GUAM
Emergency Operations Center
Standard Operating Procedures
Version 2.6

RECORD OF CHANGES

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9	Annex J	1/13/2011	PLANNING/LOGISTICS
10	Annex D	2/15/2011	PLANNING/OPERATIONS
11	Annex B	2/6/2011	PLANNING
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14	Annex A	3/30/2011	PLANNING
15	Annex A	7/14/2014	PLANNING/OPERATIONS

FOREWORD

In accordance with the National Response Framework (NRF) and by direction of the Governor of Guam, the Guam Homeland Security Office of Civil Defense Administrator is responsible for establishing a NIMS / ICS compliant structure and mechanism similar to US State governments for coordinated, incident response, and requesting and receiving federal assistance.

This document provides standard operating procedures (SOP) for the operation and activation of the Guam Emergency Operations Center (EOC). In accordance with provisions of the National Response Framework (NRF), the Guam EOC plays a critical role in coordinating the employment and management of Guam's emergency response teams and resources to support disaster operations, and coordination with regional operations, warning and fusion centers, including US Coast Guard District 14 (USCG), Commonwealth of the Northern Marianas Islands Emergency Management Office (CNMI EMO), Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), American Samoa Territorial Emergency Management Coordinating Office (TEMCO), the Central Pacific Hurricane Center, Joint Typhoon Warning Center, Pacific Tsunami Warning Center, COMNAVMAR ROC, the FEMA Region IX Watch Center / Regional Response Coordination Center (RRCC), US Pacific Command (PACOM), US Northern Command (NORTHCOM), and others. As a component of the Guam Homeland Security / Office of Civil Defense (GHS/OCD) and responsible to the GHS/OCD Administrator, the EOC resolves disaster response resource allocation and policy issues, and serves as a regional clearinghouse for operational information.

This SOP provides a reference for the Guam Government, GHS/OCD, interagency, and others assigned to staff and support the EOC during major disasters or emergencies or special events. The document is intended for those who have a role in executing one or more functions within the EOC or who provide support to the EOC. It contains the EOC organizational structures, coordination and control procedures, operating procedures, activation levels, reporting requirements, and processes for EOC Duty Officers operations.

Questions, comments, and suggested improvements related to this document are encouraged. Inquiries, information, and requests for additional copies should be directed in writing to the Guam Homeland Security Office of Civil Defense, Plans Branch, 221-B Chalan Palasyo, Agana Heights, Guam 96910 or through our website at www.guamhs.org.

Administrator
Office of Civil Defense
Guam Homeland Security

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1.0 Overview

1.1 General Overview

This document provides Standard Operating Procedures (SOP) for the activation and operation of the Guam EOC. The EOC resolves resource allocation and policy issues and serves as a regional clearinghouse for operational information. This SOP highlights joint requirements and information sharing from Guam Disaster Preparedness Joint Plan 101 which provides guidance and checklists for Joint Region Marianas Defense Coordinating Officer (DCO) to monitor, coordinate, respond, and recover from major peacetime incidents on-base and off-base. The Plan assumes Guam civil authority has primary responsibility for response and recovery within Guam's jurisdiction unless a National Defense Area (NDA) is established, as determined by the DoD On-Scene Commander (OSC) in coordination with Guam civil authority. Joint Plan 101 can be implemented simultaneously with other plans (GERP) and mutual aid agreements. This SOP also provides FEMA Region IX procedures (described in Section 2) to facilitate understanding of EOC responsibilities, function, information sharing relationships, and coordination.

1.2 Purpose

The purpose of this SOP is to provide standard procedures for the activation and operation of the EOC and to delineate the mission, roles, and functions of the EOC during steady-state, as well as, upon activation, EOC-coordinated response operations. The SOP includes information flow and coordinating relationships from the field through the EOC to the GHS/OCD Administrator, the Guam Homeland Security Advisor and ultimately, the Governor of Guam.

1.3 Applicability and Scope

This SOP applies to all GHS/OCD team members, Government of Guam Departments and Agencies, and other GHS/OCD partners providing representatives to the EOC. It is applicable during all EOC activations requiring significant, coordinated response and recovery operations including natural disasters, accidents, and terrorist acts.

1.4 Mission Statement

The EOC is a multi-agency coordination center responsible for regional situational awareness of events that may require multi-agency response coordination and recovery from major incidents. The EOC serves as a clearinghouse for regional response teams and as a resource coordinator, providing operational oversight and planning during the full range of response to potential or anticipated incidents. The EOC will implement a NIMS / ICS compliant organization, in accordance with the NRF, to provide situational awareness; support a development of a common operational picture and Initial Action Plan; and coordinate allocation and employment of assets in order to support response operations in the field and the information requirements of local, and other supporting authorities.

The Guam EOC performs the following functions:

- Maintain a 24 hour, seven days a week (24/7) situational awareness of events that may generate a response during Steady State and Response-- Reference Guam All-Hazards CONOP Annex B – EEFI
- Coordinate situational awareness information with Territorial, State, and Federal partners, e.g- Joint Region Marianas ROC, FEMA Region IX Watch, etc

- Be prepared to receive warnings from the:

  - Federal Telecommunications Systems (FTS) – Guam not serviced by NAWAS
  - Guam Public Safety Communications System
  - National Weather Service

- Joint Typhoon Warning Center
- Pacific Tsunami Warning Center
- Guam Fire/Safety agencies receiving 911 calls

- Provide public warning via the Guam Emergency Alert System (EAS)

- Monitor the preparedness and status of emergency teams and resources

- Coordinate the overall territorial response to an incident

- Provide territory-level coordination (e.g.- DisasterLan - DLan)

- Coordinate territory agencies' resources

- Make requests for assistance to Federal government, and to other States, i.e.,- Emergency Management Assistance Compacts (EMAC), mutual aid, etc

- Develop, distribute and implement orders and Incident Action Plans (IAP)

- Release Public Information in coordination with the Guam Governor's Office and Guam Public Information Officer until the Joint Information Center (JIC) activation

- Coordinate the employment of disaster relief commodities

- Coordinate assessment operations to rapidly determine the impact of an incident

- Collect, analyze, evaluate, and distribute disaster response information

- Supports the collection and distribution of information to regional response partners to develop a Common Operating Picture (COP),-- Reference Guam All-Hazards CONOP Annex I (EEI, Section 7.5) and Annex C (ESF)

- Track and manage Guam resource allocations

- Ensures the Continuity of Government and implementation of Continuity of Operations of government wide services if warranted

1.5 Hazards

Guam consistently works towards enhancing its capabilities to prepare for and respond to all hazards likely to affect the island. Because of Guam's geographic location, the jurisdiction is highly susceptible to natural hazards compared to most CONUS jurisdictions, compounding this challenge are the distances from various assistance components being hours/days away.

The natural and man-made hazards Guam is most likely to encounter are:

- Tropical Cyclones
- Floods
- Earthquakes
- Tsunami
- Landslide

- Drought
- Wildfire
- Terrorism/WMD
- Biological / Chemical Incidents
- Oil Spills
- Air / Sea Transportation Accidents
- Civil Unrest / Refugee Influx
- War-related Threats (e.g.- ballistic missile threat)
- Cyber Terrorism
- Pandemic Outbreak

The GHS/OCD EOC emergency response checklists in Annex A provide a standardized means for the EOC to organized and implement an effective response to all-hazards.

1.5.1 Hazard Situational Awareness / Fusion Center Information Sharing

The National Weather Service (NWS) and US Geological Survey (USGS) provide websites and subject matter experts to maintain awareness and receive warning of potential natural threats to Guam, specifically Tropical Cyclones, Floods, Earthquakes, Tsunami, and Drought.

An abbreviated list of natural hazard websites monitored by the Guam EOC Duty Officers are:

- Guam Weather/Hazards: http://www.prh.noaa.gov/guam/public.php
- Pacific Disaster Center: http://www.pdc.org/iweb
- Joint Typhoon Warning Center: http://metocph.nmci.navy.mil/jtwc.php
- USGS Earthquake Hazards Program: http://earthquake.usgs.gov/eqcenter/index.php
- Pacific Tsunami Warning Center: http://www.prh.noaa.gov/ptwc
- Guam Climate (Tropical Pacific): http://www.cdc.noaa.gov/enso/enso.current.html

Potential man-threat situational awareness is shared between GHS/OCD and Federal partner (e.g- DHS NOC, COMNAVMAR, etc) operation centers. The Guam Homeland Security Advisor and/or the GHS/OCD Security Officer, which is a designated LE or GHS/OCD personnel with appropriate clearance, will obtain classified information through their existing chain of command (DHS), other Federal partner operation centers, as agreed to in existing plans (i.e.- Joint Plan 101), MOU/MOAs.

GHS/OCD information sharing is further advanced through the utilization of the incorporated emergency management software platform, DisasterLan (DLAN). The DLAN provides a central situational awareness and information sharing portal for all Guam departments and partners given access. DLAN access is managed by the GHS/OCD Planning Section.

The Guam concept of operation during incident response is divided into four phases. The GHS/OCD Duty Officers Steady State (Level 4) is Phase 1 of the Response Phase sequence. During Steady State, the GHS/OCD Duty Officer also maintains situational awareness continuity with the FEMA Region IX Watch (Oakland, CA). Through continuity with FEMA Region IX, the GHS/OCD Duty Officers creates full-spectrum situational awareness and readiness for rapid inclusion of Federal partners during a major incident.

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2.0 Guam Oversight and EOC Capabilities & Responsibilities

2.1 Oversight Responsibilities

As described in the Guam Emergency Response Plan (GERP), Guam Catastrophic All-Hazards Concept Plan and the Guam Catastrophic Typhoon Operations Plan leadership responsibilities are summarized below:

Guam Governor – Leads the Territorial response; sets priorities for response and recovery; provides direction to the Unified Command Group

Cabinet Officials – the Governor's cabinet includes agency directors and may be represented by Emergency Support Function (ESF) members in the EOC; The Guam Homeland Security Advisor and/or the Administrator of Civil Defense may request the presence of Cabinet Officials to directly engage EOC activities if warranted by the severity of the situation

Guam Homeland Security (GHS) Advisor / Office of Civil Defense (OCD) Administrator – serves as counsel to the Governor on homeland security and emergency management issues; ensures that the Territory is prepared to deal with large-scale emergencies and is responsible for coordinating the Territorial response in any major emergency or disaster, to include coordinating Federal assistance; normally designated as the Guam Governors Authorized Representative (GAR)

EOC Manager – the EOC Operations Lead; normally designated as the State Coordinating Officer (SCO) if a Federal response is declared; assure all EOC members have access to and use of DLAN

2.2 EOC Steady-State Capabilities

The EOC maintains two steady-state capabilities: (1) situation status; and (2) information analysis.

To enhance national / regional situational awareness, the Guam EOC coordinates and shares information with the Office of Insular Affairs (OIA), the Region IX Watch / RRCC, Department of Defense, Joint Region Marianas, and Pacific Island States (Office of Insular Affairs), and other GHS/OCD Partners (listed in the GERP).

EOC Situational Awareness / Alerting Watch Coverage: Normal Duty Hours (0800-1700 ChST), GHS/OCD Personnel; Non-Duty Hours / Weekends: Guam Fire or Police Dispatch alert GHS/OCD dependent upon nature of incident.

Situation Status – The Duty Officers / EOC maintains situational awareness of incidents or potential incidents that might require coordination of Guam response and recovery efforts. The Duty Officers / EOC review warnings / information for potential impacts, predictable consequences and developing trends to ascertain and forecast potential future operational requirements. The Duty Officers / EOC provide this information to the GHS OCD Administrator. To attain this capability, the Duty Officers / EOC utilize Essential Elements of Friendly Information (EEFI) and Requests for Information to focus its efforts in developing situational awareness. Incidents include: Earthquake / Landslides, Tsunami, Flood, Tropical Cyclone, Fire, Hazardous Material, Live Ordinance, and Bomb Threat. Annex A lists the GHS/OCD incident checklists.

2.3 EOC Duty Officers - Steady State Staffing

The EOC Duty Officers is a 24/7 function that maintains territorial situational awareness of potential or developing incidents for Government of Guam (GovGuam) leadership with information collection and analysis, and resource coordination support on a routine basis. The GERP and GHS/OCD EOC SOP describe the EOC Duty Officers Team / Fire-Police Dispatch Steady State staffing requirements and procedures.

EOC Duty Officers Leader / EOC Manager

- Ensures that situational awareness of all significant threat reporting or incidents is maintained using Essential Elements of Information and Critical Information Requirements criteria in Section 7.5 and 7.6. This includes aggressively seeking additional information on unfolding threats or events from federal, state, territorial, and local agencies
- Notifies GovGuam leadership of significant new threat information or incidents based upon EEI and CIR criteria and established briefing thresholds contained in Annex B.
- Ensures that watch standers are present and performing assigned duties in accordance with GHS/OCD Duty Officers Team Operating Instruction
- De-conflicts areas of duplication
- Prioritizes tasking and efforts
- Ensures threat and incident information is properly acquired, tracked, and archived.
- Ensures the EOC Duty Officers Log is current and that a common operating picture (COP) is maintained and shared, i.e.- DLAN
- Ensures that written Duty Officers Team products are factually accurate, fully coordinated, complete, without typographic or grammatical error, and disseminated at the proper time.
- Oversees a key communications responsibility that includes facilitating senior leadership calls

EOC Duty Officers Analyst(s)

- Assists the Lead Duty Officer / EOC Manager by developing and supporting partnerships with communities of interest including intelligence and law enforcement and other critical Federal, State, Territorial, Local, volunteer, and private organizations for outreach and awareness, information sharing, and emergency programs
- Represents GovGuam to Departments and Agencies of Federal, State, Territorial, and Local government; assuring "check back" is consistently and continuously executed
- Manages effective coordination through continuity of communications and tasking subordinate operating (Mayoral Offices) / dispatch centers when applicable; Assures that all Requests for Information (RFI) are rapidly and effectively acted upon and coordinated
- Assures all reports, presentations, and briefings for the GHS/OCD Administrator and Guam Homeland Security Advisor are timely, accurate, and fully coordinated
- Contributes to the efforts of the EOC by forwarding items of interest to GHS/OCD leadership for review.; Develops and maintains close working relations with subordinate operating (Mayoral Offices) / dispatch centers, and FEMA Region IX Watch / RRCC, and other Pacific area operation centers

2.4 EOC Activation

The EOC is activated and staffed to meet anticipated operational requirements. Three levels of activation have been established as follows:

Level	Description / Staffing
Normal Operations / Level 4	**Duty Officers / Steady State**
Level 3	**GHS/OCD Manager, Command Staff and select staff members (Coordination Staff members, Mission Assignments Manager and Action Tracker).**
Level 2	**Level 3 plus selected Emergency Support Functions.**
Level 1	**All team members and Emergency Support Functions.**

Figure 1: EOC Activation Levels

The EOC may be activated in anticipation of an incident (e.g. – typhoon, local significant events, etc.,); immediately following an incident; for monitoring purposes during National Security Special Events; or for periods of heightened terrorist or other potential threats. The level of activation is based upon the known or anticipated operational requirements.

The activation message specifies the activation level, reporting instructions, and initial operating hours. EOC members are expected to report as directed. Notifications to the other Guam government departments and agencies are through the respective leadership.

2.5 EOC Staffing

See Annex C – Guam EOC Activation Staffing and Responsibilities

2.6 EOC Incident Operations Responsibilities

During response, the EOC is responsible for the following activities in Guam: (1) force provision and resource coordination; (2) operational situational awareness and information analysis; and (3) Planning response to unexpected / short notice events. The GHS/OCD is responsible for EOC activation and scaling staffing requirements to perform necessary functions, as described in Annexes A and B.

Guam Policy and Resource Coordination – The Guam Homeland Security Advisor or the Civil Defense Administrator approves emergency response policy and implements policy through the EOC. EOC assigns resources (i.e. personnel, equipment, commodities, teams, etc.) and coordinates resource allocation in support of local authorities with respect to stated policy. The EOC resolves resource conflicts and other operational and policy issues if multiple agencies are involved in an incident, to include Federal responders and logistics requirements.

Operational Situational Awareness and Analysis – The EOC Duty Officers provide operational situational awareness and information analysis to support operations through the Operations Section Chief and subordinate branches and elements. The Duty Officer is responsible for providing the arriving EOC members their initial situation brief. The Planning Section evaluate activities during incidents to insure that overarching objectives are met. The EOC also provides an information conduit from the field (First Responder Dispatch, Mayoral Offices, etc) through the GHS/OCD Administrator, providing timely action and follow-up on critical information to ensure that senior leadership is kept informed.

Responding to Unexpected Events – The EOC is not the incident commander or Dispatch Center, but rather supports response and recovery operations conducted to ensure an efficient response

3.0 EOC Activation Structure

3.1 EOC Incident Management Organization

The EOC performs a multi-agency coordination function organized in accordance with the Incident Command System (ICS) and the National Incident Management System (NIMS). The EOC monitors potential or developing events. Under the direction of the GHS OCD Administrator or the EOC Manager, the EOC serves as the central coordination activity during incident response and supports field operations by activating and deploying teams and directing allocation of disaster relief commodities.

On a daily basis and during activation, the EOC Manager insures that the EOC is fully staffed and functional to meet evolving requirements. The EOC Duty Officers Team provides the EOC Manager with critical information to determine EOC staffing and requirements and expected needs. The EOC Manager may subordinate to the GHS/OCD Administrator; who assumes the State Coordinating Official (SCO) position during Federal response.

The EOC Duty Officers Team / JIC, in coordination with other GHS/OCD Partners, insures that critical operational information is reported to GHS/OCD Administrator / SCO, and briefs appropriate senior staff as necessary.

The EOC Manager / SCO will designate an EOC Command Staff Team composed of key EOC ESF subject matter experts to facilitate rapid EOC initial activation and incident response coordination. For no-notice / short notice incidents, the EOC Duty Officers Team will perform the functions of the ESF members until the EOC ESF members arrive. Once the Duty Officers Team is released from this duty, they will continue normal situation monitoring, reporting functions, and incident support.

Upon activation, the Command Staff Team will support the EOC in response to the incident. The EOC Manager will use NIMS-compliant guidance stated in the GERP, GERP Checklists, and appropriate Concept of Operations Plans (i.e. - Guam All-Hazards Plans) for organizing the efforts of the EOC. The Activation Team Leader is supported by all the following staff elements:

The EOC Manager, implements priorities / battle rhythm of the EOC and executes plans to allocate resources. The Activation Team Leader is also responsible for keeping GovGuam Officials apprised of events related to the incident situation and the status of response operations. The Command Staff Team works closely with the incident response leadership, Unified Command Group / federal agency response teams, and provide situation updates to the FEMA Region IX Watch / RRCC (If a Federal Response is declared, the EOC Manager will also coordinate reception and integration of the FEAM Region IX Incident Management Assistance Team (IMAT) upon arrival to Guam).

When activated, the EOC is staffed by personnel from various departments and agencies, as well as non-governmental entities. Most of these entities are grouped within 17 distinct Emergency Support Functions (ESF), formerly Response Activity Coordinators (RAC), (see Figure 3), as described in the NRF. At a full level activation of the EOC, all 17 ESFs are represented, providing the EOC with broad access to the resources and technical expertise of the ESF agencies.

