

Federated States of Micronesia
National Standard Operating Procedure (SOP)
for Emergency and Disaster Response
in support of the
FSM National Disaster Response Plan (2016)



SOP approved on:

Last updated: January 13, 2023

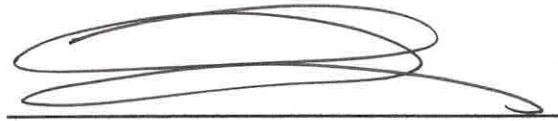
Next scheduled update: January 13, 2025

FSM National Standard Operating Procedures (SOP)
for Emergency and Disaster Response

in support of the

FSM National Disaster Response Plan (2016)

is hereby approved and endorsed by



Andrew Yatilman
Secretary

Department of Environment, Climate Change and Emergency Management

1/13/23

Date

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List of Acronyms

CDC – Center for Disease Control
DAEF – Disaster Assistance Emergency Fund
DC – Disaster Coordinator
DCO – Disaster Coordinating Officer
EOM – Emergency Operations Managers
EMU – Emergency Management Unit
FAO – Food and Agriculture Office
FSM – Federated States of Micronesia
IDA – Initial Damage Assessment
NDC – National Disaster Committee
NDCT – National Disaster Coordination Team
NDRP – National Disaster Response Plan
NEOC – National Emergency Operations Center
DECCEM—Department of Environment, Climate Change, and
Emergency Management
R&D – Department of Resource and Development
SNS – Strategic National Stockpile
SOP – Standard Operating Procedure
SPC – The Pacific Community
US COM – United States Chief of Mission (US Ambassador)
USDA – United States Department of Agriculture
USG – United State Government
WHO – World Health Organization
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, pandemic or other catastrophe in any part of the Federated States of Micronesia which requires national emergency assistance to supplement State and local efforts to save lives and protect property, provide for public health and safety, or to avert 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, pandemic or other catastrophe in any part of the Federated States of Micronesia which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the National Government, 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.

List of Annexes

- Annex 1: Communication and Reporting Lines Flowchart
- Annex 2: Funding Flowchart
- Annex 3: NEOC Activation Memo Template
- Annex 4: National Resources and Assets List
- Annex 5: NDCT Meeting Minutes Template
- Annex 6: NEOC Communications Log Sheet
- Annex 7: FSM Initial Damage Assessment Form
- Annex 8: Situation Report Template
- Annex 9: State of Emergency Declaration Example

List of Appendixes

- Appendix 1: National SOP Contact List
- Appendix 2: National Action Plan Template
- Appendix 3: National Action Plan Budget Template
- Appendix 4: Pacific Stock Mapping [June 2017] *Keep up to date
- Appendix 5: FSM Initial Damage Assessment Form

Note: All appendixes will be managed and kept on electronic file by the Disaster Coordinator,
_____ – Assistant Secretary for Emergency Management Division.

Purpose of the SOP

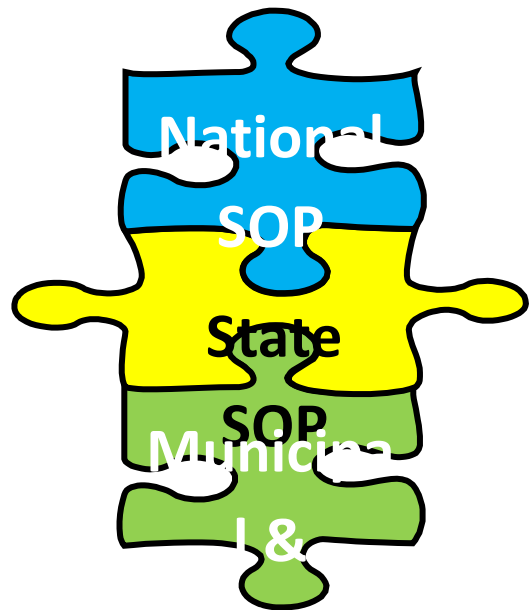
The Federated States of Micronesia (FSM) Government endorsed a comprehensive *National Disaster Response Plan (NDRP)* in December of 2016, establishing national institutional arrangements for responding to emergency and disaster events within the country. The plan provided the framework and arrangements for a unified approach to emergency/disaster preparedness, monitoring of potential events, and response at the national level to manage national level events and to support state level events. This national standard operating procedure (SOP) has been developed in support of the FSM *NDRP*. The SOP prescribes the actions to be followed by staff at the national level during emergency operations and disaster response activities. This document defines membership of key national 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 operation and disaster response efficiency and effectiveness in the FSM. The SOP aims to increase

coordination amongst the three levels of government of FSM as well as partners as roles and relationships are clearly defined, resulting in a more cost-effective, well-functioning and coordinated response. Through streamlined communication and operations, the SOP will ensure quality, needs based humanitarian assistance to those affected by emergencies and disasters in FSM. Lastly, this SOP will promote the sustainability of the FSM *NDRP* by allowing for response procedures to be tested and adapted through tabletop exercises and live simulations.

Scope of the SOP

There are multiple levels of actors in a comprehensive emergency/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 State Disaster Coordination Offices, State Governors, and municipal governments, the focus will be premised on operational procedures for national level actors including the President, National Disaster Committee, National Emergency Operations Center, and National Disaster Coordination Team. The national SOP is designed to link with state level SOPs. State SOPs will then link with their respective municipal and/or community level SOPs. Together, the three levels of government form FSM's comprehensive emergency/disaster response framework.



[See Annex 1](#)

Figure 1: FSM comprehensive SOP framework.

Lastly, this SOP was designed specifically for disaster events in which the Department of Environment, Climate Change, and Emergency Management (DECEN) is the lead agency as defined in section 32 of the *NDRP*. All of the arrangements herein may operate in support of other lead agencies, with increased coordination beginning between lead agency Secretary and Secretary of DECEN. Lead agency or department will oversee all logistical and response planning, while DECEN is the overarching agency to activate emergency protocols and presides on communication flows as detailed herein. Lead agencies may request an activation of the NEOC and utilize the emergency management unit to collect information and answer calls. DECEN must be kept up to date with all developments and communications from state to national level and vice-versa.

Maintenance of the SOP

SOPs are only effective if they are kept up to date and are practiced regularly. One tabletop exercise or live simulation will be conducted in two states every year to test the SOPs for potential gaps and to

improve upon them. 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.

Maintaining and updating the SOP is the primary responsibility of the Disaster Coordinator, who is the Assistant secretary for the Division of Emergency Management within the Department of Environment, Climate Change, and Emergency Management, as defined by the *NDRP*, and will be assisted by the National Disaster Coordination Team. The Disaster Coordinator will call the National Disaster Coordination Team to coordinate the review of the SOP every two years and make the necessary adjustment to the SOP.

As accurate contact lists are crucial to an effective SOP, the contact lists will be updated every year or if necessary. This will be the primary responsibility of the Assistant Secretary of the Division of Emergency Management with the assistance of the Emergency Operations Managers. The Assistant Secretary of the Division of Emergency Management will contact all departments, agencies, and partner organizations listed herein for up-to-date contact information every six months.

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 be included in the after-action meeting. Community level perceptions will also be considered with beneficiary follow-up surveys distributed and collected during the response. The information collected from the surveys will be incorporated into the after-action meeting.

All updates and amendments to the SOP will need approval by the Secretary of DECEM.

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) Roles and Responsibilities
- 4) Operational Procedures

There are three phases of activation of national operational procedures: standby, watch and support, and full activation.

- i) Standby – The Disaster Coordinator (DC) in consultation with the Secretary of DECEM will activate the NEOC to be on standby if there is a threat within FSM, and/or if there is a need to issue a warning of a potential threat. While on standby the NEOC will monitor the situation continuously and establish connections with the potentially affected states. The DC will immediately, and then periodically, update the Secretary of DECEM, who will keep the President informed. As appropriate, the DC may activate the NDCT arrangements.
- ii) Watch and Support - In the case of a disaster within a state, or in anticipation of the likelihood of a state requiring support, the Disaster Coordinator will activate the NEOC for watch and support.

Continuous monitoring and engagement with the affected state(s), and assessment of the situation and likely needs will follow.

The National Operations Manager is activated. External support staff for the NEOC will be activated as appropriate to support this phase. The NDCT may be activated with appropriate CWGs in anticipation of support needs. The NDC and the President will continue to be kept informed and the NDC may meet periodically to agree on support commitments.

- iii. Full Activation - At the request of a state governor for the declaration of a national disaster, or in anticipation of a national declaration, the Disaster Coordinator in consultation with the Secretary of DECEM will place the NEOC on full activation along with the National Operations Manager. Continuous monitoring and engagement with the affected state(s), and assessment of the situation and likely needs will follow.

External support staff for the NEOC will be fully activated to support this phase. The NDCT will be activated with appropriate Coordination Working Groups to plan, initiate, and deploy for support needs. The Chair of the NDC and the President will continue to be kept informed and the NDC will meet periodically to review the management of the event and agree on support commitments.

These three phases of activation are established in sections 75 – 78 of the *NDRP*. A brief description of each phase can be found in the table below:

National Phases of Activation for Disaster or Potential Disaster	
Standby	On the threat of a potential disaster, situation is monitored closely, and communication is established with response partners and states.
Watch and Support	After a disaster event has occurred in a state and there is a likelihood of the state requiring assistance. The National Emergency Operations Center is activated, and officials continue to monitor the situation. The magnitude of the event is assessed along with the potential needs of beneficiaries. Note: Watch and support can be activated prior to the event making landfall if the magnitude of the event necessitate preparatory actions and immediate action.
Full Activation	After a request comes from a State Governor for assistance and /or at the discretion of the Disaster Coordinator if a request is imminent. All national emergency response arrangements become operational The NEOC arrangements may be activated by the Disaster Coordinator to support emergency activities delivered through other agencies, including in the absence of a declaration.

