

Disaster Preparedness and Response Plan

Overview

Who this is for This instruction applies to:

- ISC Honolulu personnel, and
 - transient personnel assigned to ISC Honolulu
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Purpose This instruction provides guidance for Integrated Support Command (ISC) Honolulu personnel when threatened with or affected by a natural disaster.

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Definitions

Purpose This section gives definitions of term used in this instruction.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Natural Disaster A natural disaster is a natural occurrence causing widespread destruction or distress. For the purpose of this instruction, only hurricanes and tsunamis will be covered in detail.

Tropical Depression A tropical depression is a cyclone with sustained winds of less than 39 miles per hour.

Tropical Storm A tropical storm is a cyclone with sustained winds between 39 and 73 miles per hour.

Hurricane A hurricane is a cyclone with sustained winds of 74 miles per hour or more.

Hurricane Categories The following table lists the five (5) different categories of hurricanes:

Hurricane Category	Damage Capability	Wind Speed
1	Minimal	75 to 95 miles per hour
2	Moderate	96 to 110 miles per hour
3	Extensive	111 to 130 miles per hour
4	Extreme	131 to 155 miles per hour
5	Catastrophic	155 miles per hour or more

Note: Hurricane Categories do not correlate with Heavy Weather Conditions. The two are determined independently of each other.

Tsunami A tsunami is a long period wave created by earthquakes or volcanic eruptions. Wave heights may be between 30 and 100 feet or higher. Tsunamis move quickly and can strike Oahu within 24 hours.

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Definitions, Continued

**Disaster
Preparedness
Officer**

The Disaster Preparedness Officer is the individual responsible for ensuring proper preparation of ISC Honolulu Facility and personnel in case of a natural disaster. This person coordinates all recovery actions. This is a collateral duty usually assigned to the ISC Honolulu Engineering Officer.

Guidelines for Heavy Weather Condition V

Purpose This section gives guidelines, by department, for actions to be taken when Heavy Weather Condition V is declared.

Who this is for This information is for:

- ISC Honolulu personnel, and
- Transient personnel assigned to ISC Honolulu.

Definition Heavy Weather Condition V is a standard alertness condition that is in effect between 01 June and 30 November when there is no imminent threat of heavy weather.

Divisional Responsibilities When Heavy Weather Condition V is declared, all divisions shall:

- Conduct crew hurricane season awareness training during the May all hands training sessions. The Disaster Preparedness Officer will coordinate the training evolution.
- Update the personnel recall rosters.
- Inventory evacuation supplies and equipment.
- Review Disaster Preparedness and Response Instruction with all personnel.

Facility & Industrial Engineering Division The Facility & Industrial Engineering Division shall:

- Post Heavy Weather Condition V signs at the entrance of Kia'i Kai Hale (KKH) Housing and ISC Honolulu.
- Perform a complete examination and inventory of ISC Honolulu and KKH response equipment and supplies.
- Ensure all office trailers are tied down.

Health & Safety Division The Health & Safety Division shall:

- Check all provisions.
- Assemble and prepare 4 large first aid kits.

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Guidelines for Heavy Weather Condition V, Continued

**Personnel
Services
Division**

The Personnel Services Division shall distribute Disaster Preparedness information brochures to all incoming Permanent Change of Station (PCS) Oahu based Coast Guard members in welcome aboard packages.

**Comptroller
Division**

The Comptroller Division shall:

- Inventory evacuation supplies and equipment (emergency rations, water supplies sufficient for 300 people for 3 days and tape as necessary), dispose of expired supplies, and order replacements.
 - Make initial contact to arrange for water delivery at KKH and ISC in case of water outages.
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Guidelines for Heavy Weather Condition IV

Purpose This section gives guidelines, by department, for actions to be taken in case of Heavy Weather Condition IV.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Definition Heavy Weather Condition IV is the ALERT condition and will be declared when winds above 50 knots (75 miles per hour) are expected within 72 hours.

Divisional Responsibilities When Heavy Weather Condition IV has been declared, all divisions shall:

- Alert all hands that Heavy Weather Condition IV has been declared.
- Consider reduction of leave and liberty; plan to recall personnel for heavy weather securing if necessary.
- Stow away all loose gear outside buildings.
- Advise all personnel of recall procedures.
- Review all actions that must take place in the event Heavy Weather Condition III is declared.
- Make readiness reports to the Disaster Preparedness Officer.

