

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



In support of:

Chuuk State Disaster Management Plan (2017)
FSM National Disaster Response Plan (2016)

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List of Acronyms

CCS	Chuuk Conservation Society
CDC	Center for Disease Control
CDEOC	Chuuk Disaster and Emergency Operations Center
CDMP	Chuuk State Disaster Management Plan and Emergency Operations SOP
COG	Continuity of Government
CPUC	Chuuk Public Utilities Corporation
CWC	Chuuk Women's Council
DAEF	Disaster Assistance Emergency Fund
DAS	Department of Administrative Services
DTPW	Department of Transportation and Public Works
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FSM	Federated States of Micronesia
FSMPC	FSM Petrocorps
FSMTC	FSM Telecom
GDC	Governor's Disaster Committee
IC	Incident Commander
IDA	Initial Damage Assessment
IOM	International Organization for Migration
JDA	Joint Damage Assessment
MOU	Memorandum of Understanding
MRCs	Micronesia Red Cross Society
NDRP	National Disaster Response Plan
NOAA	National Oceanic Atmospheric Administration
OEEM	Office of Environment and Emergency Management
SDCT	State Disaster Coordination Team
SOP	Standard Operating Procedure
US COM	US Chief of Mission
USDA	United States Department of Agriculture
USG	United States Government
WSO	Weather Service Office

Definitions

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

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

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

Appendices

Appendix 1- Coordination and Reporting Lines

Appendix 2- Funding Flowchart

Appendix 3- Activation Memo Template

Appendix 4- Chuuk State Resources and Assets List

Appendix 5- SDCT Meeting Minutes Template

Appendix 6- Situation Report Template

Appendix 7- Example State of Emergency Declaration (Kosrae)

Appendix 8- Evacuation Kit Example

Appendix 9- Principals and School Bus Drivers List and Contact Information

Appendix 10- Chuuk State Call Signs and Radio Frequencies

Appendix 11 – FSMTC Emergency SMS Bulk Message Form

Appendix 12- State Action Plan Template

Appendix 13- State Action Plan Budget Template

Purpose of the SOP

The Federated States of Micronesia (FSM) Government endorsed a comprehensive *National Disaster Response Plan (NDRP)* in December of 2016, establishing national and some state institutional arrangements for responding to emergency and disaster events within the country. The plan provided the framework and arrangements for a unified approach to emergency and disaster preparedness. Secondly, the Chuuk State Government developed a *Chuuk State Disaster Management Plan (CDMP)* that sets the state institutional arrangements for emergency and disaster response in the State. The *CDMP* was first established in 1999, and was recently updated in 2017 to correspond with the state level arrangements established in the *NDRP*.

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

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

Scope of the SOP

There are multiple levels of actors in a comprehensive emergency or disaster response ranging from the President down to the community level. Though this SOP will reference roles assigned to different actors at varying levels of government including the President, National Disaster Coordinator, and National Emergency Operations Center, the focus of this SOP will be on operational procedures for state level actors including the Governor, Governor's Disaster Committee, Director of the Chuuk Disaster and Emergency Operations Center, and State Disaster Coordination Team. The state SOP is designed to link with the national SOP as well as municipal and/or community level SOPs. Together, the three levels of government form FSM's comprehensive emergency/disaster response framework. [Appendix 1](#)

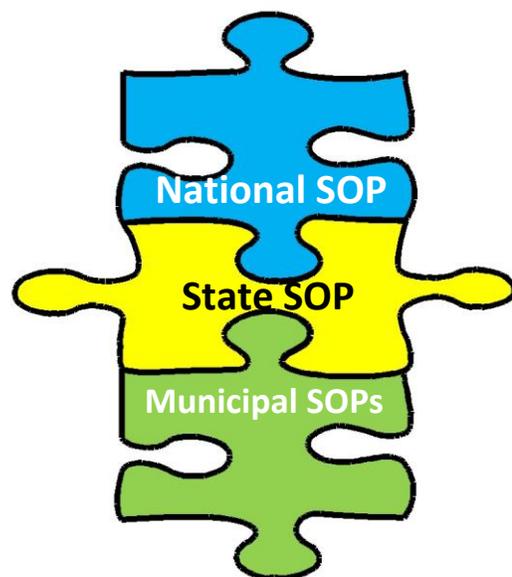


Figure 1: FSM comprehensive SOP framework.

Lastly, this SOP was designed specifically for disaster events in which the Chuuk Disaster and Emergency Operations Center (CDEOC) is the lead agency as defined in section V, part H of the *CDMP*. All the arrangements within may operate in support of other lead agencies, with increased coordination beginning between Lead Agency Department Director and the CDEOC Director. Lead agency or department will oversee all logistical and response planning, while CDEOC Director continues modes of activation and communication flows as detailed within. Lead agencies may request an activation of the CDEOC and utilize its structures to collect information and answer calls. The CDEOC Director must be kept up to date with all developments and communications from state to national level.

Maintenance of the SOP

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

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

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

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

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

SOP Framework

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

1. Group Membership (Contact list)
2. Mode of Activation
3. Operational Checklist
 - Phase 1 – Preparedness
 - Phase 2 – Warnings
 - A. Watch (Condition III)
 - B. Alert (Condition II)
 - C. Onset (Condition I)
 - Phase 3 – Impact
 - Phase 4 – Relief/Response
 - Phase 5 – Recovery

There are five phases of implementation of state operational procedures: preparedness, warnings, impact, relief, and recovery. These five phases of implementation are established in section VII of the *CDMP*. A brief description of each phase can be found in the table below:

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

Governor/ Lt. Governor

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

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Designate a Director of the Chuuk Disaster and Emergency Operations Center.
- Support the development of the Chuuk Disaster and Emergency Operations Center.
- Approve any amendments to Chuuk State Disaster Management Plan.

PHASE II- WARNINGS

A. Watch (Condition III)

- Place Governor's Disaster Committee on standby via official memo describing the identified threat. All official memos will be coordinated with the Public Information Officer. [Appendix 3](#)
- Notify the President of potential threat and "watch" phase.
- Monitor the threat with CDEOC Director, OEEM, and WSO Chuuk.

B. Alert (Condition II)

- Upgrade the warning to "alert" via official memo with instructions on emergency preparations to take. Share with all state departments, heads of agencies, and public.
- Activate the CDEOC, GDC, and SDCT via official memo distributed to all state departments, agencies, and partner organizations. Announce hours of operation of CDEOC and announce partial or full activation of GDC and SDCT.
- Notify the President of upgrade to "alert" phase and CDEOC activation.
- Call meeting of GDC to discuss potential allocation of funds and state resources.
- Monitor the threat with CDEOC Director, OEEM, and WSO Chuuk.
- Announce "ALL CLEAR" if threat dissipates.

C. Onset (Condition I)

- Declare a State of Emergency detailing resource and fund allocation on the advice of the GDC if state funds and resources required to prepare for the event. [Appendix 7](#)
- Upgrade the warning to "onset" via official memo with instructions on emergency preparations to take. Share with all state departments and heads of agencies.
- Declare curfew if necessary.
- Notify the President of upgrade to "onset" phase and declaration of emergency, if applicable.
- Monitor the threat with CDEOC Director, OEEM, and WSO Chuuk.
- Stay up to date regarding department emergency operations.
- Announce "ALL CLEAR" if threat dissipates.

PHASE III - IMPACT

- Notify the President that the disaster has made impact describing the general magnitude of the event and potential damages.
- Once weather has passed, authorize first responders to deploy and begin securing the scene.

- Announce “ALL CLEAR” once public security is ensured and urgent rescue operations completed.
- Notify President of “ALL CLEAR” notice.

PHASE IV – RELIEF/RESPONSE

- Call meeting of GDC to discuss ongoing department relief operations, as well as the allocation of state funds and resources for emergency relief.
- Provide updates every two hours to President regarding damages as they are reported, ongoing state relief activities, and potential needs.
- Review State Action Plan and Budget with the GDC compiled by the SDCT. [Appendix 12 & 13](#)
- Approve State Action Plan and Budget or send for revisions.
- Request FSM national assistance on the advice of the GDC if the damages exceed state capacity to respond. In request, detail the assistance needed such as funding, technical experts to assist with sector based assessments, and resources such as boats.
- Coordinate national assistance with the President and CDEOC Director.
- Coordinate foreign assistance if applicable with the President and CDEOC Director.
- Waive necessary taxes and fees for importation of donated relief items.
- Suspend necessary regulations pertaining to bid process that would delay the procurement of necessary relief items in the interest of reducing human suffering.
- Deactivate the EOC on the advice of the CDEOC Director and GDC, once relief operations are complete.

PHASE V- RECOVERY

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

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

Governor

Date

CDEOC Director

The Director of the Chuuk Disaster and Emergency Operations Center (CDEOC Director), formerly known as the Disaster Coordinating Officer (DCO), coordinates execution of actions authorized or assigned to departments or agencies by the Governor. If the CDEOC Director is unavailable, the Assistant Chairman to the State Disaster Coordination Team assumes the response responsibilities of the CDEOC Director.

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

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

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify the Governor as soon as threat is identified. Advise Governor to release memo placing state employees on “watch.”
- Notify State Disaster Coordination Team of “watch” phase, placing on standby.
- Coordinate with WSO Chuuk, Governor, and OEEM to monitor weather conditions.
- Test HF radios. Establish contact with outer island communities with emphasis on islands closest to the direction the threat is coming from.
- Set up the CDEOC for full activation if progresses to “alert”.

B. Alert (Condition II)

- Advise the Governor to upgrade to alert phase, activate the CDEOC, GDC and SDCT. Prepare Governor’s memo of “alert” phase once approved. [Appendix 3](#)

- Take meeting minutes of GDC. Share with GDC and Governor. [Appendix 5](#)
- Call meeting of the SDCT at the CDEOC. Brief SDCT on disaster threat, current situation, and any decisions of the GDC and Governor to date. Assign SDCT members positions within the CDEOC.
- Set a CDEOC rotating schedule for SDCT focal points according to the hours of activation.
- Issue warning via radio and notify the public of the disaster threat and curfew, if necessary.
- Instruct public to take emergency precautions such as boarding facilities and homes, and preparing evacuation kits for possible evacuation. [Appendix 8](#)
- Update Mayors of alert phase, appropriate emergency preparations, and appointed evacuation centers.
- Notify Education to close schools and begin preparing schools as evacuation centers.
- Request MRCS to organize volunteers to set up registration tables at evacuation centers.
- Instruct Public Safety and Health to report to evacuation centers to prepare for public arrival.
- Activate the radio station for 24-hour operations. Ensure backup generator for power outages.
- Coordinate with all other department heads the execution of their assigned emergency tasks.
- Continue to coordinate with OEEM and track weather with WSO Chuuk.
- Coordinate other emergency duties as appropriate.
- Monitor SDCT focal point CDEOC duties.
- Submit daily written situation report to Governor and OEEM. [Appendix 6](#)

C. Onset (Condition I)

- Advise Governor to declare a State of Emergency and allocate funds to emergency preparations and response operations. Prepare declaration for Governor's signature. [Appendix 7](#)
- Advise the Governor to upgrade to "onset" phase. Prepare Governor's memo of "onset" phase.
- Activate evacuation procedures.
- Ensure family is secured in a safe location.
- Coordinate with FSMTC State Manager and Governor to release emergency SMS bulk message to Chuuk numbers. Requires a State of Emergency declaration to be approved. [Appendix 11](#)
- Oversee evacuation operations. Coordinate with Weno Mayor to see if any evacuation assistance is necessary. Deploy evacuation teams (public safety and school buses) as appropriate.
- Prepare for impact. Ensure facilities are secured and boarded, communication devices are charged, vehicles and equipment are fueled.
- Continue to coordinate with OEEM and track weather with WSO Chuuk.
- Monitor preparations and submit situation reports to Governor every two hours. [Appendix 6](#)
- Perform operational tasks as directed by the Governor.

