

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

June 24, 2015

Policy Number 2.66

**ALAPAI HEADQUARTERS AS AN ALTERNATE
PRIVATE EMERGENCY REFUGE SHELTER**

POLICY

The Honolulu Police Department shall establish procedures for the Alapai headquarters as an alternate, private emergency refuge shelter for Honolulu Police Department (HPD) personnel and their immediate family members.

PROCEDURE

I. DEFINITIONS

Disaster: Natural occurrences to include hurricanes, tropical storms, earthquakes, and other disturbances.

Refuge shelter manager: The Community Affairs Division commander or designee in charge of operations for the Alapai headquarters' private, emergency refuge shelter.

Refuge shelter management team: Shall consist of the refuge shelter manager, the Central Receiving Division (CRD) commander or designee, a member of the Peer Support Unit, and select HPD reserve officers and volunteers.

Immediate family member: Any family member or person living in the same household as the HPD employee.

II. MOBILIZATION PROCEDURES

A. HPD Shelter Declaration

1. The Alapai headquarters' private, emergency refuge shelter declaration can only be made by the Chief of Police or a designee.
2. When the Alapai headquarters is declared a shelter, the refuge shelter manager or designee shall manage the operations of the facility.

PUBLIC VERSION

Security procedures and information redacted pursuant to HRS Section 92F-13(3).

B. Shelter Availability Announcement

1. The refuge shelter manager or designee shall make a call and send an e-mail to the element commanders notifying them of the shelter availability.
2. The refuge shelter manager or designee shall inform the refuge shelter management team to mobilize the shelter as soon as practicable.
3. The Alapai headquarters' private, emergency refuge shelter shall be available to HPD employees and their family members or persons living in the same household. Individuals shall bring with them a personal supply kit. A sample personal supply kit list is provided in Attachment 1.
4. Pets will be allowed in the shelter. No more than two pets per family shall be permitted. Pets shall remain in the designated parking area within the owner's vehicles and/or in the designated areas within the stairwells of the shelter only. A list of pet items and requirements are provided in Attachment 2.

III. GENERAL PROCEDURES FOR PRIVATE, EMERGENCY SHELTER OPERATION

A. Shelter Operations

1. The refuge shelter manager or designee shall command and control shelter operations.
2. Work assignments shall be delegated to the refuge shelter management team to assist with the coordination of shelter operations.
3. Each element located within the Alapai headquarters that has approved and allocated shelter space shall have designated a point of contact to assist with planning for shelter operations.
4. Departmental personnel shall adhere to the guidelines consistent with the City and County of Honolulu's Emergency Operations Plan and shall be referenced as specified in Policy 4.40, CIVIL DEFENSE DISASTER MITIGATION, PREPARATION, RESPONSE, AND RECOVERY.

B. Briefings

1. When the Alapai headquarters' private, emergency refuge shelter is declared operational, the refuge shelter management team shall report to the designated shelter operations center.
2. The refuge shelter manager or designee shall conduct the briefings for the operation of the Alapai headquarters' private, emergency refuge shelter.

C. Shelter Registration and Reception

1. The CRD juvenile sally port shall be designated as the registration area for the Alapai headquarters' private, emergency refuge shelter. Shelter space will be available on a first-come, first-served basis.
2. One HPD Private, Emergency Refuge Shelter Registration, HPD-526 form, shall be completed per family. Refer to Attachment 3 for the form.
3. The HPD Private, Emergency Refuge Shelter Registration, HPD-526 form, shall be completed and submitted prior to reception into the shelter.
4. The shelter's capacity is approximately 1,700 spaces. This amount is based on a 10' X 10' allocation per person.
5. A shelter information packet shall be made available to all employees from the Civil Defense Coordinator and/or the HPD intranet.

D. Special Needs Area

1. A special needs area shall be made available for persons who have service animals.
2. Individuals who have special needs shall inform the registrant and should indicate the need as such on the HPD Private, Emergency Refuge Shelter Registration, HPD-526 form.

E. General Shelter Information

1. The Oahu Civil Defense completed a Tropical Cyclone Shelter survey of the Alapai headquarters to ensure the viability of the building as a private, emergency refuge shelter during a hurricane or tropical storm.
2. This shelter is meant to be an alternate choice to existing public shelters in the community.
3. Other public shelters that may be available within the vicinity of the Alapai headquarters are the Neal S. Blaisdell Center and President William McKinley High School.

F. Shelter Parking

1. Shelter parking will be available on a first-come, first-served basis.
2. HPD fleet and other vehicles assigned to the Alapai headquarters shall park in the designated stalls.
3. Refer to Attachment 4, the Shelter Parking Operations Plan, for details.

G. All-Clear Designation

The all-clear designation shall be made by the refuge shelter manager or designee to prepare for the closure of the shelter.

IV. GENERAL SHELTER RESPONSE POLICY

- A. Sworn personnel shall adhere to basic police responsibilities. They shall include, but not be limited to, the following:
1. Maintaining law and order;
 2. Protecting vital city facilities/resources; and
 3. Maintaining security of the evacuated areas, evacuation shelters, and staging areas.