President of the Federated States of Micronesia

Roles and Responsibilities of the President

- Activates the National Disaster Committee (NDC) during times of imminent or immediate emergency and disaster. He then calls each meeting to order.

FSM National Standard Operating Procedure for Emergency and Disaster Response

- Seeks the advice of the NDC on strategic institutional, policy and funding issues necessary to provide for effective disaster preparedness and response in FSM.
- Commits appropriate resources towards emergency and disaster response on the advice of the NDC.
- Approves the allocation of national funds towards emergency and disaster response.
- Declares a National State of Emergency on the advice of the NDC at the request of a State Governor when damages are within the capacity of the FSM government, allowing the release of US/FSM Disaster Assistance Emergency Funds (DAEF) for early mitigation and rapid response activities.
- Once an emergency is declared, may suspend rules and regulations where it is in the public interest in responding to the emergency event as defined in the Disaster Act of 1989.
- Declares a National State of Disaster for the whole nation or for specific states on the advice of the NDC when damages have exceeded the capacity of the FSM government.
- Requests assistance from external support arrangements including, but not limited to the US/FSM Compact and UN regional offices, on the advice of the NDC.
- Coordinates directly with State Governors to determine needs of the States.
- Approves substantial amendments to the NDRP made by the NDC.

Operational Procedures

1) Standby

- a. Is notified of the potential or imminent event by the Secretary of DECEM and the activation of the National Emergency Operations Center (NEOC).
- b. Notifies the NDC about the threat and places them on standby by official memo.
- c. Establish contact with Governors of potentially affected states.

2) Watch and Support

- a. Calls the NDC to order to receive a brief on status in affected states following an emergency or disaster event.
- b. Reviews the needs at the state level from the information collected from the Initial Damage Assessment (IDA) form, compiled by State Disaster Coordinating Officers (DCO) and NEOC, as well as supplemental sector-based information provided by NDC members. [See Annex 7](#)
- c. Establish contact with additional Governors if the storm is projected to continue.

3) Full Activation

- a. Considers State Governor requests for assistance by reviewing assessment results, gaps in addressing community post disaster needs, and estimated costs of response, provided by State DCOs.
- b. Declares a National State of Emergency if national funding is necessary to address immediate response needs or the deployment of assessment teams.
- c. After an emergency declaration, may make proclamations of prohibitions listed in Chapter 8, “Emergency Proclamations” of the FSM Constitution when required to preserve public peace, health, or safety. These prohibitions will expire on the fifth day at noon after the proclamation unless earlier terminated by the President.
- d. Reviews all possible national sources of funding including reallocating national funds and the DAEF. The President takes the appropriate steps to release these funds. [See Annex 2](#)
- e. Approves the allocation of funds as suggested by the NDC.

- f. Makes an executive directive for departments and agencies to appoint technical experts to be deployed to states to assist states in conducting or validating IDA if technical support is necessary.
- g. Makes an executive directive for national resources to be released for response activities.
- h. Declares a National State of Disaster if response needs exceed the capacity of the national government and available national funding is not adequate to respond.
- i. Reviews all possible sources of external funding and makes written requests for assistance to the appropriate parties. [See Annex 2](#)
- j. Oversees the distribution of all international and national assistance within the affected states.

National Disaster Committee

Membership

The National Disaster Committee (NDC) as established in the *NDRP* is to be comprised of Department Secretaries and Heads of Agencies at the national level. It is chaired by the Secretary of DECEM.

FSM National Disaster Committee				
Department Secretaries				
Department	Name	Work	Cell	Email
DECEM (Chair)	Andrew Yatilman	320-8814/15		decem.fsm@gmail.com
Education	Gardenia Aisek	320-2609		
Finance	Eugene Amor	320-2640	920-1114	eamor@sbo.com
Foreign Affairs	Kandhi Elieiser	320-2613		foreignaffairs@mail.fm
Health	Marcus Samo	320-2643		msamo@fsmhealth.fm
Justice (Attorney General)	Dohsis Gallen	320-2644	925-1366	jrg.fsm@gmail.com
Resource & Development	Elina Akinaga	320-5133		
Transportation, Communication, & Infrastructure	Carl Apis	320-2865/2381		carl@tci.gov.fm
Directors of Offices and Agencies				
Office/Agency	Name	Work	Cell	Email
Weather Services Office	Eden Skilling	320-5605	925-7719	eden.skilling@noaa.gov
Other				
Other	Name	Work	Cell	Email
Micronesia Red Cross Society Director	Isao Frank, Jr	320-7077	926-0852	fisaojr@gmail.com
Chamber of Commerce Representative	Gienah Narruhn	320-5133	926-0249	gienahnarruhn@gmail.com
President of National Council of Women				
USAID Representative	Roger Gardner	320-1235		rgardner@usaid.gov
IOM	Salvatore Sortino	320-8735	920 1769	SSORTINO@iom.int

UNDP	Kevin Petrini	320-4456		kevin.petrini@undp.org
UNICEF	Cromwell Bacareza	320-4779		cbacareza@unicef.org
UN Resident Coordinator	Jaap Van Hierden	320-2435		jacob.vanhierden@un.org
SPC	Lara Studzinski	320-3160		laras@spc.int.
NGO Representatives				

Mode of Activation

The NDC is activated by Presidential directive or by the President’s Chief of Staff as advised by the President. The President will place the NDC on standby and will then call the committee to order during the watch and support phase of activation. The NDC meetings will be held at the President’s Conference Room as needed throughout the response.

Roles and Responsibilities of the National Disaster Committee

- Advises the President on emergency operations and disaster response approaches. This includes advisement on sector needs at the community and state level, allocation of national funds, commitment of national resources, when it is appropriate to declare a State of Emergency and for how long, and when to declare a State of Disaster and for how long, and when to seek external support when response needs exceed the capacity of the FSM national government.
- Oversees the National Disaster Coordination Team (NDCT).
- Approves the request to utilize department resources.
- Informs the NDCT of all decisions made such as the allocation of funding and resources.
- The NDC Chair, Secretary of DECEM, informs the international community with information and situational updates of the ongoing response activities. Press releases should be released with increasing frequency according to the phases of activation. Secretary of DECEM will send situational updates and press releases to the National Public Information Officer for publication.
- Department Secretaries seek external assistance through their partner agencies.¹ This additional assistance must be coordinated through the NDC and communicated to the NDCT focal points.
- Reviews all international support commitments and donations to ensure that assistance is needs based and coordinated with the national response plan. If commitments are made that do not align with national needs, it is the responsibility of the NDC to decline donations that will place an undue burden on the national government.
- Reviews the National Disaster Response Plan in intervals not exceeding five years. They amend the NDRP as needed, however substantial adjustments must be approved by the President. The NDC also reviews State Disaster Response Plans. The NDC must meet once a year and as needed during emergencies and disasters.
- Works with the President to develop disaster response policies and guidelines from lessons learned.

Operational Procedures

¹ Partner agencies include the United States Forest Service (USFS) for the FSM Department of Resource and Development (R&D), Center for Disease Control (CDC) and World Health Organization (WHO) for FSM Department of Health (DOH).

1) Standby

- a. NDC members monitor the disaster event.
- b. NDC members will contact their department or agencies' respective NDCT focal point or alternate.
- c. NDC members put department or agency on standby. Department resources and assets should be prepared for potential deployment.

2) Watch and Support

- a. NDC members stay in contact with their department or agencies' respective NDCT focal point regarding current state sector support needs.
- b. NDC members communicate with their department or agencies' respective partner agencies regarding potential funding or technical assistance provided for response activities.
- c. NDC members attend meetings called by President and brief NDC on current sector needs.
- d. NDC Chair provides situational overviews of each of the affected states to President and NDC.
- e. The NDC will review state needs and prepare for full activation by a request from State Governor or at the discretion of the Disaster Coordinator.

3) Full Activation

- a. The NDC considers State Governor requests for assistance by reviewing IDA and sector assessment results, gaps in addressing community post disaster needs, and estimated costs of national response.
- b. The NDC advises the President to declare a National State of Emergency and for how long if national funding is necessary to address immediate response needs.
- c. If states require assistance in conducting IDA and/or validating IDA information, the NDC may advise the President to declare a State of Emergency prior to receiving full IDA information and to begin allocating national assets and/or technical assistance.
- d. The NDC approves requests for national resources.
- e. The NDC advises the President in allocating national funding to response activities.
- f. The NDC will continue to monitor disaster response needs in each of the affected states by communicating with NDCT focal points and state level actors.
- g. NDC members will request assistance from partner agencies as approved by the committee as a whole with the President.
- h. NDC members liaison support commitments from partner agencies to the NDC and President. NDC members will ensure all support commitments are needs based and coordinated with the NDCT.
- i. The NDC advises the President to declare a National State of Disaster and for how long if response needs exceed national capacity and additional funding is required.
- j. The NDC assists the President in securing external funding from the US Chief of Mission, UN OCHA, and US Presidential Disaster Declaration (PDD), as well as additional international partners. [See Annex 2](#)
- k. The NDC members will help facilitate the US Joint Damage Assessment (JDA), if requested, such as approving the use of national resources to conduct the JDA including ships.

National Emergency Operations Center

Membership

National Emergency Operations Center				
Title	Name	Work	Cell	Email
Disaster Coordinator	Vacant			
Co-Emergency Operations Manager	Michael Yarofaitoar (Acting DC)	320-8814/15	925-1420	yarofmichael@gmail.com

*The Emergency Management Unit is to be staffed by NDCT focal points. The Disaster Coordinator (DC) will activate the appropriate focal points to report to the NEOC depending on the nature and scale of the disaster situation. One Weather Service Office focal point will always report to the NEOC when activated. Other suggested core members of the emergency management unit include National Police, Resource and Development, Health Services, International Organization for Migration, and Micronesia Red Cross Society. The NEOC will be activated with a level of staff to fill specific roles as determined by the DC in consultation with the Secretary of DECEM.

