

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 7000

Emergency Response Plan

Date Adopted: 23 May 2012
Date Revised:
Date Reviewed: 22-24 March 2014
References: 1997 Emergency Preparedness Plan

Procedure

Once college personnel have information concerning an emergency situation or the potential for an emergency situation to arise, the plan executive will be informed. Based on the nature of the emergency, the plan executive will then notify the appropriate individuals and, if necessary, assemble an emergency operations team.

An updated list of emergency operations team and their contact numbers shall be maintained at the president's office, campus security office, campus director's office and vice presidents' offices at all times. Contact numbers shall include home phone numbers, cell phone numbers and email addresses.

Plan directors, or their designee, are responsible for notifying the college community if the emergency warrants action.

If an emergency requires immediate action, individual college employees are authorized and directed to take actions as necessary that may, in the individual's judgment, be necessary to save lives and mitigate the effects of disasters or the emergency situation. These actions should be reported at the earliest opportunity to the plan executive.

If the emergency is of a nature that compromises safety and security, college security personnel are authorized to act in advance of notification of the emergency plan chain of command.

In the case of a State of Emergency declared by civil authorities, all designated emergency operations team should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the college.

Guidelines for Disseminating Emergency Information

Disaster conditions occurring during scheduled class periods will require expeditious communication of information and instructions to employees and students. Uncertainty and confusion must be avoided, prevented or minimized and the protection of lives must be the primary concern.

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Modes of Communication

Email/website

Emergency information shall be sent periodically to faculty, staff, and student email accounts. Information and updates shall also be posted on the college home web page and campus telephone system. Radio & public broadcast stations.

The campus receptionist will contact unit leads such as division chairs, LRC director, recreation coordinator, and secretaries in other buildings. Sites being small, depending on the nature of the emergency, administrators can physically walk the campus and get word of the emergency effectively communicated.

Where appropriate, the radio station will be contacted to broadcast emergency information from the college.

Emergency Operations Team

The plan executive has the authority to assemble an emergency operations-team comprised of personnel appropriate to the nature of the emergency.

In the event of a natural disaster, personnel who have been designated as part of the emergency management team shall automatically report to the college campus affected.

The college has the right to expect employees to make themselves available for work in the event of an emergency, to report promptly, and to remain as long as is deemed necessary.

Key positions that can expect to be part of emergency management teams:

President or campus deans/director, vice presidents

Campus facilities director or specialist

Campus security supervisor and

Campus nurse

Comptroller or fiscal officer

The specific composition of the emergency management team is at the discretion of the plan executive and will vary. Other personnel who might be asked to serve on an emergency management team include vice presidents and the director of Information Technology Office.

First Administrator on the Scene

If an emergency occurs during non-office hours, the first college administrator on the scene has immediate responsibility for command, control, and notification. Where more than one administrator

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has arrived during off-hours, and the plan executive is not yet in place to make command decisions, the highest ranking administrator present has the authority to take immediate action until the arrival of the plan executive.

Operations Plan Priorities

General

The emergency management team will, upon assembly:

1. Assess the situation;
2. Determine resources needed or available to address the emergency;
3. Issue staff assignments;
4. Establish necessary communication with outside agencies and civil authorities (Link with the Command Post in time of typhoon or tropical storm.);
5. Monitor progress and continue assessment;
6. Declare end of emergency status when appropriate; and
7. Designate one of its members as keeper of a log of events and actions.

Priority Goals

The essential goals of the emergency management team will be, in order:

1. Preservation of human life and welfare
2. Preservation of human health and safety
3. Protection of college property and, where possible, personal property
4. Maintenance of college programs and operations
5. Respond to external community needs.

Priority Locations

The emergency management team will prioritize locations to receive priority attention with regard to restoration of services.

The campus buildings and areas that will receive priority attention with regard to normal operation (restoration of services, maintenance, and use), in order, are:

1. Office of campus security and maintenance areas
2. Residence halls
3. Dispensary
4. Administration building and other administrative and academic facilities

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5. Recreational facilities

Priority Objectives

The objectives outlined below relate to the priority goals above. "Priority I Objectives" relate to preservation and safety of human life; "Priority II and III Objectives" relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority I Objectives until substantially met. Priority II and III Objectives will be addressed as resources are available.

Priority I Objectives

1. Establish emergency communications.
2. Assess damage, injuries, and location of major problems.
3. Evacuate affected locations pending additional assessment.
4. Isolate dangerous areas until judged safe for reentry.
5. Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
6. Repair utilities and lifelines to prevent further life/safety hazards.
7. Identify and rescue persons trapped in damaged facilities.
8. Control secondary hazards.

Priority II Objectives

1. Communicate critical information and instructions to campus, the public, families and students.
2. Shore up damaged facilities that pose safety hazards.
3. Provide emergency food and shelter as needed.
4. Conduct rapid structural engineering assessment of campus facilities.
5. Track status of all injured and missing college students and personnel.
6. Restore college telecommunications systems as soon as possible.
7. Assess local transportation conditions and advise campus regarding viable routes.
8. Secure closed facilities.
9. Contain/control/preserve animals and critical research areas.
10. Begin documentation of damages.

Priority III Objectives

1. Initiate data recovery plans.
2. Identify and secure valuable college materials.
3. Normalize flow of supplies and equipment from off campus.
4. Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.

