College of Micronesia-FSM

Emergency Management Plan

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Contents

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.

| Preparation & Prevention	Management & Response	Assessment & Improvement
Training & Awareness	Command & Control	Restoration & Recovery
Communication & Signage	Emergency Actions	Assessment of Performance
Emergency Drills and Coordination	Communication & Coordination	Post-Event Reporting/ Recommendations for Improvement
Regular Plan Review		
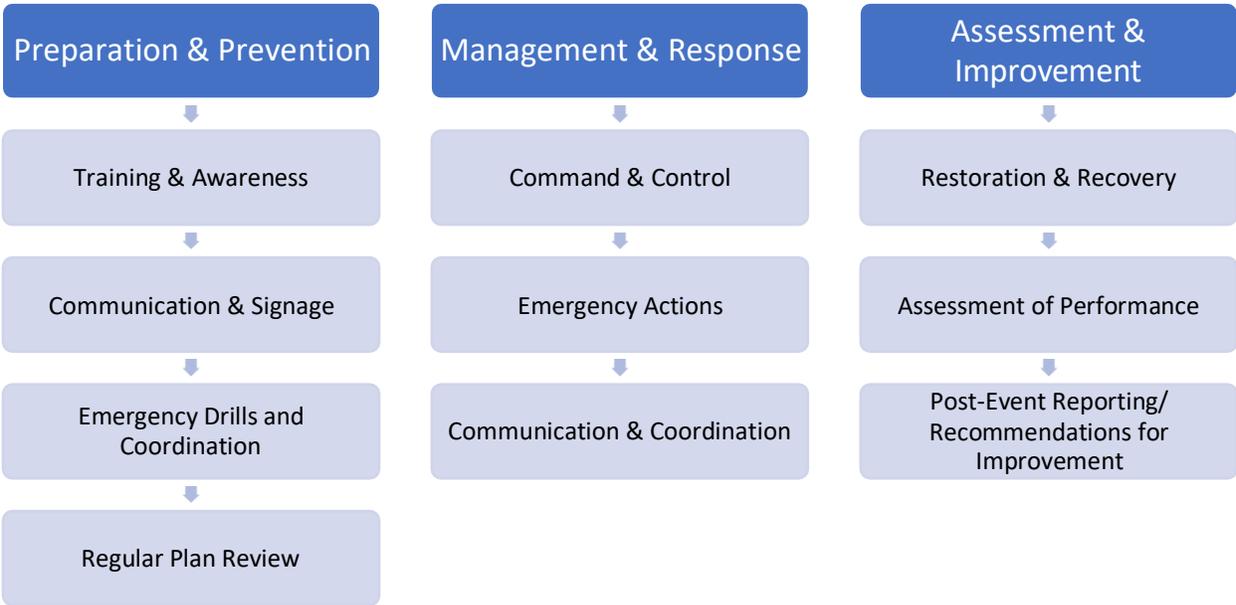
Figure 1. The Basic Phases & Structure of Emergency Management at COM-FSM.[1]

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[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 *COM-FSM Emergency Management Plan (EMP)*?	The *EMP* is the overall plan the governs and guides the college's response to a wide range of emergencies. The *EMP* 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 *Emergency Management Plan*. 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?	The plan directors are the individuals responsible for implementing the *EMP*. 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 residence and campus life. 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.
What are the *EMP* 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*

This *Emergency Management Plan* shall be activated under the following circumstances:	✓ 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.

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:
  o Procure supplies, material and equipment needed to prepare and respond to the emergency;
  o Procure services from private vendors;
  o Assist in providing necessary transportation;
  o Coordinate interactions between the college and the state and or the public;
  o Coordinate activities between units and offices;
  o Supervise the college staff on duty;
  o Provide food and supplies to support the EMT and all the staff assigned on duty;
  o 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
Vehicular and bus accidents, fire, acts of violence, bomb threads, chemical spills, flooding, landslides, tsunami, off campus activities such as picnics and field trips	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.

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, cloves, 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.

Plan Executive: President			
Alternate One: Vice President for Administration (VPAS)	**Alternate Two:** Vice President of Enrollment Management and Student Services (VPEMSS)	**Alternate Three:** Vice President for Instructional Affairs (VPIA)	**Alternate Four:** Vice President for Institutional Effectiveness & Quality Assurance (VPIEQA))
Plan Director: Director of Maintenance & Facilities			
Alternate One: Security &Safety Supervisor	**Alternate Two:** Project Manager, Maintenance	**Alternate Three:** Director, Residence & Campus Life	

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.

| |
|---|
| **Plan Executive:** Campus Deans/Director |
| **Alternate One:** Campus Student Services Coordinator |
| **Plan Director:** Maintenance Supervisor |
| **Alternate One:** Campus Security |
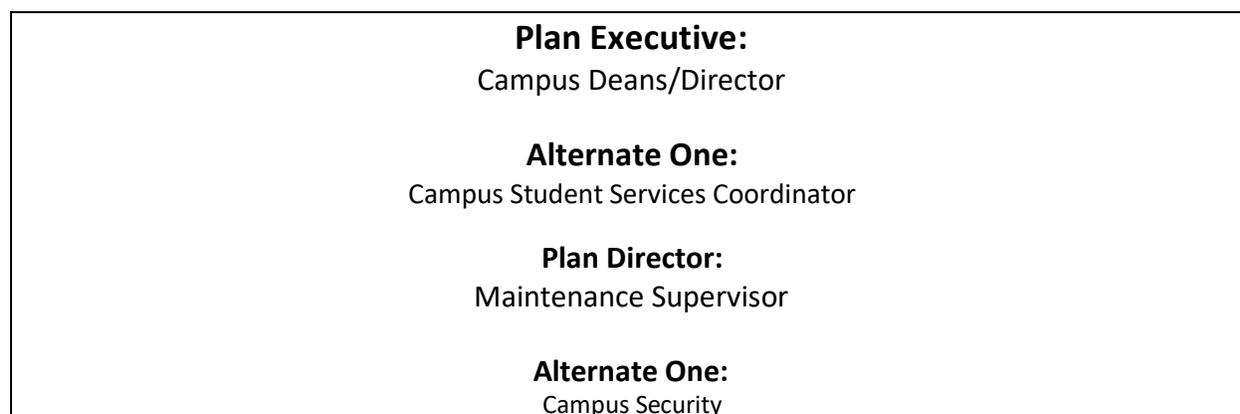
Figure 3. Chain of Command at State Campus

