<table>
<thead>
<tr>
<th>Titles</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>List of Appendices</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Plan Activation</td>
<td>3-4</td>
</tr>
<tr>
<td>Plan Command and Control</td>
<td>4 (appendix A)</td>
</tr>
<tr>
<td>Chain of Command</td>
<td>4 (appendix A)</td>
</tr>
<tr>
<td>Activation of Plan</td>
<td>4-5</td>
</tr>
<tr>
<td>Guidelines for disseminating emergency information</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Operations Team</td>
<td>5 (appendix A)</td>
</tr>
<tr>
<td>First Administrator on the Scene</td>
<td>6</td>
</tr>
<tr>
<td>Operation Plan Priorities</td>
<td>6-8</td>
</tr>
<tr>
<td>Unit Responsibilities</td>
<td>8-10</td>
</tr>
<tr>
<td>Supplementary Procedures and Policies</td>
<td>10</td>
</tr>
<tr>
<td>Reporting to campus</td>
<td>11</td>
</tr>
<tr>
<td>Simulation exercises</td>
<td>11</td>
</tr>
<tr>
<td>Custodian of emergency contact information</td>
<td>11</td>
</tr>
<tr>
<td>Contact information</td>
<td>12</td>
</tr>
<tr>
<td>Appendix “A”</td>
<td>13-15</td>
</tr>
<tr>
<td>Appendix “B”</td>
<td>16</td>
</tr>
<tr>
<td>Appendix “C”</td>
<td>17</td>
</tr>
</tbody>
</table>
APPENDICES

A = Chain of Command and list of Emergency Operations Team
B = Fire and Evacuation Plan, Chemical Spill and Bomb threat
C = Storm and Typhoon Response Plan
COLLEGE OF MICRONESIA-FSM

EMERGENCY RESPONSE PLAN

This Plan is intended as a guide. The College of Micronesia-FSM reserves the right to modify its actions prior to, during, and after an emergency to ensure the proper functioning of the college.

The emergency response plan refers to emergencies and disasters that occur on property owned, leased, or operated by the College of Micronesia-FSM (COM-FSM) only.

Statement of Purpose

This document constitutes the emergency management and disaster preparedness plan for COM-FSM.

This plan is to be implemented in the event of a major emergency or disaster as declared by the President of the college.

The purposes of this plan are:

- To protect the lives and property of the college community during emergencies.
- To preserve the orderly functioning of the college community during emergencies.
- To establish clear lines of authority and communication with outside agencies during an emergency.
- To coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- To identify the college's role in coordinating emergency operations with outside agencies.

Emergency Plan Activation

This Emergency Response Plan shall be activated under the following circumstances:

1. When civil authorities declare a state of emergency that affects the college, either locally, statewide or national.
2. When the president or his designee declares a college emergency.
3. When an occurrence such as threats of violence against individuals or groups, fires, and other hazards, potential or actual, seriously disrupts the overall operation of the college or threatens the health or safety of members of the college community.
4. When a natural hazard such as storms, typhoons, tsunamis, earthquakes, or other natural disasters affect the college.

Note: Unless otherwise directed by the president of the college, operational management of minor emergencies, i.e., incidents, potential or actual, which do not seriously affect the overall...
functioning of the college, depending upon the nature of the incident, rests with the Office of Campus Security and Safety, in consultation with related department heads and in accordance with established protocols.

**Plan Command and Control**

In an emergency, command decisions will be made by the plan executive. The plan executive has the authority to activate the emergency plan. Operational implementation of the plan will be directed by the plan director.

**The Chain of Command and list for Emergency Operations Team are listed in Appendix “A”**.

**Activation of the Plan**

When emergency conditions are such that normal campus operational efforts can no longer effectively deal with the emergency, the emergency response plan will be placed into effect by the plan executive.

**Notification Procedure**

Once college personnel have information concerning an emergency situation or the potential for an emergency situation to arise, the plan executive will be informed. Based on the nature of the emergency, the plan executive will then notify the appropriate individuals and, if necessary, assemble the emergency operations team.

