

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



In support of:

Kosrae State Disaster Response Plan (2017)
FSM National Disaster Response Plan (2016)

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List of Acronyms

DAEF – Disaster Assistance Emergency Fund
DCO – Disaster Coordinating Officer
DREA – Department of Resource and Economic Affairs
DTI – Department of Transportation and Infrastructure
EOC – Emergency Operations Center
FSM – Federated States of Micronesia
FSMTC – FSM Telecommunications
GDC – Governor's Disaster Committee
IDA – Initial Damage Assessment
IOM – International Organization for Migration
KCSO – Kosrae Conservation and Safety Organization
KIRMA – Kosrae Island Resource Management Authority
KPA – Kosrae Port Authority
KSDRP – Kosrae State Disaster Response Plan
KUA – Kosrae Utilities Authority
KWA – Kosrae Women's Association
MOU – Memorandum of Understanding
MRCS – Micronesia Red Cross Society
NDRP – National Disaster Response Plan
OEEM – Office of Environment and Emergency Management
POPs – Persistent Organic Pollutants
SDCT – State Disaster Coordination Team
SOP – Standard Operating Procedure
US COM – United States Chief of Mission
USG – United States Government
WSO – Weather Service Office

Definitions

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

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

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

Appendices

Appendix 1- Coordination and Reporting Lines

Appendix 2- Funding Flowchart

Appendix 3- Hazard Specific Responsibility Matrix

Appendix 4- Activation Memo Template

Appendix 5- Kosrae State Resources and Assets List

Appendix 6- SDCT Meeting Minutes Template

Appendix 7- Situation Report Template

Appendix 8- Example State of Emergency Declaration

Appendix 9- Evacuation Kit Example

Appendix 10- Principals and School Bus Drivers List and Contact Information

Appendix 11- Kosrae State Call Signs and Radio Frequencies

Appendix 12 – FSMTC Emergency SMS Bulk Message Form

Appendix 13- State Action Plan Template

Appendix 14- State Action Plan Budget Template

Appendix 15- Initial Damage Assessment (IDA) Form

Purpose of the SOP

The Federated States of Micronesia (FSM) Government endorsed a comprehensive *National Disaster Response Plan (NDRP)* in December of 2016, establishing national and some state institutional arrangements for responding to emergency and disaster events within the country. The plan provided the framework and arrangements for a unified approach to emergency and disaster preparedness. Secondly, the Kosrae State Government developed a *Kosrae State Disaster Response Plan (KSDRP)* that sets the state institutional arrangements for emergency and disaster response. The *KSDRP* was first established in 2011, and was recently updated in 2017 to correspond with the state level arrangements established in the *NDRP*.

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

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

Scope of the SOP

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

Appendix 1

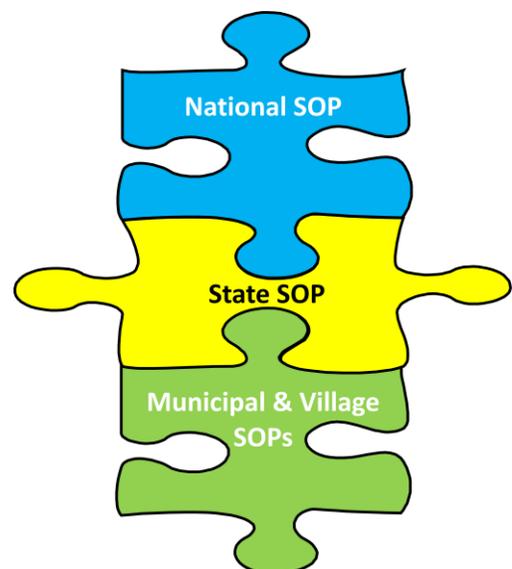


Figure 1: FSM comprehensive SOP framework.

Lastly, this SOP was designed specifically for disaster events in which the Disaster Coordination Office is the lead agency as defined in section VI, part D of the *KSDRP*. All the arrangements herein may operate in support of other lead agencies, with increased coordination beginning between Lead Agency Department Director and Disaster Coordinating Officer (DCO). Lead agency or department will oversee all logistical and response planning, while DCO continues modes of activation and communication flows as detailed within. Lead agencies may request an activation of the State Emergency Operations Center (EOC) and utilize its structures to collect information and answer calls. The DCO must be kept up to date with all developments and communications from state to national level. See [Appendix 3](#) for a list of department and agency hazard specific roles and responsibilities.

Maintenance of the SOP

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

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

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

Lastly, a thorough review of the SOP will be conducted as part of an “after action” meeting at the completion of every emergency/disaster response/recovery to incorporate lessons learned. State DCOs will lead this at the state level with State Disaster Coordination Team input. Community level perceptions will also be considered through the use of beneficiary follow-up surveys distributed and collected during the response. The information collected from the surveys will be incorporated into the after-action meeting. State DCO will also take part in a national after-action meeting if the response required national assistance.

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

SOP Framework

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

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

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

Phase 1	Preparedness	A period of no active disaster in which preparations are made.
Phase 2	Warning	Warning announcements and preparations for impact are being made. A. Watch (Condition III) - A threat has been identified and could affect the state within 72 to 48 hours, given its current rate of development B. Alert (Condition II) - The identified threat has been confirmed to strike within the next 48 to 24 hours, unless it diverts from its present course.
Phase 3	Operations	Response agencies are fully operational in order to reduce suffering, protect human lives and property. A. Onset (Condition I) - The threat is imminent and will strike within 24 hours. B. Impact – The disaster has struck C. Relief – Immediate needs are assessed and attended to.
Phase 4	Recovery	The period following a disaster devoted to the long-term rehabilitation of the sick and injured, and reconstruction of damaged or destroyed facilities and other properties.

Governor

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

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Designate a State Disaster Coordinating Officer.
- Secure an Emergency Operations Center.
- Approve any amendments to Kosrae State Disaster Response Plan.

PHASE II- WARNINGS

A. Watch (Condition III)

- Place Governor's Disaster Committee on "watch" via official memo. [Appendix 4](#)
- Notify the President of potential threat and "watch" phase.
- Monitor the threat with DCO and relevant weather tracking stations.

B. Alert (Condition II)

- Upgrade the warning to "alert" via official memo with instructions on emergency preparations to take. Share with all state departments and heads of agencies.
- Activate the EOC, GDC, and SDCT via official memo. Announce hours of operation.
- Notify the President of upgrade to "alert" phase and EOC activation.
- Call meeting of GDC to discuss potential allocation of funds and state resources.
- Monitor the threat with DCO and relevant weather tracking stations.
- Announce "ALL CLEAR" if threat dissipates.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Declare a State of Emergency detailing resource and fund allocation on the advice of the GDC if state funds and resources required to prepare for the event. [Appendix 8](#)
- Upgrade the warning to "onset" via official memo with instructions on emergency preparations to take. Share with all state departments and heads of agencies.
- Declare curfew if necessary.
- Notify the President of upgrade to "onset" phase and declaration of emergency, if applicable.
- Monitor the threat with DCO and relevant weather tracking stations.
- Stay up to date regarding department emergency operations.
- Announce "ALL CLEAR" if threat dissipates.

B. Impact

- Notify the President that the disaster has made impact describing the general magnitude of the event and potential damages.
- Once weather has passed, authorize first responders to deploy and begin securing the scene.
- Announce “ALL CLEAR” once public security is ensured and urgent rescue operations completed.
- Notify President of “ALL CLEAR” notice.

C. Relief

- Call meeting of GDC to discuss ongoing department relief operations, as well as the allocation of state funds and resources for emergency relief.
- Provide updates every two hours to President regarding damages as they are reported, ongoing state relief activities, and potential needs.
- Review State Action Plan and Budget with the GDC compiled by the SDCT. [Appendix 13 & 14](#)
- Approve State Action Plan and Budget or send for revisions.
- Request FSM national assistance on the advice of the GDC if the damages exceed state capacity to respond. In request, detail the assistance needed such as funding, technical experts to assist with sector based assessments, and resources such as boats.
- Coordinate national assistance with the President and DCO.
- Coordinate foreign assistance if applicable with the President and DCO.
- Waive necessary taxes and fees for importation of donated relief items.
- Suspend necessary regulations pertaining to bid process that would delay the procurement of necessary relief items in the interest of reducing human suffering.
- Deactivate the EOC on the advice of the DCO and GDC, once relief operations are complete.

PHASE IV- RECOVERY

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

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

 Governor

 Date

State Disaster Coordinating Officer

The State Disaster Coordinating Officer (DCO) coordinates execution of actions authorized or assigned to departments or agencies by the Governor. If the DCO is unavailable, the Assistant Chairman to the State Disaster Coordination Team assumes the response responsibilities of the DCO.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Update and maintain Kosrae State Disaster Response Plan. Review every five years.
- Update and maintain this SOP. Update contact lists every six months. Review every two years.
- Plan and facilitate practice demonstrations of the Plan and State SOP such as live simulations and tabletop exercises every two years with national assistance. Additional practice demonstrations can be conducted at the discretion of the state.
- Ensure that each department and state agency has developed a department Contingency Plan to address the preservation of vital records and lines of succession.
- Coordinate with department heads to ensure that emergency personnel are trained in relevant areas such as EOC management, first response, and sector based assessments.
- Coordinate with department heads of Lead Agencies to develop Hazard Emergency Plans.
- Monitor existing disaster funded projects to ensure compliance to established timetables, and periodically reports projects status to the Disaster Coordinator in OEEM.
- Establish communication and warning systems and conduct periodic testing to ensure efficiency.
- Keep EOC in working condition and outfitted with appropriate materials.
- Work to establish a disaster response contingency fund for response operations.
- Coordinate with other departments or agencies periodic assessment of vulnerability and propose recommendations to rectify existing problems.
- Work with Municipal Mayors to establish a disaster response and operational program in the municipalities.
- Train Mayors on IDA form.
- Conduct training in EOC operations for SDCT. Include EOC tenants in EOC activation procedures.
- Assist municipalities in securing warning systems/sirens.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify the Governor as soon as threat is identified. Advise Governor to release memo placing state employees on “watch.”
- Notify State Disaster Coordination Team of “watch” phase.
- Coordinate with WSO Pohnpei, Governor, and OEEM to monitor weather conditions.
- Test HF radios.
- Notify EOC tenant of possible EOC activation and to begin backing up data.

