

APPENDIX A

PLANNING PROCESS MEETINGS DOCUMENTATION

County of Hawaii Hazard Mitigation Plan Planning Process Documentation

As of: *October 2003*

2.0 Disaster Planning for Businesses-- focused on educating the business community on the need for business disaster planning, specifically hazard assessment, risk reduction activities, and disaster preparedness for the company personnel and their families

2.1 Meetings/Presentations-- presentations to 27 businesses:

January, 2001 through July, 2002

Kamuela Ace Hardware*	Waimea, Hawaii
HPM	Waimea, Hawaii
T. Kaneshiro Store*	Honokaa, Hawaii
King Kamehameha Kona Beach Hotel	Kailua-Kona, Hawaii
Ikeuchi True Value Hardware	Honokaa, Hawaii
Nakahara Store*	Paaui]lo and Haw], Hawaii
Paaui]lo General Store	Paaui]lo, Hawaii
M. Sakado Store*	Laupahoehoe, Hawaii
Island Beltway Service Station*	Honokaa, Hawaii
Hamakua Business Association	Honokaa, Hawaii
Waikoloa Village Mart*	Waikoloa, Hawaii"
Puako General Store*	Puako, Hawaii
Parker Ranch	Waimea, Hawaii
Mauna Lani Terrace	South Kohala, Hawaii
Mr. Ed's Bakery*	Honomu, Hawaii
Kohala Merchants Association	Kapaau, Hawaii
HELLO	Kailua-Kona, Hawaii
Bishop Insurance	Kailua-Kona, Hawaii
Kamagaki Market*	Kealahou, Hawaii
Ocean View Market	Oceanview, Hawaii
Rancho Home Center*	Oceanview, Hawaii
AT&T Wireless	Kailua-Kona, Hawaii'
Costco	Kailua-Kona, Hawaii'
Hawaii Community Credit Union	Kealahou, Hawaii
Hawaii Community Credit Union	Kailua-Kona, Hawaii
Hawaii Community Credit Union	Kapaau, Hawaii
Hawaii Island United Way	Kailua-Kona, Hawaii

Note: Businesses indicated by * agreed to become outlets for distribution of Disaster Preparedness Brochures to the community. American Red Cross provided the counter display and stocks the pamphlets for distribution.

2.2 Sample Presentation

Preparing for the Unthinkable

Introduction

Description of American Red Cross Disaster Services

Disaster Cycle

Mitigation

Preparedness

Response

Recovery

Organization of Services and Volunteer Leadership

Administration

Direct Services

Internal Support Services

External Support Services Federal, State, Local Disaster Planning and Response

Business and Community Mitigation and Preparedness Activities

Planning

Partnerships

Red Cross Role and Services Offered

Emergency Planning, Response and Recovery for Companies of all Sizes

Community Mitigation and Preparedness Activities

Planning

Partnerships

Red Cross Role

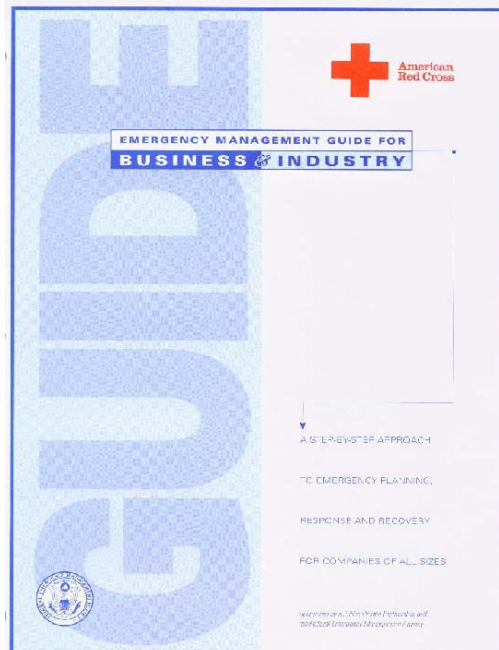
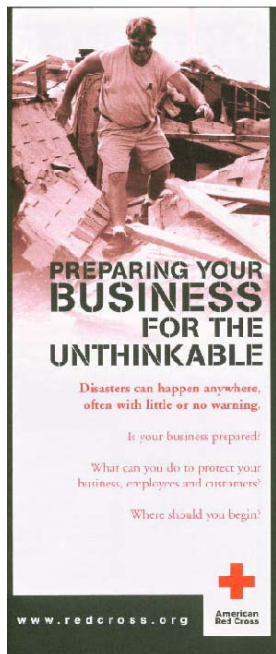
MATERIALS PROVIDED:

