



GUAM COMMUNITY COLLEGE

Emergency Operations Plan & Procedures

MARCH 2024

FIRE TYPHOON EARTHQUAKE BOMB THREAT EXPLOSION OR THREATS OF EXPLOSION
AIRCRAFT ACCIDENT ACTIVE SHOOTER TERRORIST HAZMAT CHEMICAL ACCIDENT
UTILITY FAILURES CRIMINAL ACTIVITY PANDEMIC

GUAM COMMUNITY COLLEGE

EMERGENCY OPERATIONS

PLAN AND PROCEDURES

March 2024

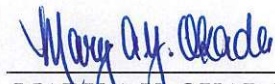
Submitted by: Environmental Health & Safety Office in collaboration with the Campus
Safety & Security Task Force

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PREFACE

Guam Community College's Emergency Operations Plan and Procedures serve as fundamental guidelines for responding to major disasters on GCC property. All personnel who are assigned specific responsibilities are expected to be familiar with and understand these guidelines. The plan outlines how emergency responses will be conducted in the event of a major disaster, and any deviations from these procedures must be approved by the administrators overseeing the emergency operations.

The purpose of this plan is to effectively coordinate the use of College resources to protect life and property following a major natural or manmade disaster at Guam Community College. It is activated when an emergency affecting the College cannot be managed through normal day-to-day processes.



Mary A. Y. Okada, Ed.D.

President/CEO

Guam Community College

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SECTION I: INTRODUCTION

The Emergency Operations Plan and Procedures (EOPP) are basic guidelines for providing a response system by the Guam Community College's (GCC) administrators, faculty, staff, and students to a major disaster occurring or disaster that can potentially occur on GCC campus or property.

Guidelines for emergency response and evacuation procedures are outlined in this EOPP. This EOPP outlines the processes, procedures and partnerships to maximize awareness, prevention, and preparation, and minimize reaction/response, recovery, and mitigation times required in handling GCC's emergency situations. All personnel designated to carry out specific responsibilities are expected to know and understand the outlined policies and procedures herein. The emergency response to any major disaster will be conducted within the framework of this document. The Guam Community College President, or his or her authorized representative, must approve exceptions or changes to this plan and procedures. A complete review of this Plan and Procedures will be conducted annually by the GCC Environmental Health & Safety Office.

SECTION II: PURPOSE

The EOPP outlined herein are designed to protect lives and property through effective use of the College and community resources. They are set in operation whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures.

There are two general types of emergencies that may result in the implementation of this plan. These are large-scale civil disorder and large-scale natural or manmade disaster. Since an emergency may be sudden and unforeseen, the EOPP are intended to be sufficiently flexible to accommodate contingencies of all types and magnitudes.

The EOPP are under the Executive Authority of the President of GCC, (henceforth to be known as the Emergency Management Commander [EMC] and is supported by the Management Team (henceforth to be designated as the Emergency Operations Control Officers [EOCO]). When an emergency arises, the EMC will activate the EOPP.

College personnel and equipment will be utilized to provide priority protection in the following areas: a. Life Safety; b. Preservation of Property; c. Restoration of Academic Programs; d. Resumption to normal operations.

The manner in which College personnel and equipment will be utilized will be determined by the EMC. The EMC, or his or her authorized representative, will be responsible

for notifying the EOCOs when to activate or deactivate the EOPP based on the state of an emergency situation.

SECTION III: POLICY STATEMENT ADDRESSING TIMELY WARNINGS TO MEMBERS OF THE CAMPUS COMMUNITY REGARDING THE OCCURRENCE OF CRIMES

Emergency Responders with guidance from the GCC President (EMC) or designee, will determine whether a situation constitutes a major emergency and requires an immediate action. In the event of a major natural or manmade disaster arises that threatens the life, health, and safety of the College community on campus or off campus, the appropriate emergency response is under the executive authority of the Emergency Management Commander (EMC) or his/her designee.

In consultation with the EMC, the Public Information Officer (PIO) determines which segments of the community are to be contacted and then issues timely warnings periodically through text alerts, website announcements, social media, mass email, phone or local media outlets to administrators, faculty, staff and students.

The EMC and the PIO determine when it is appropriate to communicate about an emergency to the community beyond GCC.

GCC is committed to promptly determining the content of emergency notifications, initiating the notification system and prioritizing community safety. Notification will be withheld only if it is deemed by responsible authorities to contain, respond to, or otherwise mitigate the emergency.

In minor emergencies or incidents, the EMC is briefed regularly, and timely warnings are issued through the same communication channels used for major emergencies. GCC will promptly report crimes to the campus community that are reported to GCC Emergency Responders, other GCC officials, or the Guam Police Department, especially those that pose a threat to students and employees.

In cases where there is an immediate threat to the health or safety of students or employees on campus, GCC will follow its emergency notification procedures, which may not always require the issuance of a timely warning based on the same circumstances. However, GCC will provide sufficient follow-up information to the community as needed. GCC will also take care to ensure that any shared information protects the confidentiality of victims as stipulated in the Violence Against Women Act of 1994, Family Educational Rights and Privacy Act (FERPA) of 1974, and the Health Insurance Portability and Accountability Act (HIPPA) of 1996, and their amendments thereafter.

SECTION IV: POLICY STATEMENT ADDRESSING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency requiring evacuation, it is crucial to follow instructions for evacuating the building and to gather at the designated congregation point. While emergency evacuation maps are posted near the door of each workspace, lounge, classroom, and other areas on campus, circumstances may require a different evacuation route.

The Fire Alarm and Mass Notification System will be used to initiate the evacuation. If there is no electricity or if the main system fails, bullhorns will be used as a backup notification system. Once the reason for evacuation is resolved, the EMC or designee will notify everyone to return to their assigned buildings.

The following individuals are authorized as First Responders, to any immediate situation on the GCC campus:

- Environmental Health & Safety Officer, Tel: (671) 788-2223, Email: gccsafety@guamcc.edu
- Environmental Health & Safety Inspector. Tel: (671) 735-5554, Ext: 5569, Email: gccsafety@guamcc.edu
- Associate Dean, Technology & Student Services, Tel: (671) 735-8887, Ext. 5630, Email: studentsupportservices@guamcc.edu
- Program Specialist, Technology & Student Services, Tel: (671) 735-5555, Ext. 5564, Email: studentsupportservices@guamcc.edu
- Program Specialist, Accommodative Services, Tel: (671) 735-5641, Ext 5597, Email: accommsserv.info@guamcc.edu
- Licensed Practical Nurse, Health Services Center, Tel: 671-735-5586, Ext. 8889, Email: gcc.healthcenter@guamcc.edu

The EOPP is structured based on the Incident Command System (ICS) under the National Incident Management System (NIMS), supported by the National Integration Center (NIC) Incident Management Systems Integrated Division within the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

In normal situations where there is time to assess the level of emergency, the President (EMC), in consultation with the Vice President of Academic Affairs, will determine the need to activate the Incident Command System (ICS). Under the ICS, the Incident Commander identified for the specific emergency will be in charge and will form respective staff elements based on the crisis's needs. The Incident Commander will continue managing the crisis until properly relieved.

In an immediate crisis, where there is no time to activate an Incident Commander, the College official who is at the scene will assume the Incident Commander role until properly relieved.

Evacuation procedures are designed to prioritize the protection of human life in various emergency situations. These procedures are regularly reviewed and updated, with information posted on MyGCC announcement portal. Scheduled evacuation exercises are conducted at least once a year with additional exercises ideally conducted once a semester.

The Environmental Health & Safety Officer is responsible for planning and executing these exercises. After each exercise, lessons learned are incorporated into the policies and procedures. This includes documenting the exercise's description, date, and time, as well as whether it was announced or unannounced.

When it is dangerous to stay inside the building (i.e., fire):

- At the sound of the alarm and voice announcement, immediately evacuate using the nearest stairway or exit door. Look for exit signs. Do not use elevators because the elevator might take you to the location of the fire.
- If the alarm does not sound, but fire or smoke is present, immediately pull the nearest fire alarm station and then evacuate. Fire alarm pull stations are located in the hallways of Buildings 300, 400, 500, 600, 900, 1000, 2000, 3000, 4000, 5000, 6000, DNA Annex, and E and outside of Buildings A, B, C, and D.
- Close doors behind you as you exit. This will restrict the spread of fire and smoke.
- If fire or smoke blocks your exit, seek an alternate exit. If smoke is present, keep low to the floor and take short breaths to avoid inhaling excessive smoke.
- If a door feels hot, do not open it. Seek an alternate exit.
- Do not return to an evacuated building unless directed to do so by the Guam Fire Department, Guam Police Department, College Official, or when the Mass Notification System indicates an "All Clear."

When it is dangerous to leave the building or room, (e.g., for threats of violence):

- Stay inside
- Close doors and windows
- Close window shades to protect from flying glass
- Stay low to the floor
- Keep quiet
- Silence cell phone ringers
- Close and lock doors
- Turn off the lights
- Stay out of sight
- Barricade the doors
- One person should call 911

In addition to the procedures mentioned earlier, Guam Community College receives notifications about major disasters or emergencies from the Guam Homeland Security/Office of Civil Defense through various channels. These include the Response Activity Coordinators (RAC)/Emergency Support Function (ESF) group instant messaging platform, mobile/phone alerts, and local radio and media outlets.

