



St. Vincent and the Grenadines National Disaster Plan.

Prepared by the National Emergency Management Office

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DRAFT FOR REVIEW AND COMMENTS

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NATIONAL DISASTER RESPONSE PLAN-ST. VINCENT AND THE GRENADINES

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PLAN OVERVIEW

Purpose:

The National Disaster Response Plan for St. Vincent and the Grenadines is designed to enhance the capacity of the government to prepare for, respond to, and recover from, disasters.

The plan outlines basic procedures for returning the country to a state of normalcy as quickly as possible following a disaster. It includes; the establishment of a national emergency operations center, the structure of the various emergency committees, the roles and functions of Government Ministries and key departments, public utilities, statutory bodies, non-governmental and other voluntary organisations.

Applicability and Scope

The provisions of this plan are applicable to all NEMO personnel, members of the National Disaster Advisory Council, sub-committees, district disaster committees, visiting overseas response agencies and voluntary organisations involved in relief activities.

The information contained herein supercedes the normal operations of line agencies during disaster operations. During such operations the management of the National Emergency Operations Centre has the authority to task line agencies to perform critical and life saving operations. Additionally, the Prime Minister has the authority to introduce by-laws, under the Emergency Powers Act 45 of 1970, to grant such authority to the EOC.

Authorities

Emergency Powers Act 45, 1970
Natural Disaster (Relief) Act, 1947.

Objectives

The primary objectives of the National Disaster Response Plan are to:

- prevent the loss of life and property, in the event of a disaster, natural or man-made;
- establish policies and procedures to guide the effective implementation of response, relief and rehabilitation measures,
- provide technical guidance to NEMO personnel in Emergency Operations Management.

Background

St. Vincent and the Grenadines is vulnerable to the impacts of several natural and man-made disasters. The country has been affected by volcanic eruptions in 1789, 1812, 1902, 1971 and 1979. Additionally, it has been impacted by hurricanes in 1951, 1999, 2002 and 2004. The presence of the Kick -em Jenny Volcano also constitutes a permanent threat to the island. Apart from these natural events, the multi-island state lies in a major shipping channel making it

vulnerable to the impacts of marine disasters such as oil spills. Other potential disasters include landslides, tidal surges, droughts, chemical spills, major transportation accidents (land, sea and air), oil fires, civil strife and epidemics.

Role of NEMO

In the context of this plan, Disaster Preparedness means preparing the community to react promptly to save lives and protect property, if the island is impacted by a disaster or major emergency of any kind.

In this regard, the role of the **National Emergency Organisation** is that of providing training for the various agencies involved in disaster management. The functions of the **National Emergency Organisation**, as specified in this plan, can be divided into six categories:

Training: The identification of skills necessary to implement a national disaster management programme and the sourcing of the necessary trainers to prepare and conduct the relevant training.

Informing: The development and dissemination of information packages to enhance the capability of individuals, government entities and the private sector to cope with emergencies.

Warning: The analysis and forecasting of the nature of potential hazards

Coordinating: The development and implementation of systems to coordinate the work of the various agencies involved in disaster preparedness, response, and rehabilitation, and the enabling of resources to be effectively applied during and after a disaster.

Warehousing: The provision and maintenance of extraordinary resources and stocks to meet emergency needs.

Evaluating: Conducting an annual review of the agency's performance and designing measures to improve its performance.

POLICIES AND PROCEDURES

Upon the declaration of a disaster or imminent threat thereof, the National Emergency Operations Center shall be activated, under the direction of the Prime Minister, by the Disaster Coordinator or designate. The National Disaster Coordinator or designate shall assume full responsibility for the NEOC and shall be responsible for the coordination of all response and relief activities as identified under the Disaster Management Act of the Laws of St. Vincent and the Grenadines.

In carrying out his responsibilities the NDC shall advise the Prime Minister, on a daily basis, of all actions undertaken or planned.

Specific policies regarding the management of the current disaster plan are as follows:

Damage and Needs Assessment

A preliminary Damage and Needs assessment shall be conducted within the first twelve hours after the cessation of event-related activities. This preliminary survey should be presented in a report format highlighting the most severely impacted areas, status of population, utilities and immediate needs. This preliminary report is intended to present a broad brush picture of the extent of the damage. An interim report should be presented 72 hours after the event. And a detailed report one week later.

Relationship with the Media.

All relations with the media will be handled by a senior representative of the Agency for Public Information. All presentations to the media, on planned or ongoing operations, should be first cleared by the NDC or designate.

A series of regular press briefings will be held by the NDC and selected representatives from the National Emergency Council.

Duty Waiver

All duties on incoming relief material shall be waived by Cabinet.

Public Education.

The NDC, in collaboration with the Agency for Public Information, will prepare appropriate explanatory notes of the plan, and conduct community meetings to apprise the population of the plan and their responsibilities. Additionally, a comprehensive training programme for Shelter Managers, Evacuation personnel, and community leaders will be developed and implemented by NEMO.

Obtaining External Assistance

All requests for external assistance must be approved by the NDC through the Ministry of Foreign Affairs.

All external response agencies will be required to submit a work plan to the NDC for approval, and will adhere to the relief and distribution policies of the government.

All external relief agencies should receive government approval before arrival in the country.

The NDC shall appoint a local coordinator to work with all external relief agencies.

The local coordinator will provide daily updates on all activities being carried out or contemplated by the responding external agency.

Reporting Procedures

A daily meeting, to assess the progress of relief efforts, will be held with all sub-committees actively involved in response, rehabilitation and recovery activities. This meeting should be chaired by the NDC or designate.

All records from these meetings shall be kept by the NDC, and should be used as the basis for preparing funding submissions to external sources, should this be deemed necessary.

Memoranda of Understanding

Individual Memorandum of Understanding shall be entered into with local merchants and hardware stores for the immediate provision of relief items in the immediate aftermath of a disaster, with shipping lines, airlines, trucking operators and ferry companies for the transport of relief material and personnel, and with local service providers and entrepreneurs for any additional or other services that may be required.

Copies of all MOU entered into by NEMO and sub-committees shall be included as annexes to the Basic Plan.

Relief Distribution

- 1) Low income families sheltering friends or families evacuated from an endangered area are entitled to receive food packages to assist in caring for persons being sheltered.
- 2) All overseas embassies of St. Vincent and the Grenadines should maintain a list of critical relief supplies as provided by the NDC. This list should be used to guide donors on the type of assistance required. Additionally, all unsolicited donations should be cleared by the respective embassy, prior to being sent to the island.
- 3) The government has the right to dispose of, by sale, unsolicited relief items, and to use the proceeds for more beneficial purposes.

- 4) The expiry date for all donations shall be ascertained prior to their acceptance by the government.
- 5) In order to ensure transparency in the relief process representatives from the Grenadines will serve as members of the EOC and coordinate relief efforts for their respective islands.
- 6) In order to protect local markets, all emergency supplies available locally shall be purchased on the local market. External purchase of relief items will only be permitted where the commodity required is not available locally.

All relief distribution activities shall be conducted in a fair, impartial and transparent manner. All relief packages will adhere to current SPHERE standards.

Evacuation of Endangered Areas

Where an area is deemed to be at risk from the probable impact of a disaster, the NDC or designate shall order the evacuation of all areas so identified.

Rescue Operations

Rescue operations will not be carried out by emergency personnel during the passage of a hurricane, except under special circumstances.

Resource Index

A comprehensive and reliable data base of all relevant resources, human, equipment, facilities, supplies, will be attached as an annex to the basic plan.

Prioritization of Restoration of Utilities

All hospitals, medical facilities and other identified critical facilities in Ministry of Health plan will be given priority treatment in the restoration of public utilities.

Emergency Operations Centre

A designated Emergency Operation Centre shall be established and maintained in a state of readiness for any eventuality. The EOC shall be equipped with an emergency power supply, fuel and communication system, for use in the event of a disaster. All equipment should be tested on a monthly basis to ensure that they are in proper working order. All persons responsible for running the EOC are expected to be present, on a rotation basis, when these monthly checks are being carried out.

Review of Plan

The National Disaster Response Plan shall be reviewed and updated, on an annual basis, under the general guidance of the NDC.

Roster

A list of all EOC personnel and other relevant persons shall be attached to the Basic Plan, and maintained and updated by the NDC.

Activation of Regional Response System

Once it has been ascertained that the impact of the event is beyond the capacity of the country to cope, the appropriate regional response system will be alerted by the NDC. The request for assistance from regional response systems will be initiated by the NDC, after consultation with the Ministry of Foreign Affairs. Upon activation of the Regional Response System, the NDC will arrange appropriate office space and support staff for incoming relief/response teams. An outline work programme for incoming teams will also be prepared by the NDC staff, in collaboration with the NDC and voluntary organizations. An incoming briefing of relief/response teams will also be conducted by the NDC.

Reports to Regional Response Agencies

In the event that a regional response agency team is not in country, daily reports will be provided to the regional response agency by the NDC.

A financial and material audit of all relief funds

A comprehensive financial and material audit will be prepared by the Accountant General and Director of Audit, and submitted to funding agencies six months after the termination of relief activities. Interim financial and material reports will be prepared by NEMO accountant.

Shelters

All schools, churches and other buildings used as emergency shelters should be closed and returned to their normal functions three weeks after the passage of the event. A waiver to this policy may be granted by NEMO for special cases.

Ministry/Agency Responsibility

All ministries, departments of government and statutory agencies, are required to prepare and submit a disaster response plan to the Secretary of the **National Emergency Advisory Council**, no later than 30th April of each year. As a general rule, Government agencies and officers will continue to exercise their normal functions during a disaster, but in some cases, special additional responsibilities will be assigned.

Ministerial Responsibility

In cases where a Department or Statutory Body is assigned specific responsibilities in this plan, ultimate responsibility for the carrying out of these functions rests with the Permanent Secretary of the Ministry concerned. It is therefore the responsibility of the Permanent Secretary to ensure that all members of staff involved are familiar with the plan.

Where more than one agency is involved in the same area of activity, it is the responsibility of the first listed Permanent Secretary or Head of Department, unless otherwise indicated herein, to arrange meetings to arrive at a common line of action

ORGANISATION AND RESPONSIBILITIES

Organisation

The National Emergency Management Organisation is responsible for the management of the National Response Plan, to include the conducting of annual simulations, maintaining of an updated resource list and Memoranda of Understandings, demographic statistics, the identification of vulnerable locations and working with communities to prepare local disaster response plans. Additionally, NEMO shall perform all coordinating functions related to the management of the event.

The general direction and control of the Organisation resides with the Honorable Prime Minister.

The National Emergency Council

This Council is responsible for ensuring that the functions of the Organisation, as a whole, are effectively carried out.

Membership of the Council is as follows:

- (a) the Prime Minister, who shall be the Chairperson;
- (b) the Deputy Prime Minister;
- (c) the Attorney General;
- (d) the Ministers responsible for -
 - (i) disaster management,
 - (ii) national security,
 - (iii) works,
 - (iv) housing,
 - (v) telecommunications,
 - (vi) health and the environment,
 - (vii) social development or mobilisation,
 - (viii) energy;
- (e) the Permanent Secretaries in the Ministries responsible for -
 - (i) disaster management,
 - (ii) national security,
 - (iii) works,
 - (iv) agriculture,
 - (v) tourism,

- (vi) education,
- (vii) social development or mobilisation,
- (viii) energy;
- (f) the Secretary to Cabinet;
- (g) the Director General of Finance and Planning;
- (h) the Director of Planning;
- (i) the Director of the National Emergency Management Organisation;
- (j) the Commissioner of Police;
- (k) the Chief Medical Officer;
- (l) the Chief Engineer;
- (m) the Manager of the Saint Vincent and the Grenadines Port Authority;
- (n) the Director of the Government agency responsible for public information;
- (o) the Director of Airports;
- (p) the Managers of -
 - (i) Cable and Wireless (West Indies) Ltd.,
 - (ii) Digicel Saint Vincent and the Grenadines Ltd.,
 - (iii) any other company providing telecommunication services;
- (q) the Chief Executive Officer of the Saint Vincent and the Grenadines Electricity Services Ltd;
- (r) the Manager of the Central Water and Sewerage Authority;

who shall be ex officio members, or their nominee;

- (s) a representative, who shall be chosen by a recognised workers' organisation representing workers employed by the Government;
- (t) a representative from the Saint Vincent and the Grenadines Chamber of Industry and Commerce;
- (u) a representative from the National Youth Council;
- (v) a representative from the Saint Vincent and the Grenadines Red Cross Society;
- (w) representatives from:
 - (i) Mayreau,
 - (ii) Canouan,
 - (iii) Bequia,
 - (iv) Union Island

- (v) Mustique,
who shall be designated by Cabinet;
- (x) a representative from a volunteer organisation.

The Director will be Secretary to the Advisory Council and will attend, either in person or by proxy, meetings of all committees.

All correspondence concerning the Organisation should be addressed to the Secretary, **National Emergency Management Organisation**, Prime Minister's Office.

The Emergency Executive Committee The Council will normally carry out its supervisory functions through the Emergency Executive Committee which is composed as follows:

Emergency Executive Committee

- (a) the Director, who shall be the Chairperson;
- (b) the Permanent Secretary in the Ministry responsible for disaster management,
who shall be the Deputy Chairperson;
- (c) the Director General of Finance and Planning;
- (d) the Chief Engineer;
- (e) the Chief Medical Officer;
- (f) the Commissioner of Police;
- (g) the Director of the Government agency responsible for public information;
- (h) the Chief Agricultural Officer;
- (i) the Chief Education Officer;
- (j) the Director of Social Development;
- (k) the Environmental Services Coordinator;
- (l) a representative from the Central Water and Sewerage Authority;
- (m) a representative from the St. Vincent Electricity Services Ltd.;
- (n) a representative from the Saint Vincent and the Grenadines Red Cross Society;
- (o) a representative from the Rainbow Radio League or any similar organisation.

The Emergency Executive Committee will be responsible for monitoring the activities of all sub-committees as well as implementing the plans and policies of the **National Emergency Council**.

Sub-Committees

The sub-committees of the **National Emergency Management Organisation** are as follows:

Public Information and Education

- (a) the Director of the Agency of Public Information - Chairperson
- (b) the Director of Social Services - Deputy Chair
- © the Cultural Officer
- (d) the Manager of SVG TV
- (e) the Manager of the National Broadcasting Corporation
- (f) a representative from the Christian Council
- (g) a representative from the National Youth Council
- (h) a representative from the Ministry responsible for Tourism
- (i) the Training Officer NEMO
- (j) the Chief Education Officer

Damage and Needs Assessment

- (a) the Director General of Finance and Planning - Chairperson
- (b) the Budget Director - Deputy Chair
- © the Chief Engineer
- (d) the Director of Planning
- (e) the Chief Agricultural Officer
- (f) the Manager, Housing and Land Development Corporation
- (g) the Manager, Central Water and Sewerage Authority
- (h) a representative from the St Vincent and the Grenadines Electricity Services Limited
- (i) the Chief Environmental Health Officer
- (j) a representative from the Ministry responsible for Tourism
- (k) the Manager of the Saint Vincent and the Grenadines Port Authority
- (l) the Chief Fisheries Officer
- (m) a representative from Cable and Wireless (West Indies) Ltd
- (n) a representative from DIGICEL
- (o) a representative from Kingstown Town Board
- (p) a representative from the Chamber of Industry and Commerce
- (q) a representative from the SVG Red Cross Society
- ® the Manager of SVG TV
- (s) a representative from the Insurance Companies
- (t) the Manager of GESCO

Transport and Road Clearance

- (a) the Engineer, Roads Division - Chairperson
- (b) the Manager of GESCO - Deputy Chair
- © the Commissioner of Police
- (d) the Director of Airports
- (e) a representative from the Minibus Association
- (f) a representative from a Motorcycle Club
- (g) a representative from the Ham and C.B. radio clubs

Emergency Supplies

- (a) the Permanent Secretary in the Ministry responsible for Trade - Chairperson
- (b) the Comptroller of Customs ó Deputy Chairperson
- © the Supervisor of Community Development
- (d) the Medical Store Keeper
- (e) the Commissioner of Police
- (f) the Chief Environmental Officer
- (g) a Nutritionist from the Ministry of Health
- (h) the Chief Agricultural Officer
- (I) the Manager of the Marketing Corporation
- (j) a representative for the SVG Red Cross Society
- (k) a representative from the Chamber of Industry and Commerce
- (l) a representative from the Farmers Association
- (m) a representative from the National Youth Council

Shelter and Shelter Management

- (a) the Permanent Secretary in the Ministry responsible for Education - Chairperson
- (b) the Director of Social Development Deputy Chair
- © the Senior Engineering Officer, Buildings Division
- (d) a representative from the Social Welfare Department
- (e) a representative from the RSVG Police Force ó Divisional Commander
- (f) a representative from the Voluntary Services Committee
- (g) a representative from the Christian Council
- (h) the Chief Environmental Health Officer

Health Services

- (a) the Chief Medical Officer - Chairperson
- (b) the Medical Officer of Health - Deputy Chair
- © the Chief Nursing Officer
- (d) the Chief Environmental Health Officer
- (e) the Environmental Services Coordinator
- (f) the Medical Storekeeper
- (g) the Hospital Administrator, Milton Cato Memorial Hospital
- (h) a representative from the SVG Red Cross Society
- (i) the Health Disaster Coordinator

Emergency Telecommunications

- (a) the Telecommunications Officer - Chairperson
- (b) the Director of Airports - Deputy Chair
- © the Commissioner of Police
- (d) a representative from the SVG Port Authority
- (e) a representative from the Amateur Radio Club
- (f) a representative from the Citizens Band Club
- (g) a representative from Cable and Wireless (West Indies) Limited
- (h) a representative from DIGICEL
- (i) a Representative from Karib Cable
- (j) the Manager SVG TV

Search and Rescue (Land/Sea)

- (a) the Commissioner of Police - Chair
- (b) the Commander SVG Coast Guard - Deputy Chair
- © the Harbour Master
- (d) the Health Disaster Coordinator
- (e) the Manager, GESCO
- (f) the Director of Airports
- (g) the Chief Fisheries Officer
- (h) a representative from the Cadet Force
- (i) a representative from Ham operators
- (j) the Telecommunications Officer

Voluntary Services

- (a) the Director of Social Development, Chairperson
- (b) a representative from the SVG Red Cross Society, Deputy Chair
- © a representative from the St. Vincent Jaycees
- (d) a representative from the Christian Council
- (e) a representative from the Rotary Club
- (f) a representative from the National Youth Council
- (g) a representative from the SVG Boys Scouts
- (h) a representative from the St. Vincent and the Grenadines Cadet Force
- (i) a representative from the Girl Guides
- (j) a representative from the Boys Brigade
- (k) a representative from the Girls Brigade
- (l) a representative from the Lions Club

Rehabilitation and Reconstruction

- (a) the Permanent Secretary in the Ministry responsible for Works
- (b) the Permanent Secretary in the Ministry responsible for Housing
- © the Permanent Secretary in the Ministry responsible for Telecommunications
- (d) the Director General Finance and Planning
- (e) the Director of Planning
- (f) the CEO St. Vincent Electricity Services Ltd (VINLEC)
- (g) the Manager CWSA
- (h) the Manager Cable and Wireless
- (i) the Manager DIGICEL
- (j) the Manager GESCO
- (k) a representative from a group of Insurance Companies
- (l) a representative from the Construction Association



Agencies	Responsibilities
Prime Minister's Office	<ul style="list-style-type: none"> • Coordination of disaster preparedness plans and relief work • Coordination of requests for assistance to overseas governments and donor agencies • Arrangements for relief aircraft and ships • Issuing of notices for areas considered unsafe <p>Public Information and Education</p>
NEMO, API and MOE	<ul style="list-style-type: none"> • Keep the public informed about disaster preparedness by the publication of special leaflets

