

CHUUK STATE

Disaster Management Plan

&

Emergency Operation Center (EOC)

Standard Operating Procedure



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ACRONYMS

CDEOC	Chuuk Disaster and Emergency Operation Center
CDMP	Chuuk Disaster Management Plan
DECEM	Department of Environment, Climate Change and Emergency Management
GDC	Governor’s Disaster Committee
IC	Incident Commander
JDA	Joint Damage Assessment
SDCT	State Disaster Coordinating Team

COMMON TERMS

Emergency	A situation generated by the real or imminent occurrence of an event, 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 or event.
Disaster	A serious disruption of the functioning of a community or a society involving widespread human, material, economic, or environmental losses and impacts, and exceeding the ability of the affected community or society to cope, using its own resources. (UNISDR, 2009).
Hazard Contingency Plan	A plan prepared by a Lead Response Agency responsible to facilitate the effective response and management of that particular hazard by all agencies.
Lead Response Agency	An agency that has primary responsibility for the management of the disaster and emergency.
Support Response Agency	An agency that supplements the lead response agency in its roles and responsibilities. The support response agency may carry out specific specialized tasks for the lead response agency, however, the lead response agency still holds the accountability for what is needed to be done.
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. The fund is reserved for emergency situations. The fund may be accessed to account for 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.

I. INTRODUCTION

The State of Chuuk in the Federated States of Micronesia is comprised of 40 municipalities, 24 of which are low-lying outer islands and 16 are mountainous lagoon islands. These islands, as experienced by the people who live there, are occasionally exposed to disaster threats from natural and man-made emergencies and disasters. The most likely disaster threats to occur are listed below though are not limited to those listed:

Typhoons & Tropical Storms	Epidemics & Pandemic Influenza
Droughts	Oil and Chemical spills
Storm Surges	Search and Rescue/ Lost at Sea
Tsunamis	Environmental Pollution
Earthquakes	Agricultural Pests
Floods & Landslides	Civil Unrest/Terrorists Activity
Wildfires	Plane and Boat Incidents

It is the responsibility of the Chuuk State Government to prepare and respond to those threats so that lives and resources may be spared from the effects of these natural and man-made catastrophes. This plan therefore sets the framework for a centralized emergency and disaster response in Chuuk State. It defines Chuuk State's approach to disaster management, the institutional arrangements for a state emergency response, as well as the organizational structure and operational procedures for the Chuuk Disaster and Emergency Operations Center (CDEOC), once activated. This plan provides the foundation for all emergency and disaster response within Chuuk State and should be consulted by all agencies when developing their own hazard contingency plans.

II. PURPOSE

The purpose of this plan is to define the measures to be taken by the Chuuk State Government to ensure that effective disaster mitigation, preparedness, response, and recovery efforts are carried out. This plan is to provide a management mechanism and structures under the umbrella of the Chuuk Disaster and Emergency Operation Center to respond to emergency and disaster situations. It provides leadership roles to ensure the continuity of public safety in the state government as well as the local governments.

III. OBJECTIVES

The objectives of this plan are:

1. To save lives and minimize damages and loss of property and resources.
2. To ensure continuity of Government and services.
3. To provide direction and control in emergency and disaster situations.
4. To coordinate appropriate steps at the state and local government to ensure effective disaster readiness, response, and recovery.

5. To maintain lines of communication with the FSM Department of Environment, Climate Change and Emergency Management in facilitating national government assistance when damages have exceeded state capacity to respond.

IV. MAJOR COUNTER DISASTER MEASURES

The Chuuk State Disaster Management Plan recognizes four main counter disaster measures.

A. Mitigation

Mitigation is the actions taken to prevent or reduce the adverse effects of hazards, emergencies, or disasters. Examples of mitigation include such measures as land-use regulations, environmental protection regulations, housing vulnerability programs, marine ecosystem programs, and agriculture projects to plant disaster-resistant crops. Mitigation measures will not be discussed further in this Plan, but should be incorporated into on-going development projects.

B. Preparedness

Preparedness measures should be taken at the State level to ensure an effective state response when a threat strikes. Preparedness measures such as trainings and efficient utilization of resources will minimize dependence on outside assistance during an event. Preparedness measures to be taken in Chuuk include.

1. **Funding**- Establish a State Emergency Response Contingency Fund within the State budget to be accessed during emergency operation.
2. **Education**- Develop educational programs to encourage self-reliance during the various hazards amongst Chuuk State residents, reviving traditional disaster preparation practices.
3. **Contingency Plans**- Departments and agencies develop contingency plans which designate staff members responsible for specific functions listed in their operational checklist [\(see Annex 1\)](#).
4. **CDEOC Training**- The DEOC provides training for the State Disaster Coordination Team in Emergency Operations Center management to ensure the proper implementation of this Plan.
5. **Plan Maintenance**- Maintain and update the Chuuk Disaster Management Plan (CDMP) and annexed SOP according to the maintenance schedule included within.
6. **Practice**- The CDEOC hosts tabletop exercises and live simulations to practice this Plan and its annexed SOPs to practice emergency response procedures.

C. Response

It is the responsibility of the Chuuk State Governor to ensure an effective State response to any potential emergency or disaster event to prevent or minimize the loss of life and destruction of property. Response begins with early warnings and announcements to keep the public informed of any potential threats. If the situation progresses and is confirmed to threaten the State, the Governor may declare a State of Emergency, activating the response procedures included within this Plan. Response activities include.

