



Guam Educational Telecommunications Corporation
KGTF | Channel 12

EMERGENCY ACTION PLAN

Updated: 6/23/2021 1:43 PM

EMERGENCY ACTION PLAN

FOR

PBS GUAM – MANGILAO FACILITY
194 SESAME STREET, WASHINGTON DRIVE
MANGILAO, GUAM 96913

-AND-

PBS GUAM – BARRIGADA FACILITY
545 S. SABANA DR. BARRIGADA HEIGHTS
BARRIGADA, GUAM 96913

PREPARED BY: TRINA SAN AGUSTIN

PO BOX 21449, GMF, GUAM 96921 • TEL: (671) 734-5483

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

NAME	POSITION	PHONE NUMBER
INA V. CARILLO	GENERAL MANAGER	727-5123
JOHN MUNA	CHIEF ENGINEER	727-1265
LORRAINE HERNANDEZ	ADMINISTRATIVE OFFICER	971-1796

EVACUATION ROUTES

- EVACUATION ROUTE MAPS HAVE BEEN POSTED IN EACH WORK AREA. THE FOLLOWING INFORMATION IS MARKED ON EVACUATION MAPS.
 - EMERGENCY EXITS
 - PRIMARY AND SECONDARY EVACUATION ROUTES
 - LOCATIONS OF EXTINGUISHERS
 - FIRE ALARM PULL STATIONS' LOCATION
 - ASSEMBLY POINTS
- SITE PERSONNEL KNOW EVACUATION ROUTES.

EMERGENCY PHONE NUMBERS

BARRIGADA FIRE STATION: 734-2264

POLICE: 9-1-1

MANGILAO MAYOR'S OFFICE: 734-2163

GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE: 475-9600

MARIANA REGIONAL FUSION CENTER: 475-0400

G4S SECURITY: 646-2307

BUILDING MANAGER: JOHN MUNA #727-1265

UTILITY COMPANY EMERGENCY CONTACTS

GUAM POWER AUTHORITY: 475-1472/3/4

GUAM WATERWORKS AUTHORITY: 646-4211 OR 646-7319

GTA TELEGUAM NETWORK OPERATIONS CENTER (NOC): 638-4359 OR 648-4384

UPDATED: June 23, 2021

EMERGENCY REPORTING AND EVACUATION PROCEDURES

EMERGENCIES THAT **MUST** BE REPORTED BY SITE PERSONNEL:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- CYBER THREAT / ATTACK

MEDICAL EMERGENCY

- CALL MEDICAL EMERGENCY PHONE NUMBER (CHECK ALL APPLICABLE)
 - PARAMEDICS
 - AMBULANCE
 - FIRE DEPARTMENT
 - OTHER

EMERGENCY PHONE NUMBER: **9-1-1**

GUAM **POLICE** DEPARTMENT DISPATCH: 472-8911

GUAM FIRE DEPARTMENT MEDIC DISPATCH: 475-9080

Please provide the following information:

- a. Nature of medical emergency
 - a. **Examples:** Collapsed individual, Bleeding, or Fall
 - b. Location of the emergency
 - a. **Address:** 194 Sesame Street, Washington Drive, Mangilao
 - b. **Surrounding Landmarks:** PBS Guam located between George Washington High School and the Guam Community College.
 - c. **Name:** PBS Employee Calling in the Emergency and Phone Number reporting from.
- If you are not trained in First Aid, as a minimum effort please attempt to provide the following assistance:
 - Stop the bleeding (if any) with firm pressure on wounds (NOTE: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver in case of choking.
 - In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm.
- Call **9-1-1** or the Barrigada Fire Department by calling: **734-2264**
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
 - Voice Communication
 - Phone Paging by dialing: **#0** on PBS Guam phone system
 - Send a short message of the situation to the “PBS Guam Staff” chat on What’s App
 - If possible please contact the Chief Engineer, John Muna at 727-1265.

Fight the fire ONLY if:

- The Guam Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area located outside the Mangilao facility at the trash receptacle by the main driveway.
- Remain outside until the competent authority (Guam Fire Department or Guam Police Department personnel) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the information area.
- Determine a rescue method to locate missing personnel.
- Provide the Guam Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees during evacuation.

EXTENDED POWER LOSS

In the event of an extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Upon Restoration of power:

- Electronic equipment should be brought up to the ambient temperatures before energizing to prevent condensate from forming on circuitry.

CYBER-THREAT / CYBER ATTACK

In the event of a suspected cyber-threat or attack the following measures should be taken. If you believe that the agency is being targeted by hackers, please contact the following authorities. DO NOT engage the terrorist, contact the authorities for further guidance.

These attacks can be in the following areas and not limited to PBS Guam public-facing website, PBS Guam social media accounts, PBS Guam email/email server, any computer-based records management systems or in the web-based file storage sites.

Mariana Regional Fusion Center (Guam) Agana Heights, Guam

Fusion Centers provide analysis and information sharing capabilities that support the efforts of state and local law enforcement agencies to prevent and investigate crime in their local communities and address the most pressing national challenges, such as gangs, border violence, narcotics, homicides and terrorism.