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5. Re-allocate residential, academic and administrative operating space, if necessary.
6. Provide space to external agencies, if necessary and possible.

Unit Responsibilities

General

Under a declared emergency, the emergency management team will assign responsibilities to operating departments and offices. Departments and offices may be directed to suspend day-to-day operations that do not contribute directly to emergency management. Individuals not in specified emergency areas may be temporarily reassigned to assist in emergency operations.

Job Assignments

Job assignments to college departments and offices define the specific responsibilities expected to be assumed by specific personnel.

Office of Campus Security and Safety

1. Maintain communication with local public safety agencies.
2. Maintain liaison with fire protection services to assist in their operations.
3. Request initial fire protection services, rescue operations and emergency medical services and provide assistance to them in obtaining access to emergency sites.
4. Coordinate crowd and traffic control.
5. Provide and/or coordinate protection for life and property at emergency and related sites.
6. Provide emergency access to buildings and offices for college administrative staff.
7. Provide general safety advisories.
8. Collect, inventory, and secure personal property left at the emergency site and return such property to the rightful owners, unless needed as evidence.

Facilities

1. Maintain liaison with utility providers to coordinate continuation of services.
2. Maintain and provide as needed information on building infrastructures, maps, construction descriptions, etc.
3. Coordinate any surveys of utilities or buildings for damage and/or securing of buildings and areas.
4. Direct services restorations, cleanup operations.
5. Compile and submit reports required by federal or state law, regarding hazardous materials, etc.
6. Provide health and safety assessments to the emergency management team.

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7. Provide emergency repairs and fuel supplies for college apparatus and equipment in use during an emergency.
8. Provide or coordinate transportation services.
9. Identify, evaluate and monitor the presence of hazardous materials and other public health hazards.
10. Act as site liaison with regulatory agencies as necessary during hazardous materials incidents.

Division of ITO

1. Assure the integrity of the telecommunications infrastructure and data systems and implement data disaster recovery plan.
2. Provide emergency management team with evaluation and assessment of communications and data retrieval capabilities.

Department of Student Services

1. Manage all student services.
2. Provide information and communication to students and their families in coordination with the Director of Office of Admissions and Records.
3. Direct and manage housing and food service programs for both emergency and non-emergency related students and personnel.
4. Provide and/or direct counseling and psychological support and services to students and other members of the college community dealing with immediate and longer-term emergency generated trauma.
5. Assist other college units in field triage, evacuation, and cleanup or wherever the emergency management team identifies manpower needs.

Campus Nurse

1. Provide and/or coordinate first aid, either at the dispensary or at alternate campus locations, as necessary.
2. Provide psychological support to campus community in conjunction with other student affairs personnel. *[Editor: this skill set is more likely to be found among the college counselors than with the nurse]*
3. Provide liaison services with area hospitals, re: medical records of students, lists and conditions of those hospitalized, etc., as needed.
4. Treat minor injuries at the dispensary, if necessary.
5. FMI Student Services Coordinator will serve as the coordinator of first aid and treat minor injuries and refers major cases to the State Medical Services.

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General Counsel

1. Review and clear all public relations and student affairs statements or reports concerning the possible cause of accidents or emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.
2. Assist the Office of the Comptroller in the processing of all personal and property insurance claims arising from the emergency.
3. Coordinate the college investigation and reporting on the probable cause or nature of the emergency and the college's response to it.

Human Resources Director

1. HRO staffs collect data, verify, and submit to the college's insurance company any employee injury claim.
2. Provide assistance to the emergency management team on personnel information.

Supplementary Procedures and Policies

This document sets forth the operational and governance responsibilities in the event that the President of the college declares a campus emergency. Existing protocols, policies and procedures that address safety, campus access, campus disturbances, notification of parents, students in distress, and the like, remain in force unless otherwise specified as "suspended due to emergency" by the president, his/her designee, or the emergency operations team. These existing procedures and policies include, but are not limited to:

- Residence Hall Evacuation Plan and Drill Procedures
- OSHA Chemical Hygiene Plan/Hazardous Chemical Releases and Spill Procedure
- Hazardous Materials Spill Prevention Control and Countermeasures Plan

In addition, the Office of Campus Security and Safety has operational responsibility for the college's Security and Fire Safety Procedures.

Development and Implementation of Supplementary Emergency Procedures

Whenever necessary, campuses, departments, and offices shall develop supplementary emergency procedures based upon the priorities and responsibilities outlined in this document.

Reporting to Campus

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In the event of an emergency, head of departments should be prepared to report to the campus, if during non-working hours, unless directed otherwise by a member of the emergency management team. Other administrators and faculty should await notice from their division directors, unless supplementary plans indicate otherwise.

Simulation Exercises:

It is essential that the college maintain simulation exercises of the Emergency Response Plan and its supplemental plans at least twice yearly, one in January and another in September to test its effectiveness, make amendments and updates as needed.

The Office of Vice President for Administrative Services is responsible to ensure implementation of the exercises is carried out.

Contact List

President
Vice President for Administrative Services
Vice President for Enrollment Management and Student Services
Vice President for Instructional Affairs
Vice President Cooperative Research Extension
Comptroller
Information Technology Office Director
Financial Aid Director
Learning Resource Center Director
Facilities and Security Director