

CHAPTER IV

EMERGENCIES

A. EMERGENCY RESPONSE PLAN

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Floor Plans, Evacuation Routes, Contact Info., etc.

ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

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

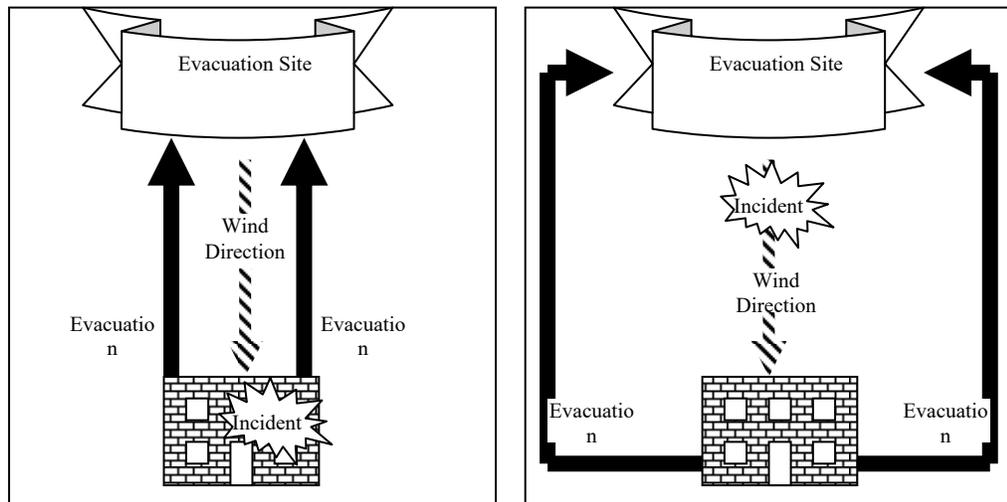
ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

- 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

FIRE

ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

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 _____

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

BOMB THREAT

BOMB THREAT & MAIL

ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

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

NOT OPENED	OPENED OR COMPROMISED
<ol style="list-style-type: none"> 1. DO NOT PANIC! 2. DO NOT SHAKE IT! 3. Place it in a clear plastic bag that can be sealed. Isolate the mail / packages so that it will not be handled again. 4. Without touching the piece, record the return address, addressee and postal information. 5. Without contaminating anyone in your immediate area, go directly to a restroom and wash your hands with soap and water. 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. 7. Contact the sender and the addressee to confirm the contents. 8. NOTIFY the personnel in your immediate area of your situation. 9. NOTIFY your SUPERVISOR. <p style="text-align: center;">SUPERVISOR</p> <ol style="list-style-type: none"> 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. 2. NOTIFY the Investigations Division and inform them of what you have. 	<ol style="list-style-type: none"> 1. DO NOT PANIC! 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! 3. Once step #2 is completed, REMOVE YOURSELF FROM THAT AREA! 4. Inform personnel in immediate area of situation. 5. NOTIFY your SUPERVISOR or have someone in your immediate area notify your SUPERVISOR of your situation. 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. 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. 8. Isolate yourself from those in your immediate area. 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. 10. SHOWER with soap and water as soon as possible. DO NOT USE bleach or other disinfectant on skin. 11. Wait for HAZMAT personnel to arrive. 12. Follow HAZMAT personnel instructions. <p style="text-align: center;">SUPERVISOR</p> <ol style="list-style-type: none"> 1. NOTIFY the Building Manager of situation, turn off the air conditioning, and evacuate the building. 2. Call 911 and inform them of your situation. 911 will then guide you on your next step. 3. NOTIFY the Investigations Division and inform them of your situation. 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.

BOMB THREAT

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.