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
Priority Level One	
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.	
Priority Level Two	
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
Priority Level Three	
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 a 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	• 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

Mode	Detail	Contact Info.
Email/Website/ Social Media	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 broad cast stations.	IT Office
Radio	Where appropriate, the radio station will be contacted to broadcast emergency information from the college.	IT Office
Person-to-Person	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 G: COVID-19 Preventive Measures & Framework

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	✓ 10 flashlights ✓ 2 cases of batteries	Security and Maintenance Office
Bull Horns	✓ 1 for each building	Building warden
Emergency Medical Equipment Bag	✓ 1 for each campus	Dispensary (keys available to deans and security supervisor)
First Aid Kit	✓ 1 for each campus	Security Office

Sign-Making Materials	✓ 4 sheets of ¼ in. plywood.
	✓ 5 pieces of lumber of each size:
	   o 2x2 in.
	   o 2x3 in.
	   o 2x4 in.
	✓ 1 gallon of paint in each color:
	   o Yellow
	   o Black
	   o White
		Maintenance Office

Tape and Ropes	✓ 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.	☐	
2. Call campus security.	☐	
3. Call the fire department.	☐	
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.	☐	
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.	☐	

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.	☐	
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. 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	☐	

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.	☐	

Appendix D. College Building Evacuation Plans[2]

National Campus

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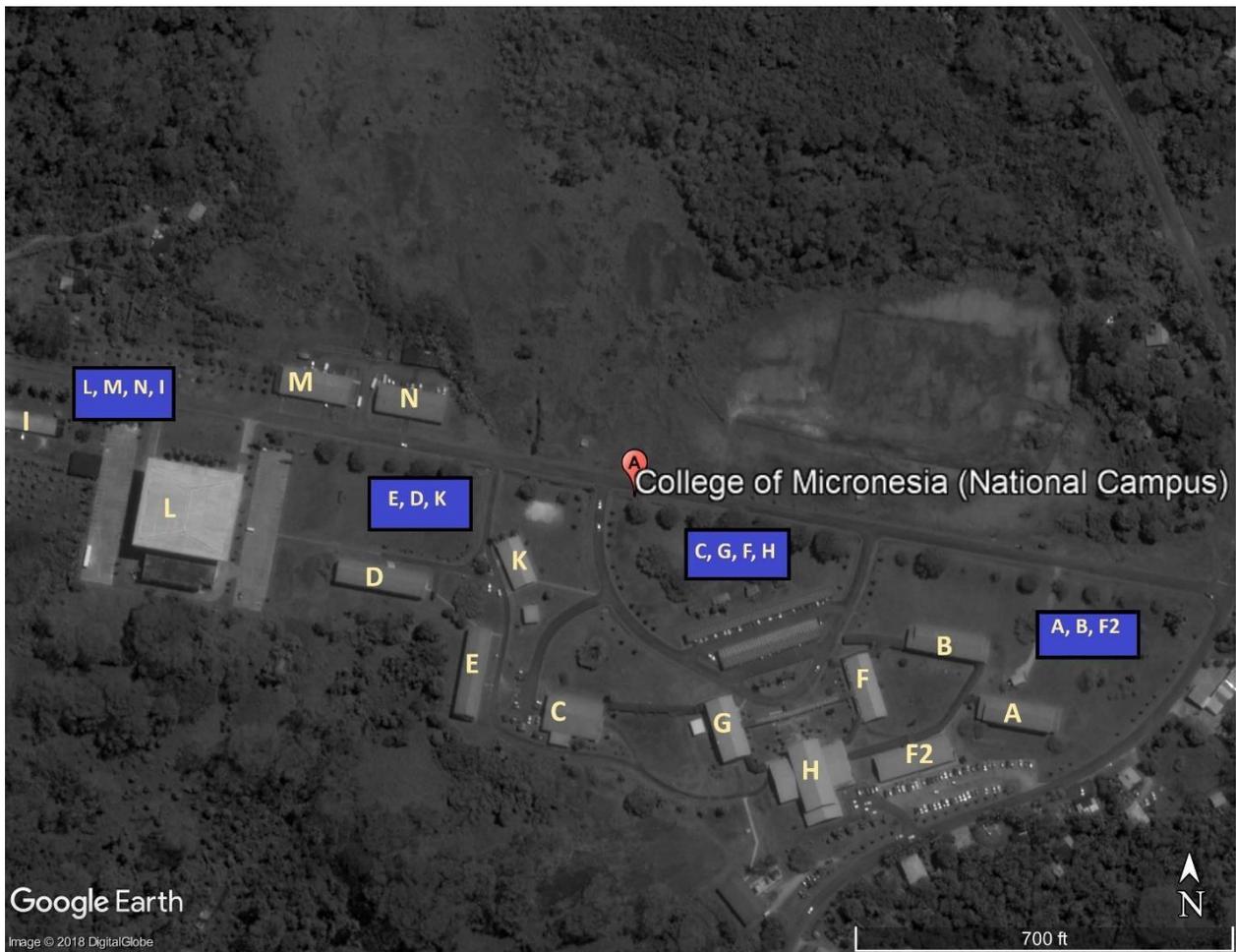
[2] The maps in Appendix D represent an approximate location of the fall out areas. During drills each campus can make the adjustments as needed, but the plan shows the most appropriate location to ensure that it does not obstruct emergency assistance teams as well as to provide a safe zone for the community.