NEMO	<ul style="list-style-type: none"> • Arrange with the local media for broadcasts, talks and publication of information on disaster preparedness and prevention
NEMO	<ul style="list-style-type: none"> • Provide liaison between the public and the National Emergency Advisory Council on emergency preparedness matters
NEMO	<ul style="list-style-type: none"> • Organization of ongoing public awareness and educational programmes on all types of disasters as well as preventative measures to be taken
NEMO	<ul style="list-style-type: none"> • Dissemination of information before, during and after a disaster • Alerting the population of any impending disaster and precautionary measures to be taken • Arrange for training of disaster personnel at all levels • Control the dissemination of information during and after a disaster • Inform the public of the whereabouts of emergency shelters, and first-aid posts
Ministry of Finance/ NEMO/ Red Cross/MTWH/Ministry of Agriculture	<p>Damage Assessment</p> <ul style="list-style-type: none"> • Organize and coordinate surveys in disaster areas to determine number of deaths, casualties, damages to property and relief requirements (food, shelter, medical attention)
MTWH, Port Manager	<ul style="list-style-type: none"> • Conducting surveys of roads, bridges, ports and other infrastructure to determine extent of damage
Ministry of Agriculture Utilities	<ul style="list-style-type: none"> • Coordinate surveys of damages to agriculture and livestock
NEMO MOF	<ul style="list-style-type: none"> • Conduct surveys of damages to public utilities (water-supplies, sewerage and drainage facilities, telephone and electricity)
Red Cross	<ul style="list-style-type: none"> • Collect, collate and maintain damage statistics

Ministry of Trade, Health, NEMO/Red Cross	<ul style="list-style-type: none"> Estimate amounts of financial and other relief and rehabilitation requirements
MOF	<ul style="list-style-type: none"> Assist with coordination of requests for emergency supplies
NEMO	<ul style="list-style-type: none"> Keep records of relief supplies and other assistance received by government and non-governmental organizations Provide budgetary support for emergency expenditure Process disaster data
	Transport and Road Clearance
GESCO/MTWH	<ul style="list-style-type: none"> Pre-Positioning of emergency vehicles for road clearance.
NEMO/MTWH/GESCO/Port Authority	<ul style="list-style-type: none"> Develop and maintain a resource list of all transport (including boats) chain saws and heavy equipment that would be available for use in a disaster.
MTWH, GESCO	<ul style="list-style-type: none"> Road clearance
NEMO	<ul style="list-style-type: none"> Provision of emergency transport services
MTWH, GESCO	<ul style="list-style-type: none"> Demolition of unsafe buildings
MTWH	<ul style="list-style-type: none"> Erection of emergency shelters
Ham and CBers	<ul style="list-style-type: none"> Assist in communications
MTWH	<ul style="list-style-type: none"> Arranging for the release of privately owned vehicles, equipment and boats
MTWH	<ul style="list-style-type: none"> Developing a deployment plan to cope with transportation requirements at national level.
MTWH	<ul style="list-style-type: none"> Arranging for relief drivers to assist in road clearance and transportation
MOF	<ul style="list-style-type: none"> Arranging for the release of vehicles to be used as emergency ambulances
	Emergency Shelter
MTWH, Red Cross	<ul style="list-style-type: none"> Selection and maintenance of emergency shelters and staffing of shelters where necessary. Selection of shelters

	<p>staff should be done in cooperation with Emergency Committees.</p> <ul style="list-style-type: none"> • Liaise with Ministry of Health on Sanitary Services for shelters • Preparation and annual review of a manual for shelter wardens • Training of shelter staff
NEMO, Ministry of Community Development	
NEMO	
NEMO/Red Cross	<ul style="list-style-type: none"> • Requisitioning relief food and other essential supplies for shelter inmates
Ministry of Trade/Social Development	<ul style="list-style-type: none"> • Assisting District Emergency Committees in ensuring the delivery of First-Aid boxes to emergency shelters
MOH/Red Cross	<ul style="list-style-type: none"> • Arranging for the proper maintenance of emergency shelters
MTWH	<ul style="list-style-type: none"> • Maintaining a list of all approved emergency shelters with location, ownership, capacity, facilities as well as contact persons, addresses and telephone numbers, where possible
NEMO/Red Cross/MOE	
NEMO/Red Cross	<ul style="list-style-type: none"> • Staffing and administration of emergency shelters
NEMO	<ul style="list-style-type: none"> • Training of shelter management personnel
	<p>Health Services</p>
MOH/Red Cross	<ul style="list-style-type: none"> • Maintenance of staff of First-Aid stations in collaboration with the District Emergency Committees
Medical Storekeeper/Red Cross	<ul style="list-style-type: none"> • Provision of First-Aid boxes and other medical supplies to First-Aid stations
Red Cross, MOH/NEMO	<ul style="list-style-type: none"> • Assisting the District Emergency Committees with the staffing of the First-Aid stations and training of personnel. Training of First-aid personnel for operation at emergency shelters and other First-aid Stations
MOH/Red Cross	<ul style="list-style-type: none"> • Caring for injured, old persons and children
EHO, MOH,	<ul style="list-style-type: none"> • Education of the public in matters concerning public health

CMO,CEHO	<ul style="list-style-type: none"> • Arrangements for mass immunization, if required
CEHO	<ul style="list-style-type: none"> • Investigating the portability of water supplies
CMO,MOH	<ul style="list-style-type: none"> • Ensuring that hospitals and health centers make and practice disaster plans
MOH,CEHO,ESC	<ul style="list-style-type: none"> • Arranging for the prevention and/or control of any outbreak of disease resulting from a disaster
Red Cross CEHO	<ul style="list-style-type: none"> • Preparation of a manual for First-Aid stations and personnel • Providing sanitary services for shelters. Provision of environmental health services at emergency shelters
CMO, CEHO	<ul style="list-style-type: none"> • Establishing procedures for collaboration with the Red Cross Society
CEHO	<ul style="list-style-type: none"> • Arranging for sanitary inspection of relief food supplies
CMO	<ul style="list-style-type: none"> • Recording, tagging, identifying and burying the dead
MOH	<ul style="list-style-type: none"> • Manning ambulance services
Medical Storekeeper	<ul style="list-style-type: none"> • Monitor, assort, store and distribute relief medical supplies
CMO	<ul style="list-style-type: none"> • Coordination of medical and first aid assistance with voluntary organizations
HDC	<ul style="list-style-type: none"> • Requisitioning of medical supplies as necessary
NEMO	<ul style="list-style-type: none"> • Coordinating arrangements with Transport sub-committee for the use of additional vehicles to augment existing service where necessary
CMO	<ul style="list-style-type: none"> • Identification and operation of field hospital if necessary <p>Emergency Communications</p>
Telecom Officer	<ul style="list-style-type: none"> • Coordination of national telecommunications network
Telecom Officer	<ul style="list-style-type: none"> • Preparing a list of all telecommunications facilities in the State which can be used in the event of a disaster
Ham/CB operator	<ul style="list-style-type: none"> • Preparing a roster of radio operators and relief operators for assistance in a disaster

NEMO	<ul style="list-style-type: none"> • Conducting simulation exercises on a regular basis to test the effectiveness of the telecommunication system
MTWH/MOH/MOFA&T	<p>Emergency Supplies/Relief</p> <ul style="list-style-type: none"> • To coordinate the activities of all agencies, public and private, involved in relief management.
NEMO	<ul style="list-style-type: none"> • To establish MOUs with local suppliers to ensure that emergency supplies will be available when needed.
MOFA&T VOLAGS	<ul style="list-style-type: none"> • To liaise with NEMO to ensure that all persons involved in relief management are adequately trained.
MTWH	<ul style="list-style-type: none"> • Arranging for suitable buildings for the storage of food, clothing, building materials and other emergency supplies.
NEMO	<ul style="list-style-type: none"> • Arranging for other safe areas for storage of non-perishable emergency supplies.
NEMO	<ul style="list-style-type: none"> • Establishing distribution centers for bulk distribution of emergency supplies. • Arranging for staff to package and distribute emergency supplies.
MTWH Social Development/ NEMO/VOLAGS	<ul style="list-style-type: none"> • Arranging for the transportation of emergency supplies to storage.
Police	<ul style="list-style-type: none"> • Arranging for security of areas where emergency supplies are stored.
VOLAGS	<ul style="list-style-type: none"> • Determining the quantity and type of assistance required
MOFA&T	<ul style="list-style-type: none"> • Maintaining proper records of emergency supplies received and distributed
NEMO	<ul style="list-style-type: none"> • Emergency housing
NEMO	<ul style="list-style-type: none"> • Collaboration with Red Cross and other agencies in the distribution of blankets, clothing and other household supplies
NEMO	<ul style="list-style-type: none"> • Assist in registration of persons at shelters

Ministry of Trade, Ministry of Agriculture/MOH	<ul style="list-style-type: none"> • Investigate reports of disaster victims requiring special assistance • Reception and storage of bulk supplies in the event of an emergency • Maintenance of adequate stocks of food supplies, building materials, etc. throughout the year • Designing rationing systems in collaboration with Government Nutritionist • Keeping the National Emergency Organization informed of the level of essential food and other emergency supplies in the country.
Ministry of Agriculture	<ul style="list-style-type: none"> • Keeping statistics of damage to agriculture, livestock, fisheries and forests
	Security and Search and Rescue
Police	<ul style="list-style-type: none"> • Protection of life and property and prevention of vandalism
Police	<ul style="list-style-type: none"> • Control of traffic to and from emergency areas and hospitals
Police	<ul style="list-style-type: none"> • Crowd control
Police	<ul style="list-style-type: none"> • Evacuation of buildings, where necessary
Coast Guard	<ul style="list-style-type: none"> • Security of shores
NEMO/Telecoms Officer	<ul style="list-style-type: none"> • Coordinating efforts of Amateur Radio Club, C. Bees and other radio operators
Telecom Officer	<ul style="list-style-type: none"> • Establish Emergency telecommunications
NEMO	<ul style="list-style-type: none"> • Implement Warning system
Police	<ul style="list-style-type: none"> • Search and rescue operations
Fire Dept.	<ul style="list-style-type: none"> • All fire-fighting operations
CG/Ports/Cadets/Red Cross	<ul style="list-style-type: none"> • Assistance in rescue work
Ministry of Social Development	<ul style="list-style-type: none"> • Assistance in evacuation • Pumping of flood waters

Fire Department	<ul style="list-style-type: none"> • To train, orient and drill individuals in emergency procedures • Rescuing trapped or dislocated persons in post-disaster operations <p>Rehabilitation and Reconstruction</p> <ul style="list-style-type: none"> • Repair and reconstruction of buildings and infrastructure to permit population to revert to normal activity in the shortest possible time. • Transfer of people from high-risk areas. • Identification of safe location for displaced communities • Designation of specific areas for the location of hazardous industries • Ensuring that public utilities are in order • Restoring services as soon as possible after disaster • Maintenance of alternative backup services for use in disaster situations • Backing up all electronic data and securing all files. <p>Voluntary Services</p> <ul style="list-style-type: none"> • Arranging for the movement and care of the aged, disabled and incapacitated to emergency shelters • Providing emergency clothing to the aged, disabled and incapacitated
NEMO	
Fire Service	
MTWH	
MTWH/NEMO/ Central Planning/ NEMO/ ESC EHSC/MTWH/	
Utility Companies	
Utility Companies	
PS all Ministries	
Red Cross, District Disaster Committees	<ul style="list-style-type: none"> • Arranging for the movement and care of the aged, disabled and incapacitated to emergency shelters • Providing emergency clothing to the aged, disabled and incapacitated
Red Cross/Ministry of Social Development	

Chamber of Commerce	<ul style="list-style-type: none"> - Identify and provide warehousing - Ensure availability of essential emergency supplies
Red Cross Society, Christian Council	- assist with first aid training

	<ul style="list-style-type: none"> - provide relief supplies - assist with distribution of relief supplies - assist with first aid at medical centers and emergency shelters - coordinate activities of voluntary organizations - assist in search and rescue - assist with distribution of relief supplies - provide relief supplies - assist with rehabilitation - assist in public awareness programme - assist with management of shelters
Girl Guides, Cadets, Brigades, 4H Clubs	<ul style="list-style-type: none"> - assist local disaster preparedness committees - provide messenger service - assist in distribution of educational material - assist at emergency shelters and feeding centers - assist with sorting and parcelling of clothing - assist in record keeping and provide messenger service
Boy Scouts	<ul style="list-style-type: none"> - assist with evacuation of disaster victims
Youth Council, Jaycees, Lions, Rotarians	<ul style="list-style-type: none"> - assist with evacuation of victims and aged persons - assist with distribution of educational material - assist in clearing debris - performing messenger service - assist with evacuation of disaster victims and aged persons - assist in providing relief supplies - assist District Emergency Committees - assist public awareness programme - assist with rehabilitation
Amateur Radio Club, C.B. Radio Club, Cable and Wireless	<ul style="list-style-type: none"> - assist with telecommunications - provide emergency telecommunications at essential points - restore telephone services as soon as possible

Regional Support

Once it has been impacted by a severe event, the government of St. Vincent and Grenadines will be eligible to receive support from the Eastern Caribbean Donor Group. This support may be in the form of cash or technical assistance, with the group providing an interagency Rapid Needs Assessment Team, if required. This team, which consists of representatives from CDERA, PAHO and other regional bodies, will be able to target their support of the priority areas identified by the government.

Other regional support mechanisms include:

CDERA's Emergency Assistance Funds:

Under Article 25 of the Agreement establishing CDERA, these funds can be used to defray operational costs, purchase priority material, provide subsistence for emergency personnel, and cover the cost of transporting emergency equipment.

Caricom Disaster Relief Unit:

Support in the area of security and the offloading of supplies can be obtained through the Caricom Disaster Relief Unit (CDRU) once a request has been formally submitted through CDERA. The triggering of this mechanism also makes it possible for emergency supplies to be accessed from the sub-regional warehouses located in Antigua and Barbuda, Barbados, Jamaica and Trinidad and Tobago.

Matrix of Recovery/ Reconstruction Actions and Time Frame

Recovery/Rehabilitation Actions	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Damage and needs assessment				
Road clearance				
Re-establishing communication links				
Resettlement of population				
Analysis of employment picture				
Identify new revenue sources				
Revise revenue estimates				
Prepare economic recovery plan				
Preparation of redevelopment plan				
Analysis of structural failures				
Identification of mitigation measures.				
Revision of building codes				
Environmental assessment				
Determine demographic change				
Determine government's capacity to carry out anticipated work				
Contract external assistance				
Formulate disaster management/development policies.				

ST. VINCENT AND THE GRENADINES NATIONAL HURRICANE AND TROPICAL STORM PLAN

Sunny beaches of white sands and crystal clear blue waters were the glory of the Caribbean, hurricanes the hell.

James Michener: Caribbean, 1989.

Introduction

The hurricane season in the Caribbean typically runs from June to November. However, hurricanes have been known to occur outside this period. During the early and late season, tropical storms and hurricanes tend to form in the Gulf of Mexico and gradually move in a westward direction. In the mid-season, formation occurs in the mid-Atlantic, off the coast of Africa, in the vicinity of the Cape Verde islands. These hurricanes pose a perennial threat to the islands of the Caribbean.

For the region, hurricane preparedness is an ongoing activity, with planned activities such as vulnerability assessments, the implementation of planned mitigation and prevention measures, public education programmes, and training, occurring throughout the year. A number of these activities can be incorporated in the normal work programme of line ministries. These include:

Drain maintenance,
Vulnerability assessment
Shelter Assessment
Public Education

Hurricanes

A hurricane may be described as a cyclonic storm of great violence, in which the winds achieve great speed of motion, revolving anti-clockwise (in the northern hemisphere) more or less symmetrically round an area of low atmospheric pressure, while moving slowly over the surface of the sea. The winds of a hurricane increase in volume the nearer they are to the centre of calm round which they revolve. A hurricane is usually accompanied by high seas, thunder and lightning, and torrential rain.

1. Common Terms Associated with Hurricanes

- a. **Area of storm.** A more or less circular area, covered by the hurricane, which, at any given moment, is subject to storm disturbance.
- b. **Line of Progression.** The direction in which a hurricane moves across the earth's surface, represented by an imaginary line drawn through the centre of the storm.

- c. **Centre of Storm, Eye of Storm, Area of Calm.** These various names given to the central calm area of low atmospheric pressure round which the winds revolve.
- d. **Right and Left Storm.** The line of progression bisects the storm halves, and the terms right and left are applied respectively to portions to the right and left of this line, as an observer would look along the line facing the direction in which the storm is moving. This rule is also applied in reference to coast lines. The point where the centre of the storm strikes is the centre and the coast line is called right and left of storm, as if the observer had his back to the oncoming storm.
- e. **Right Semicircle, Right Half.** The part of the storm on the right of the line of progression.
- f. **Left Semicircle Left Half.** The part of the storm on the left of the line of progression.
- g. **Right Front Quadrant, Right Rear Quadrant.** The front half and back half, respectively, of the right semicircle of the storm.
- h. **Left Front Quadrant, Left Rear Quadrant.** The front half and back half, respectively, of the left semicircle of the storm.
- i. **The Trough.** During the passage of the centre of the storm the barometer falls to its lowest point and begins to rise as soon as the centre has passed. If the centre does not pass over the observer the lowest point reached by the barometer marks the trough. It will occur when the centre of the storm is in a position in relation to the point of observance, of making a right angle with the line of progression.
- j. **The Track or Path of the Storm.** The route the storm has taken, and therefore plotted after the storm has passed.

Saffir-Simpson Hurricane Scale

Category	Sustained Wind Speeds (miles)	Damage Potential
1	74-95	Minimal
2	96-110	Moderate
3	111-130	Extensive
4	131-155	Extreme
5	>155	Catastrophic

2. The General Pattern of Hurricanes

While it is not possible to lay down hard and fast rules governing a hurricane's behaviour, they do tend to exhibit a similarity in behaviour. The following paragraphs set out some general observations regarding the behaviour of these phenomena.

- a. Speed: It is estimated that the average speed of a hurricane along the line of progression is 12 to 14 knots, but the speed depends on the size; the more intense the hurricane is the slower its advance. It also moves at a greater speed when travelling in a straight line than when it is curving.
- b. The diameter: There is considerable variation from 50 to 500 miles have been recorded the average might be taken as about 100 to 120 miles. The length of time a hurricane takes to pass a point of observation depends on the rate of progress and the diameter. There is therefore wide variation, but the usual time is about nine or ten hours. This is the full time of the storm; the duration of the destructive winds will vary, depending on the size and strength of the storm.
- c. The average life of a hurricane is about eight days.
- d. The line of progression in the Northern Hemisphere is straight or parabolic curving northward as it approaches the mainland. Except for hurricanes occurring in the Western Caribbean the general line of storm is from east to west curving northwards.
- e. The **eye** (area of calm) is a period of relative calm, possibly exaggerated by violence that precedes and follows it. It is marked by the suddenness with which it comes and goes. During this period there is a marked drop in the atmospheric pressure and in the relative humidity, but there is a sharp rise in the temperature. These conditions last only as long as the period of the calm.
- f. The diameter of the area of calm varies with the size of the storm.
- g. The length of time the area of calm takes to pass a point of observation depends on its size and the rate of progress of the storm and also whether the point of observation is in the exact centre of the calm. An area of calm moving at 12 miles per hour and having a width of 24 miles will take two hours to pass a point of observation on the line of progression. This time will be progressively shortened until no period of calm is experienced as the point of observation is moved to the right or left of line of progression.
- i. The origin of Caribbean hurricanes may vary between 5 and 23° N over the Atlantic or the Caribbean. The most common locations are to the east of the Lesser Antilles and the Western Caribbean.

3. **Signs of Approach**

As a hurricane approaches land the following phenomena can be observed.

Sea Swell. One of the earliest signs of a hurricane is the rising sea levels. This may be noticed when the storm is as much as 400 to 500 miles away. The period of the swell is long but very definite and causes heavy surf on the coast facing the oncoming storm. The breaking surf has a distinctive booming note but as the storm approaches the sea becomes more and more boisterous so that the result of the swell is less marked.

- a. **The Tides.** As a hurricane approaches a coastline there is a tendency for the tides to be abnormally high and to lack full ebb. The reason has been given that the storm waves approach tends to reinforce the gravitational tides thus accentuating the high tide and cancelling out the low.
- b. **Barometric Pressure.** In the tropics the diurnal rise and fall of the barometer is very marked and very regular. A hurricane approaching will upset this regularity. It may be preceded by a ridge of high pressure, in which case the barometer will rise higher than the normal, then fall to below normal as the hurricane comes nearer; this drop will become increasingly sharp.
- c. **Temperature.** As a rule, temperature does not give any real indication, but there is a tendency for the day temperature to rise more than normal, while the night temperature is somewhat lower. However, with the dropping of the wind the feeling of heat may be exaggerated by the oppressive atmosphere.
- d. **Cloud Formation.** If the hurricane is preceded by a ridge of high pressure the weather will be fine with usually insignificant cloud cover. The advance appearance of the storm may be high flying Cirrus or Mare's Tail clouds. These clouds travel in advance of the storm, usually along the line of progression, and the point on the horizon from which they appear to diverge is said to indicate the position of the centre of the storm. As the storm approaches, a thin haze or veil of cloud begins to form and spreads from the direction from which the cirrus clouds have come. The veil, called cirrus veil, thickens rapidly until the cirrus clouds are obscured. Dense black cloud masses will then make their appearance.
- e. **Winds.** During the early stages, the winds will be high and variable, particularly if there is a ridge of high pressure. As the general weather conditions deteriorate the winds will continue light but become gusty until the storm is definitely getting close, when it will start blowing from a definite quarter. It will then gradually increase in violence and gustiness, its direction depending on the position of the centre of the storm.
- f. **Other indications.** At night there may be a halo round the moon and the brighter of the stars and by day a halo is sometimes seen round the sun. The sunrise and sunset are said to be exceptionally brilliant even by tropical standards and have a marked reddish coloration.

4. Passage of Hurricane

The direction of the wind and its force, as has been explained above, will vary considerably during the storm and depending on the exact quarter of the storm passing over. The nearer the centre of the storm the more violent and destructive will be the wind and the rain will be torrential. During the passage of the eye of the storm there is a brief lull during which the barometer will reach its lowest point. After the lull the winds will return from the opposite direction.

5. **Hurricane Damage**

The destructive forces of hurricanes are well known but the records show that the greatest loss of life and damage to property occurs in places where hurricanes are infrequent. This low level of activity can lead to a false sense of security which can lead to devastating results.

On the other hand, areas that suffer from frequent hurricanes tend to implement adequate precautions to reduce the loss of life and property. Buildings are built to be storm resistant and on sites that are well above the reach of the storm waves.

The destructive forces of a hurricane are mainly:

- a. Flooding
- b. The force of the wind
- c. The storm wave
- d. The torrential rain
- e. The Lightning

- a. **Wind Damage.** Damage by the wind includes the incidental damage that arises from wind action, that is, damage from flying debris or damage to buildings from falling trees. The force of the wind uproots trees and growing crops, breaks branches, and blows over or demolishes flimsy buildings. Roofs that are not built to withstand the storm are torn off, especially if they offer large areas to the full force of the wind and, are not anchored. The wind may carry the debris, with destructive force, for considerable distances and damage other objects that otherwise might have been unharmed. The chief danger to persons arises from the collapse of buildings, from being blown over by the force of the wind, or from flying debris.
- b. **Damage from Storm Waves.** It is reported by Tamnehill that more than three-quarters of the casualties caused in hurricanes have been due to drowning in the storm waves following inundation of low-lying thickly populated coastal areas. The rising sea sweeps away the buildings, roads and bridges, undermines foundations of solid buildings that would otherwise have stood, and throws wreckage of debris, with devastating force, against all types of structures.
- c. **Damage by rain.** Rainfall remains the principal hazard in hurricanes as it produces extensive floods, landslides and is capable of undermining poorly located structures. A fall of one inch of rain, over an acre, amounts to 113 tons of water and anything from 10 to 15 inches may be expected, so that the weight of water per acre may be between 1,130 and 1,695 tons. There will be serious landslides due to the overloading of the earth's surface and the weakening of the substrata. Persons living in low lying valleys, near to river courses and low lying beaches, should be prepared to leave at an early stage and seek shelter on high ground. Shelter should therefore not be taken in any low-lying area liable to flood.

- d. **Damage from lightning.** Lightning may cause fires, which the high winds would tend to spread and make control more difficult. However the general result of the rain and the flooding should play their part in controlling the spread. Far more serious would be a fire to the petrol storage tanks, as the blazing oil will float.

6. **General Conditions**

The general conditions that may be expected, after a severe hurricane, may be summarized as:

- a. Extensive damage to buildings, rendering thousands homeless and without shelter, food, water or clothing.
- b. Casualties.
- c. Damage to the agriculture sector.
- d. Infrastructure damage, especially to roads and bridges.
- e. Water supply disrupted by broken mains and standpipes, and contamination of well supplies, with possibly brackish supplies in coastal areas.
- f. Damage to port and airport facilities
- g. Disruption of utility services.
- h. Disruption in communication services.

7. **Advisories and Warnings**

The Meteorological Officer at E.T. Joshua Airport will issue statements concerning the approach of hurricanes and storms. The statements will contain the following weather words as appropriate.

Bulletin: issued when a significant weather system is detected in the area.

Advisory: issued at regular intervals when a tropical storm or hurricane is first detected in the area— keep listening.

Watch: issued when the hurricane continues its advance and hurricane conditions are a real possibility; it does not mean that they are imminent.

Warning: issued when once it is established that hurricane conditions are expected within 24 hours.

Tropical Depression: a Tropical System with a circulation but with winds of less than 39 mph (34 knots).

Tropical Storm: a Tropical System with a circulation and winds from 39-73 mph

Hurricane: an intense Tropical System with maximum sustained winds greater than 74 mph (64 knots).

Eye: the relatively calm area near the centre around which the strongest winds blow. As the eye passes, light winds rapidly give way to very severe winds from the opposite direction.

Storm Surge: the rise of water (as high as 10 to 20 feet) above sea level, brought on by the strong winds and low pressure in the storm centre.

8. Warning System

- 1) The main source for weather reports obtained from St. Vincent and the Grenadines Meteorological Service is the **Emergency Operations Centre** or Police Headquarters Telephone No. 456-2906.

When a gale or hurricane is reported, the **Emergency Operations Centre** will at once inform the general public by bulletin on Radio 705, and over amateur wireless, as appropriate. The Meteorological Office will operate a 24 hour service.

9. Types of Warnings

The types of warnings issued are:

1. Flood
2. Flash flood
3. Small craft (advisories and warnings)
4. Gale
5. Storm (or whole gale)
6. Hurricane watch
7. Hurricane warnings
8. Special coastal warnings

Flood Warning: A flood warning is issued when flooding is expected in low lying and other flood-prone areas. This warning is not necessarily associated with Depressions, Storms or Hurricanes

Flash Flood Warning: A flash flood warning is issued when sudden very heavy rainfall is expected to occur within a short period of time. As with the flood warning, this is not necessarily associated with Depressions, Storms or Hurricanes.

Small Craft Advisory: When a Hurricane, Storm or Depression moves within a few hundred miles of the coast or when conditions caused by other systems are considered unsafe, with winds up to 38 miles per hour (33 knots), a warning will be issued for small craft operators to take precautions and not to venture into the open sea.

Gale Warning: When winds of 39 to 54 miles per hour (34 to 47 knots) are expected to affect the island within 24 hours, a gale warning is added to the advisory message. A gale warning may be issued when only the fringe effects of the hurricane are expected to be felt.

Storm Warning: When winds of 55 to 73 miles per hour (48 to 63 knots) are expected to affect the island within 24 hours, a storm warning is added to the advisory message.

Hurricane Watch: A hurricane watch will be added to the advisory message when there is a threat of hurricane conditions affecting the island within 24 to 36 hours. A hurricane watch means that hurricane conditions are a real possibility; it does not mean they are imminent. When a watch is issued, everyone in the island should be prepared to act quickly if a hurricane warning is later issued.

Hurricane Warnings: The Hurricane Watch will be upgraded to a Hurricane Warning when hurricane conditions are expected to affect the island within 24 hours. Hurricane conditions include winds of 74 miles per hour (64 knots) or more, and/or dangerously high tides and waves.

Hurricane warnings are seldom issued more than 24 hours in advance. If the hurricane's path is unusual or erratic, the warning may be issued only a few hours before the beginning of hurricane conditions. Local precautionary actions should begin as soon as hurricane warnings are issued.

Hurricane tides and surge: Major hurricane swells travel great distances ahead of the centre and may cause a rise in the level of the sea along the shore, called the hurricane tide. While the hurricane is still some distance away, warnings would be issued to beachgoers (along with those for small craft). A wave front produced by the hurricane will bring a considerable mass of water towards the shore. The rise in the water level in this case is a rapid phenomenon, occurring near the area where the eye makes landfall, and about the same time. This is called a storm surge and can bring tidal waves 15 to 20 ft. (sometimes higher). The surge can enter the mouths of rivers and move a considerable distance inland, resulting in considerable loss of life.

10. Warnings to the Public

There are two types of hurricane warnings to the public in the event of a hurricane threatening the State:

- (i) Cautionary Hurricane Warning
- (ii) Final Hurricane Warning

Cautionary Hurricane Warning (Kingstown) <ol style="list-style-type: none"> 1) A red flag with a black rectangle centre flown from Police Headquarters 2) Loudspeakers and radio and TV announcements. 	RURAL AREAS: <ol style="list-style-type: none"> 1) Red flag with black rectangle centre flown from police stations 2) Loudspeakers, TV and radio announcements
Final Hurricane Warning <ol style="list-style-type: none"> 1) Two red flags with black rectangle centers flown from Police Headquarters, TV and radio announcements 2) Ringing of church bells for five minutes 3) Blowing of siren for five minutes 	Final Hurricane Warning <ol style="list-style-type: none"> 1) Two red flags with black rectangle centers flown from police stations, TV and radio announcements. 2) Ringing of church bells for five minutes

11. **Plan Activities**

The St Vincent and Grenadines Hurricane/Tropical Storm Plan is broken down into several discrete sections, which list specific activities to be performed within each segment. These sections and activities follow.

12. **Annual activities**

Vulnerability assessment

Due to the dynamic nature of the society, it is essential that vulnerability assessments be conducted on an annual basis. These analyses are necessary in order to clearly identify the number of vulnerable communities, extent of their vulnerability, and possible measures for preventing or reducing local vulnerability. This is an ongoing activity, and should be coordinated by the National Disaster Coordinator, working in conjunction with the Central Planning Unit, Ministry of Agriculture, Ministry of Health, Ministry of Social Services, Statistical Office, Ministry of Transport, Works and Housing, District Administrative Offices for the Grenadines, District Disaster Committees and the Prime Minister's Office.

13. **Preparations of Rural Disaster Committees**

Based on the mountainous terrain of the main island and the fact that, St Vincent and the Grenadines is a multi-island state, there is the possibility of communities being isolated for an extended period of time. It is important therefore, that communities be prepared to survive on their own, for at least seventy-two hours. To this effect, the training of local disaster committees to adequately prepare for, respond to, and recover from, disasters, is of primary importance. The NDC will therefore, on an annual basis, implement a series of training programmes for local disaster committees, to include training in Damage and Needs Analysis.

14. **Rural Warehousing**

In order to ensure that relief supply is available where it is most needed, when it is needed even in the event of blocked roads a programme of rural warehousing will be implemented. Under this programme, rural warehouses will be identified and inspected by the MOTW&H and Memorandum of Understandings developed for their emergency use by NEMO. MOUs will also be entered into with local merchants who will provide supplies to these warehouses 24 hours ahead of the possible impact of a hurricane. This programme will ensure that supplies are available in rural communities in the immediate aftermath of a hurricane.

15. **Identification of Relief Distribution Points**

Possible central locations for the distribution of relief items should be identified ahead of the hurricane season and publicized within the community, along with relief distribution days.

16. **Emergency Tone**

An emergency tone should be developed with the various radio stations and SVG television station for announcing official emergency bulletins. This tone should only be used for official bulletins and should be preceded by the words "This is an official news release from the National Emergency Management Organization" Cellular operators will also utilize their text messaging service to alert the public of an impending hurricane.

17. **Pre- Hurricane Activities**

- i) Inspection of rural warehouses and shelters, and repairs carried out by March of each year.
- ii) Shelter list is updated and publicized.
- iii) Public education programme launched
- iv) Special drain clearance programme implemented.

- v) Meeting of National Emergency Executive Committee, to review and update national and sectoral hurricane plans.
- vi) District Committees briefed on expectations and roles by NDC. Weak areas are identified and corrected.
- vii) Chief Medical Officer or designate prepares a list of available stock of medical supplies to include beds, blankets, medicine and sensitive equipment at each hospital and health centre. Where shortfalls are detected, funds are reserved for emergency purchase.
- viii) Testing of evacuation plans.
- vx) Plans are developed for the storage of blood products and emergency medical supplies.

18. **Phase 1: 72 Hours prior to impact.**

Announcement of active weather system which may pose a threat to the island are announced by NEMO and N.M.O.

Activities	Responsible Agency/Office
1) Alert the Prime Minister of possible hurricane threat.	NDC
2) Meet with disaster committee to assess level of readiness. Monitor progress of hurricane, issue hurricane watch and warning when warranted.	NDC
3) Alert residents in all identified high risk areas including outer islands of possible evacuation.	NDC
4) Relief items destined for rural warehouses are inspected to ensure compliance with MOU.	Ministry of Trade, Medical Stores, Ministry of Agriculture, Ministry of Social Development
5) Medical supplies for rural health facilities are prepared for transportation	Ministry of Health
6) Warehouses, hospitals, shelters and all critical facilities inspected and shutters installed where applicable.	Ministry of Transport, Works and Housing
7) CDERA is advised of steps being carried out.	NDC
8) Embassies, consulates and international bodies are advised of threat.	Ministry of Foreign Affairs
9) Additional telephones and communication equipment, along with maps and charts, are installed in NEOC	NEMO
10) All ministries are advised to review and activate disaster plans	NEMO
11) Relief distribution system is reviewed with community disaster committees.	NEMO, Ministry of Social Development, Red Cross, Committees

12) Alert hotels of the possible threat and advise to activate disaster plans for possible evacuation of guests.	Ministry of Tourism, Coast Guard, SVHG Hotel Association.
13) Ensure that procedures are in place to safeguard all records, electronic and other.	All Ministries and Departments.
14) Review MOU with contractors to ensure that they are able to meet their obligations.	NEMO, Respective MOU holders
15) National alert declared for country	NEMO
16) EOC procedures are reviewed	All EOC members
17) Shelter Managers are alerted and keys secured.	NEMO

19. **Phase 2: watch 48 hours.**

Activities	Responsible Agency/Office
1) All members of sub-committees, district disaster committees and departments receive follow-up notification regarding the implementation of disaster plans.	NEMO
2) Emergency centre is checked and prepared for full operation.	NEMO
3) Tourists and residents of outer islands are evacuated, depending on sea conditions, on the advice of the Coast Guard	Coast Guard, Mustique Company, Ferry companies
4) Shuttering of all public buildings is initiated.	Ministry of Transport and Works
5) A hurricane watch is declared for the country	Met Office

6) NEOC teams are briefed by NDC and duty roster established	NDC
7) Airlines are advised of possible closure of airport	Director of Airports
8) All available heavy equipment is identified and safe pre-positioning area identified.	GESCO
9) Provide roster of available drivers to NEOC.	Ministries and Heads of departments.
10) PS and HODs are advised to release all staff with pre-designated duties to return home prior to reporting for duty.	NDC
11) Establish time for all public service announcements.	NDC
12) District Disaster Committees are placed on alert	NEMO

20. **Phase 3: Warning 24 hours.**

Activities	Responsible Agency/Office
1) Hurricane warning is issued and residents advised of safety measures, including the purchase of emergency supplies	Met Office, NEMO
2) All non-essential staff are released	PS, HODS
3) Permanent Secretaries ensure that all offices under their control have complied with NEMO's advice and activated their disaster plans.	Permanent Secretaries
4) Permanent Secretaries liaise with NEMO to ensure that resources under their control will be made available when needed.	Permanent Secretaries

5) Shelter management teams are activated and report to shelters to commence operations.	NEMO, Sub-Committee
6) All community disaster committees are activated and implement local community plan	Committee chairpersons
7) All heavy equipment is moved to designated pre-position area.	GESCO
8) Meeting of Search and Rescue committee is convened to ensure that all resources are in place.	Police
9) First aid boxes are distributed to emergency shelters. Ambulatory patients are discharged.	Ministry of Health
10) All remaining residents in high risk areas are evacuated.	NEMO
11) Shuttering of all government buildings is completed	Ministry of Transport, Works and Housing
12) Reassign police officers to provide security in evacuated areas and to provide traffic control	Police Dept.
13) Advise public on estimated or real time for cessation of power supply	Vinlec
14) Advise all boats to return to port and advise on safe mooring and safety procedures.	Coast Guard and Port Authority
15) Brief NEOC staff and secure building.	NEMO
16) Establish contact with Regional Security System and advise of status.	Ministry of Foreign Affairs/Security
17) Conduct final communication tests to ensure that all equipment is working. Check on generators, stationery, relevant forms, sleeping and meal service at NEOC	NEMO

18) Commence alert notification via the use of loud speakers in rural communities	District Disaster Committees and Police
19) Foreign embassies and international agencies are advised of relief coordination procedures.	NEMO, Ministry of Foreign Affairs
20) NDC confirms that all plans have been activated, shelters staffed, high risk areas evacuated, traffic control measures are in place and PM is informed of all measures being taken.	NDC

Emergency Operations Centre goes to full activation, depending on anticipated time of impact and weather condition. In the event that the hurricane is preceded by intense rainfall, activities such as evacuation and the transport of essential items to rural areas should be carried out ahead of this 24 hour period. In the event the hurricane is destined to make landfall in the early morning, the NDC should reserve the right to activate the EOC and maintain a skeleton staff for operation during the daylight hours. This staff should be beefed up to full strength 12 hours ahead of possible impact.

