

Yap State Standard Operating Procedure (SOP)
for Emergency and Disaster Response



In support of:

Yap State Disaster Preparedness Plan (2017)

FSM National Disaster Response Plan (2016)

SOP approved on:

Last updated: November 2017

Next scheduled update: November 2019

SOP Maintenance Schedule		
<i>What</i>	<i>When</i>	<i>Who</i>
SOP update & review	Every 2 years or earlier as needed	DCO w/ SDCT, GDC
Contact lists	Every 6 months or earlier as needed	DCO
Tabletop exercises / Live Simulations	Every 2 years or earlier by state	National OEEM w DCO
After Action Meeting Updates	Following every disaster response	DCO w/ SDCT, GDC

Maintenance Log Sheet				
Date	What was updated	Brief description of changes	Updated by	Signature

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List of Acronyms

CDC	Center for Disease Control
COG	Continuity of Government
CRS	Catholic Relief Services
DCO	Disaster Coordinating Officer
DYCA	Department of Youth and Civic Affairs
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FSM	Federated States of Micronesia
FSMPC	FSM Petrocorps
FSMTC	FSM Telecom
GDC	Governor's Disaster Committee
IDA	Initial Damage Assessment
JDA	Joint Damage Assessment
MOU	Memorandum of Understanding
NICO	Neighboring Island Communication Officers
OEEM	Office of Environment and Emergency Management
PIO	Public Information Officer
PMA	Pacific Missionary Aviation
PTS	Public Transportation System
PW&T	Department of Public Works and Transportation
R&D	Department of Resource and Development
SDCT	State Disaster Coordination Team
SOP	Standard Operating Procedure
USDA	US Department of Agriculture
YFA	Yap Fisheries Authority
YSDPP	Yap State Disaster Preparedness Plan
YSPSC	Yap State Public Services Corporation

Definitions

State of Emergency - any hurricane, typhoon, cyclone, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, drought, fire, explosion, civil disturbance, or other catastrophe in the State which requires State and local resources to save lives and protect property, provide for public health and safety, or to avert or lessen the threat of disaster

State of Disaster - any hurricane, typhoon, cyclone, tornado, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, drought, fire, explosion, civil disturbance, or other catastrophe in the State which causes damage of sufficient severity and magnitude to warrant National disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Disaster Assistance Emergency Fund (DAEF) – A US/FSM joint fund established as a provision under the Compact of Free Association. Each year, USG contributes \$200,000 and FSM government matches the contribution and is reserved for disaster situations. The fund may be accessed to account for any and all response related expenditures for an FSM nationally declared State of Emergency. Once State of Emergency is declared, the FSM President approves withdrawals from the DAEF up to \$50,000. For withdrawals greater than \$50,000 or more than \$100,000 in one calendar year, the US Chief of Mission must concur with the withdrawal. For all withdrawals, a report detailing how the funding was utilized and how much must be submitted to the US Chief of Mission within 90 days of withdrawal.

Appendixes

Appendix 1 – Coordination and Reporting Lines

Appendix 2 – Funding Flowchart

Appendix 3 – Activation Memo Template

Appendix 4 – SDCT Meeting Minutes Template

Appendix 5 – Situation Report Template

Appendix 6 – Evacuation Kit Example

Appendix 7 – Principal and School Contact Information

Appendix 8 – FSMTC Emergency SMS Bulk Message Form

Appendix 9 – Example Emergency Notification Templates

Appendix 10 – State Action Plan Template

Appendix 11 – State Action Plan Budget Template

Purpose of the SOP

The Federated States of Micronesia (FSM) Government endorsed a comprehensive *National Disaster Response Plan (NDRP)* in December of 2016, establishing national and some state institutional arrangements for responding to emergency and disaster events within the country. The plan provided the framework and arrangements for a unified approach to emergency and disaster preparedness. Secondly, the Yap State Government developed a *Yap State Disaster Preparedness Plan (YSDPP)* that sets the state institutional arrangements for emergency and disaster response. The *YSDPP* was first established in 1989, and was recently updated in 2017 to correspond with the state level arrangements established in the *NDRP*.

This Yap State Standard Operating Procedure (SOP) for Emergency and Disaster Response has been developed in support of both the FSM *NDRP* and the *YSDPP*. The SOP prescribes the actions to be followed by staff at the state level and some local level during emergency operations and disaster response activities. This document defines membership of key state level disaster committees, terms of reference, modes of activation and operation, and coordination procedures for all actors to streamline emergency operations and disaster response activities.

This SOP, if consulted and reviewed often, will be immensely beneficial in increasing emergency operations and disaster response efficiency and effectiveness in the FSM. The SOP aims to increase coordination amongst the three levels of government of FSM and partners by clearly defining roles and relationships. Increased coordination will result in a more cost-effective response. Through streamlined communication and operations, the SOP will ensure quality, needs based humanitarian assistance to those affected by emergencies and disasters in FSM.

Scope of the SOP

There are multiple levels of actors in a comprehensive emergency or disaster response ranging from the President down to the community level. Though this SOP will reference roles assigned to different actors at varying levels of government including the President, National Disaster Coordinator, and National Emergency Operations Center, the focus of this SOP will be on operational procedures for state level actors including the Governor, Governor's Disaster Committee (GDC), State Disaster Coordinating Officer (DCO) and State Disaster Coordination Team (SDCT). The state SOP is designed to link with the national SOP as well as municipal and/or community level SOPs. Together, the three levels of government form FSM's comprehensive emergency/disaster response framework.

[See Appendix 1](#)

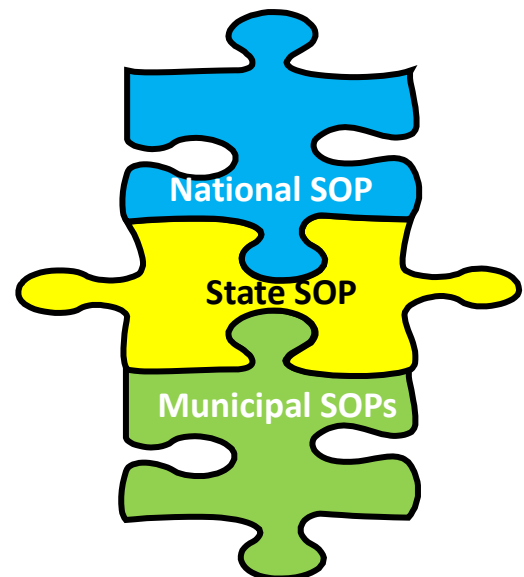


Figure 1: FSM comprehensive SOP framework.

Lastly, this SOP was designed specifically for disaster events in which the Disaster Coordination Office is the lead agency as defined in section V, part G of the *YSDPP*. All the arrangements herein may operate in support of other lead agencies, with increased coordination beginning between Lead Agency Department Director, Director of Resource and Development (R&D), and DCO. Lead agency will oversee all logistical and response planning, while DCO continues modes of activation and communication flows as detailed herein. Lead agencies may request an activation of the State Emergency Operations Center (EOC) and utilize its structures to collect information and answer calls. The DCO must be kept up to date with all developments and communications from state to national level.

Maintenance of the SOP

Maintaining and updating the SOP is the primary responsibility of the DCO, as defined by the *YSDPP*, and will be assisted by the State Disaster Coordination Team. The DCO will call the State Disaster Coordination Team to order no less than every **two years** to review and maintain the SOP, or as additionally needed.

As accurate contact lists are crucial to an effective SOP, the contact lists will be updated every **six months**. This will be the primary responsibility of the DCO. The DCO will contact all departments, agencies, and partner organizations listed herein for up to date contact information every six months.

SOPs are only effective if they are kept up to date and are practiced regularly. Tabletop exercises and live simulations should be conducted regularly to test the SOP for potential gaps and to improve upon it. It is the responsibility of the DCO to plan tabletop exercises and live simulations. FSM OEEM can be consulted to secure funding. During tabletop exercises or live simulations, both the state and national SOP will be tested. This increases preparedness and will result in a more effective response in the future. The DCO and SDCT will incorporate lessons learned from the exercises or simulations into the SOP.

Lastly, a thorough review of the SOP will be conducted as part of an after-action meeting at the completion of every emergency or disaster response to incorporate lessons learned. State DCOs will lead this at the state level with SDCT input. After action meeting should be completed within 60 days of completion of response activities. State DCO will also take part in a national after-action meeting if the response required national assistance.

All updates and amendments to the SOP or operational checklists within will need approval by the DCO. It is the responsibility of each department and agency to update their operational checklist as needed, and to share the updated operational checklist with the DCO for his approval. If there are any changes to the SOP, the DCO will disseminate an up to date copy of the SOP to all response agencies with a role in this SOP both in print and electronic version. All updates to the SOP should be logged into the log sheet on Page 2.

SOP Framework

The SOP will follow the following framework for each center, committee, group, or individual included:

- 1) Group Membership (Contact list)
- 2) Mode of Activation
- 3) Operational Checklist
 - Phase 1 – Preparedness
 - Phase 2 – Warnings
 - A. Watch (Condition III)
 - B. Alert (Condition II)
 - C. Onset (Condition I)
 - Phase 3 – Impact
 - Phase 4 – Relief/Response
 - Phase 5 – Recovery

There are five phases of implementation of state operational procedures: preparedness, warnings, impact, relief, and recovery. These five phases of implementation are established in section VII of the *YSDPP*. A brief description of each phase can be found in the table below:

PHASES OF DISASTER MANAGEMENT	CONDITIONS OF READINESS	DESCRIPTION
1. Preparedness		A period of no active disaster in which preparations are made.
2. Warnings	Watch- Condition III	A threat has been identified and could affect the state within 72 to 48 hours, given its current rate of development.
	Alert- Condition II	The identified threat has been confirmed to strike within the next 48 to 24 hours, unless it diverts from its present course.
	Onset- Condition I	The threat is imminent and will strike within 24 hours.
3. Impact		The disaster strikes and continues until “all clear” announcement is made. Lifesaving assistance is provided.
4. Relief/ Response		Immediate needs are assessed and attended to. Critical services such as power, communication, water, sewer, and roadways are restored.
5. Recovery		The period following a disaster devoted to the long-term rehabilitation of the sick and injured, and reconstruction of damaged or destroyed facilities and other properties.

Governor

The Governor provides the direction and specifies the actions to be taken during each disaster condition in accordance with the provisions of the Yap State Disaster Preparedness Plan. If the Governor is unavailable, the Lieutenant Governor will assume the response responsibilities of the Governor.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that a Disaster Coordination Office is fully equipped.
- Designate an Emergency Operations Center.
- Approve any amendments to Yap State Disaster Preparedness Plan and this SOP.

PHASE II- WARNINGS

A. Watch (Condition III)

- Place Governor's Disaster Committee on standby via official memo describing the identified threat. All official memos will be coordinated with the Public Information Officer (PIO).
- Notify the President of potential threat and "watch" phase.
- Monitor the threat with Director of R&D, DCO, OEEM, NOAA, and WSO Yap.

B. Alert (Condition II)

- Upgrade the warning to "alert" via official memo with instructions on emergency preparations to take. Share with all state departments, heads of agencies, and public.
- Activate the GDC and SDCT via official memo distributed to all state departments, agencies, and partner organizations. Determine hours of operation of the EOC and specific departments, agencies, and partner organizations that are activated or full activation of GDC and SDCT.
- Call meeting of GDC to discuss potential allocation of funds and state resources.
- Release executive directive instructing state departments and agencies to mobilize their plans and resources according to the needs of the disaster event, such as Education closing schools and beginning to prepare schools as evacuation centers.
- Notify the President of upgrade to "alert" phase and ongoing activities.
- Monitor the threat with Director of R&D, DCO, OEEM, NOAA, and WSO Yap.
- Announce "ALL CLEAR" if threat dissipates.

C. Onset (Condition I)

- Declare a State of Emergency on the advice of the GDC, authorizing and detailing the allocation of funds and state resources for emergency preparations and relief. Depending on the magnitude of the approaching event, Governor may wish to declare a State of Emergency during alert phase.

- Upgrade the warning to “onset” via official memo with instructions on additional emergency preparations to take, evacuation notices, and declared curfews, if necessary. Share with all state departments, heads of agencies, and public.
- Stay up to date regarding department emergency operations.
- Notify the President of upgrade to “onset” phase and declaration of emergency.
- Monitor the threat with Director of R&D, DCO, OEEM, NOAA, and WSO Yap.
- Announce “ALL CLEAR” if threat dissipates.

PHASE III – IMPACT

- Notify the President that the disaster has made impact describing the general magnitude of the event and potential damages.
- Stay up to date regarding department and agency emergency operations including emergency first response and evacuation following sudden impact disasters.
- Announce “ALL CLEAR” once threat dissipates, public safety is ensured, and rescue operations are completed. When announcing “All CLEAR,” give instructions on when schools and government offices will resume normal activities, and determine any temporary shelters, if necessary. Never announce “ALL CLEAR” at night.
- Notify the President of the “ALL CLEAR” notice.

PHASE IV – RELIEF/RESPONSE

- Call meeting of GDC to discuss ongoing department relief operations, as well as the allocation of state funds and resources for emergency relief.
- Provide updates to the President regarding damages as they are reported, ongoing state relief activities, and potential needs of assistance.
- Review State Action Plan and Budget with the GDC compiled by the SDCT.
- Approve State Action Plan and Budget or send for revisions.
- Request FSM national assistance on the advice of the GDC if the damages exceed state capacity. In request, detail the assistance needed such as funding, technical experts to assist with sector based assessments, and resources such as boats.
- Coordinate national assistance with the President, Director of R&D, and DCO.
- Coordinate foreign assistance if applicable with the President, Director of R&D, and DCO.
- Waive necessary taxes and fees for importation of donated relief items.
- Suspend necessary regulations pertaining to bid process that would delay the procurement of necessary relief items in the interest of reducing human suffering.
- Deactivate the EOC on the advice of the GDC, once relief operations are complete.

PHASE V- RECOVERY

- Continue to oversee all activities and assistance during long term recovery efforts such as reconstruction and agricultural recovery by all state, national, and foreign actors.
- Oversee after action meeting to review response operations and lessons learned.
- Approve any amendments to the SOP or Preparedness Plan.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

Governor

Date

Director of Resource and Development

The Director of R&D oversees all the activities of the DCO and reports back to the Governor. The Director is the Secretary of the Governor's Disaster Committee and will update the committee on the EOC operations. The Director assists in securing funding for emergency and disaster operations. The Director is the link between the DCO and the Governor. If the Director is unavailable, the Deputy Director assumes the response responsibilities of the Director.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Support the DCO in reviewing the Yap State Disaster Preparedness Plan every five years.
- Support the DCO in reviewing emergency contact lists every six months, and SOP every two years.
- Support the facilitation of live simulations and tabletop exercises to test the YSDPP and SOP.
- Support the development of training sessions for state personnel on EOC management, first response, incident command system, etc.
- Oversee establishment of communications and warning systems. Oversee periodic testing to ensure efficiency.
- Work to establish a disaster response contingency fund for response operations.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify the Governor as soon as threat is identified. Advise Governor to release memo placing state employees on standby during watch phase.
- Notify Governor's Disaster Committee of "watch" phase via phone or email. Governor's office will then release a memo from PIO.
- Coordinate with WSO Yap, Governor, DCO, and OEEM to monitor weather conditions and disaster threat.
- Release Department of R&D division supporting staff to the EOC to assist the DCO.

