AMERICAN SAMOA COMMUNITY COLLEGE

DISASTER EMERGENCY PLAN
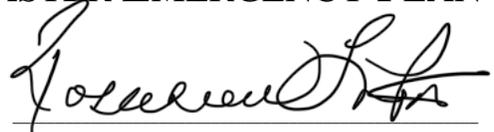
Dr. Rosevonne Pato, ASCC President
February 29, 2024

ASCC
2024 Update
www.amsamoa.edu

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Introduction:

In navigating the complex landscape of emergency disasters, it becomes imperative for College personnel to possess a comprehensive understanding of diverse calamities and the corresponding procedures mandated for their mitigation. This discourse unfolds in subsequent sections, delving into various categories of emergency disasters, elucidating their unique characteristics, and prescribing the essential procedures that should be ingrained in the collective consciousness of College personnel.

The American Samoa Community College (ASCC) recognizes the paramount importance of ensuring the safety and well-being of its College community in the face of potential emergencies. To address this imperative, the ASCC has developed a comprehensive Disaster Emergency Plan (DEP). This document serves as a guide, outlining definitions and procedures to effectively manage and respond to emergencies that may pose a threat to the security of the College community.

Authority:

The establishment and enforcement of the Disaster Emergency Plan fall under the authoritative purview of the College President in accordance with Board Policy 3016.1.[1] This governance ensures a clear and systematic approach to emergency preparedness and response within the ASCC community.

Emergency Operations Center and Emergency Contacts:

In the event of a compromise to the Homeland Security Emergency Operations Center, the American Samoa Community College Multi-Purpose Center (MPC) stands as the designated alternate, and serves as an alternate Emergency Operations Center for the American Samoa Government/Homeland Security. This contingency plan ensures a seamless transition to the ASCC-MPC, maintaining operational effectiveness in emergency response.[2]

The following table provides essential contact information for key agencies and personnel involved in emergency communication and evacuation:

Agency:	Title/Function:	Contact Number:
1. Homeland Security	Emergency Operations Center (EOC)	+1 (684) 699-0411
2. Department of Public Safety	DPS Commissioner	+1 (684) 633-1111 or 911
3. Fire Department		
4. American Samoa Tele-Communications Authority (ASTCA)	Corporate Sales Representative	+1 (684) 699-1211
5. American Samoa Community College (ASCC) First Responders	President: Authorizer of Disaster Emergency Plans. If the College President is unavailable for any reason, the Acting President will assume the role of Authorizer for the College's Disaster Emergency Plans.	+1 (684) 782-5050 (FirstNet)

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[1] Board Policy 3016.1 Emergency Situations: In the event of an emergency on the campus of the American Samoa Community College, the execution of predetermined plans and procedures for orderly and expeditious campus evacuation and rapid communications can materially assist in the protection of property and most importantly, the saving of lives. The President shall establish administrative procedures and plans of action to enable the faculty, staff, and students to respond appropriately during emergency situations. These procedures shall then become a component of the Disaster Emergency Plan (Reference: Board of Higher Education Policy Governance Manual, 2020, p. 38).

[2] American Samoa Territorial Emergency Operation Plan. (November 2017), Emergency Operations Center, p. 18.

	Vice President of Administration and Finance: Monitoring of DEP for Administrative services personnel.	+1 (684) 782-5052 (FirstNet)
	Vice President of Academic, Community, and Student Affairs: Monitoring of DEP for Academic personnel.	+1 (684) 782-5051 (FirstNet)
	Physical Facilities and Maintenance Officer: Access to facilities and communication of physical resources.	+1 (684) 782-7418
	Chief Information Officer: Access to communications, systems, technology services, and resources.	+1 (684) 782-5054 (FirstNet)
	Security Officer: Ensures sound communications and safety for internal and external constituencies.	+1 (684) 782-5053 (FirstNet)

For additional information on disaster preparedness, kindly refer to the Homeland Security online webpage by clicking on the following link: Homeland Security Online Resources. This platform offers comprehensive insights into strategies for disaster management and preparedness.

Disaster Emergency Plans:
The College has systematically categorized situational emergencies into three primary classifications: Minor, Emergency, and Disaster. Each classification delineates specific incident types along with corresponding definitions, considering potential impact, severity, and requisite response measures. This structured approach ensures a clear understanding of the varying levels of emergencies and facilitates an effective and targeted response strategy.

Emergency Situational Categories:
Minor Incidents:
Minor incidents are confined to a small area and can be swiftly resolved using existing resources. They typically have minimal impact on personnel and students, requiring no external assistance from other agencies. Campus awareness notifications or transmissions are not necessary for minor incidents.

Examples of Minor Incidents:
- Odor Complaints
- Plumbing Failures
- Water Leakages

Emergency Incidents:
Emergency incidents directly affect a significant portion of the campus community, necessitating assistance from external agencies or organizations. These incidents have the potential to escalate rapidly, posing a threat to the safety of the College community.

Examples of Emergency Incidents:
- Building Explosion or Fire
- Biological or Terrorist Threat
- Hazardous Chemical Spills
- Severe Storm or Flooding
- Extensive Utility Outage

- Off-campus emergencies that may directly impact campus operations or personnel/students

Disaster Incidents:
Disaster incidents have a widespread impact the entire College community, leading to the immediate suspension or cessation of services.

Disaster Incidents include the following:
- Major Earthquake
- Terrorist Attack
- Biological Outbreak/Pandemic
- Civil Disturbance
- Hurricane
- Tsunami

Evacuation Designated Areas and Procedures:
ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification. To review illustrations, please refer to the 'Appendix A' section of this Manual.

1. **Zone 1**: Upper Campus Area (West Wing)
   a. Pacific Center in Human Security (formerly UCEDD) Building
   b. Area Health Education Center (AHEC) Building
   c. Nursing Department
   d. Division of Institutional Effectiveness
   e. Human Resources Division
   f. Teacher Education Department/American Samoa Bachelors in Education Program buildings
   g. College Accelerated Preparatory Program (CAPP) Building

2. **Zone 2**: Main Campus (Quad Area)
   a. Library
   b. Security Office
   c. Science and Mathematics Building
   d. Administrative Building
   e. Instructional Classrooms
   f. Administrative Services Offices

3. **Zone 3**: Lower Campus (East Wing)
   a. Cafeteria
   b. Smart Art and Community of Higher Education Building (SACHEB)
   c. Multi-Purpose Center (MPC)
   d. Samoan Studies Institute
   e. Trade and Technical Department
   f. Physical Facilities and Maintenance Area

4. **Zone 4**: Lower Campus (Far East)
   a. Agriculture, Community and Natural Resources Buildings

b. Gymnasium

Persons with Disabilities:

In our commitment to creating a safe and inclusive environment, we have developed a Disaster Emergency Plan specifically designed to address the needs of individuals with disabilities. This plan outlines procedures to ensure the safety and well-being of everyone in our College community during emergency situations. Please familiarize yourself with the following guidelines.

Preparedness:
- Individuals with disabilities are encouraged to create and share personalized specific needs, medications, and required assistance.
- Regularly update contact information and emergency plans to reflect any changes in circumstances.

Communication Strategies:
- Establish accessible communication channels to ensure individuals with disabilities receive timely emergency information.
- Provide information in various formats, including texts, audio, and visual formats, to accommodate different communication needs.

Accessible Emergency Notifications:
- Designate trained personnel to assist individuals with disabilities during evacuations.
- Establish accessible evacuation routes and assembly points, and communicate these clearly throughout the campus.
- Regularly conduct drills to practice evacuation procedures for individuals with disabilities.

Communication Assistance:
- Provide sign language interpreters, communication devices, or alternative communication methods during emergency situations.
- Establish a communication protocol for assisting individuals with speech or language impairments.

Accessible Shelter Facilities:
- Identify and equip emergency shelters with facilities that cater to the specific needs of individuals with disabilities, such as accessible restrooms and sleeping arrangements.

Post-Emergency Support:
- Offer counseling and support services tailored to the emotional and psychological needs of individuals with disabilities.
- Collaborate with relevant community resources to provide ongoing assessments during the recovery process.

Natural Disasters:

Natural disasters are catastrophic events that occur due to natural processes of the Earth. These events can cause significant damage to the environment, property, and human life. Natural disasters can be classified into several categories each with its own distinct characteristics.

In the Pacific region, natural disasters are relatively common due to the geographical and geological characteristics of the area. Here are some specific natural disasters that occur in the Pacific region:

1. Typhoons and Cyclones:
    a. Pacific islands, particularly in Southeast Asia and the western Pacific, are prone to typhoons (Northwest Pacific) and cyclones (Southwest Pacific).
    b. These storms bring strong winds, heavy rainfall, and storm surges, leading to flooding, landslides, and infrastructure damage.
2. Earthquake and Tsunamis:
    a. The Pacific Ring of Fire is a seismically active region, leading to frequent earthquakes and volcanic activity.
    b. Earthquakes in the Pacific region can trigger tsunamis that affect coastal areas, especially around the Pacific Rim.
3. Coral Bleaching:
    a. Rising sea temperatures, often associated with climate change, can cause coral bleaching in the Pacific.
    b. This phenomenon threatens marine ecosystems and the livelihoods of communities dependent on coral reefs.
4. Droughts:
    a. Some Pacific islands experience periodic droughts due to irregular rainfall patterns.
    b. Droughts can lead to water scarcity, affecting agriculture and freshwater resources.
5. Coastal Erosion:
    a. Rising sea levels and storm surges contribute to coastal erosion in many Pacific-island nations.
    b. This poses a threat to communities, infrastructure, and ecosystems along the coastlines.
6. Tropical Rainforest Fires:
    a. Some Pacific islands, such as those in the region of Melanesia, experience tropical rainforest fires.
    b. These fires can have significant environmental and air quality impacts.

Given the vulnerability of many Pacific islands to natural disasters, there is a growing emphasis on disaster preparedness, early warning systems, and climate change adaptation. International organizations, governments, and local communities collaborate to enhance resilience and reduce the impact of these events on both human populations and ecosystems in the Pacific region.

The ensuing sections delineate various categories of emergency disasters and outline the requisite procedures that College personnel are strongly encouraged to adhere to.

Earthquake:
Earthquake Preparedness Procedures:
The Physical Facilities and Maintenance division in collaboration with the ASCC Leadership Team (administrators), undertakes an annual assessment to ensure comprehensive earthquake preparedness. The following measures are systematically addressed:

1. Secure Vital Records: Safeguard critical file records and back up archival units for offices including Institutional Effectiveness, Department of Finance, Records,

Admissions, Financial Aid, Procurement, Library/Learning Resources Center, and Academic Affairs.

2. Shelving Stability: Confirm the secure fastening of all shelves to walls.
3. Placement of Heavy Objects: Ensure that all large or heavy objects are positioned on lower shelves.
4. Secure Hanging Items: Hang heavy items such as pictures and mirrors away from areas where people sit.
5. Overhead Fixture Safety: Verify the secure fastening of all overhead light fixtures with appropriate safety covering.
6. Electrical Wiring Inspection: Address and repair any defective electrical wiring to mitigate potential fire risks.
7. Secure Equipment: Safely secure air conditioning units, mounted televisions, and equipment to the walls using studs or floor bolting.
8. Structural Integrity: Attend to and repair any deep cracks in ceilings or foundations.
9. Secure Signage: Fasten signs to posts securely using bolts and fasteners.
10. Safe Storage Practices: Store weed killers, pesticides, and flammable products in closed cabinets with latches, preferably on bottom shelves.
11. Post-Earthquake Evacuation Procedures: Clearly display earthquake safety evacuation procedures in offices, classrooms, and all College buildings and facilities.
12. Educational Initiatives: Conduct periodic seminars on Earthquake Safety Procedures to ensure awareness and preparedness among staff and students.

Pre-Earthquake or During an Earthquake:
In the event of an earthquake, which typically occurs without warning, immediate and decisive actions are imperative for the safety of ASCC students, faculty, and staff during regular hours and when work and classes are in session. The following steps are to be followed:

If you are inside a building:

Step One: Drop and Cover: Drop down onto your hands and knees to prevent being knocked down by the earthquake.

Step Two: Cover and Protect: Cover your head and neck with your arms to shield yourself from falling debris. If you are in danger from falling objects and able to move easily, crawl for additional cover under a sturdy desk or table. If no sturdy shelter is nearby, crawl away from windows, next to an interior wall, avoiding glass doors and windows, exit doors, walls, and potential falling objects like light fixtures and furniture.

Step Three: Hold On: Hold on to any sturdy covering so you can move with it, until the shaking subsides.

Step Four: Stay Put: Remain where you are until the shaking stops. Do not run outside, get in a doorway, or use elevators. Avoid stairwells or being above the ground in balcony or second floors of campus buildings.
   If getting safely to the floor to take cover will not be possible:
   1. Secure or remove items that can fall or become projectiles before an earthquake to create safer places.
   2. Move away from windows and objects that could fall, getting as low as possible to the floor.

3. Individuals with mobility devices should lock their wheels, bend over, and remain seated, protecting their head and neck with available items.

If you are outdoors:
1. Stay in the open, away from buildings, street poles, and utility wires.
2. Remain outdoors until the shaking stops, avoiding dangers near exits, exterior walls, and doors.

Step Five: Assess the Surroundings: After the shaking stops, survey your area to ensure the safety of all individuals within your office, classroom, or space. Be aware of the potential for a tsunami and stay until officially released. ASCC is designated as a safe zone, and leaving campus should only be done under official guidance. Remain calm throughout the entire process.

Post-Earthquake Procedures:

1. Campus Assessment and Safety Measures: Following an earthquake, ASCC Security will initiate a campus patrol to identify and address any injuries among individuals on campus. Inc collaboration with the Physical Facilities and Maintenance division will check buildings for potential entrapment and coordinate efforts for debris removal to assist affected individuals. The Physical Facilities and Maintenance division will conduct a comprehensive assessment of damages to campus buildings, ensuring a thorough evaluation.