Major disasters or emergencies encompass a range of events such as fires, typhoons, earthquakes, bomb threats, explosions or threats of explosions, aircraft accidents, active shooter/terrorist incidents, hazardous chemical accidents, utility failures, criminal activities, and pandemics. Minor emergencies, on the other hand, are incidents that do not significantly affect the College's ability to carry out its academic and administrative support services.

Administrators, faculty, staff, and students are encouraged to report all major or minor personal health and safety concerns. They can do this by filing incident reports, using anonymous reporting systems, contacting the Guam Police Department, or reporting through phone or email. All incident reports are filed at the Student Support Services office, and the Associate Dean of Technology & Student Services reviews and takes appropriate action, including internal referrals, when incidents are not referred to the Guam Police Department.

SECTION V: ORGANIZATION

- A. The Emergency Operations Organization is made up of two levels of functionality:
 - 1. The President of GCC, Emergency Management Commander (EMC).
 - 2. The Emergency Management Commander is supported by Emergency Operations Control Officers (EOCO).
- B. Each GCC Department or Office listed in either of the levels will designate a primary representative and at least two alternates.

SECTION VI: EMERGENCY CLASSIFICATIONS

- A. The following emergency categories are provided as guidelines in determining the appropriate Emergency Plan Priorities and Response.
 - 1. **Minor Emergency:** An incident, potential or actual, which will not seriously affect the overall functional capability of the College.
 - 2. **Major Emergency:** An event, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services will probably be required as well as major efforts from all service

organizations within the College. Major considerations and decisions will usually be required from administrative officials or designated employees during times of a crisis.

3. **Disaster:** An event or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, extremely severe personnel casualties and property damage may be incurred. The coordinated effort of all designated personnel and available equipment are required to effectively control the situation. Outside emergency services will be necessary. In all cases of a disaster, the Emergency Control Center and appropriate campus command centers will be activated and the appropriate support and operational plans will be executed.

SECTION VII: TYPES OF EMERGENCIES

A. The following are examples of Emergencies that this College must be prepared for:

1. Fires
2. Typhoons
3. Earthquakes
4. Bomb Threats
5. Explosions or Threats of Explosions
6. Aircraft Accidents
7. Active Shooter/Terrorist
8. HAZMAT Chemical Accidents
9. Utility Failures
10. Criminal Activities
11. Pandemics

SECTION VIII: ASSUMPTIONS

A. The effectiveness of the Emergency Operations Plan and Procedures relies on a practical approach to the anticipated problems and the availability of personnel and resources during a major emergency or disaster. To ensure preparedness, the following assumptions are made:

1. The sequence of events during an emergency cannot be predicted accurately. Therefore, support and operational plans may need to be adjusted at the time of execution to meet the demands of the situation.
2. Disasters can impact residents in the geographical vicinity of any campus or center, which may result in local and federal emergency services being unavailable.
3. A major emergency will be declared if information indicates that such a condition is developing or is probable.

B. There is approximately a 75% chance that a disaster, as envisioned by this plan, may occur before or after regular College office hours, or on a holiday or weekend when the organizational setup of many departments is out of the ordinary. While the structures of this plan remain the same, its implementation may vary depending on available resources and workforce until the proper officials can be notified.

Until that time, the individuals assuming the most responsibilities will necessarily be those officials or individuals of management position who are available. These individuals should seek to follow the guidelines in this plan as closely as possible while making efforts to notify superior officials of the situation and to obtain verification or advice on their actions.

SECTION IX: DECLARATION OF GCC STATE OF EMERGENCY

A. The authority to declare a GCC State of Emergency rests with the President (EMC) or his or her representative.

B. During a campus emergency, as determined by College authorities, designated officials will immediately implement the Emergency Operations Plan and Procedures. These actions are essential to ensure the safety and health of everyone, minimize property damage, and maintain educational activities. The Environmental Health & Safety Officer will promptly consult with the President (EMC) regarding the emergency and the potential need to declare a College State of Emergency.

C. When a College State of Emergency is declared, only registered Guam Community College students, faculty, staff, and individuals required by their employment are permitted on campus. Those unable to provide proper identification (registration or employee identification cards, or

other identification) showing their legitimate business on campus will be asked to leave. Unauthorized individuals remaining on campus may be subject to arrest as per existing Criminal Codes.

D. When a College State of Emergency is declared, all available equipment and vehicles will be used for the emergency.

SECTION X: IMPLEMENTATION

A. In the event of a declared Emergency as defined in Section V herein, the Emergency Operations Plan will be implemented in the following manner:

1. If Mobile or Landline Phone Services ARE Operational:

- a. The Emergency Management Commander (EMC) will activate the Emergency Operations Plan and Procedures. The EMC is supported by the Management Team as Emergency Operations Control Officers (EOCO).
- b. The EMC or designee will immediately begin calling the members of the EOCO advising them to come to a designated Emergency Operations Control Center.
- c. The EOCO will periodically advise the EMC of their availability and estimated time of arrival at a designated Emergency Operations Control Center.
- d. The EMC or designee will call the EOCO into action to execute the appropriate emergency plans and procedures response to safeguard lives and property.

2. If Mobile or Landline Phone Services are Not Functional:

- a. The EMC and EOCO will immediately report to the GCC main campus upon official emergency announcements through local media outlets by authorized government or GCC officials of an impending or immediate emergency requirement. Upon arrival, this Emergency Operations Plan and Procedures will be implemented as soon as directed by the EMC.
- b. If a designated member of the EOCO does not respond to the Emergency Operations Control Center in a reasonable time, messengers may be dispatched.

SECTION XI: EMERGENCY MANAGEMENT CONTROL OFFICERS & RESPONSIBILITIES

A. Members

1. President
2. Vice President, Academic Affairs Division (AAD)
3. Vice President, Finance & Administration Division (FAD)
4. Dean, Technology & Student Services
5. Dean, Trades & Professional Services
6. Assistant Director, Communications & Promotions
7. Assistant Director, Planning & Development (P&D)
8. Assistant Director, Continuing Education & Workforce Development
9. Chief Human Resources Officer, Human Resources

B. General Responsibilities

1. Acquisition of resources from other government agencies or private sector.
2. Short-term and long-term plan for food service, if applicable.
3. Formulation of public information
4. Prioritize salvage operations
5. Financing and legal problems
6. Short-term building restoration or replacement program
7. Faculty
8. Coordinate survey of academic programs
9. Coordinate records survey

10. Establish target date for resumption of limited educational services and eventual return to normal operations.

SECTION XII: SPECIFIC EMERGENCY OPERATIONS AREA OF RESPONSIBILITIES

Emergency Unit Title	Division/Department Representative	Responsibilities
Emergency Management Commander (EMC)	President	<ul style="list-style-type: none"> • Activation of this emergency plan • Designation of locations for the Emergency Management Command and Emergency Operations Control Center • Direction of emergency services • Direction of college security personnel • Direction of fire control coordination • Direction of coordination of search and rescue effort • Direction of recovery and resumption of normal operations
Emergency Operations Control Officers (EOCO)	Vice President Academic Affairs Division	<ul style="list-style-type: none"> • Academic instructional needs and recovery plan
Emergency Operations Control Officers (EOCO)	Vice President, Finance & Administration Division	<ul style="list-style-type: none"> • Finance and procurement measures
Emergency	Assistant Director	<ul style="list-style-type: none"> • Dissemination of public

Operations Control Officers (EOCO)	Communications & Promotions	<p>information</p> <ul style="list-style-type: none"> • Record emergency operations activity • Relay emergency status • Information to the Emergency Management Command Group
Emergency Operations Control Officers (EOCO)	<p>Dean</p> <p>Technology & Student Services</p>	<ul style="list-style-type: none"> • Coordinate student assistance program • Assist with student food bank or service • If applicable, assist with student housing • Establish student information programs • Assist in organizing student volunteer service
Emergency Operations Control Officers (EOCO)	<p>Dean</p> <p>Trades & Professional Services</p>	<ul style="list-style-type: none"> • Coordinate medical aid • Psychological assistance • Prioritizing medical care or treatment • Prioritizing medical evaluation, as required
Emergency Operations Control Officers (EOCO)	<p>Assistant Director</p> <p>Planning & Development</p>	<ul style="list-style-type: none"> • Utilities • Vehicles • Tools and equipment for emergency rescue and cleaning • Post disaster facilities assessment
Emergency Operations Control	Chief Human Resources Officer	<ul style="list-style-type: none"> • Human resource planning

Officers (EOCO)	Human Resources	<ul style="list-style-type: none"> • Maintaining employee records • Recruiting candidates
Emergency Operations Control Officers (EOCO)	Environmental Health & Safety Officer Environmental Health & Safety	<ul style="list-style-type: none"> • Control of hazardous materials survey and cleanup • Health & safety environment survey • Assist with facilities survey
Emergency Operations Control Officers (EOCO)	Chief Information Technology Officer Management Information System	<ul style="list-style-type: none"> • Coordinate restoration and telephone services • Assessment of MIS internet infrastructure and equipment

SECTION XIII: EMERGENCY MANAGEMENT COMMAND

A. In the event of an emergency or imminent emergency, the Emergency Management Commander (EMC) and Emergency Operations Control Officers (EOCO) are responsible for establishing an Emergency Operations Control Center. The center should be located within a reasonable and safe distance from the affected area(s), while the Emergency Management Command Center should be positioned toward the rear, away from the affected area(s).

