

POHNPEI STATE MUNICIPAL DISASTER PREPAREDNESS PLAN

For the Municipality of Madolenihmw

Updated: September 10, 2020

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

This document is signed and endorsed by

ohnpei DCO

Municipal Leader

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1. OBJECTIVE

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

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

2. COMMUNITY PROFILE

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

3. COMMUNICATIONS

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

What is the most reliable form of communication both within the municipality?

What are the backup communication methods?

A. Emergency Contacts

	<u>Names</u>	<u>Phone Number&</u> <u>Radio Frequencies</u>
Mayor & Municipal leadership	Mayor/Meninkeder Lapalap (Mr. Petrick F. Ringlen)	320-8432/ 920-8015/320-2284
Traditional Leaders	lso Nahnken Madolenihmw	320-2411/320-3935
Health Services	Madolenihmw Health Advisory Board (Mr. Johnny Hadley Jr.) (Mr. Etler Joseph)	320-5782 / 925-4026 320-2988
Police	Disaster Coordinating Officer (Mr. Patrick Carl) Madolenihmw Police Station (Mr. Robert Gallen)	924-5317/911/320-3881 320-8432/320-2233

Shelter Focal Points	Public Schools in Madolenihmw Municipality/Public Works (Mr. John Ransle) (Mr. Tadasy Shelten)	320-8432/920-8015 320-8432/320-8875
	KAUN EN PWIHN OF SECTION 1-7	
	Section I: Kaun en Pwihn/Menintiensapw	320-8432/2598
	Section II: Kaun en Pwihn/Menintiensapw	320-8432/2598
Other	Section III:Kaun en Pwihn/Menintiensapw	320-8432/2598
	Section IV: Kaun en Pwihn/Menintiensapw	320-8432/2598
	Section V:Kaun en Pwihn/Menintiensapw	320-8432/2598
	Section VI:Kaun en Pwihn/Menintiensapw	320-8432/2598
	Section VII: Kaun en Pwihn/Menintiensapw	320-8432/2598

B. Communication flow

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





The diagram above illustrates the parties involved in the decision-making process for disaster response in the municipality of Madolenihmw and the channels of communication through which information is passed to all parties. In the event of a disaster, communications from the municipal leadership will start from the members of the municipal legislative committee and go to the traditional leaders (Soumas en Kousapw) to inform the Nanmwarki and the community leaders (Kaun en Pwihn), who will then inform the communities. Communications from the appropriate members of the municipal leadership.



The diagram above illustrates the parties involved in the decision-making process of disaster response in the municipality of Madolenihmw and the channel of communication up to Pohnpei State Disaster Coordinating Office. As shown above, communications regarding emergencies will come from the State Disaster Coordination Officer (DCO) to the municipal legislative committee (Menintiensapw) and the Mayor (Meninkeder Lapalap). The legislative branch will then notify the section chiefs and community leaders (Soumas en Kousapw/Kaun en Pwihn), who will then notify the traditional leaders (i.e: Nanmwarki) and the community. Communications from the community will start from the community members and follow the same channels to the appropriate members of the municipal leaders.

4. HAZARD, VULNERABILITY & CAPACITY MAPPING (HVCM)

A. Past Hazard Events

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

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

Hazard/ Year	How did this event impact your community?	How did the community cope/respond to event?	What signs/clues were visible to community members that the hazard was approaching?
Flood/2018	 Destruction of Home Appliances 	 Provide retaining walls to elevate the area 	 Heavy rain and rising waters
Cholera outbreak/2000	 Most able- bodied were affected 	 Most did not seek help (perceived help to be embarrassment) 	
Lack of potable water	 Shortage of drinking water 	 Household tank, purchasing water 	• Less rain

B. Identify & Reduce Vulnerability

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

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

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

Hazard	Vulnerable assets/people	Possible Impact	Corrective Activities
Land Slides	• House / Children	 Damage to Houses Fatalities 	 Identify particularly vulnerable locations and establish plans, evacuations, shelters and routes
Lack of water	 Proper water system 	 Lack of potable water among community 	 Invest in establishment of water

			system/inventory of existing water wells
Cholera	Population	• Dehydration and possible deaths	 Improve hygiene and sewer systems
Flooding	 Infrastructure (roads, bridges etc) homes 	 Damage or total destruction of infrastructure and homes 	

