



BE READY MANOA EMERGENCY RESPONSE PLAN

V1.0

Be Ready Manoa Team

Info@bereadymanoa.org

TABLE OF CONTENTS	2
<u>PART 1 INTRODUCTION</u>	<u>3</u>
OUR MISSION	3
OUR PURPOSE	3
OUR OBJECTIVES	3
ACRONYMS AND ABBREVIATIONS	4
ASSUMPTIONS	5
CRITICAL CAPABILITIES	6
<u>PART 2 ORGANIZATIONAL STRUCTURE</u>	<u>7</u>
ORGANIZATIONAL CHART	7
COMMAND STAFF	8
GENERAL STAFF	8
OPERATIONS SECTION	8
PLANNING SECTION	8
LOGISTICS SECTION	9
PERSONNEL SECTION	9
MANOA VALLEY ZONES	9-14
<u>PART 3 EMERGENCY RESPONSE PLAN</u>	<u>15</u>
EXECUTION	15
CONCEPT OF OPERATIONS	15
RESPONSE OBJECTIVES	15
SIX PHASES OF OPERATIONS	15-18
FOUR ACTIVATION LEVELS	18
TASKS TO TEAMS	19
COORDINATING INSTRUCTIONS	19
SUSTAINMENT	20
LOGISTICS	20
PERSONNEL	20-21
MEDICAL	22
COMMAND	22-23
COMMUNICATIONS	23-24
<u>PART 4 PLAN DEVELOPMENT AND MAINTENANCE</u>	<u>24</u>
CONTRIBUTORS	24
MAINTENANCE	24
UPDATES	24-25
REVISIONS	25
AUTHORITIES	25
REFERENCES	26
ANNEX D	27
VERSION CONTROL	28

PART 1

Our Mission

Be Ready Manoa is a volunteer group of Manoa Valley residents active since November, 2013 and a tax-exempt, 501(c)(3) non-profit organization since February, 2017. Our mission is to support the efforts of civil authorities responding to hazards within the Manoa community to protect life, property, critical infrastructure and to provide humanitarian assistance.

Our Purpose

To create the conditions whereby civil authorities are capable to resume and perform essential government support functions at or near pre-disaster conditions; capable of sustaining the community, capable of securing the community, and capable of resuming economic activity.

Our Objectives

- Make Manoa Valley an “All Hazards” resilient community.
- Make Manoa Valley self-sufficient for at least 14 days or more, able to sustain itself until County, State and/or Federal assistance arrives.
- Identify the risks most likely to impact the community.
- Identify vulnerable people / groups / establishments in the community.
- Identify community resources available to assist during an emergency.
- Establish a BRM Response Organization to address identified issues in preparing for, responding to and recovery of a disaster in the community.

Acronyms and Abbreviations

BRM	Be Ready Manoa
BRMEOC	Be Ready Manoa Emergency Operating Center
CERT	Community Emergency Response Team
CIC	Community Incident Commander
COS	Chief of Staff
DAT	Damage Assessment Teams
DCIC	Deputy Community Incident Commander
DEM	Department of Emergency Management, City and County of Honolulu
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
FMT	Flood Monitoring Team
FRS	Family Radio Service
NGO	Nongovernmental Organization
NSW	Neighborhood Security Watch
SOP	Standard Operating Procedure

Commented [J1]: Add ERP and FMT
Emergency Response Plan
Flood Monitoring Team

Assumptions

- Threat Warning Timeline: The threat warning timeline can range from five days (125 hours) for tropical cyclones moving toward Hawaii, 15 hours in the event of a Tsunami moving west from South America or 6 hours moving south from the Aleutian Islands, to little or no warning in the event of a localized earthquake within the State of Hawaii.
- During a major or catastrophic incident, the capabilities of the City & County of Honolulu first responders and other governmental agencies to provide prompt and effective emergency response and short-term recovery measures will be overwhelmed.
- Transportation infrastructure may be damaged and local transportation services will be disrupted, leaving the Manoa community isolated.
- Widespread damage to commercial telecommunications facilities will be experienced.
- Homes, public buildings, and other critical facilities and equipment will be destroyed or severely damaged.
- Debris may make streets impassable.
- Public utilities will be damaged and either fully or partially operational.
- Citizens may be forced from their homes and large numbers of dead and injured could be expected.
- Many citizens with life-threatening situations may require immediate rescue and medical care.
- There will be shortages of a wide variety of supplies necessary for emergency use after a disaster.