PHASE III - IMPACT

- Continue to communicate with WSO Chuuk for up to date weather tracking until storm passes.
- Establish contact with Mayors for a verbal, on the ground assessment of major damages and need for emergency medical transport.
- Document known damages to facilitate damage assessment.
- Deploy emergency rescue teams for emergency medical transport, road clearance, and security.
- Update OEEM of first glance look of damages and magnitude of the event.
- Advise Governor on when to announce "ALL CLEAR" after receiving weather clearance from WSO Chuuk and once first response activities are completed.
- Continue situation reports to Governor every two hours until "ALL CLEAR" is announced.

PHASE IV – RELIEF/RESPONSE

- Collect IDA information from Mayors with SDCT.
- Work with SDCT to determine most pressing needs.
- Deploy teams to begin restoring essential services such as water, sewage, electricity, and telecommunications, where possible.
- Oversee return home from evacuation centers.
- Update Governor and GDC on IDA reports, and propose deployment of resources and personnel according to needs and priorities. [Appendix 4](#)
- Update OEEM on magnitude of disaster, providing summary of IDA information.
- Deploy state teams to conduct sector based damage assessments within 72 hours of disaster impact. Compile sector based assessment findings.
- Create a State Action Plan and budget with SDCT. Call in additional SDCT representatives as needed. [Appendix 12 & 13](#)
- Notify municipalities of the established relief activities and provide guidance.
- Provide relief that is within the state’s capacity.
- Make suggestion to Governor and GDC for a request for national assistance if damages exceed state capacity.
- Prepare request for national assistance memo if approved by Governor and GDC.
- Coordinate national and foreign assistance with the Governor and OEEM.
- Coordinate state, national, and foreign assistance with municipalities.
- Advise the Governor to deactivate the CDEOC once relief operations are complete and the state transitions to recovery phase.
- Close the EOC, securing all materials, and backing up information for record keeping.

PHASE V- RECOVERY

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

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

CDEOC Director

Date

Governor’s Disaster Committee

The Governor’s Disaster Committee (GDC) advises the Governor on the allocation of funds and utilization of state resources and is comprised of Department Directors and heads of agencies.

Membership

Governor's Disaster Committee (GDC)					
Dept, Agency, or Organization	Position	Name	Email	Work Phone	Cell Phone
Lieutenant Governor	Chairman				
Chuuk Disaster and Emergency Operations Center	Director (Secretary)	Wilfred Robert	wilfred.robert.cs@gmail.com	330-4324	933-7001
Education	Director				
Health Services	Director	Julio Marar	jmarar@fsmhealth.fm	330-2216 330-2217 330-2214	
Public Safety	Director	Kenson Rizal	rizalkerson@gmail.com		
Agriculture	Director				
Marine Resources	Director	Curtis Graham	abcpenia@gmail.com		
Transport and Public Works	Director	Tos Trakayama	dot.chuuk@gmail.com	330-2242	930-4930
Administrative Services	Director				
Chuuk Public Utilities Corporation (CPUC)	CEO	Mark Waite	mark.waite@cpuc.fm	330-2400	931-8698
Environmental Protection Agency (EPA)	Manager	Ismael H. Mikel	ismael.h.mikel@gmail.com	330-4158	
FSM Telecom	State Manager	Mino Mori	mino.mori@fsmtc.fm	330-2740	930-4880
FSM Petrocorps	Terminal Manager	Redley Killion Jr	redley.killionjr@fsmcpc.fm	330-2540	932-3800

Mode of Activation

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

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

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

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

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

C. Onset (Condition I)

- Fully activate department operations. Update Governor and CDEOC Director on department operations.
- Advise the Governor to declare a State of Emergency and allocate funds and state resources for emergency preparations.
- Approve requests to utilize department resources, if not included in Governor directive.
- Deploy department personnel to CDEOC.
- Stay in close contact with SDCT focal point.
- Continue coordination with national level department. Notify CDEOC Director of developments.
- Ensure the security of department personnel and facilities, preservation of records, and line of succession.

PHASE III – IMPACT

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

PHASE IV – RELIEF/RESPONSE

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

PHASE V- RECOVERY

- Assist CDEOC Director in securing recovery funding and resources as determined in the State Action Plan.
- Assist CDEOC Director in coordinating all activities and assistance during long term recovery efforts such as reconstruction and agricultural recovery by all state, national, and foreign actors.
- Assist CDEOC Director in ensuring equitable distribution of recovery assistance.
- Assist CDEOC Director in ensuring proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.

- Assist CDEOC Director in ensuring safety of all response personnel including state, national, and foreign aid workers.
- Participate in after action meeting to review response operations and lessons learned.

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

State Disaster Coordination Team

The State Disaster Coordination Team (SDCT) assists the CDEOC Director in planning and implementing state disaster response activities. The SDCT is comprised of four focal points from each key Chuuk State disaster response agency called the “SDCT Core”. These four focal points assist the CDEOC Director in the CDEOC, rotating on 6-hour shifts when activated for 24-hours. Additional focal points from secondary disaster response agencies will be called in to the CDEOC for technical advising during response planning, as needed. These focal points are called “SDCT Support”.

Mode of Activation

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

Membership

State Disaster Coordination Team (SDCT): Core Team 1					
Dept or Agency	Position	Name	Email	Work	Cell
CDEOC	Director	Wilfred Robert	wilfred.robert.cs@gmail.com	330-4324	933-7001
Education					
Health Services					
Public Safety					
Agriculture					
Marine Resources					
Transport and PW					
Finance/Supply/Procurement (DAS)					
Public Affairs (DAS)					
CPUC	Technical Ops Manager	Paul Howell	paul.howell@cpuc.fm	330-2400	
MRCS	Program Coordinator	Justin Fritz	fritzjustin5@gmail.com	330-7338	933-7016
IOM					
State Disaster Coordination Team (SDCT): Core Team 2					
Dept or Agency	Position	Name	Email	Work	Cell
CDEOC	Emergency Ops Coord.			330-4324	
Education					
Health Services					
Public Safety					
Agriculture					
Marine Resources					
Transport and PW					
Finance/Supply/Procurement (DAS)					
Public Affairs (DAS)					
CPUC	Power Generation	Dennis Triana	Dennis.triana@cpuc.fm	330-2400	
MRCS				330-7338	
IOM					

State Disaster Coordination Team (SDCT): Core Team 3					
Dept or Agency	Position	Name	Email	Work	Cell
CDEOC	DRM Coordinator	TBD		330-4324	
Education					
Health Services					
Public Safety					
Agriculture					
Marine Resources					
Transport and PW					
Finance/Supply/ Procurement (DAS)					
Public Affairs (DAS)					
CPUC				330-2400	
MRCS					
IOM					
State Disaster Coordination Team (SDCT): Core Team 4					
Dept or Agency	Position	Name	Email	Work	Cell
CDEOC	Climate Change Coord.	Valerio Manny		330-4324	
Education					
Health Services					
Public Safety					
Agriculture					
Marine Resources					
Transport and PW					
Finance/Supply/ Procurement (DAS)					
Public Affairs (DAS)					
CPUC	Chief Financial Officer	Kelly Keller	Kelly.keller@cpuc.fm	330-2400	
MRCS				330-7338	
IOM					

State Disaster Coordination Team (SDCT): Support Team 1					
Dept or Agency	Position	Name	Email	Work	Cell
FSM Telecom					
FSM Petrocorp	Terminal Manager	Redley Killion	redley.killionjr@fsmcpc.fm	330-2540	932-3800
EPA					
Planning and Statistics (DAS)					
Budget (DAS)					
Chamber of Commerce					
WSO	Officer in Charge	Johannes Berdon	johannes.berdon@noaa.gov	330-2548	932-0773
CCS					
CWC					
Mayors Conference					
State Disaster Coordination Team (SDCT): Alternate Support Team					
Dept or Agency	Position	Name	Email	Work	Cell
FSM Telecom					
FSM Petrocorp	Alternate	Dominic Always	Dominic.always@fsmcpc.fm	330-2540	922-1014
EPA					
Planning and Statistics (DAS)					
Budget (DAS)					
Chamber of Commerce					
WSO	Alternate	Sanchez Salle	Sanchez.salle@noaa.gov	330-2548	
CCS					
CWC					
Mayors Conference					

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

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

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor the threat independently.
- Establish contact with Department Director regarding watch phase.
- Plan line of succession for normal duties if called into CDEOC.

B. Alert (Condition II)

- Report to CDEOC for SDCT meeting when called by the CDEOC Director.
- Perform assigned position in the CDEOC. (Refer to section VII of CDMP)

- Prepare all materials as requested by CDEOC Director in agenda for SDCT meeting.
- SDCT Secretary takes meeting minutes and sends to SDCT contact lists and others. [Appendix 5](#)
- Determine necessary preparations for specific disaster situation with CDEOC Director.
- Stay in close contact with Department Director regarding evacuation preparations.
- Request approval from Department Director for use of department resources when appropriate.
- Lead Agency focal point briefs SDCT and CDEOC Director on disaster threat, if applicable.
- Assist CDEOC Director in notifying relevant groups of alert activation including the public and municipalities.
- Coordinate assigned departmental emergency preparations.

C. Onset (Condition I)

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

PHASE III – IMPACT

- Notify CDEOC Director of on the ground developments and damages reported within sector noting any key areas of need such as state resources.
- Compile an initial list of any known damages within sector.
- Stay in close contact with Department Director.
- Perform assigned CDEOC duty/position.

PHASE IV – RELIEF/RESPONSE

- Convene at the CDEOC for SDCT meeting.
- Assist CDEOC Director in creating a situation report for the Governor suggesting allocation of state funds and resources for emergency relief. [Appendix 7](#)
- Coordinate department emergency response operations and update CDEOC Director.
- Assist CDEOC Director in collecting IDA information from Mayors.
- Work with CDEOC Director to identify key areas of need such as debris removal and power restoration.
- Assist CDEOC Director in deploying state sector based damage assessment teams within 72 hours of “all clear” to areas identified by IDA information. Liaison with department head and personnel to determine assessment team personnel.
- Assist CDEOC Director in compiling sector based assessment findings.
- Assist CDEOC Director in securing state resources from your department once Governor allocates all state resources to response. Coordinate with Department Director.
- Identify response operations that are within the state’s capacity with the CDEOC Director.
- Work with CDEOC Director to create a State Action Plan and budget, assessing the need for national assistance. [Appendix 12 & 13](#)
- Coordinate department role in State Action Plan response efforts, once approved by GDC.
- Assist CDEOC Director in preparing situation report suggesting the Governor requests national assistance when damages exceed state capacity to respond.
- Assist CDEOC Director in coordinating national and foreign disaster assistance, if applicable.
- Work with CDEOC Director to determine when CDEOC should be deactivated.

- Assist CDEOC Director in closing the CDEOC.