C. Capacity for Immediate Response

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

Community Member	Skill	Description of training and practice with the skill
Mr. Robert Gallen	CPR/First Aid/Radio/Operator/Police Training	Red Cross and Police Training
Johnny Hadley Jr.	First Aid/CPR	Public Health
John Rensile	Shelter maintenance and repairs, Public works	
Antricko Amor Roderick Artui Ohrden Ohri Wesley Ferdinant		IOM
Welpet Perez	First Aid	Red Cross

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



E. Identified Emergency Evacuation Shelters

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

Identified Structure	Shelter Manager	Contact Info	Status of state assessment (please coordinate with your DCO)
ESDM Elementary School Fred Martin		320-4932	
Lukop Elementary School	Sakisy Max	320-3717	
Sapwalap Elementary School	Anson Abraham/ Liander Elias	320-4934	
Madolenihmw High Amover Penias		320-5062	
Pohnlangas Elementary School	Mery Pelep	320-5978	
Temwen Elementary School	Elcid Joseph	320-4935	
Mand Elementary School	Pedro Pedrus	320-3957	
Wapar Ermihno Tihpen		320-4937	

*Alternative contact point for all school if principal is the school vice principal

F. Emergency Evacuation Shelter Focal Points

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

Shelter Focal Points	
Evacuation Shelter Manager Jeffrey Albert Contact information:	 Responsible for overseeing all operations Ensures that all members of the Shelter Management Team are completing their roles and responsibilities without showing favouritism Liaison to the MDPC All members of the Shelter Management Team report to the Evacuation Shelter Leader
Registration Focal Point Jensleen Lukner Contact information:	 Meets with beneficiaries upon arrival to fill out registration forms Oversees the Registration Team Records requests and needs Totals beneficiaries into categories (males/females/children) Totals vulnerable populations (pregnant, sick, disabled) and their individual needs Creates a list of requested items from beneficiaries Shares data with the Distribution Team
Relief Distribution Focal Point Marleen Inoke Contact information:	 Responsible for inventory of supplies and distributions Oversees the Distribution Team Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed etc) Works with the Management Shelter Leader deciding how to divide the resources Implements protocols and systems for the distributions Ensures that relief items are distributed equally based on individual needs Ensures that all supplies are kept in a safe place
Security Focal Point Retrick Isiel Contact information:	 Responsible for enforcing security protocols for the safety of beneficiaries Oversees the Security Team Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues Communicates with beneficiaries regarding safety policies Ensures that all security issues/concerns are the priority Works with the Distribution Focal Point to ensure all items for distribution are secure

Identified Structure: Sapwalap Elementary School

Identified Structure: Wapar Elementary School

Shelter Focal Points	
Evacuation Shelter Manager Ermino Tihpen Contact information: Work – 320-4749 Home – 320-6371 Email:waparsch@pohnpeidoe.fm	 Responsible for overseeing all the operations Ensures that all members of the Shelter Management Team are adequately completing their roles and responsibilities without showing favouritism Liaison to the MDPC All members of the Shelter Management Team report to the Evacuation Shelter Leader
Registration Focal Point Perceleen Mauricio Contact information: Work – 320-4749	 Meets with beneficiaries upon arrival to fill out registration forms Oversees the Registration Team Records requests and needs Totals beneficiaries into categories (males/females/children) Totals vulnerable populations (pregnant, sick, disabled) and their individual needs Creates a list of requested items from beneficiaries Shares data with the Distribution Team
Relief Distribution Focal Point Chairman: Joseph Saul Vice-Chairman: Solomon Tihpen Members: Reileen Johnny Mailynn Thomas Jackleen Tihpen Contact information: Work – 320-4749	 Responsible for inventory of supplies and distributions Oversees the Distribution Team Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed etc) Works with the Management Shelter Leader deciding how to divide the resources Implements protocols and systems for the distributions Ensures that relief items are distributed equally based on individual needs Ensures that all supplies are kept in a safe place
Security Focal Point <u>Leadership Team</u> <u>Public Safety</u> Contact information:	 Responsible for enforcing security protocols for the safety of beneficiaries Oversees the Security Team Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues Communicates with beneficiaries regarding safety policies Ensures that all security issues/concerns are the priority Works with the Distribution Focal Point to ensure all items for distribution are secure