B. Alert (Condition II)

- Advise the Governor to upgrade to alert phase, fully activate the EOC, and activate GDC and SDCT. Prepare Governor's memo of "alert" phase once approved. [See Appendix 3](#)
- Act as Secretary of the GDC. Keep DCO informed of decisions that are made in GDC meetings.
- Coordinate with all other department heads the execution of their assigned emergency tasks.
- Continue to coordinate with OEEM and track weather with WSO Yap.
- Coordinate other emergency duties as appropriate.

C. ONSET (Condition I)

- Advise the Governor to declare a State of Emergency and begin allocating funds to emergency preparations and response operations.
- Advise the Governor to upgrade to “onset” phase. Prepare Governor’s memo of “onset” phase once approved.
- Ensure family is secured in a safe location.
- Monitor disaster and coordination of all ongoing activities and continue reports to the Governor.
- Oversee evacuation operations.
- Prepare for impact. Ensure facilities are secured and boarded, communication devices are charged, cars are fueled.
- Support EOC operations. Release Department of R&D resources as requested.
- Submit written situation reports drafted by the DCO to the Governor daily, accompanied by brief oral reports throughout the day as conditions change. [See Appendix 5.](#)
- Continue to coordinate with DCO, OEEM, and track weather with WSO Yap.
- Perform operational tasks as directed by the Governor.

PHASE III - IMPACT

- Oversee all emergency rescue activities in accordance with established priorities.
- Continue brief situation reports to Governor every two hours until “all clear” is announced with daily written situation reports being submitted.
- Advise the Governor on each department or agency operations and propose deployment of resources and personnel according to needs and priorities determined by DCO and SDCT.
- Continue to communicate with WSO Yap for up to date weather tracking and to determine once the threat has dissipated.
- Approve state first responders to deploy to secure public safety once threat dissipates.
- Advise the Governor to announce, “ALL CLEAR” once threat dissipates, public safety is ensured, and rescue operations are complete.

PHASE IV – RELIEF/RESPONSE

- Oversee EOC operations. Prioritize essential services restoration.
- Deploy R&D division support staff to conduct IDA form on Yap Main Island.
- Receive compiled IDA information from the DCO once completed. Update Governor on magnitude of disaster, providing summary of IDA information.
- Attend GDC meetings. Update Governor and GDC on reports of IDA results.
- Coordinate all emergency operations with the Governor, GDC, and DCO establishing relief priorities.
- Deploy state teams to conduct sector based damage assessments within 72 hours of “all clear”.
- Provide relief that is within the state’s capacity.
- Make suggestions to Governor and GDC such as a request for national assistance if damages exceed state capacity.
- Coordinate national assistance with the Governor, DCO, and OEEM.
- Coordinate foreign assistance if applicable with the Governor, DCO, and OEEM.

- Coordinate state, national, and foreign assistance with municipalities.
- Advise the Governor to deactivate the EOC once relief operations are complete and the state transitions to recovery phase.
- Assist the DCO in deactivating the EOC.

PHASE V- RECOVERY

- Secure necessary recovery funding and resources as determined in the State Action Plan.
- Continue to coordinate all activities and assistance during long term recovery efforts such as reconstruction and agricultural recovery by all state, national, and foreign actors.
- Ensure equitable distribution of recovery assistance.
- Represent the state, national, and foreign assistance at the community level.
- Ensure proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.
- Ensure safety of all response personnel including state, national, and foreign aid workers.
- Facilitate after action meeting to review response operations and lessons learned.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

Director of Resource and Development

Date

State Disaster Coordinating Officer

The State Disaster Coordinating Officer (DCO) coordinates execution of actions authorized or assigned to departments or agencies by the Governor. The DCO reports directly to the Director of R&D, and the DCO is the Chairman of the SDCT. If the DCO is unavailable, the Assistant Chairman to the SDCT assumes the response responsibilities of the DCO.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Update and maintain Yap State Disaster Preparedness Plan. Review and analyze every five years.
- Update and maintain this SOP. Update contact lists every six months. Review and analyze every two years.
- Plan and facilitate practice demonstrations of the Plan and State SOP such as live simulations and tabletop exercises. These will be conducted once every two years with national assistance. Additional practice demonstrations can be conducted at the discretion of the state.
- Ensure that each department and state agency has developed a Continuity of Government Plan to address the preservation of vital records and lines of succession on behalf of the Governor.
- Coordinate with department heads to ensure that emergency personnel are trained in relevant areas such as EOC management, first response, and sector based assessments.
- Coordinate with department heads of Lead Agencies to develop Hazard Emergency Plans.
- Monitor existing disaster funded projects to ensure compliance to established timetables, and periodically report project statuses to the Disaster Coordinator in OEEM.
- Ensure establishment of communications and warning systems and conduct periodic testing to ensure efficiency. Accompany testing with public service announcements to familiarize the public with the system.
- Maintain the EOC with appropriate materials and resources for operational readiness.
- Work with Director of R&D to establish a State disaster response contingency fund for response operations.
- Coordinate with other departments or agencies for periodic assessment of vulnerability and propose recommendations to rectify existing problems.
- Work with traditional leadership to establish a disaster response and operational program in the Yap main island municipalities and neighboring island communities.
- Train Neighboring Island Communication Officers and R&D division support staff on IDA form.
- Conduct training in EOC operations management for SDCT.
- Work with State departments to establish Memorandum of Understanding (MOU) agreements for use of resources during emergency and disaster response.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify the Director of R&D as soon as threat is identified.
- Notify SDCT of “watch” phase, placing on standby.

- Coordinate with WSO Yap, Governor, Director of R&D, and OEEM to monitor weather conditions and disaster threat.
- Open the EOC and prepare for full activation if progresses to alert phase.
- Activate the R&D division support staff and assign EOC roles for first wave of EOC operations.
- Test HF radios. Call Outer Island Communication Officer from Governor's Office to EOC.
- Establish contact with Neighboring Island Communication Officers with the Outer Island Communication Officer with emphasis on neighboring islands closest to the direction the threat is coming from (likely most Eastern laying islands).
- Establish contact with Chuuk DCO if disaster threat is moving from East to West.
- Submit daily written situation report to Director of R&D and OEEM. [See Appendix 5](#)

B. Alert (Condition II)

- Notify the SDCT of "alert" phase, and fully activate the EOC. SDCT focal points from relevant departments report to duty at EOC.
- Hold initial meeting to brief SDCT on disaster threat, current situation, and any decisions of the GDC and Governor to date.
- Ensure SDCT Secretary takes minutes and shares with complete SDCT. [See Appendix 4](#)
- Coordinate and approve **all** warning messages and emergency preparations announced to the public including Broadcast, website, social media, and outer island affairs. [See Appendix 9](#)
- Instruct public to take emergency precautions such as boarding facilities and homes, and preparing evacuation kits for possible evacuation. [See Appendix 6](#)
- Update traditional leadership of alert phase, appropriate emergency preparations, and the appointment of evacuation centers.
- Notify Department of Education to close schools and begin preparing schools as evacuation centers. Instruct DOE to set up evacuation center registration tables. [See Appendix 7](#)
- Coordinate the transportation of students and the workforce with PTS following Governor closing of schools and government offices.
- Instruct Public Safety and Health to report to evacuation centers to begin preparing for the arrival of the public.
- Activate the radio station for 24-hour operations. Ensure backup generator for power outages.
- Coordinate with all other departments re the execution of their assigned emergency tasks.
- Continue to coordinate with OEEM, and track weather with WSO Yap and Director of R&D.
- Coordinate other emergency duties as appropriate.
- Submit daily written situation report to Director of R&D and OEEM. [See Appendix 5](#)

C. Onset (Condition I)

- Make suggestion to Director of R&D for Governor to declare a State of Emergency and upgrade the phase to 'onset'.
- Coordinate with FSMTC and Governor to release emergency mass text messages to Yap numbers. Requires a State of Emergency declaration to be approved. [See Appendix 8](#)
- Activate and oversee evacuation procedures.

- Coordinate with traditional leadership to determine if evacuation assistance is needed on Yap Main Island. Deploy evacuation teams (public safety and school buses) for vulnerable groups.
- Prepare for impact. Ensure facilities are secured and boarded, communication devices are charged, vehicles and equipment are fueled.
- Continue to coordinate with OEEM and track weather with WSO Yap.
- Perform operational tasks as directed by the Governor.
- Submit daily written situation report to Director of R&D and OEEM. [See Appendix 5](#)

PHASE III - IMPACT

- Establish contact with NICO's on neighboring islands and Principals on Yap Main Island for a verbal, on the ground assessment of major damages and need for emergency medical transport.
- Provide verbal situation reports to Director of R&D every two hours until "ALL CLEAR."
- Document known damages to facilitate damage assessment.
- Update OEEM of first glance look of damages and magnitude of the event.
- Continue to communicate with WSO Yap for up to date weather tracking and to determine when the threat dissipates.
- Once threat dissipates, deploy designated emergency teams to assist disaster victims such as emergency medical transport.
- Deploy teams to begin restoring essential services and to ensure safety for public to return home from evacuation centers including primary road clearance, downed power lines, hospital stabilization, and political unrest.
- Advise Director of R&D for Governor to announce "ALL CLEAR" with instructions for public return home from evacuation centers once public safety is ensured and emergency medical transport is complete.
- Coordinate all public information released to the public, including instructions for returning home from evacuation centers following the Governor's "ALL CLEAR" message.

PHASE IV – RELIEF/RESPONSE

- Oversee return home from evacuation centers.
- Continue to coordinate the restoration of essential services such as water, sewage, electricity, and telecommunications, where possible.
- Deploy R&D division support staff with Director of R&D concurrence to Yap Main Island municipalities to conduct IDA form.
- Collect IDA information from NICO's and R&D division support staff within 24 hours of "ALL CLEAR."
- Work with SDCT to plan deployment of state sector based assessment teams to affected communities in both outer islands and Yap main island municipalities.
- Plan provision of most immediate relief priorities with SDCT and submit to GDC for fund allocation.
- Notify municipalities of the established relief priorities and provide guidance on necessary activities.
- Continue to update OEEM on magnitude of disaster, providing summary of IDA information.
- Deploy state teams to conduct sector based damage assessments within 72 hours of "ALL CLEAR".
- Compile sector based assessment findings with a complete list of Yap State damages and losses.

- Create a State Action Plan and budget with SDCT, assessing the need for national assistance. [See Appendixes 10 and 11.](#)
- Provide relief that is within the state's capacity.
- Make suggestions to Governor and GDC such as a request for national assistance if damages exceed state capacity. Director of R&D delivers these suggestions to the Governor.
- Coordinate national assistance with the Director of R&D, Governor and OEEM.
- Coordinate foreign assistance, if applicable, with the Director of R&D, Governor and OEEM.
- Coordinate all state, national, and foreign assistance with traditional leadership.
- Submit daily written situation report to Director of R&D and OEEM. [See Appendix 5](#)
- Advise Director of R&D for the Governor to deactivate the EOC once relief operations are complete and the state transitions to recovery phase.
- Close the EOC, securing all materials, and backing up information for record keeping.

PHASE V- RECOVERY

- Secure necessary recovery funding and resources as determined in the State Action Plan.
- Continue to coordinate all activities and assistance during long term recovery efforts such as reconstruction and agricultural recovery by all state, national, and foreign actors.
- Ensure equitable distribution of recovery assistance.
- Represent the state, national, and foreign assistance at the community level.
- Ensure proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.
- Ensure safety of all response personnel including state, national, and foreign aid workers.
- Facilitate after action meeting to review response operations and lessons learned within 60 days of completion of response operations.
- Update SOP and Preparedness Plan as necessary with lessons learned from after action.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

State Disaster Coordinating Officer

Date

Governor's Disaster Committee

The Governor's Disaster Committee (GDC) advises the Governor on the allocation of funds and utilization of state resources.

Membership

Yap State Governor's Disaster Committee (GDC)

Dept, Agency, or Organization	Position	Name	Email	Work Phone	Cell Phone
Education	Director	Teresa M. Filepin	tfilepin77@gmail.com	350-2150	952-9225
Youth and Civic Affairs	Director	Francis Itimai	itimaifrancis@yahoo.com	350-2168	952-6394
Public Works and Transportation	Director	Jonathan Marmar	pwtdirector@yahoo.com	350-2175	952-9597
Resource and Development	Director	James G. Lukan	jameslukan@yahoo.com	350-2182	950-3551
Health Services	Director	Martina Reichhardt	mreichhardt@fsmhealth.fm	350-2110	950-1936
Office of Attorney General	Attorney General	Jonathan Machieng	yapattorneygeneral@gmail.com	350-2105	350-4912
Yap Weather Service Office	Official In Charge	Joe Lukangaw	joe.lukangaw@noaa.gov	350-2194	952-8310
EPA	Director	Christina Fillmed	cfillmed2@gmail.com	350-6904	950-3831
PTS	Manager	Jeffrey Adalbai	gm@yaptransport.com	350-2118	950-1114
YSPSC	General Manager	Faustino Yangmog	sapthiy@gmail.com	350-4427	NA
Gagil Tomil Water Authority	Manager	Tony Buchun	tonybuchun@yahoo.com	350-8945	952-7511
South Water Authority	Manager	John Guswel	jguswel@mail.fm	350-2711	950-3095
FSM Telecom	State Manager	Peter Garamfel	peter.garamfel@fsmtc.fm	350-2103	950-3065
FSM Petrocorps	State Manager	Juanito Hasgulmal	jhasugumal@fsmc.com	350-2276	922-1009

Mode of Activation

The GDC is activated by the Governor via an official memo at the advisement of the Director of R&D. In urgent situations, the GDC can be called to order via phone or email, followed by official memo. The GDC is activated during Condition II- "Alert" phase.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure department and agency emergency operations and contact lists are up to date. Notify DCO if updates need to be made.
- Directors develop Continuity of Government (COG) plans for their department or state agency to ensure line of succession, provision of services, and secure vital records and submit to DCO.
- Lead agency department directors oversee development of Hazard Emergency Plans.
- Directors and Managers ensure personnel are trained in sector assessment procedures.
- Directors and Managers work with DCO to establish MOUs for use of department and agency resources during an emergency, prior to State of Emergency declaration.

PHASE II- WARNINGS**A. Watch (Condition III)**

- Monitor the threat independently.
- Notify department or agency of watch phase and place key personnel on standby for emergency operations.

B. Alert (Condition II)

- Report to Governor's Conference Room for GDC meeting when called by Governor.
- Advise Governor on potential allocation of funds and deployment of state resources.
- Activate and oversee department operations.
- Stay in close contact with SDCT focal point.
- Lead Agency department heads brief Governor and GDC on disaster threat, when appropriate.
- Establish contact with national level department regarding possible assistance or line agency funding and assistance. Inform Director of R&D and DCO of any possible coordination with national level departments.