B. The EOCO will establish and man the Emergency Operations Control Center, with a perimeter line separating the affected area(s) from the center. Access to the Emergency Operations Control Center will be restricted to authorized personnel only. The activation and operation of the Emergency Operations Control Center will be officially recorded, with the GCC Form in Appendix A serving as the standard form for this purpose.

C. Each person involved in the Emergency Operations Process will be issued identification cards or tags. This includes assigned clerical, counseling, or administrative support staff working within the Emergency Operations Control Center.

D. A communication system will be in place and operational, with all pertinent messages logged in.

E. A “SIGN IN” and “SIGN OUT” log will be established for control and account for personnel.

F. Sufficient supplies of appropriate equipment and materials should be available for use. Only approved and certified Personal Protective Equipment (PPE) will be issued to the emergency response team members to perform their designated duties for protection against exposure to any potentially hazardous conditions or materials

G. If available, a power generation system should be installed to provide necessary electrical and other services. A power generation system that is easy to move, would be convenient.

H. The size and location of the Emergency Operations Control Center will be based on:

1. The type and magnitude of the disaster or impending disaster.
2. Location of the disaster. (Always keep in mind, a safe way out!).
3. Available resources and equipment.
4. The Emergency Operations Control Center will serve as the assembly area for off-campus and/or other government resources arriving to assist during the post-disaster recovery and restoration activities.

I. The Emergency Operations Control Center will remain operational until properly deactivated by the Emergency Management Commander (EMC). When notification for deactivation is issued, the time and date will be logged for records.

SECTION XIV: COLLEGE NOTIFICATION SYSTEM

A. The telephone system and alerts through local and social media will be the primary means of emergency notification. These methods are intended for the immediate transmission of specific information regarding emergencies or impending emergencies affecting the College.

B. Upon receiving notification of a College emergency, the Emergency Management Commander (EMC) will serve as the focal point for two-way transmission of official emergency communication. All Emergency Operations Control Officers (EOCO) will be notified immediately and given appropriate instructions.

C. The EMC is supported by the Assistant Director of Communications & Promotions, who is responsible for maintaining emergency notifications to facilitate the rapid and efficient recall and assembly of all required personnel. These notifications should be periodically tested for effectiveness. During exercises, the following phrases should be used:

1. Emergency alert for designated personnel not required to report:

"This is a test of the Guam Community College emergency notification system. Designated personnel are not required to report for duty. This is only a test. In a real emergency, you would receive instructions on what to do. No action is required at this time. Again, this is only a test."

2. Emergency alert for designated personnel required to report:

"This is a test of the Guam Community College emergency notification system. All designated personnel are required to report for duty. This is only a test. In a real emergency, you would receive instructions on what to do. Please report to your assigned location immediately. No action is required at this time. Again, this is only a test."

3. Emergency alert for designated personnel required to report to duty:

"This is an emergency alert. All designated personnel are required to report to duty immediately. This is not a drill. Follow your department's emergency procedures. Do not use elevators. Stay calm and proceed quickly but safely to your designated area. Your prompt response is critical. Again, this is an emergency alert. All designated personnel must report to duty immediately."

SECTION XVI: EMERGENCY PLAN PRIORITIES

A. The Emergency Management Commander (EMC) and the Emergency Operation Control Officers (EOCO) will focus primarily on Priority I Objectives until they are significantly achieved. Priority II and III Objectives will be addressed as resources become available. The EOCO will maintain a written log of all activities and discussions.

B. There are three Priority Objectives

1. Priority I

a. Communication Network – Establish communication network using available resources such as the following:

(1) Potential Resources

- (i) Telephone/Cell (Commercial Communication System)
- (ii) Two-way Radio System
- (iii) Social Media Messengers

b. Medical Aid – Evaluate the medical services available and direct rescue teams to designated facilities for injured personnel.

(1) Potential Resources

- (i) Naval Hospital, GMH or GRMC
- (ii) Private Health Provider
- (iii) School Nurse
- (iv) Nursing Program Faculty
- (v) Nursing Students

- c. Fire Suppression – Evaluate fires or fire hazards and use resources to control and evacuate.

(1) Potential Resources – Note: For any fire related hazards, call the Guam Fire Department.

- d. Search and Rescue – Appoint search and rescue teams and acquire transportation vehicles and equipment required.

(1) Potential Resources

- (i) Guam Fire Department
- (ii) Guam Police Department
- (iii) Volunteers

- e. Utilities Survey – Evaluate condition of utilities and shut down or restore as needed (gas, electric, water, or sewer). Evaluate the road system.

(1) Potential Resources

- (i) GCC Facilities and Maintenance
- (ii) Guam Power Authority (GPA)
- (iii) Guam Waterworks Authority (GWA)
- (iv) Guam Telephone Authority (GTA)
- (v) Department of Public Works (DPW)

- f. Hazardous Substance Control – Survey critical area and secure or cleanup as required by existing federal and local environmental laws, regulations, and policies.

(1) Potential Resources

- (i) Guam Fire Department
- (ii) GCC Environmental Health & Safety office
- (iii) Guam Environmental Protection Agency (GEPA)

2. Priority II

- a. Facility Survey – Evaluate facilities for occupancy. Identify and seal off contaminated or hazardous areas.

(1) Potential Resources

- (i) GCC Environmental Health & Safety Office
- (ii) GCC Facilities and Maintenance.

- b. Shelter – If applicable, identify usable housing structures and organize personnel moves as required.

(1) Potential Resources

- (i) GCC Facilities and Maintenance

- c. Food and Drinking Water – Identify supplies and establish a distribution system. Ensure that all consumables are safe for human consumption.

(1) Potential Resources

- (i) Food Services Manager
- (ii) Coordinator for Facilities and Maintenance
- (iii) Department of Public Health and Social Services
- (iv) Guam Waterworks Authority

- d. Sewer System – Evaluate sewer system and identify resources that can be used. Lease or contract portable restrooms if necessary.

(1) Potential Resources

- (i) GCC Facilities and Maintenance
- (ii) Guam Homeland Security/Disaster Local Area Network (DLAN)
- (iii) Guam Waterworks Authority

- e. Communications – Establish a communication system with the campus community and advise all personnel regarding availability of basic services.

- (1) Potential Resources

- (i) Telephone System/ mobile phones/ local and social media
 - (ii) Loud speakers
 - (iii) Bullhorns
 - (iv) Messengers

- f. Criminal Activity Control – Establish a Campus Security System to control crime.

- (1) Potential Resources

- (i) GCC Security Services
 - (ii) Guam Police Department
 - (iii) Volunteer Force

- g. Psychological Assistance – Establish a system to deal with cases of mental stress or breakdown.

- (1) Potential Resources

- (i) School Nurse
 - (ii) Human Resource Management
 - (iii) Department of Public Health and Social Services
 - (iv) Guam Memorial Hospital
 - (v) Private Health Provider

- 3. Priority III

- a. Valuable Materials Survey – Identify, survey, and secure valuable equipment and materials on campus.

- (1) Potential Resources

- (i) Materials Management Office
 - (ii) Various GCC Departments
 - (iii) GCC Security Services

- b. Records Survey – Identify, survey and secure all College records.

(1) Potential Resources

- (i) Materials Management Office
- (ii) Admissions and Registration Department
- (iii) Various GCC Departments

- c. Academic Survey - Survey academic departments and determine requirements to begin academic operations.

(1) Potential Resources

- (i) Office of the President
- (ii) Academic Affairs Division

- d. Supplies and Equipment - Develop a system to renew the flow of supplies and equipment from outside sources.

(1) Potential Resources

- (i) Finance and Administration
- (ii) Planning & Development Office
- (iii) Materials Management Office

C. As operations transition from Priority I to Priorities II and III, the College's Administrative Control is expected to gradually shift from an emergency operations mode to a normal organizational structure.

The President or designee will decide when to deactivate the Emergency Operations Plan and Procedures.

SECTION XVII: DRILLS

A. Depending on available resources, an annual practice drill may be conducted at the discretion of the President (EMC). If a practice drill is scheduled, it is recommended that the Guam Homeland Security/Office of Civil Defense evaluate the drill if possible.

B. The Management Team (EOCO) may be required to participate in a scheduled practice drill.

C. A post-practice drill critique session will be conducted at least one day after the event. The purpose is to address problems and areas that require more attention and improvement. Any procedural changes found necessary during the drill are to be submitted to the President (EMC) for review and approval.

SECTION XVIII: GENERAL RESPONSIBILITIES

A. The President (EMC) or their designee is accountable for the comprehensive planning, execution, and supervision of the Emergency Operations Plan and Procedures as delineated herein. It is incumbent upon all division, department, and section heads to thoroughly review this critical document and ensure that all personnel under their purview comprehend the specified directives.

B. The Vice President of Academic Affairs is tasked with developing a plan for an organized academic recovery strategy aimed at restoring and delivering educational services promptly following an emergency or disaster. The Vice President must be accessible for discussions and recommendations regarding appropriate academic actions related to college-wide emergencies.

C. The Vice President of Finance & Administration, along with the Assistant Director of the Planning & Development Division, is responsible for planning rescue, recovery, replacement, restoration, and other necessary actions to support an efficient and speedy recovery to limit disruption to the College's academic mission after an emergency or disaster. They must also be prepared to discuss and recommend appropriate operational and personnel actions regarding college-wide emergencies. In the absence of the President, the Acting President will assume the role of the Emergency Management Commander (EMC) and will be supported by the Emergency Operations Control Officers (EOCO) during an emergency crisis.