5. MUNICIPAL DISASTER PREPAREDNESS COMMITTEE

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

<u>Name of</u> Identified Team <u>Members</u>	Local Titles	Phone Numbers	Determined Responsibilities
Mayor		320-8432/920- 8015	 Municipal Disaster Response Focal Point Key decision maker; Maintains emergency communications; Updates partners of latest action plans; Calls for MDPC meetings; Reports the results of assessments to DCO; Liaises with government partners and ensures community-level plans are in line with national priorities; Continuously reviews and updates emergency action plans and climate adaptation plans as needed
Chief of staff		320-8432/8875	 Vice Municipal Disaster Response Focal Points Undertakes all Municipal Disaster Response Focal Point responsibilities while the Municipal Disaster Response Focal Point is off island or otherwise unavailable
Executive Secretary		320- 8432/7013/1367	 Secretaries Takes notes at meetings; Coordinates venue and members for meetings; Writes and distributes reports of meetings and plans; Keeps record of the community population updated; Updates and maintains contact list of community members

Chief of Police Councilmen	320-8432/2233	 Rescue Team Ensures that all loose/dangerous objects are secured during a disaster; Performs implementation of disaster plan; Ensures emergency equipment is maintained and in stock; Responsible for participating in any relevant training opportunities to update their skills/knowledge; Helps in evacuating elderly, disabled, and sick people to the evacuation shelter; Ensures that each community member has been safely relocated to the evacuation shelter
Public Works Councilmen	320-8432	 Water Monitors Rain gauge monitor; Maintains monthly monitoring of rainwater and wells by reporting water levels to Municipal Disaster Response Focal Point; Responsible for securing water catchments and wells before a disaster hits; Ensures the water is not wasted during and after a disaster; Reports contaminated drinking water to Municipal Disaster Response Focal Point.
Councilmen Public Works (7 people)	320-8432/2598	 Community Liaisons Reports Disaster Response Plan back to the community; Provides feedback from community to MDPC; Updates community on any changes to the plan
Public Works Councilmen	320-8432	 Evacuation Shelter Managers Ensures the evacuation shelter is well- maintained and resources are ready
Johnny Hadley Jr		Health

6. PREPAREDNESS ACTION PLAN

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

A. Hazard Specific Action Plan

	Point to consider	How will your community respond?
Watch	Has each community member been informed? Are shelters ready for operation? Are the radios secured? Has the alarm sounded? Are rescue teams enacted? Are water sources and valuable assets secured?	 Mayor receive warning from State EPINET Team Committee activated Notice to the public Dissemination of mosquito nets, coils, etc. Community awareness: house to house. Municipal wide prevention activities: cleaning and disposing of breeding sites.
Impact	 What are the points of impact? Are there any medical emergencies to attend to? What are the states of the physical structures? What are the immediate needs? What is the community's access to food/water? How much? How many? Have a you completed an Initial Disaster Assessment form? See Annex D 	Dispensaries, communities and individual households. During an outbreak there will be medical emergencies. Physical structures okay but will need medical supplies and took kits. No disease outbreak assessments have been completed.

HAZARD: Health/Disease Outbreak

*refer to Hazard: Health Outbreak (Communicable Disease, COVID-19) for more updated version

HAZARD: Typhoon

	Point to consider	How will your community respond?
48 hours	Has each community member been informed? Are shelters ready for operation? Are the radios secured? Has the alarm sounded? Are rescue teams enacted? Are water sources and valuable assets secured?	 Mayor receives warning from DCO Committee activated Rescue team prepares and secures typhoon shelter Sound the alarm (if available) Announcements on radio Issue call to return all fishing vessels, hikers, etc., that are still out. Start evacuating vulnerable members of community Securing dangerous and vulnerable assets
24 hours	Are all community members in an evacuation shelter? Has a head count been done? Has the Municipal Disaster Response Focal Point been notified of head count? Have all communication devices been taken down and secured?	 All population evacuated Head count by shelter focal point Securing communications equipment
12 hours	Confirmation of all members and assets secured?	1. Confirm all members are secured including assets
		IMPACT
Post Impact	 What are the points of impact? Are there any medical emergencies to attend to? What are the states of the physical structures? What are the immediate needs? What is the community's access to food/water? How much? How many? Have a you completed an Initial Disaster Assessment form? See Annex D 	 All clear sounds Rapid assessment and record all observed damages IDA Gauge potentially hazardous damage to population and determine possibility of moving people back to homes

