

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



In support of:

Pohnpei 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 4 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

DAEF – Disaster Assistance Emergency Fund
DCO – Disaster Coordinating Officer
EOC – Emergency Operations Center
EPA – Environmental Protection Agency
FSM – Federated States of Micronesia
FSMPC – FSM Petrocorps
FSMTC – FSM Telecommunications
GDC – Governor's Disaster Committee
IDA – Initial Damage Assessment
IOM – International Organization for Migration
MOU – Memorandum of Understanding
MRCS – Micronesia Red Cross Society
NDRP – National Disaster Response Plan
OEEM – Office of Environment and Emergency Management
PIO – Public Information Officer
PPA – Pohnpei Port Authority
PDPP – Pohnpei State Disaster Preparedness Plan
PTA – Pohnpei Transportation Authority
PUC – Pohnpei Utilities Corporation
PWC – Pohnpei Women's Council
R&D – Department of Resource and Development
SDCT – State Disaster Coordination Team
SOP – Standard Operating Procedure
T&I – Office of Transportation and Infrastructure
US COM – United States Chief of Mission
USG – United States Government
WSO – Weather Service Office

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- Official Memo Template

Appendix 3- Pohnpei State Resources and Assets List

Appendix 4- SDCT Meeting Minutes Template

Appendix 5- Example State of Emergency Declaration

Appendix 6- Evacuation Kit Example

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

Appendix 8- Pohnpei State Call Signs and Radio Frequencies

Appendix 9- FSM TC Emergency Text Notification Form

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 Pohnpei State Government developed a *Pohnpei State Disaster Preparedness Plan (PDPP)* that sets the state institutional arrangements for emergency and disaster response. The *PDPP* was first established in 2002, and was recently updated in 2017 to correspond with the state level arrangements established in the *NDRP*.

This Pohnpei State Standard Operating Procedure (SOP) for Emergency and Disaster Response has been developed in support of both the FSM *NDRP* and the *PDPP*. The SOP prescribes the actions to be followed by staff at the state 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 accountability provisions for all actors in order 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 main focus of this SOP will be on operational procedures for state level actors including the Governor, Governor's Disaster Committee, State Disaster Coordinating Officer and State Disaster Coordination Team. 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](#)

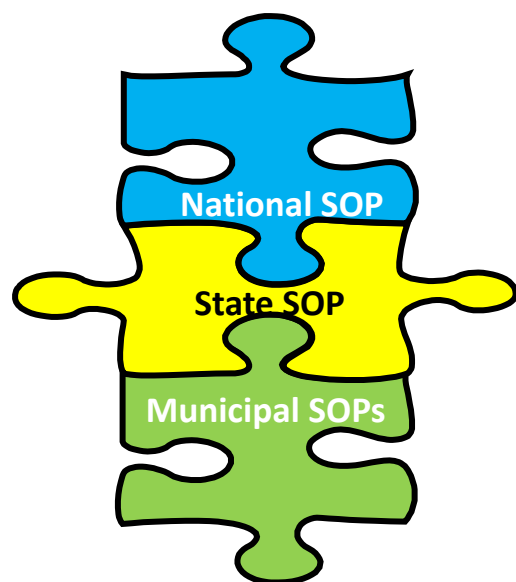


Figure 1: FSM comprehensive SOP framework.

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 H of the *PDPP*. All of the arrangements herein may operate in support of other lead agencies, with increased coordination beginning between Lead Agency Department Director, Director of Public Safety, and Disaster Coordinating Officer (DCO). Lead agency or department 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 *PDPP*, 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** in order 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 in order 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. National 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. Lessons learned from the exercises or simulations will be incorporated 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/disaster response/recovery in order to incorporate lessons learned. State DCOs will lead this at the state level with State Disaster Coordination Team input. Community level perceptions will also be considered through the use of beneficiary follow-up surveys distributed and collected during the response. The information collected from the surveys will be incorporated into the after action meeting. 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
 - i) Phase 1 - Preparedness
 - ii) Phase 2 – Warning
 - A. Watch (Condition III)
 - B. Alert (Condition II)
 - iii) Phase 3 – Operations
 - A. Onset (Condition I)
 - B. Impact
 - C. Relief
 - iv) Phase 4 – Recovery

There are four phases of implementation of state operational procedures: preparedness, warning, operations, and recovery. These four phases of implementation are established in section VI, part C of the *PDPP*. A brief description of each phase can be found in the table below:

Phase 1	Preparedness	A period of no active disaster in which preparations are made.
Phase 2	Warning	Warning announcements and preparations for impact are being made. A. Watch (Condition III) - A threat has been identified and could affect the state within 72 to 48 hours, given its current rate of development B. 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.
Phase 3	Operations	Response agencies are fully operational in order to reduce suffering, protect human lives and property. A. Onset (Condition I) - The threat is imminent and will strike within 24 hours. B. Impact – The disaster has struck C. Relief – Immediate needs are assessed and attended to.
Phase 4	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 Pohnpei 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

- Designate a State Disaster Coordinating Officer.
- Secure an Emergency Operations Center.
- Approve any amendments to Pohnpei State Disaster Preparedness Plan and this SOP.

PHASE II- WARNINGS

A. Watch (Condition III)

- Place Governor's Disaster Committee on "watch" via official memo. All official memos will be coordinated with the Public Information Officer (PIO). [See Appendix 2](#)
- Notify the President of potential threat and "watch" phase.
- Monitor the threat with Director of Public Safety, DCO and WSO Pohnpei.

B. Alert (Condition II)

- Upgrade the warning to "alert" via official memo with instructions on emergency preparations to take. Share with all state departments and heads of agencies.
- Activate the Emergency Operations Center, GDC, and SDCT via official memo. Determine hours of operation and designate state personnel to man the EOC based off the Director of Public Safety and DCO's suggestions.
- Notify the President of upgrade to "alert" phase and EOC activation.
- 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.
- Monitor the threat with DCO and WSO Pohnpei.
- Announce "all clear" if threat dissipates.

PHASE III- OPERATIONS

A. 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 post impact. Depending on the magnitude of the approaching event, Governor may wish to declare a State of Emergency earlier. [See Appendix 5](#)

- Upgrade the warning to “onset” via official memo with instructions on emergency preparations to take. Declare curfew if necessary. Share with all state departments and heads of agencies.
- Authorize state assets to be utilized for emergency preparations.
- Notify the President of upgrade to “onset” phase and declaration of emergency.
- Monitor the threat with DCO and WSO Pohnpei.
- Stay up to date regarding department emergency operations.
- Announce “all clear” if threat dissipates.

B. Impact

- Notify the President that the disaster has made impact describing the general magnitude of the event and potential damages.
- Announce “all clear” via official memo to all state departments and agencies on the advisement of the Director of Public Safety and DCO. Notify the President of the “all clear” notice.

C. Relief

- 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 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 Public Safety, and DCO.
- Coordinate foreign assistance with the President, Director of Public Safety, 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 IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

Governor

Date

Director of Public Safety

The Director of Public Safety is the EOC Controller, and oversees the emergency response operations. The Director is the Secretary for the Governor's Disaster Committee, and brings the decisions and planning of the DCO and SDCT to the GDC. If the Director is unavailable, the Disaster Coordinating Officer assumes the response responsibilities of the Director.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Support the DCO in reviewing the Pohnpei State Disaster Preparedness Plan every two years.
- Support the DCO in reviewing the emergency contact lists every six months, and this SOP every two years.
- Support the facilitation of live simulations and table top exercises to test the Pohnpei State SOP and Preparedness Plan.
- 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 "watch."
- 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 Pohnpei, Governor, and OEEM to monitor weather conditions and disaster threat.

B. Alert (Condition II)

- Advise the Governor to upgrade to alert phase, activate the EOC, and activate GDC and SDCT. Prepare Governor's memo of "alert" phase once approved. [See Appendix 2](#)
- Approve both radio broadcast and FSM telecommunications text messages prior to announcement.
- Coordinate with all other department heads the execution of their assigned emergency tasks.
- Continue to coordinate with OEEM and track weather with WSO Pohnpei.
- Coordinate other emergency duties as appropriate. Perform EOC Controller duties.

PHASE III- OPERATIONS

A. 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 continue 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.
- Coordinate all EOC operations.
- Submit written situation reports to the Governor daily, accompanied by brief oral reports throughout the day as conditions change.
- Continue to coordinate with OEEM and track weather with WSO Pohnpei.
- Perform operational tasks as directed by the Governor.

B. IMPACT

- Coordinate 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.
- Continue to communicate with WSO Pohnpei and DCO for up to date weather tracking and status of emergency rescue operations to determine an “all clear.”
- Advise the Governor to announce “all clear.”

C. RELIEF

- Oversee EOC operations. Prioritize essential services restoration following the “all clear.”
- Receive compiled IDA information from the DCO after the Mayors have sent the completed form. Update Governor on magnitude of disaster, providing summary of IDA information.
- Attend GDC meetings and provide updates to Governor and GDC. Take meeting minutes.
- 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. See [Appendix 3](#)
- Coordinate all emergency operations with the Governor, GDC, and DCO.
- 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.
- Advise 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 IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the assigned duties during preparedness and disaster operations.

Director of Public Safety

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 Public Safety, and the DCO is the Chairman of the SDCT. If the DCO is unavailable, the Assistant Chairman to the State Disaster Coordination Team assumes the response responsibilities of the DCO.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Update and maintain PDPP. Review and analyze every two 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 four 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 department Continuity of Government Plan to address the preservation of vital records and lines of succession.
- 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 reports projects status 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.
- Keep the EOC in working condition and outfitted with appropriate materials.
- Work with Director of Public Safety to establish a disaster response contingency fund.
- Coordinate with other departments or agencies periodic assessment of vulnerability and propose recommendations to rectify existing problems.
- Work with Municipal Mayors to establish a disaster response program in municipalities.
- Train Mayors on IDA form.
- Conduct training for SDCT focal points in EOC operations management.
- Assist municipalities in securing warning systems/sirens.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify the Director of Public Safety as soon as threat is identified.
- Notify State Disaster Coordination Team of “watch” phase.
- Coordinate with WSO Pohnpei, Governor, Director of Public Safety, and OEEM to monitor weather conditions and disaster threat.
- Test HF radios and prepare EOC for activation.

B. Alert (Condition II)

- Notify the State Disaster Coordination Team of “alert” phase, and that EOC was activated.
- Call meeting of the SDCT at the EOC. Brief SDCT on disaster threat, current situation, and decisions of the GDC and Governor.
- Issue warnings via radio announcement, FSM Telecommunications text message (for large scale only), and Facebook page (coming soon). Notify the general public of the disaster threat and curfew if necessary.
- Instruct general public to take emergency precautions such as boarding facilities and homes, and preparing evacuation kits for possible evacuation. [See Appendix 6](#)
- Update Mayors of alert phase and appropriate emergency preparations.
- Notify Department of Education to close schools and begin preparing schools as evacuation centers.
- Request Micronesia Red Cross assistance in preparing evacuation center registration tables.
- 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 FSMTC to release bulk SMS emergency messages. [See Appendix 9](#)
- Coordinate with all other department heads the execution of their assigned emergency tasks.
- Continue to coordinate with OEEM, WSO Pohnpei, and Director of Public Safety.
- Coordinate other emergency duties as appropriate.