2. Medical Assistance: The ASCC Nursing Department staff and students will be actively engaged in providing first aid triage for injured individuals on campus, prioritizing immediate medical needs.

3. Individual Responsibilities: All individuals on campus are advised to prioritize their own safety by checking for injuries promptly. Once self-assessed and treated, individuals should extend assistance to injured or trapped persons cautiously, administering first aid when appropriate. In the case of serious injuries, contact 911 for professional assistance.

4. Communication and Information: Staying informed is crucial. Individuals are urged to listen to a portable, battery-operated radio or television for updated emergency information and instructions, particularly if the electricity is unavailable. Expect aftershocks and practice the "drop, cover, and hold on" protocol when felt.

5. Safety Precautions: Remaining vigilant about potential hazards, such as fallen power lines and gas leaks, is essential. Stay out of damaged areas and buildings, and refrain from smoking indoors to minimize fire risks.

6. Responsibilities of Campus Security and Administrators: In the aftermath of an earthquake designated personnel have specific responsibilities:
   a. Fire Management – Identify and extinguish small fires promptly to prevent their escalation. Eliminate fire hazards in a timely manner to curb potential dangers.
   b. Chemical Hazard Mitigation – Address spilled medicines, bleaches, gasoline, or flammable liquids immediately to prevent chemical emergencies. Contact the Security Officer or PFM Officer for assistance as needed.

     c.   Building Assessment – Open doors cautiously to assess potential damage to contents that may have shifted during the earthquake. Inspect walls, floors, doors, staircases, and windows to ensure structural integrity.

     d.   Electrical System and Water Line Inspection – Check for electrical system damage, turning off the electricity if necessary. Investigate sewage and water line damage, taking appropriate action to avoid further issues.

     e.   Building Cleanup and Safety Measures – Address loose plaster, drywall, and ceilings that could pose threat during building assessments.

Post-Earthquake Actions:

Step One: Official Memorandum: The ASCC President will issue an official memorandum instructing the Physical Facilities and Maintenance division, Leadership Team (administrators), and faculty to report to work if deemed safe. This is for the assessment and general cleanup of the ASCC campus, offices, and classrooms.

Step Two: Damage Report: The ASCC President and Vice President of Administration and Finance (VPAF) will collaborate closely to compile a comprehensive damage report for accountability purposes.

Step Three: Reopening Planning: The ASCC President and Board of Higher Education will convene to discuss the potential reopening of ASCC for instruction after the assessment of buildings and receipt of the ASG Certificate of Occupancy.

Hurricane / Cyclone:
Hurricane Preparedness:
The Physical Facilities and Maintenance division conducts regular annual assessments of buildings and facilities to ensure their readiness for potential hurricanes.

Additionally, a quarterly evaluation is carried out to assess the adequacy of buildings, materials, and supplies acquired for natural disaster plan. This proactive approach aims to enhance evacuation and preparation plans in anticipation of potential hurricanes.

Annual Assessment Protocol:
The PFM division will undertake the following comprehensive annual assessment activities:
1. Conduct a thorough facility assessment of all College buildings and facilities.
2. Trim tree branches in proximity to buildings and utility wires, coordinating with the American Samoa Tele-Communications Authority (ASTCA) or American Samoa Power Authority (ASPA) for assistance with phone/electrical lines.
3. Inspect and clear all campus drainage systems and gullies.
4. Fuel/Test campus generators.
5. Inspect sewers and drainage systems.
6. Check battery-powered equipment for functionality.
7. Plan and execute drill exercises biennially.
8. Verify the status of batteries and flashlight supplies for ASCC Security officers.
9. Inspect and ensure the availability of megaphones, first aid kits, defibrillator equipment and back up batteries, and other essential equipment needed for hurricane and natural disaster preparedness.

10. Procure ½ inch marine wood for crafting window coverings for glass window and door coverings for campus buildings. Cut and store all wood in secure storage area to be readily available in event of natural disasters.

Pre-Storm Preparedness – Approximately 72 Hours Prior:
1. Secure loose outdoor furniture, window coverings, and all roofing materials to prevent potential hazards.
2. Cover all windows in identified College buildings for added protection.
3. Safeguard and power down all technological and electrical equipment and appliances (including computers, air conditioning units, printers, facsimile machines, copy machines, paper shredders, refrigerators, etc.) throughout the entire College.
4. Ensure the secure storage of chemicals in Science Building laboratories and at ACNR-Land Grant.
5. Backup College servers to prevent data loss or disruption.
6. Secure College filing storages (Department of Finance, Human Resources, Institutional Effectiveness, Academic Affairs, Student Records, Financial Aid, Procurement, etc.).
7. Safeguard water lines to prevent damages.
8. Ensure the security of all emergency communication equipment.
9. Secure the generator dedicated to emergency communication equipment.
10. Request the Chatty Beetle Satellite Phone from Homeland Security, if deemed necessary.
11. Fuel all vehicles for immediate readiness.
12. Fuel generators and secure backup fuel for generator(s) to ensure continuous power availability.

Evacuation Procedures during work and Classes:
> Step One: Upon receiving an alert, the ASCC President will verify through a formal Memorandum distributed via College email. The alert will be communicated solely through the ASCC President's memorandum or by identified First Responders with the assistance of ASCC Campus Security and administrators.
>
> Step Two: In the event of an electrical blackout, the alert system will be activated as follows:
> a. Utilize radio transmitters for notification led by ASCC Security staff (bullhorns/megaphones)
> b. Establish housing stations across the campus for evacuation, categorized into College-defined Zones:
>   i. Zone 1: Upper Campus (West Wing)
>   ii. Zone 2: Main Campus (Quad Area)
>   iii. Zone 3: Lower Campus (East Wing)
>   iv. Zone 4: Lower Campus (Far East)
>
> Step Three: ASCC First Responders will promptly report to the ASCC President's Office for hurricane briefing.
>
> Step Four: Following the briefing, the ASCC President will issue a final evacuation directive, transmitted via College email or other designated methods, and announced by faculty during scheduled course times. Security will patrol the campus to ensure safe departure of faculty, students, employees, and stakeholders.

Step Five: ASCC Security and Faculty will escort the students safely to designated bus areas or off-campus immediately upon faculty dismissal from class, labs, offices, and the library. Employees will follow suit.

Step Six: Security will ensure that all classrooms are securely locked before leaving the campus grounds.

Step Seven: The Nursing Department Chair, faculty, and counselors will offer first aid or counseling services to individuals in need.

Step Eight: The Chief Information Officer will secure and backup all College servers before leaving the campus grounds.

Step Nine: The ASCC President and Vice president(s), in collaboration with Security, will patrol the campus grounds to verify compliance with safety measures.

Evacuation Procedures During Non-Class Hours:
Communication regarding evacuation procedures will be directly disseminated by the College's designated First Responders.

Tsunami:
Definition of Tsunami:
"Tsunamis are giant waves caused by earthquakes or volcanic eruptions under the ocean or sea. Out in the depths of the ocean, tsunami waves do not dramatically increase in height. But as waves travel inland, they build up to higher and higher heights as the depth of the ocean decreases. The speed of the tsunami waves depends on ocean depth rather than the distance from the source of the wave. Tsunami waves may travel as fast as jet planes over deep waters, only slowing down when reaching shallow waters. While tsunamis are often referred to as "tidal waves," this name is discouraged y oceanographers because tides have little to do with these giant waves." NOAA – [NOAA Website](#)

Preparation for Tsunami Warning and Watch:
Collaborate with the local Red Cross Chapter to acquire and securely store the following items in anticipation of a tsunami event.
1. Assemble Emergency Preparedness Kits.
2. Ensure an adequate water supply (one gallon per person, per day) for a three-day evacuation period.
3. Stock non-perishable, easy-to-prepare food for a three-day evacuation period.
4. Include First Aid Kits in preparedness supplies.
5. Provide flashlights with batteries.
6. Equip with radio and additional batteries.
7. Store blankets, mats, and pillow for comfort and warmth.
8. Include mosquito coils for insect protection.
9. Have extra batteries on hand.
10. Maintain a three to seven-day supply of medication and necessary and medical items.
11. Include sanitation and personal items such as medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies, etc.
12. Ensure Cell/Mobile phones are charged, and keep chargers available.
13. Compile family and emergency contact information.

14. Conduct awareness seminar for entire employees, students, and stakeholders on the Tsunami relocation process and awareness about tsunamis.

During Regular Working and Class Hours:
In the event of an immediate alert from the ASG-Homeland Security or Office of the College President, all individuals are required to remain on campus, and leaving the campus grounds is not permitted. The College will not be held liable if an employee or student chooses not to comply with the requirement to stay on campus."

Step One: ASCC employees and students will remain in offices and classrooms. Faculty members will play a crucial role in maintaining a calm environment and ensuring students remain in place. Faculty will take attendance in their classrooms, while designated office personnel will account for employees in their respective offices. Completed roll call sheets will be submitted to the Security Office. A standard safety notice announcement will be communicated and posted, designating ASCC as a SAFE ZONE.

Step Two: Designated classrooms and areas will be made accessible to the community. Security personnel will manage incoming community traffic, directing them to specified Zone areas. Security and/or designated First Responders will collaborate with the community on campus to address needs such as access, water, food, and other essentials. They will guide community members to restroom facilities and resting areas. The Nursing Chairperson, faculty and nursing students will provide first aid care for community members in need.

Step Three: Upon receiving the 'ALL CLEAR' directive from the Governor, the ASCC President will notify and authorize the release of ASCC employees, students, and community members to return to their place of residence.

Post-Tsunami Relocation Plan:
1. Upon receiving clearance for safe release, Security and division leaders will coordinate efforts to ensure that all buildings and classrooms are thoroughly cleared before individuals depart for home.
2. Security personnel will resume their regular security hours on campus.
3. In case of any damages, administrators will conduct a comprehensive assessment, documenting property damages through written reports and photographs for accountability purposes.
4. The Leadership Team, comprised of administrators, will submit a detailed written report outlining any damages incurred to buildings or equipment.
5. The College will disseminate a relocation release to the community, as deemed necessary, providing information on the safe return to their respective locations.

Flooding:
Floods happen when land that is usually dry becomes filled with water or flowing mud. This can occur due to various reasons, such as bodies of water exceeding their normal boundaries, whether natural like rivers or artificial like rapidly accumulating runoff or surface water. Additionally, floods can be caused by storm surges from hurricanes, tsunamis triggered by earthquakes, or the erosion of a shoreline.

Before the Flood:
1. Stay Informed: Monitor weather forecasts regularly and be aware of flood-prone areas in your community.
2. Emergency Kit: Prepare and emergency kit with essentials: water, non-perishable food, medications, first aid supplies, flashlight, batteries, important documents, cash, and clothing.
3. Evacuation Plan: The College has been designated as a flooding safe zone. While floods do not directly affect the College, there is a potential risk from runoff originating from mountain streams, which could pose a hazard to the College's facilities and landscaping.

During the Flood:
1. Early Warning Signs: Pay attention to weather alerts and warnings. Be aware of sudden changes in water levels.
2. Evacuation: Follow official evacuation orders from the American Samoa Department of Homeland Security – Territorial Emergency Management Coordinating Office.[3] Evacuate to higher ground. Do not attempt to drive or walk through floodwaters.
3. Secure Valuables: Move important documents, valuables, and irreplaceable items to higher levels.
4. Utilities: Turn off gas, electricity, and water if instructed to do so.
5. Communications: Keep a battery-operated radio for updates. Use text messaging or social media for communication.

After a Flood:
1. Wait for Authorities: Do not return to your office/class until authorities declare it safe.
2. Inspect Facilities: Check for structural damage before entering. Be cautious of standing water, as it may hide hazards.
3. Health and Safety: Avoid contact with floodwater, which may be contaminated. Use protective gear (gloves, masks) during cleanup.
4. Document Damage: Take photos of damage for insurance claims. Keep a record of expenses related to recovery.
5. Utilities: Do not turn on utilities until they are inspected and deemed safe.
6. Emotional Support: Be aware of the emotional impact and seek support if needed.

Landslides:
A landslide is the movement of soil, rock, and vegetation down and away from a slope, propelled by gravity. These events can be triggered by various factions, both natural and human-induced, such as heavy rainfall, steepening of slopes from construction or erosion, earthquakes, volcanic eruptions, and fluctuations in groundwater levels.

Risk Assessment:
1. Identify areas prone to landslides based on geographical surveys and historical data. Assess the slope stability and potential triggers for landslides.

Early Warning Systems:
1. Establish clear protocols for issuing warnings to the College community. Refer to the College's Emergency Contact section.

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[3] Referencing 2017 American Samoa Government Territorial Emergency Operations Plan, Hazard-Specific Annex Flooding, pp. 225-231

Evacuation Routes and Safe Zones:
1. Identify and communicate evacuation routes to be used in the event of a landslide threat. Consult the ASCC Zone Areas for guidance on reviewing designated shelter areas during an evacuation.

Emergency Response Team:
1. Campus Security is responsible for coordinating the College's emergency response efforts.

You can find more information about landslides in the American Samoa Territorial Emergency Operations Plan, dated November 2017, specifically on pages 278-284.

Emergency Active Threats:
Emergency active threats, often referred to as active shooter incidents or active assailant situations, represent a critical and urgent threat to the safety and security of individuals within a given environment. These incidents can unfold rapidly and require a swift, strategic and coordinated response. Here is an overview of emergency active threats.

An active threat refers to a situation where an individual or individuals are actively engaged in causing harm with firearms or other dangerous weapons This can include shootings, stabbings, or other violent acts with the intent to cause mass casualties.

Characteristics:
- Dynamic and Unpredictable: Active threat situations are dynamic and unpredictable, often evolving rapidly. The threat may move through different areas, making it challenging to anticipate the assailant's movements.
- High Risk of Casualties: The potential for casualties is high, necessitating immediate and effective response to minimize harm.
- Intent to Cause Harm: The primary intent of the assailant is to cause harm to as many people within a short timeframe.

