

**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>
August 10, 2020	3:30PM Pohnpei Time	Zoom

<b>Summary of Recommendations with Suggested Timeline &amp; Responsibilities:</b>
<ul style="list-style-type: none"><li>• PPMO provide document of supplies inventory on hand and on order to EMT Secretary</li><li>• Deadline for collecting and submitting evidence for Phase 2 of Assessment is August 31</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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Director of Student Life, EMT Secretary	Chelsea Rion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Director of Maintenance, EMT Chair	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 type="checkbox"/>	<input checked="" type="checkbox"/>	
National IC	Joseph Felix	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EMT Record Keeper	Ami Thozes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PPMO	Martin Mingii	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Additional Attendees:**

1. Fall Opening Plan
2. EMT Assessment
- 3.

**Agenda/Major Topics of Discussion:**

## Interim President

1. Reading of the College's mission statement
2. VPAS moves to adopt the meeting minutes and seconded by VPEMSS
3. States may need to put in campus specific information for the opening plan. E.g., Bookstore face masks are \$2.25 at National because we have sourced locally, but states may need to note their own prices. Masks come in a bag with directions for care

- a. VPEMSS proposes we waive the Bookstore's markup cost if we are promoting health & safety on campus and for the community
- b. Martin said we have a 10% markup at National, but the discretion for markup price is up to the Bookstore Manager
- c. VPAS determines we will dialogue with Roselle and Bookstore Manager to waive this fee.
- d. The only other masks currently being made on island are a women's group and AusAid, which meet the CDC standards
- e. Tioti said Yap has masks available for \$1
- f. Dean Nena – sewing extension lady is providing; acquired some from the local vendors; one NGO is working with women's groups in the community to provide over 700 facemasks to the community at no cost.
- g. Dean Kind – Bookstore sells for \$1.75; asks for waive of markup at their campus as well.
- h. Acting President shared that the first week at National when enforcing this, we had the one-time use masks available at the security check-in so if they come without it the first time, the masks would be provided to them as a courtesy and next time they must have their own.

#### Isolation Rooms on Campus

1. Where we can send someone if person is on campus and we suspect they could have covid-19
2. Phone numbers are listed for each of the campus nursing offices and should be contacted immediately if suspected case on campus
3. National Campus – we have designated two rooms at the FSM-China Friendship Center, both the table tennis and pool tables room. This will be used who are already on campus and get sick. Specifically, students in the RH or staff and students who entered campus and in the middle of the day begins to show symptoms.
  - a. If someone comes to campus and is already showing symptoms, security should deny entry to campus
4. Dean Kind – Do we just refuse entry or immediately call the hotline?
  - a. Acting President – we can advise assistance, but it is the persons responsibility
  - b. VPIEQA – we can provide the hotline number to the person
5. VPEMSS – Security will have little slips of paper at each campus with the state's hotline on it should we need to give it out to anyone entering campus that is showing symptoms

#### Supplies Inventory by PPMO

1. Couple hundred N-95 masks
2. Latex gloves
3. Thermometers – all campuses have been sent 2 each; 2 spares at the office
  - a. If for some reason a campus needs an additional/ replacement, send in a written request justifying the need
4. 40 cases of hand sanitizers on order for all campuses
  - a. Will be sent to each campus as they are hazardous and cannot be sent by air
5. 60 dispensers on order
6. 2,500 N-95 replenishment on order and waiting for shipment
7. Encourage all campuses to shop around the local stores to get as much PPE as can as all items are on 10-day production time causing delays
8. Isolation at National Campus is running low on supplies
9. Acting President – when will be receiving the hand sanitizer dispensers?

- a. The ones Roselle ordered for National have been received but the vendor is now out of stock
  - b. The new vendor is based out of Canada and they have been emailed inquiring for earliest ETA to us.
10. Chelsea – Martin please provide a copy of the inventory supplies to be included in the
11. VPEMSS – What should be included in the isolation rooms
- a. Marlou – all isolation rooms should have masks, goggles, surgical gloves, thermal scanners and hand sanitizers
  - b. Benina – Should also provide First Aid Kit with OTC drugs that may be need while in isolation/ quarantine

Acting President - Fall opening plans will be posted up online today after the meeting, includes reminders of social distancing, no more than 10 people in a room, stay home if sick, don't share food and drinks, wearing of IDs, keeping campus cleans, staying 6ft apart

- 1. Kind – Who is the designated point of contact at the state campuses?
  - a. Deans should be the point of contact and then report to Acting President; College needs to put out a single message of what is happening
  - b. VPEMSS – President is the Plan Executive, but the Deans are the plan executives at the states under page 11 of EMP.
- 2. Campus Deans will be added in as the state contacts.
- 3. Announcement is with the College following Condition 4 of the Framework.
- 4. VPAS moves that we adopt this as our guiding plan for Fall semester and VPEMSS seconds. No opposition.

