



DEPARTMENT OF THE NAVY
U.S. NAVAL BASE GUAM
PSC 455 BOX 152
FPO AP 96540-1000

NAVBASEGUAMINST 5092
N00
24 Jan 22

NAVBASEGUAM INSTRUCTION 5092

From: Commanding Officer, U.S. Naval Base Guam

Subj: COMMAND AUTHORIZATION TO UTILIZE HISTORICAL SPANISH STEPS
SITE ONBOARD NAVAL BASE GUAM

Ref: (a) DoD Instruction 1342.22, 05AUG2021
(b) SECNAVINST 1754.1B Department of the Navy Family Support Programs
(c) OPNAVINST 1754.1B Fleet and Family Support Center (FFSC) Program
(d) OPNAVINST 1740.3D Command Sponsor and Indoctrination Programs
(e) SECNAV Manual 5210.1 Records Management Program
(f) OPNAVINST 5215.17A Navy Directives Management Program Manual
(g) SECNAV 5215.1 Department of the Navy Directives Management Manual

Encl: (1) ORM Worksheet
(2) Command Duty Officer Checklist
(3) Safety Brief & Requirements
(4) Hiking Safety Guide
(5) Beach Safety Guide

1. Purpose. To promulgate policy, procedures, and information regulating access to Spanish Steps historical site on Naval Base Guam (NBG) in accordance with references (a) through (g).

2. Applicability. All military personnel assigned to NBG.

3. Responsibilities

a. NBG Installation Commanding Officer (ICO)

- (1) Establish program policy for Spanish Steps.
- (2) Provide program guidance and ensure safety is promulgated.

b. NBG Safety Office

- (1) Process reservation requests from commands.
- (2) Publish access schedule to Command Duty Officer (CDO) as required.
- (3) Monitor weather and other environmental conditions for hazards. Recommend to ICO cancelling planned events or closing Spanish Steps as required.

24 Jan 22

c. CDO

(1) Serves as the primary point of contact and will liaise with all Command leadership for authorization to access Spanish Steps.

(2) Ensures access schedule by utilizing the CDO checklist (enclosure 2).

d. Requesting Command

(1) Ensure Operational Risk Management (ORM) is properly completed and submitted to their Commanding Officer for CDO approval.

(2) Contact NBG Safety to make reservation for planned event no later than 2 days in advance. Provide command approved ORM to NBG safety via email distro: M-GU-NBG-SAFETY-GS.

(3) Ensure NBG CDO is contacted no later than 2 hours prior to entering, and again immediately after exiting Spanish Steps, contact number: (671)488-7147. Ensure communication capability with CDO is maintained at all times.

(4) Remove all litter from the trail and trail head.

(5) Assume all risks and hazards associated with the Spanish Steps trail and lagoon.

(6) Ensure that members will not climb Spanish Steps as an individual but as a unit or organizational activity. Minimum party of 3 members and a maximum of 15 members.

(7) Ensure all members remain in the authorized area and do not enter unauthorized or off-limits areas.

(8) Ensure all requirements of enclosure (3) are adhered to by all participants.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. This instruction will be reviewed annually around the anniversary of its issuance date by the Installation Safety Office to ensure applicability, currency, and consistency with federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction (reference (f)). This instruction will be in effect unless cancelled or superseded.



M. D. LUCKETT

Releasability and Distribution:

This instruction is cleared for public release and is available electronically via the CNIC G2 Portal at <https://g2.cnic.navy.mil/NAVBASEGUAM/Pages/default.aspx>

