

**College of Micronesia – FSM  
Minutes Reporting Form**

<b>Meeting Group:</b>	Emergency Management Team
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
November 30, 2020	3:30PM Pohnpei Time	Zoom

<b>Summary of Recommendations with Suggested Timeline &amp; Responsibilities:</b>
<ul style="list-style-type: none"><li>• Recommendation to obtain and distribute face shields and PPE gowns in the event covid-19 reaches FSM</li><li>• Martin to send out memo to state campuses, cc President, for processing of requesting</li><li>• Dining Hall staff should be identified and prepared for an emergency lockdown situation</li><li>• State Campus Deans to find out from STF if borders will close if another state receives a covid-19 case</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>

**Members:**

<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Interim President	Karen Simion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPIEQA	Caroline Kocel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPAS	Joe Habuchmai	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
VPEMSS	Joey Oducado	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC Dean	Grilly Jack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kosrae Dean	Nena Mike	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chuuk Dean	Kind Kanto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Yap Dean	Lourdes Roboman	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FMI Acting Dean	Tioti Teburea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director of IT	Shaun Suliol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CRE Director	Steven Young-Uhk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chief of Security & Safety	Terry Marcus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director of Student Life, EMT Secretary	Chelsea Rion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director of Maintenance	Ankie Mendiola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
National Campus Nurse	Benina Ilon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Residence Hall Coordinator	Marlou Gorospe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Comptroller	Roselle Togonon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
National IC	Joseph Felix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EMT Record Keeper	Ami Thoza	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PPMO	Martin Mingii	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Attendees:**

## Old Business

1. Availability of PPE and other supplies
2. Number and status of students in our residence halls.
3. IT status update on equipment in, in transit, received, and logs of computer labs usage.

## New Business

4. Information on repatriating people to FSM
5. Preparing for potential change in condition
6. Possibility to allow travel to states in FSM

**Agenda/Major Topics of Discussion:**

Mission Statement read by Director of PPMO

Review of agenda

Old Business

1. Availability of PPE Supplies
  - a. To be uploaded to the DropBox
  - b. Review of all campuses inventory
  - c. Request for supplies on hand at National can be made directly to Martin or Eugene
  - d. Motion sensor sink faucets are on island and being installed at Naional
    - i. Eugene will work with state campuses for distribution and installation
  - e. 6000 N-95 masks – will be prioritized for FMI and National with the residence halls and isolation areas
  - f. Coordinating with Secretary of Health to order other essential PPE
  - g. Recommended to have face shields and gowns
2. Residence Hall Students
  - a. National Campus RH: 16 female, 14 male students
  - b. FMI: 38 cadets total; 28 cadets ashore, 10 on shipboard training returning this week for total of 38
  - c. Sharing of National Campus lockdown secure area.
    - i. Isolation facility has 4 beds in the male and female quarters with PPE supplies and water dispensers
    - ii. 3 security personnel are identified and ready to be activated at any point
    - iii. 4 male and 3 female living staff will be inside the bubble
  - d. Relief plan to rotate lockdown staff?
    - i. Revise the relief plan for rotating employees for an extended lockdown period
      1. Length of lockdown rotation,
      2. Coordinate with Public Health for testing prior to switching out
3. IT Updates
  - a. Faculty laptops: only have the windows laptops at National at this time, 6 have been shipped to Kosrae; macbooks have been received but will have to be reshipped to Chuuk, Yap and Kosrae
  - b. Connectivity – yet to deploy and install satellites in Chuuk; Installing and training are crucial so guys can maintain the alignment for the satellite
  - c. Webcams and headsets have arrived and are in process of sorting and reshipping

#### New Business

4. Potential Repatriation – discussions being had for first flight on Saturday
  - a. This afternoon Pohnpei State will discuss the repatriation plans
  - b. Chief of Staff will share information either tonight or early morning
  - c. This has prompted our re-evaluation of our preparedness and condition level
  - d. In the event of a positive case and the in-person science lab courses will have to stop, students will have to wait to come back on campus to complete
  - e. We have no choice but to put people on administrative leave if we change conditions as some do not have the resources or technology to work from home
    - i. Hazard pay for those stuck in the bubble
  - f. Dean's to identify essential employees
5. Interstate Travel – Caroline Air is operating
  - a. Between states there is no covid and not using a commercial flight
  - b. States are wanting to shut their borders if Saturday's flight happens, which could cause IT travelers to be stranded
  - c. Recommendations
    - i. Priority of travel for the work, but also the health and safety of travelers and the rules changing during the journey

- ii. Recommended to assess the risks of all factors
  - 6. EMT Assessment
    - a. Built upon what had already been uploaded and work already done based on the EMP
    - b. Individual sessions, 10-20 minutes with each member to discuss their own thoughts, perspectives and feedback
  - 7. Miscellaneous
    - a. Issues with new BOR Conference telecommunication equipment sound echoing
    - b. Request from Chuuk CRE Office to host off island overnight retreat with minors is denied.
    - c. If repatriation is confirmed we will meet again.
- Meeting Adjourned at 4:41PM

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**  
**National Campus aerial view for lockdown perimeter**

**College Web Site Link:**

<b>Prepared by:</b>	Chelsea Rion	<b>Date Distributed:</b>	
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**Approval of Minutes Process & Responses:**

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<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>