

College of Micronesia-FSM



Emergency Management Plan

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Contents

Emergency Management Plan General Information.....	4
Overview.....	4
Q & A Regarding the Emergency Management Plan.....	5
Statement of Purpose.....	5
Activation of the Emergency Management Team (EMT).....	6
Safety Officer:.....	7
Nature of Emergencies and Responses.....	7
EMP Phase One: Preparation and Training.....	9
Training & Awareness at All Campuses.....	9
Off-Campus Activities.....	9
Communication & Signage.....	10
Emergency Drills & Coordination.....	10
Regular Plan Review.....	10
EMP Phase Two: Management & Response.....	11
Plan Command and Control.....	11
Notification Procedure.....	12
First Administrator on the Scene.....	12
Emergency Management Team.....	13
Emergency Actions.....	13
Emergency Management Team Priorities.....	13
Assembly and First Steps.....	14
Priority Locations.....	14
Priority Level Objectives.....	14
Unit Responsibilities.....	16
General.....	16
Job Assignments.....	16
Communication & Coordination.....	16
Guidelines for disseminating emergency information.....	16
Supplementary Procedures and Policies.....	17
Reporting to Campus.....	18
EMP Phase Three: Assessment & Improvement.....	19
Restoration and Recovery.....	19
Post-Event Reporting.....	19
Assessment & Recommendations for Improvement.....	19
Appendices.....	21
Appendix A. Contact and Emergency Information Lists.....	22
Appendix B. Primary and Secondary Emergency Equipment Storage Sites.....	23
Appendix C. In Event of FIRE.....	24
Fire within a Building.....	24
Fire Near a Building.....	24
Appendix D. College Building Evacuation Plans.....	25
National Campus.....	25
CTEC Campus-Pohnpei.....	26
Chuuk Campus.....	27
FMI Campus.....	28

Kosrae Campus.....	29
Yap Campus	30
Appendix E. Operational Checklists in the Event of a Tropical Storm or Typhoon.....	31
Career and Technical Education Center (CTEC)	31
Offices.....	31
Student Services.....	31
Snack Bar.....	32
Recreation Room.....	32
Computer Stock Room.....	32
Furniture Store Room.....	33
The Recreation Building.....	33
National Campus.....	34
Maintenance	34
Offices.....	34
Dining Hall.....	35
Classrooms	35
Residence Halls.....	36
Learning Resource Center/Library.....	37
Student Activities	37
Appendix E: Bomb Threat	38
Appendix F. Active Shooter/Deadly Weapon Procedures.....	39
General Awareness Strategies	39
Responding When an Active Shooter or Armed Person is Present.....	39
Run	39
Hide.....	39
Fight	40
Works Cited.....	41

Emergency Management Plan General Information

Overview

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

The *Emergency Management Plan (EMP)* covers emergencies and disasters that occur on property owned, leased, or operated by the College of Micronesia-FSM (COM-FSM) and college-sponsored activities off campus.

Activities in this COM-FSM *Emergency Management Plan* occur in three main phases as illustrated in Figure 1. Each Phase contains several levels of activities.

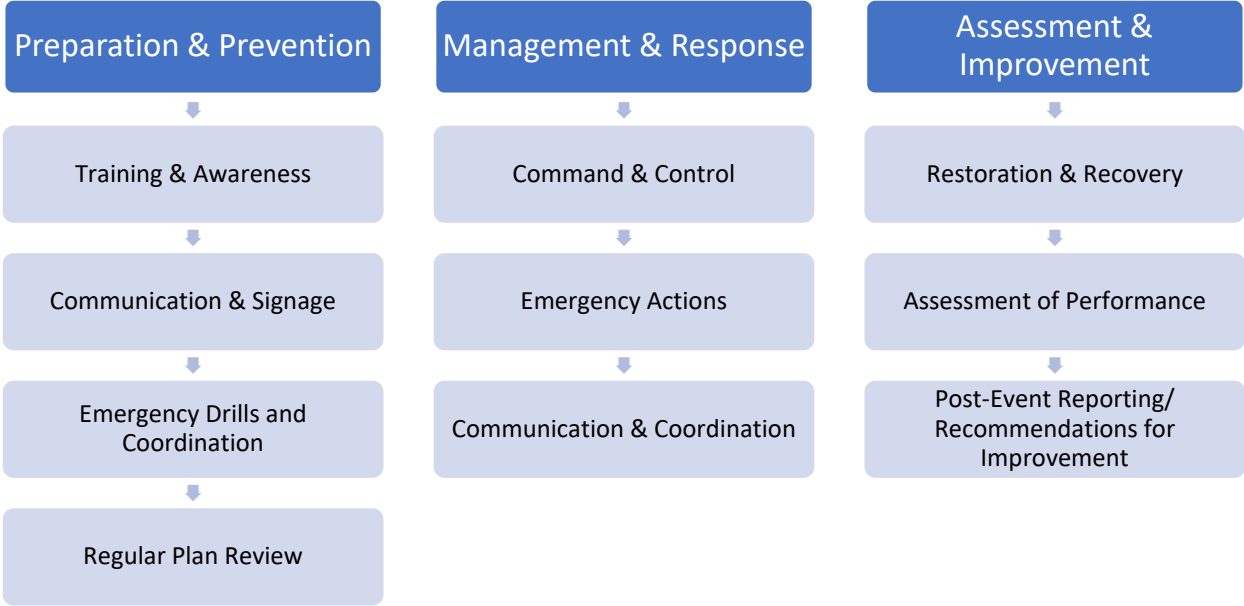


Figure 1. The Basic Phases & Structure of Emergency Management at COM-FSM.¹

¹ These phases modeled upon those outlined in FEMA guidelines and ISO Standard 22230 on Emergency Response.

Q & A Regarding the Emergency Management Plan

Question	Answer
What is the <i>COM-FSM Emergency Management Plan (EMP)</i> ?	The <i>EMP</i> is the overall plan that governs and guides the college's response to a wide range of emergencies. The <i>EMP</i> identifies the types of emergencies, the command and control structure, the three phases of emergency response, and the tasks necessary to respond to specific emergencies.
Who is the plan executive?	The plan executive is the individual who will activate the <i>Emergency Management Plan</i> . The plan executive is normally the president of the college. If the president is not available, the function of plan executive goes to a vice president in the following order of alternates: VPAS, VPEMSS, VPIA, and VPIEQA.
Who are the plan directors?	<p>The plan directors are the individuals responsible for implementing the <i>EMP</i>. Each campus has a plan director. At the National Campus, the plan director is the director of maintenance & facilities. If that individual is not available, the duties of plan director fall to an alternate in the following order: security & safety supervisor, project manager, director of student life.</p> <p>At State Campuses, the plan director is the dean/director. If the dean/director is not available, the duties of plan director fall to alternates in the following order: instructional coordinator, maintenance supervisor, campus security.</p>
What are the <i>EMP</i> Priority Levels?	These priority levels are set to characterize the seriousness of a given emergency and to indicate its priority for action. Three such priority levels exist.
What is the Emergency Management Team (EMT)?	The Emergency Management Team is the group that directs and coordinates the college's response to an emergency. The plan executive activates the Emergency Management Plan and decides the membership of the EMT based upon the nature of the specific emergency.

Statement of Purpose

This document constitutes the emergency management and disaster preparedness plan for COM-FSM. The plan shall be implemented in the event of a major emergency or disaster (as noted in Table 1 and/or 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 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;

- To establish clear lines of authority and communication within the college and with outside agencies during an emergency.

Table 1. When to Activate the *Emergency Management Plan*

<p>This <i>Emergency Management Plan</i> shall be activated under the following circumstances:</p>	<ul style="list-style-type: none"> ✓ When civil authorities declare a state of emergency that affects the college, either locally, statewide or national. ✓ When the president or his designee declares a college emergency. ✓ 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. ✓ When a natural hazard such as storms, typhoons, tsunamis, earthquakes, or other natural disasters affect the college locally, statewide or nationally.
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Activation of the Emergency Management Team (EMT)

Once the plan executive (or designee) shall declare the emergency and activate the Emergency Management Team (EMT). The EMT will then contact other authorized college employees to report for duty.

- Depending on the nature of the emergency, the plan executive or alternate shall authorize the use of the Physical Resources Contingencies fund for the EMT to respond to the emergency.
- The existing plan director shall be authorized to make decisions for matters pertaining to the emergency within college operations and jurisdictions. Matters concerning the public shall be authorized by the president or his alternate.
- The EMT shall appoint a member of the team that will represent the college in the State Emergency Operations Task Force and who will update the EMT and assist in coordinating matters between the college and the state.
- The EMT shall develop a shift schedule to ensure available relief personnel to carry out the function of the EMT throughout the emergency condition.
- The role of the EMT will include but not limited to the following:
 - Procure supplies, material and equipment needed to prepare and respond to the emergency;
 - Procure services from private vendors;
 - Assist in providing necessary transportation;
 - Coordinate interactions between the college and the state and or the public;
 - Coordinate activities between units and offices;
 - Supervise the college staff on duty;
 - Provide food and supplies to support the EMT and all the staff assigned on duty;
 - Keep records of activities.

At National Campus, the command post in the New Zealand room in the LRC has been designated the command post for the EMT, with an alternative of the Entrepreneurship Center. At State Campuses, the plan director shall designate an appropriate site for the command post.

Management of Minor Emergencies

Unless otherwise directed by the president of the college, operational management of minor emergencies rests with the Office of Campus Security and Safety, in consultation with related department heads and in accordance with established protocols. In this context minor emergencies are incidents of any kind either off campus or on campus, potential or actual, which do not seriously affect the overall functioning of the college.

Safety Officer:

The COM-FSM National Campus director of security will assume the responsibilities of college-wide safety officer. The safety officer that will ensure that the following tasks are completed:

- Test the emergency management plan for each campus regularly and report the results of these tests to the appropriate vice president, along with relevant recommendations;
- Ensure that any recommendations adopted are accommodated or implemented;
- Regularly inspect safety equipment both inside and outside the buildings and ensure that such equipment is maintained and functional at all times;
- Ensure that responsible staff and faculty are provided with training, drills and simulations (Training shall include first aid, CPR, water rescue, fire-fighting and control, chemical spill, self-defense and arrest procedures for security officers.);
- Obtain and update an inventory list of chemicals to ensure proper storage of chemicals and that Material Safety Data Sheet (MSDS) are available for each type of chemical.

Nature of Emergencies and Responses

Note that the following emergencies may occur and will not allow ample time for the emergency management team to organize and respond.

Emergencies Requiring Immediate Responses	Comments
<p>Vehicular and bus accidents, fire, acts of violence, bomb threats, chemical spills, flooding, landslides, tsunamis, incidents during off campus activities (such as picnics and field trips)</p>	<p>When these emergencies do occur, the campus security and those responsible for services (faculty, staff, drivers, boat operators, student activities staff and residence hall staff) will be the first responders. Because these emergencies do not allow preparation time it is essential that the campus security officers, staff and faculty involved are well trained and prepared to respond instantly. Having regular drills and training in the areas of first aid, evacuation and rescue skills are highly recommended to ensure that attempts to protect lives are carried out in their best of ability.</p>

Emergencies Allowing Time to Respond	Comments
Storms and tsunamis	Emergency such as typhoons, tsunamis and tropical storms are often predicted before hazardous conditions begin, which allows time for preparation. In this case the activation of the Emergency Management Team (EMT) is practical.
Necessary shelter for resident students	The gym practice court has been designated as the shelter for all resident students. The EMT shall determine when it is appropriate and save to relocate students from the residence halls to the gym practice court.
Necessary shelter for members of the public	When approved by the president or his designee, the college may accommodate the public in designated areas. These shelters may include ground floor of classroom building “B” except for the computer lab. The building “B” second and Building “A” second floor rooms A202 and A203 may be used if the EMT deems it is safe for sheltering
Necessary shelter for college family members	College faculty and staff assigned for duty during the emergency may shelter their families at the college. When designate rooms are occupied the MITC viewing rooms 1 &2 and the gym game rooms may be used for sheltering college staff family members.

Notification of Authorities:

When lives are considered as at risk, employees involved may contact the appropriate college authorities including college security, state and national public safety office and or any college administrator.

Emergency Compensation for Employees

All employees of the college assigned to duty during a declaration of emergency by the plan executive, alternate, or the EMT shall be compensated at a rate reflecting the nature of the emergency.

EMP Phase One: Preparation and Training

Preparation and training are critical factors in ensuring that when an emergency does occur, college personnel can quickly and effectively respond to that emergency. The EMP Phase one has six components, which appear below.

