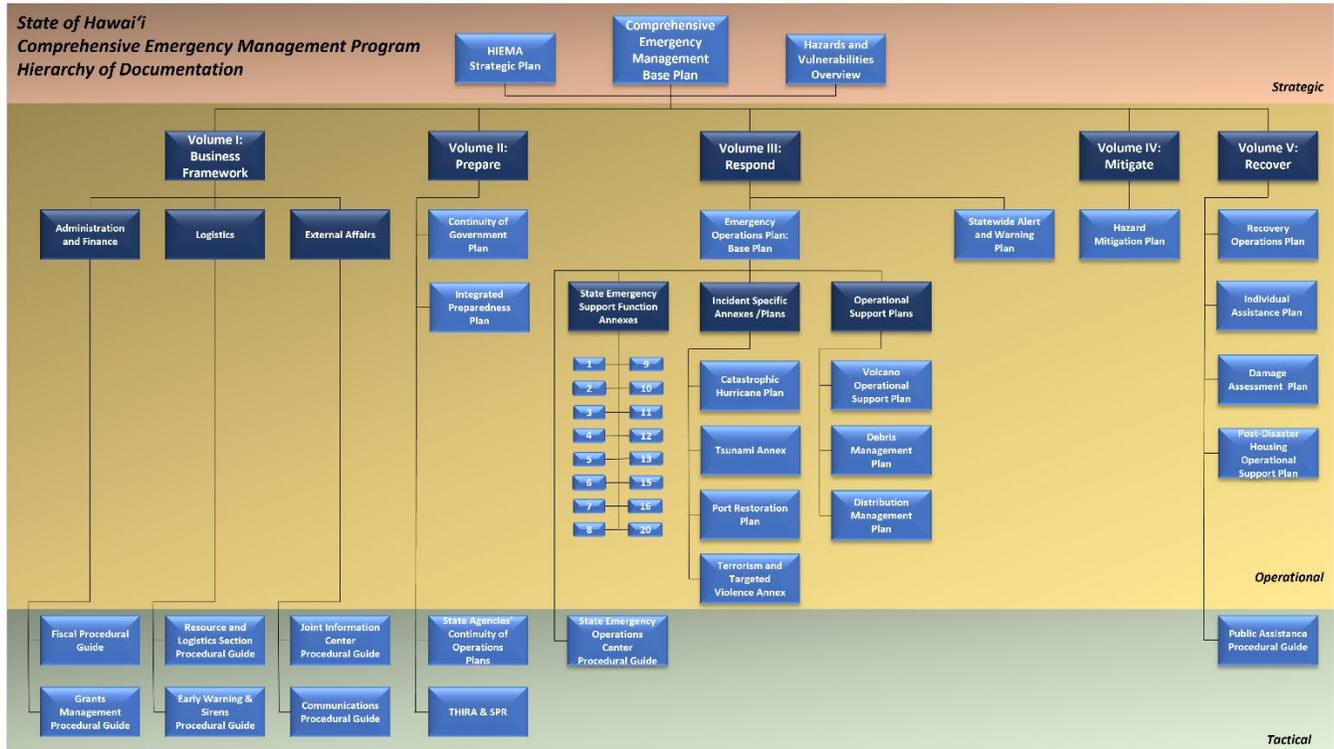
Figure 2: State of Hawaiʻi CEMP Hierarchy of Documentation

1.2.3.4. RELATIONSHIP TO FEDERAL PLANS

The *HI-EOP* integrates federal participation in state emergency operations when a federal agency is responding under its statutory authorities or when federal assistance is provided to the state following a presidentially declared disaster. This plan is intended to be compatible with the National Preparedness Framework (NPF), the National Response Framework (NRF), and the National Incident Management System (NIMS).

2. SITUATION, ASSUMPTIONS, AND PLANNING FACTORS

2.1 SITUATION OVERVIEW

As data sources referenced in this section are updated separately from the *HI-EOP*, the information provided may not reflect the most current statistics, which can be obtained from the sources below:

a. *U.S. Census Data:* An officially designated source of Census Bureau data for Hawai'i*:* http://census.hawaii.gov/ or https://www.census.gov/quickfacts

b. *State of Hawai'i Data Book*: Published annually by the Department of Business, Economic Development and Tourism (DBEDT): http://dbedt.hawaii.gov/economic/databook/

c. *Monthly Visitor Statistics and Annual Reports:* Published by the Hawai'i Tourism Authority: http://www.hawaiitourismauthority.org/research/

d. Other state reports on various topics such as housing, energy, employment, and the economy are also available on the DBEDT website: http://dbedt.hawaii.gov/economic/reports_studies/

2.1.1 GEOGRAPHY

The Hawaiian Islands (shown on the map below) stretch over 1,523 miles of the Pacific Ocean. They comprise 132 volcanic islands, atolls, reefs, and shoals and have a total land area of 6,423.4 square miles. Except for Midway Atoll, an unincorporated territory of the United States, these islands and islets are administered as the State of Hawai'i.
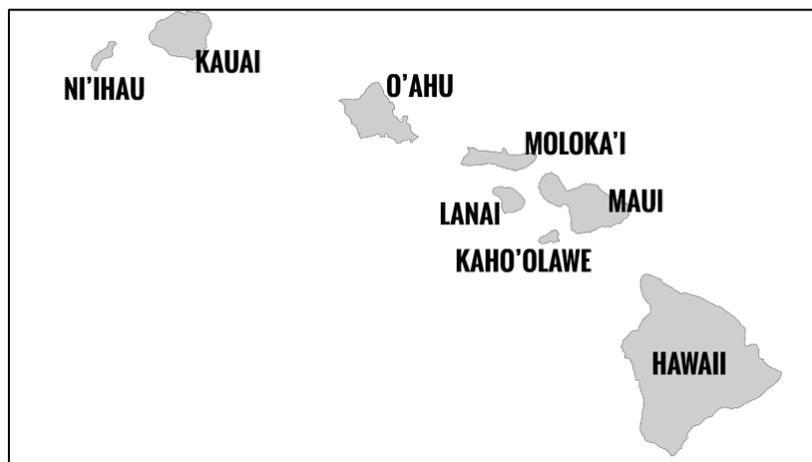
Figure 3: The Hawaiian Islands

There are eight main Hawaiian Islands located in the Central Pacific at the southeastern end of the archipelago, which are (from southeast to northwest) the Island of Hawaiʻi (commonly referred to as the 'Big Island'), Maui, Kahoʻolawe, Lānaʻi, Molokaʻi, Oʻahu, Kauaʻi, and Niʻihau.

    a. Seven of the main islands have permanent resident populations. Kahoʻolawe, the smallest, was a former military training ground and bombing range before reverting to state control in 1994. Today, it is administered as the Kahoʻolawe Island Reserve and has no permanent residents

Hawaiʻi is the most isolated population center in the world. It is approximately 2,400 miles southwest of the Contiguous United States (CONUS).

    a. The islands are also geographically separated, and travel between them is by air or sea. Commercial aircraft is the most common method of inter-island travel, with flight times ranging from 30 minutes to an hour, depending on the origin and destination points. Commercial ocean cargo carriers sail between the islands and the CONUS

Hawaiʻi enjoys a year-round temperate climate with temperatures ranging from 75 to 85 degrees. The state experiences two main seasons: the summer season, from May to October, when temperatures are generally warm, and the winter or rainy season, from November to April, when temperatures are slightly cooler. Hurricane season typically runs from June 1st to November 30th.

2.1.2 POLITICAL SUBDIVISIONS

The state is divided into the following five counties: Hawaiʻi County, Maui County, Kalawao County, the City and County of Honolulu, and Kauaʻi County.

Except for Kalawao County (*see* 2.1.2.3 Kalawao County), a mayor heads each county's executive branch, the chief elected official, and the executive officer. Legislative authority rests with the County Council.

Unique to Hawaiʻi is that public education and public health responsibilities are solely state functions.

    a. The Hawaiʻi Department of Education (HIDOE) administers a single statewide school district. There are no local school districts or county Boards of Education

    b. There are no county health departments. The state's Department of Health (DOH) has personnel, offices, and programs in each county, located within the District Health Offices

2.1.2.1. HAWAIʻI COUNTY

Hawaiʻi County comprises the Island of Hawaiʻi, the youngest and largest island in the island chain, with an area of 4,028.42 square miles.
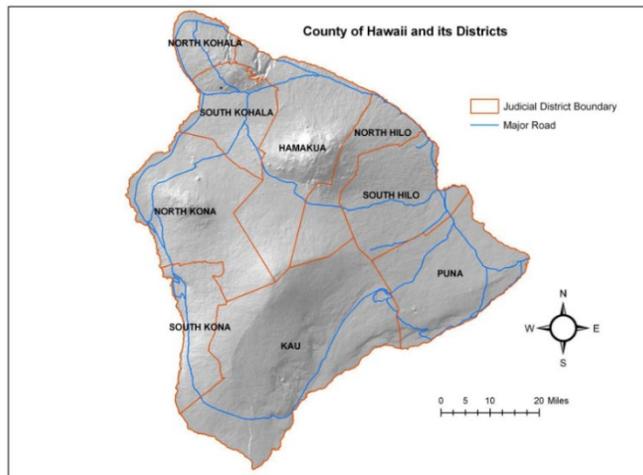
Figure 4: The County of Hawaiʻi and its Districts

The county seat is in Hilo on the island's east side. Kailua-Kona is the other major population center on the island's west side.

There are two (2) commercial airports, Hilo International Airport (ITO) and Kona International Airport (KOA), and two (2) general aviation airports, Upolu Airport (UPP) and Waimea-Kohala Airport (MUE). Hilo Harbor, located on the northeast coast, and Kawaihae Harbor, situated on the northwest coast, are both commercial ports.

2.1.2.2.   MAUI COUNTY

Maui County includes the islands of Maui, Molokaʻi, Lānaʻi, and Kahoʻolawe.
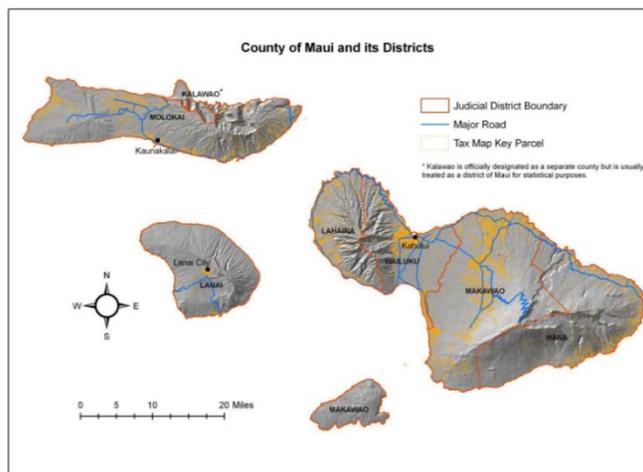
Figure 5: The County of Maui and its Districts

a. **Island of Maui**

    i.   The island of Maui is the second largest of the central Hawaiian Islands at 771.99 square miles

    ii.   Wailuku is the county seat. The main population centers include Kahului (central Maui), Kihei (southwest Maui), Lahaina (west Maui), and Upcountry Maui, the volcano-slope region of Mt. Haleakalā

    iii.   There are three commercial airports, including Kahului Airport (OGG), the main airport, and two small commuter airports, Kapalua Airport (JHM) in West Maui and Hana Airport (HNM) in East Maui. Kahului Harbor is the only commercial port on the island of Maui

b. Molokaʻi

    i.   The island of Molokaʻi has a land area of 260.46 square miles. Kaunakakai, located on the southern coast, is the island's largest town. Kalaupapa, situated on the island's northern peninsula, is a separate jurisdiction. *See* **2.1.2.3 Kalawao County**

    ii.   Two small airports service the island, including Molokaʻi Airport (MKK) in Kaunakakai, the largest of the two, and Kalaupapa Airport (LUP). Kaunakakai Harbor is the port on the south-central shore

c. Lānaʻi

    i.   The island of Lānaʻi has a land area of 141.07 square miles and is 98% privately owned. The small town of Lānaʻi City, located in the central part of the island, is the only major population center

    ii.   Lānaʻi Airport (LNY) is the island's only commercial airport. Lānaʻi is also serviced by a ferry between Lanai's Manele Harbor and Maui's Lāhainā Harbor. Kaumalapau Harbor, located on the southern shore, is the only commercial port

d. Kahoʻolawe

    i.   Kahoʻolawe has a land area of 44.6 square miles and is 7 miles from the island of Maui. It is a former military training ground with no permanent residents

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2.1.2.3.   KALAWAO COUNTY

Kalawao County is an area in the remote Makanalua peninsula on the island of Molokai. This county comprises two Hansen's disease (leprosy) settlements, Kalawao and Kalaupapa.

The Kalaupapa settlement remains home to a small population of patients who can live there for the rest of their lives. Other residents include a small contingent of state employees and National Park Service staff.

The county is administered by the Hawaiʻi State Department of Health (HDOH) and has no elected officials. The governor appoints the Director of HDOH, who serves as the county mayor and supports all aspects of allowing patient residents to live their remaining lives in Kalaupapa.

The Kalaupapa National Historical Park, which encompasses Kalawao County, was established in 1980. With support from Maui County, the National Park Service is the primary agency responsible for law enforcement, emergency management, and response to wildland and structural fires within the county.

2.1.2.4. CITY AND COUNTY OF HONOLULU
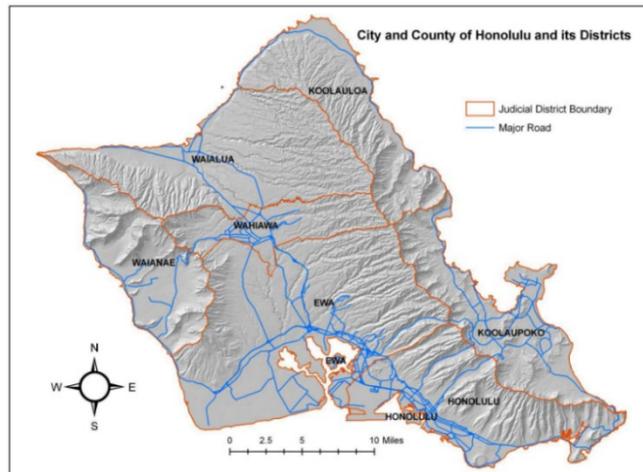
Figure 6: City and County of Honolulu and its Districts

The City and County of Honolulu comprises the island of Oʻahu, the third largest of the main islands, with a land area of 597.64 square miles.

Oʻahu is the most populous island, home to roughly two-thirds of the state's population. Honolulu, located on the south shore, is the state capital and county seat.

The island is home to several central military installations and the U.S. Indo-Pacific Command (USINDOPACOM).

Daniel K. Inouye International Airport (HNL) is the state's largest airport and hub. There are military airfields at Wheeler Army Airfield and Kaneohe Marine Corps Base, and two (2) general aviation airports, Dillingham Airfield and Kalaeloa Airport (JRF).

Honolulu Harbor, located on the southern coast, is the primary commercial port for the island and the hub of the state's port system. Here, containerized cargo and other commodities are received and then distributed inter-island. Kalaeloa Barbers Point Harbor, on the southwestern tip, is the second busiest port in the state and handles liquid-bulk (e.g., petroleum) and dry-bulk (e.g., coal, cement, scrap metal) cargo.

2.1.2.5.   KAUAʻI COUNTY
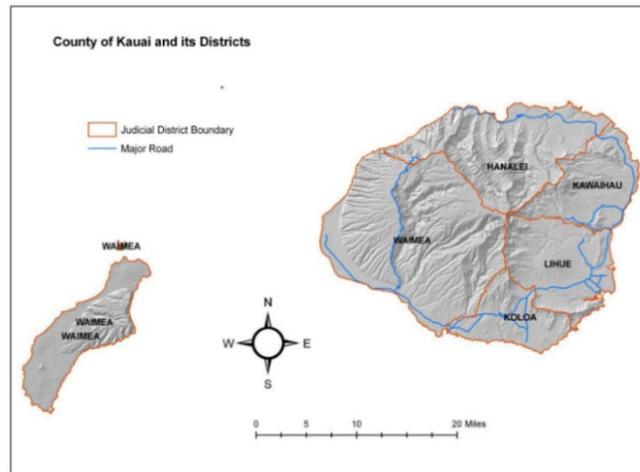
Figure 7: County of Kauaʻi and its Districts

Kauaʻi County includes the islands of Kauaʻi and Niʻihau.

a. **Island of Kauaʻi**

   i.   Kauaʻi is the fourth largest of the main islands, with a land area of 552.35 square miles

   ii. Lihue, located on the east side, is the county seat and commercial center. Kapaʻa, just north of Lihue, is the largest town on Kauaʻi

   iii. Lihue Airport (LIH) is the only commercial airport on Kauaʻi. The Pacific Missile Range Facility (PMRF) at Barking Sands has a military airfield, while Port Allen (PAK) is a general aviation airport. Nawiliwili Harbor, just outside Lihue, is the primary port. Port Allen, on the south coast, handles liquid-bulk cargo

a. **Niʻihau**

   i.   The island of Niʻihau, located 17.5 miles southwest of Kauaʻi, is the smallest inhabited Hawaiian Island with a land area of 67.6 square miles. The island has been privately owned by the Robinson family since 1864. Niʻihau is generally off-limits to all but relatives of the island's owner, U.S. Navy personnel, government officials, and guests

2.1.3   HAZARD ANALYSIS

A hazard represents an incident or physical condition that has the potential to cause fatalities, injuries, property or infrastructure damage, interruption of business, or other types of harm or loss. The primary goal of emergency management in the state of Hawaiʻi is to ensure readiness to respond to and recover from the wide-ranging impacts, regardless of their origin.

The *State of Hawaiʻi Hazard Mitigation Plan (HMP)* provides a detailed profile of the various hazards that may impact Hawaiʻi and an assessment of the risk these incidents pose to the state. The evaluation included in the *HMP* is considered the hazard assessment section of the *HI-EOP* and should be referenced for additional information.

The *Hazards and Vulnerabilities Overview (HVO)* serves as the primary document for identifying hazards and vulnerabilities in the state. The identified hazards are broken into two categories:

a. **Natural:** Naturally physical phenomena, including climatological, hydrological, geophysical, and biological incidents

b. **Human-caused**: Incidents caused by humans, their activities, and their technology. Human-caused hazards may be accidental or intentional, and sometimes caused or exacerbated by natural hazards

Although the hazards are categorized as either natural or human-caused, it is essential to note that they are not mutually exclusive. Many hazards can present themselves as secondary or tertiary effects of another.

Table 1: State of Hawaiʻi All-Hazard Identification, Vulnerability, and Risk Assessment (2024)

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 & 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

The State of Hawaiʻi Threat Hazard Identification and Risk Assessment (THIRA) also identifies a select few hazards with the highest consequences to the state. It provides a more in-depth analysis of those hazards. The THIRA analyzes the expected impacts of each of these hazards, assesses the capabilities and resources required to prepare, and identifies actions that can be taken to mitigate, reduce, or eliminate the identified impacts.

2.1.4   VULNERABILITY ANALYSIS

This section provides an overview of key geographic, demographic, and infrastructure vulnerabilities that may significantly affect how the state is affected by, responds to, and recovers from a disaster.

2.1.4.1.   VULNERABLE POPULATIONS

Emergencies and disasters pose a significant challenge to the entire community. Still, specific populations are particularly vulnerable to their impacts, including children, individuals with disabilities or access and functional needs, the elderly, and people with limited English proficiency.

    a. In 2023, the elderly (65 years and older) in Hawaiʻi accounted for 17.7% of the statewide population. In terms of the percentage of the population aged 65 and over, Hawaiʻi ranked 7th among the 50 states and the District of Columbia[1]

    b. Individuals with disabilities and others with functional and access needs must be considered in emergency planning. In 2023, approximately 14.4% of Hawaiʻi's population had a disability. Approximately 46.3% of residents aged 75 and above are disabled[2]

    c. A lack of affordable housing has contributed to a growing homeless population in the state, which will have distinct needs following an incident and may have trouble accessing or qualifying for traditional assistance programs

    d. The visitor industry is the state's largest employer and economic driver. However, several incidents can discourage travel and jeopardize the industry, such as disasters resulting in widespread destruction, terrorist threats or incidents, and outbreaks of communicable diseases. A downturn in tourism could lead to significant financial loss and job losses after an incident, which will hinder the long-term recovery process

Visitors are particularly vulnerable during emergencies or disasters, as they are often lacking sufficient supplies for self-sustainability and are unfamiliar with local hazards and evacuation plans. Additionally, the diversity of

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[1] Vintage Population Estimates Program, Estimates as of July 1, 2023, U.S. Census Bureau, https://www.census.gov/quickfacts
[2] 2023 Disability Status Report – Hawaiʻi, https://www.disabilitystatistics.org/acs-custom

the visitor population, with significant numbers coming from Asia and Oceania, necessitates consideration of language and culture when addressing visitor needs.

	State	Hawai'i County	Maui County	City and County of Honolulu	Kaua'i County
[3]Resident Population	1,446,146	207,615	164,183	989,408	73,851
[4]2022 Daily Visitor Census	233,534	37,701	65,287	99,092	28,604

*Includes population estimate of Kalawao County of 81 people

Table 2: 2024 State Resident Population and Daily Visitor Census by County

2.1.4.2.   HOUSING

Hawai'i faces a shortage of available and affordable housing for moderate and low-income families. Limited inventory will make securing temporary and long-term housing a significant challenge following an incident that displaces a large number of people.

Hawai'i has many multi-generational households, a product of both cultures, limited housing inventory, and high housing expenses. Nearly 8% of households are multigenerational, the highest percentage in the country.[3]

Due to the islands' topography and the relatively small amount of land suitable for settlement, most of the population and tourist resorts are located near the shoreline, many of which are within tsunami, storm surge, and flood zones. The demand for housing on some islands also encourages settlement on ridgelines and at the edge of mountains, increasing vulnerability to unstable ground conditions and high winds.