B. Alert (Condition II)

- Advise the Governor to upgrade to alert phase, activate the EOC, and activate GDC and SDCT. Prepare Governor's memo of "alert" phase once approved. [Appendix 4](#)
- Set up the EOC for full activation.
- Take meeting minutes of GDC. Share with GDC and Governor. [Appendix 6](#)
- Call meeting of the SDCT at the EOC. Brief SDCT on disaster threat, current situation, and decisions of the GDC and Governor.
- Issue warning via radio and notify the public of the disaster threat and curfew, if necessary.
- Instruct public to take emergency precautions such as boarding facilities and homes, and preparing evacuation kits for possible evacuation. [Appendix 9](#)
- Update Mayors of alert phase and appropriate emergency preparations.
- Notify Education to close schools and begin preparing schools as evacuation centers.
- Instruct Public Safety and Health to report to evacuation centers to prepare for public arrival.
- Activate the radio station for 24-hour operations. Ensure backup generator for power outages.
- Coordinate with all other department heads the execution of their assigned emergency tasks.
- Continue to coordinate with OEEM and track weather with WSO Pohnpei.
- Coordinate other emergency duties as appropriate.

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

- Advise Governor to declare a State of Emergency and allocate funds to emergency preparations and response operations. Prepare declaration for Governor's signature. [Appendix 8](#)
- Advise the Governor to upgrade to "onset" phase. Prepare Governor's memo of "onset" phase.
- Activate evacuation procedures.
- Ensure family is secured in a safe location.
- Coordinate with FSMTC to release TV warning messages and SMS bulk messages.
- Oversee evacuation operations. Coordinate with Mayors to see if any evacuation assistance is necessary. Deploy evacuation teams (public safety and school buses) as appropriate.
- Prepare for impact. Ensure facilities are secured and boarded, communication devices are charged, cars are fueled.
- Continue to coordinate with OEEM and track weather with WSO Pohnpei.
- Monitor preparations and submit situation reports to Governor every two hours. [Appendix 7](#)
- Perform operational tasks as directed by the Governor.

B. IMPACT

- Continue to communicate with WSO Pohnpei for up to date weather tracking until storm passes.
- Establish contact with Mayors for a verbal, on the ground assessment of major damages and need for emergency medical transport.
- Document known damages to facilitate damage assessment.
- Deploy emergency rescue teams for emergency medical transport, road clearance, and security.
- Update OEEM of first glance look of damages and magnitude of the event.

- Advise Governor on when to announce “ALL CLEAR” after receiving weather clearance from WSO Pohnpei and once first response activities are completed.
- Continue situation reports to Governor every two hours until “ALL CLEAR” is announced.

C. RELIEF

- Collect IDA information from Mayors. [See Appendix 5](#)
- Call meeting of SDCT to determine most pressing needs.
- Deploy teams to begin restoring essential services such as water, sewage, electricity, and telecommunications, where possible.
- Oversee return home from evacuation centers.
- Update Governor and GDC on IDA reports, and propose deployment of resources and personnel according to needs and priorities. [Appendix 5](#)
- Update OEEM on magnitude of disaster, providing summary of IDA information.
- Deploy state teams to conduct sector based damage assessments within 72 hours of disaster impact. Compile sector based assessment findings.
- Create a State Action Plan and budget with SDCT. [Appendix 13 & 14](#)
- Notify municipalities of the established relief activities and provide guidance.
- Provide relief that is within the state’s capacity.
- Make suggestion to Governor and GDC for a request for national assistance if damages exceed state capacity.
- Prepare request for national assistance memo if approved by Governor and GDC.
- Coordinate national and foreign assistance with the Governor and OEEM.
- Coordinate state, national, and foreign assistance with municipalities.
- Advise the Governor to deactivate the EOC once relief operations are complete and the state transitions to recovery phase.
- Close the EOC, securing all materials, and backing up information for record keeping.

PHASE IV- RECOVERY

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

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

State Disaster Coordinating Officer

Date

Governor's Disaster Committee

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

Membership

Governor's Disaster Committee					
Secretary					
Department	Name	Email	Work	Home	Cell
Disaster Coordinating Office	Nena William	kosraedco@mail.fm	370-3002		970-1145
Departments					
Department	Name	Email	Work	Home	Cell
Education	Dr. Tulensru Waguk	tedwaguk2@gmail.com	370-3008		
Finance	Alik Isaac	aliksisaac@gmail.com	370-3004	370-7328	NA
Health	Livinson Taulung	ltaulung@fsmhealth.fm	370-3199		
Resource & Economic Affairs	Lyndon L. Cornelius	lyndonc.drea@gmail.com	370-3017	370-4318	NA
Transportation & Infrastructure	Bob H. Skilling	bob.skilling@yahoo.com	370-3011	370-3891	NA
Office of the AG	Jeffrey Tilfas	jeffrtlfs@gmail.com			
Public Safety (State Police)	Edmond Salik	ehsalik@yahoo.com	370-3333/3214		
State Agencies					
Agency	Name	Email	Work	Home	Cell
Broadcast Authority	Keitson Jonas	keitsonjonas@yahoo.com	370-3040	370-6142	NA
Port Authority	William O. Tosie	williamtosie123@gmail.com	370-2657		
FSM Telecom	Witson Phillip	witson.phillip@fsmtc.fm	370-2740	370-2310	970-3488
Kosrae Utilities Authority	Fred Skilling	kua@mail.fm	370-3799	370-2092	970-9615
KIRMA	Blair Charley	s.asupalik@gmail.com	370-3646	370-3640	NA
Partner Organizations					
Organization	Name	Email	Work	Home	Cell
KCSO	Andy S. George	kcsodirector@mail.fm	370-3673	370-8244	NA
Kosrae Women's Association	Shrue W. Kephas	shruekephas@yahoo.com			
Chamber of Commerce	Grant Ismael	grant.ismael@gmail.com			
Municipality Mayors					
Municipality	Name	Email	Work	Home	Cell
Lelu Town Government	Hilton Phillip (Acting)	potlelu@yahoo.com	370-3037/7680	370-8042	970-7733
Malem Town Government	Shrew Jonas (Acting)	ginabiz2@yahoo.com	370-4501		
Tafunsak Town Government	Jacob George		370-3211		
Utwe Town Government	Andy Andrew (Acting)	andyandrew5139@gmail.com	370-3207	370-5139	NA

Mode of Activation

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

OPERATIONAL CHECKLIST**PHASE I- PREPAREDNESS**

- Ensure department and agency emergency operations and contact lists are up to date. Notify DCO if updates need to be made.
- Develop department Contingency Plans to secure vital records and ensure line of succession.
- Lead agency department directors oversee development of Hazard specific emergency plans.

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

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

B. Alert (Condition II)

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

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

- Fully activate department operations. Update Governor and DCO on department operations.
- Advise the Governor to declare a State of Emergency and allocate funds and state resources for emergency preparations.
- Approve requests to utilize department resources and assets.
- Deploy department personnel to EOC.
- Stay in close contact with SDCT focal point.
- Continue coordination with national level department. Notify DCO of developments.
- Ensure the security of department personnel and facilities, preservation of records, and line of succession.

B. Impact

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

C. Relief

- Convene at the Governor's Conference Room for GDC meeting.
- Update Governor and DCO on department emergency operations.
- Advise Governor to allocate funds and state resources for emergency relief.
- Review State Action Plan and Budget with the Governor compiled by the SDCT.
- Approve State Action Plan and Budget or send for revisions.
- Advise the Governor to request FSM national assistance if the damages exceed state capacity to respond. Requests for FSM national assistance should detail the assistance needed such as funding, technical experts to assist with sector based assessments, and resources.
- Coordinate national assistance within sector with DCO and national level department.
- Coordinate foreign assistance if applicable within sector with DCO and national level department.
- Advise the Governor to deactivate the EOC once relief operations are complete.

PHASE IV- RECOVERY

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

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

State Disaster Coordination Team

The State Disaster Coordination Team (SDCT) is comprised of one focal point and one alternate from each Kosrae State disaster response related department, state agency, and partner organization. The SDCT assists the DCO in planning and implementing state disaster response activities.

Mode of Activation

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

Membership

State Disaster Coordination Team						
Chair						
Position	Name	Email	Work	Home	Cell	
Disaster Coordinating Officer	Nena William	kosraedco@mail.fm	370-3002		970-1145	
Departments						
Department	Position	Name	Email	Work	Home	Cell
DREA Agriculture	Focal Point	Wigner Joe	shruewj@yahoo.com	370-3017		
	Alternate	Yamado Melander	yamado.melander@gmail.com	370-3017	370-5075	NA
DREA Fisheries	Focal Point	Bruno Ned		370-3031		
	Alternate	Anderson Tilfas	fisherieskos@mail.fm	370-3031		
Education	Focal Point	Lipton Tilfas	liptontilfas@gmail.com	370-3008	370-2226	920-3944
	Alternate	Quartus Esau	kdoecni@yahoo.com	370-3008		
Administration and Finance	Focal Point	Lipar George	lgeorge_kos@mail.fm	370-3163	370-3626	NA
	Alternate	Joston Edmond	jedmond@fsmrd.fm	370-3797	NA	970-8840
Health	Focal Point	Alerson Alik	aaalik@fsmhealth.fm	370-3199	370-8472	NA
	Alternate	Kun Mongkeya	kkilafwa@fsmhealth.fm	370-3199	370-8610	NA
Transportation and Infrastructure	Focal Point	Thansley Kinere	thansleykinere@gmail.com	370-3165	370-2048	NA
	Alternate	Osamu Nedlic	osnedlic@gmail.com	370-3011		970-1105
Office of the AG	Focal Point	Isaac Nithan	delisaacnithan@gmail.com			
State Police	Focal Point	Rinson Phillip	lrphillip@hotmail.com	370-3333/3214	370-3541	NA
	Alternate	Billy Palik	billypalik@yahoo.com	370-3333/3214		