PHASE V- RECOVERY

- Assist CDEOC Director in developing recovery phase assessment and developing Recovery Action Plan.
- Assist CDEOC Director in securing recovery funding and resources as determined in the Recovery Action Plan.
- Assist CDEOC Director in coordinating all activities and assistance during long term multi-sector recovery efforts by all state, national, and foreign actors.
- Assist CDEOC Director in ensuring equitable and transparent distribution of recovery assistance.
- Assist CDEOC Director in ensuring proper communication and public awareness of all ongoing state, national, and foreign recovery efforts at the community level.
- Assist CDEOC Director in ensuring safety of all response personnel including state, national, and foreign aid workers.
- Assist CDEOC Director in establishing a feedback mechanism for recovery assistance.
- Participate in after action meeting to review response operations and lessons learned.

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

Mayors

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Develop a municipal emergency response plan.
- Work with traditional leadership and CDEOC Director to appoint a municipal disaster focal point who will manage all emergency and disaster response activities in the municipality. This position will remain constant, and will not change under new administration.
- Work with Division of Planning (DAS) to determine most secure evacuation centers for specific disasters including typhoons and tsunamis.
- Notify community of designated evacuation routes and evacuation centers.
- Note the location of those that would require evacuation assistance. Develop an evacuation plan for vulnerable groups such as elderly and disabled.
- Develop community based warning systems such as megaphones, sirens, or church bells.
- Facilitate community evacuation drills to assess evacuation plans.
- Mayors, traditional leadership, municipal disaster focal points and other community members are trained on IDA form.
- Coordinate with the Mayors Conference Chairman regarding representation on the SDCT.
- Mayors, traditional leadership, and municipal focal points review the CDMP and this SOP often.
- Notify CDEOC Director of any changes in contact information, leadership, or designated focal points.
- Maintain and track water supply, particularly in Chuuk Lagoon and outer islands.

PHASE II- WARNINGS

A. Watch (Condition III)

- Notify CDEOC Director if water supply could reach a critical point.
- Receive warning messages from CDEOC Director.
- Test warning systems.
- Monitor the threat via www.windy.ty or via radio communication with CDEOC and other weather tracking agents.

B. Alert (Condition II)

- Receive updated warning message from CDEOC Director.
- Announce warning message to the municipality.
- Notify municipality to prepare to evacuate including packing enough food, water, and medicine for 2-3 days. Important documents should also be packed, such as passports. [Appendix 8](#)
- Mayors Conference Chairman to report to CDEOC when needed and called by Director.
- Notify CDEOC Director of dry conditions, if applicable.
- Make emergency preparations such as ensuring communication systems are charged, vehicles are fueled, if applicable.

C. Onset (Condition I)

- Notify community of updated warning message and activate evacuation plan.
- Oversee and assist in evacuation to ensure orderly evacuation procedures.
- Activate municipality warning system, such as a megaphone. Ensure evacuation notice is heard by all in municipality.
- Notify CDEOC Director and Public Safety if evacuation assistance is needed in evacuating elderly

- or disabled. Provide locations and number of people requiring assistance.
- Provision evacuation centers with available municipal resources.
- Report needs of the community by calling or radioing the CDEOC or through the Mayors Conference Chairman.
- Ensure security of municipal vital records and lines of succession.

PHASE III – IMPACT

- Help in maintaining the peace within evacuation centers.
- Request emergency medical assistance as necessary.
- Help coordinate onshore volunteers and volunteer fisherman for search and rescue missions.

PHASE IV – RELIEF/RESPONSE

- Notify the community of the “ALL CLEAR” message. Do not release community from evacuation centers until “ALL CLEAR” is received.
- Help facilitate return home from evacuation centers as appropriate.
- Conduct IDA within 24 hours after disaster impact. Report IDA information via hand delivery, phone, email, or radio to EOC immediately after completing.
- For slow onset disaster such as drought, IDA forms should be conducted and reported periodically throughout the disaster event.
- Provide any relief assistance within the municipal capacity.
- Restore water supply to municipality.
- Assist state deployment teams in conducting sector based assessments.
- Ensure equitable distribution of relief items within the community.
- Ensure safety of all response personnel from state, national, and foreign agencies.
- Coordinate state, national, and foreign disaster assistance with the community during relief efforts. Liaison between each entity and the community to address community concerns of assistance and ensure all assistance provided is needs based.

PHASE V- RECOVERY

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

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

Department of Administrative Services

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- SDCT focal points are trained in EOC operations and Incident Command System.
- Budget pursues the establishment of a State Emergency Response Contingency Fund with the CDEOC Director.
- Ensure that funds are expended appropriately for existing disaster programs.
- Public Affairs ensures backup power for the Broadcast station.
- Municipal Affairs division works with municipalities and CDEOC Director to select municipal focal points.

PHASE II- WARNINGS

B. Watch (Condition III)

- Director notifies key staff of watch phase and briefs them on their assigned responsibilities.
- Provide reminder to other Department Heads regarding requirements for documentation of all disaster related expenses.
- Budget Office determines available balances of all disaster related budgets and provides a summary to the CDEOC Director.
- Public Affairs prepares Broadcast Station to be opened for 24 hours if alert phase is announced. Back-up generator is tested and fuel is secured.

C. Alert (Condition II)

- Director attends Governor's Disaster Committee meeting.
- SDCT Core Team 1 focal points deploy to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Incident Commander.
- SDCT Support Team focal points report to the CDEOC when called by the CDEOC Director for technical advisement.
- Focal points update CDEOC Director on available state disaster funding.
- Broadcast station begins making emergency announcements to the public.
- Broadcast station is opened for 24-hour surveillance.
- Municipal affairs division assists in contacting outer island communities with messages from CDEOC.
- Statistics provides census information upon request.
- Planning focal points deploy to schools and churches with Department of Health Sanitation division to assess building infrastructure and maximum capacity, prior to the public moving into evacuation centers. Planning and health focal points select the most suitable evacuation centers and notify the CDEOC.

D. Onset (Condition I)

- If State of Emergency is declared, Budget office reallocates state funds to emergency operations.
- Finance focal points track all emergency and disaster related expenditures including costs to be reimbursed to state agencies such as fuel costs.

- Finance focal points keep up to date records of emergency response related state expenses and budgets and share with the CDEOC.
- Supply and procurement assists in organizing documentation to waive taxes and fees related to relief items, as determined in the State of Emergency.
- Supply and procurement assists in procuring and distributing relief items as determined by the CDEOC. Items are distributed amongst the evacuation centers.
- Broadcast station continues to release emergency warning messages.
- Municipal affairs continues to assist in relaying emergency information to municipalities.

PHASE III – IMPACT

- Finance focal points continue to track and update emergency response budgets.

PHASE IV – RELIEF/RESPONSE

- Broadcast station announces Governor’s “all clear” message with instructions on deactivation of evacuation centers and return to schools and government offices.
- Planning division deploys to conduct damage assessments to all public infrastructure including government buildings, roadways, and bridges, and private infrastructure based off of results of the IDA form submitted by municipalities.
- Planning division submits list of damages to CDEOC.
- Budget office reallocates state funds to support emergency response operations at the direction of the Governor following a State of Emergency, if not declared prior to impact.
- Focal point assists in development of State Action Plan Budget. Determines available funds and state capacity to respond.
- Finance focal points continue to track all state response related expenditures and oversee reimbursement to departments and state agencies.
- Supply and procurement assists in procuring and distributing relief items as determined by the CDEOC. Items are distributed amongst the evacuation centers.
- Supply and procurement assists in distributing donated relief items with partner organizations.
- Broadcast station is deactivated from 24 hours. Returns to normal working hours and continues to release messages regarding emergency relief.

PHASE V- RECOVERY

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

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

 Director
 Department of Administrative Services

 Date

Department of Education

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish School Preparedness Plans for each school to be able to respond to specific hazards.
- SDCT focal points are trained in EOC operations.
- Principals and teachers are trained in shelter management and registration.
- Develop and promote public education programs and materials to increase public awareness of the adverse impacts of disasters and how to best prepare.
- Include disaster preparedness in school curriculum in coordination with IOM.
- Identify school facilities to be used as evacuation centers in coordination with CDEOC Director and Division of Planning.
- Secure communications system in school facilities that can be utilized without power.
- Maintain contact lists of school principals and bus drivers to be referenced quickly in cases of emergency. [Appendix 9](#)
- School buildings, bathrooms, and buses are maintained in good working condition to be utilized during emergency operations.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Director attends meetings of the Governor's Disaster Committee.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Close down schools and release students to their homes, if school is in session.
- Notify principals to open school facilities as evacuation centers.
- School maintenance boards windows and takes other disaster precautions.
- Work with Public Safety to establish security at evacuation centers.
- Work with Dept of Health to provision shelters with emergency medical and sanitation supplies.
- Principals and teachers prepare registration tables for incoming community members.
- Make school buses available to assist in evacuation of vulnerable communities, particularly elderly and disabled.
- Incorporate hazard educational materials or contests for students such as information on health outbreaks, water conservation, emergency preparedness, etc.

C. Onset (Condition I)

- Deploy school buses to assist in evacuation and transportation of vulnerable groups.

- Principals remain at school facility as Site Manager.
- Principals and teachers register incoming community members and send initial evacuation numbers to CDEOC through the SDCT focal point.
- Perform other duties as assigned.

PHASE III – IMPACT

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

PHASE IV – RELIEF/RESPONSE

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

PHASE V- RECOVERY

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

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

 Director
 Department of Education

 Date

Department of Public Safety

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop emergency contingencies for different types of disasters (storms, epidemics, major accidents, lost at sea) with personnel assigned to specific functions.
- Develop and update hazard emergency plan for Search and Rescue and domestic fires.
- Develop and educate the public of use of special warnings for emergencies, curfew requirements, and other traffic control measures.
- Work with municipal governments to practice evacuation procedures.
- Establish MOU agreements with local dive shops for assistance with lagoon Search and Rescue.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Director of Public Safety attends meeting of the Governor's Disaster Committee.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Receive instruction from CDEOC.
- Deploy patrol vehicles to go around streets making announcements over PA system. Instruct residents to prepare to evacuate and stand on side of the road with belongings for pick up.
- Deploy 2-3 officers to each evacuation center to establish security, depending on size of center.
- Secure department facilities and vital records.
- Perform other duties as required.

C. Onset (Condition I)

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

PHASE III – IMPACT

- Monitor disaster and maintain public safety.
- Provide security where needed, if feasible.
- Enforce curfew.
- Carry out search and rescue. Coordinate onshore and offshore volunteer search parties utilizing local dive shop boats for sea searching.
- Block access roads for localized disasters such as fires, oil spills, plane crash, etc.
- Provide escort for emergency vehicles in conducting first response operations.
- Conduct rescue missions until unable to pass.
- Ensure security in the streets once weather has passed. Notify CDEOC Director of security “all clear”.
- For localized fires, inform CPUC to shut off power and request a water tanker. Conduct firefighting measures.

PHASE IV – RELIEF/RESPONSE

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

PHASE V- RECOVERY

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

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

 Director
 Department of Public Safety

 Date

Department of Health Services

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Maintain Hospital Emergency Plan.
- Maintain early warning system for epidemics and health outbreaks (EpiNet Teams).
- Conduct health and sanitation inspections of all designated evacuation centers twice a year, at beginning and end of the school year.
- Support disaster preparedness in health education projects.
- Ensure staff and personnel remain up to date in trainings such as HazMat and ICS.
- Train hospital personnel and outer island health assistants on Environmental Health Assessment form and procedures to be conducted in shelters during sector assessments.
- Ensure emergency generators are in good working condition and sufficient to support hospital.
- Establish MOUs for emergency medical evacuation with CIA and ship vessels.
- Establish MOU with Vital and private gas stations for emergency fuel procurement.

