

BYUH STAKE CENTER SHELTER EMERGENCY PLAN

General Information

EVACUATION – Evacuate immediately if told to do so:

- The instruction to evacuate will normally come from Civil Defense.
- Listen to the Emergency Broadcast System on the television or on a battery-powered radio and follow the instructions of local emergency officials.
- The BYUH Stake Center is the official evacuation site for **all students**.
- Wear protective clothing and sturdy footwear.
- Take your 72-Hour Disaster Supplies Kit if you have one.
- Lock your room or apartment.

SHELTER INFORMATION:

- Bring a 72-Hour Disaster Supplies Kit (see below)
- Each individual needs to bring his/her own bedding. TVA families should bring bedding for each family member.
- Items NOT ALLOWED:
 - For health and safety reasons the only pets allowed are service animals for people with disabilities.
 - To maintain appropriate noise levels, “walk-man” type headphone systems are allowed while external audio devices (such as “boom boxes”) are **not**.
- Food will be provided for students.
- If the shelter is officially opened by the Civil Defense and the American Red Cross it will be opened to all students, but the general public will not be turned away.

72-HOUR DISASTER SUPPLIES KIT:

- A three-day supply of water (one gallon per person per day) and food that won’t spoil.
- At least one change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family’s prescription medications.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler’s checks.
- Sanitation supplies, diapers, etc.
- An extra pair of glasses.
- Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffel bags or covered trash containers.

REMEMBER TO:

- Post a note telling others when you left and where you are going.
- Keep important documents in a waterproof container.
- Call your family contact.
- Check on your neighbors.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.

IMPORTANT TELEPHONE NUMBERS:

- Emergency Police, Fire, Ambulance911
- O’ahu Civil Defense.....523-4121
- Civil Defense recorded info527-5372
- State Civil Defense733-4300
- Hawaii Reserves, Inc. *After-hours message provides emergency numbers*.....293-9201
- Verizon telephone repair611
- American Red Cross.....734-2101

Laie Emergency Plan: General Information

EVACUATION – Evacuate immediately if told to do so, or you feel the ground shaking*

- Listen to your radio and follow the instructions of civil defense emergency officials. BYU Hawaii's Cannon Activities Center will likely be the closest hurricane evacuation site.
- *If you live in a tsunami inundation zone (see telephone book zone maps), go to high ground
- Wear protective clothing and sturdy footwear.
- Take your 72-hour Disaster Supplies Kit (see below).
- Lock and secure your home.
- Use travel routes specified by local authorities – avoid shortcuts as certain areas may be impassable or dangerous, and walk if possible.

IF YOU'RE SURE YOU HAVE TIME

- Shut off water, gas and electricity before leaving. Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. *If you turn the gas off, you will need a professional to turn it back on.*
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets (only service animals are allowed in evacuation shelters).
- Store drinking water in containers, and for hurricanes board or tape up glass windows.

72-HOUR DISASTER SUPPLIES KIT

Bring enough supplies to meet your needs for at least three days. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffel bags, or covered trash containers. Include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- At least one change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family's prescription medications and sanitation supplies.
- Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries.
- An extra set of car keys and a credit card, cash, or traveler's checks.
- Special items for infant, elderly or disabled family members.
- An extra pair of glasses or contact lenses.

REMEMBER TO...

- Keep important family documents in a waterproof container.
- Confine or secure your pets (only service animals are allowed in public evacuation shelters).
- Call your family contact and avoid using the telephone again (to free critical phone systems).
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.

FOR MORE INFORMATION, REVIEW...

- The LDS Church's *Provident Living* section at www.lds.org
- The U.S. Department of Homeland Security at www.ready.gov
- The Federal Emergency Management Agency at www.fema.gov, including the informational booklet "Are You Ready? – An In-depth Guide to Citizen Preparedness"

IMPORTANT TELEPHONE NUMBERS

Emergency Police, Fire, Ambulance 911
Hawaiian Telecom repair 611
Hawaiian Electric..... 548-7961
*to report power outages, downed lines, trees
on lines, etc., 24 hours/day*
Hawaiian Electric..... 543-7511
For questions about food safety during a power outage

Oahu Civil Defense Agency 523-4121
State Civil Defense..... 733-4300
American Red Cross 734-2101
BHP Gas Company 526-0066
Hawaii Reserves, Inc 293-9201
After-hours message provides emergency numbers

EMERGENCY SHELTER FREQUENTLY ASKED QUESTIONS

Question: Do I have to evacuate?