OPERATIONAL RISK MANAGEMENT MATRIX

MISSION:		Spanish Steps					DATE:		
OPERATIONAL PHASE	HAZARD	CAUSES	INITIAL RAC	DEVELOP CONTROLS	FINAL RAC	HOW TO IMPLEMENT	HOW TO SUPERVISE		
Environment	Weather	Rough surf, lightning, reduced visibility <500yds.	C-II 2	Follow "No-Go" Criteria: lightning, Sea State <3, visibility <500yds.	C-III 3	Two command representatives will concur on weather conditions prior to events.	Requesting Command Participants		
Swim	Drowning, Near Drowning	Lack of skill, mechanical injury, exhaustion	C-I 2	Survey water skills, active observation, limit exhaustion, check tide charts.	E-I 3	Requesting command will not allow swimming outside of skill level.	Requesting Command Participants		
Swim/Hike	Dehydration, Heat Stress	Climate, lack of hydration	C-II 2	Provide hydration, ensure breaks of 15min intervals during exercise.	D-II 3	Requesting command oversight Buddy system for all events.	Requesting Command Participants		
Swim/Hike	Mechanical Injury	Improper technique, slips/trips/falls, sharp objects	C-III 3	Hike slowly and deliberately, take extra caution with the trail is wet.	D-III 4	Requesting command oversight Buddy system for all events.	Requesting Command Participants		
Swim/Hike	Wildlife Encounters	Lack of caution, touching wildlife, biting insects	B-II 2	Wear insect repellent, be mindful of where you step and place your hands, do not touch the wildlife.	E-II 4	Requesting command oversight. Review safety instructions.	Requesting Command Participants		
RISK ASSESSMENT MATRIX		PROBABILITY					COMMAND REVIEW & APPROVAL		
		FREQUENCY OF OCCURRENCE OVER TIME							
		A Frequent	B Likely	C Occasional	D Unlikely	E Unlikely		SUPERVISOR REVIEWING SUPERVISOR COMMAND APPROVER	
		1	1	2	2	3	3		
1	2	2	2	3	4				
2	3	3	3	4	4				
3	4	4	4	4	4				
SEVERITY		Risk Assessment Levels					COMMAND APPROVER		
		Extremely High = 1 / High = 2 / Medium = 3 / Low = 4					FINAL RISK ASSESSMENT LEVEL		
Lessons Learned:							3 - Medium		



COMMAND DUTY OFFICER CHECKLIST

MISSION:	SPANISH STEPS		
COMMAND:		COMMAND POC:	
NO. OF PERSONNEL:		TELEPHONE NO.:	
PURPOSE:			
DATE OF EVENT:		REQUESTED START TIME:	
ENTRY NOTIFICATION:		EXIT NOTIFICATION:	

* Reference NAVBASEGUAM INSTRUCTION 5092

* Notifications - Commands to contact the CDO at 671-488-7147 when starting/finishing a hike.

* Emergencies - Contact Regional Dispatch Center at: 671-333-4357.

Spanish Steps Safety Brief & Requirements



*The beach to the right is off limits due to sea turtle nesting (see above picture).

1. Notifications:

- a. Contact safety office two days prior to event at (671) 339-7233.
- b. Contact the CDO at 671-488-7147 when starting your hike and when finished with your hike. Communications will be maintained with CDO at all times while on Spanish Steps.

2. Emergencies:

- a. For emergencies, contact Regional Dispatch Center at: 671-333-4357.

3. Safety support lines or ropes:

- a. The trail to Spanish Steps is steep and slippery when wet, exercise caution when utilizing the trail and hand lines.

b. Use the dry treated rope and two (2) safety support lines (for descent and ascent) along the path at each side.

4. Trails:

- a. Report any debris, obstacles, or impalement hazards such as dead branches, roots, large loose rocks, jagged edged trees and coconut leaves to the CDO, if they cannot be easily/safely removed by the unit.

- b. Do not leave the trail or disturb the wildlife.

5. Beach and Water Hazards:

- a. At the bottom of the Spanish Steps, a pristine remote beach is surrounded by a lush sandy beach with paradise blue waters which holds beneath are strong currents as you draw closer towards the reef. The type of water currents are described below.

- i. Long Shore Current. An ocean current which moves parallel to the shore that can form at any beach at is exposed to breaking surf caused by large swells sweeping into the shoreline at an angle that pushes water down the length of the beach in one direction. These currents can sweep swimmers and surfers into rip currents, coral rocks, and the reef.

If caught in a long shore current, do your best to regain your footing, remain calm, yell for help, face your feet in direction of travel, and swim perpendicular to the current to the shore.

- ii. Rip Current. Caused by waves pushing water towards the shore, which in turn flows back to the ocean floor through a narrow channel. The rip current can move in a speed up to five (5) miles per hour. These currents have a waves break called the “Kill Zone”. The waves on a Kill Zone, can slam you on top of the reef or suck you underneath the surface. Waves breaks at the top and water tucks under the reef creating a washing machine effect.

If caught in a rip current, the best thing to do is concentrate on being afloat, yell for help, and ride out the rip current, until it dissipates. Once in calm water, await rescue or swim to shore only if there is a safe passage.