PHASE II- WARNINGS

A. Watch (Condition III)

- Incident Commander places teams and team leaders on standby.
- Procurement Officer and Pharmacist conduct inventory of medical supplies and pharmaceuticals and provide information to SDCT focal point.
- Notify health assistants in outer island dispensaries and community health centers.
- PHEPP Coordinator shares EpiNet early detection report with CDEOC Director.

B. Alert (Condition II)

- Incident Commander attends meeting of the Governor's Disaster Committee.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Ensure sufficiency of fuel for back-up generators and emergency vehicles.
- Secure vital records and facilities by boarding windows.
- Stay in contact with outer island dispensaries and community health centers regarding emergency preparations.
- Provision designated evacuation centers with emergency medical and sanitation supplies.

C. Onset (Condition I)

- Deploy first-aid personnel to designated evacuation centers to provide medical assistance.
- Perform operational tasks as directed by the CDEOC Director or Governor.

PHASE III – IMPACT

- Manage mass casualties, initial treatment of victims, first-aid, transport to health facilities, and redistribution to other facilities when necessary. Refer to Hospital Emergency Plan for details.
- If hospital structure is damaged, establish alternate care site in parking lot for treatment.
- Maintain contact with outer island health assistants. Notify CDEOC Director of any necessary urgent medical evacuations.

- Notify CDEOC Director once most urgent emergency medical transport is completed.

PHASE IV – RELIEF/RESPONSE

- Focal point(s) continues to assist in CDEOC operations.
- Conduct health sector damage assessment as soon as possible following the “all clear”. Teams will be deployed to each affected municipality. Coordinate team deployment with CDEOC.
- Compile assessment results and submit to CDEOC for planning.
- Conduct epidemiological surveillance and disease control. Notify CDEOC Director of any post disaster disease outbreak registered within EpiNet System.
- Work with Department of Agriculture to determine food and nutritional needs if crop supply is damaged.
- Focal point(s) assists CDEOC Director in drafting a State Action Plan and budget that identifies health sector needs, and assess the need for national assistance.
- Provide health and sanitation relief items where available.
- Assess the need for SNS push packages. Discuss possibility with CDEOC Director and SDCT.
- Establish contact with national level department regarding available line agency assistance such as SNS packages, CDC technical or funding assistance, or WHO technical or funding assistance.
- Update CDEOC Director of all line agency offers of assistance to be included in State Action Plan.
- Where appropriate and agreed upon by Director of Health and CDEOC Director, formally request funding assistance from line agencies for health programs. President will submit request through the Department of Foreign Affairs. Governor should be kept informed.
- Assist CDEOC Director in coordinating national and foreign assistance, if applicable.

PHASE V- RECOVERY

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

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

 Director
 Department of Health Services

 Date

Department of Transportation and Public Works
OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department’s contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Maintain and update the Airport Emergency Plan and Seaport Emergency Plan.
- Maintain and repair facilities and utilities as they occur to ensure serviceability of systems during times of disaster.
- Ensure all equipment is in working condition. Repair as needed.
- Reestablish warning flags signifying seaport is closed. Reincorporate into emergency practices.

PHASE II- WARNINGS

A. Watch (Condition III)

- Department Director places staff on standby.
- Airport Manager notifies airport tenants of identified threat and airport shutdown if progresses to 48 hours away.
- Seaport Manager notifies airport tenants of identified threat and seaport shutdown if progresses to 48 hours away.
- Return all department resources to be refueled and on placed standby for deployment.
- Back up office data.

B. Alert (Condition II)

- Department Director attends meetings of the Governor’s Disaster Committee.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Public Works assists Governor’s office and legislature to secure facilities prior to impact.
- Deploy personnel and resources for emergency shutdown.

Airport

- Activate airport emergency plan.
- Secure assets in ARFF building. Move assets to higher ground near hospital for tsunami.
- Notify airline and tenants of disaster alert. Shut down the airport.
- Issue NOTAM ceasing all incoming flights.
- Request Public Safety assistance in evacuating passengers.

Seaport

- Activate seaport emergency plan.
- Notify shipping agents and tenants of disaster alert.
- Notify vessels of disaster alert (typhoon or tsunami) and that they must leave the seaport berth and return to open seas.
- Utilize Broadcast and FSMTC to notify private owners to remove their vessels from seaport berth.
- Evacuate people from warehouse and lock the gate 24 hours prior to impact.

C. Onset (Condition I)

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

- Focal point(s) continue to assist in CDEOC operations. Seaport personnel plot the storm.

PHASE III – IMPACT

- Monitor disaster situation. Receive reports of damages and compile for later use.
- Once WSO determines whether threat has passed, Public Works deploys to clear debris from main access roads, particularly those leading to the hospital. Notify CDEOC Director once most urgent roadways are restored.
- Focal point(s) continue to assist in CDEOC operations. Seaport personnel plot the storm.
- For Search and Rescue missions, take over from Public Safety once search extends beyond Chuuk lagoon or search has continued for more than 24 hours.
- Draft a letter for Governor to President and FSM Department of Foreign Affairs, requesting US Coast Guard assistance in searching. Coordinate letter with CDEOC Director. Foreign Affairs will issue a diplomatic note to US Coast Guard to request assistance.
- Continue to coordinate SAR with FSM Maritime Wing and US Coast Guard up to 72 hours.

PHASE IV – RELIEF/RESPONSE

- Public Works continue to clear roads, remove debris, manage landfill, and repair roads. Conduct road damage assessment and compile results to be submitted to CDEOC.
- Following the “ALL CLEAR” airport and seaport teams deploy to clear the runway and berth of debris. Clear runway for medical evacuations within 48 hours.
- Maintenance conducts Airport Condition Report. Must complete checklist before the airport can be reopened.
- Deactivate NOTAM once Airport Condition Report is complete.
- Reopen seaport as soon as possible.
- Public Works assists in making minor repairs to state facilities. Department must provide the materials.
- Compile sector based assessment findings and submit to CDEOC for response planning.
- Assist CDEOC Director in drafting State Action Plan and budget, assessing the need for national assistance.
- Monitor the landfill and ensure proper disposal of debris including hazardous materials.

PHASE V- RECOVERY

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

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

Director
Department of Transportation and Infrastructure

Date

Department of Agriculture

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop hazard emergency plan for agricultural incidents and share with CDEOC Director.
- Introduce and maintain hazard mitigation actions in ongoing projects to ensure protection against disaster impact including planting drought resistant crops.
- Develop public orientation and education projects to increase awareness in methods of regenerating agricultural production following a disaster.
- Train personnel in agriculture sector based assessment procedures with a food security perspective. Contact national Department of Resource & Development for assistance.
- Establish drought monitoring protocols with extension agents.
- Increase department capacity on reporting, record keeping, and information management.

PHASE II- WARNINGS

A. Watch (Condition III)

- Dispatch staff to secure government sponsored development projects.
- Establish contact with extension agents to notify about identified threat. Place on standby, increasing daily reporting.
- Place all remaining department staff on standby.

B. Alert (Condition II)

- Director attends Governor's Disaster Committee meetings.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Agriculture extension agents advise farmers in best practices to reduce damage to their crops and equipment according to the impending threat.
- Secure department's facilities, resources, and vital records.

C. Onset (Condition I)

- Focal point(s) continues to assist in CDEOC operations.

PHASE III – IMPACT

- Focal point(s) continues to assist in CDEOC operations.

PHASE IV – RELIEF/RESPONSE

- Focal point(s) continues to assist in CDEOC operations.
- Focal points request approval from Director to utilize department resources for relief efforts prior to Governor directive.
- Assist in clearance of debris or other appropriate emergency duties.
- Conduct agriculture sector damage assessment as soon as possible following the "all clear". Teams will be deployed to each affected municipality. Coordinate team deployment with CDEOC.
- Agriculture division coordinates with Dept of Health to review agriculture damages and determine

food security vulnerability.

- Compile assessment results and submit to CDEOC for planning.
- If there is significant crop and livestock damage or loss, recommend purchasing necessary planting materials including seedlings from farmers within the state and from other states.
- Focal points assist CDEOC Director in drafting State Action Plan and budget that identifies agriculture sector needs, and assesses the need for national assistance.
- If state funding unavailable to purchase seedlings and planting materials, request to national Department of Resource and Development to contact line agency partners including FAO and USDA for funding. Keep CDEOC Director informed of line agency offers.

PHASE V- RECOVERY

- Advise farmers on how to best recover their crops.
- Distribute seedlings and other planting materials to affected farmers, if available.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Director
Department of Agriculture

Date

Department of Marine Resources

Operational Checklist

PHASE I- PREPAREDNESS

- Ensure that Department's contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop hazard emergency plan for marine incidents including coral bleaching, ciguatera, and crown of thorn outbreaks. Share with CDEOC Director.
- Develop public orientation and education projects to increase awareness of FADs and other methods to regenerate reef health following a disaster.
- Train personnel in marine sector assessment procedures with a food security perspective. Contact national Department of Resource & Development to request The Pacific Community (SPC) assistance.
- Research food security impacts of coral bleaching events.

PHASE II- WARNINGS

A. Watch (Condition III)

- Dispatch staff to secure government sponsored development projects.
- Coordinate announcements regarding potential bleaching events with CDEOC Director.
- Place department staff on standby.

B. Alert (Condition II)

- Director attends Governor's Disaster Committee meetings.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Secure department's facilities, resources, and vital records.

C. Onset (Condition I)

- Focal point(s) continues to assist CDEOC operations.

PHASE III – IMPACT

- Focal point(s) continues to assist CDEOC operations.
- Assist in Search and Rescue operations providing boat and certified divers.

PHASE IV – RELIEF/RESPONSE

- Focal point(s) continues to assist CDEOC operations.
- Focal points request approval from Director to utilize department resources for relief efforts prior to Governor directive.
- Assist in sector damage assessments where appropriate. Coordinate teams with CDEOC.
- Conduct marine sector damage assessment with available resources, incorporating a food security perspective. Contact national Department of Resource & Development to request The Pacific Community (SPC) assistance. Coordinate line agency assistance with CDEOC Director.
- Agriculture division coordinates with Dept of Health to review marine damages and determine food security vulnerability.
- Compile assessment results and submit to CDEOC for planning.
- Focal points assist CDEOC Director in drafting State Action Plan and budget that identifies marine

sector needs, and assesses the need for national assistance.

- Monitor reef health for bleaching events. Notify public of fishing practices to avoid post disaster. Coordinate public notices with CDEOC Director.
- Monitor for signs of ciguatera outbreak. Notify Department of Health of potential cases. Issue statements to the public regarding fish to avoid. Coordinate public notices with CDEOC Director.

PHASE V- RECOVERY

- If there is significant reef damage or loss, request to national Department of Resource and Development to contact line agency partners including SPC to purchase Fish Aggregating Devices (FADs). Keep CDEOC Director informed of line agency offers.
- If assistance is provided, install FADs and monitor their usage. Conduct public outreach to promote FAD usage and sustainable fishing practices. Coordinate with municipal Mayors.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Director
Department of Marine Resources

Date

Environmental Protection Agency (EPA)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that Department’s contact lists are current and accurate.
- Develop department contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Develop oil spill hazard emergency plan incorporating support response agencies and CDEOC.
- Conduct regular water quality testing for both drinking and coastal waters.
- Conduct quarterly water quality tests for drinking water at schools, hospital, and CPUC main water sources.
- Continue to develop additional regulations such as for hazardous waste. Establish a hazardous waste storage location such as a container.
- Replace container storing oil spill materials at seaport.
- Ensure personnel are trained in handling hazardous materials, as well as oil spill containment.
- Establish communication system such as HF radio to communicate with CDEOC during emergency.