The ESF representatives perform the following functions:

a) Maintain situational awareness on ESF operations– provide status reports to the EOC Planning Section

b) Attend scheduled meetings and briefings and respond to requests for information – provide updates on ESF activities

c) Serve as member of task forces or other ad hoc groups established by the EOC

d) Coordinate ESF approval and implementation of mission assignments – maintain status of assigned missions

e) Research issues or policies as requested

f) Maintain communications with and serve as liaisons to supporting Departments / Agencies

National Response Framework Emergency Support Functions

ESF	Functional Area	Primary Agency
1	Transportation	Guam Department of Public Works (DPW)
2	Communications	Guam Telecommunications Association (GTA)
3	Public Works and Engineering	Guam Department of Public Works (DPW)
4	Firefighting	Guam Fire Department (GFD)
5	Emergency Management	Guam Homeland Security / Office of Civil Defense
6	Mass Care, Housing, and Human Services	Guam Department of Education (GDOE)
7	Resource Support	Guam Dept of Administration / General Services Administration (GSA)
8	Public Health and Medical Services	Department of Public Health & Social Services (DPHSS) / Guam Memorial Hospital Agency (GMHA)
9	Urban Search and Rescue	Guam Fire Dept
10	Oil and Hazardous Materials Response	Guam Environmental Protection Agency (EPA)
11	Agriculture and Natural Resources	Department of Agriculture (DoAg)
12	Energy	Guam Power Authority (GPA)
13	Public Safety and Security	Guam Police Department (GPD)
14	Long-Term Community Recovery	GHS/OCD
15	External Affairs	GHS/OCD
16	Military Support to Civil Authority	Guam National Guard (GNG)

Figure 2: Emergency Support Functions

To ensure the overall success of the incident coordination effort, it is essential that personnel who staff the EOC have the requisite authority, experience, and knowledge to serve as a coordinator and decision maker for their Department or Agency.

EOC representatives must be knowledgeable of the GERP, NRF and NIMS processes, procedures and principles. Representatives must have broad understanding of their Department's or Agency's capabilities, limitations, authorities, doctrine, and policies and must understand how their respective Department's or Agency's mission fits into Guam's emergency management structure. To the greatest extent possible, EOC Agency / Department representatives should possess previous experience in incident response activities.

To maintain staff continuity throughout the response phase of major incidents and emergencies, Department and Agency representatives must participate in EOC operations for the duration of the specific response operation. All changes to personnel assignments to the EOC must be coordinated with the EOC Manager.

Departments and Agencies should require more than a single representative to adequately provide the operational decision making, operational planning, and information and reporting activities required for EOC operations.

Department and Agency representatives to the EOC are under the operational direction and control of the EOC for the duration of their assignment. While they remain under the command authority of their parent Department or Agency, their directions, assignments, and priorities are established under the GERP, NRF and NIMS process. Although Departments and Agencies participating in the response / recovery retain their Department / Agencies authority through

all phases, they should not give countermanding or countervailing guidance and instructions to their representatives in the EOC.

3.2 Activation Team Staffing

In order to respond effectively to the broad range of potential and occurring incidents that require Federal support, the EOC must rapidly activate at an appropriate level to provide situational awareness and coordination. To do so, staff from GHS/OCD and other designated GovGuam agencies, and support from other agencies including those representing Emergency Support Functions are essential.

Since the EOC Duty Officers functions on a routine basis with a limited capability to respond to a large incident, it is necessary to assign personnel to a pre-designated Command Staff Team(s) when required. Annex A provides assignments for the various GHS/OCD Sections to support staffing of the EOC Activation Team. Annex B specifies Activation Team staffing at various activation levels. Assignments will be made by the designated Section Chief Director or Office Heads to provide for two full EOC Command Staff Teams. These assignments shall be considered as the individuals' assigned primary duty during the duration of incident support. Section Chiefs and Office Heads will insure that those assigned are qualified for the position they occupy or rapidly trained to become so. Section Chiefs and Office Heads will be held accountable for the attendance and performance of their staff rostered to the EOC Manager.

It is essential that staff assignments to the EOC Command Staff be carefully monitored to insure ability to respond to an incident on short notice and that during periods of absence from work, qualified alternates are available. Assignments and changes to assigned staff will be coordinated with the EOC Manager.

3.3 EOC Continuity of Operations

In the event that the EOC can no longer perform either its day to day functions or support activation due to loss of IT services, or lack of accessibility of the EOC facility, continuity of primary, essential functions must be maintained. The GHS/OCD Plans will develop and maintain a Continuity of Operations Plan (COOP) that specifies actions to be taken by the designated Emergency Response Group (ERG) to preserve and restore critical processes. The decision to implement the COOP will be made by the Guam Homeland Security Advisory in consultation with the GHS/OCD Administrator, the Governor's designated representative, or with the occurrence of previously identified activation triggers. The following actions will be taken dependent on the activation level of the RRCC in the event that relocation is required.

3.4 EOC Steady State

During Normal Operations, loss of the EOC telephone communications or IT connectivity for more than 30 minutes requires that essential coordination and alert functions be passed to the Guam Fire Dispatch. If possible, the EOC Duty Officers will notify the EOC Manager / GHS/OCD Administrator, as well as the Fire-Police Dispatch, that loss of connectivity has occurred and critical functions have been disrupted. Fire Dispatch will perform all essential EOC situational awareness and coordination functions until the ERG has transferred and reestablished the EOC Duty Officers or the EOC has resumed functionality. If the ERG is unable to relocate, the FEMA Region IX Watch shall temporarily assume the essential functions and operations of the Guam EOC, as agreed between the GHS/OCD Administrator and the FEMA Region IX Regional Administrator.

4.0 EOC Activation Team Responsibilities

4.1 Operations Section Responsibilities

The EOC Manager may also act as the Operations Section Chief. The Operations section Chief is responsible for the Staging Area Group, Air Operations Branch, and incorporation of those ESFs assigned to subordinate branches into the overall team structure. The Operations Section Chief identifies and manages priority missions, as coordinated with the Activation Team Leader and his/her counterparts in the field. The Operations Section staff coordinates with the Guam government and field operations sections to identify mission-support requirements and communicates requirements to the Logistics Sections for execution. Operational objectives and subsequent battle rhythm for each operational period are set by the Operations Section. The Operations Section actively participates in the planning activities of the EOC. The Section Chief ensures that appropriate representatives attend planning meetings and are assigned as representatives to planning task groups. The responsibilities of each Operations Section Branch are as follows:

- Staging Area Group

- Air Operations Branch

- Response Branch

- Emergency Services Branch

    a) Coordinate the activation and employment of response teams

    b) Coordinate activities, mutual aid, and requests for assistance for ESFs 1, 2, 3 , 4, 8, 9, 10 and 13

    c) Maintain situational awareness on public health, medical, search and rescue, and hazardous materials activities and issues

    d) Provide information to the Planning Section

- Human Services Branch

    a) Coordinate activities, mutual aid, and requests for assistance for ESFs 6, 8 and 11

    b) Maintain situational awareness on shelter, temporary housing, and mass feeding activities and issues

    c) Provide information to the Planning Section

    d) Serve as liaison to the Human Services Branch, Recovery Division, for issues related to the Human Services Program

    e) Provide technical assistance on donations management and respond to offers of donations directed to the EOC

- Infrastructure Support Branch

    a) Coordinate activities, mutual aid, and requests for assistance for ESFs 1, 2, 3, and 12

    b) Serve as liaison to the Recovery Division, for issues related to the Public Assistance Program

    c) Maintain situational awareness on critical infrastructure such as power, water, sewage and energy systems, and facilities through liaison with the appropriate Guam government and/or Federal partners

    d) Provide information to the Planning Section

- Mitigation Branch

4.2 Planning Section Responsibilities

The Planning Section is responsible for the collection and analysis of information relating to the impacts of the incident, awareness of the status of response operations, and summarizing the information in briefings, reports, and displays. The Section directs implementation of a Guam government COP and ensures that all EOC briefings and reports are available and accessible to emergency leadership, staff, and media via the JIC. The Section also facilitates and develops plans to support EOC activities (i.e. – Crisis Action Planning) and the overall response effort. In facilitating the planning activities of the EOC; the Section is supported by representatives of the other EOC Sections and subject matter experts from the other Guam government departments / agencies. The responsibilities of each Planning Section Unit are as follows:

- Situation Unit:

Collect and analyze information on the incident. Review information for potential impacts, predictable consequences and developing trends to ascertain and forecast potential future operational requirements. Implement an Information Collection Plan (ICP), Critical Information Requirements (CIR), Essential Elements of Information (EEI), and Requests for Information (RFI) to focus its efforts developing situational awareness in conjunction with the JIC.

   a) Ensures that all data elements within the ICP are incorporated as part of the Common Operating Picture

   b) Develop and post displays of CIR / EEI within the EOC

   c) Coordinate requests for remote sensing and Geographic Information System (GIS) analysis and products through BBMR, PDC and FEMA Region IX

   d) Maintain situational awareness on the impacts of the incident and the overall federal response operations

   e) Analyze incoming information, identify information discrepancies and gaps, and initiate action to resolve discrepancies or collect missing information

   f) Maintain files of incoming documents and reports in accordance with the Planning Section file system

- Resource Unit:
   a) Collect and maintain information on the status of emergency teams and resources deployed to the disaster area

   b) Prepare and distribute the Team Status and Commodity reports

   c) Interface with the Logistics Section and Operations Section to obtain information on teams and resources and to resolve information discrepancies or gaps

   d) Provide information to the Situation and Documentation Units for use in developing briefings, reports and operational plans

   e) Maintain files of all products in accordance with the Planning Section file system

- Documentation Unit:
   a) Prepare, distribute and post to EOC information portal, briefings, reports and other documents assigned to the Planning Section

   b) Maintain files of all products in accordance with the Planning Section file system

   c) Organize all files for the Planning Section and ensure electronic and hard copy files are maintained in accordance with the Planning Section file system

   d) Develop and maintain the incident chronology and timeline for the EOC

e) Prepare and distributing routine and special situation reports

4.3 Logistics Section Responsibilities

The EOC Logistics Section is responsible for managing the mobilization, employment and initial support of equipment, supplies and services for incident response. The Logistics Section is responsible for supporting the EOC planning activities by providing representation to planning meetings and task groups. The EOC Logistics Section's responsibilities include:

- Providing support to Area Command/Incident Command and Municipal EOCs (Mayoral Offices) Logistics Sections
- Coordinating with counterparts in the Area Command/Incident Command, Municipal EOCs (Mayoral Offices), and Points of Distribution (POD) to ensure that a unified logistics program is established
- Activate Guam Points of Distribution (22 potential areas)
- Coordinate logistics transportation from ports to POD
- Serves as single ordering point; performing source analysis, recommending best acquisition source, and placing orders for equipment, supplies and services through GovGuam's internal supply channels, other Federal agencies, or the Finance and Administration Section, if from the private sector or via contract
- Coordinating with other GovGuam Agency partners to develop an overall traffic management plan for the movement of FEMA teams, equipment, and supplies
- Supporting the set-up and operation of Operations Staging Areas for the receipt and distribution of commodities committed to the response operation
- Ensuring that the Property Management Unit is deployed to the field to receive property and manage accountability
- Coordinating with Area Command / Incident Command and Municipal EOCs (Mayoral Offices) Logistics staff to identify the number of deploying personnel, quantity of team commodities and quantity and type of equipment and supplies being deployed to the disaster site are received
- Coordinating with Area Command / Incident Command and Municipal EOCs (Mayoral Offices) to ensure there are adequate services at the mobilization site to receive, store, and account for incoming assets

4.4 Finance and Administration Section Responsibilities

The Finance and Administration Section is responsible for financial management and accountability, and support to EOC members and the field as appropriate. The Section also supports the EOC planning activities by active participation in planning meetings and task groups. Responsibilities of the Chief of the Finance and Administration Section (Comptroller) include:

- Supervising the financial, administrative, and human resource staff of the EOC
- Coordinating all contracting and acquisitions operations
- Providing policy guidance and necessary expertise and authority essential for effective fiscal management to the Activation Team Leader and staff
- Monitoring expenditures, tracking and reporting commitments, obligations, and disbursements, reviewing commitments to ensure proper expenditure of funds, and reporting funding activity to the Activation Team Leader
- Providing administrative support to the EOC including message management, telephone assistance, facsimile and mail service and office supplies

- Coordinating staffing of the EOC and publishing staff directories

- Coordinating resolution of personnel issues and concerns

- Monitoring requests for Federal-to-Federal support under the Mutual Aid Memoranda of Agreements

- Coordinating financial status reporting

- Monitoring funding and costs for the incident

- Preparing cost analysis

- Coordinating work with Comptroller on site

4.5 Safety and Security Officer Responsibilities

The Safety and Security Officer is responsible for:

- Ensuring that all buildings and other facilities used in support of the Emergency Operations Center (EOC) are in a safe operating condition.
- Monitoring operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
- Stopping or modifying all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of action taken
- Providing 24-hour security for the EOC
- Controlling personnel access to the EOC in accordance with policies established by the EOC director.
- Ensuring Law Enforcement personnel is present once EOC is activated.

5.0 Incident Coordinating Activities

The EOC coordinates with a wide variety of organizations in order to maintain situational awareness, coordinate operations, execute plans and address issues. The primary means of coordination are through the exchange of liaison officers to various operating elements, regularly scheduled video-teleconferences (VTC) and/or internet web-conferences, as well as the operations centers of Other Departments and Agencies.

The Guam EOC, managed by the GHSOCD Administrator, serves as the Guam Governor's immediate emergency operations center. The EOC is staffed by the GHS/OCD staff, GovGuam ESF support personnel, DOD and NGO's as required. The primary function of the EOC is to coordinate field responses once Incident and/or Area Command efforts are overwhelmed due to the scope of the incident.

The EOC is activated by the GHS/OCD Administrator, using guidelines specified by the GERP, to coordinate response operations and facilitating liaison with Federal agencies. Once US Federal agencies are requested and respond, the Governor appoints the SCO to serve as the lead incident response coordinator to facilitate the Federal response. The EOC establishes priorities for the staging and deploying of resources, teams and commodities. The EOC serves as the focal point for incident information to field elements. The GHS/OCD Administrator (EOC Manager) is responsible for ensuring that a sufficient number of trained staff is available when an EOC is activated. Staffing requirements for an activated EOC are dependent on the level of operations implemented in response to an all-hazards event.

The EOC is responsible for:

- Primary alerting and notification to EOC personnel

- Back-up alerting and notification to primary ESF agencies and to ESF support agencies if unable to contact a primary ESF agency point of contact

- Performing information and planning responsibilities in conjunction with other Guam agencies

- Providing logistical support to deploying team personnel

- Establishing a Joint Information Center (JIC), if required

- Providing administrative, security, and logistical support to ESF representatives until response operations cease

- Issuing resource requests to accomplish response and recovery operations in support of Guam incident response and/or to request Federal support

- Ordering assets from local stocks; coordinating requests for mutual aid/federal support

- Identifying and supporting setup of field facilities

- Identifying initial resource requirements and prioritizing logistics flows.

The Federal organizations highlighted below are likely agencies Guam EOC staff will coordinate with during a terrorist incident response, enhance situational awareness, requests federal support, set priorities federal time-phased support, etc.

5.1 Multi-Agency Coordination Center

The Multi-Agency Coordination Center (MACC) is an interagency coordination center established by the DHS/US Secret Service during National Security Special Events (NSSEs). The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency operations centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers). The NRCC will provide a liaison whenever a MACC is set up for an NSSE.

5.2 Joint Field Office

The JFO is the facility established in the affected State for execution of joint disaster response and recovery operations. Once the JFO is operational, functions performed at the RRCC are transferred to the JFO. The NRCC may continue to provide support to the JFO in deploying national teams and commodities and in resolving policy issues. In the event of multiple JFOs, the NRCC/RRCC serves as a broker of resources if necessary. The JFO is the primary source of information for the RRCC on the status of operations in the field. Normally, the RRCC will reduce manning levels once the JFO is up and operational unless senior management and the FCO have determined that continued support from the RRCC is needed.

5.3 Federal Coordinating Officer

The Federal Coordinating Officer (FCO) is the Federal officer who is appointed to manage and coordinate Federal resource support activities following a Presidential Disaster or Emergency Declaration under the Stafford Act. The FCO typically operates from and leads the Federal incident management efforts of the JFO as part of the JFO Coordination Group. FEMA Headquarters and Regional leadership may have direct contact with the FCO when needed.

5.4 GovGuam Command Post/Command Centers

Local GovGuam Command Post/Command Centers coordinate information and resources to support incident management activities. GHS/OCD Duty Officer will be assigned to Command Post/Command Center to establish a communication line with the EOC and the Incident Commander at the Command Post/Command Center.

The NRCC does not normally deal directly with local Command Post/Command Centers. Direct contact would only be made with prior approval by the appropriate JFO, RRCC or other Regional Office.

5.5 Other Federal Agencies

5.5.1 Department of Defense (DoD)

Joint Region Marinas in coordination with the GovGuam (GHS/OCD) has developed the Joint Plan 101 to define Service roles and responsibilities in the event of a major incident in the Guam Area of Responsibility. Services may respond individually or in coordination with each other. PACOM has created Joint Task Force – Homeland Defense to act as a coordinating element between Island civil authority and PACOM. JTF-HD may also act as the coordinating HQ for all the responding Services, if required

The Guam Defense Coordinating Officer (DCO) is the primary point of contact and liaison for Guam civil authority coordination with PACOM and other DoD agencies.

Department of Defense Service forces on Guam can respond under IMMEDIATE ASSISTANCE authority or by Mutual Agreement (Memorandum of Understandings). This type of response is limited and requires commander's report to higher HQ (HHQ) as soon as possible (within 72 hours) but not to interfere with life saving activities. Guam may receive DoD support through approved Mission Assignment (MA) requests for direct support or through a request for support. The Defense Coordinating Officer is the Guam EOC liaison to DoD and the National Guard Bureau (NGB).

When requested by the GHS/OCD Administrator, Joint Region Marianas may integrate with the GHS/OCD JIC to coordinate joint military and civil emergency information releases. Air Force, Navy, Coast Guard, and GHS/OCD Liaison Officers will be assigned to the Guam EOC and joint military service command posts, as required or requested, to provide advice, coordination, and assistance regarding all aspects of planning and operations including Military Support to Civil Authority (MSCA).

The requesting activity, military component, or GHS/OCD is liable for reimbursable costs.

Given the remote geographic location of Guam, significant initial relief must be flown from the US or other Pacific locations. DoD commands likely to be involved in a significant incident response, through a Request For Assistance or Mission Assignment (RFA / MA), are Pacific Command (PACOM), and Northern Command (NORTHCOM). Supporting Agencies, such as the Defense Logistics Agency, usually work through other Federal / DoD agencies to provide support.

Air and Sealift in support of civil authorities is executed by Mission Assignment. US Transportation Command (USTRANSCOM) executes at the direction PACOM through coordination with the Defense Coordinating Officer (DCO). The Guam EOC should be prepared to provide priorities for the time-phased flow of resources into designated Guam Ports of Debarkation and through the Guam EOC DCO / DCE. Reference Annex J for a description of air operations management.

5.5.2 Joint Region Marianas

The US Joint Region Marianas based on Guam is prepared to provide resources for IMMEDIATE RESPONSE

(functional activity under IMMEDIATE ASSISTANCE) in accordance with Joint Plan 101 directives and through RFA from the Guam EOC.

Joint Region Marianas Defense Coordinating Offices is the Office of Primary Responsibility (OPR) for Joint Plan 101.

Joint Plan 101 divides incident response (IMMEDIATE RESPONSE or Mission Assignment) into four phases: Notification, Initial Emergency, Sustained Emergency, and Recovery (see Annex I).

5.5.3 Request for Military Assistance (Joint Plan 101)

GHS/OCD (EOC) will forward request for military assistance, as described in Joint Plan 101, to the DCO by the fastest means possible. As a minimum, each request will contain the following information:

- Nature of Incident / Disaster
- Extent of Damage
- Estimated Duration
- Degree of Civil Authority Commitment of Resources, including National Guard
- Task Accomplishment
- Desired Result
- Degree of Urgency

Guam military installation commanders still retain Title 10 responsibilities, ie- PACOM Area of Responsibility (AOR) national defense / war on terror requirements, defending against enemy attack, etc. These responsibilities could limit the MSCA response in some cases.

Requests for military assistance which do not meet the criteria established in the annex or which are not otherwise provided for by law are forwarded by GHS/OCD (EOC) to the appropriate Federal agency, e.g.- FEMA.

