

AGANA HEIGHTS ELEMENTARY SCHOOL

Emergency Response Plan (ERP) Quick Reference

BASIC PLAN

A. SITUATION AND ASSUMPTIONS

The greatest mistake administrators and staff make in crisis come from not knowing what steps to take and in what order in a given situation. Planning, training and exercises will help prevent those mistakes. In a crisis it helps to know where to turn for help. This manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take. It is critical to evaluate the circumstances of the actual event and determine the most appropriate course of action. Some common incidents have been addressed to help you in an emergency. A hazard assessment must be performed to identify all hazards that pose a risk to Central Offices/Schools.

1. Situation

- a. Agana Heights Elementary School is located at 350 Joseph Cruz Avenue in Agana Heights. There is an Average Daily count of 45 employees on any given day working out of the school; student enrollment average is 400.
- b. The Safety Liaison has the primary responsibility for verifying that all schools has a trained personnel in using the Emergency Response Plan. The administrators have the responsibility of executing the policies in the School ERP.
- c. In case of an emergency that is beyond the capabilities of the DOE Incident Commander to handle, site Incident Commander is transferred to First Responders and will coordinate with Guam Homeland Security (GHS). This may include having a member or members act as liaison with responding agencies.

2. Assumptions

- a. During an emergency, centralized direction and control (i.e., activation of the Command Post) is the most effective approach to management of emergency operations.

B. COMMUNICATIONS

1. Emergency Communications

When an emergency condition exists, the Incident Commander will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used (letter a being the primary mode of communication followed by alternative modes). Notifications will be given in plain language. **Code words shall not be used.**

- a. Telephone
- b. Two-way radios
- c. Use of district alerts through Power Announcements
- d. Text (Emergency What's App Group)

2. Media Relations

The DOE Public Information Officer (PIO) or designee will be located in a separate staging location which will be pre-identified for media briefings.

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Emergency Contact Numbers

Public Safety/Government Agencies	Number
General Emergency	911*
Guam Airport Police	646-0308/21
Hagatna Guam Police	475-8537
Barrigada Fire Station	734-2264
Homeland Security	475-9600
Guam Memorial Hospital	647-2230
GMH Emergency Room Poison Center	647-2281
DPHSS Health Services	735-7110/17
Guam Environmental Protection Agency	300-4751/2
DPW	646-3166
DOE Contacts	Number
Superintendent of Education	300-1547
Deputy ESCL	300/1628 488-1995
Deputy FAS	300-1556 488-2234
Deputy CII	300-1630 797-3320
Deputy AA	300-1677 482-1268
Safety Liaison	300-1623/4 777-3866
SPED Transportation	300-2292
Facilities & Maintenance	475-0629 / 0630
CIP	
Food Service Administrator	

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SITE ASSIGNMENTS AND STAGING AREAS

On Site Locations and Staging Areas (Lockdown or Shelter in Place)			
	Primary	Secondary	Tertiary
On Site Command Post	Main Office	Library	Teachers' Lounge
Triage /First Aid Station	Nurse's Office	Library	Teachers' Lounge
Law Enforcement Staging	Main Office	Library	Teachers' Lounge
Fire Staging	Main Office	Library	Teachers' Lounge
Public Works Staging	Main Office	Library	Teachers' Lounge

Off Site Locations and Staging Areas (Evacuation or Reunification)			
	Primary	Secondary	Tertiary
Off Site Command Post	AH Gym	AH Baseball Field	AH Catholic Church
Triage / First Aid	AH Gym	AH Baseball Field	AH Catholic Church
Media Staging	AH Gym	AH Baseball Field	AH Catholic Church
Law Enforcement Staging	AH Gym	AH Baseball Field	AH Catholic Church
Fire Staging	AH Gym	AH Baseball Field	AH Catholic Church
Public Works Staging	AH Gym	AH Baseball Field	AH Catholic Church
Utilities Staging	AH Gym	AH Baseball Field	AH Catholic Church