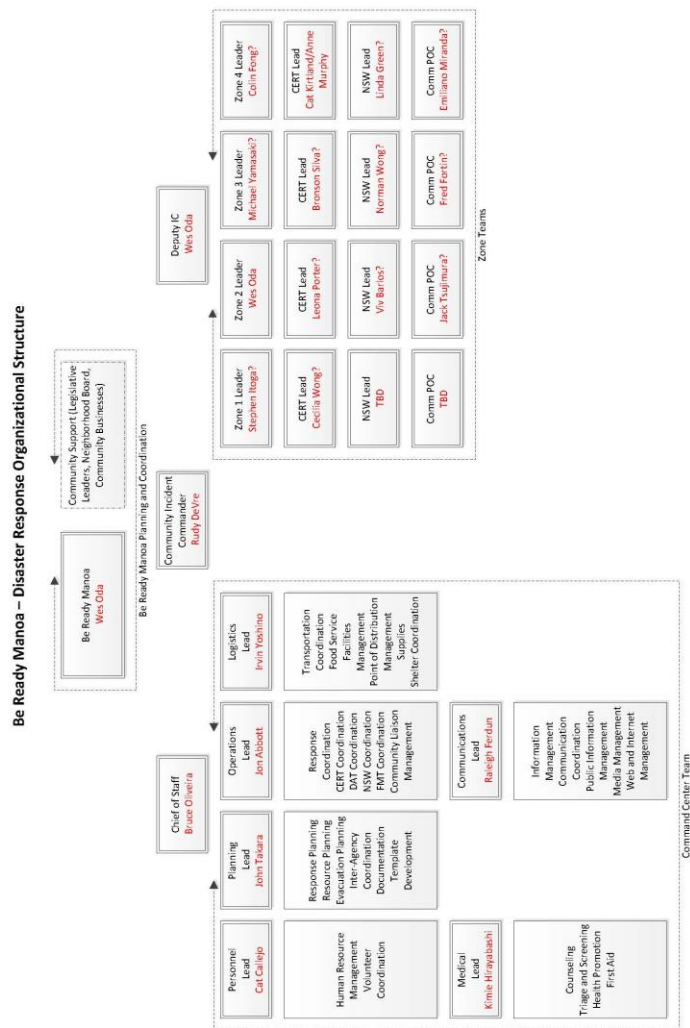
Critical Capabilities

- Provide immediate response
- Assess nature, location and severity of incident
- Provide search and rescue assistance
- Provide life sustaining services
- Provide potable water
- Provide critical transportation
- Organize Neighborhood Security Watches
- Communicate with the local community and government agencies

PART 2

Organizational Structure

Organizational Chart



Executive Group – Is comprised of the Be Ready Manoa Board of Directors. It is responsible for reporting to the community.

Command Staff – Consists of the following:

- Community Incident Commander – Provides overall leadership for incident response. Delegates authority to others. Reports to the executive group.
- Deputy Community Incident Commander – Provides leadership for Disaster Zones 1-4. Reports to the Community Incident Commander.
- Chief of Staff – Provides leadership of the General Staff. Reports to Community Incident Commander.

General Staff -Consists of the Following:

- Operations Section
- Planning Section
- Logistics Section
- Personnel Section

Operations Section

- The Operations Section is supervised by the Operations Lead who reports to the Chief of Staff. The Operations Lead oversees the operational response by functions or branches activated to deal with the emergency.
- The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the Response Teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. Branches activated under Operations include: Safety, Communications, Search & Rescue, Liaison Teams, Damage Assessment Teams, Flood Monitoring Teams, Health & Safety, Neighborhood Security Watch Teams.

Planning Section

- The Planning Section is supervised by the Planning Lead who reports to the Chief of Staff. The Planning Lead is responsible for planning ongoing operations, and supervising Situation Status and Damage Assessment.
- The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan in coordination with the other section/functions/teams; and maintaining documentation. In addition, the section maintains information on the current and forecast situations and on the status of resources. The functions under the Planning Section are: Situation Status, Resource Planning, Training, Exercises, Outreach, Evacuation, Policy, Agency Coordination, Documentation, Evaluation.