Preparing Your Business for the Unthinkable

Emergency Management Guide for Business and Industry

Your Family Disaster Plan

2.3 Sample Brochures



3.0 Community Education-- focused on educating individuals and community groups on disaster preparedness and the need for collaborative planning activities

in each community to minimize losses and effectively and humanely deal with the aftermath of natural disasters

3.1 Meetings/Presentations-- forty community presentations to audiences ranging from 10 to 200 people

COMMUNITY DISASTER EDUCATION
PRESENTATION LISTING
July, 2000 through July, 2002

Hawaii County VOAD	Hilo, Hawaii
United Community Church	Hilo, Hawaii
Hilo Tsunami Museum	Hilo, Hawaii
Waimea Community Association	Waimea, Hawaii
Oceanview Community Association	Oceanview, Hawaii
Discovery Harbor Community Association	Discovery Harbor, Hawaii
Mauka Rotary Club	Kealahou, Hawaii
Retired Senior Volunteer Program	Kealahou, Hawaii
Kalaoa Community Association	Kailua-Kona, Hawaii
CPR Sunday Community Event	Kailua-Kona, Hawaii
King Kamehameha Hotel Safety Fair	Kailua-Kona, Hawaii
Ohana Safe Community Fair	Kailua-Kona, Hawaii
Holualoa Senior Center	Holualoa, Hawaii
North Hawaii Rotary Club	Waimea, Hawaii
Hamakua Community Association	Honokaa, Hawaii
Waikoloa Community Association	Waikoloa, Hawaii
Honomu Community Association	Honomu, Hawaii
Oceanview Community	Oceanview, Hawaii
Waikoloa Senior Center	Waikoloa, Hawaii
Puako Community Association	Puako, Hawaii
Waimea Community	Waimea, Hawaii
Health & Safety Fair at Costco	Kailua-Kona, Hawaii
Kealahou High School SCBM	Kailua-Kona, Hawaii
Waikoloa Elementary School SCBM	Waikoloa, Hawaii
Keaau Elementary School Safety Fair	Keaau, Hawaii
Hawaii County Republican Party	IKailua-Kona, Hawaii
Family Support Services of West Hawaii	Kailua-Kona, Hawaii
Kealahou Intermediate School SCBM	Kailua-Kona, Hawaii
Mt. View Elementary School Career Day	Mt. View, Hawaii
Kohala Community Resource Fair	Kapaau, Hawaii
Waikoloa Community	Waikoloa, Hawaii
Kohala High School SCBM	Kapaau, Hawaii
Kealahou Elementary School SCBM	Kailua-Kona, Hawaii
Konawaena High School SCBM	Kealahou, Hawaii
Holualoa Elementary School PTSO	Holualoa, Hawaii
Holualoa Elementary School SCBM	Holualoa, Hawaii
Kahakai Elementary School SCBM	Kailua-Kona, Hawaii
Hawaii Island Neighborhood Watch Sem.	Waikoloa, Hawaii
Kapaau Senior Center	Kapaau, Hawaii
Center for Independent Living West HI	Kealahou, Hawaii
Center for Independent Living East HI	Hilo, Hawaii
Kohala Home Health Agency	Waimea, Hawaii
Kau Neighborhood Watch Captains	Naalehu, Hawaii

3.2 Sample Presentation

DISASTER PREPAREDNESS
Waikoloa Seniors, July 16, 2001 9:00 a. m.

INTRODUCTION: (Myself)

OBJECTIVES:

1. Understand the need for Disaster Preparedness & Planning and what you can do to better safeguard yourself & your family.
 2. Provide useful Information on two specific hazards in your community: residential fires & hurricanes
 3. Provide useful Information on what a Family Disaster Plan Is and how to create one: The Four Steps to Safety
1. DISASTER PREPAREDNESS
- Disasters can strike quickly & with little or no warning (fire, flood, hurricane, tsunami, earthquake, volcano, blackout, hazmat)
- Individuals & communities can become isolated; basic services may be unavailable; emergency workers may not be able to reach everyone right away.
- Goal of Disaster Planning: Lessen Impact, Better cope, Recover more quickly
- Knowing risks & hazards - taking steps to mitigate (prevent or lessen the Impact) & planning what to do in advance is your best protection and your responsibility.