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ICS ASSIGNMENTS

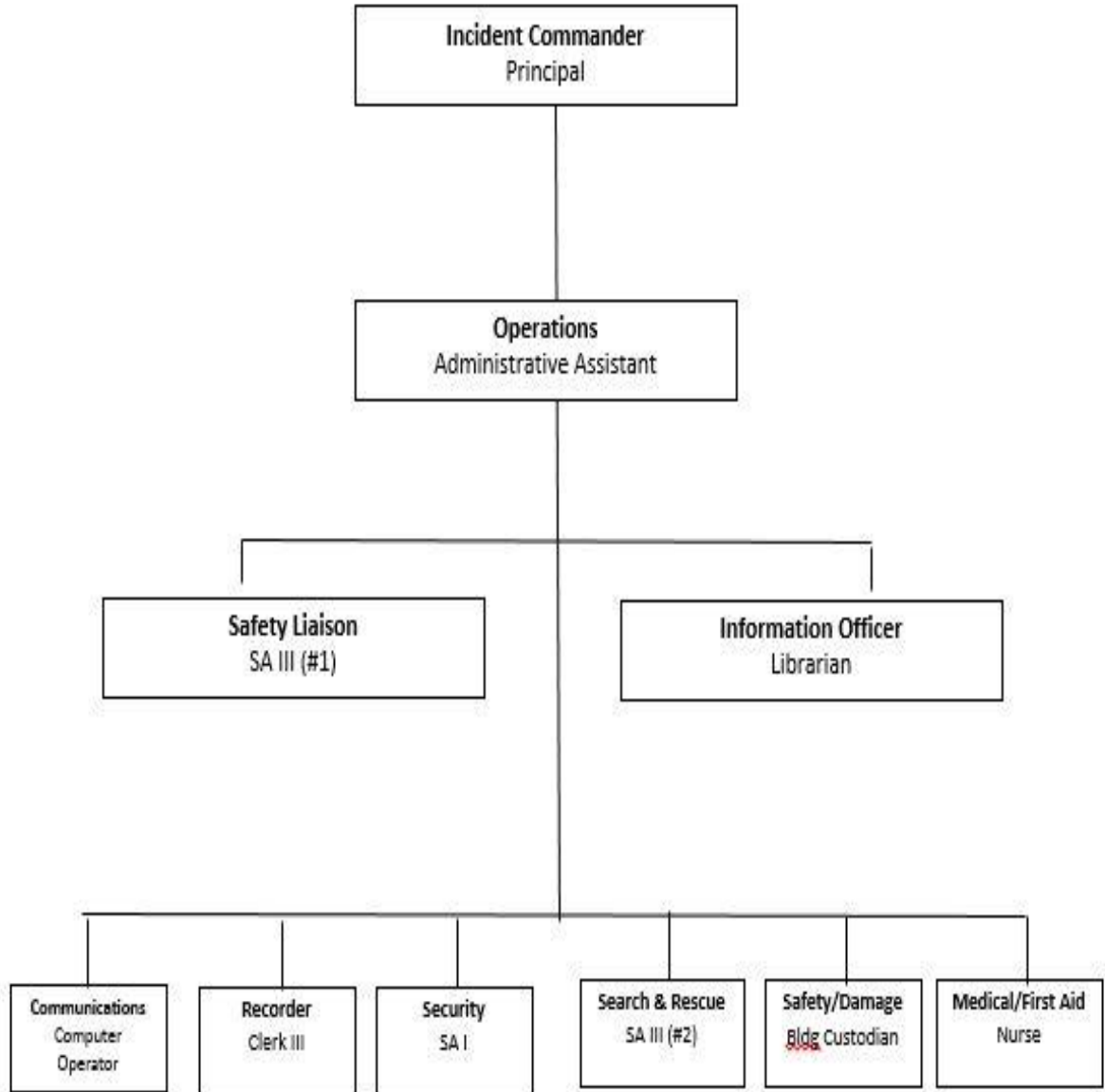
When determining ICS assignments, it is recommended that the IC distribute the staff skills survey form to all employees to determine training special skills and capabilities. Please refer to appendix D for the form.

POSITION	1 ST (Primary)	2 ND (Alt)	3 rd (Alt)
Incident Commander	Principal	Admin Assistant	Librarian
Safety Liaison	SA III (#1)	SA III (#2)	Building Custodian
Information Officer	Librarian	Instructional Coach	Special Programs
Operations	Admin Assistant	Librarian	Computer Operator
Communications	Computer Operator	Clerk III	Instructional Coach
Recorder	Clerk III	Counselor	Clerk I
Security	SA I	Computer Operator	Clerk III
Search & Rescue	SA III (#2)	Building Custodian	SA I
Safety/Damage	Building Custodian	SA I	SA III (#1)
Medical/First Aid	Nurse	Clerk I	Admin Assistant