A significant percentage of homes in Hawai'i are older and built using outdated codes and design methods. Throughout the 1970s, 'single-wall construction' and 'post and pier—toe block' foundations were prevalent in conventional home construction. Homes built with this type of construction are the most vulnerable because they lack any seismic or hurricane-resistant requirements.

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[3]Annual Estimates of Resident Population, July 1, 2023, U.S. Census Bureau, https://factfinder.census.gov
[4] 2023 Annual Visitor Research Report, Hawai'i Tourism Authority, https://www.hawaiitourismauthority.org/research/annual-visitor-research-reports/

2.1.4.3.   COMMODITIES AND PORT VULNERABILITY

Hawaiʻi imports 85 to 90% of its food and 100% of its fuel. Commodities enter the state through air and sea cargo.

   a. The goods most likely to arrive by air cargo are valuable, lightweight, or perishable/time-sensitive, such as precision instruments/machinery, textiles, and pharmaceuticals. The seaport system operates as a hub-and-spoke system. Commodities arrive at ports on Oʻahu and are then delivered by barge to neighboring islands

Besides the lack of local manufacturers, the state relies on a 'just-in-time' logistics system for commodities, meaning direct delivery from ship to store. No extensive warehousing system can quickly meet surges in demand for emergency supplies and other necessities.

   a. On average, commodities from the U.S. West Coast take about four (4) days to arrive in the state. The supply chain is long and complex, spanning up to fourteen (14) days from when goods are shipped from the mainland to when they arrive on store shelves

   b. On any given day, there is only enough food in the state for five (5) to seven (7) days. A disruption to the supply chain would almost immediately impact the population

The state's seaports and airports are highly vulnerable to damage from Hawaiʻi's greatest natural threats – hurricanes and tsunamis. All ports, except one major airport, are in or near inundation areas.

   a. The restoration of commercial seaports following a major disaster will be challenged by a lack of equipment within the state needed for port recovery. This equipment would take at least four (4) days to arrive from the mainland. In the event of significant damage, restoring partial operations at the Port of Honolulu will likely take at least three weeks. The timeline for complete restoration is unknown

   b. A reliable timeline for reopening damaged airports to commercial flights has not been established

Of most significant concern is an extended closure of the Port of Honolulu, as no alternative can be implemented to bring sufficient commodities. Even if no other islands sustained damage, the entire state would be impacted.

   c. Neighbor island ports are not deep enough to handle large container ships. While goods can be shipped by barge from the mainland as an alternative, these ships are slower and carry less cargo

   d. While more goods would be brought in by air following a significant incident, the limited cargo capacity of the state's airports means they could not come close to replicating the seaport's throughput

2.1.4.4.   GEOGRAPHIC ISOLATION

The Hawaiian Islands' geographic isolation complicates the lack of in-state resources. This time-distance relationship necessitates the early identification, coordination, deployment, and tracking of resources to ensure their timely arrival when needed.

d. Transit time by ocean from the West Coast of CONUS to Oʻahu requires at least (4) days by commercial cargo vessel (and longer for neighbor islands), and transit time by air is about five (5) hours for all islands by commercial flight

2.1.4.5.   INFRASTRUCTURE VULNERABILITIES

Extended power, water, and communications disruptions are possible following a significant natural disaster, given the location of many critical infrastructure sites along coastlines and within inundation zones. In addition, the state lacks redundant infrastructure, and points of failure exist at critical facilities.

A shortage of repair components and heavy equipment necessary for debris removal and restoration may hinder the recovery of critical infrastructure. Repair components required to restore infrastructure are not warehoused in the state and estimates for getting some elements to the state post-incident are up to nine weeks.

Hawaiʻi's medical infrastructure cannot handle an incident involving many critical casualties or mass fatalities. Hospital bed space, generally at or near capacity, staffing, and aeromedical transport would all be insufficient to support a mass casualty incident. A statewide shortage of doctors, particularly specialists, is especially pronounced on neighboring islands.

Hawaiʻi's critical infrastructure is the target of intentional attacks, both in the physical and cyber domains, either directly or as a result of a broader adversary attack surface.

2.2 ASSUMPTIONS AND PLANNING FACTORS

The *HI-EOP* was developed with the following assumptions and planning factors:

a. An emergency may occur at any time, affecting single or multiple jurisdictional areas. Some incidents will happen with enough warning to allow for activation and preparation before the onset of emergency conditions. Other incidents will be non-notice incidents that occur without warning

b. All incidents begin and end locally, and county authorities maintain operational control and responsibility for emergency activities within their jurisdictions unless otherwise superseded by statute or agreement

c. Local jurisdictions may request resources from the state to support the response to an incident. Still, the state may be unable to satisfy all emergency resource requests during a significant emergency or disaster

d. If an incident's resource needs exceed state and county capabilities, federal assistance may become available for disaster response and recovery operations under the provisions of the Stafford Act, Public Law 93-288, as amended

e. Incidents in Hawaiʻi may co-occur with incidents on the U.S. mainland, constraining the available resources and slowing or reducing the amount of outside assistance available to support the state

f. State departments will develop and maintain the necessary plans, standard operating procedures, contracts, and memoranda of understanding to execute emergency responsibilities assigned by the *HI-EOP*

g. State employees tasked with emergency duties who live and work within the affected area may be personally impacted by the incident and unable to report to work

h. Closure or reduced seaport operations will result in almost immediate shortages of critical commodities. Response resources arriving at the Port of Honolulu by ship from the West Coast of CONUS will take at least four (4) days

i. All state residents must be prepared with at least fourteen (14) days of resources to meet their basic needs following an emergency or disaster. Catastrophic disasters require even more thorough personal preparation, and the public is encouraged to be self-sufficient for an extended period

3. ROLES AND RESPONSIBILITIES

3.1 OVERVIEW

1. This section outlines general roles and responsibilities for emergency management in Hawaiʻi. Though the primary focus is on roles and responsibilities related to emergency preparedness and response, duties in other phases of emergency management are referenced.

2. HRS Chapter 127A establishes overarching responsibilities for emergency management activities at the state and county levels.

3. Roles and responsibilities for emergency management are also rooted in two important principles.

    a. Emergency management responsibilities across all phases belong to no one agency. All levels of government, the private sector, NGOs, and the community share them. State and county emergency management agencies exist to provide overall coordination and management of emergencies. Still, they rely on the expertise and participation of all stakeholders to support preparedness and mitigation actions, as well as to provide the information, tools, and resources required for response and recovery operations

    b. Incidents are managed at the lowest jurisdictional level possible. Because most incidents can be managed solely with county resources, the state's role in emergency operations, broadly defined, is to coordinate and provide the support counties request when their resources are exhausted or when a needed capability does not exist at the local level

3.2 COUNTY GOVERNMENTS

3.2.1 ROLE

1. Each county in Hawaiʻi has authority for emergency management within its jurisdiction, which is under the mayor's overall direction and control. The mayor's general emergency management powers are defined in HRS Chapter 127A-12.

2. Each county has a local emergency management agency and Emergency Operations Center (EOC) headed by a county-level Administrator, as required by HRS Chapter 127A-5. The county Administrator position is a non-appointed civil service position subject to HRS Chapter 76, Civil Service Law.

3.2.2 ONGOING DUTIES

1. On an ongoing basis, counties will:

a. Maintain a comprehensive emergency management program at the county level that addresses mitigation, preparedness (to include prevention and protection), response, and recovery

b. Develop and implement an emergency operations plan for the county that is consistent with the **_HI-EOP_**

c. Maintain a 24-hour county warning point capable of providing timely alerts and notifications to county government officials and the public. This includes operating the Outdoor Siren Warning System and coordinating the response to siren issues that occur after hours, such as malfunctions, tampering, and/or vandalism

d. Institute training, preparedness, and public information programs to increase community readiness and resilience in coordination with the state, private sector, and NGOs

e. Develop mutual aid agreements for emergency response with other counties and agencies

3.2.3   DURING AN INCIDENT

1. As required during an emergency or disaster, counties will:

   a. Activate the county EOC to coordinate county emergency response efforts

   b. Advise the mayor of the need to declare a local emergency, which grants emergency authorities to commit county resources, expedite emergency operations, and request state support

   c. Maintain cost and expenditure reports associated with emergency operations

   d. Implement protective measures, such as directing the evacuation of the civilian population of the county, opening public emergency shelters for people and pets

   e. Request state assistance when it is apparent that county capabilities will be exceeded

3.3   STATE GOVERNMENT

3.3.1   LEGISLATURE

1. The State Legislature, comprised of the House of Representatives and Senate, establishes the emergency authorities, state agencies, and actors in law and allocates resources to build and sustain a comprehensive emergency management program.

3.3.2   GOVERNOR

1. Under HRS Chapter 127A, the governor has overall authority over the state's emergency management system.

2. In response to a threatened or actual emergency or disaster, the Governor is responsible for:

a. Issuing an emergency proclamation to declare a state of emergency and exercising, as appropriate, emergency authorities conveyed by the declaration to order evacuations, commit state resources, or temporarily suspend regulations to expedite emergency operations

b. Providing strategic guidance for state response and recovery operations

c. Reviewing and coordinating the public release of information related to the state's emergency activities

d. Requesting federal assistance, including a presidential declaration under the Stafford Act, when it is apparent that state capabilities will be exceeded

3.3.2.1. HAWAIʻI ADVISORY COUNCIL ON EMERGENCY MANAGEMENT

1. The Hawaiʻi Advisory Council on Emergency Management (HACEM) is a seven (7) member panel that advises the Governor on emergency management issues. (HRS Chapter 127A-4)

2. The Governor appoints members with the advice and consent of the Senate, and they may not be elected officials or government employees.

3.3.3 HAWAIʻI EMERGENCY MANAGEMENT AGENCY (HIEMA)

3.3.3.1. ROLE

1. The Hawaiʻi Emergency Management Agency (HIEMA), situated within the Hawaiʻi Department of Defense (HIDOD), is established as the state emergency management agency by HRS Chapter 127A-3(a).

2. HIEMA maintains a comprehensive, coordinated, and cooperative emergency management program to prepare for, respond to, mitigate, and recover from emergencies and disasters that threaten or impact the state.

3. Throughout all phases of emergency management, HIEMA coordinates its activities with the entire community, including county emergency management agencies, federal agencies involved in emergency management, state departments and agencies, other states, the private sector, and non-governmental organizations (NGOs).

3.3.3.2. LEADERSHIP

1. The Adjutant General of the HIDOD is the state's Director of Emergency Management and oversees the agency under the governor's direction and control.

2. The day-to-day operations of HIEMA are led by a civilian Administrator, an appointed position that reports to the Director of Emergency Management.

3.3.3.3. ONGOING DUTIES

1. On an ongoing basis, HIEMA will:

   a. Maintain the state CEMP documentation, including plans for disaster preparedness, mitigation, response, and recovery, ensuring alignment with county plans and federal policies, plans, procedures, goals, or other guidelines for emergency management programs

   b. Provide technical guidance and support for state departments and county emergency management agencies in developing emergency operations plans. Recommend revisions as needed to ensure consistency with the *HI-EOP*, state, and federal laws, rules, regulations, and executive orders

   c. Maintain a statewide system for detection, alert, and warning when emergency conditions exist, which includes operating a 24-hour, seven-day-a-week State Warning Point (SWP) and maintaining the Statewide Outdoor Warning Siren System

   d. Institute statewide public awareness programs that focus on emergency preparedness issues, including, but not limited to, the personal responsibility of individuals to be self-sufficient for an extended period following an emergency or disaster

   e. Establish guidelines for emergency shelters and administer a state retrofit program to harden public facilities to serve as hurricane evacuation shelters

   f. Maintain a State Emergency Response Team (SERT) to support emergency preparedness and response efforts that include HIEMA staff, Emergency Management Officers (EMOs), and State Emergency Support Functions (SESFs). Ensure that all departments have identified a primary, secondary, and tertiary Emergency Management Officer (EMO) to serve as the liaison between their agency and HIEMA and assign the appropriate agencies to SESFs. Ensure that tasked agencies appoint representatives to each SESF they are assigned

   g. Engage with county emergency management agencies and federal agencies with responsibilities for Federal Emergency Support Functions (FESFs) to develop and exercise integrated plans and processes that address emergency coordination across all levels of government

   h. Implement training and exercise programs to improve and evaluate the state and county's ability to implement plans and perform emergency duties. This will include a continuous training program for agencies and officials with key roles in state response and recovery efforts to familiarize them with their responsibilities, operational concepts, and procedures

   i. Maintain the operational readiness of the State Emergency Operations Center (SEOC)

   j. Anticipate resource requirements of the state and counties in an emergency. Maintain emergency contracts or establish agreements to ensure access to necessary supplies, property, services, or other resources

3.3.3.4.   DURING AN INCIDENT

1. As required during a disaster or emergency, HIEMA will:

    a. Coordinate the state's response and initial recovery activities, including activating the SEOC and SERT, provisioning resources requested by affected counties, and utilizing federal support when applicable

    b. Advise the Governor to declare a state emergency or request federal aid. At the direction of the Governor's office and in coordination with the Department of Attorney General, prepare state disaster proclamations and Presidential disaster requests for the Governor's signature. Post all proclamations on the HIEMA website

    c. Coordinate requests for out-of-state mutual aid through the Emergency Management Assistance Compact (EMAC)

3.4   AGENCIES WITH STATUTORY RESPONSIBILITIES RELATED TO EMERGENCY MANAGEMENT

This section briefly describes the duties of other state agencies with statutory responsibility for specific emergency management activities and how these activities intersect with statewide emergency operations coordinated by HIEMA.

3.4.1   DEPARTMENT OF LAW ENFORCEMENT

The Department of Law Enforcement centralizes state law enforcement functions in Hawai'i to enhance public safety.

3.4.1.1.   HAWAI'I OFFICE OF HOMELAND SECURITY

1. The Office of Homeland Security (OHS) under the Department of Law Enforcement (DLE) has statutory responsibilities under HRS Chapter 128A for activities related to the prevention of terrorist attacks, reduction of the state's vulnerability to attacks and terrorist activities, and minimizing damage from and recovering from attacks that occur, including:

    a. Preparing comprehensive programs, integrated and coordinated with county, state, and federal agencies to the fullest extent possible

    b. Preparing comprehensive plans for homeland security that are integrated and coordinated with county, state, and federal agencies

    c. Making studies and surveys of vulnerabilities of critical infrastructure and key resources (CIKR) in the state, maintaining a coordinated list of identified sites, and participating in preparing plans for their protection

    d. Operating the State Fusion Center, responsible for disseminating the latest information regarding security threats and incidents facing the state of Hawai'i

2. The Office of Homeland Security under DLE has statutory responsibilities under HRS Chapter 128B for activities related to vulnerability assessments, identification of potential cyber-attacks, mitigation of losses from cyber-attacks, and recovering quickly and efficiently from cyber-attacks, including:

   a. Improving cyber resiliency within the State by developing a structure that includes education, cybersecurity, and critical infrastructure protection

   b. Improving the State's critical infrastructure network and resiliency, including identifying interdependencies of essential infrastructures, points of connection between critical infrastructures, the most critical nodes, and the cascading effects of a cyber-attack on these points of connection between critical infrastructures

   c. Improving the State's cybersecurity by using existing resources within the State

   d. Examining specific requirements and actions to accelerate the growth of the cybersecurity industry in the State

   e. Defining the requirements and opportunities to secure state, federal, and private money for cybersecurity activities and related educational programs

   f. Forming partnerships to implement cyber resiliency structures and protocols to identify and share information about possible cyber-attacks and mitigate damage, and recover quickly and efficiently from cyber-attacks

   g. Expanding the State's cybersecurity and cyber resiliency understanding and workforce through education

3. In the event of a homeland security or cybersecurity incident occurring in the state of Hawaiʻi, OHS is the lead agency for coordinating asset and threat response and intelligence support during an incident, and HIEMA is the lead agency for coordinating response to any consequence management activities for physical effects related to the incident.

4. During an emergency, OHS is part of the SERT and performs functions described in sections 3.5.3 SESFs – Scope and Agency Assignments and 5.2.3.5 Intelligence Section (Activated as Needed).

3.4.2   HAWAIʻI STATE DEPARTMENT OF HEALTH

1. In addition to emergency duties assigned in the **HI-EOP** and SESF Annexes, the Hawaiʻi Department of Health (HDOH) has statutory and regulatory responsibilities for protecting public health and the environment *(HRS Chapter 325)*.

   a. During a public health emergency involving an imminent danger of an epidemic or outbreak of a communicable disease, the department authorizes authorities to take precautionary measures related to quarantine, school closures, and embargoes

   b. The Hazard Evaluation and Emergency Response (HEER) Office of HDOH addresses all aspects of hazardous substance releases into the environment, including prevention, planning, and response

2. When a public health emergency or a hazardous materials (HAZMAT) incident requires the application of county resources to control the incident or manage secondary impacts, the county's emergency

management agency takes the lead in coordinating the county resources as are necessary for the response effort. HDOH continues to provide subject-matter expertise and to execute its statutory responsibilities in cooperation with the county.

3. When a public health or HAZMAT emergency requires resources beyond those of the HDOH and the affected county, HIEMA coordinates support from other state agencies and, as appropriate, federal, private sector, and NGO partners.

   a. HDOH continues to execute its statutory responsibilities and provide subject matter expertise as the Primary Agency for SESF #8 – Public Health and Medical and/or SESF #10 – Oil and HAZMAT Response

   b. Depending on the incident, especially in cases of epidemic or pandemic, HDOH may also be part of a Unified Coordination Group (UCG) overseeing the incident, which includes HIEMA and the lead federal agency, if applicable

4. The incident annexes related to public health emergencies, as well as the annexes for SESF #8—Public Health and Medical and SESF #10—Spill and HAZMAT Response, provide more detailed information on the Department of Health's role.

3.4.3   HAWAIʻI STATE DEPARTMENT OF TRANSPORTATION (DOT)

HRS Chapter 261 relating to Aeronautics, including, but not limited to, transportation by aircraft.
HAR Title 19- Administrative Rules for DOT Airports Division, Airports | Administrative Rules.

HRS Chapter 264 establishes laws related to Highways in Hawaiʻi, including Public Highways and Trails, Ownership, Permits, and Regulations, as well as emergency powers.
HAR Title 19- Highways | Hawaii Administrative Rules – HIGHWAYS DIVISION

HRS Chapter 266 establishes laws related to all commercial harbors and roadsteads, and all commercial harbor and waterfront improvements belonging to or controlled by the State, and all vessels and shipping within the commercial harbors and roadsteads under the care and control of the Department of Transportation. **HAR Title 19 Chapter 41:** Harbors | Chapter 41 – Rules Relating To General Provision

3.4.4   ALL STATE DEPARTMENTS AND AGENCIES

3.4.4.1.   ONGOING DUTIES

1. On an ongoing basis, all state departments and agencies will:

   a. Develop and maintain a Department Emergency Operations Plan consistent with the *HI-EOP* that addresses the performance of the department's emergency duties, including departmental notification and activation procedures and staff roles and responsibilities

b. Develop and maintain a Continuity of Operations Plan (COOP) that addresses the continuation and restoration of critical business functions during an emergency

c. Pre-identify resources, including staff, supplies, and equipment, required to perform the department's emergency duties and support essential personnel

d. Establish emergency contracts with vendors or cooperative agreements with other governments or private agencies to address anticipated resource gaps

e. Assign department personnel to the State Emergency Response Team (SERT):

   i. **Emergency Management Officers**: All state departments shall identify a primary EMO and two (2) alternates to the Hawaiʻi Emergency Management Agency (HIEMA) to serve as the primary conduit through which HIEMA channels information and requests to the department on a day-to-day and operational basis.

   ii. **State Emergency Support Function (SESF) Representatives**: This plan assigns most state departments to one or more SESFs. The department must appoint a primary and alternate representative to each SESF to which it is assigned. SESF representatives help develop plans for SESF emergency functions and coordinate departmental support of SESF missions during a response.

f. Departments may not assign personnel to serve as an SESF representative and an EMO. Unique contacts are required for each position. Specific requirements for these positions are provided in the next section

g. Ensure all SERT personnel complete the training required by HIEMA. Ensure all other personnel necessary to support emergency or continuing operations are identified, equipped, trained, and prepared to perform assigned functions

h. Test and evaluate emergency plans, processes, systems, and staff knowledge through departmental-level exercises and participation in state exercises. Capture and incorporate lessons learned from exercises and real-world incidents into departmental plans and procedures to enhance operational effectiveness

i. Ensure the HIEMA PACE Plan is tested and exercised during blue and grey sky operations to safeguard the ability to communicate, and therefore, lead emergency operations for the State of Hawaiʻi.

3.4.4.2. DURING AN INCIDENT

1. As required during an emergency or disaster, all state departments and agencies will:

   a. Implement the department's EOP and COOP

   b. Activate the Department Operations Center (DOC) to centralize coordination of the department's response to the emergency

   c. Assign department resources to support SESF missions or other SEOC requests

   d. Channel department requests for assistance, operational status, and situation updates to the SEOC

e. Log emergency actions and expenses incurred, including personnel time, and report costs promptly to the SEOC for possible reimbursement

f. Coordinate the release of departmental emergency public information through SESF #15 – External Affairs at the SEOC or the Joint Information Center (JIC) if one is established for the incident

g. Assist in assessing damage to state-owned facilities or properties under departmental control and provide reports to the SEOC

h. Make personnel not tasked with supporting the department's essential or emergency operations available for emergency assignments through the SEOC

3.5   STATE EMERGENCY RESPONSE TEAM (SERT)

3.5.1   EMERGENCY MANAGEMENT OFFICERS

3.5.1.1.   ROLE

1. Emergency Management Officers (EMOs) are part of the State Emergency Response Team (SERT). The EMO is the primary liaison between HIEMA and its department for all emergency management issues during routine and emergency operations.