5.5.4 Missile Warning

Given the present threat environment, Guam's strategic location, and large US Military presence, it is likely that Guam is under threat of military attack (long range missile) from a potential US enemy State.

In accordance with Joint Plan 101, military services on Guam should establish liaison / warning to the Government of Guam via the GHS/OCD. Once liaison is established between GHS/OCD and PACOM via the DCO, principle warning is relayed to the GHS/OCD from the PACOM JOC (808-477-9396/7) via JTF-HD (808-438-8992).

5.5.5 Guam National Guard

The Guam National Guard (GNG) is subordinate to the GHS/OCD in all areas except military affairs.

The GNG responds to incidents at the direction of the Guam Governor and/or GHS/OCD and commanded by the GNG Adjutant General (TAG). If federalized, the GNG or identified GNG capabilities will come under the authority of the National Guard Bureau (NGB) and integrate with the established Joint Task Force or exisiting military area command with incident jurisdiction.

Service-specific GNG liaisons should be requested by the GHS/OCD or EOC Manager to man the Guam EOC to coordinate activities and share information with the EOC staff.

6.0 Command, Control and Coordination

6.1 Information Flow and Staff Coordination

Information is generally provided from the field through the EOC to Guam Executive leadership and other supporting federal agencies. The EOC Manager or the SCO, in consultation with other members of the Guam Executive Leadership, will attempt to resolve all incident response and recovery policy and resource issues.

Issues that involve the Federal response, once requested and approved (Emergency/Disaster Declaration) are coordinated through FEMA Region IX RRCC and/or a JFO (if established). In this case, the Unified Command will attempt to resolve issues.

6.2 Incident Action Plan (IAP)

The IAP is the singular overarching plan for allocating resources and providing work assignments resources in support to state and local governments in response to the incident. It does not preclude the preparation of other functional or discipline-specific support plans. Depending on the scope and complexity of the incident, all command and general staff may need to develop functional plans for how they will support the IAP.

The Incident Action Planning process is used to develop an IAP, which includes incident objectives, specific tactical actions, and supporting information for each Operational Period. Incident action planning is always conducted in advance of the next O-Period.

The primary focus of the IAP is the Operations Section, in which local, federal assistance and support are managed, coordinated, and delivered on the incident. However, it is essential that the entire Incident Management Assistance Team (IMAT), GHS/OCD Planning Section and selected specialty disciplines participate and provide input.

Annex J provides an example of an IAP.

6.3 Reporting Formats

The EOC produces three primary reports: (1) Immediate Updates Significant Events/Activities (SPOTREPs), (2) Situation Reports; Report formats are provided in Annex G.

Spot Report (SPOTREP) - A SPOTREP is a concise narrative report of essential/critical information covering events or conditions that may have an immediate and significant effect on current planning and operations that is afforded the most expeditious means and transmission. SPOTREP information is significant or urgent enough that it cannot wait until the next SITREP. SPOTREPs will be reported immediately and vetted by the responsible agency no later than one hour from event occurrence. The agencies will subsequently include their SPOTREPs into their next SITREP.

Situation Report (SITREP) - A SITREP is a detailed consolidation of information pertaining to a specific incident. Incident information is collected over a prescribed period of time, annotated in the prescribed SITREP format and submitted at prescribed frequencies. The situation report is based upon essential elements of information and is historical in nature.

6.4 Reporting Cycle

The SITREP reporting cycle is set by the EOC Manager / State Coordinating Officer.

6.5 Essential Elements of Information

The following essential elements of information should be incorporated into the Situation Report (Ref the Guam All Hazards CONOP, Annex I):

- Boundaries of Incident / Disaster Area (Operations)
- Access Points to Incident / Disaster Area (ESF-1)
- Jurisdictional Boundaries (ESF-5)
- Population / Community Impacts (Operations)
- Hazard-Specific Information (ESF-5 / Operations / Safety)
- Seismic / Other Geophysical Information (Operations)
- Weather (Operations)
- Demographics (Planning)
- Tourist Populations (ESF-17)
- Predictive Modeling (ESF-5 / FEMA Mapping & Analysis Center)
- Initial Needs and Damage Assessment (Operations)
- Status of Communications (ESF-2)
- Status of Transportation (ESF-1)
- Status of Emergency Operation Centers (Operations / ESF-5)
- Status of Infrastructure and Facilities (Operations)
- Status of Energy Systems (ESF-12)
- Status of Military Support (ESF-16)
- Status of State and Local Operations (Operations)
- Status of ESF Activations (Operations)
- Status of Remote Sensing Operations (ESF-5)
- Status of Donations / Voluntary Agency Activities (Operations)
- Status of Key Personnel / Personnel Issues (Operations)
- Status of Declarations (Operations)
- Priorities for Mitigation (Mitigation)
- Priorities for Response / Upcoming Activities (Operations)
- Major Issues / Shortfalls (Logistics)

6.6 Critical Information Reporting

New or updated information concerning the following critical issues must be reported immediately by the EOC via SPOTREPs and communicated to appropriate GovGuam Executive leadership and distributed to field agencies, as required/directed.

The GUAM, ALL-HAZARD NOTIFICATION AND REPORTING MANUAL contains notification thresholds for occurring or imminent incidents. In addition to these reporting thresholds, the following are considered critical information:

- Command and Control
- Security/Law & Order
- Population - Search and Rescue response efforts
- Population - Life-Sustainment: Water, Food, Medical, Shelter
- Population - Evacuation and Displacement
- Search and Recovery of Remains and Care for their families
- Critical Infrastructure issues with life threatening effects
- Events that may draw media attention
- Any event the Duty Officers Team Leader feels merits the attention of FEMA leadership

Operational reporting is often done in crisis situations that are often characterized by uncertainty, high stress, chaos, and incomplete or inaccurate information. Consequently, operational reports should be based on the individual's best estimate and judgment at that time and is situation dependent.

7.0 Personnel, Activation and Administration

7.1 Personnel Requirements

Rosters for the EOC positions staffed by Guam are maintained by the Planning and Administration Sections. Each organization represented in the EOC is responsible for developing and maintaining a cadre of personnel trained and available to staff their assigned positions in the EOC. To be eligible for assignment to the EOC, each person in a leadership position must:

- Retain the ability to make decisions on behalf of their Departments/Agencies;
- Complete NIMS standard training sequences including as a minimum IS-100, IS-200, IS-700, and IS-800 (or agency equivalent NIMS and NRF training). Members should also complete IS-300, IS-400, and, if available, position-specific training.

7.2 Training

An effective response to emergencies is dependent upon the availability of skilled, well-trained personnel. In order to achieve and maintain an effective operational EOC, capability, training, and exercise activities must be conducted. GHS/OCD has the responsibility to design training and exercise programs to include individual, section, and team training.

Individual, section, and team training is an integral part of operational readiness. GHS/OCD develops and schedules selected training activities to ensure a degree of uniformity and standardization among EOC operations. Program offices are responsible for ensuring that the individuals assigned to the EOC are sufficiently trained and qualified to accomplish their programmatic responsibilities. Sections develop and conduct internal training to ensure that members clearly understand section functions, responsibilities, operations, and procedures. Skill training is also provided to ensure EOC staff can use the equipment located in the Center. Annual EOC training is provided to maintain readiness and to review current policies and procedures.

To assist in further developing ESF position training and operations, Job Task Book templates can be downloaded form the FEMA NRF Resource Center website: http://www.fema.gov/emergency/nrf/

7.3 Administration and Logistics

Daily employee supervisors will assure that persons scheduled reporting for EOC duty during an EOC activation is deemed essential, and must report for work, even if the government is not operating. If unable to come to work in the EOC on a day when scheduled, employees must notify their EOC supervisor immediately, who in turn notifies EOC Manager.

7.4 EOC Daily Schedule

The EOC schedules and conducts meetings and conferences in order to coordinate actions, resolve issues, and exchange information. The Planning Section will develop, distribute, and display a daily meeting schedule as a reference for team members. Below is an example of the EOC meeting schedule for a notional hurricane response. Meeting times and

locations are subject to change at the discretion of Activation Team Leader during disaster response to accommodate specific reporting requirements or to address critical issues.

Operations/Plans Meetings: defines objectives, assigns responsibilities, and translates operational periods into actual planned activities. These meeting are attended by all Section Chiefs, Branch Directors, and ESF Leaders.

Senior Staff Meetings: may be convened at the request of EOC Manager or Command Staff Section Chiefs, to disseminate information, assign actions, or resolve issues or problems.

Shift Changeover Meeting: The EOC Manager of the departing shift conducts a brief shift change meeting attended by the Command Staff Section Chiefs, Branch Directors, and ESF Leaders. Depending on the situation and at the discretion of the Activation Team Leader, changeover meetings may include: management staff; full EOC staff; the section level only; the Branch level only; or may be accomplished on a one-on-one basis with the individuals coming on shift.

Notional EOC Daily Schedule		
Time	**Subject**	**Location**
6:30 AM	Senior Staff Shift Change Meeting	EOC Policy Room
7:00 AM	Shift Change Meeting	EOC
8:00 AM	Senior Staff Meeting	EOC Policy Room
9:00 PM	Video-Teleconference	EOC Policy Center
6:00 PM	Logistics Conference Call	EOC
6:30 PM	Senior Staff Shift Change Meeting	EOC Policy Room
7:00 PM	Shift Change Meeting	EOC
8:00 PM	Senior Staff Meeting	EOC Policy Room
11:00 PM	Operations/Plans Meeting	EOC Policy Room

Briefings: Regularly scheduled briefings consist of the initial In-Processing Briefing given to all EOC members when they arrive at the EOC for duty, and daily status briefings held at the beginning of each shift. Other regularly convened briefings include Status Briefings, Executive Briefings, and Special or VIP Briefings.

7.5 Parking

Parking for all stakeholders conducting business within the EOC during normal working hours and emergency/disaster activation hours are to utilize the over-flow parking across the GHS/OCD main compound.

7.6 EOC Location and Access

GovGuam's primary EOC is located at 221B Chalan Palasyo Agana Heights, Guam 96910. The facility is located within the same compound as the Government House where the Governor of Guam and the first family reside. All personnel wishing to gain access to the facility must provide an approved form of identification and/or process through a stringent

credentialing procedure.

7.7 In-Processing

Upon arriving to the EOC, team members report to the in-processing desk staffed by the Finance and Administration Section. In-processing includes:

- Information on obtaining a badge, if not already issued;
- Completion of a personnel data card;
- Lodging information and assistance (if required);
- Training and orientation information;
- Time and attendance;
- Information on security issues, as needed; and
- Information on how to contact the Deployment Support Center (DSC).

7.8 Daily Sign In/Out

All team members are required to sign in and out daily at the in-processing desk. This log serves as the official record of hours worked in the EOC, and serves as the official record of personnel that worked in the EOC. The log is also used to generate the EOC staff and telephone directory for each shift.

7.9 Time and Attendance Records

-- TBD --

7.10 Shifts

Normally, the EOC operates two shifts per day, from 0700 – 1900 ChST, and from 1900 – 0700 ChST. However, because disasters can occur at any hour, start-up may occur at a time other than 0700.   Employees and ESF Coordinators will be notified of the shift start and end times, and when the shift schedule will be changed. All EOC Personnel shift changes will be controlled and in unison.

8.0 References

- Guam Emergency Response Plan, Sep 2005
- Guam Disaster Preparedness Joint Plan 101, Jan 1999
- Guam All-Hazards Catastrophic Operation Plan, August 2010
- Guam Catastrophic Typhoon Operations Plan, August 2010
- Guam Catastrophic Typhoon Plan, August 2010
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC
- Code of Federal Regulations 44
- Homeland Security Act of 2002
- Homeland Security Presidential Directive – 5, Feb 2003
- National Incident Management System, Dec 2008
- National Response Framework, Jan 2008
- Interagency Integrated Standard Operating Procedure (Draft July 2005)
- All-Hazards Alert and Notification Operations Manual
- Mission Assignment Standard Operating Procedure (Draft, March 2005)
- Joint Field Office Aviation Branch Operations Manual v10.2 (Draft, Jan 2009)
- Statement of Concept: Air Mobility Coordination for Crisis Response (Apr 2008)

ANNEXES

Annex A – Guam EOC Checklists

A. EOC Operating Instructions:

The following are current   Guam EOC checklists. These checklists are meant to be used as a guideline in carrying out specific tasks and requirements.   They are not all inclusive and are not provided to restrict the use of initiative, and application of common sense when circumstances require responses not covered.

Guam Homeland Security Office of Civil Defense EOC Checklists:

1. EOC Activation
2. EOC Deactivation
3. EOC Relocation
4. Tropical Cyclone Formation
5. Earthquake / Landslides
6. Tsunami Watch / Warning
7. Flooding
8. Live Ordinance / Unexploded Ordinance (UXO)
9. Bomb Threat / Improvised Explosive Device (IED)
10. Hazardous Materials

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE
Emergency Operations Center Checklist

No.	Title	References	Updated	Classification
1	Emergency Operations Center (EOC) Partial / Full Activation	GERP	February 2009	FOUO

Incident:_____ **Date:**_____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
EOC Manager	1	Activates the EOC to Required Level		
All concerned	2	Recall GHS / OCD Personnel		
Duty Officers	3	Initial incident brief to personnel		
PAO	4	Distribute holding statement		
All concerned	5	Access DLAN accounts and initiate action tracking logs		
Planning	5a	Initiate DLAN status board		
Admin.	6	Activate Required Agency ESFs. Recall List located in EOC Activation Manual (EOC Reference Center). Activation of Agency ESFs based on Incident – ref: GERP		
All concerned	6a	Activate 2 GPD officers for security of the EOC and building perimeter (Hagatna Precinct: 475-8541 or GPD Operator: 472-8911).		
Admin	7	Ensure all activated and recalled personnel sign in at reception area and that badges are issued		
Planning	8	Ensure that all telephones within the EOC are operable and equipped with EOC contact listing		
Ops/Logs	9	Set-up Planning, Logistics and Operations workstations		
Planning/ Ops / Logs	10	Set up laptop computers in workstations (Logs to assist in the identification and temp release of custody of all available laptop computers from staff members to include DO laptop if not being used).		
Planning/ Ops	11	Distribute Section vests-EOC Manager; Administration & Finance; Logistics; Operations and Planning.		
Planning	12	Ensure that all media are connected and operable: Media 1 – Local Network, Media 2 – DLAN, Media 3 – National News, Media 4 – Picture In a Picture (PIP)		
Admin / Finance	13	All activated and recalled personnel must sign in with Admin / Finance Section Chief to ensure proper timekeeping.		
Planning	14	Contact agency and emergency control centers to include the regional EOCs, NOC, Region IX Watch/RRCC, DHS PSA etc.		
EOC Manager	15	Review steps 1-14 and ensure all have been completed		
EOC Manager/ Planning	16	Determine classification of upcoming briefings, if classified, ensure all personnel turn off radios, cell phones and pagers and remove batteries.		

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Planning	17	Establish communications with Duty Officer at the Command Post or Staging Area (if applicable)		
EOC Manager	18	Consider 24 hour operations, release personnel for duty rest accordingly.		
All	19	Determine other resource needs such as Agency Plans, Policies and Procedures which are located in the Reference Center of the EOC. Agency EOC Activation Binders located in table drawers.		
Planning	20	Develop Situation Report for critical stakeholders to include those identified in Task No. 14		
All	21	Collect data on resource status, manpower strengths and identify shortfalls.(# of personnel, # injured, # missing, # dead)		
EOC Manager	22	Brief status of specialized teams to include number of personnel available, number of personnel trained and number of additional personnel needed.		
PAO	23	Activate COML		
PAO / COML	24	Establish communications capabilities (EAS, Smartnet, etc.)		
PAO / COML	24a	Ensure SAT phone capability		
PAO / COML	24b	Ensure GETS capability		
PAO / COML	24c	Activate RACES (only if needed)		
EOC Manager / PAO	25	Assess and change as necessary the current alarm signal / threat level / condition of readiness		
Planning and / or ESF	26	Provide brief on incident situation in intervals of 15, 30 or 60 minutes or as needed		
All	27	Brief on Agency status		
NWS / Planning	28	Brief on current conditions and forecast		
PAO / Planning	29	Brief on communications capabilities (task 23 to task 24c)		
EOC Manager/ Planning	30	Run appropriate Checklist, inform all concerned members of items that may be of general interest.		

Note: The most senior employee will have authority until arrival of the Administrator or Homeland Security Advisor. All staff are to report to the administrative area to support operations as needed.

*These action items may not necessarily be in sequential order, and may be simultaneously conducted.

** If the assigned personnel are not present, the EOC Manager will assume the task.

		GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE Emergency Operations Center Checklist			
No. 2	**Title** Deactivation of the EOC		**References**	**Date** February 2009	**Classification** FOUO

Incident: _____ **Date:** _____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
GHS / OCD Staff	1	Complete all open checklist items		
Planning	2	Compile and turn in or secure all classified materials.		
All	3	Ensure EOC is free of all material (to include paper, writing on boards, overhead slides) etc.		
All	4	Ensure all computers are turned off		
All	5	Contact stakeholders involved and notify them of deactivation		
Planning	5a	Contact agency and emergency control centers to include the regional EOCs, NOC, FEMA Region IX Watch/RRCC, etc. and notify them of deactivation.		
Logistics	6	Electronically and manually inventory all equipment and materials used during activation (computers, laptops, agency binders, etc)		
Operations	7	Ensure all boards, maps, checklist, etc. are cleaned and ready for next activation		
PAO	8	Notify the community of status via Emergency Alert System, Internet, Television (if available) and radio frequencies announcements (COML)		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted.

** If the assigned personnel is not present, the EOC Manager will assume the task.

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE **Emergency Operations Center Checklist**				
No. 3	**Title** Relocation of EOC	**References** COOP PLAN	**Date** February 2009	**Classification** FOUO

Incident:_____   **Date:**_____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
EOC Manager	1	Determine if relocation is necessary		
Logs/Ops	2	Provide transportation vehicle as needed		
All	3	Prepare to receive at alternate site		
Logs/Ops	4	Ensure that all telephones within the alternate EOC are operable and equipped with contact listing		
Planning	5	Turn in or secure classified materials		
All	6	Notify agency and emergency control centers to include the regional EOCs, NOC, FEMA Region IX Watch/RRCC, DHS PSA, Command Post, Tactical Communications Center, and Guam Fire Dispatch (E911) of the relocation.		
All	7	Re-establish communication with individual Control/Command Centers		
JIC	8	Check status of Communication Capabilities		
All	9	Take inventory of all classified materials.		
All	10	Set up new location and implement EOC Partial / Full Activation Checklist No.1		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted.