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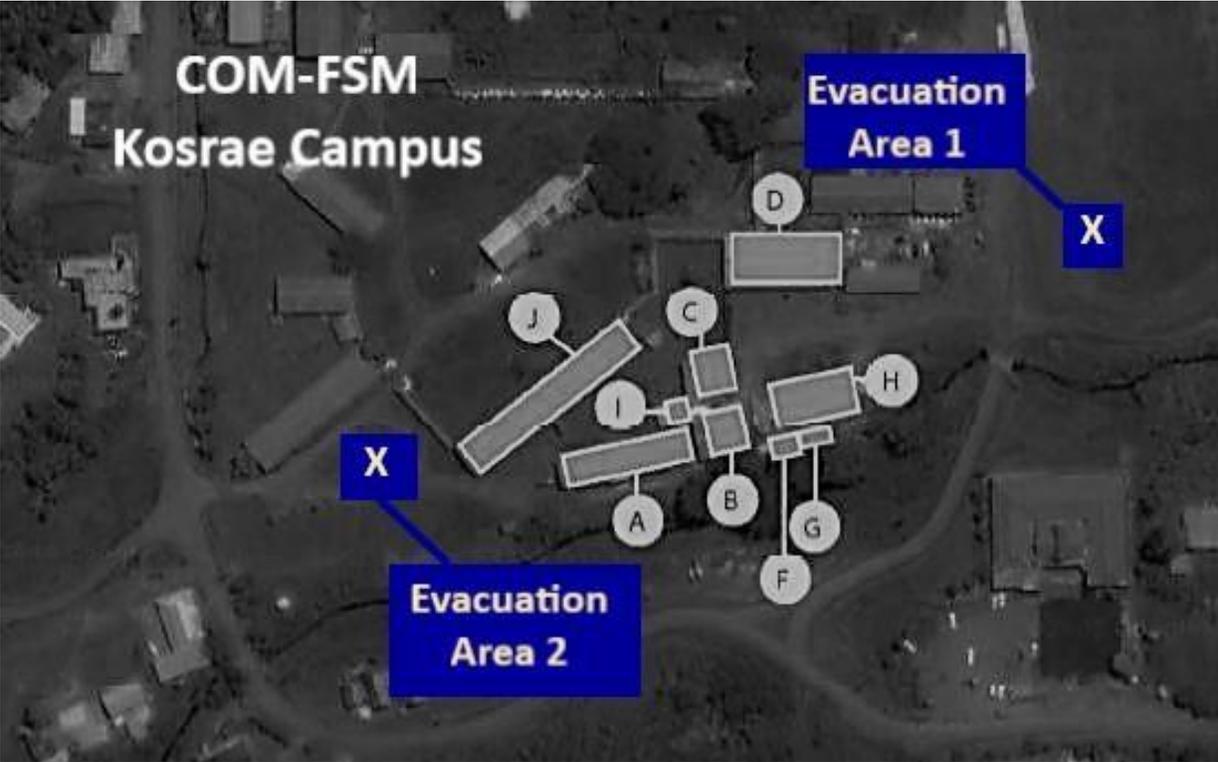
Figure D.5. Evacuation Areas for COM-FSM Kosrae Campus. The two evacuation areas correlate with building IDs.

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.	☐	
2. All office personnel will unplug all electrical equipment and appliances.	☐	
3. Office personnel cover all equipment and supplies with plastic.	☐	
4. Designated personnel secure all files/classified files.	☐	
5. Designated personnel secure windows with boards.	☐	
6. Administrators handle communications: 　a. With disaster control (FSM); 　b. With disaster control (Pohnpei); 　c. With disaster control (COM-FSM); 　d. With security (L&R Security Services).	☐	
7. Activate security (MUST) and maintenance personnel.	☐	
8. Activate janitorial service (if necessary).	☐	

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.	☐	
2. Put all the sports equipment in boxes and place them also on the platform.	☐	
3. Lock all the files in a desk drawer.	☐	
4. Give all the snack bar money to the director.	☐	
5. Shut all the windows tight.	☐	

Snack Bar

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

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.	☐	
2. Put the pool balls in a box and place it in the desk drawer.	☐	
3. Tape the cue sticks together and place them in the Student Services Office.	☐	
4. Put all the weights on the floor.	☐	
5. Wrap or cover the pool table with a waterproof tarp.	☐	
6. Turn all electrical switches off and lock the windows and doors before leaving.	☐	

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.	☐	
2. Shut all windows and doors.	☐	
3. Turn off all lights before leaving.	☐	

Furniture Store Room

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

The Recreation Building

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Tie the roof down with ropes.	☐	
2. Shut all windows and doors.	☐	
3. Shut off the main switch.	☐	

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.	☐	
2. Assist offices in securing the facilities and offices.	☐	
3. Provide transportation support for offices.	☐	
4. Secure all trash bins, plant pots and loose items on campus.	☐	
5. Turn off the main switch box from the power house if needed.	☐	
6. Secure all trash cans and plant pots in the restrooms.	☐	
7. Remove debris around the building.	☐	

Offices

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Tape up the windows and remove the insect screens (maintenance).	☐	
2. Cover the air conditioners with plastic (maintenance).	☐	
3. Notify all instructors, staff members and students of the expected emergency and cancel all classes (president).	☐	
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).	☐	
5. Unplug typewriters, computers, printers and copiers and cover them with canvas (secretaries and clerks).	☐	
6. Secure all doors to prevent looting during the emergency (maintenance).	☐	
7. Remove all loose debris from around buildings (maintenance).	☐	

Dining Hall

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Tape up the windows and remove the insect screens (maintenance).	☐	
2. Store enough potable water for cooking and washing dishes during the emergency (cooks).	☐	
3. Ensure that there is enough food supply for the dorm residents during the duration of the emergency. (dining hall manager and comptroller).	☐	
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).	☐	
5. Identify cooks who are going to be working during the disaster. (dining hall manager and comptroller).	☐	
6. Remove all loose debris from around buildings (maintenance).	☐	

Classrooms

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

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).	☐	
2. Firmly tie down all furniture to prevent it.	☐	
3. Provide lanterns and flashlights to residents (residence hall manager and house parents).	☐	
4. Store at least a 24-hour supply of drinking water for all residents (residence hall manager and house parents).	☐	
5. Coordinate with the cafeteria manager to provide two-days of food supply feeding for hall residents during the emergency (residence hall manager).	☐	
6. Secure or cut down and remove trees near classrooms (maintenance).	☐	
7. Provide first aid kits and non-prescribed medications for residents (nurse).	☐	
8. At least one supervising residence staff member must remain with evacuated students at all time.	☐	

Learning Resource Center/Library

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Board up windows (maintenance).	☐	
2. Move or bag furnishing, equipment or library materials (staff).	☐	
3. Place plastic and/or canvases over bookshelves, bookcases and vital records in the file cabinets (staff).	☐	
4. Cover tv, radios, computers, etc. with plastic (staff).	☐	
5. Unplug electrical items, equipment and all appliances (staff).	☐	
6. Turn off the circuit breakers and leave them off until power is restored (staff).	☐	
1. Cut down or secure trees outside LRC (maintenance).	☐	

2. Provide funds in the college budget for purchasing of supplies and other necessary materials (administration & director LRC):
  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).
	☐	

Student Activities

Procedure	Checked Off	Date/Time (MM/DD/Hour)
1. Firmly Boarding up doors and windows and insect screens (maintenance).	☐	
2. Secure the air conditioners with plastic (maintenance crew).	☐	
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).	☐	
4. Cover the bookshelves and magazine racks with plastic (staff).	☐	
5. Turn off the main switch box from the power house. (maintenance).	☐	
6. Secure all trash cans and plant pots in the restrooms (staff).	☐	

7. Remove debris around the building (maintenance).	☐	

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 Procedures[3]

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.