Facility & Industrial Engineering Division The Facility & Industrial Engineering Division shall:

- Post the Heavy Weather Condition IV signs at the entrance to KKH Housing and ISC Honolulu.
- Ensure Motor Pool, DC, and EM shops prepare hurricane relief kits.
- Secure all loose gear and portable equipment.
- Identify and mark off vehicle storage sites.
- Top off base propane tanks and galley.
- Place crane operator in recall status.

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Guidelines for Heavy Weather Condition IV, Continued

**Housing
Maintenance
Branch**

The Housing Maintenance Branch shall:

- Prepare notices for all residents living in Coast Guard owned quarters at KKH, Wailupe, and Diamond Head
 - Alert civilian contractors of Heavy Weather conditions.
 - Inventory emergency gear, such as flashlights, batteries, sandbags, rain gear, portable radios, plastic sheeting, and masking tape.
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**Comptroller
Division**

The Comptroller Division shall check all evacuation supplies and equipment.

Guidelines for Heavy Weather Condition III

Purpose This section gives guidelines, by department, for actions to be taken in the event of Heavy Weather Condition III.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Definition Heavy Weather Condition III is the READINESS condition and will be declared when winds above 50 knots (75 miles per hour) are expected within 48 hours.

Divisional Responsibilities When Heavy Weather Condition III has been declared, all divisions shall:

- Alert all hands that Heavy Weather Condition III has been declared.
- Restrict inter-island liberty. Do not grant leave.
- Fuel all vehicles to capacity.
- Check the readiness of any communication equipment (e.g., hand held radios, cellular telephones).
- Instruct all cognizant personnel to start securing work areas.
- Review all actions that must take place in the event Heavy Weather Condition II is declared.
- Make readiness reports to the Disaster Preparedness Officer.

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Guidelines for Heavy Weather Condition III, Continued

Facility & Industrial Engineering Division

The Facility & Industrial Engineering Division shall:

- Post the Heavy Weather Condition III signs at the entrance to KKH Housing and ISC Honolulu.
 - Test all emergency power sources.
 - Recall crane operator.
 - Moor paint float in predetermined location.
 - Set up watch and recall numbers for standby personnel.
 - Distribute sinkers from buoy yard to assist tie down operations.
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Housing Maintenance Branch

- Deliver notice to all residents living in Coast Guard quarters at KKH, Wailupe, and Diamond Head.
 - Make rounds of housing area, checking for potential hazards, paying attention to loose gear and loose trash containers.
 - Advise civilian contractors to remove all hazardous material that is loose and tie down items too large to be stored.
 - Check all warehouses for secured jalousies and doors.
 - Check all playgrounds and other recreational area, and secure equipment found loose or unsafe.
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Health & Safety Division

The Health & Safety Division shall place all personnel on two-hour recall.

Comptroller Division

The Comptroller Division shall arrange for water delivery at KKH and ISC in case of water outages.

Guidelines for Heavy Weather Condition II

Purpose This section gives guidelines, by department, for actions to be taken in the event of Heavy Weather Condition II.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Definition Heavy Weather Condition II is the WARNING condition and will be declared when winds above 50 knots (75 miles per hour) are expected within 24 hours.

Divisional Responsibilities When Heavy Weather Condition II has been declared, all divisions shall:

- Alert all hands that Heavy Weather Condition II has been declared.
- Recall all necessary personnel for evacuation preparations.
- Back up computer files & move to KKH Bunker, secure ADP equipment.
- Remove all portable items from floor level.
- Store or relocate all vehicles.
- Board or tape all windows and secure missile hazards.
- Review all actions that must take place in the event Heavy Weather Condition I is declared.
- Make readiness reports to the Disaster Preparedness Officer.

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Guidelines for Heavy Weather Condition II, Continued

Facility & Industrial Engineering Division

The Facility & Industrial Engineering Division shall:

- Post the Heavy Weather Condition II signs at the entrance to KKH Housing and ISC Honolulu.
 - Secure all shore ties for departing vessels.
 - Store all critical equipment in the industrial building (pumps, generators, and fire suppression equipment).
 - Supervise vehicle storage and relocation. Clear helicopter-landing pad near Echo pier.
 - Designate rescue and recovery parties.
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Housing Maintenance Branch

The Housing Maintenance Branch shall:

- Make rounds of housing areas.
 - Conduct final security check of buildings.
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Health & Safety Division

The Health & Safety Division shall:

- Recall all Division personnel.
 - Box and transport all health records to KKH Bunker.
 - Transport 4 First Aid kits to KKH Bunker.
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Guidelines for Heavy Weather Condition I

Purpose This section gives guidelines, by department, for actions to be taken in the event of Heavy Weather Condition I.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Definition Heavy Weather Condition I is the DANGER condition and will be declared when winds above 50 knots (75 miles per hour) are expected within 12 hours.

