CHAPTER IV

EMERGENCIES

A.  EMERGENCY RESPONSE PLAN
    1.  Evacuation
    2.  Fire
    3.  Bomb Threat & Mail
    4.  Terrorism
    5.  Building Shut Down Plan
    6.  Personal Emergency Preparedness Checklist
    7.  Facility Information
        Floor Plans, Evacuation Routes, Contact Info., etc.
I. PURPOSE

The purpose of the Attorney General Emergency Response Plan is to establish and implement guidelines and procedures for responding in emergency or disaster situations involving evacuation, fire, bomb threat, terrorist acts, or the forced closure of facilities. This Emergency Response Plan is designed to address all hazards with a single approach for common actions. These procedures apply only to divisions, sections, units, or entities of the Department of the Attorney General.

II. AUTHORITY

Administrative Directives 95-02, 95-03, 95-04, Section 128-6, Hawaii Revised Statutes.

III. DETERMINATION AND NOTIFICATION PROCEDURES FOR ALL PLANS

A. In most cases, the Attorney General in coordination with the Facility Manager, Chief Special Agent, their designated representatives, or other appropriate individual(s), will assess and evaluate all hazards, threats, and necessities, and make decisions relating to evacuation, building closure, building lockdown, or release of non-Essential Workers or non-Disaster Response Workers. For large buildings or facilities, consideration will be given to a complete or partial evacuation.

B. Unless otherwise designated by the Attorney General or Administrative Services Manager, the Administrative Services Manager is the designated Facility Manager.

C. In exigent circumstances, the Facility Manager or Division Supervisors may make decisions relating to evacuation, building closure, building lockdown, or release of non-Essential Workers or non-Disaster Response Workers. In such cases, the Attorney General should be notified as soon as practicable.

D. Notification of decisions relating to evacuation, fire, bomb threat, building closure, building lockdown, or release of non-Essential Workers or non-Disaster Response Workers will be disseminated verbally to all occupants as follows:

1. The Attorney General, or Office of the Attorney General will notify the Facility Manager.

2. The Facility Manager will:

   a. Notify Division Supervisors or Acting Division Supervisors within the Facility.
   b. If possible, notify the manager or controller of any commercial property leasing space to Department assets. Any such notification is for informational purposes only and not a recommendation.

3. Division Supervisors will notify their respective Division Unit Supervisors (in large divisions) and Personnel.

EMERGENCY RESPONSE PLAN
IV. DRILLS AND EXERCISES

Facility Managers will endeavor to exercise this Emergency Response Plan annually or as practicable. All drills and exercises are treated as if the real event were occurring. Drills and exercises should be coordinated with first responders.

V. PREVENTIVE MEASURES AND PLANNING RESPONSIBILITIES

A. Facility Manager

1. Maintain and update this Plan, as necessary.

2. Maintain the list of division supervisors, which is to be updated at least once a year.

3. Designate appropriate supervisors to perform final floor checks during an evacuation to ensure that everyone has left the floor or building.

4. Determine the location of evacuation areas and control center and update the maps accordingly.

5. Maintain and update the evacuation plans which should have a primary route and an alternate route.

6. Reduce open and unobserved entrances and exits to the minimum essential for operations.

7. Maintain an updated list of employees that need special or extra assistance and their location. *A copy of this list should be placed in the elevator key box.*

8. Make sure facility custodians know their responsibilities in this Plan and which Division they will report to and respond with.

9. Coordinate an evacuation drill once a year or as practicable.

10. Test fire alarm at least once a year.

B. Division Supervisors.

1. Prepare and keep an updated evacuation plan for your own area of responsibility, including a current list of employees that work in your area. Review and update at least once every 12 months.

2. An evacuation plan should be posted in areas frequented by visitors.

3. Designate at least two employees as your alternates in case you are not present during an evacuation and have others ready to serve in this role if needed.
4. Identify one person and at least two alternates to assist each employee in the division with access and functional needs during an evacuation. An emergency plan should be established for each person with access and functional needs in your division. The fire department can help you develop a plan.

5. Inform the Facility Manager of any employee with access or functional needs who has started or terminated work in your division and when any of these individuals move offices.

6. Ensure that doors and/or access ways to areas such as mail rooms, computer areas, switchboards, elevators, machine rooms, and utility closets are securely locked when not in use.

7. Reduce open and unobserved entrances and exits to the minimum essential for operations.

8. Assure adequate protection of classified documents, proprietary information and other records essential to the operation of your organization.

9. Identify critical files to be secured or removed in the event of an emergency or evacuation and prepare plans for the securing or removal of these files.

