



POHNPEI STATE MUNICIPAL DISASTER PREPAREDNESS PLAN

For the Municipality of Mwoakilloa

Updated: September 10, 2020

With the guidance and support of
The Pohnpei State Disaster Coordinating Office (DCO) the FSM Department of Environment, Climate Change and Emergency
Management (DECEM)

This document is signed and endorsed by:


Pohnpei DCO


Municipal Leader

Created in partnership with
The International Organization for Migration
IOM - Micronesia



Through support from
USAID's Office of Foreign Disaster Assistance
Enhanced Preparedness for Effective Response Project



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1. OBJECTIVE

One primary goal for communities throughout the FSM is to strengthen resilience and disaster preparedness through the design and implementation of a Municipal Disaster Plan. This template is designed to provide community members with guidance on creating strategies to mitigate potential hazards and reduce vulnerabilities. The template captures basic information to design a thorough disaster plan which meets the individual needs of each community.

The plan should be developed by the community's Disaster Committee and with advice and guidance from various community members. Once completed, the Disaster Committee should share the plan with the community members, as well as to state or national government actors.

2. COMMUNITY PROFILE

The community profile provides an outline to record and display valuable information regarding the community's population breakdown, number households and resources, as well as valuable assets. **Please see Annex A for additional information.**

3. COMMUNICATIONS

Communications, especially during an emergency, allow communities to convey their needs to first responders, while enabling state representatives to share critical information to communities, such as early warnings and the delivery of assistance.

What is the most reliable form of communication both within and outside the island?

What are the backup communication methods?

A. Emergency Contacts

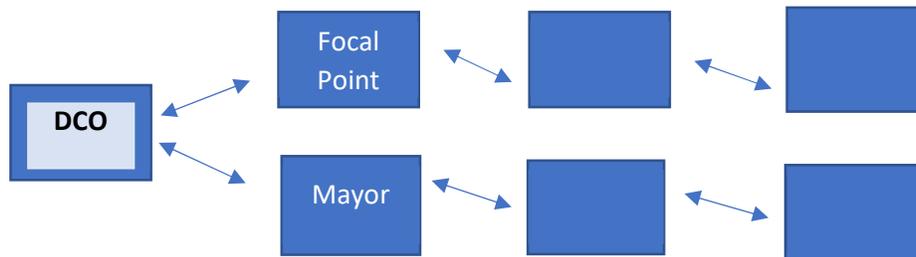
	<u>Names</u>	<u>Phone Number & Radio Frequencies</u>
Mayor & Municipal leadership	Mason Henry	HF freq. 622
Traditional Leaders	Ruly Neth	HF freq. 622
Health Services	Marciano Edmund	HF freq. 622
Police	Christopher Lewis	HF freq. 622
Shelter Focal Points	Principal: Burden Eliam	HF freq. 622

Other	Ohner Jim (Chief rep., Mayor rep.)	320-4020
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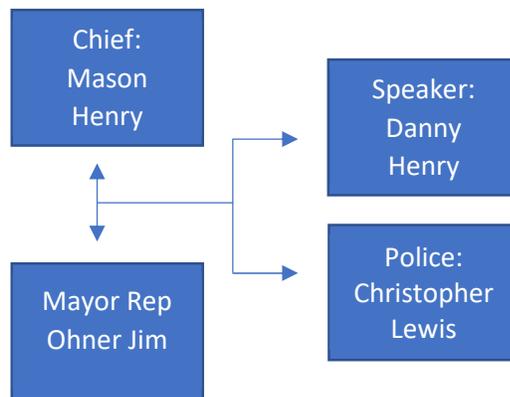
B. Communication flow

The phone/radio communication flow is a clear plan outlining how information will be transmitted throughout the community to ensure that all members are informed of an approaching onset disaster in a timely manner.

Example:

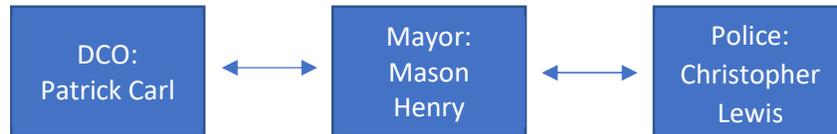


Please draw the communication flows within your community/Municipality.



The diagram above illustrates the parties which are involved in the decision-making process of disaster response in the municipality of Mwoakilloa and the channels of communication through which information is passed among all parties. As shown above, communications regarding disaster will come from the chief to the different members of the community as appropriate for response. In the event that the Mayor is unavailable, the mayor representative can be reached and can act with the authority of the mayor.

Please draw the communication flow between your community/Municipality and the State Government.



The diagram above illustrates the parties involved in the decision-making processes of disaster response in the municipality of Mwokilloa and the channels of communication in the municipality to the Pohnpei State Disaster Coordinating Office. As shown above, communications from the DCO regarding disasters and appropriate response go to the mayor. In the event that the mayor is unavailable, the mayor representative can be reached and can act with the authority of the mayor.

4. HAZARD, VULNERABILITY & CAPACITY MAPPING (HVCM)

A. Past Hazard Events

A hazard can be natural or manmade, sudden or slow onset, and can have a negative impact on life, health, socio-economic activities and the environment. Common natural hazards in the North Pacific include typhoons, drought, and tide surges.