Mode of Activation

The National Emergency Operations Center (NEOC) is established as a center for communication and coordination of operations and support. The NEOC is activated by the DC through any means necessary, followed by an official memo signed by the Secretary of DECEM. The Secretary of DECEM will send memos for activation of the NEOC, each upgrade in phase of activation, and deactivation of the NEOC to the NDC and the President. The NEOC may be activated for any potential, imminent, or actual emergency. The NEOC is in Palikir, Pohnpei.

Roles and Responsibilities of the Secretary of DECEM

- The Secretary of DECEM is the Chair of the NDC.
- Sends memos for activation of the NEOC, each upgrade in phase of activation, and deactivation of the NEOC to the NDC and the President.
- Requests additional technical expert assistance from NDC to staff the NEOC as necessary.
- Produces and distributes all press releases during emergency response procedures to keep the international community informed and up to date regarding gaps in assistance.
- Creates agendas for NDC meetings and shares with NDC members at least one day in advance.
- Approves situation reports developed in the NEOC for NDC and President's use and review.
- Provide oversight for DC and NEOC activities. Liaison between NDC and NDCT.
- Other duties as required.

Roles and Responsibilities of the Disaster Coordinator

It is the primary role of the Disaster Coordinator (DC) to oversee all the functions of the NEOC. Duties of the DC include but are not limited to:

- Activate the NEOC in consultation with the Secretary of DECEM and the Weather Service Office when an imminent weather event is approaching. [See Annex 3](#)
- Oversee all functions of the NEOC.
- Ensure the NEOC is adequately staffed with the appropriate personnel at all times. Notify the Secretary of DECEM if support is needed by NDC members to acquire additional staff such as technical experts.
- Coordinate weather tracking with State DCOs, Weather Service Office, and Secretary of DECEM. Stay in constant contact with State DCO to track their needs and requests from national government.
- Prepare daily situation reports of NEOC activities with Emergency Operations Managers to keep accurate records of NEOC activities, as well as to be used to brief the NDC and President. Approve all NEOC situation reports and provide a hard copy to the Secretary of DECEM along with a verbal briefing. [See Annex 8](#)
- Activate the NDCT and place on standby once NEOC is activated. Upgrades NDCT to watch and support and full activation in accordance with NEOC activation and procedures. [See Annex 3](#)
- Calls NDCT meetings via email as needed during watch and support and full activation phases.
- Prepare agendas for NDCT meetings. Share agendas with all NDCT focal points at least one day in advance to allow time to compile required information.
- Prepare briefings for NDC with suggestions for action as decided by NDCT. Send to Secretary of DECEM. [See Annex 8](#)
- Deactivates NEOC in consultation with the Secretary of DECEM when immediate threat and need for communication has passed.
- In situations where DECEM is not lead agency, the DC will work with the NDCT focal point from the lead agency to monitor the situation. The DC will activate the NEOC on the request of the lead agency Department Secretary. (Please refer to p.16, Sec. 30 of NDRP 2016). All other roles of the DC remain the same.
- Other duties as required.

Roles and Responsibilities of the Emergency Operations Managers

The Emergency Operations Managers have been appointed by the Disaster Coordinator. When the center is activated for 24/7 surveillance, the Emergency Operations Managers share all the same responsibilities. They will divide their time at the NEOC to ensure one Emergency Operations Manager is present at all times. Emergency Operations Managers should be trained in EOC management. EOC training should be developed for new NEOC members. In smaller scale events, the Emergency Operations Managers will fulfill the roles and responsibilities of the emergency management unit as well. Duties of the Emergency Operations Managers include but are not limited to:

- Develop a NEOC Code of Conduct.
- Locate funding for NEOC activation such as a presidential allocation of funds.
- Reserve the NEOC conference room for NEOC activities.

- Prepare the conference room, internet, food, white boards, projectors, etc., for NEOC activation.
- Assist the DC to activate the NEOC by notifying NDCT focal points and alternates of activation.
- Create a schedule for NEOC operations and emergency management unit staff.
- Conduct briefing with all emergency management unit members on NEOC procedures prior to first shift, with special attention to new NDCT focal points.
- Delegate roles and tasks to emergency management unit staff.
- Oversee NEOC activities and monitor emergency management unit staff progress.
- Track all NEOC expenditures.
- Conduct debriefing handover meetings with emergency management unit staff at shift changes.
- Keep the DC up to date with NEOC developments.
- Report any formal requests for national assistance from states to DC.
- Prepare daily situation report of NEOC activities with DC. [See Annex 8](#)
- Follow up regarding pending NEOC expenses prior to NEOC deactivation.
- Other duties as required.

Roles and Responsibilities of the Emergency Management Unit

The primary purpose of the emergency management unit is to receive and coordinate all information received from various affected states in large scale emergencies and disasters. In smaller scale events, the Emergency Operations Managers will receive and coordinate all information from the states. New Emergency Management Unit personnel should be trained in EOC Operations. Duties of the Emergency Management Unit include but are not limited to:

- Ensure safety and security of family prior to reporting to NEOC.
- Coordinate and assemble real time weather information from a variety of sources including Weather Service Offices in Pohnpei and affected States, [windy.ty](#), Guam Forecasting Office (GFO), and experimental weekly drought analysis emails.
- Analyze weather information to be included in daily situation reports.
- Prepare weather warnings and information on weather for State DCO offices. All public warnings are sent through the DCO office. National will not release any weather updates to the public.
- Produce geographical maps to track storms, damage, team deployments, and relief items.
- Receive radio, phone, or email communication from State DCOs. Any call coming directly from a community member of an outer island should be documented and then shared with the State DCO. Calls received from community members on main islands should be redirected to State DCOs.
- Manage and log all communications with states into communication log sheet, including all radio, telephone, fax, or internet communications. [See Annex 6](#)
- Receive and document IDA form updates from State DCOs.
- Develop emergency management unit shift handover briefings to facilitate smooth transitions.
- Prepare all necessary documents for handover at end of shift.
- Assist Emergency Operations Managers and DC to file all NEOC logs, communications, and reports prior to deactivation.
- Other duties as required

Operational Procedures

1) Standby

- a. Weather Service Office in Pohnpei notifies State DCOs and then DECEM of potential threat. This begins three-way coordination between DECEM, WSO, and State DCOs.
- b. DC activates the NEOC in consultation with the Secretary of DECEM and places on standby.
 - i. DC notifies NDCT focal points and alternates initially through any means necessary including but not limited to email and phone communication, followed by an official memo.
 - ii. Secretary of DECEM notifies NDC members and the President through official memo.
 - iii. Memo of activation will include a brief description of the disaster event, define hours of NEOC operations, and activate the Emergency Operations Managers role. Memo will be signed by Secretary of DECEM.
- c. While on standby the NEOC will:
 - i. Continuously monitor the threat in coordination with Weather Service Office and online tracking websites including, but not limited to, windy.ty, Guam Forecasting Office, and experimental weekly drought analysis.
 - ii. Establish connection with the potentially affected States via phone, internet, or radio. Continue to update State DCOs of weather reports and receive on the ground surveillance in real time.
 - iii. Emergency Operations Managers make copies of necessary log sheets and databases.
 - iv. Emergency Operations Managers prepare the NEOC for further activation including reserving the Conference Room and securing projectors, white boards, internet, food, paper, pens, and any other necessary materials.
 - v. Log all communication with State DCOs and other actors.
 - vi. DC updates Secretary of DECEM.

2) Watch and Support

- a. After the disaster event, or if a state will likely request assistance in the case of slow onset disasters such as drought or rapid onset of high magnitude (typhoon 3 +), the DC in consultation with the Secretary of DECEM upgrades the NEOC to watch and support.
 - i. DC notifies NDCT focal points and alternates initially through any means necessary including but not limited to email and phone communication, followed by an official memo.
 - ii. Secretary of DECEM notifies NDC members and the President through official memo.
 - iii. Memo of upgrade will include an update of the disaster situation, define hours of NEOC operations, and call select NDCT focal points to duty. Additional technical experts may be requested from NDC as necessary to staff the NEOC. Memo will be signed by Secretary of DECEM.

- b. Emergency Operations Managers create a schedule for NEOC surveillance in accordance with DC activation notice.
- c. Emergency Operations Managers disperse NEOC surveillance schedule to emergency management unit.
- d. Emergency Operations Managers assign jobs to emergency management unit.
- e. Emergency Operations Managers conduct briefing with all emergency management unit members on NEOC procedures prior to first shift, with special attention to new NDCT focal points.
- f. Emergency management unit performs all jobs as assigned including but not limited to logging communication, tracking storms, generating reports, determining available national resources, and preparing documents for shift handover.
- g. Emergency Operations Managers conduct debriefing handover meetings with emergency management unit staff at shift changes. This is done both verbally and in writing.
- h. Emergency Operations Managers and DC compile a situation report at the end of each day (Time to be determined).
- i. Informal requests for national assistance by a state are communicated to DC. DC then reports to Secretary of DECEM who will then update NDC.
- j. DC continues to update the Secretary of DECEM and provide daily situation reports. The Secretary of DECEM will then update the President and NDC as needed.