PHASE III- OPERATIONS**A. ONSET (Condition I)**

- Make suggestion to Director of Public Safety for Governor to declare a State of Emergency and upgrade the phase to ‘onset’. [See Appendix 5](#)
- Activate evacuation procedures.
- Monitor disaster and continue coordination of all ongoing activities. Continue reports to the Director of Public Safety.
- Oversee evacuation operations. Coordinate with Mayors to determine if there is any evacuation assistance needed. Deploy evacuation teams (public safety and school buses) as appropriate.
- Coordinate with Pohnpei Consumers and Department of Education to determine home addresses for persons with disabilities. Deploy wheelchair accessible school buses owned by Dept of Education, Pohnpei Consumers, and Salvation Army to pick up those persons with disabilities and transport to evacuation centers.
- Prepare for impact. Ensure facilities are secured and boarded, communication devices are charged, cars are fueled.
- Submit brief, oral situation reports to the Director of Public Safety every two hours. Submit written situation reports once a day to the Director of Public Safety.
- [Continue to coordinate with OEEM and track weather with WSO Pohnpei.](#)
- Perform operational tasks as directed by the Governor.

B. IMPACT

- Coordinate all emergency rescue activities in accordance with established priorities.
- Establish contact with Mayors for a verbal, on the ground assessment of major damages and need for emergency medical transport.
- Continue oral situation reports to Director of Public Safety every two hours until “all clear” is announced.
- Advise the Director of Public Safety on each department or agencies’ operations and proposed deployment of resources and personnel according to needs and priorities. [See Appendix 3](#)
- Document known damages to facilitate damage assessment.
- Update OEEM of first glance look of damages and magnitude of the event.
- Deploy designated emergency teams to assist disaster victims such as emergency medical transport, and to ensure public safety prior to the “all clear.”
- Continue to communicate with WSO Pohnpei for up to date weather tracking, and other departments for status of emergency rescue operations to determine an “all clear.”
- Advise the Director of Public Safety for Governor to announce “all clear.”

C. RELIEF

- Collect IDA information from Mayors within 24 hours of “all clear”.
- Call meeting of SDCT at the EOC to determine most pressing needs.
- Coordinate all emergency operations with the GDC and establish relief priorities.
- Deploy teams to clear roads and debris and to restore essential services such as water, sewage, electricity, and telecommunications, where possible.
- Oversee return home from evacuation centers.
- 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.
- Create a State Action Plan and budget with SDCT, assessing the need for national assistance.
- 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 Public Safety delivers these suggestions.
- Coordinate national assistance with the Governor and OEEM.
- Coordinate foreign assistance if applicable with the Governor and OEEM.
- Coordinate 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.
- Close the EOC, securing all materials, and backing up information for record keeping.

PHASE IV- 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 Pohnpei 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

Pohnpei Governor's Disaster Committee					
Administration	Name	Email	Work Phone	Home Phone	Cell Phone
Governor	Hon. Marcello Peterson	pnigovernor@mail.fm	320-2235	320-1886	923-2030
Lt. Governor	Hon. Reed Oliver	namiki@mail.fm	320-2204	320-2403/4178	925-7769/923-8435
Chief of Staff	Joseph Saimon	chiefofstaffpni@gmail.com	320-2235		920-3868
Attorney General	Dana Smith	dwsmith.ag_pni@yahoo.com	320-2356		
Public Information Officer (PIO)	Suannrita Ladore	suannry88@gmail.com	320-3634	320-4843	
Departments					
Dept of Public Safety (Secretary)	Benito Cantero	bcantero07@gmail.com	320-3910	320-1349	925- 5086/5986
Dept of Education	Churchill Edward	cedward@pohnpeidoe.fm	320-2103		922-2214
Dept of Health Services	Kapilly Capelle	kcapelle@fsmhealth.fm	320-3805		920-4248
Dept of Lands	Benly Lucios	benlylucios@gmail.com	320-2715		
Dept of Resource and Development	Nicholson Solomon	nis@mail.fm	320-2712		925-9038
Dept of Treasury & Finance	Feliciano M. Perman	directordota.psg@gmail.com	320-2243	320-4882	923-4321
Agencies/Offices					
Budget and Planning	Cristina Elnei	Elnei1221@gmail.com	320-2238		920-3144
Chamber of Commerce					
Environmental Protection Agency	Henry Susaia	hsusia@gmail.com	320-1210	320-1770	
FSM Telecom	Freddy Perman	fredy.perman@fsmtc.fm	320-2740		920-1111
Housing Authority	Henry Saimon Jr.	jnrsaimon@yahoo.com	320-4225		924-2046
Pohnpei Port Authority (PPA)	Pius Roby	pbroby@mail.fm	320-2793		926-8702
Pohnpei Transportation Authority (PTA)	Sadorino Martin	martinsadorino@yahoo.com	320-2377	320-6619	926-9238
Pohnpei Utilities Company (PUC)	Nixon Anson	nanson@mypuc.fm	320-2374		924-0595
Transportation & Infrastructure	Jack Yakana	jeyakana691@gmail.com	320-2411		920-2182
V6AH Broadcast Authority	Claudia David	claudia_pni@yahoo.com	320-2296	320-5228	
NGOs/Partners					
International Organization for Migration	Stuart Simpson	ssimpson@iom.int	320-8735		
Micronesia Red Cross Society	Isao Frank, Jr	mracs@mail.fm	320-7077		926-0852
The Pacific Community (SPC)					
Salvation Army	Taylor Santos	taylor_santos@yahoo.com	320 4402		

Mode of Activation

The GDC is activated by the Governor at the advisement of the DCO via an official memo. In urgent situations, the GDC can be called to order via phone or email, followed by official memo.

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.
- Develop department Continuity of Government Plans to secure vital records and ensure line of succession.
- Lead agency department directors oversee development of Hazard specific emergency plans.

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

- Monitor the threat independently.
- Notify department or agency of watch phase and place 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.
- Approve or deny requests for department personnel to be deployed to EOC.
- Activate and oversee department operations.
- Stay in close contact with SDCT focal point.
- Approve or deny requests to utilize department resources and assets.
- Lead Agency department heads brief Governor and GDC on disaster threat.
- Establish contact with national level department regarding possible assistance or line agency funding and assistance. Inform DCO of any possible coordination with national level departments.

PHASE III- OPERATIONS**A. Onset (Condition I)**

- Fully activate department operations. Update Governor and Director of Public Safety on department operations.
- 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 Public Safety of developments.
- Ensure the security of department personnel and facilities, preservation of records, and line of succession.

B. Impact

- Notify Governor and DCO of developments and damages reported within sector.
- Deploy personnel to conduct emergency operations such as medical evacuations.

C. Relief

- Convene at the Governor's Conference Room for GDC meeting.
- Update Governor and Director of Public Safety 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 IV- RECOVERY

- Assist Director of Public Safety in securing recovery funding and resources as determined in the State Action Plan.
- Assist Director of Public Safety 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 Public Safety in ensuring equitable distribution of recovery assistance.
- Assist Director of Public Safety in ensuring proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.
- Assist Director of Public Safety 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 Pohnpei 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 one alternate from each Pohnpei State disaster response related department, state agency, and partner organization. The SDCT assists the DCO in planning and implementing state disaster response activities.

Mode of Activation

The SDCT is activated by the DCO via an official memo. In urgent situations, the SDCT can be called to order via phone or email, followed by official memo.

Membership

See next page.

Pohnpei State Disaster Coordination Team						
Administration	Name	Position	Email	Work Phone	Home Phone	Cell Phone
Dept of Public Safety (Chairman)	Patrick Carl	DCO	patrickcarl72@gmail.com	320-3881	320-4389	924-5317
Public Information Officer (PIO)	Suannrita Ladore	Focal Point	suannry88@gmail.com	320-3634	320-4843	
Office of Attorney General	Josphine Carl	Focal Point	dwsmith.ag_pni@yahoo.com	320-2356		
Public Affairs	Heinrik Stevenson	Focal Point	nahnpei@gmail.com	320-2570	320-4127	
	Herold Ocampo	Alternate	hero_oca@yahoo.com	320-2570		925-9599
Departments						
Dept of Public Safety	TBD					
	TBD					
Dept of Education	Rickson Higgins	Focal Point	rhiggins@pohnpeidoe.fm	320-2103		924-7707
	Meryda Inos	Alternate	minos@pohnpeidoe.fm	320-2103		920-8017
Dept of Health Services	Hinden Alexander	Focal Point	halexander@fsmhealth.fm	320-2217		926-4991
	Friland Lekka	Alternate	stevebernes318@gmail.com	320-2216		920-5219
Dept of Health (Social Affairs)	Kester James	Focal Point	kesterjames322@gmail.com	320-5142	320-2977	
	Lulueen Santos	Alternate	lulueensantos@yahoo.com			
Dept of Lands	TBD	Focal Point				
	TBD	Alternate				
Dept of Resource and Development	Romeo Walter	Focal Point				
	TBD	Alternate				
Dept of Treasury & Finance	TBD	Focal Point				
	TBD	Alternate				
Agencies/Offices						
Budget and Planning	Anthony Tainard	Focal Point	tonyloyoladain@gmail.com	320-2238		920-7165
	TBD					
Chamber of Commerce	TBD					
	TBD					
Environmental Protection Agency	Francisco Celestine	Focal Point	franciscocelestine@gmail.com	320-1780		
	Alfred David	Alternate				
FSM Telecom	Paul Talley	Focal Point	paul.talley@fsmtc.fm	320-2740		921-5926
	Joseph Johnny	Alternate	joe.johnny@fsmtc.fm	320-2740		920-1196
Housing Authority	Henry Saimon Jr.	Focal Point	jnsaimon@yahoo.com	320-4225		924-2046
	Kneller William	Alternate	kt2william@yahoo.com	320-2582	320-1244	
Pohnpei Port Authority (PPA)	TBD					
	TBD					
Pohnpei Transportation Authority (PTA)	Marc Garog	Focal Point				
	Anthony Martin	Alternate				
	Jesse Henry	Alternate				
Pohnpei Utilities Company (PUC)	Denny Lebehn	Focal Point	lebehndl@gmail.com	320-7792		925-6950
	John T. Martin	Alternate	j.martin@mypuc.fm	320-2374		926-1676
Transportation & Infrastructure	Olfred John	Focal Point	olfred.m.john@gmail.com	320-2572		925-1255
	Jack Yakana	Alternate	jeyakana691@gmail.com	320-2411		920-2182
V6AH Broadcast Authority	Yamasida Ehpel	Focal Point	yamasidaehpel@gmail.com	320-2296	320-2697	
	Sweeter Kalio	Alternate	swiikalio@gmail.com	320-2296		920-9900
NGOs/Partners						
International Organization for Migration	Ryan McVey	Focal Point	rmcvey@iom.int	320-8735		920-9600
Micronesia Red Cross Society	Morgan David	Focal Point	morgandavidsir@gmail.com	320-7077		920-2964
Pohnpei Consumers (Disabilities)	Nelbert Perez	Focal Point	nperez59@gmail.com	320-1619		922-4510
	Henry Phillip	Alternate	hphillip8@gmail.com		320-8626	923-5063
Pohnpei Women's Council	TBD					
	TBD					
Salvation Army	Taylor Santos	Focal Point	taylor_santos@yahoo.com	320 4402		
	Cynthia Nanpei	Alternate		320 4402		
The Pacific Community (SPC)	TBD					
Municipalities						
Kitti	Marson Rosario	Focal Point	romarson87@gmail.com			921-1076
Kolonia	John Weilbacher	Focal Point	weilbacherpohnpei@gmail.com			
Madolenihmw	TBD	Focal Point		320-8096		920-4490
Nett	Daniel Edgar/Charley Iriazte	Focal Point	danielEdgar691@gmail.com			
Sokehs	TBD	Focal Point				
U	Keeper Pertin	Focal Point		320-3991		925-8076
Kapingamarangi (OI)	TBD	Focal Point				
Nukuoro (OI)	TBD	Focal Point				
Mwoakilhoa (OI)	Ohner Jim	Focal Point		320-6737		
Pingelap (OI)	Hirosi I. Boaz	Focal Point	peisik2t@yahoo.com			
Sapwuahfik (OI)	TBD	Focal Point				

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Focal points familiarize themselves with disaster response plans and procedures including but not limited to the PDPP, this SOP, hazard emergency plans, and other department plans.
- Receive training in EOC operations.
- Receive training in sector based damage assessments procedures.
- 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 counterpart (focal point or alternate) 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. [See Appendix 4](#)
- Determine necessary preparations for specific disaster situation with DCO.
- Stay in close contact with Department Director regarding evacuation preparations.
- Request approval from Department Director for use of department resources for emergency preparations.
- Lead Agency focal point briefs SDCT and DCO on disaster threat.
- Assist DCO in notifying relevant groups of alert activation including the general public, mayors, and state agencies, as designated by the DCO.
- Coordinate assigned departmental emergency preparations.