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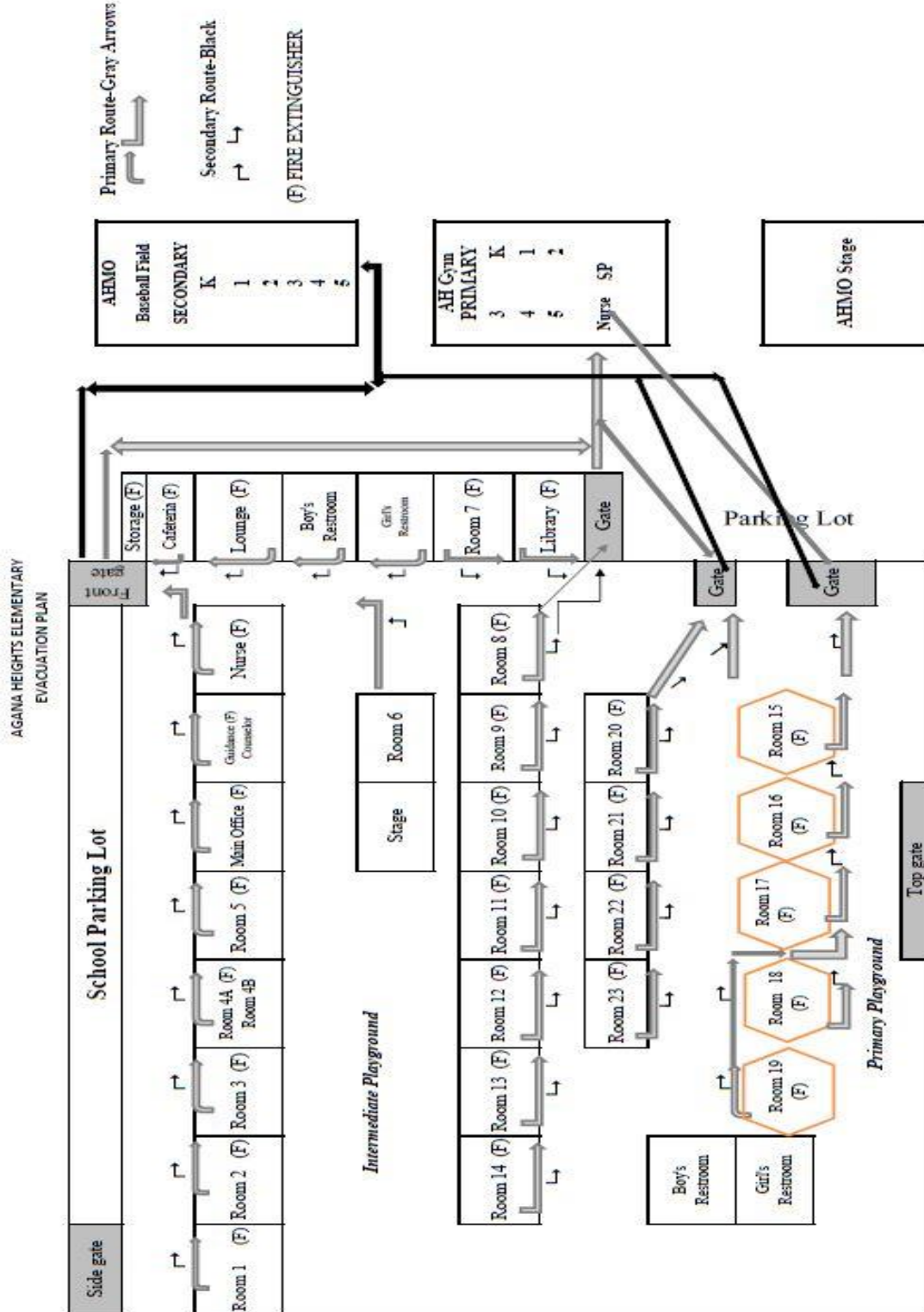
ORGANIZATIONAL CHART



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SCHOOL MAP



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THREAT CONDITION

RED	<p>HIGH RISK IMMEDIATE THREAT</p> <ul style="list-style-type: none">• Keep doors on lock position• Ensure doors are secured• Make security part of your routine• Close down offices if recommended to do so by authorities• Command & Control Messaging• All employee review emergency procedures and supplies• Maintain situational awareness and report suspicious activity to Police
YELLOW	<p>MEDIUM RISK POSSIBLE THREAT</p> <ul style="list-style-type: none">• Lock Doors• Make security part of your routine• All employee review emergency procedures and supplies• Reception desk must be manned at all times.• Maintain situational awareness and report suspicious activity to Police• Command & Control Messaging
GREEN	<p>LOW RISK NORMAL OPERATIONS</p> <ul style="list-style-type: none">• Ensure staff members continue training on i.e. first aid, CPR and AED• Practice your emergency exercise• Lock doors (optional)• Maintain situational awareness and report suspicious activity to Police• All exit doors must be secured at all times (All Threat Con Levels)