** SECTION SUPERVISORS TO MAINTAIN LOG OF SECTION "GO KITS".

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE					
Emergency Operations Center Checklist					
No. 4	**Title** TROPICAL CYCLONE FORMATION		**References** GERP	**Date** January 2011	**Classification** FOUO

Incident:_____   Date:_____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
HSA	1	Brief Governor of weather threat message.		
OCDA	1a	Brief Lt Governor of weather threat message		
OCDA/HSA	2	Consider the need for an "All Personnel" (GHS/OCD) recall.		
OCDA/HSA	3	Consider EOC activation. Provide Brief and Initiate EOC Activation Checklist		
EOC Manager/NWS	4	Heavy Weather Briefing with Mayors and Vice Mayors		
EOC Manager/NWS	5	Heavy Weather Briefing for all ESFs and other EOC members		
ALL	6	Response agencies begin agency specific pre-event preparations		
ESFs	7	**If necessary:** Initiate contact with vendors and make emergency procurements in preparation for post-event response needs (see Tab B Agency Preparations: GERP)		
Admin	8	Initiate MOUs and MOAs in preparation for post-event support and supply needs.		
Planning/Ops	9	EOC Preparations for Activation. Implement Functional Annex D.		
Logs/Ops	10	Test all emergency communication equipment (hand-held radios, cellular phones etc) and ready for use.		
Planning	11	Initiate DLAN: status board, situation report, call center etc. Implement EOC recording and documentation process.		
Planning	12	Notify/Contact FEMA Region IX		
EOC Manager	13	Activate the Joint Information Center (JIC) Implement GERP Functional Annex G		
JIC	14	Maintains contact and communications with all media sources		
Planning/ Logs	15	Identify Shelters through ESF 6 (MCOG/GDOE). Implement GERP Functional Annex E		
Governor	16	**If warranted:** Issue a Declaration of Emergency allowing GovGuam to make emergency procurements from their operating budgets. **"COR 2"**		
EOC Manager/NWS	17	Briefing for all ESF Coordinators (ESF Coordinators and GHS/OCD staff activated for a 12 hour shift).		
EOC Manager	18	Emergency Alert System (EAS) activated, Emergency Shelters opened, vulnerable and		

Assigned Personnel	Task No.	Task	Completed	Time & Initial
		critical public facilities secured, EVAC operations implemented, activate EOC security.		
Logs/Planning	19	Emergency vehicles (buses & vans) deployed to pre-designated locations, non-essential vehicles (4x4s & trucks) turned in to DPW. Emergency road and debris clearing equipment deployed to pre-designated locations.		
Logs/Ops	20	Response materials, supplies, manpower and equipment identified; Emergency Generators fueled and tested; water tankers prepared and deployed to designated locations		
Logs/Planning	21	Staging areas identified for management and collection of debris.		
Logs/Planning/ Ops	22	Compile list of initials immediate needs not available on island and transmit to FEMA		
EOC Manager/NWS	23	Heavy Weather Briefing for all ESF Coordinators and GHS/OCD staff		
Governor	24	**If warranted:** Issue **"COR 1"**		
All	25	All Response Agencies lock down at the EOC and prepare for post-event activities. EOC 24 hr operations (ESF plan shift work)		
Planning/Ops/ All Concerned	26	Evacuation operations review and update GERP Functional Annex E.		
EOC Manager/NWS	27	Heavy Weather Briefing for all ESFs and GHS/OCD staff		
Governor	28	**If warranted:** All Clear and initiate Response & Recovery Operations. Issue **"COR 4"**		
Planning	29	Coordinates damage assessment. All GovGuam Agencies & Department conduct their own assessments		
Ops/Logs	30	Road clearance and debris management activities begin		
Governor	31	Governor's Authorized Representative (GAR)identified		
Planning	32	**If warranted:** Prepare Presidential Disaster Declaration Request after Preliminary Damage Assessment (PDA)		
Planning	33	Implement GERP Functional Annex H-Reporting and Documentation		
EOC Manager	34	**If warranted:** Initiate GERP Functional Annex I – Sheltering and Mass Care		
Logs/Ops	35	Close Shelters		
All Concerned	36	Initiate EOC Deactivation, Checklist No. 2		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted.

** Available Resources: HURREVAC (HURRicane EVACuation) Software, NWS (National Weather Service), JTWC (Joint Typhoon Warning Center)

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE Emergency Operations Center Checklist					
No. 5	**Title** EARTHQUAKE/LANDSLIDES		**References** GERP	**Date** February 2009	**Classification** FOUO

Incident:_____   **Date:**_____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
First Available Staff	1	Report Notification of EQ to first available DO.		
First Available Staff/DO	2	Contact USGS – Paul Hattori (355-5259) and obtain information on magnitude and location of EQ.		
DO	3	Advise PAO, OCDA and Homeland Security Advisor.		
DO	4	Contact NWS via Hotline located in small conference room, or 472-0900 to obtain information on Tsunami Watches/Warnings issued by PTWC.		
DO	5	Provide incident brief to OCD Administrator.		
OCDA	6	Provide incident brief to Homeland Security Advisor.		
HSA / OCDA	7	Provide incident brief to Governor & Lt. Governor.		
OCDA / HSA	8	Consider recall or notification to all GHS / OCD personnel & Department/Agency ESFs to obtain 100% accountability.		
DO/SS/OCDA/ HSA	9	Provide situation brief to incoming staff		
SS/OCDA/ HSA	10	Consider implementation of the Emergency Alert System.		
PAO/OCDA/ HSA	11	Ensure dissemination of Holding Statement to EOC call takers. Consider activation of Joint Information Center (JIC).		
DO/SS	12	Contact and report status of Water (GWA), Power (GPA), Telephone (GTA), Roadways (DPW).		
DO/SS	13	Contact GHRA (Mary Torre) 649-1447/687-3633 and GVB 646-5278/9 and report status of hotels/tourists.		
OCDA/HSA	13	Establish communication with Military components and regional partners. (i.e. CNMI, Hawaii, etc.)		
DO/SS	14	Contact GMHA/Military Liaison for injury/fatality report.		
DO/PAO	15	Contact Communications Leader (Brad Hokanson 482-2453) for status on communications systems.		

Assigned Personnel	Task No.	Task	Completed	Time & Initial
OCDA	16	Consider EOC activation. Initiate EOC Activation Checklist Ref: EOC SOP checklist No. 1 EOC Partial / Full Activation		
DO/SS	17	Contact Bruce Williams (DOE) 689-1257 and report status of schools (if applicable).		
OCDA/HSA	21	Consider requesting for HC-5 assistance for aerial damage assessment		
OCDA/HSA	22	Ensure FEMA-PAO and USDHS-Ops Center are notified		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted. **All incidents are to be documented in DLAN.**

** Available Resources: CSIN (California Seismic Information Network) Tide Tool, USGS (U.S. Geological Survey) website, PDC (Pacific Disaster Center) Web Tool.

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE Emergency Operations Center Checklist					
No. 6	**Title** TSUNAMI WATCH/WARNING	**References** GERP	**Updated** March 2011	**Classification** Unclassified-FOUO	

Incident: _____ **Date:** _____

Assigned Personnel	Task No.	Task		Completed	Time & Initial
First Available Staff	1	Report Notification of Tsunami Advisory/Warning to first available DOs.			
DO	2	Validate information with NWS at 472-0950 using Hotline located in the small conference room, by checking PTWC website at www.prh.noaa.gov/pr/ptwc, and/or by checking DOs email inboxes.			
DO	3	Advise OCD Administrator and/or Homeland Security Advisor.			
PAO	4	Ensure dissemination of Holding Statement to EOC call takers. Consider activation of Joint Information Center (Ref. GERP Attachment 4A).			
DOs/OCDA/ HSA	5	Contact MCOG (472-6940),GPD(475-8508), PAG (477-5931x420), DPW (646-3131) ESFs; Contact GHRA (649-1447, 687-8857 POC: Lucia Calvo) or GHRA President (687-3633) or G4S Main Headquarters during Holidays & after office hours (649-3127 POC: Ray Cruz or Paul Suba); GFD Dispatch (475-9082-3), GPD TCC (475-8615-6), Harbor Master (477-5931*330,333,533), GPSS/Shelter POC: Bruce Williams (300-1533/689-1257).	GPD GFD PAG DPW GHRA E911 TOC HM GPSS		
HSA	6	Notify Governor of Incident. Consider Activation of EOC.			
OCDA	6a	Notify Lt. Governor of incident. Consider activation of EOC.			
OCDA/HSA/ PAO	7	Activate Emergency Alert System by contacting Primary 1/KStereo (477-5786/Ed Poppe) (477-5757) and/or Primary 2/K-57 Fax message to NWS-Guam Forecast Office (472-0950 fax: 472-0980).			
OCDA/HSA	8	Joint Region Marianas Emergency Management Director Frank Paulino (339-2463 or 488-5458) and/or JRM ROC (349-4003/4).			
All Personnel Concerned	9	Initiate GHS/OCD Recall Telephone Tree. (See attachment)			
First Available Staff	10	Initiate the EOC Activation Checklist.			
PAO/OCDA HSA	11	Analyze/evaluate call taker activity/operation and adjust if necessary.			
All Personnel Concerned	12	Initiate communication with regional partners.			
Planning		Prepare incident/situation status report and			

	13	establish communication with NWS-Guam Forecast Office.		
HSA/OCDA	14	Contact FEMA Region IX PAO		
OCDA/HSA	15	Unified Command structure will coordinate all response activities from the EOC.		
OCDA/HSA/ Governor	16	Evacuation considered based on the following considerations: Determination/guidance from PTWC and/or NWS-WFO; Tsunami actually generated in outlaying island jurisdictions or gauge locations. Upon receipt of updated/validated information, the public is advised to evacuate 50 feet above sea level inland towards the pre-identified tsunami staging sites following safe routes.		
OCDA/HSA	17	As precautionary measure if evacuation is not mandated, the public is advised to stay out of the water and stay away from low lying areas near the island's coasts.		
DO/SS	18	MCOG/GFD/GPD/GHRA Emergency vehicles with loud speaker capability activated to provide on site notification to affected area.		
DO/SS	19	Emergency Shelters opened as needed.		
DO/SS	20	DPW and other GovGuam response vehicles (buses & vans) deployed to pre-designated locations to assist in evacuation. (Ref. GERP attachment 4B)		
DO/SS	21	Response materials, supplies, manpower and equipment identified.		
DO/SS	22	Upon cancellation of Tsunami watch/warning by PTWC and upon issuance of "all clear" ensure notification of the following: MCOG, GFD, GPD, DPW, PAG, Military Liaison, and GHRA/PIC.		
PAO	23	Issue press release for cancellation of Tsunami watch/warning and "all clear".		
OCDA/HSA	24	Activate EAS for cancellation of Tsunami watch/warning and "all clear".		
HSA/OCDA/ DO/SS	25	Documentation of Response, Recovery and EOC Activities.		
PAO	26	Validate all information coming from PTWC and NWS and Initiate contact with media sources with validated and approved information.		

Know your Tsunami Terms
Familiarize yourself with these terms to help identify a Tsunami Hazard

Advisory: An earthquake has occurred in the Pacific basin, which might generate a tsunami.

Watch: A tsunami was or may have been generated, but is at least two hours travel time to the area in Watch status.

Warning: A tsunami was, or may have been generated, which could cause damage; therefore, people in the warned area are strongly advised to evacuate.

Note: *These action items may not necessarily be in sequential order, and may be simultaneously conducted. Chamorro Standard Time (ChST) is ten (10) hours ahead of Zulu (Z) time/date. All incidents are to be recorded/documented in DLAN.*

** Available Resources: PTWC (Pacific Tsunami Warning Center), NWS (National Weather Service),

HOLDING STATEMENT

(ChST):_____

Holding Statement No. ____

NOAA's Pacific Tsunami Warning Center (PTWC) has issued a Tsunami (watch/warning) for Guam as a result of an earthquake that occurred in _____ (insert location) with a preliminary magnitude of _____ (insert data).

Guam Homeland Security and the Office of Civil Defense along with various local and federal government organizations will continue to monitor and coordinate all necessary actions (insert any special detailed instructions if warranted):

All persons should avoid low-lying, coastal areas – residents and visitors in low lying coastal areas are highly encouraged to evacuate to areas above 50ft in elevation and 100ft inland.

Residents and visitors should continue to monitor local media for official information.

Prepared by:

_____
Print & Sign Name

Authorized by:

_____
Print & Sign Name

1. For a Tsunami Watch:

The Pacific Tsunami Warning Center (PTWC) of the National Oceanic and Atmospheric Administration (NOAA) has placed Guam in a Tsunami Watch. A Tsunami Watch means that a possible destructive tsunami is more than 3 hours but less than 6 hours from its arrival at Guam. This watch may later be upgraded to a warning with additional instructions or it may be cancelled. Evacuation is not necessary at this time.
 Residents should continue to monitor local media for more information and further instructions from the Department of Homeland Security/Office of Civil Defense.

2. For a Tsunami Warning:

 The Pacific Tsunami Warning Center (PTWC) of the National Oceanic and Atmospheric Administration (NOAA) has placed Guam in a Tsunami Warning. A Tsunami Warning means that a possible destructive tsunami is possible within 3 hours to our area. Computer models indicate that the first tsunami wave may reach the island at _____ local standard time or Chamorro time.
 Avoid low-lying, coastal areas – any residents and visitors in low lying areas should evacuate to areas above 50ft in elevation and 100ft inland, such as one of several "Assembly Areas" that have been designated around the island. Do not return to low-lying coastal areas until the "all clear" is given by Government Officials.
 Residents should continue to monitor local media for official information.

3. For a Pacific-wide Tsunami Information Bulletin (if needed):

 The Pacific Tsunami Warning Center (PTWC) of the National Oceanic and Atmospheric Administration (NOAA) has issued a Pacific-wide Tsunami Information Bulletin. A destructive tsunami is not expected at this time. Guam Homeland Security/Office of Civil Defense will continue to monitor this event and will issue further instructions, if necessary. Evacuation is not necessary at this time.
 Residents in low lying coastal areas should be vigilant and continue to monitor local media for more information.
<div align="center">Or</div>

 The Pacific Tsunami Warning Center (PTWC) of the National Oceanic and Atmospheric Administration (NOAA) has issued its final Pacific-wide Tsunami Information Bulletin. A destructive tsunami was not generated.
Residents and visitors near coastal areas should remain vigilant.

		GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE			
		Emergency Operations Center Checklist			
No.	**Title**		**References**	**Date**	**Classification**
7	FLOODING		GERP	January 2011	FOUO

Incident:_____   **Date:**_____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
First Available Staff	1	Report Notification of Flood Warning to first available DO		
DO	2	Verify information received		
DO	3	Advise OCD Administrator or Homeland Security Advisor of Flooding		
OCDA/HSA	4	Consider the need for an "All Personnel" (GHS/OCD) recall.		
HSA	5	Brief Governor on situation		
OCDA	5a	Brief Lt. Governor on situation		
OCDA/HSA	6	Consider implementation of Emergency Alert System. Implement Functional Annex C – Emergency Notification Communication & Warning		
OCDA/HSA	7	Consider EOC activation. Provide Brief and Initiate EOC Activation Checklist		
EOC Manager/ HSA	8	Initiate contact with media sources. Implement Functional Annex G – Public Information		
Governor	9	Issue Emergency Proclamation		
EOC Manager/NWS	10	Heavy Weather Briefing for all essential ESFs and GHS/OCD staff		
Logs/Planning	11	Implement Functional Annex K – Resource Management		
All Concerned	12	Secure all critical infrastructures.		
Planning/Logs/ Ops	13	Deploy Emergency vehicles (buses & vans) to pre-designated locations to assist with evacuation		
Planning/Logs/ Ops	14	Identify Shelters implement GERP Functional Annex E – Evacuation Procedures		
Planning	15	Document Response Agency request for assistance. Implement GERP Functional Annex H – Reporting and Documentation		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted.

** Available Resources: NWS (National Weather Service)

		GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE			
		Emergency Operations Center Checklist			
No. 8	**Title** LIVE ORDINANCE/UXO (DOD / Military)		**References**	**Date** July 2014	**Classification** FOUO

Incident:_____ **Date:**_____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
First Available Staff	1	Notify first available Duty Officer (DO).		
DO	2	Validate reported information of live ordinance		
DO/SS	3	Advise PAO, OCD Administrator and Homeland Security Advisor of Incident.		
HSA	4	Notify the Governor of said incident.		
OCDA	4a	Notify Lt. Governor of said incident.		
All	5	Upon request of IC Contact Joint Region Marianas Regional Operations Center (JRM ROC) at 349-4003/4 for DOD/EOD support.	Primary: Secondary:	Primary: Secondary:
DO / SS	6	Notify MCOG Executive Director (Angel Sablan) at 472-6940, 787-6900 or 1*1553 (i-connect) and/or mayor of respective village of ongoing situation		
DO/SS	7	Notify GDOE Safety Administrator (Bruce Williams: 300-1533 or 689-1257) or (Chris Anderson 300-1261 or 482-1268).		
GHS/OCD Staff	8	Ensure that proper permits and documentations are completed and in compliance before detonation or removal. GHS/OCD Entry Access Permit:_____ GEPA Emergency Permit:_____ Chain of Custody form:_____		
DO/SS	9	Identify Incident Commander: Name: _____ Title: _____ Organization: _____		
DO/SS	10	Report to Incident Commander to obtain briefing: Location of Ordinance: _____ Specific Threat information: Device Description: _____ _____		

Assigned Personnel	Task No.	Task	Completed	Time & Initial
		Information Source:_____ _____ Method of removal: _____		
DO/SS	11	Ensure following responders are on scene: K-9 Explosive Detection Unit: _____ (if needed) Explosive Ordinance Disposal (EOD): _____ Fire Service & Emergency Medical Units:_____ HAZMAT Team:_____ Others:_____		
DO/SS	12	Determine if evacuation is necessary. Ensure all personnel maintain minimum safe distance from threatened location. (Department or Agency should execute their evacuation plan) Ref: to Emergency Response Guidebook.		
OCDA & DO	13	Brief OCD Administrator and Homeland Security Advisor, on task 5 and 6.		
DO/SS	14	Inform PAO, OCD Administrator and Homeland Security Advisor of latest Incident activities.		
DO/SS	15	Remain on standby until assistance is requested by IC or the all clear is given. Once all clear is given DO must inform PAO and OCD Administrator and Homeland Security Advisor of the all clear.		
DO/SS	16	Remain on standby until assistance is requested by IC or the all clear is given. Once all clear is given DO must inform PAO and OCD Administrator and Homeland Security Advisor of the all clear.		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted. All incidents are to be documented in DLAN.

 ** Available Resources: CAMEO (Computer –Aided Management of Emergency Operations), Guam National Guard - 94th Civil Support Team

		GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE **Emergency Operations Center Checklist**			
No. 9	Title BOMB THREAT/IED		References	Date July 2014	Classification FOUO

Incident: _____ **Date:**_____

Initiate this Checklist based on any of the following actions:

1. Receipt of Bomb threat or warning
2. Location of a suspicious item or actual explosive device
3. Actual Detonation of an explosive device

Assigned Personnel	Task No.	Task	Completed	Time & Initial
First Available Staff	1	Notify first available duty officer		
DO/SS	2	Validate information and receive guidance on response		
DO/SS/ OCDA	3	Advise PAO, OCD Administrator and Homeland Security Advisor of Incident.		
DO/SS	4	Notify GPD K-9 Unit (TCC at 475-8615/6).		
DO/SS	5	Notify K-9 Unit (GIAA K-9 Unit Recall Roster attached and herein a part of this checklist) at 475-4544 or 475-4445 if needed. GIAA Dispatch 642-4530.		
DO/SS	6	Notify MCOG Executive Director (Angel Sablan) at 472-6940, 787-6900 or 1*1553 (i-connect) and/or mayor of respective village of ongoing situation.		
OCDA / HAS	7	Notify FBI of incident - Senior Supervisory Special Agent Steve Moore at 472-7465/ 888-0131, Supervisory Special Agent Suni Pitman at 471-0228/687-9712, Special Agent John Kowatch at 471-0232/312-907-8037 and Special Agent Brent Dana at 471-0213/688-1456.		
DO/SS	8	Notify GDOE Safety Administrator (Bruce Williams: 300-1533 or 689-1257) or (Chris Anderson 300-1261 or 482-1268. *If on private property establish communication line with private establishment building management/security manger etc.		
DO/SS	9	Upon request of IC Contact Joint Region Marianas Regional Operations Center (JRM ROC) at 349-4003/4 for DOD/EOD support.		
DO/SS	10	Identify Incident Commander/Unified Command: Name: _____ Title: _____ Organization: _____		

Assigned Personnel	Task No.	Task	Completed	Time & Initial
DO/SS	11	Report to Incident Commander/Unified Command to obtain briefing: Location of Threat: _____ Specific Threat information: _____ Device Description: _____ _____ Device location: _____ Phoned-in threat: Caller's message: _____ _____ _____ Detonation time: _____		
DO/SS	12	Ensure following responders are on scene: K-9 Explosive Detection Unit: _____ Explosive Ordinance Disposal (EOD): _____ Fire Service & Emergency Medical Units: _____ HAZMAT: _____		
DO/SS	13	Brief PAO, OCD Administrator and Homeland Security Advisor.		
PAO	14	Ensure dissemination of Holding Statement to EOC call takers. Consider activation of Joint Information Center.		
DO/SS	15	Determine if evacuation is necessary. Ensure all personnel maintain minimum safe distance from threatened location. Ref: Emergency Response Guidebook.		
DO/SS	16	Inform PAO, OCD Administrator and Homeland Security Advisor of latest Incident activities.		
DO/SS	17	Remain on standby until assistance is requested by IC or the all clear is given. Once all clear is given DO must inform PAO, OCD Administrator and Homeland Security Advisor of the all clear.		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted. All incidents are to be documented in DLAN.