10. ENSURE EMPLOYEES ARE FAMILIAR WITH THIS PLAN.

C. Facility Custodians

1. Check all exterior and protective lighting for proper operation and adequate illumination.

2. Check fire exits to be sure they are not obstructed.

D. All employees

1. Be familiar with this plan, including your evacuation plan.

2. Make sure the "Bomb Threat Checklist" is near the phones you use.

3. Be alert to suspicious persons, incidents and objects that may pose a threat. Employees will immediately report the presence of suspicious persons or the discovery of suspicious objects to their superiors.

4. Know the location of the nearest fire alarm and fire extinguisher.

5. HAVE A FAMILY AND PERSONAL EMERGENCY PREPAREDNESS PLAN AND EVACUATION KIT.
EVACUATION
ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

A. In the event of FIRE, EXPLOSION, or FIRE ALARM, ALL FACILITIES WILL BE EVACUATED—NO EXCEPTIONS. Failure to evacuate when required will result in official disciplinary action and/or reporting.

B. Determination and Notification Procedures are used to assess all hazards, evaluate the threat, and make the decision to evacuate. Such determinations are disseminated pursuant to the Determination and Notification Procedures.

C. DIVISION SUPERVISORS and/or DIVISION UNIT SUPERVISORS should:

1. Give all evacuation announcements in a calm and assuring manner.
2. Instruct ALL personnel to evacuate according to the evacuation plan.
3. Identify a Division Unit Supervisor or Personnel as Group Leader to keep personnel and occupants together once outside the building.
4. Confirm the location of the Evacuation Site with the Facility Manager, Chief Special Agent, their designated representative, or the Department Liaison to Incident Command. The following are the pre-designated Evacuation Sites for Hale Auhau:
   A. Makai of the Tax Building
   B. Grass area Mauka of the Kekuanao'a building (State ID Office)
5. Make sure all personnel or Division Unit Supervisors are aware of the designated Group Leader and responsibility to follow their instructions.
6. Obtain a CURRENT list of all division personnel.
7. Make a final sweep of all floors, as appropriate, to ensure that all occupants have successfully vacated the affected areas.
8. Make sure that all personnel and occupants, once outside, are moving to the appropriate evacuation site.
9. ACCOUNT FOR ALL DIVISION PERSONNEL AND OCCUPANTS OF AREA.
10. Maintain contact with Department Liaison to Incident Command.
D. **EMPLOYEES** shall:

1. If time permits, secure or carry pre-selected records or material.
2. If time permits, disconnect all electrical equipment.
3. Leave the building in an orderly manner using the evacuation plan.
4. Listen to the instructions of the Division Supervisor, Division Unit Supervisor, or Designated Group Leader or Chief Special Agent or their designate.
5. Stay together as a group once outside. **DO NOT** wander off or leave the group.
6. Go directly to the pre-designated Evacuation Site located upwind or an alternate evacuation site if directed. Hale Auhau pre-designated Evacuation Sites are:
   - A. Makai of the Tax Building
   - B. Grass area Mauka of the Kekuanao'a building (State ID Office)

   If the incident causing the evacuation is off-site and located upwind from your location, move crosswind before moving up-wind to the evacuation site.

8. **DO NOT LEAVE THE AREA** in case you need assistance or are contaminated.

9. Listen to the instructions of the Division Supervisor, Division Unit Supervisor, Designated Group Leader who will be given further instructions and information by the Facility Manager or Chief Special Agent or designee.

E. **FACILITY MANAGER** will control building entry during the evacuation period. Designated individuals may assist. In the event of a bomb threat or explosion, isolate and protect the threatened or damaged area from unauthorized personnel, pending clearance by Explosive Ordinance Disposal personnel and initiation of a criminal investigation.

F. The Attorney General in coordination with the Facility Manager, Chief Special Agent, their designated representatives, or the Department Liaison to the Incident Command, will make the decision to re-enter the building.

**EVACUATION**

2

2/25/21 3:40:17 PM
A. **ALL EMPLOYEES**

1. Pull the fire alarm, if needed, from a safe location.

2. Call the fire department at 911 (Use cell phone as last resort).

3. Evacuate the building using the evacuation plan.

4. **IF YOU ARE TRAPPED BY FIRE:**
   
a. Find a room with an exterior window and close the door. Stay there until help arrives.

b. Test doors for heat by putting the back of your hand to them before opening them.

c. Once in the room with an exterior window, open a window slightly to help keep smoke out.

d. Keep smoke out by stuffing cracks and covering vents with clothing, newspaper, towels, etc.

e. Use the telephone, if possible, to call the fire department and let them know **EXACTLY** where you are.

f. If clothing catches fire, STOP, DROP slowly to the ground and ROLL, do not run or beat at the flames with your hands.
BOMB THREAT CHECKLIST
PLACE CARD UNDER TELEPHONE OR ON WALL
QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. What is your address?