D. College Deans must be ready to address emergencies and ensure that all administrators, faculty, staff, and students under their supervision are familiar with and understand this document.

E. Assistant Directors, Department Chairpersons, and Program Specialists have the following general responsibilities before, during, and after an emergency event:

1. Emergency Preparedness:

- a. Distribute emergency preparedness information to all employees and students under their immediate supervision with follow-up discussions, training, or explanation.

- b. Provide time to employees and students to assist in emergency preparedness plans.
- c. Allow time for training of employees and students in emergency techniques such as Fire Extinguisher usage, First Aid & CPR and Building Evacuation Drills.

2. Emergency Situation:

- a. Assist the Emergency Management Commander (EMC) and the Emergency Operations Control Officers (EOCO) by ensuring all employees under their direction are informed about this Emergency Operations Plan and Procedures.
- b. Assist the EOCO in their efforts to meet Emergency Plan Priorities I, II and III.
- c. Assist to evaluate the impact the emergencies have on affected areas and take appropriate action.
- d. Assist to maintain official communications from the affected areas.

F. Instructor and Supervisor have the responsibility to:

- 1. Educate students or employees under their supervision about this Emergency Operations Plan and Procedures.
- 2. Inform students or employees under their supervision of an emergency and initiate emergency procedures as outlined in this plan.
- 3. Instructors are required to conduct in-class orientations on emergency procedures outlined in this plan for students at the beginning of each academic semester. New students arriving after the semester begins will also receive an orientation. Each instructor and their respective department will maintain a record of this requirement.
- 4. Supervisors are responsible for ensuring that employees receive orientation within two weeks of assignment, transfer, or promotion. An annual reorientation will also be conducted by the immediate supervisor to keep employees updated on current requirements. Each supervisor will maintain a record of these orientations.

5. Instructors and supervisors are responsible for safely evacuating each student and/or employee under their supervision during all emergency evacuations and drills. They must ensure that no one is left behind in rooms, offices, or buildings.
6. Supervisors must inspect all exit facilities to ensure that all stairways, doors, and other exits are in proper condition. Any discrepancies should be reported through work order requests to the Planning & Development office for immediate corrective action.

G. Building Emergency Coordinator will be assigned as needed:

All newly designated Building Emergency Coordinators will be required to attend Safety and Fire Prevention and Protection Training before assuming responsibilities. After the names of the designated coordinators have been submitted to the President (EMC) for review and approval, the Environmental Health & Safety Office will be responsible for scheduling the coordinators' emergency safety procedures and fire prevention and protection training. All scheduling will be coordinated with the Human Resources Office. A record of attendance will serve as evidence that such training was attended. A copy of the attendance sheet must be submitted to the Human Resources and Environmental Health & Safety offices for record-keeping. Building Emergency Coordinators are to work closely with the Environmental Health & Safety Officer to:

1. Ensure that all safety and fire protection equipment such as emergency battery backup, lighting system, portable fire extinguishers, water sprinklers, smoke detectors, fire alarm pull stations, and strobe lights are properly functional at all times.
2. Conduct required National Fire Protection Association's (NFPA) periodic inspections of the Fire Alarm & Mass Notification System.
3. Ensure that all requirements outlined in this Emergency Operations Plan and Procedures, and OSHA Standards: Emergency Evacuation Plans and Procedures (www.osha.gov) are followed by all occupants in the campus buildings.
4. Ensure that any fire prevention and protection measures including equipment deficiencies are reported to the Environmental Health and Safety Office for appropriate action.
5. Assist to secure or evacuate buildings during an emergency.

SECTION XIX: SOURCES OF ASSISTANCE

The following individuals are authorized as First Responders, to any immediate situation on the GCC campus:

- Environmental Health & Safety Officer, Tel: (671) 788-2223, Email: gccsafety@guamcc.edu
- Environmental Health & Safety Inspector. Tel: (671) 735-5554, Ext: 5569
Email: gccsafety@guamcc.edu
- Associate Dean, Technology & Student Services, Tel: (671) 735-8887, Ext. 5630
Email: studentsupportservices@guamcc.edu
- Program Specialist, Student Support Services, Tel: (671) 735-5555, Ext. 5564
Email: studentsupportservices@guamcc.edu
- Program Specialist, Accommodative Services, Tel: (671) 735-5641, Ext 5597
Email: accommserv.info@guamcc.edu
- Licensed Practical Nurse, Health Services Center, Tel: 671-735-5586, Ext. 8889
Email: gcc.healthcenter@guamcc.edu
- Facilities & Maintenance, Tel: 671-735-5501, Ext 5514, 5517, E: work.order@guamcc.edu
- All emergencies, call 911

The Facilities and Maintenance Department can provide skilled workers at all times during normal working hours and on short notice. They are capable of providing the following emergency services: (a) Utilities: Repairs to water, gas, electric and sewage systems, (b) Structures: Repairs to structures and mechanical equipment including heating and cooling systems, and (c) Equipment: Portable pumps, generators, floodlights, ventilating fans, welders, air compressors, tractors, backhoe, skid loader, powered lift, and forklift.

Poison Control Centers:

- a. Guam Memorial Hospital Emergency Room, Tel: (671) 647-2555
- b. Naval Hospital Emergency Room, Tel: (671) 344-9340

SECTION XX: EMERGENCY PROCEDURES

It's essential to be prepared for emergencies and disasters, which can strike without warning. Being ready to respond and recover from any crisis is key to minimizing harm and managing the situation effectively.

This College is fully committed to safeguarding lives and properties, minimizing potential injuries and illnesses during unexpected crises. To assist our college community during emergencies, GCC has established the following emergency procedures, beginning with the Emergency Notification Procedures. These procedures are intended to aid administrators, faculty, staff, and students in preparing for crises. It is highly recommended that the Management Team (EOCO), administrators, faculty, staff, and students read and review this document periodically to become familiar with proper emergency responses.

A. FIRE ALARM & MASS NOTIFICATION SYSTEM

1. Authorized Notification System for Emergency Evacuation of Students and Employees:

- (a) The only authorized notification systems to be used for all emergency evacuations are the following:
 - (i). The Fire Alarm System & Mass Notification System will emit a high-intensity horn sound and bright flashing strobe lights to signal the immediate need for emergency evacuations of buildings for all students, employees, and campus visitors.
 - (ii). If the main Fire Alarm System & Mass Notification System fails for any reason, an announcement will be made through the PA system (bullhorn) as an alternative means of signaling for emergency evacuations.
 - (iii). *All Clear* Signal: Only the EMC or their designee is authorized to give the *All Clear* Signal for Guam Community College (GCC).

B. EVACUATION PROCEDURES

- 1. In the event that the Fire Alarm System & Mass Notification System or other authorized notification system is used, all individuals in the buildings, whether during an actual emergency or a drill, must evacuate calmly, quietly, and in an orderly manner to the designated safe assembly areas as indicated on the Fire Emergency Evacuation Map (Appendix C).
- 2. All individuals, including administrators, faculty, staff, students, and visitors, are required to evacuate during a fire alarm or other emergency notification, regardless of

whether it is a drill or a real emergency. This includes individuals with disabilities or limitations that may affect their ability to evacuate independently.

3. Instructors and supervisors must ensure that all individuals under their immediate Supervision are familiar with the correct evacuation procedures and routes to the designated safe assembly area relative to their classrooms, buildings, or locations.
4. Instructors will be responsible for ensuring all their assigned students are accounted for during an emergency evacuation. No student should be left behind or permitted to re-enter the buildings until the All Clear Signal is given.
5. Supervisors will be responsible for accounting for all employees directly assigned to them during an emergency evacuation. No employee should be left behind or allowed to return to the buildings until the All Clear Signal is given.
6. The Office of Accommodative Services, through the Program Specialist, will keep an updated list of students with disabilities who may need assistance during an emergency evacuation. A tracking system for these students must be established to ensure they are safely escorted to the designated assembly areas.
7. Elevator use is strictly prohibited during building evacuations due to the risk of being trapped. Those needing assistance must be aided by preassigned individuals who are physically capable of assisting.
8. Instructors, paraprofessionals, and other school personnel should be assigned to supervise and assist those who require help, if possible.
9. All staff or individuals assigned the responsibility of assisting those with disabilities must be properly trained and have participated in fire and earthquake evacuation drills.
10. Instructors and supervisors should regularly check exits, alternate exits, and all routes from their classrooms, labs, offices, or shops leading to the designated safe assembly areas. This ensures there are no obstructions to a quick and orderly evacuation. They should also verify that the alternate routes are accessible for persons with disabilities.
11. Instructors and supervisors will conduct all emergency evacuations in a brisk, calm, quiet, and orderly manner. Running will not be permitted.
12. Monitors from among students may be appointed to assist in the proper emergency evacuation of buildings. They should be instructed to hold doors open in the line of march or to close doors where necessary to prevent the spread of smoke or fire. There should be at least two substitutes for each appointed monitor to ensure proper execution of emergency evacuations in the absence of the primary monitor.

