

JUDICIARY OF GUAM



Occupant Emergency Plan

**120 W. O'Brien Drive
Hagatna, Guam 96910**

Date of Issuance:

The effective date of this OEP is June 27, 2016. This document supersedes all previously recognized OEPs for the Judiciary of Guam. This OEP will be reviewed and updated annually.

Table of Contents

	Page#
Responsible Officials' Sign-Off Sheet	4
Preface and Scope	5
Building Information	6
<hr/>	
I. GENERAL OVERVIEW OF PLAN	
A. General Definitions	9
B. Applicability of Plan	12
C. Judiciary of Guam Facilities	12
D. Incident Command Post (ICP Location)	13
<hr/>	
II. OCCUPANT EMERGENCY ORGANIZATION	
A. Designated Official (DO) and Alternate for the JOG	14
B. Incident Command Post (ICP) Team Members for the JOG	14
C. The ICP Duties & Responsibilities	15
D. ICP Members Duties & Responsibilities	15
E. Emergency Monitor Group	17
<hr/>	
III. OEP ACTIVATION	
A. Decision Making Authority	21
B. Decision to Shelter-in-Place versus Evacuation	21
C. Making Decision to Shelter-in-Place	22
D. Shelter-in-Place Incidents	22
E. Shelter-in-Place Instructions	23
F. Recommended Shelter-in-Place Sites	24
G. Decision to Evacuate Partial/Complete	25
H. General Evacuation Guidelines	25
I. Fire Evacuation Procedures	26
J. Assisting Persons with Disabilities	27
K. Judges or Justices	27
L. Prisoners/Detainees	28
M. Emergency Assembly Area (EAA)	28
N. Medical Aid Station	28
O. Communication	28
<hr/>	
IV. INCIDENTS or EMERGENCIES	
A. Elevator Entrapment Procedures	30
B. Elevator Entrapment – Vendor Assistance Required	30
C. Fire Evacuation / Emergency Procedures	31
D. Isolated or Contained Fire Procedures	32
E. After Hours Fire Emergency	32
F. Bomb Threat Emergency Procedures	34
G. Civil Disturbance	41
H. Building Utility/Equipment Incidents	41
I. Natural Incidents	43

J.	Medical Emergency Incidents	43
K.	Hostage Situation Procedures	47
L.	Active Shooter Procedures	48
M.	Hazardous Material/Chemical Spill Emergency Procedures	49
N.	Suspicious Odors or Leaks	50
O.	Biological /Chemical Incidents	51

V. RECOVER FROM AN EMERGENCY SITUATION

A.	Building Re-Entry	52
B.	Continuity of Operations (COOP)	54
C.	Debriefing following an Occupant Emergency	55
D.	Continuous Occupant Emergency Plan Improvement	56
E.	Judiciary Staff Training on OEP Plan	56

APPENDIXES:

Appendix (A):	AFTER-HOURS EMERGENCY POINT OF CONTACTS
Appendix (B):	BUILDING EVACUATION
Appendix (C1/C2):	INCIDENT COMMAND POINT OF CONTACTS
Appendix (D):	OEO POINT OF CONTACTS
Appendix (E):	EMERGENCY TELEPHONE NUMBERS (Outside Entities)
Appendix (F):	DAMAGE CONTROL TEAM POINT OF CONTACTS
Appendix (G):	MEDICAL TEAM POINT OF CONTACTS
Appendix (H):	FLOOR MONITORS POINT OF CONTACTS
Appendix (I):	DIVISION HEADS POINT OF CONTACTS
Appendix (J):	OCCUPANT INFORMATION
Appendix (K):	FACILITY CHARACTERISTICS
Appendix (L):	PROTECTION SYSTEMS AND SECURITY
Appendix (M):	PERSONNEL ACCOUNTABILITY FORM
Appendix (N):	BOMB THREAT STANDOFF CARD
Appendix (O):	IMPORTANT TELEPHONE NUMBERS

JOG Responsible Officials' Sign-off Sheet

By their signatures below, the following officials certify that they have participated in the development of this Occupant Emergency Plan (OEP), fully understand the procedures to be followed in an emergency affecting the facility and the employees for whom they are responsible, and concur with the OEP as written.

<i>Position</i>	<i>Primary</i>		<i>Alternate</i>	
Chief Justice of Guam	Name	Robert J. Torres	Name	
	Title	Chief Justice	Title	
	Signature/Date		Signature/Date	
Administrator of the Courts	Name	Joshua F. Tenorio	Name	Robert S. Cruz
	Title	Administrator of the Courts	Title	Deputy Administrative Director of the Courts
	Signature/Date		Signature/Date	
Marshal of the Courts	Name	Edward S. Toves	Name	Joseph J. Leon Guerrero
	Title	Marshal of the Courts	Title	Deputy Chief Marshal
	Signature/Date		Signature/Date	
Procurement & Facilities Mgmt. Administrator	Name	Gloria J. Long	Name	Marissa Antonio
	Title	Procurement & Facilities Mgmt. Administrator	Title	Assistant Procurement Administrator
	Signature/Date		Signature/Date	
Chief Probation Officer	Name	John Q. Lizama	Name	Melanie Brennan
	Title	Chief Probation Officer	Title	Deputy Chief Probation Officer
	Signature/Date		Signature/Date	

Preface

The best way to protect against the potentially harmful effects of both manmade incidents and natural disasters is to ensure that all building occupants know how to respond in an emergency. This level of protection involves pre-planning, training, and rehearsal.

Pre-planning includes establishing the Occupant Emergency Organization (OEO) comprised of employees designated to undertake certain responsibilities to ensure that personnel are moved quickly to safety, that damage to property is minimized, and that proper authorities are notified in the event of a localized emergency, as outlined in this Occupant Emergency Plan (OEP). Training is conducted to ensure that all tenants understand the contents of the OEP and their individual responsibilities. Rehearsals, or drills, provide an opportunity to practice emergency procedures to ensure efficient response in the event of a real emergency.

Participation in the OEP activities includes all occupants regardless of employment status (e.g., managers, supervisors, OEP team members, volunteers, contracting officers, and visitors). Each individual must assume the responsibility for his or her own planning and safety in an emergency, as well as for working effectively with the emergency planning officials.

Scope

This OEP applies to all employees, support contractors, and visitors occupying the **Guam Judicial Center, Guam Historic Court House (Old Superior Court), Office of Compiler of Laws (Guam Law Library) and the Northern Court Satellite** and assumes a localized emergency in which court facilities are impacted in part or as a whole.

BUILDING INFORMATION

Building #1:	Guam Judicial Center
Building Description	The Guam Judicial Center is a four story building inclusive of the basement housing both the Supreme Court of Guam and the Superior Court of Guam
Building Address:	120 W. O'Brien Drive Hagatna, Guam, 96910
Number of Floors including basement:	4
Government Occupied Floors	Yes, all floors
Type of Building Construction	Block and Reinforced Concrete building with glass windows
Emergency System Control Center Description	Yes, known as the Marshal Control Room located at the Marshals Division. Used to take all incoming calls, make emergency notifications via radio, telephone, public intercom system and internet, log events and process all incoming / outgoing events, incidents or information
Fire Alarm System	Yes, all floors, NOTE: Has capability to make pre-recorded emergency evacuation announcements via fire panel located at Marshal Monitor Room and wall adjacent Post 1 Alpha, 1 st floor main entrance
Automatic Sprinkler	Yes, all floors
Voice Communications	Yes, via fire panel intercom
Elevator Capture and Recall	Yes, Elevators are automatically recalled to ground floor level when fire alarm is activated
Power Generator	Yes, one each provides for emergency lighting and power. Power Generator located on first floor inside Sally Port
Main/Auxiliary Water Valves	Yes, located in basement maintenance section
Building #2:	Guam Historic Court House (Old Superior Court)
Building Description	The Guam Historic Court House is a two story building housing the Probation Services Division and the Office of the Public Guardian
Building Address	110 W. O'Brien Drive, Hagatna, Guam, 96910

Number of Floors	2
Government Occupied Floors	Yes, all floors
Type of Building Construction	Cement Block and Reinforced Concrete building with glass windows
Emergency System Control Center Description:	None. Items monitored are linked to the GJC monitor control room
Fire Alarm System	Yes, all floors
Automatic Sprinkler:	Yes, all floors
Voice Communications	None
Elevator Capture and Recall	Yes, Elevator is automatically recalled to ground floor level when fire alarm is activated
Power Generator:	Yes, one each provides for emergency lighting and power. Located adjacent to the building on the southwest corner by the Official Vehicle parking lot
Main/Auxiliary Water Valves	Yes
Building #3:	Office of the Compiler of Laws (Guam Law Library)
Building Description	The Office of the Compiler of Laws is a single story building housing the Guam Law Library and is considered a part of the Supreme Court of Guam
Building Address	141 San Ramon St. Hagatna, Guam, 96910
Number of Floors	1
Government Occupied Floors	Yes
Type of Building Construction	Block and Reinforced Concrete building with glass windows.
Emergency System Control Center Description	None. Private security monitoring
Fire Alarm System	Yes
Automatic Sprinkler	None-Smoke detector
Voice Communications:	None
Elevator Capture and Recall	N/A
Power Generator	Yes, one each provides for emergency lighting and power. Located adjacent to the building on the southwest corner by the parking lot
Main/Auxiliary Water Valves	None

Building #4:	Northern Court Satellite
Building Description	The Northern Court Satellite is a single story leased building housing the Magistrate Court, Marshals Division, and the Courts & Ministerial Division (Clerks Office) located at the Dededo Mall, Dededo, Guam
Building Address:	Judiciary of Guam Northern Court Satellite, 132 W. Marine Drive, Dededo, Guam, 96929
Number of Floors including basement	1
Government Occupied Floors	Partial. Northern Court is a tenant in the building with other commercial tenants
Type of Building Construction	Block and Reinforced Concrete building with glass windows
Emergency System Control Center Description	None
Fire Alarm System	Yes
Automatic Sprinkler	Yes
Voice Communications	None
Elevator Capture and Recall	N/A
Power Generator	Yes, one each provides for emergency lighting and power. Located adjacent to the building on the southwest corner by the parking lot
Main/Auxiliary Water Valves	None in the court leased space

I. GENERAL OVERVIEW OF PLAN

Title 10 Guam Code Annotated, Chapter 87 Occupational Safety and Health Code specify safety and health standards for the Government of Guam. Such standards considered include, but not be limited to, standards deriving from U.S. Public Law 91-596 (Occupational Safety and Health Act of 1970). The Judiciary of Guam recognizes the responsibility for minimizing the danger to life and property from the effects of bomb threats, civil disturbances, fires, explosions, serious weather conditions, natural disasters and any other destructive forces.

The intent of this **PLAN** is to identify tasks, issues and preparation that are required to ensure that the Judiciary of Guam's Judicial Officers, Administration and Employees are prepared to respond to a broad range of emergencies.

The goal is to ensure that in the event of an emergency the Judiciary of Guam Marshals Division as well as other Divisions within the Judiciary is able to:

- Protect the life and safety of all JOG court employees and users
- Safeguard the Judiciary of Guam Court's records and other property
- Continue the operation of all Court proceedings within the Judiciary of Guam
- Identify the tasks and issues that must be addressed to ensure the Judiciary of Guam is prepared for a broad range of emergencies.

A. General Definitions

1. Designated Official: The Designated Official (DO) is the highest ranking official of the facility; or alternatively, a designee selected by mutual agreement of occupant agency officials. The Judiciary of Guam Designated Official is the Administrator of the Courts. The Designated Official, with the assistance of the Alternate Designated Official, is responsible for developing, implementing and maintaining an Occupancy Emergency Plan (OEP). The DO/Alternate DO's responsibilities also include establishing, staffing and training the Judiciary of Guam employees. The DO may seek assistance from the MOC for the establishment and maintenance of the OEP on behalf of the JOG. After normal duty hours, Deputy Marshal on duty shall represent the DO as his/ her alternate and shall initiate actions to cope with emergencies in accordance with established plans.

2. Occupant Emergency Plan Revisions/Drills: The DO will ensure that the OEP is reviewed and updated annually during the month of October of each year. A minimum of (2) drills will be conducted by the DO/Alternate DO annually with at least one fire drill or evacuation drill held with sixty (60) days following the annual plan revision. Drills will be in accordance with the provisions of the National Fire Protection Association (NFPA) Life Safety Code 101, Chapter 31, which specifies:

- Drill shall be designated in cooperation with the local authorities;
- Drills will be held with sufficient frequency to familiarize all occupants with the drill procedure and to have the conduct of the drill a matter of established routine;
- During drills, emphasis shall be placed on orderly evacuation under proper discipline;
- Drills shall include suitable procedures to ensure that all persons in the building or all persons subject to the drill actually participate; and
- Drills shall be held at unexpected times under varying conditions to simulate the usual conditions that occur in the case of fire and other emergencies.

