

**STANDARD OPERATING PROCEDURES  
FOR  
DISASTER RESPONSE  
AND  
ENVIRONMENTAL DAMAGE ASSESSMENT**

**PREPARED BY: GUAM ENVIRONMENTAL PROTECTION AGENCY  
PURSUANT TO THE GUAM EMERGENCY RESPONSE PLAN  
REVISED DRAFT SEPTEMBER 2009**

## CHAPTER 1. INTRODUCTION

### 101: General

These Standard Operating Procedures (SOP's) for Emergency Response and for Environmental Damage Assessment are necessary in order to develop an efficient and timely procedure for responding to disasters and for gathering, evaluating and disseminating information on the nature and extent of environmental damage following a disaster. Damage assessment to the environment is essential to provide Government decision makers with timely estimates of damage, so that valid decisions concerning disaster response and assistance can be made. These SOP's shall apply to all disasters whether natural or otherwise, i.e. typhoons, earthquakes, floods, plane crashes, use of weapons of mass destruction (release of chemical, biological, radioactive or explosive agents), etc.

### 102: Mission

The most significant resources that must be evaluated first and foremost in disaster responses by Guam EPA and have primary importance are the Drinking Water Supply Systems of this Island – everything, even the natural environment, follows this first priority.

A separate Environmental Damage Assessment is performed for the purpose of surveying and reporting damage to the natural environment, both on the island and in the surrounding marine waters. Pending the adoption by Guam Office of Civil Defense of the Guam Environmental Emergency Response Plan, completed in 2005 by the Bureau of Statistics and Plans, it is the mission of the Guam Environmental Protection Agency (Guam EPA) as the lead Agency in this section of Damage Assessment, to gather environmental impact data to assess the short and long term effects of any damage as a result of any disaster, natural or otherwise. Areas for assessment in this category include but are not limited to the following:

#### 1. Human Health Impacts

##### a. Water Sources

1. Potable Water Sources
  - Groundwater (Wells)
  - Springs
  - Surface Water
  - Water Treatment Systems
2. Potable Water Distribution Systems

##### b. Wastewater

1. Wastewater Collection and Treatment Systems
2. Recreational Waters
3. Ambient Waters

## 2. Terrestrial Assessment

- a. Oil spills
- b. Hazardous materials spills/releases
- c. Erosion
- d. Debris
- e. Pesticides
- f. Solid waste removal

## 3. Marine Assessment

- a. Oil spills
- b. Hazardous materials spills/releases
- c. Vessel groundings
- d. Debris
- e. Siltation
- f. Ocean outfalls
- g. Beaches
- h. Coral reefs
- i. Lagoons and harbors

Guam EPA is in a position to monitor and evaluate these areas of potential health and environmental impacts as a result of a disaster. These areas fall into the programs of the Agency and are evaluated on a regular basis as a result of basic job descriptions as well as certain legal imperatives in the Government Code of Guam

As outlined in the Guam Environmental Emergency Response Plan, areas outside Guam EPA's organizational framework will be evaluated by support agencies. These include damage to parks and recreation areas by the Department of Parks and Recreation, erosion and debris problems by Guam Coastal Management Program and wildlife resources, agriculture, and forestry impact by the Department of Agriculture. Damage assessment of marine resources, such as coral reefs and fisheries, will be a joint effort of Guam EPA, Department of Agriculture, Guam Coastal Management Program and the University of Guam Marine Laboratory.

### 103: Background

1. The SOP for Guam Environmental Protection Agency Emergency Response, Environmental Damage Assessment and liaison responsibilities was developed under the Authority of Executive Order No. 2005-06. This Executive Order adopted the Guam Emergency Response Plan (GERP) and Guam Hazard Mitigation Plan.

## CHAPTER 2. RESOURCES AND RESPONSE

### 201: General

The Guam Environmental Protection Agency is one of the three primary Agencies responsible for coordinating, collecting and evaluating damage assessment as a result of a disaster, pursuant to the Guam Emergency Response Plan. The Department of Public Works coordinates assessment of damage to the public sector while the Bureau of Statistics and Plans is responsible for the private sector. Guam EPA coordinates the environmental damage assessment.

Other agencies assist in the collection and compilation of data needed for accurate damage assessment. The Department of Public Health and Social Services assesses water vending machines and establishments selling food. Agencies in secondary roles include Port Authority of Guam, Guam International Airport Authority, Guam Power Authority, Guam Telephone Authority, Department of Education, Bureau of Budget and Management Research, Guam Waterworks Authority, Department of Agriculture, Department of Parks and Recreation, Guam Economic Development and Commerce Authority, and the Village Mayors. Agencies in support roles include Department of Land Management, Chamorro Land Trust Commission, Department of Labor, Department of Revenue and Taxation, Guam Police Department, Guam Fire Department, and the Agricultural Extension Service and the Marine Laboratory of the University of Guam.

