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|  | DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES | EFFECTIVE DATE: January 01, 2024 | POLICY NO.: ADM.08.05 |
| | | SUPERSEDES (Policy No. & Date): ADM.08.05 of July 14, 1993 | |
| | SUBJECT: EMERGENCY RELEASE OF EMPLOYEES | | Page 1 of 4 |

1.0 PURPOSE

To establish guidelines for the release of state employees during emergency weather conditions or tsunami alerts.

2.0 SCOPE

This policy applies to all organizations and offices within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Administrative Directive 89-02 (Governor's Office) relating to Policy Governing Tsunami Alert Procedures.
- b. Current island telephone book, Hawaiian Telephone Company, see Civil Defense section, Tsunami Inundation Maps.

.2 Definitions

- a. Administrator – The person in charge of a Department staff office, branch, or division.
- b. Watch – There is the possibility that dangerous weather conditions or a tsunami may occur and that precautionary measures should be taken.
- c. Warning – Dangerous weather conditions or a tsunami are expected within 24 hours or less.
- d. Disaster Response Worker – An employee of the Department whose services are critical for continuing vital functions of the Department which will ensure the welfare and safety of inmates, custodies, and the public during an emergency situation.

4.0 POLICY

- .1 Upon notification by the Civil Defense Division, State Department of Defense, of a "warning" situation, employees already at work may be released from work under the provisions of this policy. Employees not

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working or living in flood-prone areas or tsunami inundation zones shall remain where they are to minimize traffic congestion. Employees working or living in flood-prone areas or tsunami inundation zones shall leave the area promptly.

- .2 Employees shall not be released from work for a “watch” situation.

5.0 PROCEDURES

.1 Administrative Responsibilities

- a. All administrators shall familiarize themselves and their staff with flood-prone areas and Tsunami inundation zones in the vicinity of their facility or office. Tsunami inundation zones are outlined in the telephone directory under Civil Defense Tsunami Evacuation Maps. The county civil defense office will supply information on areas prone to flooding due to heavy rains or flash floods.
- b. When the evacuation of offices is required under the provisions of this policy, administrators shall be responsible for designating which personnel have the duty of shutting down or securing equipment as necessary to prevent fire or explosion.

.2 Employee Responsibilities

- a. Employees not yet at work and who are not designated as a Disaster Response Worker, shall listen to the Emergency Broadcast System (ERS) on their radio for instructions for reporting to work.

.3 Hurricane Warning

a. Department Administrative Offices (Central Administration)

Upon receipt of a hurricane warning from the Department Emergency Operating Center (DEOC), administrators may release employees from work who are not classified as Disaster Response Workers. Reference Annex C in the appropriate civil defense emergency coordination plan (policy ERC.10.02) for a listing and duties of those classified as Disaster Response Workers.

b. Correctional Facilities and Law Enforcement Divisions

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Correctional facilities and law enforcement divisions shall execute their hurricane emergency response plan which outlines who may be released from work and who are classified as Disaster Response Workers.

.4 Tsunami Warning/Flood Warning

a. Facilities of Offices Located within Inundation Zones

1. Department Administrative Office (Central Administration)

All administrative offices shall be evacuated. All staff may be released from work for the duration of the warning except those designated as Disaster Response Workers as outlined in Annex C of the appropriate civil defense emergency coordination plan.

2. Correctional Facilities

Correctional facilities shall release employees from work according to their emergency response plan for tsunami or flood warnings.

b. Facilities of Offices not Located within Inundation Zones

Upon receipt of a tsunami or flood warning from the Department Emergency Operating Center, Administrators shall:

1. Release those employees who live in an inundation zone. Those employees having relatives residing in inundation zones, or those with unique and special reasons (i.e., boats that need to be moved to open ocean, etc.) may also be released. All other employees are to remain at work to minimize traffic congestion.
2. To help reduce traffic congestion, those employees who are not at work and are not designated as a Disaster Response Worker, shall remain home and listen to the Emergency Broadcast System (ERS) on their radio for instructions for reporting to work.

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APPROVAL RECOMMENDED:



JAN 0 1 2024

Deputy Director for Administration

Date

APPROVED:



JAN 0 1 2024

DIRECTOR

Date

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