3. Emergency: Includes active shooters, bombings, bomb threats, civil disturbances, fires, explosions, electrical failures, loss of water pressure, chemical and gas spills, medical emergencies, typhoons, floods, earthquakes, tsunamis, and other such life threatening events.

4. Occupant Emergency Organization (OEO): This emergency response organization is comprised of Judiciary of Guam (JOG) employees designated to perform the requirements established by the OEP. The decision to activate the OEP shall be made by the DO and Alternate and will be based upon the best available information.

5. Occupant Emergency Plan (OEP): The OEP includes procedures developed to protect life and property in JOG occupied space under stipulated emergency conditions. All occupants of the facility are required to fully cooperate with the DO or Alternate in the implementation of emergency plans and the staff of the OEO. The OEO shall seek assistance from the Marshal of the Court, and the Procurement & Facilities Mgmt. Administrator during emergencies.

6. Incident Command Post (ICP): The ICP consists of selected members of the Judiciary of Guam who directly oversee, lead, and coordinate all emergency operations from the building's ICP. The ICP shall be located at the first floor Procurement Conference Room in the Guam Judicial Center (GJC) with direct communications to the Marshal Control Center located in the basement of the Guam Judicial Center.

In the event that the GJC facility is fully evacuated, a mobile command post will be established at the employee parking lot adjacent to the American Red Cross Building.

The following personnel will report to and operate the ICP:

DO
Alternate DO
Occupant Emergency Coordinator
Medical Coordinator
Floor Team Coordinator
Damage Control Coordinator
Marshal of the Courts
Chief Probation Officer
Director of Policy, Planning & Community Relations
Controller

7. Occupants: Means employees, clients, visitors, and patrons, located in or utilizing the Court facilities.

8. Communication: Communication is vital in any emergency. It is necessary to communicate with the public, judicial employees, public safety organizations, and other entities whose services and assistance may be necessary. All forms of available communication may be utilized during any emergency.

9. Assembly Area: In a complete evacuation, this is an area(s) where employees, clients, visitors and patrons are directed to meet for accountability.

10. Complete Evacuation: Evacuation of the entire facility.

11. Emergency Management Plan: The procedures developed are the plan of action that will manage an internal or external hazard that threatens employee, client, visitor and patron life and safety.

12. Emergency Operations Center (EOC): A local central command control facility is responsible for managing and supporting an emergency situation. (Guam Homeland Security/Office of Civil Defense).

13. Local Authorities: For the purposes of this policy this includes, but is not limited to, the chief elected official (Governor), local Emergency Management Director (Guam Homeland Security), Law Enforcement - Guam Police Department (Federal / Local), Guam Fire Department (EMS-Federal / Local) and Public Health (Federal / Local).

14. Partial Evacuation: An evacuation of employees, clients, visitors and patrons in specific areas within the facility.

15. Transportation Vehicle Staging Area: In a complete evacuation, this is an area(s) at which vehicles will transport employees, clients, visitors and patrons from the evacuated facility to an alternate location where they will wait until summoned or all clear is given for normal operations.

16. Shelter-in-Place: A protective action strategy taken to maintain safety and care within the facility and to limit the movement of employees, clients, visitors and patrons for their protection and the protection of property from a hazard.

17. Unified Command: A structure that brings together the "Incident Commanders" and the Incident Management Structures of all major organizations, involved in the incident, in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities.

18. After-Hour Emergency Contacts: For emergencies occurring after normal working hours. See Appendix (A) – After-Hours Emergency Points of Contact.

B. Applicability of Plan

The policies, responsibilities and procedures presented in this Plan apply to all occupants of the JOG and to all persons entering in or on such property. Each occupant of the building will be responsible for the observance of these rules and requirements.

The DO or Alternate DO will ensure that this plan is fully compatible with established safety requirements and that Emergency Evacuation routes for all floors are conspicuously posted on each floor. This plan and all associated contingency plans must be reviewed and updated annually. Once approved, it shall be disseminated to all individuals who require this information.

C. Judiciary of Guam Facilities

1. Judiciary of Guam (JOG), Hagatna, Guam
Occupants:
Supreme Court of Guam
Superior Court of Guam
Court Administration
Marshals Division
Facilities and Maintenance
Client Services and Family Counseling Division
Procurement & Facilities Management Division
Court Programs
Judicial Hearing Division (Child Support)
Human Resources Division
Courts and Ministerial Division (Clerks Office)
Financial Management Division
Office of the Ethics Prosecutor
Management Information System
Jury Unit

2. Guam Historic Court House (Old Superior Court) Hagatna, Guam
Occupants:
Adult Probation Division
Juvenile Probation
Drug Court
Office of the Public Guardian
3. Guam Law Library, Hagatna, Guam
Occupants:
Office of the Compiler of Laws
Judiciary Education Center
4. Judiciary of Guam (JOG) Northern Court Satellite, Dededo, Guam
Occupants:
Magistrate Judge and Staff
Marshals Division
Courts and Ministerial Division (Clerks Office)
Financial Management Staff

D. Incident Command Post (ICP Location)

Incident Command Post (ICP) Location for the JOG
a. Primary Location: 1 st Floor Procurement Conference Room
b. Secondary Location: Judiciary of Guam Parking Lot adjacent to American Red Cross Building, Route 4, Hagatna
c. Alternate Location: Plaza De Espana Park adjacent to the Archdiocese of Agana Church, Hagatna.

See Appendix **(B)** for Primary/Alternate ICP Location forms.

II. OCCUPANT EMERGENCY ORGANIZATION

This organization consists of designated employees who, during emergencies, provides personnel to implement the activities specified in this plan.

A. Designated Official (DO) and Alternate Designated Official for the Judiciary of Guam (JOG)	
Designated Official (DO)	Joshua F. Tenorio, Administrator of the Courts
Alternate Designated Official	Robert S. Cruz, Deputy Administrative Director of the Courts
B. Incident Command Post Team Members for the JOG	
Designated Official (DO)	Joshua F. Tenorio, Administrator of the Courts
Alternate Designated Official	Robert S. Cruz, Deputy Administrative Director of the Courts
Occupant Emergency Coordinator	Joseph J. Leon Guerrero, Deputy Chief Marshal
Medical Coordinator	Civil/Small Claims Section Supervisor
Floor Team Coordinator	Marshal Security Section Supervisor
Damage Control Coordinator	Gloria J. Long, Procurement & Facilities Management Administrator
Marshal of Courts	Edward S. Toves
Chief Probation Officer	John Q. Lizama
Director of Policy, Planning & Community Relations	Dana Guterrez
Financial Management Division	Christopher Budasi, Controller

See **APPENDIX (C1/C2)** for Incident Command Points of Contacts.

Upon the announcement of an emergency by the DO or Alternate DO, the Incident Command Post for the Judiciary of Guam will assemble at the primary or alternate location, unless otherwise specified by the DO or Alternate DO.

Emergency operations for the JOG will be directed from the Incident Command Post.

C. The Incident Command Post Duties and Responsibilities:
<ul style="list-style-type: none"> • Directs and coordinates all emergency relief and response actions
<ul style="list-style-type: none"> • Coordinates with local / federal officials
<ul style="list-style-type: none"> • Supports and assists local and federal tactical response units, as necessary
<ul style="list-style-type: none"> • Accounts for and records all enacted emergency procedures; and
<ul style="list-style-type: none"> • Assists in the preparation of press releases and official status reports associated with the emergency at hand
<ul style="list-style-type: none"> •
D. Incident Command Post Members Duties and Responsibilities:
1. Designated Official or Alternate
<ul style="list-style-type: none"> • Organizes and directs staff
<ul style="list-style-type: none"> • Develops Occupant Emergency Plan and ensures staff and participant training
<ul style="list-style-type: none"> • Communicates with Judicial Officers keeping them apprised of the situation and changes in events
<ul style="list-style-type: none"> • Directs activities and serves as deciding authority during emergencies
<ul style="list-style-type: none"> • Establishes working relationships with local and federal agencies having ancillary responsibilities
<ul style="list-style-type: none"> • Prepares occupants prior to emergencies
<ul style="list-style-type: none"> • Directs occupants during emergencies
<ul style="list-style-type: none"> • Disseminates information about the Judiciary of Guam and its responsibilities
<ul style="list-style-type: none"> • Conducts OEP evaluation session to critique each drill or event and identify opportunities for plan improvement
2. Occupant Emergency Coordinator (Deputy Chief Marshal)
<ul style="list-style-type: none"> • Reports to DO or Alternate DO
<ul style="list-style-type: none"> • Assists DO or Alternate DO and represents him/her during absences
<ul style="list-style-type: none"> • Records enacted emergency procedures
<ul style="list-style-type: none"> • Maintains organization records for the event
<ul style="list-style-type: none"> • Controls planned movement and other activities of occupants
<ul style="list-style-type: none"> • Coordinates floor evacuation and monitors activities
3. Floor Team Coordinator (Marshal Security Section Supervisor)
<ul style="list-style-type: none"> • Reports to Occupant Emergency Coordinator
<ul style="list-style-type: none"> • Controls planned movement and other activities of occupants
<ul style="list-style-type: none"> • Coordinates floor evacuation activities

<ul style="list-style-type: none"> • Supervises the activities of all Floor Monitors
<ul style="list-style-type: none"> • Receives and reports information from the Floor Monitors on any incidents and the accomplishment of their duties
<ul style="list-style-type: none"> • Provides information to, and performs assignments given by, the Occupant Emergency Coordinator
<ul style="list-style-type: none"> • Performs damage and threat assessments and evaluates as needed
4. Medical Coordinator (Civil/Small Claims Section Supervisor)
<ul style="list-style-type: none"> • Reports to Occupant Emergency Coordinator
<ul style="list-style-type: none"> • Identifies available medical emergency service capabilities
<ul style="list-style-type: none"> • Maintains first aid equipment
<ul style="list-style-type: none"> • Maintains list of CPR, FIRST AID and AED certified personnel
<ul style="list-style-type: none"> • Arranges CPR, FIRST AID, AED and other training
<ul style="list-style-type: none"> • Maintains list of disabled personnel and coordinates their evacuation assistance as needed
<ul style="list-style-type: none"> • Supervises and coordinates the First Aid Station and treatment of any minor injuries
5. Damage Control Coordinator (Procurement and Facilities Administrator)
<ul style="list-style-type: none"> • Provides information and advice to the DO, Alternate or Occupant Emergency Coordinator about the JOG and its Operations, prior to and during emergencies
<ul style="list-style-type: none"> • Identifies utilities, fire protection, communication and other emergency equipment in the JOG
<ul style="list-style-type: none"> • Identifies hazardous materials in the JOG
<ul style="list-style-type: none"> • Maintains an emergency call list for utility, elevator and hazardous materials or other vendors as needed
<ul style="list-style-type: none"> • Establishes a Damage Control Team consisting of individuals familiar with the building construction, operating systems and maintains equipment to respond to all emergency situations
<ul style="list-style-type: none"> • Supervises members of the Damage Control Team in the performance of the following duties: <ul style="list-style-type: none"> - Initiating fire suppression systems - Assisting the Guam Fire Department - Disconnecting utilities or equipment as needed - Making emergency repairs; and - Assessing Damage
<ul style="list-style-type: none"> • Provides current listing of all members of the Damage Control Team to the DO, Alternate and Occupant Emergency Coordinator and updates the same as needed
<ul style="list-style-type: none"> • Coordinates purchasing of emergency supplies and services
6. Marshal of the Courts
<ul style="list-style-type: none"> • Reports to DO or Alternate DO
<ul style="list-style-type: none"> • Coordinates and supervises the activities of all Deputy