C. Onset (Condition I)

- Fully activate department emergency operations. Update Governor and Director of R&D on department operations.
- Approve the use of department resources.
- Advise the Governor to declare a State of Emergency and allocate funds and state resources for emergency preparations.
- Stay in close contact with SDCT focal point.
- Continue coordination with national level department. Notify DCO and Director of R&D of developments and offers of assistance.
- Ensure the security of department personnel and facilities, and preservation of vital records.
- Release non-essential personnel to go home once department operations are complete.

PHASE III - IMPACT

- Notify Governor and DCO of developments and damages reported within sector.
- Deploy personnel to conduct lifesaving assistance, if conditions allow.

PHASE IV – RELIEF/RESPONSE

- Deploy departmental staff to conduct emergency operations according to sector.
- Convene at the Governor's Conference Room for GDC meeting.
- Update Governor and Director of R&D on department emergency operations.
- Advise Governor to allocate funds and state resources for emergency relief.
- Review State Action Plan and Budget with the Governor compiled by the SDCT.
- Approve State Action Plan and Budget or send for revisions.

- Advise the Governor to request FSM national assistance if the damages exceed state capacity to respond. Requests for FSM national assistance should detail the assistance needed such as funding, technical experts to assist with sector based assessments, and resources.
- Coordinate national assistance within sector with DCO and national level department.
- Coordinate foreign assistance if applicable within sector with DCO and national level department.
- Advise the Governor to deactivate the EOC once relief operations are complete.

PHASE V- RECOVERY

- Assist Director of R&D in securing recovery funding and resources as determined in the State Action Plan.
- Assist Director of R&D in coordinating all activities and assistance during long term recovery efforts such as reconstruction and agricultural recovery by all state, national, and foreign actors.
- Assist Director of R&D in ensuring equitable distribution of recovery assistance.
- Assist Director of R&D in ensuring proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.
- Assist Director of R&D in ensuring safety of all response personnel including state, national, and foreign aid workers.
- Participate in after action meeting to review response operations and lessons learned.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

State Disaster Coordination Team

The State Disaster Coordination Team (SDCT) is comprised of one focal point and two alternates from each Yap State disaster response related department, state agency, and partner organization. The SDCT assists the DCO in planning and implementing state disaster response activities, and operating the EOC. There are three waves of teams that can rotate in 8-hour shifts while the EOC is activated to 24-hour surveillance.

Mode of Activation

The SDCT is activated by the DCO via phone or email, and followed by an official memo by Governor. The DCO is first assisted by Department of R&D division support staff in the EOC during Condition III – Watch. SDCT focal points from other sectors report to the EOC during Condition II – Alert to relieve the R&D division support staff.

Membership

State Disaster Coordination Team (SDCT)

Team #1: Focal Points

Dept, Agency, or Organization	Name	Email	Work	Cell
Dept of Education				
Dept of Youth and Civic Affairs	Joshua Libyan	jlibyan@yapstategov.org	350-2168	952-8490
Dept of Public Works and Transportation	John Datmag	datmagu@hotmail.com	350-2128	952-4455
Dept of Resource and Development	Tony Rrad	ttorwan@yapstategov.org	350-2182	952-7422
Dept of Health Services	Dominic Taruwemai	dtaruwemai@fsmhealth.fm	350-2110	950-4462
Office of Attorney General	Fanian Bamngin	fbamngin@yapstategov.org	350-3333	350-3333
Yap Weather Service Office	Joe Lukangaw	joe.lukangaw@noaa.gov	350-2194	952-8310
Environmental Protection Agency	Christina Fillmed	epayap@mail.fm	350-2113	950-3831
Public Transportation System		-		
Yap State Public Services Corporation				
Gagil Tomil Water Authority	Tony Buchun	tonybuchun@yahoo.com	350-8945	952-7511
South Water Authority	John Guswel	jguswel@mail.fm	350-2711	950-3095
FSM Telecom	Fidel Muwol	fidel.muwo@fsmc.com	350-2103	952-0003
FSM Petrocorps	John Rumwel	jrumwel@fsmc.com	350-2276	922-1005
Catholic Relief Services	Tara McCaw	tara.mccaw@crs.org	350-2388	952-7891
Micronesia Red Cross Society	TBD			
International Organization for Migration	Helen Limed	hlimed@iom.int	350-8510	952-2299
Pacific Missionary Aviation	Amos Collins	amos.heidi@gmail.com	350-2360	952-9481
Council of Tamol				
Council of Pilung	Louis Lukangaw	N/A	350-6624	950-4307

State Disaster Coordination Team (SDCT) Team #2: Alternate 1				
Dept, Agency, or Organization	Name	Email	Work	Cell
Dept of Education				
Dept of Youth and Civic Affairs	Sebastian Tamagken	s.tamagken@gmail.com	350-2174	950-4050
Dept of Public Works and Transportation (ARFF)	Dominic Brug	yaparff@mail.fm	350-6672	950-7384
Dept of Resource and Development	Tony Rutmag	edspecialist@yapstategov.org	350-2182	952-8768
Dept of Health Services	Celine Tacheliol	ctacheliol@fsmhealth.fm	350-2110	952-4810
Office of Attorney General	Calisio Rawel	crawel@yapstategov.org	350-3333	
Yap Weather Service Office	Jane Laakthin	jane.laakthin@noaa.gov	350-2194	950-7162
Environmental Protection Agency	Jacob Falan	falanjacob@gmail.com	350-2113	950-3153
Public Transportation System				
Yap State Public Services Corporation				
Gagil Tomil Water Authority				
South Water Authority	Paulus Tamannalon	jguswel@mail.fm	350-2711	952-2346
FSM Telecom	Philip Fogoligam	philip.fogoligam@fsmtc.fm	350-2103	950-9101
FSM Petrocorps	John Gilsowuth	jgilsowuth@fsmnpc.com	350-2276	950-1381
Catholic Relief Services				
Micronesia Red Cross				
International Organization for Migration	Philip Raffilpiy	praffilpiy@iom.int	350-8593	952-6977
Pacific Missionary Aviation	Simon Hammerling	write2yap@gmail.com	350-2360	950-5687
Council of Tamol				
Council of Pilung	Tony Buchun	tonybuchun@yahoo.com	350-8945	952-7511

State Disaster Coordination Team (SDCT) Team #3: Alternate 2				
Dept, Agency, or Organization	Name	Email	Work	Cell Phone
Dept of Education				
Dept of Youth and Civic Affairs	Linda M. Teteth	lmteteth@gmail.com	350-5973	950-1829
Dept of Public Works and Transportation	Joe Giltug	secmanager691@gmail.com	350-2175	952-9614
Dept of Resource and Development	Patricia Libeng	ci.edt@yapstategov.org	350-2182	952-1942
Dept of Health Services	Jesse Haglelfeg	jhaglelfeg@fsmhealth.fm	350-2110	952-6909
Office of Attorney General	Jonathan Machieng	yapattorneygeneral@gmail.com	350-2105	(H) 350-4912
Yap Weather Service Office	Choorang Falan	choorang.falan@noaa.gov	350-2194	952-8311
Environmental Protection Agency	Anastasia Perogolo	aperogolo@gmail.com	350-2113	950-9650
Public Transportation System		-		
Yap State Public Services Corporation				
Gagil Tomil Water Authority				
South Water Authority	David W. Minnginug	iguswel@mail.fm	350-2711	N/A
FSM Telecom	Timson Samuel	timson.samuel@fsmtc.fm	350-2103	950-8990
FSM Petrocorps				
Catholic Relief Services				
Micronesia Red Cross				
International Organization for Migration				
Pacific Missionary Aviation	Grace Adgil	grace@pmapacific.org	350-2360	952-7760
Council of Tamol				
Council of Pilung	Cyril Yinnifel	cyinnifel@fsmhealth.fm	350-2110	N/A

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Focal points familiarize themselves with disaster response plans and procedures including but not limited to the Yap State Disaster Preparedness Plan, this SOP, department COG plans, and other Lead Agency hazard emergency plans their department or agency is included in.
- Receive training in EOC operations.
- Receive training in sector based damage assessments by respective department or agency.
- Participate in tabletop exercises and live simulations to practice and improve upon this SOP.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat independently.
- Establish contact with Department Director regarding watch phase.

- Communicate with SDCT counterparts (focal point or alternates) to determine who will be attending SDCT meetings, if necessary.
- Plan line of succession for normal duties if called into EOC.

B. Alert (Condition II)

- Report to EOC for SDCT meeting when called by the DCO.
- Prepare all materials as requested by DCO in agenda for SDCT meeting.
- SDCT Secretary takes meeting minutes and sends to SDCT contact lists and others as requested by the DCO. [See Appendix 4](#)
- Determine necessary preparations for the specific disaster situation with DCO.
- Stay in close contact with Department Director regarding evacuation preparations as determined in SDCT meeting.
- Request assistance from Dept Director for use of department resources when appropriate.
- Lead Agency focal point briefs SDCT and DCO on disaster threat, when applicable.
- Assist DCO in notifying relevant groups of “alert” warning including the public, traditional leadership, and state agencies, as designated by the DCO.
- Coordinate assigned departmental emergency preparations.
- Perform EOC activities as assigned by the DCO.

C. Onset (Condition I)

- Ensure family is secured in a safe location prior to reporting to duty.
- Assist DCO in creating a situation report for the Governor suggesting a State of Emergency declaration and allocation of state funds and resources for emergency preparations. [See Appendix 5](#)
- Conduct assigned action items as determined from SDCT meeting minutes.
- Continually update DCO on departmental emergency preparations and evacuation procedures.
- Stay in close contact with Department Director.
- Perform EOC activities as assigned by the DCO.

PHASE III – IMPACT

- Notify DCO of on the ground developments and damages reported within sector noting any key areas of need such as state resources.
- Compile an initial list of any known damages within sector.
- Coordinate department or agency role in ensuring public safety and conducting emergency rescue operations.
- Coordinate between DCO and department or agency to determine when it is safe for the Governor to announce the “ALL CLEAR”.

PHASE IV – RELIEF/RESPONSE

- Convene at the EOC for SDCT meeting.
- Assist DCO in creating a situation report for the Governor suggesting allocation of state funds and resources for emergency relief. [See Appendix 5](#)
- Coordinate department emergency response operations and update DCO.
- Assist DCO in collecting IDA information from local communities.
- Work with DCO to identify key areas of need such as road clearing, debris removal, and power restoration.
- Assist DCO in deploying state sector based damage assessment teams within 72 hours of “ALL CLEAR” to areas identified by IDA information. Liaison with department head and personnel to determine assessment team personnel.
- Assist DCO in compiling sector based assessment findings.
- Request use of determined department resources from department director.
- Update DCO and SDCT regarding director’s decisions.
- Identify relief operations that are within the state’s capacity with the DCO.
- Work with DCO to create a State Action Plan and budget, assessing the need for national assistance. [See Appendix 10 and 11](#)
- Coordinate department role in State Action Plan response efforts, once approved by GDC.
- Assist DCO in preparing situation report suggesting the Governor requests national assistance when damages exceed state capacity to respond. [See Appendix 5](#)
- Assist DCO in coordinating national and foreign disaster assistance, if applicable.
- Work with DCO to determine when EOC should be deactivated.
- Assist DCO in closing the EOC.

PHASE V- RECOVERY

- Assist DCO in securing recovery funding and resources as determined in the State Action Plan.
- Assist DCO in coordinating all activities and assistance during long term recovery efforts such as reconstruction and agricultural recovery by all state, national, and foreign actors.
- Assist DCO in ensuring equitable distribution of recovery assistance.
- Assist DCO in ensuring proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.
- Assist DCO in ensuring safety of all response personnel including state, national, and foreign aid workers.
- Participate in after action meeting to review response operations and lessons learned.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

Traditional Leadership

The Council of Pilung is comprised of Traditional Chiefs from Yap Main Island municipalities. The Council of Tamol is comprised of Traditional Chiefs, or their designee, from each of the neighboring islands. Traditional leadership will be incorporated in two ways during an emergency or disaster response.

First, both Councils will appoint representatives to be a part of the State Disaster Coordination Team. Council representatives should be council members, not community members. The Council representatives will sit in on SDCT meetings to provide insight in disaster planning in the municipalities and neighboring islands.

Secondly, Chiefs of neighboring islands will appoint a Neighboring Island Communication Officer (NICO) who will be responsible for conducting the Initial Damage Assessment (IDA) within the island and radioing it back to the EOC. NICOs remain on their island and coordinate all emergency operations within the island to report back to the EOC.

OPERATIONAL CHECKLIST

The following activities are conducted by Chiefs of Yap Main Island municipalities and NICOs of neighboring islands unless otherwise specified.

PHASE I- PREPAREDNESS

- Chiefs of neighboring islands appoint Neighboring Island Communication Officers (NICOs).
- Ensure that emergency response and hazard contingency plans are developed for their island or municipality.
- Assist IOM and other partner organizations in compiling baseline information such as public infrastructure mapping and community profiles.
- Develop community based disaster warning systems such as megaphones, sirens, or church bells. Conduct practice drills of the warning system.
- NICOs attend training on the IDA form.
- Work with IOM and CRS to establish disaster committees and taskforces within their community that can assist in conducting the IDA.
- Review the Yap State Disaster Preparedness Plan and this SOP often.
- Chiefs notify the DCO of any changes in contact information, leadership, or NICOs.

PHASE II- WARNINGS

A. Watch (Condition III)

- Receive warning messages from DCO.
- Make community watch phase announcement.
- Test warning systems.
- Make emergency preparations such as ensuring communication systems are charged and vehicles are fueled, if applicable.

B. Alert (Condition II)

- Receive updated warning message from DCO.
- Ensure warning message is heard by all in municipality or island. Activate municipality or island warning system, such as a megaphone.
- Notify municipality or island to prepare to evacuate from their homes including packing enough food, water, and medicine for 2-3 days. Important documents should also be packed, such as passports. [See Appendix 6](#)
- Yap Main Island Chiefs notify DCO and Public Safety if evacuation assistance is needed in evacuating elderly or disabled. Provide locations and number of people requiring assistance.
- Council SDCT representatives report to the EOC, as necessary.

C. Onset (Condition I)

- Notify community of updated warning message and activate evacuation plan.
- Oversee and assist in evacuation to ensure orderly evacuation procedures.
- Report needs of the community to DCO via the SDCT focal points.
- Provision evacuation centers with available municipal resources.
- Assist in shelter management such as registering evacuees.

PHASE III - IMPACT

- Request emergency medical assistance as necessary.
- Coordinate with DOE to report evacuation center registration demographic information such as number of people in the evacuation center, number of classrooms available, number of bathrooms available, etc. to the DCO.
- Help coordinate onshore volunteers and volunteer fisherman for search and rescue missions.