1. Weather warnings come from the Chuuk Weather Service Office (WSO) and other external forecasting offices regarding potential threats to the State. All statements on the status of an event are issued by the CDEOC Director in consultation with the Governor. The Governor of Chuuk makes the decisions to upgrade or downgrade warnings stages for Chuuk State as needed.
2. After warning has been received and the event is determined a direct threat to Chuuk State, the Governor may activate this Plan and execute necessary response activities ranging from the appropriate warning state, to boarding up facilities, to evacuation of residents as appropriate.
3. The Governor may declare a State of Emergency based on the prevailing situation and allocate State resources as warranted.
4. The Governor may request assistance from the FSM National government after he has obligated State resources to respond, and the situation has progressed beyond the capacity of the State.
5. All requests for foreign disaster assistance are made by FSM National Government. Distribution of relief supplies received from international assistance sources are supervised by the FSM President and subject to the concurrent authorization of the Governor.

D. Recovery

The recovery program centers on the regeneration of agricultural production, reconstruction of housing and infrastructure, marine resource rejuvenation, and other longer-term efforts for the restoration of conditions to pre-disaster levels. Restoration projects assigned to a department or agency should fall within their normal responsibilities to ensure continued supervision and accountability. Mitigation activities may be incorporated into recovery efforts.

The FSM National Government led by the Department of Environment, Climate Change and Emergency Management (DECCEM) may provide technical support, manpower, supplies, equipment, and funding as authorized by the President.

The Director of the Chuuk Disaster and Emergency Operations Center (CDEOC) in collaboration with FSM DECCEM will ensure that projects funded by international partners and other foreign donors are implemented in accordance with state and national regulations and priorities.

V. INSTITUTIONAL ARRANGEMENTS

A. Governor

The Governor of the State of Chuuk is responsible for formulation of policies, overseeing the State disaster preparedness programs, and managing national and international assistance when it is provided. The Governor's other responsibilities include:

1. Ensure that Chuuk Disaster and Emergency Operations Center (CDEOC) is fully equipped.
2. Designate evacuation centers and temporary shelters.
3. Declare Stages of Warning.

4. Designate a disaster specific Command Post, when appropriate for localized events.
5. Activate CDEOC, Governor's Disaster Committee, and State Disaster Coordination Team.
6. Declare a State of Emergency, when necessary.
7. Allocate State funds and resources to emergency operations by executive directive.
8. Keep FSM President updated on all on going State response activities during an event.
9. Request FSM National assistance when damages exceed state capacity to respond. Requests are made in writing to the FSM President, and detail the complete list of damages and loss, State actions taken, and gaps in humanitarian assistance.
10. Declare "**ALL CLEAR**" when the threat has dissipated and first response activities are complete.
11. Initiate the establishment of a State Emergency Response Contingency Fund.

B. Lieutenant Governor

The Lieutenant Governor of the State of Chuuk is the Chairman of the Governor's Disaster Committee. The Lieutenant Governor may:

1. Call meetings of the GDC to discuss state response plans and the allocation of funds and resources.
2. Approve broadcast announcement and warning messages.
3. Approve the processing of payments
4. Continually update the Governor on ongoing response operations.
5. Bring decisions of the GDC to the Governor for his approval, including declaration of emergencies.

C. Director of Chuuk Disaster and Emergency Operations Center (CDEOC)

The CDEOC Director implements all emergency and disaster related functions assigned by the Governor. The CDEOC Director reports directly to the Governor. The CDEOC Director is the Chairman of the State Disaster Coordination Team, and oversees all emergency and disaster operations as designated by the Governor. The CDEOC Director's other responsibilities include:

1. Maintain and update the Chuuk State Disaster Management Plan (CDMP) and annexed SOPs.
2. Develop and coordinate public education, awareness and training programs with other departments, agencies, and international partners. Requests funds for such programs.
3. Facilitate practice demonstrations of the Plan and SOPs such as live simulations and tabletop exercises.
4. Notify the Governor of any potential emergency or disaster threats to Chuuk State, advising when the CDEOC, GDC, and SDCT need to be activated.
5. Call in the appropriate SDCT focal points once CDEOC is activated and create CDEOC schedule.
6. Oversee all operations at the CDEOC and Command Post. Designate an acting CDEOC Director when attending to the Command Post for localized events.
7. Coordinate all warning announcements, recommendations, and evacuation notices issued to the public when warning stages are upgraded and downgraded.
8. Report all damage assessment results and CDEOC correspondence to the GDC for the Governor's decision. Make suggestions to the Governor for declaration of State of Emergency, response plans, allocation of State resources, and requests for assistance.

9. Coordinate with the National Disaster Coordinator at FSM National Government Department of Environment, Climate Change and Emergency Management (DECCEM) to communicate state needs.
10. Prepare all necessary supporting information and documentation for requests to FSM President for national disaster assistance. Submit information to the Governor.
11. Ensure that the CDEOC is kept at operational readiness.
12. Coordinate all state, national, and international response and recovery activities with local communities
13. Ensure relief assistance is distributed equitably, according to needs.
14. Encourage transparency and accountability of response operations.