Answer: Generally, no. The instruction to evacuate will normally come from government civil defense agencies. A siren may be used as the signal to evacuate. Civil Defense instructs residents to evacuate for their own safety but usually doesn't require them to do so. Evacuation space is usually limited. (See the flipside of this flyer regarding tsunami evacuation information.)

Question: What items should I bring to the emergency shelter?

Answer: A 72 Disaster Supplies Kit. The kit should include enough supplies to meet your needs for at least three days (please see the reverse side of this flyer for more information). Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffel bags, or covered trash containers.

Question: What items should I not bring to the emergency shelter?

Answer: For health and safety reasons pets are not allowed in the shelter, except for service animals for people with disabilities. In order to maintain appropriate noise levels the use of internal audio devices (such as "walk-man" or "disc-man" type headphone playback systems) is allowed, while the use of external audio devices (such as "boom boxes") is not. The use of matches, lighters and open flames is not allowed, and smoking is prohibited. The possession or use of alcohol, illegal drugs, and weapons in emergency shelters is strictly prohibited.

Question: Will beds and food be available at the emergency shelter?

Answer: No. Residents will be instructed by Civil Defense to bring their own food and bedding for at least 72 hours (please see the reverse side of this flyer for more information).

Question: When should I go to the emergency shelter?

Answer: Listen to the Emergency Broadcast System on the television or on a battery-powered radio and follow the instructions of local emergency officials.

Question: Will the CAC emergency shelter be opened only to residents of Laie, or will it be opened to the general public?

Answer: If the shelter is officially opened by Civil Defense and the American Red Cross it will be opened to all members of the general public. Evacuation space is limited; those planning to evacuate should do so early.

Question: What emergency shelters will be opened for Hauula and Kahuku residents?

Answer: Residents of any community may evacuate to any shelter opened by Civil Defense and the American Red Cross. Emergency Broadcast System announcements will provide information regarding the location of the nearest shelters.

EMERGENCY PREPAREDNESS SUPPLIES

Each family in Laie II Ward should have individual and family kits ready to be used instantly in case of an emergency that requires evacuating your home. You should prepare to take care of yourself and your family for 72 hours. Kits should be portable and kept in a safe, easy-to-reach location, ready to go.

Individual Emergency Kit

- Backpack, duffle bag, or other sturdy container easy to carry
- Roll of toilet paper
- Pocket first aid kit
- Waterproof matches
- Lightweight plastic pouch (garbage bag can substitute)
- Lightweight emergency blanket, bedroll or light sleeping bag
- One or more sturdy candles (for adults, teens)
- Small tent or tarp with rope
- Drinking cup
- Flashlight (check batteries periodically; keep extras in freezer)
- Change of clothing, extra socks, slippers, jacket or sweatshirt
- Can opener
- Pocket or Scout knife (for adults, teens)
- Water (in plastic 2-liter bottle with carry strap)
- Food: one-two-or three-day supply that doesn't necessarily need heating or water.
- Consider individual preferences, shelf life, durability or container and medical needs: Suggestions:
 - ready to eat meat in cans
 - canned fruits and vegetables
 - nuts, seeds
 - peanut butter
 - powdered milk, chocolate mixes, drink mix
 - canned juices
 - dried fruit
 - crackers
 - emergency military rations (MRE's)
 - vacuum sealed foods
 - infant care--canned milk, bottle, nipples
- Stress helpers, scriptures, candy, toys, books, games, etc.