	Point to consider	How will your community respond?
Onset	Has each community member been informed? Are the radios secured? Has the alarm sounded? Are water sources and valuable assets secured? Have water monitors been informed?	 All relevant government agencies and committees informed of drought situation Inform community of drought situation Activate water monitors Release advisories on water conservation to public Health advisories on proper water treatment to prevent sickness common during drought Supplies for boiling water for community members who need them Deployment of RO units
Impact	 What are the points of impact? Are there any medical emergencies to attend to? What are the states of the physical structures? What are the immediate needs? What is the community's access to food/water? How much? How many? Have a you completed an Initial Disaster Assessment form? See Annex D 	 Monitor levels of water and adjust water conservation announcements as needed Monitor population for possible outbreaks of sicknesses resulting from lack of water Release advisories on potential fire hazards to community and especially vulnerable areas Put Rescue Team/Police on watch for possible fire outbreaks Continue operations of RO Units for relief until no longer needed

	Points to consider	How will your community respond?
		-Share information to the community through use of police officers doing house to house
WATCH	 Zero Threat Is dispensary functional/properly supplied? Is community aware of dispensary business hours? Does the dispensary have accessibility constraints? How is information currently being shared with community? 	 visits -Establish communication schedule between state (education, public health) and municipal counterparts -Conduct regular inspections of dispensary -Discuss dispensary supply level with health aid/conduct inventory count Request for additional supplies as needed Ensure a supply chain and schedule of delivery of necessary supplies -Designate health focal point -Establish responsibilities of health focal point Orarticipate in all relevant dispensary related functions Schedule regular meetings with dispensary Means of communication between health and municipal government -Communicate and share information and updates on health hazards with the public -Conduct trainings with staff members of proper use of medical equipment as needed
WARNING	 Threat Exists – Zero Cases General Coordination & Public Information Has there been a meeting with relevant State Government counterparts? Have guidelines and advisories been developed by Dept. of Health? Have awareness materials been developed by the state? How to maintain communication with State Task Force, or relevant Government Agencies. What information do they need? How often do they need it? what format or method will the information be shared? Has the community been informed? How will you ensure new information is shared with your community in a timely manner? Preparation of the Dispensaries Has an inventory stock-take of dispensary supplies and medicines been conducted and shared with Department of Health? Is there a need to request for additional supplies? Has there been a risk assessment report delivered to Task Force? What is the staffing level of the Dispensaries, will the Dispensaries need additional staff, if so, what positions? 	 Activate Municipal Disaster Preparedness Committee Request for municipality dispensary inventory stock report Submit to Pohnpei State Public Health a request for additional supplies (if needed) Create map of municipality showing high risk areas and populations Designate focal point for risk communication to represent the municipality in state task force meetings Establish responsibilities for risk communication focal point Participate in meetings with government counterparts Representing municipalities interests in state task for with developing advisories and health guidelines Providing information about municipality to state task force that is needed (risk assessment) in order to develop an inclusive plan for infection prevention and incident response <i>e.g.</i> Vulnerable persons, Response capacity within municipality Submitting requests for aid as needed on behalf of municipality to state task force Sharing advisories, guidelines, and IEC materials to municipality as they are provided by state task force <i>e.g.</i> Election Advisory Public Gatherings Advisory Restaurant Advisory Adjust communication schedule between state (education, public health) and municipal counterparts as needed for reporting purposes Share revised schedule with relevant parties Conduct trainings contextualized to specific health hazard with relevant staff members on proper use of medical equipment as needed (safely donning and doffing PPE) <i>e.g.</i> Health staff Police officers Other relevant response personnel Schedule and hold regular update meetings with community members to address possible questions and concerns Share information, advisories and guidelines provided by state team with community Make recommentations for community members based on advisories and guidelines <i>e.g.</i> Begin keeping 2-3 wee