Marshals and Contract Security Guards
<ul style="list-style-type: none"> • Directs or coordinates traffic control with Guam Police Department, Guam Fire Department or other law enforcement personnel
7. Chief Probation Officer
<ul style="list-style-type: none"> • Reports to DO or Alternate DO • Provides additional Law Enforcement Assistance
8. Director of Policy, Planning & Community Relations
<ul style="list-style-type: none"> • Provides information for dissemination to the public via media outlets as directed by DO • Coordinates distribution of information from DO to employees, patrons, or visitors
9. Financial Management Division (Controller)
<ul style="list-style-type: none"> • Maintains financial records for events or emergencies • Identifies funding sources and cash availability to support emergency funding needs • Provides support to incident command post activities
E. Emergency Monitor Group
<p>The management official(s) of all divisions within the Judiciary appoints members of the Emergency Monitor Group listed below for their respective floors. The names, telephone numbers, types of monitors and floor locations are forwarded to the Occupancy Emergency Coordinator for use during an emergency. It is the joint responsibility of each Floor Monitor and all occupants to keep this information current. All current information is to be given to the Occupancy Emergency Coordinator</p>
1. Members of the Emergency Monitor Group
<ul style="list-style-type: none"> • Floor Monitors • Alternate Floor Monitors • Area Monitors • Stairwell Monitors • Disabled Monitors
2. Members of Emergency Floor Teams
<ul style="list-style-type: none"> • Each floor will have an Emergency Floor Team consisting of : <ul style="list-style-type: none"> (1) Floor Monitor (1) Area Monitor (1) Stairwell Monitor (1) Disabled Monitor • As necessary to assist any disabled personnel on the floor <p>Note: Floor teams may have dual roles</p>

3 Emergency Floor Team Duties and Responsibilities
a. Floor Monitors
<ul style="list-style-type: none"> Identify Emergency Floor Team member and alternates for the assigned floor
<ul style="list-style-type: none"> Identify new monitors as required by personnel changes and ensure training for their role
<ul style="list-style-type: none"> Maintain current lists of all members of floor team and location of disabled personnel
<ul style="list-style-type: none"> Report to Floor Team Coordinator
<ul style="list-style-type: none"> Supervise floor team during emergency situations
<ul style="list-style-type: none"> Ensure that evacuation routes are clearly identified, posted and known to the occupants of the assigned area; directs the orderly evacuation of occupants along prescribed evacuation routes during fire drills or actual emergencies
b. Alternate Floor Monitors
<ul style="list-style-type: none"> Act for the Floor Monitor in his/her absence; and
<ul style="list-style-type: none"> Perform duties assigned by the Floor Monitor.
c. Area Monitors
<ul style="list-style-type: none"> Responsible for monitoring a definite floor area as assigned by the Floor Monitor; and
<ul style="list-style-type: none"> Report to the Floor Monitor
d Disabled Monitors
<ul style="list-style-type: none"> Accompany and assist disabled personnel during drill or actual evacuation of the building; and
<ul style="list-style-type: none"> Report to the Floor Monitor
e. Stairwell Monitors
<ul style="list-style-type: none"> Inspect as quickly as possible the stairwell leading to and from his/her area and report to the Floor Monitor that it is safe/unsafe for use in evacuation
<ul style="list-style-type: none"> Supervise the orderly movement of occupants down the stairs
<ul style="list-style-type: none"> Report to the Floor Monitor.
e. Assignments of Monitors
<ul style="list-style-type: none"> Guam Judicial Center (Basement floor) floor monitor/area monitor/disabled monitor/stairwell monitor (T&SD Section)
<ul style="list-style-type: none"> Guam Judicial Center (1st Floor) floor monitor (Criminal / FVU and Security Team 2)
<ul style="list-style-type: none"> Guam Judicial Complex (2nd Floor) floor monitor (Criminal / FVU and Security Team 2)
<ul style="list-style-type: none"> Guam Judicial Complex (3rd Floor) floor monitor (Supreme Court Security Marshals)
<ul style="list-style-type: none"> Guam Historic Court House (Old Court House) (1st & 2nd Floor) (Security Team 3 and Chief Probation Officer / Probation Section Supervisors)

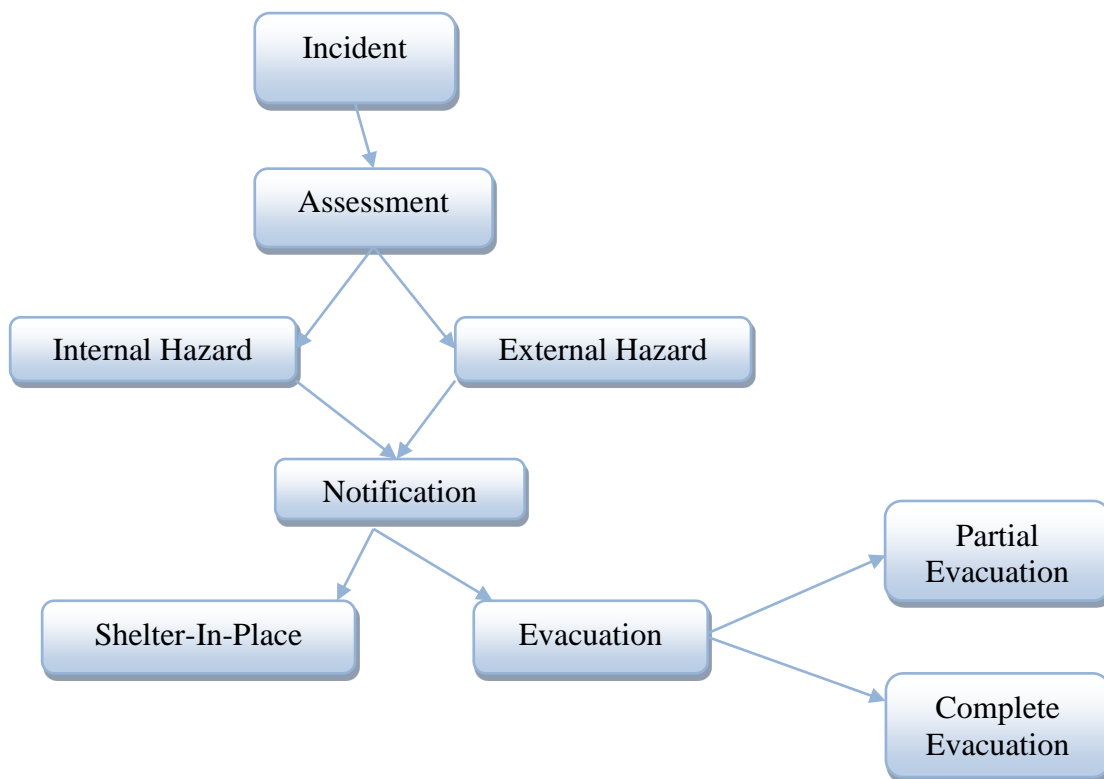
<ul style="list-style-type: none"> • Northern Court Satellite floor monitor/area monitor/disabled monitor (NCS Marshal Security Section)
<ul style="list-style-type: none"> • Office of the Compiler of Laws / Guam Law Library floor monitor/ area monitor / disabled monitor (T&SD Section)
f. Marshal Staff and Other Emergency Personnel
Duties and Responsibilities of Deputy Marshals/Contract Guards:
<ul style="list-style-type: none"> • Provide security services as needed
<ul style="list-style-type: none"> • Restrict Building Access and Elevator use
<ul style="list-style-type: none"> • Assist in disabled evacuation
<ul style="list-style-type: none"> • Assist with Courtroom evacuation
<ul style="list-style-type: none"> • Evacuate Judges, Justices and prisoners to designated locations
<ul style="list-style-type: none"> • Provide elevator entrapment assistance
<ul style="list-style-type: none"> • Coordinate emergency response with local authorities; prepare crowd control etc., and
<ul style="list-style-type: none"> • Receive guidance from the Marshal of the Courts
g. Control Room Officer (Assigned Control Room Deputy Marshal)
<ul style="list-style-type: none"> • Maintains copies of emergency rosters, OEP and other files as required by the DO, Alternate and Occupant Emergency Coordinator (OEC); and report to the OEC when the Incident Command is activated
<ul style="list-style-type: none"> • Ensures radios and log books are available to ICP
h Judiciary of Guam Supervisors and Managers
<ul style="list-style-type: none"> • Familiarize themselves with all aspects of the OEP; ensure all staff are trained and familiar with the OEP
<ul style="list-style-type: none"> • Assist, as necessary, in the safe and expeditious evacuation of occupants from the building
<ul style="list-style-type: none"> • Account for their personnel after evacuation and report accountability to the Assembly Area Monitor; and Provide assistance to the DO and others as necessary
i. Employees
<ul style="list-style-type: none"> • Familiarize themselves with the information and procedures detailed in this plan; and
<ul style="list-style-type: none"> • Comply with directions provided by the ICP and provide assistance as requested
j. Assembly Area Monitor
<ul style="list-style-type: none"> • Takes Accountability from all JOG Supervisors, Managers, and employees at the Designated Assembly Area; and
<ul style="list-style-type: none"> • Reports information to the OEC

III. OCCUPANT EMERGENCY PLAN ACTIVATION

The Occupant Emergency Plan may be activated when an emergency situation occurs and is brought to the attention of the Designated Official / Marshal of the Courts/Deputy Chief Marshal or Marshals Division Security Supervisor. Typically, the activation will include one of the following:

- **A call or report of an emergency by calling 911, receiving a call from 911 or information from Guam Police other government entities Federal or Local.**
- **A call or report of an emergency to Marshal of the Courts / Deputy Chief Marshal or Marshals Division Security Supervisor**

DECISION MAKING FLOW CHART



A. Decision Making Authority
<p>During an emergency, decisions must be made without delay. Authority for such decisions will reside in those individuals vested with supervisory responsibility during non-emergency or emergency situations and the succession of that authority that will follow the normal local reporting structure are as follows:</p> <p>DO (AOC) Alternate DO (DADOC) Marshal of Courts Chief Probation Officer Procurement & Facilities Management Administrator Clerk of Court</p>
B. Decisions to Shelter-in-Place versus Evacuation
<p>1. The employee, who identifies a hazard or who is notified of an internal or external hazard, is responsible to notify his/her Supervisor, DO, ADO or MOC immediately</p>
<p>2. Once the report of an incident is received, the DO or ADO will review the facts related to the situation and make a determination of how best to protect the employees, clients, and patrons of the court</p>
<p>3. The decision to shelter-in-place or evacuate (partial or complete) is made by the DO or ADO in consultation with the MOC and the responding agency Incident Commander or Unified Command (Homeland Security), and others as appropriate)</p>
<p>4. If there is no response from Homeland Security and there is a life threatening incident, the DO, ADO or MOC may make a decision to do what is necessary to protect the life and safety of its patrons, visitors, clients and employees. Notification shall be made to Guam Homeland Security or Guam Police of its decision</p>
<p>5. Once the determination is made the DO or ADO will make a determination whether to activate the ICP and begin to direct response activities and communicate the situation to the Incident Command Post team members, and Judicial Officers</p>

<p>C. Making the Decision to Shelter-in-Place</p>
<p>1. The DO, ADO or MOC will make an assessment based on information gathered whether the Guam Judicial Center and its associated buildings face an internal or external hazard or both</p>
<p>2. If the decision is made to shelter-in-place due to an internal and/or external environmental hazard the DO, ADO or MOC will notify local authorities by calling 911, if appropriate, and will initiate the shelter-in-place procedures. The primary factors to be evaluated or considered are:</p> <ul style="list-style-type: none"> • How to protect patrons, visitors, clients and employees by movement to a more secure area within the building preferably a section of the building with no windows • How to protect the affected building based on the known hazards and their effects on the building and its occupants • The environmental conditions affecting the buildings and its occupants • Once a decision is made staff and all visitors are to be advised to stay in the building and shelter-in- place until further notice • If the duration of the shelter-in-place event is expected to last for more than 24 hours, the Incident Command Post will inform all divisions/sections/units to conserve all available resources and make arrangements for any needed provisions
<p>D. Shelter-in-Place Incidents</p>
<p>“Shelter in Place” means to make a shelter within the building. It is a way to make the building as safe as possible to protect persons until help arrives. A Shelter-in-Place (e.g. specific floor, area, division, etc.) determination is made on the verbal order of an authorized official (e.g. DO, ADO, MOC, etc.) depending on the nature of the emergency.</p> <p>The DO or ADO will communicate the event and guide response activities. When the order is given, entrances to the building will be secured by security personnel. Depending on the type of incident all employees, clients, visitors and patrons will be advised if a particular part of the building is to be used, or if they can remain in their offices. Announcements over the intercom will be made advising employees, clients, visitors and patrons and instructing them to keep all windows and blinds closed, and stay clear of the windows.</p> <p>Shelter-in-Place events generally last less than 2-3 hours because the effectiveness of such sheltering diminishes with time if there is an external airborne contaminant, as the contaminated outside air gradually seeps into the shelter. After the 3 hour mark in a chemical exposure event, evacuation from the area is the better protective action to take. Following the chemical emergency, the shelter should be ventilated to avoid breathing contaminated air remaining inside the shelter.</p>

WHAT EVENTS RESULT IN A SHELTER-IN-PLACE RESPONSE?