Divisional Responsibilities When Heavy Weather Condition I has been declared, all divisions shall:

- Alert all hands that Heavy Weather Condition I has been declared.
- Evacuate all nonessential personnel.
- Secure lights, power and gas in all spaces.
- Lock all spaces upon securing.
- Identify personnel to stay at ISC Honolulu and have them check in with the OOD.
- Evacuate all personnel upon order. The Commanding Officer will evaluate expected weather severity and decide accordingly.
- Make readiness reports to the Disaster Preparedness Officer.

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Guidelines for Heavy Weather Condition I, Continued

Facility & Industrial Engineering Division

The Facility & Industrial Engineering Division shall:

- Post the Heavy Weather Condition I signs at the entrance to KKH Housing and ISC Honolulu.
 - Load one heavy vehicle with emergency repair and rescue equipment, top off with fuel and park it inside the industrial building.
 - Activate ISC Command Post at KKH Bunker upon evacuation.
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Housing Maintenance Branch

The Housing Maintenance Branch shall:

- Make rounds of housing areas.
 - Review checklists
-

Health & Safety Division

The Health & Safety Division shall:

- Evacuate health service personnel to KKH Bunker and establish temporary medical clinic upon evacuation.
 - Send controlled medication and EMS gear to KKH Bunker.
 - Secure clinic at ISC Honolulu.
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Personnel Services Division

The Personnel Services Division shall:

- Move all Personnel Data Records (PDR's) out of flood danger.
 - Oversee the move of all Unaccompanied Personnel Housing (UPH) residents away from Sand Island.
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Comptroller Division

The Comptroller Division shall move all important files out of flood danger.

Guidelines for Tsunami Watch

Purpose This section gives guidelines, by division, for actions to be taken in case of a Tsunami Watch.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Definition A Tsunami Watch is declared by the Pacific Tsunami Warning Center when an earthquake of such intensity has occurred that the creation of a tsunami is possible.

Divisional Responsibilities When a Tsunami Watch has been declared, all divisions shall:

- Alert all hands that a Tsunami Watch has been declared.
- Release all nonessential personnel. Plan for the recall of essential personnel and recovery parties and coordinate these efforts with Engineering.
- Check the readiness of emergency power and communications equipment.
- Fuel all vehicles to capacity.
- Back up all computer files & move to KKH Bunker, secure ADP equipment.
- Board or tape windows as time allows and designate assembly sites.
- Make reports to the Disaster Preparedness Officer.

Facility & Industrial Engineering Division The Facility & Industrial Engineering Division shall designate recovery parties.

Health & Safety Division The Health & Safety Division shall:

- Box and transport all health records to KKH Bunker.
- Assemble 4 large First Aid Kits.

Guidelines for Tsunami Warning

Purpose This section gives guidelines, by division, for actions to be taken in case of a Tsunami Warning.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

Definition A Tsunami Warning is declared by the Pacific Tsunami Warning Center when seismographic information indicates that an earthquake of such intensity has occurred that the creation of a tsunami is probable.

Divisional Responsibilities When a Tsunami Warning has been declared, all divisions shall:

- Alert all hands that a Tsunami Warning has been declared.
- Prepare for immediate evacuation. If time allows, remove vehicles and recovery equipment to KKH.
- Secure lights, power and gas in all spaces.
- Evacuate as directed.
- Make reports to the Disaster Preparedness Officer.

Facility & Industrial Engineering Division The Facility & Industrial Engineering Division shall activate the ISC Command Post at the KKH Bunker upon evacuation.

Health & Safety Division The Health & Safety Division shall:

- Evacuate health service personnel to KKH Bunker, and establish temporary medical clinic upon evacuation.
- Send controlled medication and Emergency Medical Supplies (EMS) gear to KKH Bunker.
- Secure the clinic at ISC Honolulu.

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Guidelines for Tsunami Warning, Continued

**Personnel
Services
Division**

The Personnel Services Division shall oversee the move of all UPH residents away from Sand Island.

OOD

If the Tsunami is expected after the normal workday, the OOD is the primary command representative to carry out preparations.

**Barracks
Evacuation**

A Tsunami can strike quickly; therefore, the OOD and ISC Personnel Division shall be ready at all times to effect an evacuation of the barracks. Because of the number of personnel in the barracks, the potential exists for mass loss of life should a Tsunami strike.