** Available Resources: CAMEO (Computer –Aided Management of Emergency Operations), Guam National Guard - 94th Civil Support Team

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE
Emergency Operations Center Checklist

No.	Title	References	Date	Classification
10	Hazardous Materials		March 2011	FOUO

Incident: _____   **Date:** _____

Assigned Personnel	Task No.	Task	Completed	Time & Initial
First Available Staff	1	Validate reported information Hazardous Materials and notify first available Duty Officer (DO).		
DO/SS	2	Advise PAO, OCD Administrator and Homeland Security Advisor of Incident.		
DO/SS	3	Upon request of IC Contact Joint Region Marianas Regional Operations Center (JRM ROC) at 349-4003/4 for DOD/EOD support.		
DO	4	Contact MCOG Director and/or Mayor of effected jurisdiction.		
OCDA/HSA	5	Notify GNG TAG of said incident and possible CST support.		
DO/SS	6	Contact Guam EPA 24hr dispatch at 720-9500, 888-6488 or iconnect 10020/10015.		
OCDA/ HSA	7	Brief Governor & Lt. Governor of Incident.		
DO/SS	8	Contact NOAA/NWS and receive latest weather information. Note: Hotline available is small conference room or call 472-0950.		
OCDA/DO	9	Contact GHS/OCD SME (Jack Fernandez 688-1447 if applicable)		
OCDA/HSA	10	Deploy if necessary Mobile Command Post.		
HSA/OCDA/ DO/SS	11	Ensure ICS/NIMS structure is in place.		
OCDA/HSA	12	Ensure certification capability of DO responding to incident site.		
DO/SS	13	Ensure certification capabilities and PPE to engage activities at incident site. ***Note: identify exact location of incident site, command post location and response routes prior to DO departure.***		
DO/SS	14	Notify DPHSS Ernie Quenga (decon support).		
DO/SS	15	Notify GMH ER of said incident.		
OCDA/PAO/DO	16	Ensure dissemination of Holding Statement to EOC call takers.		
OCDA/HSA	17	Determine if EOC activation is warranted. Note: Refer to EOC activation checklist if activation is required.		
HSA/OCDA/ DO/SS	18	Ensure utilization of all appropriate software and tools necessary for incident		

		management. (i.e. CAMEO, ALOHA, MARPLOT, DLAN etc.)		
OCDA/ HSA	19	Ensure FEMA-PAO and USDHS-Ops Center are notified.		
OCDA/ HSA/DO	20	Provide situation brief to Staff and RAC members.		

Note: These action items may not necessarily be in sequential order, and may be simultaneously conducted. All incidents are to be recorded/documented in DLAN.

** Available Resources: CAMEO (Computer –Aided Management of Emergency Operations), Guam National Guard - 94th Civil Support Team

Annex B – NOTIFICATION THRESHOLDS

Event Type	Notification	Incident Report
Civil Unrest	- Guam Police Dept (GPD) Dispatch notifies the EOC Duty Officers and EOC Manager; - If directed, execute EOC Checklist#1: EOC Activation - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch
Earthquakes (≥ 4.0)	- Execute EOC Checklist #5: Earthquake/Landslide; - If directed, execute EOC Checklist #1: EOC Activation - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); include significant elements of USGS and/or PTWC messages. - If directed, notify the DHS NOC and FEMA Region IX Watch
Earthquakes (≥ 7.0) Tsunami	- Execute EOC Checklist #5: Earthquake/Landslide and Checklist #6: Tsunami Advisory/Warning; - If directed, execute EOC Checklist #1: EOC Activation - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); include significant elements of USGS and/or PTWC messages. - Notify the DHS NOC and FEMA Region IX Watch
Fires	- Guam Fire Dept (GFD) Dispatch notifies the EOC Duty Officers and EOC Manager - If significant fire and directed by the EOC Manager, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs)	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - Notify the DHS NOC and FEMA Region IX Watch -- Provide specific fire data to FEMA Region IX Watch (Ref. Annex M)
Flood/Flash Flood	- GPD Dispatch notifies the EOC Duty Officers and EOC Manager; - Execute EOC Checklist #7: Flooding - If directed, execute EOC Checklist #5: Landslide, and Checklist#1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch

Event Type	Notification	Incident Report
HAZMAT Incident	- GPD/GFD Dispatch notifies the EOC Duty Officers and EOC Manager; - Execute EOC Checklist #10: Hazardous Materials - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch
Typhoon or Tropical Storm /Depression	- EOC Duty Officers notifies the EOC Manager of suspect tropical depression no later than 72 hours prior to forecasted landfall; - Prepare to execute / execute EOC Checklist #4: Tropical Cyclone Formation - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs then to Full Activation, as directed) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch
Nuclear Weapons Event	- DCO and/or Installation Command Post notifies the EOC Duty Officers and EOC Manager - Execute EOC Checklist #8: Live Ordinance/UXO - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch
Oil Spill	- USCG D14 and/or DCO notifies the EOC Duty Officers and EOC Manager - Execute EOC Checklist #10: Hazardous Materials - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers release reports and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch

Event Type	Notification	Incident Report
Terrorist Incident [i]	- GPD, DCO, and/or Installation Command Post notifies the EOC Duty Officers and EOC Manager - Execute EOC Checklist #9: Bomb Threat/IED - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch
Volcanic Eruption	- EOC Duty Officers notifies the EOC Manager of potential volcano eruption/ashfall plume -Continue monitoring volcano information sources (i.e.- USGS): http://volcano.wr.usgs.gov/activity/ Ash Fall: http://pafc.arh.noaa.gov/volcano.php - Notify/Coordinate with FAA (GIAA) - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs)	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch
WMD Events	- DCO and/or Installation Command Post notifies the EOC Duty Officers and EOC Manager - If directed, execute EOC Checklist #8: Live Ordinance/UXO and/or Checklist #9: Bomb Threat/IED - If directed, execute EOC Checklist #1: EOC Activation (Run actions to establish Partial Activation of EOC with required ESFs) - EOC Duty Officers establishes incident name in the DLAN	- EOC Duty Officers releases report and enters into DLAN (Ref. Annex G); - If directed, notify DHS NOC and FEMA Region IX Watch

NOTE: When an event occurs or is imminent that does not meet the Threshold Notifications requirements for an Incident Report, the EOC will report the event. The EOC Manager will make the determination if the event warrants further notification and if it should be posted to DLAN.

Annex C – EOC Staffing & Responsibilities

The Chart below identifies the positions in the Guam Emergency Operations Center and the primary office of responsibility (OPR) for ensuring that the position is staffed. Team members assigned to the position must be trained and qualified to perform their assigned duties and responsibilities. The staffing pattern of the EOC follows NIMS/ICS principles.

Section	Position	Responsible Office*	Team A	Team B
EOC Staff	EOC Manager			
	External Affairs (1)			
	DOD LNO			
Operations	Operations Section Chief			
	Mission Assignment Tracker			
	Human Services Branch Director			
	• ESF 6			
	• ESF 11			
	Infrastructure Branch Director			
	• OIP/PSA			
	• ESF 1			
	• ESF 2			
	• ESF 3			
	• ESF 12			
	Emergency Svc Branch Director			
	• ESF 4			
	• ESF 8			
	• ESF 9			
	• ESF 10			
	• ESF 13			
Plans	Plans Section Chief			
	• Situation Unit Leader			
	• Documentation Unit Leader			
	• Resource Unit Leader			
Logistics	Logistics Section Chief			
	• ESF 7			
Admin/Finance	Admin/Finance Section Chief			
	• IT Support			
	• **Receptionist**			

ESF Major Functions and Activities

ESF 1: Transportation
- Movement Coordination Branch
- Monitor status of critical transportation systems
- Coordinate resolution of transportation issues
- Coordinate use of Department of Defense air assets during initial operations
- Maintain communications with the Emergency Transportation Center (when activated)
- Maintain communications with the Evacuation Liaison Team (when activated)

ESF 2: Communications
- Maintains status of telecommunications
- Identifies issues/concerns of telecommunications industry
- Provides technical assistance on communications issues

ESF 3: Public Works and Engineering
- Delivery of critical commodities including ice and water
- Assessment and installation of generators
- Status of water, sewer, and other critical infrastructure
- Temporary Roofing
- Temporary Repair
- Debris Removal

ESF 4: Fire Fighting
- Firefighting activities on Federal lands
- Resource support to rural and urban firefighting operations
- Coordinate activation and employment of Activation Teams () to support field operations
- Coordinate mission assignments for support from the Guam Fire Department

ESF 5: Emergency Management
- Coordination of incident management efforts
- Issuance of mission assignments
- Resource and human capital
- Incident action planning
- Financial management

ESF 6: Mass Care, Emergency Assistance/Tourism
- Mass Care
- Housing
- Human Services

ESF 7: Resource Support
- Resource Support (facility space, office equipment and supplies, contracting services, etc.

ESF 8: Public Health and Medical Services
- Activation and deployment of National Disaster Medical System (NDMS) teams and resources
- Maintain status of critical medical facilities/capabilities
- Liaison w/ HHS Secretary's Operations Center

ESF 9: Search and Rescue
- Maritime Rescue
- Large area/Wilderness Rescue
- Aeronautical Rescue
- Urban search and rescue

ESF 10: Oil/Hazardous Materials Response
- Oil/Hazardous Materials (chemical, biological, radiological, etc.) response
- Environmental safety and short-and long-term cleanup

ESF 11: Agriculture and Natural Resources
- Nutrition assistance
- Animal and plant disease/pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration

ESF 12: Energy
- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecast

ESF 13: Public Safety and Security
- Facility and resource security
- Security planning and technical and resource assistance
- Public safety/security support
- Support to access, traffic, and crowd control

ESF 14: Long Term Community Recovery and Mitigation
- Social and economic community impact assessment
- Long-term community recovery assistance to States, local government, and the private sector

ESF 15: External Affairs
- Media Inquiries
- Congressional and Legislative Inquiries
- Public Information

ESF 16: Military Support
- GNG Manpower/Resource Support
- DOD Manpower/Resource Support

Annex D – EOC Staffing Patterns (1)

X - Required
O – Situational Dependent

Section	Position	Level 1	Level 2	Level 3
EOC Coordination				
	EOC Manager	X	X	X
	External Affairs	X	X	
	DOD LNO	X	O	
Operations	Operations Section Chief	X	X	X
	RFA/MA Tracker	X	X	O
	Human Services Branch Director	X	X	
	• ESF 6	X		
	• ESF 11	X		
	Infrastructure Branch Director	X	O	
	• OIP/PSA	X	O	
	• ESF 1	X	X	
	• ESF 2	X	O	
	• ESF 3	X	O	
	• ESF 12	X	X	
	Emergency Services Branch	X	O	
	• ESF 4	X		
	• ESF 8	X	X	
	• ESF 9	X	X	
	• ESF 10	X		
	• ESF 13	X		
Plans	Plans Section Chief	X	X	X
	• Situation Unit Leader	X	X	X
	• Documentation Unit Leader	X	X	O
	• Resource Unit Leader	X	X	O
Logistics	Logistics Section Chief	X	X	O
	• ESF 7	X	X	
Admin/Finance	Admin/Finance Section Chief	X	X	O
	• IT Support	X	X	X
	• **Receptionist**	X	X	

(1) Specific staffing will be determined by the Activation Team Leader based upon incident requirements.

Annex E – EOC Contact Information & Floor Plans

Section	Position	Seat	E-Mail	Phone
EOC Staff	Activation Team Leader			
	External Affairs (1)	28		
	DOD LNO	4		
Operations	Operations Section Chief	29		
	Mission Assignment Manager			
	RFA/MA Tracker			
	Human Services Branch Director			
	• ESF 6	1, 13, 14, 15, 18		
	• ESF 11	16		
	Infrastructure Branch Director			
	• OIP/PSA			
	• ESF 1	7, 8, 9		
	• ESF 2	20		
	• ESF 3	7		
	• ESF 12	10		
	Emergency Svc Branch Director			
	• ESF 4	24		
	• ESF 8	3, 2		
	• ESF 9	24		
	• ESF 10	12		
	• ESF 13	22, 17		
	• ESF 16	6		
Plans	Plans Section Chief	25		
	• Situation Unit Leader	26		
	• Documentation Unit Leader	27		
	• Resource Unit Leader	25		
Logistics	Logistics Section Chief	21		
	• ESF 7	21		
Admin/Finance	Admin/Finance Section Chief (1)			
	• IT Support (1)			
	• **Receptionist**			

Main Line: (671) 475-9600

Annex F – EOC Layout
Guam EOC Seating Chart

TV	Whiteboard	TV

1 **DPHSS** 478-0214	2 **GMHA** 478-0213	3 **MCOG** 478-0212

4 **DOD** 478-0211	5 **USCG** 478-0215	6 **GNG** 478-0216

7 **DPW** 478-0222	8 **GIAA** 478-0221	9 **PAG** 478-0220

10 **GPA** 478-0217	11 **GWA** 478-0218	12 **GEPA** 478-0219

13 **GDOE** 478-0228	14 **Salvation Army** 478-0226	15 **ARC** 478-0227

16 **DOAg** 478-0223	17 **CQA** 478-0224	18 **GHRA** 478-0225

19 **FEMA**	20 **COML** 478-0235	21 **Logistics**

22 **GPD** 478-0232	23 478-0230	24 **GFD** 478-0234

25 **GIS**	26 **PLANNING**	27 **PLANNING**

28 **EX. AFFAIRS**	29 **Operations**	30 **TechSupport**

Policy Room
472-8612

Main Phone: (671) 475-9600

Guam Homeland Security/Office of Civil Defense

Annex G - FACILITY LAYOUT

GROUND LEVEL FLOOR

Garage

Exit Door to Garage

You are Here

PARKING AREA

E911 Server

Stair Case Down

1. - Hazard Mitigation
2. -Recover Office
3. -E911 Storage
4. -Critical Infrastructure
5. -Public Assistance
6. -Operations
7. -Plumbing Room
8. -Electrical Room
9. -OCD Administrator
10. -Library
11. -Homeland Security Advisor
12. -Admin Officer
13. -Planning
14. -Grants
15. -TeleCom Room
16. -Public Affairs
17. -Joint Information Center

1 6 7 8

2 Dispatch Storage

3 10 9 17 16 15 Utility Room

Initial Operating Facility (IOF)

11 14

E-911 4 5 Female Bunkroom

12 Admin-Office Emergency Operation Center (EOC)

Supply Room 13 Male Bunkroom

Policy Room

Security Room Secured Room Kitchen

Emergency Staircase Up

LEGENDS

Restrooms

Elevator

Soda Machine

UNDERGROUND LEVEL FLOOR

55

Annex H – EOC Position Descriptions

- **Generic Checklist**
- (For All Positions)

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the Guam Homeland Security/Office of Civil Defense (GHS/OCD) Emergency Operations Center (EOC).
- Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a position log which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Information Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can

EOC Manager

Responsibilities:

- Directs EOC operations in support organizations participating in response efforts at the site of the disaster.
- Keeps Gaum Executive Staff and Media apprised of significant events related to the overall disaster situation and the status of response efforts.
- Establishes EOC priorities and operational objectives.
- Directs development of operational action planning and specific plans to issues and objectives.
- Monitors status of assigned actions.
- Coordinates with Regional and Field components to ensure unity of effort.
- Identifies policy issues to appropriate officials and programming offices.
- Approves mission assignments, requisitions, and other financial documents.
- Directs drafting, routes for release approval and supervises dissemination of operational orders

Supervises:

- Section Chiefs

Reports to:
- GHS/OCD Administrator / Guam Homeland Security Advisor / Governor of Guam

External Affairs

Defense Coordinating Officer

Responsibilities:

- Serves as the primary conduit to DoD for all EOC activations.
- Provides information on DoD's capabilities during a national emergency and/or natural disaster to the EOC.
- Provides accurate and timely information regarding FEMA's activities to supported Combatant Commander.
- Coordinates all RFAs to DoD originating at the EOC for Secretary of Defense approval through OASD (HD), JDOMS, and supported Combatant Commander.
- Supervises the activities of the Emergency Preparedness Liaison Officers assigned to the EOC by the service components.
- Provides information and status of RFAs for DoD support to the EOC Operations Chief.
- Participates in EOC planning sessions and activities.

Reports to:
- Admiral, Joint Forces Marianas

Operations Section Chief

Responsibilities:

- Serves as the Activation Team Leader in the absence of the Activation Leader and Deputy.
- Sets EOC Operations Section tasks for each operational period.
- Develops priority missions for the EOC Operations Section in coordination with field counterparts.
- Coordinates with the Logistics Section Chief in identifying resources for initial employment and ensures actions are taken.
- Assigns tasks and actions to the ESFs and/or Branch Chief and monitors progress.
- Prepares statements of work for requests for federal assistance in order to issue mission assignments.
- Supervises Mission Assignment Manager and ensures assignments are completed in a timely manner.
- Coordinates the activities of all the ESFs activated in support of the EOC.
- Ensures that all Operations Section staff complies with planning and reporting requirements established by the Planning Section.
- Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the GHS/OCD EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning/Information Section is provided with Branch Status Reports and Major Incident Reports.
- Conduct periodic Operations briefings for the EOC Director, as required or requested.
- Overall supervision of the Operations Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Information Section Chief, obtain a preliminary situation briefing.

- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.

    o Fire & Rescue
    o Law Enforcement
    o Health and Welfare
    o Public Works & Engineering

- Determine need for Mutual Aid.
- Request additional personnel for the section as necessary for 24-hour operation.
- Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics Section. Ensure that there is adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics Section.
- Confer with the EOC Director to ensure that the Planning/Information and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives or ESF Coordinators in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating within the area of responsibility, and coordinate accordingly.
- Determine activation status of other agency EOC/ECC or IC and establish communication links with their Operations Sections, if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section for each operational period.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section; develop and Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resources information is provided to the Planning/Information Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports.
- Ensure that all media contacts are referred to the Public Information Branch / Joint Information Center.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in EOC Director's Action Planning meetings.
- Provide the Planning/Information Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that intelligence information from Branch Coordinators is made available to the Planning/Information Section in a timely manner.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the EOC Director on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Information Section.
- Brief Branch Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

Demobilization Phase:

Follow the generic Demobilization Phase Checklist

Reports to:
- EOC Manager

Request For Assistance / Mission Assignment Tracker
Responsibilities:

- Coordinates and completes and reviews Request For Assistance (RFA)
- Maintains accountability for all requested actions.
- Maintains records and logs of activities.
- Coordinates with FEMA Region IX RRCC / JFO(s) to ensure unity of effort in issuing missions and to avoid duplications.
- Monitors status of funds available to support mission assignments.
- Coordinates execution of RFAs with department and agency representatives to ensure timely issuance of MAs to Federal Department and Agencies.
- Distributes the RFA and approved MA Tracking Report and prepares other reports as necessary.

Reports to:
- Operations Section Chief

Human Services Branch Director

Responsibilities:

- Coordinates and manages the activities of the ESFs assigned to the Human Services Branch.
- Prepares status reports, schedules meetings and briefings on any special assignments or priorities assigned to the Branch.
- Supports the time-phased deployment of resources (teams, supplies, and equipment) by collecting transportation requirement information from the ESFs and coordinating information as appropriate.
- Coordinates MAs and reports status upon request.
- Briefs EOC on Human Services activities and status.
- Serves as the technical advisor to the Activation Leader on issues and policies related to the Human Services program.