13. The responsibility for searching restrooms or other common areas adjacent to classrooms, labs, offices, or shops will fall on the instructors or supervisors closest to these areas, unless other College officials or employees have been preassigned these duties, such as a Building Emergency Coordinator.
14. Upon arrival at a designated safe assembly area, everyone will remain there until the *All Clear* Signal is given to return to the buildings. Instructors and supervisors will take a head count of all assigned students and employees. This information will be provided to the Environmental Health & Safety Officer immediately upon request, who will then consolidate all information using the Appendix A form.
15. The Student Support Services' Program Specialist must review and understand the plans and procedures outlined in this document.
16. It's crucial that all individuals evacuate the buildings whenever evacuation notifications are issued.
17. Individuals with disabilities or special needs requiring assistance during an emergency evacuation will receive appropriate aid to safely complete the process. Elevators or lifts will not be used for emergency evacuation.
18. If immediate assistance is unavailable, individuals with disabilities should call for help. Those with speech disabilities should carry a whistle or use other means to attract attention.
19. Instructors and supervisors should proactively identify individuals who may need assistance in the event of an emergency evacuation.
20. All persons with special needs are encouraged to fill out an Emergency Status Card with the Student Support Services office. This is to help the College to provide timely assistance.

C.

FIRE



1. To report Fire, Call 911. Remember the Acronym “R-A-C-E”

Things to Remember!

- a. "R" --REMOVE all students and employees and others from the immediate vicinity of the Fire.
 - b. "A" --LARM must be sounded by pulling the Fire Alarm Pull Station located nearest you. Call 911 and identify yourself, give location and type of fire.
 - c. "C" --ONTAIN the fire by closing all doors to that space. (If Time Permits).
 - d. "E" --XTINGUISH, if possible, by locating the nearest serviceable portable fire extinguisher and attempt to extinguish the fire only during the initial state.
2. Do not attempt to extinguish an overwhelming or uncontrollable fire if you are not trained to use the fire extinguisher equipment.
- a. The portable fire extinguishers available throughout the College and satellite areas are suitable for extinguishing A, B, and C type fires in their incipient state. However, they are not designed for extinguishing large or uncontrollable fires. In such cases, the Guam Fire Department should be contacted as they are the appropriate agency to combat larger fires.
 - b. The Fire Alarm Pull Stations located throughout the campus are intended for use only during real emergencies or officially authorized drills. These stations are installed to ensure everyone's safety in the event of an actual need to evacuate the area.
 - c. Tampering with, destroying, or abusing any fire protection equipment or Fire Alarm & Mass Notification System is illegal (International Fire Code 901.8). Anyone caught or found guilty of such an offense can be prosecuted in a Court of Law.
 - d. Anyone who has knowledge of a responsible person or persons who carry out any act of tampering with the Fire Alarm & Mass Notification System must report it to any College official for further investigation, criminal procedures, or disciplinary action.
3. Steps to Take When Fire Is Observed:
- a. Upon discovering a fire, evacuate everyone from the affected area or room. Call out "Fire!", close the door to the room where the fire is located. Pull the Fire Alarm pull station nearest you.
 - b. Next, Call 911, Emergency Responder. Give your name, department, and location of the fire.

c. If the fire is small or in the incipient state, you may try to fight it using a serviceable portable fire extinguisher. If you are not sure, read the instructions on the fire extinguisher. Be familiar with the fire protection and fire alarm system closest to you.

d. If the fire is large, smoky, or spreading rapidly, evacuate the building immediately. Inform others in the building who may not have responded to the fire alarm. Warn others from entering the affected building or buildings.

e. Only if time permits, take purses, lock files and close doors and windows before leaving. Walk, Don't Run, to the nearest stairway exit. If you have mobility impairment, request assistance from those nearest you. If no one is around to render assistance, proceed to the nearest stairway landing, Shout for Help and wait there until help arrives (Appendix E).

f. When the Fire Alarm system is sounded, do not use any elevators. An elevator may become inoperative and can become a death trap. Assist all persons with disability in using the stairs. If necessary, carry persons with disability to safety.

g. Evacuate the building and stay out of the way. Do not return to the building until instructed to do so by authorized College officials (Appendix C).

h. Notify either the Guam Police or Guam Fire personnel on the scene if you suspect someone may be trapped inside the building.

D. TROPICAL STORM OR TYPHOON

1. The National Weather Service (NWS) provides weather forecasts, warnings, and advises the Governor of Guam and the Guam Homeland Security/Office of Civil Defense on impending weather conditions, threat levels, impact, and forecasted closest point of approach (CPA) to the island. When weather conditions pose a threat to lives and property, the Governor declares the appropriate tropical storm or typhoon Condition of Readiness (COR) to alert residents to prepare for severe weather. The NWS and Guam Homeland Security/Office of Civil Defense issues regular updates on weather conditions before, during, and after the CPA. Local media outlets support the dissemination of weather updates during tropical storms or typhoons.
2. Tropical Storm and Typhoon condition categories are relative to the estimated time of arrival on the island or its proximity. The estimation of arrival has no correlation to the strength of the storm, except its title, e.g., Tropical Storm, Typhoon or Super Typhoon. The following are the stages or conditions:

- (a) **Condition of Readiness (COR) 4:** COR 4 is set during the normal conditions of the tropical storm season. During this time, Guam is considered to be in a "Watch" status, meaning that residents should continue routine preparations for the storm season.
 - (b) **Condition of Readiness COR 3:** COR 3 is declared when Guam enters a "Warning" status. This means that Guam is now within 48 hours of the expected arrival of sustained gale-force winds (39 mph or higher). Residents should complete all necessary storm preparations and be ready to implement their family emergency plan. The President (EMC) may decide whether to secure the classrooms, shops, offices, and other critical areas at this time. Based on the inclement weather forecast, the EMC may wait until Condition of Readiness II is officially announced. When the Condition of Readiness II is officially declared by the Governor of Guam, then only designated and essential College employees may be required to remain on campus to perform critical tasks for security measures to prevent government property loss or damage that may occur during the storm or typhoon.
 - (c) **Condition of Readiness COR 2:** COR 2 is declared when Guam is within 24 hours of the expected arrival of sustained gale-force winds. At this stage, residents should remain indoors and continue monitoring local media for updates and instructions from Guam Homeland Security/Office of Civil Defense.
 - (d) **Condition of Readiness COR 1:** COR 1 is declared when Guam is within 12 hours of the expected arrival of sustained gale-force winds. Residents should stay indoors, away from windows, and be prepared for the onset of damaging winds.
 - (e) **All Clear:** The "All Clear" is given by Guam Homeland Security/Office of Civil Defense when it is safe for residents to venture outside and begin assessing damage and starting recovery efforts.
3. All employees are required to monitor the appropriate radio stations for official GovGuam instructions during non-duty days when storm or typhoon conditions are announced. Compliance with all official instructions is mandatory. Reports of noncompliance based on Personnel Rules & Regulations must be submitted to the President within one workday after Condition of Readiness IV is declared. Appropriate administrative action may be taken for noncompliance.

4. Storm or Typhoon Preparations:

- (a) Upon official announcement or declaration of Condition of Readiness III, pre-storm or typhoon preparation procedures will be posted on MyGCC announcements for all employees to know their assigned areas to secure.
- (b) Supervisors will inspect their assigned areas (inside and outside) for potentially hazardous conditions to be secured.
- (c) Supervisors will report the status of the pre-storm or typhoon preparation progress in their respective areas to immediate supervisors before being officially released from work.

5. Securing of Workplaces and Classrooms:

The following procedures will serve as a guideline for securing workplaces and classrooms in preparation for an impending storm or typhoon. These guidelines are applicable to all divisions, departments, and sections:

- (a) Meetings and Other Scheduled Events: Division and Department Heads will review their respective Activity Calendar and contact all affected individuals, groups, or organizations to postpone scheduled activities until further notice. All official public announcements will go through the Office of Communications & Promotions.
- (b) Official Documents and Working Papers: All employees will secure official documents and/or working papers in their desks away from windows and doors where such items may be exposed to wind and rain.
- (c) Electronic and Computer Equipment: All electronic and computer equipment that can be damaged by rain or water will be covered with a waterproof material, such as plastic, and secured. If this is impractical, then these items will be covered with a waterproof material, placed on top of desks, and moved away from windows and doors. These items and other electrical appliances or equipment must be unplugged or disconnected from the electric power source.
- (d) Government Vehicles and Other Equipment: All government-owned or leased vehicles and other equipment that can be damaged or cause damage during storms or typhoons, will be properly secured in areas least prone to damaging winds, preferably in shop bays or in authorized buildings.

- (e) Personal Items: Guam Community College will not be responsible for damaged, lost or stolen personal items, at any time. All personal items brought or being kept within the College premises, will be at the owner's risk.

6. Post Storm or Typhoon Damage Assessment Report:

- (a) All employees will report for duty when Condition of Readiness IV (COR 4) is officially declared and when the President (EMC) or his/her representative requires the presence of all designated employees at the College. Immediately after reporting in for duty, all employees will conduct a damage assessment of their respective areas. The damage assessment will be on all the building structures, and fixed or installed properties, such as parking lot lights, storage buildings, major electrical or plumbing damages, vehicles, and other equipment, which are determined as high valued items.
- (b) All damages caused by the storm or typhoon will be submitted to the Environmental Health & Safety Officer or any College official who has responsibilities of certain areas.
- (c) All employees are highly encouraged to tune in to the appropriate radio station for all official GovGuam and GCC instructions. Employees will make every effort to contact their respective supervisors for further instructions.

