

Government of Guam

Department of Land Management

Emergency Evacuation Procedure

1. Upon notification of an emergency situation to evacuate the ITC building, **ALL** persons, including customers, shall immediately exit the building using the nearest stairway in an orderly and safe manner
2. Be cautious of emergency vehicles responding to the emergency and do not assume they see you
3. All DLM employees shall proceed to the far end of the ITC rear parking lot (cliff side) for a head count by their division chief
4. Each division chief shall determine if all their staff are present or accounted for and report to the director or deputy director
5. All DLM employees shall follow directions, without challenge, given by the ITC building staff or law enforcement at all times during the emergency event
6. DLM employees shall remain in the evacuation area until the all-clear has been given before they return to their work area

**Emergency situations are serious and so is your safety.
Act responsibly. Be responsible.**