An updated list of emergency operations team and their contact numbers shall be maintained at the President’s Office, Campus Security office, Campus Dean’s Office and Vice President’s offices at all times. Contact numbers shall include home phone numbers, cell phone numbers and email addresses. The Director of Maintenance and Security and Campus Deans shall be responsible for updating the list of the emergency operations team.

Plan directors, or their designee, are responsible for notifying the college community if the emergency warrants action.

If an emergency requires immediate action, individual college employees are authorized and directed to take actions as necessary that may, in the individual's judgment, be necessary to save lives and mitigate the effects of disasters or the emergency situation. These actions should be reported at the earliest opportunity to the plan executive.

If the emergency is of a nature that compromises safety and security, college security personnel are authorized to act in advance of notification of the emergency plan chain of command.

In the case of a State of Emergency declared by civil authorities, all designated emergency operations team should attempt to report for duty and assume their defined roles if permitted by
civil authorities, whether or not they have received official notification from the college.

**Guidelines for disseminating emergency information**

Disaster conditions occurring during scheduled class periods will require expeditious communication of information and instructions to employees and students. Uncertainty and confusion must be avoided, prevented or minimized and the protection of lives must be the primary concern.

**Modes of communication**

Email/website  
Emergency information shall be sent periodically to faculty, staff, and student email accounts. Information and updates shall also be posted on the college home web page and campus telephone system, radio & public broadcast stations.

The campus receptionist will contact unit heads such as division chairs, LRC director, recreation coordinator, secretaries in other buildings. Sites being small, depending on the nature of the emergency, administrators can physically walk the campus and get word of the emergency effectively communicated. Campus siren system shall be used as well.

Where appropriate, the radio station will be contacted to broadcast emergency information from the college.

**Emergency Operations Team (Refer to Appendix “A” for detail list).**

The plan executive has the authority to assemble an emergency operations team comprised of personnel appropriate to the nature of the emergency.

In the event of a natural disaster, personnel who have been designated as part of the emergency management team shall automatically report to the college campus affected.

The college has the right to expect employees to make themselves available for work in the event of an emergency, to report promptly, and to remain as long as is deemed necessary.

Key positions that can expect to be part of emergency operations teams:  
President or Campus Deans, Vice Presidents  
Campus Maintenance director, project manager or supervisors  
Campus security supervisors  
Director of student life or dormitory supervisors  
Campus nurse  
Comptroller or fiscal officer  
Director of Information Technology

**State campuses emergency operations teams are listed in the appendix. Contact numbers are available at Campus Dean's Offices and Maintenance and Security Supervisor’s**
Offices.

The specific composition of the emergency management team is at the discretion of the plan executive and will vary. Other personnel who might be asked to serve on an emergency management team include Director of Development and Community Relations, and the Director of Human Resources, Food Service, Project Manager.

First Administrator on the Scene

If the emergency occurs during non-office hours, the first college administrator on the scene has immediate responsibility for command, control, and notification. Where more than one administrator has arrived during off-hours, and the plan executive is not yet in place to make command decisions, the highest ranking administrator present has the authority to take immediate action until the arrival of the plan executive.

Operations Plan Priorities

General

The emergency management team will, upon assembly:

1. assess the situation
2. determine resources needed or available to address the emergency
3. issue staff assignments
4. establish necessary communication with outside agencies and civil authorities (Link with the Command Post in time of typhoon or tropical storm.)
5. monitor progress and continue assessment
6. when appropriate, declare end of emergency status
7. designate one of its members as keeper of a log of events and actions.

Priority Goals

The essential goals of the emergency management team will be, in order:

1. preservation of human life and welfare
2. preservation of human health and safety
3. protection of college property and, where possible, personal property
4. maintenance of college programs and operations
5. respond to external community needs.

Priority Locations

The emergency management team will prioritize locations to receive priority attention with regard to restoration of services.