21. **Phase 4: Twelve hours before impact**

Activities	Responsible Agency/Office
1) All emergency vehicles are refuelled and use is restricted.	All Ministries and Heads of Departments
2) Ministries and Departments inform NEOC of completion of pre-hurricane activities and turn over records to NDC	All Ministries and Departments
3) All NEOC staff report for final briefing, first shift stays on.	NDC
4) Have loud speakers inform rural areas of immediate threat.	Community committee.
5) Commence shutting down of airport and securing of aircrafts.	Manager airport

6) Ministries and utility managers provide update on incomplete works which may pose a serious hazard in the aftermath of the hurricane. The public is advised to stay away from these areas.	Utility companies.
7) PM assumes direct control for the activation of the National Plan. Confirms with ministers that all pre-hurricane activities have been carried out.	PM
8) Radio and TV stations deploy reporters with equipment to NEOC	Media services
9) Briefs community chairpersons.	NDC
10) Provide weather updates to NEOC	Met Office
11) Issue instructions to the public on safety measures to include the purchase of medication	NEMO
12) Identify possible post-impact needs.	Sub-Committees
13) Complete pre-positioning of all heavy equipment	Min. of Construction
14) Water trucks are filled and moved to safe areas	Water Authority

22. **After the Hurricane**

First 72 Hours

Activities	Responsible Agency/Office
1) All clear is issued	NEMO
2) All sub-committees commence response operations including, road clearance, search and rescue, water delivery and activation of MOUs.	Chairpersons Sub-Committees
3) Damage and Needs assessment survey is conducted within the first twelve hours and preliminary findings are presented to the Prime Minister.	DANA Sub-Committee
4) CDERA and RSS are contacted and briefing provided within the first twelve hours.	NEMO, Police
5) All major facilities and infrastructure are checked, and preliminary report submitted(roads, ports, airport, electricity, water, communication services and media station)	Respective government Ministries & Departments
6) Provide report on local impact to NEMO, including deaths, homeless and damage to housing, schools and infrastructure.	District Disaster Committee chairpersons
7) Advise the PM on status of the country and to declare national disaster if reports indicate that this is necessary.	NEMO
8) International agencies and embassies are advised of the decision to declare a national disaster.	Ministry of Foreign Affairs
9) Implement quick customs and immigration clearance procedures for relief goods and personnel	Customs and Police

10) Implement press briefings to keep the public informed of actions being carried out and to solicit their support.	NEMO
11) Coordinate vector surveillance activities	Ministry of Health
12) All Ministries and Departments implement response/ recovery plans	Ministries
13) Meeting with foreign relief groups	NEMO
14) Road clearance operations begin.	MWTH
15) Delivery of emergency relief items commence.	Relief Sub-Committee
16) Shelters are evaluated and rationalization of shelters made some shelters are closed.	NEMO
17) Briefing is held with foreign relief groups.	NEMO
18) Preliminary distribution of relief items commence.	NEMO
19) UN donors group meets	NEMO/CDERA/UN

One week after the event

Activities	Responsible Agencies
Emergency response phase ends	NEMO
Detailed Damage and Needs assessment is carried out	DANA Sub-Committee
Sector relief plans are prepared and prioritization of recovery efforts determined	Ministries
Master relief plans are developed	NEMO/Ministries
Master plans are reviewed by PM and Financial Secretary and Budget Director	NEMO/Ministry of Finance

Supplies are transported to Grenadines	Port Authority
For long term recovery actions see page 24	



Annex 2

NDC CHECKLIST AND REPORT PREPARATION GUIDE

Before

- Alert the Prime Minister of the threat faced by the country.
- Prepare news announcement informing the public of threats faced and safety measures to be taken.
- Liaise with ministries, police and coastguard etc, to ensure that all emergency personnel have been informed and are ready to be deployed.
- Inform regional response system of threats and proposed actions.
- Check on resources available in the private sector and their availability if warranted.

- Review National Disaster Plan and ensure that all contingency plans, evacuation, shelter management, relief distributions etc are carried out in the required time frame.
- Prepare EOC for full operation
- Brief EOC staff
- Inform PM of activation of EOC

After

- Issue an all clear based on information from the Met. Office
- Co-ordinate all response and recovery activities.
- Monitor all incoming reports, verify the accuracy of these and maintain a record of all actions carried out before, during and after the event.
- Maintain an updated Damage and Needs Assessment record.
- Regulate the release of public information regarding on-going operations.
- Clear all relevant news releases from radio stations, prior to their being released.
- Convene and conduct initial operating meeting with chairpersons of sub-committees, as soon as possible after the event. The purpose of this meeting is to establish deadlines, organize work programmes, determine if additional staffing is required, and to draft first report to the Prime Minister.
- Brief the Prime Minister and National Disaster Advisory Committee on the impact of the disaster and response recovery actions being carried out. Advise if a state of disaster should be declared.
- Liaise with political representatives from the impacted areas.
- Conduct media briefings.
- Report on the recovery effort.
- Work with the media officer to prepare and disseminate all necessary information to the public and to ensure that all media related activities are coordinated by the media officer.
- Formulate policies and guidelines for the implementation of relief and response actions, liaising with the NEAC on all matters requiring the execution of emergency powers, amendments or interpretation of policy.

- Review disaster relief and recovery plans for the restoration of services, prioritizing the restoration of utilities to critical facilities.
- Liaise with the Ministry of Finance to receive and provide estimates on resources needed, costs and timelines for undertaking restoration activities.
- Liaise with Ministry of Foreign Affairs
- Coordinate all requests for assistance and monitor post-disaster deployment of resources.
- Issue appeals for external assistance.
- Keep the NEAC abreast of measures being taken to swiftly return the country to a state of normalcy.
- Maintain contact with regional and international agencies, through the Ministry of Foreign affairs.
- Liaise with NEAC to determine when shelters should be closed.

REPORT PREPARATION GUIDE

<u>Information needed</u>
Number of persons affected, absolute number, and as a <i>percentage of the overall population</i> .
Geographical areas affected
Area most severely impacted
Situation in the Grenadines? Are they accessible?
Number of deaths.
Number injured.
Number of persons displaced or evacuated
Where these persons are staying. At shelter, family or friends.
Number of families affected
Number of persons reported as missing.
Number of dwellings completely destroyed.
Spatial distribution of destroyed dwellings.
Number of dwellings that have been partially damaged but not completely destroyed.
Location
What is the physical and/or financial damage to other property, buildings and infrastructure in the affected area?
What is the physical and/or financial damage to crops and livestock?

What is being done by local disaster committees? Ministries, agencies and NGOs involved in response relief activities. How are the actions of these agencies being coordinated?
What are the availability, location and condition of roads, airports, ports and railways?
Immediate needs and who will supply it?
What food is available locally, in the country?

<u>Report Details</u>
Description of the situation of the disaster
The most badly affected areas, population size
Approximate population of the entire affected region
Number of persons estimated killed, injured or missing.
Estimated numbers of homeless Damage caused to infrastructure and services
Number of shelters opened
Prevailing conditions (weather, eruptions, aftershocks etc.)
What is being done? How is the operation being managed, contact persons, procedures for receiving reports from the public
Time for all official announcements
Type of assistance required
Needs which can be met locally
Areas where international assistance is required

EMERGENCY OPERATIONS MANAGEMENT

Introduction

Effective disaster management co-ordination is based on having in place an effective information management system. This system should, be capable of handling information from a variety of sources, be flexible, and have a built-in verification system. This is essential as accurate information is critical in ensuring that disaster response activities are timely and appropriate. The importance of an accurate information management system, therefore, cannot be over emphasised, as this can literally make or break the entire relief operation.

The **Emergency Operations Centre**, located at the CWSA Headquarters or at such other place as may be determined by the Prime Minister, is intended to coordinate all activities, before, during, and immediately after, an emergency.

The Centre will be activated by the Prime Minister, the National Disaster Coordinator or by anyone acting on behalf of the Prime Minister.

Structure

Under the proposed structure, the National Disaster Coordinator serves as the link between the National Emergency Advisory Council and the National Emergency Executive Committee. During a disaster, the NDC is responsible for ensuring that the functions of the EOC are carried out and that the NEAC is kept abreast of activities being undertaken.

The NDC is supported by an Operations Officer (proposed), who will have overall responsibility for the management of the Emergency Operations Centre (EOC).

Activation of EOC

During Duty Hours

Upon receipt of a severe weather warning or notification of the occurrence of an actual event requiring full activation, the NDC will initiate the calling up of all EOC personnel required for managing the specific event. Additionally, an announcement will be made on the electronic media advising all EOC personnel to report for duty.

During normal duty hours, the staff and volunteers are assembled and briefed on the situation. Non-essential personnel, along with those on the second and third shift, are then released, while the first shift prepares the EOC and commences operation. At the community level, similar meetings should be held by the local chairperson. The NDC should inform employers of essential personnel and of the need to have these persons released.

Non-Duty Hours

The EOC should be activated whenever a disaster situation occurs which justifies this. During non-duty hours, calls requesting assistance, due to a disaster, are routed to the director by the person on duty. In some cases, the person on duty may be the security guard. In such a case, the NDC should ensure that the security guard or watchman will be able to contact the NDC or a senior member of staff. It is therefore advisable that a duty roster be prepared for public holidays and weekends, identifying the person to be contacted in the event of an emergency or disaster. A contact number for this person should be left at the guard station at the start of the holiday or weekend. The NDC, or person contracted, should then initiate the call-up procedure.

Under this system, the message that an emergency or disaster has occurred is passed on to the NDC, designated 1 in the diagram. The NDC then alerts the Operations Officer and Executive Secretary, who, in turn, both alert two additional EOC members. These members alert two other members each and this procedure continues until all essential personnel are alerted.

Where there is a break in the chain, the person initiating the contact moves on to the next name on the list and continues, eventually returning to the person missed at the outset.

All persons should report to the EOC for briefing and assignments. Persons on the second and third shift are then released, while the first shift assumes the responsibility of running the centre.

EOC PERSONNEL (Operations team)

Operations Centre

The following operational persons are usually required to man an EOC during a disaster. These persons are, in turn, supported by the heads of the respective sub-committees deemed necessary

National Disaster Coordinator
Operations Officer
Message Coordinator
Radio operators
Telephone operators
Journal clerks
Plotters
Media officer`
Shelter Coordinator
Police

Support Staff

Translators
Secretary/typist
Drivers
Cooks
Office Attendant
Janitors

Operational control teams are authorized to co-opt technical personnel as necessary. The control teams will be supported by adequate secretarial staff and by the Heads of the following services or senior officers assigned by them: Police, Fire, Health, Education, Public Utilities. Other members of the Public Service will report at their headquarters or at such other stations as has been pre-arranged by the Heads of the respective services, according to departmental plan.

All teams will assemble at the **Emergency Operations Centre**, at least forty eight (48) hours before a hurricane is expected to strike, for briefing and preparation of work schedules. All team leaders should verify that persons on their shift are in country and will be available at the required time.

In the event of other emergencies necessitating the activation of the Centre, the NDC will alert the lead agency and brief them on the situation. Other team members will report for duty when summoned.

EOC PREPARATION

In preparing the EOC for operations the Officer-in-Charge should ensure that the following equipment/supplies are in place.

- ☐ Communication system 2-way radios / telephones.
- ☐ Standby power plant (generator)
- ☐ Message log
- ☐ Message forms
- ☐ Relief distribution forms
- ☐ Maps (national and parish, maps should depict transportation routes, shelters damage restoration activities)
- ☐ Event log
- ☐ Status board
- ☐ First aid kit
- ☐ Resource roster, names, telephone number of embassies, consulates, media, local suppliers and other resource personnel.
- ☐ Welfare needs (refreshments, meals etc.)
- ☐ Memorandum of Understanding with local companies.
- ☐ Water boots
- ☐ Flashlights
- ☐ Damage Assessment Charts
- ☐ Transportation Chart

Other Supplies/Equipment

Computers
Fax machine
Typewriter
Beds or cots
Photocopier and supplies
Commercial radio
Television and VCR
Cameras (videos and still)
Flip charts and easel
Freezer
Stove
Cooking utensils
Towels
Toilet paper
Eating implements
Sheets
Pillow cases
Kettle or coffee percolator
Water supply to meet sanitary needs in the event that water supply is interrupted.

Functions of Control Teams

- a) To receive directives from the **National Emergency Organization** and the Cabinet as may be necessary.
- b) To give general directives to officials and other persons responsible for emergency operations.
- c) To regulate the release of information about the state of affairs.
- d) To keep accurate records of all casualties, damage and action taken or ordered.
- e) To undertake the overall coordination, operation and management of all relief assistance.

a. Before the Disaster

- 1. Ensure that all key personnel are alerted (Medical Services, Public Works, etc.)
- 2. Notify all Permanent Secretaries of the impending disaster and instruct them to inform their staff and to activate their respective disaster plans.
- 3. Ensure that individual agencies have activated their respective disaster plans.
- 4. Ensure that there are adequate means of communication between the Centre and key services.
- 5. Issue instructions, warnings and other information to the public by national radio or any other means available.

6. Alert members of Cabinet to stand by in case there is need for emergency legislation.
7. Alert Voluntary Organizations.
8. Test radio communications services offered by members of Amateur Radio Club and other groups and ensure that they are at their assigned locations.
9. Ensure that Cable and Wireless is alerted and prepared to assist with external communication.

b. During the Disaster

1. Collect information on the extent of damage done, such as:
 - Disruption of utility services
 - Any threat of fire;
 - Any accidental release of toxic, caustic or other noxious chemicals.
2. Determine critical problem areas and those likely to be threatened. Relay information to public, if possible.

c. After the Disaster

1. Instruct issue of the all-clear signal;
2. Phase out emergency operations;
3. Assess real extent of damage or destruction;
4. Coordinate communication with outside world, making requests for supplies and assistance as necessary;
5. Reduce or remove restrictions in disaster areas;
6. Prepare reports for media and official records.

Specific Responsibilities

National Disaster Coordinator

Before:

- Monitors the training programme of the EOC personnel, conducts regular drills and tests response procedures.
- Ensures that staffs, volunteers and community committees, are aware of the EOC operating procedures.
- Briefs the NEAC on any constraints being encountered by EOC personnel

During

- Briefs the PM on the status of the country and national response.
- Liaises with CDERA and other external response agencies.
- Supervises the operations of the EOC.
- Conducts media briefings.

Operations Officer

Before

- Trains EOC staff, volunteers and community groups in disaster management coordination principles.
- Works with the NDC to conduct regular drills of the emergency system.
- Ensures that all equipment assigned to the EOC is in proper working condition.
- Keeps a supply of relevant forms and materials that will be needed in a response.

During

- Under the guidance of the NDC, activates the EOC and establishes operational contact with external response agencies.
- Briefs the NDC on the status of the EOC and ongoing operations.
- Coordinates the national response
- Receives field reports and responds to these.
- Prepares status reports for the NDC.
- Manages the relief effort
- Arranges the closure of the EOC, upon notification from the NDC.

Head of Communication

Before

- Ensures that all communication systems are kept in proper working order and that back-up power and replacement is equipment (radios) is available.

- Trains all communication personnel in message-handling procedures.

During

- Ensures that communication links are established with local communities and other responding agencies, and prepares unit for 24-hour operation.
- Number all messages in sequential order, determines urgency, and assigns priority.
- Ensures that they are distributed to appropriate agencies or sub - committee representatives in EOC.
- Monitors message handling procedure to ensure that all messages are properly logged in, and a copy passed to the appropriate person.

Media Officer.

Before

- Works with the NDC to develop media reporting forms and develops a working relationship with reporters in both the print and electronic media.

During

- Works with the NDC to prepare public service announcements.
- Schedules media briefings.
- Prepares media reports

Radio Operators

Before

- Maintain radios in working condition
- Conduct regular radio checks with other disaster management agencies and community groups.
- Participate in organised simulation exercises.

During

- Establish contact with other agencies, receive and transmit messages.
- Maintain a record of all messages received and transmitted.

Message Handlers

Pass on messages from radio and telephone operator to Head of Communications.

Plotters

Maintain and update all maps, charts and status board.

Journal Clerk

Logs all incoming and outgoing messages and files a copy in the journal.

Secretaries

Provide secretarial support to the NDC and operations officer.

Administrative Procedures

➤ **Message-Handling Procedures**

Messages should be evaluated and handled, based on the following procedures.

- Priority 1 Lives are endangered, immediate action required.
- Priority 2 Lives are endangered, fast response required.
- Priority 3 Situation is urgent but does not constitute an emergency, timely response required e.g. shelter is in need of water supply for meals and hygiene purposes.
- Priority 4 Routine, welfare reports, situation updates etc.

All messages, telephone and radio, should be completed in triplicate and distributed as follows:

- One copy to Operations Officer
- One copy to Journal Clerk;
- One copy to radio or telephone/fax operator.

All incoming messages are logged by the Journal Clerk and filed, after all required actions have been taken. The appropriate action is taken by the Operations Officer, who then passes on his/her copy of the message, along with action taken, to the Head of Communications. The Head of Communications summarises the message and action taken, and has these posted on the status board. The Journal Clerk logs the action taken, and files his/her copy of the message.

In order to avoid duplicate numbering, all outgoing messages should be numbered in the upper left hand corner by the Head of Communications; the time is entered below along with the name of the Operator to whom the message is sent for transmission. The numbering of each message along with the time and assigned operator, allows a time log to be properly maintained as apart from the information filled in by the Head of Communication. The Operator also fills in the exact time of transmission. By examining the time filled in by the head of Communication and the time filled in by the Operator, the

complete message handling time can be identified and, if necessary, improved on. This built-in redundancy also makes it easy for all incoming or outgoing messages to be traced, in the event that further verification is required on a particular matter, or should a problem develop where the distant station asks for a repeat transmission of a message sent earlier in the day. Because all messages are numbered by the message controller, it is easy to identify the specific message required and have this re-sent.

In order to ensure accuracy, all incoming messages, **which require the allocation of resources or mobilisation of personnel must** have the name and call sign of the sender and be verified by a second source.

➤ **Handing Over Report**

At the end of each shift, the person in charge should brief the incoming shift director on all that has transpired during his/her shift. The oral briefing should be accompanied by a summary written report which captures the key points. All written reports should be dated and signed by the outgoing shift director. Reports submitted by the various directors should be given to the Coordinator. Problems or other important issues listed in the reports should be noted by the Co-ordinator and should serve as discussion points during the debriefing exercise.

Security

The NEOC should be maintained as a secured area by members of the police force. All persons entering the compound should be required to sign in and out. The vehicle of all visitors should be searched upon entering the compound and prior to departure.

Filing

In order to develop a proper paper trail, after the closure of the NEOC, it is essential that a proper filing system be maintained at all times.

➤ **Closure**

Prior to the closure of the EOC, the Disaster Co-ordinator should convene a review meeting of everyone involved in the operation of the centre. The purpose of this meeting is, to review the operation of the centre, identify the positive points and weaknesses encountered. Suggestions for eliminating these weaknesses should be solicited and incorporated in the next simulation exercise, in order to have them tested.

➤ **Forms**

○ **Situation Reports**

Form 1 illustrates one example of a Situation Report form (SitRep). This form should be used to prepare all situation reports.

- Event Log

All major events related to the disaster should be entered in the event log on the prescribed form by the Journal Clerk (Form 2). This is the same form on which incoming and outgoing messages are logged. Significant events are duplicated on the status board.

- Message Form

Form 3 gives an example of a basic message form which can be used.

- In / Out Message Register

Forms 4 and 5 provide examples of message handling forms maintained by the radio operators. Each transmission received or sent is entered by the operator and should contain all the required information. This enables the Disaster Co-ordinator to investigate any misinformation received and also provides an accurate record of all messages received and sent.

- Status Board

The Status Board should be approximately 7' by 5' and formatted as illustrated on Form 6. The status board gives a summary of the progress of the various operations and allows the Disaster Co-ordinator to see, at a glance, the deployment of resources. Data on the status board is dynamic, as it reflects the current condition or situation. It is important therefore that the Event log be kept current to provide a type of paper trail which allows the Co-ordinator to backtrack each operation if required.



SITUATION REPORT (SITREP)

Form 1

Area or Agency: í í í í í í í í í í Date:

Person reporting: Time:

PEOPLE	Dead	1	No.
	Missing	2	No.
	Hospitalised	3	No.
	Sick / Injured (not hospitalised)	4	No.
	Homeless / evacuated	5	No.
PERMANENT DWELLINGS	Destroyed	6	No.
	Damaged but habitable	7	No.
	Damaged but inhabitable	8	No.
BUSINESSES	Destroyed	9	No.
	Damaged but operable	10	No.
	Damaged inoperable	11	No.
UTILITIES	Damaged or Destroyed	12	No.
SCHOOLS	Damaged or Destroyed	13	No.

1. General comments on damages to businesses, industries, roads, public utilities, farms, schools, hospitals, etc.

2. Comments on community response

3. Assistance required

Person reporting:

Date:

ITEM Number	TIME Entered	FROM	TO	EVENT Description	ACTION

EMERGENCY MESSAGE

Form 3

TO _____ Date _____

FROM _____ Tel# _____ Time _____

LOCATION _____ Message No _____

Priority No _____

Assign To _____

Situation / Incident Description

Initial Action _____

Action Taken _____

Signature _____

In Register _____ Page ____/____ Form 4
 Name Operator: _____ Date: _____ Time: _____

Number (fill-out)	Time Received	From	Comments

Name Operator: _____

Date: _____

Time: _____

Number (fill-out)	Time Sent	TO	Sender	Comments

STATUS BOARD Form 6

TIME	EVENT	ACTION

NB

In certain instances it may become necessary for an external command centre to be established. (On site EOC) It is therefore important that the following be kept in storage for such an eventuality.