EXACT WORDS USED BY CALLER THREAT
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

Sex of Caller [Male] [Female]
Race______ Age______

Length of Call _____________

Phone Number where threat received ______

Time ________ [am] [pm]   Date __________

BOMB THREAT

CALLER'S VOICE:

____ Calm  ____ Nasal
____ Angry  ____ Slurred
____ Excited  ____ Stutter
____ Slow  ____ Lisp
____ Rapid  ____ Raspy
____ Soft  ____ Deep
____ Whispering  ____ Ragged
____ Loud  ____ Clearing Throat
____ Laughing  ____ Deep Breathing
____ Crying  ____ Cracking Voice
____ Normal  ____ Disguised
____ Distinct

____ Accent—Type? ____________
____ Familiar—Who? ________________

BACKGROUND SOUNDS:

____ Street Noises  ____ Booth (hollow)
____ Traffic  ____ Local
____ Voices  ____ Long Distance
____ Music  ____ Static
____ Machinery  ____ Clear
____ Other __________________________

THREAT LANGUAGE:

____ Well Spoken  ____ Incoherent
____ Foul  ____ Taped
____ Irrational  ____ Message read

REMARKS ___________________________

_____________________________________

REPORT ALL BOMB THREATS TO POLICE

DO NOT HANG UP PHONE
USE ANOTHER PHONE
CALL 911
I. GENERAL BOMB THREAT

Implement the following security measures when a bomb threat exists or bombing occurs:

A. Impose positive access control procedures for critical areas and deny access to unauthorized personnel. A registration desk will be established at the entrance to the building or facility, and all personnel entering the building will be required to sign in and out. Visitors will be personally escorted throughout the facility by personnel being visited. When directed by the Attorney General, all authorized personnel will wear identification badges.

B. Instruct all security and maintenance personnel to increase surveillance of all rest rooms, stairwells, and other common-use areas to ensure that unauthorized personnel are not hiding or loitering in those areas.

C. Implement procedures for control and inspection of mail, packages, and materials brought into buildings and facilities.

D. Review and impose stricter key control procedures, and rotate/change locks and keys as deemed necessary.

E. Have flashlights or battery operated lanterns on hand for emergencies.

II. SPECIFIC BOMB THREAT

A. Via Telephone

All personnel will follow these specific telephone procedures when they receive a bomb threat call. Compliance with these procedures is critical in analyzing the threatening call and making the decision to evacuate.

1. Keep the caller on the line as long as possible by asking the caller to repeat the message so that every word spoken by the caller may be recorded either electronically or in writing. Use the "Threatening Phone Call Form" which should be next to all telephones.

2. If the caller does not indicate the location of the device or the time of the possible detonation, the person receiving the call should ask for this information.

3. Pay particular attention to peculiar background noise, such as motors running, music, and any other sounds that may provide a clue as to the place of origin of the call.
4. Listen closely to the voice (male or female), voice quality, accents, or speech impediments.

B. Actions Following a Bomb Threat

1. Call 911 and report the incident to the Honolulu Police department.
   a. DO NOT HANG UP THE PHONE.
   b. DO NOT USE THE SAME PHONE TO CALL 911
   c. DO NOT USE CELL PHONES OR RADIOS
   d. TURN OFF ALL ELECTRONIC DEVICES SUCH AS CELL PHONES, RADIOS, ETC.

2. Report the incident immediately to your supervisor and Facility Manager.

3. Facility manager
   a. Notify the Chief Special Agent.
   b. Notify the Attorney General.
   b. Analyze the threat.
   c. Based on analysis, consider evacuation.

III. EVACUATION CONSIDERATION IN CASE OF A BOMB THREAT

A. The Attorney General in coordination with the Facility Manager will evaluate the threat and make the decision to evacuate or not. For large buildings or facilities, consideration will be given to a complete or partial evacuation.

B. Each threatening call must be handled as a valid threat until proven otherwise.

C. Evacuate the building using the evacuation plan

D. While evacuating, look for anything out of place, out of the ordinary, or that should not be there.

IV. BOMB SEARCH

After evacuation has been completed and circumstances permit, Division Supervisors or an alternate may be requested to check their areas for suspicious objects. Employees should notify their supervisor of any suspicious objects in their office or work area (see III. D. above).
V. DISCOVERY OF SUSPICIOUS OBJECT

A. Do not touch suspicious objects.

B. Anyone discovering a suspicious object will immediately report its location and description to their supervisor. The Division Supervisor will report to the Facility Manager.