- iii. Under Current. A flow of water that moves below the surface of the ocean. Similar to the long shore and rip current, only this current is under the surface.

If you feel an undercurrent, stay close to the surface and swim towards the shore. If you are on the beach and see someone caught in a current, call for help from a lifeguard or call 911. Don't immediately dive in and swim to the person. It's too risky, and you yourself may get caught in the rip current. Seek professional assistance from Search and Rescue Guam including Guam Fire Department, U.S. Coast Guard, Naval Base Guam Harbor Patrol, and Helicopter Sea Combat Squadron.

- b. Be cautious of aquatic life, sea urchins, jelly fish, stone fish and other marine life which arrives on water by seasons.

- i. Use sturdy water shoes to easily grip the sea floor and prevents foot injuries.

- ii. Use a long swim pants and rash guard to prevent cuts or bites from fishes or stings from sea urchins or jelly fish.
- iii. Be cognizant of the lined buoy or floating water fence along reef line which prohibits swimmers from entering hazardous rip current areas as a swim warning marker.

6. Recommended Personal Protective Equipment:

- a. Gloves for hand protection for hiking.
- b. Sturdy boots or shoes descending and ascending hike.
- c. Hat or cap for sun protection.
- d. Personal Flotation Device (PFD) when swimming.
- e. Whistle as a form of communication while out swimming for emergencies.
- f. Recommended hikers refrain from carrying equipment weighing more than twenty (20) percent of their body weight and ensure ample supply of drinking water.
- g. Mobile phones as a form of communication for emergencies, as well as contact with the CDO.

7. Unexploded Ordnance (UXO)

Do not touch any UXO as it may be very unstable. If you find a UXO, Regional Dispatch Center at: 671-333-4357.

8. Historical and Cultural Artifacts

If you find any historical or cultural artifacts, do not touch or disturb the item(s). Call Public Works Department; Historical and report them at: 671-339-2093.

For more information on the above, please contact the Installation Safety Office at (671) 339-7233.

Safety Tips

(Not An All Inclusive List)


Guam's hiking activities can pose significant hazards. Always be alert and cautious. Please adhere to the safety tips below for hiking activities:

- Stay updated on the weather forecast
- Two (2) person concept for any activity
- Tell someone where you are going and what time you plan on returning
- Stay hydrated and well nourished and pack extra supplies just in case of an emergency
- Protect your skin from the sun's ultraviolet rays
- Bring a cellular phone but understand some areas might not have reception
- Read posted caution or warning signs
- Do not participate in any activity under the influence of alcohol or medication that causes drowsiness
- Have the right gear for the event
- Be aware of poisonous animals or plants

Weather Updates

- Weather website: <https://www.weather.gov/gum/>
- Off Base Dial: 211
- On Base Dial: 99-211

Media Updates

-  @US Naval Base Guam
-  @MWR Guam
-  @nbguam

 Download Coast Guard App on your mobile phone:
<https://uscgboating.org>

Understanding Limitations

Guam's hiking activities are considered a high-risk activity and all military personnel are required to discuss with their supervisors their plans prior to engaging in the activity. JTREG Marianas Notice 1620 Identifies Off Limits locations, Restricted Water Activities, and High Risk Activities on Guam.

Hiking Safety Guide



Please contact U.S. Naval Base Guam Safety Office at 339-SAFE (7233) for more information on Hiking Safety.

Additional Information

- OPNAV M-5100.23
- OPNAVINST 5100.25C
- JTREG Marianas Notice 1620
- 2019 JRM Guam Hiking Safety Video:

https://drive.google.com/file/d/189333yc_71h-igQELM49iuB0BTq5UvTc/view?usp=sharing

Emergency Contacts

- Region Dispatch Center: 671-333-4357
- NBG CDO: 671-488-7147

Caves



As you prepare for your hiking activity, please take the following, not all inclusive, items: water, insect repellent, food/snacks, knife, flashlight, rope, cell phone, whistle, good shoes, and a friend. Unless you are familiar and aware of the hazards in the area, it is recommended that you stay out of the caves on Guam. If it's your first time to explore caves, schedule with a reputable guide who knows the area and environmental hazards. Additionally, caves are not well lit, so bring a flashlight and be mindful the ground inside the cave may likely be slick with moss or mold and the rocks may be sharp. Ensure you are wearing proper footwear and take your time walking in and around the caves.