What are some hazards that have affected your community? Please observe an example in the first row of boxes below:

Hazard/ Year	How did this event impact your community?	How did the community cope/respond to event?	What signs/clues were visible to community members that the hazard was approaching?
Tide surge	<ul style="list-style-type: none"> Damage to food crops 	<ul style="list-style-type: none"> Harvest, ferment 	<ul style="list-style-type: none"> Change in weather pattern (wind from south to north)
Drought	<ul style="list-style-type: none"> Food and water supply 	<ul style="list-style-type: none"> Preservation and community rationing 	
Typhoon	<ul style="list-style-type: none"> Damage to food crops and homes, 	<ul style="list-style-type: none"> Harvest, ferment 	<ul style="list-style-type: none"> Change in weather pattern (wind from south to north)

B. Identify & Reduce Vulnerability

Vulnerability is the condition or circumstance of the community which makes it susceptible to being damaged by a hazard or disaster.

Identify physical vulnerabilities of the community (roads, bridges, houses, community buildings, communications systems), as well as vulnerable individuals who may need additional assistance or care. Include cultural sites, and any facility important to the well-being of the community, such as medical facilities, clinics, emergency shelters, and water supplies.

A possible impact is what “could happen” as a result of a hazard. Identify which corrective activities are needed to reduce the identified vulnerabilities of the community. Corrective activities are actions to be taken prior to the event occurring in order to mitigate its effects. Please observe an example in the first row of boxes below:

Hazard	Vulnerable assets/people	Possible Impact	Corrective Activities
Flooding	<ul style="list-style-type: none"> Fishing boats Elderly, disabled Children Crops 	<ul style="list-style-type: none"> Damage or loss of boats Injury or death among vulnerable population 	<ul style="list-style-type: none"> Pull boats up above surge levels Relocate vulnerable population to safer locations
Drought	<ul style="list-style-type: none"> Crop patches Elderly, children 	<ul style="list-style-type: none"> Dehydration of population, 	<ul style="list-style-type: none"> Conserve water, boil water

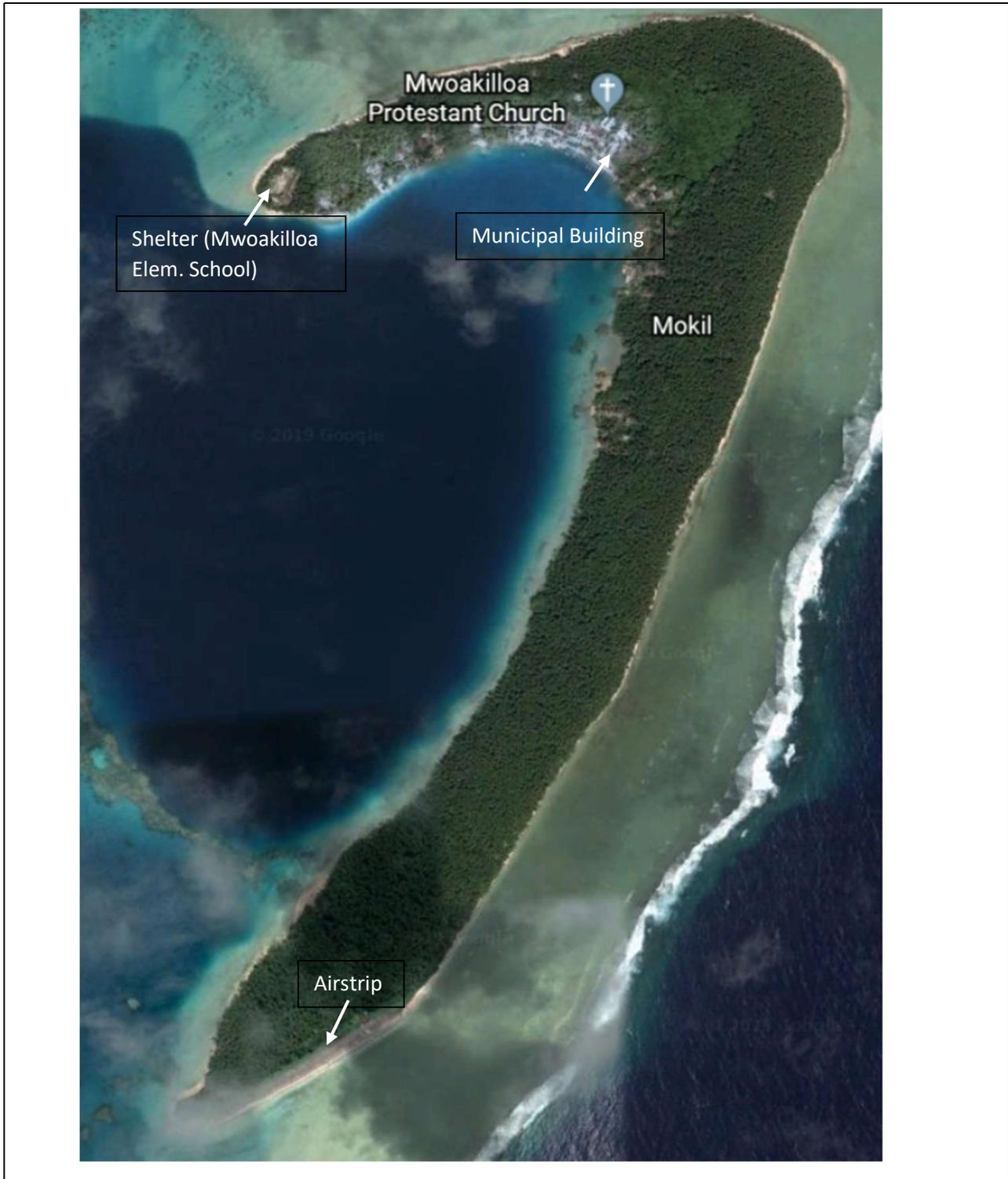
	<ul style="list-style-type: none"> • Water supply 	<ul style="list-style-type: none"> • Death of crops • Sickness • Outbreak 	<ul style="list-style-type: none"> • Ration coconuts, plastic water tanks
Typhoon	<ul style="list-style-type: none"> • Population • Shelters • Boats, crops 	<ul style="list-style-type: none"> • Injuries, death, missing population • Damage to property, farms and livestock 	<ul style="list-style-type: none"> • Secure dwellings, boats, water • Relocate to safe shelters

