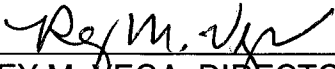


Guam Behavioral Health and Wellness Center		
TITLE: Typhoon Response Plan	REFERENCE #: AD-03	PAGE: 1
DIVISION: Inpatient/Outpatient- Administrative	TJC: EM.01.01.01, EM.02.01.01	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 07/10/2014	
	REVISED:	

PURPOSE:

- A. To ensure the safety of consumers, staff, and building structure in the event of a typhoon.

POLICY:

- A. GBHWC shall have an established typhoon response plan.
- B. All GBHWC employees are responsible to comply with their respective roles in this policy in the event of a typhoon.
- C. The Governor's decisions shall supersede this policy.
- D. If employees are not at work, employees are still responsible for listening to the media announcements concerning the Governor's decisions and typhoon status.

DEFINITIONS:

- 1. **Command Center Personnel:** All division administrators, Administrative Services Officer (ASO), Safety Officer, ESF8 Coordinator, Security Supervisor, Residential Recovery Program (RRP) Manager and Facility Operations Supervisor.

GENERAL INFORMATION:

- A. A typhoon can hit Guam anytime, but are most likely during the rainy season – May through November, with the highest frequency of occurrence during July through September.
- B. Typhoons bring high winds, heavy rains, flooding and high seas.
- C. Four Categories of Weather Disturbances:
 - a. Tropical Depression: maximum surface winds of 38 mph
 - b. Tropical Storm: maximum surface winds of 39 – 73 mph
 - c. Typhoon: maximum surface winds of 74 – 149 mph
 - d. Super Typhoon: maximum surface winds of 150 mph or more
- D. Typhoon Conditions- Condition of Readiness (COR):
 - a. **COR IV:** Is considered the normal weather condition. A typhoon can hit the island within 72 hours.

Guam Behavioral Health and Wellness Center

TITLE: Typhoon Response Plan

REFERENCE #:
AD-03

PAGE: 2

- b. **COR III:** A typhoon can hit the island within 48 hours.
- c. **COR II:** A typhoon can hit the island within 24 hours.
- d. **COR I:** A typhoon can hit the island within 12 hours. Only emergency traffic should be on the road.

A. Guam is always in COR IV.

PROCEDURE:

A. COR III:

- a. The ESF8 Coordinator will attend the Heavy Weather Briefing at Guam Homeland Security (GHS)/Guam Civil Defense (GCD) and establish communication between GBHWC and GHS/GCD.
- b. The Director or his/her designee will hold a precondition meeting with all command center personnel.
- c. Administrators will brief their division supervisors/staff and update the "Recall List."
- d. All employees shall be alert and on stand-by status.
- e. It will be the responsibilities of all branches which have GBHWC vehicles assigned to them, that these vehicles are filled up with gas and properly secured.
 - i. Facility Operations will be responsible for all vehicles that are not assigned.

B. COR II: When announced during regular working hours:

- a. When a typhoon is pending and expected to come close or possibly pass over Guam, the Governor's Office will notify the Director.
- b. The Director shall then meet with command center personnel to implement the "GBHWC Typhoon Response Plan."

C. The command center personnel will coordinate the following activities during COR II and COR I:

- a. Procuring emergency supplies for GBHWC facilities.
- b. Releasing non-essential employees.
- c. Relaying any relevant information to the inpatient staff to ensure that they have the appropriate information to discuss with consumers who may call in.

Guam Behavioral Health and Wellness Center

TITLE: Typhoon Response Plan

REFERENCE #:

PAGE: 3

AD-03

- d. Posting the necessary information regarding the suspension of services at the main entrance, and the telephone number to call for further information.
 - e. Ensuring all communication equipment is in working order.
- D. COR II- General Instructions:
- a. When an employee is released by his/her respective supervisor, they shall inform their supervisor of their whereabouts and the means of contacting them if different from the information on the Recall List.
 - b. Prior to leaving the building staff shall:
 - i. Secure all documents, office supplies, equipment, and place them away from windows and off the floor.
 - 1. All medical records shall be returned to the medical records office.
 - ii. Secure all windows and doors – if faulty; notify Facility Operations for assistance.
 - iii. Remove and secure all loose object(s) in the area (i.e., plants, trash cans, etc.)
 - c. The supervisors are responsible for using the Recall List to notify all essential staff that is off-duty to be prepared to report to work.
 - d. Facility Operations shall be responsible for securing the typhoon shutters.
- E. COR II-Specific Instructions for Medication Clinic, Adult Inpatient Unit, Children's Inpatient Unit, Healing Hearts:
- a. The Adult Inpatient Unit shall maintain the responsibility of manning the crisis hotline.
 - i. The staff responsible for answering the crisis hotline shall provide as much information as possible, suggest the caller listen to the media, and inform the caller to only come to GBHWC if it is a psychiatric emergency.
 - ii. The staff manning the crisis hotline shall take guidance from the command center personnel, as necessary.
 - b. The Nursing Administrator shall post the necessary information in the event services are suspended.
 - c. The Nursing Administrator will check the medication supply to ensure it is sufficient for the duration of the Typhoon condition.

Guam Behavioral Health and Wellness Center

TITLE: Typhoon Response Plan

REFERENCE #:

PAGE: 4

AD-03

- i. If the Nursing Administrator anticipates any issues with medications, he/she shall contact the command center personnel immediately.

F. COR II- Specific Instructions for Inpatient Units

- a. A psychiatrist will assess and discharge any consumers who can be safely discharged to their homes.
- b. The Nursing Administrator is responsible for:
 - i. Determining staffing required for the duration of the Typhoon and notifying all necessary employees to be on alert status.
 - ii. Updating the Recall List.
 - iii. Inventorying and obtaining all needed supplies and essential items.
 1. See attached emergency checklist
 - iv. Canceling any off-unit appointments for consumers (i.e., doctor's appointments) and scheduled visits from visitors (i.e., family meeting).

G. COR II- Specific Instructions for Children's and Adolescents Services Division (CASD):

- a. The CASD Administrator will determine the necessary staffing for the Serenity Home for the duration of the Typhoon and will notify all employees to be on alert status.
- b. The CASD Administrator shall carry out the procedures under the "COR II- Specific Instructions for Inpatient Units".
- c. In consultation with the on-call psychiatrist, the CASD Administrator shall decide if the residential consumers should be transferred to GBHWC Children's Inpatient Unit (CIU). The residential staff shall accompany and stay on CIU with the consumers for the duration of the typhoon.

H. COR II- Specific Instructions for Community Support Services, Medical Records, Counseling, Drug and Alcohol Branch, Prevention Training Branch, Day Treatment Services:

- a. Cancel all activities – return consumers to their homes, where applicable.
- b. All staff shall report to their supervisor regarding cancellation of appointments, meetings, etc.

Guam Behavioral Health and Wellness Center

TITLE: Typhoon Response Plan

REFERENCE #:
AD-03

PAGE: 5

- c. All clinical staff will be responsible for notifying consumers regarding cancellation of appointments. The immediate supervisor will make a reasonable effort to contact consumers for any absent staff members.
 - d. Staff shall refer all emergencies to inpatient or Guam Memorial Hospital (GMH).
 - I. COR II- Specific Instructions for Residential Recovery Program (RRP) Homes:
 - a. The Clinical Administrator will work with the Residential Program Managers to determine staffing needs for the duration of the typhoon and will notify all personnel to be on alert status.
 - b. The RRP Manager shall carry out the procedures under the "COR II- Specific Instructions for Inpatient Units".
 - c. All RRP homes near flood zones and all sub-standard homes (i.e. no typhoon shutters, tin roofing etc.) shall be evacuated and relocated based on the decision of the command center personnel.
 - d. In consultation with the on-call psychiatrist, the RRP Manager shall decide if the residential consumers should be transferred to GBHWC Adult Inpatient Unit (AIU). The residential staff shall accompany and stay on AIU with the consumers for the duration of the typhoon.
 - J. COR II- Specific Instructions for Director's Office and Support Units (Safety, Security, Facility Operations, Financial Management, Personnel, Management Information System, and Training):
 - a. Complete requisitions for emergency supplies, equipment and materials necessary to secure GBHWC facilities during and after the typhoon.
 - b. Provide assistance to all GBHWC facilities in securing emergency supplies and other needs.
 - c. Secure all Government vehicles.
 - K. COR II- When Announced After Regular Working Hours, Over the Weekend. Or Gov Guam Holiday:
 - a. All command center personnel shall immediately come to work and assess the GBHWC's needs.
 - b. The command center personnel shall hold a meeting to implement the GBHWC typhoon response plan.