D. Governor’s Disaster Committee (GDC)

All department or office heads constitute the Governor’s Disaster Committee. The GDC is activated by the Governor via executive directive during times of emergency. The Governor may activate the full GDC or select member, depending on the needs of the disaster event. The Governor may activate the full GDC or select members, depending on the needs of the disaster event. The Governor will call the GDC to order. This Committee serves as an advisory body to the Governor in the formulation of his policies and the coordination of the disaster response efforts. This committee is comprised of the following people:

Lt. Governor	Chariman
Director of DEOC	Co-Chairman
Department Directors	Members
Heads of Agencies	Members

GDC responsibilities include:

1. Facilitate MOU agreements between state agencies and the State for use of assets during an emergency or disaster response as preparedness measure.
2. Approve the use of department resources for emergency operations prior to Governor directive.
3. Release department staff to man the CDEOC as requested by CDEOC Director.
4. Review and approve State Action Plan and Budgets as drafted by the CDEOC Director and State Disaster Coordination Team.
5. Advise the Governor on when to declare State of Emergency and for how long.
6. Advise the Governor on when to request FSM National assistance and for what.
7. Conduct meetings with municipal Mayors to brief on response activities.
8. Facilitate communication between national level departments and keeping CDEOC Director informed of any line agency offers of assistance such as from CDC for Department of Health.

E. State Disaster Coordination Team (SDCT)

The Chuuk State Coordination Team is comprised of focal points from each department, state agency, and partner organization that participates in State emergency operations or disaster response. The purpose of the SDCT is to facilitate coordination and cooperation amongst Chuuk State response agents for an effective and efficient response. The CDEOC Director is the Chairman of the SDCT. The Chairman

will designate an Assistant Chairman and an SDCT Secretary. The SDCT is activated by the CDEOC Director via phone call or email and followed by an official memo by the Governor. SDCT focal points will report to the CDEOC to assist the Director in response planning when activated.

Four focal points are to be designated by each of the department and agencies listed below and will be rotated on a 6-hour shifts when the CDEOC is activated for 24 hours:

Department of Education	Finance (DAS)
Department of Health Services	Public Affairs (DAS)
Department of Public Safety	Chuuk Public Utilities Corporation (CPUC)
Department of Agriculture	Micronesia Red Cross Society (MRCS)
Department of Marine Resources	International Organization for Migration (IOM)
Department of Transportation & Public Works	

One focal point and one alternate is to be designated from each of the agencies listed below and will be called into the CDEOC by the CDEOC Director request when necessary. If the focal point is unavailable, the alternate will attend in their place:

FSM Telecom	Chamber of Commerce
FSM Petrocorps	Chuuk Weather Services Office (WSO)
Environmental Protection Agency (EPA)	Chuuk Conservation Society (CCS)
Planning Office (DAS)	Chuuk Women’s Council (CWC)
Budget (DAS)	Mayor’s Conference (Chairman)
Project Management Office	Catholic Relief Services (CRS)

SDCT responsibilities include:

1. Attend all meetings. If focal point cannot attend, the next available designated alternate with all the same roles and responsibilities attends in their place.
2. Assist CDEOC Director in securing state assets and resources for emergency response. SDCT member er requests Department Director approval to use assets prior to Governor directive.
3. Liaison between Department Directors and CDEOC regarding department specific response activities for a coordinated response.
4. Deploy to municipalities to conduct sector damage assessments based on the Initial Damage Assessment (IDA) reports from municipalities as soon as possible.
5. Plan the deployment of resources and personnel to affected areas with CDEOC.
6. Assist CDEOC Director in developing a State Action Plan and Budget.
7. Develop situation reports with suggestions for action to the GDC and Governor.
8. Participate in after action meeting to review response activities and incorporate lessons learned into standard operating procedures (SOPs).
9. Assist CDEOC Director in drafting an after-action report following the after-action meeting.
10. Participate in preparedness EOC trainings, tabletop exercises, and live simulations.

F. Municipalities

Community based disaster management is the first line of defense during an emergency or disaster event. One municipal disaster focal point is to be designated for each municipality who will assume the responsibility of coordinating all community-based disaster preparedness, response, and recovery efforts within their municipality jurisdiction. The municipal focal point will be the main source of contact between the community and the CDEOC. The State will provide training for the municipal focal point in emergency procedures and preparedness. The community may also create a disaster committee or taskforce to assist the municipal focal point in planning and responding to emergency disaster situations.

Municipal focal point responsibilities include:

1. Operate the outer island radio to receive warning announcements from CDEOC.
2. Ensure warning announcements are heard by everyone in the municipality, particularly disabled, elderly, and children.
3. Assist in evacuation to ensure orderly evacuation procedures.
4. Conduct Initial Damage Assessment (IDA) in their municipality within 24 hours after disaster impact. For slow onset disasters such as drought, IDA forms should be conducted periodically throughout the disaster event. **Appendix 2**
5. Report IDA information to CDEOC by calling, emailing, or radioing immediately after IDA is completed (within 24 hours post disaster impact).
6. Coordinate all assistance received by the community with the CDEOC.