Family Emergency Kit

One to three containers (plastic buckets with lids and handles, suitcases, etc.)
Battery-powered radio (check batteries periodically; keep extras in freezer)
Flashlight (check batteries periodically; keep extras in freezer)
Food (see list under Individual Emergency Kit. Add to Family Kit as needed)
First Aid Kit
Camper's collapsible shovel
Plastic bags of various sizes including garbage bags, sealable bags, etc.
Eating utensils (plates, cups, forks, spoons, knives)
Water purification tablets
Waterproof matches
Portable stove with fuel
Fire starter
Sturdy candles
whistle
Scout or pocket knife
Can opener
Personal comfort items: hand soap, toothbrushes and paste, comb, brush, razor, tissue, toilet paper, sanitary napkins, paper towels, mirror, etc.
Basic sewing kit
50-foot nylon rope
Water (1/2 gallon per person per day if possible; carry separately)
Shelter: tent, tarp, ground cover, etc.
Additional blankets, ponchos as needed
Pencil/pen and note pad
Adjustable wrench
Sanitation kit: plastic bucket, plastic bag and simple seat
Stress relief items: games, books, small toys, candy, windup clock, musical instrument such as guitar, harmonica, etc.

BYU-H STAKE CENTER SHELTER

REGISTRATION FORM

Family Name: (Last Name)	Total family members registered: sheltered:
Current Residential Address: City/State/Zip	Home Phone: Cell Phone:

Information about Individual Family Members

Name: <i>Last, First</i>	Age	Gender (M/F)	Arrival Date	Departure Date	Departing? Relocation address and phone.

Are there members of your family who currently need medical attention or are taking medication? <input type="checkbox"/> No <input type="checkbox"/> Yes — who?	<i>Referral to HS-Health Services:</i> <input type="checkbox"/> Y <input type="checkbox"/> N <i>Referral to MH- Mental Health:</i> <input type="checkbox"/> Y <input type="checkbox"/> N
Are there other evacuated members of your family who are staying elsewhere? <i>Please list contact information f known</i>	
Special dietary needs: Special accommodations required:	
<p>I have read/been read and understand the Brigham Young University - Hawaii shelter rules and agree to abide by them.</p> Family Member Signature (print and sign) _____ Date: _____ BYU-H Worker Name (print and sign) _____ Date: _____	
Release of confidential information form: <input type="checkbox"/> Signed & attached <input type="checkbox"/> Refused Date: _____	

**CONDITIONS OF READINESS
& EMERGENCY RESPONSE ACTIONS**
(Revised May 8, 2007)

The following is a list of emergency response actions to be taken at different Conditions of Readiness ("CORs") for emergencies common to Oahu.

HURRICANE CORs

Note: *CORs are for tropical storm or hurricane conditions with sustained winds of 55 miles per hour or greater.*

COR 4 (potential arrival within 72 hours)

- Oahu Civil Defense Administration (OCDA) will monitor the storm and notify an Emergency Operating Center (EOC) Tracking Officer and the BYU-H Security office, who will in turn notify the three Coordinating Officers (CO) and one of the Telecommunications Coordinators of the COR 4.
- The EOC Telecommunications Coordinators will notify the Security Coordinators, Operations Coordinators, and the rest of the EOC Team of the COR 4.

COR 3 (potential arrival within 48 hours)

- The EOC Tracking Officers will notify the three Coordinating Officers and one of the Telecommunications Coordinators of the COR 3.
- The three Coordinating Officers ("CO") will notify the Laie Emergency Center (LEC) members of the COR 4.
 - ◆The BYU-Hawaii CO notifies the BYU-Hawaii President, the BYU-H 1st Stake President, the BYU-H 2nd Stake President, the BYUH 3rd stake and the Shelter Advisor.
 - ◆The HRI CO notifies the HRI President, the Laie Hawaii Stake President, and the Laie Community Association President.
 - ◆The PCC CO notifies the PCC President and the Laie Hawaii North Stake President. This process is repeated below throughout this document.
- BYUH Coordinating Officer notifies the Scheduling Office and Band Director of the potential, impending emergency to allow for necessary rescheduling of the Band Room which is set up for EOC use at a COR 2.
- BYUH Coordinating Officer directs the printing of at least 2 copies of the BYUH student database.