State Agencies						
Agency	Position	Name	Email	Work	Home	Cell
KIRMA	Focal Point	Erick Waguk	wakukerick@yahoo.com	370-3646	370-3713	NA
	Alternate	Bolly Andrew	acnone@outlook.com	370-3646	NA	970-9611
Broadcast Authority	Focal Point	Keitson Jonas	keitsonjonas@yahoo.com	370-3040	370-6142	NA
	Alternate	Lisina George	lisinageorge@gmail.com	370-3040	370-2991	NA
FSM Telecom	Focal Point	Thompson Siba	thompson.siba@fsmtc.fm	370-2740	370-7912	970-3305
	Alternate	Fores Abraham	fores.abraham@fsmtc.fm	370-2740	370-3111	970-1101
Kosrae Utilities Authority	Focal Point	Hairom Livaie	hlivaie@hotmail.com	370-3799	370-7025	970-7757
	Alternate	Gerry Protacio	kuaeng@mail.fm	370-3799	370-3759	970-4100
Port Authority	Focal Point	Wadel Kinere	wkinere@gmail.com	370-2100	NA	970-9437
	Alternate	Jesse Tulensru	jessewilly8@gmail.com	370-2100/2201	370-2134	NA
Partner Organizations						
Organization	Position	Name	Email	Work	Home	Cell
IOM	Focal Point	Rickson Jonathan	rcksnjonathan22@yahoo.com	370-5905		970-9442
KCSO	Focal Point	Marston Luckymis	kcsomarine@mail.fm	370-3673	370-2193	NA
	Alternate	Bond Segal	kcseducation@mail.com	370-3673	370-5229	NA
Kosrae Women's Association	Focal Point	Shrue W. Kephais				
	Alternate	Mary N. Livaie	mlivaie@yahoo.com			
Chamber of Commerce	Focal Point	Grant Ismael	grant.ismael@gmail.com	370-2038	370-7208	970-9666
Micronesia Red Cross Society	Focal Point	Hans Skilling				
Municipalities						
Municipality	Position	Name	Email	Work	Home	Cell
Lelu	Focal Point	Isamu Abraham	abrahamisamu@yahoo.com	370-3037/7680	370-3879	NA
	Alternate	Sam Osteen		370-3037/7680		
Malem	Focal Point					
	Alternate					
Tafunsak	Focal Point					
	Alternate					
Utwe	Focal Point					
	Alternate					

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Focal points familiarize themselves with disaster response plans and procedures including but not limited to the Kosrae State Disaster Response Plan, this SOP, EOC SOP, department contingency plans, and other department plans that sector plays a key role in.
- Receive training in EOC operations.
- Receive training in sector based damage assessments.
- Participate in tabletop exercises and live simulations to practice and improve upon this SOP.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat independently.
- Establish contact with Department Director regarding watch phase.
- Communicate with SDCT counterpart (focal point or alternate) to determine who will be attending SDCT meetings, if necessary.
- Plan line of succession for normal duties if called into EOC.

B. Alert (Condition II)

- Report to EOC for SDCT meeting when called by the DCO.
- Prepare all materials as requested by DCO in agenda for SDCT meeting.
- SDCT Secretary takes meeting minutes and sends to SDCT contact lists and others. [Appendix 6](#)
- Determine necessary preparations for specific disaster situation with DCO.
- Stay in close contact with Director regarding evacuation preparations.
- Request assistance from Director for use of department resources when appropriate.
- Lead Agency focal point briefs SDCT and DCO on disaster threat.
- Assist DCO in notifying relevant groups of alert activation including the public and municipalities.
- Coordinate assigned departmental emergency preparations.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Ensure family is secured in a safe location prior to reporting to duty.
- Assist DCO in creating a situation report for the Governor suggesting a State of Emergency declaration and allocation of state funds and resources for emergency preparations. [Appendix 7](#)
- Conduct assigned action items as determined from SDCT meeting minutes.
- Continually update DCO on departmental emergency preparations and evacuation procedures.
- Stay in close contact with Department Director.
- Man the EOC.

B. Impact

- Notify DCO of on the ground developments and damages reported within sector noting any key areas of need such as state resources.
- Compile an initial list of any known damages within sector.

C. Relief

- Convene at the EOC for SDCT meeting.
- Assist DCO in creating a situation report for the Governor suggesting allocation of state funds and resources for emergency relief. [Appendix 7](#)
- Coordinate department emergency response operations and update DCO.
- Assist DCO in collecting IDA information from Mayors. [Appendix 15](#)
- Work with DCO to identify key areas of need such as debris removal and power restoration.
- Assist DCO in deploying state sector based damage assessment teams within 72 hours of disaster impact to areas identified by IDA information. Liaison with department head and personnel to determine assessment team personnel.
- Assist DCO in compiling sector based assessment findings.
- Request use of determined department resources from Director.
- Update DCO and SDCT regarding director's decisions.
- Identify response operations that are within the state's capacity with the DCO.
- Work with DCO to create a State Action Plan and budget, assessing the need for national assistance. [Appendix 13 & 14](#)
- Coordinate department role in State Action Plan response efforts, once approved by GDC.
- Assist DCO in preparing situation report suggesting the Governor requests national assistance when damages exceed state capacity to respond.
- Assist DCO in coordinating national and foreign disaster assistance, if applicable.
- Work with DCO to determine when EOC should be deactivated.
- Assist DCO in closing the EOC.

PHASE IV- RECOVERY

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

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

Mayors

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that municipal emergency response plans are developed.
- Maintain and upgrade evacuation routes for specific disasters such as typhoon and tsunamis along with community participation and guidance. Submit request to DCO for clearing evacuation route by DTI.
- Work with DTI to determine most secure evacuation centers for specific disasters including typhoons and tsunamis.
- Notify community of designated evacuation routes and evacuation centers.
- Note the location of those that would require evacuation assistance. Develop an evacuation plan for vulnerable groups such as elderly and disabled.
- Develop community based warning systems such as megaphones, sirens, or church bells.
- Facilitate community evacuation drills to assess evacuation plans.
- Mayors are trained on Initial Damage Assessment form. Designate other local representatives, such as Councilmen or Municipal staff, to be trained on IDA form as well to increase efficiency and reduce time collecting information. [Appendix 15](#)
- Determine focal points and alternates to be municipal representatives on the SDCT.
- Mayors, focal points, and alternates review the KSDRP and this SOP often.
- Notify DCO of any changes in contact information, leadership, or designated focal points.
- Maintain and track municipal water supply.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify DCO if water supply could reach a critical point.
- Receive warning messages from DCO.
- Test warning systems.
- Monitor the threat via www.windy.ty or other weather tracking stations.

B. Alert (Condition II)

- Receive updated warning message from DCO.
- Announce warning message to the municipality.
- Notify municipality to prepare to evacuate including packing enough food, water, and medicine for 2-3 days. Important documents should also be packed, such as passports. [Appendix 9](#)
- SDCT focal points report to EOC, as necessary.
- Notify DCO of dry conditions, if applicable.
- Make emergency preparations such as ensuring communication systems are charged, vehicles are fueled, if applicable.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Notify community of updated warning message and activate evacuation plan.
- Oversee and assist in evacuation to ensure orderly evacuation procedures.
- Activate municipality warning system, such as a megaphone. Ensure evacuation notice is heard by all in municipality.
- Notify DCO and Public Safety if evacuation assistance is needed in evacuating elderly or disabled. Provide locations and number of people requiring assistance.
- Provision evacuation centers with available municipal resources.
- Report needs of the community to DCO via the SDCT focal points.
- Ensure security of municipal vital records and lines of succession.

B. Impact

- Wait for official “ALL CLEAR” to be given by DCO through all means necessary before releasing community from evacuation centers.
- Request emergency medical assistance as necessary.
- Help coordinate onshore volunteers and volunteer fisherman for search and rescue missions.

C. Relief

- Notify the community of the “ALL CLEAR” message.
- Help facilitate return home from evacuation centers as appropriate.
- Conduct IDA within 24 hours after disaster impact. Report IDA information via hand delivery, phone, email, or radio to EOC immediately after completing.
- For slow onset disaster such as drought, IDA forms should be conducted and reported periodically throughout the disaster event.
- Provide any relief assistance within the municipal capacity.
- Restore water supply to municipality.
- Assist state deployment teams in conducting sector based assessments.
- Ensure equitable distribution of relief items within the community.
- Ensure safety of all response personnel from state, national, and foreign agencies.
- Coordinate state, national, and foreign disaster assistance with the community during relief efforts. Liaison between each entity and the community to address community concerns of assistance and ensure all assistance provided is needs based.

PHASE IV- RECOVERY

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

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

Lelu Mayor

Date

Malem Mayor

Date

Tafunsak Mayor

Date

Utwe Mayor

Date

Department of Administration and Finance
OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

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

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

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

B. Alert (Condition II)

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

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

- If State of Emergency is declared, reallocate state funds to emergency operations as instructed by the Governor.
- Focal points track all emergency and disaster related expenditures including refueling at DTI by various response agencies.
- Keep up to date records of emergency response related state expenses and budgets.

B. Impact

- Continue to track and update emergency response budgets.

C. Relief

- Reallocate state funds to support emergency response operations at the direction of the Governor, if not previously done.
- Focal point assists in development of State Action Plan Budget. Determines available funds and state capacity to respond.

- Continue to track all response related expenditures and oversee reimbursement to departments.

PHASE IV- RECOVERY

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

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

Director
Department of Administration & Finance

Date

Department of Education

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish School Preparedness Plans for each school to be able to respond to specific hazards.
- SDCT focal points are trained in EOC operations.
- Principals and teachers are trained in shelter management and registration.
- Develop and promote public education programs and materials to increase public awareness of the adverse impacts of disasters and how to best prepare.
- Include disaster preparedness in school curriculum in coordination with IOM.
- Identify school facilities to be used as evacuation centers in coordination with DCO and DTI.
- Secure communications system in school facilities that can be utilized without power.
- Maintain contact lists of school principals and bus drivers to be referenced quickly in cases of emergency. [Appendix 10](#)
- School buildings, bathrooms, and buses are maintained in good working condition to be utilized during emergency operations.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify principals of schools designated as shelters the possibility of using facilities should condition two be declared.
- Place on standby other key personnel whose assistance may be required should the disaster becomes more imminent including bus drivers and maintenance.
- Fuel vehicles and buses. Secure fuel for backup generators. Charge communication devices.

