August 4, 2010

TO: FACULTY AND STAFF

FROM: LEON RICHARDS, CHANCELLOR

RE: EMERGENCY PREPAREDNESS TASK FORCE

Based on inquiries made concerning student and personnel safety during emergencies, either resulting from natural or human-related causes, I am convening the Kapi‘olani CC Emergency Preparedness Task Force (EPTF) chaired by Milton Higa, Vice Chancellor for Administrative Services. Other members of the EPTF include Frank Haas, Wayne Fredericks, Chris Crabtree, Mary Hattori, Salvatore Lanzilotti, and a student representative.

The initial charge of the EPTF is to inventory the college's past and planned mitigation measures, and review its plans for preparedness, response, and recovery for all relevant emergencies. In addition, the Task Force will: review the college's need for additional mitigation measures that could reduce or eliminate risk to life and property; review the current college's plans for its preparedness in relation to worst-case scenarios for all emergencies; review the college's response plan to assure that during a crisis the steps outlined for response leaders and the campus in general are appropriate; and determine the adequacy of the college's plans to restore the learning and teaching environment after a crisis.

The EPTF also will make recommendations and implement activities that address the college's training needs for administrators and faculty who have leadership roles as part of the preparedness, response, and recovery phases of an emergency or crisis. Finally, the Task Force will recommend and implement activities to test the college's response plans, e.g., through use of simulation and field exercises in which response and recovery plans are employed under various conditions.

Please forward concerns you may have about emergency preparedness to any of these task force members.

c: Milton Higa
   Salvatore Lanzilotti

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