G. Chuuk Disaster and Emergency Operations Center and Command Post

The body of the Chuuk State Government responsible for coordinating the implementation of all disaster related matters under the direction of the Governor is the Chuuk Disaster and Emergency Operations Center (CDEOC). During disaster, coordination can be carried out from two designated locations:

1. **Command Post** – The command post is an on-site coordination location for isolated or localized incidents where on the ground coordination is necessary to an effective response such as plane crashes, domestic fires, forest fires, oil spills, and Search and Rescue missions. The CDEOC Director may coordinate the response from the Command Post, in which case they will designate an assistant to oversee and coordinate the CDEOC while they are gone.
2. **Chuuk Disaster and Emergency Operations Center (CDEOC)**- For wider scale emergencies or disasters that are not isolated to one geographic area, such as typhoons, tsunamis, droughts, or floods, the CDEOC Director coordinates response operations from the CDEOC. The CDEOC is located in Weno, Chuuk next to Public Affairs. See Section VII for more information regarding EOC organization.

H. Function of Departments, Agencies, and Offices

Detailed explanation of the functions assigned to each department or office is found in the Operational Checklists, contained in **Annex 1**. Operational Checklists should be consulted often and kept readily available for sudden impact disasters. As the situation may require, the Governor may also call upon the

departments, offices, or agencies of the Chuuk State Government to perform functions in addition to those initially assigned. For a quick look at department and office functions, consult the responsibility matrix in [Appendix 1](#) at the end of this document.

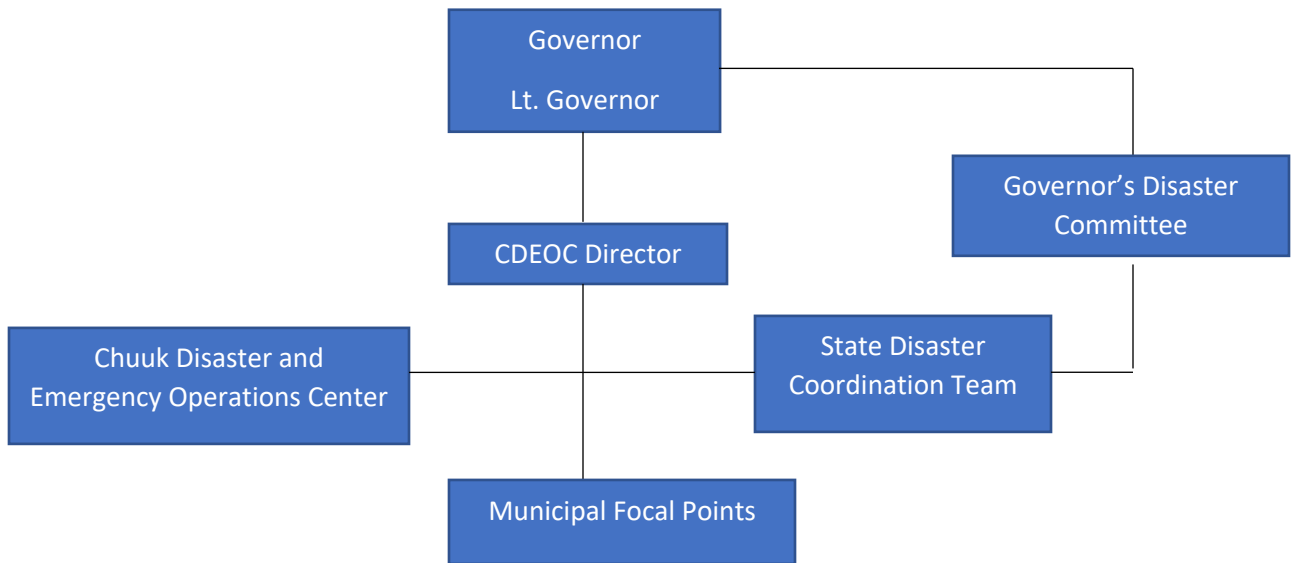
Furthermore, though the CDEOC Director has oversight over and coordinates all functions of state disasters, certain departments or agencies will take lead in responding according to their mandates and capacity to respond. Lead agencies will coordinate all operations with CDEOC Director and support agencies. The CDEOC Director will continue to Coordinate with DECEM and keep a record of all disaster related activities. A list of hazard specific lead response agencies can be found in the table below. Hazard specific emergency plans should be developed by each Lead Agency in accordance with this Plan as well as the annexed Chuuk State Standard Operating Procedure for Emergency and Disaster Response. Hazard emergency plans should detail lead agency, support agency, and CDEOC Director responsibilities. All hazard emergency plans should be kept on file with the CDEOC Director.

Hazard	Lead Agency
Epidemics/Pandemics and Hazardous Materials	Department of Health Services and/or EPA
Airport and Seaport Incident	Department of Transportation and Public works
Search and Rescue	<ol style="list-style-type: none"> 1. Public Safety (Lagoon) 2. Transportation and Public Works (Outside)
Fires (Domestic and Forest)	Department of Public Safety
Environmental Pollution and Oil Spill	Environmental Protection Agency
Agricultural Incident	Department of Agriculture
Civil Unrest	Department of Public Safety
Natural Disasters	Chuuk Disaster and Emergency Operation Center

Instances where the lead agency is not the CDEOC, it is the responsibility of the lead agency to keep the CDEOC Director informed of all new information and response activities. The CDEOC Director must be consulted when lead agencies wish to secure external assistance from line agencies, such as the CDC for Department of Health. In addition, the CDEOC Director has the following responsibilities:

1. Keep a record of all state resources being committed to response activities.
2. Coordinate flow of information within the state. Approve all statements released to the media.
3. Keep FSM DECEM updated regarding the situation.
4. Assist the lead agency in activating the CDEOC and SDCT upon request.