- B. Maintaining security within and around the shelter facilities shall be the responsibility of the refuge shelter management team. All shelter personnel shall wear proper identification.

V. INTERNAL DAMAGE ASSESSMENT

- A. Once the all-clear notification has been issued by the refuge shelter manager, shelter closing procedures shall commence. The refuge shelter management team and the CRD shall assess any damages that may have occurred within or around the Alapai headquarters. The information gathered will then be forwarded to the Support Services Bureau.
- B. Casualties, damages, property losses, and any other conditions that will have an effect on operations shall be assessed by the element commanders.

VI. SHELTER PLANNING

The refuge shelter management team shall meet annually to reassess the needs of the shelter and to update any procedures as necessary.


LOUIS M. KEALOHA
Chief of Police

Attachments

Post on bulletin
board for one week

Policy first issued
December 7, 2006

PERSONAL SUPPLY KIT

Examples of recommended items include, but are not limited to, the following:

- One-day supply of nonperishable food and nonelectric can opener;
- One-day supply of water (one gallon per person, per day);
- Portable, battery-powered radio or television;
- Flashlight with batteries;
- First aid kit;
- Sanitation and hygiene items (hand sanitizer, moist towelettes, and toilet paper);
- Extra clothing;
- Sleeping bags and/or blankets;
- Folding chairs;
- Special needs items, such as prescription and non-prescription medications, eyeglasses, contact lens solution, and hearing aid batteries;
- Items for infants, such as formula, diapers, bottles, and pacifiers (if applicable); and
- Items for elderly or disabled family members, such as essential medications, special food, and equipment (if applicable).

PET REQUIREMENTS

Guidelines for pet owners are as follows:

- Pets shall be permitted in the designated pet area of the shelter only. If employees and/or their family members want to remain with their pet(s) in the shelter, they will only be allowed to board in the designated pet area;
- Only household pets shall be permitted (limited to dogs, cats, birds, and a few other domesticated animals);
- No more than two pets shall be allowed in the shelter per family;
- Each pet shall be contained in a pet carrier;
- Each pet shall have its required inoculations and vaccines; and
- Each pet shall wear a collar (if applicable) or have an appropriate name identification.

PET ITEMS LIST

Examples of recommended items include, but are not limited to, the following:

- One-day supply of pet food and water;
- Miscellaneous pet supplies;
- Waste containers; and
- Special needs items, such as medications, creams, or solutions.

HPD EMPLOYEE NAME: _____

HONOLULU POLICE DEPARTMENT
PRIVATE, EMERGENCY REFUGE SHELTER
REGISTRATION FORM

FOR STAFF USE ONLY

ASSIGNED SHELTER AREA

THIS SHELTER IS BEING PROVIDED FOR DEPARTMENTAL PERSONNEL AND THEIR IMMEDIATE FAMILY MEMBERS ONLY DURING A DESIGNATED DISASTER.

REGISTRATION INFORMATION

PRIMARY REGISTRANT LAST NAME, FIRST

CONTACT PHONE NUMBER

VEHICLE TYPE / LICENSE PLATE#

HPD EMPLOYEE DIVISION/ELEMENT

HPD EMPLOYEE CONTACT NUMBER

<u>FAMILY MEMBERS (NAME AND AGE)</u>	<u>RELATIONSHIP TO PRIMARY</u>	<u>SPECIAL NEEDS (Y/N)? If so, what type/kind?</u>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

PET(S) NAME (if none, mark N/A)

TYPE

COLOR/UNIQUE MARKS

I (and any family members listed on this form) agree to obey all the rules, procedures, and instructions set forth by this private, emergency refuge shelter facility and as directed by the shelter staff. Furthermore, I agree to hold harmless the City and County of Honolulu, the Honolulu Police Department, the shelter staff, or any individuals affiliated with the shelter for any damages to vehicles, persons, and personal items in or around the shelter due to loss, theft, damage, illness, and injuries, as a result of the services provided.

SIGNATURE OF PRIMARY REGISTRANT

DATE/TIME

FOR STAFF USE ONLY

STAFF NAME (print)

STAFF SIGNATURE

SHELTER PARKING OPERATIONS PLAN

The refuge shelter manager or designee shall manage the shelter parking operations.

I. Parking Coordination

The refuge shelter manager or designee shall appoint parking coordinators to the designated parking area.

- A. Shelter personnel shall be assigned to coordinate parking for each parking level.
- B. HPD fleet and other vehicles shall park in the designated parking stalls.
- C. Shelter parking will be on a first-come, first-served basis.

II. Honolulu Police Department Shelter Parking Pass

Vehicles shall have the Honolulu Police Department (HPD) Shelter Parking Pass displayed. The exception to this requirement would be for HPD fleet and other vehicles assigned to the Alapai headquarters.

- A. The HPD Shelter Parking Pass shall be made available for employees from the Civil Defense Coordinator and/or the HPD intranet.
- B. The HPD Shelter Parking Pass shall be prominently displayed on the front, lower left side window of the vehicle upon entry into the shelter parking area.



Honolulu Police Department

Shelter Parking Pass