General Emergency Response Procedures:
- Run, Hide, Fight: This widely adopted strategy encourages individuals to first attempt to escape the danger, then hide if escape is not possible, and, if necessary, take action to incapacitate the assailant.
- Emergency Communication: Immediate and clear communication with law enforcement and emergency services is crucial for a swift response.
- Lockdown Protocols: In certain situations, lockdown procedures may be implemented to secure individuals in a safe location until the threat is neutralized.
- Drills: Regular drills and training sessions are essential to ensure that individuals are familiar with response procedures and can react effectively during an actual incident.

Bomb Threat Response Protocols:
Introduction
In the event of a bomb threat, it is crucial for American Samoa Community College personnel to adhere to a set of comprehensive procedures to ensure the safety and well-being of all individuals on campus. The following guidelines delineate the steps to be taken for different types of bomb threats.

1. <u>Bomb Threats Received via Telephone</u>: In the case of a bomb threat received through a landline or mobile/cellular telephone call, the College receiver must ascertain the location of the bomb from the caller. It is imperative to keep the caller on line for as long as possible.

2. <u>Electronic Transmittal (Computer, Text Message, social media, etc.)</u>: Immediate notification should be made to the ASCC Security Officer/Campus Security for bomb threats received through electronic means. The caller or sender should be engaged with specific questions to sustain communications, including inquiries about the bomb's location, description type, triggering mechanism, and whether the individual placed the bomb personally. It is essential to record all information.

<u>Notification Protocol</u>: Notify DPS/Fire Station, ASCC Campus Security, and ASCC Leadership Team promptly.

<u>Bomb Threat Plan of Action during Work and In-Class Sessions</u>: In the event of a bomb threat during regular working hours and class sessions, the following steps of action are to be executed:

<u>Step One: Code Red</u>: Inform campus security and contact ASG Department of Public Safety via 911 and the Fire Department. Secure the premises and assist with the evacuation of stakeholders to designated areas based on ASCC Zones.

a. **ASCC Zone 1 – Upper Campus**: English CAPP Building; M12 building; Teacher Education buildings; Institutional Effectiveness Offices; Human Resources Office; Nursing Classrooms and Offices; AHEC Office and classroom; and PCHS (formerly) UCEDD offices and classroom. (*Move to the Upper Campus Main Parking Lot next to the PCHS (formerly UCEDD) Building*)

b. **ASCC Zone 2 – Main Campus (Quad Area)**: Math and Science complex; Health and Human Services Office; Quad classrooms and offices – Admissions Office; Computer Laboratories; Academic Dean's Office; Business Office; Financial Aid Offices; Records Office; President's Office; Language and Literature Office; Criminal Justice Offices; Social Science Offices; Academic Affairs Offices; Department of Finance Offices; Vice Presidents Offices; Management Information Systems Office; Security Office; Le Book Store; and, ASCC Library. (*Move to Main Parking Lot (Quad Area) in front of the College*)

c. **ASCC Zone 3 – East Wing:** Trade and Technical Department; Samoan Studies Institute; Multi-Purpose Center; Physical Facilities and Maintenance complex; Annex Area - Adult Education Literacy and Extended Learning Office and classrooms; Arts building; and ASCC Cafeteria. (*Move to the ASCC Malae*)

d. **ASCC Zone 4 – ACNR and Gymnasium Area:** (*Move to the ASCC Gymnasium Main Parking Lot*)

<u>Step Two: Internal Communications</u>: Provide clear instructions and necessary clarifications to ASCC employees. Faculty members remain with students in classrooms, controlling and guiding them during evacuation.

Offices:
ASCC Employees will remain in the office when the alert for bomb threats is released. A representative from the College 'First Responders' will provide clear instructions and necessary clarifications.

Classrooms:
Faculty will remain with students in the classrooms. It will be the responsibility of the faculty member to control the students and keep the class calm and focused. Faculty will instruct students to put away their classroom tools [pens, paper, notebooks, textbooks, computer laptop, etc.] into their school bags.

Faculty will await the alert signal and advise/guide students in exiting the classroom and proceed to the designated Zone(s) area.

There are several important transactions that will be required of the faculty:
1. Take roll of all students in their classroom during the time of the alert. The roll call will be collected by the ASCC Security staff after you have been relocated.
2. Keep students calm and focused.
3. Concentrate on students with special needs and medical conditions – allow them to exit first; followed by those who can assist with these individuals.
4. Before leaving classroom, ensure that lights and all technological equipment have been turned off.
5. On a piece of white paper, draw a large "X" and post the paper on the outside of the classroom door indicating that students and faculty have successfully exited the classroom.
6. Follow the route of evacuation – Security officers will be available to assist and answer any questions.

Signals will be as follows:
1. Whistle: Remain in offices and classrooms and wait for instructions or additional signals.
2. Siren: Evacuate from offices and classrooms and or location and move to designated zones.

Four megaphone sounds the siren which represents evacuation warning to move out of their offices and classrooms, and make your way to the designated zones as designated on the campus map.

Step Three: Roll Call at Designated Zones: Faculty and staff take roll call of students and employees at designated evacuation zones.

Step Four: Emergency Operations Center: ASCC administrators collect roll call lists and submit them to the Emergency Operations Center.

Step Five: Clearance Announcement: Once the premises are deemed clear and safe, the First Responders team disseminates information to all zones, and the President or Security Officer announces clearance.

Step Six: First Responder Center: Nursing Facilities are designated for first aid and counseling in the event of injuries and trauma.

Post Bomb Threat Plan:
1. ASCC President issues memorandum for the return to normal activities upon clearance from DPS and the Fire Department.
2. Normal classes and job responsibilities resume once official clearance is received.
3. In the event of extensive damage or major injury, the President may release individuals from the campus.
4. Security and Physical Facilities and Management (PFM) secure impacted areas once DPS clears the area.
5. Only the certified communicator identified by the President acts as the spokesperson to the media regarding the bomb threat status on campus.

Active Shooting Threat Response Protocols:
Definition of an Active Shooters:
An active shooter is an individual currently engaged in the act of killing or attempting to kill people within a confined or densely populated area. Typically, active shooters employ firearms, and their selection of victims lacks a discernible pattern or method.

These situations are characterized by their unpredictable, often unfolding without warning and evolving rapidly. Prompt law enforcement intervention is crucial to halt the shooting and minimize harm. Given the brief duration of most active shooter incidents, individuals must be mentally and physically prepared to respond effectively before law enforcement arrives on the scene.

It's noteworthy, that hostage or barricaded subject scenarios differ in duration, commonly spanning a more extended period with no immediate threat of ongoing injury or loss of life. Specialized units are typically deployed to manage these situations, contingent upon available time. However, both hostage and barricaded subject situations have the potential to swiftly transition into active shooter scenarios and vice versa.

In the context of the College campus, ASCC Security may serve as the initial first responder to an active shooter incident. In such cases, immediate coordination with the Department of Public Safety (DPS) will be sought, and campus security will initiate the dissemination of an ASCC Alert.

Evacuate: If there is an accessible escape route, prioritize evacuation by the following guidelines:
- Have a pre-planned escape route in mind.
- Evacuate even if others hesitate to follow.
- Leave personal belongings behind.
- Assist others in escaping when possible.
- Prevent individuals from entering areas where the active shooter may be.
- Keep hands visible and comply with police or security officers' instructions.
- Do not attempt to move wounded people.
- Call 911 once you are in a safe location.

Hide: If evacuation is impractical, find a concealed location where the active shooter is less likely to find you. Consider the following when selecting a hiding place:

- Ensure it is out of active shooter's direct line of sight.
- Offers protection in case of gunfire (e.g., an office with a closed and locked door).
- Does not trap or limit your movement options.

Secure Your Hiding Place:
- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:
- Silence your cell phone.
- Turn off any noise sources (i.e., radios, televisions).
- Conceal yourself behind substantial objects (e.g., cabinets, desks).
- Maintain silence.

If evacuation and hiding are not viable:
- Stay calm.
- Call 911, if possible, to inform police to the active shooter's location.
- If unable to speak, leave the line open for the dispatcher to listen.

As a last resort, and only when your life is in imminent danger:
- Attempt to disrupt or incapacitate the active shooter.
- Act assertively, using available items as improvised weapons.
- Yell and commit your actions.

When law enforcement arrives:
- Law enforcement's primary goal is to neutralize the active shooter promptly.

DPS Officers' response:
- DPS Officers will proceed to the area where the last shots were heard.
- DPS Officers typically arrive in teams.
- They may wear regular patrol uniforms or tactical gear.
- Armed with various weapons, including rifles, shotguns, handguns.
- Use of pepper spray or tear gas may be employed.
- Officers may issue commands and may physically guide individuals to safety.

How to react when law enforcement arrives:
- Stay calm and follow officers' instructions.
- Put down any items in your hands.
- Raise hands immediately, keeping fingers spread.
- Avoid sudden movements toward officers.
- Refrain from pointing, screaming, or yelling.
- When evacuating, proceed in the direction from which the officers are entering without stopping to seek assistance or direction.

Information to provide to a Law Enforcement Officer or 911 Operator:
- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Estimate of potential victims at the location.

Post Active Shooting Procedures:
1. Offer counseling services to victims of active shooting incident.
2. Notify Emergency Medical Services (EMS) for any necessary medical attention required by victims.
3. Promptly inform on-campus Nursing Department to provide immediate medical care to victims of the active shooting.
4. Initiate the immediate closure of the campus once the active shooting situation is under the control by the Department of Public Safety (DPS).
5. Secure the area affective by the active shooting to ensure safety and prevent unauthorized access.
6. The Security Officer will provide a comprehensive briefing to the President on the incident and submit a detailed incident report.
7. The President will designate a representative from the First Responder Team to address the media regarding the active shooting incident on campus.

Environmental Hazards:

Events such as chemical spills, gas leaks, radiological incidents necessitate a swift and informed response. College personnel should be well-versed in evacuation routes protective measures, and communication channels to mitigate the impact of environmental hazards. Collaboration with local authorities and emergency response teams is pivotal in ensuring a unified and effective response.

Fire Hazard Protocols:

Preparation for Fire Evacuation:
1. Initiate a comprehensive disaster orientation program for administrators, faculty, staff, and students at the College, focusing on potential disasters.
2. Review and disseminate evacuation maps covering various disasters, including fire evacuation, shelter plans, and emergency contacts.
3. Perform a needs assessment to determine safety equipment requirements for each building, office and classroom. Acquire general fire extinguishers for offices, classrooms and buildings.
4. Regularly check all fire exits, with special attention to buildings with 2nd floor offices or classrooms.
5. Conduct quarterly safety checks on wiring and other electrical units across the campus.
6. Collaborate with ASPA to assess fire hydrants for water pressure and ensure their accessibility.
7. Display evacuation maps strategically across the campus for evacuation routes.
8. Procure emergency kits and first aid supplies for potential injuries during evacuations or fire drills.
9. Implement annual fire drills to ensure preparedness and response effectiveness.
10. Verify the functionality of all communication devices.

11. Familiarize personnel with alternate evacuation routes and transportation options out of their respective areas.
12. Emphasize adherence to local officials' instructions, considering that evacuation routes may necessitate traveling on foot depending on the disaster type.

Fire Evacuation During Classes:
1. In the event of a fire during class sessions, anyone discovering a fire must promptly report it to the Security Office along with its precise location.
2. The Security Office will immediately contact 911 or the Fire Department to report the fire and, if necessary, notify the American Samoa Power Authority (ASPA).
3. Security personnel should attempt to confine a small, controllable fire and utilize fire extinguishers for this purpose.
4. If the fire becomes uncontrollable, Security or any ASCC personnel will initiate the evacuation of the College community to designated evacuation areas, with a fire evacuation alarm signaling the evacuation.
5. Security will await the arrival of the Fire Truck and guide them to the specific fire location.
6. Once the fire is brought under control, Security will inform the President that the situation is clear, using a verbal 'Clearance' signal through a bullhorn.
7. In case a classroom is affected, classes will be relocated to alternative spaces. Once relocated, classes will resume, and the evacuated area will be cleared for return.
8. If an office is impacted, the office staff will convene with their supervisor for further instructions on actions to be taken for alternative working spaces.
9. If an office catches fire, the Supervisor will submit a report detailing damages to their designated leader, including an action plan for staff working hours. This plan will be forwarded to the PFM Officer and the VPAF for review and the development of a repair action plan.
10. The President will communicate information about the fire and the steps taken to ensure the safety of students, staff, and administrators through the College's email system.

Fire Response Protocol During College Closure:
1. If a small, controllable fire is detected when the College is closed Security is authorized to attempt to confine the fire using a fire extinguisher.
2. In the case of an uncontrollable fire, Security will immediately call 911 and the Fire Department to report the incident.
3. Security is responsible for notifying the PFM Officer, Vice president(s), and/or the President in the event of a fire during closing hours.
4. The PFM Officer, Vice president(s), and President will promptly report to the campus in the event of a fire.
5. Security is responsible for notifying the PFM Officer, Vice president(s), and/or the President in the event of a fire during closing hours.
6. Once the fire under control, the ASCC Security Officer will collaborate with the Fire Chief to prepare a report on damages. This report will be submitted to the Vice president(s) and the President for thorough review.
7. After a comprehensive review of damages, if classrooms are affected, the Dean of Academic Affairs, President, Vice president(s), and PFM Officer will coordinate efforts to relocate classes and/or office spaces for staff.
8. Damage reports will be scrutinized for necessary materials, which will be procured in accordance with Procurement policies and in consultation with the VPAF.

9. The VPAF and President will collaborate on any insurance claims arising from the fire or other disasters affecting the College.
10. PFM staff will initiate immediate emergency repairs once approved, and materials are procured. The area affected by the fire will be clearly marked off for safety by the Fire Department.
11. Any media releases related to the fire will be handled by the Executive Director of Institutional Effectiveness or as assigned by the President.