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[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 an 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.

Appendix G. COVID-19 Preventive Measures & Framework

Contents

1.   Introduction

COM-FSM follows all FSM National and State laws, in addition to standards defined by the Accrediting Commission for Community and Junior Colleges (ACCJC). COM-FSM adheres to appropriate guidelines to protect the safety and well-being of our students, faculty, staff and administration.

COM-FSM follows National and State protocols and declarations of emergency. Consequently, it may be possible that one campus is on a different condition of readiness from another.

All official updates from COM-FSM are posted on www.comfsm.fm in the COVID-19 pages and the College of Micronesia-FSM Official Facebook page. If information is not posted on COM-FSM official pages, **it is not official**.

1.1 Purpose

The purpose of this document is to:

- provide a standardized framework for COM-FSM in its response to the COVID-19 outbreak
- provide technical information and guidance for coordinated efforts across all campuses and departments to minimize the impact of COVID-19
- present the measures COM-FSM takes to protect the lives and property of the college community during the COVID-19 emergency while preserving the orderly functioning of the college community.

1.2 Related plans and reference documents

This document has been made with reference to:

a) FSM COVID-19 Response Framework
b) Chuuk State; Kosrae State; Pohnpei State and Yap State COVID-19 Contingency Plans
c) CDC guidelines
d) Guidelines for Tertiary Education Organizations on how to Operate Under Different Alert Levels (New Zealand, Ministry of Education)
e) COM-FSM Emergency Management Plan

1.3 Assumptions

a) ACCJC has permitted COM-FSM to deliver certain programs online for summer and fall semester 2020.
b) Delivery method of program (in-person or online) must be defined for each program before the start of the semester.

c) A program which is offered will support students through until the end of semester, irrespective of what condition readiness level is declared.
d) Everyone is susceptible to COVID-19 infection, though children appear to be less affected.
e) Those with co-morbidities, including diabetes and hypertension, may have more severe outcomes following infection.
f) There are no treatments or vaccines currently available.
g) Social distancing measures are effective in slowing transmission of COVID-19.
h) COM-FSM campuses follows National and State declarations to determine the condition of readiness for each campus.

1.4 COVID-19 readiness conditions | COV-CON

COM-FSM follows the FSM Nationally defined five conditions of readiness for COVID-19.

	FSM National	Chuuk State	Kosrae State	Pohnpei State	Yap State
Condition 5:	All clear				
Condition 4:	Zero cases but COVID-19 threat exists				4b: "Threat detected' No cases on-island, but real threat identified
					4a: 'Evidence of Local Transmission in Hawaii, Guam, Palau or Other FSM States'
Condition 3:	1-10 cases				First case' Initial case identified
Condition 2:	>10-100 cases				Established Transmission' 2nd generation of cases of multi-foci of local cases
Condition 1:	>100 cases (widespread transmission on main island)				1c: 'Widespread Transmission on Yap Proper'
	1b: .100 cases (widespread transmission throughout State)				1b: 'Widespread Transmission throughout Yap State'
					1a: 'Continued Spread Transmission throughout Yap State'

Figure 1: COVID-19 Conditions as defined by FSM National & States

2. Principles under COV-CON 4 and above

This document aims to present the College of Micronesia-FSM's preventive measures. It serves as a base for each department and office to use on how to assure the continued delivery of quality services under a rapidly changing situation of potentially life-threatening risk. One document cannot provide every detail of every possible scenario to be encountered across COM-FSM's campuses. Consequently, we ask all COM-FSM members and visitors to respect the five principles.

Principle 1: Gatherings are limited to no more than 10 people
Limiting the number of people one is in contact with can prevent or limit the spread of the virus.

Principle 2: Respect social distancing: Stay 6 feet apart

COM-FSM's rationale and guidelines on social distancing (first published on March 25th 2020) are available here.

Areas on campus where people normally get together for instructional, administrative, or student support services will be set up with floor markings to help people follow the 6-feet rule of social distancing.
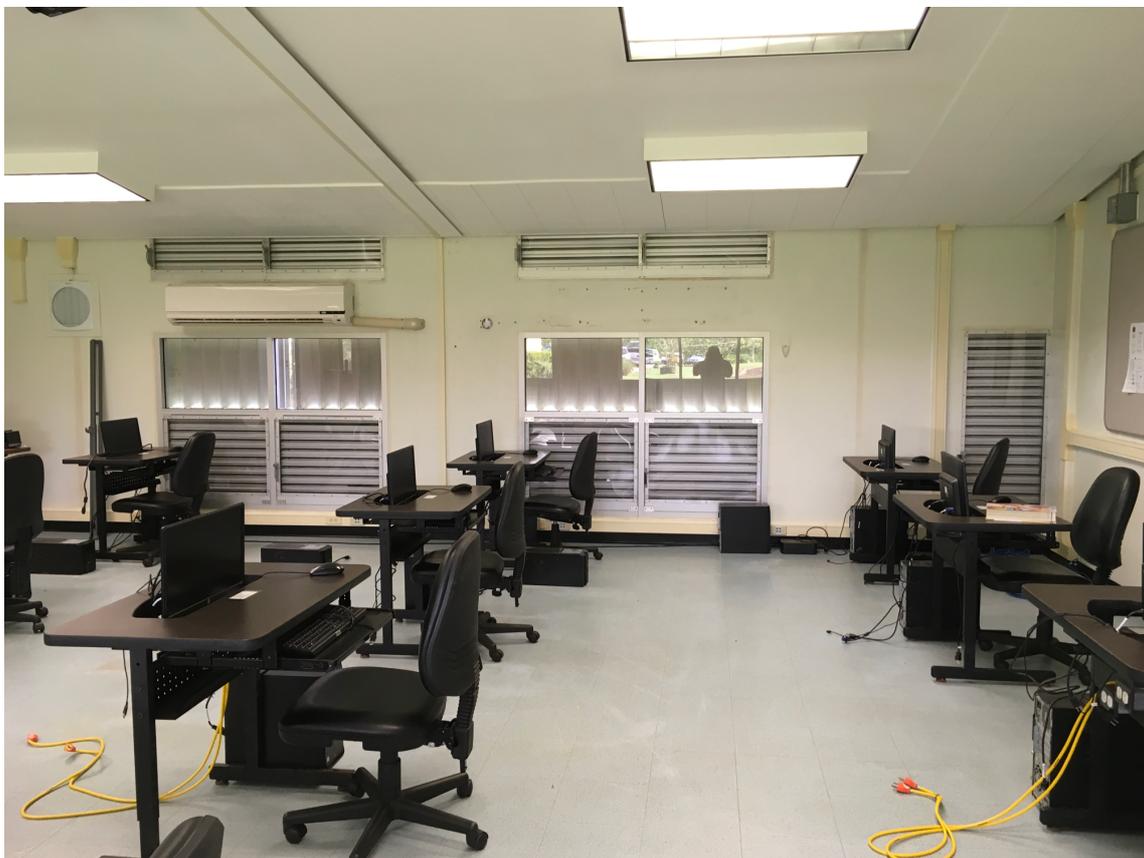