Report to:
- Operations Section Chief

ESF 6: Human Services

Responsibilities:

- Assesses, in coordination with State and local emergency management and other federal agencies, the human services requirements.
- Coordinates with all ESF 6 participating agencies and organizations about the level and type of human service program service to be provided by ESF 6 agencies.
- Serves as principle contact for all human services related issues, addressing and resolving issues as necessary.

- Assesses, in coordination with State and local emergency management, the mass feeding and shelter requirements.
- Develops comprehensive strategy to meet the requirements in an effective, timely, and innovative manner, as necessary.
- Implements strategy to meet the mass care requirements through voluntary agency resources, FEMA resources, and other federal agency resources.
- Documents and tracks daily and cumulative mass feeding accomplishments of all participating agencies.
- Documents and tracks daily and cumulative shelter statistics of all participating shelters,
- Reports mass feeding and shelter statistics as required.

Reports to:
- Human Services Branch Director

ESF 11: Agriculture and Natural Resources

Responsibilities:

- Identifies and obtains bulk food supplies.
- Manages emergency food stamp program.
- Provides information on ESF 11 activities and the food situation in the affected areas to the Planning Section in accordance with the Information Collection Plan.
- Attends briefings and meetings and responds to issues and questions related to food supplies and distribution.
- Serves as member of ad-hoc task forces and issue teams.
- Serves as liaison to USDA Headquarters for the collection of information and the resolution of issues.

Reports to:
- Human Services Branch Director
- Infrastructure Branch Director for issues of natural resources

Infrastructure Branch Director

Responsibilities:

- Coordinates, manages, and supports the work of the ESFs assigned to the Infrastructure Support Branch.
- Prepares status reports, schedules meetings and briefings on any special assignments or priorities assigned to the Branch.
- Supports the time-phased deployment of resources (teams, supplies, and equipment) by collecting transportation requirement information from the ESFs and coordinating information as appropriate.
- Coordinates MAs and reports status upon request.
- Provides technical assistance and guidance to the Activation Team Leader and Operations Section Chief on Public Assistance policies and regulations.

Reports to:
- Operations Section Chief

Protective Security Advisor/Infrastructure Protection Liaison

Responsibilities:

- Represents the Office of Infrastructure Protection (IP) of DHS.
- Provides information on the status of critical infrastructures within impacted areas.
- Serves as liaison with sector offices to exchange information and provide assessments and / or to resolve issues.
- Assesses information from ESFs for impacts (or potential impacts) on the nation's critical infrastructure.
- Provides technical assistance to the Activation Team Leader.

- Serves as member of ad hoc task forces and/or issue teams.
- Provides information on the status of critical infrastructure to the Planning Section.

Reports to:
- Infrastructure Branch Director

ESF 1: Transportation

Responsibilities:

- Coordinates the execution of all ESF 1 related missions and operational activities;
- Provides information on Federal transportation support to State and local government entities, volunteer organizations, and Federal Departments and Agencies requiring transportation of resources for the execution of assigned missions.
- Provides status of transportation system information to the Planning Section. .
- Attends briefings and meetings, and addresses issues and questions relevant to transportation.
- Serves as representative on ad hoc task forces or issue teams.

Report to:
- Infrastructure Support Branch Director

ESF 2: Communications

Responsibilities:

- Coordinates the execution of all ESF 2 related missions and operational activities.
- Provides information on Federal communications support to State and local governmental entities, voluntary organizations, and Federal departments and agencies requiring communications resources.
- Provides information from the telecommunications industry on the status of communications systems within the affected areas.
- Serves as liaison for resolution of communication issues or for information gathering and analysis.
- Identifies issues and concerns of the telecommunications industry in restoring essential services.
- Serves as member of ad hoc task forces and issue teams.
- Attends meetings and briefings, and addresses issues and questions related to communications.

Reports to:
- Infrastructure Support Branch Director

ESF 3: Public Works and Engineering

Responsibilities:

- Provides coordination and information support at the EOC for public works and engineering support to assist the affected States in lifesaving or life protecting needs following a catastrophic disaster.
- Manages the ESF 3 staff assigned at the EOC.
- Serves as liaison with USACE Division Offices for coordination of information or resolution of issues.
- Attends briefings and meetings and provides updates, and addresses issues concerning ESF 3 activities.
- Provides ESF 3 status information and critical infrastructure status to the Planning Section Chief
- Serves as member of ad hoc task forces and issue teams.
- Attends briefings and meetings and addresses issues/questions related to ESF 3 mission.
- Provides information on the status of water, sewer and other critical facilities in accordance with the ICP to the Planning Section.

Reports to:
- Infrastructure Support Branch Director

ESF 12: Energy

Responsibilities:

- Provides coordination and information support on the EOC for the Federal efforts to facilitate restoration of the Nation's energy systems following a major disaster or other significant event requiring Federal response assistance.
- Serves as a member of ad hoc task forces and issue teams.
- Provides information on power, fuel and related issues to the Planning Section. Serves as the liaison with the DOE Emergency Operations Center for collecting information and resolving issues.
- Attends briefings and meetings, and responds to question and issues related to energy concerns.

Reports to:
- Infrastructure Support Branch Director

Emergency Services Branch Director

Responsibilities:

- Coordinates, manages, and supports the work of the ESFs assigned to the Emergency Services Branch of the Operations Section.
- Prepares status reports, schedules meetings and briefings on any special assignments or priorities assigned to the Branch.
- Attends meetings as appropriate. Supports the time-phased deployment of resources (teams, supplies, and equipment) by collecting transportation requirement information from the ESFs and coordinating information as appropriate.

ESF 4: Firefighting

Responsibilities:

- Provides coordination and information support at the EOC regarding detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, a catastrophic earthquake, significant natural disaster, or other event requiring Federal response assistance.
- Coordinates the activation and employment of ESF 4 resources.
- Provides status reports on ESF 4 activities to Planning Section.
- Attends briefings and meetings, and addresses issues related to ESF 4 activities.
- Serves as member of ad hoc task forces and issue teams.
- Advises Operations Section Chief on capabilities and resources availability through ESF 4.

Reports to:
- Emergency Services Branch Director

ESF 8: Public Health and Medical Services

Responsibilities:

- Provides coordination and information support at the EOC for assistance to supplement State and local

resources in response to public health and medical care needs following a significant natural disaster or man-made event.

- Serves as the EOC liaison with the Secretary's Operation Center at HHS.
- Provides information on the status of the medical infrastructure with the effected areas in accordance with the ICP.
- Provides status reports on other assistance being provided under ESF 8.
- Attends briefings and meetings and addresses questions and issues related to medical services.

Reports to:
- Emergency Services Branch Director
- Operation Center (HHS)

ESF 9: Search and Rescue, Team Leader

Responsibilities:

- Manages SAR activities on the EOC including Maritime Rescue, Large Area/Wilderness rescue, Aeronautical Rescue and Urban Search and Rescue.
- Coordinates all initial US&R activities until the Incident Support Team is operational.
- Represents ESF 9 during planning meetings, media interviews, and other situations as needed.
- Oversees ESF 9 MAs, staffing, information and planning, and demobilization. Coordinates operational planning with the EOC and implements Task Force and US&R IST notification processes.
- Coordinates administrative and financial functions supporting Task Force and IST deployments.
- Provides information on search and rescue activities within the effected areas.

Reports to:
- Emergency Services Branch Director

ESF 10: Hazardous Materials

Responsibilities:

- Provides coordination and information support at the EOC to coordinates local response to an actual or potential discharge or release of hazardous materials following a catastrophic disaster; coordinates Federal support, if required.
- Serves as liaison with EPA HQ on issues and policies related to hazardous materials response.
- Provides information on activities EPA is conducting under their normal statutory authorities.
- Serves as liaison to the National Response Center
- Attends briefings and meetings and addresses issues and questions related to hazardous materials incidents and responses.
- Serves as member of ad hoc task forces and / or issue teams.

Report to:
- Emergency Services Branch Director

Planning Section Chief

Responsibilities:

- Manages the information and planning activities for the EOC.

- Ensures that the Section is adequately staffed, and makes adjustments as needed.
- Oversees the collection, analysis, and dissemination of information regarding the status of a disaster or emergency incident.
- Works closely with the Current Operations Planning Section to provide situational awareness and identify requirements to support development of operational orders and crisis action planning products.
- Establishes a schedule for information requirements and reporting for briefings and situation updates.
- Ensures FEMA Region IX RRCC / JFO is aware of reporting requirements.
- Represents Planning Section at meetings, briefings, and conference calls.
- Ensures that all formal briefings and SITREPs are delivered and distributed on time.
- Ensures that files are maintained and archived for all EOC Planning products.
- Ensures development of an official chronology of the operation and preparation of an After-Action Report.
- Coordinates the service of technical experts to provide specialized information and technical expertise required to support EOC operations and planning.
- Ensures steps are taken to incorporate, distribute, and report all after-action issues as appropriate.
- Manages the development and distribution of Incident Action Plans, Contingency Plans and other plans as needed.
- Ensures that a daily schedule of EOC meetings is developed and posted.
- Reviews reports, briefings and other Section products and approves release.
- Confirms DHS information expectations, and ensures that reporting requirements established by DHS are met.
- Supervises the Section Unit Leaders and assigns and manages work.
- Oversees the collection of EOC after-action issues and the preparation of the EOC After-Action Report.
- Ensure that the following responsibilities of the Planning/Information Section are addressed as required:
  - Collecting, analyzing, and displaying situation information.
  - Preparing periodic Situation Reports,
  - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting.
  - Conducting Advance Planning activities and report
  - Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
- Establish the appropriate level of organization for the Planning/Information Section.
- Exercise overall responsibility for the coordination of branch/unit activities within the section
- Keeps the EOC Director informed of significant issues affecting the Planning/Information Section.
- In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
- Supervise the Planning/Information Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Planning/Information Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate branches within the section, as needed, and designate Branch or Unit Leaders for each element:
  - Situation Analysis Unit
  - Advance Planning Unit
  - Documentation Unit
  - Technical Services Unit
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with other agency EOC/ECC and IC when activated, and coordinate Situation Status Reports with their Planning/Information Section.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of branches in section; develop plans for carrying out all responsibilities.

- Make a list of key issues to be addressed by Planning/Information Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Planning/Information position logs and other necessary files are maintained.
- Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.
- Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning/Information Section.
- Ensure that a situation status report is produced and distributed to EOC Sections and other agency EOC/ECC at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information Branch / Joint Information Center have immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Work closely with each branch/unit within the Planning/Information Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the GHS/OCD EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical services, such as energy advisors and other technical specialists to all EOC sections, as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

- **Demobilization Phase:**

  Follow the generic Demobilization Phase Checklist.

Reports to:
- EOC Manager

Situation Unit Leader

Responsibilities:

- Identifies information needed within Planning Section and assigns actions to the Information Specialist.
- Reviews and distributes incoming reports within the Planning Section.
- Ensure proper posting of information in the EOC.
- Manages all EOC display systems.
- Establishes timelines for submission of SITREP inputs and advises all EOC components.
- Reviews appropriate Information Collection Plan and distributes within the EOC.
- Establishes and implements Information Collection activities.
- Identifies information needs and takes action to gather necessary data.

- Reviews available information and produces summaries.
- Oversees remote sensing and GIS.
- Maintains Planning Section Journal and EOC Chronology.

Reports to:
- Planning Section Chief

Resource Unit Leader

Responsibilities:

- Acts as a liaison to the Logistics Section and attends Logistics meetings, gathering information for commodities and teams tracking.
- Produces daily Commodities and Teams Report.
- Maintains a viable automated Resource Tracking System (RTS).
- Obtains information on deployed teams and commodities, maintains the resource tracking database, coordinates information with the Planning Section, and manages the Resource Tracking Specialists.
- Monitors reports, and inputs data on deploying national assets that are defined as "trackable" (usually initial readiness resources items or responder support items ordered from the territorial logistics centers (TLCs) or the Disaster Information Systems Clearinghouse (DISC).
- Works closely with other counterparts in EOC and JFO, if established.
- Provides resource status information for displays and reports to the Planning Section.
- Develops the Incident Action Plan

Reports to:
- Planning Section Chief

Documentation Unit Leader

Responsibilities:

- Manages the documentation unit of the Planning Section.
- Responsible for preparation of reports, briefings, and DHS Situation Report input.
- Ensures that all products produced are archived in appropriate folders.
- Revises drafts prepared by reports specialists.
- Coordinates with other Planning Section unit leaders to obtain information and graphics needed to produce reports and briefings.
- Ensures that all unit products are prepared, revised, approved, and distributed in accordance with established timelines.
- Maintains EOC Chronology.
- Prepares EOC Initial Operating Report.
- Maintains EOC Disaster "record" documents

Reports to:
- Planning Section Chief

Logistics Section Chief

Responsibilities:

- Ensure the Logistics function is carried out in support of the GHS/OCD EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resources allocation to activated Incident Commands islandwide.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resources directories.
- Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
    o Communications Branch
    o Personnel Unit
    o Transportation Unit
    o Facilities Unit
    o Supply/Procurement Unit
    o Resource Status Unit
- Mobilize sufficient section staffing for 24 hour operations.
- Establish communications with the Logistics Section at other agency EOC/EOC or the IC, if activated.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist branch and unit leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Information Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.

- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that island wide resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

- Provide section staff with information updates, as required.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

The Safety and Security Officer

Responsibilities:

- Ensure that all buildings and other facilities used in support of the Emergency Operations Center (EOC) are in a safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of action taken
- Provide 24-hour security for the EOC
- Control personnel access to the EOC in accordance with policies established by the EOC director.
- Ensuring Law Enforcement personnel is present once EOC is activated.

Activation Phase:

- Follow generic Activation Phase Checklist

Operational Phase:

- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability (unsafe layout or equipment set-up, etc.)
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section is preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide executive and VIP security as appropriate and required.
- Provide recommendations as appropriate to EOC Director.
- Prepare and present safety and security briefings for the EOC Director and General Staff at appropriate meetings.
-

- **Demobilization Phase:**

- Follow generic Demobilization Phase Checklist

Annex I – Reporting Formats

A. Incident Report

INCIDENT REPORT

INCIDENT NAME

INCIDENT REPORT#:

INCIDENT:

INCIDENT OCCURED DATE AND TIME:

INCIDENT REPORT DATE AND TIME:

DESCRIPTION:

ACTIONS:

POTENTIAL FEDERAL INVOLVEMENT

LOCATION:

MUNICIPALITIES IMPACTED:

SOURCE OF INFORMATION:

FOR ADDITIONAL INFORMATION CONTACT:

B. SPOT Reports

The EOC prepares and distributes "SPOT" reports to provide the Guam Executive Leadership, and other departments / agencies an immediate notification of an incident or a short update on an ongoing incident. Generally the SPOT reports are prepared by the Planning Section but all EOC desk officers may be requested to draft SPOT reports related to their functional areas. All SPOT reports are approved by the Activation Team Leader prior to release for distribution.

    A. SPOT reports will be prepared using the standard format attached.

    B. All SPOT Reports include the following:

        1. SPOT Report # - indicate the Report #.

2. Date/Time – provide the date and time the SPOT report is prepared.

3. Reference – identify reference documents, e-mails or telephonic notifications used in preparing the report.

4. Source of Information – identify the source of information (e.g. CNN, National Response Center, FEMA Region IX, etc.).

5. Type of Incident – indicate the type of incident triggering the report.

6. Summary/Update – provide a short synopsis of information on the incident or the situation update being provided.

7. Significance – characterize the significance or potential significance of the incident or update information.

8. Actions/Follow-Up – outline any follow-up actions that may be taken such as additional reporting as new information becomes available. If no follow-up is expected indicate "None."

9. Miscellaneous – provide any other information.

10. Prepared By – identify the preparer of the report and phone number (e.g. Joe Smith, EOC Duty Officers (671) XXX-XXXX.

SPOTREP FORMAT

SPOT REP #:	
Date/Time (EDT):	
Reference:	
Source of Information:	
Type of Incident:	

Update	
Summary:	
Significance:	
Actions/Follow-Up:	
Miscellaneous:	
Prepared By:	

INCIDENT ACTION PLAN
(Insert Incident Name/Type)

0001 00/00/2009 ChST to 2400 00/00/2009 ChST

EOC – 221B Chalan Palasyo Agana Heights, Guam 96910

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time

4. Operational Period

5.   General activities for the Incident.

6. Weather Forecast for Period (Only if significant to Operations)

7. General Safety Message (Only if significant to Operations)

8. Key Meetings & Times:

9. General notes and messages:

10.	Attachments (mark if attached)	
☒ Organization List - ICS 203	☒ Medical Plan - ICS 206	☒ Pubic Assistance Area Map
☒ Assignment Lists - ICS 204	☒ AFO MED Fac Map	☒ Courier Schedule
☒ Communications Plan - ICS 205	☒ Incident Map	☐

ICS-202	10. Prepared by	11. Approved by (Incident Commander)

ORGANIZATION ASSIGNMENT LIST
ICS-203 Guam / FEMA

1. Incident Name

2. Time

3. Operational Period

Position		

4. Command	FEMA	State
Coordinating Officer		
Deputy Coordinating Officer		
Chief of Staff		
FCO Administrative Assistant		

5. Command Staff		
External Affairs		
Public Information Officer		
Congressional/Legislative		
Safety Officer		
Legal Specialist (OGC)		
Equal Rights Specialist		
Security Manager		

6. Agency Representative		
Small Business Administration		
Small Business Administration		

7. Planning Section	FEMA	State
Section Chief		
Resource Unit		
Documentation Unit		
Situation Unit		
Technical Services Unit		
Information Analyst		
ICS Advisor		

8. Logistics Section	FEMA	State
Section Chief		
Dep. Section Chief		
Comm Unit Leader		
Telecom Manager		
Network Manager		

9. Operations Sec.	FEMA	State
Section Chief		
Deputy Section Chief		
Environmental/Historical		
Tribal Liaison		

a. IS Branch	FEMA	State
Branch Director		
Deputy Branch		
Prog. Advisor Spec		
Administrative Group		
Special Consid. Group		
PA Group Supv #1		
PA Group Supv #2		
PA Group Supv #3		
PA Group Supv #4		

b. HS Branch	FEMA	State
Branch Director		
Dep Branch Director		
IA Group Supervisor		
DRC Group Supv		
VAL Group Supv		
DRC Logistics Spec		

c. Mitigation Branch	FEMA	State
Branch Director		
Dep. Branch Director		
Flood Compliance Gp.		
Comm. Ed & Outreach Gp.		
HMGP/Planning Group		
Haz. Perf. & Analysis Gp.		
NFIP Specialist		

d. CR Branch	FEMA	State
Branch Director		
Group Supervisor		

10. Fin/Admin Sec	FEMA	State
Section Chief		
Deputy Section Chief		
Procurement Unit Ldr.		
Travel Unit Leader		
Cost Unit Leader		
ADD & Hiring Spec		

10. Prepared by	Date	11. Reviewed by	Date	12. Reviewed by	Date

Division Assignment List **ICS 204**	1. Incident Name	2. Operational Period (Date/Time)
3. Branch	4. Division/Group/Staging	

Division Assignment List

ICS 204

5. Operations Personnel   Name   Contact # (s)

6. Resources Assigned			"X" indicates 204a attachment with additional instructions		
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	↓

7. Work Assignments

8. Special Instructions

9. Communications (radio and/or phone contact numbers needed for this assignment): Key contact numbers are found in section 4.