C. Division Supervisors or any alternate will evacuate the dangerous area using the evacuation plan.

D. The Facility Manager and Division Supervisors will isolate the area, and open all doors and windows in the area to reduce blast and secondary fragmentation damage.

E. The Facility Manager will notify the Attorney General who, in turn, will notify, the Honolulu Police Department and the Governor's office.

F. The Facility Manager or an individual designated by the Facility Manager will meet and escort officials from agencies as they arrive on the scene.

G. No re-entry into the building or area will be authorized until the device has been declared safe, removed, or disarmed and the building declared safe.

VI. BOMB EXPLOSION

If an explosion occurs, personnel in the immediate vicinity should:

A. Immediately render first aid and move the injured to a safe area. Call for medical and ambulance assistance, if necessary, and inform the police.

B. Evacuate the building using the evacuation plan

C. Isolate and protect the damaged area from unauthorized personnel, pending initiation of a criminal investigation.

VII. POLICY ON HANDLING MAIL/PACKAGES

This policy provides general guidelines for handling mail / packages that are suspicious in nature. Violations of this policy will only form the basis of departmental administrative sanctions.
BIO-CHEMICAL PACKAGE CHARACTERISTICS

1. Usually letter size.
2. Bear 1st Class postage affixed as stamps or embossed on envelope.
3. Be addressed to a publicly prominent person.
4. False return address or no return address or an address that can’t be verified as legitimate.
5. Postmark City and ZIP code do not match those on the return address.
6. Contains powder or other substance.
7. Contains an actual threat, or obscene or bizarre material.
8. Handwritten or poorly typed labels.
9. Be returned mail that appears to have been opened and resealed.
10. Unexpected or from someone unfamiliar to you.
11. Be marked with restrictive endorsements such as “Personal” or “Confidential”.

WHAT TO DO WHEN FOUND

<table>
<thead>
<tr>
<th>NOT OPENED</th>
<th>OPENED OR COMPROMISED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DO NOT PANIC!</td>
<td>1. DO NOT PANIC!</td>
</tr>
<tr>
<td>2. DO NOT SHAKE IT!</td>
<td>2. DO NOT CLEAN UP THE CONTENTS. If possible, place the envelope in a clear plastic bag then COVER THE CONTENTS IMMEDIATELY with anything (e.g., clothing, paper, trashcan, etc.) and DO NOT REMOVE THIS COVER!</td>
</tr>
<tr>
<td>3. Place it in a clear plastic bag that can be sealed. Isolate the mail / packages so that it will not be handled again.</td>
<td>3. Once step #2 is completed, REMOVE YOURSELF FROM THAT AREA!</td>
</tr>
<tr>
<td>4. Without touching the piece, record the return address, addressee and postal information.</td>
<td>4. Inform personnel in immediate area of situation.</td>
</tr>
<tr>
<td>5. Without contaminating anyone in your immediate area, go directly to a restroom and wash your hands with soap and water.</td>
<td>5. NOTIFY your SUPERVISOR or have someone in your immediate area notify your SUPERVISOR of your situation.</td>
</tr>
<tr>
<td>6. Remember that before you leave the restroom, to use soap and water to wash the door handle and faucet that you touched. This is to prevent others from being contaminated.</td>
<td>6. Without contaminating anyone in your immediate area, go directly to a restroom and wash your hands with soap and water to prevent spreading any of the powder to your face.</td>
</tr>
<tr>
<td>7. Contact the sender and the addressee to confirm the contents.</td>
<td>7. Remember that before you leave the restroom, to use soap and water to wash the door handle and faucet that you touched. This is to prevent others from being contaminated.</td>
</tr>
<tr>
<td>8. NOTIFY the personnel in your immediate area of your situation.</td>
<td>8. Isolate yourself from those in your immediate area.</td>
</tr>
<tr>
<td>9. NOTIFY your SUPERVISOR.</td>
<td>9. REMOVE contaminated clothing as soon as possible and place in a plastic bag or some container that can be sealed. This clothing must be given to the responding HAZMAT personnel.</td>
</tr>
<tr>
<td><strong>SUPERVISOR</strong></td>
<td></td>
</tr>
<tr>
<td>1. NOTIFY 911 and inform them of your situation. 911 will then guide you on your next step. Their current procedure is to refer you to the U.S. Postal Inspector’s Office at 423-3790.</td>
<td>10. SHOWER with soap and water as soon as possible. DO NOT USE bleach or other disinfectant on skin.</td>
</tr>
<tr>
<td>2. NOTIFY the Investigations Division and inform them of what you have.</td>
<td>11. Wait for HAZMAT personnel to arrive.</td>
</tr>
<tr>
<td><strong>SUPERVISOR</strong></td>
<td>12. Follow HAZMAT personnel instructions.</td>
</tr>
<tr>
<td>1. NOTIFY the Building Manager of situation, turn off the air conditioning, and evacuate the building.</td>
<td></td>
</tr>
<tr>
<td>2. Call 911 and inform them of your situation. 911 will then guide you on your next step.</td>
<td></td>
</tr>
<tr>
<td>3. NOTIFY the Investigations Division and inform them of your situation.</td>
<td></td>
</tr>
<tr>
<td>4. List all the personnel in the room or area, especially those who had contact with the contents. Give this list to the responding police officer or HAZMAT personnel so that proper instructions can be given for medical follow-up and further investigations.</td>
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</tr>
</tbody>
</table>
LETTER BOMB CHARACTERISTICS
1. Mostly parcels and some letters.
2. First Class postage stamps affixed in amount greater than necessary.
3. Be well sealed with excessive use of tape.
4. Marked with endorsements “Personal”, “Confidential”, “Private” or “Open Only By Addressee”. These characteristics are important when the addressee does not usually receive personal mail at the office.
5. Addressed to someone no longer with your organization or are otherwise outdated.
6. Addressee’s name or title may be inaccurate.
7. False return address or no return address.
8. Return address may be fictitious or not available.
9. Cancellation or postmark may show a different location than the return address.
10. May have distorted hand writing or the name and address may be prepared with homemade labels or cut-and-paste lettering, handwritten or poorly typed labels.
11. May have protruding wires, excessive weight for size, odd shapes and weight distributed unevenly in article.
12. May have an irregular shape, soft spots or bulges.
13. Stains on exterior, leaking or have a petroleum, chemical or peculiar odor.
14. May feel rigid, or appear uneven or lopsided.
15. May be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed “Fragile-Handle With Care” or “Rush-Do Not Delay”.
16. May make a sloshing sound. Although placed devices may buzz or tick, mailed bombs generally do not.
17. Pressure or resistance may be noted when removing contents from an envelope or package.