C. Capacity for Immediate Response

Identify members of the community and the areas in which they have specialized training or work experience that could be helpful prior to, during, or after an emergency. This should include years of experience. Please observe an example in the first row of boxes below:

Community Member	Skill	Description of training and practice with the skill
Christopher Lewis	Police work	Police academy
Marciano Edmund	CPR, First Aid	Nursing school
Ruly Neth	Traditional practices	
Gibson Neth	Radio Operator	

D. Mapping of points of interest (Specific areas of vulnerability, Evacuation Shelters, Assets, etc...)



E. Identified Emergency Evacuation Shelters

Identify which structures in your community have been designated as evacuation shelters during emergencies and its respective manager. Please observe an example in the first row of boxes:

Identified Structure	Shelter Manager	Status of state assessment (please coordinate with your DCO)
Church building	Senior Pastor Halberson Hedson	No Assessment
School Building	Burden Eliam	No Assessment

F. Emergency Evacuation Shelter Focal Points

The Evacuation Shelter Managers, who are listed on the chart of committee members, would each be responsible for overseeing a shelter. Listed below, are the different positions recommended for running a shelter efficiently. The shelter manager should work with the committee to determine who could best meet the requirements for serving in the various capacities. Please see Annexes B & C for additional tables.

Shelter Focal Points	
<p>Evacuation Shelter Manager</p> <p><u>Burden Eliam</u> Contact information: freq. 622.5</p>	<ul style="list-style-type: none"> • Responsible for overseeing all operations • Ensures that all members of the Shelter Management Team are adequately completing their roles and responsibilities without showing favouritism • Liaison to the MDPC • All members of the Shelter Management Team report to the Evacuation Shelter Leader
<p>Registration Focal Point</p> <p><u>Noreen Edmund</u> Contact information: 622.5</p>	<ul style="list-style-type: none"> • Meets with beneficiaries upon arrival to fill out registration forms • Oversees the Registration Team Records requests and needs • Totals beneficiaries into categories (males/females/children) • Totals vulnerable populations (pregnant, sick, disabled) and their individual needs • Creates a list of requested items from beneficiaries • Shares data with the Distribution Team
<p>Relief Distribution Focal Point</p> <p><u>Spencer Obed</u> Contact information: 622.5</p>	<ul style="list-style-type: none"> • Responsible for inventory of supplies and distributions • Oversees the Distribution Team • Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed etc) • Works with the Management Shelter Leader deciding how to divide the resources • Implements protocols and systems for the distributions • Ensures that relief items are distributed equally based on individual needs • Ensures that all supplies are kept in a safe place
<p>Security Focal Point</p> <p><u>Christopher Lewis</u> Contact information: 622.5</p>	<ul style="list-style-type: none"> • Responsible for enforcing security protocols for the safety of beneficiaries • Oversees the Security Team • Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues • Communicates with beneficiaries regarding safety policies • Ensures that all security issues/concerns are the priority • Works with the Distribution Focal Point to ensure all items for distribution are secure

5. MUNICIPAL DISASTER PREPAREDNESS COMMITTEE

The Municipal Disaster Preparedness Committee (MDPC) is made up of community members representing all demographics within the community, including men, women, youth, elderly, people with disabilities, and other vulnerable groups. Members of the Disaster Preparedness Committee can be self-appointed and/or voted in, but the process for selecting the committee members should be fair and transparent. There should be a representation of at least three individuals selected per category (with the exception of the Municipal Disaster Response Focal Point) while taking into consideration equal gender distribution during the selection process. Add any additional responsibilities the committee finds necessary.

<u>Name of Identified Team Members</u>	<u>Local Titles</u>	<u>Phone Numbers</u>	<u>Determined Responsibilities</u>
Mason Henry	Chief		<p>Municipal Disaster Response Focal Point</p> <ul style="list-style-type: none"> • Key decision maker; • Maintains emergency communications; • Updates partners of latest action plans; • Calls for MDPC meetings; • Reports the results of assessments to DCO; • Liaises with government partners and ensures community-level plans are in line with national priorities; • Continuously reviews and updates emergency action plans and climate adaptation plans as needed
Danny Henry	Speaker		<p>Vice Municipal Disaster Response Focal Points</p> <ul style="list-style-type: none"> • Undertakes all Municipal Disaster Response Focal Point responsibilities while the Municipal Disaster Response Focal Point is off island or otherwise unavailable
Molvihna Ludah			<p>Secretaries</p> <ul style="list-style-type: none"> • Takes notes at meetings; • Coordinates venue and members for meetings; • Writes and distributes reports of meetings and plans; • Keeps record of the community population; • Updates and maintains contact list of community members