Figure 2: Socially distanced computer lab, Yap Campus

Principle 3: Maintain personal hygiene: Wash hands. Learn about home-made masks. If sick, or caring for someone sick, STAY HOME.

2.3.1 Wash your hands for at least 20 seconds

COM-FSM asks everyone on campus to wash their hands for at least 20 seconds:

1) immediately upon arrival to a building. If you are not able to use a bathroom to wash your hands, use hand sanitizer
2) **after** using the bathroom

3

3) **before** and **after** eating
4) if you touch shared supplies or surfaces (door handles, computer keyboards, desks)
5) before leaving a building for your next destination

2.3.2 Masks and Face Coverings

Recognizing the global shortage of medically approved masks, COM-FSM will provide masks only for workers providing essential services, which includes nurses, Dining Hall staff, Residence Hall staff, and staff cleaning areas in which there is a COVID-19 patient or person under investigation.

From August 3rd 2020, anyone on campus will be required to **wear a face-covering while on campus**.

> *"Some people have said that covering their faces infringes on their rights, but…it's about protecting your neighbors…Spreading this disease infringes on your neighbors' rights."*
> Larry Hogan, Governor of Maryland (Republican)

2.3.2.1. Rationale for Wearing Face Coverings
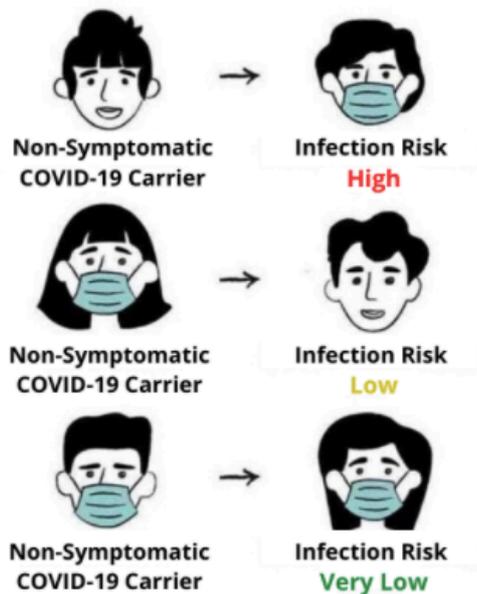
Figure 3: Risk of Infection With & Without Wearing Face Coverings. Source: https://masks4all.co/

An international review of the scientific research on masks by 19 experts (from Stanford, MIT, Oxford, UPenn, Brown, UNC, UCLA, and USF) concluded that:

- Near-universal adoption of non-medical masks in public (in conjunction with other measures like test & trace) can reduce effective-R below 1.0 and stop the community spread of the virus.
- Laws appear to be highly effective at increasing compliance and slowing or stopping the spread of COVID-19.
- There are "34 scientific papers indicating basic masks can be effective in reducing virus transmission in public — and not a single paper that shows clear evidence that they cannot." The Washington Post

Read more about the science.

2.3.2.2. How To Make Your Own Face Covering

Search Instant DIY Face Mask in 40 seconds on YouTube or click here
https://www.youtube.com/watch?v=CbRsb0T7Oz8
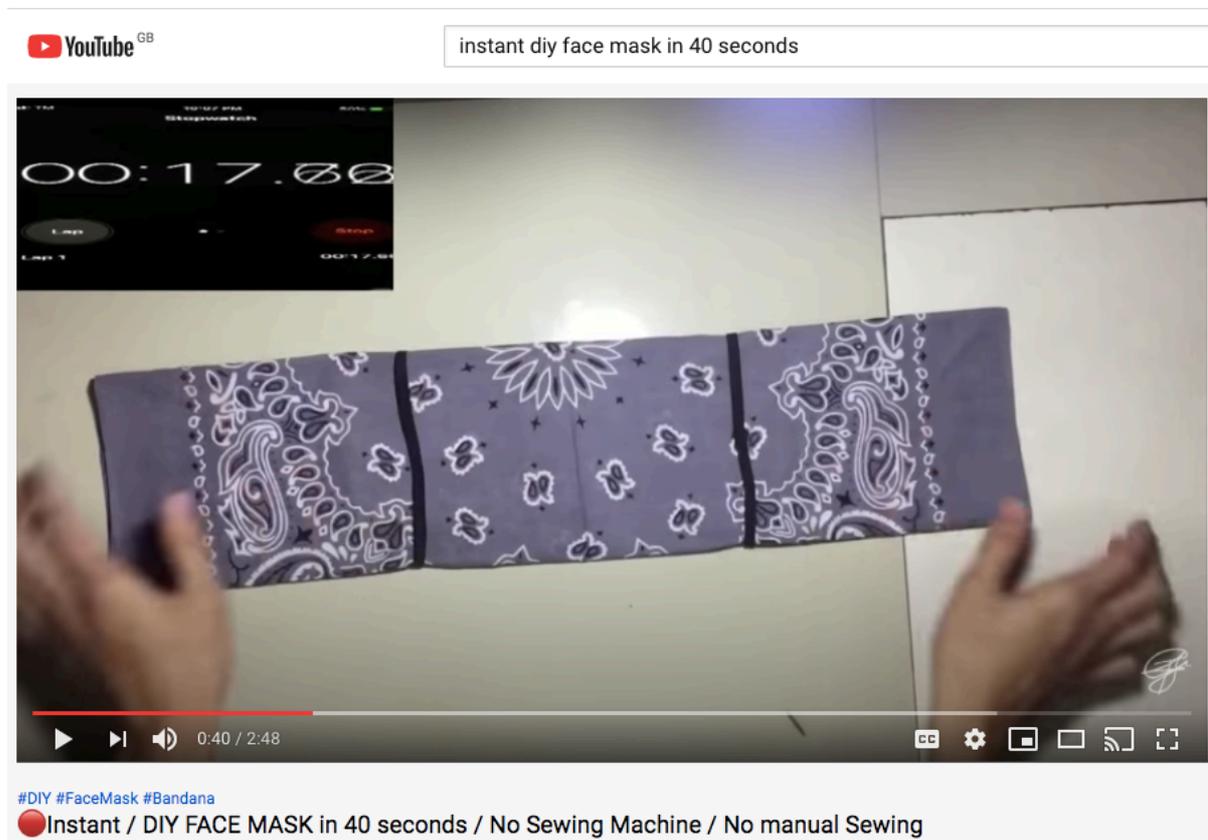
2.3.2.3. How To Use, Clean, and Remove Face Coverings Safely