WHAT TO DO WHEN FOUND
1. DO NOT PANIC!
2. DO NOT SHAKE IT!
3. DO NOT place in water or a confined space such as a desk drawer, trashcan or filing cabinet.
4. NOTIFY the personnel in your immediate area to evacuate.
5. If possible, open windows in the immediate area to assist in venting potential explosive gases.
6. NOTIFY your SUPERVISOR.

SUPERVISOR
1. Call 911 and inform them of your situation. (911 will send an HPD officer to your location and make an assessment on whether to call HAZMAT or HPD Bomb / Chem-Bio personnel.)
2. NOTIFY the Investigations Division. An investigator(s) will respond and assess the situation.
3. If police call HAZMAT or Bomb / Chem-Bio personnel, the Chief Special Agent or designate will inform the First Deputy Attorney General of the situation. Depending on the circumstances, an evacuation may be required.
4. DO NOT take a chance or worry about possible embarrassment if the item turns out to be innocent.
TERRORISM
ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

I. NATIONAL TERRORISM ADVISORY SYSTEM

The assignment of a National Terrorism Advisory involves the following advisories:

"Elevated Threat Alert"—Warns of a credible terrorist threat against the United States and its territories that is general in both timing and target, or details significant trends and developments in terrorism such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack. When an Elevated Threat Alert is issued by DHS for Hawaii or the region, the Hawaii alert level will be raised to Elevated (Yellow).

"Imminent Threat Alert"—Warns of a credible, specific, and impending terrorist threat or on-going attack against the United States and its territories that is sufficiently specific and credible to recommend implementation of protective measures to thwart or mitigate against an attack. When an Imminent Threat Alert is issued by DHS for Hawaii or the region, the Hawaii alert level will be raised to High (Orange) for a specific and credible threat to the US, Severe (Red) for a specific and credible threat to Hawaii has been confirmed, and Black when an actual event is occurring in Hawaii.