Unexploded Ordnance (UXO)

To date, UXOs can still be found throughout the island and laying dormant. UXOs include hand grenades, land mines, bombs, bullets, antipersonnel mines, and rockets. Over time, these UXOs tend to blend in with the environment and can be hard to detect. If you find a UXO, do not touch it as it may be very unstable. If you find a UXO, call



Projectile

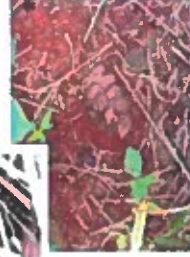
911.



Grenade



Grenade



Grenade

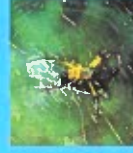
Some grenades look like a soup can or a rock covered in the ground.

Wild Life & Insects

During your hike, you may encounter deer, feral pigs, frogs, brown tree snakes, mice, bats, monitor lizards and coconut crabs. The coconut crab



when played with can amputate fingers if the claws happen to get a firm grip on you. The calipers will need to be separated at the joint to release the claws or you can



try tickling the bottom of the crab's stomach to release the claws. While hiking, you may also

encounter several varieties of spiders, wasps, centipedes, and other harmful insects. If stung by an insect seek medical attention if pain persists.



Safety Tips



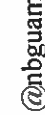
- Guam's water activities can pose significant hazards. Always remain alert and cautious. Please adhere to the safety tips below for water activities:
- Use a Personal Flotation Device (PFD) and take swimming lessons
 - Wear water shoes that cover the entire foot and have thick soles to protect your feet from hot surfaces and sharp objects.
 - Stay updated on the weather forecast
 - Two (2) person concept for any activity
 - Tell someone where you are going and what time you plan on returning
 - Stay hydrated and well nourished and pack extra just in case of an emergency
 - Protect your skin from the sun's ultraviolet rays
 - Bring a cellular phone but understand some areas might not have reception
 - Read posted caution or warning signs
 - Do not participate in any activity under the influence of alcohol or medications which causes drowsiness
 - Have the right gear for the activity
 - Be aware of poisonous animals or plants
 - Avoid touching UXO's
 - Contact MWR for activities you might be interested in and participating.




Weather Updates

- Weather website: <https://www.weather.gov/gum/>
- Off Base Dial: 211
- On Base Dial: 99-211

Media Updates

-  @US Naval Base Guam
-  @MWR Guam
-  @nbguam

 Download Coast Guard App on your mobile phone:
<https://uscgboating.org>

Risk Assessment Code

Operational Risk Assessments are conducted for beach safety hazard awareness and corrective actions. The below Risk Assessment Matrix is used to assign the risk levels associated with the beach hazards.

RISK ASSESSMENT MATRIX	PROBABILITY				
	Frequency of Occurrence Over Time				
	A Frequent (Continuous Exposure)	B Likely (No code required)	C Occasional (No code required)	D Seldom (Mark as inoperative if inop)	E Unlikely (Mark as inoperative if inop)
Catastrophic (Severe injury or fatality, complete loss of capability in task/business)	EH 1	EH 2	H 2	H 2	M 3
Critical (Severe injury or fatality, complete loss of capability in task/business)	EH 1	H 2	H 2	M 3	L 4
Moderate (Minor injury or damage, complete loss of capability in task/business)	H 2	M 3	M 3	L 4	L 4
Negligible (Minimal injury or damage, little or no impact on business operations in task/business)	M 3	L 4	L 4	L 4	L 4

Effect of Hazard Severity

Risk Assessment Levels: EH-Extremely High, H-High, M-Medium, L-Low

Beach Safety Guide



Please contact U.S. Naval Base Guam Safety Office at 339-SAFE (7233) for more information on Beach or Hiking Safety.

Requirements

- OPNAV M-5100.23
- 2019 JRM Guam Water Safety Video: <https://drive.google.com/file/d/1uApgkYsSrTK841PiiKm7Wshy1cOePqus/view?usp=sharing>
- or <https://www.youtube.com/watch?v=FTVJsEI3wTg>
- 2019 JRM Guam Hiking Safety Video: https://drive.google.com/file/d/18933yc_71lh-igOELM49iuB0BTg5UvTc/view?usp=sharing
- or <https://www.youtube.com/watch?v=yOOr2CtUvI8&spfireload=10>

Emergency Contacts

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