Training & Awareness at All Campuses

- Each campus shall identify the Priority Level One emergencies that require immediate response and those that will allow time for the Emergency Management Team to mobilized and direct that response activities.
- Each campus or state should simulate each emergency and begin assessing and identifying improvement areas that will include training of personnel, identifying supplies, materials and equipment needs as well as mitigation projects for each type of emergency.
- Awareness and signage shall be implemented after the campus or state becomes comfortable with their response plans. At this stage each campus should start implementing drills and mitigation programs and projects.
- The following mitigation programs and projects are required for all campuses:
 - a. Simulate the emergencies identified as Priority Level One emergencies;
 - b. Assess simulations and provide training to campus security, staff and faculty to respond effectively to Priority Level One emergency;
 - c. Provide necessary safety supplies and personal protective gear (PPG) for college personnel who must respond to a Priority Level One emergency, including fire safety gear, chemical masks and respirators, hard hats, goggles, gloves, boots and coveralls;
 - d. Provide tools, supplies and equipment necessary to needed to respond to a Priority Level One emergency;
 - e. Identify and inspect facilities to serve as safe shelter environments;
 - f. Install typhoon shutters for buildings and specified rooms having science labs, archives, computer labs, servers, and documents to save guard college properties and assets. These building and rooms should include the following projects.
 - i. Administration building, classroom Buildings A and B and specific rooms such as HR Office, Dispensary and the Bookstore.
 - ii. Stock bookstore with supplies including water and canned food to accommodate normal operations and sufficient emergency food items for resident students to last three days.

Off-Campus Activities

- Each department or unit that requests an off-campus activity will have the request form reviewed for safety and security by the campus safety officer. The request must be submitted at least **five days** prior to leaving campus. The safety officer will endorse the request form and file it or return it to the department or unit specifying necessary changes. The safety officer's endorsement is mandatory for all off-campus activities.

Communication & Signage

- Emergency exit signs and maps having floor plan drawings shall be posted in each building where needed. Evacuation fall out areas shall be identified and marked.

Emergency Drills & Coordination

- Each campus or state security office shall coordinate and implement drills during September of every fall semester. These drills shall be recorded and assessed.

Regular Plan Review

- The safety officer will review the assessment and ensure that recommendation for improvements are reviewed and forwarded to appropriate authorities for review and recommendations. The safety officer shall be responsible for overseeing implementation of improvement needs and plans.

EMP Phase Two: Management & Response

Plan Command and Control

When emergency conditions are such that normal campus operational efforts can no longer effectively deal with the emergency, the **plan executive** will activate the *Emergency Management Plan*. The **plan director** will then implement operations called for in the *Plan*. The Chain of Command and list for the Emergency Management Teams at both the National and State campuses are listed in figures 2 and 3.

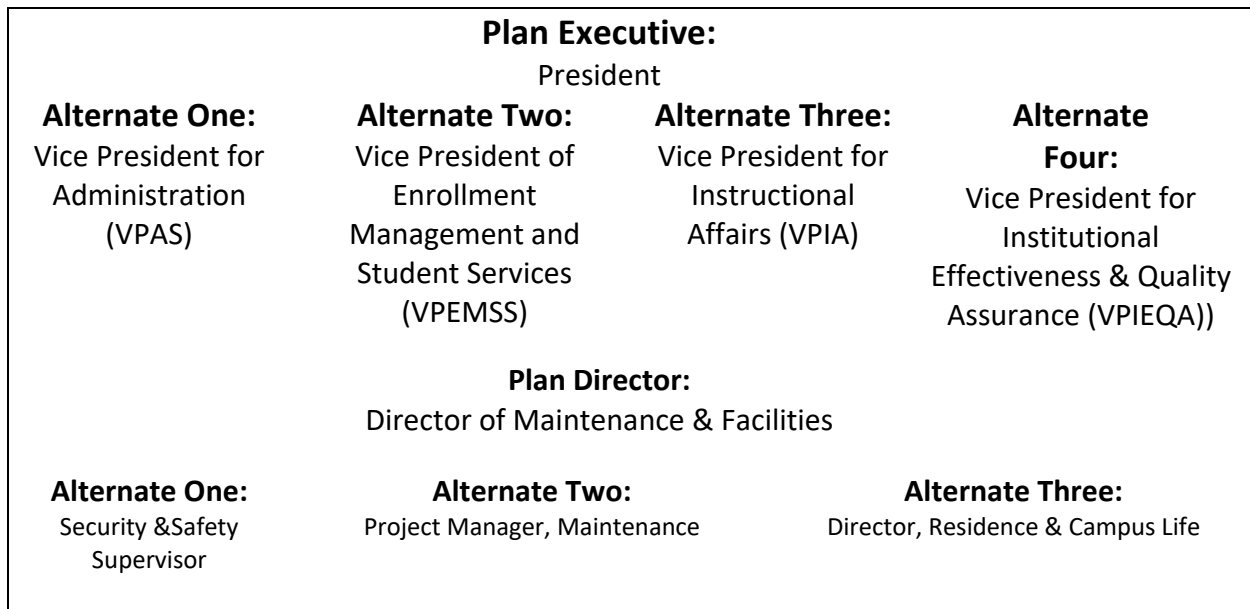


Figure 2. Chain of Command at National Campus. If the designated Plan Executive or Plan Director are unavailable, the functions of those positions will fall to those listed as alternates in the order listed above.

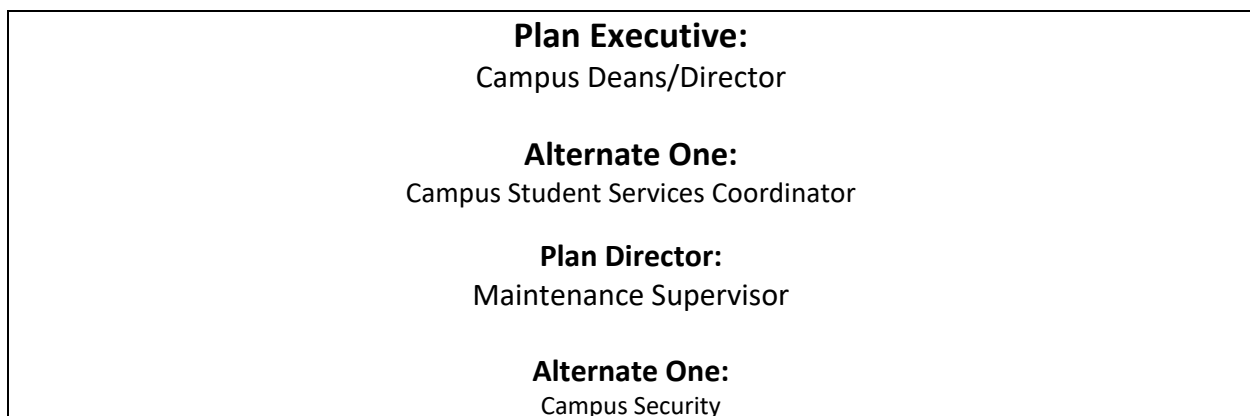


Figure 3. Chain of Command at State Campus

Notification Procedure

Once college personnel have information concerning an emergency or the potential for an emergency to arise, those personnel will immediately inform the plan executive. Based on the nature of the emergency, the plan executive will then notify the appropriate individuals and, if necessary, assemble an Emergency Management Team.

An updated list of potential Emergency Management Team members and their contact numbers shall be maintained at the President’s Office, vice presidents’ offices, Campus Security Office, campus deans’ offices at all times. The Campus Security Office and campus deans shall be responsible for updating the list of potential Emergency Management Team members. Contact numbers shall include **home phone numbers**, **cell phone numbers** and **email addresses**.

Plan directors, or their designees, are responsible for notifying the college community if the emergency warrants action. Table 2 illustrates conditions in which college employees may take immediate action.

Table 2. When Employees Should Take Immediate Emergency Actions.

If...	Then...
An emergency requires immediate action under Plan priorities	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 reduce the effects of disasters or the emergency situations. These actions should be reported to the plan executive at the earliest opportunity.
An emergency might compromise safety and security	college security personnel are authorized to act before notifying those in the emergency plan chain of command.
A State of Emergency is declared by civil authorities	all designated emergency personnel 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.

First Administrator on the Scene

If the emergency occurs during non-office hours, the first vice president, dean, instructional coordinator, director or maintenance supervisor 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.

Emergency Management Team

The plan executive has the authority to designate an Emergency Management 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 immediately 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.

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. Key individuals who can expect to be part of an Emergency Management Team include the following:

- president
- campus deans
- director of CTEC
- vice presidents
- campus maintenance director
- project managers or supervisors
- director of student life
- general counsel
- residence hall supervisor
- director of procurement
- campus security supervisors
- campus nurse
- comptroller or fiscal officer
- director of information technology
- student services coordinators
- student services coordinator.

The specific composition of a given 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 the director of human resources and the dining hall manager.

State campuses Emergency Management Teams contact numbers are available at each Campus Dean's office and Maintenance and Security Supervisor's offices.

Please Note

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 for as long as is deemed necessary.

Emergency Actions

Emergency Management Team Priorities

The Priority Goals and Priority Levels of the Emergency Management Team are listed in Table 3.

Table 3. Emergency Action Priority Goals and Priority Levels

Priority Goal	Priority Level
a. Preservation of human life and welfare	Priority Level One
b. Preservation of human health and safety	
c. Protection of college property and, where possible, personal property	Priority Level Two
d. Maintenance of college programs and operations	
e. Response to external community needs	Priority Level Three

Assembly and First Steps

Immediately upon assembling, the Emergency Management Team will take the following actions:

1. assess the emergency and assign a Priority Level;
2. determine resources needed or available to address the emergency;
3. designate one of its members as keeper of a log of events and actions;
4. issue staff assignments;
5. establish necessary communication with outside agencies and civil authorities;
6. monitor progress and continue assessment;
7. when appropriate, declare end of emergency status.

Priority Locations

The Emergency Management Team will prioritize as follows the locations to receive priority attention with regard to restoration of services, maintenance and use to normal operations.

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 Level Objectives

The objectives outlined below relate to the priority levels above. Priority Level One relates to preservation and safety of human life; Priority Level Two and Priority Level Three relate to preservation of property and restoration of normal operations. Emergency response efforts will focus on Priority Level One Objectives until the Emergency Operations Team deems them substantially met. Priority Level Two and Priority Level Three Objectives will be addressed as the emergency situation allows and as resources are available.

Table 4. EMP Priority Level Objectives

Priority Level Objectives	Responsible Party
<i>Priority Level One</i>	
1. Establish emergency communications.	Emergency Management Team
2. Assess damage, injuries, and location of major problems.	Security Officers
3. Evacuate affected locations pending additional assessment.	Campus Security
4. Isolate dangerous areas until judged safe for reentry.	Campus Security
5. Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.	Campus Security/RH Staff/College nurse
6. Repair utilities and lifelines to prevent further life/safety hazards.	Director & Maintenance Supervisors
7. Identify and rescue persons trapped in damaged facilities.	Trained Campus Security
8. Control secondary hazards.	Campus Security
9. Begin documentation of damages.	
<i>Priority Level Two</i>	
1. Communicate critical information and instructions to campus, the public, families and students.	Emergency Management Team
2. Shore up damaged facilities that pose safety hazards.	Maintenance Office
3. Provide emergency food and shelter as needed.	Emergency Management Team
4. Conduct rapid structural engineering assessment of campus facilities.	Maintenance Office
5. Track status of all injured and missing college students and personnel.	Emergency Management Team
6. Restore college telecommunications systems as soon as possible.	IT Office
7. Assess local transportation conditions and advise campus regarding viable routes.	Maintenance Office
8. Secure closed facilities.	Maintenance Office
9. Contain/control/preserve animals and critical research areas.	Emergency Management Team
10. Begin documentation of damages.	Emergency Management Team
<i>Priority Level Three</i>	
1. Initiate data recovery plans.	IT Office
2. Identify and secure valuable college materials.	Campus Security/Relevant Offices
3. Normalize flow of supplies and equipment from off campus.	Emergency Management Team
4. Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.	Emergency Management Team
5. Reallocate residential, academic and administrative operating space if necessary.	Emergency Management Team
6. Provide space to external agencies if necessary and possible.	Emergency Management Team

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 define the specific responsibilities expected of specific personnel.

1. 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.

Communication & Coordination

Guidelines for disseminating emergency information

Disaster conditions occurring during scheduled class periods will require quick, clear and accurate communication of information and instructions to employees and students. Any uncertainty or confusion stemming from these communications could undermine the primary concern of protecting lives, so craft them with care.

Remember that in emergencies people do not process information in the same way as they might in non-emergency events. Here are some factors to consider as you craft your messages:

- ✓ *Be direct.* Use short imperative sentences that give clear advice. For example, "Shut off the main breaker in Building A."
- ✓ *Be brief.* Your readers or listeners will be under stress and will not focus on wordy sentences.
- ✓ *Use emergency terms* from the *EMP* that people will recognize.
- ✓ *Use the A-D-R plan* for emergency messages (Announce-Direct-Repeat). See the example that follows.

Example of an A-D-R Emergency Message.

Announce	Direct	Repeat
The college has declared a Priority Level One Emergency. Super Typhoon Kona will make landfall in Pohnpei by 3:00 PM	<ul style="list-style-type: none">• The College will Close at Noon.• All employees with emergency responsibilities will report to their duty stations by that hour.• Those who cannot leave the campus should report to the gymnasium practice court.	Repeat the Announce and Direct portions of the emergency message.

Table 4. COM-FSM Modes of Emergency Communication

<i>Mode</i>	<i>Detail</i>	<i>Contact Info.</i>
<i>Email/Website/ Social Media</i>	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.	IT Office
<i>Radio</i>	Where appropriate, the radio station will be contacted to broadcast emergency information from the college.	IT Office
<i>Person-to-Person</i>	Designated personnel will contact unit leads such as division chairs, LRC director, recreation coordinator, and 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 effectively communicated.	Emergency Management Team

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 management 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

Post-Event Reporting for Non-EMT Emergencies

Reports on emergencies that do not require activation of the EMT shall be made in writing to the campus safety officer within 10 days of the event. Such reports should list a) the nature of the emergency, b) what actions were taken and by whom, c) and what damages occurred to either people or property.