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

BUILDING SHUT DOWN

ATTORNEY GENERAL EMERGENCY RESPONSE PLAN

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

<p><u>MAKE A PLAN</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Talk about disasters & why to prepare <input type="checkbox"/> Plan where to meet (2 places min) <ul style="list-style-type: none"> <input type="checkbox"/> Outside home <input type="checkbox"/> Outside neighborhood <input type="checkbox"/> Escape routes from home <input type="checkbox"/> Family contacts (local and non-local) <input type="checkbox"/> Care for family members (pets too) <input type="checkbox"/> Keep current household inventory <input type="checkbox"/> Tape recorder (audio list), video recorder (visual list) <input type="checkbox"/> Supplement written list with photos etc. <p><u>LEARN</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> How & when to turn off utilities <ul style="list-style-type: none"> <input type="checkbox"/> Always shut off if you evacuate <input type="checkbox"/> Civil defense warning signals <ul style="list-style-type: none"> • Steady 3-minute tone = Alert signal • ALWAYS TURN ON TV/RADIO FOR INFO • White pages, Yellow boarder <input type="checkbox"/> Safe spots in home for each disaster type <input type="checkbox"/> Disaster plans for business, school & other places family spends time <p><u>SUPPLIES</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check emergency supplies <input type="checkbox"/> Replace food & water every 6 months <input type="checkbox"/> Replace batteries yearly <input type="checkbox"/> Insurance <input type="checkbox"/> Tell all family members where to find emergency contact information (Fire, police, EMS, doctor—home and office, hospital, poison control center, utility companies, family & friends, clergy) <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Contact Card <input type="checkbox"/> Emergency Information Card <input type="checkbox"/> Copies of important documents <input type="checkbox"/> Put in Freezer for safe keeping <input type="checkbox"/> Evacuation kit for each person (see right) <input type="checkbox"/> Emergency kit for work (trimmed evacuation kit) <p><u>PRACTICE, DRILL, & REFINE</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice with <ul style="list-style-type: none"> <input type="checkbox"/> Fire drills <input type="checkbox"/> Evacuation drills <input type="checkbox"/> Review plans etc. <input type="checkbox"/> Make sure home is structurally sound <ul style="list-style-type: none"> <input type="checkbox"/> Do you need to plan to evacuate? <input type="checkbox"/> Get educated, trained & prepared <ul style="list-style-type: none"> <input type="checkbox"/> First Aid & CPR <input type="checkbox"/> Call 911, emergency medical services <input type="checkbox"/> turn off utilities <input type="checkbox"/> Use a fire extinguisher (have the right type) 	<p><u>EVACUATION KIT (tailored for each person)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Portable Container (you have to carry it) <ul style="list-style-type: none"> <input type="checkbox"/> Durable water resistant pack or duffel bag <input type="checkbox"/> Hard sealed container (bucket, storage) <input type="checkbox"/> Sturdy, easy to carry (backpack, bag, bucket) <input type="checkbox"/> 3-7 days of rotated storable food (pets too) <input type="checkbox"/> 3-7 days of rotated water (purification method) <input type="checkbox"/> First aid kit (know how to use), book & supplies <ul style="list-style-type: none"> <input type="checkbox"/> Burn gel and dressings <input type="checkbox"/> Medications & special items <input type="checkbox"/> Special items for elderly or infant <input type="checkbox"/> Sun block <input type="checkbox"/> Insect repellent <input type="checkbox"/> Insect bite/sting medication <input type="checkbox"/> Flashlight & working batteries (light source) <input type="checkbox"/> Radio (non-battery operated best) <input type="checkbox"/> Clothing (packed to keep dry) <input type="checkbox"/> Personal hygiene kit (soap, toothbrush/paste, comb, tissue, sanitary napkins, razor, other?) <input type="checkbox"/> Clothing (packed to keep dry) for each member (socks, underwear, walking shoes, gloves, etc.) <ul style="list-style-type: none"> <input type="checkbox"/> Rain gear (jacket, poncho, trash bag, etc.) <input type="checkbox"/> Sleeping bag, blanket, poncho liner <input type="checkbox"/> Emergency reflective/space blanket <input type="checkbox"/> Emergency shelter/tent (tarp) <input type="checkbox"/> Fire making supplies (windproof/waterproof matches, fire starters) <input type="checkbox"/> Lightweight stove and fuel (cooking method) <ul style="list-style-type: none"> <input type="checkbox"/> Cooking equipment (mess kits) <input type="checkbox"/> Keys (home, work, vehicles, boats, safe, safety deposit box, etc) <input type="checkbox"/> Cash (\$40-60 min in kit) & rolls of coins <input type="checkbox"/> Important Papers (such as birth certificates, marriage licenses, wills, insurance forms), phone numbers you might need, credit card information <ul style="list-style-type: none"> <input type="checkbox"/> Drivers Lic., ID, Passport, Birth Cert, SSN <input type="checkbox"/> Emergency Contact & Information Card <input type="checkbox"/> Copies of important documents <input type="checkbox"/> irreplaceable family memories (single location in transportable container) <input type="checkbox"/> Stress Relievers (Games, books, hard candy, inspirational reading. For children: small toys, paper and pen, favorite security items) <input type="checkbox"/> Always keep fuel tank ½ full <input type="checkbox"/> Other important tools & items <ul style="list-style-type: none"> <input type="checkbox"/> Pocket knife or multi-tool <input type="checkbox"/> Tape (yes, duct tape-many uses) <input type="checkbox"/> Sewing kit <input type="checkbox"/> 50-100' nylon rope (550 cord best) <input type="checkbox"/> Shovel <input type="checkbox"/> Hatchet or Axe <input type="checkbox"/> Other hand tools (pliers, wrench, screw drivers) <input type="checkbox"/> Communications <input type="checkbox"/> Whistle with neck cord <input type="checkbox"/> Think about what you might need
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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

Hawaii State Civil Defense: <http://www.scd.hawaii.gov/>

Honolulu: www1.honolulu.gov/dem

Hawaii: www.hawaiicounty.gov/civil-defense

Maui: www.mauicounty.gov/index.aspx?nid=70

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**