<p>Christopher Lewis Clyde Ben Joseph Edward Petra Edmund</p>	<p>Police</p>		<p>Rescue Team</p> <ul style="list-style-type: none"> • Ensures that all loose/dangerous objects are secured during a disaster; • Performs implementation of disaster plan; • Ensures emergency equipment is maintained and in stock; • Responsible for participating in any relevant training opportunities to update their skills/knowledge; • Helps in evacuating elderly, disabled, and sick people to the evacuation shelter; • Ensures that each community member has been safely relocated to the evacuation shelter
<p>Spencer Obed Marciano Edmund</p>			<p>Water Monitors</p> <ul style="list-style-type: none"> • Rain gauge monitor; • Maintains monthly monitoring of rainwater and wells by reporting water levels to Municipal Disaster Response Focal Point; • Responsible for securing water catchments and wells before a disaster hits; Ensures the water is not wasted during and after a disaster; • Reports contaminated drinking water to Municipal Disaster Response Focal Point.
<p>Petra Edmund</p>			<p>Community Liaisons</p> <ul style="list-style-type: none"> • Reports Disaster Response Plan back to the community; • Provides feedback from community to MDPC; • Updates community on any changes to the plan
<p>Burden Eliam</p>	<p>Principal</p>		<p>Evacuation Shelter Managers</p> <ul style="list-style-type: none"> • Ensures the evacuation shelter is well-maintained and resources are ready

6. PREPAREDNESS ACTION PLAN

A detailed and step-by-step plan should be produced for every hazard which your community is prone to. The plan should be created by the MDPC and include feedback from the community members. The plan should also be developed through a consultative meeting process, in which all committee members agree on every step of the plan. The MDPC should also present the completed plan to the community and ensure that each community member is updated on where to go for each type of hazard. In addition, the MDPC should create a timeline to regularly review the plan with community members and to conduct community-wide drills of the plan. As soon as the plan is completed, the Community Focal Point should relay it to the relevant government counterpart. For a copy of the Initial Disaster Assessment form, please see Annex D.

A. Hazard Specific Action Plan

HAZARD: Drought

	<i>Point to consider...</i>	<i>How will your community respond?</i>
ONSET	<p>Has each community member been informed? Are the radios secured? Has the alarm sounded? Are water sources and valuable assets secured? Have water monitors been informed?</p>	<ol style="list-style-type: none"> 1. All relevant government agencies and committees are informed of drought situation 2. Inform community of drought situation 3. Activate water monitors 4. Release advisories on water conservation to public 5. Health advisories on proper water treatment to prevent sickness common during drought 6. Release advisories on 7. Supplies for boiling water for community members who need them 8. Deployment of RO units
IMPACT	<ol style="list-style-type: none"> 1. What are the points of impact? 2. Are there any medical emergencies to attend to? 3. What are the immediate needs? 4. What is the community's access to food/water? How much? How many? 5. Have you completed an Initial Disaster Assessment form? See Annex D 	<ol style="list-style-type: none"> 1. Monitor levels of water and adjust water conservation announcements as needed 2. Monitor population for possible outbreaks of sicknesses resulting from lack of water 3. Release advisories on potential fire hazards to community and especially vulnerable areas <ol style="list-style-type: none"> a. Put Rescue Team/Police on watch for possible fire outbreaks 4. Continue operations of RO Units for relief until no longer needed

B. Hazard Specific Action Plan

HAZARD: Typhoon

	<i>Point to consider...</i>	<i>How will your community respond?</i>
48 hours	<p>Has each community member been informed?</p> <p>Are shelters ready for operation?</p> <p>Are the radios secured?</p> <p>Has the alarm sounded?</p> <p>Are rescue teams enacted?</p> <p>Are water sources and valuable assets secured?</p>	<ol style="list-style-type: none"> 1. Mayor receives warning from DCO 2. Committee activated 3. Rescue team prepare and secure typhoon shelter 4. Sound the alarm 5. Start evacuating vulnerable members of community 6. Secure dangerous and vulnerable assets <ol style="list-style-type: none"> a. Tie down tin roofing b. Secure dwellings 7. Secure water sources <ol style="list-style-type: none"> a. Cover tanks b. Secure gutters
24 hours	<p>Are all community members in an evacuation shelter?</p> <p>Has a head count been done?</p> <p>Has the Municipal Disaster Response Focal Point been notified of head count?</p> <p>Have all communication devices been taken down and secured?</p>	<ol style="list-style-type: none"> 1. All population evacuated 2. Head count by shelter focal point
12 hours		Stay in shelters
IMPACT		
Post impact	<ol style="list-style-type: none"> 1. What are the points of impact? 2. Are there any medical emergencies to attend to? 3. What are the states of the physical structures? 4. What are the immediate needs? 5. What is the community's access to food/water? How much? How many? 6. Have you completed an Initial Disaster Assessment form? See Annex D 	<p>All clear sounds</p> <ol style="list-style-type: none"> 1. Rapid assessment and record all observed damages <ol style="list-style-type: none"> a. IDA 2. Gauge potentially hazardous damages to population and determine possibility of moving people back to homes <ol style="list-style-type: none"> a. Damage to infrastructure (i.e: roads, obstructions, damaged houses and buildings) b. Damage to communication equipment and other necessary for recovery operations 3. Address damages that are a potential detriment to safety and security of population as well as hinder recovery <ol style="list-style-type: none"> a. Blocked roads, damage to dispensary building b. Damage to communication infrastructure 4. Move population back to homes once safe 5. Begin clearing fallen debris from damage due to hazard

Hazard: Health Outbreak (Communicable Disease, COVID-19)

