



FUNCTIONAL ANNEX E  
EVACUATION PROCEDURES ANNEX

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Primary Agency: Office of Civil Defense (OCD)

Support Agencies: Department of Education (DOE) Department of Public Health and Social Services (DPHSS) Guam Fire Department (GFD) Guam National Guard (GNG) Guam Police Department (GPD) Guam Visitors Bureau (GVB) Mayors Council Guam Hotel and Restaurant Association (GHRA) Guam Environmental Protection Agency (GEPA)

Support Organization: Local Media

*I. Introduction*

A. Purpose

Functional Annex E — This function deals with the movement of people to a safe area, from an area believed to be at risk, when an emergency situation necessitates such action.

B. Scope

The Procedures provided by Functional Annex E include, but are not limited to:

1. Evacuating the public at greatest risk from any natural or man-made emergency or disaster.

*II. Policies*

A. The Office of Civil Defense (OCD) will have the overall responsibility to coordinate and oversee the implementation of evacuation procedures. Logistics necessary to perform the tasks will be coordinated with other agencies or information sources from the Emergency Operations Center (EOC).

B. Executive Order No. 91-09

### *III. Concept of Operations*

#### A. General

Evacuation of residents that are medically dependent, located in remote locations or otherwise unable to relocate to safety is of primary concern. Individuals that are elderly or medically dependent will be the first priority of the response community.

#### B. Organization

The initial responsibility in establishing evacuation routes and coordinating the evacuation of residents at risk will be the OCD. The EOC Director will task supporting agencies in the implementation of the evacuation procedure.

Evacuation routes to areas of safety are pre-determined and are identified in the appendix of this annex.

#### C. Response Actions

The OCD will have the lead responsibility in coordinating and identification, notice and evacuation of the public during an emergency or disaster. Supporting the OCD identifying residents subject to risk and requiring evacuation will be:

1. Village Mayors through the Mayors' Council
2. Department of Public Health and Social Services
3. Guam Police Department
4. Guam Fire Department
5. Guam National Guard

Other Response Agencies activated during the emergency will provide support to the lead agencies with equipment, manpower and supplies as required.

It is critical for OCD to assure communication and coordination with the Guam Visitors Bureau (GVB) and the Guam Hotel and Restaurant Association (GHRA) to assure an effective evacuation of English and non-English speaking tourists.

### *IV. Responsibilities*

The Office of Civil Defense (OCD) will be responsible for the maintenance, review, revision/update and exercise of this annex.

A. Primary Agency

1. Office of Civil Defense

- a. Oversee the implementation of evacuation procedures.

B. Support Agencies

1. Joint Information Center (JIC)

- a. Provide the local media notification of evacuation routes and shelter locations.
- b. Establish a rumor control hot line.

2. Response Agency Coordinator (RAC)

- a. When necessary or required, the other Response Agencies will assist OCD and other support agencies implement evacuation procedures.

3. Mayors' Council

- a. Coordinate with the Village Mayors the identification of those requiring evacuation, evacuation routes and shelter locations.

4. Department of Education (DOE)

- a. Prepares shelters accommodating those evacuated as well as others seeking shelter from the declared emergency.

5. Guam Hotel and Restaurant Association (GHRA) and Guam Visitor's Bureau (GVB)

- a. Coordinates with the Office of Civil Defense to meet the needs and special requirements of the tourists evacuated

C. Supporting Organizations

1. Local Media

- a. Assist in the dissemination of information to the public identifying evacuation routes and shelter locations

*V. Appendices*

A. Evacuation routes

B. Shelter locations

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