3) Full Activation

- a. After the President receives an official request for assistance/ declaration of disaster by a State Governor, or if national assistance is imminent, the DC in consultation with the Secretary of DECEM upgrades the NEOC to full activation.
 - i. DC notifies NDCT focal points and alternates initially through any means necessary including but not limited to email and phone communication, followed by an official memo.
 - ii. Secretary of DECEM notifies NDC members and the President through official memo.
 - iii. Memo of upgrade will include an update of the disaster situation, define hours of NEOC operations if changed, and fully activate the NDCT. Memo will be signed by Secretary of DECEM. [See Annex 2](#)
- b. Emergency management unit continues to log communications with State DCOs regarding state response.
- c. Emergency management unit prepares all information collected for NDCT to review.
- d. Emergency management unit assists Emergency Operations Managers and DC to file all NEOC logs, communications, and reports in preparation for deactivation.
- e. Emergency Operations Managers follow-up on pending NEOC expense payments prior to deactivation.
- f. DC in consultation with Secretary of DECEM deactivates the NEOC via memo signed by Secretary of DECEM.

National Disaster Coordination Team

Membership

The National Disaster Coordination Team (NDCT) is comprised of a focal point and an alternate from each emergency response affiliated national department and agency.

National Disaster Coordination Team					
Department/Agency	Name	Position	Work	Cell	Email
DECEM	Vacant	Disaster Coordinator (CHAIR)			
DECEM	Vacant	Emergency Operations Manager			
DECEM	Michael Yarofaitoar	Emergency Operations Manager	320-8814/15	925-1420	yarofmichael@gmail.com
Chamber of Commerce	Gienah Narruhn	Focal Point	320-5133	926-0249	gienahnarruhn@gmail.com
Education	Wayne Jr. Mendiola	Focal Point	320-2609	925-8508	wmendiola@fsmmed.fm
Education	Quincy Lawrence	Alternate	320-2609	925-8479	qlawrence@fsmmed.fm
Finance	Senny Phillip	Focal Point	320-2639		senny.phillip@ymail.com
Finance	TBD	Alternate			
Health	Mayson Fredrick	Focal Point			mfredrick@fsmhealth.fm
Health	Dr. Joaynis Sarfalpiy	Alternate			jsarfalpiy@fsmhealth.fm
IOM	Nathan Glancy	Focal Point	320-8735	933-9500	nglancy@iom.int
Justice- National Police	Cmdr Steward Peter	Focal Point	320-2628/2058		Smp.fsm@gmail.com
Justice- National Police	Cpt Hilario Jr Bermanis	Alternate	320-2628/2058	924-8635	hjb.fsm@gmail.com
Micronesia Red Cross Society	Morgan David	Focal Point	320-7077	920-2964	morgandavidsir@ymail.com
Resource & Development	Marlyter Silbanus	Deputy assistant	320-5133		fsmagriculture@gmail.com
Resource & Development	Marciano Imar	Alternate	320-5133	926-4251	Ramsimar18@gmail.com
TC&I- Civil Aviation	Glen Harris	Focal Point	320-2865		G_harris22@yahoo.com
TC&I- Civil Aviation	Ryan Donre	Alternate	320-2865		
TC&I- Communication Division	Paul James	Focal Point	320-2865	924-7848	Pauljames787@gmail.com
TC&I- Communication Division	TBD	Alternate			
TC&I- Infrastructure Division	Dickson Wichep	Focal Point	320-2865		wichep66@gmail.com
TC&I- Infrastructure Division	TBD	Alternate			
TC&I- Marine Division	Thomas Kostka	Focal Point	320-2865	925-8472	tfkostka@gmail.com
TC&I- Marine Division	Kodak David	Alternate	320-2865	922-5653	Kdkdavid14@gmail.com
Weather Service Office	Wilfred Nanpei	Focal Point	320-2248	925-7289	wilfred.nanpei@noaa.gov
Weather Service Office	Wallace Jacob	Alternate	320-2248		wallace.jacob@noaa.gov
FSM Telecom	TBD	Focal Point			
FSM PetroCorps	Treveyne Esiel	Focal Point	320-6364	922-1006	tesiel@fsmcpc.com

Mode of Activation

The NDCT is activated by the DC through any means necessary, followed by an official memo signed by the Secretary of DECEM. The NDCT is placed on standby when the NEOC is activated to standby phase. During watch and support phase, the DC may call to order specific members of the NDCT or the full NDCT, depending on the needs and scale of the disaster event. Specific members of the NDCT may be requested to support the NEOC as part of the emergency management unit to collect initial information following a large-scale event. The DC will release a memo signed by the Secretary of DECEM requesting the attention and support of specific members of the NDCT to staff the NEOC when required to have 24/7 surveillance. Meetings of the whole NDCT may be called to order by the DC during the watch and support and full activation phases by any means necessary but most commonly via email.

Roles and Responsibilities of the National Disaster Coordination Team

- Attend all NDCT meetings as called by DC. If the NDCT focal point cannot attend due to extenuating circumstances, the pre-determined NDCT alternate with all the same responsibilities and authorities will attend in their place.
- Review NDCT meeting agendas sent by DC prior to meeting.
- Prepare all requested information for NDCT meetings.
- A DECEM staff member will be appointed as NDCT Secretary. The Secretary will take minutes of all meetings and email to all NDCT members. [See Annex 5](#)
- Review meeting minutes following NDCT meetings for a complete list of action items.
- Select NDCT focal points deploy to the NEOC and assume the roles and responsibilities of emergency management unit by directive of the Secretary of DECEM as needed during large scale events.
- Liaison between state level organizations, DECEM, and National Department Secretaries/ Head of Agencies to streamline information for a coordinated response.
- Report to NDCT and Department Secretary needs and status of state sectors.
- Assist DECEM in validating IDA information in respective sector provided by State DCO.
- Select NDCT focal points may be deployed to affected states if technical assistance is required in conducting IDA or sector-based assessment.
- Assist DECEM in reviewing state level action plans.
- Develop national action plan and budget with DECEM. [See Appendices 2 and 3](#)
- Assist respective Department Secretary to request external partner support, either in funding or technical assistance.
- Assist DC in preparing briefings for NDC that detail gaps in assistance and suggestions for how to proceed including national declarations.
- Facilitate deployment and delivery of relief items from national government and external partners.
- Develop beneficiary follow-up surveys to be distributed with relief items to assess community perception of response activities.
- Manage inventory of national and partner assets. [See Annex 4 and Appendix 4](#)
- Track all response expenditures.
- Keep up to date records of DAEF funding expenditures, if applicable.

- Advise the DC on when to deactivate the NEOC, including how to shift from response to reconstruction and recovery phase.
- Participate in after action meeting to review the response activities and incorporate lessons learned into this SOP.

Operational Procedures

1) Standby

- a. Focal points contact their Department Secretaries to notify them they have been activated.
- b. Focal points contact state level actors to assist with preparation/readiness activities.
- c. Focal points monitor weather independently and are ready to deploy if necessary.
- d. Review emergency response SOP and NEOC procedures.
- e. Focal points should review and prepare all necessary assessment forms and additional materials in case of rapid deployment.

2) Watch and Support

If focal point appointed to NEOC emergency management unit...

- a. Report to NEOC as emergency management unit to assist with information and communication tracking and reporting.
- b. Report to Emergency Operations Managers for assignment and instructions.
- c. Conduct assignment with diligence and confidentiality.
- d. Update Emergency Operations Managers of progress as requested.
- e. Contact state level actors to receive report on their current response practice and gaps in necessary assistance.
- f. Report any informal requests for national assistance to Emergency Operations Managers.
- g. Prepare end of shift briefing note to facilitate smooth handover from one shift to the next. Provide both written and verbal briefing with next shift.

If focal point not appointed to NEOC emergency management unit...

- a. Contact state level actors to receive report on their current response practice and gaps in necessary assistance.
- b. Report any informal requests for national assistance to Emergency Operations Managers.
- c. Continue to monitor situation in the affected states.
- d. Focal points report to any NDCT meetings called by DC.
- e. Prepare briefing for NDCT meeting to update on state sector's current operations, identifying any key gaps in assistance.
- f. Come to meeting prepared with any materials requested by DC.
- g. NDCT secretary takes meeting minutes and sends to NDCT contact list and others as requested by DC.

NDCT meetings during watch and support phase should cover the following...

- a. Tracking the storm, hazard, or threat with updated weather information
- b. From the information gathered at NEOC from State DCOs, and from national to state conversations within each sector, NDCT should seek to identify the most pressing needs

- c. Identify what the damages or losses are, where are the damages or losses, how many people are affected, how many households are affected, what are the needs, and what assistance has been provided already
- d. Identify the gaps in assistance. What has the state provided? What have external partners provided? What can be provided in the future?
- e. NDCT develops a national action plan to address the gaps identified in assistance.
- f. Develop a national action plan budget considering what has been donated and what are the current available funding sources (DAEF deposits, presidential allocation, UN, etc.) If there are gaps in assistance, requests for assistance from external partners should be considered.
- g. Identify the areas with the most urgent needs. Make suggestions for action to NDC via the Secretary of DECEM.
- h. Recommend to the NDC that the President declares State of Emergency when national assistance is required.
- i. NDCT meetings will take place at NEOC unless otherwise defined by DC.