1. If chemical, biological, or radiological contaminants have been released accidentally or intentionally into the environment, staff may be given emergency instructions to shelter-in-place.
2. If a bomb threat is called in and the target area is the exterior of the building or If a bomb threat is called in and the interior and exterior of the building has been sterilized, security procedures have been upgraded and mitigating measures are in place to provide for a safe building.
3. If an active shooter is determined to be in one portion of the building and it does not appear that there is safe passage to exit the building.
4. An extreme weather event that causes damage to a portion of the building and the external environment is deemed unsafe.

Shelter-in-Place is a precautionary measure intended to keep occupants safe by remaining indoors and creating a protective environment. (It is not the same thing as going to a shelter in case of a storm.)

- Shelter-in-Place means selecting a small, interior room, with no or few windows, and taking refuge there
- It does not mean sealing off the entire office building
- In some cases if the building has been secured and security procedures are in place to mitigate the potential for injury or harm to employees, patrons, and clients
- Employees will be notified via any form of communication and directed to take shelter-in-place until such time that the incident has been cleared and conditions return to normal
- Should a notice to shelter-in-place occur, information will be provided by local authorities or judicial authorities on television and radio stations on how to best protect our staff
- It is important to keep a TV, Internet, cellular phone or radio on or remain close to a phone
- Monitor telephone lines and listen for announcements made via Public Address System

E. If directed to Shelter-in-Place, follow the instructions below:

ACTION	TASK
1.	Close down the office
2.	If there are visitors in the office, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps at that time, where they are, and not drive or walk outdoors. Keep all visitors with you
3.	Bring everyone into an interior room or rooms. Shut and lock the door(s) if possible. Barricade the door with a heavy object such as a file cabinet or heavy desk
4.	Close the window shades, blinds, or curtains and stay away from the windows in case there is an explosion

5.	Wait quietly for further instructions
6..	Building Maintenance employees familiar with the building's mechanical systems are to turn off all fans and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled
7.	If possible and available, gather the survival kit found within the office or area you are at. These kits supply water, radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags
8.	It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephones may be overwhelmed or damaged during an emergency. Listen for communication over the building's Public Address System
9.	If instructed, use the duct tape and plastic sheeting found in the survival kits (if available) to seal all cracks around the door(s) and any vents into the room
10.	Write down the names of everyone in the room, and call Marshals Office @475-3515/3161 or 911. Indicate the room you are in, how many people are in the room with you, and their affiliation with the Judiciary (employee, visitor, client, or customer.) Report any injuries, if applicable
11.	Keep listening to the radio, television, PA system and monitor the telephone until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the Judicial Building

F. Recommended Shelter-in-Place Sites:

1. Guam Judicial Center - the **1st floor Atrium and the basement** are recommended shelter-in-place sites. These spaces have fewer windows and doors and have adequate space for everyone. Alternative or overflow spaces would be the court rooms or interior offices with the fewest windows

2. Guam Historic Court House also known as the Old Superior Court - **the 1st floor Adult Probation inner office work area** is a recommended shelter-in-place site. It has the fewest windows and doors and has adequate space for everyone. Alternative or overflow space would be the interior offices with the fewest windows

3. Guam Law Library / Compiler of Laws building - the **interior offices** with the fewest windows would be the recommended

4. Northern Court Satellite - the **Clerk's Office and Cashier areas** are recommended shelter-in-place sites. They have the fewest windows and doors and have adequate space for everyone. Alternative or overflow space would be the interior offices with the fewest windows

<p>G. Making the Decision to Evacuate Partial / Complete</p>
<p>1. In the event of a hazard, which requires a complete or partial evacuation of the facility, and as necessary to protect the life and safety of patrons, visitors, clients and employees, the DO or ADO will in collaboration with response Agencies or Unified Command, give the order to evacuate all or a portion of the facility or facilities, as appropriate. The decision for a full or partial evacuation will be announced via the PA system, fire alarm intercom or bull horn.</p>
<p>2. Partial Evacuation: If the circumstances are such that only a portion of the building is affected, a decision to evacuate only a portion of the building may be made. In this case, patrons, visitors, clients, and employees will be directed to move and take safe shelter in another portion of the building away from the area in which the hazard or danger is present.</p> <p>This may mean moving from one floor to another or moving from one side of the building to another. Partial evacuations are generally horizontal (moving from one side to another) and then vertical (moving from one floor to another, depending on the location of the hazard.</p> <p>Listen carefully to the instructions and then move to the location you are instructed and evacuate the portion of the building identified as hazardous.</p>
<p>3. Complete Evacuation: If the Guam Judicial Center, it's annexes or other buildings need to be evacuated completely, and there is a determination that the Judiciary of Guam is unsafe, unable to deliver adequate services or the incident is life threatening in nature, an announcement over the PA system will be made. This means all occupants of the building must immediately leave the facility and report to the Emergency Assembly Area.</p>
<p>H. General Evacuation Guidelines</p>
<ul style="list-style-type: none"> • A Complete Evacuation is affected by the ICP. The DO or ADO will only order an evacuation when circumstances require such action in order to protect the lives of the building occupants. The entire building/facility must be vacated during a complete evacuation • Employees, Visitors, Court Patrons and Clients may be ordered to evacuate a building by verbal order or by use of a building Public Address system (Intercom) in response to any of several emergencies, including fire, bomb threat, or hazardous materials spill. In some emergencies there may be time to notify building occupants concerning the nature of the emergency and any special precautions to be observed during the evacuation process. If no advance information is given, follow the general procedure outlined below:
<ul style="list-style-type: none"> • Stay calm, do not rush and do not panic. Safely stop your work

<ul style="list-style-type: none"> • If you are at your desk, gather your personal belongings if it is safe to do so. Be sure to take prescription medications with you as re-entry to the building could take hours • If you are not at your desk, you must proceed to the nearest exit. Do NOT go to find your belongings • If safe, close your office door and window blinds, but do NOT lock the door • Use the nearest stairs and proceed to the nearest exit. Do NOT use the elevator • Proceed to the designated Emergency Assembly Area (EAA) and report to your floor monitor • Wait for any emergency responders • Do NOT re-enter the building or your work area until you have been instructed to do so by the ICP Team
<ul style="list-style-type: none"> • If you are away from the building during an incident and see staff leaving the building, proceed directly to the Emergency Assembly Area. Do NOT try to enter the building as access will be restricted until the ALL CLEAR notice is given and staff are allowed to return to work
<p>I. Fire Evacuation Procedures</p>
<ul style="list-style-type: none"> • Upon hearing the audible fire alarm or receiving other instructions to evacuate, all persons will immediately evacuate the building in an orderly manner, via the nearest exit. If the nearest exit is closed, blocked, etc., an alternate exit is to be used
<ul style="list-style-type: none"> • Always use the stairways to exit. Do not use the elevators
<ul style="list-style-type: none"> • If the door to your room is closed, feel the door for heat. If the door is warm or flames are apparent outside of the room, leave the door closed and use an alternate exit route, or use the window to escape, or summon help
<ul style="list-style-type: none"> • If safe, exit the room, closing the door behind you. Note conditions between you and the closest exit from the building (see floor evacuation plans), and leave the building. If smoke is present, stay low to take advantage of cleaner air near the floor. If possible during your evacuation, check offices with open doors for occupants and close the doors if unoccupied. Always use the stairways to exit. Do not use the elevators
<ul style="list-style-type: none"> • If the path to the nearest exit is blocked by flames or heavy smoke, seek another exit path
<ul style="list-style-type: none"> • Assist the elderly or disabled in exiting or to a safe area/refuge
<ul style="list-style-type: none"> • After exiting the building, proceed to the emergency assembly area and report for a head count
<ul style="list-style-type: none"> • If you are out of your office but in the area of the office buildings and hear the alarm, proceed to the emergency assembly area for a head count. Do not return to your office or work area

<ul style="list-style-type: none"> No one shall enter the evacuated building without permission of the DO, ADO, or MOC or other person in charge until an “all clear” has been issued
<ul style="list-style-type: none"> Report any suspicious persons or activity
<p>J. Assisting Persons with Disabilities</p> <ul style="list-style-type: none"> Persons who need additional time to traverse the stairs should wait until most people are down (or up) the stairs before using the stairs. In this way, the safety of the individual as well as the safety of others using the stairs will be enhanced. If time does not permit (i.e., smoke or fire is visible), the evacuation chairs may be used to traverse the stairs and exit the building. Persons who are unable or would have difficulty executing the stairs to evacuate the building are to proceed to the nearest area of refuge. The stairways are designated areas of refuge. If time does not permit (i.e., smoke or fire is visible), the evacuation chairs can be used by assigned assistants to traverse the stairs and exit the building. When assisting persons with special needs, explain the nature of the emergency. Offer to guide her/him. As you walk, explain your destination, where you are, any obstacles to be encountered, which way you are going to turn, the number of steps, etc. Upon reaching safety, orient the individual to her/his surroundings. Ask if further assistance is needed. Stay with her/him. Each person with special needs shall be assisted in evacuating from the building. If it is feasible, special needs persons will utilize the elevators. These individuals should be brought to the Medical Aid Station upon exiting the building. Hearing/Speech Impairments: Communication varies with persons who are deaf, hard of hearing, or speech impaired. They may not hear audible alarms. It is important that everyone understand what is happening and where to proceed. To gain attention, turn light switches on and off, tap his/her shoulder; wave your hands, etc. Indicate through, gestures, or in writing (short, concise words), what is happening and what to do.
<p>K. Judges or Justices</p> <ul style="list-style-type: none"> The evacuation of Judges and Justices in any emergency will follow the procedures outlined by the Marshal’s Division
<p>L. Prisoners / Detainees</p> <ul style="list-style-type: none"> The evacuation of prisoners and detainees in an emergency will follow the procedures established by the Marshal’s Division

M. Emergency Assembly Area (EAA) Locations
1. Judiciary of Guam Employees Parking Lot
2. Plaza De Espana
3. For NCS the EAA is located in the Parking lot of the Kentucky Fried Chicken facility
N. Medical Aid Station
1. By American Red Cross Parking Lot
2. By Department of Administration Parking Lot
3. Areas identified by Occupant Emergency Organization Personnel
O. Communication: Communication is the key to the successful implementation of this plan. Communication is important before an emergency (in the planning stages), during an emergency, and after the emergency
1. Communication includes the notification of an emergency situation and the activation of the Occupant Emergency Plan
a. Verbal Communication: Used before, during and after the emergency
b. Radios: The Incident Command Team may use two-way radios on channel 2 during emergency operations to communicate with each other and the Guam Homeland Security Operations Center
c. Between Emergency Response Team Members and Incident Command Team
d. Verbal Communication: Runners can be used to convey information to Floor Leaders
e. Radios: The Emergency Response Team shall use channel 2 during emergency operations to communicate with each other during the Incident to the Command Team
f. Marshal Division personnel can relay information to the Incident Command Team, by way of two-way radio
g. Broadcast Message: Broadcast messages via the intercom or internal e-mail system can be used to provide information to Division, Sections or Units within the Judiciary. This would usually be conveyed by sending messages to the Administrative Officers or the Division/Section Heads
h. Telephone Calls: Messages can be relayed to Offices by physically calling each office
i. To Employees : information shall be provided to employees through at least one (preferably more than one) of the following methods:
1) By the ringing of the fire alarm bells
2) By bullhorn
3) By Security
4) By e-mail message
5) By Public Address System broadcast message
6) Through supervisory chain of command

7) Through the Administrative Officers
8) Through the Floor Wardens/Monitors
9) Through the Judiciary Web Page
10) Through a call-in telephone number
11) By radio, television, or social media
<p>j. Prepared Releases:</p> <ul style="list-style-type: none"> • To communicate the status of court operations. • To advise employees of work status. • To advise Unified Command of specific court activities: <ul style="list-style-type: none"> ○ Magistrate Activities ○ Probation Reporting ○ Drug Testing Activities ○ Juvenile Hearing • To Report All clear and the return to normal
<p>k. ALL CLEAR. The "all clear" shall be given after the emergency situation has ended, an assessment has been made of the damage, and a decision has been made as to the extent of re-occupancy.</p> <ul style="list-style-type: none"> • The Designated Official shall, after consultation with ICP team issue the "all clear notice" to allow for recovery operations to take place or the DO may determine that the buildings are safe and allow the judiciary activities to resume in normal operating mode. • In certain circumstances recovery activities are required before space can be reoccupied. In this case, the "all clear" may not mean that personnel are allowed back into a particular area. If personnel are not allowed back into space following the "all clear", specific instructions shall be given through the program offices, the media, or by a general broadcast announcement.

IV. INCIDENTS OR EMERGENCIES

In the event of an incident or emergency situation that occurs within the Judiciary of Guam, the following plans, guidelines or procedures are identified to ensure proper actions or responses are provided for employees or emergency response personnel.

