



FACILITIES AND CAMPUS ENVIRONMENT COMMITTEE
College of Micronesia-FSM
P.O. Box 159 Kolonia
Pohnpei FM 96941

Action Memorandum

Monday, August 24, 2015

To: Vice-President for Administration
Through: Director of Maintenance, Facilities, and Security
CC: President, Chief of Security, Campus Deans and Directors
From: Michael Muller, Chair, Facilities and Campus Environment committee
Re: Recommendation to designate the first week of September as an
“Emergency Preparedness Week”

On August 21, 2015, the Facilities and Campus Environment committee recommended the introduction of a yearly “Emergency Preparedness Week”, as proposed and outlined by the Director of Maintenance, Facilities, and Security in the Board Policy No. 7009.

The purpose of this week will be to:

- 1.) Simulate and review emergency procedures
- 2.) Test firefighting equipment
- 3.) Train staff members
- 4.) Involve the campus community in fire drills
- 5.) Implement similar protocols at all campuses
- 6.) Identify areas in need of improvement

It will be the responsibility of the President, Vice President of Administrative Services, and the Campus Deans to assure that the policy is executed to its fullest extent, and that the Emergency Preparedness Week will be reflected in the college’s calendar of activities.