

THE COMING

TROPICAL STORM/ TYPHOON CAMPUS READINESS

STANDARD OPERATION PROCEDURE

● Tropical Storm/ Typhoon

This plan outlines the Standard Operating Procedure (SOP) to be followed before, during, and after threat of a tropical storm or typhoon, with the goal of minimizing damage, safeguarding property, and mitigating storm-related hazards.

Condition of Readiness (COR) Levels		
COR Level	Meaning	Action Required
COR 4	Normal – No tropical storm threat expected within 72 hours.	Remain alert; monitor updates. Routine operations continue.
COR 3	Tropical storm or typhoon may hit within 48 hours .	Begin securing property. Review emergency plans.
COR 2	Tropical storm or typhoon expected within 24 hours .	Complete protective actions. Secure facilities and equipment.
COR 1	Tropical storm or typhoon expected within 12 hours .	All protective measures should be completed. Remain indoors or in shelter.
COR 4, All Clear (sometimes referred to separately)	Storm has passed.	Begin recovery and damage assessments. Resume normal operations when safe.

● Campus Readiness Team

The following individuals make up the Campus Readiness Team, responsible to ensure preparedness in response to a coming tropical storm or typhoon:

- Environmental Health & Safety Officer
- Dean and Associate Dean of Technology and Student Services
- Dean and Associate Deans of Trades & Professional Services
- Assistant Directors of Planning and Development, Communications and Promotions, and Continuing Education and Workforce Development

- Department Chairs
- Program Specialists
- Library Technician Supervisor
- Procurement & Inventory Administrator
- Bookstore Manager
- Inventory Management Officer
- Chief Information Technology Officer
- Safety Inspector
- Program Coordinators
- Facilities & Maintenance (F&M) Supervisor

● **Activation of Campus Readiness Team**

The President or her designee will activate the Campus Readiness Team to execute the preparation plan and procedures in the event of an impending tropical storm or typhoon.

The following team members will coordinate with Team Leaders to ensure that the necessary preparation work is carried out before and after a storm or typhoon.

- **Environmental Health & Safety Officer**
Contact: (671) 788-2223
- **Assistant Director, Planning & Development (P&D)**
Contact: (671) 735-5501, Ext. 5517
- **Assistant Director, Communications & Promotions**, Contact: (671) 735-5516, Ext. 5638

● **Team Leader and Support Team**

The Team Leader, along with the Support Team, will oversee their assigned area of responsibility. The following tasks are to be carried out in preparation with the goal of keeping the campus safe and minimizing damage to the interior and exterior of buildings:

- P&D will ensure availability of Painters Plastic Sheeting, HDX 12 Wide x 400 ft. (L) or equivalent to cover computers and copy machines as needed prior to tropical storm or typhoon.
- Team leaders shall obtain the Painters Plastic Sheeting from Planning & Development office according to the specific area to be covered such as work stations, computer labs or copy machines include lifting electronics above the floor such as UPS, computer casings and unplug sensitive devices.
- Assign designated storage areas in areas of responsibility for the sheeting covers to be stored quick retrieval at a moment's notice.

- Ensure that all exterior shutters and doors are secured.
- Ensure all loose items outside are secured or brought indoors to prevent damage or hazards during the storm.
- F&M will ensure that stormwater drainage system inlets are cleared.
- F&M will secure all second-floor window shutters and special designed shutters in front of Building 4000 (LRC) and Building E.

- **Building Assignment**

- **Buildings A, C, and D**

- **Team Leaders:** Program Specialist (SSS) and Chief of Information & Technology Officer (MIS)
- **Support Team:** SSS and MIS staff teams
- **Responsibilities:** Secure 1st and 2nd level reachable shutters along the walkways of Buildings A and C and secure 1st level shutters on the rear side of Buildings A, C, and D. Team Leaders shall ensure sensitive devices or equipment inside the building are unplugged and secured as needed.
- **Team Leader:** F&M Supervisor
- **Support Team:** F&M team
- **Responsibilities:** Secure 2nd floor rear side shutters of Buildings A and C.

- **Building DNA Annex (GCC)**

- **Team Leader:** F&M Supervisor
Support Team: F&M
- **Responsibilities:** Conduct a spot check of the exterior of the DNA Annex to ensure that all necessary precautions are in place, including securing windows, doors, and any loose items. Team Leader shall ensure sensitive devices or equipment inside the building are unplugged and secured as needed.

- **Building E (E100 & E200)**

- **Team Leader:** Deans, TSS and TPS.
- **Support Team:** Associate Deans, Department Chair.
- **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.

- **Building 300 (MPA)**

- **Team Leader:** Assistant Director, CEWD (1st floor shutters)
- **Support Team:** CEWD Program Specialists
- **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.