2. SPECIFIC HAZARDS

Let's look at two specific hazards that you in your community may face: Residential Fire and the dangers associated with a hurricane

RESIDENTIAL FIRE: (how to plan ahead and be prepared to deal calmly with a fire)

- a. Fires can happen unexpectedly but you can prevent and prepare if one should occur.
- b. One of the most common disasters - more 2 million/yr US c. Most people die as a result of asphyxiation
- d. Need to have a home fire plan e. Make your home "Fire Safe"
 1. Smoke detectors
 2. Fire extinguisher in kitchen
- f. Plan escape routes (2) and identify a meeting place
- g. Make or purchase rope or chain ladders & practice using
- h. Conduct periodic fire drills
- i. If fire starts, keep low ; check doors for heat/close doors behind you; stop/drop/roll (prone & cover eyes)
- J. Goal is to get everyone out safely; once everyone is out, call fire dept.

HURRICANE: (introduce video, "Storm Alert.") Questions and reinforce message

- a. What are the two most important precautions you can take? EMERGENCY PLAN AND FAMILY SUPPLY KIT
- b. What is Hurricane's Triple Threat?
STORM SURGE, RAIN & FLOODING, HIGH WINDS
- c. What is Civil Defense emergency signal? What should you do?
3 mi. loud steady tone; tune into radio/tv emergency broadcast
- d. What is difference between hurricane watch & warning?
36 hours & possibly 24 hours or less & imminent
- e. What are some things you should have in your emergency supplier kit?
portable radio, first aid kit, food, water, medications, pet supplies, change of clothing, bedding, batteries, flashlights, etc.

f. After the storm, what should you do?

wait for further instructions, stay off roads, check home for safety, watch for broken glass, downed electrical lines, etc.

3. FAMILY DISASTER PLAN (WHAT CAN YOU DO?)

Four Steps to Safety

1. Find out what can happen to you
 - What types of hazards & how to prepare for each
 - Know your community warning system & how to get information
 - What about animal care?
 - Special needs (elderly & disabled)
 - Are there disaster plans at your workplace, your grandchildren's school and what are they?
 2. Create your plan
 - Meet with your family to discuss what to do Pick two places to meet
 - Develop an emergency communication plan (in case you become separated)
 - Out of town Family contact
 - Know where shelters are located if evacuation is necessary; know what you need to shelter in place
 - Know your evacuation routes
 - Remember your pets
 3. Complete your checklists
 - Post emergency numbers Know how to turn off the water, gas, & electricity if necessary
 - Check your insurance coverage
 - Install smoke alarms
 - Purchase and learn how to use a fire extinguisher
 - Conduct a home hazard hunt (include safety issues for elderly)
 - Stock emergency supplies and assemble a Disaster Supplies kit (keep smaller supply kit in car)
 - Portable battery-operated radio & extra batteries
 - Learn First Aid & CPR
 - Plan home escape routes
 - Photocopy vital documents keep copy in safe deposit box; use waterproof safe in home; including home inventory with photos, description, & serial numbers
 4. Practice & update your plan regularly
 - Make sure all members of your family know what to do
 - Take responsibility for yourself and keep in touch with neighbors to look out for each other.
- REVIEW AND STRESS KEY POINTS FOR ELDERLY
- Don't forget: Prescription Medications
- Extra eyeglasses and hearing aid batteries Extra wheelchair batteries, oxygen information on medical devices - style & serial number (such as pacemakers)
- List of doctors and relative/friend who should be contacted if you are hurt
- Medical insurance and medicare cards Information on health status, any allergies, etc.
- Identification
- Planning for Pets
- Back up power supply if needed
- Brochures "Disaster Preparedness for Seniors By Seniors"
- Volunteer Recruitment pitch

3.3 List of Sample Brochures

AMERICAN RED CROSS EAST & WEST HAWAII BRANCHES DISASTER SERVICES

Community Disaster Preparedness (& coping) Brochures

Your Evacuation Plan
Emergency Preparedness Checklist
Your Family Disaster Supplies Kit
Your Family Disaster Plan
Food and Water in an Emergency
Preparing for Emergencies: A Checklist for People with Mobility Problems
Disaster Preparedness for People with Disabilities
Are You Prepared: Fire
Are You Prepared: Flood
Are You Prepared: Hurricane
Are You Prepared: Earthquake
Family Fire Safety Tips from the Hawaii State Chapter, American Red Cross
Disaster Preparedness for Seniors by Seniors
Before Disaster Strikes... How to Make Sure You're Financially Prepared
Hurricane Safety Tips for Hawaii Boaters
Pets & Disasters: Get Prepared
Emergency Management Guide for Business & Industry
Before the Wind Blows: Hurricane Preparedness
Against the Wind: Protecting Your Home from Hurricane Damage
The Clock is Ticking: Preparing for a Catastrophic Earthquake
After a Flood: The First Steps
Disaster Recovery Tips