PHASE III- OPERATIONS

A. 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.
- Conduct assigned action items as determined from SDCT meeting minutes.
- Continually update DCO on departmental emergency preparations and evacuation procedures.
- Man the EOC when appropriate.

B. 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.

C. Relief

- Convene at the EOC for SDCT meeting.
- Assist DCO in collecting IDA information from Mayors.
- Work with DCO to identify key areas of need such as road clearing, debris removal, and power restoration.
- Assist DCO in creating a situation report for the Governor suggesting allocation of state funds and resources for emergency relief.
- Coordinate department emergency response operations and update DCO.
- 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.
- Work with DCO to create a State Action Plan and budget, assessing the need for national assistance.
- 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.
- 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 IV- 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.
- Participate in after action meeting to review response operations and lessons learned.

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

Mayors

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that municipal emergency response and hazard contingency plans are developed.
- Maintain and upgrade evacuation routes for specific disasters such as typhoon and tsunami along with community participation and guidance. Submit request to DCO for clearing evacuation route by PTA.
- Work with PTA to determine most secure evacuation centers for specific disasters including typhoons and tsunamis.
- Notify community of designated evacuation routes and evacuation centers with DCO.
- Note the location of those that would require evacuation assistance. Develop a contingency plan for vulnerable groups such as elderly and persons with disabilities.
- Develop community warning systems such as megaphones, sirens, or church bells.
- Facilitate community evacuation drills to assess evacuation plans.
- Mayors are trained on Initial Damage Assessment form. Designate other local representatives, such as Councilmen or Municipal staff, to be trained on IDA form as well to increase efficiency and reduce time collecting information.
- Determine focal points and alternates to be municipal representatives in the SDCT.
- Mayors, focal points, and alternates review the PDPP and this SOP often.
- Notify DCO of any changes in contact information, leadership, or designated focal points.
- Coordinate with Pohnpei EPA and PUC to maintain and track municipal water supply.
- Maintain donated RO units.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify DCO if water supply could reach a critical point.
- Receive warning messages from DCO.
- Make community watch phase announcement.
- Test warning systems.
- Make emergency preparations such as ensuring communication systems are charged, vehicles are fueled, if applicable.

B. Alert (Condition II)

- Receive updated warning message from DCO.
- Ensure warning message is heard by all in municipality. Activate municipality warning system.
- Notify municipality to prepare to evacuate including packing enough food, water, and medicine for 2-3 days. Important documents should also be packed, such as passports. [See Appendix 6](#)
- Notify DCO and Public Safety if evacuation assistance is needed in evacuating elderly or disabled. Provide locations and number of people requiring assistance.

- SDCT focal points report to EOC, as necessary.
- Notify DCO of dry conditions, if applicable.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Notify community of updated warning message and activate evacuation plan.
- Oversee and assist in evacuation to ensure orderly evacuation procedures.
- Outer island communities to board vessels and take to open ocean or deep lagoon for tsunami.
- Report needs of the community to DCO via the SDCT focal points.
- Provision evacuation centers with available municipal resources.
- Prepare municipal office for impact. Secure facility and vital records.

B. Impact

- Assist in maintaining order and peace in evacuation centers.
- Wait for official “all clear” to be given by DCO through all means necessary.
- Request emergency medical assistance as necessary.
- Help coordinate onshore volunteers and volunteer fisherman for search and rescue missions.
- Notify the community of the “all clear” message.

C. Relief

- Help facilitate return home from evacuation centers as appropriate.
- Conduct IDA within 24 hours after “all clear”. Report IDA information via hand delivery, phone, email, or radio to EOC immediately after completing.
- For slow onset disaster such as drought, IDA forms should be conducted and reported periodically throughout the disaster event.
- Provide any relief assistance within the municipal capacity.
- Restore water supply to municipality.
- 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 IV- 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.
- Participate in after action meeting once all response activities are complete as community representative.

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

_____	_____
Madolenihmw Mayor	Date
_____	_____
U Mayor	Date
_____	_____
Kitti Mayor	Date
_____	_____
Sokehs Mayor	Date
_____	_____
Nett Mayor	Date
_____	_____
Kolonia Mayor	Date
_____	_____
Pingelap Mayor	Date
_____	_____
Mwoakilloa Mayor	Date
_____	_____
Sapwuahfik Mayor	Date
_____	_____
Nukuoro Mayor	Date
_____	_____
Kapingamarangi Mayor	Date

Office of the Attorney General
OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Review Pohnpei State Disaster Preparedness Plan and annexed SOP biennially for approval.
- Advise State on legality of new disaster preparedness legislature or executive directives.

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

- Monitor the threat independently.
- Attorney General notifies key staff and briefs them per their assigned responsibilities.

B. Alert (Condition II)

- Attorney General attends Governor's Disaster Committee meeting at the Governor's Conference Room.
- Focal point attends meeting of the State Disaster Coordination Team at EOC.
- Prepare to draft State of Emergency declaration.

PHASE III- OPERATIONS**A. Onset (Condition I)**

- Draft State of Emergency declaration, if requested by Governor.

B. Impact

- Monitor the threat independently.

C. Relief

- Determine the need for a State of Emergency such as to preserve public peace, life, or property.
- Draft State of Emergency declaration, if requested by Governor and not previously done.
- Renew State of Emergency declaration if necessary to continue emergency operations.

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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department's assigned duties during preparedness and disaster operations.

Attorney General

Date

Department of Public Affairs - Public Information Officer

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Conduct on-going hazard awareness and disaster preparedness public education programs.
- Establish additional methods of communication with the public including a website and social media account. Market new media platforms to garner followers.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat independently.
- Draft official memo from Governor's office regarding "watch" phase with details regarding the identified threat. Share with Governor for signature and disseminate to relevant agencies.

B. Alert (Condition II)

- Draft official memo from Governor's office activating EOC, GDC, and SDCT. Detail EOC hours of operation, departments activated if not full activation of GDC and SDCT, and any other imperative information. Share draft memo with Governor for his signature. [See Appendix 2](#)
- Disseminate official activation memo with all state departments, state agencies, partner organizations, and FSM President's office.
- Assist Director of Public Safety in calling GDC members for GDC meeting. Draft official memo from Governor calling a meeting of the GDC.
- PIO attends Governor's Disaster Committee meeting at Governor's Conference Room.
- Compile and prepare emergency information for the public if emergency progresses to Condition 1, "onset".
- Take minutes of the GDC meetings and share with GDC, DCO, and Governor with action items. [See Appendix 4](#)
- Release warning message on most appropriate platform for target audience, if requested by Governor.
- Announce the Governor's "all clear" if the threat dissipates.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Draft official memo from Governor's office upgrading warning to "onset." Detail evacuation procedures, official curfews, or any other relevant information including declarations of

emergencies. Share draft with Governor for signature and disseminate to all state departments, agencies, partner organizations, and FSM President’s office.

- Release warning messages to the public on all available platforms including websites and social media. Coordinate all warning messages released to the public with the DCO.
- Attend to any inquiries from the media.
- Announce the Governor’s “all clear” if the threat dissipates.

B. Impact

- Continue to release warning messages to the public, as appropriate.
- Continue to coordinate with the media, as appropriate.
- Announce the Governor’s “all clear” on all available platforms. Coordinate with DCO.

C. Relief

- Disseminate copies of the Governor’s State of Emergency declaration to all state departments, agencies, and partner organizations, if not previously done.
- Arrange for a media representative to receive regular briefings on the State status during an extended emergency.
- Continue to releases messages from the Governor’s office regarding State response and relief.
- Secure printed and photographic documentation of the disaster situation and relief efforts to be shared with media.
- Handle unscheduled inquiries from the media and the public.

PHASE IV- RECOVERY

- Continue to handle all media inquiries regarding recovery efforts.
- Continue to announce official notices from the Governor’s office regarding 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

Public Information Officer
Office of the Governor

Date

Department of Treasury and Administration & Office of Budget and Planning

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government 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 and Commissioner notify key staff and briefs them per their assigned responsibilities.
- DTA focal point provides reminder to other departments 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 and Commissioner attend Governor's Disaster Committee meeting at the Governor's Conference Room.
- Focal points attend State Disaster Coordination Team meeting at the EOC.
- Focal points update DCO on available state disaster funding and other key information.

PHASE III- OPERATIONS

A. 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.
- Budget office reallocates funds to emergency operations if State of Emergency is declared.

B. Impact

- Continue to track and update emergency response budgets.

C. Relief

- Budget Office reallocates state funds to support emergency response operations at the direction of the Governor, once State of Emergency is declared.
- Monitor and manage expenditures.

- Control issuance of funds obligated for disaster operations.
- Focal points assist 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 IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

Director
Department of Treasury and Administration

Date

Commissioner
Office of Budget and Planning

Date

Department of Education

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government 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.
- 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 T&I.
- School buildings undergo infrastructure safety inspection by EPA and T&I prior to the start of the school year.
- Ensure 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 and bus drivers to be referenced quickly in cases of emergency. [See Appendix 7](#)
- School buildings, bathrooms, and buses are maintained in sanitary, accessible, and working condition in order 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 four Chief of Divisions.
- Chief of Divisions notify their respective staff of watch phase.
- Chiefs notify principals of schools designated as shelters of the possibility of using facilities should condition two be declared.
- Place other key personnel including bus drivers and maintenance on standby whose assistance may be required should the emergency becomes more imminent.
- Fuel vehicles and buses. Secure fuel for backup generators. Charge communication devices.

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 schools as evacuation centers including setting up registration tables.
- DOE maintenance boards school windows and secures other DOE facilities and equipment.

- Work with Public Safety to establish security at evacuation centers.
- Work with Health to provision shelters with emergency medical and sanitation supplies.
- Work with Micronesia Red Cross to establish registration tables at evacuation centers.
- Make school buses available to assist in evacuation of vulnerable communities, particularly elderly and persons with physical disability.
- Incorporate hazard educational materials or contests for students such as information on health outbreaks, water conservation, emergency preparedness, etc.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Deploy school buses to assist in evacuation and transportation of vulnerable groups once notified by DCO. Number of school buses utilized is decided within the EOC. School buses are staged at the Governor's office parking lot.
- Principals remain at school facility as Site Manager. Principals, teachers, and MRCS volunteers register incoming community members at evacuation centers. Registration data should be disaggregated by gender, age, and any other key features.
- Perform other duties as assigned.

B. Impact

- Monitor disaster conditions and assist with needed emergency activities.

C. Relief

- When "all clear" is given, assist in the return home of those in evacuation centers.
- Utilize school buses to transport vulnerable groups (elderly and disabled) back home.
- Where feasible, utilize school buses as emergency medical transportation.
- 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.
- Principals submit registration log of those displaced by the storm and seeking refuge the evacuation center to SDCT focal point. SDCT focal point brings to EOC.
- Assist in sector based damage assessments where appropriate.
- 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 IV- 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 Pohnpei 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 with DCO.
- Develop department Continuity of Government Plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Maintain Hospital Emergency Plan.
- Maintain early warning system for epidemics and health outbreaks (EpiNet Teams).
- Conduct yearly health and sanitation inspections of all designated evacuation centers.
- Support the formulation of disaster preparedness in health education projects.
- Ensure staff and personnel remain up to date in trainings such as HazMat and EOC operations.
- Procure and maintain radios for outer island Community Health Centers.