Guam EPA is responsible for preparing a document which details the extent of damage to the environment. Agencies in secondary and support roles provide assistance as needed and requested.

The Guam Environmental Protection Agency also has support functions in the following GERP Functional Annexes:

1. Annex A – Damage Assessment. Guam EPA assesses its facilities damages and assists in assessment of water, sewer, fuel storage, solid waste and power facilities.
2. Annex B – Debris Management. Guam EPA is responsible for designating emergency debris disposal sites and in monitoring these sites.
3. Annex C – Communication. Guam EPA must maintain continuous communications among its field responders, its main office and the Emergency Operations Center.
4. Annex D – EOC Activation. Guam EPA participates in RAC at EOC.
5. Annex G – Public Information. Guam EPA assists in providing public information on status of air and water quality, hazardous materials and debris and solid waste management and producing programs for environmental safety measures
6. Annex I – Sheltering and Mass Care. Guam EPA provides assistance to Public Health and Social Services in monitoring environmental contamination, drinking water quality and providing laboratory services.

202: Existing Resources

The following is a list of equipment and materials needed to perform each task as outlined in Section 205 of this SOP.

1. Water Quality Monitoring: The Guam EPA water monitoring strategy has outlined materials for monitoring the island's water systems and for an environmental damage assessment subsequent to a disaster.

- A. Supplies

- Office Supplies
    - Chemical and Microbiological Supplies
    - Laboratory Glassware
    - Instrument Replacement Parts

- B. Equipment

- Two Way Radio or Cell Phone
    - Vehicles w/Gas
    - Laboratory Back-Up Generator
    - Miscellaneous
    - Boats w/Gas and Necessary Equipment
    - Laptop Computer
    - GPS

2. Sanitary Facilities Inspection

- Vehicle w/Gas
  - Two Way Radio or Cell Phone
  - Safety Helmets and Shoes
  - Gas Masks
  - Flash Lights
  - First Aid Kit
  - Machete
  - Sampling Equipment
  - Camera
  - Laptop Computer

3. Environmental Damage Assessment Task Force

- A. Vehicles w/Gas

- Two Way Radios or Cell Phones
    - Flash Lights
    - First Aid Kit

Rain Gear  
Cameras  
GPS  
Laptop Computer

4. Solid and Hazardous Waste Disposal Supervision Task Force

- A. Vehicles w/Gas  
Two Way Radios or Cell Phones  
Flash Lights  
First Aid Kit  
Rain Gear  
Gas Masks  
Cameras  
Machetes  
SCBA Equipment  
Laptop Computer  
GPS

5. Administrative Support

Laptop Computer

6. Laboratory

(Refer to 1. Water Quality Monitoring in this section.)

203: Activation of Emergency Response System

203.1: Response to Tropical Storms and Typhoons

Upon determination that sufficient threat exists or that a disaster has occurred, the emergency response system outlined in this plan is activated by the Governor of Guam. Basic information is gathered for the Governor by the Director of Civil Defense (Guam Homeland Security) from experts in relevant fields. This information concerning the eminent threat of danger is compiled and a warning message will be issued if sufficient basis is established. This warning message then requires that all Response Activity Coordinators (RAC's) remain alert and begin preparation to deal with the impending threat.

The Director of OCD may mobilize the RAC's, if necessary. Prior to mobilization the Director of OCD will advise the Governor that the issuance of a CONDITION OF READINESS is in order.

The information contained herein shall apply to the Guam Environmental Protection Agency prior to and immediately after typhoons and similar emergencies and disasters.

The following activities shall be carried out during the various Conditions of Readiness:

CONDITION OF READINESS IV. (Example: The usual condition wherein winds of 74 MPH or more can be anticipated within 72 hours).

1. All Program Heads shall maintain their staff and equipment in a state of readiness for typhoon and other emergencies. Agency staff must be aware of their emergency assignments at all times.
2. Each Program Head must be sure to have a list of the latest phone numbers and addresses of all Division personnel. Updating of addresses should occur as they change but not less than quarterly, and when new personnel are hired. The Administrative Assistant shall update this list as a part of routine processing of new employees.

CONDITION OF READINESS III. (Example: Typhoon winds of 74 MPH or more anticipated within 48 hours).