 Adjust response efforts to guidelines and advisories as needed Adjust response efforts to guidelines and advisories as needed Adjust response efforts to guidelines and advisories as needed Adjust response efforts to guidelines and advisories as needed Adjust response efforts to guidelines and advisories as needed Adjust response efforts to guidelines and advisories as needed Adjust response efforts to guidelines to fit conditions in municipality Have you considered how to share the information with vulnerable members of your community? Have gou considered how to share the information with vulnerable members of your community? What Guidelines and Advisories have been shared (Physical Distancing Guidelines). How will you share this information in your community monitor compliance to the guidelines? How will your community encourage compliance to the guidelines so Make updated recommendations for community members as needed e.g. Isolate at home Service providers (boat arivers, fruerals, Sakau market, food preparations, sharing food and drink, transportation, etc) How can these activities continue while What does the practice of these guidelines is continue while What does the practice of these guidelines continue while What does the practice of these guidelines is continue while What does the practice of these guidelines is continue while What does the practice of these guidelines continue while What does the practice of these guidelines continue while What does the practice of these guidelines continue while What does the practice of these guidelines continue while What does the practice of these guidelines continue while What does the practice of these guidelines continue while What does the practice of these guidelines continue while What does the practice of these guid	a	Cases confirmed - State-wide	
 Guidelines). How will you share this information in your community? How will your community monitor compliance to the guidelines? How will your community encourage compliance to the guidelines? What does the practice of these guidelines look like in different situations? (Cultural activities, Funerals, Sakau market, food preparations, sharing food and drink, transportation, etc) How can these activities continue while 	nfirmed cases/ outbreak of communicable	 Transmission Has the community been informed? Have awareness materials been shared? How will you share this information in your community? Have you considered how to share the information with vulnerable members of your community? What Guidelines and Advisories have 	 -Conduct updated trainings contextualized to specific health hazard with relevant staff members on proper use of medical equipment as needed (safely donning and doffing PPE) Health staff Police officers Other relevant response personnel -Contextualize advisories and guidelines to fit conditions in municipality -Share information to relevant parties through use of police officers and announcements Service providers (boat drivers, stevedore, delivery), Store owners, Office workers, Food stands, sakau markets Etc,
	n this hazard Scenario Impact is defined as first confirmed case.	 What Guidelines and Advisories have been shared (Physical Distancing Guidelines). How will you share this information in your community? How will your community monitor compliance to the guidelines? How will your community encourage compliance to the guidelines? What does the practice of these guidelines look like in different situations? (Cultural activities, Funerals, Sakau market, food preparations, sharing food and 	 Office workers, Food stands, sakau markets Etc, Continue to work with state counterparts in response and infection prevention efforts Adjust means of sharing information with community members as needed Discontinue holding community meetings to prevent further spread of infections Continue to share advisories and guidelines to community members Printed materials Banners, flyers, community notice boards Announcements House to house visits from police Megaphones Make updated recommendations for community members based on advisories and guidelines as needed <i>e.g:</i> Isolate at home Set up check points to ensure community members are following guidelines and advisories <i>e.g:</i> Limit commuting to only essential trips, Adhere to social distancing guidelines,

IMPACT

HAZARD: Flooding

	Point to consider	How will your community respond?
48 hours	Has each community member been informed? Are shelters ready for operation? Are the radios secured? Has the alarm sounded? Are rescue teams enacted? Are water sources and valuable assets secured?	 Mayor receives warning from DCO Committee activated Rescue team prepares and secures shelters Sound the alarm Start evacuating vulnerable members of community Securing dangerous and vulnerable assets Secure water and food sources
24 hours	Are all community members in an evacuation shelter? Has a head count been done? Has the Municipal Disaster Response Focal Point been notified of head count? Have all communication devices been taken down and secured?	 Start evacuation of vulnerable members Confirm FP is notified and to do head count Secure communication equipment in vulnerable flooding areas
12 hours	Confirmation of all members and assets secured?	1. Confirm all members are secured including assets
		IMPACT
Post Impact	 What are the points of impact? Are there any medical emergencies to attend to? What are the states of the physical structures? What are the immediate needs? What is the community's access to food/water? How much? How many? Have a you completed an Initial Disaster Assessment form? See Annex D 	 Rapid assessment and record all observed damages IDA Gauge potentially hazardous damage to population and determine possibility of moving people back to homes Damage to infrastructure (i.e: roads and bridges, obstructions, damaged houses and buildings) Damage to utility, communication, and other equipment1 necessary for recovery operations Address damages that are a potential detriment to safety and security of population as well as hinder recovery Blocked roads, damage to dispensary building Downed power lines Move population back to homes once deemed safe Begin clearing debris and damages from hazard

Glossary of Terms and Titles:

- 1. Menintiensapw Legislative Branch
- 2. Koun en Pwihn Section Chief

By nature of the positions listed in this glossary, the names are not permanent and are subject to change. This list is to be reviewed and updated twice a year by the Madolenihmw Disaster Preparedness Committee. The next update is scheduled for ______.