PHASE II- WARNINGS

A. Watch (Condition III)

- For typhoon or rapid onset disaster, Manager places key emergency response personnel on standby for water quality testing. Test for contamination.
- Once drought conditions such as El Nino are predicted, EPA will increase water testing and monitoring frequency. Test wells for salinity levels.

B. Alert (Condition II)

- Manager attends meetings of the Governor’s Disaster Committee.
- Focal point reports to CDEOC when requested by CDEOC Director to assist in response planning.
- Manager approves use of agency resources in emergency preparations.
- Increase public information including more outreach and awareness in how to best control water quantity and quality depending on the type of disaster.
- Secure facilities and backup vital records.

C. Onset (Condition I)

- Prepare for onset of disaster, boarding up facilities, fueling vehicles, charging communication devices, and preparing assessment tools such as turbidity meters and laboratory equipment.
- Prepare backup generator for laboratory testing post disaster.
- Manager sends EPA staff home. Manager remains at EPA office.

PHASE III – IMPACT

- For sudden impact disasters such as oil spills response actions begin at the impact stage.
- Vessel owners notify EPA directly regarding oil spill. Team deploys to the site for rapid assessment and to begin containing the spill. Manager coordinates response with CDEOC Director and support agencies including FSMPC.
- For major natural disasters such as typhoon and tsunami, EPA personnel remain in safe location until the “ALL CLEAR” notice is given.

PHASE IV- RELIEF/RESPONSE

- Focal point reports to CDEOC upon CDEOC Director request to assist in response planning.
- Following “ALL CLEAR” message, EPA personnel return to office to prepare testing equipment for rapid deployment.
- EPA participates in sector assessments, coordinated by CDEOC. Collect samples from random sites and bring back to lab in Weno to test samples. Cannot conduct water quality testing in outer islands. Water samples must be tested within 24 hours of taking.
- Compile results of sector assessments and submit report to CDEOC for planning and action.
- If water is found to be contaminated, work to identify the source of the contamination while also increasing public announcements.
- Conduct assessment on transformers, assessing the possibility of hazardous waste contamination. Compile findings and submit report to CDEOC if assistance is needed from US EPA to contain the hazardous material. Governor requests assistance from US EPA.
- Assist Public Works in managing dump site, segregating debris as appropriate.
- Focal points request assistance from Manager to utilize agency resources for relief efforts.
- Assist DCO in drafting State Action Plan and budget, assessing the need for national assistance.
- Follow proper procedures for processing oil spill removal.

PHASE V- RECOVERY

- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Manager
 Environmental Protection Agency (EPA)

Date

Chuuk Public Utilities Corporation (CPUC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's contact lists are current and accurate.
- Develop contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Procure additional backup portable generators.
- Designate and train personnel to conduct damage assessment.
- Assist lagoon island communities in developing water management plans.
- Monitor static and dynamic well water levels for early detection of drought conditions.

PHASE II- WARNINGS

** Power generation and distribution is stopped when winds reach 50 MPH.*

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby.
- Check that the communication check List and the list of disaster supplies for immediate response are fully stocked and ready to use.
- Ensure serviceability of vehicles and fill with fuel.
- Top off generation fuel tanks.
- Backup office data.

B. Alert (Condition II)

- CEO attends meetings of the Governor's Disaster Committee.
- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Work with CDEOC to establish contact with CPUC representatives in 5 outer islands and 7 lagoon islands monitoring standalone solar systems. Tell CPUC representatives to secure systems.
- SDCT focal point provides WSO updates to CPUC CEO from CDEOC for wind speed estimation.
- Prepare to mobilize personnel, equipment, and supplies.
- CEO approves use of agency resources in state emergency preparations.
- If drought conditions identified, post statements on website and around main office to conserve water. Coordinate announcements with CDEOC Director.

C. Onset (Condition I)

- When winds reach 50 MPH, power is disconnected, CPUC facility is shut down and staff are sent home except for managers. Staff remaining are evacuated to concrete storage buildings. Technicians requested to return once weather has cleared.
- Coordinate with CDEOC Director to announce warning of power disconnection to public and government.
- Prepare for disaster impact. Board facilities and store equipment to limit damages.
- Assist other departments in their emergency preparations if necessary.
- If drought conditions continue to progress, announce water ration hours.

PHASE III – IMPACT

- Monitor disaster situation. Receive reports of damages and compile for later use.
- Once weather clears, managers call technicians to return to begin assessment prior to "all clear".

- Once weather has cleared, deploy technicians to secure downed power lines to limit injuries and begin restoring power connections. Report to CDEOC Director once power lines are secured and safe for public.
- Deploy staff to assist in clearing debris and downed trees.
- For prolonged drought, consider renting a water tanker for easier transport of water. Limit usage of wells to avoid depleting water lens. Consider usage of RO unit.
- During fire response, coordinate with Public Safety for site location. Direct water towards fire site to provide a stronger flow.

PHASE IV – RELIEF/RESPONSE

- Continue conducting damage assessment to all CPUC systems including power, water, and sewage making repairs as they progress.
- If feeders are damaged, repair feeders for critical grids first, including the hospital (feeder 1), airport (feeder 4), and downtown (feeder 3).
- Circulate portable generator to wells and lift stations as power systems are restored. Request additional portable generators from CDEOC if necessary.
- Announce to public power, water, and sewage restoration schedule. Continue to update. Coordinate restoration schedule with CDEOC.
- Compile complete list of damages and expenses. Submit to CDEOC Director for reimbursement.
- Focal points assist CDEOC Director in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request CEO approval to utilize agency resources in relief efforts.
- During drought, participate in rapid assessment of water supply. Conduct water quality testing. Generate water supply and quality report for CDEOC planning.

PHASE V- RECOVERY

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

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

 Chief Executive Officer
 Chuuk Public Utilities Corporation (CPUC)

 Date

FSM Telecom (FSMTC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's contact lists are current and accurate.
- Develop agency contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Maintain backup power systems and fuel generators. Secure additional backup power systems.
- Designate and train personnel to conduct damage assessment.
- Procure small dish that does not need to be stowed during a storm. Main office building internet service will be included on this small dish as well as island cell service to ensure continued service during an event.
- Secure satellite antennas, cell towers, and solar panels for outer islands.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Field technicians secure families and then report to FSMTC office.
- State Manager attends meetings of the Governor's Disaster Committee.
- Focal point reports to CDEOC when requested by the Director to assist in response planning.
- Focal point requests State Manager approval to utilize FSMTC resources for State emergency preparations, when applicable.
- State Manager requests HQ approval to utilize FSMTC resources for State emergency preparations, if necessary.
- Prepare to mobilize personnel, equipment, and supplies.
- Switch supervisor activates and assigns field technicians.
- Begin securing antennas and other FSMTC infrastructure on Weno.

C. Onset (Condition I)

- Field technicians stow geostationary satellite once winds reach 45 MPH. Once stowed, internet and cell service is lost throughout Chuuk State.
- Coordinate with CDEOC Director alternate communications options while satellite is stowed such as iridium phone.
- Prepare for disaster impact. Board facilities, secure vital records, and store equipment to limit damages.
- SDCT focal point assists CDEOC Director in requesting emergency messages to be sent out using FSMTC SMS bulk messaging service. All fees for emergency messages are waived. State Manager may authorize internally if Governor has declared a State of Emergency. If Governor has not declared State of Emergency, but emergency notice is necessary to saving human lives, Governor may write a letter of request to FSMTC HQ. State Manager should submit SMS bulk message form, State of Emergency declaration from Governor or letter, and call emergency SMS activation is +691-920-6153 (Network Operations Center) and/or +691-320-5000. NOC is manned 24 hours a

day, 7 days a week.

PHASE III – IMPACT

- Monitor disaster situation. Receive reports of damages such as antennas and aerial lines and compile for later use with particular emphasis on lagoon islands with cell towers and solar panels.

PHASE IV – RELIEF/RESPONSE

- Once “ALL CLEAR” is announced, begin repairing state telecommunications.
- Switch Manager deploys field technicians to junctions for most urgent repairs.
- Conduct telecommunications damage assessment on all islands with FSMTC equipment.
- Compile complete list of damages and expenses and submit to FSMTC HQ in Pohnpei.
- Brief CDEOC Director on damages to FSMTC infrastructure.
- Assist CDEOC Director in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request State Manager approval to utilize agency resources in relief efforts.

PHASE IV- RECOVERY

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

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

Chuuk State Manager
FSM Telecom (FSMTC)

Date

FSM Petrocorps (FSMPC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that agency's contact lists are current and accurate.
- Develop agency contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Establish Memorandum of Understanding with the Chuuk State Government regarding fuel procurement during times of emergency.

PHASE II- WARNINGS

A. Watch (Condition III)

- Alert key emergency response personnel and place on standby
- Ensure serviceability of vehicles and fill with fuel.
- Backup office data.
- Notify Pohnpei HQ of identified threat and begin coordination.

B. Alert (Condition II)

- Terminal Manager attends meetings of the Governor's Disaster Committee.
- Focal point reports to CDEOC when requested by the Director to assist in response planning.
- Focal point requests Terminal Manager approval to utilize FSMPC resources for State emergency preparations, when applicable.
- Terminal Manager requests HQ approval to utilize FSMPC resources for State emergency preparations.
- Fill customer's fuel. No purchasing without payment prior to the event.
- Generate inventory of FSMPC available resources in Chuuk
- Take necessary precautions to board facilities and backup records.

C. Onset (Condition I)

- Load tanks with fresh water.
- Prepare for disaster impact. Store equipment to limit damages and shutdown facilities.
- Release staff for disaster impact.

PHASE III – IMPACT

- Monitor disaster situation and damages to fuel containers.
- If fuel cell catches on fire, secure staff first. Attempt to do what they can do without putting anyone in danger. Call Public Safety and ARFF for assistance.

PHASE IV – RELIEF/RESPONSE

- Once "ALL CLEAR" is announced, begin assessing and repairing any damages.
- Submit list of damages to Pohnpei HQ as soon as possible post impact.
- Focal point attends meetings at CDEOC upon Director request.
- Focal point assists CDEOC Director in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal points request State Terminal Manager approval to utilize agency resources in relief efforts.
- State Terminal Manager requests HQ approval to utilize agency resources in relief efforts, such as

assisting EPA in containing and cleaning up an oil spill.

- Waive procurement procedures for State government urgent fuel purchases. Keep a record of state agencies that received fuel from FSMPC on an emergency “charge” basis for reimbursement after the event. Submit list of charges to CDEOC for reimbursement by the State.
- Assist in State relief efforts where applicable and upon request.

PHASE V- RECOVERY

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

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

Chuuk State Terminal Manager
FSM Petrocorps (FSMPC)

Date

Weather Service Office (WSO Chuuk)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Maintain main office generators, communication devices, and rain gauges.
- Maintain equipment in substations including rain gauges, radios, and chatty beetle.
- Continue to improve and strengthen communication systems with substations.
- Record daily rain measurements and submit to WxCoder III for drought monitoring.

PHASE II- WARNINGS

A. Watch (Condition III)

- Receive weather notification from Guam or Hawaii. Notify CDEOC Director.
- Suggest “ALL CLEAR” if threat dissipates.