1. Response Activity Coordinator and Program Heads are notified of Condition III by the Administrator and/or Deputy Administrator.
2. All Task Force Leaders will contact the Deputy Administrator or the Administrator in that order, immediately. Agency Vehicle Monitors for each Agency program shall be responsible for fueling of Agency vehicles and perform a pre-safety check before a storm/typhoon event.
3. Check readiness of Agency cameras, flashlights, mobile radios, and foul weather clothing, and emergency response equipment. (Program Heads should requisition for any emergency items needed, within budgetary constraints, prior to a hazard).
4. Assigned staff at each Guam EPA building shall check out standby generators, fill gas tanks and reserve gas containers (Currently, the Air Program Supervisor or his delegate at the Guam EPA Administrative Building, and the EMAS Administrator or his delegate at the Guam EPA Lab Building).
5. The Water Pollution Control Section shall obtain a list of designated Evacuation Centers from the OCD. Those permittees with EPPs must be notified of their requirement to secure their construction site.
7. Continue with routine work.

CONDITION OF READINESS II. (Example: Typhoon winds of 74 MPH or more anticipated within 24 hours).

1. Response Activity Coordinator and Alternates and Program Heads are notified of Condition II by the Administrator and/or Deputy Administrator.

2. Secure all materials, records, files, equipment and other Guam EPA property.
3. Agency Vehicle Monitors from each Program shall confirm that all Agency vehicles are serviced (gas, oil, battery, tires, etc.). Four-wheel drive vehicles will be retained by the Agency and assigned to the Task Force Teams as identified in the vehicle inventory listing (Vehicles not required for Guam EPA response activities will be taken to the Department of Public Works, and each "primary operator" must check with the Deputy Administrator for parking assignment.)
4. Vehicle keys must be turned over to the Deputy Administrator or Administrator.
5. Each Task Force Leader will be responsible for a vehicle. These vehicles will be assigned by the Deputy Administrator or Administrator at the time of the pre-hazard meeting.
6. Monitoring Section:
  - a. Run distilling apparatus to fill reservoir to capacity.
  - b. Fill all dilution/rinse water bottles and sterilize.
  - c. Clean all used glassware, pipettes, sample bottles, areas of the laboratory that require it and prepare for action.
  - d. Secure the laboratory.
7. Air and Land Section:
  - a. Confirm temporary debris sites with Mayors, DPW, debris site security officers, and Guam EPA RAC.
8. Water Section:
  - a. Make check of significant construction project sites to make sure proper storm preparation is complete. Coordinate with the Monitoring Section relative to water monitoring preparation activities and set tentative strategy for priority drinking water monitoring.
9. All staff will report to the pre-emergency meeting at a time designated by the Administrator. No employee shall leave the office during or before the meeting without prior authorization of the Deputy Administrator and/or Administrator. This meeting may occur during Condition III, if deemed necessary.
10. The Agency radios will be allocated as indicated in Section 205. The Administrator, Deputy Administrator and Task Force Leaders can reassign radios and pagers as needed. The call signs assigned in Section 205 will be used to facilitate communication with the Guam Emergency Operations Center.
11. Section Heads shall pull all master switches to "off" position in areas of the building not to be used during the emergency.



12. Employees shall be released after the meeting at the discretion of the Deputy Administrator or Administrator, with the understanding that all employees will report to work within 2 hours upon announcement of Condition of Readiness IV (during normal working hours) or at 08:00 A.M. the following morning. If Condition of Readiness IV is declared on weekend or regular holiday, the Response Activity Coordinator and Task Force Leaders are expected to return to work within 2 hours during the 8-5 P.M. period or the following morning at 08:00 A.M. to determine the necessity of calling all or selected staff to work. This requirement to report shall apply to other disasters which occur without warning, subject to the discretion of the Administrator or Deputy Administrator.

CONDITION OF READINESS I. (Example: Typhoon winds of 74 MPH or more anticipated within 12 hours).

1. The Administrator will report to the Guam Emergency Operations Center (OCD) for briefings.
2. The Deputy Administrator and the Guam EPA Response Activity Coordinator will remain on call, so they can be reached if necessary.

CONDITION OF READINESS IV. (Post-Hazard Activities or in the event of a disaster which occurs without warning.)

1. All staff must report for work at 8:00 A.M. if Condition IV is called during evening hours, or within 2 hours after Condition IV is called during regular working hours.
2. A Post Hazard meeting of all Section Heads and Task Force Leaders will be held immediately upon resumption of work.

#### TYPHOON EMERGENCY EVENT OCCURRING OUTSIDE OF WORK HOURS

The Deputy Administrator and/or Administrator shall communicate with each other and with the OCD to determine official status of the emergency and the need for Guam EPA Task Forces mobilization and RAC reporting to the EOC. Such information shall be relayed to Task Force Leaders and the RAC. If Task Force Leaders and RAC are not contacted by the Deputy Administrator or the Administrator, they shall call in to the Deputy Administrator or the Administrator to determine emergency response needs. If they are unable to contact the Deputy Administrator or the Administrator, they shall call the EOC or OCD to determine the need for Guam EPA Task Forces mobilization and RAC reporting to the EOC.