B. Alert (Condition II)

- Director attends meetings of the Governor's Disaster Committee.
- Focal points attend meetings of the State Disaster Coordination Team.
- Close down schools and release students to their homes, if school is in session.
- Notify principals to open school facilities as evacuation centers.
- Board windows and take other disaster precautions with the assistance of DTI.
- Work with Public Safety to establish security at evacuation centers.
- Work with Dept of Health to provision shelters with emergency medical and sanitation supplies.
- Principals and teachers prepare registration tables for incoming community members.
- Make school buses available to assist in evacuation of vulnerable communities, particularly elderly and disabled.
- Incorporate hazard educational materials or contests for students such as information on health outbreaks, water conservation, emergency preparedness, etc.

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

- Deploy school buses to assist in evacuation and transportation of vulnerable groups.
- Principals remain at school facility as Site Manager.
- Principals and teachers register incoming community members and send initial evacuation numbers to EOC through the SDCT focal point.
- Perform other duties as assigned.

B. Impact

- Maintain order at evacuation centers and tend to those in need.
- Principals keep in contact with the EOC through the SDCT focal point.
- Announce the “ALL CLEAR” to evacuation center when announced by Governor.

C. Relief

- Sign out community members prior to returning home.
- Assist in the return home of those in evacuation centers.
- Utilize school buses to transport vulnerable groups (elderly and disabled) back home.
- Where feasible, utilize school buses as emergency medical transportation.
- Principals report any damages to school facilities caused by disaster event to focal point.
- Assist in sector based damage assessments where appropriate.
- Provide demographic data on students missing school due to disaster event such as absentee rate increase or decrease, or closing of school all together.
- Focal points request Director approval to utilize department resources in relief efforts.

PHASE IV- RECOVERY

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

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

Director
Department of Education

Date

Department of Health Services

Operational Checklist

PHASE I- PREPAREDNESS

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

PHASE II- WARNINGS

A. Watch (Condition III)

- Incident Commander places teams and team leaders on standby.
- Procurement Officer and Pharmacist conduct inventory of medical supplies and pharmaceuticals and provide information to SDCT focal point.
- Notify health aids and other personnel in the Community Health Centers.

B. Alert (Condition II)

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

PHASE III- OPERATIONS

A. Onset (Condition I)

- Deploy first-aid personnel to designated evacuation centers.
- Perform operational tasks as directed by the DCO or Governor.

B. Impact

- Manage mass casualties, initial treatment of victims, first-aid, transport to health facilities, and redistribution to other facilities when necessary.
- Consider establishing alternate care site support depending on the magnitude of the disaster and geographic span.

C. Relief

- Assess post disaster health needs and update DCO accordingly.
- Conduct epidemiological surveillance and disease control. Notify DCO of any post disaster disease outbreak.
- Determine food and nutritional needs if crop supply is damaged.
- Conduct sector based damage assessment within 72 hours of disaster impact. Coordinate team deployment with SDCT and DCO.
- Compile assessment results into situation report.
- Assist DCO in drafting a State Action Plan and budget that identifies sector based needs and assess the need for national assistance.
- Provide health and sanitation relief items where available.
- Assess the need for SNS push packages. Discuss possibility with DCO and SDCT.
- Establish contact with national level department regarding available line agency assistance such as SNS packages, CDC technical or funding assistance, or WHO technical or funding assistance.
- Update DCO of all line agency offers of assistance, to be included in State Action Plan.
- Where appropriate and agreed upon by Director of Health and DCO, formally request funding assistance from line agencies for health programs. President will submit request through the Department of Foreign Affairs. Governor should be informed throughout the entire process.
- Assist DCO in coordinating national and foreign assistance, if applicable.

PHASE IV- RECOVERY

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

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

 Director
 Department of Health Services

 Date

Office of the Attorney General (Public Safety)
Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop emergency contingencies for different types of disasters (storms, epidemics, major accidents, lost at sea) with personnel assigned to specific functions.
- Develop and update hazard emergency plan for Search and Rescue and domestic fires.
- Develop and educate the public of use of special warnings for emergencies, curfew requirements, and other traffic control measures.
- Work with municipal governments to practice evacuation procedures.
- Develop firefighting division by procuring firefighting equipment and fire truck, and training officers in firefighting.
- Develop procedures for contacting Walung village.
- Work with Mayors, DTI, and DCO to identify evacuation centers.
- Train officers in handling of evidence such as for airplane crash investigations.

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

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

B. Alert (Condition II)

- Attorney General attends meeting of the Governor's Disaster Committee.
- Focal point attends meeting of the State Disaster Coordination Team.
- Secure department facilities and vital records.
- Deploy two units to alternate sides of island to announce alerts over PA system. The public should tune into V6AJ radio for the full message and more information.
- Deploy officers to each evacuation center in order to establish security.
- Perform other duties as required.

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

- Deploy special units to threatened communities who may not have heard Broadcast warnings due to loss in signal (Broadcast to blackout areas).
- Deploy traffic control units to facilitate evacuations.
- Assist in evacuating vulnerable groups such as the elderly and disabled utilizing Department of Education school buses.
- Receive official documents regarding curfew measures from DCO.
- Enforce curfew.
- Deploy one officer to each evacuation center to maintain security in the centers.

B. Impact

- Monitor disaster and maintain public safety.
- Provide security where needed, if feasible.
- Enforce curfew.
- Carry out search and rescue. Coordinate onshore and offshore volunteer search parties.
- Block access roads for localized disasters such as fires, oil spills, plane crash, etc.
- Provide escort for emergency vehicles in conducting first response operations.

C. Relief

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

PHASE IV- RECOVERY

- Ensure safety of all response personnel including state, national, and foreign aid workers.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Attorney General

Date

Department of Resources and Economic Affairs

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop and update hazard emergency plan for agricultural incidents and share with DCO.
- Introduce and maintain necessary hazard mitigation measures in authorized projects to ensure protection against disaster impact.
- Develop public orientation and education projects to increase awareness in methods of regenerating agricultural production following a disaster.
- Train personnel in agriculture sector based assessment procedures with a food security perspective. Contact national Department of Resource & Development for assistance.

PHASE II- WARNINGS

A. Watch (Condition III)

- Dispatch assigned staff to take necessary measures in securing government sponsored development projects.
- Place designated emergency teams on standby (specifically marine and agricultural divisions).

B. Alert (Condition II)

- Director attends Governor's Disaster Committee meetings.
- Fisheries and Agriculture focal points attend State Disaster Coordination Team meetings.
- Fisheries deploy two teams, one north side and one south side, to marinas to notify fishermen about impending weather. Advise the fishermen to exercise safety precautions and move boat to secure anchorage or dry dock vessels.
- Agriculture extension agents in each municipality deployed to municipal government offices to coordinate with mayors and farmers regarding impending weather or agricultural incident. Advise farmers in best practices for reducing damage to their crops and equipment.
- Secure department's facilities and vital records.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Perform emergency duties as assigned by Governor or SDCT.

B. Impact

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

C. Relief

- Focal points request assistance from Director to utilize department resources for relief efforts.
- Assist in clearance of debris or other appropriate emergency duties.
- Conduct sector based damage assessments (agriculture and marine) within 72 hours after impact. Coordinate team deployment with DCO and SDCT. Teams will be deployed to each municipality.
- Agriculture division coordinates with Dept of Health Nutrition unit to review agriculture damages and determine food security vulnerability.
- Compile sector based assessment findings into situation report.
- Land resource management division provide SDCT information on public and private land use and maps of Kosrae state for determining list of damages and planning purposes.
- Focal points assist DCO in drafting State Action Plan and budget that identifies sector based needs and assesses the need for national assistance.
- Focal points request Director approval for utilizing department resources in relief efforts.

PHASE IV- RECOVERY

- Agriculture division advises farmers on how to best recover their crops. Request seedlings for replanting from unaffected farmers or from other states via the National Department of R&D.
- Distribute seedlings and other planting materials to affected farmers, if available.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

 Director
 Department of Resources and Economic Affairs

 Date

Department of Transportation and Infrastructure

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Ensure development and implementation of hazard mitigation measures.
- Designate and train department personnel in how to conduct sector based damage assessment.
- Conduct yearly inspection of school and other State facilities to ensure they are safe to be used as evacuation centers.
- Maintain and repair facilities and utilities as they occur to ensure serviceability of systems during times of disaster i.e. water pumps for wells, leaks in water lines, building maintenance, etc.
- Ensure all equipment is in working condition. Repair as needed.

PHASE II- WARNINGS

A. Watch (Condition III)

- Department Director calls administrative officers upon notification from DCO or Governor.
- Administrative officers alert key personnel (supervisors) and place on standby.
- Check water and other utilities to ensure provision of emergency supplies.
- Ensure serviceability of government fuel station.
- Return all department resources to fueling station to be refueled and on standby for deployment.

B. Alert (Condition II)

- Department Director attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Secure facilities and vital records.
- Make vehicles available for necessary movements of personnel, equipment, and supplies.
- Monitor water and sewage systems.
- Board windows at evacuation centers and conduct final inspection of centers to ensure readiness prior to evacuation.
- Assist government departments and agencies in boarding facilities if time and resources allow.
- Manage fuel fill ups of government vehicles. Track fuel disbursements for reimbursement.

PHASE III- OPERATIONS

A. Onset (Condition I)

- All designated emergency personnel report to assigned stations.
- Monitor disaster conditions and performs emergency activities per the Governor's instructions.

B. Impact

- Monitor disaster situation. Receive reports of damages and compile for later use.
- Conduct initial road debris removal on main access roads to hospitals first, ensuring safe passage for emergency transport once weather has passed.
- Report to EOC once priority road debris removal is completed.
- Assist in fighting fires by throwing down soil or sand to stop the spread of fire.
- During drought, determine “ration hours” for Tofol area water lines.

