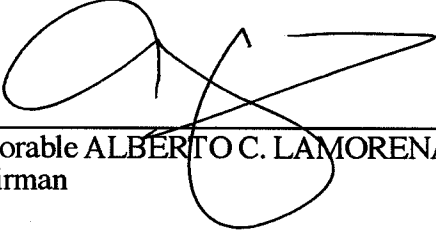


**BEFORE THE BOARD OF TRUSTEES
OF THE PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE ADOPTION OF
EMERGENCY STANDARD OPERATING PROCEDURES
OF THE PUBLIC DEFENDER SERVICE CORPORATION**


RESOLUTION NO. PDSC 95-03

- WHEREAS, The Office of Civil Defense has requested submittal of a "Disaster Preparedness Plan/Emergency Standard Operating Procedures" from all government agencies;
- WHEREAS, The Public Defender Service Corporation has complied with this request by submitting a draft form of the attached plan in April 1995; and
- WHEREAS, The Public Defender Service Corporation is in need of a standardized system of operations before, during and after a disaster; now therefore be it
- RESOLVED, The Board of Trustees of the Public Defender Service Corporation, in its meeting of June 13, 1995, directed the Executive Director to approve and implement the attached "EMERGENCY STANDARD OPERATING PROCEDURES"; be it further
- RESOLVED, These "Emergency Standard Operating Procedures" shall take effect immediately upon adoption by the Public Defender Service Corporation Board of Trustees.


DULY AND REGULARLY ADOPTED this 13th day of June, 1995.



Honorable ALBERTO C. LAMORENA III
Chairman



ROBERT J. TORRES, Esq.
Member



Senator MARK C. CHARFAUROS
Member

PUBLIC DEFENDER SERVICE CORPORATION EMERGENCY STANDARD OPERATING PROCEDURES

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INTRODUCTION

These Emergency Standard Operating Procedures were developed by designated employees of the Public Defender Service Corporation (PDSC) for use by its employees under the circumstances described. It was designed as a GUIDE for initial action to be taken in order for employees to protect themselves and/or PDSC clients should a disaster occur.

Employees are reminded that these procedures can assist you in making decisions, but you cannot consider them a substitute for your own knowledge or judgment. At all times, please remember that **SAFETY IS PARAMOUNT!**

These Emergency Standard Operating Procedures were adopted by the PDSC Board of Trustees on the 13th day of June, 1995.

DIRECTOR
Harold F. Parker

ADMINISTRATIVE DIRECTOR
Bernadette S.N. Chargualaf

SENIOR ATTORNEY
Kathleen E. Maher

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June 20, 1995

MEMORANDUM

TO: All PDSC Personnel

FROM: Administrative Director

SUBJECT: Appointment of
EMERGENCY RESPONSE TEAM

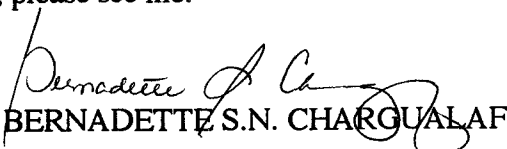
Please take notice that the following appointments are made relative to the establishment of the **PDSC EMERGENCY RESPONSE TEAM**.

Chairperson: **ENRIQUE A. QUINATA**
Vice-Chair: **JOSEPH M. ARTERO**
Members: **CECELIA M. FERNANDEZ**
JOEY A. GOGUE

Upon instructions from the Executive Director or the Administrative Director, these employees, in conjunction with Section/Division Supervisors, are responsible for the coordination and implementation of standard operating procedures during emergency situations (e.g., typhoon, fire, earthquake, bomb threat, etc.). Further details regarding their functions are discussed in the PDSC Emergency Standard Operating Procedures handbook.

Please give them your full support and cooperation.

Should you have any questions in this matter, please see me.


BERNADETTE S.N. CHARGUALAF

APPROVED:


HAROLD F. PARKER
Executive Director

TYPHOON GUIDELINES

PURPOSE:

The purpose of these instructions is to establish uniform and systematic working procedures for typhoon conditions and to acquaint all Public Defender Service Corporation personnel with the necessary steps to follow once typhoon conditions are officially established. These instructions are intended to ensure the safety of employees and government properties during such periods.