E. EARTHQUAKE

1. Myths: There are Two dangerous Myths about Earthquakes:

- (a) "It will not happen here," or "It will not happen for years." Earthquakes are inevitable in most parts of the world. Guam is no exception. Because of our location in relation to seismic prone activity areas, we can expect that an earthquake can happen any time with no advance warning to alert us of its arrival.
- (b) Because of the earthquake's potential destructive nature, it is imperative that each of us knows and understands how to react to it properly and calmly. This is quite important considering the aftershock impacts, if we do not react to it properly and calmly.
- (c) Most earthquakes cause objects and debris to fall. Sometimes, it causes buildings and structures to collapse and cause serious injuries and fatalities.

2. What Can We Do?

Although we have no control over earthquakes and the aftershocks that usually come with them, as responsible individuals, we do have control over the loose items or objects stored or placed on top of shelves and filing cabinets that are five feet or higher. All items or objects that are stored or placed on shelves must be secured to keep them from being potential falling objects hazards.

- (a) All shelves and cabinets, including lockers that are five feet or higher must be properly secured or anchored to the floor and/or wall to prevent them from falling in the event of an earthquake.
- (b) Means of egress must be cleared from any and all obstructions, such as boxes, tables, chairs or anything that will prevent or limit people from the exit access way or route. The bottom line is, the blocking or obstructing the Means of Egress and Exits is against safety regulations, Occupational Safety & Health Administration (OSHA), 1926.34, a-c.

3. Steps to Take in the Event of an Earthquake:

1. Indoors:

- (a) “Drop, Cover, and Hold On!” Command. Employees and students must follow any of the following that best applies (Appendix E).
- (b) Get under any sturdy furniture or desk, and hold onto the legs of the furniture or desk when they start to move.
- (c) Drop on your knees with your back toward the window; fold your arms on the floor, close to your knees; bury your face in your arms; close your eyes.
- (d) Sit with your back against the wall, your head and shoulders bent forward slightly; your arms and hands crossed over your head.
- (e) Sit in the corner and follow instructions given in (d) above.
- (f) If notebooks or jackets are handy, hold them over your head for added protection.

- (g) Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects, which might slide or fall.

2. Outdoors:

- (a) Move to open area away from buildings, structures, trees, electric power poles, etc. Drop and cover. Do not enter buildings until it is determined to be safe by the President (EMC).
- (b) If driving, pull over to the side of the road and stop. Avoid overpasses, bridges, trees, power lines, or tall buildings. Stay inside until the shaking stops.

3. General Instructions for Instructors and Supervisors:

- (a) Check for injuries. Unless they are in immediate danger of further injury, do not move seriously injured persons. Cover the injured with blankets or something similar if available. If certified, administer First Aid. If not, get help as soon as you can. Report the situation to your immediate supervisor as soon as possible.
- (b) Take roll. Report missing students and employees to your respective immediate supervisor.
- (c) Check for hazards. Report all hazards or potential hazards. Seal off the hazardous areas and post warning signage.
- (d) Do not touch or attempt to move broken glasses or anything that could cause lacerations, skin punctures, or other personal injuries without the proper personal protective equipment, such as gloves, eye protection, etc.
- (e) If instructed by an authorized College official to evacuate the buildings, follow the emergency evacuation plans and procedures indicated earlier in this document. Special consideration should be given to exit routes. Do Not Run, particularly on stairways.
- (f) Avoid touching or moving electrical wires which may have fallen. Reassess your evacuation route direction, to assure a safe passage to the designated safe assembly area.
- (g) Assist people with mobility, sight, and any disabilities that may prevent or limit their ability to reasonably accomplish the evacuation requirements.

- (h) If time and resources permit, post security guards at a safe distance from all entrances to ensure that no one reenters the buildings without authorization.
- (i) Instructors and supervisors will be responsible for the safety and accountability of each person under their care or supervision.

F.

BOMB THREAT

1. Anyone receiving a threat of a bomb by telephone or other means will try to obtain as much information as possible from the caller or source. Appendix B should be used in order to assist the receiver in getting the response needed by the proper authorities, who are responsible for responding to situations such as this.
2. The person receiving the threat will immediately notify the Office of the President of GCC at extension (671) 735-5700, Ext 5700 of the threat and provide as much information as possible.
3. When the President or his or her representative gives the instruction to evacuate the building(s), emergency evacuation procedures will be initiated immediately, Section IX.
4. If a suspicious object or package is found, immediately report it to the Environmental Health & Safety Officer at (671) 788-2223 or Associate Dean, Student Support Services at (671) 735-5555, for immediate assistance.

Under no circumstances, will the suspicious object or package be touched, moved, or tampered with by anyone except for the proper authorities such as the Guam Fire Department or Bomb Squad, who are trained and certified to handle the situation.

5. If the official instruction is to evacuate the buildings, then EVERYONE will immediately proceed in a calmly and orderly manner to the designated safe assembly area closest to you, your shop, or your office.

G.

EXPLOSION OR THREAT OF EXPLOSION

1. If an explosion, of any kind is heard or felt, give the command "DROP!"

2. If the explosion occurs within the building or threatens the building, instructors or supervisors will immediately implement action to evacuate the building. In this situation, the judgment of the instructor or supervisor to evacuate the building will be considered acceptable, without further instructions from other College officials. However, as soon as practical, a written report of the incident will be submitted to the College President through the respective Deans and/or Vice Presidents.
3. Warn others by pulling the Fire Alarm Pull Station to activate the alarm and proceed to a designated safe assembly area.
4. Once at a designated safe assembly area, Do Not Return to the buildings until the "All Clear" signal is given.
5. If trained and certified in administering first aid, render it immediately as necessary.

H. AIR CRAFT ACCIDENT

Because of the College's proximity to the Guam International Airport, and coupled with the ever-increasing air traffic, it is imperative that we prepare ourselves for the unforeseeable crisis that no one will ever be fully prepared for. It is not a question whether it will happen or not. The real question is whether GCC will be prepared to respond to the possibility of a fallen aircraft.

We always hope that an incident such as this, or any incident for that matter, will not happen, but there is always that possibility, and we must not let our guard down. If such an incident does happen on the College campus, the following steps should be taken:

- (a) GCC President (EMC) or his or her representative will decide as to what course of action to be taken. This Emergency Operations Plan and Procedures will be implemented immediately.
- (b) Whatever the outcome may be, all instructions will be coming from the President or his or her representative.
- (c) Administrators and faculty must make every effort to ensure the safety and health of everyone. They must keep everyone away at a safe distance from the down aircraft crash site to prevent further injuries or fatalities.

I. HAZMAT CHEMICAL ACCIDENT

If a Hazardous Material or Chemical spill or leak occurs, or if there is a potential for such an incident, the following response will be followed:

- (a) Immediately call the Guam Fire Department and Guam Environmental Protection Agency by dialing 911 to report the incident. Do not evacuate the building unless instructed or directed by the authorized College or Government official.
- (b) Notify the Student Support Services Program Specialist and staff about the incident at (671) 735-5555.
- (c) Notify the GCC Environmental Health and Safety Officer at (671) 788-2223. The President (EMC) must be notified immediately by the Environmental Health & Safety Officer or by any administrator.
- (d) If an employee is HAZMAT trained and certified on the proper protocol to contain the type of hazardous material or chemical that spilled or leaked, then the individual should proceed with the proper procedures to secure and clean up the area. If not, then do not attempt to do so.
- (e) If indoors, shut all windows and doors to the classroom, lab, shop, or office if applicable, shut down all mechanical ventilation systems to keep the HazMat/Chemical vapors and/or fumes from entering or spreading to other parts of the building.
- (f) If directed by a College official or an authorized government official, then the procedures in Section XVIII will be followed.
- (g) A full incident report must be submitted to the Environmental Health & Safety Officer for appropriate action.

J. UTILITY FAILURE

- 1. Report all minor or major utility failures during working hours to the Planning & Development Office at (671) 735-5501 or Ext. 5517.

2. If there is a potential danger to building occupants, immediately call the Environmental Health & Safety Officer at (671) 788-223 or Student Support Services Program Specialist at (671) 735-5555.
3. If the utility failure occurs after regular working hours or weekends, immediately contact the Environmental Health & Safety Officer (EHSO) at (671) 735-2223. The EHSO will then directly contact the Assistant Director for Planning & Development. Any administrator can reach the Assistant Director for Planning & Development via the Administrator's WhatsApp group chat: WX2. The President (EMC) must be informed and kept abreast of the situation.
4. If a building evacuation instruction is given by an authorized College official, then the Emergency Operations Plan and Procedures must be followed.

K.

RESPONDING TO CRIMINAL ACTIVITY

In order to prevent or curtail criminal activities on our campus, the College has made many improvements toward making the campus safer and secure for everyone who utilize the facilities. Additional parking lot lights are installed throughout the campus to ensure campus safety and security. No matter how much money we spend or how many security-related equipment is installed, criminal activity cannot be completely eliminated. However, with everyone committed to crime prevention, we stand a better chance of preventing such activities from occurring.