C. Relief

- Work to restore essential public services including:
 - Removal of debris on municipal roads
 - Clear rivers in flooded areas
 - Clear flood water from residential areas using loaders and excavators
 - Create a temporary detour road for damaged bridges
 - Removal of debris from airport runways during airplane crash
 - Repair water lines at evacuation centers and assist Municipal water line repairs
 - Deploy septic pump truck to pump out flood water that is mixed with sewage if sewage tanks are overflowing
 - Electrician assists in repairing state government power
- Assist in the provision of temporary shelter for displaced community members.
- Conduct sector based damage assessment within 72 hours after disaster impact. Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- DTI sector based damage assessment will cover public and private building damages, road and bridge damages, water line damages and sewage contamination, and shoreline structure damage such as seawalls.
- Compile sector based assessment findings in situation report for DCO and SDCT.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Monitor the landfill and ensure proper disposal of debris including hazardous materials.

PHASE IV- RECOVERY

- Begin rebuilding and reconstructing facilities that are within state capacity to do so such as minor building repairs and backfilling roads.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Director
Department of Transportation and Infrastructure

Date

Kosrae Island Resource Management Authority (KIRMA)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop and update hazard emergency plan for oil spill, forest fire, and POPs.
- Train personnel on sector based assessment practices.
- Oversee disaster mitigation projects in respective divisions.

PHASE II- WARNINGS

A. Watch (Condition III)

- Director or their designee places key emergency response personnel on standby, particularly forestry, marine, and POPs divisions.
- Director or their designee notifies Board of Directors of watch phase activation.

B. Alert (Condition II)

- Director or their designee attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Secure facilities and vital records.
- Director or their designee approves use of department resources such as vehicles in emergency preparations.
- Assist other agencies with their preparations. For example, KIRMA may help with spraying to deter breeding of mosquitoes during a mosquito borne illness epidemic.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Prepare for onset of disaster, boarding up facilities, fueling vehicles, and charging communication devices.

B. Impact

- KIRMA office is notified of forest fire, oil spills, POPs, and Search and Rescue by DCO.
- Director or their designee notifies Board of Directors of disaster impact, particularly in situations in which KIRMA is lead agency (forest fire, oil spills, POPs).
- Appropriate assessment team deploys to the disaster site for rapid assessment (forest fire, oil spills, POPs). Report back to Director or their designee and begin coordinating rapid response.

- Forest fire, oil spill, and POPs situations are lead by KIRMA. SDCT focal point and Director will coordinate the response action with DCO and Governor’s office respectively. [See Appendix 3](#)
- KIRMA marine division deployed for Search and Rescue missions, lead by Public Safety in coordination with DCO.
- For major natural disasters such as typhoon and tsunami, KIRMA personnel should remain in safe location until the “ALL CLEAR” notice is given.

C. Relief

- Focal points request assistance from Director or their designee to utilize department resources for relief efforts.
- Assist in clearance of debris or other appropriate emergency duties.
- Prepare for deployment of sector based assessment teams.
- Conduct sector based damage assessment within 72 hours after disaster impact. Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- Marine division leads oil spill containment if ship is sunk during storm.
- Compile sector based assessment findings in situation report for DCO and SDCT.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Follow proper procedures for processing oil spill and POPs removal.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

PHASE IV- RECOVERY

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

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

Director
Kosrae Island Resource Management Authority

Date

Broadcast Authority (V6AJ)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that contact lists are current and accurate.
- Develop contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Identify areas on island that do not receive broadcast signal. Work to address blackout zones.
- Keep a record of blackout zones clearly marked on maps for emergency response planning.
- Establish a second phone line for incoming calls.
- Secure a backup power source such as a generator for when power is cut.

PHASE II- WARNINGS

A. Watch (Condition III)

- Begin preparations to make broadcast authority operational 24 hours a day if warning progresses to condition II.
- Make emergency announcements as instructed by DCO.

B. Alert (Condition II)

- Make emergency announcements as instructed by DCO.
- Open Broadcast Authority 24 hours a day. Create staffing schedule. Request relief staff from EOC if necessary.
- Secure vital records and property.
- Board windows and secure the facility.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Make emergency announcements as instructed by DCO.
- Secure antenna and other vital equipment.
- Keep one phone line open so live radio announcements can be made remotely from the EOC or designated command center.
- Relocate Broadcast Authority personnel to EOC.

B. Impact

- Make emergency announcements as instructed by DCO.
- Announce "ALL CLEAR" when instructed by DCO.

C. Relief

- Make emergency announcements as instructed by DCO.
- Assess damages of Broadcast Authority property and resources including the transmitter.
- Work to restore functions of radio broadcast if destroyed.
- Report damages to DCO and SDCT for inclusion in list of damages.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Continue to announce relief efforts as instructed by the DCO.

PHASE IV- RECOVERY

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

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

Director
Kosrae Broadcast Authority (V6AJ)

Date

Kosrae Utilities Authority (KUA)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's contact lists are current and accurate.
- Develop contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Secure backup power systems such as generators.
- Continue with line hardening of the distribution system.
- Designate and train personnel to conduct damage assessment.
- Add a direct power line for Broadcast Authority, and maintain direct line with the EOC.

PHASE II- WARNINGS

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby.
- Check that the Communication Check List and the list of Disaster Supplies for Immediate Response are fully stocked and ready to use.
- Ensure serviceability of vehicles and fill with fuel.
- Top off generation fuel tanks.
- Backup office data.

B. Alert (Condition II)

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

PHASE III- OPERATIONS

A. Onset (Condition I)

- 12 to 6 hours prior to an expected event, power is disconnected.
- Coordinate with DCO to announce warning of power disconnection to public and government.
- Prepare for disaster impact. Board facilities and store equipment to limit damages.
- Assist other departments in their emergency preparations if necessary.

B. Impact

- Monitor disaster situation. Receive reports of damages and compile for later use.
- Once weather has cleared, deploy to secure downed power lines to limit injuries and begin restoring power connections. Report to DCO once power lines secured and safe for public.

C. Relief

- Notify partner agencies of restored power including FSMTC, KPA, V6AJ, and FSMPC.
- Make public announcement regarding power restoration schedule.
- If power lines are damaged, repair lines for critical grids first, such as the hospital and EOC.
- Conduct sector based damage assessment within 72 hours after disaster impact. Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- Compile complete list of damages and expenses. Submit to DCO for possible reimbursement.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request General Manager approval to utilize agency resources in relief efforts.

PHASE IV- RECOVERY

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

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

General Manager
Kosrae Utilities Authority (KUA)

Date

FSM Telecom (FSMTC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's contact lists are current and accurate.
- Develop agency contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Secure backup power systems and fuel generators.
- Designate and train personnel to conduct damage assessment.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Field technicians secure families and then report to FSMTC office.
- State Manager attends meetings of the Governor's Disaster Committee.
- Focal point attends meetings of the State Disaster Coordination Team.
- Prepare to mobilize personnel, equipment, and supplies.
- Begin securing antennas and other FSMTC infrastructure.
- Switch supervisor activates and assigns field technicians.
- Manager approves use of agency resources in emergency preparations.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Coordinate with KUA regarding power disconnection.
- Coordinate with DCO alternate communications options while power is switched off such as iridium phone.
- Prepare for disaster impact. Board facilities, secure vital records, and store equipment to limit damages.
- SDCT focal point assists DCO in requesting emergency messages to be sent out using FSMTC SMS bulk messaging service. All fees for emergency messages are waived. State Manager may authorize internally if Governor has declared a State of Emergency. State Manager should submit SMS bulk message form, State of Emergency declaration from Governor, and call emergency SMS activation is +691-920-6153 (Network Operations Center) and/or +691-320-5000. NOC is manned 24 hours a day, 7 days a week.

B. Impact

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

C. Relief

- Once “ALL CLEAR” is announced, begin repairing state telecommunications.
- Switch Manager deploys field technicians to junctions for most urgent repairs.
- Conduct sector based damage assessment within 72 hours after disaster impact. Coordinate team deployment with DCO and SDCT. One team will be deployed to each municipality.
- Compile complete list of damages and expenses and submit to FSMTC HQ in Pohnpei.
- Brief DCO on damages to FSMTC infrastructure.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request State Manager approval to utilize agency resources in relief efforts.

PHASE IV- RECOVERY

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

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

Kosrae State Manager
FSM Telecom (FSMTC)

Date

Port Authority

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that KPA's contact lists are current and accurate.
- Develop contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Update and maintain Airport Emergency Plan for Port Authority lead agency in airplane crashes.
- Designate and train personnel to conduct damage assessment when necessary.
- Coordinate meetings with Port Authority personnel.
- Facilitate MOU between State Government and Port Authority to lease fire truck.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

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

Airport

- Activate airport emergency plan.
- Secure assets such as fire trucks. Place in secure shelter or higher ground for tsunami.
- Notify airline and tenants of disaster alert. Shut down the airport.
- Issue NOTAM ceasing all incoming flights.
- Request Public Safety assistance in evacuating passengers.

Seaport

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

PHASE III- OPERATIONS

A. Onset (Condition I)

- Secure facilities and vital records.
- Prepare for disaster impact. Board facilities and store equipment to limit damages.
- Evacuate airport and seaport compound.

B. Impact

- Monitor disaster situation. Receive reports of damages and compile for later use.
- For sudden impact events:

Airport

- Activate Airport Emergency Plan to respond to aircraft crash.
- Request approval of General Manager to utilize fire trucks and certified firefighters for off-site domestic fires. Fire trucks can only be deployed on days without a flight scheduled.
- Request Public Safety escort when transporting fire truck to fire location.

Seaport

- Lockdown and secure the port when there is a threat. Notify DCO and Public Safety of need for additional security assistance.
- Notify KIRMA if there is an oil spill.

C. Relief

- Once “ALL CLEAR” is announced, begin assessing damages and clearing the runway and seaport.
- Notify DCO if additional assistance is required in clearing debris from runway.
- Once runway is cleared and secure, deactivate NOTAM.
- Conduct damage assessment of the airport and seaport. Compile list of damages and losses and submit to DCO.
- Begin repairing damages that are within KPA capacity to respond to.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request General Manager approval to utilize agency resources in relief efforts.