3) Full Activation

- a. NDCT proceeds to full activation after the President approves the release of national resources and allocation of funding. NDCT works towards providing the assistance gaps identified in the watch and support phase.
- b. Focal points continue to communicate with state level actors and report back to NDCT.
- c. Select NDCT focal points may be deployed to affected states if technical assistance is required in conducting IDA or sector-based assessment. Deployment teams may be devised with a representative from each of the following agencies: DECEM, National Police, Health, R&D, Red Cross, and IOM. Additional sector technical experts may be requested by the Secretary of DECEM to participate as needed.
- d. NDCT will ensure for the safety and security of all staff on deployments by ensuring safety materials are available and utilized such as lifejackets and PIRB devices.
- e. Mobilize and deploy national assets as quickly and efficiently as possible to the affected state(s).
- f. Mobilize and disperse partner humanitarian donated goods as quickly and efficiently as possible to the affected State(s).
- g. Develop beneficiary follow-up surveys and distribute with relief items to assess community perception of response activities. Mayors will be responsible to collect beneficiary follow-ups from the community and hand in to the State DCO.
- h. Manage inventory of national assets and donated items. Log all deployed relief items.
- i. Keep record of all response expenses.
- j. Prepare situation reports to be submitted to NDC via the Secretary of DECEM.
- k. Recommend to the NDC that the President declares State of Disaster when external funding is required.
- l. NDCT focal points work with Department Secretaries to request monetary and technical assistance from partner agencies.

FSM National Standard Operating Procedure for Emergency and Disaster Response

- m. Assist with logistics of US/FSM Joint Damage Assessment if requested. Department Secretaries make resources available to facilitate the JDA rapidly.
- n. Implement response activities with external funding as appropriate.
- o. Ensure that external funding activities are coordinated with NDCT and are in support of the national action plan.
- p. Advise DC when deactivation is appropriate.

Post Event – “All clear”

- q. Participate in after action meeting.
- r. Assist DC in updating national SOP with lessons learned from after action meeting.

Additional information is provided below regarding the specific roles and responsibilities of departments and agencies included in the National Disaster Coordination Team.

Departments and Agencies

Weather Service Office (WSO)

Standby

- WSO in Pohnpei receives emergency weather announcement from Guam Forecasting Office or experimental weekly drought analysis.
- WSO first contacts the State DCO offices in the affected states to notify them of imminent weather.
- WSO then calls DECEM to notify them of the emergency and current weather conditions.
- WSO then activates internal emergency mechanism. All staff report to duty at Pohnpei WSO.
- WSO NDCT focal point reports directly to NEOC to assist with communication and weather interpretation for situation reports. Liaison between WSO and NEOC.
- WSO coordinates with DCO(s) of affected state(s) and DECEM to release emergency weather notifications to the public.
- WSO contacts sub offices in outer islands of affected states via Chatty Beetle to notify of potential weather threat.
- For drought conditions, WSO WxCoder III stations log weekly rain gauge readings and send to WSO Pohnpei. WSO Pohnpei then compiles readings and sends for experimental weekly analysis. Once analysis is received, WSO forwards analysis with recommendations to State DCO(s) and DECEM.
- When drought is anticipated, WSO and DECEM hold meeting to discuss reporting schedule and make plan of action for tracking drought conditions in the States and outer islands. Set water thresholds.
- WSO continues to coordinate with DCO(s) of affected state(s) and DECEM until the threat dissipates.

Watch and Support

- WSO staff communicate with staff in sub offices to receive on the ground weather reports. Communicate state reports to DECEM.
- Advise staff in sub offices on emergency procedures such as securing equipment.
- WSO staff continue to track weather conditions during and after landfall. Notify additional states if weather continues to move towards additional states. Analyze weather conditions to determine when to announce, “all clear” or “cancellation message”.
- Suggest DCO give the “all clear” or “cancellation message”. Communicate suggestion to DECEM.
- All WSO staff remain on duty until the “all clear” or “cancellation message” is given for all affected states.

Full activation

- Log damages to WSO resources and assets and create cost estimate for repairs. Submit to DECEM.
- Assist DECEM in providing weather tracking information when creating situation reports and national action plan.

FSM National Standard Operating Procedure for Emergency and Disaster Response

Post Event – “All clear”

- Participate in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Department of Finance

Standby

- As preparedness measure, keep a record of all DAEF account deposits and withdrawals.
- When placed on standby, generate report of current DAEF account balance.
- Begin assessing available funds that could be reallocated upon Presidential State of Emergency declaration.
- Place necessary budget and finance staff on standby in case of reallocation.
- Begin preparing necessary documents for procurement process and tax waivers for relief and donated items during State of Emergency.
- Notify necessary personnel of possible procurement and tax waivers.

Watch and Support

- Provide report of DAEF account balance at first NDCT meeting called by DECEM.
- Provide summary of possible scenarios and funding sources given a Presidential State of Emergency and directive to reallocate funds.
- NDCT focal point advises DECEM and NDCT on possible available funds for emergency response.

Full Activation

- Upon Presidential State of Emergency and directive, reallocate funds up to 10% from each department to create an emergency response account.
- Notify DECEM and NDCT of reallocated funds. Assist in developing a National Action Plan Budget, identifying available funds from reallocation, DAEF, and other external sources.
- Track and log expenses for any donated funds from external sources. Provide periodic reports to DECEM of the balance of these accounts.
- Keep a log of all response expenses submitted by DECEM and related response agencies and departments.
- Verify response expenses submitted by agencies and departments with DECEM.
- Provide periodic expense tracking reports to DECEM and upon request. Keep up to date with current balance.
- Assist in providing documentation for tax and procurement waivers during State of Emergency.
- Ensure all approved response related expenses submitted are paid in full.

FSM National Standard Operating Procedure for Emergency and Disaster Response

Post Event – “All clear”

- Participate in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned in the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Department of Health and Social Affairs

Standby

- When placed on standby, health NDCT focal point communicates with state health director or SDCT focal point to assess state preparedness for the approaching weather conditions or emergency event.
- Health focal point receives report of state inventory, identifying potential areas of assistance such as specific personnel, medications, or equipment for the specific emergency type.
- Health focal point communicates with state health focal point regarding state emergency preparations and report to DECEM and NDCT.
- Department of Health Secretary and/or health focal point communicate with partner line agencies including CDC and WHO regarding potential needs for assistance. Health focal point reports any communication with line agencies to DECEM.

Watch and Support

- Health focal point remains in close contact with State Department of Health and Director of Emergency Operation Command (DEOC) and provide updates on status of state health needs of assistance to NDCT.
- Health focal point notifies the NDCT if any of the early tracking systems in place such as EpiNet Team weekly syndromic reports have triggered a spike in disaster related illnesses and infections.
- Health focal point and Department Secretary discuss specific requests for assistance with line agencies including CDC and WHO. Health focal point reports available assistance to NDCT.
- Health focal point works with SNS Coordinator (Rodney Phillip) to identify most appropriate SNS Package to be requested, if necessary.
- Notify state’s health disaster focal point to make available the MISP kits.
- Health focal point gathers information regarding disabled persons and other vulnerable groups residing in the affected states from Special Population Unit within the Division of Social Affairs. Focal point advocates for needs of these vulnerable groups in national action planning.
- Tap behavioral health to assist in providing Psychological First Aid to victims of disasters.
- Health focal point assists to develop National Action Plan, communicating the needs of the state department of health, and available resources at the national level including the SNS Package contents, CDC and WHO resources.

Full Activation

- If need for SNS package is identified, Secretary of Health in coordination with the Secretary of DECEM will advise the President during an NDC meeting to request the release of SNS packages. The President will make a request through the Department of Foreign Affairs to the US Embassy.
- The deployment and distribution of SNS packages will be coordinated with DECEM and the NDCT. Once SNS packages are available, this should be included as part of the National Action Plan and Budget as a need provided for.
- If technical assistance is required from CDC or WHO, Secretary of Health requests assistance directly to partner agencies, and communicates this request to NDCT and NDC.
- If funding or donations is requested from CDC or WHO, the Secretary of Health in coordination with the Secretary of DECEM will advise the President during an NDC meeting to request assistance from the appropriate organization. The President will make a request through the Department of Foreign Affairs and US Embassy for CDC. The President will request directly to WHO.
- Any formal requests for SNS, CDC, or WHO must be communicated to and coordinated with DECEM.
- Secretary of Health and health focal point continue to update NDC and NDCT on status of external assistance once requested. All deployments and distributions of requested assistance is coordinated with NDCT.
- Health focal point assists in compiling and identifying health personnel to be deployed on health sector-based assessments if verification is required.
- Health focal point continues to update NDCT on EpiNet disease outbreak reports to be included in situation reports.
- Department of Health tracks all response related expenses to be included in National Action Plan budget and submitted for potential reimbursement.

Post Event – “All clear”

- Health focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Department of Resources and Development (R&D)

Standby

- When placed on standby, R&D NDCT focal point communicates with state R&D (or its equivalent i.e. DREA in Kosrae) Director or SDCT focal point to assess state preparedness for the approaching weather conditions or emergency event and reports preparations to DECEM and NDCT.
- Department of R&D Secretary and/or R&D focal point communicate with partner line agencies including FAO and USDA regarding potential needs for assistance. R&D focal point reports any communication with line agencies to DECEM.
- R&D focal point monitors NOAA forecasting for bleaching events such as during droughts. R&D focal point will notify NDCT if bleaching event could have an impact on food security.

Watch and Support

- R&D focal point remains in close contact with state R&D Director and/or R&D focal point and provides updates on relief status, and state agricultural, marine, and statistical needs of assistance to NDCT.
- R&D focal point and Department Secretary discuss specific requests for assistance such as technical assistance or planting materials with line agencies including FAO and USDA. R&D focal point reports available assistance to NDCT.
- R&D focal point will assist NDCT by reviewing State Action Plans and reports of agricultural damage. Will provide analysis of damages' impact on food security.
- Department of R&D Secretary may request assistance from USDA to provide satellite imagery of pre and post disaster images for assessment validation. R&D focal point will coordinate this request with DECEM and notify the NDCT of possible assistance.
- R&D focal point analyzes pre and post disaster satellite imagery if provided by USDA to verify agriculture damages reported by the state. Findings will be shared with the NDCT.
- R&D focal point will share pre and post disaster satellite imagery with NDCT for additional departments to verify damages in their sector reported by the state.
- R&D focal point assists to develop National Action Plan, communicating the needs of the state R&D departments, and available resources at the national level including those provided by line agencies.
- R&D focal point prepares and provides *Integrated Agriculture Census 2016* information for NDCT to be incorporated into the National Action Plan.²
- R&D focal point prepares and provides Population Census 2010 data for NDCT for affected islands and communities to be incorporated into the National Action Plan.