2. State departments with attached agencies should determine if the attached agency needs its own EMO. Considerations for appointing a separate EMO include:

   a. The attached agency has a significant role in emergency plans

   b. The attached agency is autonomous, and the department's EMO is unable to speak to the attached agency's available resources, staff, plans, or operations

   c. During emergencies, the attached agency coordinates its emergency operations independently from the department (e.g., it does not operate from the same DOC)

3. Key private sector and NGO partners shall be asked to identify an EMO and alternates.

3.5.1.2.   ONGOING DUTIES

1. On an ongoing basis, EMOs will:

   a. Support developing, maintaining, and reviewing state emergency plans by sharing department capabilities and plans and providing technical input or access to subject matter experts. This requirement may involve representing the department at workshops, planning meetings, and special committees

   b. Disseminate information from HIEMA (e.g., advisories, updates, and training offerings) to the department's leadership and staff

   c. Coordinate the department's participation in emergency management training and exercises

   d. Familiarize the department with state emergency plans and department responsibilities

   e. Ensure the department has a current departmental-level EOP and supporting policies and processes that address the performance of duties assigned by the *HI-EOP*

   f. Ensure representatives are appointed to all State Emergency Support Functions (SESFs) the department is assigned

   g. Notify HIEMA of changes to EMO or SESF contact

3.5.1.3.   DURING AN INCIDENT

1. As required during an emergency or disaster, EMOs will:

    a. Provide situational awareness of the department's status and internal response activities to the SEOC

    b. Disseminate information received from the SEOC to appropriate department personnel. As needed, request information from the SEOC on emergency impacts and response actions that affect the department's operations and staff

    c. Ensure the department's SESF representatives are activated and, if HIEMA requests, physically present at the SEOC.

    d. Help coordinate the department's internal emergency operations, including implementing the department's EOP and activating the DOC

    e. Assist the department's SESF representatives in fulfilling requests for assistance or information assigned by the SEOC. Directly coordinate the response to any other SEOC requests of the department that fall outside the scope of the SESFs

    f. As required, submit resource requests to the SEOC for emergency support needed to sustain critical department functions

3.5.1.4.   EMO SELECTION

1. A primary EMO and two (2) alternates are appointed by the department head, who shall ensure the individuals selected have the following abilities, experience, and authorities:

    a. Possesses a understanding of their department's structure, resources, personnel, and other capabilities

    b. Has the authority to speak on behalf of the department

    c. Has sufficient time to support emergency management initiatives

    d. Demonstrates practical managerial, coordination, and communication skills

    e. Accessible by phone after hours, able to respond on short notice, and work extended hours during emergency activations

    f. Able to work well in stressful and chaotic environments

3.5.2   STATE EMERGENCY SUPPORT FUNCTION REPRESENTATIVES

3.5.2.1.   ROLE

1. This plan tasks select state departments and agencies with duties to support one or more State Emergency Support Functions (SESFs).

2. SESFs are groupings of agencies into functional areas that are most frequently needed during disasters or emergencies. State agencies and partners from the private sector and NGOs are assigned to one or more SESFs.

3. The state of Hawaiʻi uses the SESF organizational structure both operationally during emergencies and on an ongoing basis during non-emergency periods.

    a. During an SEOC activation, the HIEMA Operations Section Chief determines the specific SESFs to activate based on the nature and needs of the incident, with input from the HIEMA Administrator

    b. During non-emergency periods, SESFs develop plans to carry out SESF functions and participate in related training and exercises

4. Each SESF includes one (1) or more Primary Agencies and multiple Support Agencies.

    a. **Primary Agencies:** Primary Agencies have significant authorities, roles, resources, or capabilities for functional areas the SESF oversees. Most SESFs have a single Primary Agency assigned. However, a few SESFs have extensive scopes, and more than one Primary Agency is assigned to lead distinct activities that fall under the SESF. Primary Agencies serve as the principal contact for HIEMA on issues related to the SESF and provide overall management of SESF preparedness activities, including convening regular planning meetings, organizing SESF participation in training and exercises, and notifying HIEMA when an SESF Support Agency does not have an assigned representative

    b. **Support Agencies:** Support Agencies have specific capabilities, expertise, or resources that can assist Primary Agencies in executing missions assigned to the SESF by the SEOC

5. Each agency participating in SESF must assign a primary and alternate representative to join in SESF planning and response activities.

    a. In some cases, providing the necessary subject matter expertise to SESF planning and response will require input from multiple divisions or branches within a department. In these cases, the department may assign additional representatives to the SESF

6. SESF representatives, EMOs, and HIEMA staff are part of the State Emergency Response Team (SERT).

3.5.2.2.   DURING AN INCIDENT

1. When requested by the SEOC during a disaster or emergency, SESF representatives have the following responsibilities:

    a. Represent the SESF at the SEOC and other incident sites, if requested

    b. Coordinate with other SESF agencies to fulfill requests for assistance or information assigned to the SESF by the SEOC. As appropriate, activate, assign, and track department or agency resources to fulfill SESF mission assignments

    c. Ensure financial and property accountability for SESF activities

    d. Coordinate actions with counties, other SESFs, or federal ESFs as appropriate

2. In addition, SESF Primary Agencies will:

    a. Verify activation of SESF agencies and assign an SESF representative to the SEOC

    b. Prioritize requests for SESF assistance and work with Support Agencies to complete mission assignments

    c. Provide updates to the SEOC on the status of SESF mission assignments. Notify the SEOC Operations Section if the SESF is unable to fulfill assigned missions

    d. Generate information for SEOC briefings, situation reports, and incident action plans

3.5.2.3.   SESF REPRESENTATIVE SELECTION

1. The head of each agency assigned to an SESF appoints SESF representatives and ensures the individuals assigned have the following abilities, experience, and authorities:

    a. Knowledge of the department's structure, resources, and processes as they relate to the SESF

    b. Technical or programmatic expertise in the SESF functional area that will inform plans and response strategies

    c. Effective planning and coordination skills and the ability to work effectively across agencies/jurisdictions

    d. Accessible by phone after hours, able to respond on short notice, and work extended hours during emergency activations

    e. Ability to work well in stressful and chaotic environments

3.5.3   STATE EMERGENCY SUPPORT FUNCTIONS – SCOPE AND AGENCY ASSIGNMENTS

SESF	Scope	
1 - Transportation	• Transportation Safety • Damage and impact assessment, restoration, and recovery of state transportation infrastructure	• Situational awareness for highway, aviation, and marine systems • Movement restrictions
2 - Communications	• Coordination of the telecom and IT industries • Restoration of telecom infrastructure • Statewide alert and warning mechanisms • Support of deployable communications	• Protection, restoration, and sustainment of state cyber systems and IT resources • Sustainment of emergency management voice and video telecom systems
3 - Public Works & Engineering	• Infrastructure assessment, protection, and emergency repair • Debris removal and disposal coordination	• Engineering services, construction management • Infrastructure restoration
4 - Firefighting	• Resource support to rural, urban, and wildland firefighting operations	•
5 - Planning & Information	• Incident action planning	• Maintaining situational awareness
6 - Mass Care, Emergency Assistance, Housing, and Human Services	• MASS CARE: Sheltering, feeding, bulk distribution, disaster welfare information • HUMAN SERVICES: Implementation of disaster assistance programs for non-housing losses • HOUSING: Short/mid-term housing	• EMERGENCY ASSISTANCE: Mass evacuation, Family reunification, Support for household pets and service animals, Support of functional and access needs, Voluntary agency, spontaneous volunteer, and unsolicited donations coordination
7 - Resources & Logistics Support	• Resource support (e.g., transportation, facilities, supplies, equipment)	• Coordination of out-of-state mutual aid • Procurement
8 - Public Health & Medical Services	• Disease prevention and containment • Healthcare and medical response support • Environmental health and safety response • Behavioral health services	• Healthcare infrastructure protection/assessment • Mass fatality management • Medical shelters • Mass patient movement
9 - Search & Rescue	• Search and rescue operations (air, land, urban, wilderness)	• Mass search and rescue • Life-saving assistance
10 - Oil and HAZMAT Response	• Oil and hazardous materials (chemical, biological, radiological, etc.) response	• Environmental short and long-term cleanup
11 - Agriculture and Natural Resources	• Animal and plant disease/pest response	• Natural and cultural resources and historic properties protection and restoration
12 - Energy	• Energy infrastructure and resource assessment, repair, and restoration • Energy industry utility coordination	• Energy supply/demand forecast and monitoring • Energy shortage response measures
13 - Public Safety and Security	• Facility and resource security • Security planning and technical assistance	• Public safety/security support • Support access, traffic, and crowd control
15 - External Affairs	• Emergency public information and protective action guidance	• Media and community relations • Congressional and international affairs
16 - Finance	• Expense tracking and accounting	• Analysis of potential economic impacts

20 - Military Support	• Support coordination with the federal DOD for military resources	• Resource tasking to Hawai'i National Guard

3.6 FEDERAL GOVERNMENT

1. The Federal government may become involved with a response under the following circumstances:

   a. When Federal interests are involved, such as when incidents occur on Federal property

   b. A statute or regulation authorizes or requires a federal agency to respond

   c. State resources must be augmented with federal capabilities provided under the National Response Framework (NRF). This type of support requires the Governor to declare a state of emergency and formally request federal assistance, which the President must then approve. Refer to the section **4.4.4.1 Federal Declaration Process** for additional information. Federal assistance supplements but does not supplant state and local government response efforts

2. Federal agencies with responsibilities under the NRF also support emergency management programs daily to help the state and its local jurisdictions reduce the impact of disasters, increase their response capabilities, and plan for integrating federal assistance during a major disaster. Ongoing support provided varies by federal agency but may include:

   a. Supporting efforts to develop coordinated response plans

   b. Participating in state and local exercises to test federal, state, and county collaboration and related response plans

   c. Providing federally developed emergency management training

   d. Making preparedness and mitigation programs available for delivery by the state and counties, which increase individual and community readiness and incentivize actions that reduce the impacts of natural disasters on people and property

3.7 NON-GOVERNMENTAL AND VOLUNTARY ORGANIZATIONS

1. Non-governmental organizations with disaster response missions and/or programs that support the state's emergency planning and response efforts are assigned to SESFs. The state looks to these organizations and their networks of volunteers and relationships with other NGO partners to provide the following types of support:

   a. Providing expertise and/or resources to state and local jurisdictions that will inform or assist mitigation, preparedness, response, and recovery efforts

   b. Participating in state and local planning

   c. Identifying agency capabilities required to meet its response role and participating in training and exercise programs to develop those capabilities

3.8   PRIVATE SECTOR PARTNERS AND NON-GOVERNMENTAL ORGANIZATIONS

1. SESFs have been assigned to private sector partners and NGOs that play significant roles in disaster planning and response.

2. When activated, these organizations provide information, resources, or disaster relief services as defined in this plan and its annexes and/or as outlined in their respective charters, bylaws, or agreements with state agencies.

4. CONCEPT OF OPERATIONS

4.1 GENERAL

1. This section provides an overview of how the state of Hawaiʻi will coordinate the response to an actual or threatening emergency, including plan activation, incident notification protocols, the anticipated sequence of actions, and priorities during each phase.

2. The foundational concept of this plan is that counties are responsible for emergency operations within their respective jurisdictions.

3. The HI-EOP's concern is escalating incidents that require state or federal assistance and the coordination mechanisms that will be utilized to support the county government.

4. The extent to which the **HI-EOP** is activated will be based on the scope and scale of the emergency and the level of coordination and resources required to mount an effective response.

5. When an imminent or actual emergency threatens the state, the Hawaiʻi Emergency Management Agency (HIEMA) coordinates the state's response by activating the State Emergency Operations Center (SEOC) and the State Emergency Response Team (SERT).

6. The State Emergency Operations Center (SEOC) is the physical location from which state response activities are coordinated. It is activated and staffed with SERT members based on the needs of the incident. When activated, the SEOC is the state's strategic coordination and incident management facility for all state response activities. Affected counties and state agencies communicate response priorities, exchange information, and request resources through the SEOC.

State Emergency Response Team (SERT)

Hawaiʻi Emergency Management Agency (HIEMA) Staff	Emergency Management Officers (EMOs)	State Emergency Support Function (SESF) Representatives
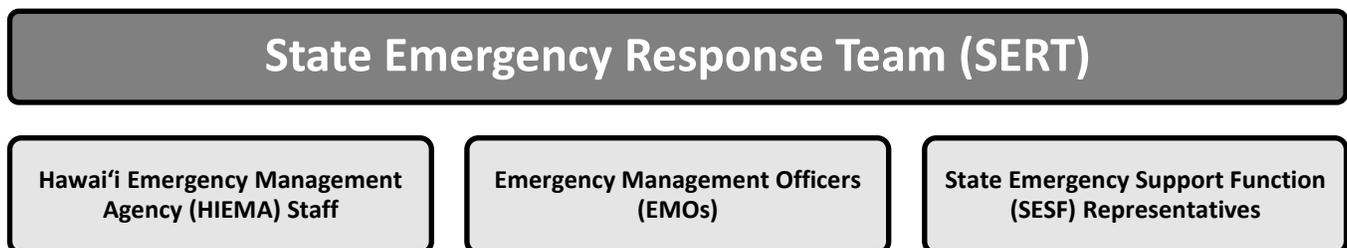
Figure 8: State Emergency Response Team (SERT) Organization

7. The State Emergency Response Team (SERT) organizes and executes the state's response to an incident and consists of the following:

   a. **Hawaiʻi Emergency Management Agency Staff**

   b. **Emergency Management Officers (EMO):** Agency-appointed representatives from state departments, NGOs, and private sector partners assigned as liaisons between their agencies and HIEMA

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c. **State Emergency Support Function (SESF) Representatives:** Agency-appointed representatives from state departments, NGOs, and private industry are organized into sixteen (16) State Emergency Support Functions (SESFs) that coordinate support to counties and state departments

8. If an incident exceeds the state's response capabilities, resources from other states and/or the federal government may be requested. These resources are requested and coordinated through the State Emergency Operations Center (SEOC).

4.2 MONITORING, DETECTION, AND NOTIFICATION

4.2.1 MONITORING AND DETECTION BY STATE WARNING POINT (SWP)

1. Situational awareness is maintained by the State Warning Point (SWP) at HIEMA, which is continually staffed twenty-four (24) hours a day, seven (7) days a week, to monitor broadcast and online media, weather forecasts, and other warning systems to identify emerging threats.
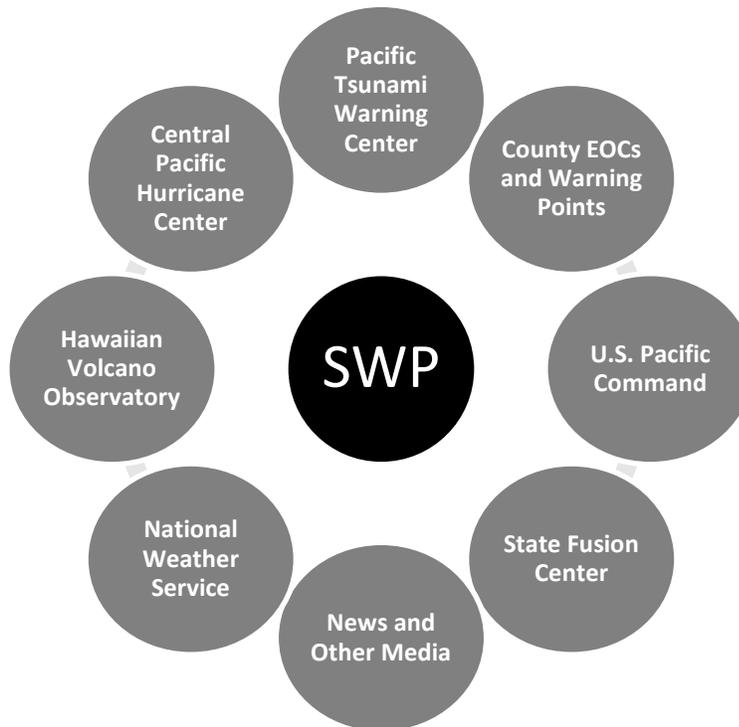
Figure 9: SWP Information Sources

2. The SWP provides the state with a single point through which information and warnings can be disseminated to appropriate county, state, and federal officials when a hazardous situation threatens or occurs.

3. County Emergency Operations Centers (EOCs) or county warning points monitor local conditions and report incidents to the SWP that meet the notification criteria listed in the next section.

4. Monitoring and detection are also done by the following emergency management partners, who provide information to the SWP:

   a. Weather/Flood Monitoring and Detection: National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS)

   b. Hurricane Monitoring and Detection: NWS, Central Pacific Hurricane Center

   c. Seismological and Tsunami Monitoring and Detection: NOAA, Pacific Tsunami Warning Center

   d. Volcanic Activity Monitoring and Detection: U.S. Geological Survey, Hawaiian Volcano Observatory

   e. Homeland Security (i.e., terrorism, cybersecurity, and relevant emerging threat monitoring and detection): Hawaiʻi Department of Defense Office of Homeland Security- State Fusion Center, and the U.S. Indo-Pacific Command (USINDOPACOM) Joint Operations Center (JOC)

   f. Other public and private partners not listed here, including the news and other media

4.2.2 REPORTING INCIDENTS TO SWP

1. The SWP shall be notified at (808) 733-4300 ext. 101, 102, 103, or 104 by any county emergency management agency, state entity, private sector, or NGO partner that has primary jurisdiction and/or is a primary responding agency when any of the following occur:

   a. Activation or deactivation of county EOCs

   b. Activation or deactivation of a state department's Department Operations Center (DOC)

   c. Mass violence or casualty threat or occurrence at a facility owned or operated by the state

   d. Degradation and restoration of critical infrastructure capabilities and systems (power, water, transportation, supply chain, IT, and communications)

   e. Significant disruption of essential functions or operations, including worksite evacuations

   f. Opening and closing of emergency shelters

   g. Death, serious injury, or hospitalization of any HIEMA staff member, a county emergency management Administrator, or SERT member

   h. Loss of, or severe damage to, HIEMA vehicles, equipment, or facilities

   i. Any incident not captured above poses a significant and imminent threat to public health and safety, property, or the environment and could result in the loss of public trust/confidence, degradation of credibility, and negative media coverage

2. Life-threatening situations should first be reported to emergency services. Notifications to the SWP are in addition to and do not replace other notifications required by regulation or established agency SOPs.

3. The state department's EMO or another individual designated in the department's emergency plan should notify the SWP of an incident involving that department.

4. The county emergency management agency or warning point will notify the SWP if a county is affected.

4.2.3   NOTIFICATION OF STATE RESPONSE PARTNERS

1. When a threat described in this plan is detected or occurs, SWP provides an initial alert to counties and HIEMA officials, who then make additional notifications and/or direct an emergency activation based on evaluating the situation.

2. The figure below illustrates the SWP notification process and recipients. Based on direction from HIEMA leadership and incident conditions, the SWP will either partially or entirely follow the process depicted. More information on the
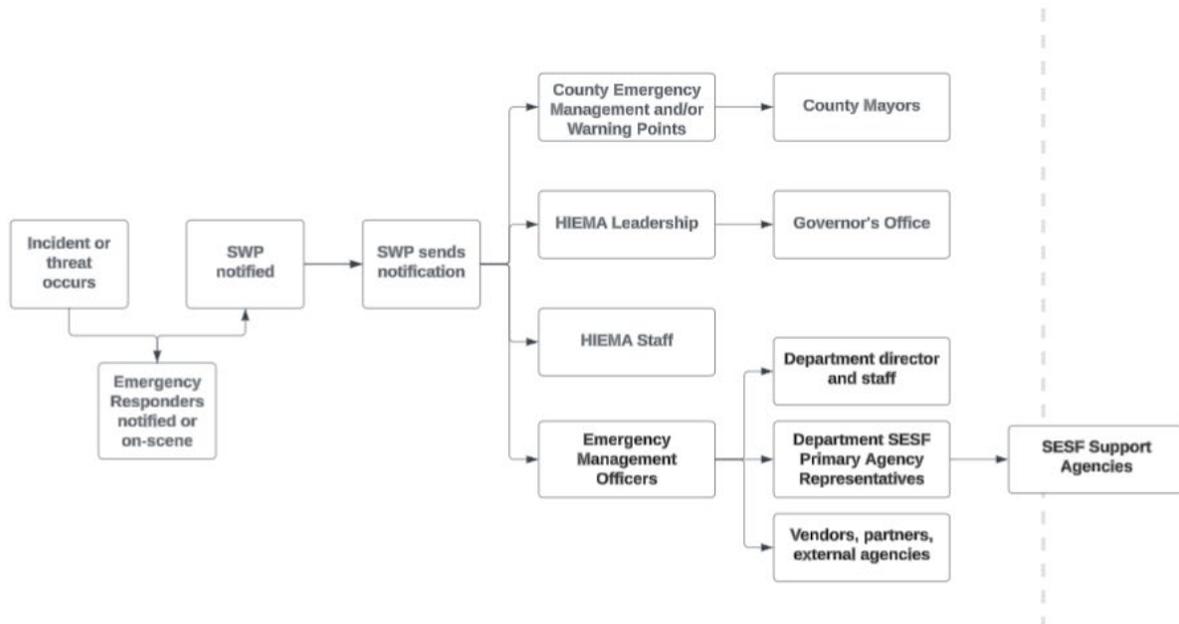
Figure 10: SWP Notification Process

4.2.3.1.   COUNTY EMERGENCY MANAGEMENT AND/OR WARNING POINTS

1. Upon receiving threat information from an emergency management partner, and based on the severity of the threat, the SWP contacts the county emergency management agencies to share the threat information and confirm the county's receipt of the communication.

a. After business hours, county warning points are contacted. They are responsible for following local protocols to notify the county's emergency management administrator or designee

b. The SWP will also include county emergency management administrators in its mass notifications

2. County emergency management entities are responsible for notifying their mayors and other county elected officials.

4.2.3.2. HIEMA LEADERSHIP

1. The SWP makes immediate notifications to the HIEMA Operations Branch Chief, Administrator, and Executive Officer when any of the following incidents occur:

a. A situation occurs that requires notification from the Governor's Office

b. Weather-related warning issued

c. Tsunami information statement, watch, warning, or advisory issued

d. Incident causing extended disruptions of the state's major ports or airports

e. Military or civilian plane or helicopter crash in the state, or an out-of-state commercial aircraft accident involving a flight to or from Hawaiʻi

f. An 'unusual' incident that occurs infrequently or involves a 'high profile' individual(s)and is likely to generate significant media attention or inquiries

g. Any incident not captured above poses a significant and imminent threat to public health and safety, property, or the environment and could result in the loss of public trust/confidence, degradation of credibility, and negative media coverage

2. Upon receiving notification from the SWP, the HIEMA leadership team consults and advises the SWP on whether additional notifications are required or if the SEOC will be activated.