Guam Behavioral Health and Wellness Center

TITLE: Typhoon Response Plan

REFERENCE #:
AD-03

PAGE: 6

- c. The administrators and supervisors shall work together to use the Recall List to notify all essential staff that is off-duty to be prepared to report to work.
 - d. All essential personnel shall report to work to secure all their respective areas in accordance with the "COR II- General Instructions" and any other detailed supervisory instructions.
- L. COR I - Shelter in Place:
- a. All safety precautions should be followed accordingly.
 - b. Personnel on and off duty are advised to turn on their radio for the latest update on the typhoon.
- M. COR IV- All Clear. This will be announced by the Governor or by Civil Defense through the media.
- a. All supervisors and administrators must perform damage assessments of their respective area(s) and make a written report to the Director.
 - b. All employees shall report to work at the usual time and assist with the cleanup of GBHWC facilities.
- N. COR IV- All Clear. Facility Operations Branch Responsibilities
- a. The Facility Operations Supervisors shall:
 - i. Report any damage that may pose a hazard to consumers, staff, and the general public to the appropriate authorities (i.e. GPA, GWA, DPW etc.).
 - ii. Provide a written assessment of any structural damage sustained to the Director and make recommendations.
 - iii. Take all necessary actions to restore GBHWC facilities to normal operational condition.
- O. Staff shall submit an updated Recall Sheet (F-AD-04) at least once every six (6) months and any time he/she changes any information on the Recall Sheet (i.e., phone number, residence, etc.).
- a. It is the responsibility of the human resource office to:
 - i. Request and collect an updated Recall Sheet from all employees
 - ii. Ensure the Recall List is up-to-date at all times

SUPERSEDES:

1. Typhoon Policy and Procedure; ORG-18-2; Signed 12-23-1992 by Marilyn Wingfield

Guam Behavioral Health and Wellness Center

TITLE: Typhoon Response Plan

REFERENCE #:
AD-03

PAGE: 7

REFERENCES:

1. Emergency Check List in Preparation for a Typhoon
2. Guam Emergency Response Plan- GERP
3. Recall Sheet (F-AD-04)



Guam Behavioral Health and Wellness Center



Emergency Checklist in Preparation for a Typhoon:

1. Fill vehicles up with fuel
2. Attain enough fuel for generators
3. Clean yard of potential debris
4. Stock up on non-perishable foods (i.e. can goods, crackers) for a minimum of three (3) days
5. Adjust refrigerator and freezer to highest temperature to preserve perishable foods (avoid opening in order to preserve)
6. Stock up on drinking water for a minimum of three (3) days
7. Fill containers with non-potable water for several days
8. Obtain manual can opener, batteries, flashlights, and battery operated radios
9. Secure windows; put up or close shutter
10. Remove or secure window air conditioners
11. Obtain adequate inventory of prescription and non-prescription medications, personal hygiene items, and First aid kit
12. Have rags ready for slow leaks of wind driven water



Guam Behavioral Health and Wellness Center



RECALL SHEET

Employee Name			
Position Title			
Division		Supervisor	
Work Location	Room #		Floor
Home Address			
1 st contact phone #			<input type="checkbox"/> Cell <input type="checkbox"/> Landline
2 nd contact phone #			<input type="checkbox"/> Cell <input type="checkbox"/> Landline
If the 2 nd contact phone # is not your personal, relationship			
Address of most probable location after working hours, should you not be home			
Emergency Contact		Relationship	
Contact #			<input type="checkbox"/> Cell <input type="checkbox"/> Landline

Draw a map to your **home** address in the space below. Include any land marks or geographical features that might aid in the location of your home address.