PHASE IV- RECOVERY

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

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

General Manager
Port Authority

Date

Kosrae Conservation and Safety Organization (KCSO)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization's contact lists are current and accurate.
- Develop organization contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Conduct marine assessments regularly to track coral health.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point attends meetings of the State Disaster Coordination Team.
- Focal point requests to utilize KCSO resources for emergency preparations, when applicable.
- Director approves or denies requests based off of availability of funding.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- KCSO facility is boarded and equipment is stored in secure location for disaster impact.

B. Impact

- Document damages in your area to be reported to SDCT.
- Assist in Search and Rescue missions. Provide certified divers and boat upon Director approval.

C. Relief

- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal point requests Director approval to utilize KCSO resources in relief efforts.
- Conduct post disaster marine survey. Notify DCO of any major marine bleaching event that could potentially disrupt food security for subsistence fishermen.

PHASE IV- RECOVERY

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

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

Director
Kosrae Conservation and Security Office (KCSO)

Date

Kosrae Women's Association (KWA)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Participate in disaster preparedness and planning activities to ensure female voices and needs are represented.
- Work with DTI and Education to ensure evacuation centers are designed considering the needs of women such as separate bathroom facilities.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point attends meetings of the SDCT and represents female interests in response planning.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- KWA facility is boarded and equipment is stored in secure location for disaster impact.

B. Impact

- Document known damages to be reported to SDCT.

C. Relief

- Assist DCO in drafting State Action Plan and budget, ensuring female needs and female security is addressed.
- Focal point requests President approval to utilize KWA resources in relief efforts.
- Create BFUP surveys covering relief items distributed to get community input on response operations.
- Utilize KWA network in municipalities to distribute and conduct surveys.
- Report BFUP survey findings to DCO and SDCT.

PHASE IV- RECOVERY

- Focal point requests President approval to utilize KWA resources in recovery efforts.

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

President

Kosrae Women's Association (KWA)

Date

Kosrae Chamber of Commerce

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Participate in disaster preparedness and planning activities to represent private sector interests.
- Help facilitate service agreements between state and private sector businesses for emergencies.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

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

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Chamber of Commerce facility is boarded and equipment is stored in secure location for impact.

B. Impact

- Document known damages to be reported to SDCT.

C. Relief

- Facilitate communication between state government and private sector.
- Assist DCO in drafting State Action Plan and budget, drafting situation reports, and requests for assistance.

PHASE IV- RECOVERY

- Facilitate communication between state government and private sector.

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

President- Kosrae Chamber of Commerce

Date

International Organization for Migration (IOM)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Work with Kosrae government to continue to practice and update this SOP and emergency Plan.
- Conduct Essentials of Humanitarian Assistance training with government and community stakeholders to increase disaster preparedness capacity.
- Train Mayors and municipal focal points on the Initial Damage Assessment form.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Secure facilities and backup records.
- Focal point attends meetings of the State Disaster Coordination Team and coordinates with government any available IOM assistance as well as offering technical advice.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- Focal point continues to coordinate with IOM HQ in Pohnpei regarding potential assistance.

B. Impact

- Document known damages to be reported to SDCT.

C. Relief

- Assist state departments and agencies in conducting damage assessments.
- Notify DCO of any possible IOM assistance from various donors. Coordinate with HQ.
- Assist DCO in drafting State Action Plan, situation reports, and requests for assistance.

PHASE IV- RECOVERY

- Liaison between USAID and State government regarding IOM implemented USAID funded assistance, as appropriate.

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

Focal Point

International Organization for Migration- Kosrae

Date

Micronesia Red Cross Society (MRCS)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

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

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point attends meetings of the State Disaster Coordination Team and coordinates with government any available MRCS assistance as well as offering technical advice.
- Kosrae Program Coordinator activates volunteers and deploys to evacuation centers to assist in registration.

PHASE III- OPERATIONS

A. Onset (Condition I)

- Focal point fulfills action items as determined by SDCT.
- MRCS office is secured for disaster impact.
- MRCS volunteers register incoming community members at evacuation centers.

B. Impact

- Document known damages to be reported to SDCT.

C. Relief

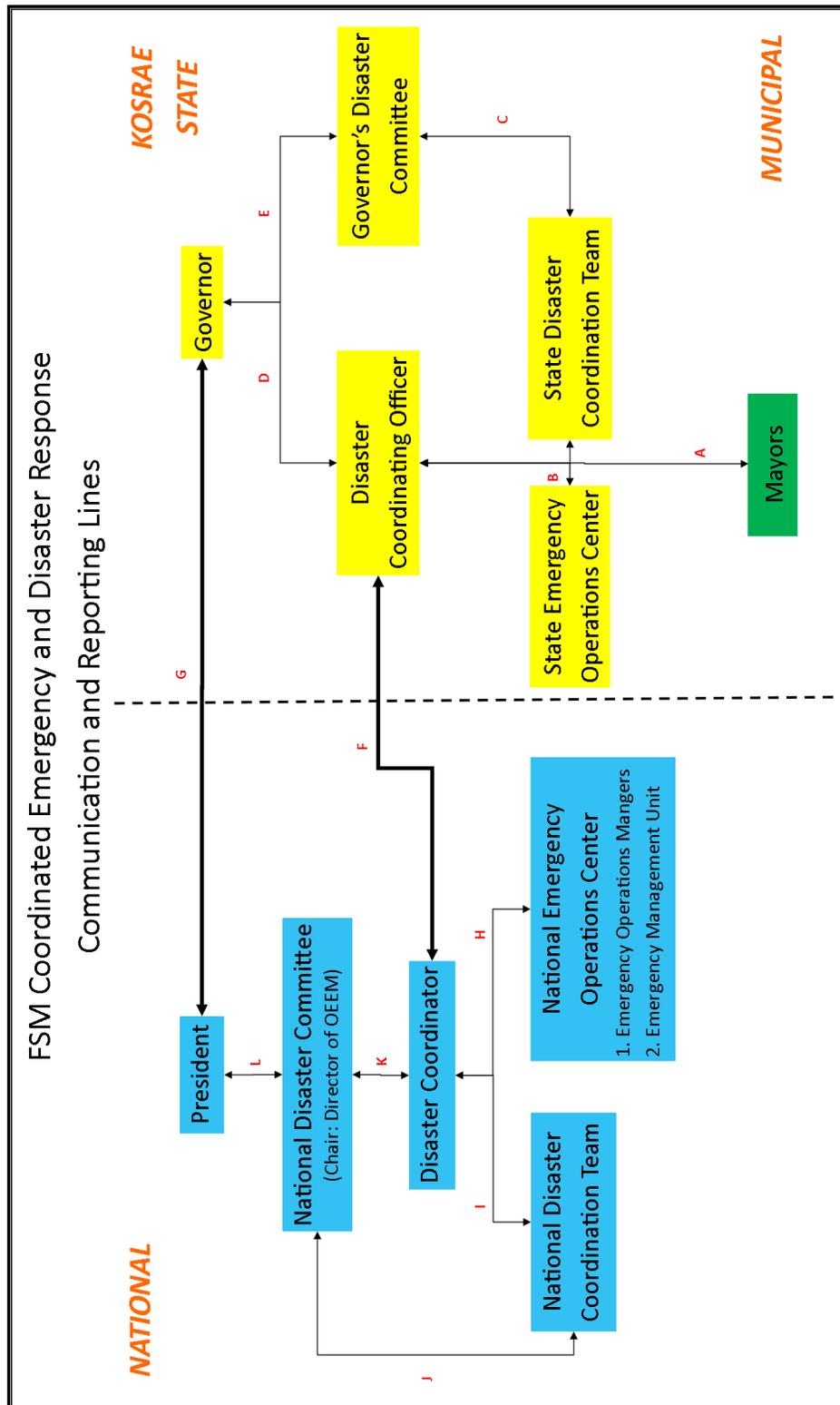
- MRCS volunteers sign out community members from evacuation centers after “ALL CLEAR”.
- MRCS volunteers assist in conducting Initial Damage Assessment in communities.
- Notify DCO of any possible MRCS assistance. Coordinate with MRCS HQ.
- MRCS distributes prepositioned Non- Food Items to locations determined by SDCT, if necessary.
- Assist DCO in drafting State Action Plan, situation reports, and requests for assistance.

PHASE IV- RECOVERY

- Oversee distribution of MRCS assistance as appropriate.

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

Appendix 1 – Coordination and Reporting Lines



Annex 1 – Coordination and Reporting Lines (Continued)

A. DCO communicates emergency information to Mayors. Mayors report IDA information by radioing into State EOC.

B. DCO coordinates operations in the EOC during warning and operations phases. Select SDCT focal points are called in to man the EOC during warning and operations phases. Depending on the magnitude and needs of the event, SDCT focal points may take shifts in the EOC. During recovery phase, DCO calls meetings of the full SDCT as needed. Mayors or municipal representatives participate in SDCT meetings.

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

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

E. GDC advises the Governor in how to respond. Governor makes ultimate decisions. DCO briefs the GDC and is Secretary of GDC.