4.2.3.3. DIRECTOR OF EMERGENCY MANAGEMENT (ADJUTANT GENERAL)

1. The Director of Emergency Management shall be notified when:

a. There is a change in the activation level of the SEOC and/or

b. The situation requires notification from the Governor's Office

2. The primary contact with the Director is the HIEMA Administrator, followed by the Executive Officer and the Operations Branch Chief.

4.2.3.4. GOVERNOR'S OFFICE

1. The Director of Emergency Management is the primary contact with the Governor's Office, followed by the HIEMA Administrator and the Executive Officer.

2. When notification of the Governor's Office is required, the following will be notified:

    a. Chief of Staff

    b. Communications Director

3. The Governor's Office may be notified regarding emergencies that meet one or more of the following criteria:

    a. The incident is potentially life-threatening or has resulted in multiple casualties

    b. Multiple counties are impacted, and the incident is expected to continue for several hours

    c. Evacuation of citizens is occurring or anticipated

    d. A warning is issued for severe weather that may result in widespread damage, deaths, and/or serious injuries

    e. Wildfire threatens homes or communities

    f. A significant hazardous material spill or release has occurred

    g. An earthquake is detected that causes damage

    h. A tsunami watch, warning, or advisory is issued

    i. An attack on the state is imminent or has occurred. The incident will likely require partial (Levels 3 or 2) or complete (Level 1) activation of the SEOC

    j. The incident is likely to generate significant news coverage

4. When notification of an incident is made to the Governor's Office, the following will be discussed:

    a. Nature of the incident

    b. Status and potential for escalation

    c. Actions being taken, including SEOC activation level

    d. Actions recommended (e.g., emergency proclamation, closure of state offices)

    e. Recommended public information actions

    f. Anticipated/recommended schedule for briefing or update

4.2.3.5.   NOTIFICATION OF THE SERT

1. If an incident triggers a full or partial activation of the SEOC, the SWP will be directed to notify all or select SERT members, including HIEMA staff and EMOs.

2. SERT members may be notified (no required action) via automated email, text, or phone message using HIEMA's mass notification system or individual phone calls.

    a. For activation, SERT members are alerted via phone and text

4.2.3.6. ADDITIONAL NOTIFICATIONS MADE BY STATE DEPARTMENTS

1. During a large-scale emergency, it is up to each state department's EMO to ensure additional notifications are sent to their Department Director and other employees as described in the department's EOP.

2. The EMO ensures their department's SESF representatives receive the alert and are activated.

3. EMOs are also responsible for ensuring external notifications are made to any vendors, partners, or agencies required to support the department's emergency operations.

4.3 ACTIVATION OF THE STATE EMERGENCY OPERATIONS CENTER

1. The State Emergency Operations Center (SEOC), HIEMA's primary facility, is in Battery Birkhimer and Building 303, 4204 Diamond Head Road in Diamond Head Crater, including Building 300 at 450, 22nd Ave. It is a central physical location where designated SERT members report during emergencies to gather and disseminate incident information, respond to requests for assistance from counties and state departments, identify and coordinate priority actions, and allocate resources.

4.3.1 AUTHORITY TO ACTIVATE THE SEOC

1. The following individuals have the authority to activate the **HI-EOP** and/or the SEOC, as well as the authority to transition or terminate emergency activities: Governor, Director of Emergency Management (The Adjutant General), HIEMA Administrator, Executive Officer (XO), or Operations Branch Chief.

2. In most cases, the SEOC will be activated by the Administrator, XO, and the Operations Branch Chief. For Level 2 and Level 1 activation, at least two of the three must make a joint decision. Exceptions may be made for immediate high-impact incidents, emergencies, or life safety issues.

4.3.2 SEOC EMERGENCY ACTIVATION LEVELS

1. SERT members work "Normal Operations" (regular responsibilities at usual worksites) when not activated.

2. The following are considerations for activating the SEOC:

    a. An incident has occurred that has the potential for rapid escalation

    b. The emergency will be of a duration that requires sustained coordination

    c. Major policy decisions may be required

    d. The volume of county Requests for Information (RFIs) or Requests for Assistance (RFAs) is increasing

    e. Pre-deployment of state or federal assets is occurring in anticipation of the emergency

    f. Managing the situation requires urgent, high-level, non-routine coordination among multiple jurisdictions, state departments, or other external agencies

g.   Activation of the SEOC will be advantageous for managing the incident successfully

3.   The SEOC activation level is based on the incident's scope, scale, and complexity.

   a.   While some incidents require the full participation of all agencies identified in this plan, other incidents may only require the involvement of a few agencies to support specific functions

   b.   If multiple events/incidents with different activation levels are being worked on simultaneously, the State EOC is "cumulatively activated" at the level of the highest incident

The SWP is an operational element that operates 24/7, 365 days a year. As this is "Normal Operations" for the SWP, this status is not included in the **SEOC Activation Levels Table**.

4.   SEOC activations may include physical, virtual, or hybrid elements. See the 2024 State Emergency Operations Center (SEOC) Procedural Guide for more information.

5.   Leadership may escalate or de-escalate activation levels to match changes in incident response needs.

Table 3: SEOC Activation Levels

Activation Levels - State and Counties														
HIEMA			**KEMA**			**DEM**			**MEMA**			**HCCDA**		
Level	Name	Description	Level	Name	Description	Level	Name	Description	Level	Name	Description	Level	Name	Description
4	Normal Operations	Normal Operations	4	Normal Operations/Steady State	Routine monitoring of the situation. No event or incident is anticipated.			Normal Operations	4	Normal Operations/Steady State	Routine monitoring of the situation. No event or incident is anticipated. EOC not staffed	4	Level IV	Level IV activations consist of off duty and holiday hours. Hawaii County HCCDA operates a 24/7 on-call Administrator program that is the first line of incident management for emergencies and major disasters impacting areas in the county.
3	Enhanced Steady State	Enhanced monitoring is required for a notice event or a potential incident.	3	Enhanced Steady State	A situation or threat develops that requires enhanced monitoring and coordination between local COK agencies and NGO partners.	3	Enhanced Monitoring and Assessment	A specific threat, unusual event, or situation, is actively monitored by DEM.	3	Enhanced Steady State	A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions and agencies. MEMA standby personnel actively monitor situation. Notification of County agencies and Emergency Support Functions that need to take action as part of their everyday responsibilities. EOC is not staffed.	3	Level III	Level III activations consist of normal, day-to-day operations. This includes responding to minor incidents managed by one or two staff members without activating additionals sections or departments of the EOC
2	Partial Activation	Incidents significantly impact a single county and state assistance is required. OR The incident has a minor impact on multiple counties, and the state anticipates that assistance is needed.	2	Partial Activation	A situation or threat develops that requires County coordination and support extending beyond workday and requires 24/7 monitoring.	2	Partial Activation	The purpose of Level II activation is to initiate preparations due to a significant threat of a disaster or a planned event, or to coordinate the response a minor incident that requires active information sharing and/or non-routine coordination among a limited number of agencies from the EOC.	2	Partial Activation	A situation or threat has developed that requires coordination extending beyond the normal workday and that requires 24/7 monitoring. MEMA personnel and limited Emergency Support Functions will staff the EOC based on incident needs.	2	Level II	Level II activations involve incidents that have special characteristics requiring a multiagency response, specialized resources, or are beyond the capabilities of local resources. This level of activation requires additional personnel to manage the intricacies of the situation.
1	Full Activation	The incident significantly impacts multiple counties. OR Incident catastrophically impacts a single county	1	Full Activation	An actual or threatening incident is of such magnitude that it requires, or may require, extensive response and recovery effort and a significant amount of resources.	1	Full Activation	The EOC is fully activated in response to a threatening or actual event that requires the activate involvement of all City departments and partner agencies as as well as extensive coordination with other levels of government.	1	Full Activation	Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources. A situation or threat has developed that requires 24/7 coordination, monitoring and support. All Command and General staff positions activated. All Emergency Support Functions/Operations Branches staffed.	1	Level I	Level I activations involve the coordinated response of all levels of government and emergency services. Personnel from several - or all - agencies and organizations with a role in responding to emergencies and major dasters work within the EOC.

5/30/2025

4.4 INCIDENT ESCALATION AND EMERGENCY DECLARATION PROCESS

4.4.1 INCIDENT LEVEL

1. Most incidents are successfully resolved by county public safety responders and managed by an on-scene Incident Commander (IC) responsible for commanding and controlling activities at the incident site.

4.4.2 COUNTY EOC LEVEL

1. When the size and complexity of an emergency escalate beyond what on-scene responders can manage with their resources, counties implement their local emergency operations plans. They may direct a partial or complete activation of the county EOC.

2. Responsibility for acquiring and assigning additional resources and disseminating incident information transfers to the county EOC so these functions can be more easily controlled and coordinated.

4.4.2.1. COUNTY EMERGENCY PROCLAMATION

1. The mayor may declare a local state of emergency by proclamation in response to an imminent or actual disaster or emergency affecting any part of the county. *(HRS Chapter 127A-14(b))*.

2. Declaring an emergency allows the mayor to exercise additional powers to facilitate emergency operations and order protective actions. *(HRS Chapter 127A-13)*.

   a. The proclamation of a county emergency does not always mean the county will request state assistance

   b. Counties are not prevented from requesting state assistance before a local declaration is issued

   c. Requests for state assistance during undeclared incidents are typically limited to specific capabilities or resources and/or involve supporting a large-scale, planned event

3. A local state of emergency terminates automatically sixty (60) days after the proclamation is issued or earlier by a separate proclamation of the mayor.

4.4.3 STATE EOC LEVEL

1. Upon notification that an emergency or disaster has occurred or is threatening the state, the HIEMA Administrator or designee determines an appropriate level of SEOC activation. The level of SEOC activation is based on the scale of the incident and the degree of coordination required to support the affected jurisdiction(s). Refer to the section **4.3 Activation of the State Emergency Operations Center** for additional information on activation levels and authorities*.

2. The emergency management agency of the impacted jurisdiction requests assistance through the SEOC when local resources are exhausted or the county does not possess the required capability. Upon receipt and verification of the county's request for help, HIEMA tasks the appropriate state agency with providing the requested resources, services, or information. These assignments are generally coordinated through the SESF structure.

3. State agencies impacted by an incident may also request assistance through the SEOC. The department's Emergency Management Officer (EMO) submits these requests to the SEOC through the WebEOC system.

4.4.3.1. STATE EMERGENCY DECLARATION

1. The Governor may declare a state of emergency by proclamation when the Governor determines that an emergency or disaster has occurred or there is an imminent threat of an emergency or disaster in any portion of the state.

2. An emergency proclamation allows the Governor to exercise temporary emergency powers to order evacuations, access the state's Major Disaster Fund, suspend laws, and take other actions to expedite the state's response, reduce suffering, and protect and restore critical infrastructure. The legal authority to declare a state of emergency rests solely with the Governor. The Governor's emergency management authorities are identified in HRS Chapters 127A-12, 127A-13, and 127A-14.

3. The Governor's emergency declaration may apply to a specific county, geographic area, or state.

4. Though a Governor's declaration of a state of emergency is generally made in response to, or in conjunction with, a local emergency declaration by a county mayor, the Governor is not required to wait for county action before issuing a state proclamation.

5. The Governor must declare an emergency before requesting federal assistance. It is also a condition for requesting interstate mutual aid via the Emergency Management Assistance Compact (EMAC).

6. An official announcement promulgates an emergency proclamation through traditional media channels and posts a copy on the HIEMA website. The proclamation must remain posted on the agency's website until it is terminated.

7. Emergency proclamations automatically expire after 60 days unless extended by the Governor or terminated earlier by a subsequent proclamation.

8. The Director of Emergency Management or the HIEMA Administrator will advise the Governor on whether a state emergency proclamation is needed. A declaration of a state of emergency may be recommended to the Governor when one or more of the following conditions exist:

   a. An incident has the potential to overwhelm the capabilities and resources of local jurisdictions

   b. One or more counties have proclaimed emergencies, and the state is responding to assist them

   c. The SEOC has been partially or fully activated for more than 24 hours

   d. Support from the State Major Disaster Fund is required to support state emergency operations

    e.   The Governor, recognizing the seriousness of the situation, wishes to assure the public that the state is responding with all available resources to protect public health and safety

    f.   The state will pursue federal assistance for response and/or recovery

    g.   Mutual aid support from another state is needed through the EMAC

9. The Department of the Attorney General will assist in preparing the proclamation to ensure that all legal and other requirements are met.

4.4.4 FEDERAL LEVEL

1. If an incident threatens or occurs that is beyond the capability of the state and local government(s) to respond, federal assistance may be available to the state when the President makes a declaration under the Stafford Act at the governor's request.

2. Some federal actions, such as pre-staging resources or forward-deploying personnel, may be taken when it is anticipated that a threatening or escalating situation is likely to result in a presidential declaration.

3. Federal agency actions support state and local governments when federal assistance is provided during an emergency or disaster.

4.4.4.1. FEDERAL DECLARATION PROCESS

1. The Governor or Acting Governor can originate a request for an emergency or disaster declaration, which is addressed to the President and submitted through the FEMA Regional Administrator *(Title 44, Code of Federal Regulations, Part 206, Subpart B).*

    a.   The FEMA Regional Administrator will evaluate the damage reports and other information and make a recommendation to the FEMA Administrator

    b.   The FEMA Administrator, acting through the Secretary of Homeland Security, will then recommend a course of action to the President
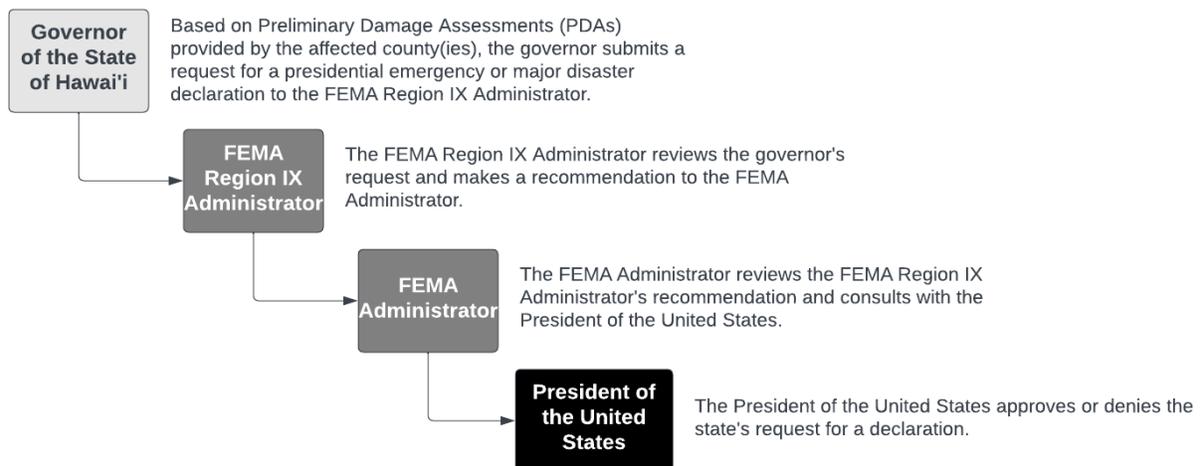
Figure 11: Federal Declaration Process

2. In response to the Governor's request, the President may deny the request or issue one of the following:

    a. **Emergency Declaration:** Declared for any occasion that does not qualify as a major disaster, but the President determines federal assistance is needed to save lives and to protect property, public health, and safety, or to lessen or avert the threat of a disaster. Provides the state and affected counties with up to $5 million in federal aid to support emergency services

    b. **Major Disaster Declaration:** Declared by the President for any natural incident that the President believes has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond. This type of declaration makes FEMA grant programs available to the state, which may include one or both of the following, depending on the impact of the disaster:

        i. **Public Assistance (PA)**: Can fund the repair, restoration, reconstruction, or replacement of public facilities or infrastructure damaged or destroyed by a disaster. Certain NGO facilities may also be eligible for funding.

        ii. **Individual Assistance (IA):** Disaster assistance to individuals and families who have suffered losses.

        iii. **Hazard Mitigation Grant Program (HMGP):** Funding for eligible mitigation activities that reduce disaster losses and protect life and property from future damage.

3. The Governor's request for a Major Disaster Declaration must also include the following:

    a. Confirmation that the Governor has proclaimed a state of emergency and taken all appropriate actions, including activating the *HI-EOP*

    b. An estimate of the amount and severity of damage and losses, stating the impact of the disaster on the private sector

    c. Information on the type and amount of state and local resources committed to response efforts

    d. Preliminary estimates of the types and amounts of federal assistance needed under the Stafford Act

e. Certification by the Governor that state and local government obligations and expenditures for the current disaster will comply with all applicable cost-sharing requirements of the Stafford Act

4. The Governor's request for an Emergency Declaration must include the following:

   a. Description of state and local efforts and resources used to alleviate the situation

   b. Describe the type and extent of federal aid required

5. If the President declares an emergency or major disaster, the Governor and the FEMA Region IX Administrator will execute a FEMA-State Agreement that stipulates the understandings, commitments, and conditions of federal assistance, which includes the following:

   a. The incident and incident period for which assistance will be made available

   b. The areas eligible for federal assistance

   c. The type and extent of federal assistance provided

   d. The state and local government(s) commitment concerning the amount of funds to be expended in alleviating damage and suffering caused by the major disaster or emergency

6. The Director of Emergency Management or the HIEMA Administrator will advise the Governor on requesting a presidential declaration.

4.5 LEVELS OF EMERGENCY COORDINATION

4.5.1 POLICY GROUP

Jurisdiction	State
Leader	Governor
Description	The Governor may establish a Policy Group within the SEOC, consisting of cabinet members and other senior elected or appointed officials, to provide strategic guidance and support for incident activities.

Table 3: Policy Group Organization

4.5.2 UNIFIED COORDINATION GROUP (UCG)

Jurisdiction	Can be State only, County only, or State/Federal
Leader	Usually, the Department or Agency with a primary response or statutory authority
Description	Depending on the scale and complexity of the incident, a UCG may be established to bring together the various agencies with functional, statutory, or operational authorities. The UCG is especially useful when multiple entities share authority over the affected jurisdiction or

	share statutory response authority. Bringing those entities together improves coordination and communication and reduces duplication of effort.

Table 4: Unified Coordination Group (UCG) Organization

4.5.3 EMERGENCY OPERATIONS CENTER (EOC)

Jurisdiction	State: SEOC County: County EOC
Leader	SEOC: HIEMA Administrator County EOC: County Emergency Management/Civil Defense Administrator
Description	EOCs are physical locations established by state and county emergency management agencies. When activated, EOCs are staffed by government agencies from the relevant jurisdictions, the private sector, and NGO partners, as well as liaisons from other levels of government. The purpose of the EOC is to oversee the jurisdiction's response and provide: • **Operational Coordination and Resource Allocation**: This function determines response priorities, coordinates the activities of multiple agencies, and allocates resources accordingly. • **Collection, Analysis, and Dissemination of Incident Information:** EOCs provide central locations for incident-related meetings, reporting, and situational documentation. • **Documentation:** Maintains a response record, including information received, actions taken, and incident expenditures.

Table 5: Emergency Operations Center Organization

4.5.4 DEPARTMENT OPERATIONS CENTER (DOC)

Jurisdiction	State Department or Agency
Leader	Identified in each department's Emergency Operations Plan (EOP).
Description	A DOC is a shared physical or virtual location staffed by personnel from a single department who support emergency activities tasked by the SEOC or address department needs created by the emergency, such as restoring or sustaining essential services. The department's Emergency Management Officer (EMO) operates from the DOC and serves as the liaison to the SEOC.

Table 6: Department Operations Center (DOC) Organization

4.5.5   JOINT FIELD OFFICE (JFO)

Jurisdiction	Federal
Leader	Unified Coordination Group (State/Federal)
Description	If a disaster is declared presidentially under the Stafford Act, FEMA establishes a Joint Field Office (JFO) to coordinate Federal response activities.

Table 7: Joint Field Office (JFO) Organization

4.6   RESPONSE ACTIONS

1. This section provides an overview of the sequence of actions before, during, and immediately after an emergency, as well as the priorities during each phase.