I. Organizational Chart



VI. OPERATIONAL ARRANGEMENTS

A. Warnings

Warnings can come from any level of government, depending on the nature of the disaster and its discovery. However, most warnings on weather events such as cyclones, tsunamis, and droughts come from the Guam Forecasting Office and are directed to the Weather Services Observatory station located in Weno, Chuuk. The WSO then relays the information to the CDEOC Director for his action. In the case of a possible outbreak, the CDEOC Director is notified in accordance with the hospital's emergency operation plan. The CDEOC Director will then notify the Governor directly regarding the identified hazard.

The Governor issues the official warning based on the information provided by the CDEOC Director and makes the necessary declarations of stages of warning.

The following Stages of Warning are issued according to the conditions of readiness. These conditions are based upon the lead-time available before the disaster strikes, and are appropriate for threats that are usually able to be tracked, such as tropical cyclones. Sudden impact disasters, such as plane crashes, or major fires, will negate these conditions and compel the activation of this Plan at the impact stage. For disasters which accumulate over time and do not have a specific moment of impact such as drought, the stages of warning are followed over a prolonged period.

Stages of Warning

1. Watch- Condition III

A threat has been **identified** and could affect the State within 72 to 48 hours, given its current rate of development

2. 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.

3. Onset- Condition I

The threat is **imminent** and will strike within 24 hours.

B. Communication

All communication systems within the Chuuk State Government can be utilized for warning, awareness, and emergency operations. The resources of the private sector may be utilized in a similar manner as necessary if State operate facilities and equipment are destructed by the disaster. All non-government facilities and equipment that are being utilized during an emergency operation will be compensated in accordance with current market rate of leasing such facility and equipment.

The main source of communication and outreach in Chuuk include Broadcast station (V6AK) within Public Affairs, HF radio with outer islands, and FSM Telecom bulk SMS messaging. Weather Service Office and Department of Education have HF radios in outer islands to be used for communication with Weno.

NOTE: FSM Telecom offers SMS bulk messaging for non-commercial use during emergency situations. Once a State of Emergency is declared, the State Manager can authorize the release of an SMS bulk message to all Chuuk numbers with emergency announcements coming from the CDEOC. The SMS bulk message is primarily a commercial service, and was not designed to be used as an emergency notification service. FSMTC will not be held liable for any missed, unsent, or incorrect emergency SMS. FSMTC cannot guarantee that the service will save lives or that it will reach the population before a disaster strikes.

C. State of Emergency

In a situation where it is required to preserve public peace, health, and safety at a time of extreme emergency caused by a disaster, the Governor of the State of Chuuk may declare a State of Emergency in accordance with Chuuk State Constitution, Article VI, Section 12. State of Emergency declarations are drafted by the State Attorney General and signed by the Governor. In declaring a State of Emergency, the Governor may allocate the use of state resources towards emergency response operations, and instructs the Budget Office to reallocate any amount up to \$200,000 of available general funds for emergency operations including food and water assistance, medical supplies, temporary shelter, and transportation. All budget reallocations must be approved by Legislature. All allocated funds must be encumbered within the timeframe of the State of Emergency – 15 days, unless extended by the Governor and Legislature.

D. Chuuk State Resources

Resources of the Chuuk State Government likely to be useful in a disaster or emergency operation as maintained by each department or office and are filed and updated with the CDEOC. See Annex 1

All government owned assets can be commandeered at any point to be used for emergency operations. The use of privately owned assets will be compensated according to the current market rate unless otherwise determined in a Memorandum of Understanding.

E. All Clear

The Governor will announce an “all clear” message once the situation has been determined safe for the public to return to day-to-day functions. “All clear” messages should be announced by region of Chuuk state (i.e., the Mortlocks, Weno Lagoon, and Northwest Islands). The “all clear” message should be made once the weather or hazard event has passed, and key response agencies have ensured it is safe to leave from evacuation centers. Prior to the “all clear” announcement, main roadways should be cleared of debris, power systems should be assessed and secured to ensure no one is hurt from downed power lines, and first responder operations are complete. This is to ensure first responders can respond rapidly without being obstructed by the public. “All clear” notices are announced via the radio, and should never be made at night. Schools and government offices return to normal functions within 24 hours of the “all clear”.

F. Assessment

There are two damage assessments to be conducted at the state level. Training on assessments should be included as a preparedness measure and is the responsibility of the CDEOC Director to oversee.

1. **Initial Damage Assessment** – Conducted by Municipal Focal Points. Provides an initial look at the damages and losses following a major disaster and informs state teams on where to deploy. IDA forms should be kept on file in municipal offices. The IDA should be conducted within 24 hours of disaster impact and reported to the CDEOC immediately after completing. For slow onset disasters such as drought, IDA forms can be filled out periodically as conditions change. IDA information can be hand delivered to the CDEOC, emailed, phoned, or radioed. If communication systems are down post disaster impact, state sector assessment teams should not wait to receive IDA reports, and should deploy as soon as possible. See Appendix 2

Note: FSM National Department of Resources and Development may also be contacted to request pre-disaster and post disaster satellite imagery of the outer islands from the US Department of Agriculture (USDA).