IMPORTANT PRECAUTIONS:

Before using the handmade mask remember:

1. Thoroughly wash and clean the mask (as shown in next page) before wearing it.

2. Wash your hands thoroughly before wearing the mask.

3. As soon as the mask becomes damp or humid, switch to another mask and clean the used mask.

4. Never reuse a mask after single use without cleaning it.

When removing the mask:

- **Do not touch the front or any other surface of the mask,** remove it only with strings behind
- **For string mask, always untie the string** below and then the string above
- **After removal, immediately clean your hands** with 70% alcohol-based hand sanitizer or with soap and water for 40 seconds
- **Drop it directly into a soap solution** and clean thoroughly with soap and water.

Figure 4: Precautions for Cleaning and Using Masks Correctly. Source: https://masks4all.co/how-to-make-a-homemade-mask/

To remove and clean a homemade face covering:
1. Do not touch the front or any other surface of the mask, take it off only with the strings or elastic behind
2. For string mask, always untie the string below and then the string above
3. After you take it off, put the mask **directly into a soap solution** and clean thoroughly with soap and water
4. **Wash your hands** immediately

2.3.2.4 Frequently Asked Questions about Masks and Face Coverings

Q1) Is a homemade face covering 100% effective?

NO! Wearing a cloth mask **reduces** the chances of **YOU** spreading COVID-19 to others. Many people have the virus but don't have any symptoms.

Q2) Why doesn't COM-FSM provide everyone with a mask?
As soon as the mask becomes damp or humid, you need to switch to another mask – we cannot provide every student, faculty, staff, contractor, or visitor multiple clean masks every day.
COM-FSM will provide masks only for workers providing essential services, which includes nurses, Dining Hall staff, Residence Hall staff, and staff cleaning areas in which there is a COVID-19 patient or person under investigation.

Q3) Isn't the virus too small – can it get through the mask anyway?

It seems that a key transmission route of COVID-19 is via droplets that fly out of the mouth eg. when speaking or spitting. It has been known since 1934 (and studied in hundreds of papers since) that respiratory infections are transmitted through these droplets.

If you feel sick, STAY HOME.
If someone in your household is sick, STAY HOME.

See chapter 5 below on "Vulnerable People" and chapter 6 Symptoms.

Principle 4: Maintain Room and Equipment Hygiene

All Campuses must be sufficiently equipped to remain a safe and hygienic environment.

The college will provide spray bottles with EPA approved disinfectant for each person to use to clean their personal workspace at the beginning and end of each day.

Chuuk:

Kosrae:

Pohnpei:
Clean Living is the company that this service is being outsourced to help the college take care of this service. The rags used to clean your space at the end of each day will be washed at least weekly, but perhaps more often, by a member of the employee of Clean Living. At the end of each weekday employees of Clean Living Company will clean commonly touched surfaces in the classrooms, bathrooms, hallways, and entrances. We will have the same professional cleaning crew come in approximately every 10 days to deep clean the campus.

Yap:

Principle 5: Be prepared, stay informed

All members of COM-FSM community must continue to learn and educate about the evolving situation, and be prepared to move to higher conditions of readiness. Actions we take today can help us help ourselves and others in our daily lives, studies, and work.

3.   Staged operational response plan to COVID-19

3.1   COV-CON 5: 'All Clear'

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
Condition 5: All Clear	Business as usual			

3.2 COV-CON 4: Zero cases but COVID-19 threat exists

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
Condition 4: **Zero cases but COVID-19 threat exists:** Evidence of local transmission in Hawaii and Guam	From August 3rd 2020, anyone on COM-FSM campus is required to wear a face-covering or mask. Limited on-campus activities are allowed but must be managed to ensure social distancing requirements are met Gatherings of more than 10 people are not allowed. Conditions on gatherings (eg. social distancing and contact tracing) need to be met and **require Presidential approval**. Remote teaching and learning arrangements should be made available for all students. **All students/staff must be in a position to move to**	Gatherings of over 10 people are not allowed under any circumstances. Classes, lectures, labs, workshops, examinations, assessments, and meetings (of less than 10 people) are allowed only with Presidential approval after meeting **all** 3 the following conditions: 1. Strictly managed to ensure social distancing requirements are met 2. Able to assure continuity of learning in	Residence halls (National) and dormitories (FSM-FMI, Yap) remain open to accommodate students who choose to stay or are unable to return home. Student counselling & health services are allowed to operate face-to-face, provided social distancing requirements can be met. Shuttle service between CTEC and National is provided, limited to six passengers.	Anyone on COM-FSM campus is required to wear a face-covering or mask. All members of the college community, e.g., administrators, faculty and staff, including students, will be required to wear the college's official photo identification card upon entry to the campus, and while on campus. Maintaining or operating equipment and major infrastructure associated with essential functions is allowed. Operations and management staff are allowed on site for limited hours to ensure essential functions. Visitors or non-college community members will be issued visitor's identification cards upon entry to the campus and completing the security log form. They will be wearing these IDs while on campus conducting official business, and will have to log out from the security log and surrender the IDs when leaving the campus.

	fully remote delivery within 24 hours. Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out on-site activities. *See Chapter on Vulnerable people.* Visitors or non-college members with essential business will be allowed onto campus upon completing a security log form and wearing a visitors' identification card. Anyone on campus may be required to have his/her temperature checked by a member of security and will be referred to the campus nurse, local dispensary, or local hospital immediately.	the case of condition 3 occurring 3. Provision of COM-FSM approved contact tracing measures. Students are able to use learning support services such as the learning resources center and computer labs, in accordance with the principles of this document.	Students staying in National campus Residence Halls may move freely around campus, must have a gate pass to go to the stores and cannot miss curfew. If they violate any of these rules, they are removed from Residence Halls in an attempt to maintain the health and safety of those still residing on campus. Students that wish to sign out and leave campus may do so, but will no longer be permitted to continue staying in the Residence Halls.	Staff and faculty should only travel where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for students, faculty, staff, is subject to broader restrictions on personal movement, as defined by National or State governments. Recreation areas: Gym and recreation facilities are closed until further notice until social distancing of activities can be assured. Libraries, computer labs, gymnasiums, recreation areas, common areas for students, and on-campus dining hall (National) and canteen (FSM-FMI) are allowed to open but must be managed to ensure social distancing requirements are met. Caring for animals or plants for research is allowed, but the number of staff involved should be minimized. Staff involved in significant research facilities that require constant attention (e.g. samples, collections, and storage facilities) that are important to FSM, should apply to President of COM-FSM to be considered as an Essential Service.