PHASE IV – RELIEF/RESPONSE

- Notify the community of the “ALL CLEAR” message.
- Help facilitate return home from evacuation centers as appropriate.
- NICO's conduct IDA within 24 hours of “ALL CLEAR” message. Report IDA information via radio to EOC immediately after completing.
- Yap Main Island Chiefs assist the R&D staff in conducting the IDA in their municipality within 24 hours of the “ALL CLEAR” message.
- For slow onset disaster such as drought, IDA forms should be conducted and reported periodically throughout the disaster event.
- Encourage the community to begin restoring and repairing what they can such as clearing debris.
- Provide any relief assistance within the municipal capacity.
- Assist state deployment teams in conducting sector based assessments
- Ensure equitable distribution of relief items within the community.
- Ensure safety of all response personnel from state, national, and foreign agencies.

- Coordinate state, national, and foreign disaster assistance with the community during relief efforts. Liaison between each entity and the community to address community concerns of assistance and ensure all assistance provided is needs based.

PHASE V- RECOVERY

- Continue to coordinate state, national, and foreign disaster assistance with the community during recovery and reconstruction efforts. Liaison between each entity and the community to address community concerns of assistance and ensure all assistance provided is needs based.
- Ensure equitable distribution of recovery items within the community.
- Ensure safety of all recovery personnel from state, national, and foreign agencies.
- Ensure all public information related to recovery activities is communicated and understood by the community.
- Voice concerns of the community to state regarding state, national, and foreign assistance.
- Council SDCT representatives participate in after action meeting once all response activities are complete as community representative.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

Outer Island Communication Officer

The Outer Island Communication Officer is a position within the Outer Island Affairs Office of the Governor's Office. The Outer Island Communication Officer is the primary source of contact between the state EOC and the neighboring island communities. Once Condition III- Watch phase is announced, the Outer Island Communication Officer will report to the EOC to begin communicating with the NICOs.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Establish morning and evening communication schedule with NICOs.
- Ensure radio in Governor's office is operational at all times.

PHASE II- WARNINGS

A. Watch (Condition III)

- When Condition III is announced, the Outer Island Communication Officer reports directly to the EOC to begin communicating with the NICOs.
- Brief NICOs on identified threat and receive on the ground weather reports.
- Begin communication with NICOs in the order of the approaching hazard, likely beginning in the East and moving westward.
- Announce the Governor's "ALL CLEAR" message if the threat dissipates.

B. Alert (Condition II)

- Notify NICOs of progression from watch phase to alert phase. Threat is now confirmed to strike.
- Provide updates on weather reports as well as ongoing preparations.
- Announce the Governor's "ALL CLEAR" message if the threat dissipates.

C. Onset (Condition I)

- Notify NICOs of progression from alert phase to onset phase. Threat is now imminent and could strike any time.
- Provide updates on weather reports as well as ongoing preparations.
- Encourage local communities to evacuate to the strongest building on island and any other additional emergency preparations according to the needs of the hazard.
- Announce the Governor's "ALL CLEAR" message if the threat dissipates.

PHASE III – IMPACT

- Keep communication with NICOs on radio as long as possible receiving on the ground reports of damages.
- Notify DCO of any requests for medical evacuation assistance from neighboring islands.

PHASE IV – RELIEF/RESPONSE

- Receive IDA reports from NICO's and relay to State DCO.
- Coordinate sector assessment deployment schedules and any relief assistance with NICO's.

PHASE V- RECOVERY

- Continue to coordinate State recovery efforts with NICO's.
- Conduct interviews with NICO's regarding all relief and recovery assistance received.
- Participate in after action meeting following the conclusion of all relief and recovery activities to represent the neighboring islands interests.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the officer's assigned duties during preparedness and disaster operations.

Outer Island Communication Officer
Yap State Governor's Office

Date

Office of Budget and Planning

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- SDCT focal points are trained in EOC operations.
- Oversee the establishment of a State Emergency Response Contingency Fund.
- Ensure that funds are expended appropriately for existing disaster programs.

PHASE II- WARNINGS

A. Watch (Condition III)

- Director notifies key staff and briefs them per their assigned responsibilities.
- Provide reminder to other Department Heads regarding requirements for documentation of all disaster – related expenses.
- Available balances of all disaster related budgets and funds are determined and communicated to DCO.

B. Alert (Condition II)

- Director attends Governor's Disaster Committee meeting at the Governor's Conference Room.
- Focal points attend State Disaster Coordination Team meeting at the EOC or other designated location.
- Focal points update DCO on available state disaster funding.

C. Onset (Condition I)

- Focal points track all emergency and disaster related expenditures including refueling at FSM Petrocorps by various response agencies.
- Keep up to date records of emergency response related state expenses and budgets.

PHASE III – IMPACT

- Continue to track and update emergency response budgets.

PHASE IV – RELIEF/RESPONSE

- Monitor and manage expenditures.
- Control issuance of funds obligated for disaster operations.
- Reallocate state funds to support emergency response operations at the direction of the Governor.
- Focal point assists in development of State Action Plan Budget. Determines available funds and state capacity to respond.
- Continue to track all response related expenditures and oversee reimbursement to departments.

PHASE V- RECOVERY

- Assist DCO in securing funding for recovery related activities as defined in the State Action Plan from state, national, and foreign sources.
- Continue to track all response related expenditures and oversee reimbursement to departments.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

Director
Office of Budget and Planning

Date

Department of Youth and Civic Affairs

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish MOU between DY&CA and R&D for EOC to be connected to Broadcast generator.
- Women's Interest Office to develop projects related to training women in food security and beneficiary feedback reporting.
- Division of Youth Affairs promote programs that encourage disaster preparedness training for Youth groups on Yap Main Island.

PHASE II- WARNINGS

A. Watch (Condition III)

- Public Information Officer (PIO) produces "watch" notification on behalf of the Governor upon his request, and disseminates to all state departments and agencies.
- Division of Media assists DCO in announcing specialized warning announcements, such as small craft advisories.
- Chief of Media assigns staff to ensure all warnings are translated into the relevant languages: Yapese, Outer Island, and English.

B. Alert (Condition II)

- Public Information Officer (PIO) produces "alert" notification on behalf of the Governor upon his request, and disseminates to all state departments and agencies, detailing the activation of the EOC (full), the GDC, and the SDCT.
- Director attends meetings of the Governor's Disaster Committee.
- Focal points attends meetings of the State Disaster Coordination Team.
- Chief of Media coordinates with DCO to announce emergency messages via Broadcast on V6AI and on the FSM website. DCO approves messages and gives to Chief of Media. Chief of Media will give to the appropriate division. Director of DY&CA approval of emergency notifications not necessary, though Chief of Media may submit notices to Director for his review upon his own discretion.
- Broadcast station is opened for 24-hour surveillance.
- Emphasis is placed on releasing emergency announcements for Eastern outer islands. Typically, these islands are affected first as storm paths move from East to West. Start making announcements in Outer Island languages.
- Historic Preservation Office works to secure historic sites, if possible.

C. Onset (Condition I)

- Public Information Officer (PIO) produces “onset” notification on behalf of the Governor upon his request, and disseminates to all state departments and agencies. This notification will include evacuation details, and curfews created.
- Broadcast continues to release emergency announcements. All announcements made require DCO approval and Chief of Media concurrence.
- Webmaster continues to release emergency announcements as approved by the DCO and with concurrence from the Chief of Media.
- Department personnel work to secure department resources and assets, and backup vital records.

PHASE III – IMPACT

- Continue to make broadcast announcements throughout the impact phase.
- During large scale disasters, Director of DY&CA will manage all external news channel inquiries and filter to the correct person.
- Broadcast station announces Governor’s “ALL CLEAR” with instructions for return home from evacuation centers.

PHASE IV – RELIEF/RESPONSE

- Division of Youth Affairs coordinates youth group involvement in the communities. Post impact, Youth groups might assist in conducting the IDA form in both Yap Main Island and neighboring islands.
- Women’s Interest Office assists Yap Women’s Association and other women’s groups in supplying food in temporary shelters, if necessary.
- Historic Preservation Office conducts assessment of historic sites and reports on damages. Submits damages with cost estimates to DCO for inclusion in State Action Plan.

PHASE V- RECOVERY

- Ensure continued announcement and public awareness of ongoing recovery efforts. Release messages as requested by DCO.
- PIO releases reports and statements on behalf of the Governor regarding the response effort. Reports are disseminated through all appropriate mediums.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

 Director
 Department of Youth & Civic Affairs

 Date

Department of Education

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish School Preparedness Plans for each school to be able to respond to specific hazards.
- SDCT focal points are trained in EOC operations.
- Develop and promote public education programs and materials to increase public awareness of the adverse impacts of disasters and appropriate ways of mitigating and preparing for disaster.
- Include a disaster preparedness segment in school curriculum in coordination with IOM.
- Identify school facilities to be used as evacuation centers in coordination with DCO and PW&T.
- School buildings undergo infrastructure safety and sanitation inspection by PW&T and EPA prior to the start of the school year.
- Continue to include disability services such as wheelchair ramps and entrances into school buildings.
- Ensure communications system in school facilities that can be utilized without power.
- Maintain contact lists of school principals to be referenced quickly in cases of emergency.
- School classrooms and bathrooms are maintained in good working condition to be utilized during emergency operations such as emergency evacuations.

PHASE II- WARNINGS

A. Watch (Condition III)

- DCO calls DOE SDCT focal point and notifies of watch notice.
- DOE SDCT focal point notifies Director of Education as well as Chief of Divisions.
- DOE notifies principals of schools designated as shelters the possibility of using facilities should Condition II be declared. Principals placed on standby.
- Place other key personnel on standby whose assistance may be required should the disaster become more imminent. (Teachers, maintenance, Special Education)
- Secure fuel for backup generators, if applicable. Ensure communication devices are charged.

B. Alert (Condition II)

- Director attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- DCO informs SDCT focal point that the event has been upgraded to an alert and that schools will need to be closed and opened as evacuation centers.
- Director of Education closes schools and release students to their homes, if school is in session.
- Notify principals to prepare school facilities as evacuation centers.
- Work with Public Safety to establish security at evacuation centers on Yap Main Island.

- Work with Dept of Health and Outer Island Dispensaries to provision shelters with emergency medical and sanitation supplies.
- Produce hazard educational materials or contests for students such as information on health outbreaks and water conservation for slow onset disasters.

C. Onset (Condition I)

- Evacuation centers are opened to the public.
- Principals remain at school facility as Shelter Manager.
- Principals and teachers register community members at evacuation centers. Data should be disaggregated by gender, age, number of families, and any other key features.
- Principals report evacuation center registration information to DCO. This information is used for response planning and for reuniting families post impact.
- Perform other duties as assigned.

PHASE III – IMPACT

- Monitor disaster conditions and assist with needed emergency activities within the evacuation center.

PHASE IV – RELIEF/RESPONSE

- Once “ALL CLEAR” is announced, Principals sign out those registered at the evacuation center.
- Principals provide update to focal point regarding deregistration of evacuation centers and any families remaining in evacuation centers. Focal point updates the SDCT.
- Mobilize trained personnel to assist in the mass care activities.
- Principals report any damages to school facilities caused by disaster event to focal point. Focal point updates the SDCT.
- Assist in sector based damage assessments.
- Provide demographic data on students missing school due to disaster event such as absentee rate increase or decrease, or closing of school all together.
- Focal points request Director approval to utilize department resources in relief efforts.

PHASE V- RECOVERY

- If reconstruction of school buildings or education property is needed, assist in the coordination of recovery effort providing information as needed.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

Director
Department of Education

Date

Department of Health Services

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- If hospital is damaged, establish an alternate care site.
- Develop and maintain Hospital Emergency Procedures.
- Maintain early warning system for epidemics and health outbreaks (EpiNet Teams)
- Conduct yearly health and sanitation inspections of all designated evacuation centers.
- Support disaster preparedness in health education projects.
- Ensure staff and personnel remain up to date in trainings such as HazMat and EOC operations.

PHASE II- WARNINGS

A. Watch (Condition III)

- Incident Commander places teams and team leaders on standby. IC establishes communication amongst all hospital personnel.
- Procurement Officer and Pharmacist conduct inventory of medical supplies and pharmaceuticals and provide information to SDCT focal point.
- Notify health aids and other personnel in the Community Health Centers of the potential threat. Radio dispensaries in outer island to notify them about the potential threat.

B. Alert (Condition II)

- Incident Commander attends meeting of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Ensure sufficiency of fuel for back-up generators and emergency vehicles.
- Secure facilities by boarding windows and other emergency preparations.
- Secure vital records.
- Establish communications with Community Health Centers on Yap main island and Dispensaries in neighboring islands.
- Provision designated evacuation centers with emergency medical and sanitation supplies.

C. Onset (Condition I)

- Assign first-aid and triage hospital personnel to designated evacuation centers and community health centers on Yap Main Island.
- Perform operational tasks as directed by the DCO or Governor.

PHASE III – IMPACT

- Manage mass casualties (initial treatment of victims, first-aid, transport to health facilities, and redistribution to other facilities when necessary).
- Consider establishing alternate care site support depending on the magnitude of the disaster and geographic span.
- If Yap hospital is affected and no longer safe to use, Community Health Centers will be used as alternate care sites.
- If both Yap hospital and CHCs are overwhelmed, utilize the ECE as an alternate care site.

PHASE IV – RELIEF

- Assess health needs and update DCO accordingly.
- Epidemiological surveillance and disease control.
- Environmental health management.
- Determine food and nutritional needs following drought or major event resulting in displaced people.
- Manage health relief supplies.
- Conduct sector based damage assessment within 72 hours of disaster impact. Coordinate team deployment with SDCT and DCO.
- Compile assessment results into situation report.
- Assist DCO in drafting a State Action Plan and budget that identifies sector based needs and assess the need for national assistance.
- Establish contact with national level department regarding available line agency assistance such as SNS packages, CDC technical or funding assistance, or WHO technical or funding assistance.
- Update DCO of all line agency offers of assistance, as this will need to be included in State Action Plan.
- Where appropriate and agreed upon by Director of Health and DCO, formally request funding assistance from line agencies for health programs. President will submit request through the Department of Foreign Affairs. Governor should be informed throughout the entire process.
- Assist DCO in coordinating national and foreign assistance, if applicable.

PHASE V- RECOVERY

- If reconstruction of hospital or health property is needed, assist in the coordination of recovery effort providing information as needed. Primary responsibility for reconstruction is on Department of Health, though the State will assist if funds are available.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

This checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department's assigned duties during preparedness and disaster operations.

Director/ Incident Commander
Department of Health Services

Date

Division of Public Safety (Office of Attorney General)

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop emergency plans for Wildfire.
- Develop evacuation plans for traffic in coordination with the DCO for typhoons and tsunamis.
- Maintain staff competencies and training records.
- Participate in live simulations and tabletop exercises for this Plan and other related emergency plans such as Airport Emergency Simulations, Search and Rescue Operations Simulations, etc.
- Maintain operational readiness to be first responder on a scene. Operational readiness factors include adequate staffing, vehicles are fueled, communication systems are well maintained and charged, etc.
- Develop and educate the public of use of special warnings for emergencies, curfew requirements, and other traffic control measures.

PHASE II- WARNINGS

A. Watch (Condition III)

- All officers placed on standby. Off duty officers are contacted and notified of the need to report to duty if situation progresses to condition II. Officers secure their families and then report to duty.
- Make emergency provisions such as fueling patrol vehicles and charging communication devices.
- Secure jail population prior to impact.
- Other assigned duties as appropriate.