Post Fire Procedures:
1. Perform a comprehensive needs assessment to evaluate the extent of damages and determine the requirements for repairs.
2. Initiate the procurement process to acquire the necessary materials essential for the repair and restoration of affected areas.
3. Coordinate the relocation of classrooms and office spaces for classes or staff impacted by the fire, ensuring a seamless transition to alternative spaces.
4. Conduct a thorough review and compile a detailed damage report for accountability purposes, outlining the scope and extent of the impact.
5. Offer appropriate referrals for counseling to individuals who have been directly affected by the fire and or any other disasters, prioritizing their emotional well-being and support needs.

Chemical Spill Protocols:
Reporting Chemical Spills and Response Procedures:
It is imperative for the College community to promptly inform campus security of any hazardous chemical spills occurring on campus.

A minor chemical spill is one that laboratory staff can manage safely without the assistance of safety or emergency personnel. These spills are small, confined, and pose minimal hazards to health or the environment.

In contrast, a major chemical spill is more severe and typically requires the immediate evacuation of the affected or, in extreme cases, the entire premises. Major spills present immediate hazards such as fire, explosion, or exposure to hazardous materials, necessitating an emergency response.

The following procedures outline the appropriate response to chemical spills or releases, emphasizing that cleanup should only be undertaken by knowledgeable and experienced personnel.

Chemical Spill Response:
1. Immediately alert area occupants and evacuate the spill area if necessary. Notify campus security and administrators.
2. In the case of a flammable liquid spill, deactivate all ignition and heat sources, and ventilate the area.
3. If a spill exceeds the laboratory staff's capacity to handle it safely, call emergency responders.
4. Ensure someone familiar with the incident is available to provide information to the emergency responders.
5. Utilize protective equipment suitable for the hazards involved.

6. Close doors to the affected area after everyone have safely exited to halt the spread of vapors or gases.
7. Ventilate the area by opening windows and activating any existing exhaust fan venting to the outside.
8. Confine the spill to a small area, using appropriate spill kits, absorbents, and neutralizing agents compatible with the spilled chemical.
9. Prevent spilled materials from entering drains to avoid environmental impact.
10. Dispose of all chemical waste and all materials involved in the spill cleanup properly, including absorbents, reactants, contaminated clothes, gloves, rags, equipment, broken glass.
11. Clean and decontaminate all surfaces and protective equipment exposed to the spill. Dispose of any protective equipment that cannot be reused.
12. Attend to injured, contaminated, exposed personnel, removing contaminated clothing.
13. Administer first aid as necessary and seek medical attention.

Heat Wave Protocols:
As we approach the warmer months, it is crucial for our College community to be well-prepared for potential heat waves. The safety and well-being of our students, faculty, and staff are our top priorities. In light of this, we share important information and guidelines to ensure everyone's safety during extreme heat events.

Preparedness:
- Stay informed about the potential for heat waves through local weather forecasts.
- Familiarize yourself with the signs and symptoms of heat-related illnesses.

Emergency Alerts:
- Ensure your contact information (College assigned email) is up-to-date to receive emergency alerts from the College.
- Follow the College's social media accounts and website for real-time updates and announcements.

Personal Preparedness:
- Have a personal emergency kit with essentials such as water, snacks, and any necessary medications.
- Dress appropriately for the weather and stay hydrated.

Health and Safety Measures:
- Stay indoors during the hottest part of the day.
- Use sunblock and wear appropriate clothing to protect yourself from the sun.
- Stay hydrated by drinking water regularly.

Post-Emergency Resources:
- Counseling services are made available for those who may have experienced stress or anxiety during the heat wave.
- Information about available resources for recovery will be shared through the College communication channels. (Need to see what is available)

Disaster Recovery and Continuation of Operations Plan: Technical Systems

This section delineates policies and procedures for technology disaster recovery and continuation of operations, as well as the College's process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This section summarizes recommended procedures. In the event of an actual emergency situation, modifications to this section of the plan may be made, to ensure physical safety of people, systems, and data.

The purpose of this plan is to ensure information system uptime, data integrity and availability, and business continuity.

Objectives:

The principal objective of the Disaster Recovery and Continuation of Operations plan (DRCOOP) is to develop, test, and document a well-structured and easily understood plan which will help the American Samoa Community College (ASCC), recover as quickly and effectively as possible from an unforeseen disaster or emergency, which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan.
- The need to ensure that operational policies are adhered to within all planned activities.
- The need to ensure that business continuity is ensured for ASCC during times of disaster.

Key Personnel Contact Information:

Name, Title	Contact Option	Contact Number
Vice President of Administration and Finance	Primary:	+1 (684) 699-9155 ext. 3101
	Mobile:	+1 (684) 782-5052
	Email Address:	s.leomiti@amsamoa.edu
Chief Information Officer MIS	Work:	+1 (684) 699-9155 ext. 3401
	Mobile:	+1 (684) 782-5054
	Email Address:	g.tulafono@amsamoa.edu
	Alternate Email:	gtulafonoasi@gmail.com
Assistant Information Officer MIS	Work:	+1 (684) 699-9155 ext. 3403
	Email Address:	f.alaimalo@amsamoa.edu
Security Officer	Work:	+1 (684) 699-9155 ext. 3571
	Mobile:	+1 (684) 782-5053
	Email Address:	f.tuitasi@amsamoa.edu

External Contacts:

Name, Title	Contact Option	Contact Number
ASTCA Communications (ISP)	Work	+1 (684) 699-3000

Name, Title	Contact Option	Contact Number
Michael Pelini Sales Manager	Mobile	+1 (684) 733-9078
	Email Address	michael.pelini@astca.net
Bluesky **(ISP)** Daryl Crichton Corporate Sales Representative	Work	+1 (684) 699-2759
	Mobile	+1 (684) 254-1026
	Email Address	dcrichton@blueskypacificgroup.com

Plan Overview:

Plan Updating

It is necessary for the DRCOOP updating process to be properly structured and controlled. Whenever changes are made to the plan, they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalized change control procedures under the control of the CIO.

Plan Documentation Storage

Copies of this Plan, Flash Drive, and hard copies will be stored in secure locations, including the
- ASCC-MIS Network Operations Center (NOC), Mapusaga.
- DRCOOP NOC, MPC Building, Room 213). A master protected copy will be stored by the CIO.

Backup Strategy

Key business processes and the agreed backup strategy for each are listed below. The strategy chosen is for a mirrored recovery site for critical systems. This strategy entails the maintenance of the backup site which will enable instantaneous switching between the live site (MIS NOC) and the backup site (DRCOOP NOC).

KEY BUSINESS PROCESS	BACKUP STRATEGY
Domain Controller	Mirrored Secondary Domain Controller at DRCOOP NOC; Primary server backup to tape.
Shared Folders MIS Finance Records Financial Aid Human Resources	Mirrored Shared Folders at DRCOOP NOC, Primary Shared Folder storage backed up to tape.

Emergency Response:

Alert, escalation and plan invocation

Plan Triggering Events:
- a. Key trigger issues at the Executive Office Building (EOB) that would lead to activation of the DRCOOP are:

- Total loss of all communications within MIS NOC;
- Total loss of power to MIS NOC;
- Flooding of ASCC MIS NOC;
- Loss of the Admin Building housing MIS NOC.

Activation of Emergency Response Team:
   a. When an incident occurs the Emergency Response Team (ERT) must be activated. The ERT will then decide the extent to which the DRCOOP must be invoked. Responsibilities of the ERT are to:
      - Respond immediately to a potential disaster and executes calling tree;
      - Assess the extent of the disaster and its impact on the business processes, data center, etc.;
      - Decide which elements of the DRCOOP should be activated;
      - Establish and manage disaster recovery team to maintain vital services and return to normal operation;
      - Ensure employees are notified and allocate responsibilities and activities as required.

Disaster Recovery Team:
The team will be contacted and assembled by the ERT. The team's responsibilities include:
- Establish facilities for an emergency level of service within 2.0 business hours;
- Restore key services within 4.0 business hours of the incident;
- Recover to business as usual within 8.0 to 24.0 hours after the incident;
- Coordinate activities with disaster recovery team, first responders, etc.;
- Report back to the ERT.

Emergency Alert, Escalation and DRCOOP Activation:
Policy and procedures have been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DRCOOP will rely principally on key members of ASCC staff, and external contacts included in this plan to provide the technical and management skills necessary to achieve a smooth technology and business recovery.

Emergency Alert
The person discovering the incident calls a member of the Emergency Response Team in the order listed:

Emergency Response Team:
   1. Vice President of Administration and Finance
   2. Chief Information Officer
   3. Security Officer

The Emergency Response Team (ERT) is responsible for activating the DRCOOP for disasters as well as in the event of any other occurrence that affects the organization's capability to perform normally.

DRCOOP Exercising:

DRCOOP exercises are an essential part of the plan development process. In a DRCOOP exercise no one passes or fails; everyone who participates learns from exercises – what needs to be improved, and how the improvements can be implemented. Plan exercising ensures that emergency teams are familiar with their assignments and, more importantly, are confident in their capabilities.

Successful DRCOOPs launch into action smoothly and effectively when they are needed. This will only happen if everyone with a role to play in the plan has rehearsed the role one or more times. The plan should also be validated by simulating the circumstances within which it has to work and seeing what happens.

Additional Online Resources:

The following table presents a diverse range of resources specific to disasters and emergencies, some of which may not be explicitly outlined in the College's Disaster Emergency Plan. It's important to note that certain resources may not be applicable to American Samoa given its geographical location. The table encompasses information on the type of disasters, the responsible agency for awareness and accountability procedures, and web links directing users to procedural preparedness measures.

Threats:	Agency:	URL/Web Address:
Defining Insider Threats	Cybersecurity & Infrastructure Security Agency (CISA)	Weblink: Click Here
Preventing Workplace Violence	Cybersecurity & Infrastructure Security Agency (CISA)	Weblink: Click Here
Attacks in Public Places	US Ready: Attacks in Public Places Preparedness	Weblink: Click Here
Bomb Threats	Cybersecurity & Infrastructure Security Agency (CISA)	Weblink: Click Here
Active Shooting	Homeland Security: Active Shooter Preparedness	Weblink: Click Here
Pandemic	US Ready: Pandemic Preparedness	Weblink: Click Here
Biohazard Exposure	US Ready: Biohazard Exposure Preparedness	Weblink: Click Here
Chemicals Hazards	US Ready: Chemical Hazardous Materials Incidents	Weblink: Click Here
Radiation Emergencies	US Ready; Radiation Preparedness	Weblink: Click Here
Cybersecurity	US Ready: Cybersecurity Preparedness	Weblink: Click Here
Natural Disasters:	**Agency:**	**URL/Web Address:**
Earthquake	US Ready: Earthquake Preparedness	Weblink: Click Here
Hurricane	US Ready: Hurricane Preparedness	Weblink: Click Here
Tsunami	US Ready: Tsunami Preparedness	Weblink: Click Here
Tornadoes	US Ready: Tornado Preparedness	Weblink: Click Here
Thunderstorms and Lightning	US Ready: Thunderstorm Preparedness	Weblink: Click Here
Volcano Eruptions	US Ready: Volcano Preparedness	Weblink: Click Here
Avalanche	US Ready: Avalanche Preparedness	Weblink: Click Here
Environmental Threats:	**Agency:**	**URL/Web Address:**
Fire	US Department of Labor: Fire Hazards and Solutions	Weblink: Click Here
Winter Weather	US Ready: Winter Weather Preparedness	Weblink: Click Here
Landslides and Debris Flow	US Ready: Landslide Preparedness	Weblink: Click Here
Drought	US Ready: Drought Preparedness	Weblink: Click Here
Floods	US Ready: Flood Preparedness	Weblink: Click Here
Power Outages	US Ready: Power Outages Preparedness	Weblink: Click Here
Extreme Heat	US Ready: Extreme Heat Preparedness	Weblink: Click Here
Explosions	US Ready: Explosion Preparedness	Weblink: Click Here

Appendices

Appendix A: Zone Areas

Evacuation Designated Areas and Procedures:
ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

  Zone 1: **A.1** Upper Campus Area (West Wing)
  - a. Pacific Center in Human Security (formerly UCEDD) Building
  - b. Area Health Education Center (AHEC) Building
  - c. Nursing Department
  - d. Division of Institutional Effectiveness
  - e. Human Resources Division
  - f. Teacher Education Department/American Samoa Bachelors in Education Program buildings
  - g. College Accelerated Preparatory Program (CAPP) Building