FOR CHILDREN

Helping Children Cope With Disaster
Disaster Preparedness: Coloring Book
Jason & Robin's Hurricane Adventure
After a Fire: Coloring Book
After a Flood: Coloring Book
After an Earthquake: Coloring Book

4.0 Disaster Action Team Training-- training of community volunteers to provide disaster response and relief within their communities

4.1 Meetings/Presentations-- trained 500 volunteers from March 2001 to July 2002

4.2 Course Descriptions

American Red Cross
West Hawaii Branch.
Disaster Services

Introduction to Disaster Services: (3 hours)

Provides basic information about disasters and their effects. Outlines roles of agencies in disaster relief and introduces participants to Red Cross Disaster Service structure. Video and Instructor presentation. :NOTE: This course is a prerequisite to all other disaster service training.

Prerequisite: None

Damage Assessment: (3 hours)

Trains participants how to obtain and report damage assessment information and provide operational support on disaster relief operations.

Prerequisite: Introduction to Disaster Services

Mass Care: An Overview: (3.5 hours)

Provides basic information about the activities of the Mass Care function.

Prerequisite: Introduction to Disaster Services

Disaster Shelter Operations: (3 hours)

Prepares participants to effectively and sensitively manage shelter operations as a team to meet the needs of people displaced as a result of a disaster.

Prerequisite: Introduction to Disaster Services

Family Service: Providing Emergency Assistance: (8 hours)

Trains participants to meet the emergency needs of disaster victims following a disaster in either a chapter or national setting. Helps participants to develop interviewing skills, knowledge, attitudes, and relationships necessary to meet the disaster caused needs of individuals and their families.

Prerequisite: Introduction to Disaster Services

Note: The above courses (and Basic First Aid and CPR instruction) are required for members of Disaster Action Teams

Disaster Health Services I: (8 hours)

Trains participants to organize and administer the Disaster health Services function on a chapter level and to initiate health services on a larger relief operation. Course is designed to help participants identify disaster health services preparedness measures that should take place on the chapter level and become familiar with the policies, regulations and procedures that apply on all chapter administered disaster operations.

Prerequisite: Introduction to Disaster Services and current Hawaii licensure.

Disaster Mental Health: (16 hours)

Training for this course is designed to prepare participants by providing the interventions necessary to meet the immediate disaster-related mental health needs of Red Cross workers, their families and disaster victims in accordance with disaster services regulations and procedures.

Prerequisite: Introduction to Disaster Services , current Hawaii licensure, and application 5898H

5.0 Interim Plan Preparation

5.1 Technical Assistance Meetings with State Civil Defense, University of Hawaii, and other resource agencies

Date	Purpose	Agencies Represented
4/2/2002	Scope of Hazard Mitigation	Planning, CD, UH, FEMA, State CD
5/23/2002	Meet with East West Center, Hawaii Synergy	East/West Ctr, CD, Plng, DSD, many other County agencies
7/12/2002	Next step w/ Haz Mit (incl where NOAA can help)	NOAA, Planning, CD, DSD
8/9/2002	Timeline	UH, State CD, Planning, DSD
8/20/2002	National Park Data	NPS, DSD
8/23/2002	Spatial Growth Modeling for Haz Mit Plan	Planning, CD, DSD
9/27/2002	Meet with FEMA	State CD, Planning, CD, DSD
10/10/2002	FEMA Flood Insurance Issues	FEMA, State, UH, PW, DSD
10/18/2002	CZM Grant	CD,DSD, CZM-State
10/30/2002	EWS - Enhanced Website for CD to use	CD, DSD
11/7/2002	Status & Presentation to State-wide HIGICC (GIS)	Planning, UH, DSD, HIGICC (comprising of State, Federal & County agencies)
11/19/2002	Hurricane Briefing, IBC	Planning, CD, DSD
2/5/2003	EDA Audit	EDA, R&D, DSD, Cd
2/10/2003	Aerial Imagery	DSD, CD, Planning & CZM

5.2 County Officials Meetings

Date	Purpose	Agencies Represented
5/6/2002	HAZ MIT OVERVIEW	UH, State CD, CD, Planning, DSD, many other County agencies
6/27/2002	Hurricane briefing by CD and Mayor to Cabinet	Mayor, CD, all County directors and deputies
11/20/2002	Cty Council briefing on grants for appropriation purposes	CD, DSD, Planning
2/20/2003	State Hazard Mitigation Planning Efforts	University of HI (UH), State CD, Planning, DSD, many other County agencies
4/10/2003	Statewide Hazard Mitigation Planning efforts	FEMA, NOAA, UH, State CD, Planning, DSD, many other County agencies