<table>
<thead>
<tr>
<th>BLUE STEADY STATE</th>
<th>YELLOW ELEVATED</th>
<th>ORANGE IMMINENT</th>
<th>RED SEVERE</th>
<th>BLACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Risk Of Terrorist Attacks</td>
<td>Significant Risk of Terrorist Attacks</td>
<td>High Risk of Terrorist Attacks</td>
<td>Severe Risk of Terrorist Attacks</td>
<td>A terrorist attack has occurred in the State of Hawaii</td>
</tr>
<tr>
<td>Check communications with designated emergency response or command locations;</td>
<td>Increase surveillance of critical locations;</td>
<td>Coordinate necessary security efforts with armed forces or law enforcement agencies;</td>
<td>Assign emergency response personnel and pre-position specially trained teams;</td>
<td>Implement plans to sustain operations over the crisis period.</td>
</tr>
<tr>
<td>Review and update emergency response procedures; and</td>
<td>Coordinate emergency plans with nearby jurisdictions;</td>
<td>Take additional precautions at public events;</td>
<td>Monitor, redirect, or constrain transportation systems;</td>
<td></td>
</tr>
<tr>
<td>Provide public with necessary information.</td>
<td>Assess further refinement of protective measures within the context of the current threat information; and</td>
<td>Prepare to work at an alternate site or with a dispersed workforce; and</td>
<td>Close public and government facilities; and</td>
<td></td>
</tr>
<tr>
<td>Implement, as appropriate, contingency and emergency response plans.</td>
<td>Restrict access to essential personnel only.</td>
<td>Increase or redirect personnel to address critical emergency needs.</td>
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</tbody>
</table>

Civil Defense ADVISORY Civil Defense ADVISORY Civil Defense ALERT Civil Defense WARNING Civil Defense WARNING
II. EMPLOYEE SECURITY GUIDELINES

A. SUPERVISORS.
   1. Be aware of various National and Hawaii threat level conditions.
   2. Be ready to implement the measures for the next highest threat level.
   3. Implement specific protective measures as directed by the Attorney General, Chief Special Agent, or their designated security representative.
   4. Be prepared to close or lockdown the building if necessary.
   6. Follow the Guidelines for All Employees.

B. ALL EMPLOYEES.
   1. Be aware of various National and Hawaii threat level conditions.
   2. Be aware of and know building emergency exit procedures, how notice is given, location of exits, evacuation routes, and assembly areas in evacuation plan.
   3. Be aware of who is given authority to direct evacuation actions and cooperate in drills or evacuation. Whenever an evacuation is announced, EVACUATION IS MANDATORY FOR ALL—NO EXCEPTIONS. Failure to evacuate when required will result in official disciplinary action and/or reporting.
   4. Be aware of and report the following to the Attorney General or Chief Special Agent, or their designated security representative:
      - Suspicious personnel, particularly those carrying suitcases or other containers, or those observing, photographing, or asking questions about operations or security measures.
      - Unidentified vehicles parked or operated in a suspicious manner on, or in the vicinity of facilities.
      - Abandoned parcels or suitcases.
      - Any other activities considered suspicious.
5. Carry/wear your identification at all times while on the work premises. NOTE: at ORANGE, an ID is MANDATORY. ID may be required at lowers levels.

- Have a second picture ID on your person to present if requested.
- Advise your Supervisor immediately if your ID is lost or stolen.
- Contact the Investigations Division or Supervisor regarding any person on the property without proper company, contractor, or visitor ID.
- Notify vendors, public, customers, retirees, visitors, and family members of security measures and urge them to cooperate.
- Be prepared to present your ID for review to law enforcement, police, National Guard, Military, or authorized security.

6. Make sure that assigned keys are properly secured. If lost, notify your Supervisor.

7. Become familiar with, and use, the Policy on Handling Mail/Packages (See BOMB THREAT & MAIL section).

8. Make sure your family is aware of the conditions and security provisions.

- Your family should be prepared in the event that you are required to stay at or be called to work. While the Governor may re-assign you to perform duties other than your normal assignment, even to another department, your personal preparation is critical if you are an essential worker or a disaster response worker.

- **HAVE A FAMILY AND PERSONAL EMERGENCY PREPAREDNESS PLAN AND EVACUATION KIT.**
I. BUILDING CLOSURE

Building closure is the curtailment of government services from normal operations to essential functions only. All public offices within the building are either closed or operated under reduced staffing conditions.

A. Determination and Notification Procedures will be used to assess all hazards, evaluate the threat, and make the decision to close a building or facility. Such determinations should be disseminated pursuant to the Determination and Notification Procedures.

B. Upon Building Closure:

1. The Facility Manager ensures that all members of the public have exited the building, including by escort if necessary.

2. The Facility Manager ensures that the building is locked to prevent unauthorized access.

3. Division Supervisors and all personnel should continue working until further instructions.

C. Determination and Notification Procedures will be used to evaluate the necessity of releasing non-Essential or non-Disaster Response Workers. Such determinations should be disseminated pursuant to the Determination and Notification Procedures.
II. BUILDING LOCKDOWN

Building Lockdown is the restriction of building entry/egress by all persons. All personnel, visitors, and/or the public customer within the building should be detained until released by the proper authority. Building access is controlled by Law Enforcement, DAGS, Private Security and/or Building personnel.