A.1: Zone 1 – Upper Campus
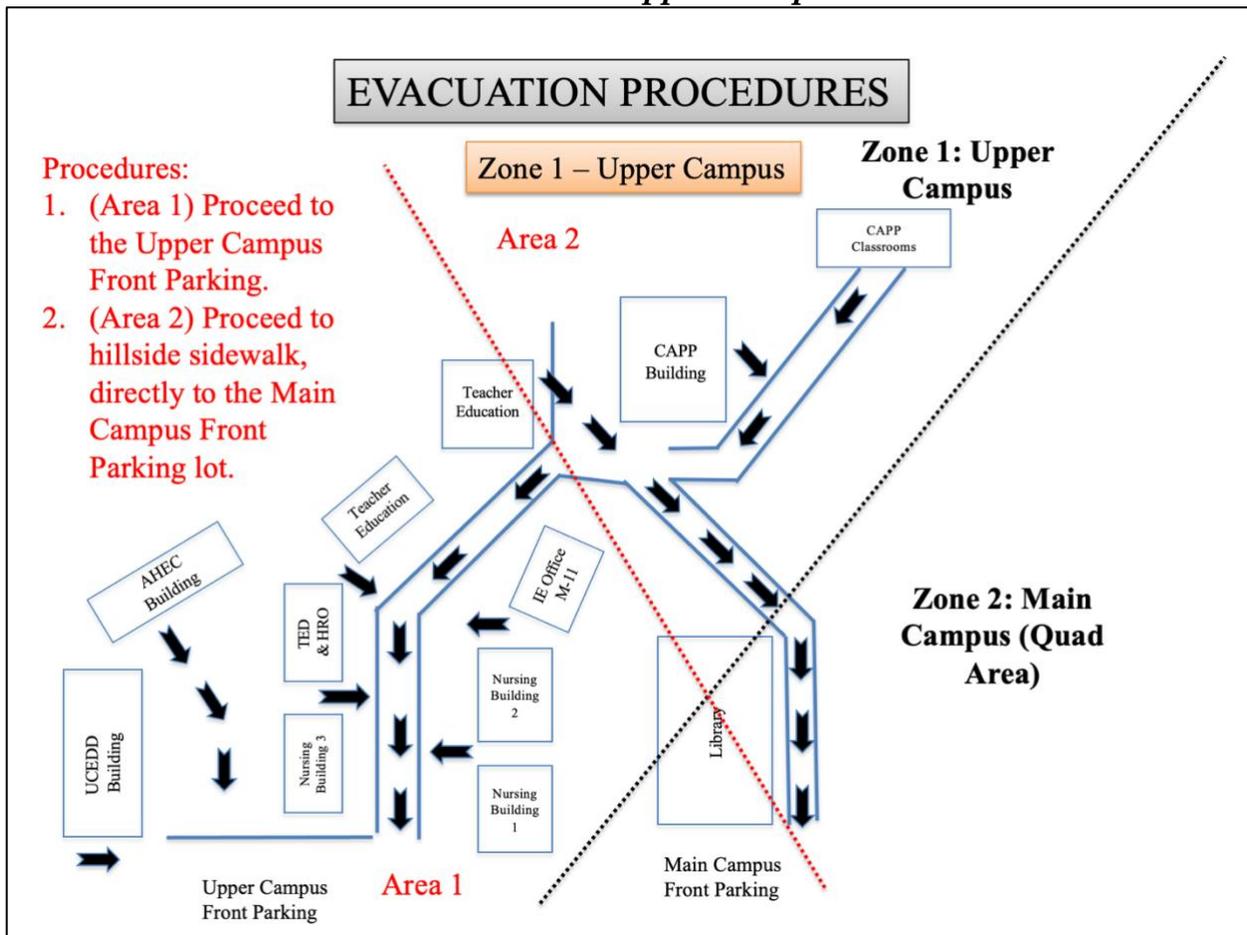
Evacuation Designated Areas and Procedures:

ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 2: **A.2** Main Campus (Quad Area)
      a. Security Office
      b. Science and Mathematics Building
      c. Administrative Building (President's Office, VP offices, Finance Office, Faculty offices, MIS)
      d. Lecture Hall
      e. Instructional Classrooms
      f. Bookstore

A.2: Zone 2 – Main Campus (Quad Area – A)
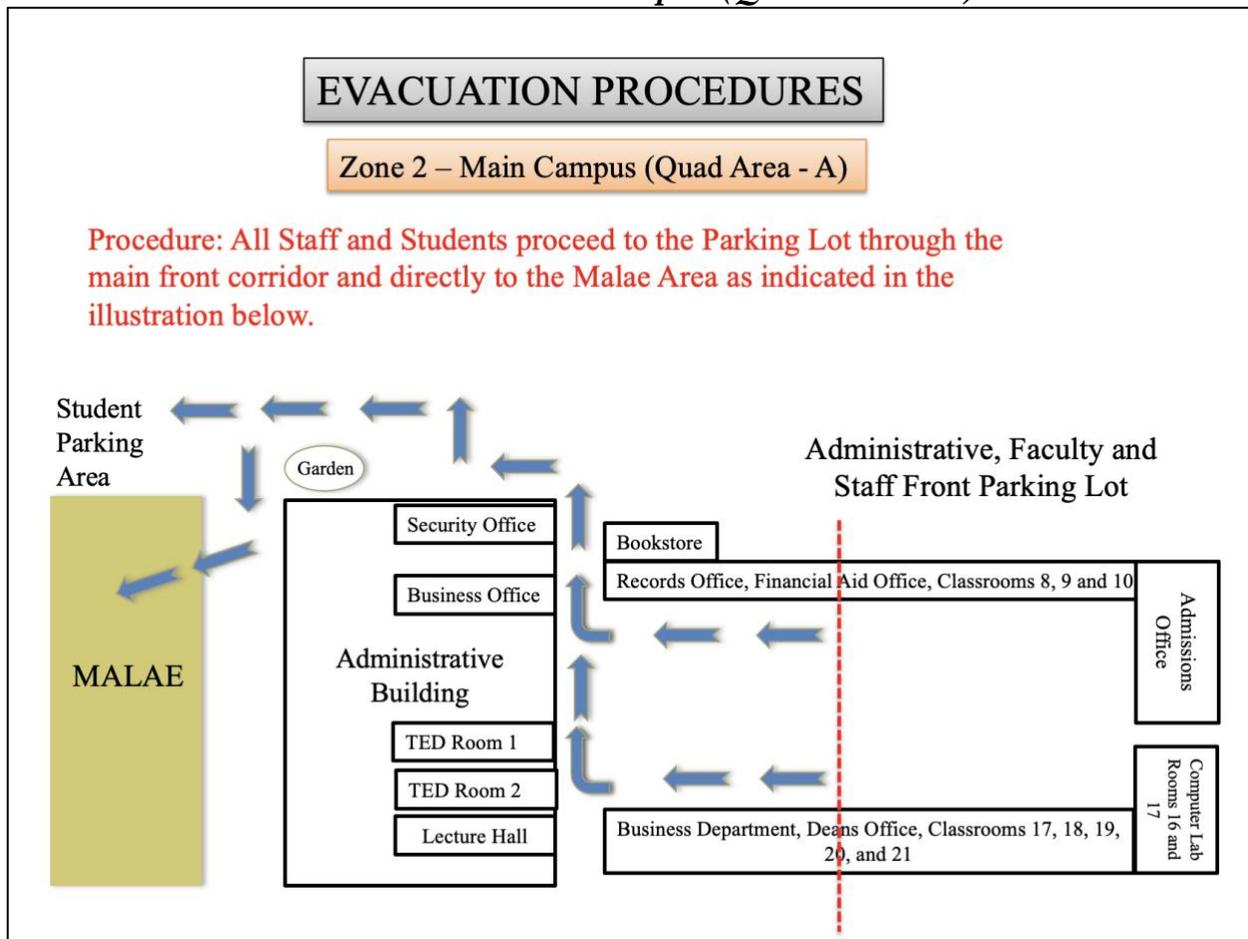
EVACUATION PROCEDURES

Zone 2 – Main Campus (Quad Area - A)

Procedure: All Staff and Students proceed to the Parking Lot through the main front corridor and directly to the Malae Area as indicated in the illustration below.

Evacuation Designated Areas and Procedures:
ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 2: **A.3** Main Campus (Quad Area)
- a. Security Office
- b. Science and Mathematics Building
- c. Administrative Building (President's Office, VP offices, Finance Office, Faculty offices, MIS)
- d. Lecture Hall
- e. Instructional Classrooms
- f. Bookstore

A.3: Zone 2 – Main Campus (Quad Area – B)
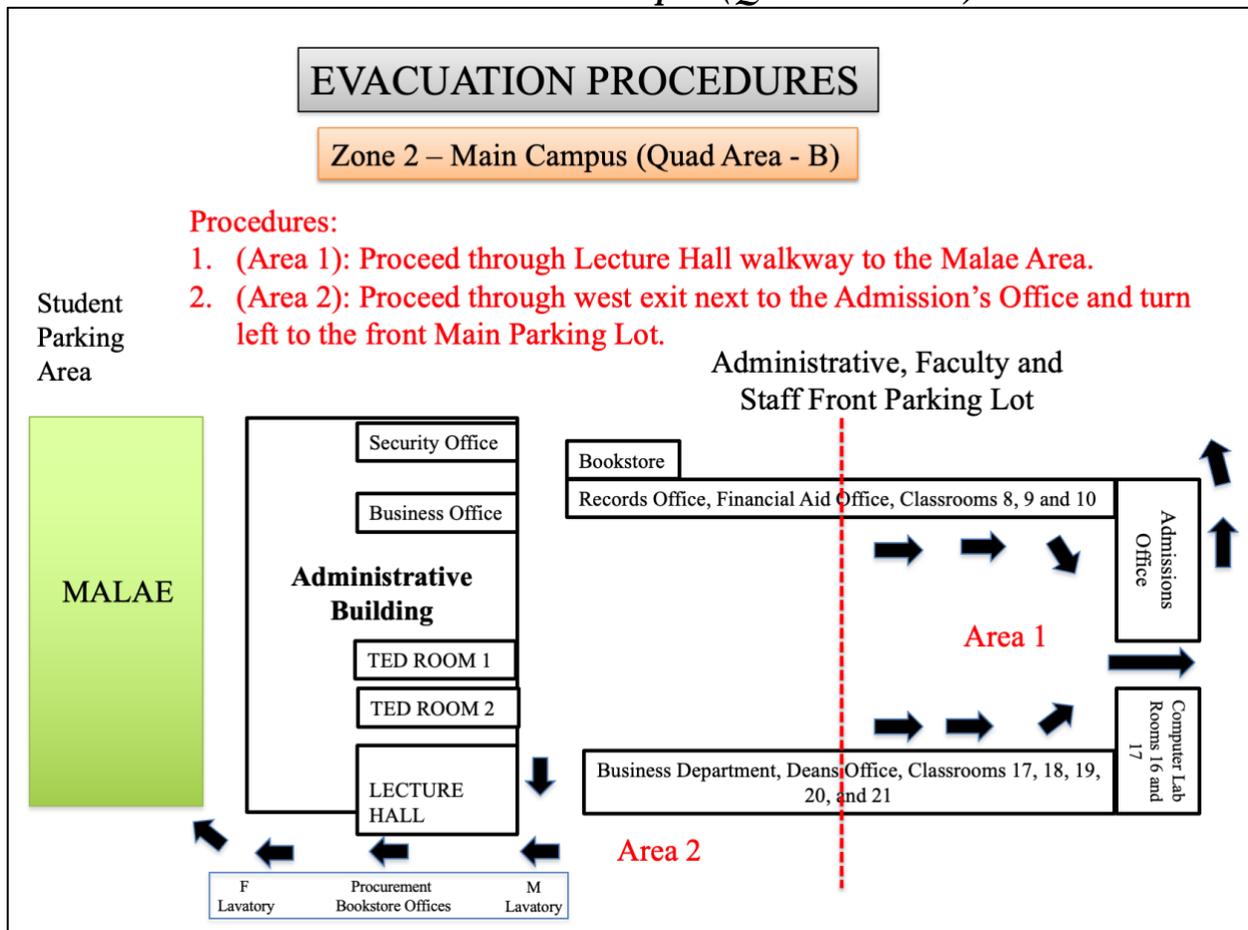
Evacuation Designated Areas and Procedures:

ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

> **Zone 2**: **A.4** Main Campus (Quad Area)
> > a. Science / Health Science classrooms and offices
> > b. Mathematics classrooms and offices

A.4: Zone 2 – Main Campus (Quad Area – C)
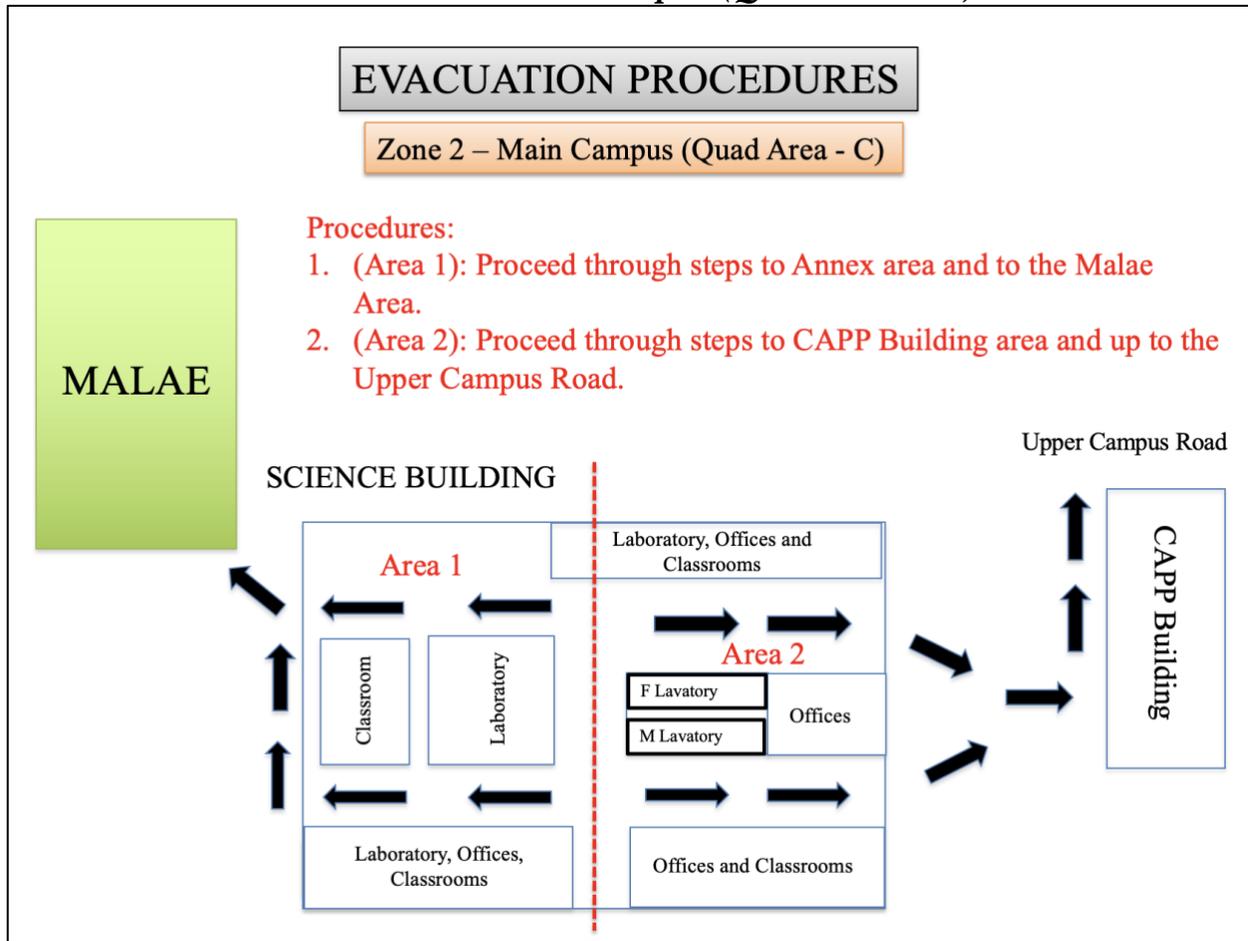
Evacuation Designated Areas and Procedures:
ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 2: **A.5** Main Campus (Quad Area)
   a. Library
   b. Instructional Classrooms
   c. Admissions Office