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BOMB THREAT

1. Planning and Preparation

Planning Considerations

- Coordinate with law enforcement & first responders to ensure smooth handling of a bomb threat
- Develop clear-cut primary and alternate levels of authority (referred to in this document as Incident Commander, GDOE maintains Incident Command for low and medium threat levels)
- Select Evacuation Teams and Search Teams as needed
- Develop training plan
- Determine search procedures
- Designate control center locations
- Plan for emergency assistance (police, fire, etc.)
- Establish primary and alternate evacuation routes and assembly areas
- Establish evacuation signal(s)
- Develop a communications plan
- Determine procedures for accessing/shutting off & reactivating utilities

Preparation Considerations

- Control building access
- Implement strict master key control
- Inspect incoming parcels
- Safeguard confidential material
- All sensitive materials should be secured (personal identifiable information- PII) and computers turned off
- Keep exits unobstructed
- Ensure adequate internal/external emergency lighting
- Utilize electronic surveillance

2. Emergency Toolkit Contents

Items you may want to consider including in your Emergency Toolkit, which will be taken to the Incident Command Post, are: First Aid Kit, Class Rosters, Student and Employee Emergency Information

Building Facility

- Blueprints and floor plans or site map of building
- Video, photographs or CD depicting building interior and exterior

Personnel Information

- Building Emergency Response Team (ERT) member contact information and assignments
- List of personnel trained in CPR and/or first aid
- Updated list, with pictures if possible, of all staff/personnel
- Staff/visitors sign-in/out sheets that include names and dates; Include provision for staff/visitors transported to medical facilities
- List of staff with special needs and description of need
- Contact information for neighboring/contiguous buildings

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Additional Emergency Action Resources

- Reflective vests for Building Emergency Response Team members with identifying marks
- Bullhorn with charged batteries
- AM/FM portable radio
- Flashlights and batteries
- Local street and zone maps
- Clipboards
- Writing materials (legal pads/pens/pencils/markers)
- Plastic red/yellow tape for cordoning off areas

3. Receiving a Threat

Phoned Threat

- **Remain Calm & DO NOT HANG UP**
- If possible, signal other staff members to listen & notify Incident Commander and authorities
- If the phone has a display, copy the number and/or letters on the window display
- Write down the exact wording of the threat
- Keep the caller on for as long as possible, use the Bomb Threat Checklist to gather as much information as possible
- Record, if possible
- Fill out the Bomb Threat Checklist immediately
- Be available for interviews with the building's emergency response team and law enforcement

Verbal Threat

- If the perpetrator leaves, note which direction they went
- Notify the Administrator and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat:
 - Name (if known)
 - Race
 - Gender
 - Type/Color of clothing
 - Body size (height/weight)
 - Hair & eye color
 - Distinguishing features
 - Voice (loud, deep, accent, etc.)

Written Threat

- Handle the document as little as possible
- Notify the Administrator and authorities
- Rewrite the threat exactly as is on another sheet of paper note the following:
 - Date/time/location document was found
 - Any situations or conditions surrounding the discovery/delivery
 - Full names of any personnel who saw the threat
- Secure the original threat; **DO NOT** alter the item in any way
- If small/removable, place in a bag or envelope
- If large/stationary, secure the location

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E-mailed Threat

- Leave the message open on the computer
- Notify the Administrator and authorities
- Print, photograph, or copy the message and subject line, note the date and time

4. Threat Assessment

A totality of the circumstances standard suggests that there is no single deciding factor that one must consider all the facts, the context, and conclude from the whole picture whether there is a possible threat. All threats should be carefully evaluated. **Refer to the Risk Assessment Matrix (RAM) for details. Note: This is close hold for Incident Commanders, Crisis Response Team and First Responders.**

5. Staff Response to Bomb Threat

Protocol when receiving a threat:

- Stay Calm
- Type of Threats Received:
 - **Call:** Write down as much information regarding the threat and report to Administrator
 - **Written:** Report writing to the Administrator
- Administrator reports to Superintendent/Deputies via call or "GDOE School Emergency" WhatsApp group of threat.
- Incident Commander (IC) utilizes RAM to determine Low, Medium. High level threat and gives instructions to Building Commander (BC).

Low Threat Level:

- Shelter in place – Shield and cover
- Employees conducts a sweep of the building with the assistance of the School Administrators.
- DOE Emergency Response Team assists School Administrator of sweep of building.
- School Employees reports all clear of building to School Administrator.
- ALL CLEAR issued by IC and normal operations resumes.

Medium Threat Level:

- Shelter in Place/Controlled evacuation until select area or full evacuation determined (determined by IC)
- Employees conducts a sweep of building with the assistance of the School Administrators.
- DOE Emergency Response Team assists School Administrator of sweep of building.
- School Employees reports all clear of building to School Administrator.
- ALL CLEAR issued by IC and normal operations resumes.