Logistics Section

- The Logistics section is supervised by the Logistics Lead who reports to the Chief of Staff. The Logistics Lead provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources.
- The Logistics Section is responsible for providing support to the Operations Section. Logistics identifies and provides facilities, services, equipment and materials. The functions under Logistics are: Food Services, Facilities, Material Support and Transportation.

Personnel Section

- The Personnel Section is the responsibility of the Personnel Lead who reports to the Chief of Staff. The Personnel Lead sets up the personnel accounting system to be used for the emergency and oversees all personal accounting aspects of the disaster.
- The functions under the Personnel Section include Medical, Triage, First Aid, Medical Transportation, Psychological Trauma Response, Counseling.
- The Personnel Section is also responsible for any other administrative requirements such as financial accounting if needed.
- Organization and coordination of spontaneous volunteers.

Manoa Valley Zones-Be Ready Manoa has organized Manoa Valley into 4 zones to coordinate a disaster response.

Zone 1

- West Boundary: E Manoa Rd
- East Boundary: Waahila Ridge
- North Boundary: Koolau Ridge
- South Boundary: Lowrey Ave

Zone 2

- West Boundary: Tantalus Ridge
- East Boundary: E Manoa Rd
- North Boundary: Koolau Ridge
- South Boundary: Lowrey Ave

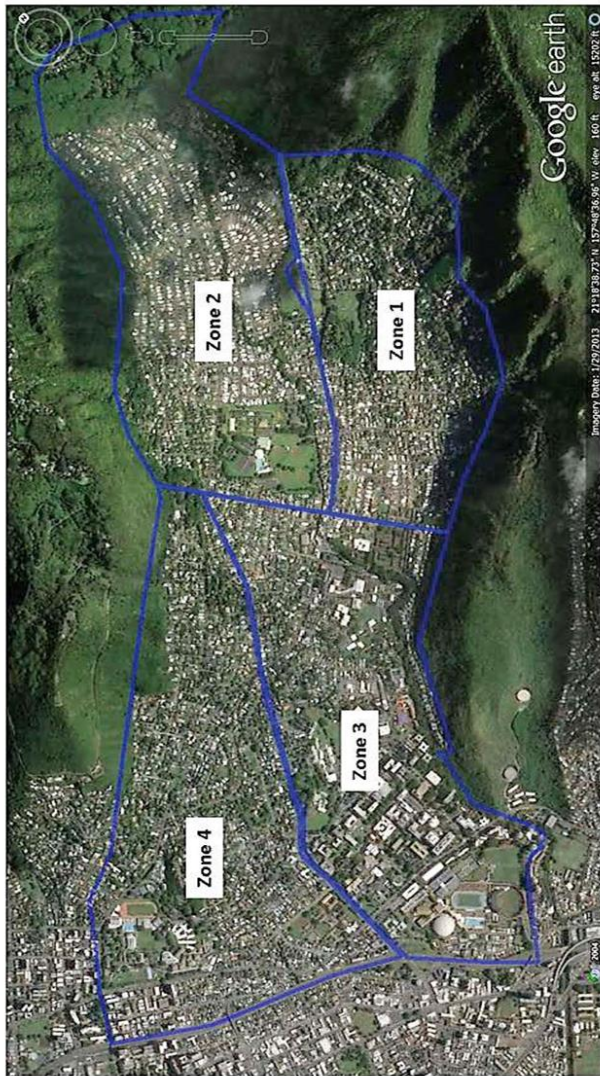
Zone 3

- West Boundary: University Ave to Oahu Ave
- East Boundary: Waahila Ridge
- North Boundary: Lowrey Ave
- South Boundary: H-1 Freeway