PHASE II- WARNINGS

A. Watch (Condition III)

- Incident Commander places teams and team leaders on standby.
- 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 including those in outer islands. Establish contact with outer island CHC.

B. Alert (Condition II)

- Incident Commander attends meeting of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Incident Commander and focal point activate and brief relevant teams.
- Ensure sufficiency of fuel for back-up generators and emergency vehicles.
- Secure facilities by boarding windows and other emergency preparations.
- Secure vital records.
- Continue communications with facilities in rural communities.
- Provision designated evacuation centers with emergency medical and sanitation supplies.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Assign nurse to designated evacuation centers, if available.
- Perform operational tasks as directed by the DCO or Governor.

B. Impact

- Assess health needs and update DCO accordingly.
- Assign first-aid and triage personnel to areas in most need.

- Manage mass casualties, initial treatment of victims, first-aid, and transport to health facilities as able without endangering the lives of first responders.
- Consider establishing alternate care site support depending on the magnitude of the disaster and geographic span.
- If Pohnpei hospital is affected and no longer safe to use, establish alternate care site at Nett school yard.

C. Relief

- Conduct sector based damage assessment within 72 hours of disaster impact. Coordinate team deployment with SDCT and DCO.
- Compile assessment results into situation report.
- Conduct epidemiological surveillance and notify DCO of any post disaster disease outbreaks.
- Work with other departments to manage environmental health impacts.
- Determine food and nutritional needs following drought or event affecting food supply.
- Manage distribution of health relief supplies.
- Assist DCO in drafting a State Action Plan and budget that identifies health needs and assess the need for national assistance.
- Establish contact with FSM Department of Health 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 to include 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 IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department's assigned duties during preparedness and disaster operations.

 Director
 Department of Health Services

 Date

Department of Health Services – Social Affairs

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department’s emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government Plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Participate in disaster preparedness and planning activities to ensure vulnerable groups are represented including women, youth, elderly, and persons with disabilities.
- Work with Department of Education, Department of Transportation and Infrastructure, and Pohnpei Consumers to ensure evacuation centers (schools) are accessible for persons with disabilities.
- Assist Pohnpei Women’s Council and IOM in collecting data regarding women in disasters.
- Ensure women’s needs are being addressed in disaster preparations including private bathroom facilities and dignity kits.
- Engage youth to participate in disaster preparedness programming and trainings.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat.
- Place personnel on standby, including DOH behavioral health community health workers.
- Social affairs focal point establishes contact with relevant partner organizations including Pohnpei Consumers and Pohnpei Women’s Council regarding emergency preparations.

B. Alert (Condition II)

- Focal point attends meeting of the State Disaster Coordination Team and represents vulnerable groups’ interests in emergency preparations.
- Work with Pohnpei Consumers and Department of Education to identify location of disabled persons in need of evacuation assistance if emergency proceeds to “onset.” Contact disabled persons to inquire whether they will be needing assistance.
- Stay in contact with DOH behavioral health community health workers regarding possible deployment if emergency proceeds to “onset.”
- Perform other duties as assigned by DCO and SDCT.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items assigned by SDCT.
- Deploy DOH behavioral health community health workers to active mental health patients’ homes to ensure they are safely activated. Community health workers then disperse to evacuation centers to provide psychological support to the community within the center.

- Focal point assists Pohnpei Consumers in ensuring persons with disabilities are safely evacuated.
- Perform other duties as assigned by DCO and SDCT.

B. Impact

- Focal point takes note of damages in their area. Document known damages to be reported to SDCT.
- Community health workers report any problems or additional needs within the evacuation centers. Request Public Safety assistance if there are any disturbances.

C. Relief

- Assist in return home of persons with disabilities and active mental health patients.
- Assist DCO in drafting a State Action Plan and budget that identifies needs of vulnerable groups and assess the need for national assistance.
- Assist DCO in coordinating national and foreign assistance, if applicable.

PHASE IV- RECOVERY

- Provide psychological support for first responders if necessary.
- Focal point participates in after action meeting following the conclusion of all relief and recovery activities.

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

Chief
Division of Social Affairs
Department of Health Services

Date

Department of Public Safety

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government Plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop emergency contingencies for different types of disasters (storms, epidemics, major accidents, lost at sea) with personnel assigned to specific functions.
- Be prepared to deploy to disaster scene on a moment's notice, general readiness.
- Develop and educate the public of use of special warnings for emergencies, curfew requirements, and other traffic control measures.
- Work with municipal governments to practice evacuation procedures.
- Work with Mayors, T&I, and DCO to identify evacuation centers.
- Secure backup generators.
- Train officers in handling of evidence such as for airplane crash investigations.

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 families and then report to duty.
- Make emergency provisions such as fueling patrol vehicles and charging communication devices.
- Other assigned duties as appropriate.

B. Alert (Condition II)

- Director of Public Safety attends meeting of the Governor's Disaster Committee.
- Chief of Police 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 V6AH radio for the full message and more information.
- Deploy officers to each evacuation center to establish security.
- Secure jail population.
- Perform other duties as required.

PHASE III- OPERATIONS

A. 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 Department of Education and Pohnpei Consumers school buses.
- Receive official documents regarding curfew measures from DCO.
- Enforce curfew.

B. Impact

- Monitor disaster and maintain public safety.
- Provide security where needed, if feasible.
- Enforce curfew.
- Carry out search and rescue where necessary. Coordinate onshore and offshore volunteer search parties.
- Block access roads for localized disasters such as fires, oil spills, plane crash, etc.
- Once weather threat dissipates, go outside and ensure it is safe for public to emerge from evacuation centers.
- Assist in clearing large debris from roads blocking access to the hospital.
- Notify DCO once the scene is secure for public to return home.

C. Relief

- Once "all clear" is announced, ensure order in "returning home" activities.
- Deploy traffic control units.
- Assist in returning home vulnerable groups such as the elderly and disabled utilizing school buses and Pohnpei Consumers bus.
- Assist designated agencies in managing order at mass care centers.
- Block access roads or provide traffic control as appropriate during road debris removal, road maintenance, or utility restoration.
- 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.
- Officers work with Housing Authority to conduct investigations of personal home damages.
- Focal points request Director approval to utilize department resources in relief efforts.

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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department's assigned duties during preparedness and disaster operations.

Chief of Police
Department of Public Safety

Date

Department of Resources and Development

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government 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 Mayors and municipalities in order to objectively conduct the IDA agriculture section.

PHASE II- WARNINGS

A. Watch (Condition III)

- Place staff on standby
- 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.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Dispatch assigned staff to take necessary measures in securing government sponsored development projects including agriculture station in Kolonia and seed bank in Madolenihmw.
- Perform emergency duties as assigned by Governor or SDCT.

B. Impact

- Monitor the disaster and assist other departments in carrying out emergency activities.
- Assist in land based Search and Rescue missions.

C. Relief

- Focal points request assistance from Director to utilize department resources for relief efforts.

- Assist in clearance of debris or other appropriate emergency duties.
- Conduct sector based damage assessments (agriculture and natural resource management) within 72 hours of “all clear”. Coordinate team deployment with DCO and SDCT. Teams will be deployed to each municipality.
- Agriculture division will coordinate with Department of Health Nutrition unit to review agriculture damages and determine food security vulnerability.
- Compile sector based assessment findings into situation report.
- Following a landslide, Natural Resource Management division will assess how big the landslide area was and what biodiversity was lost. Coordinate with Department of Land and Survey.
- 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.
- Coordinate distribution of starter plants from Madolenihmw seed bank, if available.

PHASE IV- RECOVERY

- Request assistance from FAO and other line agencies for agriculture recovery projects.
 - Collect starter plants from local farmers to be distributed to disaster affected areas
- Participate in after action meeting following the conclusion of all relief and recovery activities.

The checklist is to be used in conjunction with the Pohnpei 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 Transportation and Infrastructure

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government Plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Ensure development and implementation of hazard mitigation measures such as typhoon shuttering.
- Designate and train department personnel in how to conduct sector based damage assessment.
- Conduct yearly inspection of school and other State facilities to ensure they are safe to be used as evacuation centers. Provide report of school facility condition to DCO.

PHASE II- WARNINGS

A. Watch (Condition III)

- Department Director calls administrative officers upon notification from DCO or Governor.

B. Alert (Condition II)

- Department Director attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Secure T&I facilities and vital records.
- Make available transports (vehicles) for necessary movements of personnel, equipment and supplies.
- Conduct final inspection of designated evacuation centers to ensure readiness prior to evacuation.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Monitor disaster conditions and performs emergency activities per the Governor's instructions.

B. Impact

- Monitor disaster situation. Receive reports of damages and compile for later use.

C. Relief

- Assist PTA and PUC in working to restore essential public services by developing plans and providing the materials necessary including:
 - Removal of debris to make roads accessible beginning with main access roads and then focusing on municipal roads
 - Removal of debris from airport runways during airplane crash

- Conduct sector based damage assessment within 72 hours of “all clear”. Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- T&I sector based damage assessment covers public and private building damages and some road and bridge damages.
- Following the damage assessment, create plans and designs for addressing the destruction, scopes of work, and cost estimates. Share findings with DCO and SDCT.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.

PHASE IV- RECOVERY

- Conduct inspections at reconstruction sites to ensure buildings are being built according to plans
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Director
Department of Transportation and Infrastructure

Date

Department of Land

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's emergency contact lists are current and accurate with DCO.
- Develop department Continuity of Government Plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Create GIS database of private and public lands, as well as historic sites
- Prepare for climate change and sea level rise. Investigate land for climate change refugees to go to if their land is no longer habitable.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Director attends Governor's Disaster Committee meetings.
- Focal point attends meetings of the State Disaster Coordination Team.
- Focal point requests to utilize Land resources for emergency preparations when applicable.
- Provide landslide vulnerability mapping to DCO and SDCT if heavy rains are forecasted

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.

B. Impact

- Focal point documents known damages to be reported to SDCT.

C. Relief

- Conduct sector based damage assessment within 72 hours of "all clear"
 - HPO conducts assessment of damage to historical sites
 - Survey assess land loss
- If landslide occurs, designate public land for displaced people to settle on temporarily:
 - Survey and map the proposed land
 - HPO ensures there are no historical artifacts on proposed land
 - Subdivide the land amongst the displaced families
 - Clearly determine the length of stay for the displaced
- Assist displaced families in relocating and securing their newly assigned land.
- Expedite land applications for disaster victims

- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal point requests Director approval to utilize department resources in relief efforts.

PHASE IV- RECOVERY

- Focal point requests Director approval to utilize department resources in recovery efforts.
- If event involved Department of Land, participate in after action meeting at the conclusion of all relief and recovery efforts.

Director
Department of Land

Date

Pohnpei Transportation Authority

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that authority's emergency contact lists are current and accurate with DCO.
- Develop authority's Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Ensure development and implementation of hazard mitigation measures.
- Designate trained department personnel to conduct sector based damage assessment during emergencies.
- Inspect equipment regularly to ensure all is in working condition. Repair as needed.

PHASE II- WARNINGS

A. Watch (Condition III)

- Commissioner calls administrative officers upon notification from DCO or Governor.
- Administrative officers alert key personnel (supervisors) and place on standby.
- Ensure all equipment is fueled, charged, and accounted for.