Typhoon Conditions defined: Typhoon conditions are divided into four (4) categories. The categories are distinguished solely on the basis of expected time of arrival of typhoon winds of sixty-four (64) knots or more.

a. **TYPHOON CONDITION IV:** Typhoon winds of sixty-four (64) knots or more are anticipated within seventy-two (72) hours. This condition is considered NORMAL.

b. **TYPHOON CONDITION III:** Typhoon winds of sixty-four (64) knots or more are anticipated within forty-eight (48) hours.

c. **TYPHOON CONDITION II:** Typhoon winds of sixty-four (64) knots or more are anticipated within twenty-four (24) hours.

d. **TYPHOON CONDITION I:** Typhoon winds of sixty-four (64) knots or more are anticipated within twelve (12) hours.

PROCEDURES:

I. TYPHOON ALERT DURING WORKING HOURS

The procedures to be observed under the various typhoon conditions generally apply to all personnel.

a. **TYPHOON CONDITION IV:**

Under this condition, employees are expected to continue pursuing their normal business activities. This is a NORMAL CONDITION for the territory.

b. **TYPHOON CONDITION III:**

Whenever this condition is officially announced by the Civil Defense Emergency Operating Officer, the Director or the Administrative Director shall inform all employees through normal channels of the existence of the typhoon condition.

Section/Division Supervisors shall prepare to secure files, records, equipment and all other properties under their respective jurisdictions. **WORK ACTIVITY, HOWEVER, SHALL CONTINUE AS NORMAL.**

c. TYPHOON CONDITION II:

Whenever this condition is officially announced, employees, through their supervisors, shall commence securing their work areas. Work shall continue as normal, unless instructed differently by their Section/Division Supervisor, the Director or the Administrative Director. Before leaving the office at the end of the regular working day, or if released earlier, employees shall secure their desks with the full anticipation that Typhoon Condition I is only hours away. **Section/Division Supervisors shall report full compliance with the emergency measures to the Director or the Administrative Director before departing.**

Securing of office areas involves the removal of all loose material on desks, the placement of files in file cabinets, the locking of file cabinets, the covering of office machines, the unplugging of all electrical cords, and the carrying out of any other measures that will ensure the safety of all other properties.

d. TYPHOON CONDITION I:

Whenever this condition is officially announced, all employees, particularly Section/Division Supervisors, shall be alerted for further instructions from the Director or the Administrative Director. All precautions to ensure the safety of records, files, facilities and equipment shall have been completed. Final checking shall be made by Section/Division Supervisors.

The Director or the Administrative Director shall order the release of employees, except emergency personnel (EMERGENCY RESPONSE TEAM), at the earliest possible time. After release, employees shall be responsible for keeping themselves posted concerning "return to work" orders.

e. TYPHOON ALERT NOTICES

All PDSC personnel are advised to keep posted on weather conditions by following announcements made by the Governor's Office (Civil Defense Emergency Operation Center). They shall take heed of typhoon warnings and announcements on safety precautions and regard work resumption notices from the Governor's Office as applicable to PDSC personnel.

II. TYPHOON ALERT OUTSIDE WORKING HOURS

Should Typhoon conditions III, II, or I, be announced during the weekend or after working hours, Section/Division Supervisors shall bear responsibility for ensuring that the necessary security precautions are taken for the protection of all properties. He/She may have as many subordinate employees report to work as are necessary to accomplish the task.

The Director or the Administrative Director shall be notified immediately and shall coordinate and direct activities.

Should Typhoon Condition II be officially announced in the morning before working hours, PDSC employees (other than Section/Division Supervisors and the Emergency Response Team) SHALL NOT report to work unless otherwise instructed.

Section/Division Supervisors and the Emergency Response Team shall report to work by 8:00 a.m., or as soon thereafter as possible, in order to carry out necessary security precautions for the protection of all properties.