5.3 Data Collection Meetings

Date	Purpose	Agencies Represented
4/30/2002	Review with PDC for data sets	CD, DSD, Pacific Disaster Ctr (PDC)
6/4/2002	Meet in Maui with Maui County & PDC regarding Maui Plan and PDC Data	Maui County, PDC, DSD
6/11/2002	Soil Conservation Data	NRCS, DSD
7/11/2002	Wildfire Data	Division of Forestry & Wildlife (DOFAW), DSD
8/30/2002	Fire Data	Fire, DSD
9/3/2002	State Agriculture	State Ag, CD, DSD
9/16/2002	Roads In Limbo	PW-Highways, DSD
9/19/2002	Wildfire maps	Fire, DSD
9/24/2002	Wildfire Date	DOFAW-State, Fire, DSD
9/25/2002	Mauna Loa Mtg regarding: HVO	Police, Fire, P&R, Mayors Office, DSD, Planning, PW, CD, HVO-USGS, R&D
10/12/2002	FIRE Prevention - display static maps	USFish&Wildlife, Fire, DSD
11/14/2002	Odyssey Publishing regarding maps used by Fire & Police (GPS data)	DSD, Odyssey
12/13/2002	Power Lines, Substations, data	HELCO, DSD
12/13/2002	Firewise (advisor to Fire) regarding data	Firewise, DOFAW, DSD
12/19/2002	Meet with SOEST regarding landslide data	CD, DSD, UH
1/21/2003	National Park Data - West Hawaii - Ala Kahakai Trail	National Park Service (NPS), DSD
1/23/2003	Department of Health Hazard Map Data	DOH, DSD
2/3/2003	SSFM Contract - Flood Data	Planning, PW, DSD
2/3/2003	County street information	PW, DSD
2/7/2003	Landslide information from State DOT, Hilo	State DOT, DSD
3/12/2003	LIDAR	PW, DSD

Date	Purpose	Agencies Represented
4/28/2003	Highways & County Roads	PW, DSD
4/30/2003	Kumiai Maps (Neighborhood Watch Group)	R&D, DSD, Prosecuting Attorney, Red Cross
5/1/2003	Gas Lines, Data	Gas Co, DSD
5/2/2003	Wastewater - sewer line data	Wastewater, DSD
6/19/2003	Street Layer Kickoff Meeting	DSD,CD,PW,Planning,Elections
6/19/2002	Flood Management Group - North Kona	NRCS, Archaeologist - State, DSD

5.4 Core Team Meetings

Date	Purpose	Agencies Represented
4/5/2002	Review Haz Mit Scope	Civil Defense (CD), Data Systems Dept (DSD)
4/24/2002	Review current data sets	Planning, DSD
5/2/2002	Regroup, Budget	Planning, CD, DSD
5/30/2002	ESRI Grant	CD, DSD
6/7/2002	EDA Budget	Planning, DSD, CD, Research & Dev (R&D)
6/25/2002	Grants, applications, contracts,	Finance, R&D, Planning, CD, DSD
7/30/2002	Street Layer	Planning, DSD, Maptech
8/2/2002	Equipment Budget	DSD, CD, Planning
8/19/2002	Status Meeting	CD, DSD, Planning
8/30/2002	Committee Meeting - Status	DSD, Planning, CD
9/12/2002	Tech Review	Planning, CD, DSD
10/21/2002	Project Status	Planning, CD, DSD
11/6/2002	Public Work Status Review & Involvement	Dept of Public Wks (PW), Planning, CD, DSD
11/25/2002	Mapping issues	DSD, CD, Planning
2/12/2003	Project Status	CD, DSD
4/2/2003	Status	Planning, CD, DSD, R&D
5/7/2003	Project Status	DSD, CD, Planning

Date	Purpose	Agencies Represented
5/28/2003	Project Status	Planning, DSD, CD
5/28/2003	Project Status	CD, DSD, Planning
6/13/2003	Project Status	CD, DSD, Planning
6/15/2003	Project Status	DSD, Planning, CD, Mayor Office
7/9/2003	Project Status	CD, DSD, Planning
7/30/2003	Project Status	DSD, Planning, CD, Mayor Office
8/18/2003	Project Status	DSD, Planning, CD, Mayor Office
8/28/2003	Project Status	DSD, Planning, CD, Mayor Office
9/15/2003	Project Status	DSD, Planning, CD, Mayor Office