B. Alert (Condition II)

- Commissioner attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Secure facilities and vital records.
- Secure PTA equipment from around the island. Request assistance from the public and traditional leadership to store on their land. For typhoon, place equipment away from trees. For tsunami, place on high ground.
- Manage fuel fill for PTA equipment and vehicles. Track fuel disbursements for record of response costs and potential reimbursement.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Emergency personnel report to their stations.
- Monitor disaster conditions and performs emergency activities per the Governor's instructions.

B. Impact

- Monitor disaster situation. Receive reports of damages and compile for later use.
- Assist in fighting fires when requested by throwing down soil, sand, or other materials.
- Following landslide, use equipment to dig out buried victims.

C. Relief

- Following the "all clear" message, work to restore essential public services including:

- Remove debris to make roads accessible beginning with main access roads and then municipal roads
- Assist PPA in removing debris from runway
- Clear rivers in flooded areas
- Clear flood water from residential areas
- Create a temporary detour road for damaged bridges
- Conduct sector based damage assessment within 72 hours of “all clear”. Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- PTA sector based damage assessment covers damaged roads, bridges, and public infrastructure. Coordinate assessment with T&I.
- 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.
- Work with EPA to monitor the landfill and ensure proper disposal of debris including hazardous materials.
- Monitor the landfill for brush fires.

PHASE IV- RECOVERY

- Reconstruct public infrastructure that is within state capacity, such as backfilling roads.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

 Commissioner
 Pohnpei Transportation Authority

 Date

Pohnpei Port Authority

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that authority's emergency contact lists are current and accurate with DCO.
- Develop authority's Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Update and maintain Airport Emergency Plan for Port Authority lead agency in airplane crashes.
- Designate and train personnel to conduct damage assessment when necessary.

PHASE II- WARNINGS

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby.
- Alert airport tenants (airlines, customs, immigration, quarantine, and businesses) of disaster threat.
- Ensure serviceability of equipment and fill fire trucks with fuel and water.
- Ensure portable rescue equipment is fueled and prepared for deployment.

B. Alert (Condition II)

- General Manager attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Prepare to mobilize personnel, equipment, and supplies.
- General Manager approves use of agency resources in emergency preparations.

Airport

- Activate Airport Emergency Plan.
- Begin securing assets such as fire trucks. Place in secure shelter or on higher ground for tsunami preparations.
- Notify airline and tenants of disaster alert. Evacuate and shutdown the airport.

Seaport

- Activate Seaport Emergency Plan.
- Notify shipping agents and tenants of disaster alert.
- Notify vessels of disaster alert (typhoon or tsunami) and that they must leave the seaport berth and return to open seas.
- Utilize Broadcast Authority and FSM Telecom to notify private owners to remove their vessels from seaport berth.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Prepare for disaster impact. Secure facilities, back up vital records, and store equipment to limit damages.
- Issue NOTAM.
- Evacuate airport and seaport compound.
- Assist other departments and agencies in their emergency preparations if necessary.

B. Impact

- Monitor disaster situation. Receive reports of damages and compile for later use.

C. Relief

- Once “all clear” is announced, begin assessing damages to Port Authority.
- Notify EPA if there is an oil spill.
- Clear runway and seaport berth of debris.
- Repair damages to runway and Port Authority assets.
- Remove NOTAM once runway is cleared and it is safe for landing.
- 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 authority resources in relief efforts.

PHASE IV- RECOVERY

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

General Manager
Port Authority

Date

Pohnpei Utilities Corporation (PUC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that authority's emergency contact lists are current and accurate with DCO.
- Develop authority's Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Continue with line hardening of the distribution system.
- Designate trained personnel to conduct damage assessment.
- Procure a water buffalo, bucket truck, and auger truck.
- Procure backup generators.

PHASE II- WARNINGS

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.

B. Alert (Condition II)

- General Manager attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Prepare to mobilize personnel, equipment, and supplies.
- General Manager approves use of department resources in emergency preparations.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Prepare for disaster impact. Board facilities and store equipment to limit damages.
- Fill up water tanks.
- Shut down PUC building. Send home non-essential personnel.
- Establish PUC EOC at PUC main building with General Manager, Safety Officer, and division heads. Place technicians on standby.
- Monitor the situation. If received reports of trees falling or if Safety Officer determines it is no longer safe, shut off power distribution.

B. Impact

- Log known damages to be assessed following the “all clear”.
- Once WSO determines the threat 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.

C. Relief

- 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 when restoring services. Reimbursement for damages and expenses are not guaranteed, though if thresholds are met for US assistance, PUC personnel costs for initial relief could be reimbursed.
- 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.
- Report damages and repair cost estimate to 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.
- Assist in debris removal and request assistance from private sector.

PHASE IV- 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.

General Manager
Pohnpei Utilities Corporation (PUC)

Date

Environmental Protection Agency (EPA)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that authority's emergency contact lists are current and accurate with DCO.
- Develop authority's Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Maintain EPA Hazard Emergency Plans for oil spill and vector control.
- Train personnel on sector based assessment practices.
- Oversee disaster mitigation projects in respective divisions.
- Test PUC drinking water every month, recreational water every 6 months, and community water by request.
- Conduct food safety tests in restaurants and local eateries.
- Spray for mosquitos to reduce the spread of vector borne illnesses.
- Inspect sanitation of schools with the Department of Health Sanitation division three times a year: beginning, middle, and end.

PHASE II- WARNINGS

A. Watch (Condition III)

- For typhoon or rapid onset disaster, Director places key emergency response personnel on standby for water testing.
- When drought conditions are predicted, increase monthly water testing and monitoring.

B. Alert (Condition II)

- Director attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Produce public information for disaster preparations including how to best control water quantity and quality depending on the type of disaster.
- Director approves use of department resources such as vehicles in emergency preparations.
- Assist Department of Health in spraying to deter breeding of mosquitoes as a disaster mitigation measure, when appropriate.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Prepare for onset of disaster, boarding up facilities, fueling vehicles, charging communication devices, and preparing assessment tools.
- EPA essential staff placed on standby. Non-essential staff are sent home.

B. 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.

C. Relief

- Focal points request approval from Director to utilize agency resources for relief efforts.
- Assist in clearance of debris or other appropriate emergency duties.
- 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 PTA 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.
- 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.
- Follow proper procedures for processing oil spill removal.

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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department's assigned duties during preparedness and disaster operations.

Director
Environmental Protection Agency (EPA)

Date

Broadcast Authority (V6AH)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that authority's emergency contact lists are current and accurate with DCO.
- Develop authority's Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Determine areas on island that do not receive broadcast signal. Work to address blackout zones.
- Have blackout zones clearly marked for emergency response planning.
- Secure a backup power source such as a generator for when power is shut off.

PHASE II- WARNINGS

A. Watch (Condition III)

- Prepare broadcast authority to be operational 24 hours a day if warning progresses to condition II.
- Test backup generator.
- Make emergency announcements as instructed by DCO.

B. Alert (Condition II)

- Open Broadcast Authority 24 hours a day. Create staffing schedule. Request relief staff from EOC if necessary.
- Procure necessary fuel for backup generator.
- Charge additional communication devices.
- Make emergency announcements as instructed by DCO.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Prepare for disaster impact: board windows, secure facility, secure equipment and other infrastructure such as antennas if possible.
- Back up vital records.
- Make emergency announcements as instructed by DCO.

B. Impact

- Make emergency announcements as instructed by DCO.

C. Relief

- Announce "all clear" when instructed by DCO.
- Assess damages of Broadcast Authority property and resources (transmitter).

- Work to restore functions of radio broadcast if destroyed.
- Report damages to DCO and SDCT for inclusion in list of damages.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Continue to announce relief efforts as instructed by the DCO.

PHASE IV- RECOVERY

- Continue to announce recovery efforts as instructed by the DCO.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Commissioner
Pohnpei Broadcast Authority (V6AH)

Date

FSM Telecom (FSMTC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that authority's emergency contact lists are current and accurate with DCO.
- Develop authority's 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.
- Procure radio to cell phone software.
- Establish MOUs with each State government regarding use of SMS bulk messaging for emergencies.

PHASE II- WARNINGS

A. Watch (Condition III)

- General Manager alerts key emergency response personnel and places on standby.
- Ensure serviceability of vehicles and fill with fuel.
- Backup office data.
- Network Operations Center at FSM Telecommunications HQ tracks weather 24/7.

B. Alert (Condition II)

- Establish EOC at FSMTC Headquarters.
- Field technicians placed on standby. Technicians secure families, then report to FSMTC office.
- General Manager attends meetings of the Governor's Disaster Committee at the Governor's Conference Room.
- Focal point attends meetings of the State Disaster Coordination Team at the State EOC.
- Focal points requests General Manager approval to utilize FSMTC resources for State emergency preparations, when applicable.
- Prepare to mobilize personnel, equipment, and supplies.
- Charge communication devices including iridium phones.
- Fuel service vehicles.
- Switch supervisor activates and assigns field technicians.
- Technicians begin securing antennas and other FSMTC infrastructure once winds reach 45 mph.
- General Manager approves requests to utilize SMS bulk message for emergency notifications upon DCO, Director of Public Safety, or Governor request. All fees are waived with State of Emergency declaration.
- Network Operations Center (+691 320 5000) operators receive SMS bulk message form and release message.

PHASE III- OPERATIONS**A. Onset (Condition I)**

- Field technicians stow satellites as necessary.
- 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.
- Focal point continues to liaison requests for emergency SMS bulk messages with NOC and General Manager.
- Assist other departments in their emergency preparations if necessary.

B. Impact

- Monitor disaster situation. Receive reports of damages to FSMTC infrastructure and compile for later use.

C. Relief

- Once “all clear” is announced, technicians deploy and begin repairing state telecommunications.
- Switch Manager deploys field technicians to junctions for most urgent repairs.
- Conduct damage assessment on all FSMTC infrastructure.
- Compile complete list of disaster related damages and personnel expenses (overtime) and submit to FSM National Disaster Committee.
- Submit situation report to State 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.
- FSMTC could provide temporary, remote site for cell sites during localized events.

PHASE IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the department’s assigned duties during preparedness and disaster operations.

General Manager
FSM Telecom (FSMTC)

Date

FSM Petrocorps (FSMPC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's emergency contact lists are current and accurate with DCO.
- Develop Business Continuity Plan to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish Memorandums of Understanding (MOU) with the Pohnpei State Government and FSM National 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.
- General Manager coordinates with State Terminal Managers if threat is in more than one State.

B. Alert (Condition II)

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

PHASE III – OPERATIONS

A. Onset (Condition I)

- Load tanks with fresh water.
- Prepare for disaster impact. Store equipment to limit damages and shutdown facilities.
- Move trucks inland.
- Release staff for disaster impact once preparations are complete.

B. Impact

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

C. Relief

- Once “ALL CLEAR” is announced, begin assessing and repairing any damages to FSMPC infrastructure.
- Compile complete list of disaster related damages and personnel expenses (overtime) and submit to FSM National Disaster Committee.
- Brief DCO on damages and expenses to FSMPC equipment.
- Focal point request General Manager approval to utilize agency resources in State relief efforts.
- Waive procurement procedures for Pohnpei State and FSM national government urgent fuel purchases. Keep a record of agencies that received fuel from FSMPC on an emergency “charge” basis for reimbursement. Submit list of state charges to DCO for reimbursement by the State and list of FSM national charges to National Disaster Coordinator for reimbursement by FSM.
- Assist in State relief efforts where applicable and upon request.

PHASE IV- RECOVERY

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

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

General Manager
FSM Petrocorps (FSMPC)

Date

Pohnpei Chamber of Commerce

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that chamber's emergency contact lists are current and accurate with DCO.
- Participate in disaster preparedness and planning activities to represent private sector interests.
- Help facilitate service agreements between Pohnpei 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.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.