2. **Sector Based Assessment**- Conducted by technical experts from each of the relevant state departments and agencies, according to the disaster situation. Assessment teams will be comprised of one technical expert from each of the relevant agencies and deployed to each affected municipality. Sector based teams should be prepared for rapid deployment within 72 hours of impact, and within one day after receiving IDA reports from Municipal focal points. Determining and deploying assessment teams is the responsibility of the CDEOC Director with the support of the State Disaster Coordination Team. SDCT focal points will conduct sector-based assessments and will assist in securing additional personnel from their sector, if necessary.

Restoration of essential services such as power, water, sewage and telecommunications begin as soon as the “all clear” message is announced by the Governor. These are vital services to the emergency operations (power and telephone), and essential to limiting the spread of disease post disaster (water and sewage). Therefore, Chuuk Public Utilities Corporation (CPUC) and FSM Telecom will conduct damage assessments separately and then submit list of damages with cost estimate to repair, personnel and supply expenses, to the CDEOC and FSMTC Headquarters, respectively. Only damages and expenses caused by the event should be submitted.

Results of sector-based assessments in the outer islands should be radioed to the CDEOC for prompt action. Sector-based assessments must result in a complete list of damages and losses to be submitted to the CDEOC for state response planning. The CDEOC Director should then share these results with DECEM. For large scale emergencies where aerial surveillance shows significant damage, FSM national teams may deploy to assist in conducting sector assessments.

It is the responsibility of each department and agency to establish damage assessment procedures for their sector and to train personnel on damage assessment procedures.

An example of assessment team following a typhoon is as follows:

Sector	Department or Agency
Evacuation Center Registration	1 Education, 1 MRCS
Health and Sanitation	1 Health, 1 MRCS
Water Supply and Quality	1 EPA, 1 CPUC
Agriculture	1 Agriculture, 1 CCS
Infrastructure	1 T&PW, 1 Planning, 1 CPUC, 1 FSMTC

Note: It is essential that sector teams compile a full and complete list of damages as quickly as possible. To request US Government assistance, a complete list of damages must be submitted at the time of when a US/FSM Joint Damage Assessment (JDA) is requested. The US/FSM JDA will then deploy to validate the list of damages. JDA must be requested within 10 days of an FSM National State of Disaster declaration.

G. Reporting

Accurate and timely reporting is crucial to an effective response and for receiving external assistance. There are two main reports conducted at the state level following damage assessments.

1. **Situation Reports-** Situation reports are brief, one to two-page updates on the progress of the emergency response. Situation reports should be compiled within the CDEOC and approved by the Director at the end of each day during a response. The CDEOC Director should also share the situation report with DECEM. For slow onset disaster such as droughts, situation reports can be submitted on a revised time schedule, such as once per week, or on an as needed basis.

2. **State Action Plans and Budgets-** The State Action Plan and Budget is the result of the sector-based damage assessments. Assessment teams submit written reports of damages to the CDEOC Director. The CDEOC Director and the SDCT will then create an action plan for both the immediate and long-term recovery. The purpose of the State Action Plan is to clearly mark what has already been conducted. The State Action Plan and Budget can then be submitted to FSM national government, partner organizations, and foreign governments (through FSM national) to support requests for assistance.

H. Phases of Implementation

There are five (5) designated phases of implementation for the plan. They are:

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

An overview of the activities conducted during each phase is below. For a detailed account of the activities conducted during each phase by each response actor, consult the Operational Checklists included in [Annex 1](#).

Phases of Implementation Overview

Phase 1. Prepared ness

- Maintain and update this Plan (CDMP).
- Departments develop Contingency Plans with established department line of succession.
- Develop public education, awareness, and training programs.
- Conduct trainings in EOC management for new SDCT members.
- Establish and prepare the CDEOC for operational readiness.

- Identify and inspect designated evacuation shelters for safety and sanitation.
- Upgrade evacuation shelters to meet the needs of persons with disabilities.
- Plan and develop evacuation signs and routes for vulnerable communities.
- Conduct and practice evacuation drill in the communities.
- Conduct tabletop exercises and live simulations to practice the Plan and SOP.
- Ensure sufficient emergency stock (fuel etc.)

Phase 2. Warnings

A. Watch-Condition III

- Inform the Governor.
- Place SDCT and GDC on standby.
- Provide warnings to appropriate segments of the public (such as a small craft advisory).
- Ensure outer island communities in the East are notified first (according to storm path).
- Monitor the threat and follow up on new developments
- Test communications and warning systems.

B. Alert- Condition II

- Activate the CDEOC, GDC, and SDCT.
- SDCT reports to CDEOC.
- Governor holds a meeting of the GDC to discuss the confirmed threat.
- Issue warning and notify the public of the development of a threat.
- Closed schools.
- Identify and prepare evacuation shelters.
- Radio station opened 24-hour operations.
- Begin fueling and securing government resources and assets used for emergencies.
- Secure government property and board up facilities and homes.
- Announce “ALL CLEAR” if threat dissipates.