A. Determination and Notification Procedures will be used to assess all hazards, evaluate the threat, and make the decision for any building or facility lockdown. Such determinations should be disseminated pursuant to the Determination and Notification Procedures.

B. Upon Building Lockdown:

1. The Facility Manager contacts the Chief Special Agent or designee regarding the circumstances requiring lockdown.

2. The Chief Special Agent or designee and Facility Manager coordinate the security and lockdown of the building/facility and the Facility Manager assists as needed.

3. The Facility Manager ensures that all entrances to the building have been secured and that no person is allowed to leave or enter the premises.

4. The Facility Manager meets with any members of the public to apprise them of the situation and need for lockdown. Every attempt should be made to calm the public, make them comfortable, answer all questions, and obtain information.

5. Division Supervisors should meet with members of their division to apprise them of the situation and need for lockdown. Every attempt should be made to calm the employees, make them comfortable, answer all questions, and obtain information.

6. Division Supervisors and all personnel will assist in maintaining the lockdown status and continue working until further instructions.

7. Lockdown will last NO LONGER THAN NECESSARY and people will be released as soon as possible.

C. Determination and Notification Procedures will be used to evaluate the necessity of releasing non-Essential or non-Disaster Response Workers. Such determinations should be disseminated pursuant to the Determination and Notification Procedures.
### PERSONAL CHECKLIST