The campus buildings and areas that will receive priority attention with regard to normal
operation (restoration of services, maintenance, and use), in order, are:

1. Office of campus security and maintenance areas
2. Residence halls
3. Dispensary
4. Administration building and other administrative and academic facilities
5. Recreational facilities

Priority Objectives

The objectives outlined below relate to the priority goals above. "Priority I Objectives" relate to preservation and safety of human life; "Priority II and III Objectives" relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority I Objectives until substantially met. Priority II and III Objectives will be addressed as resources are available.

Priority I Objectives

1. Establish emergency communications.
2. Assess damage, injuries, and location of major problems.
3. Evacuate affected locations pending additional assessment.
4. Isolate dangerous areas until judged safe for reentry.
5. Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
6. Repair utilities and lifelines to prevent further life/safety hazards.
7. Identify and rescue persons trapped in damaged facilities.
8. Control secondary hazards.

Priority II Objectives

1. Communicate critical information and instructions to campus, the public, families and students.
2. Shore up damaged facilities that pose safety hazards.
3. Provide emergency food and shelter as needed.
4. Conduct rapid structural engineering assessment of campus facilities.
5. Track status of all injured and missing college students and personnel.
6. Restore college telecommunications systems as soon as possible.
7. Assess local transportation conditions and advise campus regarding viable routes.
8. Secure closed facilities.
9. Contain/control/preserve animals and critical research areas.

Priority III Objectives

1. Initiate data recovery plans.
2. Identify and secure valuable college materials.
3. Normalize flow of supplies and equipment from off campus.
4. Provision to the approval of the plan executive, the college may assist the national, state and local governments in reinstating services such as communication, transportation and repairing of other infrastructures to enable the college to resume to its normal operations.
5. Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.
6. Re-allocate residential, academic and administrative operating space, if necessary.
7. Provide space to external agencies, if necessary and possible.

Unit Responsibilities

General

Under a declared emergency, the emergency management team will assign responsibilities to operating departments and offices. Departments and offices may be directed to suspend day-to-day operations that do not contribute directly to emergency management. Individuals not in specified emergency areas may be temporarily reassigned to assist in emergency operations.

Job Assignments

Job assignments to college departments and offices defines the specific responsibilities expected to be assumed by specific personnel.

Office of Campus Security and Safety

1. Maintain communication with local public safety agencies.
2. Maintain liaison with fire protection services to assist in their operations.
3. Request initial fire protection services, rescue operations and emergency medical services and provide assistance to them in obtaining access to emergency sites.
4. Coordinate crowd and traffic control.
5. Provide and/or coordinate protection for life and property at emergency and related sites.
6. Provide emergency access to buildings and offices for college administrative staff.
7. Provide general safety advisories.
8. Collect, inventory, and secure personal property left at the emergency site and return such property to the rightful owners, unless needed as evidence.

Facilities

1. Maintain liaison with utility providers to coordinate continuation of services.
2. Maintain and provide as needed information on building infrastructures, maps, construction descriptions, etc.
3. Coordinate any surveys of utilities or buildings for damage and/or securing of buildings and areas.
4. Direct services restorations, cleanup operations.
5. Compile and submit reports required by federal or state law, regarding hazardous materials, etc.
6. Provide health and safety assessments to the emergency management team.
7. Provide emergency repairs and fuel supplies for college apparatus and equipment in use during an emergency.
8. Provide or coordinate transportation services.
9. Identify, evaluate and monitor the presence of hazardous materials and other public health hazards.
10. Act as site liaison with regulatory agencies as necessary during hazardous materials incidents.

**Division of IT**

1. Assure the integrity of the telecommunications infrastructure and data systems and implement data disaster recovery plan.
2. Provide emergency management team with evaluation and assessment of communications and data retrieval capabilities.

**Department of Student Services**

1. Manage all student services.
2. Provide information and communication to students and their families in coordination with the Director of Office of Admissions and Records.
3. Direct and manage housing and food service programs for both emergency and non-emergency related students and personnel.
4. Provide and/or direct counseling and psychological support and services to students and other members of the college community dealing with immediate and longer-term emergency generated trauma.
5. Assist other college units in field triage, evacuation, and cleanup or wherever the emergency management team identifies manpower needs.

