

# **GCC EMERGENCY PROCEDURES**

## **IN CASE OF FIRE**

THE GUAM FIRE DEPARTMENT MUST BE NOTIFIED  
IMMEDIATELY! (GCC Emergency Ops Plan Procedures)

### **ON CAMPUS 9-911** **OFF CAMPUS 911**

**Give your name and describe the location of the fire. Remain on line until you are told to hang up.**

1. Know the location of fire extinguishers in your area and know how to use them. Training and information is available through the Environmental Health and Safety Office.
2. On a minor fire that appears controllable immediately, contact Student Support Services Office (ext. 555/6) and the Environmental Health and Safety Office (Cell: 777-5591). Then, promptly direct the charge of the fire extinguisher toward the **base** of the flame.
3. Large fires that **do not appear controllable IMMEDIATELY**, contact the Guam Fire Department, Student Support Services Office, and Environmental Health and Safety Office. Then, evacuate all affected rooms closing all doors (if time permits). **DO NOT LOCK DOORS!**
4. If necessary or as directed by proper authority, activate the fire alarm system.
5. When fire alarm system is activated and strobe lights flash continuously, or when told to evacuate the building by a College Official, walk quickly to the nearest marked exit and alert others to do the same. (Follow the flow chart to Assembly Area - Attached)
6. Keep the streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist Emergency Personnel and/or College Official.
8. An Emergency Command Post **may be set up** near the emergency site. Keep clear of the command post unless you have important information to report.

# **EVACUATION PROCEDURE**

(GCC Emergency Operations Plan & Procedures)

1. All building evacuations will occur when an alarm system sounds and strobe lights flash continuously and/or upon notification by proper Authority or College Official.
2. All faculty, staff, students and visitors will immediately evacuate the building upon the sounding of the evacuation alarm or when instructed to do so by proper Authority or College Official. Information regarding the nature of the emergency will be announced to everyone at the appropriate time.
3. Be aware of all the marked exits from your area and building. Know the most direct routes from your classroom or work area.
4. Assist those with Disabilities in exiting the building! Remember that elevators are NOT to be used in case of Fire or Earthquake.
5. Walk quickly to your designated Assembly Area. **(Refer to the GCC Evacuation Directory – Exhibit A)**
6. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist Emergency Personnel and/or College Official.
8. Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **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 sound of Eight (8) Bell Rings occur to indicate ALL CLEAR.**

# **TYPHOON PREPAREDNESS**

1. The National Weather Service (NWS) is the source of weather forecasts and warnings. NWS advises the Government of Guam through the Guam Homeland Security/Office of Civil Defense of threatening weather conditions. Based on analysis of wind warnings in relation to Guam, the Governor through the appropriate GovGuam Agency, establishes and announces the **Condition of Readiness** to the civilian population and the Government of Guam.
2. A typhoon condition category is relative to the estimated time of arrival on Guam 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 IV** – Normal weather condition, a tropical storm or typhoon may hit Guam within **Seventy-Two Hours (72 hours)**.
  - b. **Condition of Readiness III** – A tropical storm or typhoon may hit Guam within **Forty-Eight Hours (48 hours)**. GCC will remain open for classes. The GCC President or his or her representative will be the authority to decide whether the securing of classrooms, shops, offices, and other critical areas is necessary at this time or may wait until Condition of Readiness II is officially announced. When the latter is decided and Condition of Readiness II is officially announced, then only designated and essential College employees will be required to remain to perform critical area security measures to prevent government property damages that may occur during the storm or typhoon.
  - c. **Condition of Readiness II** – A tropical storm or typhoon may hit Guam within **Twenty-Four Hours (24 hours)**. If Condition of Readiness II is officially announced while classes are in session, the GCC President or his or her representative will be the authority when to suspend classes. Student Support Services Administrator will coordinate with George Washington High School Officials for school buses to provide transportation for students.
  - d. **Condition of Readiness I** – A tropical storm or typhoon is expected to hit Guam within **Twelve Hours (12 hours)**.

### **STORM OR TYPHOON PREPARATIONS:**

1. Upon official announcement or declaration of Storm or Typhoon Condition of Readiness III – during workdays, all Deans, Associate Deans, Administrators, and Supervisors, upon instructions from the President or his or her representative, will begin a Pre-Storm or Typhoon security of designated areas.
2. Faculty and Supervisors will inspect their respective areas (inside and outside) for potential hazardous conditions.
3. Faculty and Supervisors will telephonically or email make a report of the Pre-Storm or Typhoon preparation progress to their respective Vice President or Dean before being officially released from work.