In addition, the Office of Campus Security and Safety, has operational responsibility for the college's Security and Fire Safety Procedures. The director of campus security has been designated as the college's safety officer.

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.

EMP Phase Three: Assessment & Improvement

Phase Three consists of the three groups of tasks listed below.

Restoration and Recovery

Following an emergency event, the Emergency Management Team will supervise the following steps in the Restoration and Recovery Phase:

1. All personnel of the college shall report back to their duty stations to assist the EMT in conducting disaster damage assessment and cleanup.
2. The EMT will assign the appropriate office heads or college personnel to coordinate the damage assessment for each facility or area of operations.
3. The safety officer shall prepare the damage report for the EMT.
4. Security and maintenance staff shall take photos of the damages. These photos shall be included in post-event reporting.
5. The EMT shall maintain contact with the State Emergency Task Force to provide necessary assistance by college personnel in clearing roads and removing debris to assure access to the college.
6. The EMT shall prepare an expenditure report, including receipts, and shall submit that report to the comptroller and VPAS.
7. The EMT shall prepare the time and attendance sheet for those personnel who worked during the emergency declaration period and shall submit that time and attendance to VPAS and the comptroller.

Post-Event Reporting

Post-event reporting will be crucial in providing the college with information about the effectiveness of its response to the emergency. The EMT will supervise this post-event reporting as follows:

1. Within ten days of the end of the emergency, the safety officer from the affected campus will collect the following information:
 - a. Completed emergency procedure checklists;
 - b. Summaries of interviews with onsite personnel;
 - c. Photos of damage.
2. The safety officer will review these materials and submit them to the EMT along with a covering memo summarizing the information and highlighting any breakdowns or flaws in implementing the EMP.
3. The EMT will assist the Office of the Comptroller in the processing of all personal and property insurance claims arising from the emergency.

Assessment & Recommendations for Improvement

All post-event reporting shall feed into a final assessment of the emergency response, along with recommendations for improvements in procedure or to the *Emergency Management Plan* itself.

1. Within 30 days of completing post-event reporting, the EMT shall review all collected information and shall submit that information to VPAS, along with a covering memo

summarizing the response to the emergency and any recommendation for improvement in procedures or the *EMP*.

2. The VPAS shall submit the materials to Cabinet for review and action.

Appendices

Appendix A. Contact and Emergency Information Lists

**Appendix B. Primary and Secondary Emergency
Equipment Storage Sites**

Appendix C. In Event of Fire

Appendix D. College Building Evacuation Plans

**Appendix E. Operational Checklists in the Event of a
Tropical Storm or Typhoon.**

Appendix F: Bomb Threat

Appendix A. Contact and Emergency Information Lists

For home address, telephone or emergency contact information on the following:	Contact
All Students by Resident	Registrar
All Faculty, Staff and Administrators	Human Resources
Available information on all campus buildings including: Access/Egress (who has keys for what) Locations of electrical closets, valves, gas lines, Fire and Smoke Alarms Functions performed in the building Storage or existence of Hazardous Materials Particularly valuable items or data Special resources available (e.g. food supplies, evacuation space)	Maintenance and Facilities & Security Office.
Computer lines, telephone hubs	ITO
Number of rooms and residents in each residence hall	Director of student life

Security Office staff will contact these people.

For Contact Information on the following:	Contact
College Insurers College Bank affiliates College Insurance Agents	Comptroller
College Attorney(s) Governor's Office Members of the Board of Regents	Vice president of administrative services
Media Contacts	President's secretary

Appendix B. Primary and Secondary Emergency Equipment Storage Sites

Emergency supplies will be maintained on each campus of the college in the Security Office or in locations listed below.

Emergency Supplies	Quantity	Location
Batteries and flash lights	<ul style="list-style-type: none"> ✓ 10 flashlights ✓ 2 cases of batteries 	Security and Maintenance Office
Bull Horns	<ul style="list-style-type: none"> ✓ 1 for each building 	Building warden
Emergency Medical Equipment Bag	<ul style="list-style-type: none"> ✓ 1 for each campus 	Dispensary (keys available to deans and security supervisor)
First Aid Kit	<ul style="list-style-type: none"> ✓ 1 for each campus 	Security Office
Sign-Making Materials	<ul style="list-style-type: none"> ✓ 4 sheets of ¼ in. plywood. ✓ 5 pieces of lumber of each size: <ul style="list-style-type: none"> ○ 2x2 in. ○ 2x3 in. ○ 2x4 in. ✓ 1 gallon of paint in each color: <ul style="list-style-type: none"> ○ Yellow ○ Black ○ White 	Maintenance Office
Tape and Ropes	<ul style="list-style-type: none"> ✓ 5 rolls of duct tape ✓ 100 ft. of ½ in. rope 	Security Office

In addition, the national site will maintain a second set of these materials in each Residence Hall.

Appendix C. In Event of FIRE

Fire within a Building

If a fire is detected within a building, follow the procedures below in order and then check the box to verify the procedures have been performed and record the date/time. Note, if the fire emergency is critical, complete the checklist record as soon as the situation permits.

Procedure	Checked off	Date/Time (MM/DD/HOUR)
1. Evacuate the building and do NOT reenter.	<input type="checkbox"/>	
2. Call campus security.	<input type="checkbox"/>	
3. Call the fire department.	<input type="checkbox"/>	
4. When possible, stay upwind of the fire/smoke and remain at a safe distance from the fire and firefighting equipment. Render first aid as may be required.	<input type="checkbox"/>	
5. Security personnel will take necessary measures including using fire extinguishers and fire hoses to control the fire from spreading and will keep access roads open for emergency vehicles and direct fire fighters to location of fire.	<input type="checkbox"/>	