1. Crime Prevention Tips to Remember and Follow:
 - (a) Always be alert to the fact that criminal activities could happen anywhere, anytime, and anyone can become a victim of a crime. Once we lose sight of this fact, this is usually when we are more prone to becoming victims to predatory activities.
 - (b) Never let your guard down. Practice the buddy system. Find a trusted friend who can assist when the need arises. Walk in groups, if possible.
 - (c) Do not park your vehicle in an unlit or isolated area. Look for an area that looks crowded with people. Do not park by a vehicle that is occupied and appears suspicious. Get the vehicle's license number, if possible, and report it to the Student Support Services Office.

- (d) Try not to park at the same parking stall every time, unless you know it is a safe place. Parking at the same place may give away a pattern for the predator to work on.
- (e) Always ensure that all vehicle doors and windows are locked. Do not place or keep expensive items or items out in plain view that may entice a predator.
- (f) When you are returning to your vehicle, always look out for anything that may look suspicious. Do not walk to your vehicle if you feel or see that the situation does not look right. Call Student Support Services or a friend for assistance. Do not be embarrassed to seek help. There is nothing wrong or embarrassing about playing it safe.
- (g) Never approach a stranger in a vehicle who is asking for directions. There should be no reason for anyone asking for directions. If the vehicle occupant becomes persistent, then in a calm manner, let the person know that you will get the GCC security personnel to assist. Do not prolong the conversation.

2. Victim or Witness Response to Criminal Activities:

- (a) DO NOT TAKE any unnecessary chances. Call for assistance immediately!
- (b) Call the Student Support Services Office immediately or the Associate Dean of Student Support Services at (671) 735-5555 for assistance.
- (c) During evening class hours, call the Student Support Services Office Program Specialist at (671) 735-5555 or campus security services at (671) 777-0073.
- (d) If you witness a criminal act or whenever you notice a person(s) acting suspiciously on campus, immediately notify the Student Support Services Office at (671) 735-5555 or the Environmental Health & Safety Officer at (671) 788-2223.
- (e) When reporting a crime in progress, please provide the following information:
 - (1) Nature of Incident
 - (2) Location of Incident
 - (3) Time of Incident

- (4) Description of the Person(s) involved
- (5) Description of the Vehicle involved

(f) Assist any College official or the Guam Police, by providing them with additional information and asking other witnesses to do the same.

3. Active Shooter:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in confined and populated areas; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and can evolve quickly. An immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Since active shooter situations can be over within 10 to 15 minutes, before law enforcement arrives, individuals must be prepared both mentally and physically to deal with such situations (Appendix E).

4. Good Practices for Coping with an Active Shooter Situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in a classroom or an office, stay there and secure the door(s).
- If you are in a hallway, get into a room and secure the door(s).
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.



Call 911, When It is Safe to Do So!

How to respond when an Active Shooter is in your vicinity:

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees during an active shooter situation.

(1) Evacuate: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and a plan in mind.
- Safely evacuate regardless of whether or not others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be located.
- Keep your hands visible.
- Follow the instructions of any law enforcement personnel.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

(2) Hide Out: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction i.e. classroom or office with a closed and locked door(s).
- Do not trap yourself or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
- Lock the door(s).
- Blockade the door(s) with heavy furniture.

(3) Active Shooter is Nearby:

- Lock the door(s).
- Silence your cell phone.
- Turn off any source of noise (i.e. radios, multi-media).
- Hide behind large items (i.e. cabinets, desks).

- Remain quiet.

(4) If Evacuation and Hiding Out are Not Possible:

- Remain calm.
- Dial 911, if possible, to alert law enforcement to the active shooter's location.
- If you cannot speak, leave the line open for all and the dispatcher to listen.

(5) Fight, Take Action Against the Active Shooter:

As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

(6) How to Respond when Law Enforcement Arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

(7) How to React when Law Enforcement Arrives:

- Remain calm and follow officer's instructions.

- Put down any items in your hands (i.e. bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

(8) Information to provide Law Enforcement or 911 Operator:

- Location of the active shooter.
- Numbers shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons (if known) held by the shooter(s).
- Number of potential victims at the location.


NOTE: The initial officers arriving at the scene of an emergency will not stop to help injured persons. Rescue teams, including additional officers and emergency medical personnel, will follow to treat and remove any injured individuals. These teams may also request assistance from able-bodied individuals to help remove the wounded from the premises. Once you have reached a safe location or assembly area, law enforcement may hold you there until the situation is under control and all witnesses have been identified and questioned. Follow their instructions and do not leave until authorized to do so.

L.

PANDEMIC

The College's Board of Trustees approved a Pandemic Response Plan policy on June 6, 2006, through Resolution 9-2006 (Appendix F).

L. FIRST AID

- (a) Only certified and qualified personnel will administer First Aid.
- (b) Do not move a seriously injured person unless the situation is considered life threatening.
- (c)  Call 911, give your name, location and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc. The Emergency Responder will arrange for an ambulance if required. Follow all instructions given to you by the Emergency Responder.
- (d) Return to the victim and administer First Aid and keep the victim as calm and comfortable as possible. Remain with the victim until Emergency Personnel arrives. For other support and assistance, see below:

The College departments that can assist with all Blood borne Pathogens indicated by Occupational Safety & Health (29 CFR 1910.1030) are Environmental Health & Safety, (671) 788-2223; Nursing & Allied Health, (671) 735-0119, Ext 0504; Student Health Services Center (671) 735-5586, Ext 5414, 8889.

APPENDICES

Appendix A

Emergency Operations Notification and Daily Activity Record

This Form will only be initiated during a Major Emergency or Disaster which was officially declared by authorized Government or College officials.

PART I INITIAL INFORMATION		
Emergency Declared by: (Print Full Name)	Date and Time Emergency Declared: <div style="display: flex; justify-content: space-between;"> Date: Time: </div>	
Emergency Management Commander		
Name of Responder: (Print Full Name) Emergency Operations Control Officer	Type of Emergency:(Check the appropriate block) Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Other <input type="checkbox"/>	
Date and Time Emergency Management Command and Emergency Operations Centers activated: Date: Time:	Emergency Classification: (Check one) Major <input type="checkbox"/> Disaster <input type="checkbox"/>	
Were Personnel Evacuated? (Check one) Yes <input type="checkbox"/> Or No <input type="checkbox"/> (If No, Explain.)		
If yes, fill out an emergency evacuation log sheet and attach:		
Emergency Terminated by:(Print Full Name and Title)	Date and Time Emergency Terminated:	
PART II RECORD OF ACTIVITY		
Date/Time	Activity	Name
_____ Responder's Signature:	_____ Date	_____ Page of

Appendix B

Bomb Threat Checklist

QUESTIONS TO ASK:

1. When is the bomb going to detonate? _____
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 detonate? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. Where are you calling from? _____
10. What is your name? _____

Gender of caller: Male/Female **Age:** [] **Race:** [] **Length of Call:** []

(Circle one)

Callers Voice: (Circle applicable description(s) below)

Calm	Slow	Laughing	Slurred	Lisp	Distinguished	If familiar, whom did it sound like? _____ _____
Angry	Rapid	Crying	Stutter	Raspy	Accent	
Excited	Soft	Normal	Cracking Voice	Ragged	Clearing Throat	
Loud	Distinct	Deep	Nasal	Deep Breathing		

Background Sounds: (Circle applicable description(s) below)

Street Noise House Noise Factory Music Clear Other _____
Crockery Motor Animal Noises Booth Long Distance
Voices Office Machine PA System Local Static

Threat Language: (Circle applicable description(s) below)

Well Spoken Foul Incoherent Message read by threat make
(Educated) Irrational Taped

Remarks: (Fill out completely, immediately after bomb threat)

Name: _____ Position: _____

Contact Number(s) _____ Email: _____

Date: _____ Time: _____

Appendix C

Designated Assembly Areas



Appendix D

Disaster Damage Assessment Form

GUAM COMMUNITY COLLEGE DISASTER DAMAGE ASSESSMENT REPORT FORM		
PART I - ADMINISTRATIVE INFORMATION		
TO:		FROM:
Title:		Title:
DEPARTMENT NUMBER	TELEPHONE	DEPARTMENT NUMBER
DATE REPORT SUBMITTED:		ASSESSMENT DATE:
TYPE OF DISASTER: (Check Appropriate Block) Typhoon - () Earthquake - () Fire - () Other - ()		
DISASTER OCCURRED WHEN?	DATE:	TIME:
Was Federal Disaster or Emergency Declared? Yes () No ()		
Print Name and Title of Person who conducted the Assessment:		
Name:		Title:
PART II - DAMAGE ASSESSMENT RESULTS		
ITEM#	DAMAGE DESCRIPTION/SCOPE/DIMENSIONS	LOCATION

Appendix E

Emergency Procedures and Contact Numbers



BOMB THREAT

STEPS TO TAKE
Follow instructions given by GCC Officials or Guam Fire/Police Department.

Exit the building at the sound of the alarm. Refer to the Fire Emergency Evacuation Map.

Wait for the "ALL CLEAR" signal from GCC Officials or Mass Notification System.

STEPS TO TAKE IF YOU RECEIVE THE CALL

Calmly ask these questions
Where is it?
How much time do we have?
What does it look like?
Why are you doing this?
Where are you calling from?
What is your name?

Identify
Gender of the caller
Type of accent
Background noise of caller's location

Inform appropriate personnel
Call 911 and report the information that was gathered then notify GCC Student Support Services at (671)735-5555 and update them of the situation.