10. Prepared by Date	11. Reviewed by (PSC) Date	12. Reviewed by (OSC) Date

Division Assignment List ICS 204	1. Incident Name	2. Operational Period (Date/Time)

3. Branch **Infrastructure Support**	4. Division/Group/Staging **Special Considerations Group**

5. Operations Personnel	Name	Contact # (s)

Operations Section Chief

Branch Director

Deputy Branch Director

Group Supervisor:

6. Resources Assigned   "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	↓
Flood Control Works Specialist					
Environmental and Historical Specialists					
Insurance Specialists					
Geotechnical Specialists					

7. Work Assignments

8. Special Instructions

9. Communications (radio and/or phone contact numbers needed for this assignment):

10. Prepared by	Date	11. Reviewed by (PSC)	Date	12. Reviewed by (OSC)	Date

Division Assignment List ICS 204	1. Incident Name		2. Operational Period (Date/Time)
3. Branch **Mitigation**	**4. Division/Group/Staging** **Community Education Outreach (CEO) Group**		

5. Operations Personnel	Name	Contact # (s)
Operations Section Chief		
Branch Director		
Deputy Branch Director		
Group Supervisor		

6. Resources Assigned   "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Work Assignments	
CEO Specialist					☐
CEO Specialist					☐
CEO Specialist					☐
CEO Specialist					☐
CEO Specialist					☐
					☐

7. Reporting Info/Notes/Remarks

8. Special Instructions

9. Communications

10. Prepared by Date	11. Reviewed by Date	12. Reviewed by Date

Division Assignment List **ICS 204**	1. Incident Name		2. Operational Period (Date/Time)
3. Branch **Mitigation**	4. Division/Group/Staging **National Flood Insurance Program (NFIP) Group**		

5. Operations Personnel	Name	Contact # (s)
Operations Section Chief		
Branch Director		
Deputy Branch Director		
Group Supervisor		

6. Resources Assigned   "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Work Assignments	
NFIP Specialist					☐
NFIP Specialist					☐
NFIP Specialist					☐
					☐
					☐

7. Reporting Info/Notes/Remarks

8. Special Instructions

9. Communications
-

10. Prepared by Date	11. Reviewed by Date	12. Reviewed by Date

Division Assignment List ICS 204	1. Incident Name	2. Operational Period (Date/Time)
3. Branch **Mitigation**	4. Division/Group/Staging **Hazard Mitigation Plans (HMP) Group**	

5. Operations Personnel	Name	Contact # (s)
Operations Section Chief		
Branch Director		
Deputy Branch Director		
Group Supervisor		

6. Resources Assigned   "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	↓
HMP Specialist					☐
HMP Specialist					☐
					☐

7. Work Assignment

8. Special Instructions

9. Communications:
See section 6 for key phone numbers.

10. Prepared by Date	11. Reviewed by Date	12. Reviewed by Date

Division Assignment List ICS 204	1. Incident Name	2. Operational Period (Date/Time)

3. Branch	4. Division/Group/Staging
Community Relations Branch	CR Field Group

5. Operations Personnel   Name   Contact # (s)

6. Resources Assigned   "X" indicates 204a attachment with additional instructions

Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# of Persons	Reporting Info/Notes/Remarks	
					☐
					☐
					☐
					☐
					☐
					☐

7. Work Assignments

All Task Forces:

8. Special Instructions

9. Communications:

Key contact numbers are found in section 5.

10. Prepared by Date	11. Reviewed by (PSC) Date	12. Reviewed by (OSC) Date

Section & Position	Guam	FEMA		Name	Phone Number	Cell Phone Number
INCIDENT COMMUNICATIONS TELEPHONE) PLAN				**1. Incident Name**	**2. Date Prepared**	**3. Operational Period**

4. Communications Plan Concept of Operation – NOT FOR PUBLIC RELEASE - FOR GOV'T USE ONLY

5. Contact List

Section & Position	Guam	FEMA		Name	Phone Number	Cell Phone Number
Incident Facilities						
JFO						
GHS/OCD EOC						
Command Staff						
Federal Coordinating Officer		X				
State Coordinating Officer	X					
DFCO		X				
DSCO	X					
DSCO	X					
COS		X				
OGC		X				
Executive Assistant (FCO)		X				
Security Manager		X				
Safety Officer		X				
Equal Rights Specialist		X				
External Affairs/Congressional		X				
Public Information Officer		X				
Public Information Officer	X					
Public Information Officer	X					
Congressional Liaison	X					
Congressional Liaison		X				
Operations Section						
Operations Section Chief		X				
Operations Section Chief	X					
Deputy OSC	X					
Operations Specialist		X				
IS Branch Director		X				
IS Branch Director	X					
Deputy Branch IS		X				
Deputy Branch IS	X					
Program Advisor Specialist		X				
Program Advisor Specialist	X					
IS Admin. Group Supervisor		X				
Special Considerations Group.		X				

| Section & Position	Guam	FEMA		Name	Phone Number	Cell Phone Number
INCIDENT COMMUNICATIONS TELEPHONE) PLAN				1. Incident Name	2. Date Prepared	3. Operational Period

4. Communications Plan Concept of Operation – NOT FOR PUBLIC RELEASE - FOR GOV'T USE ONLY

5. Contact List

Section & Position	Guam	FEMA		Name	Phone Number	Cell Phone Number
PA Group #1 Supervisor		X				
PA Group #1 Supervisor	X					
PA Group #2 Supervisor		X				
PA Group #2 Supervisor	X					
PA Group #3 Supervisor		X				
PA Group #3 Supervisor	X					
PA Group #4 Supervisor		X				
PA Group #4 Supervisor	X					
Human Services Branch		X				
Human Services Branch	X					
Deputy HS Branch Director		X				
Deputy HS Branch Director	X					
SBA Group Supervisor			X			
SBA Specialist			X			
Levees & FCW Specialist		X				
DRC Group Supervisor		X				
DRC Group Supervisor	X					
DRC Logistics Specialist		X				
VAL Group Supervisor		X				
VAL Group Supervisor	X					
Tribal Specialist		X				
Tribal Specialist	X					
Community Relations Branch		X				
Deputy CR Branch Director		X				
CR Group Supervisor		X				
Mitigation Branch Director		X				
Mitigation Branch Director	X					
Deputy Mit. Branch Director	X					
NFIP Group Supervisor		X				
Flood Compliance Group	X					
Comm. Ed. & Outreach Group Supv		X				
Comm. Ed. & Outreach Group Supv	X					
HMGP & Planning Group Supv		X				

Planning Section						
Planning Section Chief		X				
Planning Section Chief	X					
Resource Unit Leader		X				
Situation/Documentation Unit Leader		X				
Information Analyst		X				
Tech. Services Unit Leader		X				
Tech Services Unit Leader	X					
ICS Advisor		X				
Finance/Admin Section						
Section Chief		X				
Section Chief	X					
Deputy Section Chief		X				
ADD & Hiring Specialist		X				
Logistics Section						
Section Chief		X				
Section Chief	X					
Deputy Log. Section Chief		X				
Deputy Log. Section Chief	X					
Comm Unit Leader		X				
Telecom Manager		X				
Network Manager		X				
AFO Manager		X				
AFO Manager		X				

ICS 205-A	6. Prepared by Date/Time	7. Reviewed by Date/Time

Annex K – Guam All-Hazard Response Phases Summary

Guam All-Hazard Response Structure
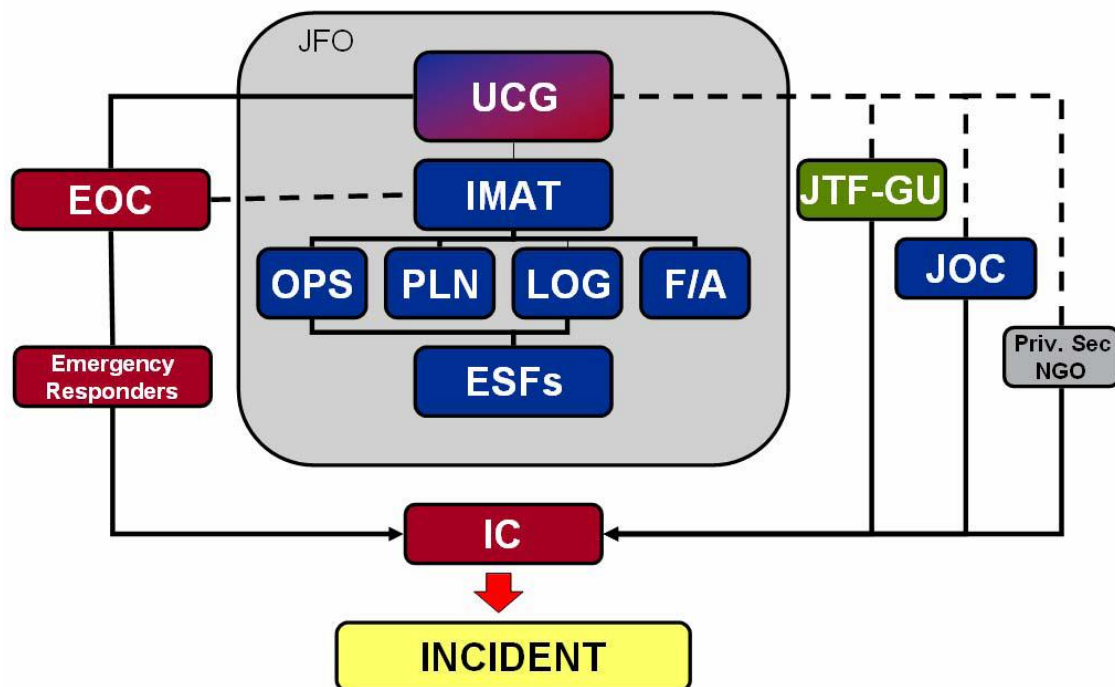
Figure 4: Unified Command Organization

A. It is the intent of the senior leadership of GovGuam and the Federal agencies responsible for response efforts to a catastrophic incident in Guam, to immediately establish a Unified Coordination Group (UCG) in accordance with the NRF and the principles of the NIM. The Unified Coordination Group will coordinate response efforts towards the following goals:

- Save and sustain life
- Ensure responder health and safety
- Protect public health and safety
- Minimize damage to and protect property
- Provide for basic human needs and mass care to include:
  - Food
  - Water
  - Emergency medical care and services
  - Shelter
  - Power Generation
- Stabilize critical infrastructure and key resources essential to the operation of the economy and the government

- Create conditions in the affected area that allow re-entry, repopulation, long-term recovery, and future hazard mitigation

B. The successful joint Territorial/Federal response will be achieved by the accomplishment of decisive tasks that support the four phases of response.
These phases are:

- Phase I: Normal Operations (Joint Plan 101Phase I: Notification)
  - Trigger: This phase is the default level of operation for all entities responsible for response to a catastrophic incident affecting Guam. This phase ends with the initial notification or identification of a credible threat

  - Decisive Task: Identify what critical personnel and resources required to respond to a catastrophic incident

- Phase II: Credible Threat (Joint Plan 101 Phase II: Initial Emergency)
  - Trigger: Commences upon initial notification or identification of a credible threat that could or will result in a catastrophic incident affecting the island of Guam. This phase ends with the affects of a catastrophic event affecting Guam or the dismissal of the threat. Events that could trigger this phase include but are not limited to:
    -- Tropical Cyclone formation whose path could affect Guam
    -- Seismic event that could result in earthquake affecting Guam or tsunami event affecting Guam
    -- Credible threat of a terrorist attack
    -- Detection of possible pandemic outbreak
    -- Pre-event Presidential Emergency Declaration

  - Decisive Task: Alert and deploy critical personnel and resources to projected incident area

- Phase III: Response (Joint Plan 101 Phase III: Sustained Emergency)
  - Trigger: When first responders conduct initial action; during or post incident. The phase ends at the determination of the Unified Coordination Group

  - Decisive Tasks: Establish a Unified Coordination Group; Declare Emergency / Major Disaster; Activate applicable response entities

- Phase IV: Recovery (Joint Plan 101 Phase IV: Recovery)
  - Occurs simultaneously with Phase III with the beginning of assessments for recovery. This phase will end with the completion of all recovery efforts.

C. During an incident response in which Federal support is requested and approved (POTUS declaration), FEMA initial response will include deployment of the Regional IMAT.

An IMAT provides initial overhead management and situational awareness at an incident. FEMA IMATs are designed to respond to a catastrophic incident. The IMAT roles and responsibilities include but are not limited to:
- Initiate coordination with the Government of Guam
- Assess the capabilities of the Government of Guam and local governments to respond

- Provide leadership in the provision of federal assistance
- Coordinate the integrated inter-jurisdictional response in support of Guam
- Task other federal agencies to provide response/recovery resources through the FEMA Mission Assignment process
- Provide expertise in all emergency management functional areas of the NRF including the use of ICS
- Support decision-making
- Execute Stafford Act authorities and FEMA missions to direct the support, integration and coordination of federal resources in order to mitigate an incident
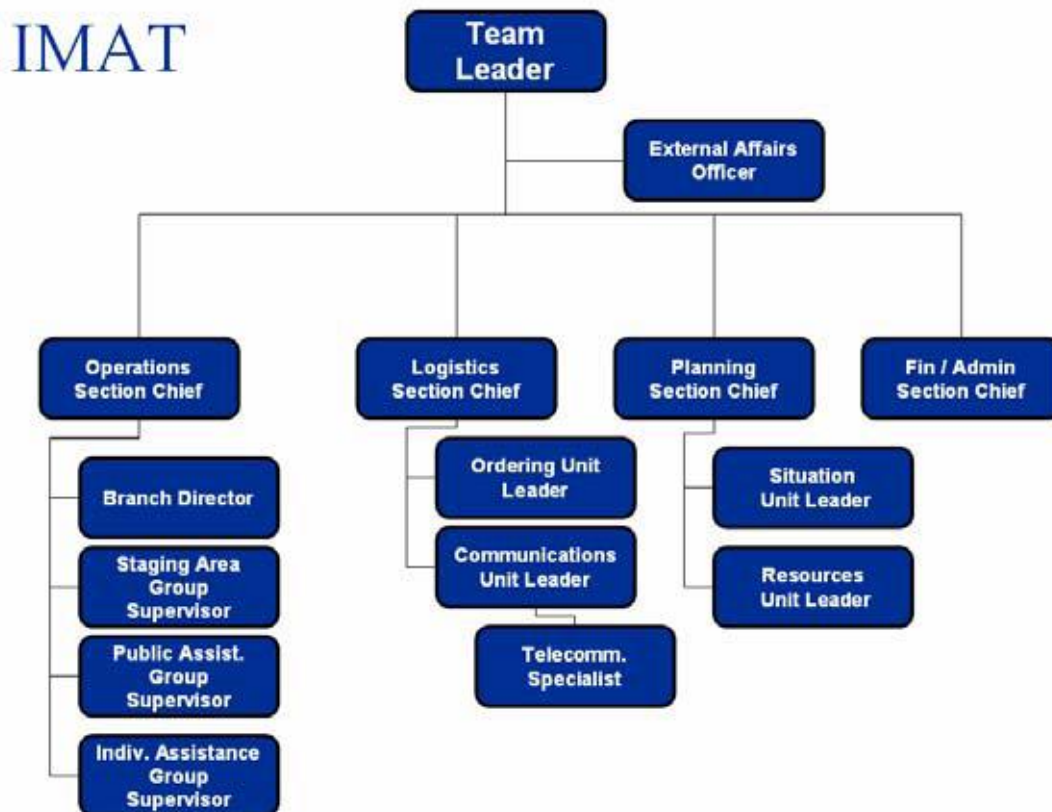
Figure 5: Incident Management Assistance Team Organization

Annex L – Air Operations Branch

Given the vast geographic distance between Guam and major emergency support providers, the initial off-Guam response will arrive primarily by air transport.

Staging Areas

Travis Air Force Base: in Fairfield, CA has been identified as a possible primary Federal Staging Area for the reception, staging and onward integration of commodities from the mainland United States to Guam via Hawaii. Due to its proximity to FEMA Distribution Center – Moffett, Travis AFB could deploy resources to Federal staging area locations on Guam.

Hickam Air Force Base: in Honolulu, HI has been identified as a possible primary Federal Staging Area for the reception, staging and onward integration of commodities to Guam from mainland United States and from locations in the State of Hawaii, due to its proximity to FEMA Distribution Center – Hawaii.

Three possible locations for Federal Staging Areas on Guam have been identified:
- Andersen Air Force Base
- Antonio B. Won Pat, Guam International Airport (GIAA)
- Apra Harbor

Utilizing Andersen Air Force Base will require a Mission Assignment (MA) to the Department of Defense. Utilizing GIAA and/or Apra Harbor will require contracting through the ESF-7.   If Use Agreements (or equal) are implemented for GIAA and/or Apra Harbor, Regional Contracting Officer(s) and the Office of General Counsel involvement will be required.

Air Bridge

Timely movement of the significant amounts of resources and capabilities will require significant material handling equipment (MHE), ground transport, and air frame capabilities. The most likely course of action is a combined effort of commercial DOD sourcing. For the commercial sector, contracts are required and will necessitate highly coordinated efforts between FEMA logistics, ESF 1, and ESF 7.

Engaging DoD airframes will require MA's with the understanding that the military assets will be utilized only after all other avenues are exhausted or are impractical and only for the minimum amount of time necessary.

All air traffic to Guam will most likely transit through Hawaii as there is no direct air route from the mainland United States to Guam that does not require refueling.