Pre-Impact (Notice Incident)

Elevated Threat
- Review Plans
- Anticipate Needs
- Activate SERT/SEOC (Partial)
- Test Backup Systems

Credible Threat
- Activate SERT/SEOC (Increased)
- Take Protective Actions
- Initiate Public Alert and Warning
- Mobilize/Pre-Stage Supplies

Impact
- Pause Affected Activities
- Focus on Aafety
- Await "All Clear"
- Gather Situational Awareness

Response

Immediate Response/ Life Safety
- Life Safety Actions
- Search and Rescue
- Damage Assessment
- Resource Mobilization
- Activation of SERT/ SEOC (No-Notice Incident)

Life Sustaining Response
- Mass Care Operations
- Public Information
- Detailed Damage Assessment
- Situational Awareness
- Critical Infrastructure Reprair and Restoration

Sustained Response/ Transition to Recovery
- Detailed Damage Assessments
- Critical Infrastructure Repairs and Restoration
- Implementation of Recovery Plans and Programs
- Business Continuity and Restoration

Recovery

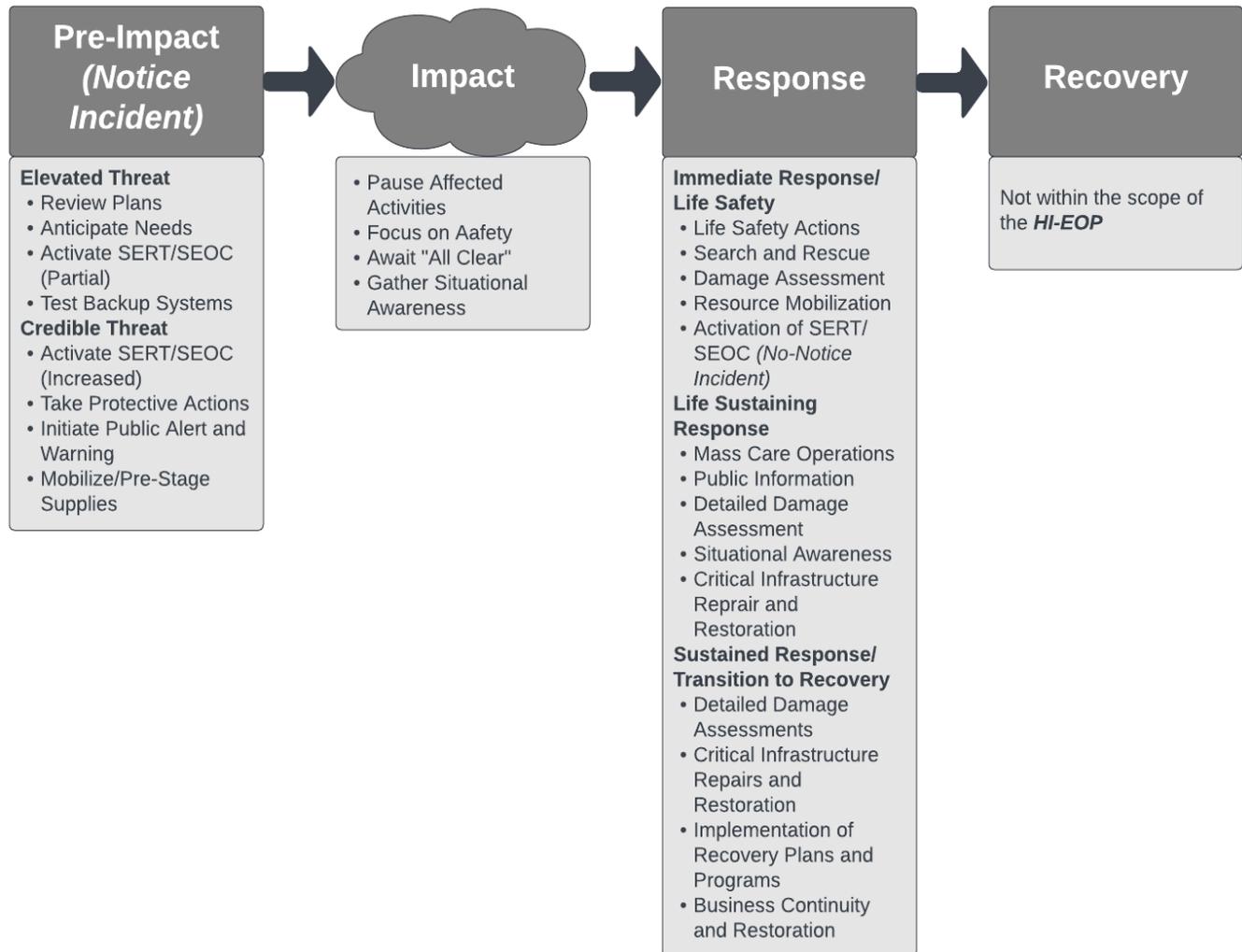Not within the scope of the **HI-EOP**

Figure 12: Response Actions by Phase

4.6.1   PRE-IMPACT

1. Notice incidents provide sufficient warning or build-up before the onset of emergency conditions to evaluate the threat and prepare to reduce the impact. A hurricane is an example of a natural event. Some level of alert or warning, such as flooding or acts of terrorism, may precede other incidents.

4.6.1.1.   ELEVATED THREAT

1. In instances where incidents develop slowly, such as a hurricane tracking toward the state, initial priorities focus on threat evaluation, situational awareness, and readying resources for emergency use or deployment. Specific activities may include, but are not limited to:

   a. Reviewing plans and procedures

   b. Anticipating requirements and validating available resources

   c. Alerting the public to the threat and emphasizing preparedness measures

   d. Partial activation of the SEOC and the SERT, commencement of briefings and situation updates

   e. Testing systems such as backup communications and generators

4.6.1.2.   CREDIBLE THREAT (IMPACT IS LIKELY)

1. The issuance of a watch, warning, or other official advisory serves as notice that there is a significant probability the threatened hazard will occur and triggers the 'Credible Threat' phase.

2. Depending on the anticipated impacts, the Governor may issue an emergency declaration during this period.

3. When an emergency is foreseen as highly likely, there is an escalation of readiness activities and protective actions, which may include, but are not limited to:

   a. Public alert and warning

   b. Public evacuations or sheltering openings

   c. Evacuating or closing worksites, altering hours of operation, or suspending non-essential operations

   d. Deploying supplies, equipment, or personnel

   e. Arrival of pre-staged resources from out-of-state

   f. Issuance of emergency proclamations by county mayors or the Governor

   g. Activation of the SERT, state and county EOCs, and Department Operations Centers (DOCS)

4.6.2   RESPONSE

4.6.2.1.   IMMEDIATE RESPONSE/LIFE SAFETY

1. While some incidents have a buildup or warning period, other emergencies can occur with little or no warning, and response operations begin immediately. During the immediate response phase, priorities include controlling and stabilizing the situation, protecting lives and property, and minimizing the impact of the emergency. Immediate response actions may consist of the following:

a. **Notification and Activation:** The SERT and the SEOC will be activated during a no-notice incident during the immediate response phase. As the scope of the incident becomes known, additional SERT members and SESFs may be activated

b. **Evacuation and Shelter in Place:** Should there be a need to evacuate or shelter in place (ex, a hurricane is approaching), HIEMA will implement its Statewide Alert and Warning System (SAWS) Plan and work with SESF #15 to communicate evacuation and/or shelter-in-place instructions and information to the public

   i. The counties and SESF #6 will coordinate shelter operations. The #6 Mass Care and Human Services State Emergency Support Function Annex provides more information on evacuation and sheltering**.**

c. **Search and Rescue (SAR) Operations:** The SESF #9 Primary Agency, the Department of Land and Natural Resources Division of Conservation and Resources Enforcement (DLNR DOCARE), will coordinate SAR and Strike Team activities with HIEMA and SESF #9 support agencies, the counties, and first responders. In the event of an advanced notice incident, such as a hurricane, the SAR and Strike Teams will be activated and mobilized before the incident's impact. During an incident, first responders will search for people in distress or imminent danger and provide aid when it is determined that the conditions are stabilized enough to allow for mission deployment. Post-incident, or when the SAR resources are no longer needed, personnel and teams will be demobilized at the direction of the SEOC Manager, Operations Chief, or SESF #9. SAR capacities within the scope of SESF #9 include:

   i.   Urban SAR,

   ii. Overland SAR,

   iii. Waterborne SAR,

   iv. Swift-Water Rescue, and

   v.   Mass Rescue Operations.

   The #9 Search and Rescue Annex is undergoing a major overhaul, with a projected promulgation date in late June or early July 2026.

d. **Continuation of Protective Measures:** Once the immediate threat has passed, actions to protect people and property may be necessary for some period. Examples may include preventing re-entry into evacuated areas due to debris, downed power lines, or street closures to keep non-emergency vehicles off roadways

e. **Impact Assessments:** Initial impact assessments are conducted to rapidly gather information on the scope and scale of the incident and immediate needs. Information collected may include the location and boundaries of the impacted area, injuries or deaths, damage to property, and the status of communications systems, transportation networks, and critical infrastructure

f. **Resource Mobilization or Redeployment:** As the event's impact becomes known, resources may be redeployed from unaffected to affected parts of the state or county. Vendor agreements and mutual aid may activate additional expertise, supplies, and support

g. **Presidential Declaration:** Depending on the scale of the incident, the Governor may request federal assistance. In response, the president may issue an emergency declaration or a declaration of a major disaster

4.6.2.2.   LIFE SUSTAINING RESPONSE

1. As an incident begins to stabilize, priorities shift to getting a detailed picture of the impacts and preventing an exacerbation of emergencies and secondary effects. Activities during this period may include the following.

   a. **Comprehensive Damage Assessments:** Damage assessments begin at the county level and can escalate to the state and federal levels based on the extent of the damage. The damage assessment process follows the following steps:

      i. Once safe, Emergency Management and Civil Defense Agencies from affected counties will complete Preliminary Damage Assessments (PDAs).

      ii. If the results of a PDA indicate that an affected county needs additional resources, the county may request that HIEMA validate the PDA and send state resources to assist in the response.

      iii. If HIEMA determines that federal resources are required, it will request that FEMA conduct a Joint Preliminary Damage Assessment (JPDA).

      iv. Based on the JPDA's findings, HIEMA may recommend that the governor request a Presidential Disaster Declaration, which would make federal assistance available to the state and counties. The HIEMA Damage Assessment Plan provides more information on damage assessments.

   b. **Public Information:** Disseminating information on safety measures and available emergency services

   c. **Mass Care Operations:** Distributing food, water, and sanitary supplies to the population and opening post-impact shelters for individuals who cannot return home

   d. **Situational Awareness:** Coordinating with government, non-governmental, and private sector partners to maintain situational awareness, request resources, and share current capabilities

   e. **Debris Management:** Debris management and removal during and after a disaster begins at the county level. The state maintains the State *Debris Management Operational Support Plan (DMOSP)*, and the counties maintain County Debris Management Plans, which describe clearance, removal, reduction, and disposal plans. The counties are generally responsible for county land, and the state is responsible for state land. Major players and their tasks at the state level include:

i. HIEMA directs state departments' and agencies' debris clearance activities and integrates and coordinates debris management activities with local and county governments, NGOs, and the private sector.

ii. Hawai'i State departments and agencies, notably DAGS and DOT, will coordinate debris management activities and priorities with HIEMA for state land and assets.

iii. Counties are responsible for managing debris on their land and assets and may request state aid if necessary. The State Debris Management Operational Support Plan (DMOSP) provides more information on debris management.

f. **Critical Infrastructure Repairs and Restoration**: Initiating steps to repair and restore critical systems, services, and facilities necessary for emergency operations enables the population to return home or resume their daily living routines

4.6.2.3. SUSTAINED RESPONSE AND TRANSITION TO RECOVERY

1. Activities during this period may include activities initiated during the life-sustaining response phase, such as detailed damage assessments and restoring critical infrastructure, systems, and services.

2. Recovery planning should start concurrently with response activities.

3. The time it takes to transition from response to recovery and ultimately back to normal operations will depend on the scale of the emergency.

   a. A small-scale emergency will likely permit a rapid return to normal

   b. A significant disaster may involve a protracted period of response activities and a slow transition to a lengthy recovery period

4. Government agencies and businesses execute Continuity of Operations and Business Recovery Plans to direct the restoration of their regular operations.

5. Following a major disaster declaration, the state and FEMA will deliver programs and services as part of the Disaster Recovery Framework to support community and economic recovery.

4.6.2.4. DEACTIVATION OF EMERGENCY RESPONSE ORGANIZATIONAL STRUCTURES

1. Deactivation occurs when an incident no longer requires the support and coordination functions provided by the SEOC or when individual agencies can effectively manage those functions using regular coordination mechanisms.

2. As the recovery period begins, SEOC operations scale down or conclude.

   a. The SEOC structure is established to address the immediate effects of the incident and coordinate activities in the response phase. It is not intended to manage long-term recovery operations

b. SEOC operations may initially continue in a reduced form to address short-term recovery actions. For example, SEOC operations may transition to a partial activation level, during which staff are scaled back and/or operational hours are reduced

c. Resource demobilization and ongoing incident support responsibilities are completed or transferred

3. Following an after-action review and improvement, planning is arranged as part of the deactivation process.

4. The decision to demobilize state resources and deactivate the SEOC will be made by the Director of Emergency Management and HIEMA Administrator in consultation with affected counties, SERT members, and federal response partners, if applicable. Considerations include the following:

a. The incident has stabilized and is not expected to escalate or deteriorate

b. The volume of new Requests for Assistance (RFAs) and Requests for Information (RFIs) from counties and state departments is minimal

c. Essential infrastructure is wholly or substantially restored, and county governments and citizens can return to regular service providers for basic needs

4.6.3   LONG-TERM RECOVERY AND POST-INCIDENT ACTIVITIES

1. Following a major disaster, long-term recovery efforts to fully restore the state's social and economic well-being will be led by a State Recovery Council, which will be headed by a State Recovery Coordinator appointed by the Governor.

2. HIEMA will support by coordinating participation from state departments, private sector agencies, and NGOs.

3. For a more detailed discussion of incident recovery activities, see the *Recovery Operations Plan.*

5. DIRECTION, CONTROL, AND COORDINATION

This section provides additional detail on the temporary organizational structures the state will use to manage the response to a significant emergency.

5.1 DIRECTION AND CONTROL OF STATE EMERGENCY OPERATIONS

5.1.1 GOVERNOR

1. The Governor has primary direction, control, and coordination of all state resources. He is responsible for the safety and welfare of Hawai'i's residents and visitors, as well as for maintaining the continuity of state government.

5.1.2 POLICY GROUP

1. In a large disaster involving multiple agencies and complex issues, the Governor may convene a Policy Group that deliberates and advises on policy issues that arise during the incident, addresses legal issues, and resolves conflicting policies, procedures, and authorities among involved agencies. The Policy Group does not employ command authority or tactical decisions regarding field-level operations.

2. The Policy Group generally consists of the Governor, the Director of Emergency Management, the HIEMA Administrator, the Governor's Chief of Staff, and select Cabinet members. At the governor's discretion, it may include senior elected officials or leaders from other agencies or jurisdictions.

5.1.3 UNIFIED COORDINATION GROUP (UCG)

1. Similar to the Policy Group, the UCG can be convened when the complexity of an incident or the involvement of multiple response entities with jurisdiction or statutory authority warrants it. UCGs may be convened at any level of emergency coordination and involve various levels (ex, state-federal UCG). The UCG guides the prioritization and allocation of response resources, reducing the duplication of effort and increasing response efficiency.

2. When a state-federal Joint Field Office (JFO) is established after a presidential disaster declaration, the UCG commands the resources assigned to the JFO and other FEMA operations.

5.1.4 DIRECTOR OF EMERGENCY MANAGEMENT

1. The Director of Emergency Management is the primary liaison between the SEOC, the Governor's Office, and other senior state and federal officials. The Director provides executive oversight and direction of disasters or emergencies on behalf of the Governor.

2. When a disaster is declared under the Stafford Act, the Director of Emergency Management is generally appointed by the Governor as the GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR). In addition to providing oversight and direction on behalf of the Governor, the GAR executes all necessary documents for the state and establishes strategic response and recovery strategies. Additional GARs could include the Administrator, Executive Officer, or HIEMA Branch Chiefs.

5.1.5   HIEMA ADMINISTRATOR

1. The HIEMA Administrator is responsible for implementing the director's strategic direction and priorities and providing operational oversight of the state's response to an incident.

2. Activities carried out by the HIEMA Administrator may include the following:

   a. Oversee SEOC support for the incident, including adjusting the activation level and determining organization and staffing requirements

   b. Directing the emergency activities of state departments and agencies as they relate to response and recovery operations

   c. Ensuring the integration of information and coordination of emergency activities across all levels of government and with NGO and private sector partners responding to the incident

   d. Coordinating with senior leadership to share incident updates and establish priorities

3. When a disaster is declared under the Stafford Act, the governor generally appoints the HIEMA Administrator as the State Coordinating Officer (SCO).

   a. The SCO is responsible for interfacing with FEMA's Federal Coordinating Officer (FCO) on behalf of state and local agencies to coordinate disaster assistance activities. The SCO reports to the Governor's Authorized Representative (GAR) and translates the GAR's strategic guidance into tactical plans and initiatives. Sometimes, the Administrator acts as the GAR for the State of Hawaiʻi

5.2 STATE EMERGENCY OPERATIONS CENTER ORGANIZATION

1. The SEOC's organization is based on the Incident Command System (ICS) principles and includes the following components: Executive Leadership, Command Staff, and General Staff.

   a. **Executive Leadership:** Governor, the Hawaiʻi Advisory Council on Emergency Management (HACEM), the Director of Emergency Management, and the Administrator of Emergency Management

   b. **Command Staff:** HIEMA Executive Officer, SEOC Manager, Communications Director, Safety Officer, Logistics Branch Chief, Fiscal & Administration Branch Chief, Human Resources Lead, and Community Outreach Lead

   c. **General Staff:** Operations Section, Logistics and Resource Support Section, Planning and Information Section, and the Finance and Administration Section
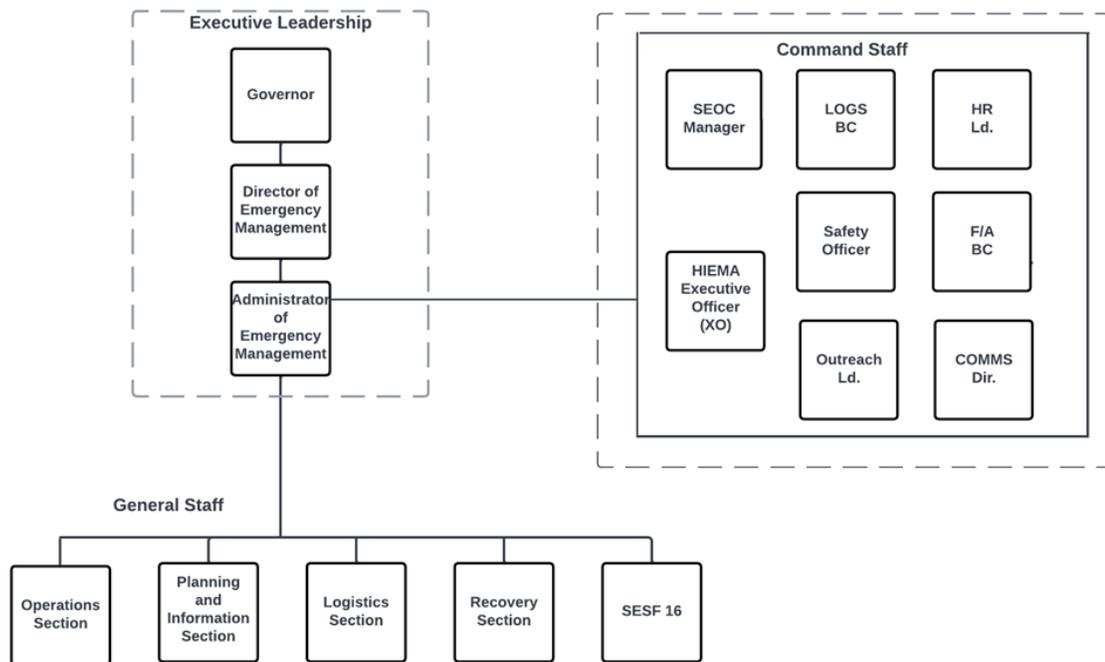
Figure 13: SEOC Organization

2. The SEOC organization is flexible and scalable based on the nature and needs of the incident. Organizational elements and the number of staff assigned expand in proportion to the size and complexity of an incident, ensuring that effective coordination and a manageable span of control are maintained.

3. When an extended warning or build-up period precedes an incident, the SEOC's initial staffing may be limited to a few positions generally filled by HIEMA personnel.

4. As resource and coordination requirements grow, State Emergency Support Functions (SESFs) are activated to coordinate support in key functional areas.

   a. Each activated SESF provides one or more representatives to the SEOC, usually from the SESF Primary Agency. The SESF representative in the SEOC coordinates with SESF Support Agencies to respond to requests for information, resources, or other support assigned to the SESF

5. The SEOC Procedural Guide further details SEOC positions and structures. The SESF Annexes to this plan describe SESF members, tasks, and anticipated mission assignments.