**SECURING OF WORKPLACES AND CLASSROOMS** – The following procedures will serve as a guideline for securing of workplaces and classrooms in preparation of impending storm or typhoon. These guidelines are applicable to all divisions, departments, and sections:

1. Meetings and other scheduled events – President's Office, Academic Affairs and Business and Finance Offices 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 must go through the Office of the President of this College.
2. Official Documents and Working Papers – All employees will secure all official documents and/or working papers in their desks or filing cabinets away from windows and doors where such items may be exposed to wind and rain.
3. Electronic and Computer Equipment – electronic and computer equipment, which can be damaged by wind and rain will be covered with a waterproof material, such as plastic and secured in metal cabinets or drawers or in typhoon proof storage areas. If this is impractical, then these items will be covered with waterproof material, placed on top of desks, and moved away from window and doors. These items and other electrical appliances or equipment, must be unplugged or disconnected from the electric power source.
4. Government Vehicles and other Equipment – All government own or leased vehicles and other equipment that can potentially 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.
5. Personal Items – Guam Community College will not be responsible for damaged, lost or stolen personal items, at anytime. All personal items brought or being kept within the college premises, will be at the owner's risk.

**POST STORM OR TYPHOON DAMAGE ASSESSMENT REPORT** – The Vice Presidents for Academic Affairs and Business and Finance, all Deans and Associate Deans, Environmental Health and Safety Administrator, Student Support Services Administrator, Assistant Director, Planning & Development and Maintenance Supervisor, will report for duty when Condition of Readiness IV is officially declared or announced by the GCC President or his or her representative.

1. Immediately after reporting in for duty, all personnel will conduct a damage assessment on their respective areas, including the Satellite High Schools.
2. All damages caused by the storm or typhoon (which had just passed), will be listed and submitted to their respective Deans. (Refer to Exhibit B for the GCC Disaster Damage Assessment Report Form.)
3. Damage assessments are not required in situations when the storm or typhoon had passed and did not cause any obvious damages to properties or equipment.
4. Faculty and supervisors will be responsible for post storm or typhoon clean up of their respective areas. Tasks, which are beyond the faculty or supervisor's capability, will be referred to the Facility and Maintenance Office for further action. A "Progress Report" either verbal or written will be reported to the respective Deans as required until the storm or typhoon related clean up is completed. Remnants from the storm or typhoon will not be left around the work area, or building to become eyesores, a hazard or potential hazard.
5. GCC 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.

## **EARTHQUAKES PREPAREDNESS**

1. Earthquakes are inevitable in most part 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 anytime, of course, with no advance warning to alert us of its arrival.
2. 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 impact, if we don't react to it properly and calmly.
3. Most earthquakes cause objects and debris to fall. Sometimes, it causes buildings and structures to collapse and cause serious injuries and fatalities.

## **WHAT CAN WE DO?**

1. Although we have no control over earthquakes and the after shocks that usually comes 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. As a matter-of-fact, there should **NOT** be anything stored or kept on top of filing cabinets. As far as items or objects that are stored or placed on shelves, we can, and we must secure these items to keep them from being potential falling objects hazards.
2. 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.
3. Means of egress, including components thereto, must be cleared from 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 – **blocking or obstructing the Means of Egress and Exits is against the Law!** (OSHA 1910.37/Uniform Fire Code)

## **STEPS TO TAKE IN THE EVENT OF AN EARTHQUAKE:**

1. Indoors:
  - a. Faculty and supervisors will give the “Duck, Cover, and Hold” command. Have students and employees do any of the following that best applies –
  - 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. If notebooks or jackets are handy, hold them over your head for added protection.
  - f. 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, or power lines/poles, etc. Drop and Cover. Do not enter buildings until it is determined to be safe by a certified builder or structural engineer.
  - b. If driving, pull over to the side of the road and stop. Avoid overpasses, bridges, trees, power lines/poles, or tall buildings. Remain inside the vehicle until the shaking completely stops.

## **WHAT IS A TSUNAMI?**

- A Japanese word meaning “*Harbor Wave*”
- It is a very long period wave
  - ✚ 50-150 miles crest to crest
  - ✚ 15-45 minutes crest to crest
- **Most are “earthquake” generated**
- Speed greater than 500 mph in deep water
- Most damage is near the earthquake epicenter
- A tsunami wave is classified as a seismic wave and not a wind-generated wave; these waves differ:
  - ✚ Wave Types: Ripples ---- a few inches  
Ocean Swells --- a few hundred feet  
Tsunami --- 50-150 miles

## **STEPS TO TAKE IN THE EVENT OF A TSUNAMI**

### **LOCAL TSUNAMI**

1. Get away from the coastal line; don't try to save property; save people.
2. If possible, go inland 100 feet and go up 50 feet
3. On a low island, go to the highest point as far inland as possible. Be ready to tie off to a tree.
4. Follow emergency instructions as soon as they are available.
5. Wait for the “all clear,” signal; several (3 to 4) tsunami waves can occur. If no one gives the “all clear,” wait 1 hour after the last wave.
6. Assess damages, especially to food and drinking water sources.