If Task Forces are to mobilize, each Leader of a Task Force being activated should contact his or her Task Force members and instruct them to proceed to Guam EPA to report to their Task Force Leaders and to plan Task Force activities. The RAC shall contact alternates to determine shift assignments at the EOC, if needed.

Critical staff shall contact their Supervisors, to confirm whether they are required for emergency duties or Task Force activities. If they are unable to contact their immediate Supervisor, they shall contact their Division Head. If unable to contact supervisor or Division Head, they shall contact the Guam EPA RAC at Office of Civil Defense and confirm their current emergency contact phone number.

At Guam EPA, Task Force Leaders shall inventory their assigned facilities at each Guam EPA building, reporting any damage, safety risks or need of precautions. As necessary, power should be switched off if affected by the disaster, and doors should be sealed at each Division. Staff shall secure all materials, records, files, equipment and other Guam EPA property threatened.

Vehicle keys must be turned over to the Deputy Administrator or the Administrator or the Senior Division Administrator at each building. Vehicles will be assigned to appropriate users by the Deputy Administrator or the Administrator .

RAC and Task Forces shall proceed to assigned duties.

#### 203.2: Response to Emergency Events Occurring without Warning

Upon determination that an emergency exists or that a disaster has occurred, the emergency response system outlined in this plan is activated by the Governor of Guam. Basic information is gathered for the Governor by the Director of Civil Defense from experts in relevant fields. If sufficient information confirms the threat of danger, a warning message will be issued. This warning message then requires that all Response Activity Coordinators (RAC's) remain alert and begin preparation to deal with the impending threat. If a disaster occurs without warning, the Director of OCD may mobilize the RAC's immediately, after advising the Governor that the issuance of a Condition of Readiness is in order.

The information contained herein shall apply to the Guam Environmental Protection Agency prior to and immediately after emergencies and disasters.

The following activities shall be carried out:

#### NON-TYPHOON EMERGENCY EVENT OCCURRING DURING WORK HOURS

All staff will evacuate the buildings if safer conditions exist outside (as in the case of an earthquake or hazardous chemical release). All shall report to the parking lots in front of the main entrances of each building, bringing portable emergency communication instruments and vehicle keys. The Deputy Administrator or Senior Division Administrator at each building will check presence and condition of each employee and assign rescue and first aid measures as needed at each building. No employee shall leave the grounds without prior authorization of the Deputy Administrator or Administrator.

Division Heads will inventory their assigned facilities at each Guam EPA building, reporting any damage, safety risks or need of precautions. As necessary, power should be switched off if affected by the disaster, and doors should be sealed or opened, as appropriate, at each Division. Staff shall secure all materials, records, files, equipment and other Guam EPA property threatened, if safety conditions allow.

Vehicle keys must be turned over to the Deputy Administrator or the Administrator or Senior Division Administrator at each building.

If safety conditions allow, and communications are not maintained between the two Guam EPA buildings, staff from the Lab Building will proceed to the Administration Building to join the Deputy Administrator and/or Administrator and to receive information and instructions.

If Guam EPA buildings are not useable, an alternate Agency Operations Center will be designated by the Deputy Administrator or the Administrator.

The Administrator or the Deputy Administrator will confirm with OCD on the status of the emergency and the need for Guam EPA Task Forces mobilization and RAC reporting to the EOC. Such information shall be relayed to RAC and Task Force Leaders. RAC and Task Forces shall proceed to assigned duties. Vehicles will be assigned to appropriate users by the Deputy Administrator or the Administrator.

Staff not needed for emergency or continued operations may be authorized by the Deputy Administrator or Administrator to return to their homes, if safety conditions allow.

#### NON-TYPHOON EMERGENCY EVENT OCCURRING OUTSIDE OF WORK HOURS

The Deputy Administrator and Administrator shall communicate with each other and with the OCD to determine official status of the emergency and the need for Guam EPA Task Forces mobilization and RAC reporting to the EOC. Such information shall be relayed to Task Force Leaders and the RAC. If Task Force Leaders and RAC are not contacted by the Deputy Administrator or the Administrator, they shall call in to the Deputy Administrator or the Administrator to determine emergency response needs. If they are unable to contact the Deputy Administrator or the Administrator, they shall call the EOC or OCD to determine the need for Guam EPA Task Forces mobilization and RAC reporting to the EOC.

If Task Forces are to mobilize, each Leader of a Task Force being activated should contact his or her Task Force members and instruct them to proceed to Guam EPA to report to their Task Force Leaders and to plan Task Force activities. The RAC shall contact alternates to determine shift assignments at the EOC, if needed.

At Guam EPA, Task Force Leaders shall inventory their assigned facilities at each Guam EPA building, reporting any damage, safety risks or need of precautions. As necessary, power should be switched off if affected by the disaster, and doors should be sealed or

opened, as appropriate, at each Division. Staff shall secure all materials, records, files, equipment and other Guam EPA property threatened, if safety conditions allow.