B. Alert (Condition II)

- Chief of Police attends meeting of the Governor's Disaster Committee.
- Focal point attends meeting of the State Disaster Coordination Team.
- Secure department facilities and vital records.
- Deploy patrol units to announce alerts over PA system. The public should tune into V6AI radio for the full message and more information.
- Deploy officers to each evacuation center to establish security.
- Perform other duties as required.

C. Onset (Condition I)

- Deploy special units to threatened communities who may not have heard Broadcast warnings due to loss in signal (Broadcast blackout areas).
- Deploy traffic control units to facilitate evacuations.

- Assist in evacuating vulnerable groups such as the elderly and disabled utilizing Public Transportation System, if available.
- Receive official documents regarding curfew measures from Director of R&D.
- Enforce curfew.

PHASE III – IMPACT

- Provide security in Yap Main Island evacuation centers.
- Enforce curfew.
- Lead search and rescue operations on Yap Main Island, in coordination with DCO. Coordinate search party of qualified state personnel.
- Assist DCO in conducting search and rescue operations in outer islands.
- Manage access roads for localized disasters such as fires, oil spills, plane crash, etc.
- Conduct firefighting operations during house or wildfire. Coordinate with DCO, WSO, and EPA.
- Ensure public safety is secured before approving “ALL CLEAR” to the DCO.

PHASE IV – RELIEF/RESPONSE

- Following the “ALL CLEAR”, ensure order during deactivation of evacuation centers and all returning home activities.
- Deploy traffic control units.
- Assist in returning home vulnerable groups such as the elderly and disabled utilizing PTS.
- Assist designated agencies in managing order at mass care centers.
- Manage access roads or provide traffic control as appropriate during road debris removal or road maintenance.
- Provide escort to fire trucks and ambulances when appropriate.
- Provide escort and security for transport of medical supplies.
- Assist in sector based damage assessments, where appropriate.
- Focal points request Director approval to utilize department resources in relief efforts.

PHASE V- RECOVERY

- Provide security for all state, national, and foreign aid workers.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

 Chief of Police
 Division of Public Safety (Office of AG)

 Date

 Chief of Fire
 Division of Public Safety (Office of AG)

 Date

Department of Resources and Development

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Introduce and maintain necessary hazard mitigation measures in authorized projects to ensure protection against disaster impact.
- Develop public orientation and education projects to increase awareness in methods of regenerating agricultural production following a disaster.
- Train personnel in agriculture sector based assessment procedures with a food security approach.
- Conduct outreach trainings with NICO's to objectively conduct the IDA agriculture section.

PHASE II- WARNINGS

A. Watch (Condition III)

- Director of R&D releases staff from each division to the EOC to support the DCO in its early operations.
 - Division of Land Management releases a GIS technician to EOC, so that maps can be developed.
 - Division of Workforce Enrichment provides a listing of trained human resources within Yap. (in development)
 - Division of Commerce and Industry can assist in establishing price control in Yap post disaster.
 - Division of Marine Resource Management can assist in Search and Rescue missions by providing a vessel and personnel. FSM Maritime Wing is also available in Yap.
 - Division of Agriculture and Forestry can work closely with FSM Quarantine in order to stop the spread of invasive species.
- For drought when warning comes months in advance, begin public awareness and planting of drought resistant crops.

B. Alert (Condition II)

- Director attends meeting of the Governor's Disaster Committee.
- Focal point attends the State Disaster Coordination Team meetings.
- Secure department's facilities and vital records.
- Assist with other emergency activities.

C. Onset (Condition I)

- Dispatch assigned staff to take necessary measures in securing government sponsored development projects
- Perform emergency duties as assigned by Governor or SDCT.

PHASE III – IMPACT

- Monitor the disaster and assist other departments in carrying out necessary emergency activities.
- Assist in Search and Rescue missions. Provide vessel and dive teams for offshore searching.

PHASE IV – RELIEF/RESPONSE

- Trained R&D division support staff are deployed to Yap Main Island municipalities to conduct Initial Damage Assessment within 24 hours of “ALL CLEAR”.
- Focal points request assistance from Director to utilize department resources for relief efforts.
- Assist in clearance of debris or other appropriate emergency duties.
- Conduct detailed sector based damage assessments (agriculture and natural resource management) within 72 hours after ALL CLEAR. Coordinate team deployment with DCO and SDCT. Teams will be deployed to each affected municipality.
- Agriculture division will coordinate with Dept of Health Nutrition unit to review agriculture damages and determine food security vulnerability.
- Compile sector based assessment findings into situation report.
- Focal points assist DCO in drafting a State Action Plan and budget that identifies sector based needs and assess the need for national assistance.
- Focal points request Director approval for utilizing department resources in relief efforts.

PHASE V- RECOVERY

- Request assistance from FAO and other line agencies for agriculture recovery projects.
 - Director of R&D contact National Department of R&D for them to make the request.
 - DCO notifies OEEM of the request being made.
- Division of Agriculture and Forestry may also request assistance from DY&CA to engage Yap Women’s Association to provide seedlings to outer island communities affected by the storm.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

 Director
 Department of Resources and Development

 Date

Department of Public Works and Transportation

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate.
- Develop department COG plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Manage the Airport Crash Mass Evacuation Plan.
- Ensure development and implementation of hazard mitigation measures such as building codes and the installation of typhoon shuttering.
- Designate and train department personnel in how to conduct infrastructure damage assessment.
- Conduct yearly inspection of school and other state facilities to ensure they are safe to be used as evacuation centers and typhoon shuttering is still secure.
- Secure a new vessel for marine transportation.
- Ensure proper maintenance and upkeep of equipment and facilities such as roadways.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat independently.
- Department Director notifies department personnel and places them on standby.

B. Alert (Condition II)

- Department Director attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Road and ground crew ensure all roadways are clear pre disaster.
- Road and ground crew begin moving all equipment away from the water and bring back to the office. Equipment is stored within the Public Works grounds.
- Begin fueling all equipment necessary to clear roads and debris post event.
- Airport and seaport are secured and shut down.
 - Sea vessels must return to open sea away from the wharf.
 - All passengers have to evacuate the airport.

C. Onset (Condition I)

- Carpenter working group within Division of Engineering and Contract Management will board the Governor's office, administration office, and EOC. All other departments are responsible for securing their own facilities.
- Airport and seaport placed on standby. NOTAM issued for the airport. Airport and seaport staff monitor the status of the ports at their own EOC.
- Road and ground crew, and vehicle and equipment maintenance groups are placed on standby. Crews go home and secure families, then report to duty prior to disaster impact.

PHASE III – IMPACT

- Monitor disaster situation. Receive reports of damages and compile for later use.
- Participate in Search and Rescue missions if vessel is available.
- Once WSO reports that the threat has dissipated, road and ground crews deploy immediately to begin restoring major roadways such as those leading to the hospital. Major obstructions are cleared prior to the Governor’s “ALL CLEAR”. PW&T focal point notifies EOC once major obstructions are cleared.

PHASE IV – RELIEF/RESPONSE

- Road and grounds crew continue to restore roadways, bridges, and clear the airport runway so that the airport can reopen.
- Road and ground crew repairs Maap municipality water lines.
- Engineering division conducts infrastructure assessment on all public infrastructure including government facilities, roadways, and bridges with sector based teams compiled by the SDCT.
- Road and grounds crew will make minor repairs to building within the funds available to them.
- Contract management produces the cost estimate of infrastructure repairs.
- Compile sector based assessment findings in situation report for DCO and SDCT.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.

PHASE V- RECOVERY

- Contract management division assists in bidding out projects.
- Conduct inspections at reconstruction sites to ensure buildings are being built according to plans and regulations.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

Director
Department of Public Works and Transportation

Date

Public Transportation System

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agencies' emergency contact lists are current and accurate.
- Develop Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Ensure all equipment is in working condition. Repair as needed.
- Develop MOU between PTS and Governor for use of buses and communication systems during an emergency.

PHASE II- WARNINGS

A. Watch (Condition III)

- General Manager is notified that a threat has been identified and informs the staff.
- Monitor independently.
- Ensure buses and equipment are fueled.

B. Alert (Condition II)

- Once Governor closes schools and public offices, PTS adjusts bus schedule to pick up the students and workers early and return home. Buses remain with bus drivers in each municipality.
- Bus drivers radio to PTS once all students and workers are returned home.

C. Onset (Condition I)

- Once primary PTS operations are complete, buses may be used for evacuation of vulnerable groups upon Governor request.
- Once operations are complete, buses remain at bus drivers' house and are not operated until after the "ALL CLEAR" is given.

PHASE III – IMPACT

- PTS provides emergency transportation services for sudden impact disaster such as aircraft crash.

PHASE IV – RELIEF

- If communication systems are down, bus drivers may assist in connecting Yap Main Island municipalities with the EOC to report needs and damages. PTS administrative handheld radios are brought to EOC for communication.
- Assist in clearing roads by using heavy equipment and man power.
- Buses may be used to transport those in need of medical attention if there are not enough ambulances.

PHASE V- RECOVERY

- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the agencies' assigned duties during preparedness and disaster operations.

General Manager
Public Transportation System

Date

Environmental Protection Agency (EPA)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agencies' emergency contact lists are current and accurate.
- Develop Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Manage and update EPA Emergency Plans for oil spill, fire regulations, and water regulations.
- Test Yap Main Island public water systems every month, and private businesses upon request.
- Assist Department of Health in assessing sanitation in schools upon request.
- Continue to develop additional regulations such as for hazardous waste.
- Relocate hazardous waste container away from shoreline.

PHASE II- WARNINGS

A. Watch (Condition III)

- For typhoon or rapid onset disaster, Executive Director places key emergency response personnel on standby for water testing.
- Once drought conditions such as El Nino are predicted, increase monthly water testing and monitoring frequency.

B. Alert (Condition II)

- Director attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Secure facilities and vital records.
- Director approves use of agency resources such as vehicles in emergency preparations.
- Increase public information including more outreach and awareness on how to best control water quantity and quality depending on the type of disaster.
- Assist other agencies with their preparations.

C. Onset (Condition I)

- Prepare for onset of disaster, boarding up facilities, fueling vehicles, charging communication devices, and preparing assessment tools such as turbidity meters.

PHASE III – IMPACT

- For sudden impact disasters such as oil spills response actions begin at the impact stage.
 - EPA office is notified of disaster impact
 - Director notifies Board of Directors of disaster impact
 - Appropriate assessment team deploys to the disaster site for rapid assessment. Report back to Director and begin coordinating rapid response with relevant agencies.

- SDCT focal point and Director will coordinate the response action with DCO and Governor's office respectively.
- For major natural disasters such as typhoon and tsunami, EPA personnel should remain in safe location until the "ALL CLEAR" notice is given.
- For drought, following water quality and quantity testing, EPA recommends additional sources of water.

PHASE IV- RELIEF/RESPONSE

- Prepare for deployment of sector based assessment teams.
- Conduct sector based damage assessment within 72 hours after "ALL CLEAR". Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- Conduct water quality testing post emergency. If water is found to be contaminated, work to identify the source of the contamination while also increasing public announcements. Notify DCO if water is found to be contaminated.
- Assess for spikes in vector borne illnesses such as zika following heavy rains or flooding. Assist the DOH Division of Sanitation in spraying for mosquitos to limit their breeding sites and slow their procreation, if necessary.
- Advise Public Works on how to manage the massive influx of debris and other materials at the landfill. All hazardous materials will be handled by qualified HazMat teams to take back to EPA's storage facility.
- Follow proper procedures for processing oil spill removal.
- Compile sector based assessment findings in situation report for DCO and SDCT.
- Focal points request approval from Director to utilize department resources for relief efforts.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.

PHASE IV- RECOVERY

- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the agencies' assigned duties during preparedness and disaster operations.

Manager
Environmental Protection Agency (EPA)

Date

Yap State Public Services Corporation (YSPSC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's emergency contact lists are current and accurate.
- Develop Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Ensure backup power systems.
- Continue with line hardening of the distribution system.
- Designate and train personnel to conduct damage assessment.
- Install floating solar panels on water tanks to limit evaporation.

PHASE II- WARNINGS

* Power distribution continues until winds reach 35 mph. Once winds reach 35 mph, power generation continues, but YSPSC will cut the power to limit damages.

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby.
- Check that the Communication Check List and the list of Disaster Supplies for Immediate Response are fully stocked and ready to use.
- Ensure serviceability of vehicles and fill with fuel.
- Top off generation fuel tanks.
- Backup office data.
- Begin coordinating and communicating with outer island YSPSC representatives. Receive on the ground weather information. Managers will call via SSB radio. Report findings to DCO.

B. Alert (Condition II)

- General Manager attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- General Manager approves use of agency resources in emergency preparations.
- Send staff home except for YSPSC internal EOC team, division managers, and procurement.
- Announce to public to fill up water containers in preparation for water pumps being turned off.
- Continue to coordinate with outer island YSPSC representatives. Instruct them to secure solar panels, take care of the power plant (batteries, electronic housings), and continue to track the weather until they lose communication.

C. Onset (Condition I)

- Prepare for disaster impact. Board facilities and store equipment to limit damages.
- Fill up water tanks. Top them off prior to typhoon.
- Prepare to mobilize personnel, equipment, and supplies.
- Turn off water and power generation if not previously done so.

PHASE III – IMPACT

- Monitor disaster situation. Make note of known damages.
- Once WSO reports that the treat has dissipated, conduct rapid assessment and secure any downed power lines that might pose a threat to human life.
- Report to DCO once power lines are secured and there is no immediate threat to human life. This must be ensured prior to the “ALL CLEAR” may be announced.
- Coordinate with Public Safety when accessing fire hydrants to put out a fire. Public safety must call first and determine where they are accessing from so YSPSC can do a reading and redirect water.
- During drought, YSPSC sends out announcements to the public regarding the drought and for them to conserve water. Maintain 24 hour service as long as supplies last.
- During drought, deliver water directly to private houses using water buffalos if purchased by owner.

PHASE IV – RELIEF/RESPONSE

- Once threat has passed, try to reestablish contact with outer island representatives.
- If communication cannot be reestablished quickly with outer island representatives, YSPSC may charter PMA to conduct fly over aerial surveillance to assess the damages.
- Following “ALL CLEAR”, continue to work to restore essential services including power, water, and sewage.
- As restoring essential services, keep a log of all expenses, including personnel costs incurred. Submit costs of damages and personnel costs to DCO for possible reimbursement. Reimbursement for damages and expenses are not guaranteed, though if thresholds are met for US assistance, YSPSC personnel costs for initial relief could be reimbursed.
- Notify partner agencies of restored power including FSMTC, PWT, V6AI, GTWA, and SWA.
- Upon request, may assist the municipal water authorities manage their systems.
- Make public announcement regarding power restoration schedule.
- If power lines are damaged, begin repairing lines for critical grids first, such as the hospital and EOC.
- Compile sector based assessment findings in situation report for DCO and SDCT.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request General Manager approval to utilize agency resources in relief efforts.