III. TYPHOON ALERT SPECIAL SERVICES

It will be the responsibility of the Director or the Administrative Director to establish Standard Operating Procedures and to provide necessary supplies/equipment to be used for emergencies.

IV. NORMAL CONDITION RESTORED

Whenever normal condition (Condition IV) is restored, "return to work" announcements will be aired through existing information media. An announcement of "Condition IV" signals notice to report to work.

All personnel are advised to regard "return to work" announcements from the Governor's Office as applicable to PDSC personnel. Annual leave may be charged against employees failing to report for work following an announcement of Typhoon Condition IV.

V. POST-TYPHOON PROCEDURES

Upon returning to the office following a "return to work" announcement, normal work activities shall resume.

Should there be any damages incurred during the storm, please refer to the DAMAGE ASSESSMENT section for particulars.

VI. POST-TYPHOON MEETING

The Director and/or the Administrative Director will call a meeting as soon as normal operations resume, or as soon as conditions permit after a typhoon. During the meeting, reports and recorded typhoon activities will be discussed and evaluated. Based on the evaluation, necessary revisions will be prepared and a "lesson learned" report will be submitted to the Director/Administrative Director to be incorporated in the PDSC's Emergency Standard Operating Procedures Plan.

EARTHQUAKE GUIDELINES

PURPOSE:

To delineate guidelines for safety before, during and after earthquakes.

POLICY:

Earthquakes occur with little warning. Unlike most internal disasters (i.e., fire), earthquakes are all encompassing. An earthquake will affect the entire Judicial Center Annex building almost simultaneously. Some of the events may develop slowly and may allow time for preparation.

Knowing what to do during and after an earthquake can reduce the risk of injuries and fatalities to clients and to PDSC personnel. You must take action to protect yourself and to assist others during the shaking. **SAFETY IS PARAMOUNT!**

After the shaking stops, you must take immediate action to permit evacuation and to prevent fire and other disasters. You can take additional action to speed recovery.

PROCEDURE:

I. DURING THE SHAKING

- A. If inside, STAY THERE.
 - 1. Advise co-workers and/or clients to do the same. **DO NOT TRY TO EXIT DOWN STAIRWAYS DURING THE SHAKING.**
 - 2. Move away from windows that might shatter and from tall shelves and other objects that might topple over and fall on you.
 - 3. Watch out for falling objects such as light fixtures or pieces of the ceiling.
 - 4. **NEVER USE ELEVATORS** since power might fail.
 - 5. **TAKE SHELTER** if possible.
 - a. Get under a strong desk or table if you are able to.
 - b. **DO NOT STAND IN A DOORWAY.**

- B. If outside when the shaking begins, STAY THERE.

Move away from buildings, utility wires and poles. Many injuries are caused by pieces of building falling on passersby or those exiting buildings. DO NOT ENTER any buildings unless it is safe to do so.

- C. If you are in a car, stay in it. Park your car as safely as possible.

1. Watch out for falling hazards such as utility wires and poles, etc.
2. Do not attempt to cross bridges or broken roadways.

II. AFTER AN EARTHQUAKE

1. Be prepared for aftershocks. Although they may be less intensive, they may be strong enough to cause serious damages to already weakened structures.
2. Check for injuries. Be prepared to administer treatment or summon medical assistance as necessary.

***** SECTION/DIVISION SUPERVISORS SHALL HAVE FIRST-AID KITS ACCESSIBLE AND WELL-STOCKED**

3. Check for utilities. Watch out for electrical short circuits and stay away from fallen or damaged electrical wires which may still be dangerous.
4. Turn off electrical power.
5. Do not bring gas lanterns, torches or lighted cigarets into buildings that have been weakened because leaking gas lines or flammable materials may be present.
6. In the event of fire, please follow the FIRE GUIDELINES of manual.

III. EARTHQUAKES OCCURRING OUTSIDE WORKING HOURS

Should an earthquake occur during the weekend, a holiday or after working hours, Section/Division Supervisors shall bear responsibility for ensuring that the necessary security precautions are taken for the protection of all properties. He/She may have as many subordinate employees report to work as are necessary to accomplish the task.