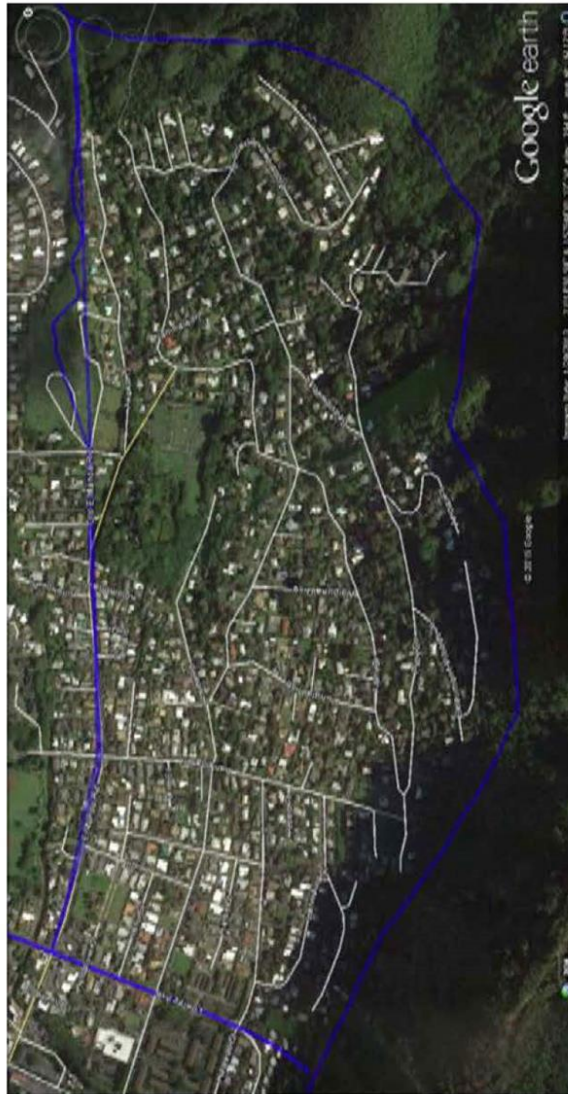
Zone 4

- West Boundary: Punahou St to Manoa Rd and along the Tantalus Ridge
- East Boundary: University Ave to Oahu Ave
- North Boundary: Lowrey Ave
- South Boundary: H-1 Freeway

Manoa Valley Zones



Zone 1



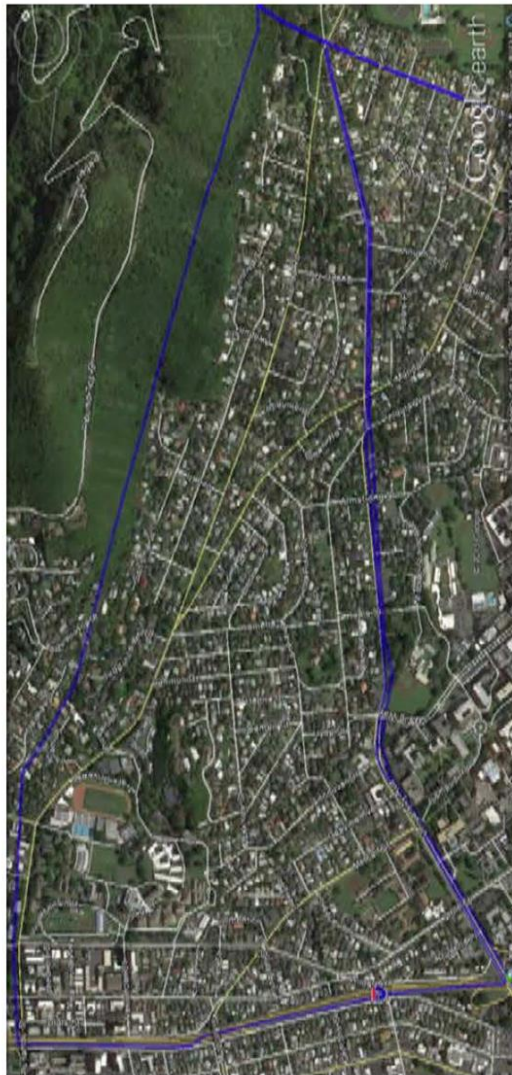
Zone 2



Zone 3



Zone 4



PART 3

Emergency Response Plan

Execution

Concept of Operations:

- This plan uses a Mission Command Response developed by the US Military, tailored to the severity of incident and required support to civil authorities. It allows for a minimal BRM footprint to command and control and conduct response operations with the flexibility to implement a BRM Incident Command Staff and four Zone Commanders.