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

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

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

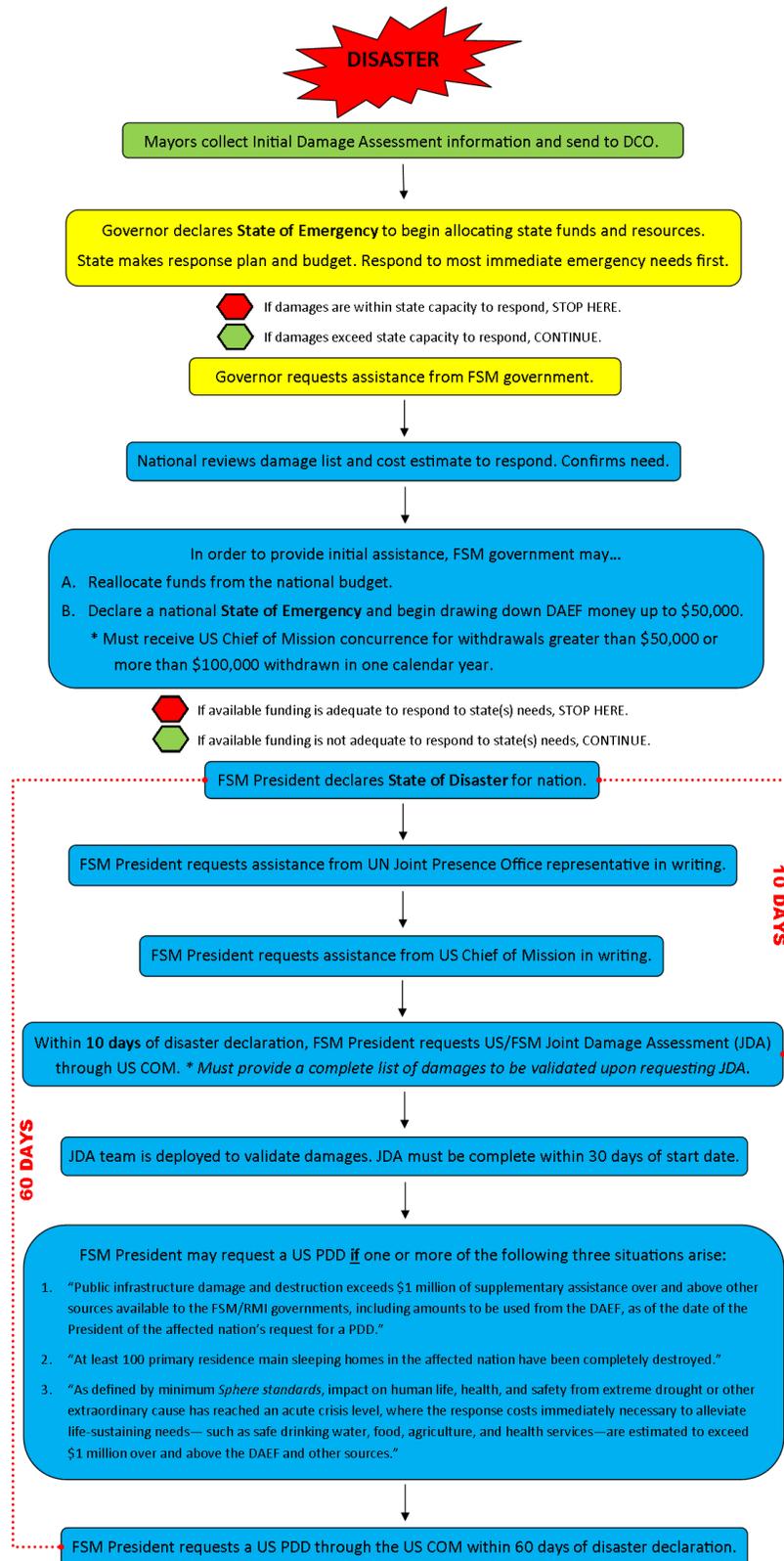
I. Disaster Coordinator calls meetings of the NDCT. NDCT analyzes information collected by the NEOC and makes national action plan and suggestions for GDC and President.

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

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

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

Appendix 2 – Funding Flowchart



Appendix 3- Hazard Specific Responsibility Matrix

		Kosrae State Hazard Responsibility Matrix																	
HAZARD	Responsibility	Administration & Finance	Chamber of Commerce	DREA	Education	Health	KIRMA	Public Safety	Transportation & Infrastructure	Broadcast Authority (V6AJ)	FSM Telecom	Kosrae Utilities Authority	Port Authority	International Org for Migration	Kosrae Conservation and Safety Org	Kosrae Women's Association	Micronesia Red Cross Society	Municipalities	Disaster Coordination Office
	EPIDEMIC	Lead Agency					x												
Support lead agency. Coordinate response activities.																			x
Coordinate medical response						x													
Spray for mosquito borne illnesses				x			x												
Release warning messages						x													x
Broadcast warning messages										x	x								
Produce education and awareness materials					x									x			x		
Clean breeding sites for mosquito borne illnesses										x									x
Provide water																			x
Test and sanitize drinking water supply						x													
Test and sanitize water supply in public areas								x											

HAZMAT	Lead Agency					x														
	Support lead agency. Coordinate response activities.																			x
	Contain hazardous material					x	x	x	x				x	x						
	Transport and dispose hazardous material								x											
	Organize annual training of responders					x														
	Block access roads and secure the site							x												
	Lock down seaport and airport access												x							
	Release warning messages																			x
	Broadcast warning messages																x	x		
	Monitor HAZMAT responders vitals and health						x													

AIRCRAFT CRASH	Lead Agency																			x
	Support lead agency. Coordinate response activities.																			x
	Put out fire																			x
	Rescue trapped passengers																			x
	Provide emergency medical services																			x
	Remove deceased																			x
	Contain oil spills on runway																			x
	Secure the area and provide crowd control																			x
	Block access roads and provide traffic control																			x
	Escort for medical transportation																			x
	Setup emergency communications																			x
	Remove debris from runway																			x
	Provide engineers to repair runway																			x

AGRICULTURAL INCIDENTS	Lead Agency			x														
	Support lead agency. Coordinate response activities.																	x
	Coordinate farmers																x	
	Release emergency notifications and messages																	x
	Broadcast announcements and warning messages																x	
	Control the spread of disease			x														
	Assist in controlling the spread of the disease																	x

TYPHOON/ TSUNAMI/ LANDSLIDE/ FLOODING/ EARTHQUAKE	Lead agency																	x	
	Open evacuation centers																x		
	Provide security at evacuation centers																		
	Facilitate evacuation and return of community																	x	
	Provide emergency medical services at evac centers																		
	Provide transportation for evacuation of disabled																		
	Registration at evacuation centers.																		
	Provide up to date weather tracking																		
	Release emergency messages and statements																		x
	Broadcast emergency messages																		
	Clear roads and debris																		
	Provide emergency water supply																		
	Cut and restore power																		
	Track medical or health outbreaks																		
	Provide emergency telecommunications																		
	Clean water supply																		
	Pump out sewage and flood waters																		

**GOVERNMENT OF KOSRAE****Office of the Governor****Post Office Box 158**

Kosrae, Federated States of Micronesia

Telephone: 691-370-3002/3003 Facsimile: 691-370-3162

Date:

Name and Address of Memo Recipient

Subject: Disaster Response Plan and Emergency Operations Center Activation

Dear _____,

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

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

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

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

[List of emergency precautions and preparations to be followed]

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

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

[List of focal points activated]

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

Sincerely,

Hon. Lyndon Jackson
Kosrae State Governor

Appendix 5 – Kosrae State Resource List

Department or Agency	Resource	Description	Quantity	Condition
Broadcast Authority	Transmitter		1	Good
Broadcast Authority	Antenna		1	Good
Broadcast Authority	Studio Console	10 channels	1	Good
Broadcast Authority	Recording Equipment			
Broadcast Authority	Car		1	Good
DREA	Walkie talky	Agriculture Division	4	Good
DREA	Walkie talky	Fisheries Division	4	Good
DREA	Pick-up Truck		3	Good
DREA	SUV		1	Good
DREA	Loader	Mid-size- 2 ton	1	Good
DREA	Boat	39 ft, inboard diesel engine	1	Working
DREA	Boat	24ft, inboard diesel engine	1	Working
DREA	Boat	Search and rescue	1	Brand New
DREA	Lifejackets		40+	Fair
DREA	Diving Gear	Complete set	2	Working
DREA	Divers	Certified	4	
DREA	Grain Truck		1	Good
DREA	Pick-up Truck	4 wheel drive	2	Good
DREA	Excavator	Agriculture Division	1	Good
DTI	Excavator	Track Mount- Hitachi Zaxis 130H	5	Good
DTI	Bulldozer	CAT D5g	1	Good
DTI	Wheel Loaders	Hitachi ZW 120G	6	Good
DTI	Dump Truck	Isuzu FTR6MC	2	Good
DTI	Dump Truck	IH 4200 SBA	1	Good
DTI	Trailer, Hauler 35ton	Trailing TKT60-392	1	Good
DTI	Septic Pump Truck	Isuzu FSR6MF	1	Good
DTI	Septic Pump Truck	Toyota DA110LD	1	Good
DTI	Pick-up Truck	Ford 2.3L	2	Good
DTI	Pick-up Truck	Toyota Tacoma	1	Good
DTI	Chainsaw	Poulan 16"	1	Good
DTI	Water pump	Mikasa 1 1/2"	1	Good
Education	Bus	Big- 63 to 73 seats	6	Good
Education	Bus	Small- 12 to 25 seats	5	Good
Education	Vehicles	Pickups, vans, jeeps	5	New
Education	Bathrooms		TBD	
Education	Generators		2	Good
Education	Classrooms	TES	32	New
Education	Classrooms	LES	48	38 New, 10

				Damaged
Education	Classrooms	SES	10	New
Education	Classrooms	MES	22	Good
Education	Classrooms	UES	17	New
Education	Classrooms	WES	9	New
Education	Classrooms	KHS	39	New
Education	Gas/Fuel	Refuel	25-30 gal	Good
Education	Bus drivers		11	
Education	Water tanks		TBD	
Education	Telephone	No power needed- DOE Central Office	1	Good
Education	Telephone	Power operated- 1 in each school +5 in DOE	12	Good
Education	Cellphone	1 WES, 2 DOE Central Office	3	Good
Education	Principals		7	
Education	Vice Principals		4	
Education	Teachers	TES	31	
Education	Teachers	LES	33	
Education	Teachers	SES	16	
Education	Teachers	MES	28	
Education	Teachers	UES	24	
Education	Teachers	WES	11	
Education	Teachers	KHS	43	
Education	Teachers	SMD	8	
Health	Ambulances		3	Functional
Health	Hospital	45 beds, can increase to 50	1	Good
Health	Inflatable Tents	Alternate Care Support	3	Good
Health	Cots	Surge capacity	30	Good
Health	Generators	portable	1	Good
Health	Community Health Centers	Utwe, Tafunsak, Tofol (Walung construction)	3	Good
Health	HazMat Equipment			
Health	Bio Safety Equipment	for securing deceased bodies		
Health	Defibrillator	portable AED	2	Good
KCSO	Dive gear	Complete set	3	Working
KCSO	Boat	Catamaran, good for loading materials	1	Motor under repair
KCSO	Lifejackets		4	Good
KCSO	Walkie talky		2	Good
KCSO	GPS units		1	Good
KCSO	Generators		1	Needs repair
KCSO	Truck		2	Good
KIRMA	Truck		2	Broken