Vehicle keys must be turned over to the Deputy Administrator or the Administrator or Senior Division Administrator at each building. Vehicles will be assigned to appropriate users by the Deputy Administrator or the Administrator.

RAC and Task Forces shall proceed to assigned duties.

If Guam EPA buildings are not useable, an alternate Agency Operations Center shall be designated by the Deputy Administrator or the Administrator and necessary Agency staff shall be assigned to man that Center.

## MULTIPLE RESPONSE EVENTS

When other separate incidents occur, which require additional responses during an ongoing emergency response activity, the Administrator and/or Deputy Administrator shall determine allocation of Guam EPA resources assigned to each response, after conferring with the appropriate Guam EPA Program Heads and Task Force Leaders, and shall notify the Guam EPA Response Activity Coordinator and Alternates of new assignments.

Roles and responsibilities in spill incident responses shall be guided by the Guam EPA Administrator's May 3, 1999 memorandum to All Staff and its attachments. These include that:

- The Administrator is the final decision maker in all aspects of every spill incident response situation.
- The response project manager and team member assignments are to be made only by the appropriate Division Head; staff are not to be contacted for these roles without the knowledge and support of the Division Head.
- The division that has responsibility for the initial impact site normally assumes project manager responsibilities throughout the project.
- All divisions will be copied on spill incident response paperwork, to keep communications clear.
- Any problems which cannot be resolved at the Division Head level should be promptly elevated to the Administrator.

If responses are necessary for emergencies that are officially declared by the Governor or the President, the assignments will be decided in coordination with the Director of Civil Defense and the Governor and Federal Emergency Response officials, working through any Incident Command Systems that are activated.

204: Concept

As outlined in Section 102.

205: Organization

Attached is an Organization Chart, derived from the Guam Emergency Response Plan, for Guam EPA's response activities.

The Guam EPA Response Activity Coordinator (RAC) or Agency representatives will remain on call as necessary during a disaster to provide accessibility and communication with field teams, secondary and support Agencies and the OCD. The location of this individual during the disaster will be such that communication with EOC is assured. A communication system is operational within Guam EPA and affords contact with other Agencies via the Emergency Operation Center (EOC). If requested, Guam EPA will appoint individuals to staff the EOC for communication purposes during a disaster as outlined in the Communication and Warning and the EOC Activation Annexes of the GERP.

The following is the organizational outline of Guam EPA Emergency Response Task Forces and their leaders and alternates (alternates are marked by an asterisk\*) which become effective in the event of a disaster. Regular Guam EPA line and staff organization will be suspended upon implementation of the Task Forces.

1. Water Quality Monitoring Task Force

Leader: Water Division Chief Engineer  
Radios  
Pagers

Members: \*Safe Drinking Water Supervisor  
\*EMAS Administrator  
\*Water Resources Supervisor  
\*Safe Drinking Water Engineer  
\*EMAS Surveillance Supervisor

Objective: To monitor and report daily to the Deputy Administrator or Administrator and EOC RAC on the quality of potable water at the well head; distribution system, including reservoirs; and water tankers, in cooperation with GWA management. This Task Force can move on to surface waters, especially recreational waters and erosion problems, after the stabilization of potable water systems. Assist Sanitary Facilities Task Force, if needed.

2. Environmental Damage Task Force

Leader: Chief Planner  
Radios  
Pager

Members: \*Chief Planner  
\*Planner III

**\*Planner II**

**Objective:** To meet daily during the emergency period, coordinate field documentation and assessment of environmental damage, receive and analyze Task Force Field Teams' reports and recommendations and prepare daily Guam EPA report to the Administrator who will be reporting to the Administrator of OCD and the Governor. Upon detection of environmental problems, the Task Force will notify the appropriate Government Agencies.

**3. Laboratory Task Force**

**Leader:** EMAS Administrator

**Members:** \*EMAS Chemists

**Objectives:** To provide laboratory support and data to the Water Quality Monitoring Task Force, the Sanitary Facilities Inspection Task Force, and to other Government Agencies as required and assigned through the Administrator. Task Force members shall coordinate activities with other laboratories [PH&SS, GWA, WERI, CN&AS (UOG), GMH].

**4. Sanitary Facilities Inspection Task Force**

**Leader:** Water Pollution Program Engineer Supervisor  
Radios  
Pager

**Members:** \*Water Pollution Engineer  
\*Water Pollution Engineer  
\*Environmental Inspector

**Objectives:** Inspect wastewater collection, pumping, treatment and disposal facilities, both publicly and privately owned, and temporary restroom facilities in designated typhoon shelters. Assist Water Quality Task Force, if needed and PH&SS. Report to the Environmental Damage Task Force on a daily basis.