Fire Near a Building

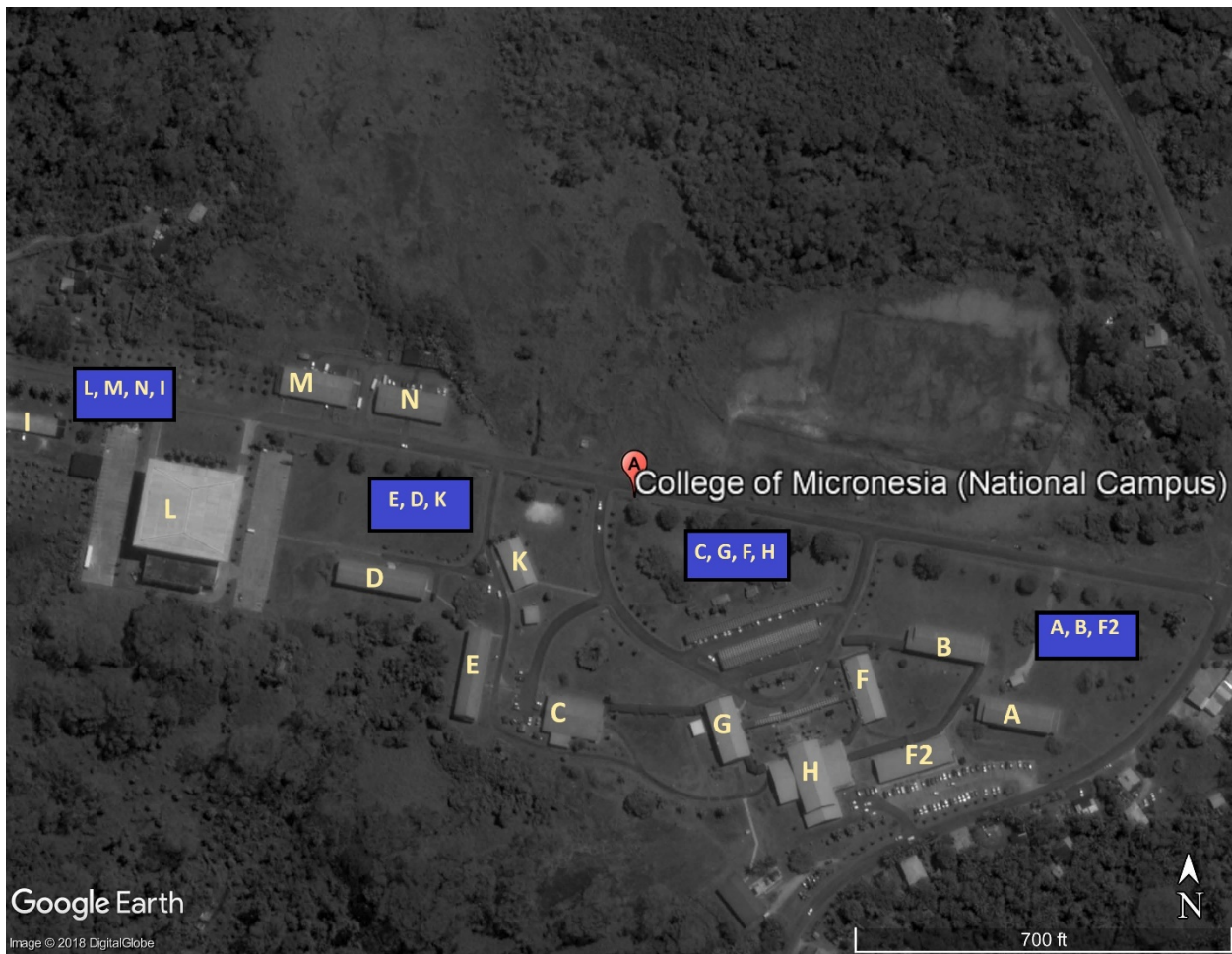
If a fire is detected near a building, follow the procedures below in order and then check the box to verify the procedures have been performed and record the date/time. Note, if the fire emergency is critical, complete the checklist record as soon as the situation permits.

Procedure	Checked off	Date/Time (MM/DD/HOUR)
1. Call campus security.	<input type="checkbox"/>	
2. Security personnel will take necessary measures including using fire extinguishers and fire hoses to control the fire from spreading and will keep access roads open for emergency vehicles and direct fire fighters to location of fire.	<input type="checkbox"/>	
3. If the nearby fire poses an immediate threat to students, faculty, and staff or the building, evacuate the building.		
4. If the fire is not an immediate threat, then the plan executive or security and safety supervisor will evaluate the situation and determine the need to	<input type="checkbox"/>	

Procedure	Checked off	Date/Time (MM/DD/HOUR)
evacuate the building or area. The fire department must be called.		
5. The plan executive will direct further action as required.	<input type="checkbox"/>	

Appendix D. College Building Evacuation Plans²

National Campus



² The maps in Appendix D represent an approximate location of the fall out areas. During drills each campus can make the adjustments as needed, but the plan shows the most appropriate location to ensure that it does not obstruct emergency assistance teams as well as to provide a safe zone for the community.

Figure D.1. Emergency Evacuation Areas: COM-FSM National Campus. Note that buildings are identified in yellow letters. Corresponding emergency evacuation areas are marked in the blue rectangles with the same color letters.

A-Classroom, **B**-Classroom, **C**-Dining Hall, **D**-Male Residence Hall, **E**-Female Residence Hall, **F**-Faculty Office, **F2**-Faculty Office, **G**-Administration Building, **H**-LRC, **I**-Agriculture, **J**-Nursing/Arts Classroom, **K**-Bookstore Dispensary, **L**-Gymnasium, **M**-Security/IT Shop, **N**-Maintenance Building.

CTEC Campus-Pohnpei



Figure D.2. CTEC Campus-Pohnpei Evacuation Areas. Note separate areas for the upper and lower sections of the campus.

Chuuk Campus



Figure D.3. COM-FSM Chuuk Campus Evacuation Area. Note the single evacuation area for the whole campus.

FMI Campus



Figure D.4. COM-FSM FMI Emergency Evacuation Areas. Note that evacuation areas correspond to buildings on either side of the road.