KIRMA	Outboard motors		3	Working
KIRMA	Boat	20' Ridge to Reef	1	Good
KIRMA	Boat		1	Broken
KIRMA	Lifejackets		15	Working
KIRMA	GPS units		3	Working
KIRMA	VHF radio		2	Working
KIRMA	Chainsaws		4	Working
KUA	Bucket Truck		2	Good
KUA	Chainsaw	varying sizes, with legs	5	Good
KUA	Pick-up Truck		3	Good
KUA	Cars		5	Good
KUA	Handheld radio (repeaters)			
KUA	Tools			
KUA	Bucket Truck		3	Inoperable
KUA	Generators	Small	3	Good
Lelu Town Gov	Dump Truck		2	Good
Lelu Town Gov	Excavator		2	Good
Lelu Town Gov	Garbage Truck		1	Good
Lelu Town Gov	Pick-up Truck		1	Good
Lelu Town Gov	Chainsaws	Farmers Association		
Lelu Town Gov	Fork Lift		1	Good
Lelu Town Gov	CB Radios	hand held	2	Good
Lelu Town Gov	VHF radio	use Ch 16 up to 20 miles, need to charge	2	Good
Lelu Town Gov	Generators	gasoline	2	Good
Port Authority	Fire Trucks	1500 gal	2	Good
Port Authority	Fire Trucks		1	Not used
Port Authority	Spreader		1	Good
Port Authority	Jaws of Life		1	Good
Port Authority	Firefighting Equipment	full set	6	Working
Port Authority	Stretchers		100	Good
Port Authority	Generators	small	1	Good
Port Authority	Defibrillator	AED	3	Good
Port Authority	EMS Trained Personnel		2	Good
Public Safety	Pick-up Truck	response units	2	Good
Public Safety	SUV	investigators	1	Good
Public Safety	Officers	Fri/Sat: 5-6, Sun-Wed: 3, Thurs: 4-5	28	Good

Appendix 6 – SDCT Meeting Minutes Template

State Disaster Coordination Team Meeting Minutes

[Date of Meeting]

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

Drafted by: [Name of person taking minutes]

Attendees:

[List of all in attendance]

Meeting Objectives:

[Any objectives identified in DCO agenda]

Overview of Current Situation:

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

Past Items:

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

Coordination Team Activity Updates:

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

New Items:

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

List of Action Items:

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

Next Scheduled Meeting: [Date if available]

Approved by:

[Signature]

Nena William

Kosrae Disaster Coordinating Officer

Appendix 7 – Situation Report Template

[Disaster Event]

Report No.:

Date of report:

Next scheduled report:

Situation Report

Weather Tracking Update

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

Situation Overview

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

State Response

[Describe state response activities and expenditures to date.]

Next Steps

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

Suggestions

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

Drafted by:

Nena William
Disaster Coordinating Officer
Kosrae State Government

Approved by:

Honorable Lyndon H. Jackson
Governor
Kosrae State Government

Appendix 8 – State of Emergency Declaration Past Example

Office of the Governor
Kosrae State

DECLARATION OF A STATE OF EMERGENCY

DECLARING A STATE OF EMERGENCY TO PRESERVE PUBLIC HEALTH AND MITIGATE HARDSHIP DUE TO THE OUTBREAK OF ZIKA AND DENQUE VIRUSES IN THE STATE OF KOSRAE.

WHEREAS, the World Health Organization declared a Public Health Emergency of International Concern related to the Zika virus on February 1, 2016; and

WHEREAS, there have been 23 laboratory-confirmed cases of the Zika virus and 6 laboratory-confirmed cases of dengue virus Type 4 in Kosrae; and

WHEREAS, Zika and dengue viruses are transmitted by a bite from an infected *Aedes* mosquito; and the Zika virus is also transmitted through unprotected sex, mother-to-child transmission and other transmittal methods that are still being determined; and

WHEREAS, the Zika virus has been associated with microcephaly (small, undeveloped brain) and neurological disorders including Guillain-Barre Syndrome (a form of acute paralysis); and Dengue Serotype 4 is associated with severe illness and death; and

WHEREAS, instances of microcephaly and neurological disorders have been diagnosed in infants and are contracted in utero as a result of the mother being bitten by an infected *Aedes* mosquito; and

WHEREAS, occurrences of Zika virus infection have been diagnosed as a result of sexual contact with an infected person; and

WHEREAS, new studies show that Zika virus appears to hone in brain cells and kills them; and

WHEREAS, the growing number of Zika cases continues to rise with an estimated 100% of Kosrae citizens are at risk; and

WHEREAS, "Everything we look at with this virus seems to be a bit scarier than we initially thought" quote Dr. Anne Schuchat, Deputy Director of the CDC and Prevention, Atlanta, Georgia, USA; and

WHEREAS, it is necessary and appropriate to take action to ensure that the Zika and dengue viruses remains controlled, and that residents of Kosrae remain safe and healthy from mosquito-borne diseases.

NOW THEREFORE, by authority vested in me pursuant to Article 5 Section 13 of the Kosrae State Constitution, I hereby declare and direct as follows:

1. The Government hereby declares a State of Emergency; as such, the resources of the Kosrae State Government are committed to respond to the immediate needs of its people, subject to the availability of appropriate funds, and supplement the available resources with foreign assistance.
2. The Department of Health Services shall take lead in the coordination of all emergency response activities at the State and Municipal levels of Government and shall keep the Governor timely informed of any progress or development related thereto.
3. The competitive bidding required in the Financial Management Act and Regulation, to the extent otherwise applicable to government procurement, purchases, and donations in connection with the declared emergency are hereby waived.
4. All agencies under the direction of the Governor shall fully cooperate with the Department of Health Services and any representative thereof in the furtherance of this Declaration. Agencies not under the direction of the Governor are requested to provide such assistance as is required.

SO DELCARED AND DECREED on this 15th day of November 2016.


Lyndon H. Jackson
Governor, Kosrae State

Appendix 9 – Evacuation Kit Example

Effective Emergency Preparedness

How you and your family can prepare for any disaster



© I M



EMERGENCY KIT

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

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



EVAUATION KIT

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

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

Appendix 10 – Principals and School Bus Drivers List and Contact Information

School	Principal Name	Number
Lelu Elementary School	Eterny Eswin	370- 3063 (School) 370-7361 (Home)
Tafunsak Elementary School	Clarensen Nena	370-2295 (School) Home not available
Sansrik Elementary School	Annang Welly	370-2695 (School) 370-2793 (Home)
Malem Elementary School	Pomeroy Kephas	370-4702 (School) 370-4635 (Home)
Utwe Elementary School	Mackenzie Waguk	370-5072 (School) 370-5128 (Home)
Walung Elementary School	Timothy H. Jackson	970-7760 (Cell phone) No power at school.
Kosrae High School	Lyna George	370-3074/8748 (School) 370-3804 (Home)

Bus Driver Name	Phone Number
Jeason Taulung	
Salik Palsis	
Malson Palsis	370-7280
Maxver Kinere	370-3530
Rimsky Sigrah	
Rodney Edmond	370-7856
Rimsky Waguk	370-5189
Ringo Tilfas	370-5188

Appendix 11 - Kosrae State Call Signs and Radio Frequencies

STATION	TYPE	CHANNEL/FREQUENCY	CONDITION
State EOC	VHF	Channel 16	Good
	HF	8877.5 or 7876.5	Good
Fisheries Office	VHF	Channel 16	Good
	HF	8877.5 or 7876.5	Good
Lelu Municipal Office	VHF	Channel 16	Good
Tafunsak Municipal Office	VHF	Channel 16	Good
Utwe Municipal Office	VHF	Channel 16	Needs repair
Malem Municipal Office	VHF	Channel 16	Needs repair
ARFF Station	VHF	Channel 16	Good
Walung Youth Center	VHF	Channel 16	Good
Okat Marina	VHF	Channel 16	Good
Lelu Marina	VHF	Channel 16	Good
Utwe Marina	VHF	Channel 16	Good

Appendix 12



**FSM Telecommunications Corporation
SMS Broadcast Request Form**

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

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

Target Audience:

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

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

Date and Time of Broadcast: Date: _____

Time : _____ AM / PM

Requested by: Name: _____

Signed: _____

Title/Org/Office: _____

Date: _____

***FSMTC Marketing Use**

Approved

Signed: _____

Rejected

Reasons:

Date: _____

***FSMTC NOC Use**

Received by: _____ at: _____ on: _____

Task executed Time: _____ Date: _____

Task completed Time: _____ Date: _____

Kosrae State Action Plan

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

INSERT STATE GOV SEAL

[Date of Plan]

Complimenting the [Insert State of Emergency & Date]

Table of Contents

Executive Summary.....#

Context and Humanitarian Consequences..... #

Response to Date.....#

Needs by Sector

- A. Health & Water #
- B. Food Security & Agriculture..... #
- C. Infrastructure.....#
- D. Logistics..... #

Objectives and Activities Matrix..... #

Roles and Responsibilities..... #

Budget..... #

Executive Summary

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

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

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

Context and Humanitarian Consequences

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

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

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

Response to Date

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

Needs by Sector

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

A. Health and Water

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

B. Food Security and Agriculture

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

C. Infrastructure

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

D. Logistics

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

Objectives and Activities Matrix

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

Health and Water Objectives

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

Food Security and Agriculture Objectives

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

Infrastructure Objectives

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

Logistics Objectives

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

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

Activities to support Health and Water Objectives

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

Activities to support Food Security and Agriculture Objectives

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

Activities to support Infrastructure Objectives

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

Activities to support Logistics Objectives

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

Roles and Responsibilities

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

[Kosrae State Action Plan Budget

[Event Name and Date]

Dates Action Plan Covers

Month Year to Month Year

Number of Months

#

Currency

USD

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



Kosrae Standardized Initial Damage Assessment Form (IDA)

Kosrae State Disaster Coordinating Officer (DCO)
 FSM Office of Environment & Emergency Management (OEEM)

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"/>		
5.2 Breadfruit	<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"/>		
5.4 Coconut	<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"/>		
5.6 Livestock	<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			