Tactical Aviation

Rotary-winged and Fixed-winged aviation may be deployed and integrated in on-Guam distribution of commodities and/or evacuees/patients.
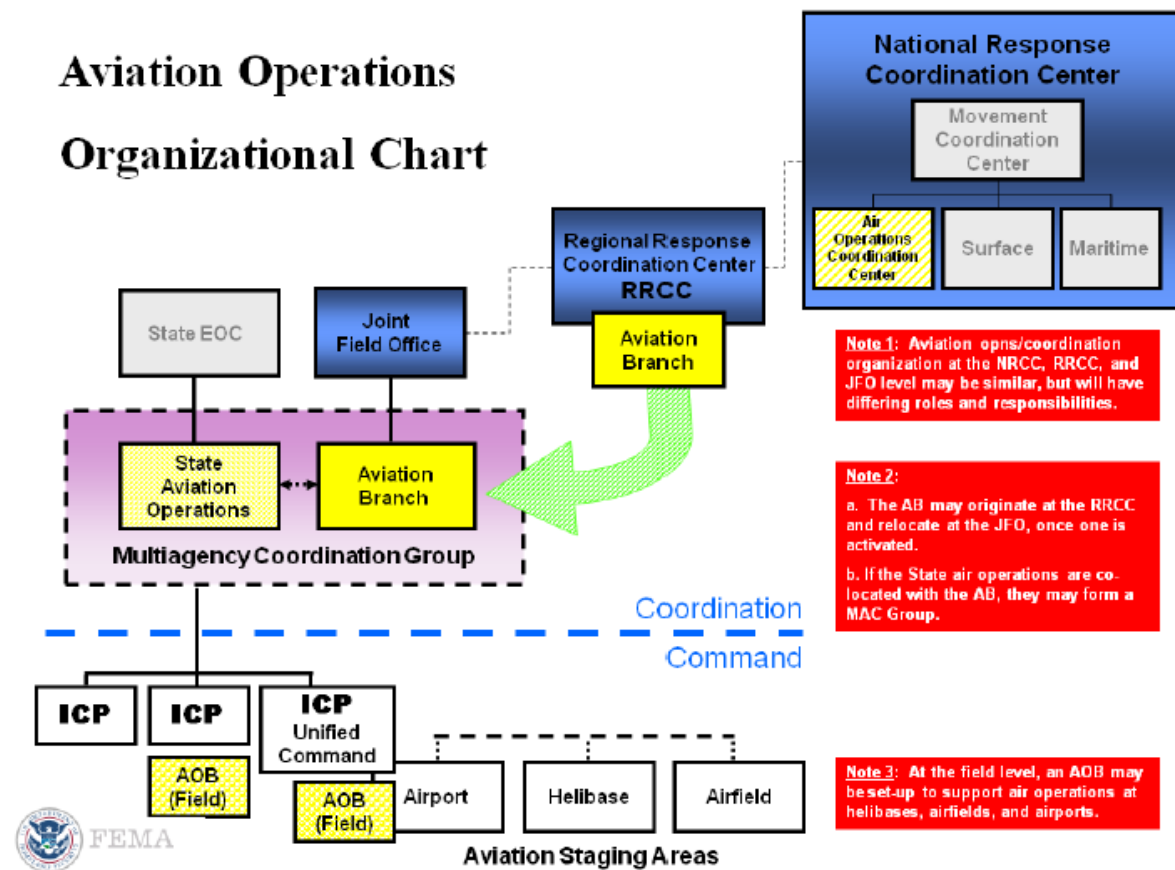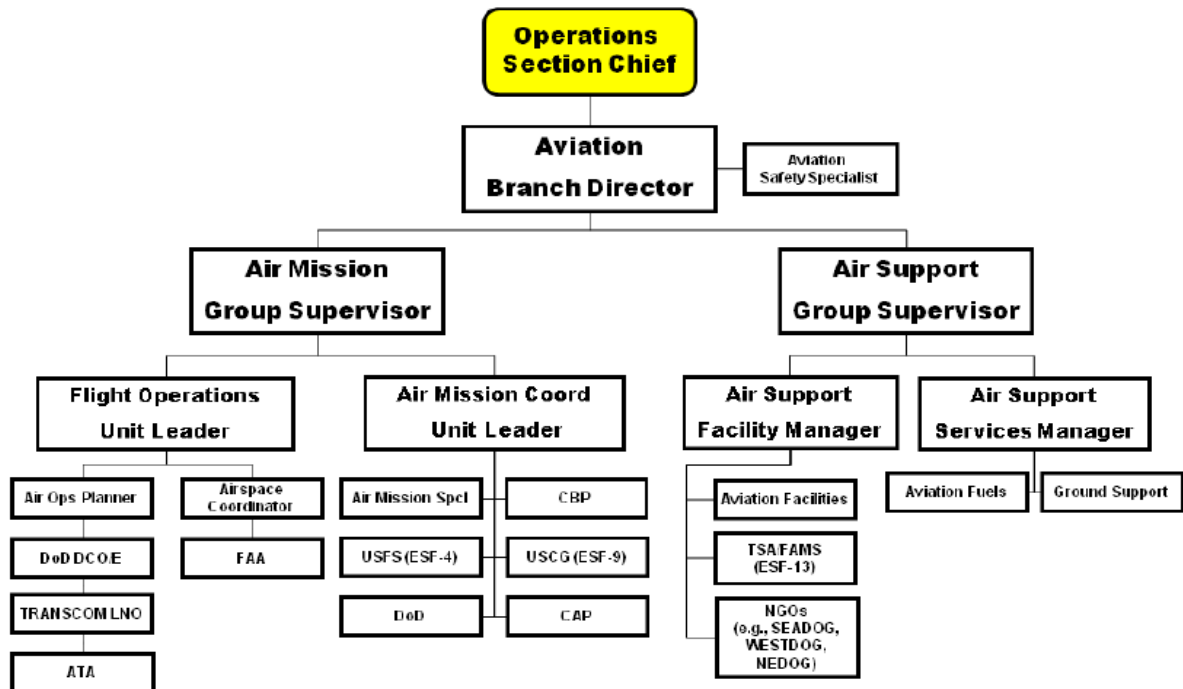
Air Operations Management

The scope of the air operations management will likely be significant. FEMA HQ and NORTHAF (1 AF) have developed guidance and procedures to assist strategic and operation-level decision-makers in managing aviation assets supporting the incident response at all levels, especially with regards to setting priorities of resource transport.

Once a major declaration is made and the Federal response (Air Bridge) executes, the Guam EOC should establish/expand an air management branch within the EOC to coordinate and with the agencies directly involved with the time-phasing of resources and capabilities to move by air, and the scheduling and prioritization of air flow onto Guam.

The Federal agencies coordinating and executing the air movement are primarily Pacific Command (PACOM) and US Transportation Command (USTRANSCOM). FEMA's role is to approve the necessary Mission Assignments to execute the air movement; in addition, FEMA Region IX RRCC or IOF / JFO will coordinate with the Guam EOC (JFO Air Branch coordinates with the Guam EOC Air Branch) to develop resource / capabilities requirements and prioritization.

The charts below (Figure 7 and 8) describe a notional Air Operations organization and coordination.

Aviation Operations Organizational Chart

Note 1: Aviation opns/coordination organization at the NRCC, RRCC, and JFO level may be similar, but will have differing roles and responsibilities.

Note 2:
a. The AB may originate at the RRCC and relocate at the JFO, once one is activated.
b. If the State air operations are co-located with the AB, they may form a MAC Group.

Note 3: At the field level, an AOB may be set-up to support air operations at helibases, airfields, and airports.

An effective air movement response will require close coordination between the Guam EOC Logistics and Operations planners, IOF / JFO, and tasked agencies (i.e. - DOD). In a major incident requiring significant support, the lengthy flight times and resource/capabilities requirements will levy significant demands on the limited air assets, aircrews, ground teams, and budget to manage the response. Close coordination and efficient organization will minimize errors and inappropriate time-phasing of requirements (priorities) and therefore increase the velocity of the response and decrease the cost of the overall effort.

Towards an efficient response, the NORTHCOM Commander has approved guidance that coordinates the activities of agencies involved in a major air movement to move capabilities, resources, and evacuate citizens from an incident area. This guidance is contained in the "Statement of Concept: Air Mobility Coordination for Crisis Response." This document, also known as the "JCONOPS", is not directive but describes the coordinating agencies necessary to properly prioritize and assign slot times to civilian (contract) and military aircraft. Primary coordination occurs would occur between the Guam EOC, FEMA, DCO/DCE, JTF-HD, PACOM JOC (PACAF), FAA, and USTRANSCOM (Air Mobility Command).

The procedures stated in the "JCONOPS" provide a means for rapid, effective communication of Guam EOC (Guam Governor) requirements / priorities and the commensurate affect on air movement capabilities and scheduling.

The figure below describes the aviation asset mobilization process. The "JCONOPS" provides the means to make the execution of the air movement facilitated by the mobilization process as efficient and timely as possible through senior leader and planning team teleconferences and effective feedback to the Guam EOC (See Figure 9 below).
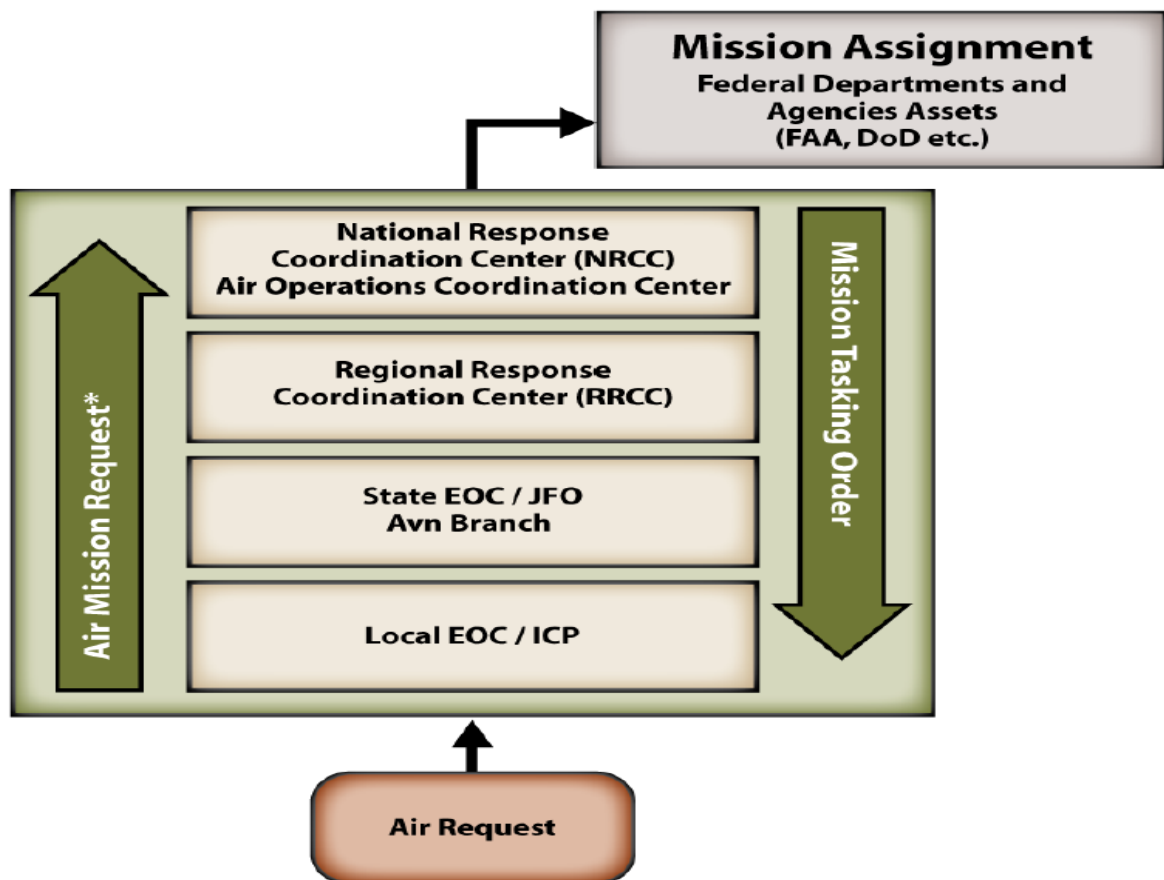
Statement of Concept: Air Mobility Coordination for Crisis Response, are maintained in the Guam EOC Operations Section Task Book.

Annex M – Typhoon Conditions of Readiness (COR)

Condition Of Readiness (COR)	Hurricane Condition (HURCON)
Guam Preparatory Actions / Time Until Damaging Winds arrive	Time Until Damaging Winds Arrive (> 50 Knots / 58 mph)
COR 4	**HURCON IV**
- Damaging Winds May Arrive On-Island Within 72 Hours	- 50 Knot / 58 MPH Winds Within 72 Hours
- Normal Day-To-Day Activities	
COR 3	**HURCON III**
- Damaging Winds May Arrive On-Island With-in 48 Hours	- 50 Knot / 58 MPH Winds Within 48 Hours
- Review, Update family Disaster plan	
- Buy & Replenish Supplies For Disaster Supply Kit	
- Fill Up Cars With Gas	
- Secure Outdoor Objects	
- Prepare Household For Long term Power & Water Loss	
- Tune Radio / Television Emergency Station	
Refer to GERP for specific GovGuam Protective Actions	
COR 2	**HURCON II**
- Damaging Winds Within 48 Hours	- 50 Knot / 58 MPH Winds Within 24 Hours
- Close & Secure Shutters	
- Fill Water Containers	
- Move Vehicles To A Secure & Protected Areas	
- Review Family Disaster plan With Entire Family	

- Seek Emergency Shelter If Home Is Not Fully Concrete Or Prepared To Withstand Damaging Winds	
- Tune Radio / Television Emergency Station	
Refer to GERP for specific GovGuam Protective Actions	
COR 1	**HURCON I**
- Damaging Winds Are Occurring Or Expected Within 12 hours	- 50 Knot / 58 MPH Winds Within 12 Hours
- Only Mission Essential Personnel & Vehicles Allowed Outside / Refer to GERP for GovGuam specific Protective Actions and Recovery action items	
- - Tune Radio / Television Emergency Station	

Annex N – Saffir-Simpson Scale of Hurricane/Typhoon Intensity

Category	Wind Speed	Storm Surge	Relative Damage
1	74 – 95 MPH	4 – 5 FT	Minimal
2	96 – 110 MPH	6 – 8 FT	Moderate
3	111 – 130 MPH	9 – 12 FT	Extensive
4	131 – 155 MPH	13 – 18 FT	Extreme
5	> 155 MPH	> 18 FT	Catastrophic

Annex O– Fire Management Assistance Grant Worksheet

DECISION CHECKLIST

FIRE MANAGEMENT ASSISTANCE DECLARATION REQUEST

Fire Event Information

INCIDENT FIRE:

Name of Fire/Complex

_____

County/State/Tribe

_____

Date Fire Started _____**Total Acres Burned** _____**Cause** _____

EVALUATION FACTORS:

Community Threatened/Population_____

Number Persons Evacuated _____**Mandatory** _____**Voluntary** _____

Number of Residences/Businesses threatened_____

Threat to Facilities_____

_ (i.e., buildings, roads & bridges, infrastructure, utilities, recreation, equipment, etc.)

Threat to Resources_____

_ (i.e., watershed, irrigation, flood control, fishing streams & spawning sites, wildlife, environmental resources, cultural resources, economic injury, etc.)

Fire Proximity to Structures/Facilities_____

Natural/Man-Made Barriers (i.e., rivers, roads, etc.)

_____

Number of Uncontrolled Large Fires in State (all jurisdictions)

_____

Other Critical Considerations

_____

Fire Containment_____
_____

PROGNOSIS:

Weather Effects – winds _____ **temperature**_____
humidity_____

Fire Behavior

_____

_____ **Indices**
_____

Fire Forecast Next Burn Period

_____
_____
_____

State & Local Burn Bans

_____

Resources Committed

_____
_____
_____

JURISDICTION:

☐ **On Federal Land**   ☐ **On State & Private Land**   ☐ **On Tribal Land**

Annex P - FEMA Region IX RRCC Capabilities & Responsibilities

N.1 RRCC Steady State Capabilities

The FEMA Region IX (RIX) Watch / RRCC maintain two steady-state capabilities: (1) situation status; and (2) information analysis.

To enhance national / regional situational awareness, the FEMA Region IX Watch / RRCC coordinates and shares information with Region IX States (Arizona, California, Hawaii, and Nevada), the Pacific Area Office, Bothell Mobile Emergency Response Support Operation Center (Bothell, Washington), US Coast Guard District 14, and Pacific Island States (Office of Insular Affairs): American Samoa, the Commonwealth of Northern Mariana Islands (CNMI), the Federated States of Micronesia (FSM), Guam, the Republic of Marshall Islands (RMI), the National Response Coordination Center, and other Federal Agencies.

Situation Status – The Watch / RRCC maintains situational awareness of incidents or potential incidents that might require coordination of Federal response and recovery efforts. The Watch / RRCC analyze warnings / information for potential impacts, predictable consequences and developing trends to ascertain and forecast potential future operational requirements. The Watch / RRCC provides this information to the Region IX Administrator. To attain this capability, the Watch / RRCC utilize Critical Information Requirements and Requests for Information to focus its efforts in developing situational awareness. Incidents include: Earthquake, Tsunami, Flood, Hurricane, Tropical Storm, Fire, Radiological, Hazardous Material, Weapons of Mass Destruction, and Space Weather (e.g.- Sun Spot Activity), and Acts of Terrorism.

The FEMA Region IX Watch Center will normally increase Watch Levels to match a regional partner State EOC Level, as directed by the Watch Branch Chief.

N.2 RRCC Watch - Steady State Staffing

The RRCC Watch is a 24/7 function that maintains national situational awareness of potential or developing Incidents of National Significance and provides Regional and FEMA Headquarters leadership with information collection and analysis, and resource coordination support on a routine basis. RRCC Watch Team Operating Instructions describe Steady State staffing requirements and procedures.

Watch Branch Chief

- Sets policy and provides guidance to the Watch Analyst team
- Ensures that situational awareness of all significant threat reporting or incidents is maintained using Essential Elements of Information criteria in Section 7.4. This includes aggressively seeking additional information on unfolding threats or events from federal, state or local agencies
- Notifies RIX leadership of significant new threat information or incidents based upon Critical Information Requirements and established briefing thresholds contained in Section 7.5

Watch Analyst(s)

- Assists the Watch Officer by developing and supporting partnerships with communities of interest including intelligence and law enforcement and other critical Federal, State & Local, and private organizations for outreach and awareness, information sharing, and emergency programs
- Represents FEMA to Departments and Agencies of Federal, State, and Local government; assuring "check back" is consistently and continuously executed
- Manages effective coordination through continuity of communications and tasking subordinate element centers when applicable. Assures that all Requests for Information (RFI) are rapidly and effectively acted upon and coordinated
- Contributes to the efforts of the RRCC by forwarding items of interest to Region IX leadership for review. Develops and maintains close working relations with watch officers from regional EOCs and fusion centers, and other regional department and agency operations centers

N.3 RRCC Activation

The RRCC is activated and staffed to meet anticipated operational requirements. Three levels of activation have been established as follows:

Level	Description / Staffing
Normal Operations / Level 4	**RRCC Watch Team (Steady State)**
Level 3	**RRCC Manager and Operations, Planning and Logistics Section Chiefs and select staff members (Coordination Staff members, Mission Assignments Manager and Action Tracker).**
Level 2	**Level 3 plus Finance and Administration Sections and selected Emergency Support Functions.**
Level 1	**All team members and Emergency Support Functions.**

Figure 9: RRCC Activation Levels

The RRCC may be activated in anticipation of an incident (e.g. hurricane); immediately following an incident; for monitoring purposes during National Security Special Events; or for periods of heightened terrorist or other potential threats. The level of activation is based upon the known or anticipated operational requirements.

The activation message specifies the activation level, reporting instructions, and initial operating hours. Team members are expected to report as directed. Notifications to the other Federal Departments and Agencies are through the respective Agency / Departments' Operations Center.

The RRCC is staffed by three "on-call" teams designated as the "Red", "White", and "Blue Team." The teams rotate shift responsibility (Day / Night) monthly to be on-call for immediate activation. Team members in "on-call" (Readiness Condition 1 or 2) status are expected to report to the RRCC within 24 or 72 hours of notification or to make prior arrangements for a replacement. The third team is in an "off-call" status (Readiness Condition 3).

N.4 RRCC Incident Operations Responsibilities

During Federal Emergency Response Incidents certain National Special Security Events, the RRCC is responsible for the following activities in support of states and advance response teams: (1) Federal force provision and resource coordination; (2) Operational situational awareness and information analysis; and (3) Planning response to unexpected/short notice events. The RRCC utilizes a scalable Activation Team to perform these functions which is activated to the appropriate level.

Federal Force Provision and Resource Coordination – The RRCC assigns Federal resources (i.e. personnel, equipment, commodities, Federal teams, etc.) and coordinates resource allocation in support of state and local authorities. The RRCC resolves Federal resource conflicts and other operational and policy issues if multiple states are involved in an incident until a Unified Command Group and/or Joint Field Office is established.

Operational Situational Awareness and Analysis – The RRCC provides operational situational awareness and information analysis to support Federal operations through the Operations Section Chief and subordinate branches and elements. The RRCC also provides an information conduit from the field through the Regional Administrator to the FEMA Administrator, providing timely action and follow-up on critical information to ensure that senior leadership is kept informed.

Responding to Unexpected Events – The RRCC is not the incident commander or Dispatch Center, but rather supports Federal response and recovery operations conducted to ensure an efficient Federal response.

N.5 The Regional Incident Management Assistance Team (IMAT)

Regional IMATs are deployed by either the Region IX Response Coordination Center or the National Response Coordination Center. The IMAT establishes an immediate federal presence with the state, assumes command of the federal response, assesses the situation, determines the level of required federal support, and identifies a site for the Joint Field Office (JFO).

An IMAT is an ICS-based overhead organization (ref. Annex I) that can effectively manage FEMA field operations by developing and implementing appropriate strategies and tactics to accomplish operational objectives on the basis of a FEMA Regional Administrator's direction and constraints.

An IMAT consists minimally of a Team Leader (normally a Federal Coordinating Officer [FCO]) with a Command and General Staff) and may have additional incident-specific positions, such as Branch Directors, Division/Group Supervisors, and Unit Leaders. An IMAT does not include all positions needed to manage an incident but provides a nucleus of personnel that can assess the situation, develop an organizational structure to meet operational needs, determine requirements, and order resources. All FEMA incidents will be managed by an IMAT.