Kosrae Campus

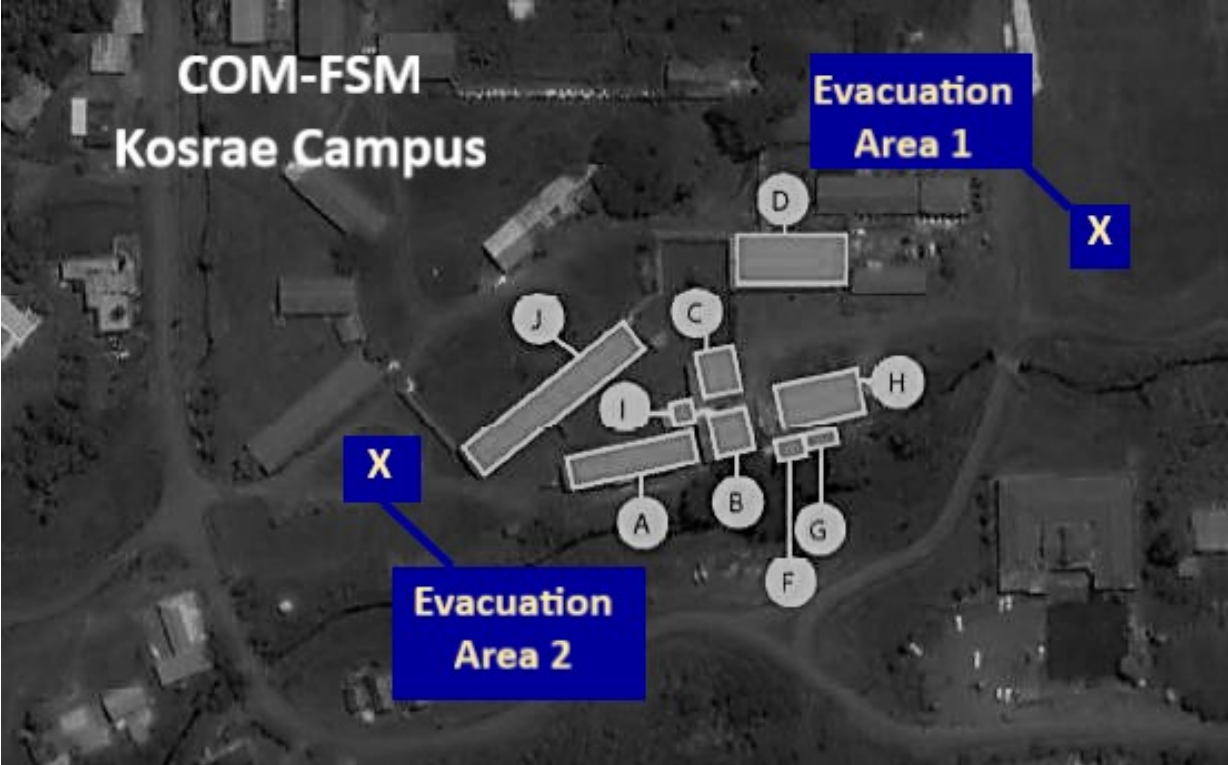


Figure D.5. Evacuation Areas for COM-FSM Kosrae Campus. The two evacuation areas correlate with building IDs.

Yap Campus



Figure D.6. COM-FSM Emergency Evacuation Areas.

Appendix E. Operational Checklists in the Event of a Tropical Storm or Typhoon.

Career and Technical Education Center (CTEC)

Offices

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Maintenance personnel TURN OFF main switch in electrical panel boxes.	<input type="checkbox"/>	
2. All office personnel will unplug all electrical equipment and appliances.	<input type="checkbox"/>	
3. Office personnel cover all equipment and supplies with plastic.	<input type="checkbox"/>	
4. Designated personnel secure all files/classified files.	<input type="checkbox"/>	
5. Designated personnel secure windows with boards.	<input type="checkbox"/>	
6. Administrators handle communications: <ul style="list-style-type: none"> a. With disaster control (FSM); b. With disaster control (Pohnpei); c. With disaster control (COM-FSM); d. With security (L&R Security Services). 	<input type="checkbox"/>	
7. Activate security (MUST) and maintenance personnel.	<input type="checkbox"/>	
8. Activate janitorial service (if necessary).	<input type="checkbox"/>	

Student Services

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Put the computer and monitor in a box and place it on 6 in. platform away from a window.	<input type="checkbox"/>	
2. Put all the sports equipment in boxes and place them also on the platform.	<input type="checkbox"/>	
3. Lock all the files in a desk drawer.	<input type="checkbox"/>	
4. Give all the snack bar money to the director.	<input type="checkbox"/>	
5. Shut all the windows tight.	<input type="checkbox"/>	

Snack Bar

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Put all the snacks and drinks in a box.	<input type="checkbox"/>	
2. Turn the refrigerator off and move it away from the window.	<input type="checkbox"/>	
3. Unplug the coffee pot and put it on the floor.	<input type="checkbox"/>	
4. Turn the shelf around to face the wall	<input type="checkbox"/>	
5. Turn the light off.	<input type="checkbox"/>	

Recreation Room

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Put the radio system in a box and place it in the Student Services Office.	<input type="checkbox"/>	
2. Put the pool balls in a box and place it in the desk drawer.	<input type="checkbox"/>	
3. Tape the cue sticks together and place them in the Student Services Office.	<input type="checkbox"/>	
4. Put all the weights on the floor.	<input type="checkbox"/>	
5. Wrap or cover the pool table with a waterproof tarp.	<input type="checkbox"/>	
6. Turn all electrical switches off and lock the windows and doors before leaving.	<input type="checkbox"/>	

Computer Stock Room

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Put all the computers and monitors in boxes and place them on a platform to prevent water from seeping into the boxes. The platform needs to be in the middle of the room and only six inches above the floor in order to keep water out and still prevent wind from overturning the boxes.	<input type="checkbox"/>	
2. Shut all windows and doors.	<input type="checkbox"/>	
3. Turn off all lights before leaving.	<input type="checkbox"/>	

Furniture Store Room

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Shut all the windows and doors.	<input type="checkbox"/>	
2. Put everything on the floor so that nothing falls and breaks.	<input type="checkbox"/>	
3. Put all fragile items in a secure spot in the room.	<input type="checkbox"/>	
4. Turn all switches off.	<input type="checkbox"/>	

The Recreation Building

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Tie the roof down with ropes.	<input type="checkbox"/>	
2. Shut all windows and doors.	<input type="checkbox"/>	
3. Shut off the main switch.	<input type="checkbox"/>	

National Campus

Maintenance

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Provide sufficient fuel for generators and ensure that the water well is operational.	<input type="checkbox"/>	
2. Assist offices in securing the facilities and offices.	<input type="checkbox"/>	
3. Provide transportation support for offices.	<input type="checkbox"/>	
4. Secure all trash bins, plant pots and loose items on campus.	<input type="checkbox"/>	
5. Turn off the main switch box from the power house if needed.	<input type="checkbox"/>	
6. Secure all trash cans and plant pots in the restrooms.	<input type="checkbox"/>	
7. Remove debris around the building.	<input type="checkbox"/>	

Offices

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Tape up the windows and remove the insect screens (maintenance).	<input type="checkbox"/>	
2. Cover the air conditioners with plastic (maintenance).	<input type="checkbox"/>	
3. Notify all instructors, staff members and students of the expected emergency and cancel all classes (president).	<input type="checkbox"/>	
4. Ensure that all records, equipment and office supplies are protected during the emergency. Never leave records on the floor. (administrators, instructional coordinators, secretaries and clerks).	<input type="checkbox"/>	
5. Unplug typewriters, computers, printers and copiers and cover them with canvas (secretaries and clerks).	<input type="checkbox"/>	
6. Secure all doors to prevent looting during the emergency (maintenance).	<input type="checkbox"/>	
7. Remove all loose debris from around buildings (maintenance).	<input type="checkbox"/>	

