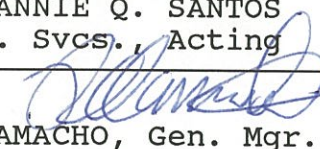


G U A M P O W E R A U T H O R I T Y <i>Standard Operating Procedure</i>	*SOP-088	Issued: 03/15/93
	Prepared By: ANNIE Q. SANTOS Manager, Cust. Svcs., Acting	
Title: EMERGENCY CONDITION (Support Services Section)	Approved By:  RAYMOND C. CAMACHO, Gen. Mgr.	
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1.0 SCOPE

- 1.1 This procedure is to set forth the requirements with respect to the Guam Power Authority warnings in the event of an emergency condition.
- 1.2 This standard operating procedure applies to Support Services Section, under the direction of the Customer Services Manager.

2.0 TYPHOON WARNINGS

- 2.1 Typhoon warnings for the purpose of the operations of the GPA due to its technical and complex nature shall be independent from the typhoon warnings released by other agencies.
- 2.2 There shall be four (4) phases of typhoon warnings. They are "Condition III, Condition II, Condition I and Condition IV or All Clear".

3.0 ANNOUNCEMENT OF TYPHOON WARNING

- 3.1 All the data or information on typhoon conditions released by either Government, Fleet Weather Central or Joint Typhoon Warning Center shall be obtained and analyzed by the Load Dispatching Division, Transmission & Distribution Department to determine a typhoon condition for GPA for main systems which would then in concurrence of the General Manager be announced by the Manager of Transmission & Distribution Department in the name of Guam Power Authority.
- 3.2 Upon determining the typhoon condition, the Manager of Transmission & Distribution shall be responsible to immediately relay this information respectively to the department heads of Guam Power Authority and Public Relations Office.

CODES: * REVISED # ADDED

- 3.3 Coordination with the local radio and television stations for any announcements relative to typhoon condition for the benefit of off-duty personnel shall be made through the Public Relations Office or the office of the General Manager.

4.0 **TYPHOON CONDITION III**

Normal working day functions and hours will be observed by all personnel.

5.0 **TYPHOON CONDITION II (PRE-STORM)**

- 5.1 If Condition II is declared by announcement, paragraph 3.2 above during the scheduled hours of a normal working day, personnel will make the necessary typhoon preparations as directed by the department and/or division heads.
- 5.2 If Condition II is declared at anytime other than the scheduled hours of a normal working day, the department heads or their delegated supervisors will call-out those personnel required to make the necessary typhoon preparations.
- 5.3 During Condition II, personnel not subject to call-out under paragraph 5.2, shall remain at their resident until typhoon condition IV is declared.

5.4 **Normal Working Hours:**

Support Services personnel shall report to the Agana Main Office immediately for briefing on the storm condition by the Customer Services Manager.

5.5 **After Working Hours:**

The Customer Service Manager or his delegated supervisors will call-out those personnel required to make the necessary typhoon preparations.

5.6 **Typhoon Condition II Preparation:**

- 5.6.1 Securing of Equipment: The Support Services Supervisor will oversee the Support Services personnel in securing all equipments (covered in plastic) windows, documents and electrical extension cords.

5.6.2 Petty Cash/Cash: Head Cashiers shall be readily available for all Petty Cash replenishment or disbursement. Cashiers to deposit and secure all funds.

5.6.3 Support Group: The Support Services Supervisor shall be responsible to assign her staff to assist with telephones and other section(s) as deem necessary.

6.0 **TYPHOON CONDITION I**

6.1 All those personnel not required to work will be released.

6.2 Personnel will report to their assigned stations in accordance with the published respective departmental orders.

7.0 **TYPHOON CONDITION IV - ALL CLEAR (POST-STORM)**

All employees shall immediately report to their supervisor for duty assignment.

8.0 **COMPENSATION PROCEDURES**

8.1 All non-shift and shift personnel will be paid at their single rate for all hours of work performed during their posted regular work schedules and the applicable overtime rate for all hours of work performed outside their regular work schedule, regardless of typhoon condition.

8.2 Personnel released under the provisions of paragraph 6.1 will be granted administrative leave for the hours effected.

9.0 **OTHER DETAILED PROCEDURES**

Other detailed procedures with respect to the operation of each department during typhoon condition shall be established as a published respective department order.