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

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

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

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

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

$\mathsf{ANNEX}\ \mathsf{C}$ Table 3: Social and Physical Distancing for Cultural/Traditional Gatherings

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





ANNEX D

Municipality Profile: Federated States of Micronesia

Site details													
State:				Municipality:									
Atoll/Island:				Date:									
GPS Coordinates: Latitude:							Longitude						
Name of municipality lead	ler:				Coi	ntact of mu	unicipality	leader	r:				
Demographics		<u> </u>	1		<u>,</u>		10.17		10				
Age/sex		0-5 years	3	6–12	2 years		13–17 ye	ears	18	-59 years	60-	+ years	
Male													
Female													
Total													
Total # of Households													
Access													
Is there an airport?		☐Yes		□ No	,	es, coordir			X		Y		
Is there a distribution poin	nt?	☐Yes				es, coordir			X		Y		
Is there a dock?		☐Yes			-	es, coordir			Х		Y		
Is there an evacuation cer	ntre?	□Yes		🗌 No	-	es, coordir			Х		Y		
					Or	, If yes, loo	cation						
Communication													
Phone access	□Yes			le acces					net access		☐ Yes	∐ No	
Radio station access	□ Yes	🗌 No		adio ac		☐ Yes	□ No		s, frequency				
Access to HF Radio	□ Yes	🗌 No	If yes	s, freque	ency		Other ty	/pe(s)	of communica	tion tool(s)			
Key Stakeholders													
Are there existing disaster	r managem	nent commi	ttees?		Name:	ame: Contact:							
Other community leaders	?				Name:	ame: Contact:				Contact:			
SERVICES									<u>_</u>				
Shelter													
# of families living with ho	st family			# of HH with mosquito nets									
# of families living in temp	orary shelt	er		# of HH with access to electricity									
# of families living in perm	nanent hous	sing		# of HH with solar power									
WASH													
Av. rainfall every 6 month	s (mm)		# H	H with p	orivate la	trine							
Main source of water for o	drinkina	U Well		Rain Wa	ater [□ RO Unit □ River [🗌 Tap	Other,			
Main source of water for o	•	 ∏ Well		Rain Wa					□ Tap				
# of public water catchme	•				of water:				Moderat		Unclean		
Signs of open defecation		_				iene prom				.,			
Health				Ung			caon our	-pargit					
Health facility situated with	hin municip	pality	🗌 Yes		🗌 No	lf	yes, High	est Le	vel of Health f	acility			
Most prevalent health pro		Diabetes	s ∏Ma	alnutritic	on 🗌 P	ink eye	diarrhe	ea 🗌 F	-lu-like	Other,			
Food and livelihood													
What is the most commor	n source of	obtaining f	ood?		🗌 Own	produce	Lo marke		Com	nmercial mar	ket		
Is there access to food distribution?			🗌 Yes					☐ Yes	□ No				
Access to market			🗌 Yes		lo # c	of families	with sourc	ce of in	ncome				
Education						I							
Educational facility situate	ed within m	unicipality		ΠY	′es 🛛 🗖	No # c	of children	attend	ding school	Boys: C	Girls:		
Highest level of education			ipality?			Elementa	ry school] High school	Coll	ege		
			🗌 Not a	ccessib	ole 🔲	☐ Infrastructure not suitable ☐ Family decision					Other:		

ANNEX E

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

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

Social and Physical Distancing Protocol at Home includes the following:

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

Social and Physical Distancing Protocol at Workplace include the following:

- Wearing Masks and face coverings are effective at preventing the spread of COVID-19 in public settings.
- Avoid physical greetings (handshakes, hugs, etc.) of co-workers and others, instead practice safe greetings (like waving, nodding, or bowing).
- Ensure you are well before going to work. If exhibiting any COVID-19 related symptoms (e.g. cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell), stay at home and contact your supervisor.