A.5: Zone 2 – Main Campus (Quad Area – D)
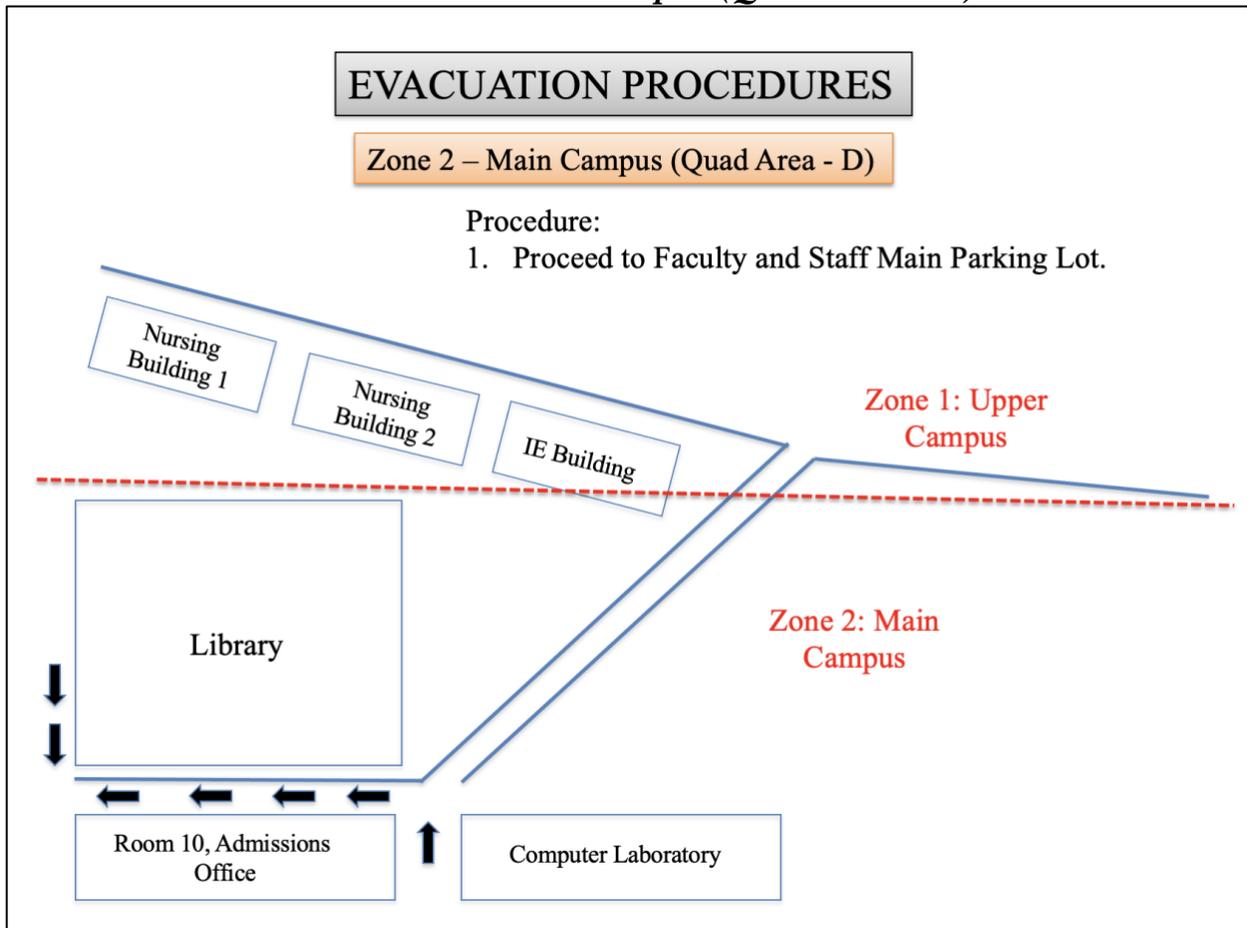
EVACUATION PROCEDURES

Zone 2 – Main Campus (Quad Area - D)

Procedure:
1. Proceed to Faculty and Staff Main Parking Lot.

Nursing Building 1

Nursing Building 2

IE Building

Zone 1: Upper Campus

Zone 2: Main Campus

Library

Room 10, Admissions Office

Computer Laboratory

Evacuation Designated Areas and Procedures:

ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 3: **A.6** Lower Campus (East Wing)
      a. Cafeteria
      b. Smart Art and Community of Higher Education Building (SACHEB)
      c. Multi-Purpose Center (MPC)

A.6: Zone 3 – Lower Campus East Wing (Area – A)
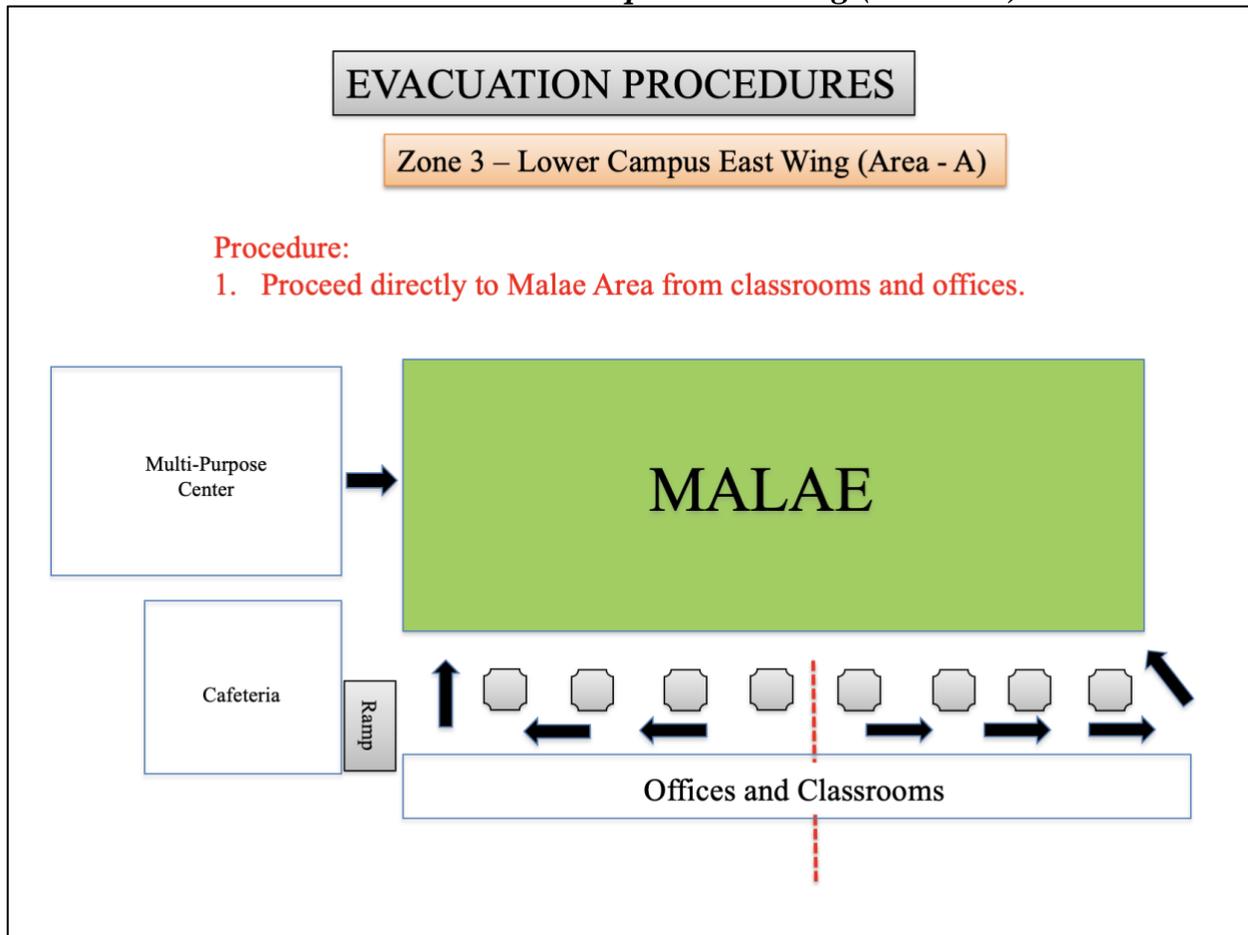
EVACUATION PROCEDURES

Zone 3 – Lower Campus East Wing (Area - A)

Procedure:
1. Proceed directly to Malae Area from classrooms and offices.

Multi-Purpose Center

MALAE

Cafeteria

Ramp

Offices and Classrooms

Evacuation Designated Areas and Procedures:

ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 3: **A.7** Lower Campus (East Wing)
  a. Gymnasium
  b. Sea Grant
  c. Samoan Studies Institute
  d. Fine Art Classroom and Office
  e. Physical Facilities and Maintenance Area

A.7: *Zone 3 – Lower Campus East Wing (Area – B)*
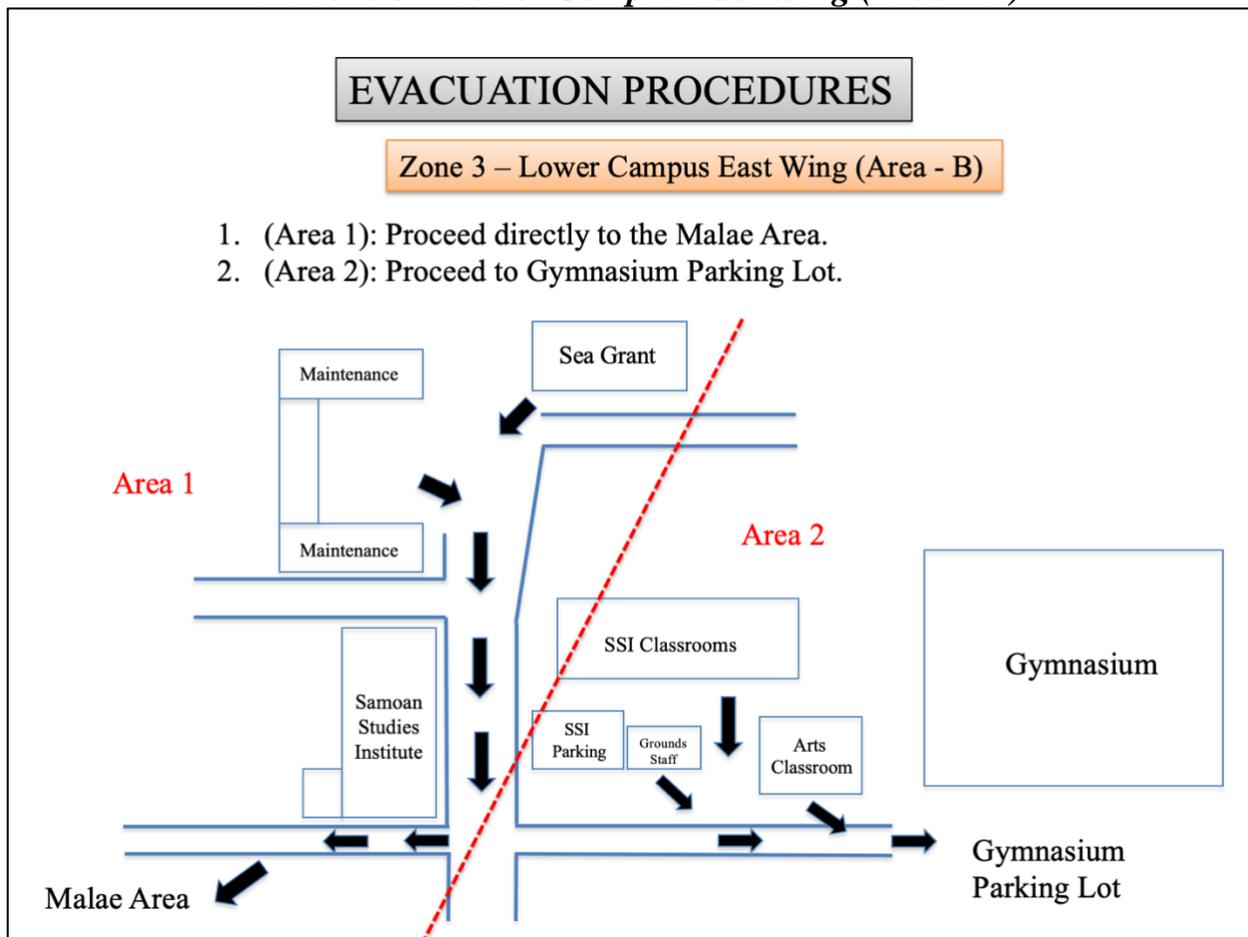
EVACUATION PROCEDURES

Zone 3 – Lower Campus East Wing (Area - B)

1. (Area 1): Proceed directly to the Malae Area.
2. (Area 2): Proceed to Gymnasium Parking Lot.