1. Mobile generator
2. Tents
3. Secure strong box, with relevant forms and operating instructions
4. Electrical cables
5. Mobile radios
6. Typewriter
7. Water containers
8. Flip charts and easels
9. 4x4 vehicle to move generator
10. Container modified for use as field EOC.

DRAFT VOLCANO EMERGENCY PLAN

THE NATURE OF THE VOLCANIC HAZARD

A. INTRODUCTION

- (1) St. Vincent and the Grenadines is located in the southern section of a chain of volcanic islands which comprise the Lesser Antilles. The island is 30 km long and is made up of Pliocene to Recent basalts and andesitic basalts which originate from largely unknown and strongly dissected centres (Aspinal et. al., 1973).
- (2) The strongest volcanic centre is the Soufriere Volcano. This volcano constitutes the north most third of the island and has a diameter of 11 km at the sea level. The Soufriere is a strata-volcano, 1220 meters high, with an open summit crater 1.6 km in diameter. (Aspinal et al 1973).
- (3) The Soufriere volcano has, in the past, demonstrated its ability to produce violent and destructive eruptions causing serious damage to life and property. It is one of the most active and dangerous volcanoes in the West Indies.
- (4) The hazards posed by the Soufriere volcano are all associated with its violent type of eruptions. In a typical explosive eruption, ash falls, mudflows and glowing avalanches are produced. In addition, a number of secondary threats can result from eruptions (such as floods, fires and tsunamis).
- (5) The Soufriere volcano is considered to be a relatively young volcano, by scientists. It is still in the -prime of lifeøand has a very high probability for eruptions in the future.
- (6) The Seismic Research Unit, in collaboration with the Soufriere Monitoring Unit operate and maintain a twenty-four hour computer-assisted monitoring system, designed to give government sufficient warning so as to prepare for action in the event of an eruption.
- (7) This document provides an organizational framework as well as technical and scientific information, upon which actions to be taken during a volcanic emergency can be based.

B. DEFINITIONS

(8) Volcanic Eruption

A volcanic eruption involves the escape, at the surface, of molten rock (magma) which has risen from a zone of melting several tens of km below the surface. The magma generally contains a much larger volume of gas than liquid. The gas, before it emerges at

the surface, is under very high pressure. The more gas present the more violently explosive will be the eruption.

(9) Glowing Avalanche

A Glowing Avalanche (nude ardentes/death cloud) results from a volcanic eruption and involves the movement of dense clouds of solid ash, and cinder or lava blocks suspended in very hot gas. Because of their high density, glowing avalanches flow downward, away from the active vent, in much the same way as milk boils over the side of a saucepan. They follow the easiest route downhill, i.e. the major valleys down the flanks of the volcano.

(10) Ash-fall

This consists of material blasted vertically upwards from the vent in a high pressure column. This rises to many thousands of metres in height and the fragments fall as showers. The larger blocks tend to be blown less high and therefore fall closer to the active vent, whilst the fine dust may be carried downward for hundreds of km.

(11) Mudflow

This is composed of solids (ranging in size from dust to blocks of several metres in diameter) suspended in water. A mudflow is caused either by the ejection of a crater, or by temporary damming of a river or by torrential rain (which often accompanies large eruptions) which washes newly fallen ash off the upper slopes of the volcano. Mudflows, like glowing avalanches, follow the easiest route downhill. Their temperature will not exceed that of boiling water (100) i.e. they will be considerably cooler than glowing avalanches.

(12) Lava flow:

This consists of molten rock issuing non-explosively from a volcano and spread by flow over the surrounding land. St.Vincent lavas are highly viscous and therefore do not travel quickly or very far. Some lavas well up in the crater of a volcano to form a lava dome.

CHAPTER II

AREAS THREATENED AND POPULATIONS AT RISK

(13) Areas at risk from future eruptions of the Soufriere Volcano depend on:

- a. The magnitude/size of eruption and
- b. The explosiveness of the eruption.

(14) Danger Areas:

- a) Areas at extreme risk (Red Areas) - these include all villages and communities north of the Rabacca and Wallibou Rivers, along the east and west coasts. These areas should be priority areas in evacuation plans, since these would be easily cut off by pyroclastic flows (glowing avalanche) and mudflows descending the river valleys. Such areas would be seriously affected by explosive eruptions of low magnitude.
- b) Areas at medium risk (Orange Area) - these include all villages north of Bellisle Hill in the west and Union in the east. These areas would be seriously affected by an eruption of magnitude similar to, or larger than, the 1979 eruption.

Areas at very low risk (Yellow Area) - these include the entire mainland of St.Vincent. These areas would be seriously affected by catastrophic eruptions of the magnitude of the prehistoric eruptions which occurred several thousand years ago. The probability of such eruptions recurring is very low, but nevertheless exists.

(15) Safe Areas:

These areas would include all villages and communities at very low risks from eruptions and would vary depending on the magnitude of the eruption. The entire Grenadines, along with areas at very low risk (above) on St.Vincent mainland, would be considered safe areas during eruptions of the magnitude of 1979. This type of eruption has the highest probability of recurrence in the future. During non-explosive eruptions and low magnitude explosive eruptions all areas south of the Rabacca and Walliabou Rivers would be considered safe areas.

THREATENED COMMUNITIES

(RED) - AREA 1

	POPULATION		
	M	F	Total
Fancy	269	240	509
Old Sandy Bay, Point and Owia	599	508	1107
Sandy Bay (New)	640	549	1189
Overland and Big Level	682	606	1288
Waterloo, Orange Hill and Tourama	139	130	269
Richmond, Wallibou, MorneRonde	1	0	1
Chapman's Village	101	107	208
Basin Hole and Langley Park	169	174	343
Windsor Forest, Baleine, Quashie	3	1	4
	2603	2141	4744

(ORANGE) AREA 2

	POPULATION		
	M	F	Total
Mount Bentick	538	532	1070
Caratel and Spring Village	378	345	723
Dickson's and O'Brien's	354	293	541
Byera	281	279	560
Georgetown, Grand Sable and Chester	262	245	507
Chili and Ruseneat	210	154	364
Friendly Village and Colonaire	514	496	1010
Park Hill, Belle Vue and Coolie Hill	432	361	793
South Rivers and Three Rivers	622	591	1213
Gorse, Mangrove and Mt William	387	421	808
Mt. Greenan	403	374	777
Fitz Hughes	470	423	893
Chateaubelair	49	71	120
The Barracks	255	242	492
Town Extension and Corner Bay	159	151	310
Petit Bordel and Sharpes	847	832	1679
Rose Bank	421	373	794
Rose Hall	518	460	978
Troumaca	272	245	517
Westwood and Coull's Hill	139	137	278

Spring Village	464	459	923
Cumberland, Mangrove, Cocoa	-	-	-
Village and Gordon Yard	287	324	611
Bottle and Glass, Gabriel	830	782	1612-
Kearntons and Wallilabou	-	-	-
	8983	8590	17573

YELLOW) AREA 3

	POPULATION		
	M	F	Total
St.Vincent Mainland	43,898	46,702	90,600

SOURCE

St Vincent and the Grenadines 2001 Population Census Preliminary figures:
Government Statistical Department.

PLANNING ASSUMPTIONS

- (16) For the purpose of this plan, the following assumptions have been made:
- Prior to an eruption, the monitoring network operated jointly by the Soufriere Monitoring Unit and the Seismic Research Unit would be intensified. As such, immediately prior to, and during, an eruption, there would be a resident team of scientists based at the Belmont Observatory, who will advise Central Emergency Committee on the state of the volcano;
 - Sufficient lead time would be available to mobilize the Central Emergency Committee, and also alert the communities likely to be affected by any impending eruptions;
 - About 20% of the population will move out of the Danger Area under their own arrangements on advice by the Central Emergency Committee to evacuate these areas.

CHAPTER III

OPERATIONAL PROCEDURES

AIM

- (17) To provide for the safe evacuation of the population (and specified property) from the designated areas at risk, in a phased operation, in the event that La Soufriere volcano should threaten communities in these areas, and to provide for their accommodation in safe areas.

SPECIFIC OBJECTIVES

- (18) To evacuate the population of all communities located in areas north of the Rabacca and Walliabou Rivers in northern St.Vincent, before an eruption takes place.
- (19) To evacuate all populations at risk from eruptions of the Soufriere Volcano, in a phased manner, such that areas most vulnerable are evacuated first (RED AREA) followed by evacuation of areas of reduced risk (ORANGE AREA AND YELLOW AREAS) as this becomes necessary.

CONCEPT OF OPERATIONS

- (20) Since there is a very high probability that the North Windward road to areas north of the Rabacca River would be affected adversely by pyroclastic flows, mudflows and general fragmentary eject; also since the North Leeward road ends at Richmond; the following action will be taken.
- a) Early warning would be issued, by all available mediums, to alert people in extreme hazard areas;
 - b) Citizens with private vehicles would be encouraged to evacuate at an early stage to avoid congestion of roads;
 - c) Evacuate all areas north of the Rabacca and Wallibou Rivers, at least 48 hours before a possible eruption (this to be determined by the Emergency Committee after consultation with Scientists at the Belmont Observatory);
 - d) Evacuate all areas by road, as long as it is possible;
 - e) If road evacuation is impractical use the following options:
 - ⇒ evacuation by sea using coastguard and private boats
 - ⇒ evacuation by helicopter (if available);

- f) When it is established that an eruption threat is imminent, the National Emergency Committee would activate the Volcanic Emergency Plan and issue instructions for the evacuation of threatened areas;
- g) When the plan is activated, Executing Agencies are expected to take action in keeping with their specific tasks;
- h) The Central Emergency Committee would direct and coordinate the operational phases of the plan.



CHAPTER IV

MANAGEMENT OF THE EVACUATION

- (21) The responsibilities of all agencies, government and non-government, involved in the management of disasters are outlined in the **St.Vincent and the Grenadines National Disaster Plan**. There are, however, various components which are charged with specific responsibilities related to volcanic emergencies.

EXECUTING AGENCIES

- (22) The agencies assigned responsibility for the implementation of volcanic evacuation plans are:-

a. **Government Agencies**

- ◆ The Office of the National Disaster Coordinator (ONDC)
- ◆ The National Emergency Advisory Council (NEAC)
- ◆ The Emergency Operations Centre (EOC)
- ◆ Volcanic Emergency Planning Committee (VEPC)
- ◆ Police Department
- ◆ Fire Department
- ◆ Ministry of Communications and Works
- ◆ Ministry of Education, etc.
- ◆ Ministry of Health and the Environment
- ◆ Ministry of Housing, etc.
- ◆ Ministry of Agriculture and Labour
- ◆ Agency for Public Information (API)

b. **Non-government Organisations (NGO's)**

- | | |
|-----------------------|---------------|
| * Chamber of Commerce | * Lions |
| * Red Cross Society | * Rotarians |
| * Christian Council | * Boy Scouts |
| * Amateur Radio Club | * Girl Guides |
| * C.B. Radio Club | * Cadets |
| * Cable and Wireless | * Brigades |
| * Youth Council | * 4 H Clubs |
| * Jaycees | |

FUNCTIONS AND RESPONSIBILITIES

- (23) The functions and responsibilities of the key agencies involved in volcanic emergencies, (The NEAC, EEC, ONDC, EOC and VEPC) are:

I. PRE-ERUPTION PLANNING

- Issue directions for the close monitoring of government departments and agencies to ensure that Departmental Emergency Plans are developed within a specific time frame;
- Instruct all agencies to develop and disseminate operating procedures;
- Prepare inventory lists of essential resources. Identify shortfall and develop contingency plans;
- Identify voluntary services personnel and establish procedures for their mobilization;
- Establish clear lines of communication for the transmission of scientific data from the Seismic Research Unit (Trinidad) and the Soufriere Monitoring Unit (St.Vincent);
- Identify suitable buildings, in SAFE AREAS, for use as Volcanic Emergency Shelters. Assign staff to shelters;
- Ensure the development, by the Public Works Department, of an inventory of vehicles, boats, motors, heavy equipment and operators, both governmental and private, for use in an evacuation;
- Arrange the review and updating, by the Legal Department, of legislation governing the acquisition of privately owned vehicles and equipment, for emergency purposes;
- Training of all persons involved in volcanic evacuation in their areas of specialization.

II. ALERT STAGES

- Activation of evacuation plans
- Monitoring, checking readiness of personnel and equipment, mobilization, issuing warnings, deployment.

III. RECOVERY AND REHABILITATION

- Deploy persons to undertake damage assessment
- Continue issue of instructions for relief, repairs, etc
- Evacuation of shelters
- Phase out emergency.

b. Police Department

In addition to its general functions, as outlined in the National Disaster Plan:

- ♦ Manage evacuation operations in cooperation with the Ministry of Communications.
- ♦ Monitor people evacuating the Hazard Areas under their own arrangements in collaboration with the District Emergency Committee Chairman.

c. Fire Department

Functions in the various areas as outlined in the National Disaster Plan.

d. **Ministry of Communication and Works**

In addition to its general functions, as outlined in the National Disaster Plan:

- ◆ Develop sectorial plan for mobilization of public and private transport (boats, ships, trucks, buses, cars), as well as of heavy equipment for use in an evacuation, to be coordinated by the Police Department.
- ◆ Survey evacuation routes and bridges from the hazard areas to safe areas;
- ◆ Assessment of additional electric generators which may be needed in government buildings, hospitals, emergency shelters and other vital areas of operation;
- ◆ Survey of additional buildings for use as emergency shelters in safe areas.

e. **Ministry of Health and the Environment**

In addition to its general functions as outlined in the National Disaster Plan:

- ◆ Develop alerting procedures to warn clinics and visiting stations in the Hazard Areas;
- ◆ Develop evacuation plans and field hospital locations for use in the event hospitals in the hazard areas are to be evacuated;
- ◆ Mobilize additional health personnel, with call-up procedures, to assist in the emergency.
- ◆ In the event of medical emergencies requiring off island evacuation, this will be carried out in the most appropriate means available. If the airport is open, this will be done by air. Should the airport be closed, a two-stage evacuation method will be employed. Patients will first be taken to Canouan by sea, and to their final destination by air. Should options, one and two, not be possible, due to intense ash fall resulting in the closure of both airports, the evacuation will be done by sea. NEMO and the Ministry of Health will therefore develop Memoranda of Understanding with local transport operators and overseas hospitals to ensure that patients are properly cared for.

f. **Ministry of Agriculture**

In addition to its general functions as outlined in the National Disaster Plan:

- ◆ Develop a sectorial plan for northern St.Vincent which would provide for relocation and care of livestock in Hazard Areas.
- ◆ Provide personnel to undertake survey and damage assessment of crops and livestock in the Hazard Areas.
- ◆ Provide personnel and transport to assist the EOC in evacuations.

f. **Agency for Public Information**

In addition to its general functions as outlined in the National Disaster Plan:

- ◆ Develop an information centre in collaboration with the EOC

- ♦ To inform the public on matters pertaining to the volcanic emergency.

h. Coastguard

- ♦ Develop search and rescue plans for the Hazard Areas.
- ♦ Develop contingency plans to assist in radio relay during evacuation operations.
- ♦ Provide marine warning to shipping likely to be affected.

i Non-Government Organisations

In addition to its general functions as outlined in the National Disaster Plan:

- ♦ Develop mobilization procedures for additional assistance in the Volcanic Emergency.
- ♦ Develop alert procedures to assist in warning inhabitants.

DECISION TO EVACUATE

- (24) The decision to evacuate would be made by the National Emergency Advisory Committee after consultation with the team of scientists monitoring the volcano.
- (25) RED Areas will be evacuated automatically as soon as an eruption is considered imminent upon declaration of a RED ALERT by the NEAC.
- (26) The NEAC would, upon such declaration, decide whether or not to also evacuate ORANGE areas.

PHASES OF EVACUATION

- (27) The evacuation would be conducted in three phases:

PHASE I	-RED AREA	(approximately 4220 people)
PHASE II	-ORANGE AREA	(approximately 9913 people)
PHASE III	-YELLOW AREA	(approximately 90600 people)

Priority in allocation of transport will be given to RED AREA.

METHOD OF EVACUATION

- (28) Road evacuation is considered safest, prior to an eruption commencing and would therefore be the method of first choice. The aim would be to complete all the necessary phases of evacuation during the period between the declaration of RED ALERT and the start of the eruption.
- (29) Once the eruption commences, the Leeward and Windward roads north of Richmond and the Rabacca River are expected to become impassable or at least extremely hazardous. In

this situation the safest escape route would be the sea, since air transport would also be hazardous during an eruption.

- (30) Evacuation by sea is always considered a hazardous operation, which can be exaggerated by adverse sea and weather conditions.
- (31) Helicopter transport would be used whenever this becomes available and whenever activity at the crater permits.
- (32) People with their own means of transport (vehicles, boats, etc.) will be expected to use them. In this way the Disaster Committees would be able to concentrate their attention on those most in need of assistance.

EVACUATION POINTS

- (33) People who need assistance in moving out of the Danger Areas will assemble at certain pre-arranged evacuation centres, from which transport, organised by NEMO, will move them to SAFE AREAS.
- (34) The Volcanic Emergency Planning Committee is responsible for identifying and organising all such centres. This Committee would also review the list of such centres regularly, to determine any changes necessary.

CHAPTER V

35. **EVACUATION RESOURCES**

a. **Personnel**

The personnel required to organise the evacuation is as follows:

- ⇒ Director of Evacuation - National Disaster Coordinator
- ⇒ Deputy Director of Evacuation - to be appointed
- ⇒ Plans and Operations Officer
- ⇒ Administrative Officer
- ⇒ District/Village Evacuation Officer
- ⇒ Sector Evacuation Officer
- ⇒ Transportation Coordinator
- ⇒ Embarkation Officer (one for each evacuation site)
- ⇒ Reception Officer
- ⇒ Safety Officer
- ⇒ Traffic Control Officer
- ⇒ Telecommunications Officer

With the exception of the top three, each of the above officers should be supplied with an assistant.

- ⇒ Convoy Commanders (one per Convoy)
- ⇒ Radio Operators (two per radio)
- ⇒ Drivers (one per vehicle)
- ⇒ Dispatchers
- ⇒ Checkpoint Personnel
- ⇒ Rescue Personnel
- ⇒ Administrative Staff
- ⇒ Members of District Emergency Committees
- ⇒ Clerical Staff
- ⇒ Boat Operators
- ⇒ Heavy Equipment Operators

b. **Support Personnel**

Staff is also required for the following:

- ⇒ Shelter
- ⇒ First Aid
- ⇒ Security
- ⇒ Food packing and distribution
- ⇒ Other administrative and logistic functions
- ⇒ Meal preparation

⇒ Medical

Functions of Evacuation Management Personnel are attached in Appendix A.

c. Other Resources Needed

- ⇒ Road Transportation - buses, trucks, cars, etc.
- ⇒ Telecommunications/Radio
- ⇒ Emergency shelters
- ⇒ Medical supplies
- ⇒ Food
- ⇒ Cooking Utensils
- ⇒ Boats and Motor Vessels
- ⇒ Helicopters
- ⇒ Camp Cots and Blankets
- ⇒ Heavy Equipment
- ⇒ Sanitary facilities

36. The following Alert Procedures for Volcanic Emergency are divided into six (6) stages:

STAGE 1

Background

MEANING

The volcano has a potential for future eruptions, but there is no particular reason to believe that an eruption is imminent.

TIME PERIOD ACTIVITY POSSIBLE

Several months to years

ACTION REQUIRED OF MANAGEMENT TEAMS

- a. Routine monitoring activity by local monitoring unit, in collaboration with the Seismic Research Unit (SRU) in Trinidad, with minimal instrumentation.
- b. Conduct geological studies on the volcano.
- c. Review and update emergency plans.
- d. Train and equip personnel involved in monitoring and emergency management.
- e. Conduct simulation exercise.

STAGE 2

Preliminary Alert

MEANING

Possible signs of unusual activity detected, but these have not reached the level at which specific additional measurements are thought necessary.