The Director or the Administrative Director shall be notified immediately and shall coordinate and direct activities.

Section/Division Supervisors and the Emergency Response Team shall report to work by 8:00 a.m. or as soon thereafter as possible, in order to carry out necessary security precautions for the protection of all properties.

IV. POST-EARTHQUAKE PROCEDURES

Upon returning to the office following a "return to work" announcement, normal work activities shall resume.

Should there be any damages incurred during the earthquake, please refer to the DAMAGE ASSESSMENT section for particulars.

V. POST-EARTHQUAKE MEETING

The Director and/or the Administrative Director will call a meeting as soon as normal operations resume, or as soon as conditions permit after an earthquake. During the meeting, reports and recorded earthquake activities will be discussed and evaluated. Based on the evaluation, necessary revisions will be prepared and a "lesson learned" report will be submitted to the Director/Administrative Director to be incorporated in the PDSC's Emergency Standard Operating Procedures Plan.

FIRE GUIDELINES

PURPOSE:

To describe the procedures to follow in the event of fire within the building.

PROCEDURE:

A. IN THE EVENT OF A FIRE:

1. Call 911 and notify the Emergency Response Team, the Director and/or the Administrative Director. The Marshal's Office (Security Division) of the Superior Court of Guam shall also be notified.
2. Sound the fire alarm in a location nearest you.
3. Disconnect all electrical appliances in your area.
4. If the fire is small, fight or contain the fire by using a fire extinguisher until the fire department arrives.
5. Evacuate to a safe place or refuge outside of the building by following the Emergency Exit Plan as attached. All personnel shall meet, if possible, at the area next to the American Red Cross building for personnel accountability.

***** The Emergency Response Team will provide "strategic coverage" for purposes of evacuation, disconnection of electrical appliances in common areas, and the closing of doors and/or windows in common areas.**

***** Upon congregating at the designated area, Section/Division Supervisors shall take "roll call" of his/her respective section to account for personnel. Records of this activity shall be submitted to the Emergency Response Team for filing.**

6. Confine the fire to as small an area as possible by closing all doors and windows as you exit.
7. Check for injuries. Be prepared to administer treatment or summon medical assistance as necessary.

B. POST-FIRE PROCEDURES:

Upon returning to the office following a "return to work" announcement, normal work activities shall resume.

Section/Division Supervisors and the Emergency Response Team shall report to work as soon as possible, in order to carry out necessary security precautions for the protection of all properties.

Should there be any damages incurred during the fire, please refer to the DAMAGE ASSESSMENT section for particulars.

C. POST-FIRE MEETING

The Director and/or the Administrative Director will call a meeting as soon as normal operations resume, or as soon as conditions permit after a fire. During the meeting, reports and recorded fire activities will be discussed and evaluated. Based on the evaluation, necessary revisions will be prepared and a "lesson learned" report will be submitted to the Director/Administrative Director to be incorporated in the PDSC's Emergency Standard Operating Procedures Plan.

BOMB THREATS GUIDELINES

PURPOSE:

A bomb threat is a highly sensitive issue with respect to the possibility of bodily injury; therefore it is mandatory that personnel take any incident seriously and commence the evacuation process upon confirmation of the same.

PROCEDURE:

I. BOMB THREAT VIA TELEPHONE

1. Upon the receipt of a telephoned bomb threat, note as much information as possible. Since PDSC's phones have the caller identification feature, ensure that a number is recorded if available. In other instances, note the tone, voice, accents, sex and speech problems if any, pertaining to the caller.
2. Try to obtain detonation time and location of the device from the caller if he/she is willing to divulge such information.
3. Call 911 for assistance. Then notify the Director or Administrative Director and the Emergency Response Team. The Marshal's Office (Security Division) of the Superior Court of Guam shall also be notified.
4. The Emergency Response Team shall coordinate the evacuation of personnel from the office, by following the Emergency Exit Plan as attached. All personnel shall meet, if possible, at the area next to the American Red Cross Building for personnel accountability.