Response Objectives

- Conduct rapid damage assessment to provide decisions makers with relevant information to expedite light search and rescue operations, provide the nature and extent of the hazard, and inform response planning.
- Augment search and rescue capabilities, including personnel services, and access to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
- Support local law enforcement agencies to include but not limited to security watches to prevent looting of vulnerable areas, protection of critical infrastructure and key resources, points of distribution, and traffic control.
- Clear debris to facilitate evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into affected areas.
- Assist civil authorities with providing life-sustaining services to the affected population with a focus on medical, hydration, feeding, and sheltering to those in most need.

Six (6) Phases of Operations

- **Phase 0: SHAPE.**
 - Phase 0 is continuous situational awareness and preparedness. This phase sets the conditions for expanded interoperability and cooperation with interagency partners via active engagements in planning, conferences, training programs and exercises, and coordination. Priority of effort is building community resilience. Phase 0 ends when a no-notice event occurs or a Hurricane track is 96 hours from effects of storm.

- Objectives and desired effects:
 - Achieve the capacity and capability to rapidly support civil authorities' response and recovery efforts.
 - All BRM members are professionally trained in disaster preparedness and response.
 - BRM Families achieve resilience so that members are available to the community for response during a catastrophic disaster.
 - BRM equipment and capabilities are identified throughout the community for effective and rapid response.
 - Conduct an annual review and update of this plan.
- **Phase I: ANTICIPATE.**
 - Phase 1 begins when a no-notice event occurs or Hurricane track is within 96 hours from effects of storm. In this phase BRM will identify most likely threats, and the resources needed for response. Critical equipment will be protected. BRM will anticipate the level of response needed. Priority of effort will be protecting assets and notifying required personnel. Phase 1 ends at post effects of storm or disaster when the threat is no longer present.
 - Objectives and desired effects:
 - Appropriate level of response and command control established.
 - Appropriate preparation for impact or storm effects.
 - Alert BRM members.
 - Monitor current situation.
- **Phase II: RESPOND.**
 - Phase II begins when storm threat is over and with BRM operational at operation center. Priority of effort is life saving measures, incident awareness assessment, and establishing critical communications. Phase II ends when BRM is ready to conduct operations in the community (dispatched and movement to incidents).
 - Objectives and desired effects:
 - Assigned missions and response capabilities are employed to incident location and are ready to conduct operations.
 - Comprehensive incident awareness established with actionable information on damage severity throughout the community.
 - Communication established with BRM Operations Center, Zone Commands, and Incident Command.
 - Launch Damage Assessment Teams.
 - Debris Clearance
 - Monitor current operations
 - Liaison assigned to incident command.

- **Phase III: OPERATE.**

- Phase III begins when any BRM capabilities are employed to incident location and ready to conduct operations. Priority of effort is saving lives, protecting property, and preserving critical infrastructure. This phase ends when BRM completes mission assignments and no further requests for BRM assistance are anticipated from civil authorities and community.
- Objectives and desired effects:
 - Operations are conducted efficiently, effectively, and rapidly in an appropriate time frame that lessens the need for BRM support.
 - Continue coordination with Incident Command and or DEM.
 - Monitor current operations.
 - Establish Steady State Operations for BRM.

- **Phase IV: STABILIZE.**

- Phase IV begins when BRM completes mission assignments and no further requests for assistance are anticipated from civil authorities or the community. Priority of effort is meeting transition criteria and scaling back operations. Phase IV success is achieved when all operational aspects of assignments and requests are complete.
- Objectives and desired effects:
 - Complete all assignments and requests.
 - No new assignments or requests for assistance are received.
 - Continue to monitor current operations.

- **Phase V: TRANSITION.**

- Phase V begins when all operational aspects of assignments and requests for assistance are complete. Priority of effort is accounting for all personnel and equipment, submitting required reports, participation certificates, After Action Reviews, updating plans and SOPs. This phase ends when BRM response personnel have been relieved.
- Objectives and desired effects:
 - First responders can achieve freedom of movement and respond to calls for public service from the community.
 - Local commerce providing essential goods and services that meets the needs of the community are restored.
 - Law enforcement capability and capacity returned to pre-disaster or near pre-disaster conditions.
 - Essential Government Services returned to pre-disaster or near pre-disaster conditions.