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3.3 COV-CON 3: 1-10 cases

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
Condition 3: **1-10 cases:** First cases are confirmed on Chuuk, Kosrae, Pohnpei, or Yap	All teaching and other activities should be done remotely, wherever possible. COM-FSM campuses close, with the exception of necessary student accommodation (National and FSM-FMI), and those deemed as 'Essential Services', including "contracted" staff who clean or provide an essential function. Anyone on campus is required to wear a face-covering or mask. Residence Halls (National) and dormitories (FSM-FMI) facilities may remain open to enable students to self-isolate, where necessary. Where access has been approved for an Essential Service, use the minimum number of people to complete the task, after consideration of workplace safety and workload.	All teaching, meetings, and other usual on-site activities should be done remotely, wherever possible. Classes/lectures are **not allowed**. Small classes, labs, workshops, tutorials, and meetings should be run remotely wherever possible. Where remote delivery is not possible, certain activities may continue only with Presidential approval after meeting **all** 3 the following conditions: 1. Strictly managed to ensure social distancing	Residence halls (National) and dormitories (FSM-FMI, Yap) remain open to accommodate students who choose to stay or are unable to return home. COM-FSM provides appropriate support to allow students to self-isolate, as required. Residence Halls (National) and dormitories (FSM-FMI) effectively become a "bubble" – students are permitted to leave upon signing a waiver. Close contact should be limited to people of the same 'bubble' (which may be a single floor in a halls of residence); common social and recreation areas should be closed (except those shared by a single 'bubble'); and there should be split	Operations staff involved in the maintenance of ICT infrastructure, facilities management, and security services may go onsite, but only if there is no way to complete the task remotely. Relevant infection control measures, such as social distancing, must be maintained at all times. Deep cleaning and additional sanitizing regimes should be implemented. Senior administration (President, VPs, Deans, Directors) should work remotely, wherever possible, but are allowed to meet and work on-site if necessary, provided social distancing requirements are met.

	At-risk people (or those caring for/living with at-risk people) should not be asked to carry out any on-site activities.

Gatherings of people at tertiary facilities or is not allowed.

Where it is not possible to deliver teaching online, some facilities may remain open (eg. FSM-FMI). Any class, workshop etc. that remains open, must be limited to 10 people or less. **Each such group is considered a 'bubble' and must not interact with any other student/staff bubbles.**

Anyone who is not student/staff/faculty is not allowed on-site. Depending on their role contractors engaged by COM-FSM may be considered as COM-FSM employees for the purpose of delivery of their essential service.

Distance learning provision should remain available for all students | requirements are met
2. Able to assure continuity of learning in the case of condition 3 occurring
3. **Provision of COM-FSM approved contact tracing measures.**

Workplace-based learning (eg. placements in hospitals or elementary schools) that is onsite or face-to-face should **not proceed**.

Examinations and assessments should be conducted online wherever possible. | shift access to common areas for staff

Contract tracing measures must also be strictly enforced for student accommodation.

Students who left residential accommodation before or during Condition 3, to join a "bubble" with friends or family **are not able to return to student accommodation.**

Staff serving the essential needs of residential students are required to "move into" the bubble for the duration of Condition 3.

Student services, such as counselling and health services should continue to operate, with consultations delivered online or over the phone where possible. Where virtual, non-contact consultations are not possible (e.g. during a critical incident), face-to-face consultations are | Staff should only travel where it is immediately essential to delivery of teaching and learning or for effective management and governance functions. Any travel, for both students and staff, is subject to broader restrictions on personal movement by National and State governments.

Essential staff in business office will process payments and pay roll.

Gymnasium, recreation areas, Student Life, and student commons–place are closed (except in student accommodation, where common areas shared by the same 'bubble' may remain open).

Put up signs around campus stating that there must be no gatherings.

Additional computers may be moved into the |

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	Courses where close contact is unavoidable must remain online only. For any on-site activities, appropriate infection control measures, such as social distancing along with mask-wearing requirements must be met at all times. Vulnerable people (or those caring for/living with vulnerable people) should not be asked to carry out on-site activities. *See Chapter on Vulnerable people.*		allowed. On-site pharmacies are allowed to operate as an Essential Service, and medical staff may provide face-to-face consultations where necessary (e.g. flu vaccinations, unwell patients requiring a hands-on diagnostic etc.). Bookstore (National) is permitted to open with restricted hours to support delivery of essential items to those living within the restricted areas.	Residence Hal restricted area. Libraries and computer labs may remain open where they are essential to education delivery and can be operated using closely monitored personal distancing conditions, and with recording of attendance to enable contact tracing. Dining Hall (National) and canteen (FSM-FMI) is closed except to residents of student accommodation) but may operate for delivery or contactless collection, in compliance with relevant infection control measures.