Dean Nena – Concern with regulating who is coming into campus and not following the College's guidelines. People can walk in from every direction besides the southside which is blocked by the stream. With only two security officers, it is a concern on how to cover the grounds.

- 1. Acting President – it is a community effort; any employee can kindly stop and ask a visitor to campus without a displayed ID or mask on to ensure we keep campus safe.

#### VPIEQA EMT Assessment

- 1. Assessment Plan is based on the three phases of the management plan, but we want to prioritize Phase II
  - a. Phase II is Management & Response
- 2. Phase 2: Management & Response
  - a. VP & Department Responsible are listed for each category
  - b. Some of these items will come through meeting minutes
  - c. Assessment practices are to reflect on how we did and how we can improve upon it.
- 3. End of January to end of Summer Session is Phase I of our Emergency Management Response to the pandemic.
- 4. We want to have all the date collected in one coherent whole with recommendations for improvement in the procedures or the EMP and to be submitted to cabinet for review and action.
  - a. Materials should be submitted first to EMT for review then on to cabinet for action
  - b. Essentially provide the information on what we did and the evidence of what we did
  - c. Proposed that we put all of this information on TracDat

- i. VPEMSS is working with Frances to have this uploaded to TracDat
  - ii. Should be completed all under Phase 2 by next week
- 5. For sharing documents and evidence, all VPs should have a DropBox folder to share and pull the evidence together
  - a. For DropBox, please upload friendly titles of documents for someone who has never viewed your document knows what they are opening based on the title provided.
- 6. State Task Forces are a little more exclusive and college reps have not been attending as frequently since they are not members and not being invited.
  - a. Grilly – PSTF is currently focused on repatriation. Once the plan is implemented, then we will request to participate again. Right now there is no change from our current status.
- 7. Under the Restoration & Recovery Phase...what does the new normal look like once the pandemic is over?
- 8. VPEMSS – are we doing any assessment on Phase 3? It is being read as once it is finished, whereas Phase 2 is ongoing. Acting President is in agreement and we should focus on Phase 2 until we are post-event or post-pandemic.
  - a. We still need an output for what we have done so far and what comes next with recommendations to consider if we move into Condition 3
  - b. If we can do this now, this will inform Karen on how we will open for Spring 2021
- 9. Under 3.2 “Summaries of interviews with onsite personnel”: perhaps each of the VPs can gather feedback from people on the ground. Gather opinions and put them in one place to identify gaps.
- 10. We will cut down the document to only Phase 2 and will send to Chelsea and these delegations will be action points out of today’s meetings.
  - a. Suggest end of August for deadline to pull everything together for EMT before going to cabinet and presenting at the Board Meeting

Karen will revise the opening plans document and will adjust as needs change.

Joe will get us a final price on masks for National Campus Bookstore.

Benina – when we refer patients from campus isolation, we should not refer them to public health, but to the state isolation area?

- 1. Grilly: Isolate them and call the hotline and they will take it from there.

Kind – Even at this time, if someone is sick we call the hotlines

Kosrae Campus is testing out Satellite – have two dishes installed and so far it has been a positive result.

Acting President – Thank you to everyone! We have done a really great job taking care of all areas during this time. It has been great working with everyone as a team.

Meeting adjourned at 12:50AM CST/ 4:50PM Pohnpei Time

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

**Handouts/Documents Referenced:**

**COM-FSM Opening Plans; EMT Assessment**

<b>College Web Site Link:</b>

<b>Prepared by:</b>	Chelsea Rion	<b>Date Distributed:</b>	August 16, 2020
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<b>Approval of Minutes Process &amp; Responses:</b>
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<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments