

<p style="text-align: center;">GUAMPOWERAUTHORITY Standard Operating Procedure</p>	<p>No.: <b>SOP-104</b> Prepared By: <i>J.C. Crisostomo</i> J.C. Crisostomo, Safety Administrator</p>
<p>Title: TERRORIST / SECURITY PLAN</p>	<p>Approved By: <i>T. Ann Aguon Perez</i> T. ANN AGUON PEREZ Gen. Mgr.</p>
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I. PURPOSE

All GPA Employees shall utilize this Standard Operating Procedure in the event a threat occurs to GPA property, employees and/or the immediate areas within the GPA compounds.

II. OBJECTIVES

- A. To prevent unauthorized persons, weapons, explosives and/or incendiary devices from entering GPA facilities including but not limited to power plants, substations and the Power System Control Center (PSCC) for the purposes of committing terrorist acts, inflicting serious bodily harm, and/or the destruction of property.
- B. To provide adequate training for GPA employees, on a minimum of annual or semi-annual basis, to ensure the safety of equipment and personnel and the facilities involved in those operations.
- C. To coordinate all responsibilities for entrance to GPA facilities by GPA employees, GPA contractors, customers and others, in regard to access/egress.
- D. To provide assistance to law enforcement personnel and GPA employees, in the event of an incident, and to deny access, distribution, disclosure and/or availability of critical security procedures to unauthorized persons.
- E. To coordinate all law enforcement and emergency response efforts through the implementation of an Incident Response Plan (Incident Command System).

III. RESPONSIBILITIES OF GPA MANAGEMENT

- A. The General Manager, Assistant General Managers and Division Managers shall:
  - 1. Enforce and uphold all local and federal laws applicable to the GPA Security Plan.
  - 2. Ensure that GPA personnel comply with the purposes and objectives of this Plan.

3. Oversee all operational and administrative functions in support of law enforcement related matters, and delegate authority accordingly.

B. Additionally, the Assistant General Managers and Division Managers will:

1. Keep the General Manager apprised on all operational and administrative activities relating to GPA operations.

#### IV. SUMMARY OF ROUTINE OPERATIONS

- A. When a local or national threat occurs, all generating facilities and substations shall be secured and access limited. Only authorized GPA personnel shall be allowed into these facilities. GPA contractors working within these facilities must have proper GPA-issued identification badges. Routine patrols shall commence for the site perimeters of generating facilities, power substations, and PSCC.
- B. Communication channels will be kept open between the Dispatch Control Center, security personnel and management.
- C. Written requests for authorization to enter GPA facilities by those without proper identification shall be approved by the Assistant General Manager, Island Wide Power Systems (AGM-IWPS) for generating facilities or by the Assistant General Manager, Operations (AGMO) for substations and PSCC. The request must include the purpose of the visit, the names of the personnel involved, and the descriptions of vehicles to be used, along with proof of insurance.

#### V. BARRIERS

- A. Other than building walls, all existing barriers are of a temporary type. These include traffic cones, instructional signage, barrier tape, and stationary guards. Barriers shall be placed at the entrances of all generating facilities and PSCC.
- B. As directed by the AGM-IWPS additional physical barricades may be set up, such as wooden or concrete blocks, measuring at least ten feet in length, which are stackable with reinforcements or heavier types of physical barricade such as gantry crane "stopper" blocks, which measure 4.5 X 4.5 feet.

#### VI. ALARMS

A siren or air horn system shall be utilized to signal a threat or warning. When an alarm is required, these systems should be activated, and a signal of five (5) long blasts effectuated. In order to ensure that the alarms are amplified, multiple systems can be used in synchronization. Each blast will be sounded for a minimum of five (5) seconds.

## VII. LIGHTING

All external lighting systems within GPA compounds shall be of the industrial type halogen floodlights. These lights are installed on buildings, in the substation switchyards, and in parking lots within the immediate area. All lighting switch boxes must be located within restricted and/or secured areas.

## VIII. COMMUNICATIONS

- A. GPA personnel are individually equipped with handheld communications devices. PSCC serves as the central communication hub. PSCC shall maintain a listing of radio codes of GPA personnel.
- B. "Code Red" is the designated signal to alert relevant personnel that an actual threat is in progress. Personnel using this signal shall immediately identify themselves and their location. When an incident of this nature occurs, the area is immediately secured and the PSCC Dispatcher on duty shall notify the following personnel:

	<u>Contact Number</u>
Guam Police Department	911
Guam Fire Department	911
General Manager	IC 10191
Assistant General Manager, IWPS	IC 10192
Assistant General Manager, Operations	IC 10193
Division Managers as needed and directed by Assistant General Managers	

- C. The superintendent or shift supervisor, of the affected area, shall be responsible for briefing Management on the situation, explaining what has transpired or has been accomplished, and outlining what outside assistance is required to resolve the situation.

## IX. IDENTIFICATION

- A. All persons entering GPA facilities are required to display GPA issued identification cards. All ID cards are required to have a legible photograph of the bearer affixed to the front portion, along with the bearer's name, position, signature and the authorizing signature, which shall remain visible at all times.
- B. GPA employee identification cards are issued for an indefinite period, while ID cards issued to contractors or visitors expire a year from their date of issue. Social Security numbers are used as control numbers for ID cards.

C. The Human Resources Division issues all GPA Identification cards. A color-coded system is currently used to identify the bearer's authorization status.

- |                                    |                   |
|------------------------------------|-------------------|
| 1. GPA Supervisory Employees       | Blue background   |
| 2. GPA Employees                   | Red background    |
| 3. Contractors/Temporary Employees | Yellow background |

D. GPA official vehicles will be authorized to enter into GPA facilities. At the discretion of the AGM-IWPS or the AGMO, privately-owned vehicles (POV's) or contractors' vehicles may also be permitted with the proper pass displayed on the dashboard of the POV. All information normally printed on a vehicle registration card must be recorded by the security guards.

#### X. DESIGNATED RESTRICTED AREAS

In the event of a threat the following shall apply:

A. Power Plants – Cabras, Tenjo, Dededo CT, Yigo CT, Tanguisson

1. Additional guards shall be required, to patrol the perimeter of the compounds.
2. Guards will be on duty during swing and graveyard shifts.
3. The Generation staff shall provide the personnel to man the areas unless arrangements are made with law enforcement or military groups.

B. Substations – Hagatña, Harmon, Tamuning, Macheche, GAA, Tiyan

1. 24-hour coverage shall be implemented at these locations.
2. Guards will be on 8-hour shifts.

C. Transportation, T&D, Dededo Diesel, Main Office

1. Contracted security service or GPA designated personnel will man these sites.
2. Individuals without proper identification will be refused entry unless physically verified and escorted by their supervisor or other employee with proper identification.
3. Entrance gates shall be closed at all times.

D. The T&D Division shall be responsible for patrolling the 115 kV towers during swing and graveyard hours.

- E. Central Maintenance will patrol the fuel lines.
- F. Safety Division shall make site visits to all guard posts, manned by the contracted security agency, and GPA personnel, during swing and graveyard hours.

#### XI. SCREENING

- A. All personnel and contractors providing security to restricted areas shall conduct visual and manual inspections of facilities and vehicles entering such facilities. All points of entry and egress into critical areas are monitored visually, as are external points, such as the main gates and personnel/pedestrian gates. The only means of detecting explosives, weapons and/or incendiary devices are by visual means, or verbal information. All persons refusing to submit to screening will be denied entry to restricted areas.
- B. All communication and other equipment shall be checked daily to ensure that they are functioning properly. Any defective or missing equipment must be immediately reported to the PSCC Superintendent.
- C. Areas adjacent to the power plants shall be restricted, limited only to essential vehicular and pedestrian traffic. All terminal areas are likewise restricted. Barricades such as traffic cones or heavy wooden-blocks may be placed around the power plants. However, a space of at least ten feet wide is left open to facilitate the access and egress of emergency vehicles and equipment.

#### XII. COORDINATION

- A. GPA shall enter into cooperative agreements, or Memorandums of Understanding (MOU) with officials from both local and federal agencies that provide and/or support enforcement and investigations deemed necessary.
- B. The AGM-IWPS, or his designee, shall be responsible for contacting appropriate law enforcement or regulatory agencies regarding any incidents occurring within their purview or jurisdiction.

#### XIII. SECURITY SURVEY

- A. On an annual basis, the Safety Division shall coordinate with other GPA Divisions and the appropriate local and federal authorities in conducting a security survey of GPA facilities. This is to ensure that the Security Plan and all other pertinent Standard Operating Procedures and Regulations are updated on an annual basis to stay abreast of changes in operational plans of this nature.
- B. Scope of Survey

The Safety Division will do the following:

1. Coordinate and conduct site inspections of all GPA facilities.
2. Compile and review recommendations by the various Divisions regarding the Security Plan.
3. Compile and review recommendations by local and federal authorities as well as Civil Defense made in accordance with laws, codes and federal regulations.
4. Submit a written report regarding the security survey and include written recommendations to the General Manager for subsequent reporting to the Board of Directors.

#### XIV. THREAT LEVELS

##### A. Low Threat Level

Persons, baggage and vehicles are subject to random searches upon entering GPA facilities. Personnel/pedestrian gates are secured and patrolled frequently. All restricted areas are checked physically. The security guards conduct 100% identification checks at the entrance to all facilities.

##### B. Medium Threat Level

Security is increased by fifty (50) percent. All persons, baggage and vehicles are screened upon entering GPA facilities. All personnel/pedestrian gates are secured and patrolled frequently. All restricted areas are physically checked frequently.

##### C. High Threat Level

One hundred (100) percent screening is conducted upon entering GPA facilities. Generation, T&D, and Safety Division personnel are posted at access points, or are assigned patrol duties. Contracted security guards shall support these personnel. The AGM-IWPS notifies the General Manager, and determines if division activation or additional outside assistance is necessary. Patrol units are prepared to sound the alarm.

#### XV. BOMB THREATS AND BOMB PROCEDURES

- A. GPA policy shall be to treat and handle bomb threats as very serious matters, in a way that does not unnecessarily contribute to the disruption caused by the threat. Bomb threats should be treated as if, there is a bomb.

1. Guam Police Department, SWAT shall be the point of contact and as such GPA maintains direct 24 hours access by providing five (5) IC radios for purposes of protection against Weapons of Mass Destruction. The contact numbers are:
  - a. 10122
  - b. 10131
  - c. 10140
  - d. 10141
  - e. 10143

B. Receiving Bomb Threats

1. Bomb Threats Received Via Telephone

Upon receipt of a telephonic bomb threat, the person receiving the call must attempt to keep the caller on the line as long as possible. As much information as possible must be obtained from the caller, using Appendix A as a guide. Contact the Guam Police Department SWAT unit and the General Manager as soon as contact with the caller is broken.

2. Bomb Threats Received by Mail / Parcel Delivery:

Any person receiving a bomb threat by letter or other correspondence shall adhere to the following procedures:

- a. DO NOT handle the envelope, package or parcel any more than absolutely necessary.
- b. Protect the suspect envelope, package or parcel to prevent loss of fingerprints or other items of evidentiary value.
- c. Copy the contents of the message on a separate piece of paper verbatim and provide a copy to the duty supervisor, the Guam Police Department and the General Manager immediately.
- d. Secure the area to within 150 feet and restrict radio communications within that area.

C. Responding to Bomb Threats

1. Initial Response

- a. In the event a report is received that a bomb has been planted in any GPA facility, the Guam Police Department SWAT unit shall be notified.