High Threat Level:

- Evacuation of school to primary area
- School Employees conducts a sweep of building with the assistance of School Administrators.
- DOE Emergency Response Team assists School Administrators of sweep of building
- GPD takes over as Incident Commander (IC)
- GPD IC clears and transfers IC to School IC for reverse evacuation and resumption of normal operation.

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Incident Commander:

- Immediately call 911
- Mobilize the building emergency response team(s)
- Evaluate authenticity of threat using the Risk Assessment Matrix (RAM)
- Decide on appropriate action or combination of actions:
 - **Shelter in Place: partial or full**
 - School Employees and Administrators conduct a sweep of the building.
 - DOE ERT assists School Administrator of sweep of building
 - School Employees reports all clear of building to School Administrator
 - ALL CLEAR issued by IC and normal operations resumes.
 - **Evacuation: partial or full**
 - Select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared
 - Notify police/fire/EMS of evacuation and request assistance
 - Account for all personnel
 - Evacuation Team confirms the building is empty
 - Bring Emergency Kit and Building Trauma Kits, if available
 - Advise all evacuees to remove all personal items (i.e. purses, backpacks)
 - **If evacuation is needed**
 - Debrief emergency services and assist in coordinating further actions
 - Take accountability and report
 - Open media, medical and family areas—brief regularly
 - As appropriate, determine reoccupy or dismiss action
 - Reoccupy when cleared and deemed appropriate
 - Dismiss in consultation with site administration
 - Notify all personnel of decision and ensure accountability
 - Administrator remain(s) on-scene until situation is resolved or until relieved by another administrator
 - **Search: partial or full**
 - Communicate with personnel about bomb threat condition
 - Limit access to building

If Search or Sweep is initiated:

- Assemble and deploy search teams
- Search the entire building and grounds
- Account for all personnel
- General Search guidelines include:
 - Start on the outside of the building and work inward
 - When inside, start at the bottom and work upward
 - Search personnel should always work towards one another
 - Listen for background noises
 - Clear evacuation routes and assembly areas
 - If suspicious item is located leave indicators for emergency services

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Personnel:

- If search is initiated by the Incident Commander, make a quick and complete visual scan of the workplace and any other common areas assigned
- Divide room into various search levels
- First sweep all objects resting on the floor or built into walls, up to your waist
- Scan the room from waste– to chin-height
- Scan room from top of head to the ceiling, including air ducts, window tops and light fixtures
- If anything unusual is noticed, move people away from the potential hazard and immediately report the location of the object to the Incident Commander

Use of radio communications is NOT recommended unless the area has been cleared

6. Suspicious Item

If Suspicious Item is found

- **DO NOT** touch, tamper with, or move the item
- Immediately report item to Incident Commander and local law enforcement/first responders
- Incident Commander must:
 - Ensure area is secured & cleared of personnel
 - Notify Search Teams
 - Ensure emergency responders are briefed
 - Evacuation & Search teams should remain available to assist and inform evacuees, media, staff, and others

NOTE: the discovery of one device should not automatically mean the conclusion of a search; more devices may be present!

The Incident Commander must take this into consideration during the planning and execution stages of the facility's Bomb Threat Response Plan.

Considerations

- Threat Assessment—is the threat credible?
- Search results—were any suspicious items located?
- What type of response is warranted considering totality of the circumstances?

Decide on appropriate action or combination of actions:

- Shelter in Place: partial or full
- Evacuation: partial or full
- Search: partial or full

A Final Note

- Every bomb threat is unique and should be handled in accordance with the needs of the community. Prior to any threat, Incident Commander and administrators should utilize this and other existing federal guidance to work with their local first responders to establish a Bomb Threat Response plan that addresses each risk level appropriately and is optimal for their building(s) and personnel.

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ACTIVE SHOOTER

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation:

You have three options:

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2. HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3. FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions.....your life depends on it

Shelter in place – The active shooter is in the facility.

- Send emergency text to all employees via power announcement
- IC will issue a shelter in place order by announcing a warning over phone system/phone tree, sending a messenger to each office/division or via some other alternate method.
- Direct all personnel and visitors into offices or secure rooms.
- Lock office doors.
- Cover windows of office/rooms.
- Move everyone away from windows and doors.
- Have everyone silence their cell phone.
- Have everyone get down on the floor.
- Maintain situational awareness and report location of suspect to IC until GPD arrives.
- Allow no one outside of offices until the Incident Commander gives the all-clear signal.

****Do not open the door! Wait for GPD to open and clear the room.***

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Lockdown – The active shooter is not on the grounds/facility. No one enters or exits.