	<i>Points to consider...</i>	<i>How will your community respond?</i>
WATCH	<p>Zero Threat</p> <ul style="list-style-type: none"> • Is dispensary functional/properly supplied? • Is community aware of dispensary business hours? • Does the dispensary have accessibility constraints? 	<ul style="list-style-type: none"> -Share information to the community through use of police officers doing house to house visits -Establish communication schedule between state (education, public health) and municipal counterparts -Conduct regular inspections of dispensary -Discuss dispensary supply level with health aid/conduct inventory count <ul style="list-style-type: none"> o Request for additional supplies as needed o Ensure a supply chain and schedule of delivery of necessary supplies -Designate health focal point -Establish responsibilities of health focal point <ul style="list-style-type: none"> o Participate in all relevant dispensary related functions o Schedule regular meetings with dispensary o Means of communication between health and municipal government -Communicate and share information and updates on health hazards with the public -Conduct trainings with staff members of proper use of medical equipment as needed
WARNING	<p>Threat Exists – Zero Cases</p> <p><u>General Coordination & Public Information</u></p> <ul style="list-style-type: none"> • Has there been a meeting with relevant State Government counterparts? • Have guidelines and advisories been developed by Dept. of Health? • Have awareness materials been developed by the state? • How to maintain communication with State Task Force, or relevant Government Agencies. <ul style="list-style-type: none"> o What information do they need? o How often do they need it? o what format or method will the information be shared? • Has the community been informed? • How will you ensure new information is shared with your community in a timely manner? <p><u>Preparation of the Dispensaries</u></p> <ul style="list-style-type: none"> • Has an inventory stock-take of dispensary supplies and medicines been conducted and shared with Department of Health? • Is there a need to request for additional supplies? • Has there been a risk assessment report delivered to Task Force? • What is the staffing level of the Dispensaries, will the Dispensaries need additional staff, if so, what positions? 	<ul style="list-style-type: none"> -Activate Municipal Disaster Preparedness Committee -Designate focal point for risk communication to represent the municipality in state task force meetings -Establish responsibilities for risk communication focal point <ul style="list-style-type: none"> o Participate in meetings with government counterparts o Representing municipalities interests in state task for with developing advisories and health guidelines o Providing information about municipality to state task force that is needed (risk assessment) in order to develop an inclusive plan for infection prevention and incident response e.g: <ul style="list-style-type: none"> ▪ Vulnerable persons, ▪ Response capacity within municipality o Submitting requests for aid as needed on behalf of municipality to state task force o Sharing advisories, guidelines, and IEC materials to municipality as they are provided by state task force e.g: <ul style="list-style-type: none"> ▪ Election Advisory ▪ Public Gatherings Advisory ▪ Restaurant Advisory -Schedule and hold regular update meetings with community members to address possible questions and concerns <ul style="list-style-type: none"> o Share information, advisories and guidelines provided by state team with community o Make recommendations for community members based on advisories and guidelines e.g: <ul style="list-style-type: none"> ▪ Begin keeping 2-3 weeks' worth of food, water and other necessities to minimize trips outside of home o Distribute advisories and guidelines provided by state through community using printed materials <ul style="list-style-type: none"> ▪ Banners, community notice bulletins, posters, flyers o Provide advisories and guidelines to police for house to house distribution to persons with disabilities -Regular communications between municipal dispensary with state public health <ul style="list-style-type: none"> o Report any shortages in medical supplies o Request if medical supplies if available and needed o Submit risk assessment o Designate isolation area -Develop SOP for sending and receiving shipments -Designate isolation areas for persons infected or suspected of infection within the community

IMPACT

In this hazard Scenario Impact is defined as first confirmed cases/ outbreak of communicable disease.

**Cases confirmed - State-wide
Transmission**

- Has the community been informed?
 - Have awareness materials been shared?
 - How will you share this information in your community?
 - Have you considered how to share the information with vulnerable members of your community?

- What Guidelines and Advisories have been shared (Physical Distancing Guidelines).
 - How will you share this information in your community?
 - How will your community monitor compliance to the guidelines?
 - How will your community encourage compliance to the guidelines?
 - What does the practice of these guidelines look like in different situations? (Cultural activities, Funerals, Sakau market, food preparations, sharing food and drink, transportation, etc...) How can these activities continue while also following the guidelines?

- Stop all travel to Mwoakilloa except
 - Shipping cargo still permitted
 - Food
 - Health supplies
 - Etc,
 - No passenger disembarkation allowed unless health or relief workers
- Follow port advisories as provided
 - Request that ships going to island be disinfected
 - Disinfect cargo when it reaches island
- Continue to share advisories and guidelines to community members
 - Printed materials
 - Banners, flyers, community notice boards
 - Announcements
 - House to house visits from police
 - Announcements using megaphones
- Enforce advisories and guidelines among the public