- Public Utilities restored to 90% of pre-disaster conditions.
- County indicates they no longer need BRM support.
- No injuries or deaths due to accidents and complacency.

Four (4) Activation Levels

- **Level 1 – Full Activation.**
 - An actual or threatening incident is of such magnitude that it requires, or may require, extensive response and recovery efforts and significant community and state resources. The BRMEOC is fully staffed post disaster with representatives in all assigned positions and is coordinating with the four disaster response zones.
 - Staffing: All BRM volunteers
 - Notification: All volunteers will be notified of the threat via phone, text, email, and messengers if necessary.
 - Potential Triggers: Cat 2 or higher Hurricane anticipated to make land fall with effects in Manoa Valley within two days.
- **Level 2 - Partial Activation.**
 - A situation or threat has developed that may require BRM coordination, support, and monitoring. The BRMEOC is partially staffed post disaster with representatives from select staff positions and is coordinating as needed with the four disaster response zones and DEM as needed.
 - Staffing: Command Group, Primary Staff, Disaster Response Zone Command.
 - Notification: All volunteers will be notified of the threat via phone, text, email, and messengers if necessary.
 - Cat 1 Hurricane anticipated to make land fall within one day with effects in Manoa Valley.
- **Level 3 – Enhanced Steady State.**
 - A situation or threat has developed that requires enhanced monitoring and coordination.
 - Staffing: The BRMEOC is not staffed with personnel.
 - Notification: Command Group. Situation information will be shared with BRM members and posted to BRM website.
 - Potential Triggers: Possible Flooding in Valley
- **Level 4 – Normal Operations.**
 - Routine monitoring of a situation. No event or incident is anticipated.
 - Staffing: None
 - Notification: Monitor emails, texts, BRM website, media reports, FEMA reports, Central Pacific Hurricane Center, Pacific Tsunami Warning Center

Tasks to Teams

- **Tasks** (Annex D)
 - BRM Community Emergency Response Teams CERT
 - BRM Neighborhood Security Watch NSW
 - BRM Damage Assessment Teams DAT
 - BRM Flood Monitoring Team FMT

Coordinating Instructions

- **Critical information requirements.**
 - Pre-incident:
 - What areas are in the projected Impact Zone.
 - What critical infrastructure is projected to be impacted by the incident?
 - What are the anticipated missions?
 - Post-incident:
 - Where and in what numbers are the major concentrations of casualties and displaced persons?
 - What conditions exist that facilitate an increase of lawlessness and criminal activity?
 - Where and when will an increase of lawlessness and criminal activity occur?
 - Where are the inaccessible or impassible roads?
 - What is the operational status of key infrastructure in the community?
 - Death, Serious Injury, Hospitalization of BRM member.
 - Degradation of BRM capabilities which prohibit response to missions.
- **BRM Functions**
 - During a major disaster operation (Hurricane)
 - Command and Control
 - Response Planning
 - Light search & rescue
 - Damage assessment
 - Light fire suppression
 - Logistical support
 - Medical operations
 - Communications and coordination
 - Security Watch
 - Personnel accountability
 - Documentation
 - Care & feeding of BRM team members
 - Shelter operations, if required
 - Road clearing operations for personnel with chainsaws trained in proper use

- **Insurance & Liability for BRM Members**

- BRM members are required to maintain their own insurance for health & auto. Members are required to possess personal auto insurance to operate their automobiles/trucks while activated as a BRM member. No liability protection exists for gross negligence or wanton disregard. Members are instructed to always remain within their scope of training, assigned responsibilities, and act as any reasonable person would act in similar circumstances.

- **Non-disaster operations**

- Stream monitoring
- Training
- Exercises
- Public education & outreach
- Assist Non-Governmental Organizations (i.e. Red Cross)
- Community service projects

Sustainment-refers to efforts to support and maintain a disaster response.