TIME PERIOD ACTIVITY POSSIBLE

Several months to years

ACTION REQUIRED OF EMERGENCY MANAGEMENT TEAMS

- a. On the spot assessment, by local monitoring personnel, to determine level of unusual activity.
- b. Scientists at SRU ensure that any additional monitoring equipment is ready for early deployment if necessary.
- c. Check readiness of personnel and equipment for possible evacuation.
- d. Inform all responsible officials of their duties, functions and responsibilities.
- e. Check local stock of emergency supplies and other equipment.

STAGE 3

Alert

MEANING

Signs of unusual activity have reached a level at which closer scientific study is necessary.

TIME PERIOD ACTIVITY POSSIBLE

Weeks to months.

ACTION REQUIRED OF EMERGENCY MANAGEMENT TEAMS

- a. Increase the level of surveillance of the volcano.
- b. Extensive preparation, in accordance with the disaster plan.
- c. Public announcement of possible emergency, and measures to be taken to deal with it.
- d. Mobilization of personnel and other resources for possible evacuation.

STAGE 4

Evacuation

MEANING

Preliminary signs have reached a level at which evacuation of all or part of the area threatened is thought necessary, since eruption is imminent.

TIME PERIOD ACTIVITY POSSIBLE

Days to weeks

ACTION REQUIRED OF EMERGENCY MANAGEMENT TEAMS

- a. Activation of the Belmont Observatory as the base of operations for the team of scientists monitoring the volcano.
- b. Activation of evacuation plans.

STAGE 5

Eruption is imminent

MEANING

An eruption of the volcano is actually in progress.

TIME PERIOD ACTIVITY POSSIBLE

Hours to days

ACTION REQUIRED OF EMERGENCY MANAGEMENT TEAMS

- a. Volcano kept under constant and detailed scrutiny by a team of resident scientists.
- b. Coordination of Emergency Shelters, Volcano reports and all other aspects related to the eruption, by the Emergency Operations Centre.

STAGE 6

Post Eruption

MEANING

The eruption has either ended or ceased to be violent. Possibility, however, exists that violent activity would resume.

TIME PERIOD ACTIVITY POSSIBLE

Days to months to years

ACTION REQUIRED OF EMERGENCY MANAGEMENT TEAMS

- a. Level of surveillance began at Stage 4 would continue until the volcano is judged to have returned to the Preliminary Alert Stage.
 - b. General level of surveillance would be scaled down, as the possibility of eruption extends further into the future.
 - c. Aspects of the Emergency Plan, which cater for relocation of the population evacuated are set in place as the danger is reduced.
- (37) The public would be informed, by radio, television and newspaper reports, whenever the Alert Stage is reached. To ensure accuracy, all reports would be recorded by a Government Official, and the media would be asked to carry such reports in full, without editing. Wherever possible, all such reports would follow a common format, which should be drafted in advance, so that careful thought can be given to their content.

(38) THE MEDIA

The Media should be asked to publish Alert Reports in full, without dramatization, and to refrain from seeking further information on Volcanic Eruption Alerts from the scientists directly. All enquiries should be referred to the Government spokesman issuing them, or sent to the Emergency Operations Centre.

CHAPTER VII

EMERGENCY SHELTERS

- (39) The Emergency Shelter Sub-Committee has overall responsibility for all aspects of Emergency Shelters. The responsibility of this Sub-Committee is detailed in Section 22, page 15 of the National Disaster Plan.
- (40) The Public Works Department is charged with responsibility for maintenance of shelters.
- (41) Arrangements should be made for installation of emergency units in shelters which lack cooking, bathing and other sanitary facilities needed for human occupation.

SHELTER EQUIPMENT

- (42) Arrangements should be made for accommodating approximately 9913 persons in Emergency Shelters, in the event of a recurrence of the 1979 Volcanic Emergency.
- (43) Arrangements should be made for island-wide evacuation of mainland St. Vincent, in the event of a catastrophic (worst case) eruption.

ORDER OF OCCUPATION

- (44) Shelters furthest away from the Hazard Areas should be occupied first, those closer to the Evacuation Area being utilized last, so as to reduce the turn-around time of vehicles.
- (45) At the end of the Emergency, and following the issuing of an all-clear statement by the National Emergency Advisory Committee, the following activities should be undertaken:
 - * Review and evaluation of ALL PHASES of Emergency Action, by the office of the National Disaster Coordinator;
 - * Review and evaluation of the ALL Phases of the evacuation, by the Governmental and Non-Governmental Agencies involved in the exercise;
 - * General discussion and critique, by the National Emergency Advisory Council;
 - * Review and revision, where appropriate, of operational plans (to include: re-assignments and adjustment of roles and functions of each agency);
 - * Official documentation of all aspects of the Emergency for the records.

Available Resources:

One fully functional volcanic observatory
Fully equipped

CHAPTER IX

(46) GLOSSARY OF TERMS

BASALT A common extrusive igneous rock found in St.Vincent. It is usually dark to black in colour with a homogenous appearance due to all its component crystals being of similar fine size. It is sometimes exposed as impressive six-sided columns (e.g. Spring Village), but can also be massive with no regular shape.

ANDESITE an extrusive igneous rock commonly found associated with Basalts. It is distinguished from the latter by a variation in the mineral composition. This rock is usually blackish-brown or greenish with easily recognized crystal grains standing out against a darker background.

VOLCANIC CENTRE

This is a centre from which volcanic activity and volcanic processes operated in the past or still operate during present day. Such centres in St.Vincent are usually marked by an inverted cone shaped peak which represents the inner spine of a volcano which remains after the outer flanks have been eroded.

STRATO-VOLCANO

This is a volcano made up essentially of alternate layers of lava flow and pyroclastic deposits (i.e. ash falls, glowing avalanches, other fragmentary ejects).

HAZARDS

Man-made and natural events which, due to their proximity to human society, can have possible negative effects on the sustenance of life and property in these areas.

ASSEMBLY AREA

A pre-selected and accessible area where evacuees are to be transported.

PICK-UP-POINT

A pre-selected point or area from which evacuees are to be transported.

EVACUATION ROUTE

An established road or direction, pre-designated as a route, leading from an Evacuation Area.

CONTROL POINT

An area or intersection where Evacuation Personnel control and monitor the progress of an evacuation.

EVACUATION AREA

A high-risk area from which the population is required to be removed to a safer area.

EVACUATION SECTOR

A small area to be evacuated.

RECEPTION AREA

The receiving centre where evacuees are registered and allocated shelter.

TRANSPORT

This includes serviceable motor cars, buses, jeeps, trucks, boats, ships, rafts, barges and all types of aircraft.

DRAFT**THE MANAGEMENT OF DONATIONS AND RELIEF SUPPLIES****Assumptions**

The preparation of the proposed relief management system is based on the following assumptions.

- 1) That the government recognizes that external donations can overwhelm the capacity of NEMO to respond effectively to a disaster and is interested in averting this.
- 2) Cash donations will be solicited as a first option as this affords the government greater flexibility in addressing the most urgent needs, requires less mobilization time, does not require transport and provides a stimulus for the economy when it is most needed.
- 3) The government accepts its responsibility for ensuring that all relief goods will be properly accounted for and an audited report provided to donors, at the end of the operation.
- 4) NEMO will determine the areas of greatest needs, based on the results of the damage and needs assessment survey, and conduct relief operations, in a fair and impartial manner.
- 5) NEMO will liaise with the Ministry of Foreign affairs, on a regular basis, to keep foreign embassies, consulates, and CDERA, abreast of met and unmet needs.
- 6) NEMO will continue to monitor the changing needs of the population over time, and prepare subsequent appeals, based on these needs.

Introduction

In the aftermath of any disaster, relief goods received by the affected country have certain hidden costs which must be borne by the host. These costs have been estimated by the UN at US\$4.00 for every US\$1.00 dollar of aid received and consist of transportation, security, storage, sorting and the disposal of unwanted items. These activities utilize valuable resources needed by the affected country in order to return to a state of normalcy in as short a time as possible. It is therefore unacceptable, when these efforts are expended in a meaningless manner, dealing with unsolicited donations or donations of questionable value. In order to avert this, it is necessary that an effective and efficient management system be developed and implemented, to ensure that only required goods are received from local and overseas donors. The relief process, in short, should be managed, and not left to operate in an ad hoc manner. The proposed system revolves around two agencies - the Ministry of Foreign Affairs and the National Emergency Management Office. These two agencies, working in conjunction with the various embassies, consulates, and

CDERA, can effectively regulate the flow of unsolicited or meaningless donations, while allowing essential items to flow through.

Preparedness Activities

As part of its ongoing preparedness activities, NEMO will enter into local contracts or Memorandum of Understandings with local companies. The purpose of these arrangements will be to have a readily available stock of relief supplies in the event of a disaster. By entering into contractual agreement for the supply of specific items, NEMO is relieved of the task of storage, while at the same time having access to supplies if needed.

Additionally, NEMO will work with agencies such as the Red Cross, CDERA, USAID and PAHO, to anticipate future needs from various disasters, and identify possible sources for obtaining these items in an emergency. By building up this list of potential needs, NEMO will also be able to lessen the delivery time for needed supplies by pre-emptively requesting certain basic items ahead of the event.

The following table will be used to forecast potential needs for specific disasters.

Disaster Type_____

Areas of Needs	Typical Needs	Source of Supplies
Search and Rescue		
Evacuation		
Water and Sanitation		
Road Clearance		
Housing		
Shelters		
Health		
Communication		
Transportation		
Family Supplies		

Damage and Needs Assessment

The requesting of external assistance by NEMO will be guided by three basic principles, the type of disaster that has occurred, the level of supplies available locally, and the results of the damage and needs assessment survey. The results of the damage and needs assessment survey will be the primary basis for soliciting external assistance. This assistance should preferably be requested as cash assistance, rather than material, as this will allow the government some flexibility in purchasing to include possible local purchases. The option of local purchase allows the

government the opportunity of negating some of the possible negative impacts associated with donated goods competing with local manufacturers. A sudden influx of external relief items can disrupt the local manufacturing and distributing sector, by creating an artificial glut on the market. This can have a long-term impact on the local sector and, in extreme circumstances, may force the closure of small enterprises.

In using the results of the damage and needs assessment survey, NEMO should ensure that the request for external assistance is clear and specific, and tailored to the needs of the affected persons. The request should state what is needed, the quantities needed, and the peculiar characteristics of any of the requested items. If nails are being requested, the request should state the type of nails, twisted or not, length and grade. By being specific, it is possible to avoid bringing in items that are not needed, or culturally unacceptable.

Embassies and Consulates

Once the list of needed items has been agreed on, along with the attendant specifications, a copy of this list should be sent to each embassy or consulate located in Kingstown by the Ministry of Foreign Affairs. Copies should also be sent to embassies and consulates of the government of St. Vincent and the Grenadines. For easy management, each embassy or consulate should be asked to indicate the items on the list they are willing to supply. They should then be asked to supply all or most of the specific items they have identified. This provision will simplify the overall process and reduce the possibility of duplications occurring.

Government embassies and consulates should be directed to narrow their focus to specific areas of unmet needs. When these needs are met a record should be sent to the Ministry of Foreign Affairs and NEMO, where a comprehensive record is maintained. This will allow NEMO, at a glance, to identify areas that are being over-subscribed and areas that are under-subscribed.

Unsolicited Donations.

In order to reduce the volume of unsolicited donations, and the attendant demands on local resources, voluntary agencies should be advised of specific areas in which assistance is required. These agencies should then be advised to tailor their request to meet these needs, Embassies and consulates should also be advised to restrict donations to the identified needs. External groups, such as citizens associations, should be asked to check with an official representative of the government, prior to sending donations.

Liaison with CDERA

Once CDERA has been notified that a disaster has occurred, a list of identified needs should be transmitted to the Regional Coordinator, for action. A running tally of goods received should also be sent to the Coordinator, to reduce the possibility of duplication occurring.

Handling Excess Donations

In cases where donated supplies exceed local requirement, or where it is possible to use cash donations to purchase goods locally, the donated goods should be stored in a secured warehouse for future use. The use of cash purchases, instead of distributing the donated items, will assist in maintaining local suppliers.

In cases where goods received are not considered priority, permission should be sought from the donor to have these sold on the local market and the cash price used to purchase priority items. Upon receipt of permission to sell, from the donor, these items should be sold en bloc to local merchants or exchanged in a barter agreement for the needed items.

Relief Coordination Team

A Relief Coordination Team will be established by NEMO to work under the direct supervision of the Emergency Supplies and Shelter Sub-Committee. This integrated team, which will include representatives from the Customs Department, the Ministry of Transport, Works and Housing, the Red Cross and other relevant agencies/ministries, will be responsible for managing relief supplies. This team will, ensure that local MOUs are honoured, receive and inventory external supplies, and facilitate the movement of supplies between the various points of entry and local warehouses or distribution points.

In order to maintain an accurate check on goods received and distributed a computerized data base will be set up on the NEMO web page. This data base will be updated on a regular basis and will be accessible, by donors, upon presentation of their password. By introducing this system NEMO will reduce the management burden on its staff, as donors and members of the NEOC will be able to obtain online information on needs and donations. The data base will also include instructions for potential individual donors or civic organizations on how private donations can be made.

Warehouse Management

General

The following warehouse management system was developed by the Regional Delegation (Caribbean) of the International Red Cross and Red Crescent Societies. It has been adapted for use by NEMO.

Upon the receipt of relief supplies, NEMO will undertake all necessary efforts to ensure that there is minimum delay between the delivery of relief supplies and distribution to the affected population. In addition, it will ensure that the most accountable and effective distribution system will be provided. An outline of the system to be used by NEMO is outlined below.

Warehouse Selection

Warehouses will be selected based on the following criteria:

- Availability and type of warehousing in the area.
- Cost.
- Length of time the warehouse will be used for.
- Type and amount of items to be stored.
- Easily accessible (preferably on a main road).
- Capacity
- Security fencing
- Emergency power supply
- Safe location
- Security (single point access)
- Ventilation, utilities, loading bays, restrooms (cooking facilities optional, depends on location)

In reality the final solution will be a compromise of all requirements. It is a logistics responsibility to ensure the best option available is utilized.

Warehouse Size, Space and Volume

The size of the warehouses to be rented by NEMO will be based on normal use and anticipated use during an emergency, when extra space is required. The total area to be occupied will depend on the supplies volume, storage height and maximum admissible load per square metre. As a rule of thumb, only 70% of the available space will be used for relief goods, the remaining 30% will be left clear for ventilation, passageways and handling. For calculation purposes the table below shows the volume, in cubic metres, taken up by one metric tonne of the mentioned goods:

Commodity 1 metric tonne	Area m3
Grain (rice, maize) flour, bagged sugar.	2m3
Powdered milk in bags or boxes.	3m3
Medicines.	3m3
Vegetable oil in drums or tins.	1.5-2m3
Blankets in pressed bales (apx700)	4-5m3
Blankets in loose bales.	8-10m3
Clothes.	7-10m3
Tents (apx 25 family tents)	4-5m3
Kitchen Utensils in 35-40Kg boxes	4.5m3
Sample Area Calculation	
For 100 tonnes rice with a storage height = 2 metres	
1mt rice = 2m3	
100 mt rice = 200m3	
Goods area: $200\text{m}^3 : 2\text{m} = 100\text{m}^2$	
Total area required: $100\text{m}^2 + 30\% = 130\text{m}^2$	
Loading per m2 = $100\text{mt} : 100\text{m}^2 = 1000\text{Kg} / \text{m}^2$	

Warehouse Preparation, Maintenance and Good Storage Practices

Before the warehouse is used, floors, ceilings, doors and frames will be checked, cleaned and repaired, if necessary. The exterior will also be cleared of weeds and rubbish, to avoid attracting rodents and insects. The floors and walls will be treated with insecticides, if necessary.

All warehouses will be cleaned regularly (with a schedule provided, and a record of cleaning maintained):

- Floor swept and sweepings disposed of daily.
- Walls and stacked items cleaned weekly.
- Entire warehouse cleaned, inside and out, monthly.

Good storage practices, shown below, should be adhered to at all times:

Good Storage Practices

- Before goods are received, a storage plan should be made and marked in chalk on the floor.
- Foodstuff must be kept separate from other supplies in the same store.
- Never store chemicals, pesticides or cement in the same store as food.
- Keep different items, packages, and consignments from different sources, and those arriving at different times, in different stacks.
- Do not store goods directly against walls, pillars or partitions. Leave a corridor of 1.2m between goods and walls and different stacks.
- Always stack bags or boxes in order, preferably creating interlocking layers. This helps accountability and assists in avoiding losses.
- Wherever possible, stack goods on pallets (or their equivalent) and not directly on the floor. If pallets are insufficient, use them for foodstuffs and water susceptible items first. If no pallets are available use plastic sheets.

•	•	•	•	•
•	•	•	•	•

- Maximum stack height should be 2.5m, to preserve lower-layer packages.
- Carry out physical inventories on a regular basis (at least monthly)
- All supplies should, in principle, leave the warehouse in the same order as they arrived (first in ó first out). However, if packages are damaged, infested, or damp, but still fit for human consumption, they should be distributed immediately. The same applies for items with use by dates that run out before those already in stock.

Basic Principles for Stored Foodstuffs

- Inspect warehouses and stock regularly for possible infestation. Wherever possible, apply preventative pest control measures.
- Foodstuffs will be sampled periodically, with samples from different places and different layers of a stack, weigh them and count the total number of insects (1 insect per 3 Kg sample indicates light infestation, 2 insects ó medium, 2 to 10 insects ó heavy infestation)
- New items will be examined to determine whether any pest control measures should be applied.
- All chemical treatments (preventative spraying, curative fumigation) will be done by the Ministry of Agriculture.
- When rotating foodstuffs, allowances will be made for the different treatments that the foodstuffs may have undergone.

Warehouse Security

In order to reduce incidence of pilfering, only essential persons with due authorization will be permitted access to NEMO-operated warehouses. Adequate security will be provided at each warehouse by members of the Royal St. Vincent and the Grenadines Police Force. These officers, in conjunction with the appointed warehouse manager, will have authority to search all vehicles or persons entering and leaving the premises. Adequate fire safety measures will also be implemented, to include the installation of smoke detectors and fire extinguishers at identified fire points.

Stored Items Management and Accountability System

There is a standard set of procedures and documents which have been developed by the Red Cross for effectively managing its warehouses. This system, which is universally used, will be adopted by NEMO to facilitate effective and accountable warehouse management. The system is described in the diagram below:

The Warehouse Cycle

Stage	Action	Document
1 Goods Arrive	<ul style="list-style-type: none"> Ensure items were ordered, that they are for the Red Cross and are in good condition. (Test check 10% for weight and or condition). If no supplier delivery note, issue a GRN. 	Supplier delivery note
2 Receive Goods	<ul style="list-style-type: none"> Move items into store following good storage practices. Inform consignee they have arrived. Fill in paperwork to take items onto Red Cross books and file receipt paperwork. Attach Bin cards to physical items, show amount in stack. Stock cards, show total amount of the item in store. Filed. 	Bin Card, Stock Card (ledger as required.)
3 Store Goods	<ul style="list-style-type: none"> Carry out good storage practices. Produce weekly or monthly reports as to stock on hand as required. If more than one store, each should produce its own report and these consolidated. 	Stock report. Consolidated Stock report.
4 Despatch goods	<ul style="list-style-type: none"> On receipt of a stores requisition, signed by the authorized person(s), release items. Issue a waybill that must be signed by the transporters and receiver showing goods were delivered as despatched. File copies of stores requisition and signed waybill with original receipt note to complete cycle. Update bin cards, stock cards and ledgers. (Where supplies are provided to another agency a consignment note must be used instead of a waybill) 	Stores requisition. Waybill and Consignment note.

Supplies Management Tools

The management of relief supplies is a complex operation, which should be carefully thought out and rehearsed on a regular basis. It involves a wide cross-section of persons and agencies, all working under difficult and testing conditions, to deliver what is needed, where it is needed and in the quantity needed. To accomplish this, it is essential that all be familiar with the entire process and are able to immediately detect where the process is not working in an effective manner. The procedure and tools outlined below will be adhered to by NEMO in the carrying out of its mandate as the premier relief management agency.