Dining Hall

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Tape up the windows and remove the insect screens (maintenance).	<input type="checkbox"/>	
2. Store enough potable water for cooking and washing dishes during the emergency (cooks).	<input type="checkbox"/>	
3. Ensure that there is enough food supply for the dorm residents during the duration of the emergency. (dining hall manager and comptroller).	<input type="checkbox"/>	
4. Ensure that there is ample supply of kerosene or gas available or in stock for cooking food in case the island power is out during the emergency (dining hall manager).	<input type="checkbox"/>	
5. Identify cooks who are going to be working during the disaster. (dining hall manager and comptroller).	<input type="checkbox"/>	
6. Remove all loose debris from around buildings (maintenance).	<input type="checkbox"/>	

Classrooms

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Firmly close all classroom windows and tape them if necessary (maintenance).	<input type="checkbox"/>	
2. Cover the air conditioners with plastic (instructors).	<input type="checkbox"/>	
3. Shut off all computers and equipment (instructional coordinators).	<input type="checkbox"/>	
4. Secure or cut down and remove trees near classrooms (maintenance).	<input type="checkbox"/>	
5. Ensure all instructional materials, supplies, and equipment are protected from the effects of the emergency (faculty and instructional coordinator).	<input type="checkbox"/>	
6. Secure all doors to prevent looting during the emergency (faculty and instructional coordinator).	<input type="checkbox"/>	

Residence Halls

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Firmly close the windows and tape all fire exit windows (maintenance and residence hall manager).	<input type="checkbox"/>	
2. Firmly tie down all furniture to prevent it.	<input type="checkbox"/>	
3. Provide lanterns and flashlights to residents (residence hall manager and house parents).	<input type="checkbox"/>	
4. Store at least a 24-hour supply of drinking water for all residents (residence hall manager and house parents).	<input type="checkbox"/>	
5. Coordinate with the cafeteria manager to provide two-days of food supply feeding for hall residents during the emergency (residence hall manager).	<input type="checkbox"/>	
6. Secure or cut down and remove trees near classrooms (maintenance).	<input type="checkbox"/>	
7. Provide first aid kits and non-prescribed medications for residents (nurse).	<input type="checkbox"/>	
8. At least one supervising residence staff member must remain with evacuated students at all time.	<input type="checkbox"/>	

Learning Resource Center/Library

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Board up windows (maintenance).	<input type="checkbox"/>	
2. Move or bag furnishing, equipment or library materials (staff).	<input type="checkbox"/>	
3. Place plastic and/or canvases over bookshelves, bookcases and vital records in the file cabinets (staff).	<input type="checkbox"/>	
4. Cover tv, radios, computers, etc. with plastic (staff).	<input type="checkbox"/>	
5. Unplug electrical items, equipment and all appliances (staff).	<input type="checkbox"/>	
6. Turn off the circuit breakers and leave them off until power is restored (staff).	<input type="checkbox"/>	
1. Cut down or secure trees outside LRC (maintenance).	<input type="checkbox"/>	
2. Provide funds in the college budget for purchasing of supplies and other necessary materials (administration & director LRC): <ul style="list-style-type: none"> a. Several large sheets of plastic, canvases and plastic bags to store for emergency use; b. Ropes and masking tapes; c. Flashlights (at least two) with extra batteries (staff). 	<input type="checkbox"/>	

Student Activities

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Firmly Boarding up doors and windows and insect screens (maintenance).	<input type="checkbox"/>	
2. Secure the air conditioners with plastic (maintenance crew).	<input type="checkbox"/>	
3. Unplug and cover the typewriters, computers, TV/VCR, Stereo-system, cash register, microscope, examining beds and tennis and pool tables with canvas or plastic (staff).	<input type="checkbox"/>	
4. Cover the bookshelves and magazine racks with plastic (staff).	<input type="checkbox"/>	
5. Turn off the main switch box from the power house. (maintenance).	<input type="checkbox"/>	
6. Secure all trash cans and plant pots in the restrooms (staff).	<input type="checkbox"/>	

7. Remove debris around the building (maintenance).	<input type="checkbox"/>	
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Appendix E: Bomb Threat

Bomb threats may occur through phone calls or through other electronic media. If you receive such a threat, proceed as follows:

1. If the threat comes through a phone call, remain calm and obtain as much information from and about the person who is making the call, including caller ID
 - a) 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.
 - b) Immediately contact security and law enforcement.
 - c) Security and other personnel must maintain radio silence until the existence and nature of the device is determined.
 - d) Evacuate buildings to the areas listed under evacuation in the event of fire.

2. If the threat comes through electronic medium, save the message and immediately call campus security and law enforcement.

Appendix F. Active Shooter/Deadly Weapon Procedures³

A person or persons armed with a firearm or other deadly weapon can pose an imminent threat to the safety of COM-FSM students, personnel and visitors. The college has outlined the following emergency procedures that shall be followed in the event of such a threat. The college safety officers shall ensure that education and training on all campuses are sufficient to allow effective adherence to these procedures.

General Awareness Strategies

- If you are aware of someone who threatened the life of anyone at the college, or threats aimed at the college in general, report these threats to Campus Security immediately. “If you see something, say something!”
- Prepare for emergencies by knowing the exits and designated evacuation area for your building.
- A campus-wide siren will sound when there is an active shooter situation. At that signal people will shelter in place. The Security Office will provide follow-up instructions through the campus phone system. If encountering an active shooter directly, follow the Run-Hide-Sequence below.

Responding When an Active Shooter or Armed Person is Present

You must respond quickly when an active shooter is present since every second counts. Follow the R-H-F steps to protect yourself and others: **Run-Hide-Fight**.

Run

- Run by using an escape route that leads you away from the threat.
- Leave your belongings behind.
- When you leave the building, keep your hands visible.
- Call 911 and report the incident at the soonest safe moment to do so.
- Provide the following information as best you can:
 - Location of the active shooters/armed individuals.
 - Number of shooters/armed individuals.
 - Physical description of shooters/armed individuals.
 - Number and type of weapons held by shooters/armed individuals.
 - Number of potential victims at the location.

Hide

- Hide in a space out of the view of shooters/armed individuals.

³ These procedures have been adapted from the U.S. Department of Homeland Security publication *Active Shooter Pocket Card 508*. The URL for this publication appears in the Works Cited page of this document.

- If you are in a room or office, lock and barricade the door with furniture or any other materials that will work.
- Turn off the ringer on your cell phone or pager.

Fight

Fight as a last resort and only when lives are in imminent danger.

Act with physical aggression and attempt to disable the shooters/armed individuals.

Use any object available and throw it at the shooters/armed individuals.

When police arrive, remember the following:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Works Cited

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