CAMPUS MAP

SUBSCRIBE TO GCC TEXT ALERTS
guamcc.edu/TextMe

DOWNLOAD MAP:
guamcc.edu/campusmap





Campus Guide to EMERGENCY PROCEDURES

EMERGENCY CONTACT INFORMATION

GUAM POLICE/FIRE DEPARTMENT

911

STUDENT SUPPORT SERVICES
(671)735-5555

ENVIRONMENTAL HEALTH & SAFETY
(671)788-2223

HEALTH SERVICES CENTER
(671)735-5586

9/23

FIRE

UPON DISCOVERING A FIRE, CALL OUT "FIRE!"

Evacuate everyone from the affected area and close the door where the fire is located. Pull the fire alarm nearest to you. Help those who need assistance.

CALL 911.
Quickly but clearly, give the name and location of the building on fire.

WALK, DON'T RUN OUT.

DO NOT USE ANY ELEVATOR.

DO NOT RETURN TO A BUILDING that has been evacuated. Wait for "ALL CLEAR" signal from GCC Officials or Mass Notification System.



ACTIVE SHOOTER

It's an unfortunate reality of the times we live, where active shooters continue to exist. Still, schools must prepare for an active shooter on campus and consider how to respond should a tragedy occur. Every situation is different. We encourage our campus community always to be prepared.

CALL 911 and EVACUATE IF POSSIBLE

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow you.
- Leave your belongings behind.
- Help others escape if possible.
- Do not attempt to move wounded people.
- Prevent others from entering an area where the active shooter could be located.
- Keep your hands visible.
- Follow the instructions of any police officers.

HIDE HIDE HIDE AND TRY TO REMAIN CALM
If evacuation is impossible, hide where the shooter is less likely to find you and out of the active shooter's view. Hide behind or under large furniture but do not restrict your movement.

CALL 911 if possible to alert the police to the active shooter's location. If you cannot speak, leave your phone on and allow the dispatcher to listen.

If the active shooter is nearby, **STAY QUIET, KEEP YOUR PHONE SILENT** or turn any other source of noise.

To prevent an active shooter from entering your hiding place, lock the door if possible and blockade it with heavy furniture.

AS A LAST RESORT, TAKE ACTION AGAINST THE ACTIVE SHOOTER

- Act as aggressively as possible against them.
- Throw items and improvise weapons.
- Yell and commit to your actions.

EARTHQUAKE

IF YOU ARE INDOOR

DROP, COVER & HOLD ON



- If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- **DO NOT** try to run out of the structure during strong shaking.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.

IF YOU ARE OUTDOOR

- **STAY AWAY** from buildings.
- Avoid power lines and trees.
- If you are on the beach, move to **HIGHER GROUND**. Earthquakes can cause a tsunami.

Appendix F

Policy 172

GUAM COMMUNITY COLLEGE

Board of Trustees

PANDEMIC RESPONSE PLAN

WHEREAS, the United States Secretary of Education and United States Secretary for Health and Human Services are asking States, schools, school districts, colleges, and universities to ensure that they have emergency crisis plans that include specific measures to prepare for and deal with an influenza pandemic and other viruses; and

WHEREAS, it is the responsibility of the Board of Trustees to ensure the safety and welfare of Guam Community College Students, Faculty, and Staff; and

WHEREAS, it is the intent of the Board of Trustees to preserve the College and its ability to meet its workforce development mission now and in the future; and

WHEREAS, it is the intent of the Board of Trustees that the College prepares itself to smoothly resume College operations after a pandemic; and

WHEREAS, planning, education, and the dissemination of information go hand-in-hand to relieve the anxiety of students and employees during times of stress from outside influences.

NOW THEREFORE BE IT RESOLVED, that the College has in place a Pandemic Response Plan that works in concert with the Guam Pandemic Response Plan.

BE IT FURTHER RESOLVED, that the plan calls for the preservation of the economic stability of College employees during a pandemic in ways similar to provisions exercised during

typhoons, or as stipulated by the Governor of Guam or his designee in charge of carrying out the Guam Pandemic Response Plan.

BE IT ALSO RESOLVED, that the plan will be periodically reviewed and updated by the GCC Emergency Response Team, as necessary and appropriate.

Amended & Adopted: March 26, 2021

Resolution 8-2021

Reviewed, no changes: July 15, 2016

Amended & Adopted: July 24, 2014

Resolution 35-2014

Amended & Adopted: September 5, 2008

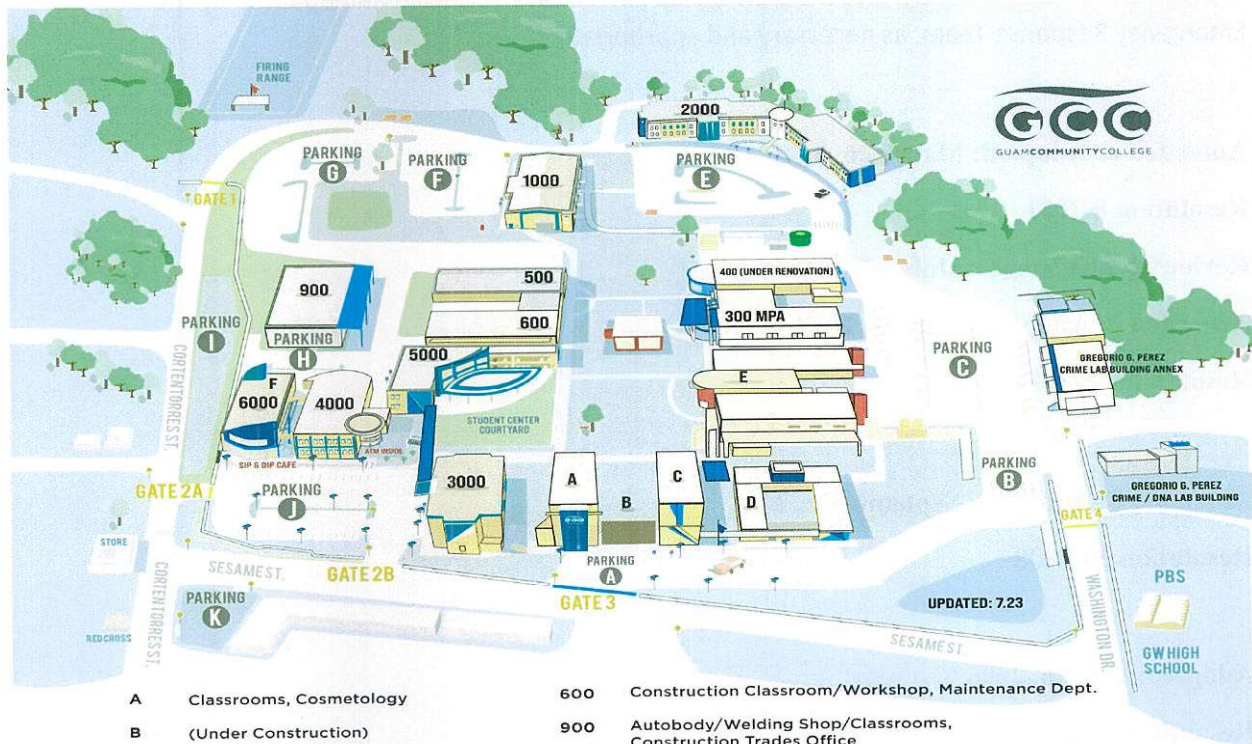
Resolution 30-2008

Adopted: June 6, 2006

Resolution 9-2006

APPENDIX G

Campus Map



- | | | | |
|------------|--|-------------|---|
| A | Classrooms, Cosmetology | 600 | Construction Classroom/Workshop, Maintenance Dept. |
| B | (Under Construction) | 900 | Autobody/Welding Shop/Classrooms, Construction Trades Office |
| C | (Temporary) Student Support Services, Classrooms | 1000 | Technology Center: Classrooms, Study Hall, Mac Lab, Electronics Lab, Offices, VisCom Studio, Test Center |
| D | Classrooms, Management Information Systems (MIS), Faculty Office | 2000 | Student Services & Administration: Admissions & Registration, Financial Aid, Cashier, Counseling, Accommodative Services, Continuing Education, Business Office, Administrative Offices |
| E | Classrooms, Study Hall, Workout Room, Criminal Justice Offices, Developmental Education, Education/English Offices, Autocad Labs, Mansana Center | 3000 | Anthony A. Leon Guerrero Allied Health Center: Classrooms, Lecture Halls, Offices. |
| F | Foundation Building (6000): Classrooms, Bookstore, Café, Adult Education Office, Veterans Study Room | 4000 | Learning Resource Center (LRC): Computer Lab, ATM |
| 300 | Multipurpose Auditorium (MPA) | 5000 | Student Center: Student Lounge, Computer Lab, Training Room, Health Services (Nurse) Center, Center for Student Involvement, Reach for College, Academic Advisement & Career Placement |
| 400 | Under Renovation | | Gregorio G. Perez Crime Lab Annex Science Classrooms |
| 500 | Automotive Classroom/Shop, Automotive Technology Office | | |

**1 SESAME STREET,
MANGILAO, GUAM**



DOWNLOAD MAP:
guamcc.edu/campusmap

CONTACT US:
guamcc.edu/contactus

GUAM COMMUNITY COLLEGE
EMERGENCY OPERATIONS PLAN AND PROCEDURES



Guam Community College

Emergency Operations Plan & Procedures

MARCH 2024