Employees shall be familiar with emergency warning signals, personnel who are designated to perform certain functions in the event of an emergency, and actions employees should take in the event of an emergency situation.

Additionally, this plan outlines reporting procedures, evacuation methods, and re-assembly and sheltering areas for Judiciary of Guam personnel (including contracted personnel and volunteers). All should be familiar with this incident or occupant emergency evacuation and sheltering plans which are applicable on all Judicial Premises:

A. Elevator Entrapment Procedures	
STEP	ACTION: In the event an elevator becomes stuck or inoperable, the following information should be acquired and actions taken regarding this emergency: <ul style="list-style-type: none"> • Confirm someone is trapped in the elevator • If someone is trapped, confirm the need for medical assistance due to injury or illness • If so, the following procedures shall be implemented:
Step 1	Press the call button located inside the elevator for assistance. If there is no response call 911 for help
Step 2	Notify the Facilities Maintenance Superintendent or Maintenance Section at ext. 488 of the situation
Step 3	Notify the elevator service company immediately. (OTIS elevator company)
Step 4	Call 911, if the incident turns into a medical emergency, and notify DO, ADO, MOC or OEC
Step 5	Keep the occupants calm, advise them that help is on the way. Determine exactly what the medical problem is or what assistance is needed from the ambulance or medical personnel
Step 6	Continue to keep in contact with the occupant
Step 7	Relay all information to the responding personnel regarding the location of the stuck car, the status of the occupants, and the nature of the medical assistance required
B. Elevator Entrapment –Vendor Assistance Required	
STEP	ACTION: <ul style="list-style-type: none"> • Await arrival of the Elevator personnel to take action to free the trapped person:
Step 1	Contact the Facilities Maintenance Superintendent or Maintenance Section who will notify the elevator service company and obtain assistance
Step 2	A full Incident Report should be prepared regarding any entrapment or medical aid involving an elevator
Step 3	Await arrival of GFD or other personnel to open the Elevator and treat the trapped victim(s)

C. Fire Evacuation / Emergency Procedures	
The Fire Alarm is activated and you do not smell smoke or see a fire in your immediate vicinity	
STEP	ACTION: It is important to be alert at all times and to respond immediately to any orders given by the Fire Department
Step 1	Remain calm and secure your workplace. Notify others in the area of the alarm if they did not hear it
Step 2	Exit the room in an orderly manner
Step 3	Take all Personal belongings such as keys, purse or bags
Step 4	Take jackets or clothing necessary for protection from the weather
Step 5	Close windows and doors, but do not lock doors as you leave.
Step 6	Leave office lights on
Step 7	If you are away from office or courtroom when the alarm sounds you should exit the facility and proceed to designated Emergency Assembly location
Step 8	Supervisors must ensure that all staff evacuate
Step 10	Exit the facility via the nearest safe exit route. Walk, do not run.
Step 11	Never open doors that feel hot to the touch or attempt to travel through smoke-filled or hazardous areas. Do not use elevators
Step 12	Report to the designated Emergency Assembly Area Monitor
Step 13	Wait at the Emergency Assembly Area for further instructions
Step 14	Do not re-enter the facility until the "all clear" signal has been given by DO, ADO, MOC or OEC in consultation with first responders
Step 15	<p>If you become trapped due to smoke, heat, flames, or some other hazard:</p> <ul style="list-style-type: none"> • Leave the office/courtroom door closed. • Call 911 and let them know your location. • Hang an article of clothing, large enough for First Responders to see, in or out the window if possible. • If smoke enters the room and there is a window that opens, open the window to let it out. Close all doors
Step 16	Procurement and Facilities Administrator / Maintenance Superintendent or designee coordinates with Marshal Division for calls to the Guam Fire department or 911, even if someone has already done so
Step 17	Procurement and Facilities Administrator / Maintenance Superintendent, or designee notifies electrical and general contractors and utility companies at the direction of DO, ADO, MOC or OEC if assistance is needed

D. Isolated or Contained Fire Procedures	
The Fire Alarm has not sounded but you see and smell smoke in the building	
STEP	ACTION
Step 1	Pull the fire alarm pull station Call 911 Alert people in the immediate area of the fire and evacuate the area Be prepared to provide the following information to the Fire Department: <ul style="list-style-type: none"> • the nature and extent of the smoke/fire • any potential cause of the smoke/fire • the relocation site used • any persons missing/trapped • the number and extent of injuries
Step 2	If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained you must evacuate the area. All Floor Monitors have been trained to use an extinguisher
Step 3	Confine the fire by closing doors as you leave the area
Step 4	Follow any overhead announcements regarding the fire. If the facility must be evacuated, follow Facility Evacuation Procedures
Step 5	Report to the Emergency Assembly Area and let your Floor Monitor know you are present
E. After Hours Fire Emergency	
The Fire Alarm has not sounded but you see and smell smoke in the building and it is after normal working hours or the weekend.	
STEP	ACTION
Step 1	<ul style="list-style-type: none"> • Calls 911 or the Fire Department and gives building name, address, location of the fire and any other pertinent information. • This should be done even if someone has already called. • Sound the alarm so others in the building can know of the event.
Step 2	If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained you must evacuate the area
Step 2	Open the Entry Door for Fire Department (if necessary) or requested
Step 3	Close the door as you leave the area
Step 4	Provide security of exact location of the fire so that he/she may pass information on to the Fire Department. Once other staff arrives on the scene, they should assume duties as stated

	under Fire Emergencies during office hours
Step 5	Give appropriate floor information to Fire Department personnel upon arrival

SPECIFICS TO REMEMBER IN CASE OF FIRE

REMEMBER - R.A.C.E.

1. **R-emoove** those in immediate danger
2. **A-ctivate** the nearest fire **alarm** and alert 475-3515/3161
3. **C-lose doors** to contain fire
4. **E-vacuate** the area. Extinguish a small fire if safe to do so

SPECIFICS TO REMEMBER WHEN USING A FIRE EXTINGUISHER

REMEMBER - P.A.S.S.

1. **P-ull the pin** to break the seal
2. **A-im the nozzle** at the base of the fire
3. **S-queeze the handle** to discharge the agent
4. **S-weep side to side**

Fire Extinguisher Types

Class A: type water extinguishers are for ordinary combustible materials only (wood, paper, cloth). Never use a -Class A water extinguisher on an electrical or grease fire

Class B: fire extinguishers are effective in combating fires involving flammable or combustible liquids, flammable gases, greases and some types of rubber and plastic materials

Class C: fire extinguishers are effective in combating fire involving energized electrical equipment where safety of the employee depends upon the use of non-conductive extinguishing media

Multipurpose: Class ABC extinguishers are effective on all types of fires

F. Bomb Threat Emergency Procedures	
1. Bomb Threat Evacuation Decision Factors	
Bomb Threats require the recording of specific information to assist response teams in their efforts to diffuse an incident. This Occupant Emergency Plan includes a Bomb Threat Check List that you should keep near your phone in case you are the recipient of a Bomb Threat call	
STEP	ACTION
Step 1	The safest course of action in any bomb threat situation may appear to be evacuation. However, continued bomb threats followed by automatic evacuation could cripple operations. Therefore, the DO, ADO, MOC or OEC will make the decision whether or not to evacuate
Step 2	The following is a list of factors that would be considered in making this decision, if time permits: Review the information on the Bomb Threat Check List: <ul style="list-style-type: none"> • Did caller specify place and/or time the bomb was to explode? • What relation does specified time have to regular or office closing times? • What percentage of bomb threats in the area have been false alarms? • What have been the reactions to bomb threats received by private industry and other Government agencies in the area? • Has recent activity of dissident groups been directed against Government Agencies? • Has this activity been peaceful or violent? • NOTE: Federal /Local law enforcement agencies should be contacted to determine the character and consequence of previous bomb threats in the area)
Step 3	Once all information is gathered, the Marshal of the Court or his designee shall contact the Designated Official immediately to provide specifics. Follow instructions received. Avoid telling others about the incident. The DO, ADO, MOC or OEC will make the decision whether to evacuate. If the decision is made to evacuate, follow general evacuation procedures for Bomb Threats.

2. Telephone Bomb Threat Receiver Actions.

All building Occupants are asked to keep the JOG Bomb Threat Check list close to their phone

It is an unnerving experience for anyone to receive a telephoned threat. But there are ways to minimize personal fear and still concentrate on gathering information that may help law enforcement personnel identify the person making the threat

The first step is to realize that virtually any courthouse employee could receive such a call

The second step is to be aware that careful procedures have been developed to counter such threats and to arrest and convict the callers. Keep the bomb threat checklist at a location near your phone

STEP	ACTION
Step 1	<ul style="list-style-type: none"> • If you receive a bomb threat call, attract the attention of a co-worker discreetly and quietly while listening to the caller • Pull out your bomb threat check list and begin documenting
Step 2	Try to obtain as much information about the bomb threat as possible (i.e., location, kind, size, detonation time, and the reason for its placement. Ask about the bomb's appearance and who is placing it, etc.). Follow the check list
Step 3	Information about the caller should be obtained (i.e., vocal idiosyncrasies, race, sex, group affiliation, background noises, etc.) Ask the caller to repeat parts of the message and make notes of any clues that might help the police: Is the caller male or female? Adult? Juvenile? Is the voice educated or coarse? Is it accented or otherwise distinguishable? Does the person seem angry, rational, and deliberate? Make note of background noise
Step 4	Remain calm, listen carefully. Be polite and show interest
Step 5	After the call: <ul style="list-style-type: none"> • Call 911 or the Guam Police Department to report incident • Notify Court Facility Administration • If the facility must be evacuated, follow Facility Evacuation
Step 6	A copy of the completed Questionnaire should be turned in to the MOC as soon as it is completed.
Step 7	The receiver should notify his/her immediate Supervisor, DO, ADO, MOC, OEC or Marshals Division Security Section immediately

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can *remember. Try to get exact words.*
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

CALL 911 OR 475-3161

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

3. When A Suspicious Object or Package Is Discovered:

A facility receiving a suspicious package should call 911 immediately. Local law enforcement will respond to investigate. If law enforcement determines it is suspicious, they will notify the Federal Bureau of Investigation (FBI). The FBI will take the lead role in the investigation

STEP	ACTION
Step 1	Do not open it or touch it
Step 2	Call 911, or have someone call for you
Step 3	Remain at the location until First Responders arrive

SUSPICIOUS MAIL ALERT

If you receive a suspicious letter or package:

Red flags for suspicious mail:

- No return address
- Restrictive Markings
- PERSONAL!
- CHIEF EXECUTIVE OFFICER, 222 N. HARVIE ST., PHILADELPHIA, PA 20565
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only
- Incorrect title
- Badly typed or written
- Lopsided or uneven
- Strange odor
- Rigid or bulky
- Excessive tape or string
- Oily stains, discolorations, or crystallization on wrapper
- DO NOT X RAY TAPE ENCLOSED
- Operations Manager, 5032 D 1st, Annapolis, MD
- Operations Manager, 122 M ST, Saville, MO

1 Handle with care. Don't shake or bump.
2 Isolate it immediately
3 Don't open, smell, touch or taste.
4 Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

<p>For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>	<p>For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>	<p>For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>
---	--	--

4. If you open suspicious package, take the following measures:	
STEP	ACTION
Step 1	Immediately set the item down at the location where it was opened
Step 2	Call 911, or have someone call for you.
Step 3	Do not leave the area and do not allow others into the area
Step 4	Wait for instructions from First Responders. You should NOT do the following: <ul style="list-style-type: none"> • Pass the package to others to look at • Disturb any contents inside by handling the suspicious package • Ignore the threat; it must be treated as real until determined otherwise • Leave the area until instructed to do so
5. Identification of explosive devices	
LOOK FOR	OBSERVATION: Common features of suspicious mail/package containing explosive devices:
Step 1	Bumps, wires, or pieces of metal exposed
Step 2	If it appears to be heavier than normal
Step 3	If it appears to have an excessive amount of securing material, such as tape, string, etc.
6. If you suspect that suspicious package contains an explosive device:	
STEP	ACTION
Step 1	Do not move or open the mail/package
Step 2	Do not let other people inspect or handle the mail/package
Step 3	Immediately evacuate the area
Step 4	Call 911 and notify immediate Supervisor, DO, ADO, MOC, OEC or Marshals Division Security Section immediately

What Improvised Explosive Devices (IED's) Look Like

The photos below show the components of IED's and the method by which they are carried. Court security officers and court employees should be watchful for combinations of bomb components, i.e. timers, batteries, duct or electrical tape.