C. Onset-Condition I

- Evacuate threatened areas.
- Transport people in need of assistance to designated shelters, if possible.
- Municipal focal point, Principals, MRCS volunteers, and Health staff report to evacuation centers
- MRCS and Principal report evacuation center registration information to CDEOC.
- CDEOC Director briefs the Governor and Governor’s Disaster Committee of ongoing preparation.
- CDEOC keeps regular communication with outer island municipal focal points.
- SDCT documents and maintains records of all on-going activities including expenses.
- All government facilities and assets are secured. Assets are fueled and prepared for rapid deployment.
- Governor declares a State of Emergency, if necessary, depending on the magnitude of the approaching event.
- Announce “ALL CLEAR” if threat dissipates.

Phase 3: Impact

- Hazard event is tracked.

- Conduct rescue operations, if possible, without endangering the lives of first responders.
- Conduct initial treatment of injuries and transportation to medical facilities, if possible.
- Essential roadways are cleared.
- Power lines are secured.
- **“ALL CLEAR”** is announced once public security is ensured and rescue operations completed.

Phase 4: relief/Response

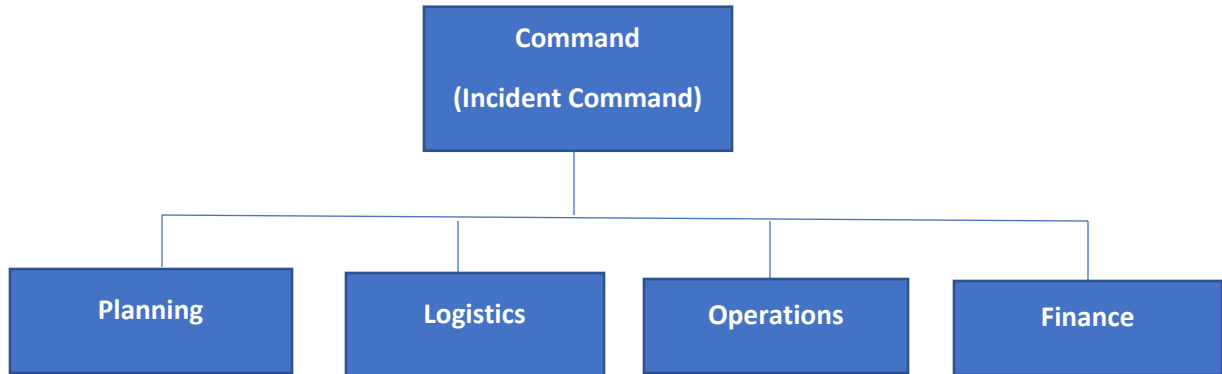
- Essential services are restored (communication, power, water, sewage, ports, roadways, health services).
- Initial and sector -based damage assessments are conducted.
- Relief priorities are established and immediate assistance is provided within state capacity.
- Governor declares State of Emergency if not already established.
- State action plans and budgets compiled and submitted to GDC and Governor for approval.
- Requests for national assistance submitted to President if damages and losses exceed state capacity to respond.

Phase 5: Recovery

- Secure necessary recovery funding and resources as determined in the State Action Plan.
- 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.

VII Chuuk DISASTER AND EMERGENCY OPERATIONS CENTER ORGANIZATION

The CDEOC utilizes the Incident Command System. When activated, the CDEOC will be organized into five sections: Command, Planning, Logistics, Operations, and Finance. The number of positions within each section will be determined by magnitude of event. It is the responsibility of the CDEOC Director to assign positions to SDCT members reporting to duty. SDCT focal points from the same office should rotate into the same position. All SDCT members should receive training in the Incident Command System. Courses are made freely available by the US Federal Emergency Management Authority (FEMA) at <https://training.fema.gov/emiweb/is/icsresource/trainingmaterial.htm>.



Command

The command section is comprised of the Incident Commander (IC). The IC has the overall responsibility of the Chuuk Disaster and Emergency Operations Center (CDEOC) and the coordination of all response activities for an incident. The IC is responsible for all incident activities, including establishing priorities and the development of response objectives, strategies, and tactics. The IC approves the ordering and releasing of resources, all media and public information releases, and situation reports and action plans. The IC is the liaison between the CDEOC and the Governor and keeps the Governor up to date with response planning and operations. The IC also keeps FSM DECEM informed of response replanning and operations. The IC will work with Planning and devise a CDEOC staff and operations schedule. For more information, review the responsibilities of the CDEOC Director. The order of command for the IC position is below:

1. CDEOC Director (Incident Commander)
2. Emergency Operations Coordinator
3. Disaster Risk Management Coordinator
4. Climate Change Adaptation Coordinator

Planning

The Planning Section is responsible for the collection and evaluation of information related to the incident and for the preparation and dissemination of all daily Situation Report and State Action Plan. The Planning Section primary functions are to provide the most current information, status, analysis, and operational objectives, strategies and tasks by defined deadlines, and distribute this information electronically and in hard copy. This Section maintains information on the current and forecasted weather, and all maps and charts. Planning section responsibilities can be divided into the following positions:

1. Hazard Tracker (2)- collect information on the event, weather conditions, movement, etc.
2. Situation Report Writers (2) – collect information from the previous day’s activities to produce a publication to be shared with the Governor, GDC, and DECEM regarding the status of activities, funding, current operations, planned operations, and requests for assistance.
3. Action Planners (2)- work with IC to plan the day-to-day actions to be taken such as evacuations, utilization of resources, assessments, and distributions. Lead the entire CDEOC in developing the State Action Plan and then draft the Plan from the result of the group consultation. Work with relevant representatives to collect the necessary information.

