



EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

August 11, 2015

ADMINISTRATIVE DIRECTIVE NO. 15-01

TO: All Department Heads

Subject: Emergency Management Preparedness Requirements for Departments

The purpose of this administrative directive is to establish minimum emergency management requirements for each department and agency in the Executive Branch of State Government.

Legal References:

- A. Section 6, Article V of the Hawaii State Constitution
- B. Chapter 26, Hawaii Revised Statutes
- C. Chapter 127A, Hawaii Revised Statutes

Policy:

It is my expectation that all state department Directors shall take the necessary steps to ensure their employees and departments are prepared to respond to disasters. State departments and agencies must be fully prepared to carry out their disaster functions and requirements as laid out in the State Emergency Operations Plan, the State Catastrophic Hurricane Plan and the State of Hawaii Emergency Support Function Annex. The minimum requirements for all departments, agencies, offices and other organizations in the Executive Branch are:

- A. Conduct an Analysis of the Department's Functions. Each Director will lead an analysis of the functions performed by the department and agencies (including administratively attached agencies) and determine which of the functions are essential to continue during and after disasters. The analysis will include identifying the resources required to maintain critical functions (personnel, equipment, utilities, communications, etc.), current ability to meet the resource needs, and shortfalls that need to be addressed in the future (through procurement, training, contracting, etc.).
- B. Develop a Departmental Emergency Operations Plan. Each department will develop an emergency operations plan. This plan will be coordinated with, and complement, the State Emergency Operations Plan, the State Catastrophic Hurricane Plan, and the Emergency Support Functions Annex. The Departmental Emergency Operations Plan will, at a minimum, identify key departmental functions that must be maintained

throughout the disaster, identify emergency roles and responsibilities, and explain how the department will fulfill requirements listed in the Emergency Support Function Annex. The plans will conform to guidelines set in FEMA's Comprehensive Preparedness Guide 101 (CPG 101). Each Departmental Emergency Operations Plan will be coordinated with and reviewed by the Hawaii Emergency Management Agency (HI-EMA) by May 1, 2016.

- C. Develop / Update the Department Continuity of Operations Plan. The Continuity of Operations Plan outlines how each department will continue its critical functions under adverse impacts. Department Continuity of Operations Plans for most state agencies was developed by a contractor in 2012. Departments are responsible for maintaining these plans. The Department Continuity of Operations Plans will be reviewed, updated and signed by each Director by May 1, 2016.
- D. Designate an Emergency Management Officer (formerly Civil Defense Coordinator). The Emergency Management Officer (EMO) is the primary contact and liaison for the department with HI-EMA and is responsible for implementing the department's emergency preparedness activities. It is critical that the Director appoint a senior individual with knowledge of the department's functions to this important position. The Emergency Management Officer shall have direct access to the Director in order to ensure disaster-related information is received, disseminated, and acted upon rapidly. Training requirements for the EMOs are addressed in the Emergency Support Function Annex. The Director will also designate two backup EMOs. The names and contact information for the EMOs, including after-hours phone numbers, will be sent to HI-EMA by August 31, 2015. This information will be updated whenever an EMO changes and on May 1st of each year.
- E. Assign State Emergency Response Team (SERT) members. SERT members shall be assigned for each Emergency Support Function (ESF) for which the department has a responsibility. The Director will assign two staff members to each ESF for which the department is a lead agency and at least one for which each department is a supporting agency. The department EMO shall not be assigned as a SERT member. The Director will ensure 24-hour coverage for the SERT. I understand this staffing requirement might create a strain on department staff. For example, the Department of Accounting and General Services is the Primary Agency for four ESFs and Support Agency for another six ESFs – that means a total of fourteen personnel per shift, and with two shifts a total of twenty-eight staff should be committed to ESF responsibilities at the Emergency Operations Center. This is a significant number of personnel. These are, however, critical functions that departments will support. Directors will work with HI-EMA staff and ESF primary and support agencies to identify staffing requirements and resource needs. Shortfalls in staffing will be identified to HI-EMA who will work with my Chief of Staff to address shortfalls. Directors will identify SERT members to the Hawaii Emergency Management

Agency by August 31, 2015, along with contact information. This information will be updated if any of the SERT members change and on May 1st of each year.

- F. **Designate Emergency Workers.** Each department will conduct a review of its critical functions and designate emergency workers to ensure those functions are carried out. Departments will identify personnel shortfalls related to their critical functions to the Hawaii Emergency Management Agency. HI-EMA will review personnel shortfalls across the State agencies and provide a priority fill list to my Chief of Staff, who will direct agencies to provide specific personnel to support specific functions. This will ensure that departments have personnel supporting the needs of the citizens of our state where needed. Additionally, personnel will be encouraged to take individual and family disaster preparedness seriously – to develop a family disaster plan, assemble an emergency kit, and stay informed.
- G. **Directors will ensure all employees are notified at least three times per year that, pursuant to Chapter 127A, Section 8(a) of the Hawaii Revised Statutes that all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.**
- H. **Training and Exercises.** Departments will participate with the Hawaii Emergency Management Agency during the annual state-wide exercise conducted during the first week of June. HI-EMA will develop and distribute a list of course requirements for Emergency Management Officers and State Emergency Response Team members. Departments will, at a minimum, conduct training for their EMOs and SERT members two-times per year and will participate in HI-EMA training one additional time per year. I encourage Directors to send more of your employees, especially your emergency workers, to emergency response-related training. HI-EMA will also conduct an annual workshop and/or exercise for senior leaders, which will be scheduled to ensure maximum participation by Department Directors and my staff, as well as county, federal and other partners. Departments will ensure all staff understands their roles, responsibilities and expectations during disasters.
- I. **Updates.** Directors will ensure all emergency preparedness plans and procedures are reviewed and updated annually.

Your full cooperation in complying with the provisions of this Administrative Directive is essential.

/S/

AUG 11 2015

David Y. Ige Date
Governor, State of Hawaii

Date