Full Activation

- If **technical assistance** is required from FAO or USDA, Secretary of R&D requests assistance directly to partner agencies and communicates this request to NDCT and NDC.
- If **funding or donations** is requested from FAO or USDA, the Secretary of R&D in coordination with the Secretary of DECEM will advise the President during an NDC meeting to request assistance from

² *Integrated Agriculture Census 2016* is still being processed as of June 2017.

the appropriate organization. The President will make a request through the Department of Foreign Affairs and US Embassy for USDA. The President will request directly to FAO.

- Any formal requests for line agency assistance must be communicated to and coordinated with DECEM.
- Secretary of R&D and R&D focal point continue to update NDC and NDCT on status of external assistance once requested. All deployments and distributions of requested assistance is coordinated with NDCT.
- R&D focal point assists in compiling and identifying R&D personnel to be deployed on R&D sector-based assessments including agriculture and marine representatives if verification is required.
- If additional validation of damages assistance is necessary, Secretary of R&D may request assistance from line agencies such as FAO for technical experts to be deployed to the state to verify damages.
- Once the immediate response needs are met such as supplemental food assistance, R&D assists in rehabilitation by providing planting materials in partnership with FAO and USDA. Focus is placed on providing early bearing and drought resistant crops, locally sourced from neighboring states. Distribution and transportation of crops is coordinated with NDCT.
- Fisheries division assists in search and rescue operations.
- Department of R&D tracks all response related expenses to be included in National Action Plan budget and submitted for potential reimbursement.

Post Event – “All clear”

- R & D focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Department of Transportation, Communication, & Infrastructure

Standby

- Secretary of TC&I will place appropriate personnel on standby such as boat captains in case of rapid deployment. Halt regular shipping schedule until weather event has passed.
- Ensure communication systems are charged and in working condition. Test communication systems.
- Civil aviation division will monitor weather conditions with FAA to ensure safety of airspace. Once FAA determines airspace is unsafe, civil aviation division will instruct appropriate state airports to close the runway and release NOTAM.
- Marine transportation division monitors weather conditions and instructs state seaports to evacuate vessels when no longer safe for vessels to be docked.
- Infrastructure will secure assets such as heavy equipment to minimize damages.

Watch and Support

- Division of marine transportation will begin fueling vessels and ensure readiness for deployment.
- Communication division reassigns radio frequencies upon DECEM request for team deployment.
- Communication may request the loaning of portable Iridium satellite phones for deployment teams from FSM Telecom.
- Civil aviation works with state airports to receive on the ground report of damage to or debris on the runway. Once weather has subsided and runway is clear, civil aviation works with FAA to reopen airport runways.
- If communication systems are downed by the storm or weather event, communication division will assist state in reestablishing communication systems.
- TC&I focal point advises NDCT on availability of vessels for deployment, status of airports, and status of communication systems.
- TC&I focal point will assist NDCT in verifying state reported infrastructure damages by utilizing pre and post disaster satellite imagery, provided by R&D. Focal point will provide cost estimate for repairs to damage.
- TC&I focal point assists to develop National Action Plan, communicating the needs of the state TC&I departments, and available resources at the national.
- TC&I will assist state agencies in clearing roads, removing debris, restoring power, restoring bridges and other essential services for storms hit in Pohnpei.

Full Activation

- TC&I focal point assists in identifying TC&I personnel to be deployed on TC&I sector-based assessments including infrastructure representatives if verification is required.
- TC&I Secretary will approve and facilitate the deployment of Navigator or Voyager for response related voyages. All fees will be waived by the President.
- TC&I focal point will coordinate the scheduling of all response related voyages with NDCT and TC&I.
- Civil aviation division will coordinate all inbound planes for the import of donated goods.
- Department of TC&I tracks all response related expenses to be included in National Action Plan budget and submitted for potential reimbursement.

Post Event – “All clear”

- TC&I focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

National Police

Standby

- When NEOC is activated to standby, National Police will begin mobilizing. All off-duty officers are called to report to duty, and all resources including police cars must be returned to the police station in Palikir for orders and deployment.

Watch and Support

- National Police may assist Pohnpei state in conducting IDA, upon request.
- National Police NDCT focal point reports to NEOC for meeting. Liaison information from NEOC to Chief of Police.
- If request for Maritime Wing assistance is imminent, National Police begins fueling and preparing vessel.
- In extenuating circumstances, National Police may assist in securing household members of the NEOC emergency management unit in a safe location for emergencies affecting Pohnpei State.

Full Activation

- Once National Police assistance is requested from State Governor's office to President, National Police may deploy to affected state.
- All Maritime Wing and National Police deployments are coordinated with the NEOC, NDCT, and NDC. National government will cover fuel expenses for Maritime Wing vessel.
- National Police will take over Search and Rescue missions from states once search area has extended beyond state's jurisdiction. National Police will assist in securing US Coast Guard support.
- When National Police deployed to state, work side by side with State Police officials.
- National Police tracks all response related expenses and submits for to be included in National Action Plan budget and submitted for potential reimbursement.

Post Event – "All clear"

- National Police focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Department of Education

Standby

- Education focal point will establish contact with state level department of education to assess state preparedness for the approaching weather event.
- Education focal point will support and monitor state level designation of evacuation centers and ensure schools meet SPHERE basic standards for evacuation centers.
- Education focal point will report any crucial state preparedness needs to NDCT.

Watch and Support

- Post disaster, education focal point will establish contact with Department of education in disaster affected state(s) to assess damages to school property and needs of students in boarding schools.
- Education focal point will update NDCT on the damages to school property, and needs of boarding students (health, food, new sleeping quarters) resulting from the disaster event.
- Education focal point will gather data from states on how many students and extent of learning materials were affected by the disaster, how many are not attending class due to the disaster and increases in absences due to health reasons.
- Education focal point will advocate for the needs of vulnerable groups, particularly children, and students living in boarding schools when developing National Action Plan with NDCT.

Full Activation

- Education focal point will assist in identifying Education personnel to be deployed for sector-based assessments if national requests Education participation for verification of damages and needs.
- Education Secretary will approve the use of any Education resources or assets.
- Department of Education tracks all national DOE response related expenses to be included in National Action Plan budget and submitted for potential reimbursement.

Post Event – “All clear”

- Education focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Chamber of Commerce

Standby

- Chamber of Commerce focal point will establish contact with state Chamber of Commerce to assess state preparedness measures.
- Chamber of Commerce focal point will establish contact with Pohnpei private sector representatives if Pohnpei is projected to be affected by the storm to ensure warning messages are heard and advise them to prepare for the storm.
- Chamber of Commerce focal point will request businesses to provide inventory of key relief items such as bottled water to be utilized post disaster.
- Chamber of Commerce focal point will compile information about the different loans and funding sources potentially available to business owners following a natural disaster event.

Watch and Support

- Chamber of Commerce focal point will establish connection with private sector representatives in the affected state(s) to assess damages to private businesses, and available stock for necessary relief items as determined by NDCT such as bottled water and soap.
- Chamber of Commerce focal point will update NDCT on the damages to private business property resulting from the disaster event and available stock of relief items requested by NDCT.
- Chamber of Commerce focal point will gather data on how the private sector was impacted by the disaster such as loss in wages, increase in wages, damage to property, and number of shops having to close their doors and provide to NDCT to be included in National Action Plan.
- Chamber of Commerce focal point will advise business owners to apply to Small Business Loans or other loans available in their state for assistance following a disaster event.
- Chamber of Commerce focal point will suggest to NDCT where certain relief items are available in mass quantities.
- Chamber of Commerce focal point will advocate for the interests of the private sector when compiling the National Action Plan and Budget.

Full Activation

- Chamber of Commerce focal point will assist private sector in securing funding and loans for damages and losses endured post disaster through providing supporting documentation and advising them on their options.
- Chamber of Commerce focal point will assist in interactions between national government and the state private sector.

Post Event – “All clear”

- Chamber of Commerce focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

Micronesia Red Cross Society

*Internal MRCS Emergency Response SOP should be consulted for additional tasks and procedures. This SOP emphasizes the coordination expectations between MRCS and FSM National Government.

Standby

- Activate internal procedures including but not limited to alerting the Federation Regional Office, contacting volunteers, holding internal MRCS staff meetings, and preparing relief stock.
- Attend NDCT and NDC meetings when called to ensure emergency preparation coordination. Communicate MRCS current resources and capacities for rapid deployment including personnel, communication devices, and prepositioned items in the state(s) projected to be affected.
- Coordinate emergency preparedness announcements released on MRCS Facebook page with NDCT and NDC to ensure consistency in messages.

Watch and Support

Note: MRCS is activated and deployed in the field prior national full activation. MRCS will report on MRCS state activities and observations to assist FSM national government assessment of the situation.

- MRCS focal point reports to NEOC when activated to assist in collecting initial damage reports from the affected state(s).
- Attend NDCT and NDC meetings to brief DECEM and response partners on current MRCS activities including deployed volunteers, MRCS internal initial assessment results, distributed items, received donations, and requests for IFRC funding.
- MRCS teams and volunteers assist Emergency First Responders in the field. Update NDCT and NDC on observations from the field.
- Assist NDCT in compiling National Action Plan and Budget, filling in areas where MRCS can assist, and providing technical advice for action planning.

