

Standard Operating Procedure *for* **Typhoon Emergency Procedures**

1. When the Director/Deputy Director receives notice from the Office of Civil Defense/Governor's Office of a typhoon condition, the Director or Deputy Director shall alert the immediate supervisors of the impending typhoon.
2. When Condition of Readiness #3 is set by the Office of Civil Defense, the Director or Deputy Director shall notify all supervisors and the following procedures must be taken:
 - A. Immediate supervisors shall notify all library employees.
 - B. Branch library employees shall secure all trash containers and loose debris and store them inside the building.
 - C. Building custodians will:
 1. Secure all trash containers and loose debris outside the building and store them inside the garage and tie them down with rope.
 2. Gas all official vehicles to full tank.
 3. Park government vehicles inside garage and designated parking outside garage facing garage entrance.
 - D. All supervisors must report to the Director or Acting Director upon completion of all the above.
3. When Condition of Readiness #2 is set:
 - A. All employees will secure their equipment by covering them with plastic and taping them down.
 - B. All employees will wait for further instructions from the Director or Deputy Director before being released.

DEPARTMENT OF CHAMORRO AFFAIRS

Agency Response Plan

Condition of Readiness 3 (COR3):

1. All staff to report to work to secure work area.
2. Update all staff emergency contact numbers.
3. Ensure that keys for office and shortages are on file and with the proper personnel.
4. All division heads to report to President of Department of Chamorro Affairs on the current status of activities or worksites that will be affected and/or closure due the impending storm.
5. Agency Public Information Officer (PIO) to report to the media about closure of activities and/or worksites.
6. All offices to deposit monies collected to the bank.
7. Secure and unplug office equipment and electronics with plastic bags.
8. Secure all books and publications to storage with plastic bags.
9. Secure all artifacts and artworks to storage with plastic bags and or boxes.
10. Secure all artifacts and artworks that are located off-site (Government House, Latte of Freedom and Guam Airport)
11. Elevate all equipment and files off the floor in case of flooding.
12. Move all equipment, electronics and office files away from the windows and doors.
13. Ensure all employees' cellphones/radios are fully charged.
14. Check and Replenish Emergency Supply (i.e. first aid kit, flash lights, batteries)
15. Secure all window and door typhoon shutters, and loose items/furniture located outside.
16. Board and secure all buildings without typhoon shutters.
17. Dispose and secure all waste, cardboard and recycle containers.
18. Contact contractual vendors to empty and secure their items (i.e. dumpster, cardboard and oil containers) located at each division sites.
19. Breakdown and secure all temporary canopies.
20. All divisions to top off all vehicles, generators and gas containers.
21. Take pre-disaster pictures of your worksite showing our worksite was properly secured and facility intact.

Condition of Readiness 2 (COR2):

1. Division Heads to re-inspect worksite to ensure all buildings, storage, equipment and supplies are secured.
2. Division Heads to report the status of their current emergency supplies and needs.

3. Division Heads and/or Public Information Officer (PIO) have to report to the President of Department of Chamorro Affairs on the status of their division.
4. Agency Public Information Officer (PIO) to report to the media about closure of activities and/or worksites.
5. Upon activation of the Emergency Operation Center (EOC) at Civil Defense, all Department of Chamorro Affairs Response Activity Coordinators (RAC)/ESF (Emergency Support Function) Primary and Alternates to create a schedule to relieve each other at the Emergency Operation Center (EOC).
6. Relocate all vehicles from low coastal areas to higher ground in case of flooding.
7. Division Heads must report via email their shortfalls/needs for their division to the Primary Response Activity Coordinator (RAC).

Condition of Readiness 1 (COR1):

1. Wait until storm passes.

Condition of Readiness 1 (COR4):

1. All staff to report to work to assess damages at work areas.
2. Division Heads and/or Public Information Officer (PIO) have to report to the President of Department of Chamorro Affairs on the status of their division.
3. Division Heads must prepare and submit Damage Assessment/Project Worksheet for their division by the prescribed deadline provided after the storm. Attached, pictures of facility and equipment damages.
4. Agency Public Information Officer (PIO) to report to the media about closure of activities and/or worksites.
5. Division heads must be ready to release assigned employees for the Business Sector Disaster Damage Assessment immediately upon notification by either the Primary or Alternate Team Leaders.