**Director of Community Relations**

1. In consultation with members of the emergency management team, coordinate and provide information about the college's situation and response to the emergency to the college community and the general public.
2. If necessary, establish and maintain, with the assistance of authorities, if necessary, appropriate, restricted "press areas" to provide regular information updates to the media.
3. In consultation with the emergency management team, coordinate and provide information to the media.
4. Assist the Vice President of Student Services and the Student Life staff with the provision of information to students and the families of students and staff.

**Campus Nurse**

1. Provide and/or coordinate first aid, either at the dispensary or at alternate campus locations, as necessary.
2. Provide psychological support to campus community in conjunction with other student
affairs personnel. [Editor: this skill set is more likely to be found among the college counselors than with the nurse]

3. Provide liaison services with area hospitals, re: medical records of students, lists and conditions of those hospitalized, etc., as needed.
4. Treat minor injuries at the dispensary, if necessary.
5. FMI Student Services Coordinator will serve as the coordinator of first aid and treat minor injuries and refers major cases to the State Medical Services.

**General Counsel**

1. Review and clear all public relations and student affairs statements or reports concerning the possible cause of accidents or emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.
   Assist the Office of the Comptroller in the processing of all personal and property insurance claims arising from the emergency.
2. Coordinate the college investigation and reporting on the probable cause or nature of the emergency and the college's response to it.

**Human Resources Director**

1. HRO staff collect data, verify, and submit to the college’s insurance company any employee injury claim.
2. Provide assistance to the emergency management team on personnel information.

**Supplementary Procedures and Policies**

This document sets forth the operational and governance responsibilities in the event that the President of the college declares a campus emergency. Existing protocols, policies and procedures that address safety, campus access, campus disturbances, notification of parents, students in distress, and the like, remain in force unless otherwise specified as "suspended due to emergency" by the president, his/her designee, or the emergency operations team. These existing procedures and policies include, but are not limited to:

- Residence Hall Evacuation Plan and Drill Procedures
- OSHA Chemical Hygiene Plan/Hazardous Chemical Releases and Spill Procedure
- Hazardous Materials Spill Prevention Control and Countermeasures Plan

In addition, the Office of Campus Security and Safety has operational responsibility for the college's Security and Fire Safety Procedures.

**Development and Implementation of Supplementary Emergency Procedures**

Whenever necessary, Campuses, departments, and offices shall develop supplementary emergency procedures based upon the priorities and responsibilities outlined in this document. Supplemental emergency or disaster plans must include those emergencies or disasters that are
most likely to occur at each campus or site however must include the following.

Emergency and disaster conditions that are applicable to all campus or site.

1. Fire and Evacuation plans
2. Storm and Typhoon plans
3. Intruder on Campus and Riots plans
4. Chemical Spill
5. Bomb Threat

Tsunami or Tidal Surges are applicable to Kosrae and Chuuk Campus only.
Earth quake is applicable to Yap Campus and FMI only.

**Reporting to Campus**

In the event of an emergency, head of departments should be prepared to report to the campus, if during non-working hours, unless directed otherwise by a member of the emergency management team. Other administrators and faculty should await notice from their division directors, unless supplementary plans indicate otherwise.

**Simulation Exercises:**
The Vice President of Administrative Services and the Campus Deans are responsible to ensure that the plan is simulated at least twice a year one in January and another in September to ensure that the campus community is well informed of the emergency procedures.