***** Upon congregating at the designated area, Section/Division Supervisors shall take "roll call" of his/her respective section to account for personnel. Records of this activity shall be submitted to the Emergency Response Team for filing.**

II. BOMB THREAT VIA LETTER OR MESSAGE

1. **DO NOT** handle the letter or message.

After identifying that it is a bomb threat, protect the letter/message in order to prevent the loss of fingerprints or identifying marks.

2. Photocopy the message on a separate sheet and contact 911 for assistance. Then notify the Director or Administrative Director and the Emergency Response Team. The Marshal's Office

(Security Division) of the Superior Court of Guam shall also be notified.

3. The Emergency Response Team shall coordinate the evacuation of personnel from the office, by following the Emergency Exit Plan as attached. All personnel shall meet, if possible, at the area next to the American Red Cross Building for personnel accountability.

***** Upon congregating at the designated area, Section/Division Supervisors shall take "roll call" of his/her respective section to account for personnel. Records of this activity shall be submitted to the Emergency Response Team for filing.**

III. BOMB THREAT VIA "CARRY IN"

When a person walks into the PDSC Office with a bomb, the employee who identifies the presence of a bomb, should immediately notify the Director or Administrative Director. The Director or Administrative Director shall then coordinate and direct activities together with the Emergency Response Team.

1. Call 911 for assistance. The Marshal's Office (Security Division) of the Superior Court of Guam shall also be notified.
2. The Emergency Response Team shall coordinate the evacuation of personnel from the office, by following the Emergency Exit Plan as attached. All personnel shall meet, if possible, at the area next to the American Red Cross Building for personnel accountability.

***** Upon congregating at the designated area, Section/Division Supervisors shall take "roll call" of his/her respective section to account for personnel. Records of this activity shall be submitted to the Emergency Response Team for filing.**

IV. POST BOMB THREAT PROCEDURES

Upon returning to the office following a "return to work" announcement, normal work activities shall resume.

Should there be any damages incurred from a bomb threat, please refer to the DAMAGE ASSESSMENT section for particulars.

V. POST BOMB THREAT MEETING

The Director and/or the Administrative Director will call a meeting as soon as normal operations resume, or as soon as conditions permit after a bomb threat. During the meeting, reports and recorded bomb threat activities will be discussed and evaluated. Based on the evaluation, necessary revisions will be prepared and a "lesson learned" report will be submitted to the Director/Administrative Director to be incorporated in the PDSC's Emergency Standard Operating Procedures Plan.

FLOOD GUIDELINES

The PDSC is located on the second floor of the Judicial Center Annex. Because of its location, it is highly improbable, if not impossible for the agency to be victimized by a flood. (Realizing that water damages may occur during a typhoon, we will resort to guidelines and/or procedures under that category for guidance.)