<table>
<thead>
<tr>
<th>MAKE A PLAN</th>
<th>EVACUATION KIT (tailored for each person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Talk about disasters &amp; why to prepare</td>
<td>[ ] Portable Container (you have to carry it)</td>
</tr>
<tr>
<td>[ ] Plan where to meet (2 places min)</td>
<td>[ ] Durable water resistant pack or duffel bag</td>
</tr>
<tr>
<td>[ ] Outside home</td>
<td>[ ] Hard sealed container (bucket, storage)</td>
</tr>
<tr>
<td>[ ] Outside neighborhood</td>
<td>[ ] Sturdy, easy to carry (backpack, bag, bucket)</td>
</tr>
<tr>
<td>[ ] Escape routes from home</td>
<td>[ ] 3-7 days of rotated storable food (pets too)</td>
</tr>
<tr>
<td>[ ] Family contacts (local and non-local)</td>
<td>[ ] 3-7 days of rotated water (purification method)</td>
</tr>
<tr>
<td>[ ] Care for family members (pets too)</td>
<td>[ ] First aid kit (know how to use), book &amp; supplies</td>
</tr>
<tr>
<td>[ ] Keep current household inventory</td>
<td>[ ] Burn gel and dressings</td>
</tr>
<tr>
<td>[ ] Tape recorder (audio list), video recorder (visual list)</td>
<td>[ ] Medications &amp; special items</td>
</tr>
<tr>
<td>[ ] Supplement written list with photos etc.</td>
<td>[ ] Special items for elderly or infant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEARN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] How &amp; when to turn off utilities</td>
<td>[ ] Rain gear (jacket, poncho, trash bag, etc.)</td>
</tr>
<tr>
<td>[ ] Always shut off if you evacuate</td>
<td>[ ] Sleeping bag, blanket, poncho liner</td>
</tr>
<tr>
<td>[ ] Civil defense warning signals</td>
<td>[ ] Emergency reflective/space blanket</td>
</tr>
<tr>
<td>• Steady 3-minute tone = Alert signal</td>
<td>[ ] Emergency shelter/tent (tarp)</td>
</tr>
<tr>
<td>• ALWAYS TURN ON TV/RADIO FOR INFO</td>
<td>[ ] Fire making supplies (windproof/waterproof matches, fire starters)</td>
</tr>
<tr>
<td>• White pages, Yellow boarder</td>
<td>[ ] Lightweight stove and fuel (cooking method)</td>
</tr>
<tr>
<td>[ ] Safe spots in home for each disaster type</td>
<td>[ ] Cooking equipment (mess kits)</td>
</tr>
<tr>
<td>[ ] Disaster plans for business, school &amp; other places family spends time</td>
<td>[ ] Keys (home, work, vehicles, boats, safe, safety deposit box, etc)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPPLIES</th>
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</thead>
<tbody>
<tr>
<td>[ ] Check emergency supplies</td>
<td>[ ] Cash ($40-60 min in kit) &amp; rolls of coins</td>
</tr>
<tr>
<td>[ ] Replace food &amp; water every 6 months</td>
<td>[ ] Important Papers (such as birth certificates, marriage licenses, wills, insurance forms), phone numbers you might need, credit card information</td>
</tr>
<tr>
<td>[ ] Replace batteries yearly</td>
<td>[ ] Drivers Lic., ID, Passport, Birth Cert, SSN</td>
</tr>
<tr>
<td>[ ] Insurance</td>
<td>[ ] Emergency Contact &amp; Information Card</td>
</tr>
<tr>
<td>[ ] Tell all family members where to find emergency contact information (Fire, police, EMS, doctor—home and office, hospital, poison control center, utility companies, family &amp; friends, clergy)</td>
<td>[ ] Copies of important documents</td>
</tr>
<tr>
<td>[ ] Emergency Contact Card</td>
<td>[ ] irreplaceable family memories (single location in transportable container)</td>
</tr>
<tr>
<td>[ ] Emergency Information Card</td>
<td>[ ] Stress Relievers (Games, books, hard candy, inspirational reading. For children: small toys, paper and pen, favorite security items)</td>
</tr>
<tr>
<td>[ ] Copies of important documents</td>
<td>[ ] Always keep fuel tank ½ full</td>
</tr>
<tr>
<td>[ ] Put in Freezer for safe keeping</td>
<td>[ ] Other important tools &amp; items</td>
</tr>
<tr>
<td>[ ] Evacuation kit for each person (see right)</td>
<td>[ ] Pocket knife or multi-tool</td>
</tr>
<tr>
<td>[ ] Emergency kit for work (trimmed evacuation kit)</td>
<td>[ ] Tape (yes, duct tape-many uses)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRACTICE, DRILL, &amp; REFINE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Practice with</td>
<td>[ ] Sewing kit</td>
</tr>
<tr>
<td>[ ] Fire drills</td>
<td>[ ] 50-100’ nylon rope (550 cord best)</td>
</tr>
<tr>
<td>[ ] Evacuation drills</td>
<td>[ ] Shovel</td>
</tr>
<tr>
<td>[ ] Review plans etc.</td>
<td>[ ] Hatchet or Axe</td>
</tr>
<tr>
<td>[ ] Make sure home is structurally sound</td>
<td>[ ] Other hand tools (pliers, wrench, screw drivers)</td>
</tr>
<tr>
<td>[ ] Do you need to plan to evacuate?</td>
<td>[ ] Communications</td>
</tr>
<tr>
<td>[ ] Get educated, trained &amp; prepared</td>
<td>[ ] Whistle with neck cord</td>
</tr>
<tr>
<td>[ ] First Aid &amp; CPR</td>
<td>[ ] Think about what you might need</td>
</tr>
<tr>
<td>[ ] Call 911, emergency medical services</td>
<td>[ ] turn off utilities</td>
</tr>
<tr>
<td>[ ] Use a fire extinguisher (have the right type</td>
<td>[ ]</td>
</tr>
<tr>
<td>[ ]</td>
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</tbody>
</table>

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INFORMATIONAL RESOURCES

There are many great sources for emergency preparedness information.

PUBLIC LIBRARY

GOVERNMENT INTERNET RESOURCES (All have good link pages)

Civil Defense/Emergency Management
- Honolulu: www1.honolulu.gov/dem
- Hawaii: www.hawaiicounty.gov/civil-defense
- Kauai: www.kauai.gov/civildefense/

Weather
- National Weather Service-Honolulu: www.prh.noaa.gov/hnl
- Pacific Tsunami Warning Center: http://ptwc.weather.gov/
- NOAA Tsunami Website: www.tsunami.noaa.gov

Red Cross
- www.hawaiiredcross.org
- www.redcross.org

Department of Homeland Security
- www.ready.gov
- www.dhs.gov
- www.fema.gov

Centers for Disease Control
- www.cdc.gov

Lots of sites for personal preparedness on the Internet can be found with a simple search to get started. Just remember: DON'T BELIEVE EVERYTHING YOU READ. If you are in doubt, do some research and verify the information BEFORE using it or spending a lot of money based on the information.
FACILITY INFORMATION
ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

THIS SECTION IS RESERVED FOR THE FOLLOWING:

A. Facility floor plans
B. Evacuation routes
C. Contact information
D. Division listing
E. Other important information that may be needed in an emergency.
FACILITY FLOOR PLANS
EVACUATION ROUTES
CONTACT INFORMATION
DIVISION LISTING
OTHER IMPORTANT INFORMATION THAT MAY BE NEEDED IN AN EMERGENCY