- Send emergency text to all employees via power announcement
- Incident Commander (IC) will issue a lock-down order by announcing a warning over phone system/phone tree, sending a messenger to each office/division or via some other alternate method.
- Call 911
- Direct all personnel and visitors into offices or secure rooms.
- Lock office doors.
- Cover windows of office/rooms.
- Move everyone away from windows and doors.
- Have everyone silence their cell phone.
- Have everyone get down on the floor.
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ACTIVE THREAT WITH A WEAPON or ASSAULT

Steps to Follow

- Signal a lockdown or shelter in place depending on the situation for your school campus.
- Call 911.
- Send emergency text to all employees via email, power announcement and/or WhatsApp.
- Maintain situational awareness and report location of suspect to IC until GPD arrives.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

Shelter in place – The active threat is in the facility.

- Send emergency text to all employees via email, power announcement and/or WhatsApp.
- Incident Commander (IC) will issue a shelter in place order by announcing a warning over phone system/phone tree, sending a messenger to each office/division or via some other alternate method.
- Direct all personnel and visitors into offices or secure rooms.
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EARTHQUAKE

During an Earthquake, most injuries result from people being hit by falling objects and shattered glass, rather than being hurt in collapse buildings. Many injuries can be avoided if people take appropriate steps to prepare.

Earthquake Preparedness

- Conduct drills. Locate safe spots (e.g., under a sturdy table), and identify danger zones (e.g., near windows).
- Store heavy and breakable objects on low shelves.
- Secure bookshelves and tall furniture's to wall studs. Secure items that may fall.
- Move or secure hanging objects where people sit.

Follow these measures to stay safe during an earthquake:

- Drop, cover and hold.
- If indoors, stay there until the shaking stops.
- If outdoors, find a spot away from buildings, trees, streetlights and power lines and overpasses. Drop to the ground and stay there until the shaking stops.

After an earthquake:

- Check yourself for injuries.
- Look for and extinguish small fires
- Clean up spills.
- Inspect for damages. If there are major cracks in the building or utilities have been moved by the earthquake, get everyone out of the building (***see section under School Evacuation***).
- Do not enter the building until the building is declared safe. Incident Commander (IC) will notify personnel of termination of emergency.
- Resume normal operations.

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FIRE

1. Inoperable Fire Alarm System

Schools are required to implement a Fire Watch Program when their fire alarm system is not fully operational. This requirement ensures full compliance of the law and code outlined by the Guam Fire Department.

The Fire Watch Program consists of school personnel being trained on the requirements and the actual implementation of the program. Each school shall identify a School Safety Liaison whose responsibility is to manage the program in concert with school administrators and to provide evidence of its implementation using the attached Fire Watch Log (FWL). Fire Watch procedures require **inspections every 45 minutes** during operational hours of all impacted areas when people are present. Please ensure the FWL log is consistent with this timeline. In addition, the School Safety Liaison is responsible for ensuring that the requisite number of fire extinguishers are certified and placed on campus in accordance with Fire Code. The locations of each fire extinguisher shall be reflected on your school map. A copy of this map shall be in your FWL.

To assist with 100% compliance, the Deputy Superintendent of Educational Support and Community Learning or designee will be conducting random inspections of schools. The FWL should be in a folder clearly marked and located in the school's Main Office for easy access and inspection. All incidents of non-compliance will be reported for immediate corrective action.

The Department is currently working to establish contractual services to repair and maintain your fire alarm system. However, until services are in place and your school's fire alarm system is fully operational, a Fire Watch Program is required.

Requirements dictated by Guam Fire Department are as follows:

- Fire watch shall verify that all exit doors are operational and not obstructed. If doors are blocked, immediate actions shall be taken to correct the discrepancy.
- Fire watch shall look for obvious fire hazards such as defective electrical equipment, overloading of electrical outlets, and large accumulation of garbage.
- Fire watch shall be trained in the use of fire extinguishers, the locations of all fire extinguishers and be familiar with the type and size.
- Fire watch shall inspect all fire appliances to see that they are accessible, in a proper location and in good working order.

2. Operable Fire Alarm System

The school is responsible for conducting periodic checks to ensure the fire alarm system is operable.

In the event a fire or smoke from a fire has been detected:

- Activate the fire alarm signal.

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3. Steps to follow

In the event the fire alarm system activates:

- Evacuate personnel to the appropriate evacuation site (*see section under School Evacuation*)
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Administrators/Division Heads take office roster.
- Incident Commander notifies GPD (call 911).
- Administrators/Division Heads take roll after being evacuated.
- After role is complete, the Incident Commander may send personnel home.
- No one may re-enter building(s) until the Incident Commander notifies employees and staff of termination of emergency. Resume normal operations.

