

THE COMING STORM CAMPUS READINESS **PREPARATION PLAN & PROCEDURES**

1. **Purpose:** This is a preparation plan and procedures to follow in the event of eminent approaching danger of a Tropical Storm or Typhoon.
2. **Campus Readiness Team:** 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; Administrators; Library Technician Supervisor; Procurement & Inventory Administrator; Bookstore Manager; Inventory Management Officer; Chief Information Technology Information Officer; Safety Inspector; Program Coordinators; Facilities & Maintenance Supervisor; and others.

Readiness Team Leaders: Environmental Health & Safety Officer (671) 788-2223 and Assistant Director, Planning & Development (671) 735-5501, Ext. 5517.

The President or her designee will activate the Campus Readiness Team to execute this plan and procedures. See below for the responsibilities of Readiness Team Leaders, Primary Leads and Secondary supports.

3. **Building Assignment (inside and outside)** ~ Responsible: Primary leaders and Secondary supporters.
 - a. **A, C, D** **Primary Lead** (inside and reachable 1st and 2nd floors' shutters), Program Specialist (SSS), Chief of Information & Technology Officer,
Secondary Support – SSS and MIS staff. Facilities & Maintenance (**F&M**) staff will close shutters that are beyond staff reach.
 - b. **DNA Annex** **Primary Lead** (outside shutters) – Facilities & Maintenance Supervisor
Secondary Support: Facilities & Maintenance staff.

- c. E (E100, E200)** **Primary Lead** (inside) – Department Chairs (inside),
Secondary support: Staff and faculty.
Primary Lead (outside shutters): Facilities & Maintenance Supervisor.
Secondary support: Facilities & Maintenance staff.
- d. 300** **Primary Lead** (inside): Assistant Director, CEWD
Secondary support: CEWD staff
Primary Lead (outside shutters): Facilities & Maintenance Supervisor,
Secondary support: Facilities & Maintenance staff
- e. 500, 600, & 900** **Primary Lead** (inside and outside) Associate Dean, TPS,
Secondary support: Department Chairs, faculty, and staff.
- f. 1000** **Primary Lead** (inside): Dean and Associate Dean, TSS
Secondary support: Department Chair, staff, and faculty.
Primary Lead (outside shutters): Facilities & Maintenance Supervisor,
Secondary Support: Facilities & Maintenance staff
- g. 2000** **Primary Lead** (inside): Environmental Health & Safety Officer,
Secondary support (inside): Safety Inspector and all staff and administrators in 2000.
Primary Lead (outside): Facilities & Maintenance Supervisor,
Secondary support (outside): F&M staff, Environmental Health & Safety Officer, and Safety Inspector.
- h. 3000** **Primary Lead** (inside and 1st floor shutters): Dean, Associate Dean or Allied Health Administrator,
Secondary support: Department chair, staff and faculty.
Primary Lead (exterior, above 1st floor shutters), Facilities & Maintenance Supervisor,
Secondary Support: Facilities & Maintenance staff.
- i. 4000** **Primary Lead** (inside and 1st floor shutters): Dean, Associate Dean or Library Technician Supervisor,
Secondary support: staff,
Primary Lead (exterior, above 1st floor shutters): F&M Supervisor,

Secondary support: Facilities & Maintenance staff

j. 5000 **Primary Lead** (inside and 1st and reachable 2nd floor shutters): Dean, Associate Dean or Program Specialist,
Secondary support: CSI and Reach for College staff.

k. 6000 **Primary Lead** (inside, 1st floor shutters): Bookstore Manager, Dean and Associate Dean, Trades & Professional Services
Secondary support: Bookstore staff and Adult Education programs staff.
Primary Lead (outside, above 1st floor shutters): F&M supervisor,
Secondary support: Facilities & Maintenance staff.

l. Café Materials Management and Student Support Services office will ensure that the Café is secured.

m. Front Entrance campus-wide – Campus Security and Environmental Health & Safety Officer will verify that all entrance doors are shuttered and secured.

