

COLLEGE OF MICRONESIA-FSM

EMERGENCY MANAGEMENT TEAM (EMT)

Minutes of First Meeting

COM-FSM Acting President Karen Simion activated the college's Emergency Management Plan (EMP) and called on the formation of the Emergency Management Team to respond to the new FSM President His Excellency David Panuelo's declaration to protect the nation and its citizens from the new Coronavirus outbreak in China and other countries. The declaration stated that all visitors, returning citizens, and residents to FSM are required to go through a 14 days quarantine prior to entering the FSM. *(refer to the amended declaration from FSM President)*

The meeting was called on Monday February 3, 2020 at 11:30 am in the BOR Conference room. The Vice President for Administrative Services chaired the first meeting on behalf of the Plan Administrator.

In attendance:

Karen Simion.....Acting President
Benina Ilon.....College Nurse
Shaun SuliolIT Director
Terry Marcus.....Campus Security Supervisor
Marlou Gorospe.....Residence Halls Coordinator
Ritchie Valencia.....Business Office (Representing Comptroller)
Griza Perez.....On behalf of Chaley Rion, Director of Student Life
Alfred Olter.....Facilities and Maintenance Rep

Agenda:

VPAS served as the Chair on behalf of the Plan Administrator:

- I. Remarks by Acting President Karen Simion
- II. EMT Members Selection
- III. Review of the FSM Emergency Declaration
- IV. Chair briefed the members of the Coronavirus Pandemic outbreaks
- V. College's response to protect students, employees of the college at all campuses
- VI. Travel Ban on all college travel outside of FSM and scrutinize all domestic travels

Acting President Simion said her remarks thanking the members for responding to the last minute calling of the meeting. She said this is urgent for the college to respond right away to protect the students and employees of the college from the coronavirus. The team that is assembled will be tasked to prepare the college should the virus reach the FSM. Karen said that she was preparing a memo to ban all travel during this period.

VPAS explained the reason how the members were selected by citing the college's EMP on page 6 in reference to the creation of the EMT and its role in the current emergency in terms of tapping on the college emergency fund, procurement of supplies, transportation issues, services that will be affected, equipment to use, authorize use of physical resources, coordinate interaction between the college and the community and internal activities. Appointing of the liaison of the college to the FSM Health Emergency Team was not identified during the meeting.

The college nurse reported that she already prepared a purchase order to procure masks, gloves, hand sanitizers to be purchased from vendors off island.

Ritchie Valencia reported that the Comptroller instructed her to purchase masks and gloves for the cooks to begin using immediately. The items are being used now, she reported.

The team discussed how the college will respond if the virus reaches the FSM islands in terms of classes and how the masks should be distributed. There was no definitive plan reached to take care of this but perhaps will be taken up in later team meeting.

The team discussed the implications of the requirement of the travel ban on those already on travel. Two administrative services staff are in the US and one in Kosrae. The two travelers in the US will need to undergo the 14 days quarantine prior to coming back to Pohnpei. The original return date will be on February 15th but with the travel restrictions, they will need to stay in Hawaii for 14 days. Three Student Services staff including the VPEMSS are in Chuuk but Acting President informed the team that the travelers are being instructed to return to Pohnpei.

The Chair reminded the nurse to continue work on the purchase of masks and use funds from the emergency fund to carry out the purchase. Ritchie Valencia reported that the Comptroller and the College Bookstore Manager Elizabeth Layug requested for the possibility for them to purchase the masks and other supplies and ship them to Pohnpei.

The meeting was adjourned at 12:16pm.

Prepared by VPAS