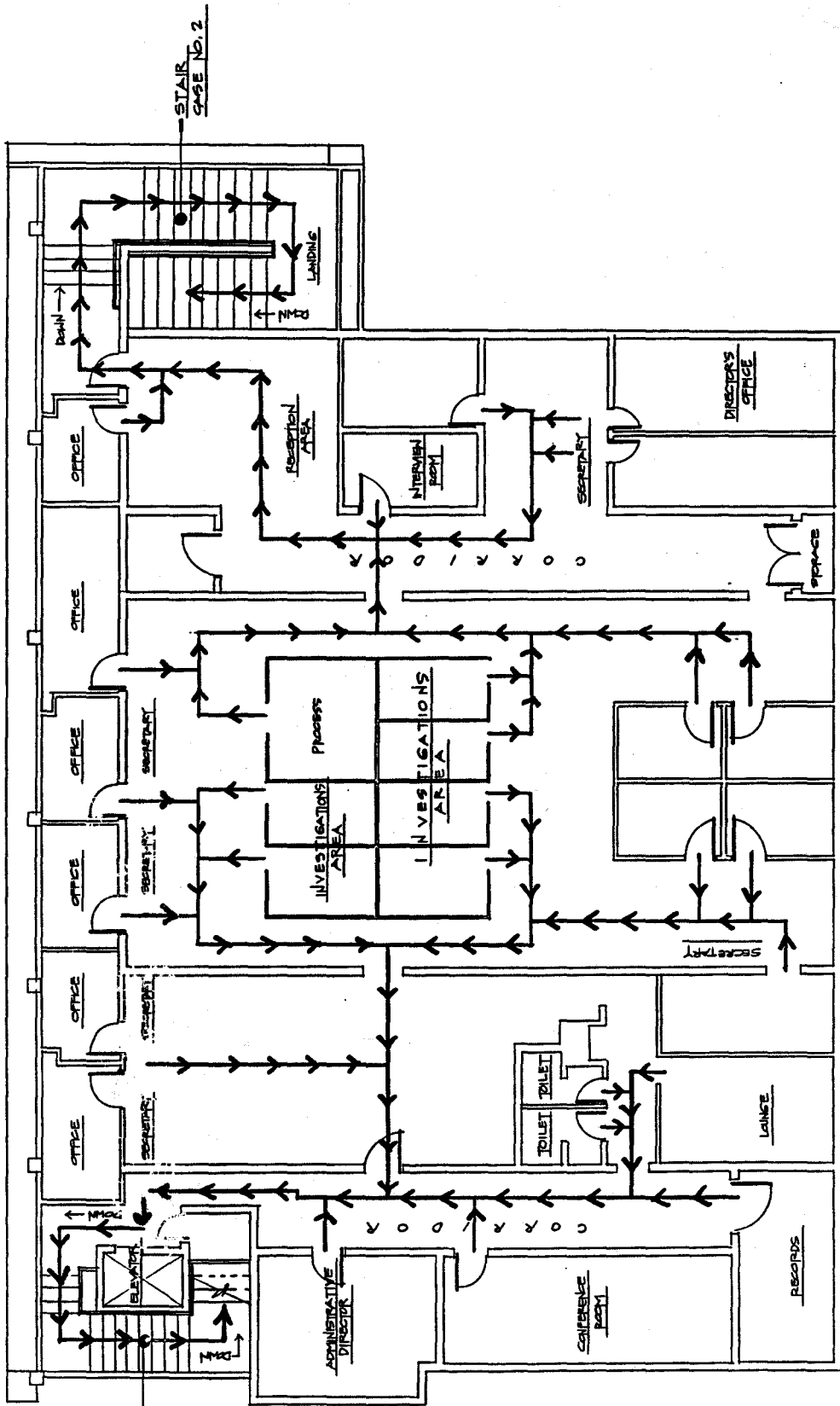
However, flood guidelines are not necessary at this time.

DAMAGE ASSESSMENT PROCEDURES

Section/Division Supervisors shall conduct a "damage assessment" of all government properties and personal properties immediately upon receiving authorization to enter the building or the area. To assist in this task, supervisors will obtain a copy of their respective section's current inventory of properties from the Records, Property and Microfilm Technician, if the file copy is not destroyed.

Subsequently, a Damage Assessment Report will indicate what was damaged, the extent of the damage, and how the properties were damaged. This report will be turned in to the Director/Administrative Director before supervisors secure for that particular day.

***** As tenants of the Superior Court of Guam, we will not be responsible for damage assessments to the building/structure. Officials from the Superior Court of Guam will be informed of any structural/building damages as soon as possible after a disaster; they will conduct their own assessments.**



FIRE ESCAPE PLAN

NOTES

For recording purposes, this section reflects the dates of completion of periodic inspections of Fire Extinguishers and Fire Alarms within the PDSC. Additionally, evacuation drills will be coordinated by the PDSC Safety Officer and his alternate; these activities will also be recorded in this section.

INSPECTIONS OF FIRE EXTINGUISHERS:

<u>DATE:</u>	<u>STATUS (Pass/Fail):</u>	<u>INSPECTED BY:</u>
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ISSUANCE OF FIRST AID KITS:

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* Indicate whether NEW or REPLENISHMENT of certain items