5.2.1   EXECUTIVE LEADERSHIP
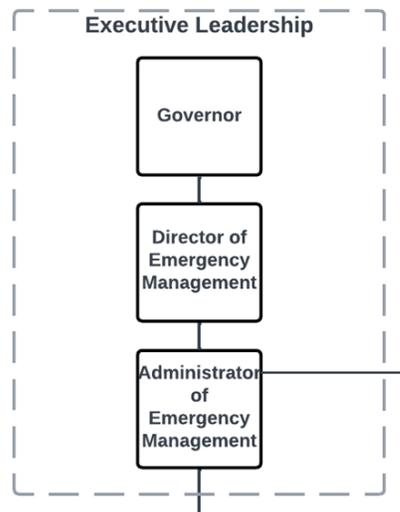
Figure 14: Executive Leadership Organization

1. The Executive Leadership of the SEOC is comprised of:

    a. The Governor of the State of Hawaiʻi

    b. The Director of Emergency Management

    c. The Administrator of Emergency Management

2. Executive Leadership provides strategic incident response guidance to the Command and General Staff. Executive Leadership guides incident response by:

    a. Providing strategic direction

    b. Establishing State Operational Priorities and Response Objectives

    c. Creating and refining state policy

    d. Resolving policy issues and concerns

    e. Directing the allocation of finite resources to maximize efficiency

    f. Acting as the overall approval authority for SEOC functions and documentation

5.2.2   COMMAND STAFF

1. Command Staff positions support key activities for the state response and report directly to the HIEMA Administrator.
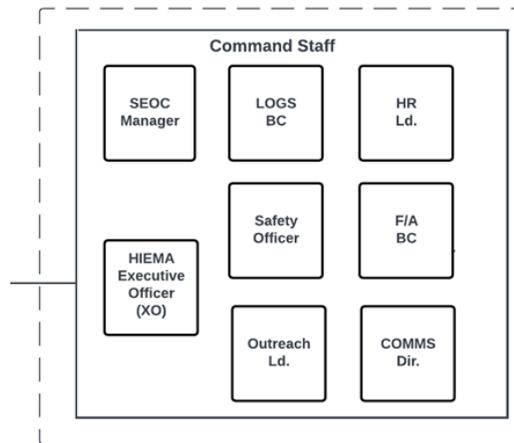
Figure 15: Command Staff Organization

2. Command Staff positions include the following:

   a. HIEMA Executive Officer (XO): The XO assists the Executive Leadership and Command Staff in developing strategic guidance and goals for incident response. In the absence of the Administrator, the XO acts as the Deputy Administrator

   b. SEOC Manager: Oversees the coordination of resources and personnel to respond to emergencies and disasters. They develop and implement plans, procedures, and training programs for the SEOC, ensuring effective communication and collaboration among various agencies and stakeholders

   c. Safety Officer: Monitors health and safety conditions in the SEOC, ensures compliance with relevant safety codes, regulations, and guidelines, identifies and communicates hazardous conditions, and develops measures to ensure personnel safety

   d. Finance Administration (F/A): The Finance/Administration Branch Chief plays a critical role in ICS during large, complex incidents involving significant funding originating from multiple sources. F/A Section is established when on-scene or incident-specific finance and other administrative support services are needed

   e. Communications Director: Ensures accurate and consistent incident information is provided to the media and the public. The director coordinates these duties with agencies assigned to SESF #15 External Affairs. A Joint Information Center (JIC) may be activated during significant incidents to serve as a central coordination point for SESF #15 agencies and Public Information Officers (PIOs) from other involved organizations, as outlined in the Joint Information Center Procedural Guide

   f. Logistics Branch Chief (LOGS): Oversees all service support requirements necessary to facilitate effective and efficient incident management, including ordering resources from off-site locations

g. Human Resources Lead (HR Ld): Provides administrative support to the SEOC team, including personnel management, documentation, and tracking personnel availability. Support affected employees and coordinate with other departments and external agencies to ensure a seamless response. Prioritizes employee safety and well-being

h. Community Outreach Lead (Outreach Ld): Manages the functions of community programs in collaboration with appropriate state and county agencies, as well as with all communities in the general public throughout the state of Hawaiʻi. The position also supports outreach and education programs designed to help Hawaiʻi residents and visitors prevent, mitigate, respond to, and recover from natural and human-caused events

5.2.3   GENERAL STAFF

5.2.3.1.   OPERATIONS SECTION

1. The Operations Section's role is to provide resource support to impacted counties and state departments and to ensure coordination of response activities among federal, state, and local agencies.

   a. All requests for assistance from local governments and state agencies go through the Operations Section, whose mission is to assign the requests to the appropriate SESF or agency to fulfill

   b. The Operations Section ensures missions are coordinated among involved parties and tracks the progress of all mission assignments until completion

   c. As required, the Operations Section assigns and directs Emergency Management Assistance Teams or liaisons to represent the state and facilitate coordination at other incident sites or operations centers

   d. The Operations Section also provides timely emergency alerts, warnings, and notifications to state agencies, local governments, and key federal partners through the State Warning Point (SWP)

2. The section is led by an Operations Section Chief who reports to the HIEMA Administrator.
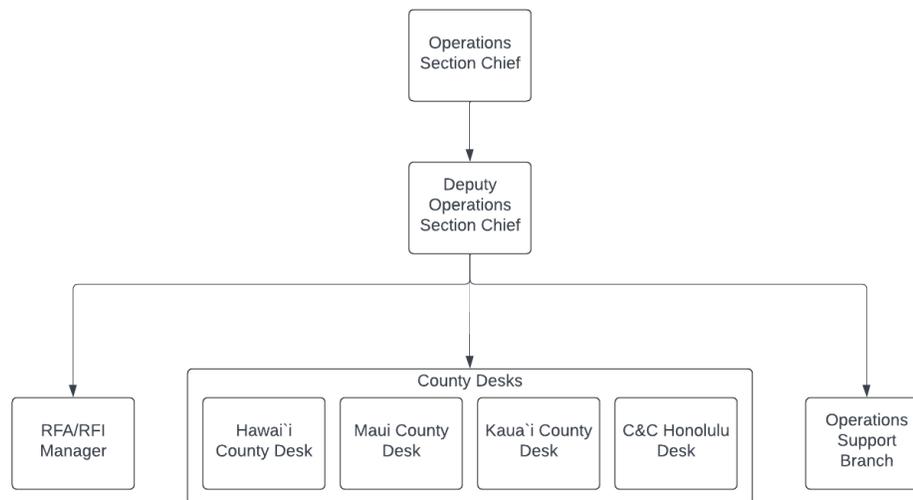
Figure 16: Operations Section Organization

3. The Operations Section's specific configuration is flexible and adjusted based on the support needed to manage the current incident. The Operations Section Chief may appoint a deputy and subdivide the section as depicted above to maintain an effective span of control.

4. Only a few SESFs may be activated for smaller-scale incidents and report directly to the Operations Section Chief.

5. During full activation, the Operations Section consists of the following positions and branches:

   a. **Deputy Operations Section Chief:** Assists the Operations Section Chief as delegated. The Deputy Operations Section Chief oversees the Infrastructure, Human Services, and Emergency Services Branches and reports directly to the Operations Section Chief

   b. **RFA/RFI Manager:** Receives, assigns, and tracks Requests for Assistance (RFAs) and Requests for Information (RFIs) on WebEOC. Although the RFA Manager is not responsible for executing RFAs and RFIs, they are responsible for ensuring that they are specific, measurable, achievable, relevant, and time-bound. The RFA Manager reports to the Deputy Chief of the Operations Section

   c. **County Desks:** For each county affected or involved in incident response, a County Desk position will be staffed for four desks (Kauaʻi, Honolulu, Maui, and Hawaiʻi) with additional support staff activated as necessary. County desks serve as single points of contact for two-way communication between the State EOC and their assigned County EOCs. County Desks report to the Deputy Operations Section Chief

   d. **Operations Support Branch:** The Operations Support Branch, led by the Operations Support Branch Director, supports operational coordination with the SESFs and EMOs and provides other support to SERT staff and county, federal, and private partners as needed. The Operations Support Branch Director reports to the Deputy Chief of the Operations Section

6. During incidents that require additional coordination, the following branches may be staffed, and the reporting structure may be adjusted to maintain a manageable span of control.

   a. **Infrastructure Branch**: Monitors and supports state and county emergency operations to stabilize and restore key infrastructure. Includes the following SESFs: SESF #1 – Transportation, SESF #2 – Communications, SESF #3 – Public Works and Engineering, and SESF #12 – Energy. The Infrastructure Branch Director reports to the Deputy Chief of the Operations Section

   b. **Human Services Branch:** Coordinates emergency assistance to address or alleviate impacts on residents' and visitors' health and general welfare and ensure basic human needs are met. Includes the following SESFs: SESF #6 – Mass Care, Emergency Assistance, Housing and Human Services, SESF #8 – Public Health & Emergency Services, and SESF #11 – Agriculture and Natural Resources. The Human Services Branch Director reports to the Deputy Chief of the Operations Section

   c. **Emergency Services Branch**: Coordinates emergency response-oriented functions with the SEOC. It includes the following SESFs: SESF #4—Firefighting, SESF #9—Search and Rescue, SESF #10—Oil and Hazmat Response, SESF #13—Public Safety and Security, and SESF #20—Military Support. The Emergency Services Branch Director reports to the Deputy Chief of the Operations Section

TASK FORCES

1. Task forces are organized to support specific operational and tactical mission needs. They are staffed by representatives from entities involved (statutorily and/or jurisdictionally) and led by personnel from the State Emergency Operations Center (SEOC).

2. Joint task forces may stand up under the Operations Section to address specific response issues that require a high level of coordination among agencies from multiple SESFs and/or levels of government.

   a. Task forces may be formed on an ad hoc basis or pre-identified in the HI-EOP's annexes

   b. Task forces may also be employed non-operationally during the preparedness phase to facilitate joint planning efforts

5.2.3.2. PLANNING SECTION

1. The Planning Section collects, evaluates, disseminates, and displays information to establish and maintain situational awareness. The section maintains documentation related to the incident, conducts planning meetings, and prepares the SEOC Incident Action Plan (IAP), daily situation reports (SitReps), Common Operating Pictures (COPs), and other products that support senior-level decision-making.

   a. The Planning Section Chief leads the section and reports to the HIEMA Administrator

   b. The Planning Section Chief may appoint a deputy and subdivide the section as depicted above to maintain an effective span of control

c. Smaller incidents may not require additional organizational levels, in which case the Planning Section Chief retains management of all functions

Figure 17: Planning Section Organization

1. When fully activated, the Planning Section consists of the following positions and units:

a. **Resource Unit:** Responsible for developing the Incident Action Plan. Led by a Resource Unit Leader (RESL)

b. **Situational Awareness Unit:** Gathers, verifies, and disseminates situational awareness information via information displays, situation reports, and WebEOC. This unit also helps maintain situational awareness of the activities of affected counties through personnel assigned to County Desks. Led by a Situational Awareness Unit Leader (SITL)

c. **Documentation Unit:** Responsible for maintaining accurate and up-to-date incident files, data, and records that may be needed for legal, analytical, or historical purposes. This unit also records issues that should be addressed in the after-action incident review. Led by a Documentation Unit Leader (DOCL)

d. **GIS Support:** Tasked with creating and maintaining Geographic Information System (GIS) products related to incident response

5.2.3.3.   FUTURE PLANNING SECTION

1. The Future Planning Section is tasked with anticipating resource shortfalls and incident needs further into the future than the next operational period (hours, days, weeks, or more). Their primary concern is to answer the "what if, what then?" questions. The Future Planning Section Chief (F-PSC) leads the section.

2. Based on the HIEMA Administrator's direction and priorities, the F-PSC will determine FP staffing needs and fill FP positions as necessary.

3. Smaller incidents may not require additional organizational levels, in which case the Future Planning Section Chief maintains management of all functions.
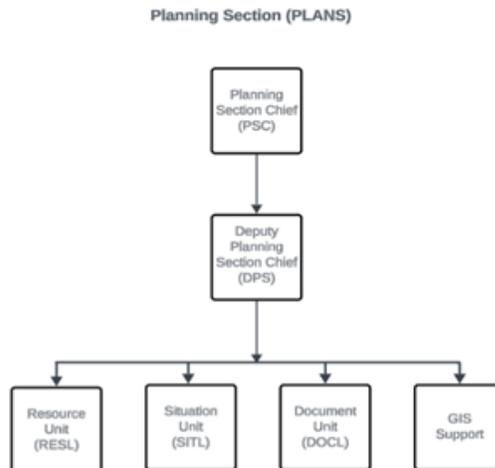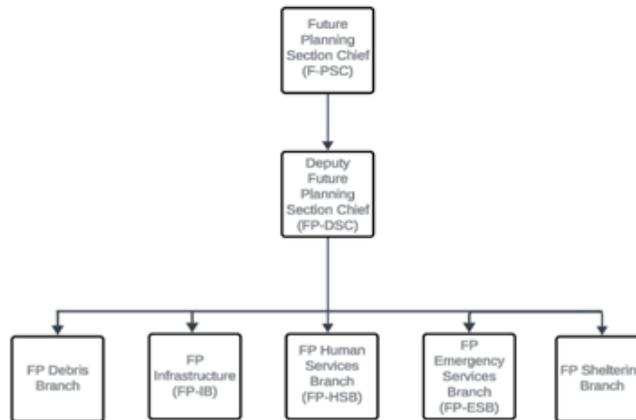

Figure 18: Future Planning Section Organization

4. When fully activated, the Future Planning Section consists of the following positions:

   a. **FP Debris Branch:** Monitors, supports, and anticipates future needs for Debris operations related to emergency response. The branch may coordinate with SESFs involved in debris operations, which may include, but are not limited to, the following: SESFs #1, #3, #4, and #7

   b. **FP Infrastructure Branch:** Monitors, supports, and plans for future operations and activities related to stabilizing and restoring critical infrastructure. The branch may coordinate with SESFs involved in this process, which may include, but are not limited to, SESFs #1, #2, #3, and #12

   c. **FP Human Services Branch:** Monitors, supports, and plans for future operations and activities related to the health and welfare of residents and visitors. The branch may coordinate with SESFs involved in providing mass care, emergency assistance, and human services, including but not limited to the following: SESFs #6, #8, #11, and #13

   d. **FP Emergency Services Branch:** Monitors, supports, and plans for future emergency response operations and activities. The branch may coordinate with SESFs involved with providing emergency services, including but not limited to the following: SESFs #4, #9, #10, #13, and #20

   e. **FP Sheltering Branch:** Monitors, supports, and plans for future operations and activities that may include, but are not limited to the following:
      i. Assessing sheltering capacity to include status, facility damages, and estimated impacts.
      ii. Supporting congregate, non-congregate, and transitional sheltering.

iii. Supporting individuals with disabilities and others with access and functional needs in congregate settings.

iv. Supporting pets/service animals' essential needs for sheltering, evacuation, and care.

5.2.3.4.   LOGISTICS SECTION

1. The Logistics Section provides services and support to the SEOC, including equipment, communications, services, and supplies required for effective SEOC operations. This section also processes resource requests that the SESFs are unable to fulfill.
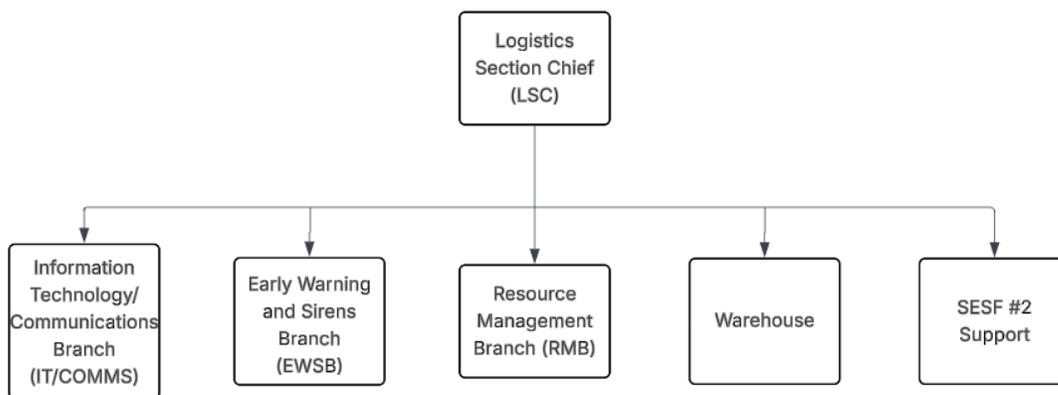
Figure 19: Logistics Support Section

2. The section is led by a Logistics Section Chief, who reports to the HIEMA Administrator and includes SESF #7.

3. The Logistics Section Chief may subdivide the section as needed for effective coordination and span of control.

4. When fully activated, the Logistics Section includes the following units:

   a. **Information Technology/Communications Branch:** This branch maintains and ensures the operability of SEOC IT and communications equipment. It distributes equipment and provides technical support to SEOC SERT personnel as needed

   b. **Early Warning & Sirens Branch:** Maintains and ensures operability of the state's early warning and sirens equipment, systems, and infrastructure. As needed, it executes repairs, polls sirens, and provides technical support to SERT personnel at the SEOC

   c. **Resource Management:** Acquires, stores, inventories, and tracks incident-related resources and equipment. As necessary, it collaborates with the Finance and Administration Section to execute emergency contracts for goods and services in support of SEOC or incident activities. It also supports

SEOC operations, such as facility maintenance and sanitation for SEOC workers during extended activations

d. **Warehouse OPS:** Validates the current inventory of deployable supplies. Pulls from stockage, packs, and prepares for shipment of deployable supplies. Updates RFA and RFI status in WebEOC as needed

e. **SESF #2 Support**: Supports SESF #2 agencies when activated by the SEOC. Coordinates the response to Requests for Information (RFIs) and Requests for Assistance (RFAs) assigned to SESF #2. Works with Primary and Support Agencies to identify and direct resources, plan missions, and prioritize needs

5.2.3.5. FINANCE/ADMINISTRATION SECTION

1. The Finance/Administration Section is responsible for overseeing all financial and administrative support activities for SEOC operations, which include the following:

a. Ensuring SEOC emergency expenditures comply with applicable statutes, rules, and best practices

b. Tracking and documenting response-related expenses, including personnel hours, for potential disaster declaration or reimbursement requests

c. Coordinating completion and submission of reimbursement requests from the State's Major Disaster Fund and FEMA Declaration Fund, if applied

d. Arranging and tracking travel accommodations of SERT personnel deployed to affected areas

e. Issuing guidance and collaborating with other State Agencies' Finance and Administration offices to track, verify, and record the estimated incident costs for managing the State's financial resources and future reimbursements

f. Ensuring sufficient budget authority and Federal funds to compensate for response/incident costs. This includes any required State matching fund commitment to ensure proper reimbursement of funds to eligible counties, States, and non-profit entities for their reimbursable activities

g. Support the Logistics and Resource Support Section by preparing emergency contracts and funds for purchases

h. Maintaining, documenting, and tracking personnel overtime and compensatory time of SEOC staff

i. Providing other administrative support required for SEOC operations
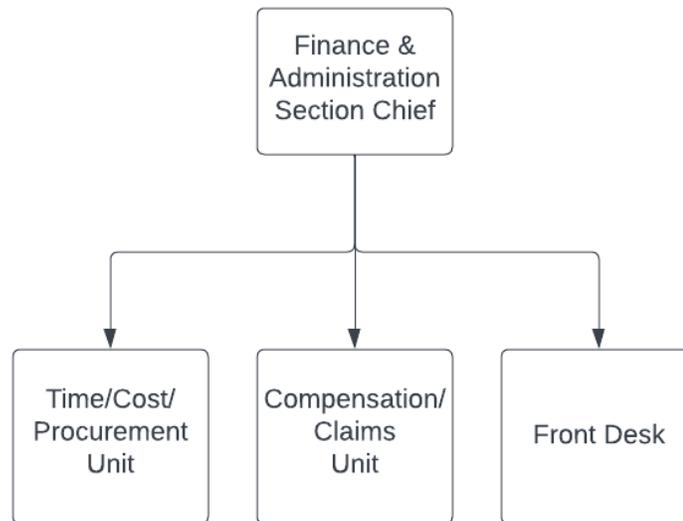
Figure 20: Finance & Administration Section Organization

2. The section is led by a Finance/Administration Section Chief who directly reports to the HIEMA Administrator and includes SESF #16 agencies and administrative staff.

3. The Finance/Administration Section Chief may appoint a deputy and subdivide the section into units for effective coordination and a wide range of control.

4. During a full activation, the following Finance/Administration Section units may be established:

   a. **Time/Cost/Procurement Unit:** Tracks, analyzes, forecasts incident costs, and maintains records of all SEOC expenditures and commitments. Ensure daily records of personnel and equipment hours, including overtime hours, are maintained and verified for accuracy and accountability. It guides other state agencies on costs that may be eligible for reimbursement and the requirements for timekeeping and documentation

   b. **Compensation/Claims Unit:** Prepares time and expenditure reports and all applicable reimbursement documentation. Coordinates and works closely with the Resilience Branch to prepare reimbursement requests for other state and federal agencies.   Assists in the Time/Cost/Procurement Unit and Front Desk, as necessary

   c. **Front Desk:** Manages the time and compensatory staffing documentation for the SEOC during activation. Prepares and coordinates SEOC sustenance during activation. Assists in the Time/Cost/Procurement Unit and Compensation/Claims Unit whenever applicable and necessary

5.2.3.6. INTELLIGENCE SECTION (ACTIVATED AS NEEDED)

1. If an incident involves a criminal or terrorist act, the HIEMA Administrator may elect to establish an Intelligence Section within the General Staff.

2. When established during an incident, the Intelligence Section's role is to coordinate with investigating authorities to ensure that sensitive information about the investigation is disclosed only to those with an operational need-to-know, in accordance with national information security protocols.
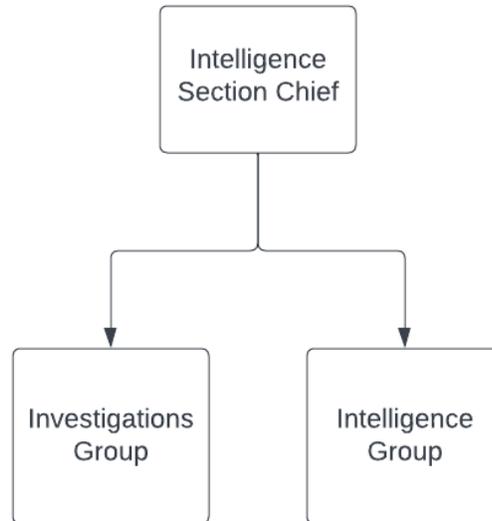
Figure 21: Intelligence Section Organization

3. The Intelligence Section is headed by an Intelligence Section Chief, who supervises tactical activities related to incident intelligence.