- **Logistics**

- Situation: See Base ERP
- Assumptions:
 - No logistics points of distribution available until after 14 days
 - Local vendors' goods and services, if available, will be utilized to promote community resiliency.
- Mission: BRM logistics section provides logistic support to sustain BRM operations during emergency response.
- Execution:
 - Phase 0 Tasks:
Continuous situational awareness and preparedness. This phase sets the conditions for operations and cooperation with community partners, government, and NGOs, via active engagements for planning, conferences, training programs and exercises, and coordination.
 - Phase I Tasks:
Provide timely and accurate status of BRM critical equipment to update Logistics Common Operating Picture and provide situational awareness. Provide status of power generation, vehicles, water distribution, water purification, and refueling. Relocate and protect critical equipment to prevent damage and ensure equipment availability for operations.

- Phase II/III Tasks:
Provide status of critical equipment for potential employment in support of mission assignments. Coordinate with Operation Coordinator and Personnel Coordinator for required personnel.
Coordinate for transportation of required equipment and personnel.
- Phase IV/V Tasks:
Account for all equipment and return when no longer required.
- Service and Support
 - Logistics coordinator will be the subject matter expert for BRM sustainment and will provide logistical sustainment analysis for each request for assistance.
 - Logistics section is responsible to plan/coordinate internal logistics support operations.
 - Maintenance – Logistics section will identify community maintenance support for duration of operations.
 - Transportation – Establish a transportation coordination cell to handle all personnel, equipment, and supply movement functions.
- Mass Care
 - Feeding – Food provisions are focused on meeting the needs of an affected population during an emergency.
 - Work with American Red Cross, Faith Based Organizations and identify food establishments.
 - Establish short-term distribution of food plan.
 - Establish long-term distribution of food plan.
 - Assess community food supply needs and storage requirements.
 - Organize and train a feeding team to support the needs of the community
 - Shelter – In some cases urgent shelter provision is needed for those whose houses have been destroyed or unsafe.
 - Identify designated emergency evacuation shelter.
- Evacuation – The evacuation plan will be a guide for the whole community to coordinate their efforts with disseminating early warning to ensure timely and orderly evacuation of the vulnerable areas and persons.
 - Identify evacuation routes
 - Establish evacuation procedures
 - Evacuation Maps

- BRM Emergency Supplies
 - BRM has the following supplies on hand to support staff during emergency operations. These supplies may be accessed and assigned by each staff section during an event.
 - Office supplies
 - Bathroom supplies
 - Paper goods and utensils
 - Extended shelf life water
 - First Aid Kits
- Staff Preparation - During an emergency, all staff members are expected to report to duty with the following supplies:
 - Toiletries
 - Flashlight and batteries
- **Personnel**
 - Mission – The BRM Personnel section will provide information in the planning, preparation and execution of personnel and administrative support and actions during an emergency.
 - Assumptions:
 - BRM personnel will be supported by the Personnel Section. Limited tracking of non-BRM personnel medically treated by BRM Medical (who, where, time/date sent for treatment elsewhere) will be conducted.
 - Duties and Responsibilities
 - Conduct staff coordination between other BRM staff sections.
 - Maintain situational awareness with ongoing missions.
 - Conduct staff planning, analysis, and input as required.
 - Assist with development and updating of plans as required.
 - Collect and maintain update of all personnel statistics, request and reports.
 - Initiate Sign-in Roster for all BRM personnel. In addition, complete a Daily Personnel Statistics.
 - Take appropriate actions to ensure BRM members are recognized as the emergency has been brought under control.
- **Medical**
 - Resources
 - General Supplies
 - Disposable/consumable goods
 - Bandages
 - Gloves
 - Storage
 - Equipment
 - Generators to power medical devices
 - Other medical equipment

- Tasks
 - Identify medical providers who live or work in Manoa.
 - Identify location for treatment.
 - Procure supplies, and equipment.
- Treatment
 - Acutely Injured or Ill: emergency treatment and transport to healthcare or alternate facility ASAP
 - Chronically Ill: prepare for existing medical conditions, need for electricity, H2O, water, bathrooms, refrigeration.