Fire Suppression Safety Rules:

If you are Community Emergency Response Team (C.E.R.T.) certified and the fire is small enough for you and a buddy to suppress, you shall:

- Use safety equipment at all times. If you are not equipped to protect your personal safety, leave the building.
- Work with a buddy. Don't ever try to fight a fire alone.
- Have a backup team, whenever possible. A backup team can support your fire suppression efforts and can provide help if you need it.
- Always have two ways to exit the fire area. Fires spread much faster than you might think. Always have a backup escape plan in case your main escape route becomes block.
- Look at the door. If air is being sucked under the door or smoke is coming out the top of the door, do not touch the door.
- Feel closed doors with the back of the hand, working from the bottom of the door up. Do not touch the door handle before feeling the door. If the door is hot, there is fire behind it. Do not enter! Opening the door will feed additional oxygen to the fire.
- Confine the fire, whenever possible, by closing doors and keeping them closed.
- Stay low to the ground. Smoke will naturally rise. Keeping low to the ground will provide you with fresher air to breathe.
- Maintain a safe distance. Remember the effective range of your fire extinguisher. Don't get closer that necessary to extinguish the fire.
- Never turn your back on a fire when backing out.
- Overhaul the fire to be sure that it is extinguished – and stays extinguished.

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FOOD BORNE ILLNESS

Nurse:

- The nurse will determine the severity based on the number of sick with similar symptoms as follows: *Less than 5 = **Non urgent** / 5 to 9 = **Urgent** / 10 or more = **Emergency***
- When the nurse suspects food borne illness, immediately notify the Administrator/IC.
- Parents of students will be notified by phone as soon as possible.
- Medical referrals will be prepared for students.
- Should the number of cases increase or become unusual, notify the **IC**.
- Complete the triage tags for all students.
- If the ill person(s) are to be transported to the hospital, call 911 and ensure that one **DOE staff** accompany them with a copy of records.
- If the parent/guardian choose to accompany the transported person(s) or take them home, have them sign a **release form**.
- If the parents choose to transport the student(s) to their doctor/medical clinic have them sign a **release form** and give them the **completed medical referral**.
- Document the disposition of each person on the Intake Log.
- Notify the IC once all patients have been released from triage and the event is over.
- Complete an After-Action Report as soon as possible for the event debriefing.

School Administrator/(IC):

- Incident Commander (IC) will activate the Incident Command Post (**ICP**) upon notification of a possible food borne illness by the school nurse.
- Notify the Deputy Superintendent, ESCL. 300-1631
- Notify the Nursing Administrator/SSSD Administrator. 300-1623
- Notify DOE Food & Nutrition Services Management Division. (**FNSMD**) 300-2490
- Send support staff to assist the nurse.
- Activate the CERT Team to meet in the **ICP** for briefing.
- Send support team to assist the nurse.
- Should the severity level escalate, activate the Command Staff Liaison and the Parent Reunification Team and conduct briefing.
- Once the GFD sets up their Incident Command Post at the school, brief GFD **IC** on the situation and establish a Unified Command.

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SERIOUS INJURY/DEATH

If incident occurred at work:

- Call 911.
- Notify CPR/first aid certified persons in office building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- If possible, isolate affected personnel member.
- Notify Incident Commander.
- Incident Commander notifies all administrators/Division Heads.
- Activate C.E.R.T team. Designate staff person to accompany injured/ill person to hospital.
- Incident Commander notifies the family of affected personnel.
- Direct witness (es) to GPD investigators.
- Determine method of notifying family and friends.
- Refer media to Superintendent of Education (671) 300-1547
DOE PIO Telephone Numbers (home, work, mobile)

Note: Refer to the Student Procedural Assistance Manual

Post-crisis intervention:

- District School Psychologist will coordinate for counseling services and determine level of intervention for personnel.
- Designate rooms as private counseling areas.
- Escort affected personnel, siblings, close friends, and other “highly stressed” personnel to counselors.
- Debrief all personnel.
- Assess stress level of all personnel.
- Recommend counseling to overly stressed personnel.
- Follow-up with personnel who received counseling.
- Designate employee(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

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TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect employees and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move personnel to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep personnel inside buildings. Allow personnel to leave once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress Central Office should:

- Reverse-evacuate all people into office buildings.
- Shelter in place. **(Do not use basements or low lying areas)**
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep personnel inside buildings. Allow personnel to leave once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- Reverse-evacuate all people into the buildings.
- Shelter in place. **(Do not use basements or low lying areas)**
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat personnel who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- Move employees and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the *duck, cover, and hold* position on the ground.

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- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep employees and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

Radiological:

DOE Central will be notified if radiological release requires protective actions. There are two basic protective actions: sheltering and evacuation.