ANNEX A

Municipality Profile: Federated States of Micronesia

INITIAL INFORMATION											
Site details											
State:			Municipality:								
Atoll/Island:			Date:								
GPS Coordinates:		Latitude:					Longitude:				
Name of municipality leader:				Contact of municipality leader:							
Demographics											
Age/sex	0-5 years		6-12 years		13-17 years		18-59 years		60+ years		
Male											
Female											
Total											
Total # of Households											
Access											
Is there an airport?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, coordinates			X	Y			
Is there a distribution point?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, coordinates			X	Y			
Is there a dock?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, coordinates			X	Y			
Is there an evacuation centre?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, coordinates			X	Y			
				Or, if yes, location							
Communication											
Phone access		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mobile access		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Internet access		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Radio station access		<input type="checkbox"/> Yes	<input type="checkbox"/> No	HF Radio access		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, frequency			
Access to HF Radio		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, frequency		Other type(s) of communication tool(s)					
Key Stakeholders											
Are there existing disaster management committees?				Name:			Contact:				
Other community leaders?				Name:			Contact:				
SERVICES											
Shelter											
# of families living with host family							# of HH with mosquito nets				
# of families living in temporary shelter							# of HH with access to electricity				
# of families living in permanent housing							# of HH with solar power				
WASH											
Av. rainfall every 6 months (mm)							# HH with private latrine				
Main source of water for drinking		<input type="checkbox"/> Well	<input type="checkbox"/> Rain Water	<input type="checkbox"/> RO Unit	<input type="checkbox"/> River	<input type="checkbox"/> Tap	<input type="checkbox"/> Other, _____				
Main source of water for cooking		<input type="checkbox"/> Well	<input type="checkbox"/> Rain Water	<input type="checkbox"/> RO Unit	<input type="checkbox"/> River	<input type="checkbox"/> Tap	<input type="checkbox"/> Other, _____				
# of public water catchments:			General quality of water:			<input type="checkbox"/> Clean	<input type="checkbox"/> Moderately clean		<input type="checkbox"/> Unclean		
Signs of open defecation		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ongoing hygiene promotion campaigns?				<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Health											
Health facility situated within municipality			<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Highest Level of Health facility						
Most prevalent health problems		<input type="checkbox"/> Diabetes symptoms	<input type="checkbox"/> Malnutrition	<input type="checkbox"/> Pink eye	<input type="checkbox"/> diarrhea	<input type="checkbox"/> Flu-like	<input type="checkbox"/> Other, _____				
Food and livelihood											
What is the most common source of obtaining food?				<input type="checkbox"/> Own produce	<input type="checkbox"/> Local market		<input type="checkbox"/> Commercial market				
Is there access to food distribution?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supplementary feeding for children				<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Access to market		<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of families with source of income							
Education											
Educational facility situated within municipality			<input type="checkbox"/> Yes	<input type="checkbox"/> No	# of children attending school		Boys:	Girls:			
Highest level of educational facility within municipality?				<input type="checkbox"/> Elementary school	<input type="checkbox"/> High school		<input type="checkbox"/> College				
If children are not going to school, why not?		<input type="checkbox"/> Not accessible	<input type="checkbox"/> Infrastructure not suitable	<input type="checkbox"/> Family decision		Other:					

ANNEX B Table 1: Social and Physical Distancing for Public Service Settings

COVID-19 Condition	5 "Watch" (zero threat)	4 "Warning" (threat exists no cases confirmed)	3 "IMPACT" (1 to 10 confirmed cases)	2 (10 - 100 confirmed cases)	1 (state-wide transmission)
Health* (Hospitals, CHCs, Dispensaries)	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
EPA Sanitation (Trash services)	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
Public safety (Police Station, Courts, 911, Customs)	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
State Treasury	OPEN	OPEN	OPEN	OPEN	OPEN
Public Information (Governor's Office, PIO, V6AH)	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
T&I (Utilities, Shipping, Telecom, Airport, Seaport)	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
Agriculture / food related trade and commerce (Agricultural Services)	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
Education** (Primary, Secondary, Post-Secondary)	OPEN	OPEN*	OPEN (Alternative of Continued Learning/Distance Learning)	OPEN (Alternative of Continued Education/ Distance Learning)	OPEN (Alternative of Continued Education/ Distance Learning)
Weather Service	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
Postal Service	OPEN	OPEN	OPEN (limit to essential services)	OPEN (limit to essential services)	OPEN (limit to essential services)
Public Parks	OPEN	OPEN	SUSPENDED	SUSPENDED	SUSPENDED

*Health: FSM DHSA is now developing 'Essential Health Service Strategy' in discussion with Pohnpei State DHSS. The essential health service items are defined in the strategy and will continue to be delivered through primary care facilities and outreach service.

**Education: During CovCon4 and until further notice, DOE staff and schoolteachers have been repurposed for risk-communication activities in Pohnpei State.

ANNEX C Table 2: Social and Physical Distancing for Private Service Settings

COVID-19 Condition	5 "Watch" (zero threat)	4 "Warning" (threat exists no cases confirmed)	3 "IMPACT" (1 to 10 confirmed cases)	2 (10 - 100 confirmed cases)	1 (state-wide transmission)
Banking / Lending Institutions & Money Transfers	OPEN	OPEN	OPEN (limit opening hours and customers)	OPEN (limit opening hours and customers)	OPEN (limit opening hours and customers)
Grocery stores, Mom & Pop Shops	OPEN	OPEN	OPEN (limit opening hours and customers)	OPEN (limit opening hours and customers)	OPEN (limit opening hours and customers)
Restaurants & Bars	OPEN	OPEN	OPEN (limit only to take outs and hotel residents)	OPEN (limit only to take outs and hotel residents)	OPEN (limit only take outs and hotel residents)
Food outlets (take-out stands)	OPEN	OPEN	SUSPENDED	SUSPENDED	SUSPENDED
Transportation services	OPEN	OPEN	OPEN (limit customers, adhere to guidelines)	OPEN (limit customers, adhere to guidelines)	OPEN (limit customers, adhere to guidelines)
Hardware stores	OPEN	OPEN	OPEN (limit opening hours and customers)	OPEN (limit opening hours and number of customers)	OPEN (limit opening hours and number of customers)
Exercise & Sports facilities	OPEN	OPEN	OPEN (limit opening hours and number of customers)	SUSPENDED (limit to households/ online and outdoor individual exercise)	SUSPENDED (limit to households/ online)
Religion (Churches, Temples, etc.)	OPEN	OPEN (limit to 50 people and strongly enforce preventive measures)	OPEN (services continue remotely via online / at the discretion of church leadership)	OPEN (services continue remotely via online / at the discretion of church leadership)	OPEN (services continue remotely via online / at the discretion of church leadership)
Cinema	OPEN	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED
Barbershop & Salons	OPEN	OPEN	SUSPENDED	SUSPENDED	SUSPENDED
Manufacture (Handicraft, Oil Production)	OPEN	OPEN	OPEN (limit opening hours and customers)	SUSPENDED	SUSPENDED
Water Suppliers	OPEN	OPEN	OPEN	OPEN	OPEN
Laundromat	OPEN	OPEN	OPEN (limit opening hours and customers)	OPEN (limit opening hours and customers)	OPEN (limit opening hours and customers)