Guidelines for Evacuation

Purpose This section gives guidelines for the evacuation of ISC personnel when the Commanding Officer (CO) gives the order.

Who this is for This information is for:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

General Information In case of an impending natural disaster or immediately after the occurrence of a natural disaster, Coast Guard members and dependents are encouraged to remain in their own residence. The Civil Defense section of the Oahu phone book contains maps showing evacuation routes and public shelter locations. If an evacuation is required, the following information is provided:

Diamond Head & Wailupe Members residing at Diamond Head and Wailupe should report to the nearest designated public shelter.

KKH Housing Members residing in KKH housing areas should normally remain in their homes. Due to KKH's inland location and the construction of the housing units, KKH housing is considered safe.

Department of Defense (DOD) Housing Members residing in DOD housing areas should follow DOD established plans and policies.

Leased Housing or On the Economy Members residing in leased housing or on the economy should consult with the building manager to verify the structural safety of their dwelling. If an evacuation is necessary, report to the nearest designated public shelter.

ISC Honolulu UPH Members residing at ISC Honolulu UPH will initially be relocated to the KKH Bunker. They will then be relocated to voluntary Coast Guard members in KKH Housing.

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Guidelines for Evacuation, Continued

KKH Bunker

The KKH Bunker site will be the post-disaster support and response center for ISC Honolulu. It will be used to house members as listed above. The bunker has a load occupancy limit of 216 people.

Guidelines for Recovery

Definition Recovery is the sequence of actions taken to return ISC Honolulu to normal operating conditions after the occurrence of a natural disaster.

Who this information applies to This information applies to:

- ISC Honolulu personnel, and
- transient personnel assigned to ISC Honolulu.

When the Recovery Order will be given The order for recovery will be given by the ISC CO based on the existing weather conditions and forecasts. ISC personnel should listen to any local radio station that participates in the Emergency Broadcast System. As a part of their regular hourly announcements, the ISC Commanding Officer's Order to Recover will be announced with a specific time for Primary Personnel to report to their designated reconstitution location. A specific time for Secondary Personnel to report will also be a part of the broadcast.

Primary Personnel Primary personnel are those persons assigned to the Health & Safety Division, Housing Maintenance Branch, Facilities Maintenance Branch, Port Services/Security Branch and Industrial Branch.

When the order to recover is given over the radio broadcast, all primary personnel shall report to the designated reconstitution location in accordance with this instruction.

Note: Weekends are not excluded. Personnel will still be expected to report in should the recovery order be given on a weekend.

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Guidelines for Recovery, Continued

Secondary Personnel

Secondary personnel are those persons assigned to the Comptroller Division and the Personnel Division.

When the order to recover is given over the radio broadcast, all primary personnel shall report to the designated reconstitution location in accordance with this instruction. In most circumstances, the reconstitution location for Secondary personnel will be the KKH Housing Maintenance Branch office. Telephone 831-2772.

Note: Weekends are not excluded. Personnel will still be expected to report in should the recovery order be given on a weekend.

**Objective:
Restoration of
ATON**

The restoration of ATON assets will be the primary responsibility D14 (oan). ISC Industrial branch will provide assistance as follows:

Primary Personnel	ISC Industrial Branch
Reconstitution Location	The Reconstitution Location will be the KKH Housing Maintenance Office (831-2772). Primary personnel shall report there in accordance with the instructions in the radio broadcast on the Emergency Broadcast System.
Equipment	The following equipment may be utilized in the restoration effort: <ul style="list-style-type: none"> ● crane ● forklift ● flatbed truck ● portable generator, and ● light construction tools.
Order of Recovery	<ol style="list-style-type: none"> 1. Any immediate needs identified in record traffic 2. Direct tasking from (oan) 3. Coordination of efforts with ATON units

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Guidelines for Recovery, Continued

**Objective:
Respond to
Emergency
Medical needs
at CG Housing**

The response to emergency medical needs will be the primary responsibility of ISC Health and Safety Division. The driver of services to be rendered will be to treat those personnel requiring immediate medical attention with the intent of stabilization and transferring them to a definitive care facility.