4. PRE-READINESS CHECKLIST:

- Readiness Team Leaders shall contact and communicate imminent situation to the Primary Leads.
- Primary Leads contact and notify supervisors located within your assigned area(s) of situation and explain expectations. Assigned area(s) include inside and outside of buildings. Expectations are dependent upon condition; however, focus will be to safeguard against potentially hazardous conditions.

A. Tropical Storm/Typhoon

- Primary Leads and Secondary support teams shall assess supplies (e.g., trash bags, duct tape, etc.) and inquire with P&D [(671) 735-5501 Ext. 5517 of supply needs.
- Primary Leads shall work with supervisors to ensure shutters, located on the first floor **and** those within reach are closed and securely shut.
- Supervisors to safeguard workplaces and rooms (to include vacant office spaces) from water and wind.

- Area Supervisors to inspect rooms and equipment to ensure appropriate action to secure items have been taken.
- Unplug, stow, and cover equipment (e.g., electronic and computer equipment, UPS, printers, etc.) away from windows or potential areas that may experience wind and rain.
- Before leaving for the day, each supervisor will report the status of his/her department to the responsible immediate supervisor.**
- When **COR2** is announced 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.

B. Vehicles

- Departments are responsible as it is preferred to have the government owned or leased vehicles' gasoline tank level full and electric vehicles (EV) are fully charged.
- Supervisors to verify to ensure government owned or leased vehicles are secured – windows up, locked, and parked (away from trees) at Building 2000's parking lot or in shop bays before leaving for the day.
- Supervisors to collect and submit keys to Student Support Services.
- NOTE: The department chair shall secure academic vehicles (Automotive, Construction, Criminal Justice, etc.). Department Chair shall inspect and provide a Damage Assessment Report to the Inventory Management Officer before the end of the day.
- Before leaving for the day, the Primary Lead will report the status of his/her department to the responsible immediate supervisor of the vehicles assigned to their department.**

C. Network, IT Equipment, and Copier Machines

- Departments will shut down and secure/cover computers and printers in their areas.
- MIS to shut down and secure/cover servers, printers, network switches, and routers.
- MIS to shut down and secure/cover computers and printers in all computer labs.
- Turn off battery back-ups and unplug from the wall outlets.
- Ensure that computers, servers, and battery backups are raised from the

floor to protect them from flood.

- Ensure that copier machines are unplugged and covered with plastic bags.
- Access to email and Banner will continue to be available in the Cloud. All IT equipment will be turned back on upon return to the campus when COR4 is declared.

D. Custodial Vendor

- P&D shall direct the custodial vendor to empty internal trash receptacles and recycling bins from offices, classrooms, and restrooms by the end of the workday.
- The custodial vendor shall empty external trash bins into dumpsters by the end of the workday.
- The custodial vendor shall store exterior emptied trash receptacles in the closest restrooms.

E. Facilities & Maintenance

- Tests and check that generators diesel level is at least half-full.
- Secures shutters located out of employees' normal reach.
- Secures buildings' entrance-way shutters by the end of the workday.
- Secures dumpsters (lids or location) to ensure they do not damage buildings or vehicles.
- Secures buildings without shutters.
- Secures external gas and water tanks.
- Secures Building 500 – Safety is paramount.
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F. Construction Vendors

- P&D to coordinate with all construction vendors to ensure their respective worksites are secured, loose debris discarded or tied down, etc.

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G. Security Guards

- EHSO to coordinate with security guard vendor to ensure that there is security guard coverage before, during, and after the storm/typhoon and until Guam is declared to be in COR4.

5. POST-STORM/TYPHOON ASSESSMENT

Upon declaration of COR4 and it is safe to return on campus, it is the entire GCC community's responsibility to conduct an assessment of their respective areas to determine whether there was any storm/typhoon damage or potential safety concerns. Any such damage or potential safety concerns shall be reported to the Assistant Director for Planning & Development and the Environmental Health & Safety Officer via work.order@guamcc.edu as well as in the designated shared drive. Additional instructions/guidance shall be posted shortly after the storm/typhoon.