Evacuation Designated Areas and Procedures:
ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 3: **A.8** Lower Campus (East Wing)
        a. Trade and Technical Department
        b. Computer Science Department

A.8: Zone 3 – Lower Campus East Wing (Area – C)
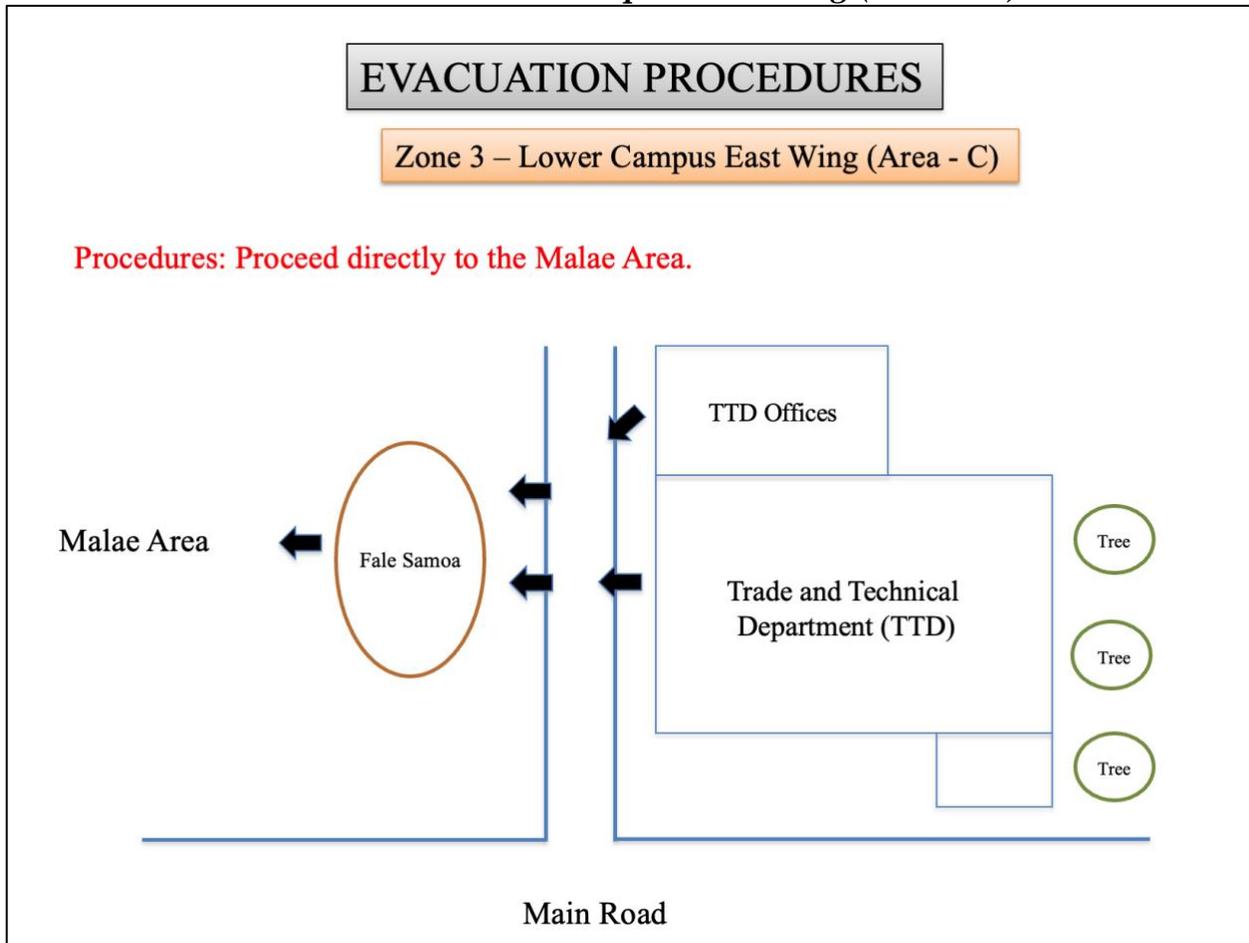
EVACUATION PROCEDURES

Zone 3 – Lower Campus East Wing (Area - C)

Procedures: Proceed directly to the Malae Area.

TTD Offices

Malae Area

Fale Samoa

Trade and Technical Department (TTD)

Tree

Tree

Tree

Main Road

Evacuation Designated Areas and Procedures:

ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

     Zone 4: **A.9** Lower Campus (Far East)
          a.   Agriculture, Community and Natural Resources (ACNR) buildings
          b.   Gymnasium

A.9: Zone 4 – Lower Campus Far East (Area – A)
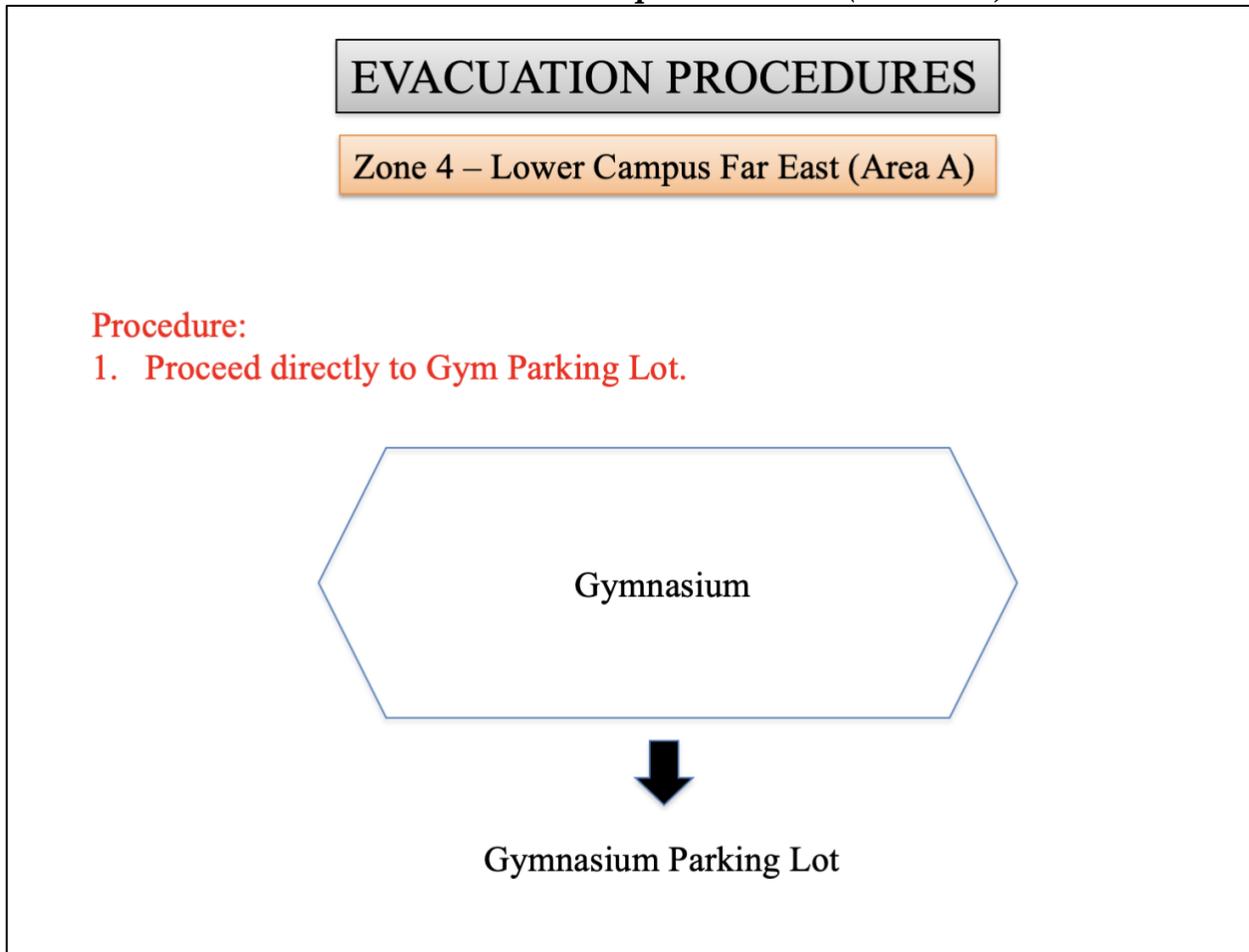
EVACUATION PROCEDURES

Zone 4 – Lower Campus Far East (Area A)

Procedure:
1.   Proceed directly to Gym Parking Lot.

Gymnasium

↓

Gymnasium Parking Lot

Evacuation Designated Areas and Procedures:
ASCC Zone Areas: The College has established Zone Areas as landmark designations on campus, encompassing buildings, classrooms, and offices. Evacuation procedures, along with digital illustrations, are outlined to offer clear guidance and clarification.

Zone 4: **A.10** Lower Campus (Far East)
      a.   Agriculture, Community and Natural Resources (ACNR) buildings
      b.   Gymnasium

A.10: Zone 4 – Lower Campus Far East (Area – B)

EVACUATION PROCEDURES

Zone 4 – Lower Campus Far East (Area B)

Procedures:
1. Proceed to ACNR Main Parking Lot facing the Gymnasium.

Green House

ACNR Main Building

Offices

ACNR Wellness Center

Offices

ACNR Main Parking Lot

Plantation Field

Gymnasium
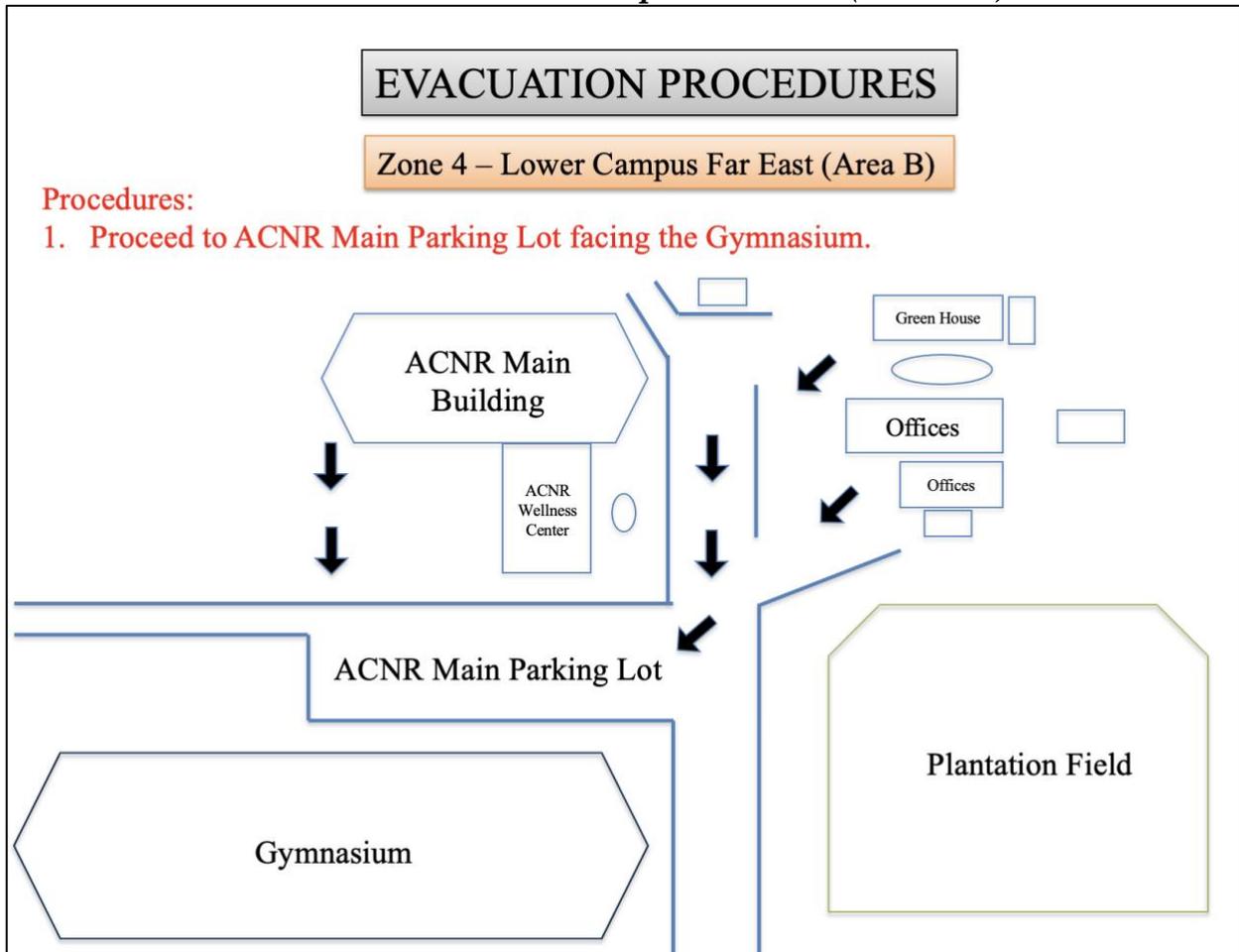
Appendix B: Campus Map

GENERAL MAP DIRECTORY

UPPER CAMPUS

M1.........Pacific Center in Human Security (formerly UCEDD)
M2...AHEC
M3..Nursing Classroom
M4..Nursing Classroom
M5..STEAM Center/ASBEP
M6...Human Resources Office
M7..Teachers Education Department
M8...TED Classroom
M9...Nursing Department
M10..Nursing Department
M11..Institutional Effectiveness
M12...CAPP Classroom
CAAP.....................................College Accelerated Preparatory
Program(CAPP)

LAND GRANT

LANDG........................Land Grant Offices & Labs
WC......................... Wellness & Nutrition Center
4H..............Community & Youth Program Office
FO.....................................Forest Office
GH......................................Green House
LM...............................Land Grant Maintenance
PIGSTY.....................................Agriculture Pigsty

LEGEND

🚌 Bus Stop
🚹 Restroom
♿ A.D.A Ramp Access
🚬 Smoking Area
🔴 Fire Hydrant
A/G ASPA Generator

LOWER CAMPUS

QUAD.............Classrms 7-23
LIB..............................Library
AO...............Admissions Off.
BK.......................Book Store
SEC..............Security Office
BO...............Business Office
RO..............Registrar Office
FA..........Financial Aid Office
SS......Social Science Dept.