Procurement.

The procurement of goods and services will be done by Emergency Shelters and Suppliers Committee upon the advice of the National Disaster Coordinator. The process to be utilized will involve the preparation of bid documents by the Ministry of Finance. These bid documents will be circulated to at least three suppliers requesting quotations on the listed items by a specific deadline. All quotations received will be evaluated, based on quality of goods to be supplied, proposed delivery time, transportation costs and credit terms. Once there is agreement on the most appropriate supplier, NEMO will inform the relevant department of the decision, and request that the purchase be made.

When goods are purchased locally the supplier should be requested to insure and transport the purchased good to the specified destination. It will be the responsibility of the supplier to replace any losses from any causes.

Stock Cards

Stock Cards are used to record each item as it enters or leaves the warehouse. This will assist the warehouse manager in maintaining an accurate tally of all items in stock, and indicate the turnover rate of all items. This information will be used by the relevant sub-committee in the ordering of relief supplies.

Consolidated Stock report

The Consolidated Stock report will be used in cases where several warehouses are being used. This will assist NEMO in determining the total stock available island wide and avoid any costly mistake being made, such as ordering supplies which are in stock in one warehouse but not in the others.

Accessing Goods

Once goods have been securely stored in NEMO administered warehouses, the following procedures will be used for accessing these goods.

Requisition Note

A Requisition Note will be prepared by the NDC or designate in triplicate and distributed as follows, one copy is to be maintained for NEMO's records, one copy for the Ministry of Finance, and one sent to the warehouse for dispatching the requested items. Upon receipt of the Requisition Note, the Warehouse Manager will complete a Waybill indicating that the request has been granted. In a situation where the warehouse is unable to provide the requested supplies in the quantity requested this should be noted and passed on to the Emergency Supplies and Shelter Sub-Committee.

In certain cases it is possible that a Waybill will include items requested on several notes. In such cases the reference number of each Requisition Note will be entered on the waybill.

At the receiving end, the distribution manager should use the waybill to verify that all indicated goods have been received, the condition in which they arrived and shortfall or spoilage. Once this certification is completed the waybill is distributed in the following manner, one copy is given to the driver of the vehicle, one copy is kept by the receiving point, and the third is returned to the warehouse.

Consignment Note

The consignment note will be used to certify the delivery of NEMO relief goods to auxiliary or affiliated agencies such as the Red Cross, Lions, or others involved in distribution. Consignment notes will be managed in the same manner as waybills.

By using this system of checks and balances NEMO will seek to ensure that both the acquisition and distribution of relief supplies are done in a fair and impartial manner.



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Stock Card

Stock Card number:
Warehouse:
Item:
Minimum Stock level:
Unit:

Date	Document Reference	Receipt or Issued	Stock Location or Bin.		In	Out	Bal.	Store keeper Sign
				Units				
				Lbs				
				Units				
				Lbs				
				Units				
				Lbs				
				Units				
				Lbs				
				Units				
				Lbs				
				Units				
				Lbs				
				Units				
				Lbs				
				Units				
				Lbs				



NATIONAL EMERGENCY ORGANISATION
OFFICE OF THE PRIME MINISTER
 ST. VINCENT AND THE GRENADINES, WEST INDIES

Reference No.
 Consolidated Stock Report

Item:
Period From: To:

Warehouse	Units		Opening Stock	Receipt	Issue	Losses *(if any)	Closing stock
-----------	-------	--	---------------	---------	-------	---------------------	---------------

		Unit s					
		Unit s					
		Lbs					
		Unit s					
		Lbs					
		Unit s					
		Lbs					
TOTAL		Unit s					
		Lbs					

*attach a written, signed explanation of any losses.

Storekeeper:	Signature:	Date:
--------------	------------	-------

Notes: The consolidated stock report will be used if more than one warehouse is used to show the stock available.



NATIONAL EMERGENCY ORGANISATION
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 ST. VINCENT AND THE GRENADINES, WEST INDIES

Reference No.

Stores Requisition Note

Period From:	To:
--------------	-----

Distribution point	Number assisted		Requested Relief Supplies			

		Unit s				
		Lbs				
		Unit s				
		Lbs				
		Unit s				
		Lbs				

TOTAL		Unit s				
		Lbs				

Requested by:	Signature:	Date:
Approved by:	Signature:	Date:

Notes: This is issued and signed by the manager of the goods to be released. No supplies can be issued without a correctly filled requisition. The requisition note should be issued, as far in advance as possible, to avoid delay in filling the order, especially in larger operations.



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Way bill Reference No.

Waybill number:					
Transporter:					
Vehicle number:					
Deliver From:			To:		
Description of Goods	Requisition Number	Unit	Quantity	X weight	= Total

Issued by:	Signature:	Date:
Transported by:	Signature:	Date:
Observations on receipt (if any):		
Received by:	Signature:	Date/ Stamp:

Notes: This is the principal document in certifying goods were dispatched and received correctly, as per the requisition. It is filled in by the store-keeper and has four coloured copies: One copy is filed at the warehouse after dispatch, the transporter hands the other three copies to the recipient, who signs as received. They then keep one copy, one copy is retained by the transporter, and the third completed is returned to the warehouse.



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Goods Received Note

GRN number:	
Warehouse:	
Received from:	
Vehicle number:	
Waybill / Delivery note number:	To:

Description of Goods	Requisition Number	Unit	Quantity	X weight	= Total

Weight for food items should be in gross and net weights

Observations on receipt (if any):		
Delivered by:	Signature:	Date/Stamp:
Received by:	Signature:	Date/ Stamp:

Notes: This document is issued by a storekeeper when either the supplier has no delivery note or the delivery is required for the transporter to be paid
It is filled in duplicate. One copy is retained at the warehouse whilst the other is issued to the transporter.



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Consignment note

Consignment note number:
Consignee:
Transporter:
Vehicle number:
Trailer number:
From:

Description of Goods	Requisition Number	Unit	Quantity	X weight	= Total

Issued by:	Signature:	Date:
Transported by:	Signature:	Date:
Observations on receipt (if any):		
Received by:	Signature:	Date/ Stamp:

Notes: This document is used when supplies are sent to a distributing agency such as the Red Cross. It is prepared in four copies and works in exactly the same way as a waybill.

Sample Warehouse Contract

BETWEEN

_____, the legal owner of the property located at _____ and called hereafter "the owner"

AND

The _____ herein after called "the Client"

The following is agreed:

Article 1

By the present contract, the owner rents to the _____ an empty and clean warehouse, _____ sqm, all in one building, located at _____, to include the surrounding grounds. The _____ has the right, if the need occurs, to set up a warehouse-tent on the owner's premises next to the rented warehouse without any further payment. The owner guarantees access to the warehouse on a 24 hour per day, 7 day per week basis.

Article 2

The monthly rent amounts to _____, payable at the end of the previous month. It includes the use of electricity (*and forklifts if possible*). Other utilities besides electricity are at the cost of the _____. (*Note: If renting part of a warehouse, use a cost per square metre for only those square metres used.*)

Article 3

The present contract is valid for one year, beginning _____, and will finish _____. At the end of this period, the contract will automatically be extended for six month periods, unless one of the partners terminates the contract, in which case a minimum of _____ dayø's notice must be given to the other partner. (*Suggest no less than 30, no more than 90*)

With the exception of the following Article 4, each party of the contract can terminate it after _____ by giving a minimum of (*30 to 90 days*) written notice. (*Times should agree.*)

Article 4

In case of major events, like the forced reduction of its programmes and/or personnel, the _____ has the right to end the contract on 30 day's notice, even during the initial one-year-period of the contract.

Article 5

- A. For the duration of the contract, it is the owner's obligation to maintain the warehouse and to keep it in a state suitable for the purpose for which it is rented, i.e. to store goods in a safe and dry condition. That includes undamaged roofs, doors and walls.
- B. In case the owner does not fulfil his above mentioned duties and leaves damages un-repaired, the _____has the right to organise the necessary works itself and to charge the owner the full cost of them.
- C. Security of the warehouse is the responsibility of _____.

Article 6

- A. The _____has no obligations whatsoever towards the owner as far as taxes, fees and other fiscal duties are concerned, originating from the ownership of the warehouse.
- B. The owner has to fulfil his duties towards the state, so that the _____will not face any administrative problems. The disrespect of this clause may be answered by the _____with the immediate termination of the contract.
- C. The _____has the right to sub-let the warehouse until the end of the contract, after having asked and received the right to do so from the owner.

Article 7

The _____cannot be held responsible for the partial or total destruction of the warehouse by natural or manmade disasters. It is up to the owner to insure his property against any risks.

Article 8

It is the owner's responsibility to insure the warehouse against damages caused by third parties (fire laid or by accident, damages due to water) for the time the present contract is in force. The owner will also carry liability insurance for injury or damage to the _____personnel or goods that may be caused by the negligence of the owner.

Article 9

At the end of the contract the _____will hand back the warehouse in the same condition it was in when rented, with the exception of minor deterioration due to normal use.

Except for cases covered by Article 5 B., no structural alterations will be made in and around the warehouse without the owner's prior written consent. Any such alterations will belong to the owner and will not be undone at the end of the contract.

Article 10

The existing state of the warehouse and surrounding grounds has been jointly agreed in writing and countersigned by both parties and is attached as an integral part of this contract.

Article 11

All differences concerning the interpretation of the present contract shall be solved and settled in a friendly way of mutual understanding. If this is impossible, the court for commercial affairs in _____ will have the final word.

Article 12

- A. The owner has to present a document of ownership for the warehouse and an official letter, signed by the local authorities concerned, proving that he has the right to rent them out.
- B. If ownership of the warehouse changes during the time the contract is in force, the _____ has the right to renegotiate the terms of the contract.

Article 13

The present contract terminates and replaces, in all questions, all preceding contracts for the warehouse.

Location , date

(Finalise with printed names and signatures.)

Relief distribution

In order to ensure that relief goods are distributed in a fair and impartial manner, NEMO will divest itself of being actively involved in the relief process. This will be carried out by local disaster committees, working in conjunction with the Emergency Relief and Shelter Sub-Committee and the Relief Coordination Team.

In carrying out their function, District Disaster Committees will ensure that the public has been notified of the distribution point in serving their community and distribution days. In geographical large communities, distribution will be done on an alphabetic manner, with persons with last names beginning with A-G grouped together and given a specific day or time for receiving supplies. This process will be used to cover all the letters of the alphabet.

Registration

Upon notification of distribution points all beneficiaries will be asked to present valid identification in order to be registered. Each beneficiary will be presented with a Beneficiary Card which will be used to record each distribution. The identification presented during registration will be recorded by members of the distribution committee and used for future verification, each time a delivery is made.

Distribution

The following list will be used by District Disaster Committees to register beneficiaries. In all cases only the Head of Household will be allowed to register and receive goods. This measure is necessary in order to avoid an extended family, or a family in which all children do not have the same surname, from receiving excess donations.

The registration list (page 21) is used in conjunction with the distribution form and helps the distribution committee to maintain an accurate record of all distributions carried out on a daily basis. By comparing the names and number of persons on the registration list with those on the distribution list it is possible to cross check and verify each day's activity.

At the end of each week, all district committees will submit a distribution report to NEMO. This will be completed using the Distribution Report form on page 22. Each distribution report will then be combined on the Consolidated Distribution Report form by the NEMO Logistics Officer. All completed forms will be stored in a safe area for a period of two years following the event.



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Beneficiary Card

Beneficiary Card No. _____

Name of family/head of household _____

Number in family/household _____

District _____

Names of family members	Age	Sex	Name of family members	Age	Sex

Distribution dates	Distributed Supplies	Beneficiary's Signature



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Registration List

Prepared by:	Position:	Date:
Area Name :	Register Number:	Page No:

Registration Number:	Date:	Passport / ration card No.	Name of family head	No. of persons in family	Home area

Notes: Add pages without headings as required, and number each. Check, on registration completion, for double registration.



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Distribution List

Distribution Point / Centre:
Area name:
Date or Period:
Page Number:

	Card number	Name of person	Family size	Relief Supplies				Received Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Totals								

Notes: Add pages without headings as required, and number each. Check on registration completion, for double registration



NATIONAL EMERGENCY ORGANISATION
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 ST. VINCENT AND THE GRENADINES, WEST INDIES

Reference No.
Distribution Report

Distribution centre / point:							
Number of persons distributed to:							
Distribution period:							
Relief Supplies	Units		Opening Stock	Receipt	Distr.	Losses *(if any)	Closing balance
		Units					
		Lbs					
		Units					
		Lbs					
		Units					
		Lbs					
		Units					
		Lbs					
		Units					
		Lbs					

*attach a written, signed explanation of any losses.

Distribution manager:	Signature:	Date:
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Notes: The stock report must be completed immediately after distribution. It is made from information from waybills and distribution lists.



NATIONAL EMERGENCY ORGANISATION
OFFICE OF THE PRIME MINISTER
 ST. VINCENT AND THE GRENADINES, WEST INDIES
Consolidated Distribution Report

Reference No.

Period From:	To:
--------------	-----

Distribution Point	No. Persons		Distributed Relief Supplies			

		Unit s				
		Lbs				
		Unit s				
		Lbs				
		Unit s				
		Lbs				
		Unit s				
		Lbs				
		Unit s				
		Lbs				
TOTAL		Unit s				
		Lbs				

Officer-in-charge:	Signature:	Date:
Notes: The consolidated distribution report is made up from all distribution reports and will be completed on a weekly or monthly basis.		

DISTRICT DISASTER COMMITTEES

If any programme of disaster preparedness is to be meaningful, civil society must be involved. Disaster management is not only the responsibility of the government, but also individuals within the wider community. Community involvement is absolutely vital to any action in time of disaster, and it is important that this involvement should begin in the pre-emergency planning period. In this respect, the participation and assistance of Service Clubs is considered to be most vital. In order to be effective, however, it is essential that the actions of these clubs and community residents be coordinated by a central body. This body should be established and managed by, and responsible to, the community. The primary responsibility of this group should be to develop plans to enhance the capacity of the community to prepare for, respond to, and recover from, disasters. For the present, these communities should work in conjunction with NEMO. It is anticipated, however, with the establishment of local government offices, that a dedicated person will be assigned to each office with the responsibility for the coordination and execution of disaster management activities at the community level.

The main objective of the District Emergency Committees is to prepare communities for disasters, enhancing their capacity to react promptly to save lives and protect property, and to coordinate the activities for assistance, prior to, during, and after, a disaster.

Impact of Disasters at the Community Level

Disasters affect communities by destroying the wealth of the community in terms of natural and man-made assets. These include:

- Schools
- Employment sources
- Roads
- Utilities
- Homes/Churches
- Health facilities

The destruction of these assets often results in social and economic hardship for the community, and can reverse the economic development of the society. Communities, however, are not powerless against these events, and can undertake pro-active steps to reduce their vulnerability. A major step, in this regard, is the organization of an effective District Emergency Committee.

This committee can be structured along the following lines.

Management Structure

The following management structure is proposed for the Coordinating or Headquarters level.

- Chairperson
- Deputy Chairperson
- Local Coordinator

Government Representatives
NGO Representatives
Community Representatives

The following sub-committees are also recommended.

Public Education and Counselling
Hazard mapping/Preventative Maintenance
Survey Team
Evacuation
Damage and Needs Assessment
Search and Rescue
District Rapid Response Team
Shelter Management
Telecom/
Relief Distribution

The general responsibilities of the management group would include the:

- ◆ Selection and appointment of members of the various sub-committees
- ◆ Development of an organizational plan for the district
- ◆ Selection and training of personnel for field operations
- ◆ Participation in the overall planning of disaster preparedness operations in the district
- ◆ Coordination of operational plans of all emergency services
- ◆ Development of job functions for officials of the Committees
- ◆ Keeping the **National Emergency Advisory Council** informed of disaster preparedness activities within the district
- ◆ Supplying periodic reports to the National Disaster Coordinator
- ◆ Liaising with the Ministry of Health and other agencies, such as SEDU, to ensure that plans complement and not duplicate each other.
- ◆ Monitor activities in the community and report local emergencies/disasters to NEMO

The specific task of each sub-committee is as follows:

Public Education

To collect brochures, booklets and other information on disasters and their impacts and disseminate to community residents.

To obtain information from other sub-committees and prepare presentation for the community, based on the information received, e.g. Location of shelters, things to take in a shelter i.e. food stock such as farina, shelter rules and regulations.

To keep the community informed of relief activities within their area and the location of distribution points.

To conduct community training workshops on the different aspects of community and individual responsibilities.

Hazard Mapping

To work with government agencies to develop a local hazard and vulnerability map.

Update hazard and vulnerability map on an annual basis.

Survey

To liaise with welfare and health workers (including Care Givers) to conduct social surveys in vulnerable areas to identify special cases, such as the elderly, home nursing patients, the indigent and others, who are most likely to be severely impacted by a disaster.

To collaborate with the damage and needs assessment and relief distribution sub-committees to ensure that the needs of the most vulnerable are met.

Evacuation

To develop a local evacuation plan for high risk areas.

To collaborate with the shelter management sub-committee to ensure that shelters are in an acceptable condition, structurally and otherwise.

In the event of an impending disaster, or in the aftermath of a disaster, to activate the evacuation plan and oversee the transportation of evacuees, by private transport or otherwise, to shelters

To liaise with shelter management sub-committee to confirm the closing of shelters and return of evacuees to their homes.

Damage and Needs Assessment

To prepare information on the community, based on inputs from the Hazard Mapping and Survey sub-committees.

Prepare damage and needs assessment forms and conduct training exercise to ensure uniformity in the collection process.

To conduct damage and needs assessment surveys after a disaster, and ensure that results are transmitted to NEOC in a timely manner.

Search and Rescue

To work, in collaboration with the Police, Red Cross and Cadets, to train persons in the area of search and rescue, and in the event of a disaster, to carry out such activities.

District Rapid Response Team

To assist in the carrying out of contingency operations before and after the event

Shelter Management

To work with the relevant authorities to identify and inspect shelters to determine structural integrity and carrying capacity.

To identify potential shelter managers and support staff and arrange to have these trained.

To conduct final inspection of shelters and ensure that these are in an adequate state to receive occupants.

To coordinate, with shelter managers, the closing of shelters.

Relief Distribution

To work with relief agencies and NEMO, to develop an orderly and equitable distribution system. Test the proposed system, to identify weak areas and take the necessary corrective measures.

Collaborate with relief agencies in implementing the approved relief system.

Membership of the District Committee should include the N.C.O. in charge of the District Police Station, the District Nurse or Medical Officer, Representative of Voluntary Organisations, Farmers Groups, Churches, etc.

Although group members are assigned specific roles, they should make themselves familiar with all areas of the group's activities in the operational plan.