**5. Solid and Hazardous Waste Disposal Supervision Task Force**

**Leader:** Air & Land Administrator  
Radios  
Paggers

**Members:** \*Solid Waste Supervisor

- \*Solid Waste Engineer
- \*Hazardous Waste Supervisor
- \*Hazardous Waste Specialist

Objectives: Make recommendations and help coordinate and support first responders' corrective actions concerning solid waste disposal and the spillage and disposal of hazardous waste. Confirm the list of officially approved emergency temporary waste transfer sites which can be used following a disaster. Update and inventory site conditions of established alternate emergency waste transfer sites and monitor the use of these sites. Report to the Environmental Damage Task Force daily.

206: Responsibilities

206.1: If requested, the Administrator of Guam EPA will proceed to the EOC in the event of a disaster and will remain at this station until that threat of disaster is over. The Deputy Administrator of Guam EPA may remain as the Agency's Response Activity Coordinator, during a disaster. He will be aided by the alternate RAC's and all Task Force Leaders. Responsibilities of each Task Force are outlined in item 205. The Deputy Administrator or the Administrator will make all decisions relating to the development of emergency manpower and stock resources, as listed in item 202 with the recommendation of all Task Force Leaders.

206.2: In the case of extreme emergencies, field Task Force members who become isolated for an extended period of time shall take upon themselves the responsibilities for completing the assigned task. The Task Force Leader and Guam EPA RAC will make every effort to locate and communicate with the isolated team members by whatever method seems appropriate. If a Task Force member or team is isolated for a period of twenty-four (24) hours, he will make every effort to contact the base station directly, or through a mobile radio. If radio contact cannot be reached, he must return to base. Only after a reasonable period of time will the base begin a search and rescue operation.

207: Priorities of Action

Each individual Task Force, as outlined in Section 203 Activation of Emergency Response System, has specific duties to perform during a disaster. These duties will be performed as the Task Force leaders see fit. It is necessary to have flexibility when performing certain jobs during a disaster. Therefore, a sequential ordering of priorities prior to a disaster may not be an effective method of dealing with the problem.

208: Procedures for Resources Development

Included in Chapter 3.

209: Procedures for Fiscal Management

All personnel, supply and equipment costs directly attributable to a disaster Environmental Damage Assessment will be reviewed and approved by the Deputy Administrator or the Administrator Expenditures will be reviewed by the ASO and certified by the Guam EPA Certifying Officer. Ledgers and other fiscal records, totally separate and apart from Guam EPA's routine bookkeeping, will be maintained by Guam EPA's ASO within the Administrative Support Task Force. Entries on these records will be made daily, with summaries provided weekly. A final expenditure report will be prepared within ten (10) working days, after all Environmental Damage Assessment work is completed.

210: Reserved

**CHAPTER 3. TRAINING AND EVALUATION**

301: Meetings are held approximately once a year in order to refresh the Task Forces of their responsibilities, individually and collectively. Updating the members of the Task Forces will be done when changes are needed. Each individual of a Task Force is responsible for specific jobs at the discretion of the Task Force Leader. Each Task Force Leader will be ultimately responsible to be sure that the members know their respective jobs.

302: Check List for Response Actions

302.1: If a disaster strikes during regular working hours, all personnel who have disaster responsibilities will be notified on the job. A disaster can strike after regular work hours or on weekends, whereby those individuals with disaster responsibilities will be notified by telephone or in person (if they are without a telephone) by the Administrator or a representative.

302.2: Prerequisites for effective implementation of response activity objectives include the following:

1. Determine from OCD if a disaster is imminent.
2. Upon this determination, all personnel with disaster responsibilities will be contacted by the Administrator, or should attempt to contact the office.
3. Meeting to brief individuals of their respective jobs.
4. Put into action the Emergency Preparedness Plan at Guam EPA.
5. Contact Secondary and Support Agencies to coordinate communication and disaster responsibilities, if necessary.
6. Carry out disaster related jobs.



7. The Administrator or Deputy Administrator and RAC will report to EOC as the disaster program develops.
8. Coordinate the results and findings of the disaster itself in an Environmental Impact Assessment Report.

302.3: If requested, the Administrator of Guam EPA will report to the EOC for briefing when Condition of Readiness I is called. At the same time, the Deputy Administrator and the Response Activity Coordinators (RAC) will remain on call so they can be reached, if necessary. Directors of Agencies with secondary and support functions will be contacted by the RAC in order to establish how they can aid in collecting and disseminating information on the disaster, if necessary.

302.4: Required coordination with other Response Activities

1. OCD for their responsibilities as outlined in Annex B and Guam EPA's support functions under Functional Annexes A, B, C, D, G, and I ,
2. Department of Public Works for their responsibilities as outlined in Functional Annex B.
3. Guam Fire Department for their responsibilities as outlined in Hazard Specific Annex G (Hazardous Material).
4. Department of Public Health & Social Services for Guam EPA's support function under Functional Annex I.