B. Alert (Condition II)

- Continue to track event. Receive weather forecasting from Guam and Hawaii.
- If threat is confirmed to strike Chuuk State, immediately notify CDEOC Director. Utilize Public Safety to get him if not able to be contacted via phone or email.
- Weather service specialist on duty calls in remaining specialists.
- Establish contact with substation WSO employees for on the ground weather analysis.
- Continue to update CDEOC Director on an agreed upon schedule. Transmit updates via phone, email, or utilize Public Safety to deliver messages.
- Focal point reports to the CDEOC when requested by the Director to assist in emergency planning and disseminating emergency announcements.
- Update Code-a-phone forecasting announcement with emergency notices. Direct all further inquiries to the CDEOC.
 - Chuukese: 330 4348
 - English: 330 4349
- If received any direct phone calls from the public, direct them to the CDEOC for further information.
- Suggest “ALL CLEAR” if threat dissipates.
 - Update Code-a-phone with deactivation notice.

C. Onset (Condition I)

- Continue to update CDEOC Director on an agreed upon schedule. Transmit updates via phone, email, or utilize Public Safety to deliver messages.
- Establish contact with substation WSO employees for on the ground weather analysis.
- Suggest “ALL CLEAR” if threat dissipates.
 - Update Code-a-phone with deactivation notice.

PHASE III – IMPACT

- WSO notes damages in their area. Document damages to be reported to CDEOC.
- Continue to track event. Monitor forecast to determine when the threat has passed. Notify CDEOC Director.
- Establish contact with substation WSO employees for on the ground weather analysis.

PHASE IV - RESPONSE/RELIEF

- Focal point reports to CDEOC to assist with EOC operations such as receiving IDA reports from municipal focal points, compiling situation reports to be released to the Governor and National government, planning response operations, drafting State Action Plan and budget, and requests for national assistance. CDEOC Director assigns WSO position.
- Establish contact with substation WSO employees for summary of damages to WSO assets.

PHASE V – RECOVERY

- Participate in Chuuk State after action meeting following the conclusion of all relief and recovery efforts to review response procedures and incorporate lessons learned into Chuuk State SOP for Emergency and Disaster Response.

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

Officer in Charge
Chuuk Weather Service Office

Date

Chuuk Conservation Society (CCS)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization's contact lists are current and accurate.
- Develop organization contingency plans to determine specific responsibilities regarding line of succession and safekeeping of vital records.
- Assist communities in outer islands to create community climate change mitigation plans.
- Introduce Fire Smart program within isolated communities. Coordinate with Public Safety.
- Introduce disaster preparedness programs reviving traditional disaster practices within Chuuk State communities.
- Increase staff capacity to conduct both post disaster agricultural and marine damage assessments.
- Procure communication systems such as inReach devices for GPS and ePIRB functionality.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- Director notifies CCS personnel of threat and place on standby.

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point reports to CDEOC when requested by the Director to assist in response planning.
- Focal point requests Director approval to utilize CCS resources for emergency preparations, when applicable.

C. Onset (Condition I)

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

PHASE III – IMPACT

- Document damages in your area to be reported to CDEOC.
- Assist in Search and Rescue missions. Provide volunteers and boat upon request.

PHASE IV – RELIEF/RESPONSE

- Assist Department of Agriculture and Department of Marine Resources in conducting sector damage assessments.
- Assist CDEOC Director in drafting State Action Plan and budget, assessing the need for national assistance.
- Focal point requests Director approval to utilize CCS resources in relief efforts.

PHASE V- RECOVERY

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

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

Director
Chuuk Conservation Society (CCS)

Date

Chuuk Women’s Council (CWC)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization’s contact lists are current and accurate.
- Participate in disaster preparedness and planning activities to ensure female voices and needs are represented.
- Work with Planning and Education to ensure evacuation centers are designed considering the needs of women such as separate bathroom facilities.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point reports to CDEOC when requested by Director to assist in response planning. CWC focal point represents female needs during disasters and acts as a community liaison.

C. Onset (Condition I)

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

PHASE III – IMPACT

- Document known damages to be reported to CDEOC.

PHASE IV – RELIEF/RESPONSE

- Assist CDEOC Director in drafting State Action Plan and budget, ensuring female needs and female security are addressed.
- Focal point requests CWC President approval to utilize CWC resources in relief efforts.
- Create beneficiary follow-up (BFUP) surveys to be distributed to community members regarding the assistance received. BFUP surveys should assess community perception of the items received as well as the distribution process. *i.e. Did you receive the item? Did you like it? Was it helpful? Were you required to pay for the item?*
- Utilize CWC network in municipalities to distribute and conduct surveys.
- Report BFUP survey findings to CDEOC Director and SDCT.

PHASE V- RECOVERY

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

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

President – Chuuk Women’s Council (CWC)

Date

Chuuk Chamber of Commerce

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization’s contact lists are current and accurate.
- Participate in disaster preparedness and planning activities to represent private sector interests.
- Help facilitate service agreements between Chuuk State and private sector businesses for emergencies. Agreements should cover the establishment of lines of credit during emergencies.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- Take necessary precautions to secure facilities and backup records.
- Focal point reports to CDEOC upon Director request and represents interests of the private sector in response planning and activities.
- Request businesses to submit inventory of high demand relief items such as bottled water.

C. Onset (Condition I)

- Focal point fulfills action items as determined by CDEOC.

PHASE III – IMPACT

- Document known damages to be reported to CDEOC.

PHASE IV – RELIEF/RESPONSE

- Liaison between State government (CDEOC) and private sector during response operations. Ensure that businesses are respecting the price control bill and prices are not raised on essential items within 60 days of an emergency.
- Assist CDEOC Director in drafting State Action Plan and budget, as appropriate.
- Provide inventory listings of essential items in local stores to CDEOC to be announced to public.
- Facilitate additional communication between private sector and State government as needed.

PHASE V- RECOVERY

- Facilitate communication between state government and private sector as needed.

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

President- Chuuk Chamber of Commerce

Date

International Organization for Migration (IOM)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Ensure that organization's contact lists are current and accurate.
- Appoint new focal points as staff members change. Newly appointed focal points will review the Chuuk State Disaster Management Plan and this SOP upon appointment.
- Work with Chuuk government to continue to practice and update this SOP and emergency Plan.
- Conduct Essentials of Humanitarian Assistance training with government and community stakeholders to increase disaster preparedness capacity.
- Train Mayors and municipal focal points on the Initial Damage Assessment form.
- Maintain warehouse inventory of prepositioned relief items.

PHASE II- WARNINGS

A. Watch (Condition III)

- Monitor threat independently.
- Head of Sub Office notifies IOM staff in Pohnpei HQ of disaster threat and standby phase.
- IOM Chuuk staff are placed on standby.

B. Alert (Condition II)

- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Focal point coordinates any available IOM assistance with CDEOC.
- IOM office and warehouse facilities are secured and files are backed up.
- Vehicles and boats are fueled, communication devices are charged.

C. Onset (Condition I)

- Focal point fulfills action items as determined by CDEOC.
- Head of Sub Office continues to coordinate with IOM Pohnpei HQ re: potential assistance.
- IOM Staff are evacuated to a safe shelter. Facilities are boarded and shut down.

PHASE III - IMPACT

- IOM Staff document known damages in their area to be reported to CDEOC.
- Focal point(s) continues to assist in CDEOC.

PHASE IV – RELIEF/RESPONSE

- Focal point(s) continues to assist in CDEOC.
- Assist state departments and agencies in conducting damage assessments.
- Notify CDEOC Director of any possible IOM assistance from various donors. Coordinate with HQ.
- Assist CDEOC Director to draft State Action Plan, situation reports, and requests for assistance.
- Coordinate the distribution of IOM prepositioned relief items to the community with the CDEOC, if approved by USAID.

PHASE V- RECOVERY

- Liaison between USAID and State government regarding IOM implemented USAID funded assistance, as appropriate.
- If US PDD is approved, implement USAID US PDD recovery program.

- Participate in after action meeting following the conclusion of all relief and recovery activities.

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

Head of Sub Office
International Organization for Migration- Chuuk

Date

Micronesia Red Cross Society (MRCS)

OPERATIONAL CHECKLIST

PHASE I- PREPAREDNESS

- Work with Chuuk government and community to increase emergency and disaster preparedness
- Provide Chuuk government and community with First Aid Training
- Conduct Community Disaster Response Trainings with communities. Incorporate IDA into CDRT.
- Implement program to GPS houses of persons with disabilities to be used for disaster planning.

PHASE II- WARNINGS

A. Watch (Condition III)

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

B. Alert (Condition II)

- SDCT Core Team 1 focal point deploys to CDEOC when activated by Governor and CDEOC Director. Focal points rotate on 6-hour basis performing ICS duty assigned by Director.
- Focal point coordinates any available MRCS assistance with CDEOC.
- MRCS office and warehouse facilities are secured and files are backed up.
- Vehicles are fueled and communication devices are charged.
- Chuuk Program Coordinator activates volunteers and deploys to evacuation centers to register incoming community members.

C. Onset (Condition I)

- Focal point fulfills action items as determined by CDEOC.
- Focal point(s) continues to assist in CDEOC.
- MRCS volunteers register incoming community members at evacuation centers.

PHASE III – IMPACT

- Focal point(s) continues to assist in CDEOC.
- MRCS staff document known damages in their area to be reported to CDEOC.

PHASE IV – RELIEF/RESPONSE

- MRCS volunteers sign out community members from evacuation centers after “ALL CLEAR”.
- Provide “family linking” services to reconnect families separated by the event.
- MRCS volunteers assist in conducting Initial Damage Assessment in communities.
- Notify CDEOC Director of any possible MRCS assistance including donated items. Coordinate distribution of donated items with CDEOC.
- MRCS distributes prepositioned Non- Food Items to locations determined by CDEOC.
- Assist CDEOC Director in drafting State Action Plan, situation reports, and requests for assistance.

PHASE V- RECOVERY

- Oversee distribution of MRCS assistance as appropriate.
- Participate in after action meeting following the conclusion of all relief and recovery activities.