Full Activation

- Continue to update NDCT and NDC on received donations and status of MRCS distributions.
- Coordinate MRCS activities with national activities.
- Review and confirm with NDCT communities targeted by MRCS and FSM national government.
- Arrange with NDCT additional transport to distribute relief supplies to the most affected areas.
- Share MRCS final report and audited accounts with NDCT and NDC.

Post Event – “All clear”

- MRCS focal point participates in after action meeting to review SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into the SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

International Organization for Migration

Standby

- Assist DECEM in tracking of weather conditions, including tracking of drought conditions and projections.
- Contact USAID and other donor representatives to notify of weather conditions and request approval for rapid deployment of prepositioned stock if the situation requires.
- Keep donors and other partners abreast of current weather conditions and weather forecasting.
- Attend NDCT meetings when called to ensure emergency preparation coordination. Communicate IOM current resources and capacities for rapid deployment including personnel, communication devices, and prepositioned items in the state(s) projected to be affected.
- Coordinate emergency preparedness announcements released on IOM Facebook page with NDCT to ensure consistency in messages.
- Provide technical support to DECEM upon request.

Watch and Support

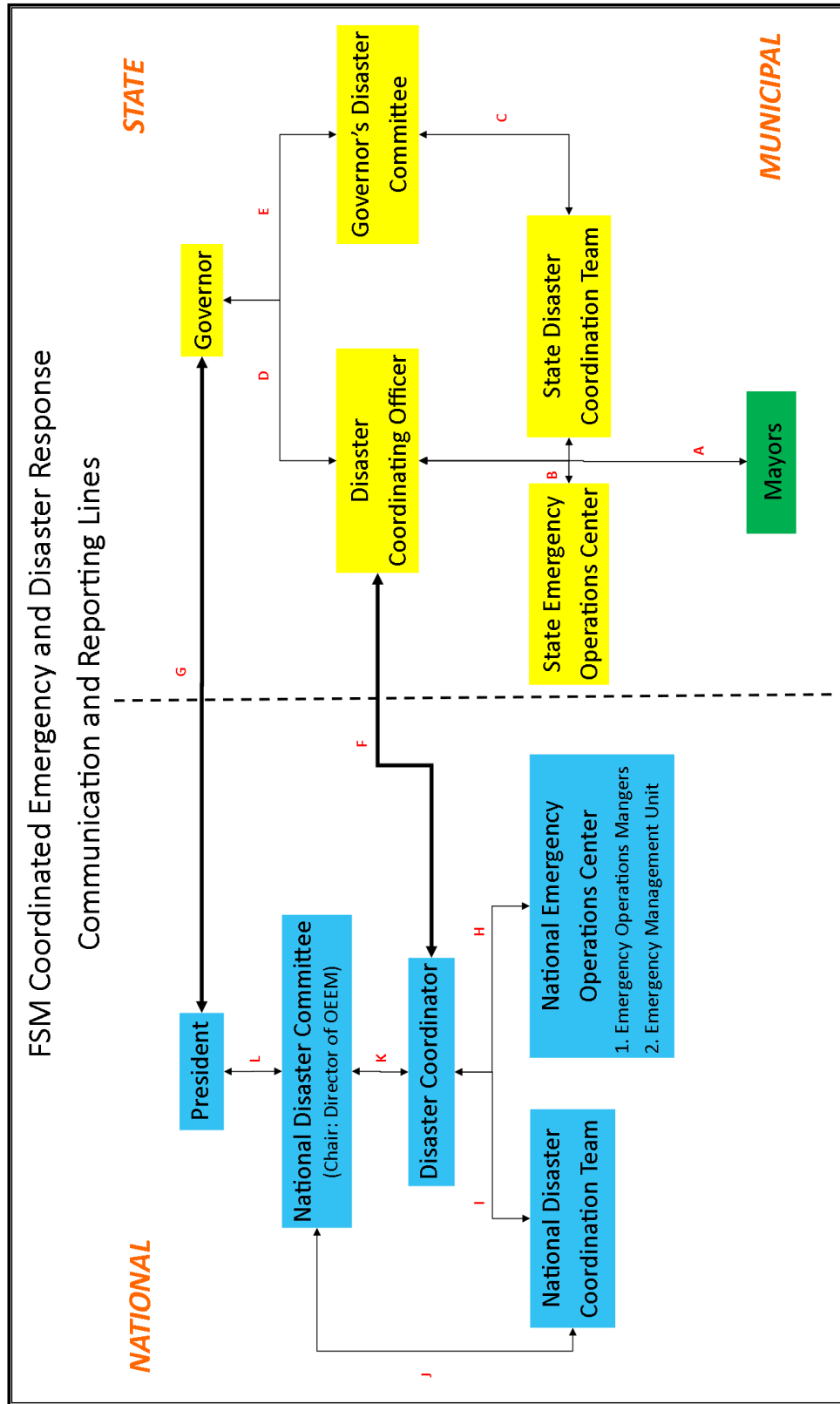
- IOM focal point reports to NEOC when activated to assist in collecting initial damage reports from the affected state(s).
- Receive reports from state sub offices and report findings to DECEM.
- Attend NDCT meetings to identify areas of greatest need and plan deployment of prepositioned items including jerry cans, tarps, rope, aqua tabs, and RO units to most vulnerable communities following US COM disaster declaration.
- Participate in sector-based damage assessment verifications upon DECEM request.
- Assist NDCT in compiling National Action Plan and Budget, filling in areas where IOM can assist, and providing technical advice for action planning.
- Keep donors and other partners abreast of initial damage reports and needs of assistance.
- Prepare EPPE project proposals for disaster relief and submit to donors and IOM HQ.
- Update DECEM on any additional disaster assistance received.
- Provide additional technical support to DECEM upon request.

Full Activation

- Deploy USAID prepositioned items to most vulnerable communities following US COM disaster declaration. (This is meant to provide interim support prior to US Presidential Disaster Declaration)
- Coordinate all deployments and distributions with NDCT.

Post Event – “All clear”

- IOM focal point participate in after action meeting to review this SOP and assess the response and recovery. Assist DECEM in incorporating lessons learned into this SOP.
- Keep contact list updated and notify DECEM for any changes.
- Participate in bi-annual SOP review.

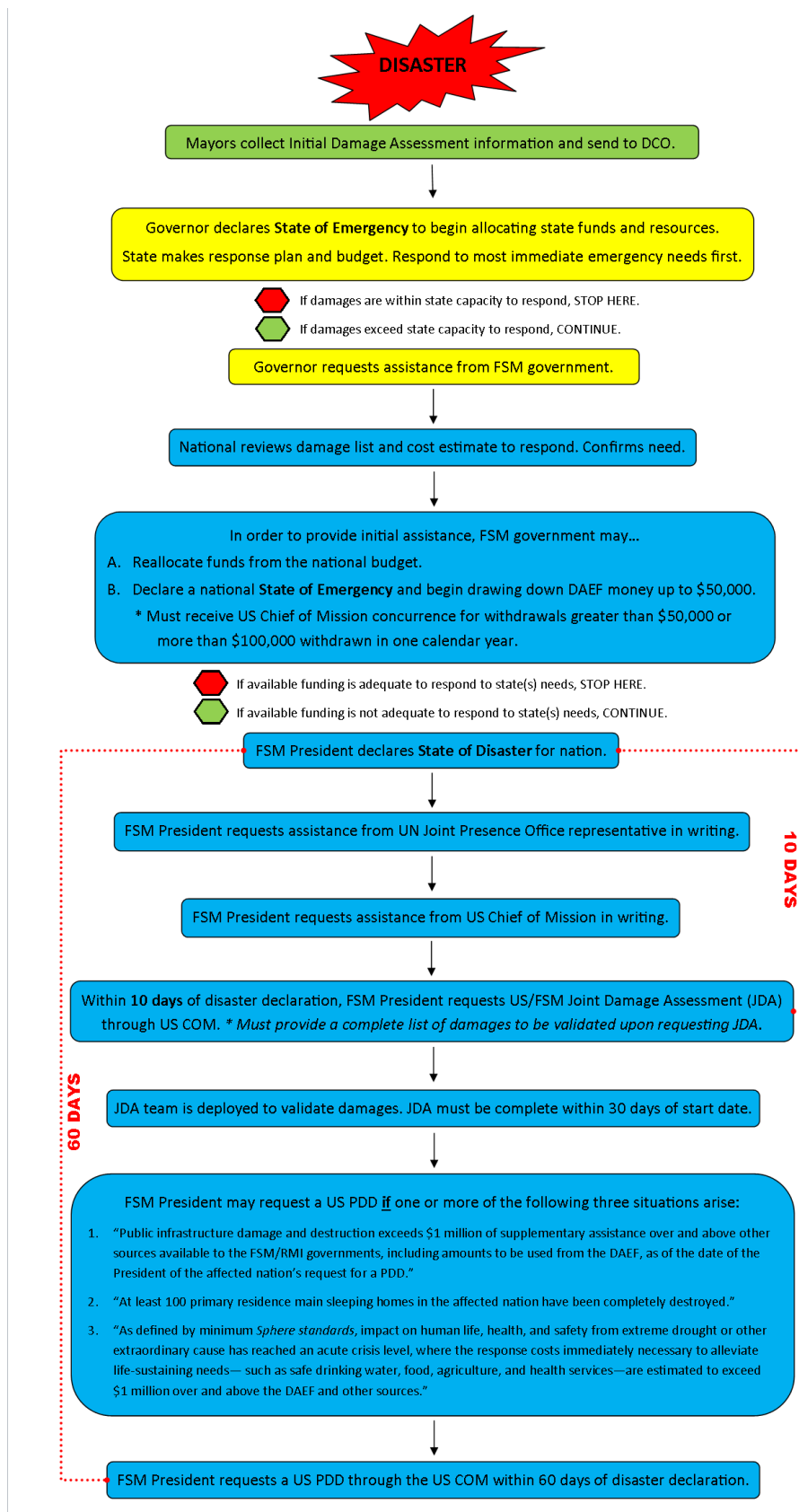


Annex 1: Communication and Reporting Lines Flowchart

Annex 1: Communication and Reporting Lines Flowchart

- 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 to analyze assessment information and create a state action plan. 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 Secretary of DECEM. Secretary of DECEM 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.