- **Buildings 500, 600, & 900**
 - **Team Leader** Dean, TPS
 - **Support Team:** Associate Deans, Department Chair
 - **Responsibilities:** Exterior doors and sensitive devices or equipment inside the building are unplugged and secured as needed.
- **Building 1000**
 - **Team Leader:** Deans TSS and TPS
 - **Support Team:** Associate Deans and Department Chair.
 - **Responsibilities:** 1st shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.
- **Building 2000**
 - **Team Leader:** Environmental Health & Safety Officer
 - **Support Team:** EHS and volunteers.
 - **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.
- **Building 3000**
 - **Team Leader:** Dean, TSS
 - **Support Team:** Associate Dean and Department Chair.
 - **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.
- **Building 4000**
 - **Team Leader:** Dean, TSS
 - **Support Team:** Associate Dean and Librarian.
 - **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.
- **Building 5000**
 - **Team Leaders:** Deans, TPS & TSS.
 - **Support Team:** Program Specialist, Associate Deans.
 - **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.

- **Building 6000**

- **Team Leaders:** Dean, TPS, Procurement & Inventory Administrator
- **Support Team:** Associate Dean, Bookstore Manager
- **Responsibilities:** 1st shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.

- **Building Café and Building 6000, Sip 'n Dip**

- Team Leader: Procurement & Inventory Administrator
- Support Team: Business tenant, Lessee.
- **Responsibilities:** 1st floor shutters and sensitive devices or equipment inside the building are unplugged and secured as needed.

- **Campus Security Services**

- The Environmental Health & Safety Officer is responsible for coordinating with the campus security services provider to ensure that security coverage is maintained during Condition of Readiness (COR) 2, from the time of campus closure until COR 4 "All Clear" is declared by the Office of the Governor.

- **Active Construction Contractors**

- P&D is responsible for coordinating with all construction project managers to ensure that worksites are properly secured, including the removal or securing of loose debris and materials. Area Supervisors shall inspect the rooms and equipment under their supervision to verify that all necessary measures have been taken to properly secure all items.

- **Government Vehicles**

- Each department is responsible to secure its government-owned or leased vehicles. It is recommended that all such vehicles should be refueled to full capacity, and electric vehicles (EVs) must be fully charged and parked in Parking Lot E prior to an approaching tropical storm or typhoon.
- Post-storm readiness, each department supervisor should collect and submit all vehicle keys to the Student Support Services Office (SSS). SSS is the designated vehicle keys pick-up point once it is safe to resume operations.

- **Facilities & Maintenance**

It is recommended that F&M:

- **Tests** and ensures generator diesel levels are at least half full.
- **Secures** shutters that are at 2nd floor height, out of normal reach.
- **Secures** dumpsters lids to prevent damage to buildings or vehicles.

- **COR2** is declared by the Office of the Governor of Guam, only the President or her designee will render the approval to release employees from their campus duty to go home.

- **COR2, before leaving the campus**, each administrator should report the status of their area of responsibility to their immediate supervisor.

- **Information Technology Equipment**

Management Information Systems (MIS): Subject to inclement weather conditions, the Chief Information Technology Officer is responsible for communicating with the Vice President of Finance and Administration and the President when it becomes necessary to safely shut down MIS servers, network switches, and routers to protect the system from severe power surges and fluctuations.

Due to the unpredictable nature of tropical storms which can shift direction and intensify into typhoon strength within a 12-hour period, it is imperative that all employees remain alert and prepared to follow official instructions regarding the shutdown and disconnection of power sources to computers and copy machines, if deemed necessary. In the event a shutdown is required, administrators and staff are responsible for ensuring that all workstations, lab, and classroom computers within their respective divisions and departments are properly shut down. Equipment should also be secured and covered as an added protective measure. Access to email and the Banner system will remain available via the Cloud. All IT equipment may be powered back on once COR4 "All Clear" is declared.

- **Campus Custodial Services**

- **P&D** is responsible to ensure the custodial service provider empties internal and external trash receptacles and recycling bins from offices, classrooms, and restrooms by the end of the day.

- **Environmental Health & Safety Officer (EHSO)** is to conduct a final spot check to ensure all building exteriors are properly shuttered and secured. The EHSO will provide an update to the Vice President and President.

- **Response Activity Coordinators (RAC)** team serves as a liaison between the Guam Homeland Security/Office of Civil Defense (GHS/OCD) and the College, ensuring effective communication and coordination before, during, and after man-made or natural disasters. The team's primary role is to keep the President and the College community informed through various media channels, including MyGCC Announcements and Text Alerts, <https://www.guamcc.edu/TextMe>, which are overseen by the Public Information Officer under the Communications and Promotions office.

The College **RAC** team members are:

- John Dela Rosa, Communications & Promotions office
- Huan Hosei, Environmental Health & Safety office
- John Diaz, Environmental Health & Safety office

- **Post Storm Campus Assessment**

COR4, "All Clear", is declared and confirmation that it is safe to return to campus, all employees are to assess their respective areas for any storm-related damage or potential safety hazards. Additionally, during **COR4**, all previously closed exterior shutters must be opened by the responsible Team Leader and Support Team for each building to facilitate the resumption of normal campus operations.

Any identified tropical storm or typhoon damage must be reported to the Planning & Development office. Team leaders shall ensure that work orders in their area of responsibility are submitted at work.order@guamcc.edu and to the Environmental Health & Safety Office at gccsafety@guamcc.edu, and/or documented in a dedicated **shared drive**.