**Custodian of home address, telephone and emergency contact information for:**

<table>
<thead>
<tr>
<th>All Students by Resident/Commuter</th>
<th>Registrar (Dean)</th>
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<tr>
<td>All Faculty, Staff and Administrators</td>
<td>Human Resources</td>
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<tr>
<td>Available information on all campus buildings including:</td>
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<tr>
<td>Access/Egress (who has keys for what)</td>
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<tr>
<td>Locations of electrical closets, valves, gas lines,</td>
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<tr>
<td>Fire and Smoke Alarms</td>
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<tr>
<td>Functions performed in the building</td>
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<tr>
<td>Storage or existence of Hazardous Materials</td>
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<tr>
<td>Particularly valuable items or data</td>
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<tr>
<td>Special resources available (e.g. food supplies, evacuation space)</td>
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<tr>
<td>Computer lines, telephone hubs</td>
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<tr>
<td>Number of rooms and residents in each residence hall</td>
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Contact Information on the following:
College Insurers
College Bank affiliates
College Insurance Agents
College Attorney(s)
Governor's Office
Members of the Board of Trustees

Media Contacts

Comptroller
Vice President of Administration
Director of Community Relations
APPENDIX "A"

CHAIN OF COMMAND

NATIONAL CAMPUS
*Plan executive: President*

Alternate number one: Vice President for Administrative Services
Alternate number two: Vice President for Student Services
Alternate number three: Vice President for Instructional Affairs
Alternate number four: Vice President for Cooperative Research and Extension

*Plan director: Director of Maintenance, Facilities and Security*

Alternate number one: Security and Safety Supervisor
Alternate number two: Project Manager, Maintenance
Alternate number three: Director Residence & Campus Life

STATE CAMPUSES
*Plan Executive: Campus Dean*

Alternate number one: Instructional Coordinator
Alternate number two: Fiscal Officer

*Plan Director: Maintenance and Security Supervisor*

Alternate number one: Asst. Maintenance and Security Supervisor
Alternate number two: Security Supervisor

List of Emergency Management Team by campus:

NATIONAL CAMPUS

1. Dr. Joseph M. Daisy, Ed.D, President
2. Joseph Habuchmai, VPAS
3. Mariana Bendereas, VPIA
4. Vacant, VPSS
5. Frankie Harris, VPIEQA
6. Jim Currie, VPCRE
7. Danilo Dummantai, Comptroller
8. Gordon Segal, Director IT
9. Francisco W. Mendiola, Director of Maintenance and Security
10. Alfred Oter, Project Manager
11. Eugene Edmund, Administrative assistant maintenance office
12. Vacant, Director of Student Life
13. Warren Ching, Campus Safety and Security Supervisor
14. Danna Lee Ling, Chairman of Facilities and Campus Environment
CHUUK CAMPUS
1. Kind Kanto; Campus Dean
2. Mariano Marcus; Instructional Coordinator
3. Maria-Mori Pitiol; Fiscal Officer
4. Benjamin Akkin; Maintenance and Security Supervisor
5. Reagan Repen; Asst. Maintenance Supervisor
6. Sosiro Adolf; Maintenance I
7. Saikichy Cholymay; Security Supervisor
8. Maika Tuala; Student Services Coordinator
9. Mike Abbe; CRE Coordinator
10. Marcelly Mariano; Campus Nurse
11. Kersweet Eria; Head Librarian
12. John Dungawin; IT Specialist I
13. Edson Asito; Media Tech

POHNEPI CAMPUS
1. Grilly Jack; Acting Campus Dean
2. Maria Diso; Instructional Coordinator
3. Twyla Poll; Fiscal Officer
4. Bruno Barnabas; Maintenance and Security Supervisor
5. Sakios Mesiap; Security Supervisor
6. Jeffrey Arnold; Student Services Coordinator
7. Diaz Joseph; Director of Upward Bound
8. Rita Harris; Director of Talent Search Program
9. Herman Semes; Small Business Coordinator
10. Engly Ioanis; CES
11. Cooper Etse; IT Specialist
12. Gardner Edgar; T&T Coordinator