BS...................Business Dept
PO....................Procurement
LEC....................Lecture Hall
PR............President's Office
2nd Floor
ASA.....................VPs Offices

ED.......................English Dept
CJ...................Criminal Justice

Science & Math

Bld.............................A1-A45
Eastwing.....................24-30
Rm 8..............Adult Education
Lit. ExtendedLearning(AELEL)
Rm29...................Music Dept
Cafe.........................Cafeteria
SS.................Student Services
VA.................Veteran Affairs
ART......................Art Building
MULTI.......Multipurpose Bdg
MAINT.........CampusMainten.

SEA-G.......................SeaGrant
STG.........Custodian Storage
CTC.........................Career
& Transfer Center
TRADES...............Electronics
Architectural Drafting
Civil Engineering
ICT.........Computer Science
AUTOSHOP...........Autoshop
GYM..................Gymnasium
ROTC.........Reserve Offices
Training Corps(ROTC)

AMERICAN SAMOA COMMUNITY COLLEGE

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Pago Pago, AS 96799
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Appendix C: 2024 Review of the Disaster Emergency Plan

Disaster Emergency Plan (DEP):

The ASCC-DEP is a meticulously crafted document, designed to provide a participatory structure and well-defined management system for internal constituents to adhere to during times of emergencies. The approval of the DEP by the President aligns with the two-year cycle review of the ASCC Catalog, demonstrating a commitment to regularly assess and enhance the emergency response framework.

The ASCC DEP undergone several rigorous reviews to guarantee its effectiveness and relevance. The statuses of each review are diligently documented and made accessible in the following table:

Review Initiator:	Date:	Description:	Version:	Status:	Next Review:
1. Physical Facilities and Management Officer	08-23-2017	Update – Remove plans from Security Standard Operating Procedures	2	Completed	
2. Vice President of Administration and Finance	09-17-2018	Update – Comprehensive review of the Disaster Emergency Plan	3	Incomplete	
3. Vice President of Administration and Finance	02-02-2022	Update – Comprehensive review of the Disaster Emergency Plan	4	Completed	Spring 2024
4. Vice President of Administration and Finance	02-29-2024	Update – Comprehensive review of the Disaster Emergency Plan	5	Completed	Spring 2026

This systematic review process ensures that the Disaster Emergency Plan remains up-to-date and aligned with evolving circumstances and best practices. The commitment to regular reviews reflects ASCC's dedication to maintaining a resilient and adaptive emergency response system for the benefit of its College community.

All approved revisions, including documents pending review are meticulously archived in the College's digital archives on Compliance Assist. This repository serves as a comprehensive record of the College's emergency plans and ensures accessibility for relevant stakeholders. Notably, this archive includes documents pending review, emphasizing transparency in the review process.

2024 Review Process:

First Review of the ASCC Disaster Emergency Plan:

The comprehensive review of the College's Disaster Emergency Plan (DEP) for the year 2024 commenced on January 19, 2024, with an official announcement from the Vice President of Administration and Finance (VPAF). This initiation served as preparation for the biennial assessment with the first review scheduled for February 09, 2024.

The primary objective of this review was to provide updates, clarify definitions, and outline procedures pertaining to the management and response protocols for potential emergencies that may pose a threat to the safety of the College community.

Conducted by the VPAF, who also held the role of the Acting Security Officer, the presentation of the DEP review included the distribution of the 2022 DEP and a revised version with track

changes. These documents were transmitted via email to all internal stakeholders on the same day preceding the first review. Thirty-six participants, excluding the facilitator, represented fifteen (15) different offices. For reference purposes, you can obtain a copy of the sign-in sheet from the Vice President of Administration and Finance. During the review, the procedures were presented, encompassing future steps required to finalize the DEP.

1ˢᵗ Review Recommendations:

In the course of the review, channels for presenting recommendations were established. The subsequent recommendations from the 2024 review have been categorized into three main areas:

1. Resources:
    a. Availability of plan-related resources, such as fire extinguishers and equipment.
    b. Availability of non-perishable food resources for students and the community.
    c. Availability of alarm systems.
2. Access and Safety:
    a. Community access to the College as a safe zone.
    b. Plans to securing College campus grounds.
3. Planning:
    a. Awareness of division-based emergency plans.
    b. Internal stakeholder awareness of the DEP participatory structure.
    c. Timeline for authenticating drills.
    d. Categorization of threat scenarios.
    e. Inclusion for people with disabilities.
    f. Inclusion of heat wave.

1ˢᵗ Review Actions Taken:

In response to the recommendations, specific sections of the Disaster Emergency Plan have been reviewed and incorporated. Notably, clarifications have been introduced to enhance provisions for individuals with disabilities and facilitate access to College premises, building upon the foundations laid out in previous approved plans.

Notable enhancements have been implemented to bolster internal awareness and strengthen the participatory structure of the DEP. This includes a refined categorization of the threat scenarios and the introduction of heat wave protocols. *(Referencing recommendations 2.a; 3.a, 3.b; 3.d; 3.e; and 3.f)*

Regarding the specific recommendation pertaining to the availability of fire extinguishers and related equipment, a thorough assessment was undertaken on the campus. Campus security conducted this assessment on February 16, 2024, yielding the following findings:

Presently, a total of sixty (60) working areas within campus buildings are equipped with fire extinguishers.

Upper West Campus:
1. Pacific Center in Human Security (Formerly UCEDD)
    a. Working Area: 4

Main Campus:
1. Math a Science Building:
   a. A30 Classroom: 2
   b. A45 Classroom: 2
   c. A17 Classroom: 2
   d. Health and Science Classroom: 1
2. Quad Area:
   a. Room 10: 1
   b. Room 15: 1
   c. Management Information Systems (MIS): 2
   d. Server Room: 1
   e. Finance Office: 1
   f. Security Office: 3

Lower East Campus:
1. Trade and Technical Department: 5
2. Information and Communications Technology (ICT): 3
3. Gymnasium: 1
4. Agriculture, Community and Natural Resources (ACNR): 2
5. ACNR Land Grant Research Building: 19
6. ACNR Land Grant Garage Pesticide Storage: 2
7. ACNR Land Grant Garage Storage: 8
8. ACNR Land Grant Piggery Area: 2

The assessment has uncovered a shortage in the distribution of fire extinguishers across the campus. It is imperative for the College to urgently acquire additional fire extinguishers, especially for the seventeen (17) buildings not covered in the campus security assessment.

A significant portion of the existing fire extinguishers may require reassessment for usability, necessitating potential recharging or replacement. The associated costs for replacements are reliant upon the specific type of fire extinguishers required for the campus. Prices vary, ranging from thirty to two-hundred-plus per fire extinguisher, excluding additional expenses for mountings or case placements. This emphasizes the financial considerations associated with addressing this crucial safety concern. *(Referencing recommendation 1.a)*

Additional equipment assessments encompass the availability of megaphones (bullhorns) and radio transmitter (walkie talkie) devices. Presently the campus security main office houses two (2) fully operational megaphones. Additionally, there is a set of twelve (15) radio-transmitting walkie talkie devices, of which only five (7) are currently operational. *(Referencing recommendation 1.a)*

The recommendation regarding the availability of food resources during emergencies on campus has been acknowledged. Currently, the College has two vending machines where drinks and snacks may be purchased. The ASCC Le Bookstore stocks drinks, snacks, and saimin noodle bowls for purchase, while the College cafeteria includes four spaces for food vendors. Additionally, in close proximity, several stores directly across from the College campus offer further options for purchasing consumables. *(Referencing recommendation 1.b)*

Alarm System: Currently, only three (3) of the College's buildings that are equipped with a singular alarm system. These buildings consist of the Multi-Purpose Center, ACNR Land Grant

Research Building, and the library. Majority of the structures that have stood for thirty to fifty years lack an updated or functional alarm system. *(Referencing recommendation 1.c)*

The Chief Information Officer (CIO) and Management Information Systems (MIS) staff are actively engaged in defining emergency alert types. Simultaneously, they are establishing standard operating procedures for transmitting alerts via the College's Voice over Internet Protocol (VoIP) phone system. This serves as an alternative alert system for the College. *(Referencing recommendation 1.c)*

Securing Campus Grounds: Over the past several years, the Board of Higher Education has consistently prioritized the securing of the College campus through the construction of a perimeter fence. Funding has not posed a challenge, thanks to the support from ACNR Land Grant. However, the primary impediment to progress has been the unresolved issue related to land boundaries. Presently, the Board of Higher Education, in collaboration with the ASCC President and administrators, are actively engaged in ongoing efforts to work with government agencies, including Samoan Affairs, and landowners to address and resolve the land-related challenges causing the delay. *(Referencing recommendation 2.b)*

Second Review of the ASCC Disaster Emergency Plan:

The ASCC Disaster Emergency Plan underwent its second review on February 23, 2024. The meeting included thirty-eight (38) representatives from eighteen (18) offices, excluding the facilitator. For justification purposes, a copy of the sign-in sheet may be obtained from the Vice President of Administration and Finance.

The facilitator emphasized the importance of the review and provided guidance through a PowerPoint presentation for the second review. The presentation outlined the following steps:

- Review and acknowledge any potential recommendations.
- Compile the final set of recommendations.
- Disseminate the final draft for thorough review.
- Submit the document for the final review and approval by the President.

Throughout the review process, participants had the opportunity to provide additional recommendations, suggest revisions, and make edits related to the updated plan. This revised plan had been circulated via email on February 20, 2024, enabling College constituents to acquaint themselves with its contents beforehand.

The facilitator began the meeting by offering explanations regarding the modifications made to the revised plan, which had been sent via email on February 20th. These clarifications encompassed details about inventory assessments and the incorporation of recommendations gathered during the initial first-review of the DEP.

2nd Review Recommendations:

Channels were established for presenting recommendations during the review process. The recommendations from the 2024 second review have been noted and categorized into the following three (3) areas:

1. Planning:
   a. Utilize COVID-purchased cell phones for communication during emergency disasters.
   b. Include landslides, coastal erosion and flooding in the Disaster Emergency Plan.
   c. Ensure the availability of certified individuals in Cardiopulmonary Resuscitation (CPR) or Automated External Defibrillator (AED), and the presence of Personal Protective Equipment (PPE) on campus.
   d. Allocate funds for pre-storm preparedness and emergency preparedness.
   e. Review the chain of command, specifically outlining the protocol in the event of the College President's absence.
2. Review and Edits:
   a. Conduct drills annually instead of biannually.
   b. Reevaluate the use of "strictly prohibited" to prevent students and staff from leaving College premises.
3. Safety:
   a. Ensure facilities and equipment are suitable, including appropriate ventilation, for handling chemical spills.

2nd Review Actions Taken:

In response to the recommendations, specific sections of the Disaster Emergency Plan have undergone thorough review and updates. Notably, clarifications have been made to incorporate subsections within the Natural Disaster section of the Plan, focusing on floodings and landslides. *(Referencing recommendation 1.b)*

Regarding the recommendation concerning the use of COVID-purchased phones, it is important to highlight that the College has already implemented a solution. Emergency assigned cellular phones provided by AT&T FirstNet under the Governor's State of Emergency – American Samoa Department of Homeland Security, are already in place. These phones ensure that emergency responders have access to high-speed and wireless connectivity nationwide, prioritizing communications in the event of a natural or man-made disaster.[4] *(Referencing recommendation 1.a)*

The ASCC First Responders are specifically acknowledged in the following section of the Disaster Emergency Plan, where their emergency cellular numbers, assigned through FirstNet services are documented for reference and coordination. The College retains all cellular phones purchased during the COVID period as a precautionary measure in the event of another pandemic. *(Referencing recommendation 1.a)*

The Office of Campus Security, in collaboration with the Human Resources, will maintain a record of certified employees on campus who are qualified to provide first aid and trained in the use of medical equipment. The Human Resources Officer will regularly provide semester-based updates to the Security Officer for communication purposes. These updates will encompass information about the locations within the College where Personal Protective Equipment (PPE) is accessible. *(Referencing recommendation 1.c)*

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[4] American Samoa Department of Homeland Security, ASCC First Responders Approved Memorandum 040-2021, Registration of AT&T FirstNet Emergency Responders, American Samoa Community College.

To address the recommendation regarding the chain command in the President's absence, the following statement has been updated to the College's Emergency Contact Section: "If the College President is unavailable for any reason, the Acting President will assume the role of Authorizer for the College's Disaster Emergency Plans." *(Referencing recommendation 1.e)*

The recommendation to modify the College's Disaster Emergency Plan from biannual implementation to conducting annual drills has been approved. The drills will now take place once a year either in the spring or fall semester. *(Referencing recommendation 2.a)*

The recommendation to reconsider the phrase "strictly prohibited" concerning the prevention of students and staff from leaving the College campus during a tsunami has been accepted. The revised statement reads as follows: "In the event of an immediate alert from the ASG-Homeland Security or Office of the College President, all individuals are required to remain on campus, and leaving the campus grounds is not permitted. The College will not be held liable if an employee or student chooses not to comply with the requirement to stay on campus." *(Referencing recommendation 2.b)*

Final Recommendations:

Following a comprehensive assessment of all recommendations received in the 2024 review of the College's Disaster Emergency Plan, the following recommendations are proposed for the President's consideration and endorsement:

Allocate funds to ensure the availability of emergency resources for implementing the College's Disaster Emergency Plan and acquiring equipment essential for the safety of all facilities. *(Referencing recommendations 1.d, and 3.a)*

It is recommended that, during the College's Fiscal Year (FY) 2025 Budget Call review, resources be specifically earmarked for the College's Disaster Emergency Plan. While recognizing the significance of the College's Cost Containment measures issued in December 2023, we submit this recommendation to underscore the critical nature of the Disaster Emergency Plans.[5] *(Referencing recommendations 1.d, and 3.a)*

- Include in the annual budgets of all grant programs, where purchasing is permissible, provisions for acquiring equipment that supports the Disaster Emergency Plan.
- Allocate a budget under the President's purview specifically for the Disaster Emergency Plan, aligning with the procurement of equipment and supplies essential for the College's DEP. *(Referencing recommendations 1.d, and 3.a)*

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[5] 2023-12-04 – ASCC President Memorandum 052-2023, Budget Cost Containment, pp. 1-2.