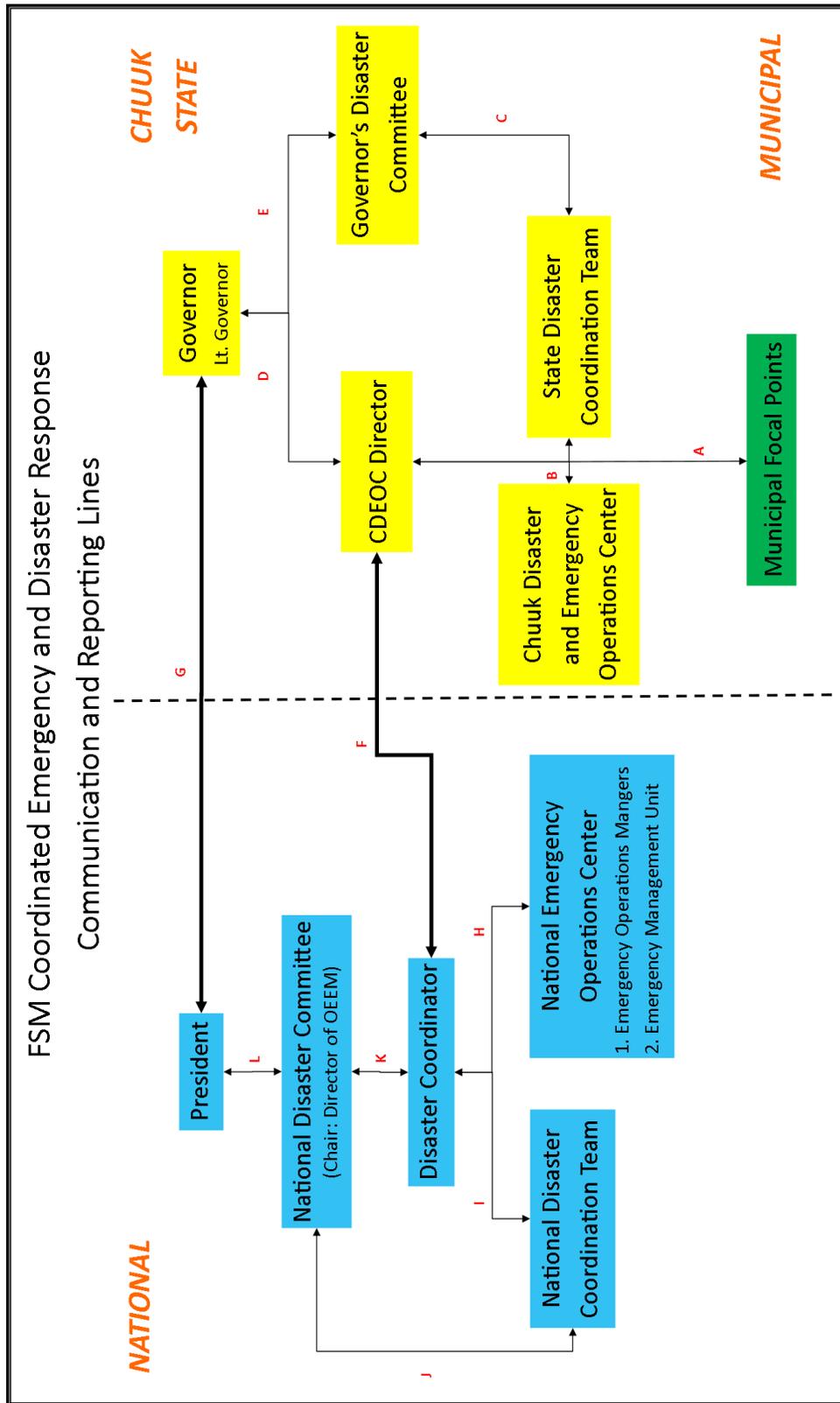
The checklist is to be used in conjunction with the Chuuk State Disaster Management Plan as a specific

guideline on the department's assigned duties during preparedness and disaster operations.

Program Coordinator
Micronesia Red Cross Society – Chuuk Chapter

Date

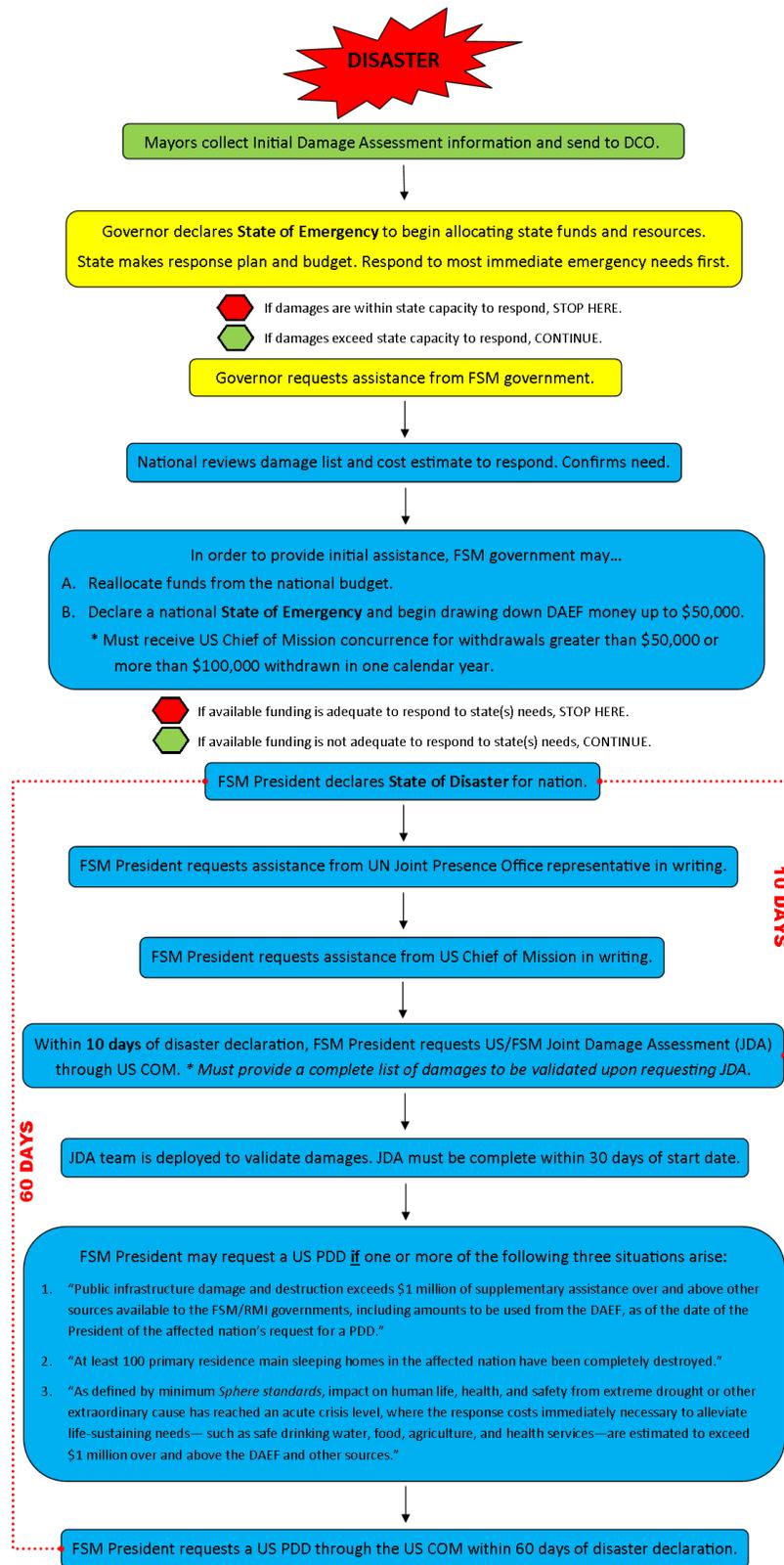
Appendix 1 – Coordination and Reporting Lines



Annex 1 – Coordination and Reporting Lines (Continued)

- A. CDEOC Director communicates emergency information to Mayors. Mayors report IDA information by radioing into CDEOC.
- B. CDEOC Director coordinates operations in the CDEOC during warning and relief phases. Select SDCT focal points are called in to man the CDEOC during warning and relief phases. Depending on the magnitude and needs of the event, SDCT focal points may take shifts in the CDEOC. During recovery phase, CDEOC Director calls meetings of the full SDCT as needed. Mayors or municipal representatives participate in SDCT meetings.
- C. SDCT focal points communicate with their Directors on the GDC to receive approval to utilize department and agency resources prior to Governor directive.
- D. Governor gives CDEOC Director authority to respond. CDEOC Director reports needs and makes suggestions to Governor. CDEOC Director implements the Governor's decisions.
- E. GDC advises the Governor in how to respond. Governor makes ultimate decisions. CDEOC Director briefs the GDC and is Secretary of GDC.
- F. CDEOC Director and OEEM Disaster Coordinator stay in constant contact. CDEOC Director reports state needs to Disaster Coordinator. Disaster Coordinator reports national assistance.
- G. State Governor continually updates the President regarding the status and needs of the State. Governor requests assistance from national government. President approves or denies assistance.
- H. Disaster Coordinator oversees all NEOC operations. Emergency Operations Managers coordinate and manage the Emergency Management Unit. Emergency Operations Managers update DC on NEOC developments. NDCT focal points assist in manning the NEOC as part of the Emergency Management Unit. NEOC collects information from the states.
- I. Disaster Coordinator calls meetings of the NDCT. NDCT analyzes information collected by the NEOC and makes national action plan and suggestions for GDC and President.
- J. NDCT focal points update and make requests of Directors. Directors approve requests to utilize assets.
- K. DC reports to Director of OEEM. Director of OEEM approves sit reps, releases memos, and updates the National Disaster Committee and President.
- L. NDC advises President and assists in securing funds. President allocates funds and makes declarations.

Appendix 2 – Funding Flowchart



Appendix 3- Activation Memo Template

Date:

Name and Address of Memo Recipient

Subject: Chuuk Disaster and Emergency Operations Center Activation

Dear _____,

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

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

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

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

[List of emergency precautions and preparations to be followed]

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

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

[List of focal points activated]

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

Sincerely,

Honorable Johnson S. Elimo
Governor
Chuuk State Government

Appendix 4 – Chuuk State Resource List

Depart or Agency	Resource	Description	Quantity
Agriculture	Shovels		TBD
Agriculture	Rakes		TBD
Agriculture	Grass cutter		TBD
Agriculture	Chainsaws		TBD
Agriculture	Wheelbarrow		TBD
Agriculture	Copra grinder		TBD
Agriculture	Extension Agents	Tol, Pwelle, Losop, Fono, Fefen, Weno, Nukunoch	7
Chuuk Conservation Society	Boat	12-14 ft fiberglass 40 HP	1
CPUC	Water Tankers		2
CPUC	Generator	portable, diesel	1
CPUC	Chainsaws		5
CPUC	Bucket Truck		2
CPUC	Back Hoe		2
CPUC	Boom Truck	flat bed with booms	2
CPUC	Pick ups		6
CPUC	Boat	20 ft fiberglass boat 60 hp engine	1
Education	School buses		4
Education	Schools		
Education	TBD		
EPA	Generator	diesel	1
EPA	Water Testing Laboratory		1
FSMPC	Booms	for oil spills	TBD
FSMPC	Compressor	portable	TBD
FSMPC	Containment Tank	for oil spills	TBD
FSMPC	Skimmer pads	for oil spills	TBD
FSMPC	Air pump	for oil spills	TBD
FSMTC	Satellite Phone		1
FSMTC	Cell tower and Solar Panels	Placed on outer islands, Fanenon (uninhabited), Etten, Udot, Romonum, Feunuamoch (uninhabited), Netutu, Pwelle	7
FSMTC	Generator	For the FSMTC building, 1 is down	3
FSMTC	Generator	Xavier HS auto backup	1
FSMTC	Generator	Mountain tower auto backup	2
FSMTC	Shelter	concrete for equipment storage	2
FSMTC	Satellite Dishes	TV	3
FSMTC	Pick up Trucks		4