Command

- Location of Community Incident Command and Key Leaders. The key leaders are located at the following: Community Incident Commander and Chief of Staff, BRMEOC; Deputy Incident Commander and Disaster Response Zone Leaders will be in assigned Disaster Response Zones. These locations are dictated as the most effective for mission command and control.
- Succession of Command. CIC, DCIC, COS, Operations Lead

Communications

- **Volunteers** use all organic communications assets during training events. Focus on operator level proficiency and the technical development of communications personnel through training and support of operators. All users of communication assets will be completely familiar with the use and maintenance of assets. Units develop and maintain a highly-trained pool of communication operators that provide required support to assigned disaster response zones.
 - Communications plan
 - Primary: Phone
 - Alternate: Email
 - Contingency: FRS
 - Emergency: HAM
- As noted above, primary communications during BRM operations will be by telephone and email if those services exist. In the absence of telephone and internet services, communications within and between BRM elements will be by Family Radio Service (FRS) radios. Zone teams are assigned channel number of their zone number plus 8. For example, zone one will use channel 9 and zone two will use channel 10, etc. Communications between zone teams and the BRMEOC will use FRS channel 2.

- Communications between BRM and the Oahu Department of Emergency Management and other outside agencies will be via the BRM ham radio station. Communications between the BRMEOC and the ham radio station will be via FRS channel 2.

PART 4

Plan Development and Maintenance

Contributors

- The BRM Planning Lead is responsible for coordinating the development and maintenance of the BRM ERP.
- The following positions are required to participate in plan development and maintenance activities as part of the planning team:
 - BRM Executive Officer
 - BRM Community Incident Commander
 - BRM Deputy Community Incident Commander
 - BRM Chief of Staff
 - BRM Personnel Lead
 - BRM Operations Lead
 - BRM Logistics Lead
- Other staff may be invited to serve on planning committee as required in addition to those positions listed above.

Maintenance

- **Plan maintenance responsibilities include:**
 - Maintaining a plan review and revision schedule.
 - Reviewing all plan components and proposed changes for consistency.
 - Obtaining approvals for changes from the appropriate approving authority.
 - Ensuring notifications of approved changes are made and disseminated.
 - Maintaining an accurate record of changes.

Updates

- **Plan updates:**
 - Plan updates are coordinated and conducted annually by the BRM Command and General Staff.
 - A plan update is the inspection of a plan to identify and make minor revisions without the need for input from a larger stakeholder group or an extended review process.

- **Plan updates may involve the following:**
 - Administrative changes, such as the change of a section name or position title, which does not impact the plan or change responsibilities for actions within the plan.
 - Addressing changes in policies, directives or legislation relevant to emergency planning and response, and ensuring those changes have not resulted in inconsistencies or conflicts within the plan.
 - Incorporation of lessons learned from exercises or actual events.
- In the event the plan review finds a significant policy conflict or changes to the operational environment has made the plan obsolete, a more detailed revision of the plan may be required as outlined in the BRM ERP Plan Development.

Revisions

- A revision is a thorough and systematic examination of a plan to determine the degree to which stated policies and procedures need to be re-written.
 - The revision process attempts to:
 - Ensure risk and vulnerability analysis, planning assumptions and situation reflect current realities.
 - Address relevant changes in departmental, federal or state laws, policies, structures, capabilities or other changes to emergency management standards or best practices.
 - Incorporate substantive lessons learned from exercises, incident analysis or program evaluations.
 - Input from stakeholders will be sought as part of the revision process. A typical revision process includes preplanning and review meetings with stakeholder groups.
 - Revisions and Updates will be identified as in the following example: V1.2, where “1” is the Revision and “2” is the update.

Authorities

§127A, Emergency Management
 §128, Civil Defense and Emergency Act
 §128A, Homeland Security
 §128-19, Immunity from liability of private shelter
 §663-10.7, Exemption for providing emergency access to land, shelter, and subsistence during a disaster
 §663-1.5, Exception to liability (“Good Samaritan Law”)

References

National Planning Frameworks
Robert T. Stafford Disaster Relief and Emergency Assistance Act
National Incident Management System
BRM Emergency Preparation Plan
“Good Samaritan” laws
Volunteer Protection Act of 1997

Annex D

(To Be Determined)

Version Control

Date	Author	Version	Notes
7/20/2017	Bruce Oliveira/John Takara	1.0	Initial Version

Be Ready Manoa Team
Info@bereadymanoa.org

MAHALO