Potential coordination with other Response Activities.

1. Department of Agriculture for their responsibilities.
2. Department of Parks & Recreation for their responsibilities.
3. University of Guam, Agricultural Extension Service and Marine Lab for their responsibilities.
4. Bureau of Statistics and Plans for their responsibilities.

302.5: All record keeping during the collection of data for a disaster will be kept by the individual Task Force Leaders, secondary and support Agencies. This information will be turned over to the Coordinator (RAC) upon completion in order that it can be disseminated in a report format. Record keeping associated with the requisitioning of equipment and materials will be supervised by the Deputy

Administrator or RAC. The Deputy Administrator or RAC shall also receive all calls and make note of their origin, time subject matter, response, etc.

303: Evaluation

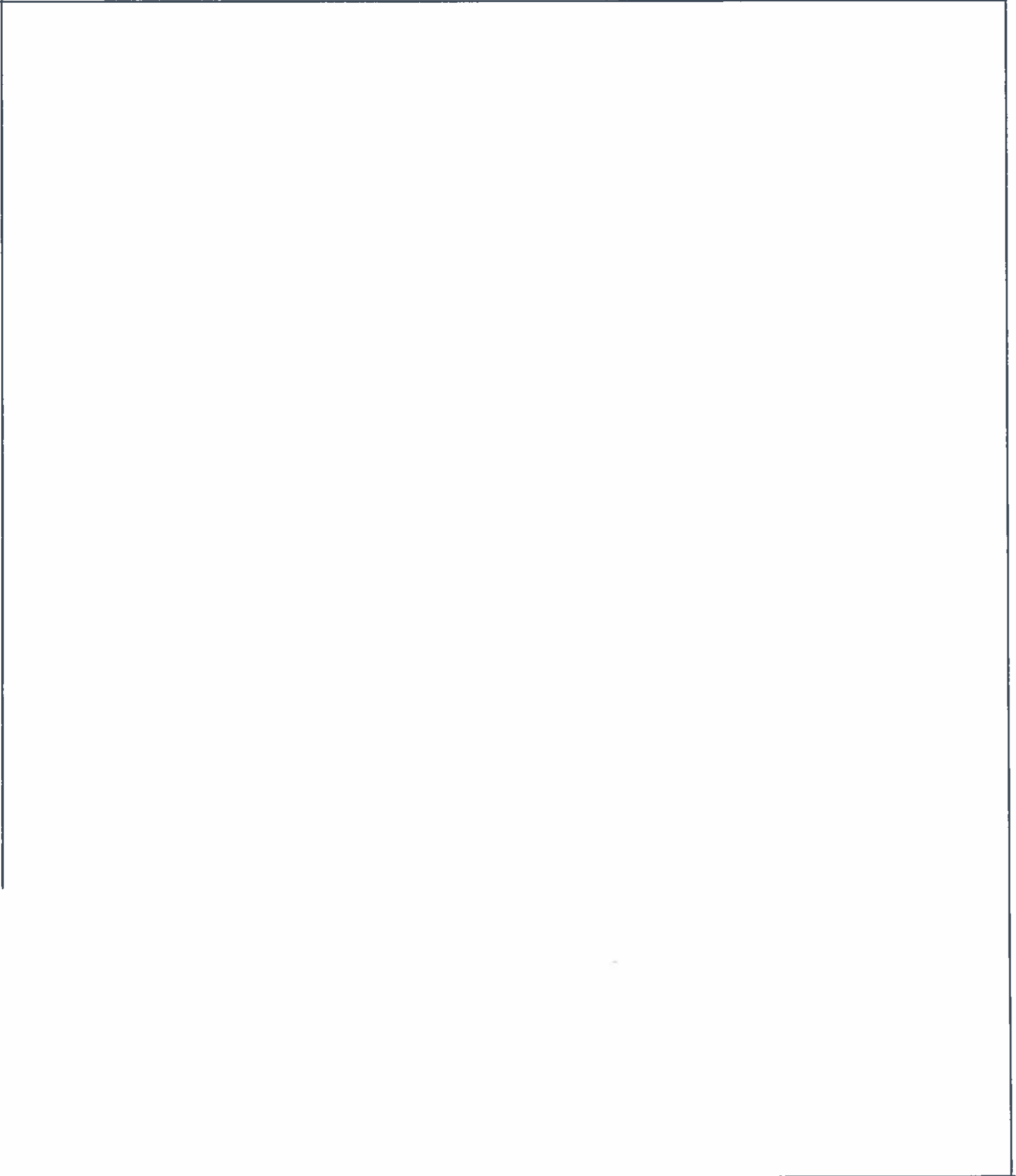
This Standard Operating Procedures (SOP) shall be reevaluated as needed.