Annex 2: Funding Flowchart



Annex 3: NEOC Activation Memo Template

Note: NDCT activation can be included in the same memo as NEOC activation.

Date: day Month, 201_

Name & Address of Memo Recipient

Subject: National Emergency Operations Center Activation

Dear _____,

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

Please be informed that as of today, the [second day of March of the year 2017], the FSM National Emergency Operations Center (NEOC) has been activated and is currently in _____ phase of activation in order to assist [state(s)] address the impacts of [disaster event]. The NEOC is located at Palikir, Pohnpei and will be open for the following hours of operation:

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

Please note that this activation of the NEOC also activates the Disaster Coordinator position to be fulfilled by [name], and Emergency Operations Manager position(s) to be fulfilled by [name] and [name]. All roles and responsibilities detailed in the FSM National Standard Operating Procedure for Emergency and Disaster Response are to be followed.

The following National Disaster Coordination Team focal points are now activated to assist in NEOC operations as the “emergency management unit” and are requested to report to NEOC at [date] and [time]:

List of focal points activated

This is to request the full cooperation of all departments and agencies in releasing their National Disaster Coordination Team focal points or alternates to the NEOC.

This NEOC activation notice will remain in effect until a deactivation notice is released.

Sincerely,

Mr. Andrew Yatilman
Chair of National Disaster Committee
Secretary of the Department of Environment, Climate Change, and Emergency Management

Annex 4: National Resources and Assets List

Department or Agency	Item	Quantity	Condition
DECEM	Satellite phones, HF & VHF radios	3; 47 ; 35	TBD
WSO	Rain gauges	TBD- in each state	TBD
WSO	Inreach	TBD- in each state	TBD
WSO	VHF radio	TBD- in each state	TBD
WSO	Chatty Beetle	TBD- in each state	TBD
Health/CDC	SNS Packages	According to need	New- request from US CDC
Health	Radios	TBD- in dispensaries	TBD
R&D	Satellite Imagery	TBD	Last updated [date]
TC & I	Excavator	1	Good
TC & I	Loader	1	Good
TC & I	“Voyager” Shipping Vessel	1 vessel 1 large RO unit # Skiff boats (24 ft)	Good
TC & I	“Navigator” Shipping Vessel	1 vessel 1 large RO unit # Skiff boats (24 ft)	Good
National Police- Maritime Wing	Patrol boats- Supplies for 10-15 days, max crew 17	3	Good
National Police	Patrol cars	TBD	TBD
Education (state)	Radios in schools	TBD	TBD
Education (state)	School buildings for evac center	TBD	TBD

Annex 5: NDCT Meeting Minutes Template

National Disaster Coordination Team Meeting Minutes

[Date of Meeting]

[Number of meetings 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 Disaster Coordinator agenda]

Overview of Current Situation:

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

Past Items:

[Summary of status of past action items.]

Coordination Team Activity Updates:

[Summary of each NDCT 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]

Michael Yarofaitoar

Acting Disaster Coordinator

Annex 7: FSM Initial Damage Assessment Form (Front)



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

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

Disaster Name: _____
 Disaster Date: _____

Assessor Signature: _____
 Assessor's Full Name: _____

COMMENTS

1 Means of access <i>(check all that apply)</i>	<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 <i>(write how many)</i>	Total Population		Total Households						
3.1 Immediate Wellbeing	____ Sick/ ill	____ Injured	____ Missing	____ Dead					
3.2 Population <i>(write how many)</i>	____ 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 <i>(not at home)</i>	____ with Relatives	____ at a Church	____ Shelter/School	____ Left the Village					
4 Water Supply <i>(Circle Yes or No)</i>	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 <i>(select 1 for each)</i>	A little Damage		Half Damaged		Majority Damaged		All Damaged		
5.1 Banana	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Breadfruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Cassava/Tapioca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4 Coconut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5 Taro & Yam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6 Livestock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7 How long the food supply will last?	<input type="checkbox"/> 1 week or less	<input type="checkbox"/> 2 weeks	<input type="checkbox"/> 3 weeks	<input type="checkbox"/> 4 or more weeks					
6 Infrastructure	Functional		Impaired Function		Major Damage		Totally Destroyed		
6.1 School Buildings	_____		_____		_____		_____		
6.2 Church Buildings	_____		_____		_____		_____		
6.3 Community Hall	_____		_____		_____		_____		
6.4 Government Buildings & Dispensaries	_____		_____		_____		_____		
6.5 Primary Transportation	_____		_____		_____		_____		
6.6 Normal Electric Supply / Fuel	_____		_____		_____		_____		
7 Security Concerns / Issues	<input type="checkbox"/> None	<input type="checkbox"/> Few Issues	<input type="checkbox"/> Major Issues	<input type="checkbox"/> Not Secure					
8 Overall Coping	<input type="checkbox"/> Strong	<input type="checkbox"/> Moderate	<input type="checkbox"/> Weak						

Annex 8: 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 attention to vulnerable groups including women, children, disabled, students in boarding schools, and outer island communities.]

State Response

[Describe state response activities to date.]

Next Steps

[Identify gaps in assistance and if any planned activities will address these areas.]

Suggestions

[Make suggestions for state or NDC to respond to gaps in assistance. Suggest Presidential Declaration of Emergency or Disaster as appropriate.]

Drafted by:

Approved by:

Michael Yarofaitoar

Andrew Yatilman

Acting Disaster Coordinator

Secretary of DECEM

SITUATION REPORT			
Date:		Time:	_____ am _____ pm
		Report No.	
Type of Incident:			
I.	Incident Narrative:		
II.	Situation:		
III.	Weather:		
IV.	Casualties:		
V.	Response Operations:		
VI.	Damage Assessment:		
	a. Housing		
	b. Public buildings		
	c. Commercial Structure		
	d. Debris Clearance		
VII.	Transportation:		
	a. Airport		
	b. Port		
	c. Road & Bridges		
VIII.	Utilities:		
	a. Power		
	b. Water & Sewer		
	c. Telephone		
IX.	Mass Care:		
	a. Sheltering		
	b. Food		
X.	Public Health:		
XI.	Public Safety:		
XII.	Hazardous Material:		
XIII.	Impact on Commerce & Business:		
XIV.	Next 24hrs Priorities:		

Annex 9: FSM State of Emergency Declaration Example (Front)



The President
Palikir, Pohnpei
Federated States of Micronesia

PRESIDENTIAL EMERGENCY DECLARATION

On March 30, 2015, Governor Johnson Elimo declared a state of emergency due to damage by Typhoon Maysak, including 5 deaths, extensive damage to private and public properties including schools, health facilities, public utilities, private residences, and the sinking of several fishing, passenger, and dive ships. Typhoon Maysak is currently a category 2 storm while going through the outer islands of Chuuk and is expected to rise to category 3 tomorrow.

The National Government of the Federated States of Micronesia must immediately react to the emergency situation in order to prevent further damage to lives and properties especially in the low-lying areas across Chuuk.

Therefore, by authority vested in me pursuant to the constitution and laws of the Federated States of Micronesia, including in particular Article X, Section 9 of the FSM constitution, 41 F.S.M.C. 705, et seq., and 55 FSMC 610, et seq., I hereby declare and direct as follows:

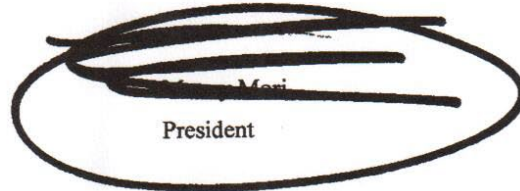
1. The State of Chuuk has declared a state of emergency. By the terms of this declaration, the resources of the National Government are committed to supplement available resources of the State of Chuuk, subject to availability of funds in the National Government.
2. The FSM National Emergency Task Force shall immediately develop a plan to alleviate or mitigate the adverse effects of the emergency and determine the most effective manner in addressing the emergency situation given the limited resources available.
3. The FSM National Emergency Task Force shall be headed by the Director of the Office of Environment and Emergency Management (OEEM), and assisted by all the Cabinet Members in the Executive Branch. The Task Force is mandated to implement immediate measures as are necessary to contain the damage arising from the emergency situation, including close monitoring of vulnerable population in the low-lying atolls and shorelines.
4. An emergency account shall immediately be established in the Department of Finance where all expenditures of the National Government relating to the emergency declaration shall be charged against. I hereby decree that \$100,000 shall be set aside to cover the initial mobilization cost for assessment and assistance teams to proceed to the affected islands and for immediate medical assistance and relief operation as may be needed. The FSM National Emergency Task Force shall look into local funding and all possible sources of funding such as potential foreign partners and donors, and report to me for review and appropriate action.

Annex 9: FSM State of Emergency Declaration Example (Back)

5. The FSM National Emergency Task Force shall coordinate with the State authorities in implementing any emergency response and keep me informed of any progress or development relating to the emergency, including any necessity for amendments of this issuance and for any further action.

6. Under my authority through Article X, Section 9, Subsection (c) of the FSM Constitution, this declaration will expire within 30 days of today's date, i.e., by April 28, 2015.

SO DECLARED AND DECREED on this 30th day of March 2015.


President

Office of the President, P.O. Box PS 53, Palikir, Pohnpei FM 96941