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

Sharing meals:

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

What to do if you are experiencing any symptoms:

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

ANNEX F

Identified Structure: _____

Shelter Focal Points	Roles and Responsibilities
Evacuation Shelter Manager	 Responsible for overseeing all operations Ensures that all members of the Shelter Management Team are adequately completing their roles and responsibilities without showing favouritism
Contact information:	 Liaison to the DRMC All members of the Shelter Management Team report to the Evacuation Shelter Leader
Registration Focal Point	 Meets with beneficiaries upon arrival to fill out registration forms Oversees the Registration Team Records requests and
Contact information:	 needs Totals beneficiaries into categories (males/females/children) Totals vulnerable populations (pregnant, sick, disabled) and their individual needs
	 Creates a list of requested items from beneficiaries Shares data with the Distribution Team Responsible for inventory of supplies and distributions
Relief Distribution Focal Point	 Oversees the Distribution Team Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed
Contact information:	 etc) Works with the Management Shelter Leader deciding how to divide the resources Implements protocols and systems for the distributions
	 Ensures that relief items are distributed equally based on individual needs Ensures that all supplies are kept in a safe place
Security Focal Point	 Responsible for enforcing security protocols for the safety of beneficiaries Oversees the Security Team
Contact information:	 Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues Communicates with beneficiaries regarding safety policies Ensures that all security issues/concerns are the priority Works with the Distribution Focal Point to ensure all items for distribution are secure

ANNEX G

Identified Structure: _____

Shelter Focal Points	Roles and Responsibilities
Evacuation Shelter Manager	 Responsible for overseeing all the operations Ensures that all members of the Shelter Management Team are adequately completing their roles and responsibilities without showing favouritism
Contact information:	 Liaison to the DRMC All members of the Shelter Management Team report to the Evacuation Shelter Leader
Registration Focal Point	 Meets with beneficiaries upon arrival to fill out registration forms Oversees the Registration Team Records requests and
Contact information:	 needs Totals beneficiaries into categories (males/females/children) Totals vulnerable populations (pregnant, sick, disabled)
	 and their individual needs Creates a list of requested items from beneficiaries Shares data with the Distribution Team
Relief Distribution Focal Point	 Responsible for inventory of supplies and distributions Oversees the Distribution Team Meets with the Registration Team to collect data using registration tally sheet (males, females, supplies needed
Contact information:	 etc) Works with the Management Shelter Leader to determine how to divide resources
	 Implements protocols and systems for the distributions Ensures that relief items are distributed equally based on individual needs
Security Focal Point	 Ensures that all supplies are kept in a safe place Responsible for enforcing security protocols for the safety of beneficiaries Oversees the Security Team
Contact information:	 Meets with the Evacuation Shelter Leader to discuss potential security threats and action plans to prevent/mitigate potential security issues Communicates with beneficiaries regarding safety policies Ensures that all security issues (sensering are the priority)
	 Ensures that all security issues/concerns are the priority Works with the Distribution Focal Point to ensure all items for distribution are secure



Disaster Name:

Standardized Initial Damage Assessment Form (IDA)

State Disaster Coordinating Officer (DCO)

Department of Environment, Climate Change and Emergency Management (DECEM)

State:	
Island:	
Municipality:	
Village:	
Assessment Date:	
Assessment Time:	
COMM	1ENTS
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COMM	IENTS
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COMM	IENTS

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

Assessor Signature:

The Purpose of this form is to collect the important information which will provide an overview of the situation at the village level following a disaster. If possible, please include any photographs of the Damages, as this will be very helpful. More details assessments will follow if needed. This Form Should be completed and submitted to your State Disaster Coordination Office within 12 to 24 hours following a disaster or severe event.

EXPLANITORY NOTES:		COMMENTS (Continued from Page 1)					
3.1 Immediate Wellbeing	Number sick, missing or dead. If any sickness indicate type in comments column. <i>(e.g. Coughing, Diarrhoea, Fever.)</i>	Please use the line number to indicate which line your comments are for. Example: 3.1 following the disaster there were many instances of Diarrhea.					
3.3 Persons w/ Disabilities or Special Needs	Pregnant women, elderly, young without family, cannot walk, cannot hear, cannot see.						
3.4 Main Dwelling houses	Total= the total number of occupied households before the eventNo/Minor Damage= the family can still safely occupy the home.Major Damage= the family can still safely occupy a portion of thehome, but a portion of the home is not safe to occupy.Destroyed = The home is not safe to be occupied.						
3.5 Displaced Households	The number of households that have had to leave their primary home because the event has made it unsafe to occupy.						
7.Security Concerns/Issues	Is there likelihood or threat of unrest/violence/stealing? Violence against women?						
8. Overall Coping	What is the overall mood? Are community members helping each other? Are they sharing food and water? Have they started to make repairs?						