304: Completion Reports

Pending the adoption of the Guam Environmental Emergency Response Plan, completed in 2005 by the Bureau of Statistics and Plans, reports will be done as follows. Final reports will be completed in coordination with the Guam Coastal Management Program as soon as data are collected, transmitted, and provided in an acceptable format for an Environmental Damage Assessment. This process shall normally be a relatively short period following the disaster, in most cases 2-4 weeks. The final report will be reviewed in-house before it is released to OCD for evaluation.



**LOCATION MAP/SITE DESCRIPTION**





OFFICE OF THE GOVERNOR  
HAGÁTÑA, GUAM 96910  
U.S.A.

EXECUTIVE ORDER NO. 2005 - 06

**RELATIVE TO ADOPTING AND PROMULGATING THE GUAM  
EMERGENCY RESPONSE PLAN AND GUAM HAZARD  
MITIGATION**

**WHEREAS**, the Island of Guam, because of its geographic location is under constant threat of natural and man-made disasters that may cause mass casualty and injuries, loss of real property and damage to our environment; and

**WHEREAS**, The Government of Guam has created two plans to ensure effective response and recovery from disasters, as well as a solid strategy for mitigation to reduce risks from future events. The Guam Emergency Response Plan outlines the actions necessary to respond to events, while the Guam Hazard Mitigation Plan (HM Plan) demonstrates Guam's commitment to reduce risks from natural hazards and serves as a guide for Guam's decision makers as they commit resources to reducing the effects of natural hazards; and

**WHEREAS**, Effective emergency response plans are critical to ensure that public safety, property and our environment are protected when a natural or other disaster occurs. The Guam Emergency Response Plan is based on older versions of the plan and has been updated with consultation from emergency management experts and lessons learned during responses to a variety of threats over the years; and

**WHEREAS**, The Island of Guam relies on both technical and other assistance from Federal partners during response to and recovery from events, making close coordination between all parties a necessity; and

**WHEREAS**, As a condition of receiving federal disaster mitigation funds, the Guam Hazard Mitigation Plan must meet the requirements of Section 409 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Stafford Act) and Section 322 of the Disaster Mitigation Act of 2000 (DMA2000); and

**WHEREAS**, The HM Plan has been developed by the Hazard Mitigation Advisory Committee of the Civil Defense Advisory Council and is in place. The plan describes Guam's planning process for identifying hazards, risks and vulnerabilities; it also identifies and prioritizes mitigation actions, encouraging the ongoing development and effective implementation of Guam specific mitigation strategies and provides technical support for these efforts; and

**WHEREAS**, This Plan meets all requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Stafford Act) and Section 322 of the Disaster Mitigation Act of 2000 (DMA2000). This includes meeting the requirement that the plan be adopted by the Government of Guam and fulfilling all of the



requirements of the Crosswalk (specific criteria used by the Federal Emergency Management Agency (FEMA) to evaluate the plan.); and

**WHEREAS,** The Government of Guam will also comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding, in compliance with 44 CFR 13.11(c). Furthermore, the plan will be updated whenever necessary to reflect changes in Guam or Federal laws and statutes, as required in 44 CFR 13.11(d); and

**WHEREAS,** it is imperative that current emergency plans for effective use of all our island's resources to save lives and reduce human suffering and property loss be maintained and updated.

**NOW, THEREFORE, I, FELIX P. CAMACHO,** Governor of the island of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do hereby promulgate the Guam Emergency Response Plan and the Guam Hazard Mitigation Plan to be effective as of the date of this Amendment; and further order the following:

1. This Executive Order and Plan supersedes Executive Order 97-18 relative to establishing a Guam Hazard Mitigation Advisory Committee and authorizing the Guam Hazard Mitigation Plan and Executive Order 91-09 relative to promulgating the Territory Emergency Plan.
2. All mitigation activities be in accordance with the Mitigation Strategy as developed and presented within this Plan.
3. Updates made to this Plan will be coordinated via this plan's Plan Maintenance Process and coordinated via the GHMO and the HMAC with the Office of Civil Defense.
4. This Plan supercedes any previous Hazard Mitigation Plans and serves as Appendix D of the Guam Emergency Response Plan

**IN WITNESS WHEREOF,** I hereunto set my hand and cause the Great Seal of Guam to be affixed in the City of Hagåtña, this 24 day of **February**, in the Year of our Lord Two Thousand and Five.

**FELIX P. CAMACHO**

*I Maga' lãhen Guåhan*

Governor of Guam

**COUNTERSIGNED**

**KALEO S. MOYLAN**

*I Segundo Maga Lãhen Guåhan*

Lieutenant Governor of Guam