### **REGIONAL OR DISTANT TSUNAMI**

1. Listen to directions from leaders
2. If a watch is set for your location, get ready to respond. You can gather important papers and valuables, and plan escape while you are waiting.
3. If a warning is SET for your location, follow directions 2 through 6 above.

**BOMB THREATS** – The bomb threat caller is the best source of information about the bomb. It is important that you WRITE down information, ASK the caller questions, LISTEN for information and immediately notify the President’s Office, Student Support Administrator, and Environmental Health and Safety Administrator about the call.

1. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the “Bomb Threat Checklist” (Refer to Exhibit C.)
2. When the President or his or her representative gives the instructions to evacuate the building(s), the GCC Evacuation Directory will be initiated immediately. (Refer to Exhibit A.)
3. In cases where a college employee is notified that a telephone bomb threat directed at the GCC, has been received by the Guam Police Department (GPD) or Guam Fire Department (GFD), or other reliable source, the above procedures will be followed.
4. If a suspicious object or package, etc., is found, it will be quickly reported to the Student Support Services Administrator and the Environmental Health and Safety Administrator for quick and proper action. **Under no circumstances, will the suspicious object or package be touched, moved, or tampered with.**

**HOSTILE OR VIOLENT PERSON(S)** - No Campus is immune from tragedy, thus it is helpful to think in advance about how you might respond in the face of a dangerous/violent situation. We rely upon all College members to be extensions of Campus Security eyes and ears. When you see something out of place, a suspicious abandoned package or someone in a building who shouldn’t be there, you need to take action and notify the Student Support Services Office immediately. **(While no policy or protocol is failed safe, we recommend that in the event of a violent situation you take the following actions):**

1. Assess the Situation
  - a. If it is possible to flee the area safely and avoid danger, do so.
  - b. If you are not in the immediately or adjacent area, seek safety within a building or room, close and lock doors and the windows, turn lights off, and stay quiet and hidden.
  - c. Call the Student Support Services Office.
  - d. Get the word out to others.
  - e. Get on the floor behind a desk, remain silent.
  - f. Wait for instructions i.e., text message, email, or voice announcements from a known authorized voice.