7. Bomb threat Evacuation Procedures	
STEP	ACTION: Upon notification of a bomb threat, the following should occur:
Step 1	The Chief Marsha will: Notify 911 and notify DO or ADO
Step 2	<p>The DO, ADO, MOC and/or Police, will determine if an evacuation is warranted. The Police and the DO or ADO will assess the threat and make a decision to:</p> <ul style="list-style-type: none"> • Ignore the threat • Search and Evacuate Immediately
Step 3	<p>If Search and Evacuate is warranted, the following actions should be taken:</p> <ul style="list-style-type: none"> • The Emergency Response Coordinator will notify by telephone all Assistant Emergency Response Coordinators who in turn will contact Floor Monitors within their areas of responsibility. These instructions must be obeyed promptly • Telephone communications may be reinforced by the use of the public address system and/or pager system. Do not use cell phones or two way radios, as they may set off a suspect device
Step 4	<p>Members of the Emergency Response Team may then take such steps as emergency circumstances warrant</p> <ul style="list-style-type: none"> • Employees should check their immediate work area for any unusual or suspicious items as they leave their workstation • Floor Monitors and Facilities Management personnel should check assigned areas such as restrooms, office areas, stair wells, and other common areas • Any suspicious items should be reported immediately
Step 5	<p>If a suspicious object/item is located: Clear the area where the suspicious object is located, and then evacuate the rest of the building</p> <ul style="list-style-type: none"> • Employees should take all personal belongings with them (i.e. car keys, coats, purse, and bags or backpacks). If a suspect item is found, the employee may not return to the building until it is found clear. This may take considerable time • All employees should exit through a designated evacuation route that has been checked for any devices, and proceed to their designated emergency assembly area
Step 6	After the bomb disposal organization has disposed of the suspicious object or verified that it is harmless, the DO or ADO will initiate action to recall evacuees to their offices and work areas

G. Civil Disturbance	
Most demonstrations that occur on Court property are peaceful, and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators	
STEP	ACTION
Step 1	If any type of illegal activity is detected or if gathering appears to have potential for becoming a disturbance, notify the Chief Marshal at 475-3161 or Police via 911
Step 2	If the disturbance seems to threaten occupants of the building report it, and alert all persons in the area of the situation
Step 3	Lock all doors and windows
Step 4	Close blinds to prevent flying glass
Step 5	If necessary, your division may decide to cease work operations; and if necessary evacuate. Listen carefully for instructions from the DO, ADO, MOC, or OEC.
Step 6	At the end of the event, the DO, ADO or MOC, will notify occupants via PA system that the building is resuming normal operations
H. Building Utility/Equipment Incidents	
1. Utility Interruption Procedures	
STEP	ACTION
Step 1	Remain calm
Step 2	If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
Step 3	Provide assistance to others in moving to a safe area
Step 4	If you are in an elevator, press alarm button and stay calm. Normally building back-up generators will kick on and the elevators will resume normal operations
Step 5	Areas not served by emergency lighting should maintain flashlights in accessible locations. If the facility must be evacuated, follow Facility Evacuation Procedures. NOTE: ALL Judiciary Facilities have back-up generators
2. Power Outage	
STEP	ACTION
Step 1	Report power outage to Maintenance Section 475-3488/3550 or Marshal Division Security Section 475-3515/3161
Step 2	Be prepared to provide the following information: your name, phone number, location, nature of the incident, area or floors affected
Step 3	If power failure is significant, the building's emergency generator will provide limited electricity to crucial areas of the building
Step 4	Turn off all electrical equipment, including computers
Step 5	Some offices/hallways/courtrooms are equipped with battery powered emergency lighting systems. If directed to evacuate the building during a power outage, you should evacuate the building when the emergency lighting comes on. Do not re-enter

	the building until all power is restored
Step 6	In a power failure, elevators will not function. Use stairs to exit the building. If you need assistance exiting the building contact Maintenance Section 475-3488/3550 or Marshal Division Security Section 475-3515/3161
Step 7	If you are trapped in an elevator, use the elevator's alarm button or emergency phone to notify Maintenance Section 475-3488/3550 or Marshal Division Security Section 475-3515/3161
Step 8	Following a power outage, the Facilities staff should check each elevator to ensure they have been restored to normal operating conditions
3. Air Conditioning Incidents	
<p>The air conditioning system is monitored by Facilities Maintenance Division. The loss of air conditioning should be reported to the Facilities and Maintenance Superintendent who will activate personnel to address the situation and reset devices or contact the Contractor. The Facilities and Maintenance Superintendent shall continuously update the DO, ADO, MOC and PFMA in the event of air conditioning system failure or extended air conditioning loss to facilitate repairs. This will provide for advance planning and determination if court operations can continue. In certain situations, fans may be deployed for use until the air conditioning system can be fully restored.</p>	
4. Electrical Incidents	
<p>In the event of loss of electricity, the Guam Judicial Center, the GHCH, the GLL and NCS have emergency back-up generators. These generators activate automatically within a few seconds. They provide light to key areas of the building. The Facilities and Maintenance Superintendent will call the Guam Power Authority or designee to assess the nature and duration of the power loss. The Facilities and Procurement Administrator will assess whether relocation is necessary and notify the DO, ADO, MOC or OEC of their findings. If relocation is necessary plans will be made accordingly</p>	
5. Building Flooding , Plumbing Incidents or Water Damage	
<p>All plumbing problems such as leaking water valves and lines, loss of water pressure, etc. should be reported to the Facilities and Maintenance Superintendent. The Facilities and Maintenance Superintendent will call the Guam Waterworks Authority or designee to assess the nature and duration of the water loss. The Facilities Superintendent and the PFMA will assess whether relocation or closing of the Court is necessary and notify the DO, ADO, or MOC of their findings. If closing is necessary, plans will be made accordingly</p>	
STEP	ACTION Reporting procedures:
Step 1	Notify Facilities at x488 or DO, ADO, MOC or OEC
Step 2	Explain the exact location and severity of the leak or flooding
Step 3	If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possibility of danger,

	leave the area
Step 4	If you know the source of the water and are confident in your ability to stop it, do so cautiously
Step 5	Only take steps needed to avoid or reduce immediate water damage
Step 6	If the facility must be evacuated, follow Facility Evacuation Procedures
I. Natural Incidents	
<p>Guam is vulnerable to several natural incidents including Severe Tropical Storms, Typhoons, Earthquakes and Tsunamis. The National Weather Service and to the Office of Civil Defense may issue one of two severe weather statements: Watch or Warning</p> <ul style="list-style-type: none"> • Severe Weather Watch –means that conditions are favorable for the development of a specific severe weather event (thunderstorm, Tropical Storm) • Severe Weather Warning –means the severe weather is occurring or is imminent and proper actions should be taken to protect life and property 	
STEP	ACTION: IF YOU HEAR THE SEVERE WEATHER WARNING or SIREN or, are otherwise notified by DO, ADO, MOC or OEC
Step 1	Alert all facility occupants of the impending weather
Step 2	Secure your work area and workstation in the event you are released from work. Move all equipment away from windows and all papers off the floor. Protect your computer equipment as directed by MIS
Step 3	Move quickly to a safe area indoors. This should be interior hallways, a basement, or interior bathrooms (interior spaces without windows)
Step 4	Close all doors as you leave the area, especially ones leading to exterior rooms or offices
Step 5	Stay away from windows, doors and exterior walls
Step 6	When moving to lower levels, remember to use stairwells, as the elevators are not for use during emergency situations
Step 7	Monitor local radio stations or weather band radio for updates not go outside or attempt to outrun the storm
Step 8	Call 911 in the event someone is injured
Step 9	Notify DO, ADO, MOC or OEC of injuries and/or property damage
1. Earthquake emergency procedures	
<p>An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. Earthquakes strike suddenly, without warning, and they can occur at any time of the year, day or night</p>	

Earth tremors are common to Guam and the potential for a major earthquake is high. Earthquakes will come without warning. Landslides and Tsunami may accompany seismic activity. Both the public and private sector will be affected. Disruption of infrastructure may delay travel and emergency response.

If you are in the building when an earthquake occurs, follow the Drop, Cover, and Hold on protocol.

- Drop to the ground before the earthquake drops you.
- Take cover by getting under a sturdy desk or table, and
- Hold On until the shaking stops.

If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Do not try to run to another room just to get under a table.

The main point is to not try to move but to immediately protect yourself as best as possible where you are. Stay away from windows, bookshelves, or equipment that might fall.

Earthquakes occur without any warning and may be so violent that you cannot run or crawl.

Therefore you should Drop, Cover, And Hold On immediately

STEP	ACTION
Step 1	In the event of an earthquake, do not try to exit the building
Step 2	Take cover under a desk or heavy furniture or stand against an inside wall away from the possibility of breaking windows. Do NOT stand in a doorway. You are safer under a table
Step 3	Avoid walls with bookshelves or pictures that may fall
Step 4	After a major earthquake in which parts of the building have been damaged, all employees will assemble in front of the Guam Judicial Center Parking Lot for accountability

2. Typhoon and Flood Procedures

Generally there is sufficient warning for staff to prepare for Typhoons and the resulting Floods that come with the aftermath of the storm. Everyone is asked to secure their work areas before being dismissed to take storm precautions and shelter at home

STEP	ACTION
Step 1	<ul style="list-style-type: none"> • Secure outdoor objects that might blow away or do damage to a structure • Coordinate with Maintenance Section to prune trees of branches that might do damage to the property • Maintenance Section should inspect roofs and catch basins and drains taking all actions necessary to minimize damage • Employees are to secure their work areas, protect property and equipment by moving items away from

	<p>windows, off the floors, and securing computers as directed by MIS</p> <ul style="list-style-type: none"> • Wait for officials to sound an alert or provide notices
Step 2	<p>The Marshals Division at the direction of the DO, ADO, MOC or OEC should announce to all tenants that a weather emergency has been declared and preparations should be made to secure work areas.</p> <ul style="list-style-type: none"> • Staff will be dismissed and are to take shelter or remain at home and safe during the storm • Public Notice will be provided by the DO or ADO when the all clear has been issued and it is safe to resume court operations and report back to work
Step 3	<ul style="list-style-type: none"> • If you are in the building when the storm hits, move away from the perimeter of the building and the exterior glass. Leave all exterior offices and close the doors .Go to an enclosed area in the building core, such as the Atrium or an interior lobby, corridor, restroom, without windows or take cover in the basement. Sit down and protect your head. Do not use elevators; if in transit in the building; go to an enclosed area in the building core. The Emergency Response Team should seek out and care for any injured persons
Step 4	<ul style="list-style-type: none"> • The Maintenance Section should open any clogged pipes, drains, or catch basins, install any shutters, prepare and place sandbags at the specified doors, and test all pumps • Generators will be tested and fuel purchased to support generator operations • Water bottles will be filled and maintained as needed
Step 5	<ul style="list-style-type: none"> • Following the storm the Procurement Section should contact a contractor and building inspector and request their assistance at the site as soon as possible to assess any damage • The Emergency Response Team should work closely with Procurement and Court Administration to replenish emergency supplies depleted during the incident or procure any items necessary for temporary repairs

3. Tsunami Response Procedures

Tsunamis are a series of large ocean waves generated by major [earthquakes](#) beneath the ocean floor or major [landslides](#) into the ocean. When the waves enter shallow water, they may rise to several feet or, in rare cases, tens of feet, striking the coast with devastating force. People on the beach or in low coastal areas need to be aware that a tsunami could arrive within minutes after a severe earthquake. The tsunami danger period can continue for many hours after a major earthquake. A tsunami can occur during any season of the year and at any time, day or night

STEP	ACTION
Step 1	Listen to Radio Broadcast or Emergency announcement via Public Address System. Secure your work area and personal belongings
Step 2	The Marshals Division upon the direction of the DO, ADO, MOC or OEC should announce via Public Address System to all building Occupants that a Tsunami Emergency has been declared
Step 3	Division Heads/Supervisors/Section or Unit Chiefs shall instruct personnel to secure their work area and conduct accountability before release
Step 4	Evacuate the building in a calm and orderly manner if ordered by the DO, ADO, MOC or OEC. Quickly and orderly proceed to higher ground or posted Tsunami Evacuation site identified as the parking lot at the JOG Storage Facility adjacent to the Public Defender's Offices in Sinajana, or across Guam Homeland Security/Office of Civil Defense, Agana Heights. Stay away from low lying areas, shoreline or beaches. Move to the higher ground location and then begin checking on family members, utilize available forms of communications such as cellular phones, radios etc. Do not place yourself or others in harm's way. Notify emergency responders if you need assistance. Constantly monitor radios or other forms of communication to obtain updates
Step 5	Upon given the all clear or the Tsunami has passed, avoid damaged roads or buildings. Utilize an alternate route as needed