4. When activated, the Intelligence Section Chief position is staffed by the Administrator of the Homeland Security Division of the Hawai‘i Department of Defense or Designee.

5. The Intelligence Section consists of the following groups when fully activated.

   a. **Intelligence Group**: Primary functions include the intake and assessment of intelligence information related to the incident, information security, and information and intelligence management. When established, the Intelligence Group is staffed by the Hawai‘i State Fusion Center (HSFC) and supported by other agencies as required

   b. **Investigations Group**: Coordinates state support for the incident investigation, including liaising with the lead law enforcement investigating agency and providing specialized staff and resources required for the investigation. When activated, this group is led by the Department of Law Enforcement and supported by other SESF #13 agencies as needed

5.3   REQUESTS FOR ASSISTANCE AND INFORMATION

1. In most cases, the Incident Commander (IC) in the field requests assistance through the local County EOC. If the County EOC cannot fulfill the request, it submits a Request for Assistance (RFA) to the SEOC via the online WebEOC system. Counties may also submit Requests for Information (RFIs) through WebEOC.

2. State departments requiring emergency operations support may also submit RFAs and RFIs to the SEOC through WebEOC. If there is nobody in the SEOC when an RFA/RFI is submitted, call SWP.
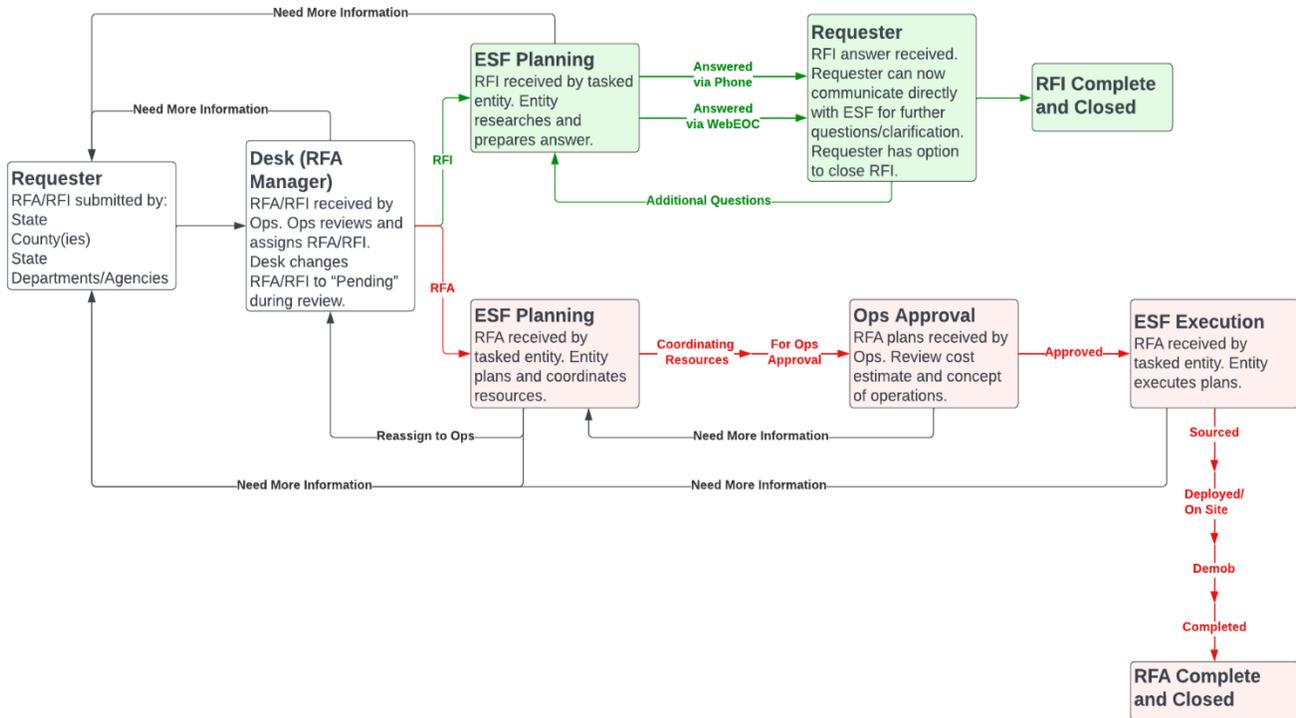
Figure 22: WebEOC RFA/RFI Process

3. Once the SEOC receives the request from a county or state department, it is processed by the Operations Section, which verifies the information and assigns the appropriate SESF to fulfill the request.

4. The Primary Agency of the assigned SESF will determine if it or any of the Support Agencies assigned to the SESF can fulfill the request.

   a. If the SESF tasked with the request can meet the request's provisions, the mission is sent to the Operations Section Chief for approval. The SESF coordinates approved missions with the requester

   b. If the SESF cannot provide the requested assistance, it is reassigned to another SESF or forwarded to the Logistics and Resource Support Section for fulfillment

   c. If the resource cannot be fulfilled with in-state resources, it may be secured through one of the following means:

      i. If the Governor has declared a state of emergency, the request may be fulfilled through mutual aid from another state via the EMAC. *Refer to* **8.2.2 Interstate Mutual Aid** *For additional information on EMAC.*

    ii.   If the disaster has been presidentially declared, the request may be forwarded to FEMA for fulfillment with federal resources. *Refer to* **4.4.4 Federal Declaration Process** *For additional information on federal assistance.*

5. RFAs and RFIs are submitted and tracked in WebEOC from the initial request by a county or state department through fulfillment of the request.

    a.   Resources dispatched in response to an RFA are tracked in WebEOC from deployment to demobilization and return to home base

5.4 SEOC COORDINATION WITH COUNTIES

5.4.1 COORDINATION OF INFORMATION

1. The WebEOC Event Log is the primary tool for sharing information and maintaining situational awareness for the county and state.

2. For each county impacted by the incident, a County Desk position is staffed in the SEOC as part of the Operations Section. The primary function of this position is to maintain a direct line with the assigned county's EOC to gather or clarify current situation information requested by other groups working in the SEOC.

5.4.2 EMERGENCY MANAGEMENT ASSISTANCE TEAM (EMAT)

1. During incident activations, the SEOC may deploy SERT members, typically HIEMA staff and personnel, to county EOCs to supplement local response operations.

2. When county resources and capabilities are expended or overwhelmed, county EOCs may request EMAT support via WebEOC. Requests should include:

    a.   The capabilities (roles, experience, certifications, etc.) requested of SEOC EMAT members

    b.   The anticipated duration required for SEOC EMAT assistance

    c.   The reporting location and operational rhythm for deployed SEOC EMAT members

3. EMAT capabilities may include, but are not limited to:

    a.   Planning

    b.   Documentation

    c.   Logistics

    d.   WebEOC support

4. The SEOC may pre-position SEOC EMAT members within counties in anticipation of requests for support.

5. Based on the capabilities requested from the county(ies), the SEOC Operations Section chief will coordinate EMAT staffing with the HIEMA Branch Chiefs. While deployed, the EMAT will report to the SEOC Operations Section Chief.

5.4.3 STATE OF HAWAI'I DEPARTMENT REPRESENTATION IN COUNTY EOCS

1. Some state departments with statutory or emergency duties that require close coordination with their county counterparts have established agreements with county emergency management agencies to embed a department liaison in the county EOC when activated.

5.5 SEOC COORDINATION WITH STATE DEPARTMENTS

1. State departments may have offices, facilities, and personnel throughout the state engaged in or impacted by emergency operations.

2. Each state agency should have a physical or virtual Department Operations Center (DOC) that serves as the hub for the department's response to ensure a cohesive departmental response, facilitate the flow of critical information, and manage resources and decision-making to prevent gaps and duplications.

3. The department's EMO works in the DOC and channels information and support needs to the SEOC.

4. If the department has a staff member working in the SEOC as an SESF representative, the EMO serves as the primary point of contact for the SESF representative to coordinate departmental support for mission assignments or address questions about departmental capabilities and resources.

5.6 PRIVATE SECTOR COORDINATION

1. Local, county, state, and federal governments and private sector organizations often work together before, during, and after incidents. Partnerships between public and private entities enhance incident management efficiency and alleviate the burdens placed on government entities.

2. HIEMA maintains emergency management relationships with the private sector that cover various topics, including supply chain management, distribution of food, water, and other commodities, and the provision of response resources.

3. HIEMA may invite private sector partners to participate in emergency management functions. HIEMA will assign private sector partners to work closely with the SESF that matches their function.

5.7 COORDINATION OF PUBLIC INFORMATION

1. SESF #15—External Affairs—will be activated to coordinate public messaging and the activities of the department's Public Information Officers (PIOs). State departments without a PIO still must identify a representative to SESF #15 to serve as the contact for public relations issues involving the department.

2. SESF #15 will also coordinate with PIOs from the affected jurisdiction and federal, private sector, or NGOs involved in the response to ensure conflicting information isn't distributed to the public.

3. A Joint Information Center (JIC) may be established at or near the SEOC during a significant incident. When activated, the JIC is responsible for the following activities:

   a. Facilitating coordination among agency PIOs

   b. Working with the HIEMA Administrator and the Governor's Office on the release of information

   c. Establishing an information release and press briefing schedule for the media

   d. Preparing news releases and fact sheets

   e. Coordinating news conferences

   f. Responding to media inquiries

   g. Monitoring print, broadcast, and social media to ensure the accuracy of reported information and address rumors or misinformation

5.8   FEDERAL DIRECTION, CONTROL, AND COORDINATION

1. The Federal Emergency Management Agency (FEMA) is the lead federal agency when the President declares a major disaster or emergency under the Stafford Act.

2. If an impending incident threatens the state and will likely result in a Stafford Act declaration, FEMA Region IX may begin staging resources and pre-deploy an Incident Management Assistance Team (IMAT). The IMAT will work with the state to assess immediate needs and impacts and conduct initial planning for a significant federal field response.

3. Following a Stafford Act declaration, federal activities and coordination with the state are directed by a Federal Coordinating Officer (FCO). The President appoints the individual to this position and works with the SCO.

4. FEMA established a Joint Field Office (JFO) to coordinate the efforts of agencies responding to the incidents.

5. The JFO is led by the federal Unified Coordination Group, which typically consists of the FCO, SCO, and senior officials from other entities with primary statutory or jurisdictional responsibility and significant operational responsibility for an aspect of an incident.

6. Federal agency support to the state is coordinated through a federal Emergency Support Function structure that essentially mirrors the state of Hawai'i's SESF organization. State SESFs coordinate with their federal counterparts at the SEOC or the JFO.

7. Some federal agencies (e.g., the U.S. Coast Guard, the Environmental Protection Agency, etc.) have statutory responsibility for response that allows direct coordination and integration with the affected jurisdiction(s).

Table 8: State-Federal ESF Crosswalk

SESF	State ESF Primary Agency(s)	Federal ESF Coordinator
1 - Transportation	Department of Transportation	Department of Transportation
2 - Communications	Department of Accounting and General Services: Office of Enterprise Technology Services	Department of Homeland Security: Cybersecurity and Infrastructure Security Agency
3 - Public Works & Engineering	Department of Accounting and General Services	Department of Defense: U.S. Army Corps of Engineers
4 - Firefighting	Department of Land and Natural Resources	Department of Agriculture: Forest Service & Department of Homeland Security: Federal Emergency Management Agency: U.S. Fire Administration
5 - Planning & Information	Department of Defense: Hawai'i Emergency Management Agency	Department of Homeland Security: Federal Emergency Management Agency
6 - Mass Care, Emergency Assistance, Housing, and Human Services	Department of Human Services & Department of Defense: Hawai'i Emergency Management Agency	Department of Homeland Security: Federal Emergency Management Agency
7 - Resources & Logistics Support	Department of Defense: Hawai'i Emergency Management Agency	General Services Administration & Department of Homeland Security: Federal Emergency Management Agency
8 - Public Health & Medical Services	Department of Health	Department of Health and Human Services
9 - Search & Rescue	Department of Land and Natural Resources: Division of Conservation and Resource Enforcement	Department of Homeland Security: Federal Emergency Management Agency
10 - Oil and HAZMAT Response	Department of Health: Environmental Management Division	Environmental Protection Agency
11 - Agriculture and Natural Resources	Department of Agriculture & Biosecurity	Department of Agriculture
12 - Energy	Department of Business, Economic Development, and Tourism: Hawai'i State Energy Office	Department of Energy
13 - Public Safety and Security	State Law Enforcement Coalition: Coordinating: Department of the Attorney General Primary: Department of Law Enforcement Department of Transportation Department of Land and Natural Resources	Department of Justice: Bureau of Alcohol, Tobacco, Firearms, and Explosives
14 – Cross-Sector Business and Infrastructure	N/A	Department of Homeland Security: Cybersecurity and Infrastructure Security Agency
15 - External Affairs	Department of Defense: Hawai'i Emergency Management Agency	Department of Homeland Security
16 - Finance	Department of Defense: Hawai'i Emergency Management Agency	N/A

20 - Military Support	Department of Defense	N/A

5.9   COORDINATION OF MILITARY SUPPORT

1. The state of Hawai'i is unique in that significant military support is available from active-duty military forces (Title 10) and the state's active-duty forces (Title 32) from the Hawai'i National Guard (HING).

    a. The Headquarters of U.S. Pacific Command, a major Geographical Combatant Command, and its service components are all located on the island of O'ahu. These components include the following: U.S. Army Pacific, Pacific Fleet, Pacific Air Forces, and Marine Forces Pacific Headquarters

    b. The Hawai'i National Guard (HING) has both Army and Air capabilities resident within the state

5.9.1   REQUESTS FOR HAWAI'I NATIONAL GUARD SUPPORT

1. The HING is usually the first military responder during an emergency or disaster within the state.

2. **Before a Governor's Emergency Declaration:**

    a. The HING may be deployed before the governor's emergency declaration. The HING will pay the initial costs, and HIEMA may be expected to cover HING-related costs

3. **After a Governor's Emergency Declaration:**

    a. The HING is typically deployed after the Governor's Emergency Declaration, allowing the state's Major Disaster Fund to cover related costs

    b. HING forces will be deployed on state active duty (Title 32) status and under the governor's control. HING forces are usually requested through SESF #20 – Military Support and deployed through the HING Director of Military Support (DOMS)

5.9.2   REQUESTS FOR ACTIVE DUTY (TITLE 10) SUPPORT

1. **Before a Presidential Declaration**:

    a. HIEMA typically requests active-duty resources through USINDOPACOM

    b. Existing Memoranda of Agreements (MOA) may also provide specific active-duty support (e.g., helicopter fire suppression and explosive ordnance disposal)

2. **After a Presidential Disaster Declaration:**

    a. Activity duty (Title 10) resources are requested by HIEMA through FEMA, validated by the Defense Coordinating Officer (DCO), and approved by USINDOPACOM and/or the Office of the Secretary of Defense

b. When requested by an official civil authority, commanders may also invoke their Immediate Response Authority, which allows for the temporary use of active-duty forces to respond immediately to save lives, prevent human suffering, or mitigate significant property damage when imminently severe conditions exist. Time does not permit approval from a higher authority

5.9.3 ACTIVATION OF A DUAL STATUS JOINT TASK FORCE

1. A Dual Status Joint Task Force (JTF) may be activated after a presidential disaster declaration.

   a. This JTF has a dual-status staff comprised of HING (Title 32) and active duty (Title 10) forces and is commanded by a Dual-Status Commander, who is usually a HING flag officer

   b. Activating the JTF and appointing a dual-status commander requires a joint request from the Governor and the PACOM Commander to the President

2. Requests for assistance (RFAs) that require military support will be processed through SESF #20 in the SEOC.

   a. Requests that require active duty/HING support will be passed to the Dual Status JTF. The Defense Coordinating Officer (DCO) will approve all missions passed to active duty (Title 10) forces before execution

   b. Requests for specific HING support will be passed to the HING Director of Military Support (DOMS)

5.9.4 CONSIDERATIONS AND LIMITATIONS FOR ACTIVE-DUTY FORCES

1. When military support is requested following a presidential declaration, specific considerations must be weighed by the DCO and the command provided before using active duty (Title 10) forces for Defense Support of Civil Authorities (DSCA) missions. These considerations include the following.

   a. Force requirements for ongoing federal missions/concerns within the Pacific area of operations

   b. Evaluation of cost, appropriateness, readiness, risk, legality, and lethality

   c. Timeframe

2. Title 10 active-duty forces cannot enforce state/civilian laws due to the Posse Comitatus Act limitations. However, HING state active duty (Title 32), Posse Comitatus does not limit forces.

5.10 COORDINATION WITH FOREIGN GOVERNMENTS

5.10.1 COORDINATION WITH FOREIGN CONSULATES

1. If the emergency threatens or impacts foreign nationals, the SEOC will notify the Department of State Office of Foreign Missions.

2. The Office of Foreign Missions will serve as the central coordination point for foreign consulates and consular officers seeking information or assisting their foreign nationals within the state.

5.10.2   COORDINATION OF OFFERS OF FOREIGN ASSISTANCE

1. Offers of foreign assistance following a disaster will be coordinated using the International Assistance System (IAS), which FEMA jointly manages with the U.S. Agency for International Development (USAID) and the Department of State.

   a. The Department of State will be the conduit through which offers of assistance are received from foreign governments and serve as the official communication channel for notifying foreign governments if their offers are accepted or declined

   b. FEMA decides whether to accept or decline an offer of assistance based on the potential requirements of the disaster

   c. c. The USAID Office of Foreign Disaster Assistance (OFDA) manages international assistance operations, facilitates discussions between the Department of State and FEMA, and ensures coordination with regulatory agencies

6. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

1. Developing a Common Operation Picture (COP) for emergency management partners is essential to ensure effective and coordinated response and recovery operations. This section describes how essential incident information will be collected, evaluated, and disseminated to stakeholders to provide a COP.

6.1 INFORMATION HANDLING

1. Information may flow into the SEOC through various communication channels and sources, including government agencies at all levels, non-governmental organizations (NGOs), the private sector, and the general public.

2. Personnel in the SEOC process incoming information into the following five broad categories for handling.

   a. **Requests for Assistance (RFA) or Information (RFI) about Resources:** Forwarded to or coordinated with the SEOC Operations Section to fulfill the request

   b. **Situation Information:** Forwarded to the SEOC Planning and Information Section's Situation Unit for processing

   c. **Offers of Assistance:** Forwarded to the SEOC Operations Section for tracking and assignment to the appropriate branch

   d. **Inquiries:**

      i. **Media and Public:** Inquiries are generally forwarded to the SEOC Public Information Officer (PIO) to ensure an approved, validated, and consistent response is provided.

      ii. **Senior state officials, state or county legislators, or Congressional delegation members**: Inquiries can be forwarded to the SEOC PIO. However, the response may require input or authorization from the HIEMA Administrator or the Director of Emergency Management.

      iii. **Governor's Office**: Inquiries may be forwarded to the HIEMA Administrator, Director of Emergency Management, or the PIO. The PIO will coordinate with the Administrator or Director before responding to any inquiries.

   e. **Non-Emergency:** Routed to the intended recipient (e.g., a caller returns a phone message)

6.2   WEBEOC

1. The State of Hawaiʻi uses WebEOC as its primary tool for internal communications and situational awareness during disasters. WebEOC is an online information management and communication tool that allows authorized users to view and update current incident information and request assistance.

    a. The Planning and Information Section posts all incident-related documentation, including Situation Reports, Common Operating Pictures, and Incident Action Plans (IAPs) to WebEOC

    b. All county EOCs and state Department Operations Centers (DOCs) submit Requests for Assistance (RFAs) or Requests for Information (RFIs) through the state's WebEOC platform, which are then assigned to the appropriate SESF. The status of RFAs/RFIs has been updated in the system and is viewable to the requestor

2. HIEMA creates user accounts that are required for county emergency management agencies and SERT members. The HIEMA Operations Chief may grant other response partners access to the system with permission.

3. The WebEOC Event Log is a legal document for the incident. All users provide situational awareness by inputting updates into the Event Log, such as:

    a. All incidents, activities, decisions, actions, requests, sources of information, etc., are associated with the incident

    b. Any incident related to the Director's Critical Information Requirements *(see next section)*

    c. Additional information that will assist in maintaining situational awareness of the incident for all responding to the disaster or emergency

6.3   DIRECTOR'S CRITICAL INFORMATION REQUIREMENTS

1. The Director's Critical Information Requirements (DCIRs) are high-priority details that have essential impacts on operations and must be reported immediately when they are known or changed.

2. DCIRs must be reported immediately and verbally to the SEOC Operations Section Chief and sent directly to SEOC Executive Leadership.

3. The pre-established DCIRs applicable to any incident are listed below. The director or HIEMA administrator may expand this list during an emergency.

    a. Death, serious injury, or hospitalization of any member of HIEMA, county emergency management Administrators, or SERT members

b. Any accident involving HIEMA vehicles, equipment, or facilities that results in loss or severe damage to that equipment or property

c. Casualties (deaths, serious injuries, and hospitalization) of all residents/non-residents resulting from a disaster/emergency

d. Degradation and restoration of IT/communications systems is critical to HIEMA and statewide operations

e. Activation or deactivation of county EOCs

f. Opening or closing airports, harbors, major highways, and other significant lines of communication

g. Degradation and restoration of critical infrastructure capabilities (power, water, transportation, supply chain, cyber, and communications)

h. Opening and closing of emergency shelters

i. Any major Request for Assistance (RFA) from the county or other agencies that the SEOC cannot support or cannot support on a timely basis

j. Any incident not captured above poses a significant and imminent threat to public health, safety, property, or the environment

6.3.1   ESSENTIAL ELEMENTS OF INFORMATION (EEI)

1. EEIs are crucial information requirements related to an incident that senior decision-makers need within a specified timeframe. EEIs enable the analysis of all available information to assist decision-makers in making informed decisions based on the latest details related to the incident.