Primary Personnel	ISC Health & Safety Division
Equipment	The necessary equipment is specified in the Health & Safety Division "Hurricane Go List."
Reconstitution Location	The reconstitution location will be the KKH Bunker. Primary personnel shall report there in accordance with the instructions in the radio broadcast on the Emergency Broadcast System.
Order of Recovery	<ol style="list-style-type: none"> 1. Inform all hands of the clinic's location and operating hours. 2. Identify alternate sources of medical services in case of more medical emergencies than the clinic is able to serve. 3. Treat personnel in life threatening situations requiring stabilization and transfer to a definitive care facility. 4. Treat personnel requiring major first aid but not requiring transfer. (Stitches, limb immobilization, etc.) 5. Treat new medical needs as they arise from recovery efforts. 6. Follow up treatment for minor wounds and injuries and previously treated patients.

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Guidelines for Recovery, Continued

**Objective:
Restoration of
Coast Guard
Housing**

The restoration of Coast Guard housing at KKH will be the primary responsibility of ISC Housing Maintenance. The ISC Housing Maintenance Branch Chief will be the Primary POC and will make regular reports to the Disaster Preparedness Officer.

Primary Personnel	ISC Housing Maintenance Branch ISC Housing Administration Branch
Secondary Personnel	ISC Comptroller Division
Reconstitution Location	The reconstitution location will be the KKH Housing Maintenance Office (831-2772). Primary and Secondary Personnel shall report there in accordance with the instructions in the radio broadcast on the Emergency Broadcast System.
Equipment	The following equipment may be utilized in the restoration efforts: <ul style="list-style-type: none"> ● flatbed truck ● fork lift ● portable generator ● chain saws, and ● light construction tools.
Order of Recovery	<ol style="list-style-type: none"> 1. Recovery of personnel in danger 2. Secure utility hazards. (Extinguish fires, secure downed power lines, repair water lines, etc.) 3. Repair houses in need of most repair. (fallen trees, etc.) 4. Arrange temporary housing for residents whose homes are unfit for occupancy. 5. Restoration of vital utilities. 6. Clearance of main roads. 7. Restoration of non-vital utilities. 8. Clearance of secondary roads.

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Guidelines for Recovery, Continued

**Objective:
Establish
Critical Incident
Stress
Management
Services**

The ISC Worklife Branch will lead the effort to establish Critical Incident Stress Management (CISM) which will help Coast Guard members and their families deal with crisis management. Coordination for these services will begin immediately after the crisis and will be situationally driven.

Primary Personnel	Employee Assistance Program Coordinator supplemented by an arriving team of CISM counselors.
Equipment	The following equipment will be required for the implementation of CISM services: <ul style="list-style-type: none"> • conference tables • chairs, and • rooms or places for private counseling sessions.
Order of Recovery	While it is difficult to place priority on emotionally charged and traumatic situations, in general, the CISM program will be geared towards addressing needs in the following order of importance: <ol style="list-style-type: none"> 1. Death 2. Serious Injury 3. Personal Loss of Property 4. Emotional Trauma

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Guidelines for Recovery, Continued

**Objective:
Reopen Sand
Island Facility**

The reopening of the Sand Island Facility will be the primary responsibility of the ISC Facilities Maintenance Branch. The Facilities Maintenance Branch Chief will be the primary POC and will make regular reports to the Disaster Preparedness Officer.

Primary Personnel	ISC Facilities Maintenance Branch ISC Port Services / Security Branch
Secondary Personnel	ISC Personnel Division
Reconstitution Location	The reconstitution location will be the KKH Housing Maintenance Office (831-2772). Primary and Secondary Personnel shall report there in accordance with the instructions in the radio broadcast on the Emergency Broadcast System.
Equipment	The following equipment may be used in the efforts to reopen the Sand Island facility: <ul style="list-style-type: none"> • crane • forklift • fire fighting equipment • light construction tools • portable generators, and • electrical equipment repair gear.
Order of Recovery	<ol style="list-style-type: none"> 1. Establish access via Sand Island Access Road. 2. Secure utility hazards. (Extinguish fires, secure downed power lines, repair water lines, etc.) 3. Check for personnel in danger. 4. Restore utilities to buildings. 5. Effect repairs to windows, roads, etc.

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Guidelines for Recovery, Continued

Divisional Responsibilities

The following table lists the responsibilities of specific ISC Divisions.

All Divisions	<ul style="list-style-type: none">• Re-staff as directed.• Conduct damage survey of all areas and report results via chain of command.• Carry out recovery efforts as coordinated by Disaster Preparedness Officer.• Restore normal operations in accordance with priorities listed above.
Comptroller Division	<ul style="list-style-type: none">• Identify any special program elements for recovery purposes.• Survey damaged equipment & materials and procure replacements.