J. Medical Emergency Incidents	
If you, another employee, a court patron, client or volunteer has a medical emergency on the court premises do the following:	
STEP	ACTION
Step 1	Call 911 or have someone call for you. Have them stay on the line with the dispatcher until EMS help arrives
Step 2	Notify DO, ADO, MOC or OEC of the incident and your location

Step 3	<p>If it is possible and safe to do so:</p> <ul style="list-style-type: none"> • Protect victim from further injury by removing any persistent threat to the victim • Do not move the victim unnecessarily • Do not delay in obtaining trained medical assistance • Provide first aid until help arrives if you have appropriate training and equipment • Send someone outside to escort the First Responders to the location • Locate first aid kits • Stop severe bleeding by applying direct pressure to wounds • Keep person warm • Remember Universal Precautions (protect yourself from blood and body fluids)
Step 4	<p>If the incident involves a heart attack, and you are trained to use the Automatic Emergency Defibrillator (AED) device, obtain the unit and treat the person according to your training</p> <p>ONLY ATTEMPT to use the AED if you have been properly trained to do so</p>
Step 5	<p>After the Emergency, complete an incident report form and provide as much information as you can related to the incident and the events related to the incident until help arrived.</p>

K. Hostage Situation Procedures	
STEP	ACTION: If you hear or see a hostage situation:
Step 1	Immediately remove yourself from any danger
Step 2	<p>Call 911; provide the following information to the operator:</p> <ol style="list-style-type: none"> a. Your name b. Location of incident and your exact location c. Number of hostage takers d. Physical description/identification of hostage takers e. Any weapons the hostage takers may have
STEP	ACTION: If you are taken hostage:
Step 1	<p>Remain calm, be polite and cooperate with your captors</p> <ul style="list-style-type: none"> • Do not attempt escape unless there is an extremely good chance of survival • It is safer to be submissive and obey your captors Do not complain, avoid being belligerent, and comply with all orders and instructions • Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks • Observe the captors and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later

STEP	ACTION: In a rescue situation:
Step 1	<ul style="list-style-type: none"> • Do not run • Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening • Wait for instructions and obey all instructions you are given Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage • Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear

L. Active Shooter Procedures	
STEP	ACTION: If you are involved in a situation where someone has entered the area and started shooting, the following instructions should be followed:
Step 1	Remain calm; evaluate the situation/think about your options
Step 2	First check if the area is clear. Is it safe to Get Out? If it is safe to exit the facility immediately move away from the direction from which the shots are coming. Gather others to exit with you
Step 3	If the shooter is close, it is safer to Hide Out and shelter-in-place
Step 4	Remain quiet, and make a plan of action if shooter enters your area
Step 5	If you must shelter-in-place, close and lock the door to the room you are in, turn off the lights, remain quiet and block the door with heavy objects such as furniture. Silent cell phone and keep an office phone at your location for communication
Step 6	<p>If you saw the shooter, make note of the following:</p> <ul style="list-style-type: none"> a. Number of shooters (if known) b. What the shooter is dressed like and what the weapon looks like
Step 7	Gather any visitors, patrons or other staff in your vicinity and suggest they shelter-in-place with you
Step 8	<p>Call 911; provide the following information to the operator: If lines are busy, keep trying:</p> <ul style="list-style-type: none"> a. Your name b. Location of incident and your exact location c. Number of persons involved and/or injuries d. Assist injured parties if possible e. Do Not leave or unsecure your area until contacted by police or Marshals Division

1. Emergency Lockdown Procedures	
STEP	ACTION If you are directly involved and exiting the building is not possible, the following Lockdown instructions should be followed:

Step 1	Go to nearest room or office
Step 2	Close and lock the doors. Barricade them with heavy furniture
Step 3	Turn off your cell phone
Step 4	Close the blinds or cover the windows
Step 5	Stay calm and quiet and act as if no one is in the room
Step 6	Do not answer the door
Step 7	Call 911 ; provide the following information to the operator: a. Your name b. Location of incident and your exact location c. Number of shooters d. Physical description/Identification of shooters e. Number of persons involved and/or injuries
Step 8	Wait for First Responders to assist you out of the facility

<p>M. Hazardous Material / Chemical Spill Emergency Procedures Because the Judiciary of Guam utilizes hazardous materials, the potential exists for a spill of highly flammable (e.g., gasoline), toxic or corrosive (e.g., battery acid), or environmentally damaging (e.g., diesel) materials to occur</p> <p>NOTE: No employee will work with a hazardous substance unless informed of the potential hazards and trained in the handling of the hazardous substance. Each person working with hazardous materials must be trained to quickly respond to any spill or exposure</p>	
STEP	ACTION: If a spill occurs:
Step 1	If you witness a hazardous material spill, evacuate the spill site and warn others to stay away. Call Marshall Control Center at 475-3161 or 911 if you believe the spill may be life threatening. If you can determine that the spill is not life threatening, follow the guidelines outlined below).
Step 2	<p>If you are a hazardous material user, you should be trained by your supervisor on the proper use and storage of hazardous materials. This training should include hazard information, proper guidelines for preventing spills, and emergency guidelines when a spill happens.</p> <p>If as a user, you spill a hazardous material or materials:</p> <ul style="list-style-type: none"> • Leave the area of the spill first and proceed to a safe location nearby. Then assess, if you have the proper training and protective gear, to clean up the spill • If you are able to clean up the spill, follow proper cleanup guidelines and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary

	<ul style="list-style-type: none"> Isolate the spill area to keep everyone away, and post signs as necessary
Step 3	<p>If you require assistance to clean up the spill:</p> <ul style="list-style-type: none"> During normal business hours (8:00 a.m.-5:00 p.m., M-F), call Facilities Maintenance Division directly at 475-3488 During off-hours, contact Marshal Control Center at 475-3161. They will make proper notifications

N. Suspicious Odors or Leaks	
STEP	ACTION
Step 1	Should you detect any suspicious odor or suspect an odor of any gaseous substance, dial 911
Step 2	If it is an explosive gas (i.e. natural / chlorine gas), DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark and possibly cause an explosion
Step 3	If it is an explosive gas (i.e. natural / chlorine gas), DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark and possibly cause an explosion
Step 4	Confine any fumes or the potential for fire to the fullest extent possible (close off any doors to affected area that you can safely do so)
Step 5	Notify others in the immediate area, if you can safely do so
Step 6	If it is necessary to evacuate the building, activate the buildings fire alarm from a different location than the area in which the odor is detected, and leave the building (DO NOT activate the fire alarm in the areas of the smell)
Step 7	Exit the building via the stairs, do not use elevators, remain upwind of the leak, and do not return to the building until advised to do so by local authorities , DO or the Marshals Division
Step 8	A second phone call should be made to Marshals Division or Maintenance Section as soon as it is safe or practical
Step 9	Be prepared to provide the following information: your name, building name, nature of the incident, floor or area affected, room number, type of incident, the name of the chemical or gas, if known
Step 10	In the event of gas leaks or visible fire from gas cylinders or piping: evacuate the area and dial 911, a second phone call to Marshals Division or Maintenance Section should be made as soon as it is safe or practical to do so.

O. Biological / Chemical Incidents

Biological / Chemical Threat Evacuation Decision Factors

The safest course of action in any biological threat situation may appear to be evacuation. However, continued biological threats followed by automatic evacuation could cripple operations. Therefore, the Designated Official makes the decision whether or not to evacuate.

The following is a list of factors that should be considered in making the decision whether or not to evacuate.

- Did the caller specify place and/or time the biological threat was to be released?
- What relation does specified time have to regular or office closing times?

STEP	ACTION:
	Upon indication that a Biological and or Chemical incident has occurred or is about to occur outside, the DO, ADO, MOC or OEC shall expeditiously place the building and occupants in an emergency mode as to minimize, any detrimental infiltration. a. When a Biological incident occurs within the building, minimizing air movement in the area of incident is required. b. When a Chemical incident occurs, an alternate approach will be required such as to purge the area(s).
Step 1	Remain in the building. Await further instructions
Step 2	Notify Fire Department HAZMAT Team and DO, ADO, MOC or OEC identifying that it is a chemical, biological, or radiological spill/release. NOTE: Evacuation may be more hazardous. Relocation to other parts of the building may be required.
Step 3	Relocation to other parts of the building may be the best response. Employees, Patrons or Visitors need to be directed to avoid the hazardous area. This may mean redirecting personnel to other stairways or exits. This can be done using Floor Monitors or with physical barricades.
Step 4	Broadcast a message via Public Address System informing employees, patrons or visitors that a (insert chemical, biological, or radiological) release has occurred in the (insert affected area) area. As a precautionary measure, the following areas are being relocated to (insert relocation area). Wait there for further instructions. As a further precautionary measure, the building ventilation equipment has been shut off.”
Step 5	Coordinate with Maintenance Section to ensure fresh air dampers have been fully closed or have the capability of being fully closed.
Step 6	Notify appropriate agencies, 911, FBI, Fire Department, Police, Hospitals, Department of Public Health and Social Services, Guam Environmental Protection Agency, etc. whom might be

	most appropriate to respond and confirm that they will call the other agencies as needed.
--	---

V. RECOVERING FROM AN EMERGENCY

A. Building Re-Entry				
ONCE THE BUILDING IS DECLARED SAFE AND “ALL CLEAR”, COMPLETE AND INITIAL THE FOLLOWING ACTIONS				
Action	Task	Date/ Time Action Initiated	Date/ Time Action completed	Initials
Action 1	<p>Receive Authorization to re-enter the building from the DO, ADO, MOC or OEC having Jurisdiction, and Incident Command.</p> <p>Items to observe:</p> <ul style="list-style-type: none"> ✓ Ensure there are no fires ✓ No water greater than 2 inches ✓ No odors in or around the building that could be from gas or hazardous chemicals or from the neighboring building ✓ No obvious safety hazards visible that cannot be abated. (Such as lack of power, missing or damaged parts of the walking or working surfaces, etc.) ✓ Building environment is considered safe, evacuation condition evaluated and resolved ✓ At least two employees have assessed the damage and determined whether they create an unsafe environment. Entrants on the assessment team must have the appropriate Personal Protective Equipment for the hazards 			

	✓ If there are any doubts about the safety of the facility, do not enter!			
Action	Task	Date/ Time Action Initiated	Date/ Time Action completed	Initials
Action 2	Inspect the building electrical system after an earthquake. Make sure that gas sources are not leaking or are shut off as applicable.			
Action 3	Inspect the UPS battery areas to ensure no batteries were knocked over causing acid leaks. (If applicable).			
Action 4	Inspect the generator room to ensure there are no diesel fuel leaks inside the room. (If applicable).			
Action 5	Ensure that there are working fire suppression devices (sprinklers) and working fire alarms. Check all fire control panels for trouble indicators. Check to see if the connection to the monitoring station outside the building operates.			
Action 6	Have a qualified person inspect the commercial power, electrical room, or panels for any possibility of arcing or shorts from the equipment as applicable.			
Action 7	Check offices for damage and habitability.			
Action 8	Secure any windows, doors, or other structural holes that can be considered as security, safety, or environmental concerns.			
Action 9	Cover any areas exposed to the weather, the switch room, control room, and office areas of priority.			
Action 10	Contact an emergency restoration company for clean-			

	up of the building. Water intrusion should be a concern for immediate clean-up to avoid mold growth as necessary.			
Action 11	Ensure that employees working have appropriate personal protective equipment: gloves, boots, hard hats, etc. <i>Note: Although the site may not be operational, there are still a number of logistic and status reporting functions that may require attention from others in the court.</i>			
Action 12	Assign at least one person (probably more) to maintain communications and answer incoming telephone calls. Be sure to maintain a log of remote employees' location at all times and work activities. This will allow for an accounting of employees in severe weather or continuation of the natural hazard event.			
Action 13	Start assessing the need for additional outside support from spare parts to water, food, rental radios, additional wireless phones, computer rentals, vehicle rentals, software, contractors, etc.			
Action 14	Arrange for Security or additional security Guards, if required.			

B. Continuity of Operations (COOP)	
In the event of an emergency, including those which force the closing of the Judiciary of Guam and its annexes, it is essential that the courts remain open and accessible; therefore, the Judiciary of Guam shall implement this plan for continuing operations - a Continuity of Operations Plan or COOP.	
STEP	GUIDELINE: While the response to each emergency will necessarily be unique, the following are general guidelines for preparing a COOP:
Step 1	A copy of the original COOP for the Judiciary of Guam must be filed with Office of The Administrator of the Courts and the Chief Justice of Guam.