ANNEX D Table 3: Social and Physical Distancing for Cultural/Traditional Gatherings

COVID-19 Condition	5 "Watch" (zero threat)	4 "Warning" (threat exists no cases confirmed)	3 "IMPACT" (1 to 10 confirmed cases)	2 (10 - 100 confirmed cases)	1 (state-wide transmission)
Funeral	OPEN	OPEN	OPEN	OPEN (limit to 50 people and follow COVID-19 burial guidelines)	OPEN (limit to 50 people and follow COVID-19 burial guidelines)
(limit to 50 people and follow COVID-19 burial guidelines)	OPEN	OPEN	SUSPENDED	SUSPENDED	SUSPENDED

ANNEX E

Social and Physical Distancing Protocol in Public spaces include the following:

- Wearing Masks and face coverings are effective at preventing the spread of COVID-19 in public settings.
- Avoid crowded mass social gatherings like banks, markets, parties, rallies, night clubs, funerals, etc. as much as possible.
- Practice safe distancing (keep at least six (6) feet perimeter distance from others).
- Avoid spitting in public spaces.
- Practice frequent handwashing and cough/sneeze etiquette (regular hand-washing with soap and water; covering nose and mouth with disposable tissue when coughing/sneezing, or coughing/sneezing into a bent/flexed elbow).
- Avoid physical greetings such as handshaking, hugging and kissing. Practice safe greetings like a wave, a nod or a bow.
- Avoid going to crowded places (stores, markets, banks, parties etc.).
- Avoid crowded public transportation (taxi, boats, etc.).

Social and Physical Distancing Protocol at Home includes the following:

- Minimize receiving visitors at home and visiting others at their homes at this time.
- Regularly disinfect frequently touched surfaces (doorknobs, tables, toilet covers, etc.)
- Ensure good ventilation at home by keeping the windows and doors open
- Clean air-conditioning and fans (filters and propellers) regularly
- Ensure the elderly and people with chronic conditions are treated with special care and respect.
- Non-vulnerable family members or neighbors should run essential errands like buying of groceries, medicines, and other necessities for those who are vulnerable.
- If someone in your home is experiencing symptoms, even mild symptoms, the entire household should practice social distancing, increase the frequency of cleaning and disinfecting commonly touched surfaces, and the person with symptoms such as cough, headache, mild fever, should self-isolate and immediately call the COVID Hotline: 320-3109 for help. Have someone bring you essential supplies. If you need to leave your house, wear a mask to avoid infecting others.

Social and Physical Distancing Protocol at Workplace include the following:

- Wearing Masks and face coverings are effective at preventing the spread of COVID-19 in public settings.
- Avoid physical greetings (handshakes, hugs, etc.) of co-workers and others, instead practice safe greetings (like waving, nodding, or bowing).

- Ensure you are well before going to work. If exhibiting any COVID-19 related symptoms (e.g. cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell), stay at home and contact your supervisor.
- Avoid having large face-to-face meetings and hold meetings via video-conferencing and phone call as much as possible.
- Ensure essential meetings are held in a well-ventilated area.
- Promote frequent handwashing and train cough and sneeze etiquettes are practiced at all times.
- Place alcohol-based hand rub at vantage places for all staff to use.
- Regularly clean and disinfect touchable surfaces like payment portals, shared equipment and objects like pens.
- Avoid non-essential travels as much as possible.
- Workplaces should consider placing additional limitations on the number of personnel in any enclosed office space at the same time by ensuring at least 6 feet of separation. Ensure all desks or individual workstations are separated by at least 6 feet.
- Workplaces should always post an employee near the door to ensure that the maximum number of customers is not exceeded, and that customers comply with the other preventive Protocols. Ensure that this employee is more than 6 feet away from customers to maintain adequate social/physical distance.
- Encourage electronic or contactless payment methods as much as possible.
- Businesses like restaurants should close all public seating/eating areas and encourage deliveries and Take-aways.

Sharing meals:

- Wash hands before meals.
- Disinfect table or eating surface before meals.
- Avoid sharing of food and drinks; Avoid sharing silverware and cups.
- Avoid taking food from serving plates with your hands.

What to do if you are experiencing any symptoms:

- Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, and immediately call the Toll-free 320-3109 for help. Have someone bring you essential supplies. If you need to leave your house, wear a mask to avoid infecting others.
- Wearing Masks and face coverings are effective at preventing the spread of COVID-19.