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3.4   COV-CON 2 and COV-CON 1:

	Overarching Principles	Teaching & Learning	Accommodation & Student Support	Campus Operations & Management, & Research
COV-CON 2 >10-100 cases	As COV-CON 3			
COV-CON 1 >100 cases	*Under review*			

4.   Prevent, stop, or slow the spread of the virus

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
    - Between people who are in close contact with one another (within about 6 feet).
    - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
    - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
    - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
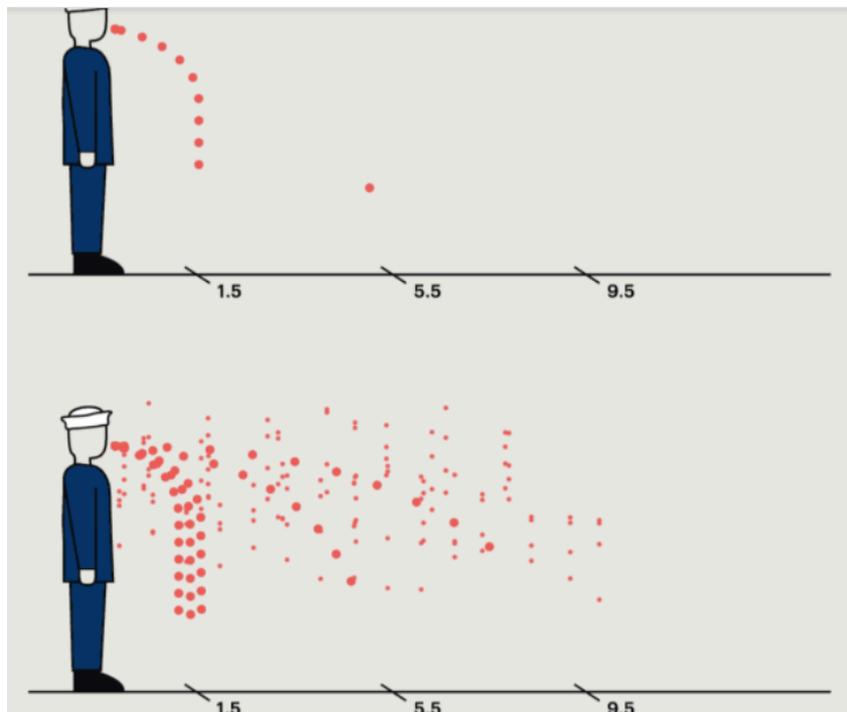

Figure 5: Research shows that coughing, sneezing, and talking disperses droplets which can carry the virus. Source: https://www.newyorker.com/science/medical-dispatch/amid-the-coronavirus-crisis-a-regimen-for-reentry?fbclid=IwAR3SVq4o3c892MwU19K02GAYuPRdv2D_HnNH4a1AKV5acWNh8jMy0_fVMlo
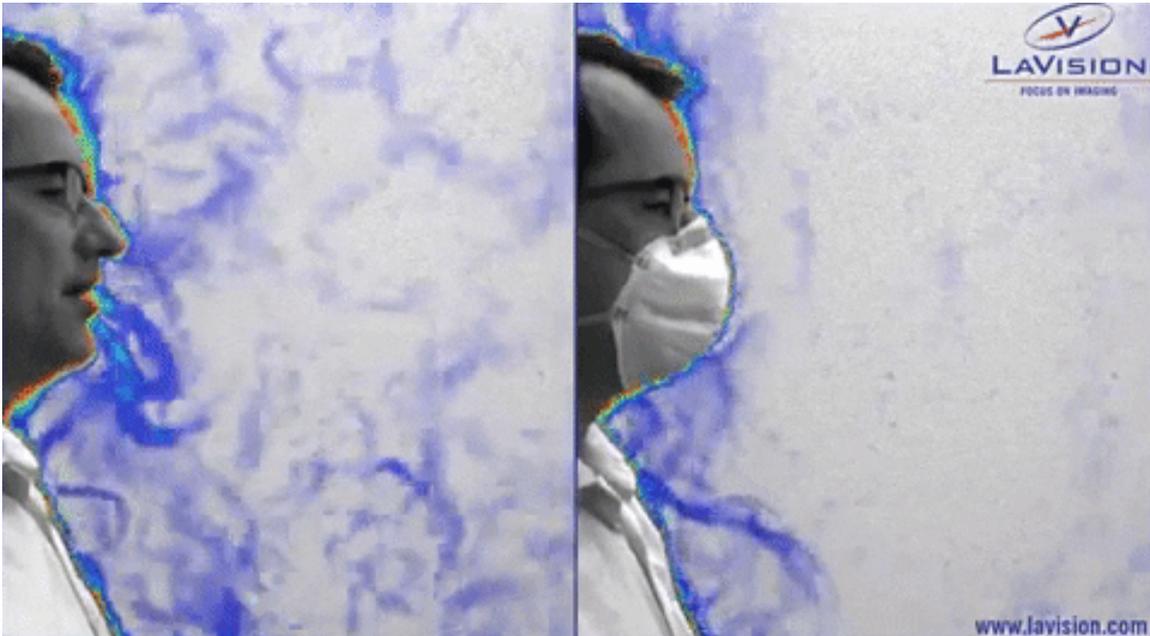
Figure 6: Wearing a mask reduces the amount of droplets spread by coughing, sneezing and talking. This can lower the risk of infecting others. Source: www.masks4all.co/#quote

4.2 Avoid person-to-person spread

- If you feel sick, stay home. Do not go to campus.
- If your children are sick, keep them at home. Do not send them to school or to another family member's household. Stay at home.
- If someone in your household is under investigation or has tested positive for the coronavirus, make everyone in the house stay home. Do not go to work. Do not go to school.
- If you are an older person, stay home.
- If you are a person with a serious underlying health condition that can put you at increased risk (for example, something that weakens your lung, heart, or immune system), stay home.

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

4.3 Avoid spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.

Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub. Also, routinely clean frequently touched surfaces.

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5. People who are at higher risk – "Vulnerable people"

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 60 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with diabetes
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People who have serious heart conditions
- People with chronic lung disease or moderate to severe asthma
- People whose immune system is not working well:

Many conditions can cause a person's immune system to work less well including smoking, immune deficiencies, cancer treatment, bone marrow or organ transplantation, poorly controlled HIV or AIDS, and prolonged use of corticosteroids (for example, prednisone (oral); aristocort (topical); decadron (oral); mometasone (inhaled); cotolone (injection); and other immune weakening medications

- People with chronic kidney disease undergoing dialysis
- People with liver disease

https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html

6. COVID-19 Symptoms and What To Do

If you are feeling unwell or have a fever, DO NOT come to campus. Stay home until the fever has disappeared unaided and stayed gone for at least 72 hours.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

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Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19.

- Cough
- Shortness of breath

Or at least two of these symptoms:

- Fever
- Repeated shaking with chills
- New loss of taste or smell

- Headache
- Muscle pain

- Chills
- Sore throat

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

When to Seek Medical Attention

If you have any of these **emergency warning signs*** for COVID-19 get **medical attention immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

6.1 Who to call – State by State

Chuuk State

COVID-19 Hotline	330-5442		
Hospital	330-2214	330-2216	330-2217

Kosrae State

Pohnpei State

COVID-19 Hotline	320-3109

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Yap State

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