PHASE V- RECOVERY

- Focal points request General Manager approval to utilize agency resources in recovery efforts.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the agencies’ assigned duties during preparedness and disaster operations.

 General Manager

Yap State Public Services Corporation

 Date

Gagil Tomil Water Authority and Southern Water Authority

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's emergency contact lists are current and accurate.
- Develop Business Continuity Plan to ensure continuation of services following a disaster.
- Replace old pipe lines and relocate to a more secure location away from where they may be damaged.
- Secure a generator or solar panel for backup power. Request state assistance.
- Increase staff capacity for line of succession.
- Maintain back up water pump.
- Replace aerator valve and increase community outreach and education regarding "cloudy" water.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the water pump and ensure that it is still operating. If electricity goes out, the pump will stop. (YSPSC cuts power at winds of 35 mph)

B. Alert (Condition II)

- Focal point attends State Disaster Coordination Team meetings if there is another staff to look after the water system.
- Continue to monitor the water pump and ensure that it is still operating.
- During drought, put up announcements for community to conserve water. Conduct community meetings with the Council during drought.
- Have water hours during drought to conserve water.
- Make radio announcements regarding conserving water during drought. Coordinate with DCO.

C. Onset (Condition I)

- Continue to monitor the water pump and ensure that it is still going.
- Secure facilities and vital records.
- Prepare for disaster impact. Board facilities and store equipment to limit damages.

PHASE III – IMPACT

- Monitor disaster situation. Receive reports of damages such as water lines broken.

PHASE IV – RELIEF/RESPONSE

- Once "ALL CLEAR" is announced, assess damages to the water system.
- Once power is restored, field technician checks on the water line network to ensure there are no broken lines.
- Community will coordinate with water authorities to report damages.

- Make repairs with available materials.
- Once repairs are made, flush the line. Flush the line following any disaster.

PHASE V- RECOVERY

- Focal point participates in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the agencies' assigned duties during preparedness and disaster operations.

Manager
Gagil Tomil Water Authority

Date

Manager
Southern Water Authority

Date

FSM Telecom (TC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's emergency contact lists are current and accurate.
- Develop Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Maintain backup power systems and fuel generators. Secure additional backup power systems.
- Designate and train personnel to conduct damage assessment.
- Work with DCO to hook up EOC to small dish with internet service.

PHASE II- WARNINGS

**Once winds reach 45 mph, stow the large dish. Internet service is lost everywhere on island except for FSM Telecom office. Cell service will remain as long as small dish is not damaged.*

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby.
- Ensure serviceability of vehicles and fill with fuel.
- Backup office data.
- Manager notifies FSMTC HQ in Pohnpei of emergency situation.

B. Alert (Condition II)

- Field technicians placed on standby. Technicians secure families, then report to FSMTC office.
- State Manager attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Focal point requests State Manager approval to utilize FSMTC resources for State emergency preparations, when applicable.
- State Manager requests HQ approval to utilize FSMTC resources for State emergency preparations, if necessary.
- Manager communicates with YSPSC personnel on Ulithi via SSB radio. Request to stow satellite dish when winds have reached 45 mph.
- Prepare to mobilize personnel, equipment, and supplies.
- Switch supervisor activates and assigns field technicians.
- Begin securing antennas and other FSMTC infrastructure.

C. Onset (Condition I)

- Field technicians stow geostationary satellite once winds reach 45 MPH. Once stowed, internet service will be lost throughout Yap State, except at FSMTC main office.
- Coordinate with DCO alternate communications options if power goes off such as iridium phone.
- Prepare for disaster impact. Board facilities, secure vital records, and store equipment to limit damages.

- SDCT focal point assists DCO in requesting emergency messages to be sent out using FSMTC SMS bulk messaging service. All fees for emergency messages are waived. State Manager may authorize internally if Governor has declared a State of Emergency. If Governor has not declared State of Emergency, but emergency notice is necessary to save human lives, the Governor may write a letter of request to FSMTC HQ. State Manager should submit SMS bulk message form, State of Emergency declaration from Governor or letter, and call emergency SMS activation +691-920-6153 (Network Operations Center) and/or +691-320-5000. NOC is manned 24 hours a day, 7 days a week.

PHASE III – IMPACT

- Monitor disaster situation. Receive reports of damages such as antennas and aerial lines and compile for later use.

PHASE IV – RELIEF/RESPONSE

- Once “ALL CLEAR” is announced, technicians deploy and begin repairing state telecommunications.
- Switch Manager deploys field technicians to junctions for most urgent repairs.
- Conduct telecommunications damage assessment on all islands with FSMTC equipment.
- Compile complete list of damages and expenses and submit to FSMTC HQ in Pohnpei.
- Brief DCO on damages to FSMTC infrastructure.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request State Manager approval to utilize agency resources in relief efforts.
- FSMTC could provide temporary, remote cell sites during localized events upon request.

PHASE V- RECOVERY

- Focal points request State Manager approval to utilize agency resources in recovery efforts.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the agencies’ assigned duties during preparedness and disaster operations.

Yap State Manager
FSM Telecom (FSMTC)

Date

FSM Petrocorps (FSMPC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's emergency contact lists are current and accurate.
- Develop Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish Memorandum of Understanding (MOU) with the Yap State Government regarding fuel procurement during times of emergency.

PHASE II- WARNINGS

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby.
- Ensure serviceability of vehicles and fill with fuel.
- Backup office data.
- Notify Pohnpei HQ of identified threat and begin coordination.

B. Alert (Condition II)

- Terminal Manager attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Focal point requests Terminal Manager approval to utilize FSMPC resources for State emergency preparations, when applicable.
- Terminal Manager requests HQ approval to utilize FSMPC resources for State emergency preparations.
- Fill customer's fuel. No purchasing without payment prior to the event.
- Generate inventory of FSMPC available resources in Yap.
- Take necessary precautions to board facilities and backup records.

C. Onset (Condition I)

- Load tanks with fresh water.
- Prepare for disaster impact. Store equipment to limit damages and shutdown facilities.
- Move trucks inland, either to airport or barracks.
- Relocate staff to hotel or safe shelter.
- Release staff for disaster impact once preparations are complete.

PHASE III – IMPACT

- Monitor disaster situation and damages to fuel containers.
- If fuel cell catches on fire, secure staff first. Attempt to put out fire until Public Safety and ARFF arrive.
- Assist EPA in cleaning oil spills.

PHASE IV – RELIEF/RESPONSE

- Once “ALL CLEAR” is announced, begin assessing and repairing any damages.
- Submit list of damages to Pohnpei HQ as soon as possible post impact.
- Brief DCO on damages and expenses to FSMPC equipment.
- Focal points request State Terminal Manager approval to utilize agency resources in relief efforts.
- State Terminal Manager requests HQ approval to utilize agency resources in relief efforts, such as assisting EPA in containing and cleaning up an oil spill.
- Waive procurement procedures for State government urgent fuel purchases. Keep a record of state agencies that received fuel from FSMPC on an emergency “charge” basis for reimbursement. Submit list of charges to DCO for reimbursement by the State.
- Focal point assists DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Assist in State relief efforts where applicable and upon request.

PHASE V- RECOVERY

- Focal points request State Terminal Manager approval to utilize agency resources in recovery efforts.
- State Terminal Manager requests HQ approval to utilize agency resources in recovery efforts.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the agencies’ assigned duties during preparedness and disaster operations.

Yap State Terminal Manager
FSM Petrocorps (FSMPC)

Date

Catholic Relief Services

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Assists Yap State Government in increasing disaster preparedness at the municipal level.
- Conducts trainings in disaster preparedness with Yap State communities in coordination with Yap State government.
- Conducts community risk assessments and facilitates action planning in communities in coordination with Yap State government.
- Organizes drills in communities in coordination with Yap State government.
- Develops a community-led disaster risk management curriculum for Yap State.
- Pursues pre-positioned relief items for Yap State.
- Participates in State Disaster Coordination Team (SDCT) meetings when called by Yap State Disaster Coordinating Officer (DCO).
- Assists DCO in reviewing Yap State Preparedness Plan, SOP, Yap Joint State Action Plan for Disaster Risk Management and Climate Change, and other state plans as requested.
- Participates in Yap State Joint Action Network.
- Communicates with FSM National Office for Environment and Emergency Management (OEEM) regarding potential CRS involvement in other states.
- Coordinates programs with Yap State DCO such as municipal disaster taskforces (Dalipebinaw, Fanif, Gagil, Gilman, Maap, outer island settlements) and state municipal focal points. Train municipal disaster taskforces on Initial Damage Assessment form in coordination with the Yap State DCO.
- Assists in producing post disaster educational outreach materials.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- CRS Yap Project Office notifies CRS Philippines of the disaster threat and of state activation to watch phase.
- Local CRS staff are notified of identified disaster.

B. Alert (Condition II)

- Reports to the Yap State Emergency Operations Center when activated by the DCO to assist in disseminating emergency announcements.
- Participates in meetings of the SDCT and coordinates with Yap State Government any available CRS assistance, as well as offering technical advice for disaster planning.
- Assists in developing pre disaster educational outreach materials according to the disaster scenario.
- Continues to update local CRS staff, as well as CRS Philippines of the confirmed disaster strike and tracking. Take preparatory measures to scale-up in case of major impact.

C. Onset (Condition I)

- Fulfills action items as determined by SDCT.
- Updates CRS staff on imminent disaster threat and places CRS staff on standby.
- Updates CRS Philippines of imminent disaster threat and continues to coordinate scale-up.

PHASE III – IMPACT

- CRS staff notes damages to CRS office area. Document known damages to be reported to SDCT.

PHASE IV - RESPONSE/RELIEF

- Reports to EOC for meeting of the SDCT. Assist in EOC operations such as receiving IDA reports from municipal focal points, compiling situation reports to be released to the Governor and National government, planning response operations, drafting State Action Plan and budget, and requests for national assistance.
- Notifies DCO of possible CRS assistance from various donors if necessitated by damages.
- Deployment of CRS Humanitarian Response Department to support local actors if necessitated by damages.
- Coordinates all CRS response/relief operations with the Yap State SDCT.
- Conducts assessment and shares results with other actors.
- Assists in conducting initial damage assessment, as requested.
- Assists EPA to conduct water quality testing for sector based assessments as requested. Sector based assessment teams are coordinated with the SDCT and DCO.

PHASE V – RECOVERY

- Oversees distribution of CRS assistance as appropriate.
- Continues to coordinate CRS assistance with Yap State DCO and SDCT.
- Participates in Yap State after action meeting following the conclusion of all relief and recovery efforts to review response procedures and incorporate lessons learned into Yap State SOP for Emergency and Disaster Response.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the organization's assigned duties during preparedness and disaster operations.

Program Manager
Catholic Relief Services (CRS)

Date

Pacific Missionary Aviation

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Manage fleet of planes. Conduct routine maintenance to ensure serviceability.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.

B. Alert (Condition II)

- Focal point participates in meetings of the SDCT and coordinates with Yap State Government any available PMA assistance, as well as offering technical advice for disaster planning such as flight scheduling or emergency drop offs.

C. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Focal point updates PMA staff on imminent disaster threat and places PMA staff on standby.
- Take necessary precautions to secure PMA facility and assets, and backup records. If the disaster is determined to be a direct hit to Yap Main Island, consider relocating aircraft to Palau.

PHASE III – IMPACT

- PMA staff documents known damages to be reported to SDCT.

PHASE IV - RESPONSE/RELIEF

- Notify Ayuda of disaster impact.
- Assist the airport in clearing the runway.
- Conduct fly over aerial surveillance of damages upon agency or DCO request.
- Participate in Search and Rescue upon DCO request.
- Conduct medical evacuations for patients within the DOH system. Coordinate with Margaret from Department of Health. If necessary to evacuate out of Yap, can bring patients to Palau for the cost of fuel.
- Conduct medicine and other relief item drops in islands without airstrip upon request.
- Begin collecting donations to be distributed to affected communities.
- Work with DCO and FSM Customs to wave taxes on donated items.
- Notify DCO of possible PMA assistance from various donors. PMA coordinates donation distribution with DCO and SDCT. Reports to EOC on an as needed basis.

PHASE V – RECOVERY

- Oversee distribution of PMA assistance as appropriate.
- Continue to coordinate PMA assistance with Yap State DCO and SDCT.

- Participate in Yap State after action meeting following the conclusion of all relief and recovery efforts to review response procedures and incorporate lessons learned into Yap State SOP for Emergency and Disaster Response.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the organization's assigned duties during preparedness and disaster operations.

Director of Flight Operations
Pacific Missionary Aviation (PMA)

Date

Weather Service Office

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Establish rain gauge in Satawal.
- Maintain main office generators, communication devices, and rain gauges.
- Maintain equipment in substations including rain gauges, radios, and chatty beetle.
- Continue to improve and strengthen communication systems with substations.
- Record daily rain measurements and submit to WxCoder III for drought monitoring.

PHASE II- WARNINGS

A. Watch (Condition III)

- Receive weather notification from Guam or Hawaii. Immediately notify DCO and begin communication with DCO, Director of R&D, and OEEM.
- Suggest “ALL CLEAR” if threat dissipates.

B. Alert (Condition II)

- Continue to track event. Receive weather forecasting from Guam and Hawaii.
- If threat is confirmed to strike Yap State, immediately notify DCO.
- Weather service specialist on duty calls in remaining specialists.
- Establish contact with substation WSO employees for on the ground weather analysis.
- WSO focal point reports to the Yap State Emergency Operations Center when activated by the DCO to assist in disseminating emergency announcements.
- Continue to receive weather notification from Guam or Hawaii. Monitor threat with DCO, Director of R&D, and OEEM.
- If receive any phone calls from the public, direct them to the DCO office for further information.
- Suggest “ALL CLEAR” if threat dissipates.

C. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Continue to receive weather notification from Guam or Hawaii. Monitor threat with DCO, Director of R&D, and OEEM.
- Continue to coordinate with substation WSO employees for on the ground weather analysis.
- If receive any phone calls from the public, direct them to the DCO office for further information.
- Suggest “ALL CLEAR” if threat dissipates.

PHASE III – IMPACT

- WSO staff documents known damages to be reported to SDCT.
- Notify DCO once threat dissipates.

PHASE IV - RESPONSE/RELIEF

- Focal point reports to EOC for meeting of the SDCT. Assist in EOC operations such as receiving IDA reports from municipal focal points, compiling situation reports to be released to the Governor and National government, planning response operations, drafting State Action Plan and budget, and requests for national assistance.
- Establish contact with substation WSO employees for summary of damages to WSO assets.

PHASE V – RECOVERY

- Participate in Yap State after action meeting following the conclusion of all relief and recovery efforts to review response procedures and incorporate lessons learned into Yap State SOP for Emergency and Disaster Response.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the office’s assigned duties during preparedness and disaster operations.

Officer in Charge
Yap Weather Service Office

Date

Yap Chamber of Commerce

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that chamber's emergency contact lists are current and accurate.
- Participate in disaster preparedness and planning activities to represent private sector interests.
- Help facilitate service agreements between Yap State and private sector businesses for emergencies. Agreements should cover the establishment of lines of credit during emergencies.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- Notify Chamber of Commerce personnel of disaster threat and place on standby.