- The EOC Telecommunications Coordinators will notify the Security Coordinators, Operations Coordinators, Shelter Managers, and the rest of the EOC Team of the COR 3.
- Stake Presidents to notify and advise all Bishoprics of the approaching storm or hurricane.
- At OCDA-Alert minus 1 hour each individual in the chain should have reported on task status to their file leader, beginning with the bottom level and back up the chain.
- Note: LEC members, EOC Team members, Security Coordinators, Operations Coordinators and Shelter Managers must ensure they are reachable at a moment's notice (by radio, phone, cell phone, pager, etc.).

COR 2 (potential arrival within 24 hours)

- Notifications of COR 2 to proceed as outlined in COR 3 procedures (above).
- Emergency Operations Center (EOC) to be opened and supplied immediately with telecommunications equipment (radios, telephones, a printer, a projector, etc.), under the direction of the Telecommunications Coordinators, upon notice from the EOC Tracking Officers of a COR 2.
- Laie Emergency Plan radios are distributed to the Laie Emergency Council (LEC), the three EOC Coordinating Officers, and others as needed. The radios are to remain with these individuals until the emergency has abated.
- All EOC Team members to report immediately in to the EOC to receive assignments.
- Shelter Managers to contact all Shelter Team members to prepare to open shelters and receive evacuees at COR 1.
- Shelter Managers report to EOC to receive 1 radio per shelter and shelter keys.
- Stake Presidents to update all Bishoprics regarding the approaching storm or hurricane.
- Bishoprics to update all ward priesthood leaders regarding the approaching storm or hurricane.
- All entities should identify supplies on hand and prepare necessary supplies for emergency sheltering and other emergency operations (e.g., food, generators, etc.).
- An LEC meeting is called for update and discussion purposes and to possibly declare officially moving to the next COR level.
- At OCDA-Alert minus 1 hour each individual in the chain should have reported on task status to their file leader, beginning with the bottom level and back up the chain.

COR 1 (potential arrival within 12 hours)

- Notifications of COR 1 to proceed as outlined in COR 3 procedures (above).
- Continue preparations outlined above in COR 2.
- Shelter Teams must be ready to receive evacuees at their respective shelters.
- Implement all evacuation plans and operations as outlined in the Laie Emergency Plan, unless otherwise directed by the LEC.
- Stake Presidents to advise all Bishoprics to initiate ward emergency plan and evacuation procedures.
- Bishoprics to advise all ward priesthood leaders to initiate ward emergency plan and evacuation procedures; Ward leaders to report back to Bishoprics about ward emergency plan and evacuation progress.
- Bishoprics to report back to Stake Presidents about ward emergency plan and evacuation progress. Stake Presidents to inform EOC regarding evacuation progress.
- An LEC meeting is called for update and discussion purposes and to possibly declare officially moving to the next COR level.
- The return status report should begin at the second to the bottom level of the phone tree and move back up the chain as rapidly as possible.

COR 1-Emergency (potential arrival within 2 hours)

- Notifications of COR 1, Emergency to proceed as outlined in COR 3 procedures (above).
- Continue preparations outlined above in COR 1.
- Ward leaders to report back to Bishoprics about ward emergency plan and evacuation progress; Bishoprics to report back to Stake Presidents about ward emergency plan and evacuation progress. Stake Presidents to inform EOC regarding evacuation progress.
- *All emergency personnel should seek shelter in the EOC or a shelter facility.*
- The return status report should begin at the second to the bottom level of the phone tree and move back up the chain as rapidly as possible.

COR 0 (after the storm or hurricane has passed)

- Notifications of COR 0 to proceed as outlined in COR 3 procedures (above).
- A damage assessment following OCDA / FEMA CERT standards should be conducted
- Based on the damage incurred in the area, phase 2 emergency shelter facilities should be opened upon direction from the LEC and/or the American Red Cross.

Key: COR: Conditions of Readiness

OCDA: Oahu Civil Defense Administration

CO: Coordinating Officers

ECO: Emergency Operating Center

LEC: Laie Emergency council

LEP: Laie Emergency Plan

FEMA: Federal Emergency Management Administration

CERT: Community Emergency Response Team