7. COMMUNICATIONS

7.1   HIEMA PRIMARY, ALTERNATE, CONTINGENCY, EMERGENCY (PACE) PLAN

Please consult the HIEMA Primary, Alternate, Contingency, and Emergency (PACE) Plan and associated matrix for comprehensive details on executing the PACE plan during any event.

7.2   PUBLIC ALERT AND WARNING

1. As described in section **4.2 Monitoring, Detection, and Notification.** The state of Hawaiʻi relies on federal, state, and county agencies to initiate and disseminate warnings of potential emergencies and disasters, depending on the nature and severity of the emergency or disaster. Initial notifications to the state are sent through HIEMA's State Warning Point (SWP).

2. When public alerts and warnings are necessary, the following emergency notification systems are available:

   a. **Emergency Alert System**

      i. The Emergency Alert System (EAS) provides public warnings on broadcast radio, television, and cable TV. It is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability for the President to address the American public during a national emergency.

      ii. The Federal Communications Commission (FCC), in conjunction with the Federal Emergency Management Agency (FEMA) and the National Oceanic and Atmospheric Administration's National Weather Service (NOAA/NWS), implements the EAS at the federal level.

      iii. The state of Hawaiʻi is also authorized by a FEMA Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement to issue alerts such as AMBER Alerts and imminent threat notifications.

      iv. Sprint Relay's Emergency Notification System (ENS) augments the EAS by sending text messages to participating members of the deaf and hard-of-hearing community. Any state or county EOC or warning point can be used to enter text messages.

   b. **Statewide Outdoor Warning Siren System**

      i. In cooperation with county emergency management agencies, HIEMA maintains the Statewide Outdoor Warning Siren System to provide public warning to people outdoors in tsunami inundation zones, parks, schools, and other population centers.

ii. During an emergency, a steady three-minute siren serves as an alert signal for the public to turn on their radios or televisions to any local station and listen to emergency information and instructions. EAS activations follow Siren soundings.

iii. Sirens are primarily activated by the county emergency management agency or the county warning point via a commercial-based cellular control system with a redundant satellite backup.

iv. In a locally generated tsunami, the Pacific Tsunami Warning Center (PTWC) can direct the county warning points to activate the sirens.

v. The state may also activate sirens at the request of a county and/or if directed by the Director of Emergency Management or HIEMA Administrator.

c. **Civil Air Patrol**

i. Civil Air Patrol (CAP) aircraft-mounted sirens augment the Statewide Outdoor Warning System by flying over gap areas, such as beaches and camping areas, not covered by a siren. These aerial sirens serve the same purpose as the outdoor warning sirens.

3. **Subscriber-based Public Mass Notification Systems**

a. Each county in the state has a Mass Notification System that the public can subscribe to for text notifications from the county emergency management agency.

i. Kaua'i County: County of Kaua'i Notifications: Notification Services - Kauai County, HI

ii. City and County of Honolulu: HNL Info: HNL Alert | Department of Emergency Management

iii. Maui County: MEMA Alerts: Alert Center • MEMA Notifications

iv. Hawai'i County: Civil Defense Alerts: Alerts | Hawaii County Civil Defense Agency

7.3   STATE COMMUNICATIONS SYSTEMS

1. The SEOC has multiple redundant communication networks comprising local, state, and federal emergency systems.

2. The communications systems maintained by the local, state, and federal governments include:

a. Direct Hotlines

b. Satellite Push to Talk Radio

c. Satellite Voice Over IP (VoIP)

d. Land Mobile Radios

e. Auxiliary Communications (Amateur Radio)

f. Video Teleconferencing

3. Utilizing a Direct Hotline with backup Satellite/Land Mobile Radio Systems, the State Emergency Operations Center (SEOC) ensures daily contact is maintained among the following emergency management partners:

    a. State Warning Point (State EOC)

    b. Oʻahu EOC, Department of Emergency Management

    c. Oʻahu Warning Point (County Police Dispatch Center)

    d. Kauaʻi County EOC, Kauaʻi Emergency Management Agency

    e. Kauaʻi County Warning Point (County Police Dispatch Center)

    f. Maui County EOC, Maui Emergency Management Agency

    g. Maui County Warning Point (County Police Dispatch Center)

    h. Hawaiʻi County EOC, Hawaiʻi Civil Defense Agency

    i. Hawaiʻi County Warning Point (County Police Dispatch Center)

    j. 298th Air Defense Squadron (ADG) – National Guard

    k. FEMA Pacific Watch (located in the U.S. Federal Building)

    l. National Weather Service Forecast Office (NOAA)

    m. Pacific Tsunami Warning Center (NOAA) and National Tsunami Warning Center (NTWC)

    n. FEMA Region IX, Regional Response Coordination Center

8. ADMINISTRATION, FINANCE & LOGISTICS

1. This section provides a high-level overview of resource and financial management responsibilities during a statewide emergency or disaster.

   a. State Emergency Support Function (SESF) #16 – Finance supports the Finance and Administration Section of the SEOC as described in Error! Reference source not found. Error! Reference source not found.. The SESF #16 Finance & Administration Annex details administrative and financial activities

   b. SESF #7 – Logistics Management & Resource Support supports the Logistics Section of the SEOC as described in Error! Reference source not found. **Logistics Section.** The SESF #7 Logistics Management & Resource Support Annex provides more detailed responsibilities and processes

8.1 FINANCE

8.1.1 EMERGENCY PROCUREMENT

1. When the governor declares a state of emergency, specific parameters of the state procurement rules may be temporarily suspended to speed up purchasing supplies, services, and equipment required for the response. The emergency proclamation will identify the laws and regulations that are affected.

8.1.2 EXPENDITURE TRACKING AND REIMBURSEMENT

1. For all declared and undeclared disasters and emergencies:

   a. All state and county departments and agencies are responsible for tracking and managing their financial activities using their established processes and resources

   b. State and county departments are required to document and track personnel overtime and compensatory time related to the emergency

2. For state-declared emergencies or disasters that **do not receive** a presidential disaster declaration:

   a. **State Departments:** Authorized and adequately documented expenses incurred by state agencies performing response and recovery activities may be funded through the state's Major Disaster Fund

   b. **County Governments:** County governments are responsible for funding their disaster response and recovery activities using their operational or disaster funds. The cost of state resources requested by the county is usually the responsibility of the local government

3. For disasters that **Do Receive** a presidential disaster declaration:

a. **State Departments:** State agencies are responsible for paying for their response and recovery activities using their department funds and promptly providing expenditure logs and documentation to HIEMA. HIEMA will seek FEMA reimbursement for eligible activities

b. **County Governments:** Counties may seek reimbursement of eligible costs by submitting expenditure records to HIEMA through the county emergency management agency. HIEMA will seek FEMA reimbursement

8.2 MUTUAL AID

8.2.1 INTRASTATE MUTUAL AID

1. Passed in 2022, the Intrastate Mutual Aid Act (HRS 127D) establishes the legal framework for intrastate mutual aid in Hawaiʻi. The State of Hawaiʻi Intrastate Mutual Aid System (HIMAS) Plan outlines the system's operation and establishes uniform guidelines and procedures for requesting and providing assistance under HIMAS. The plan establishes mutual aid policies for the counties, which include those of Hawaiʻi, Maui, the City and County of Honolulu, and Kauaʻi.

2. HIMAS provides for mutual assistance among the participating parties in the prevention of, response to, recovery from, and mitigation of any disaster that results in a formal declaration of an emergency by a participating local county government.

3. HIMAS provides an outline for cooperation among participating local county governments in conducting disaster-related drills, exercises, or other training activities outside of actual declared emergency periods.

8.2.2 INTERSTATE MUTUAL AID

1. The state has adopted the Emergency Management Assistance Compact (EMAC), which allows for mutual aid between states during any emergency or disaster when state resources, supplies, or equipment are depleted.

2. The Governor of the requesting state must declare an emergency before activating the compact and deploying resources through EMAC.

3. Support available through EMAC includes personnel, equipment, supplies, and National Guard support from other states. The requesting state reimburses the assisting state(s) for personnel and equipment expenses.

4. EMAC provides a process for requesting and supplying resources, paying associated costs, and stipulating legal and liability stipulations for deployed responders operating under the compact's auspices.

5. The Operations Section of the SEOC manages the management and coordination of EMAC resources.

9. PLAN DEVELOPMENT AND MAINTENANCE

9.1 RESPONSIBILITIES FOR PLAN DEVELOPMENT AND MAINTENANCE

1. The **HI-EOP** is developed with input from state, non-governmental, and private sector agencies that comprise the State Emergency Response Team (SERT).

2. HIEMA is responsible for coordinating all revisions to the **HI-EOP**. Plan maintenance responsibilities include the following.

   a. Maintaining a plan review schedule as described in the next section

   b. Reviewing all plan components and proposed changes for consistency

   c. Obtaining approvals for changes from the appropriate approving authority as defined in section **9.3 Plan Approving Authorities**

   d. Ensuring notifications of approved changes are made and maintaining a record of changes

3. The following agencies are responsible for developing and maintaining specific Annexes and coordinating proposed changes with HIEMA. HIEMA provides format and content guidance to ensure consistency with the **HI-EOP.**

   a. **SESF Primary Agencies:** Agencies designated as SESF Primary Agencies are responsible for working with SESF Support Agencies on the maintenance of SESF Annexes and related Appendices. HIEMA will establish an SESF Annex review period and deadline, though SESF Primary Agencies may submit revisions outside the review period if more frequent updates are required

   b. **Hawai'i Office of Homeland Security:** Under HRS Chapters 128A and B, the Hawai'i Office of Homeland Security is responsible for preparing comprehensive programs and plans for homeland security and defense (including terrorism, cybersecurity, and relevant emerging threats) that integrate with related plans at all levels of government. Working with federal, state, and county officials, the office develops prevention, protection, response, recovery, and mitigation strategies for homeland security, incorporating them into the applicable Incident Annexes to the **HI-EOP**

   c. **Hawai'i State Department of Health:** The Department of Health is responsible for maintaining Incident Annexes to the **HI-EOP** that address the response to public health emergencies and hazardous materials (HAZMAT) incidents

9.2 REVIEW CYCLE

1. HIEMA uses the HIEMA Documentation Procedural Guide throughout its management of the agency's documentation and correspondence, which are crucial for supporting its emergency management mission.

2. HIEMA will complete periodic updates of the **HI-EOP** no less than every two years. Updates may be initiated to address any of the following.

   a. Minor administrative revisions needed to update terminology, titles, or agency names

   b. Ensure risk and vulnerability analysis, planning assumptions, and situation reflect current realities

   c. Address relevant changes in federal or state laws, policies, structures, capabilities, or other changes to emergency management standards or best practices

   d. Incorporate substantive lessons learned from exercises, incident analysis, or program evaluations

9.3   PLAN APPROVING AUTHORITIES

1. The HIEMA Administrator may approve the plan, primarily for administrative updates.

2. The Governor of the State of Hawaiʻi must approve substantial revisions.

9.4   PLAN DISTRIBUTION AND ACCESS

1. The primary distribution method of the Base Plan and Annexes will be electronic.

2. The **HI-EOP** Base Plan, SESF Annexes, Operational Support Plans, and other *HI-EOP*-related documents deemed by the HIEMA Administrator to be free of sensitive or confidential information will be publicly available online.

   a. Annexes and supporting materials with sensitive information will be treated as controlled documents and hosted on the state's WebEOC system. These will be accessible to SERT members, county emergency management agencies, and other state, local, and federal partners with access to the system

2. Plan updates or revisions will be notified to the following.

   a. County emergency management agencies

   b. State Department Directors

   c. SERT members include HIEMA staff, EMOs, and SESF representatives

   d. Federal response partners

9.5   TRAINING AND EXERCISE OF THE PLAN

1. The HI-EOP will be trained and exercised as part of HIEMA's training and exercise program, which complies with the requirements of the Homeland Security Exercise and Evaluation Program (HSEEP).

2. Training on key plan components will be incorporated into the orientation program for all SERT members.

    a. SERT members are responsible for conducting training for other members of their agencies to ensure the *timely implementation of the HI-EOP*

3. HIEMA conducts routine exercises to test all or parts of the *HI-EOP,* one of which will be a statewide exercise.

    a. Exercises may include state, county, and federal agencies, as well as NGO and private sector organizations coordinating emergency activities with the state

    b. SERT members will participate in the planning and coordination of the statewide exercise

4. HIEMA administers a Corrective Action Program to ensure continuous improvement of the *HI-EOP* and the state's response capabilities.

    a. After-action reviews will be conducted following the exercise or real-world activation of the plan to capture successful outcomes that should be sustained and replicated in future incidents, as well as deficiencies related to plans, resources, or processes. These findings will be documented in Improvement Plans, which identify corrective measures, prioritize tasks, and assign responsibility for implementation. For additional information, refer to the Hawaiʻi Emergency Management Agency Corrective Action Program (CAP) Procedural Guide

    b. Through the Corrective Action Program, stakeholders convene to chart progress towards addressing observed deficiencies and evaluate the effectiveness of corrective measures implemented

    c. The Corrective Action Program stakeholders are all SEOC Command and General Staff sections, EMOs, and SESF Primary Agencies

    d. The Corrective Action Program may result in revisions and updates to the *HI-EOP*

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10. AUTHORITIES AND REFERENCES

1. This plan is developed, promulgated, and maintained under state and federal statutes, regulations, and directives. Additional references are listed for further information and guidance.

10.1 STATE LAWS, REGULATIONS, AND DIRECTIVES

1. Hawaiʻi Revised Statutes Chapter 127A – Emergency Management
2. Hawaiʻi Revised Statutes Chapter 127D – Intrastate Mutual Aid Act
3. Hawaiʻi Revised Statutes Chapter 128A – Homeland Security
4. Hawaiʻi Revised Statutes Chapter 128B – Cybersecurity
5. Hawaiʻi Revised Statutes Chapter 325 – Infectious and Communicable Diseases
6. Hawaiʻi Revised Statutes Chapter 125C – Procurement, Control, Distribution, and Sale of Petroleum Products
7. Hawaiʻi Revised Statutes Chapter 261 – Aeronautics
8. Hawaiʻi Revised Statutes Chapter 264 – Highways
9. Hawaiʻi Revised Statutes Chapter 266 - Harbors
10. Administrative Directive No. 23-02, Emergency Management Preparedness Policies for Departments
11. Hawaiʻi Administrative Rules, Title 19 – relating to Airports, Harbors, and Highways

10.2 FEDERAL LAWS, REGULATIONS, AND DIRECTIVES

1. Disaster Recovery Reform Act of 2018
2. Public Law 93-288 and 100-707, *The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974*, as amended by the *Disaster Mitigation Act of 2000* (Public Law 106-390), and the *Sandy Improvement Act of 2013,* Public Law (113-2)
3. Public Law 109-295, *Title VI - Post-Katrina Emergency Management Reform Act (PKEMRA*), 2006
4. Public Law 104-321, *Emergency Management Assistance Compact (EMAC)*
5. Public Law 109-308, *Pets Evacuation and Transportation Standards (PETS) Act,* 2006
6. Title 2, Code of Federal Regulations (CFR), Part 200, *Grants & Agreements*
7. Title 29, Code of Federal Regulations (CFR), Part 1910, Subpart E, 1910.38, *Emergency Action Plans*
8. Title 44, Code of Federal Regulations (CFR), Part 206, *Federal Disaster Assistance*
9. Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*

10. Presidential Policy Directive – 8, *National Preparedness*

11. Presidential Policy Directive 21 (PPD-21): Critical Infrastructure Security and Resilience

12. Executive Order 13636, Improving Critical Infrastructure Cybersecurity

13. Presidential Policy Directive (PPD)-41, United States Cyber Incident Coordination

14. Presidential Executive Order, Executive Order on Improving the Nation's Cybersecurity

10.3   REFERENCES

1. National Preparedness Framework

2. National Response Framework

3. National Recovery Framework

4. National Prevention Framework

5. National Protection Framework

6. National Incident Management System

11. LIST OF ATTACHMENTS AND ANNEXES

11.1   ATTACHMENTS TO THE BASE PLAN

Attachment 1   Acronyms

11.2   STATE EMERGENCY SUPPORT FUNCTION ANNEXES

SESF #1 Transportation Annex

SESF #2 Communications Annex

SESF #3 Public Works and Engineering Annex

SESF #4 Firefighting

SESF #5 Emergency Management Annex

SESF #6 Mass Care, Emergency Assistance, Housing, and Human Services Annex

SESF #7 Logistics Annex

SESF #8 Public Health and Medical Annex

SESF #9 Search & Rescue Annex

SESF #10 HAZMAT Annex

SESF #11 Agriculture and Natural Resources Annex

SESF #12 Energy Annex

SESF #13 Public Safety and Security Annex

SESF #15 External Affairs Annex

SESF #16 Finance Annex

SESF #20 Military Support Annex

11.3   OPERATIONAL SUPPORT PLANS

Volcano Operational Support Plan

Debris Management Operational Support Plan

Distribution Management Plan

11.4   INCIDENT ANNEXES

State of Hawai'i Catastrophic Hurricane Plan

Tsunami Incident Annex

Port Restoration Plan

Terrorism and Targeted Violence Annex

ATTACHMENT 1: ACRONYMS

ACG	Air Coordination Group
ACS	American Community Survey
ADG	Air Defense Squadron
AG	Attorney General
CAP	Civil Air Patrol
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure and Key Resources
CONUS	Contiguous United States
COOP	Continuity of Operations
COP	Common Operating Picture
DAGS	Hawai'i Department of Accounting and General Services
DBEDT	Hawai'i Department of Business, Economic Development, and Tourism
DBS	Direct Broadcast Satellite
DCO	Defense Coordinating Officer
DLE	Department of Law Enforcement
DLNR	Hawai'i Department of Land and Natural Resources
DMOSP	State Debris Management Operational Support Plan
DOC	Department Operations Center
DOCARE	Hawai'i DLNR, Division of Conservation and Resources Enforcement
DOJ	US Department of Justice
DOMS	Director of Military Support
DOT/HIDOT	Hawai'i Department of Transportation
DSCA	Defense Support of Civil Authorities
EAP	Emergency Action Plan
EAS	Emergency Alert System
EEI	Essential Elements of Information
EMAC	Emergency Management Assistance Compact
EMO	Emergency Management Officer
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	US Environmental Protection Agency
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
GIS	Geographical Information Systems
HACEM	Hawai'i Advisory Council on Emergency Management
HAZMAT	Hazardous Materials

HDOH	Hawai'i Department of Health
HEER	Hazard Evaluation and Emergency Response
HHS	US Department of Health and Human Services
HIDOD	Hawai'i Department of Defense
HIDOE	Hawai'i Department of Education
HIEMA	Hawai'i Emergency Management Agency
HI-EOP	State of Hawai'i Emergency Operations Plan
HIMAS	State of Hawai'i Intrastate Mutual Aid System Plan
HING	Hawai'i National Guard
HNL	Daniel K. Inouye International Airport
HNM	Hana Airport
HRS	Hawai'i Revised Statutes
HSEEP	Homeland Security Exercise and Evaluation Program
HSFC	Hawai'i State Fusion Center
IA	Incident Annexes
IAP	Incident Action Plan
IAS	International Assistance System
IC	Incident Commander
ICP	Information Collection Plan
IDA	Initial Damage Assessment
IMAT	Incident Management Assistance Team
IPAWS	Integrated Public Alert and Warning System
IT	Information Technology
ITO	Hilo International Airport
JFO	Joint Field Office
JHM	Kapalua Airport
JIC	Joint Information Center
JOC	Joint Operations Center
JRF	Kalaeloa Airport
JTF	Joint Task Force
KOA	Kona International Airport
LIH	Lihue Airport
LNO	Liaison Officer
LNY	Lāna'i Airport
LUP	Kalaupapa Airport
MKK	Molokai Airport
MUE	Waimea-Kohala Airport
NDRF	National Disaster Recovery Framework
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NPF	National Preparedness Framework
NRF	National Response Framework

NTWC	National Tsunami Warning Center
NWS	National Weather Service
OETS	Office of Enterprise Technology Services
OFDA	USAID Office of Foreign Disaster Assistance
OGG	Kahului Airport
OHS	Office of Homeland Security
Ops	Operations
PACOM	Pacific Command
PAK	Port Allen
PDA	Preliminary Damage Assessment
PETS	Pets Evacuation and Transportation Standards
PIO	Public Information Officer
PKEMRA	Post-Katrina Emergency Management Reform Act
PMRF	Pacific Missile Range Facility
PTWC	Pacific Tsunami Warning Center
RFA	Request for Assistance
RFI	Request for Information
SAR	Search and Rescue
SAWS	Statewide Alert and Warning System Plan
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SESF	State Emergency Support Function
SORT	State Emergency Response Team
STARS	Satellite Digital Audio Radio Service
SWP	State Warning Point
THIRA	State of Hawai'i Threat Hazard Identification and Risk Assessment
UGC	Unified Coordination Group
UPP	Upolu Airport
US DOE	US Department of Education
US DOT	US Department of Transportation
USACE	US Army Corps of Engineers
USAID	US Agency for International Development
USCG	US Coast Guard
USDA	US Department of Agriculture
USINDOPACOM	United States Indo-Pacific Command
USPACOM	United States Pacific Command
VoIP	Voice Over Internet Protocol
XO	Executive Officer