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point attends meetings of the State Disaster Coordination Team and represents interests of the private sector in response planning and activities.
- Request businesses to submit inventory of high demand relief items such as bottled water.

C. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.

PHASE III – IMPACT

- Document known damages to be reported to SDCT.

PHASE IV – RELIEF/RESPONSE

- Facilitate communication between state government and private sector. Ensure businesses are respecting price control during emergency.
- Provide inventory of essential items in local stores to SDCT to be announced to the public.
- Assist DCO in drafting State Action Plan and budget, drafting situation reports, and requests for assistance.

PHASE V- RECOVERY

- Facilitate communication between state government and private sector.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the chamber's assigned duties during preparedness and disaster operations.

President- Yap Chamber of Commerce

Date

International Organization for Migration (IOM)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization's emergency contact lists are current and accurate on file with DCO.
- Appoint new focal points as staff members change. Newly appointed focal points will review the Yap State Disaster Preparedness Plan and this SOP upon appointment.
- Work with Yap government to continue to practice and update this SOP and the YSDPP.
- Conduct Essentials of Humanitarian Assistance training with government and community stakeholders to increase disaster preparedness capacity.
- Train Neighboring Island Communication Officers and R&D division support staff on the IDA form.
- Maintain warehouse inventory of prepositioned relief items.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat independently.
- Head of Sub Office notifies IOM staff in Pohnpei HQ of disaster threat and standby phase.
- IOM Yap staff are placed on standby.

B. Alert (Condition II)

- Focal point attends meetings of the State Disaster Coordination Team and coordinates with government any available IOM assistance as well as offering technical advice.
- IOM office and warehouse facilities are secured and files are backed up.
- Vehicles are fueled. Communication devices are charged.

C. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Head of Sub Office continues to coordinate with IOM HQ in Pohnpei regarding potential assistance.
- IOM Staff are evacuated to a safe shelter. Facilities are boarded and shut down.

PHASE III – IMPACT

- IOM Staff document known damages to be reported to SDCT.
- Focal point(s) continue to assist the SDCT in the EOC.

PHASE IV – RELIEF/RESPONSE

- Focal point(s) continue to assist the SDCT in the EOC.
- Assist state departments and agencies in conducting damage assessments.
- Notify DCO of any possible IOM assistance from various donors. Coordinate with HQ.
- Assist DCO in drafting State Action Plan, situation reports, and requests for assistance.

- Coordinate the distribution of IOM prepositioned relief items to the community with SDCT, if approved by USAID.
- Assist in organizing US/FSM Joint Damage Assessment, if requested by FSM President.
- Liaison between USAID and State government regarding IOM implemented USAID funded assistance, as appropriate.
- If US PDD is approved, implement USAID US PDD response program.

PHASE V- RECOVERY

- If US PDD is approved, implement USAID US PDD recovery program, if appropriate.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the organization’s assigned duties during preparedness and disaster operations.

Yap Head of Sub Office
International Organization for Migration

Date

Micronesia Red Cross Society (MRCS)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Work with Yap government and community to increase emergency and disaster preparedness.
- Provide Yap government and community with First Aid Training.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- Focal point notifies MRCS staff in Pohnpei HQ of disaster threat and standby phase.

B. Alert (Condition II)

- Focal point attends meetings of the State Disaster Coordination Team and coordinates with government any available MRCS assistance as well as offering technical advice.
- Yap Program Coordinator activates volunteers and deploys to evacuation centers to assist in registration.
- MRCS office and warehouse facilities are secured and files are backed up.
- Vehicles and communication devices are charged.

C. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Focal point continues to assist in EOC.
- MRCS volunteers register incoming community members at evacuation centers.

PHASE III – IMPACT

- Focal point continues to assist in EOC.
- MRCS staff document known damages to be reported to SDCT.

PHASE IV – RELIEF/RESPONSE

- MRCS volunteers sign out community members from evacuation centers after “ALL CLEAR”.
- Provide “family linking” services to reconnect families separated by the event.
- MRCS volunteers assist in conducting Initial Damage Assessment in communities.
- Notify DCO of any possible MRCS assistance including donated items. Coordinate distribution of donated items with DCO and SDCT.
- MRCS distributes prepositioned Non- Food Items to locations determined by SDCT, if necessary.
- Assist DCO in drafting State Action Plan, situation reports, and requests for assistance.

PHASE V- RECOVERY

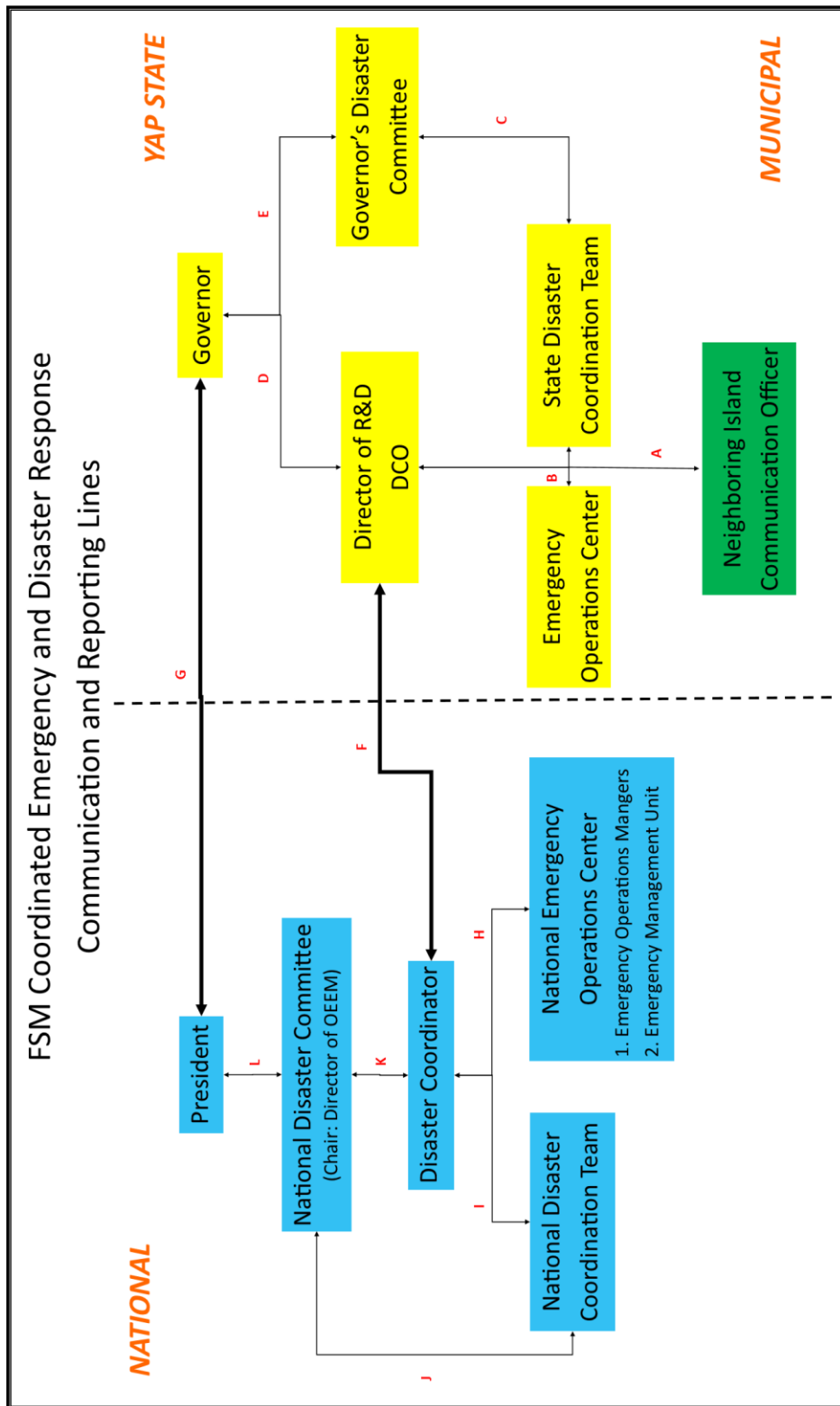
- Oversee distribution of MRCS assistance as appropriate.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Yap State Disaster Preparedness Plan as a specific guideline on the organization’s assigned duties during preparedness and disaster operations.

Program Coordinator
Micronesia Red Cross Society- Yap Chapter

Date

Appendix 1 – Coordination and Reporting Lines



Annex 1 – Coordination and Reporting Lines (Continued)

A. Outer Island Communication Officer communicates emergency information to Neighboring Island Communication Officers (NICO). NICO reports IDA information by radioing into State EOC.

B. DCO coordinates operations in the EOC. State Disaster Coordination Team focal points work in the EOC on 8 hour shifts.

C. SDCT focal points communicate with their Directors on the GDC to receive approval to utilize department and agency resources.

D. Governor gives DCO authority to respond. DCO reports needs and makes suggestions to Director of R&D. Director of R&D reports to Governor. DCO implements the Governor's decisions.

E. GDC advises the Governor in how to respond. Governor makes ultimate decisions. Director of R&D briefs the GDC and is Secretary of GDC.

F. DCO and Disaster Coordinator stay in constant contact. Disaster Coordinator communicates updated weather information to DCO. DCO reports needs to Disaster Coordinator.

G. State Governor continually updates the President regarding the status and needs of the State. Governor requests assistance from national government. President approves or denies assistance.

H. Disaster Coordinator oversees all NEOC operations. Emergency Operations Managers coordinate and manage the Emergency Management Unit. Emergency Operations Managers update DC on NEOC developments. NDCT focal points assist in manning the NEOC as part of the Emergency Management Unit. NEOC collects information from the states.

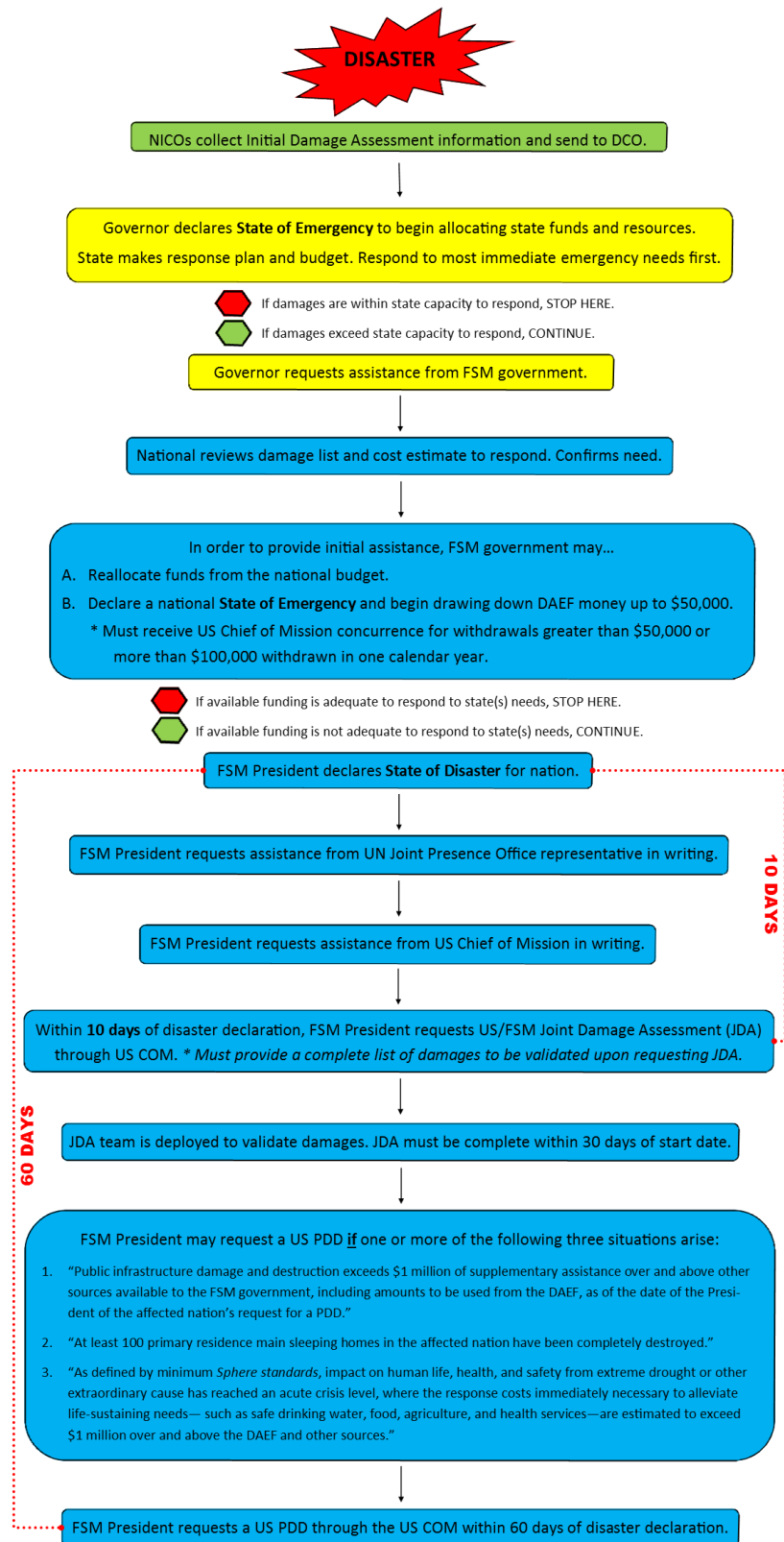
I. Disaster Coordinator calls meetings of the NDCT. NDCT analyzes information collected by the NEOC and makes national action plan and suggestions for GDC and President.

J. NDCT focal points update and make requests of Directors. Directors approve requests to utilize assets.

K. DC reports to Director of OEEM. Director of OEEM approves sit reps, releases memos, and updates the National Disaster Committee and President.

L. NDC advises President and assists in securing funds. President allocates funds and makes declarations.

Appendix 2 – Funding Flowchart



Appendix 3 – Activation Memo Template

Date:

Name and Address of Memo Recipient

Subject: Emergency Operations Center Activation

Dear _____,

Brief description of disaster event including early warning tracking information, date of impact if applicable and municipalities affected for rapid onset disasters. For slow onset disasters, describe approximate date that effects of the disaster began to be felt, and municipalities affected.

Please be informed that as of today, the [second day of March of the year 2017], the Yap State Disaster Preparedness Plan has been activated and is currently in Alert (Condition II) phase of activation. With the activation of The Plan, the Yap State Emergency Operations Center (EOC) is now activated to plan for and address the impacts of the [impending disaster event]. The EOC is located in Colonia, Yap and will be open for the following hours of operation:

[Schedule of Hours of Operation of EOC i.e. 24/7 surveillance, Mon- Friday 9 – 5, etc.]

Please be informed that the following emergency preparations are to be made:

[List of emergency precautions and preparations to be followed]

Please note that with the activation of The Plan, the Governor’s Disaster Committee and the State Disaster Coordination Team are now activated to assist in the planning and preparations for the impending disaster event. All roles and responsibilities detailed in the Yap State Standard Operating Procedure for Emergency and Disaster Response are to be followed.