4. Staffer (1)- Assist the IC when appropriate in developing CDEOC shift schedules and calling in SDCT focal points when necessary. Oversees the sign in and sign out sheet of both CDEOC members and visitors. Share sign in/out sheets with Finance for payroll processing.

Logistics

The Logistics Section finds and provides resources in support of the disaster response and recovery. Resources include personnel, facilities, services, food, supplies, equipment, and other materials. This Section also oversees all donations and mutual aid activities from partners and FSM national. Logistics tracks the status of all resources assigned to the incident, including when and where they are deployed. When they are demobilized, and if necessary, when and where they are returned. Additionally, Logistics is responsible for the setup, maintenance and security of the CDEOC, including the communications capability, and in tandem with the Finance Section, is responsible for purchasing and contracting. The Logistics Section will work with the Chamber of Commerce to determine available stock of relief items on island and to work with private sector to procure items. Logistics will record all deployments of resources and personnel into a logistics log which tracks the movements of assets and personnel. Logistics will determine a staging area for government resources to be stored and managed. The Logistics Section will acquire human resources by calling principals, bus drivers, volunteers, and other personnel pertinent to response operations. Logistics Section responsibilities can be divided into the following positions:

1. Human Resource Procurement (1)- work with SDCT focal points to activate personnel
2. Physical Resource Procurement (1)- works with Finance to procure relief items.
3. Logistics Log (2)- Keep a log of the movement of all resources, human and physical. Determine staging area for physical assets. Also work with aid agencies to determine donated items.

Operations

The Operations Section is responsible for coordinating all field operations in support of the emergency response through the implementation of the action plans. During CDEOC activations, the Operations Section identifies, assigns, and manages the resources needed to accomplish the incident objectives. The Operations Section is comprised of representatives from the relevant agencies that conduct operations such as Public Safety, Health, and Education. Operations staff will liaise the status of assigned duties from their agency to the operations team. The Operations Section is also responsible for receiving and disseminating messages. Operations Section responsibilities can be delivered into the following positions:

1. Radio Operator (1)- Communicates with outer islands, announce emergency messages, and receive on the ground weather reports and damage assessment results.
2. Communications Log (1) Keeps a master log of all incoming and outgoing communication with the CDEOC including outer island radio, phone calls, broadcast messages and FSMTC.
3. Master Operations Log (1)- Tracks the onset and conclusion of all operations such as evacuation centers being opened, assessment deployments, etc.
4. Liaison Officers (1) – Additional staff to provide status updates on operations from their offices.

Finance

The Finance Section is responsible for all incident costs and financial activities. The Section is responsible for documenting all expenditures, staff time keeping and compensation, procuring items, and managing any claims. This Section is also responsible for other administrative aspects such as securing hotel accommodations

for responders, and purchasing items for the CDEOC during response and recovery efforts. A detailed expense log should be kept for reimbursement of departments for the use of their resources and personnel as well as a tracking of the remaining budget allocated by the Governor and Legislature. The Finance section will work closely with Logistics for supply procurement. The finance section should produce a daily financial report to be included in the situation report. The Finance section will also work closely with Planning to develop the budget to accompany the State Action Plan.

VIII. REVIEW AND ANALYSIS

Review and analysis are important parts of preparedness and therefore necessary components of this Plan. Maintaining and updating this Plan is the responsibility of the CDEOC Director. The Plan should be reviewed and updated every two years, or earlier as needed. Revisions need approval by the Cabinet and Governor and will take effect on day of signature. A record of all revisions should be maintained.

The CDEOC Director should disseminate revised copies of the Chuuk State Disaster Management Plan to all departments, agencies, and partner organizations included within upon approval for their records and review. The Plan will be stored in both print and electronic formats.

Annexes contain contact lists and departments specific information. For this reason, annexes, should be updated more regularly. Each annex will determine its own revision schedule. Revised annexes should be updated and stored with the plan. The CDEOC Director will ensure that all departments, agencies, and partner organizations review updated annexes when appropriate.

IX. ACTIVATION AND CESSATION

A. Activation

These procedures are activated automatically in the case of a sudden impact disaster; otherwise, they are activated by the Governor by executive directive.

B. Cessation

A state of Emergency (and emergency operations) ceases when the Governor issues an Executive Order or Directive to that effect. No State of Emergency shall exceed a period of fifteen (15) days unless authorized by the State Legislature. The State Legislature may terminate a State of Emergency at any time by Joint Resolution.

X. AUTHORITY

This Plan and the standard operating procedures included within have been created pursuant to Section 12A of Article VI of the Chuuk State Constitution and in accordance with the Section VI, subsection 1(a) of the FSM PL. No. 6-38, as well as Sections 87-97 of the FSM National Disaster Response Plan (2016).

Submitted by:

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Date

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Attorney General
Chuuk State Government

Date

Approved by:

The Honorable Alexander Narruhn
Governor
Chuuk State Government

Date