Step 3	The COOP must be reviewed annually and updated as necessary. Copies of all updates also must be filed with the above named offices.
1. Coordination of Response	
Action	GUIDELINE: In any emergency that requires the evacuation of a court facility or the possible relocation of court functions, it is crucial that the response be a coordinated one. Therefore:
Action 1	Except in extraordinary circumstances where the nature of a particular emergency requires an immediate local response, it is essential that no decisions regarding re-deployment of personnel, facility closings or relocations be made until the Administrator of the Courts as the Designated Official is notified and consulted.
Action 2	This will ensure that the response is appropriate, that it is consistent with actions being taken elsewhere in the court system, and that all available resources and assistance are being provided.
Action 3	In the event that an emergency renders a court facility inaccessible for some period of time longer than one working day, the court's essential operations will be moved to an alternative work site. e.g. Northern Court Satellite following the Judiciary COOP.

C. Debriefing Following an Occupant Emergency	
ACTION	GUIDELINE: In the event of a major disaster that affects Judiciary of Guam, debriefing of employees is necessary to reduce the emotional effects of the trauma and identify the need for further treatment and support for employees.
Action 1	The Designated Official will identify or coordinate a list of clinical personnel who may be available to provide debriefing for employees. These identified personnel will attend training which includes:
Action 2	A clinical debriefing framework
Action 3	The procedure for referring individuals to additional support and counseling.
Action 4	It will be the responsibility of the Designated Official to ensure that the debriefing is coordinated and available when necessary.
Action 5	In the event of a disaster, the identified and trained personnel will be notified to report to designated areas to conduct debriefing sessions. These Debriefing Stations will be easily accessible to employees and ready to operate as soon after the disaster as possible. All employees and any others involved or otherwise affected by the disaster will be encouraged to participate in a debriefing session.

	Individuals will be offered education about "normal" responses to traumatic events, and will be offered further counseling if necessary.
--	--

D. Continuous Occupant Emergency Plan Improvement	
	<p>a. Post Event Critiques: After the “all clear” is given, and the emergency situation is over, the ICP Team and Floor Monitors, and the Emergency Assembly Area Coordinator shall provide feedback on the events related to the emergency situation. The members shall report what activities went well and identify areas for response and plan improvement to their team leaders.</p> <p>The Occupant Emergency Coordinator shall document findings and schedule a follow-up meeting of the Incident Command Team to establish a plan of action to address changes or actions in response to the team’s recommended changes to this Occupant Emergency Plan.</p> <p>Local emergency personnel shall be invited, as needed. Follow-up meetings may also be required to coordinate clean-up and recovery operations.</p>
	<p>b. Annual Assessment: An annual review of this Occupant Emergency Plan shall be performed and documented under the direction of the Designated Official.</p>
	<p>c. Emergency drills: A fire drill is recommended to be held at least twice per year. The Occupant Emergency Coordinator shall coordinate at least one additional emergency drill and/or exercise, to ensure staff continue to be trained and are aware of the response activities outlined in this Occupant Emergency Plan.</p> <p>This drill can be either announced or unannounced and involves the whole building in a fire evacuation scenario. Additional evacuation/relocation drills may be held at the discretion of the Designated Official. “Table-top” exercises to discuss various scenarios may also be held at the discretion of the Designated Official.</p> <p>This plan encourages the Designated Official to authorize two whole building evacuations, one announced and one unannounced. This plan also encourages exercises involving emergency scenarios other than just fire drills to be held each year.</p>

E. Judiciary Staff Training on OEP Plan	
	<p>a. Emergency Response Team: Training shall be conducted at least annually for the all ICP team members and the Emergency Monitor Group, and all new employees. Refresher training in the form of drills will be provided to all existing employees. The training shall include:</p>
1	Duties and responsibilities

2	Use, location and types of fire extinguishers
3	Cardiopulmonary resuscitation (CPR)/First Aid/Automatic External Defibrillator (AED) Training
4	Location and use of areas of refuge
5	Emergency Assembly Area Locations
6	Use of the evacuation chair
7	Use of emergency equipment kits (vests, flashlights, etc.)
8	Review of Incident Response Scenarios
b. Incident Command Team: In addition to the Response Team training, the Incident Command Team Occupant Emergency Plan training shall include:	
1	Incident Command training
2	First responder training
c. Employees and Supervisors: Employees shall receive a briefing as new employees and at least annually thereafter. Supervisors shall receive a briefing as part of their new supervisory training and at least annually thereafter. The training shall include:	
1	The existence of an occupant emergency plan
2	Evacuation procedures
3	Procedures for persons with disabilities
4	Locations of areas of refuge
5	Location, and types of fire extinguishers
6	Assembly Areas and Reporting Requirements
7	Use, locations, and limitations of the evacuation chairs
8	Review of Incident response scenarios
9.	Updating and Maintaining Employee Contact Listing
10.	Bomb Threat Check list placement and use.
d. Contractors: Contractors working within the building or on the grounds shall be required to attend a safety briefing prior to the start of work in a Judiciary facility. Procurement shall coordinate the training to ensure they are aware of the JOG Occupant Emergency Plan, what to do in an emergency, assembly points, and general evacuation procedures.	
e. First Aid/CPR/AED Training: All employees are encouraged to receive first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) training.	
f. Fire Extinguisher Use: All employees are encouraged to receive training in the use and types of fire extinguishers.	

Appendix (A)

Date: _____

After hours Emergency Points of Contact

Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	

Building Evacuation

PRIMARY Incident Command Post	
Name of Location	<i>1st Floor Procurement Conference Room</i>
Floor/Room	<i>Open area</i>
Address	<i>120 W. Obrien Dr. Hagatna, Guam, 96910</i>
Telephone	
ALTERNATE #1 Incident Command Post	
Name of Location	<i>Judiciary of Guam Parking Lot adjacent Red Cross Bldg</i>
Floor/Room	<i>Open area</i>
Address	<i>Along Route 4</i>
Telephone	<i>None / Handheld radio</i>
ALTERNATE #2 Incident Command Post	
Name of Location	<i>Plaza De Espana adjacent Archidiocèse of Agana, Church</i>
Floor/Room	<i>Public Park</i>
Address	<i>Along West O'brien Drive ,Hagatna, Guam, 96910</i>
Telephone	<i>None / Handheld radio</i>
ALTERNATE # 3 Incident Command Post Northern Court System	
Name of Location	<i>Kentucky Fried Chicken Parking Lot</i>
Floor/Room	<i>Public Parking Lot</i>
Address	<i>Dededo, Guam 96913</i>
Telephone	<i>None / Handheld radio</i>

Incident Command Points of Contact

Position	Primary		Alternate	
Designated Official (DO)	Name	Joshua F. Tenorio, Administrator of the Courts	Name	
	Phone	475-3544	Phone	
	Mobile		Mobile	
Alternate Designated Official (ADO)	Name	Robert S. Cruz	Name	
	Title	Deputy Administrative Director of the Courts	Title	
	Phone	475-3128	Phone	
Occupant Emergency Coordinator	Name	Joseph J. Leon Guerrero	Name	
	Title	Deputy Chief Marshal	Title	
	Phone	475-3315	Phone	
Medical Coordinator	Name	Roland E. Okada	Name	
	Title	Civil/ Small Claims Section Supervisor	Title	
	Phone	475-3507	Phone	475-3233
Floor Team Coordinator	Name		Name	
	Title	Security Section Supervisor	Title	Security Section Team Leader
	Phone	475-3161/3515/3217	Phone	475- 3161/3515/3217

Incident Command Points of Contact

Position	Primary		Alternate	
Damage Control Coordinator	Name	Gloria J. Long	Name	Marissa Antonio
	Title	Procurement & Facilities Management Administrator	Title	Assistant Procurement Administrator
	Phone	475-3433	Phone	475-3175
Marshal of Courts	Name	Edward S. Toves	Name	Joseph J. Leon Guerrero
	Title	Marshal of Courts	Title	Deputy Chief Marshal
	Phone	475-3328	Phone	475-3315
Chief Probation Officer	Name	John Q. Lizama	Name	Melanie W. Brennan
	Title	Chief Probation Officer	Title	Deputy Chief Probation Officer
	Phone	475-3547	Phone	475-3318
Director of Policy, Planning & Community Relations	Name	Dana Guterrez	Name	
	Title	DPP&CR	Title	
	Phone	475-3278	Phone	
Financial Management Division	Name	Christopher A. Budasi	Name	
	Title	Controller	Title	
	Phone	475-3335	Phone	

Appendix (D)

Date: _____

OEO Points of Contact

Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	

Appendix (F)

Date: _____

Damage Control Team Points of Contacts

Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	

Medical Team Points of Contacts










Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	

Floor Monitors Points of Contact

Position and Floor	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	

Division Heads Points of Contact

Division /Position	Primary		Alternate	
	Name		Name	
	Phone		Phone	
	Mobile		Mobile	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	
	Name		Name	
	Title		Title	
	Phone		Phone	

Threat Description 		Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
 Pipe Bomb		5 lbs	70 ft	71-1199 ft	+1200 ft
 Suicide Bomber		20 lbs	110 ft	111-1699 ft	+1700 ft
 Briefcase/Suitcase		50 lbs	150 ft	151-1849 ft	+1850 ft
 Car		500 lbs	320 ft	321-1899 ft	+1900 ft
 SUV/Van		1,000 lbs	400 ft	401-2399 ft	+2400 ft
 Small Delivery Truck		4,000 lbs	640 ft	641-3799 ft	+3800 ft
 Container/Water Truck		10,000 lbs	860 ft	861-5099 ft	+5100 ft
 Semi-Trailer		60,000 lbs	1570 ft	1571-9299 ft	+9300 ft

IMPORTANT TELEPHONE NUMBERS	
Marshals Communications Control room	475-3515/3161
Post 1 Alpha (Front Entrance)	475-3576
Post 1 Delta (Entrance to Probation Office)	475-3305
Administrator of the Courts, Joshua F. Tenorio	475-3544/3278
Deputy Administrative Director, Robert Cruz	475-3128/3110
Marshal of the Courts, Edward Toves	475-3328, Mobile# 727-2335
Deputy Chief Marshal, Joseph Leon Guerrero	475-3315, Mobile# 777-0002
Director of Policy, Planning and Community Relations, Dana A. Gutierrez	300-9282
Chief Justice Chamber Clerk Administrator, Joanna McDonald	475-3300
Clerk of Court, Danielle Rosete	475-3420
MIS Administrator, Pete Leon Guerrero	475-3126
Supreme Clerk of Guam, Hannah Arroyo	475-3120
Staff Attorney, Erica Eschbach	475-3395
Compiler of Laws, Geraldine Cepeda	477-7623/472-8062
Public Guardian, Marcelene Santos	477-3173
Ethics Prosecutor, Bruce Bradley	475-3118
Procurement & Facilities Management Administrator, Gloria Long	475-3433
Chief Probation Officer, John Lizama	475-3547
CSFC Administrator, Virginia Yasuhiro	475-3266
Superior Court Staff Attorney, B. Ann Keith	475-3526
Controller, Chris Budasi	475-3335
HR Administrator, Barbara Perez	475-3157
Facilities /Maintenance Superintendent, Adam Borja	475-3550
Maintenance Dispatcher, Frank Rosario	475-3488
Guam Fire Department	
Sinajana	472-6342
Tamuning	646-8801/2
Barrigada	734-2264
Piti	472-8139
Rescue #1 (Tiyán)	477-2615
Rescue #2 (Sinajana)	472-6342
Rescue #3 (Agat Marina)	565-4118
Police Services	
Emergency	911
Guam Police Switchboard	472-8911
Tactical Operations Command	475-8615/6

Hagatna Precinct	475-8541/2
Airport Police Dispatcher	642-4530/1
Airport Police K-9	642-4672
Federal Bureau of Investigation	472-7465
U.S. Marshals	477-7827
Department of Corrections	
Transport	734-4566
Guam Detention Facility	475-0188
Central Control Federal Detention	472-4021
Switchboard/ Central	734-3981-9
Warden, Francisco B. Crisostomo	734-1089
Bomb Disposal	
Military	339-8156
Guam EPA	
Tiyan	472-8863
Hazardous Waste	475-1606
Pesticides/Solid Waste	475-1607
Air Pollution (Asbestos/Radon)	475-1611
UTILITIES	
Guam Power Authority (24 hours)	475-1568/9
Guam Water Works Authority	647-7824/00/16
Guam Telephone Authority (Repair)	611
MEDICAL	
Ambulance/Emergency	911
Guam Memorial Hospital	647-2444/330/552/544
Naval Hospital	334-9340/52