ANNEX F

Identified Structure: _____

Shelter Focal Points	Roles and Responsibilities
<p style="text-align: center;">Evacuation Shelter Manager</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Responsible for overseeing all the operations • Ensures that all members of the Shelter Management Team are adequately completing their roles and responsibilities without showing favouritism • Liaison to the DRMC • All members of the Shelter Management Team report to the Evacuation Shelter Leader
<p style="text-align: center;">Registration Focal Point</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Meets with beneficiaries upon arrival to fill out registration forms • Oversees the Registration Team Records requests and needs • Totals beneficiaries into categories (males/females/children) • Totals vulnerable populations (pregnant, sick, disabled) and their individual needs • Creates a list of requested items from beneficiaries • Shares data with the Distribution Team
<p style="text-align: center;">Relief Distribution Focal Point</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Responsible for inventory of supplies and distributions • Oversees the Distribution Team • Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed etc) • Works with the Management Shelter Leader to determine how to divide resources • Implements protocols and systems for the distributions • Ensures that relief items are distributed equally based on individual needs • Ensures that all supplies are kept in a safe place

<p>Security Focal Point</p> <hr/> <p>Contact information:</p>	<ul style="list-style-type: none">• Responsible for enforcing security protocols for the safety of beneficiaries• Oversees the Security Team• Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues• Communicates with beneficiaries regarding safety policies• Ensures that all security issues/concerns are the priority• Works with the Distribution Focal Point to ensure all items for distribution are secure
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ANNEX G

Identified Structure: _____

Shelter Focal Points	Roles and Responsibilities
<p style="text-align: center;">Evacuation Shelter Manager</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Responsible for overseeing all the operations • Ensures that all members of the Shelter Management Team are adequately completing their roles and responsibilities without showing favouritism • Liaison to the DRMC • All members of the Shelter Management Team report to the Evacuation Shelter Leader
<p style="text-align: center;">Registration Focal Point</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Meets with beneficiaries upon arrival to fill out registration forms • Oversees the Registration Team Records requests and needs • Totals beneficiaries into categories (males/females/children) • Totals vulnerable populations (pregnant, sick, disabled) and their individual needs • Creates a list of requested items from beneficiaries • Shares data with the Distribution Team
<p style="text-align: center;">Relief Distribution Focal Point</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Responsible for inventory of supplies and distributions • Oversees the Distribution Team • Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed etc) • Works with the Management Shelter Leader deciding how to divide the resources • Implements protocols and systems for the distributions • Ensures that relief items are distributed equally based on individual needs • Ensures that all supplies are kept in a safe place
<p style="text-align: center;">Security Focal Point</p> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>Contact information:</p>	<ul style="list-style-type: none"> • Responsible for enforcing security protocols for the safety of beneficiaries • Oversees the Security Team • Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues • Communicates with beneficiaries regarding safety policies • Ensures that all security issues/concerns are the priority • Works with the Distribution Focal Point to ensure all items for distribution are secure



Standardized Initial Damage Assessment Form (IDA)
 State Disaster Coordinating Officer (DCO)
 Department of Environment, Climate Change and Emergency Management (DECEM)

State:	_____
Island:	_____
Municipality:	_____
Village:	_____
Assessment Date:	_____
Assessment Time:	_____

Disaster Name: _____
 Disaster Date: _____

Assessor Signature: _____
 Assessor's Full Name: _____

COMMENTS

1 Means of access (check all that apply)	<input type="checkbox"/> Road Access	<input type="checkbox"/> Boat access	<input type="checkbox"/> Air	<input type="checkbox"/> by foot only					
2 Means of Communications	<input type="checkbox"/> HF/VHF	<input type="checkbox"/> Cellular	<input type="checkbox"/> Satellite	<input type="checkbox"/> EPIRB					
2.1 Primary Points of Contact (Mayor/Chief)	_____								
3 Local Demographics (write how many)	Total Population		Total Households						
3.1 Immediate Wellbeing	____ Sick/ ill	____ Injured	____ Missing	____ Dead					
3.2 Population (write how many)	____ Infant/child (<5)	____ Adolescent (< 15)	____ Adults	____ Elderly (>55)					
3.3 Persons w/ disabilities or special needs	____ Pregnant	____ Blind/Deaf	____ Immobile	____ Other					
3.4 Main dwelling houses	____ In Total	____ No/Minor Damage	____ Major Damage	____ Destroyed					
3.5 Displaced households (not at home)	____ with Relatives	____ at a Church	____ Shelter/School	____ Left the Village					
4 Water Supply (Circle Yes or No)	Affected?		Enough Available?		Safe to Drink?		Safe to Bathe?		
4.1 Catchments	YES	NO	YES	NO	YES	NO	YES	NO	
4.2 Ground Well	YES	NO	YES	NO	YES	NO	YES	NO	
4.3 Stream Water	YES	NO	YES	NO	YES	NO	YES	NO	
5 Agricultural Damage (select 1 for each)	A little Damage		Half Damaged		Majority Damaged		All Damaged		
5.1 Banana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Breadfruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Cassava/Tapioca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4 Coconut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5 Taro & Yam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6 Livestock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7 How long the food supply will last?	<input type="checkbox"/> 1 week or less	<input type="checkbox"/> 2 weeks	<input type="checkbox"/> 3 weeks	<input type="checkbox"/> 4 or more weeks					
6 Infrastructure	Functional		Impaired Function		Major Damage		Totally Destroyed		
6.1 School Buildings	_____	_____	_____	_____	_____	_____	_____	_____	
6.2 Church Buildings	_____	_____	_____	_____	_____	_____	_____	_____	
6.3 Community Hall	_____	_____	_____	_____	_____	_____	_____	_____	
6.4 Government Buildings & Dispensaries	_____	_____	_____	_____	_____	_____	_____	_____	
6.5 Primary Transportation	_____	_____	_____	_____	_____	_____	_____	_____	
6.6 Normal Electric Supply / Fuel	_____	_____	_____	_____	_____	_____	_____	_____	
7 Security Concerns / Issues	<input type="checkbox"/> None	<input type="checkbox"/> Few Issues	<input type="checkbox"/> Major Issues	<input type="checkbox"/> Not Secure					
8 Overall Coping	<input type="checkbox"/> Strong	<input type="checkbox"/> Moderate	<input type="checkbox"/> Weak						

