



FUNCTIONAL ANNEX C
EMERGENCY NOTIFICATION
COMMUNICATION & WARNING

- Primary Agency: Office of Civil Defense (OCD)
- Support Agencies: Office of the Governor, Mayors Council of Guam (MCOG), Guam Hotel & Restaurant Association (GHRA), Guam Visitors Bureau (GVB), Other Government of Guam Agencies and Departments (as required)
- Support Organizations: Military (Navy, Air Force & Coast Guard), Media (radio & television), Public Sector, Private Sector

(This annex should be copied to the Terrorism Annex and revised to reflect appropriate Federal agencies)

I. Introduction

A. Purpose

Functional Annex C — The Office of Civil Defense (OCD) identifies the notification/warning operations and procedures required to protect the community from any and all natural or man-made emergencies or disasters.

B. Scope

The Notification/Warning process provided by Functional Annex C includes, but is not limited to:

1. Notifying and/or warning the public of any and all natural or man-made emergencies or disasters.

II. Policies

- A. OCD has overall responsibility to receive and coordinate the review, analysis and dissemination of emergency information.
- B. Executive Order No. 91-09

III. Concept of Operations

A. General

OCD is primarily responsible for the coordination and notification of the community, public and private, in all emergencies and disasters.

The Emergency Alert System (EAS) will be implemented when an imminent threat has been identified such that an immediate alert or warning notice is required. Subsequent time sensitive notices will be transmitted using the Emergency Alert System (EAS) and the Emergency Information System (EIS) as identified in the protocols and procedures of the draft EAS Plan (See Appendix)

B. Organization

OCD will have the initial responsibility for gathering emergency information. The Public Information Officer (PIO) from the Office of the Governor will issue subsequent formal notices and/or warnings. All actions and notices will be made from the Joint Information Center (JIC) after the activation of the Emergency Operations Center (EOC).

C. Response Actions

1. OCD will coordinate the collection, review and analysis of emergency information.
2. OCD will coordinate and consult with available on-island sources- federal (NWS and Military); public (Mayors Council of Guam, GPD and GFD), and private (local media), prior to making recommendations to the Governor.
3. OCD will brief and provide the Governor with recommendations and actions to take in response to the collected emergency information.
4. After OCD briefs the Governor, the Governor, at his/her discretion, activates the EAS. All further notices will be made through the Public Information Center from the Joint Information Center at the Emergency Operations Center.
5. Depending on the extent of the emergency, OCD will coordinate the emergency notification and/or warning with the RAC Military Liaison to facilitate joint action between the Governor and Commander, U.S. Naval Force Marianas (COMNAVMAR).

6. OCD will transmit via facsimile the initial emergency notices and/or warnings to Consulate Office and Tourist Agencies serving non-English speaking residents and visitors to Guam. The Guam Visitors Bureau and Guam Hotel & Restaurant Association Crisis Command Center will be responsible for coordinating future notices and/or warnings.

IV. Responsibilities

The Office of Civil Defense will be responsible for the maintenance and revision of this annex.

A. Primary Agency

1. Office of Civil Defense
 - a. Gather, review and analyze emergency information before providing the Governor recommendations and actions.
 - b. Issue notifications and/or warnings for appropriate actions through the PIO after coordination with the military liaison, COMNAVMARIANAS.
2. Office of the Governor
 - a. After coordinating with OCD, Governor s PIO will disseminate notices to the local media. When the EOC is activated and a JIC has been established, the PIO will provide updated information to the media from the JIC.

B. Support Agencies

1. Response Agencies Coordinator (RAC)
 - a. When necessary or if required, other Response Agencies will assist OCD with the review, analysis and recommendations and/or Public Service Announcements to be made to the PIO.
2. Mayors Council of Guam
 - a. The Mayors Council via its designated RAC will inform the village Mayors of emergency notices and warnings.
3. Guam Visitors Bureau (GVB) / Guam Hotel & Restaurant Association (GHRA)
 - a. The GVB/GHRA Crisis Command Center will receive and coordinate all emergency warnings and notices with the tourism industry so translation for non-English speaking residents and

visitors can be made and disseminated.

4. Military (Navy, Air Force and Coast Guard)
 - a. Coordinate on-base warning and preparedness activities with OCD, assuring civilian as well as military personnel are provided the same warning and notification messages simultaneously.
5. Media (radio & television)
 - a. The Emergency Alert System (EAS) and Emergency Information System (EIS) will be activated upon notice of an imminent threat or emergency so that the broadcast media can implement the provision of the EAS Plan.
6. Public Sector
 - a. The National Weather Service (NWS), the Joint Typhoon Warning Center (JTWC), Joint Tsunami Warning Center (JTWC) in Hawaii will provide updated information to the media outside of the JIC.
 - b. When deemed necessary by the OCD, the Guam Telephone Authority will assist in the implementation of the City Watch notification system.
7. Private Sector
 - a. The local media will be used to publicize emergency notices initially received via the draft EAS Plan.

V. Appendices

- A. Emergency Alert System (EAS) Plan (DRAFT)
- B. Warning Plan
- C. Guam Visitors Bureau Crisis Management Plan