The following State Disaster Coordination Team focal points are now activated to assist in EOC operations and are requested to report to EOC at [date] and [time]:

[List of focal points activated]

This is to request the full cooperation of all departments and agencies in releasing their State Disaster Coordination Team focal points or alternates to the EOC. This EOC activation notice will remain in effect until a deactivation notice is released.

Sincerely,

Hon. Tony Ganngyan
Governor
Yap State Government

Appendix 4 – SDCT Meeting Minutes Template

State Disaster Coordination Team Meeting Minutes

[Date of Meeting]

[Number of meeting since activation] to address [Disaster Event]

Drafted by: [Name of person taking minutes]

Attendees:

[List of all in attendance]

Meeting Objectives:

[Any objectives identified in DCO agenda]

Overview of Current Situation:

[Include any recent weather reports or new developments in disaster forecast]

Past Items:

[Brief summary of current status of past action items.]

Coordination Team Activity Updates:

[Brief summary of each SDCT focal points' update on sector or partner activities]

New Items:

[Summary of discussion of new response activities suggested to address current needs]

List of Action Items:

[Itemized list detailing actions to be taken prior to the next meeting and by who.]

Next Scheduled Meeting: [Date if available]

Approved by:

[Signature]

Victor Moonfel

Yap Disaster Coordinating Officer

Appendix 5 – Situation Report Template

[Disaster Event]

Report No.:

Date of report:

Next scheduled report:

Situation Report

Weather Tracking Update

[Include background of disaster event and updates of weather tracking]

Situation Overview

[Provide list of damages and needs as reported to date. Where are the damages? How many people are affected with particular attention to vulnerable groups including women, children, disabled, students in boarding schools, and outer island communities?]

State Response

[Describe state response activities and expenditures to date.]

Next Steps

[Identify gaps in assistance and if any planned activities will address these areas. List most urgent needs first.]

Suggestions

[Make suggestions for state or GDC to respond to gaps in assistance. Suggest State Declaration of Emergency as appropriate. Suggest request for national assistance once damages have exceeded state capacity. Outline specific needs for national assistance.]

Drafted by:

Approved by:

Victor Moonfel
Disaster Coordinating Officer
Yap State Government

James Lukan
Director of Resource and Development
Yap State Government

Appendix 6 – Evacuation Kit Example

Effective Emergency Preparedness
How you and your family can prepare for any disaster



O I M



EMERGENCY KIT

You leave an Emergency Kit at home. It is filled with supplies that you may need to use at home in the event of a disaster or an emergency.

- 2-Week supply of non-perishable easy-to-prepare food
- 2-Week supply of water (1 gallon per day per person)
- Portable battery-powered radio and extra batteries
- Flashlight & extra batteries
- Kitchen Utensils (include can opener)
- 1st Aid Kit (bandages, antibiotic ointment, alcohol wipes & scissors)
- Prescription medication (7-day supply)
- Items for infants (formula, diapers)
- Plastic Sheeting
- Rope
- Tools/Supplies for securing your home
- Matches in waterproof container
- Whistle
- Extra set of car keys a & house keys
- Maps of the area
- Copies of personal documents (medication list, proof of address deed/lease to home, passport, birth certificates, insurance policies
- Family emergency contact information
- Cash & coins



EVAUATION KIT

You take an Evacuation Kit with you. Pack enough for a few days to a week because you don't know how long you may be away from your home.

- 3-Day supply of non-perishable food
- 3-Day supply of water (1 gallon per day per person)
- Portable battery-powered radio and extra batteries
- Flashlight & extra batteries
- Matched in waterproof container
- Whistle
- Extra Clothing
- Kitchen Utensils (include can opener)
- Copies of personal documents (medication list, proof of address deed/lease to home, passport, birth certificates, insurance policies
- Cash & coins
- Prescription medication, eye glasses or contact lenses
- Items for infants (formula, diapers, bottles)
- Personal Hygiene items (sanitary pads, towels, toothpaste toothbrush, soap)

Appendix 7 – Principals and School Bus Drivers List and Contact Information

YAP MAIN ISLAND SCHOOLS CONTACT LIST			
School	Principal/HT	Municipality	Telephone/Fax
1. Maap Community School	Nazared, Ganangred	Maap, Tomakaw	350-2653/350-4440
2. Gagil Community School	Michael, Yowken	Gagil, Tethil	350-3669/350-5384
3. Tomilang Community School	Lawrence Filluwem	Tomil, Tamilang	350-2888/350-5260
4. Fanif Community School	Tony, Giltamag	Fanif, Rumuu	350-4414/350-5662
5. North Fanif Community School	Judy, Rutnag	Fanif, Dibchey	350-3671/350-8155
6. Bael Community School	Alfred, Nam	Weloey, Bael	350-2009
7. Dalipebinaw Community School	Timothy, Tithin	Dalipebinaw,	350-3645
8. Colonia Middle School	John, Sangog	Rull, Dinay	350-2153/3508344
9. Gaanelay Community School	Miner, OIngellel	Rull, Gaanelay	350-2154
10. Yap High School	Domingo, Techur	Rull, Toraag	350-2158/350-4771
11. Kinfay Community School	Fidelis, Thiyer	Kinfay, Tagluman	350-3660
12. Gilman Community School	Andrew Falagrong	Gilman, Flang	350-3662

OUTER ISLAND SCHOOL CONTACT LIST			
School Name	Principal/HT	Island	Radio Call Sign
1. Satawal Community School	Titus Rapsilug	Satawal	V6Y143
2. Lamotrek Community School	Xavier Yarofalyang	Lamotrek	V6Y142
3. Elato Community School	Steven Retalmi	Elato	V6Y141
4. Ifalik Community School	Mark Tachiemai	Ifalik	V6Y139
5. Fechailap Community School	Vincia Lefagorang	Fechailap	V6Y140
6. Piig Community School	Celino Taiwelyaro	Piig	V6Y48
7. Falalop Woleai Community School	Tino Halichlur	Falalop Woleai	V6Y113
8. Neighboring Islands Central High School	Stanley Retogral	Falalop Woleai	V6Y99
9. Tegailap Community School	Dominic Iwetmai	Tegailap	V6Y127
10. Seliap Community School	Manno Buchoitil	Seliap	V6Y135
11. Wottegai Community School	Raymond Hasugulbug	Wottegai	V6Y134
12. Falalus Community School	Jason Hasogmai	Falalaus	V6Y133
13. Eauripik Community School	George Fagolfeg	Eauripik	V6Y132
14. Fais Community School	Paul Tapang	Fais	V6Y131
15. Falalop Ulithi Community School	Precilla Lemalweg	Falalop Ulithi	V6Y130
16. Outer Islands High School	John Ugulmar	Falalop Ulithi	V6Y130
17. Asor Community School	Kathy Marolmarech	Asor	V6Y141
18. Mogmog Community School	Sesariyo Harong	Mogmog	V6Y119
19. Fedraey Community School	William Radolfetheg	Fedraey	V6Y126

Appendix 8



**FSM Telecommunications Corporation
SMS Broadcast Request Form**

Content: (Please keep your message length limited to 360 characters.)

* One character = one alphabet; one punctuation; one space between the words; one special character etc.

Target Audience:

Please check the appropriate box. You can also specify a particular SIM number.

Range by SIM Number	Select
93X-XXXX	<input type="checkbox"/>
97X-XXXX	<input type="checkbox"/>
92X-XXXX	<input type="checkbox"/>
95X-XXXX	<input type="checkbox"/>

Date and Time of Broadcast: Date: _____

Time : _____ AM / PM

Requested by: Name: _____

Signed: _____

Title/Org/Office: _____

Date: _____

***FSMTC Marketing Use**

- Approved
- Rejected

Reasons:

Signed: _____

Date: _____

***FSMTC NOC Use**

Received by: _____ at: _____ on: _____

Task executed Time: _____

Date: _____

Task completed Time: _____

Date: _____

Appendix 9 – Example Emergency Notification Templates

Public Information Alert Messages

Sample of Templates (to be modified & pre-approved by Governor’s Office & DCO)

1. Warning! There has been a hazardous material incident at **X LOCATION**. Please stay indoors, close all windows and turn-off heating and air-condition systems. Please tune in to V6AI Radio Station for more information.
2. Warning! A severe weather watch is in effect. Please tune in to your V6AI Radio Station for more information.
3. All clear has been issued. Repeat. All clear has been issued. Please resume your normal activities.
4. Warning! There has been a hazardous materials incident at **X LOCATION**. An evacuation order has been issued. Please tune in to V6AI Radio Station for more information
5. Warning! There is an incoming typhoon estimated to impact Yap State from **X HOURS**. An evacuation order has been issued. Please tune in to V6AI Radio Station for more information.

Yap State Action Plan

in response to
[Enter Name and Type of Emergency Event]



[Date of Plan]

Complementing the [Insert State of Emergency & Date]

Table of Contents

Executive Summary.....	#
Context and Humanitarian Consequences.....	#
Response to Date.....	#
Needs by Sector	
A. Health & Water	#
B. Food Security & Agriculture.....	#
C. Infrastructure.....	#
D. Logistics.....	#
Objectives and Activities Matrix.....	#
Roles and Responsibilities.....	#
Budget.....	#

Executive Summary

[Briefly describe geography of the state and its disaster vulnerabilities. Provide basic state demographic profile information such as population, age group breakdown, and GDP for external donors' information]

Insert executive summary describing the disaster event including date of occurrence for rapid onset and weather tracking information. For slow onset include earliest predictions and weather tracking information. Describe any mitigative measures or early actions taken to offset the effects of the disaster event. Describe which states were affected by the disaster and to what degree, generally.

Describe the scope of the action plan such as how long it is projected to take to restore the state to pre-disaster levels and what areas it intends to address.]

Context and Humanitarian Consequences

[Describe in greater detail the effect of the disaster event on the affected communities. Include detailed damage assessment information including number of people affected and where, number of households affected and where. Include additional information specific to the disaster such as number of houses destroyed, amount of water available to affected communities, percentage of crops damaged, etc. This should be a compilation of IDA information.

If there are any projected damages if the situation gets worse such as in slow onset drought conditions, or health effects of disaster, these should be included here as well.

Any secondary consequences to the disaster should also be included such as school closure including number of students out of school, economic impacts of the disaster, increased violence, etc.]

Response to Date

[Detail any response activities already taken place or needs already addressed at the municipal, state, and national levels, including dates of all assessments. Provide an overview of response expenses to date including assessment and deployment related expenses.]

Needs by Sector

[Provide detailed information regarding any unaddressed needs of the communities. This should be the results of sector based assessments, excluding any needs that were already addressed. Previously addressed needs should be included in the previous section. Sectors may be divided in any way. Additional sectors or fewer sectors may be necessary, depending on the disaster event.]

A. Health and Water

[Include all health needs including pharmaceuticals, hygiene items, and access to water.]

B. Food Security and Agriculture

[Include all food security needs such as the provision of supplemental food assistance while agriculture levels return to pre-disaster levels. Include all needs to assist the agriculture to return to pre-disaster levels such as drought resistant crops or early crop bearing seedlings.]

C. Infrastructure

[Include all needs for infrastructure repairs including private and public buildings, roads, sea walls, etc...]

D. Logistics

[Include information regarding all logistical needs including sea and air transportation, and the deployment of teams and relief items. This could also address needs for increased capacity in EOC, etc ...]

Objectives and Activities Matrix

[Include Table that is separated by sector and lists objectives to address the needs detailed in the previous section.]

Health and Water Objectives

1. Objective 1
2. Objective 2
3. Objective 3
4. Etc...

Food Security and Agriculture Objectives

1. Objective 1
2. Objective 2
3. Objective 3
4. Etc...

Infrastructure Objectives

1. Objective 1
2. Objective 2
3. Objective 3
4. Etc...

Logistics Objectives

1. Objective 1
2. Objective 2
3. Objective 3
4. Etc...

[Following the objectives table include an activities matrix that addresses each of the identified objectives above. This is the planning section of the action plan. How does the Yap State government plan to address the needs of the communities? This can include both governmental and partner (NGOs, MRCS, IOM) assistance.]

Activities to support Health and Water Objectives

Objective 1 Activities	Indicator	Target	Progress
1.1			
1.2			
1.3			
Objective 2 Activities	Indicator	Target	Progress
2.1			
2.2			
2.3			
Objective 3 Activities	Indicator	Target	Progress
3.1			
3.2			
3.3			

Activities to support Food Security and Agriculture Objectives

Objective 1 Activities	Indicator	Target	Progress
1.1			
1.2			
1.3			
Objective 2 Activities	Indicator	Target	Progress
2.1			
2.2			
2.3			
Objective 3 Activities	Indicator	Target	Progress
3.1			
3.2			
3.3			

Activities to support Infrastructure Objectives

Objective 1 Activities	Indicator	Target	Progress
1.1			
1.2			
1.3			
Objective 2 Activities	Indicator	Target	Progress
2.1			
2.2			
2.3			
Objective 3 Activities	Indicator	Target	Progress
3.1			
3.2			
3.3			

Activities to support Logistics Objectives

Objective 1 Activities	Indicator	Target	Progress
1.1			
1.2			
1.3			
Objective 2 Activities	Indicator	Target	Progress
2.1			
2.2			
2.3			
Objective 3 Activities	Indicator	Target	Progress
3.1			
3.2			
3.3			

Roles and Responsibilities

[Briefly describe which agency and which people will be in charge of response activities. This should look very similar to the SOP and will detail any powers vested by executive directive. Lead agency and DCO division of powers should be explained.]

[Yap State Action Plan Budget

[Event Name and Date]

Dates Action Plan Covers Month Year to Month Year

Number of Months #

Currency USD

LINE ITEMS	Unit	# of units	% of need remaining	Unit rate (in USD)	Total rate (in USD)
1. Health and Water Sector					
Activity 1.1: Details about materials needed					0
Activity 1.2: Details about materials needed					0
Activity 1.3: Details about materials needed					0
Activity 2.1: Details about materials needed					0
Activity 3.3: Details about materials needed					0
Sub Total: Health and Water Sector costs					0
2. Food Security and Agriculture Sector					
Activity 1.1: Details about materials needed					0
Activity 1.2: Details about materials needed					0
Activity 1.3: Details about materials needed					0
Activity 2.1: Details about materials needed					0
Activity 3.3: Details about materials needed					0
Sub Total: Food Security and Agriculture Sector costs					0
3. Infrastructure Sector					
Activity 1.1: Details about materials needed					0
Activity 1.2: Details about materials needed					0
Activity 1.3: Details about materials needed					0
Activity 2.1: Details about materials needed					0
Activity 3.3: Details about materials needed					0
Sub Total: Infrastructure Sector costs					0
4. Logistics Sector					
Activity 1.1: Details about materials needed					0
Activity 1.2: Details about materials needed					0
Activity 1.3: Details about materials needed					0
Activity 2.1: Details about materials needed					0
Activity 3.3: Details about materials needed					0
Sub Total: Logistics Sector costs					0
Sectors SubTotal: 1+2+3+4					0
Contingency and Overhead Operational Costs			10%		0
TOTAL					0