B. Impact

- Document known damages to be reported to SDCT.

C. Relief

- Facilitate communication between state government and private sector. Ensure businesses are respecting price control during the 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 IV- RECOVERY

- Facilitate communication between state government and private sector.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

President
Pohnpei 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 Pohnpei State Disaster Preparedness Plan and this SOP upon appointment.
- Work with Pohnpei government to continue to practice and update this SOP and the PDPP.
- Conduct Essentials of Humanitarian Assistance training with government and community stakeholders to increase disaster preparedness capacity.
- Train Mayors and municipal focal points on IDA procedures.
- Assist schools in developing School Emergency Plans.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- IOM Pohnpei staff are placed on standby.
- Establish contact with sub offices if threat involves more than one State.

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 facility is secured and files are backed up.
- Vehicles are fueled. Communication devices are charged.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- IOM Staff are evacuated to a safe shelter. Facilities are boarded and shut down.
- Coordinate potential assistance with sub offices, if applicable.

B. Impact

- Document known damages to be reported to SDCT.
- Focal point continues to assist the SDCT in the EOC.

C. Relief

- Focal points continues to assist the SDCT in the EOC.
- Assist state departments and agencies as appropriate in conducting damage assessments.

- Notify DCO of any possible IOM assistance from various donors.
- Assist DCO in drafting State Action Plan and budget, situation reports, and requests for assistance.
- 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 IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the organization’s assigned duties during preparedness and disaster operations.

Focal Point
International Organization for Migration- Pohnpei

Date

Micronesia Red Cross Society (MRCS)

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 Pohnpei State Disaster Preparedness Plan and this SOP upon appointment.
- Work with Pohnpei government and community to increase emergency and disaster preparedness
- Provide Pohnpei government and community with First Aid Training

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- MRCS staff are placed on standby. Volunteer list is activated.

B. Alert (Condition II)

- Focal point attends meetings of the State Disaster Coordination Team and coordinates with Pohnpei government any available MRCS assistance as well as offering technical advice.
- Pohnpei 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.

PHASE III- OPERATIONS

A. 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.

B. Impact

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

C. Relief

- 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 IV- 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the organization’s assigned duties during preparedness and disaster operations.

Focal Point
Micronesia Red Cross Society- Pohnpei

Date

Salvation Army

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization's emergency contact lists are current and accurate on file with DCO.
- Focal points familiarize themselves with the Pohnpei State Disaster Preparedness Plan and this SOP.
- Collect nonperishable donations for emergency relief.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- Salvation Army staff are notified.

B. Alert (Condition II)

- Focal point attends meetings of the State Disaster Coordination Team and coordinates with Pohnpei government any available Salvation Army assistance.
- Prepare Salvation Army locations as evacuation centers. Set up registration for incoming evacuees.
- Call in all Salvation Army staff and volunteers to assist in preparing and managing evacuation centers.
- Work with DCO to announce to public that Salvation Army will be opened as an evacuation center.
- Fuel vehicles and charge communication devices.
- Board and secure facilities. Backup vital records.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Salvation Army vehicle may be used to evacuate vulnerable persons such as elderly or disabled.
- Salvation Army staff and volunteers register incoming community members at evacuation centers. Disaggregate registration information by gender and age.
- Distribute donated items such as clothes and nonperishable food as necessary and as supplies last.
- Pastor provides spiritual support within evacuation center.

B. Impact

- Salvation Army staff document known damages to be reported to SDCT.

- Pastor continues to provide spiritual support within evacuation center.
- Await “all clear” before anyone can leave the evacuation center.

C. Relief

- Salvation Army volunteers sign out community members from evacuation centers after “all clear.”
- Focal point reports registration information for both sites to DCO and SDCT at the EOC.
- Notify DCO of any possible Salvation Army assistance including donated items. Coordinate distribution of donated items with DCO and SDCT.
- Assist DCO in drafting State Action Plan, situation reports, and requests for assistance.

PHASE IV- RECOVERY

- Oversee distribution of Salvation Army 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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the organization’s assigned duties during preparedness and disaster operations.

Focal Point
Salvation Army

Date

Pohnpei Consumers

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 Pohnpei State Disaster Preparedness Plan and this SOP upon appointment.
- Advocate for the rights of persons with disabilities in disaster preparedness programs and planning.
- Work with the DCO to expand the "Disability Toolkit" project to be used before, during, and after a disaster.
- Work with National Department of R&D and Pohnpei State Department of Health to maintain census of persons with disabilities. Collect GPS coordinates for homes with persons with disabilities.
- Maintain wheelchair accessible bus. Procure additional wheelchair accessible buses.
- Work with T&I to design fully accessible school facilities including ramps, handicap bathrooms, etc. Advocate to ensure plans are adopted and constructed.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- Pohnpei Consumers staff are placed on standby.

B. Alert (Condition II)

- Focal point attends meetings of the State Disaster Coordination Team and advocates for the rights and interests of persons with disabilities in disaster planning.
- Focal point establishes contact with Department of Education Special Education department to identify where students with disabilities are located, and may require evacuation assistance.
- Work with Public Safety, Municipal governments, Department of Health, and DCO to identify where other community members with disabilities are located and may require evacuation assistance.
- Wheelchair accessible bus is fueled and driver is called to report to duty.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Focal point liaisons information from EOC to the bus driver to facilitate the evacuation of persons with disabilities. Instruct driver in where to go and who to pick up.
- Coordinate pickups with Public Safety and Department of Education.

- Once evacuation is complete, store the bus in a safe location away from the shore or on high land, depending on the needs of the threat.

B. Impact

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

C. Relief

- Following the “all clear” message, assist in returning persons with disabilities home from evacuation centers. Focal point coordinates ride schedule with DOE, DOH, PS, and DCO.
- Assist DCO in drafting State Action Plan, situation reports, and requests for assistance, identifying the needs of the disabled in the State Action Plan.

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 Pohnpei State Disaster Preparedness Plan as a specific guideline on the organization’s assigned duties during preparedness and disaster operations.

Focal Point
Pohnpei Consumers

Date

Pohnpei Women's Council

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 Pohnpei State Disaster Preparedness Plan and this SOP upon appointment.
- Participate in disaster preparedness and planning activities to ensure female voices and needs are represented.
- Work with T&I and Education to ensure evacuation centers are designed considering the needs of women such as separate bathroom facilities.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Focal point attends meetings of the State Disaster Coordination Team and represent female needs in response planning.
- Assist in liaising information from EOC to the community and back.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- PWC facility is boarded and assets are stored in a secure location for disaster impact.

B. Impact

- Focal point continues to assist in EOC.
- Focal point documents known damages to be reported to SDCT.

C. Relief

- Assist DCO in drafting State Action Plan and budget, ensuring female needs and female security are addressed.
- Focal point requests PWC President approval to utilize PWC resources in relief efforts.
- Create beneficiary follow-up (BFUP) surveys to be distributed to community members regarding the assistance received. BFUP surveys should assess community perception of the items received as well as the distribution process. *i.e. Did you receive the item? Did you like it? Was it helpful?*

Were you required to pay for the item?

- Utilize PWC network in municipalities to distribute and conduct surveys.
- Report BFUP survey findings to DCO and SDCT.
- Council organizes feeding program for displaced families, if applicable.

PHASE IV- RECOVERY

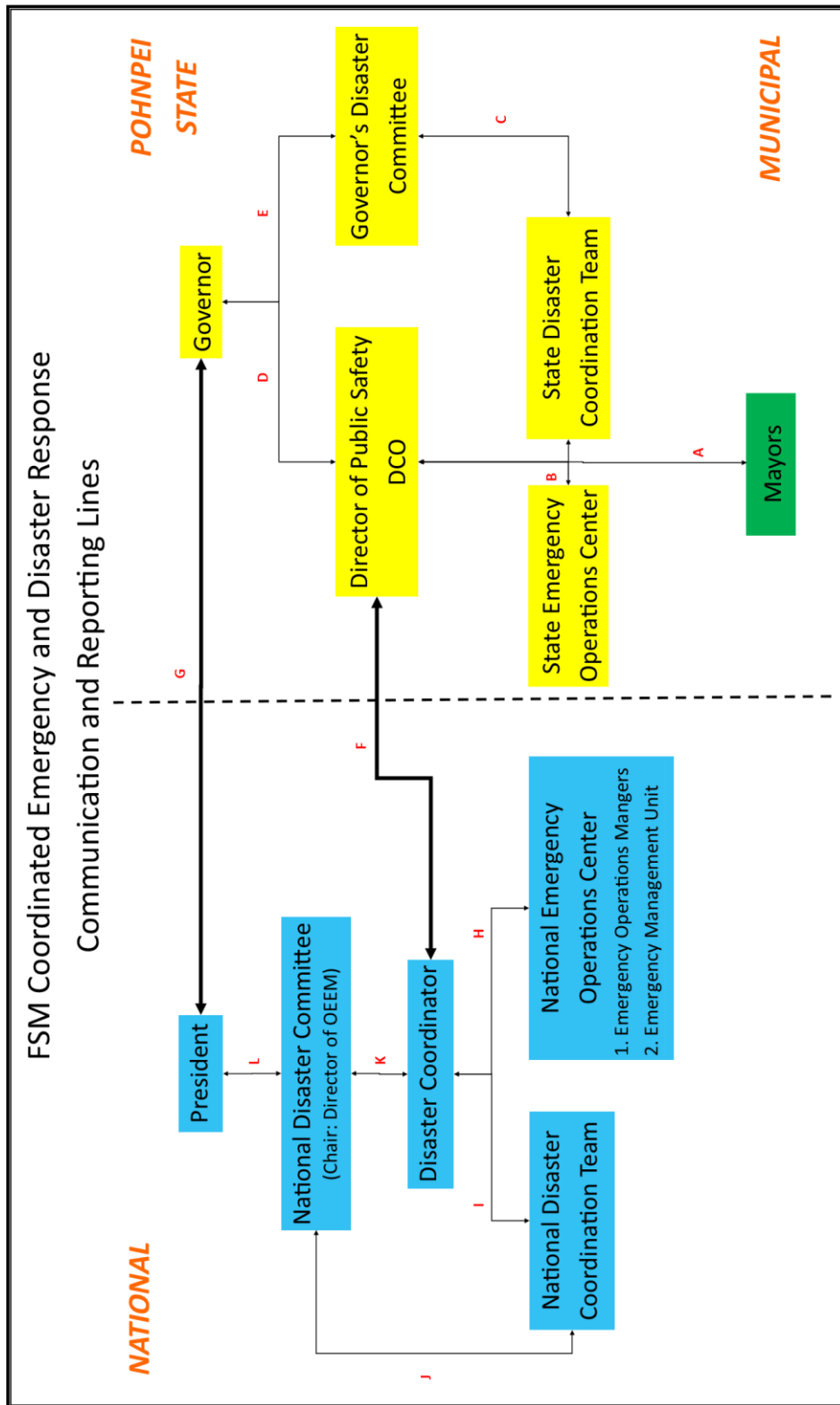
- Focal point requests President approval to utilize CWC resources in recovery efforts.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

President
Pohnpei Women’s Council

Date

Appendix 1 – Coordination and Reporting Lines Chart



Annex 1 – Coordination and Reporting Lines (Continued)

- A.** DCO communicates emergency information to Mayors. Mayors report 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 12 hour shifts.
- C.** SDCT focal points communicate with their Directors and Managers 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 Public Safety. Director of Public Safety reports to Governor. DCO implements the Governor's decisions.
- E.** GDC advises the Governor in how to respond. Governor makes ultimate decisions. Director of Public Safety briefs the GDC and is Secretary of GDC.
- F.** DCO and Disaster Coordinator stay in constant contact. DCO reports needs to Disaster Coordinator. Disaster Coordinator informs DCO of available national assistance.
- 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 – 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 Pohnpei State Disaster Preparedness Plan has been activated and is currently in Alert (Condition II) phase of activation. With the activation of The Plan, the Pohnpei 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 Kolonia, Pohnpei 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 Pohnpei 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. Marcello Peterson
Governor
Pohnpei State Government