Shelter in Place:

- Bring everyone inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Duct

Evacuation Notification:

- Incident Commander notifies all personnel that they are to evacuate.
- Incident Commander notifies personnel of the evacuation and whether to go home or to a relocation center. Instruct personnel to take belongings.
- Employees should close all windows, turn off lights, electrical equipment, generator, water faucets, and air conditioning.
- Place evacuation sign on your office door.
- Lock doors.
- School Administrators take accountability for their personnel and report status to the IC.

AGANA HEIGHTS ELEMENTARY SCHOOL EMERGENCY RESPONSE PLAN (ERP) Quick Reference

CONDITION OF READINESS (Tropical Depression/Storm/Typhoon)

Upon declaration of Condition of Readiness 3 (COR-3):

- Offices will remain open and offices will continue with their normal schedules.
- All available 12 month employees will clear the central offices of all items that can become airborne.

Upon declaration of Condition of Readiness 2 (COR-2) - During work hours:

- All personnel will begin the securing of the facilities.
- Administrators & Division Heads shall inspect the buildings and grounds for loose items and will have personnel secure them.
- Each administrator/division will be responsible for securing their offices.
- Office personnel will secure all books, registers, files and supplies in a safe part of the building.
- Once employees have completed to lockdown the facilities they will be dismissed immediately.
- The Superintendent or appointee will meet with the Safety Liaison and all administrators/division heads for a weather update and assignments prior to the SA reporting to GHS/OCD.

Upon declaration of Condition of Readiness 2 (COR-2) - After work hours:

- Administrators and division heads and personnel shall immediately report to their office and secure as specified above. Then release all personnel to go home.

Upon declaration of Condition of Readiness 1 (COR-1):

- Stay under shelter and follow the recommendations of Civil Defense.
- The Superintendent or her appointee will stay in close communication with Emergency Operations Center (GHS) Shelter rep with hourly updates of status reports. (See ICS-Status report form)

Upon declaration of Condition of Readiness 4 (COR-4):

- All office personnel and instructional staff report to their respective offices to assist in the cleanup and restoration of the facilities.
- All DOE personnel not assigned to an office will report before and after a storm to their immediate supervisor.

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SCHOOL EVACUATION **Alert/Sound: Long whistle lasting about 5 seconds*

In some situations, the students and employees may have to be evacuated from the school campus. It is important to remain calm and be prepared.

- Stay calm.
- Have the students immediately line up for evacuation.
- Take your attendance book/class roster, ERP folder and flags.
- Account for each student as you exit the classroom
- Lights: fire – turn off; bomb threat/intruder – leave on
- Follow the designated evacuation route calmly and quietly to the Assembly Area; do not make any stops along the way.
- Once the class has reached the Assembly Area, immediately account for all students. Complete the evacuation accountability form and submit to the designated staff.
- The Teacher or his/her designee will hold up one of the following:
 - **GREEN FLAG** = all students are accounted for
 - **RED FLAG** = not all students are accounted for or assistance is needed

Once the Evacuation alert/sound is activated, the Staff will clear the following rooms:

Room #s	Staff Responsible	
	Primary	Secondary
1, 2, 3, 4, 5, 7, Library	Angie De Jesus	Tony Leon Guerrero
8, 9, 10, 11, 12, 13, 14	Tony Leon Guerrero	Angie De Jesus
15, 16, 17, 18, 19	Ali Blas	Shane Siguenza
20, 21, 22, 23	Janice Tengan	Marie Pablo
Cafeteria, Lounge, IC Office, Room 6	Christina Borja	Alicia Fullo
Office	Liberty Cruz	Patty Bamba
Front Gate / Traffic	Alicia Fullo	Christina Borja
Back Gate / Traffic	Claire Arceo	
Rover	Principal	

At the Evacuation Area, the Staff will pick up the Evacuation Accountability Forms:

Grade Level	Staff Responsible	
	Primary	Secondary
Kindergarten	Ali Blas	Shane Siguenza
1 st Grade	Shane Siguenza	Ali Blas
2 nd Grade	Janice Tengan	Marie Pablo
3 rd Grade	Marie Pablo	Janice Tengan
4 th Grade	Angie De Jesus	Tony Leon Guerrero
5 th Grade	Tony Leon Guerrero	Angie De Jesus
Special Programs and offices	Liberty Cruz	Christina Borja
Tally Forms	Patty Bamba	Christina Borja / Liberty Cruz

REVERSE EVACUATION **Alert/Sound: Short whistle lasting about 1 second*

In other situations, students and employees may have to be evacuated from the playground to the classrooms and/or offices. Once in classrooms and/or offices, students will follow the directions of school personnel.