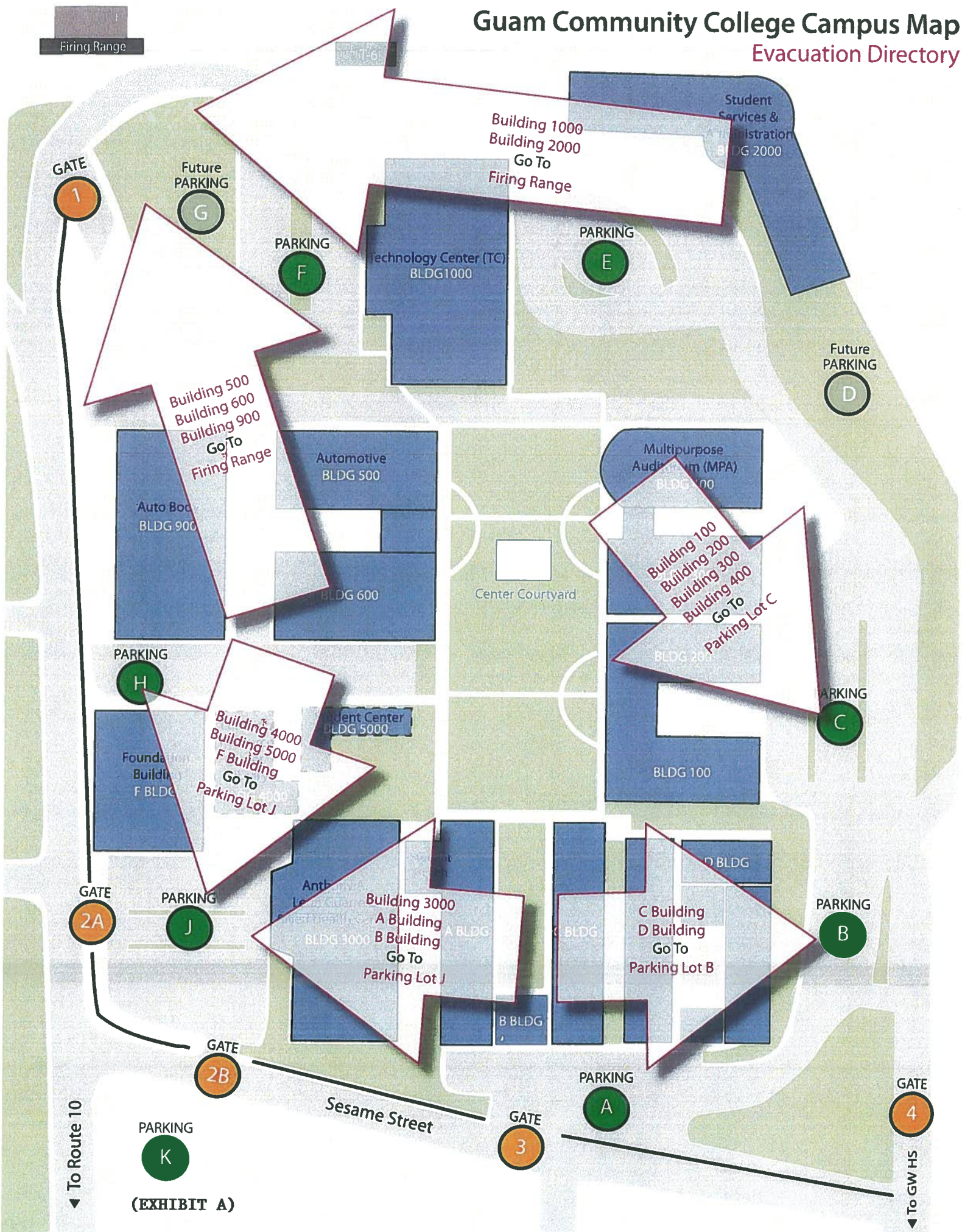
2. If the danger is outside the building
  - a. Turn off all the lights, close and lock all windows and doors.
  - b. If you can do so safely, get all students on the floor and out of the line of fire.
  - c. Move to a core area of the building if safe to do so and remain there until an “All Clear” instruction is given by an authorized known voice.
    - (1) If the staff or students do not recognize the voice that is giving instruction, they should not change their status.
    - (2) Unknown or unfamiliar voices may be false and designed to give false assurances.
3. If the danger is inside the building
  - a. If it is possible to flee the area safely and avoid danger, do so.
  - b. Contact the Student Support Services Office with your location if possible.
  - c. If flight is impossible, lock all doors and secure yourself in your space.
  - d. Get down on the floor or under a desk and remain silent.
  - e. Get students on the floor and out of the line of fire.
  - f. Wait for the “All Clear” instruction.
4. If the danger comes into your class or office
  - a. There is no one procedure the authorities can recommend in this situation.
  - b. Attempt to get the word out to the other staff if possible, and call Student Support Services Office or 911 if that seems practical.
  - c. Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
  - d. Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
  - e. Remember, there may be more than one active danger.
  - f. In a shooting situation, the Student Support Services Administrator and Environmental Health and Safety Administrator are in charge until emergency response personnel are on the scene.
  - g. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
  - h. In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

5. Hostile or Violent Person
  - a. Initiate immediate contact with Student Support Services Office to ensure that a timely response is begun before the situation becomes uncontrollable.
  - b. Leave the immediate area whenever possible and direct others to do so.
6. Shooting Situation
  - a. Contact the Student Support Services Office as soon as possible.
  - b. Provide a description of the person, nature of behavior, and the last known location of the person.
7. Hear or See Gun Shots (GCC Firing Range Operation not included)
  - a. Contact Student Support Services Office and 911 as soon as possible.
  - b. Provide a location of shots and if known, a description of the danger, any injuries and condition of person who has been shot, if known.
  - c. If in the area of the danger, take cover behind cement or solid items.
  - d. Shot off lights.
  - e. Stay away from windows and out of sight.
  - f. Assist others if possible.
  - g. Stay quiet – do not draw attention to yourself.
  - h. Do Not Pull or Sound any Fire Alarm devices in an attempt to alert other people of the incident or to frighten the suspect.
8. Hostage Situation
  - a. If taken hostage: Be patient. Time is on your side. Avoid drastic action.
  - b. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors are emotionally unbalanced. Do not take any action, which could harm your well-being.
  - c. Do not speak unless spoken to and then only when necessary. Do not talk down to or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible but do not stare.
  - d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
  - e. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.



# Guam Community College Campus Map

## Evacuation Directory



## PART I – ADMINISTRATIVE INFORMATION

**(EXHIBIT B)**

## BOMB THREAT CHECKLIST

### QUESTIONS TO ASK:

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

Sex of caller: Male/Female    Age: \_\_\_\_\_    Race: \_\_\_\_\_    Length of call: \_\_\_\_\_

### CALLERS VOICE: (Circle Applicable Description(s))

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 Descriptions(s))

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 Descriptions(s))

Well Spoken (Educated)	Foul Irrational	Incoherent Taped	Message read by threat maker
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### REMARKS:

Fill out completely, immediately after bomb threat: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Report call immediately to the President's Office, Student Support Services  
Office/Environmental Health & Safety Office.

(EXHIBIT C)