Appendix 3 – Pohnpei State Resources and Assets List

Department or Agency	Resource	Description	Quantity
FSMTC	Generators	large, stationary	2
FSMTC	Fuel tanks	one underground, one above	2
FSMTC	Iridium phone	stays with NOC	2
Heath	Dispensaries	4 on main island, 5 in outer islands	9
Heath	SSB radio	in all outer island dispensaries, 1 in emergency, 1 in public health	7
Heath	Portable tents	small (4 patients), med (6 patients), large (20 patients)	3
Heath	Ambulance		2
Heath	Portable generator	5,000 KW	1
Housing Authority	Storage area	Can be used as temp shelter	1
Housing Authority	Conference Room	Can be used as alternate EOC	1
Housing Authority	Vehicles	2 more coming in	3
Pohnpei Consumers	Bus	wheelchair accessible, 6 person	1
EPA	Vehicles		2
EPA	Boats	outboard engine, gas, 26ft and 23 ft	2
EPA	VHF Radio		4
EPA	Water testing lab		1
EPA	Oil spill equipment	some skimmers, sweeps	TBD
EPA	HazMat Personnel	trained in 2015	5
Airport	VHF Radio		10
Airport	Vehicle	radio inside	1
Airport	Fire Trucks	1,500 gals water, 1,500 lbs dry cam	3
Airport	Medical Trailer	Contains trauma kits, O2 bags, 4 portable O2 machines	1
Airport	VHF Radio	ARFF	9
Airport	Firefighters		9
Airport	Stretchers		100
Airport	Jaws of Life		1
Airport	Rescue Divers		2
Seaport	Boats	3 working, 1 not working	4
Seaport	Flatbed		1
Seaport	Boom truck		1
Seaport	Security guards		15
Seaport	VHF Radio		15

Seaport	HF radio	administration building	1
Seaport	Rescue Divers		10
PTA	TBD	Get list from Commissioner	
PUC	Dump truck		TBD
PUC	Backhoe		TBD
PUC	Mini excavator		TBD
PUC	Chainsaws		10
PUC	Tanker	2,000 gal	1
PUC	Small generator	broken	1
PUC	Flatbed Trucks		10
PUC	VHF Radio		TBD
R&D	TBD	Get list from Michaela	
Salvation Army	Volunteers	Trained in IOM EHA evacuation center management 2017	15
Salvation Army	Van/Bus		1
T&I	Vehicles		8
DCO	Boats	Search and Rescue	1
Public Safety	TBD		
Education	Outboard Engine Yamaha 60Hp	Main Office	1
Education	Lawn Mower/Pouland	Sapwalap School	1
Education	Brush-Cutter/Mitsubishi	Sapwalap School	1
Education	Generator Port LP 5500W	Sokehs Powe	1
Education	Brush-Cutter/ STIHL	Main Office	1
Education	Brush-Cutter/ STIHL	WD&ST	1
Education	Brush-Cutter/ STIHL	WD&ST	1
Education	Weed Eater	Pakin School	1
Education	Jig Saw	MHS	1
Education	Jig Saw	MHS	1
Education	Chainsaw	WD&ST/Chester	1
Education	Hyundai Tuson GE-1023	Office, Secondary	1
Education	Nissan Versa GE-1024	Office, Business	1
Education	Weed Eater Stihl heavy duty	Pohnlangas elem.	1
Education	Used Mazda pickup truck GE 1030	Main Office	1
Education	Radio	Sapwuafik	1
Education	Radio	Mokiloa	1
Education	Radio	Nukuoro	1
Education	Riding Mower Craftman	PICS Contractor	1
Education	Lawnmower Push 21"	PICS Contractor	1
Education	Lawnmower push 20"	PICS Contractor	1

Education	Brushcutter w/8 saw/Mitsubishi	PICS Contractor	1
Education	Brushcutter w/8 saw/Mitsubishi	PICS Contractor	1
Education	Truck/Flatbed with grane white GE-1029	Main Office	1
Education	WaterTank	Nukuoro	1
Education	WaterTank	Nukuoro	1
Education	Weedeater	Paohloang Schl.	1
Education	12gl Tank	Office	1
Education	12gl Tank	Office	1
Education	VHF marine radio	Office	1
Education	VHF marine radio	Office	1
Education	Digital camera, Nikon	Specialist/ Merida	1
Education	Digital camera, Panazonic	Specialist/Kedinlik	1
Education	Digital camera, Panazonic	specialist/Loura	1
Education	Chop Saw Heavyduty	PICS	1
Education	Chop Saw Heavyduty	MHS	1
Education	Chop Saw Heavyduty	NMHS	1
Education	Craftman Laser Drill 10"	PICS	1
Education	Steel Floor Jack	PICS	1
Education	Bench Grinder	MHS Voc.	1
Education	Welding Machine	MHS Voc.	1
Education	Angle Grinder	MHS Voc.	1
Education	Circular Saw	NMHS Voc.	1
Education	Circular Saw	MHS Voc.	1
Education	Mower Trimmer, maxim	Saladak school	1

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]

Patrick Carl
Pohnpei Disaster Coordinating Officer

Appendix 5 – Example State of Emergency Declaration**EMERGENCY EXECUTIVE DECLARATION NO: 01-15****DECLARATION OF A STATE OF EMERGENCY****DECLARATION A STATE OF EMERGENCY TO PRESERVE PUBLIC HEALTH AND MITIGATE HARDSHIP DUE TO THE ONSLAUGHTER OF TROPICAL STORM DOLPHIN**

WHEREAS, Pohnpei State was placed on Tropical Storm Watch on May 7, 2015 for the island of Pingelap, Mokil and Sapwuafik (Ngatik) with potential damaging winds of 34 – 73 miles per hour.

WHEREAS, On May 10, 2015 Tropical Storm 07W was upgraded to Tropical Storm when it approaches about 110 miles East-South East of the Island of Pingelap with damaging winds of 34-73 miles per hour;

WHEREAS, within a matter of 72 hours more neighboring islands were affected by the storm with confirmations from some, not all due to communication being down. The few islands confirming some type of destruction include Mokil and Pingelap;

WHEREAS, Pohnpei State Office of the Governor activated the State Emergency Operation Center to immediately monitor and track the progress of Tropical Storm Dolphin as it travelled within the State from May 7, 2015 to May 10, 2015;

WHEREAS, the full extend of the damage to all islands including Pohnpei main island is not fully known yet due to some islands not being contactable, but preliminary assessment with the Disaster Coordination Office reveal that in the outer islands general communication, food crops and garden, water supply system, homes, community houses, schools and dispensaries were all adversely affected to varying degrees;

WHEREAS, it is estimated that over 50% or half of the population of Pohnpei has been impacted or affected by this storm;

WHEREAS, due to the severity of Tropical Storm Dolphin impact there is an immediate urgent need to rescue people from fallen trees in their homes and relocate them to shelters around Pohnpei.

WHEREAS, other Pohnpei State Government Departments and Agencies were mobilized to assist in securing government properties and opening up shelters and provide emergency services.

NOW THEREFORE; pursuant to the authority vested in me as Governor, I hereby declare a State of Emergency in the State of Pohnpei, and decree as follows:

1. The appropriate Departments, Offices and Agencies of the Pohnpei State Government continue to assist in the recovery efforts in the aftermath of Tropical Storm Dolphin; and
2. The Disaster Coordination Office to conduct a full assessment of the extent of the damage and destruction caused by Tropical Storm Dolphin; and

3. The appropriate Departments, Offices and Agencies of the Pohnpei State Government to immediately explore and determine all possible sources of foreign assistance, identify the types and levels of assistance that the Pohnpei State Government needs from these sources to help address this Tropical Typhoon Dolphin; and

FURTHER, I hereby request the prompt assistance of the Government of the Federated States of Micronesia and, through the Government of the Federated States of Micronesia, the prompt assistance of the appropriate agencies of the Government of the United States of America and other International Organizations to help address this emergency situation; and

FURTHER, it is my decree that this Declaration shall take effect immediately and shall remain in force until revoked by me or by operational law.

SO DECLARED AND DECREED this 10th day of April, 2015.

The Honorable John Ehsa
Governor

Appendix 6 – Evacuation Kit Example

Effective Emergency Preparedness

How you and your family can prepare for any disaster



OTM



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



EVACUATION 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

The DOE Emergency/Disaster Team is a group of DOE employees that are identified as the group that will be responding in case of emergency call. DOE roles in case of an emergency/disaster is to provide or assist in the following:

1. School Facilities to be utilized as SHELTERS.
2. School Buses assist in transporting.
3. Assist in Awareness of emergency/disaster.

The State Director of Education Representative will be the Coordinator for activating/disseminating information to the DOE Emergency/Disaster Team to respond/assist in case of emergency/disaster. As soon as dispatch of an emergency or a disaster is received, SDER will activate by calling the following:

1. State Director of Education
2. Chief Division of Administration & Curriculum & Instruction
3. Chief Division of Early Childhood Education
4. Chief Division of Elementary Education
5. Chief Division of Secondary Education

CHAIN OF COMMAND:

- I. The DOE Emergency/Disaster Team Coordinator: Churchill Edward/State Director of Education & SDER(State Director of Education Representative)**
- II. Assistant Coordinator: Chief of Adm.& C&I, Chief of ECE, Chief of Elementary, Chief of Secondary, and Special Education Coordinator.**
- III. 1st Responders to SCENE/Assisting Team/Bus Drivers (Kolonias Town, Nett, & Sokehs Drivers).**
 1. Daniel Daniel/Ohmine ECE Driver
 2. Vacant/Pohnpei ECE Driver
 3. Herlis Ligor/Nett ECE Driver
 4. Aldens Plus/Nett Driver
 5. Justin Kullion/Sokehs Powe Driver
 6. Esor Sando/Sokehs Pah/RSP Driver
 7. Andrew Zarred/Sekere Driver
 8. Valentine AugustinPalikir ECE Driver
 9. Bertin Ferdinand/Sokehs & Kolonia/SpEd.
 10. Max Henser/Sokehs/SpEd.
 11. Andreas Ponabart/Nett/SpEd.
 12. VictorinoLuzuma/Nett/SpEd.
 13. Joseph Padahk/High School
 14. Hender Loney/High School

IV. 2nd Responders to SCENE/Assisting Team:

1. Dicklet Paul/Pehleing ECE
2. Bernard Ifamilik/Wenik ECE
3. Welden Augus /Wenik ECE
4. Justin Eperiam/Enpein ECE Driver
5. Johna Henly/Wone ECE Driver
6. RorbertSalomon/Wapar ECE Driver
7. Alfonso Moses/Mand ECE Driver
8. Norber Albert/Lukop ECE Driver
9. Dickson Inoke/Sapwalap ECE Driver
10. Salsin Peter/ESDM ECE Driver
11. Welliam Helgenberger/Saladak ECE Driver
12. Walter John/Awak ECE Driver

V. 3rd Responders to SCENE/Assisting Team/High School & Special Education School Buses:

1. Yosper Penias/MHS
2. Retner Olter/MHS
3. Albert Kermen/NMHS
4. Datchuo Peter/NMHS
5. Herter Luther/NMHS
6. Gideon Albert/NMHS
7. Rickson Donre/U/PICS
8. Peter Aron/U/PICS
9. Watson Santos/Special Education/Madolenihmw
10. Wensner John/SpEd./Madolenihmw
11. Sonsper Dikoi/SpEd./Madolenihmw
12. P/SpEd./Kitti
13. Vacant/SpEd./Kitti
14. Anson Olpet/SpEd./Kitti
15. Andon Donre/SpEd.
16. Victorino Luzama/SpEd.