Mariana Regional Fusion Center

Tel: 671-478-0281

Guam Homeland Security/ Office of Civil Defense

Tel: 671-475-9600 (Open 24 hours a day)

The Office of Technology (Guam) Agana, Guam

Tel: 671-635-4500

Cel: 671-488-5240

CHEMICAL SPILL

When a large chemical spill has occurred:

- Immediately notify the designated official and emergency coordinator:
 - John Muna 727-1265
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.)
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Guam Fire Department to perform a large chemical (e.g., mercury) spill cleanup.
 - GUAM HOMELAND SECURITY/OFFICE OF CIVIL DEFENSE – 475-9600
- Evacuate building as necessary.

When a small chemical spill has occurred:

- Notify the emergency coordinator
 - John Muna 727-1265
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the Material Data Safety Sheet (MSDS).
- Small spills must be handled in a safe manner, while wearing the proper Personal Protective Equipment (PPE).
- Review the general spill cleanup procedures

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

The following structures and vehicle are maintained by PBS Guam personnel.

No.	Structure Type	Location:	Emergency Response Organization
1	Tower	194 Sesame Street, Mangilao, Guam 96913	John Muna 727-1265
2	Satellite	194 Sesame Street, Mangilao, Guam 96913	John Muna 727-1265
3	Transmitter	545 S. Sabana Dr. Barrigada Heights Barrigada, Guam 96913	John Muna, 727-1265
4	Outside Broadcast (OB) Vehicle	194 Sesame Street, Mangilao, Guam 96912	John Muna, 727-1265

Other Emergency Contact Information:

- BARRIGADA FIRE STATION: 734-2264
- POLICE: 9-1-1
- GUAM POWER AUTHORITY: 475-1472/3/4

TELEPHONE BOMB THREAT CHECKLIST

Instructions: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER

YOUR NAME: _____ TIME: _____ DATE: _____

CALLERS IDENTITY: Male _____ Female _____ Adult _____ Juvenile _____ Approximate Age: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Mobile Phone _____ Hard Line _____

VOICE CHARACTERISTICS

- Loud Soft
- High Pitch Deep
- Raspy Pleasant
- Intoxicated _____

SPEECH

- Local Not Local
- Foreign Region
- Race _____

MANNER

- Calm Angry
- Rational Irrational
- Coherent Incoherent
- Deliberate Emotional
- Righteous Laughing

LANGUAGE

- Excellent Good
- Fair Poor
- Foul _____

BACKGROUND NOISE

- Factory Machines
- Animals Music
- Quiet Office
- Voices Office
Machines
- Airplanes Street
- Party Traffic
- Children _____

BOMB FACTS

PRETEND THERE IS DIFFICULTY HEARING – KEEP CALLER TALKING – IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? _____ Time Remaining: _____

Where is it located? Building/Equipment _____ Area _____

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If the building/equipment is occupied, inform caller that detonation could cause injury or death.

Call Emergency 9-1-1 and relay all information about the call.

Did the caller appear familiar with the building, equipment (by his/her description of the bomb location)? _____

Write out the message in its entirety and any other comments on a separate sheet of paper and attach it to this checklist.

Notify your supervisor on duty IMMEDIATELY!

SEVERE WEATHER AND NATURAL DISASTERS

TROPICAL CYCLONE/TYPHOON

- The nature of a hurricane provides for more warning than other natural and weather disasters. A tropical storm or typhoon watch will be issued by the National Weather Service in Tiyan when there is a threat to a coastal area. If a typhoon warning is issued or a combination of dangerously high water and rough seas, are expected within 24 hours.

Once a typhoon watch has been issued:

- Stay calm and await instructions from the emergency coordinator (John Muna, 727-1265) or the designated official.
- Secure work area:
 - Unplug all computers and electrical devices.
 - Place all computers and other electrical devices on your desk and place a plastic covering over items.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local television and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a typhoon warning has been issued:

- Be ready to evacuate as directed by the emergency coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a typhoon:

- Remain indoors
 - Small interior rooms on the lowest floor without windows.
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

EARTHQUAKE

- Stay calm and await instructions from the emergency coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the emergency coordinator and/or the designated official.

FLOOD

If indoors:

- Be ready to evacuate as directed by the emergency coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to high ground.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specifically assigned personnel to remain at the work areas to perform critical operations.

Work Area	Name	Job Title	Description Management
Master Control	Operator On Duty	Master Control Operator	To keep the station broadcasting an over the air signal.

- Personnel involved in critical operations may remain on site upon the permission of the site designated official or emergency coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the chief engineer, John Muna at 727-1265 to coordinate back-up personnel.

The following offices should be contacted:

NAME	POSITION	PHONE NUMBER
INA V. CARILLO	GENERAL MANAGER	727-5123
JOHN MUNA	CHIEF ENGINEER	727-1265
LORRAINE HERNANDEZ	ADMINISTRATIVE OFFICER	971-1796