YAP CAMPUS
1. Lourdes Roboman; Campus Dean
2. Joy Guarin; Acting Instructional Coordinator
3. Cecelia Dibay; Student Services Coordinator
4. Moses Faimau; Maintenance and Security Supervisor
5. Joe Fanafal; Security Supervisor
6. Julie Waathan; Campus Nurse
7. Teresa Filepin; Upward Bound Coordinator
8. Steven Young-Uhk; (Acting)AES Coordinator
9. Dr. Murukesan; AES Researcher
10. Pius Mirey; IT Specialist
KOSRAE CAMPUS

1. Kalwin Kephas; Campus Dean
2. Nena Mike; Instructional Coordinator
3. Alik Phillip; Fiscal Officer
4. Teodoro Bueno; Maintenance and Security Supervisor
5. John S. Johnny Boy; Asst. Maintenance Supervisor
6. Beaker T. Kun; Security Supervisor
7. Jackson Albert; Agriculture Agent
8. Maver Jonathan; Student Services Specialist
9. Dokowe George; Student Services Specialist
10. Michael Williams; Librarian Technician
11. Dr. Virendra Mohan Verma; CRE Researcher

FSM-FMI CAMPUS

1. Matthias Ewarmai; Director
2. Benjamin James; Navigation Instructor
3. Christopher Igem; Maintenance and Security Supervisor
4. Francis Lubumad; Asst. Maintenance and Security Supervisor
5. John Berry; Security Supervisor
6. Peni Nailaty; Navigation Instructor
7. Alex Raiglur; Marine Engineering Instructor
APPENDIX “B”

Emergency response procedures applicable to all campuses and sites

Fire and Evacuation Response Procedure
Each Campus or Site will maintain a fire and evacuation plan applicable for each building, campus or site and maintain designated building warden(s), designated fall out area as well as a listing of building occupants with the exception of classroom buildings. The Campus Security officers will serve as building warden for classrooms buildings.

For Chuuk Campus the campus security and maintenance staff are designated as warder due to the size and proximity of the buildings.

Chemical Spill Emergency Response Procedure
Procedure for responding to hazardous chemical spills.
1. Contact campus security immediately to secure and evacuate the area.
2. The campus security office must contact the plan directors and if necessary notify the plan executive if the situation warrants.
3. Either the plan director or plan executive may proceed to contact public safety offices and the state environmental agencies for support and assistance to contain and handle the matter.
4. The Plan Director may contact the emergency operations teams, If the situation deems necessary.
5. Normal operation may resume when plan executive issue the notice to resume.

Bomb Threat Response Procedure
1. Remain calm and obtain as much information from and about the person who is making the call.
2. Listen to and take notes from any peculiar background noise, or anything that could give a clue as to the place from which the call is being made/or the identity of the caller.
3. Immediately contact security.
4. Security and other personnel must maintain radio silence until the existence and nature of the device is determined.
5. Buildings should be evacuated to the areas listed under the Fire and Evacuation Plan for each campus or site.
6. Normal operation may resume when plan executive issue the notice to resume.
APPENDIX “C”

Storms and Typhoon Response Plan (applicable to all campuses)

Upon receipt of official notice of tropical storm or typhoon warning, the emergency management team shall be notified and report to the designated command post. Each campus will designate the campus command post.

Command Posts
National Campus - LRC New Zealand Room.
Pohnpei Campus-CRE Office ground floor of Pohnpei Small Business Center
Yap campus-Research Lab (alternate locations may be determined by the campus Dean)
Chuuk Campus- Computer Lab (alternate locations may be determined by the campus Dean)
Kosrae Campus-CRE Office (alternate locations may be determined by the campus Dean)
FSM FMI-Administration Office (alternate locations may be determined by the campus Dean)

Securing of Facilities
Each campus or site will have the list of priority buildings and resources to secure during a storm or typhoon. Priority shall include securing student records, financial records, critical collect asset such as library resources, and labs.

On Campus Housing
National Campus and FSM-FMI will ensure that the student residents are secured or relocated to the designate a typhoon shelter and will ensure there is sufficient supply of water, food and lighting.

Typhoon Shelters:
National Campus-Gym Practice Court.
FSM-FMI-Dorms and Administration Building.