VI. Responders For Preparation in case school facilities are needed:

1. Chief of Secondary
2. Chief of Elementary
3. Chief of ECE
4. School Principals(Based on designated facilities)

STANDARD OPERATIONAL PROCEDURE:

- I. Once the DOE Coordinator or the designee received the notification for an emergency/disaster, he/she will dispatch SDE, All Chiefs, and SpEd. Coordinator to assist in their divisions/programs dispatching the DOE Emergency Team.

- II. The Assistance Team should be ready to assist in the emergency/disaster.
 - 1. Designated Drivers ready to assist in transporting:
 - ✓ 1st Responding Team.
 - ✓ 2nd Responding Team/If needed.
 - ✓ 3rd Responding Team/If needed.
 - 2. Chiefs and Principals to have the school facilities ready for shelters:
 - ✓ ECE facilities.
 - ✓ Elementary facilities.
 - ✓ High School facilities

NAMES:	POSITION:	TELEPHONES:	ROLES:
1. Churchill Edward	State Director of Education	W/320-2103/1745 C/922-2214	Activating/disseminating information.
2. Reynold Albert	Chief, Adm.& Curriculum & Instruction	W/320-2103 H/320-6730	Assist in activating /disseminating information.
3. Pete SP. Leon	Chief of Elementary Education	W/320-2130 H/	Assist in activating/disseminating information.
4. Destry Tom	Chief of Secondary Education	W/320-1234 H/320-	Assist in activating/disseminating information.
5. Arwelson Arpona	Chief of Early Childhood Education	W/320-2705 H/ C/	Assist in activating/disseminating information.
6. Carlina Henry	Special Education Coord.	W/ H/C/	Assist in activating/disseminating
5. Meryda Inos	Education Specialist(Health)	W/320-2103 H/320-3106/4076 C/920-8017	Assist in activating/disseminating information.

ECE DRIVERS:			
4. Daniel Daniel	Ohmine ECE Driver	W/320-2161 H/320-8897 C/None	Transporting
5. Andrew Zarred	Sekere ECE Driver	W/320-3379 H/None C/None	Transporting
6. Esor Sando	RSP ECE Driver	W/32—2060 H/320-8317 C/None	Transporting
7. Justin Kullion	Sokehs Powe ECE Driver	W/320-3984 H/None C/None	Transporting
8. Herlis Ligoehr	Nett ECE Driver	W/320-3351 H/ C/None	Transporting
9. Aldens Plus	Nett ECE Driver	W/320-3351 H/None C/None	Transporting
10. Harvey Henry	Kolonia Town ECE	W/320-5408/2705 H/ C/	Transporting
11. Valentine Augustine	Palikir ECE Driver	W/320-4811 H/None C/None	Transporting
12. Diklet Paul	Pehleng ECE Driver	W/321-8951 H/ C/None	Transporting

13. Welden Akos	Wenik ECE Driver	W/320-2036 H/320-1009 C/None	Transporting
14. Bernard Ifamilik	Seinwar ECE Driver	W/320-2036 H/None C/None	Transporting
15. Justin Eperiam	Enpein ECE Driver	W/320-3984 H/None C/None	Transporting
16. Johna Henly	Wone ECE Driver	W/320-3967 H/None C/None	Transporting
17. Norbert Salomon	Wapar ECE Driver	W/320-4931 H/320-4260 C/None	Transporting
18. Alfonso Moses	Mand ECE Driver	W/320-2898 H/320-2510 C/None	Transporting
19. Norbert Albert	Lukop ECE Driver	W/320-5275 H/ C/	Transporting
20. Dickson Inoke	Sapwalap ECE Driver	W/320-5275 H/ C/	Transporting
21. Salsin Peter	ESDM ECE Driver	W/320-1833 H/None C/None	Transporting
22. Welliam Helgenberger	Saladak ECE Driver	W/320-6069	Transporting

		H/320-7520 C/None	
23. Walter John	Awak ECE Driver	W/320-7516 H/320-6514 C/None	Transporting
HIGH SCHOOL DRIVERS:			
1. Yosper Penias	MHS	W/320-5062 H/320-5312/3713 C/none	Transporting
2. Retner Olter	MHS	W/320-5062 H/320-6762 C/none	Transporting
3. Vacant	MHS	W/320-5062 H/320-3431 C/none	Transporting.
4. Weinster Martin	NMHS	W/320-4344 H/ C/	Transporting
5. Albert Kermen	NMHS	W/320-4344 H/ C/	Transporting
6. Datchuo Peter	NMHS	W/320-4344 H/320-4651 C/None	Transporting
7. Herter Luther	NMSH	W/320-4344 H/320-7012 C/none	Transporting
8. Gideon David	NMSH	W/320-4344	Transporting

		H/320-6218 C/none	
9. Rickson Donre	U/PICS	W/320-4344/2001 H/320-3699 C/none	Transporting
10. Peter Aron	U/PICS	W/320-4349/2001 H/320-5800 C/none	Transporting.
10. Wainer Roby	Nett/PICS	W/320-4349/2001 H/ C/	Transporting.
11. Joseph Padahk	Nett/PICS	W/320-4349/2001 H/320-3299 C/	Transporting.
12. Hender Loney	PICS	W/320-4349 H/320-6464 C/	Transporting
SPECIAL EDUCATION DRIVERS			
1. Watson Santos	Madolenihmw/Pohnlangas	W/320-5062 H/ C/	Transporting
2. Wensner John	Madolenihmw/Pohnlangas	W/320-5062 H/ C/	Transporting
3. Sonsper Dikoi	Madolenihmw/Sapwalap	W/320-4934	Transporting

		H/320-2992 C/	
4. Weinster Martin	Kitti/NMHS	W/320-4934 H/320-5329 C/	Transporting
5. Swingly Albert	Kitti/Seinwar	W/320-4937 H/ C/	Transporting
6. Anson Olpet	Kitti/Wone	W/320-4227 H/ C/	Transporting
7. Andon Donre	U/Awak	W/320-3951 H/ C/	Transporting
8. Bertin Ferdinand	Sokehs/Kolonia	W/320-2202 H/ C/	Transporting
9. Max Henser	Sokehs/Sekere	W/320-2046 H/ C/	Transporting
10. Andreas Ponapart	Nett	W/320-2952/5113 H/ C/	Transporting
11. Victorino Luzama	Nett	W/320-2952/5113 H/ C/	Transporting

ELEMENTARY SCHOOL PRINCIPALS:			
9. Elcid Joseph	Temwen Principal	W/320-4935 H/None C/920-2048	School Facilities/Shelter
10. Hermino Tihpen	Wapar Principal	W/320-4749 H/ C/	School Facilities/shelter
11. Mary Mwudong	Pohnlangas Principal	W/3205978 H/320-6064 C/None	School Facilities/shelter
12. Pedro Pedrus	Mand Principal	W/320-3957 H/320-4341 C/922-4806	School facilities/shelter
13. Anson Abraham	Sapwalap Principal	W/320-4934 H/320-2841 C/None	School Facilities/shelter
14. Wyler Olter	Lukop Principal	W/320-3717 H/320-2287 C/None	School Facilities/shelter
15. Fred Martin	ESDM Principal	W/320-4932 H/320-4058 C/None	School Facilities/shelter
16. Sonster Edgar	Saladak Principal	W/320-8115/3981 H/320-3699 C/None	School Facilities/shelter

17. Peter Ramirez	Awak Principal	W/320-3951 H/None C/None	School Facilities/shelter
18. Primo Loyola	Nett Principal	W/320-2952/7711 H/ C/	School Facilities/shelters
19. Martin Hallens	Parem Principal	W/921-7090 H/None C/921-7090	School Facilities/shelter
20. Charles Edwin	Kolonia Principal	W/320-2202 H/320-7481 C/	School Facilities/shelter
21. Steven Seiola	Ohmine Principal	W/320-8867/2375 H/ C/	School Facilities/shelter
22. Jolden Lipai	Sokehs Powe Principal	W/320-5289 H/320-1032 C/	School Facilities/shelter
23. Wayne Artui	RSP Principal	W/320-4930 H/320-7538 C/	School Facilities/shelter
24. Lorian Martin	Sekere Principal	W/320-2046 H/None C/	School Facilities/shelter
25. Arthur Loney	Palikir Principal	W/320-4393 H/None C/	School Facilities/shelter

26. Rickson Apong	Lewetik Principal	W/320-8277 H/None C/	School Facilities/shelter
27. Jonathan Zarred	Pakin Principal	C/ SSB/7409.5 Wave Mail	School Facilities/shelter
28. George Barnabas	Acting Pehleing Principal	W/320-3171 H/None C/None	School Facilities/shelter
29. Benjamin Saimon	Seinwar Principal	W/32-4937 H/None C/None	School Facilities/shelter
30. Elenor Rudolph	Salapwuk Principal	W/None H/None C/921-6168	School Facilities/shelter
31. Arthur Hebel	NMS Principal	W/320-4938 H/320-6305 C/None	School Facilities/shelter
32. Welly Moya	Enpein Principal	W/320-3992 H/None C/None	School Facilities/shelter
33. Charles Arsmtrong	Wone Principal	W/320-4227 H/ C/	School Facilities/shelter
34. Cecilia Martin	Rohi Principal	W/320-4936 H/320-6098 C/	School Facilities/shelter
35. Erwin Kiahd	Pingelap Principal	SSB/7409.5	School Facilities/shelter

		Wave mail	
36. Bedra Obed	Mwoakilloa Principal	SSB/7409.5 Wave Mail	School Facilities/shelter
37. Taylor Sehpin	Sapwuafik Principal	SSB/7409.5 Wave Mail	School facilities/shelter
38. Nucker Leopold Jr.	Nukuoro Principal	SSB/7409.5 Wave Mail	School facilities/shelter
39. Stanley Madiak/Acting	Kapingamarangi Principal	SSB/7409.5 Wave Mail	School Facilities/shelter
HIGH SCHOOL PRINCIPALS:			
1. Kenio Frank	PICS	W/320-4349/1234 H/ C/	School Facilities/Shelter
2. Humover Penias	Madolenihmw High School	W/320-5065 H/320-4665 C/None	School Facilities/Shelter
3. Century Paul	Nanpei Memorial High School	W/320-4344 H/320-1359 C/921-9170	School Facilities/Shelter

Appendix 8 – Pohnpei State Call Signs and Radio Frequencies

Municipality	Contact No.	Call Sign		Frequency			Schools	Dispensary
		Island	PNI	Island	PNI	Alt		
Pingelap	320- 5042	31	88	7.876.5	7.876.5			63
Mokil	320-2360	26		622.5.5	622.5.5	7.876.5		62
Pakin		Pakin	Pakin	Channel 28	Channel 28			
Sapwuafik	320-3409	27	26	7.409.5	7.409.5	7.876.5	7.978.5	64
Nukuoro	320-7595/8104	29	20	8.899.5 7.499.5	8.899.5 7.499.5	7.876.5	406	29
Kapingamarangi	320-8095	24	77	7.788.5	7.788.5	7.876.5		68
SS Voyager		Voyager	Voyager	7.876.5 8.877.5	7.876.5 8.877.5			
SS Navigator				8.877.5	8.877.5			

Appendix 9



**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

Signed: _____

Rejected

Reasons:

Date: _____

***FSMTC NOC Use**

Received by: _____ at: _____ on: _____

Task executed Time: _____

Date: _____

Task completed Time: _____

Date: _____