FSMTC	Satellite	Geostationary 3 meters, for internet and voice, required to stow	1
Health	Ambulance		2
Health	Inflateable Tents	50 bed, 25 bed, 15 bed	3
Health	Generator	large diesel	1
Health	Generator	Small 800 kwt	1
Health	Community Health Centers	Weno and lagoon islands, no radios	3
Health	Dispensaries	Every outer island	
Health	SB Radio	Every dispensary	
Marine Resources	Boat	20 ft fiberglass, 40 and 60 HP	2
Marine Resources	Boat	23 ft fiberglass, twin 60 HP	1
Marine Resources	Boat	20 ft fiberglass, 150 HP	1
Marine Resources	Divers	openwater trained	5
Marine Resources	Dive Gear	BCD, regulator	6
Marine Resources	HF radio	handheld	9
Marine Resources	Digital cameras		TBD
Micronesia Red Cross Society	Non Food Items	blankets, kitchen sets, mosquito nets, lanterns, Jerrycans	200 kits
Micronesia Red Cross Society	Generator	portable, gasoline	2
Micronesia Red Cross Society	RO units	200 gallons a day, 1 solar, 1 diesel	1
Micronesia Red Cross Society	Hand pump filter		1
Micronesia Red Cross Society	VHF radio and base		TBD
Public Affairs	Generator	Broadcast station	1
Public Safety	Boat	9 ft fiberglass, 2 40HP engine	1
Public Safety	Firetruck	700 gallons	4
Public Safety	Patrol Vehicles	4 pickups, 2 Sudans, Marked	6
Public Safety	Vehicles	unmarked	4
Public Safety	Officers		111
Public Safety	Handheld Radios	iCom	20
Public Safety	Generator	small portable for firetrucks	1
Public Safety	Rescue Divers		6
Public Safety	Dive Equipment	Regulators and BCD	6
Transportation & Public Works	Chainsaw	Airport	2
Transportation & Public Works	Mower Tractor	Airport	1
Transportation & Public Works	Brush Cutter	Airport	1

Transportation & Public Works	Excavator	Public Works	5
Transportation & Public Works	Payloader	Public Works	1
Transportation & Public Works	Dozer (EPA)	Public Works	1
Transportation & Public Works	Grader	Public Works	1
Transportation & Public Works	Dump Truck 5 Tons	Public Works	4
Transportation & Public Works	Garbage Truck (EPA)	Public Works	2
Transportation & Public Works	Boom Truck (EPA)	Public Works	1
Transportation & Public Works	Brush Cutter	Public Works	1
Weather Service Office	Generator	hooked up to the office	2
Weather Service Office	Generator	portable, 2000 watt	1
Weather Service Office	Satellite phone	Weno (WSO)	1
Weather Service Office	InReach	Weno (WSO)	1
Weather Service Office	Chatty beetle	Lukonoch, Losap, Nama, Fananu, Weno (WSO), Polowat, Piis Paneu, Onoun, Namoluk, Ettal, Ta	11
Weather Service Office	Rain gauge	Lukonoch, Losap, Nama, Fananu, Weno (WSO), Polowat, Piis Paneu, Onoun, Namoluk, Ettal, Ta	11
Weather Service Office	HF radio	Lukonoch, Losap, Nama, Fananu, Weather Service Office, Polowat, Piis Paneu	7

Appendix 5 – SDCT Meeting Minutes Template

State Disaster Coordination Team Meeting Minutes

[Date of Meeting]

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

Drafted by: [Name of person taking minutes]

Attendees:

[List of all in attendance]

Meeting Objectives:

[Any objectives identified in agenda]

Overview of Current Situation:

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

Past Items:

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

Coordination Team Activity Updates:

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

New Items:

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

List of Action Items:

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

Next Scheduled Meeting: [Date if available]

Approved by:

[Signature]

Wilfred Robert

Director

Chuuk Disaster and Emergency Operations Center

Appendix 6 – 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 and expenditures to date.]

Next Steps

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

Suggestions

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

Drafted by:

Approved by:

Wilfred Robert
Director
Chuuk Disaster and Emergency Operations Center

Honorable Johnson S. Elimo
Governor
Chuuk State Government

Appendix 7 – State of Emergency Declaration Past Example



Office of the Governor
Kosrae State

DECLARATION OF A STATE OF EMERGENCY

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

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

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

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

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

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

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

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

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

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

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

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

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

SO DECLARED AND DECREED on this 17 day of November 2016.


Lyndon H. Jackson
Governor, Kosrae State

Appendix 8 – Evacuation Kit Handout

Effective Emergency Preparedness

How you and your family can prepare for any disaster



O I M



EMERGENCY KIT

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

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



EVACUATION KIT

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

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

Appendix 9 - Principals and School Bus Drivers List and Contact Information

IOM

Name	Title	Duty Post
Kartenia Tosie	School Principal	Neauo Annex
Kandy Koichy	School Principal	Neauo Elementary
Marlyn Earnist	School Principal	Mwan Elementary
Alvina Berry	School Principal	Iras Demo School
Martha Rano	Assistant Principal	Iras Demo School
Manyer Manyer	School Principal	Metchitiw Elementary
Jina Kalson	School Principal	Penia Penniesene Elementary
Gina Defang	School Principal	Sapuk Elementary
Norma Koto	School Principal	Piis Paneu Elementary
Jonas Juda	School Principal	Fonoton Elementary
Jason Reiong	School Principal	Chuuk High School
Isuwen Lukas	Assistant Principal	Chuuk High School
Sirene Sivas	School Principal	Nechap Elementary
Setrick Nupeiset	School Principal	Sino Memorial Elementary
Martha Sellem	School Principal	Nukuno Elementary
Tommy Ungeni	School Principal	SNHS -Tonoas
Sharon Gideon	School Principal	SNHS- Fefan
Mina Immy	School Principal	Kukku Elementary
Atanacia Namelo	School Principal	Inaka Elementary
Edina Samuel	School Principal	Pwene Elementary
Deborah Nakayama	School Principal	West Fefan Elementary
Marcelino Mariano	School Principal	Siis Elementary
Aminten Akira	School Principal	Parem Elementary
Durcy Epineisar	School Principal	Kuchu Elementary
Aleson Ludwig	School Principal	Panetiwi Elementary
Laverne Salle	School Principal	Sopota Elementary
Kalista Kanfin	School Principal	Polle Sapou JHS
Youme Mokut	School Principal	Neirenom Elementary
Orichi Chiro	School Principal	Mananio Elementary
Bercy Masaichy	School Principal	Udot Elem/Nomisofo JHS
Fanantin Konrat	School Principal	Romonum Elementary
Tercy Sauder	School Principal	Eot Elementary
Sam Suda	School Principal	Fanapanges Elementary
KR Kimiuo	School Principal	Faro Elementary
Techumina Techuo	School Principal	Munien Elementary
Katwan Takesy	School Principal	Amwachang Elementary
Rengwa Kanemoto	School Principal	Wichukuno Elementary
Tafko Willy	School Principal	Central Wonip
Safie Bossy	School Principal	Epin Elementary
Isasio Omwere	School Principal	Sopota Paata Elementary

Tasio Bokuku	School Principal	Teruo Bokuku Elementary
Rothen Salle	School Principal	Nema Elementary
Reminis Simina	School Principal	Lukeisel JHS
Jerrylyn Cheipot	School Principal	Losap Elementary
Anthony Narian	Acting School Principal	Piisemwar Elementary
Joyleen Sam	School Principal	Kuttu Elementary
Peter Aniol	School Principal	Lekinioch Elementary
Bernis Sana	School Principal	Ettal Elementary
Eichy Keller	School Principal	Namoluk Elementary
Merea Johnny	School Principal	Oneop Elementary
Isaias Narruhn	School Principal	Satawan Elementary
Tommy Tom	School Principal	Mortlock High School
Evelyn Smith	Acting School Principal	Piherarh Elementary
Jayleen Refilong	School Principal	Nomwin Elementary
Pitlyn Peter	School Principal	Murilo Elementary
Mary Dungawin	Acting School Principal	Ruo Elementary
Suffer Ewen	Acting School Principal	Fananu Elementary
Yasuo Smith	School Principal	Onou Elementary
Xavier Weito	School Principal	Houk Elementary
Mannix Episom	School Principal	Weipat High
Eccar Jacob	Assistant Principal	Weipat High
Joseph Mangiemai	School Principal	Unanu Elementary
Moses Rikat	Bus Driver	Chuuk High School
Anry Sander	Bus Driver	Chuuk High School
Amando Sisa	Bus Driver	Chuuk High School
Maybe Atin	Bus Driver	Chuuk High School
Evanston Nomau	Bus Driver	Chuuk High School
Pitiful Kenneth	Bus Driver	Chuuk High School

No. of Generator - 2

No. of School Bus -

Appendix 10 - Chuuk State Call Signs and Radio Frequencies

FEDERATED STATES OF MICRONESIA
OFFICE OF THE GOVERNOR
State of Chuuk
Weno, Eastern Caroline Islands 96942

TELEX ADDRESS
FAX NUMBER (691)330-2604

Department of Education
Graceful Enlet, Executive Director, CSSS
Alvios William, Deputy Director CSSS

Below is a list of schools that are using HF-Radio
Note: we only communicate through these schools on Frequency # 7.070.00

Mortlocks Region

1. Nama Elementary
2. Lukeisel Jr High
3. Namoluk Elementary
4. Taa Elementary
5. Kuttu Elementary
6. Ettal Elementary
7. Satowal Elementary
8. Mortlock High School
9. Moch Elem/High
10. Oneop Elementary
11. Lekinioch Elementary

Northwest Region

1. Makur Elementary
2. Poallap Elem/Jr High
3. Weipat Elem/Jr. High
4. Unanu Elementary
5. Houk Elementary
6. Ruo Elementary
7. Murilo Elementary
8. Nomwiin Elementary
9. Piherarh Elementary
10. Tamatam Elementary
11. Polowat Elem/Jr High
12. Fananu Elem/Jr High

Lagoon

1. Romanum Elementary
2. Uman Panitiw Elementary
3. Siis Elementary Elementary
4. Onei Elementary

Appendix 11



**FSM Telecommunications Corporation
SMS Broadcast Request Form**

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

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

Target Audience:

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

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

Date and Time of Broadcast: Date: _____

Time : _____ AM / PM

Requested by: Name: _____

Signed: _____

Title/Org/Office: _____

Date: _____

***FSMTC Marketing Use**

Approved

Signed: _____

Rejected

Reasons:

Date: _____

***FSMTC NOC Use**

Received by: _____ at: _____ on: _____

Task executed Time: _____

Date: _____

Task completed Time: _____

Date: _____

Chuuk State Action Plan

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



[Date of Plan]

Complementing the [Insert State of Emergency & Date]

Table of Contents

Executive Summary.....	#
Context and Humanitarian Consequences.....	#
Response to Date.....	#
Needs by Sector	
A. Health & Water	#
B. Food Security & Agriculture.....	#
C. Infrastructure.....	#
D. Logistics.....	#
Objectives and Activities Matrix.....	#
Roles and Responsibilities.....	#
Budget.....	#

Executive Summary

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

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

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

Context and Humanitarian Consequences

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

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

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

Response to Date

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

Needs by Sector

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

A. Health and Water

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

B. Food Security and Agriculture

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

C. Infrastructure

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

D. Logistics

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

Objectives and Activities Matrix

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

Health and Water Objectives

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

Food Security and Agriculture Objectives

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

Infrastructure Objectives

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

Logistics Objectives

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

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

Activities to support Health and Water Objectives			
Objective 1 Activities	Indicator	Target	Progress
1.1			
1.2			
1.3			
Objective 2 Activities	Indicator	Target	Progress
2.1			
2.2			
2.3			
Objective 3 Activities	Indicator	Target	Progress
3.1			
3.2			
3.3			

Activities to support Food Security and Agriculture Objectives

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

Activities to support Infrastructure Objectives

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

Activities to support Logistics Objectives

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

Roles and Responsibilities

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

[Chuuk State Action Plan Budget

[Event Name and Date]

Dates Action Plan Covers

Month Year to Month Year

Number of Months

#

Currency

USD

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