**NOTE:** Direct access (24 hours) to SW~~AT~~ shall be enhanced

- b. The senior manager on the scene shall evaluate the situation and determine if additional personnel will be required to assist in securing the area and evacuating nonessential personnel.
- c. The senior manager on the scene shall locate the person who received the call and have that person proceed to the Port Police Headquarters to fill out a statement.
- d. The senior manager will relinquish the same over to the first Guam Police Officer to arrive on the scene. The senior manager shall remain in the area to assist law enforcement officials in evacuating the area.

2. Evacuation

- a. The decision to evacuate the affected area rests with the General Manager and the person in charge of that area.
- b. If the affected area is to be evacuated, the evacuees shall be moved to a secure area no less than 2500 feet away from the affected area. A head count of all evacuees shall be conducted by the senior GPA employee, to ensure that all personnel have been safely removed from the area.

3. Searches

- a. The extent of the search of the affected area shall be determined after consulting with the person in charge of the area and the General Manager.
- b. The message received by the person making the threat should also be closely reviewed to look for clues as to the size, shape, container and location of the bomb to help narrow down the area to be searched.
- c. Persons familiar with the affected area will conduct the searches along with the GPD/GFD official. All nonessential personnel will be evacuated from the immediate area.
- d. Searchers should be instructed not to touch any unfamiliar or suspicious looking objects and to summon an officer immediately upon locating a suspect item.



- e. Search procedures should also include interviewing persons familiar with the affected area. Employees or key personnel assigned to the affected area should be thoroughly interviewed before a physical search is conducted.
- f. The interviews should be centered on determining if any suspicious or unusual items were noticed prior to or immediately after the receipt of the threat. This practice may eliminate certain areas allowing attention to be focused on other potentially dangerous areas.

D. Bombs or Explosions

When a bomb or other suspicious object has been found, or if an explosion has occurred, the first officer on the scene shall adhere to the following procedures:

1. DO NOT remove, jar, tamper, or touch any suspicious looking object or anything attached thereto.
2. Contact the desk watch officer via landline telephone only, and request for an explosive ordnance disposal team and the Guam Fire Department to be dispatched immediately. DO NOT attempt to transmit over police or other radio frequencies, use a cellular telephone or similar devices within a minimum of 300 feet of the affected area.
3. Consider ordering an evacuation if the affected area is still occupied.
4. Establish a perimeter of at least 2500 feet from the affected area. Reroute vehicular traffic if necessary and establish crowd control measures, diverting pedestrians to safe areas.
5. Follow all safety advice from bomb technicians and/or firefighters who have responded to the scene.
6. If an explosion has occurred and injuries have been sustained:
  - a. Immediately request for medical assistance from the duty dispatcher, indicating the number of persons injured.
  - b. Establish a medical triage / staging area at least 2500 feet away from the affected area.
  - c. Direct responding medical units to the triage / staging area.
  - d. Position an officer at the triage / staging area to act as liaison for the Port Police.

E. Investigative Responsibilities

1. First Officer on the Scene will:

- a. Conduct a preliminary investigation and prepare the necessary reports.
- b. Forward the case to the <sup>Tactics</sup> Guam Police Department's Special Weapons And ~~Tactical~~ (SWAT) Unit, the Bureau of Alcohol, Tobacco and Firearms (BATF) and the Federal Bureau of Investigation (FBI) for further investigation. Request for duty agents from the FBI and BATF to proceed to the scene when an explosion has occurred.

2. Duty Supervisor

- a. Assist the preliminary officer with gathering investigative information, identifying possible witnesses and conducting interviews.
- b. Assist the preliminary officer with contacting the necessary outside investigative agencies.
- c. Assist the preliminary officer with compiling the necessary reports.
- d. Determine if any other investigative actions are necessary.
- e. Ensuring that all aspects of this Standard Operating Procedure are fulfilled.

- F. A more thorough follow up investigation concerning bomb threats and related matters will be conducted jointly by the Guam Police Department, the Federal Bureau of Investigation and other pertinent federal agencies. This is to ensure that evidence is gathered and processed thoroughly and effectively to support possible identification and arrest of the perpetrator(s).

Distribution: A, B, C, D