A network of District Emergency Committees has been established and will be maintained, within the frame-work of the **National Emergency Organisation**, to cover St.Vincent and the Grenadines, as follows:

DISTRICTS

- 1. Chateaubelair District**
Embracing Petit Bordel, Sharpes and Fitzhughes
- 2. Troumaca District**
Embracing Troumaca, Westwood, Rose Hall, Rose Bank, Spring Village and Cumberland
- 3. Barrouallie District**
Embracing Barrouallie, Walliabou, Peters Hope and Mt. Wynne
- 4. Layou District**
Embracing Layou, Ruthland Vale, Vermont DuBois, Francois, Buccament and Cane Grove

HEADQUARTERS

Chateaubelair

Troumaca

Barrouallie

Layou

5.	Questelles District Embracing Clare Valley, Chauncey, Questelles, Campden Park and Lowmans	Questelles
6.	Kingstown District Montrose, Edinboro, Boiswood, Sion Hill, Cane Garden, Dorsetshire Hill	Kingstown
7.	Arnos Vale District Belair, Gomea and Dauphine, Belmont, Fairbairn Pasture	Arnos Vale
8.	Calliaqua District Embracing Calliaqua, Villa, Ratho Mill, Prospect and Brighton	Calliaqua
9.	Stubbs District Embracing Stubbs, Diamond, Rivulet, Glamorgan Victoria Village, Calder, Argyle, Belmont, Carapan and Enhams	Stubbs
10.	Marriaqua District Embracing Mesopotamia, Richland Park Hopewell, Evesham Vale and Carriere	Mesopotamia
11.	Lowmans District Embracing Lowmans (Wd.), Lauders, Union, Diamond, New Adelphi, Greggs and Mt. Grenan	Lowmans (Wd.)
12.	Biabou District Embracing Biabou, Spring, Peruvian Vale, New Prospect, Bridgetown and Cedars	Biabou
13.	Park Hill District Embracing Park Hill, Colonarie, San Souci South Rivers, Mt. William, Gorse and Byera	Colonarie
14.	North Windward From Dry River going North to Fancy	Sandy Bay
15.	Georgetown (South) District From Dry River going South to Byera	Georgetown
16.	Bequia	Bequia
17.	Union Island	Union Island
18.	Canouan	Canouan
19.	Mayreau	Mayreau

20. Mustique

Mustique

21. Petit St.Vincent

Petit St.Vincent

22. Palm Island

Palm Island

JOB DESCRIPTIONS

Chairperson/Deputy Chairperson

- Responsible for the convening of management committee meetings.
- To discuss or review activities related to the development and implementation of the plan.
- To monitor the activities of the various action groups and ensure that deadlines are met and sub-plans rehearsed.
- The Deputy Chairperson acts, in the absence of the Chairperson and is responsible for the convening of meetings and assignment of tasks.

Recording Secretary

- Responsible for the minutes of each meeting and for the distribution of copies to each member of the management committee.
- This individual should also be responsible for creating a database of contact, phone and fax numbers, and email addresses, to be kept up-to-date along with the Resource List of community assistance.

Plan Coordinator

Works directly with Chairperson and Deputy Chairperson to coordinate the various components of the plan. Reports directly to the Chair and Deputy Chairperson.

Other **Representatives** on the committee should be chosen not only for their role in their respective agencies but also as community leaders. It is best to have representatives who have some influence and can effect change in the community by working through the management committee. When soliciting participation for the committee, always remember that agencies that send representation must be assured of maintaining their autonomy and must not be asked to deviate from their normal disaster activities by participation in the committee.

Action Groups should be formed by, and remain part of, the management committee. Suggested tasks might be:

- Public Education
- Hazard Mapping
- Mitigation Measures
- Survey Team
- Evacuation Planning
- Damage Assessment
- Needs Assessment
- Search and Rescue
- Shelter Management
- Relief Distribution
- Rehabilitation
- Reconstruction

For small communities, the same team usually carries out the tasks of rehabilitation and reconstruction. In a large community these activities may require the effort of several teams working simultaneously to achieve the necessary repairs and reconstruction.

Each group should have a leader and a deputy team leader and it is best to choose people who are residents of the community. Leaders will be responsible for carrying out the activities tasked to them by the management committee and reporting on the progress. Plans should be prepared by each group and should be presented to the management committee for review and inclusion into a comprehensive disaster management plan for the community.

A Resource List, comprised of individuals or agencies in the community with specialized knowledge/skills, material or equipment that can assist in all the disaster phases should be maintained by the Recording Secretary. . For example, a company willing to donate the use of its heavy equipment can assist in drain clearance:

- a) before and during the hurricane season; and
- b) after a hurricane in the rehabilitation stage. In the same manner, a structural engineer may be willing to assist in the inspection of shelters to ensure that they are structurally sound. This group consists of individuals or agencies that may not be a part of the formal planning structure, but are willing to assist when asked. This list should be updated annually by the Recording Secretary

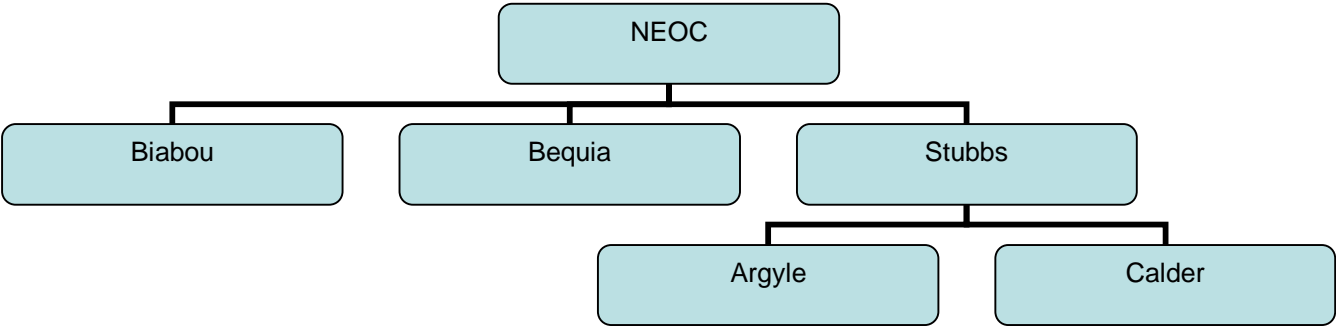
Reporting Structure

Based on the wide geographic area currently covered by the various district committees and the management strain this is likely to place on committee members, the following recommendations are made:

- 1) That a three-tiered system of reporting be developed and implemented as part of the National Disaster Response Plan. Under this system each of the identified Headquarter or district committees would be replicated at the village level or as a combination of villages, depending on size and proximity.
- 2) That the work of these sub-groups be coordinated by a local coordinator attached to the headquarters for this purpose. The role of the coordinator would be to ensure that sub-groups are active and have prepared local plans.
- 3) In the event of a disaster each sub-group along with the local headquarters would activate their disaster plan and carry out their identified functions.

That the information flow would be from sub-group to headquarters, where verifications would be made, prior to passing this up the chain to the NEOC. If the situation can be resolved at the headquarters level this would be done and a notification of the problem and action taken passed on to the NEOC

Proposed Organization Structure



Handling Bodies in Mass Casualty Situations

If a disaster produces 200 bodies, each body is related to at least 50 relatives and friends. This means that 10,000 persons are linked with 200 bodies. How these 200 bodies are handled will have an effect on 10,000 persons. It is therefore necessary that careful attention be paid to this often over looked area.

Each body should be carefully labelled, at the site of the disaster, and pictures taken, before removal. Each set of labels has three parts: one for the body, one on the bag and one for the officials.

Before bodies are removed from a disaster area, they must be uniquely numbered with clear, indestructible labels. Accurate charting, as well as a photographic record, must be completed to indicate the location of each body or body part. Every effort must be made to prevent personal effects and clothing from being removed from a body, prior to the arrival of the investigation team. This is to ensure the preservation of information vital to the victim's identification as determining the cause of death

If the community is isolated and inaccessible to a trained recovery team, local authorities will have to remove bodies to another location (an emergency mortuary). This removal should be done with as much documentation and preservation of evidence as possible.

Mortuary considerations

A large facility for putting all the bodies will be needed. The following issues should be taken into account in the selection of a suitable location and operation of a temporary mortuary:

1. Accessibility: preferably in an isolated area away from the public and media.
2. Physical configuration of the temporary mortuary providing multiple work areas (i.e. body holding, autopsy, sanitation, and embalming areas).
3. Personnel requirements (to rest, change clothes, etc).
4. Facility considerations (e.g. ventilation, heating, cooling, lighting, water, drainage, decontamination and waste disposal requirements)
5. Specialized equipment needed, and ability to move it easily.
6. Reception areas (body viewing and relative waiting areas)
7. Communications for reaching other rescue teams, especially public information.
8. Administrative area, for identification and shipping functions

Body embalming and cosmetology

To avoid bodies decomposing in the days after a disaster, some type of embalming or body preservation should be used. By preserving the condition, it will make identification easier and also reduce the psychological impact on relatives. It will also aid sanitation. Bodies should always be covered, to maintain the privacy and dignity of the deceased, but also to prevent relatives from seeing loved ones' bodies on TV.

Methods of identification of bodies:

- * Surface markings on a body: old scars, birthmarks, tattoos, etc.
- * Jewellery has an amazing ability to survive disasters. Ask next of kin for very specific information, such initials or other engravings.
- * Clothing, different makes and labels should be recorded for each body
- * Visual identification. Appearance of people can change in a disaster, so visual identification by relatives will often be difficult.
- * Dental information is most reliable, if it can be received from families, and if a qualified person can record the information from the body.

The logistics of identification, processing and shipment or disposition of a large number of dead bodies will require outside assistance. Therefore it is essential that pre-arrangements and agreements should be in place as soon as possible. The steps that can be taken include the following:

1. Before bodies are removed from wreckage or a disaster area, they must be uniquely numbered with clear, indestructible labels.
2. Accurate charting, as well as a photographic record, must be completed, if possible, to indicate the location of each body or body part at the incident site.
3. Every effort must be made to prevent personal effects and clothing from being removed from a body. This is so to ensure the preservation of information vital to victim identification as well as determining the cause of death.
4. Set up a temporary mortuary.
5. For storage, use a refrigerated sea-container (20-feet or 40-feet) that is used by the large food warehouses, if available.
6. This refrigerated sea-container must be screened from public and media view, and are set up to retrieve bodies easily and in an orderly manner.
7. Maintain all records and the personal property of victims in an orderly manner
8. Appoint personnel to manage the temporary system. Once a response team from abroad has arrived they will take charge of the area.



DRAFT TRANSPORT CONTRACT AND VEHICLE MANAGEMENT FORMS

Vehicle Management

In order to ensure that vehicles are used for their intended purpose and are properly maintained, a control system will be introduced by NEMO. Under this system, each driver will be required to perform routine vehicle maintenance activities at the start of each day. Any problems detected should be immediately reported to the person in charge for the corrective actions to be taken. No driver should be allowed or instructed to drive a vehicle with any known and reported defects. Drivers being instructed to contravene this ruling should request such instructions in writing from the person issuing such instructions.

Draft Contract

The draft contract stipulates the conditions governing the management of all contracted vehicles.

It sets out the responsibilities of the contractor and client along with terms and conditions to include the loading and unloading of vehicles, reservations on items to be transported and appeal procedures for both parties. Each contract to be entered into will be adjusted to meet the special requirement of the contracting agency. This should specify if the vehicle is to be used for transporting passengers, goods or animals. The specific purpose for which the vehicle is being contracted should be clearly stated by the client, the client should also ensure that the vehicle is properly insured and has a valid safety inspection sticker.

Vehicle Log Book

The vehicle log book is to be used by all vehicles operating under the Emergency Powers Act. This relates to rented and ministry-owned vehicles. The purpose of the log book is to maintain an accurate record of the vehicle movement each day, and should be completed by the relevant driver at the close of each shift. Any discrepancies in mileage should be brought to the attention of the driver for clarification.

Vehicle Index Card

It is quite likely that during an emergency operation vehicles will be donated to the affected country by overseas entities. In such cases, a vehicle index card should be prepared in triplicate; one copy should be kept in the vehicle, one copy to NEMO and one copy to the Ministry of Finance and Planning. The NEMO and vehicle copy should be updated on a regular basis to reflect the status of the vehicle. All vehicles donated should also be entered in the Resource Index as part of the disaster plan.

Mission Order

The Mission Order is used to control the movement of vehicles and drivers. It is intended to provide the relevant transport officer with immediate information on the disposition of vehicles. All drivers reporting for duty should be provided with a mission order at the start of the day. In certain cases, it is likely that, depending on the number of missions to be carried out, more than

one mission order will be necessary. The issue of these orders should be carefully controlled by the transportation officer. Any variation from the stated mission should be cleared by the driver.



Draft Contract

_____, a legally registered transportation company located at _____ and called hereafter "the Carrier"

AND

The _____, called hereafter "the client"

÷

The following is agreed:

Article 1

The Carrier shall transport by ____ (*cite any size, type, etc., requirements*) trucks hereinafter called vehicles) under his direct control humanitarian relief goods to designated locations within the country of _____ (*for ton-mile contracts*)

(*For per trip contracts, you may wish to use the following alternative*)

From: _____ located at _____ to the following locations _____. (use as many as necessary)

in accordance with the dispatch schedules prepared by the client or representative (*cite name and locations if possible*).

Vehicles shall be clean, in good repair and safe operating condition and carry appropriate liability insurance cover. If necessary for the protection and safe-carriage of cargo, vehicles shall have appropriate tarps and load-binding equipment.

Article 2

The prices for the contracted transport services are agreed as: (*Select from various options based upon local circumstance, although the preferred order, everything being equal, follows.*)

_____: per ton/mile (*distance from point to point must be agreed*)

_____ per trip from _____ to _____ (*by size of truck*)

_____ per (*size*) truck per day

For shipments on a ton/mile basis, such shipments may be split but the minimum truckload tariff must be paid through the final delivery. For purposes of this contract, the minimum truckload tariff is (*define minimum tonnage acceptable*).

Article 3

The present contract is valid for _____ (*cite period, e.g., two months*), beginning _____ date, 1998, and ending date _____, 1998. At the end of this period, the contract will automatically be extended for ____ month periods, unless one of the partners terminates the contract, in which case a minimum of ____ dayø notice must be given to the other partner. (*Suggest no less than 14, no more than 30*) (*You may not be able to get an extension clause.*)

With the exception of the following Article __, each party of the contract can terminate it after date __, 1998 by giving a minimum of *(14 to 30 days)* written notice. *(Times should agree with the previous paragraph.)*

Article 4

The contract of carriage shall be confirmed by the making of waybills or consignment notes, each to be made in three original copies signed by the Client and by the Carrier. The Client shall retain the first copy, the second shall accompany the goods and the Carrier shall retain the third

The Client shall attach to the waybill such documents that may be required and shall furnish the Carrier with all the information that he requires for customs clearance.

Article 5

Loading and off-loading of the vehicle is for the account of the Client, and goods shall be loaded in accordance with the instructions of the Carrier (vehicle operator), who assumes responsibility for safety and security of the load. On taking over the goods, the Carrier shall check the accuracy of the statements on the waybill as to the number of packages and their marks and the apparent condition of the goods and their packaging.

If the Carrier has reservations as to the number or condition, he shall enter his reservations on the waybill, together with the grounds on which they are based. Such reservations shall not bind the Client unless so agreed at point of loading.

If the way-bill has no specific reservations by the Carrier, it shall be presumed, unless the contrary is proved, that the goods and their packaging appeared to be in good condition when the Carrier accepted them, and that the number and marking correspond with the way-bill. The Client shall be entitled to require the Carrier to check the gross weight of the goods; the Carrier shall be entitled to claim the cost of such checking.

Article 6

The Client has the right to divert the goods by asking the Carrier to stop the goods in transit, to change the consignee or to change the destination. The Client must provide the first copy of the waybill with new instructions entered and must indemnify the Carrier for all expenses, loss and damage involved in carrying out the new instructions. The Client also has the right to split the shipment for different consignees, but must pay minimum truckload costs for the vehicle until its final destination.

Article 7

Carriage of the consignment shall be executed in accordance with the written dispatch schedules provided by the Client and accepted by the Carrier. If the dispatch or arrival is delayed, for reasons answerable by the Carrier, then he shall be levied penalties amounting to ___ per metric ton per day.

The Client shall endeavour to load the vehicles within 8 working hours after their arrival in good order, and unload the trucks within 24 (*or 48*) hours after their arrival at final destination(s). If

the waiting period exceeds this deadline the Carrier shall be entitled to charge an amount of _____ per vehicle for each additional waiting day. However, the Carrier shall inform the consignee at least 24 hours prior to the delivery at destination(s). No unloading shall be executed (*cite exceptions, e.g., after normal working hours, on weekends and public holidays.*)

Article 8

After arrival of the goods at the place designated for delivery, the consignee shall be entitled to require the Carrier to hand over, against a receipt, the second copy of the way-bill along with the goods. The Carrier shall be liable for any total or partial loss of the goods and for damage thereto occurring between the time when he takes over the goods and the time of delivery, as well as for any delay in delivery.

If the way-bill contains no specific reservations of the Carrier, it shall be presumed that the goods, their packing, as well as their stowage on his vehicles were in good condition when the Carrier took them over and that quantities and specifications correspond with the statements of the way-bill.

In case of apparent loss or damage the Carrier shall be given a general written indication of the Client's reservations within seven days, Sundays (*the weekday changes in certain countries based upon religious preferences*) and public holidays excepted.

The Client shall receipt for the goods on its Goods Received Note (copy attached) which must be included with the invoice when submitted for payment.

The Client is entitled to withhold the value of losses, including respective transportation costs, from Carrier invoices until any claims are settled.

Article 9

Payment by the Client is to be made by bank transfer to the Carrier's account upon receipt of the Invoice, accompanied by the duly signed Goods Received Note. Such transfer to be made within 30 (may be less if necessary, but not less than 14) days of receipt of cargo and documents in apparent good order.

Article 10

In case of disputes arising from this contract, both parties agree to arrive at a settlement by negotiation, excluding any internal court of justice. If such negotiations fail, both parties adopt the procedure of arbitration.

Location , date

(Finalise with printed names and signatures from client and transporters, legal addresses, dates. authorising stamps and witness signature)

Vehicle Log Book

--

Type	Make	Engine No.
Model	Dept.	Chassis No.
Driver responsible		Registration No.

[illegible]

Notes: This sheet is to be checked, on completion, by the driver's supervisor and then filed in the vehicle record file for reference. It is important that the driver fill this form as accurately and neatly as possible.

Vehicle Index Card

Registration No.	
Key No.	
Make	
Model	
Number of seats	
Chassis No.	
Engine No.	
Engine size	
Voltage 12v / 24v	
Fuel Petrol / Diesel	
Gross vehicle weight	
Date of manufacture	
Date received	
Value USD	
Agency to which assigned	
Donor	
Insurance type	
Date expired	
License type	
Date expired	
Roadworthy test expired	

Comments:

Notes: This form should be completed in full and a copy kept in the vehicle record and vehicle operations file.
--

Mission Order

Within the activities undertaken by the National Disaster Coordinator _____ the following persons:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

must go to _____ with vehicle registration number _____

Departure Date _____ Return Date _____

In the vehicle they will transport merchandise, as listed in the waybill / delivery note, as well as all equipment and materials necessary to accomplish their mission.

Completed at _____ Date _____ Signature _____

Length.	To	convert:	Fuel consumption			
Multiply by:			L/100km=Mile/ gal		Mile/gal+L/100 km	
Inches to millimetres		25.4				
Inches to centimetres		2.54	6	=47.06	10	28.248
Inches to metres		0.0254	7	=40.34	12	23.540
Feet to millimetres		304.8	8	=35.30	14	20.177
Feet to centimetres		30.48	9	=31.38	16	17.655
Feet to metres		0.3048	10	=28.24	18	12.840
Yards to metres		0.9144	11	=25.67	20	14.124
Miles to kilometres		1.609344	12	=23.53	22	12.840
Nautical miles to kilometres		1.852	13	=21.72	24	11.710
Volume.	To	convert:	14	20.17	26	10.864
Multiply by:			15	18.83	28	10.088
Cubic inches to cubic centimetres		16.387064	16	17.65	30	9.416
Cubic inches to litres		0.016387	17	16.61	32	8.827
Cubic feet to cubic metres		0.0283168	18	15.69	34	8.308
Cubic feet to litres		28.316847	19	14.86	36	7.846
Cubic yards to cubic metres		0.7645549	20	14.12	38	7.433
UK pints to litres		0.5682613	21	13.44	40	7.062
UK gallons to litres		4.54609	22	12.83	45	6.278
UK gallons to cubic metres		0.0045461	23	12.27	50	5.572
UK fluid ounces to cubic centimetres		28.413063				
US pints to litres		0.47	Tyre Pressure			
US quarts to litres		0.95	Ibf/in2 = kPa		KPa = Ibf/in2	
US gallons to litres		3.79	25	172.36	155	22.48
Area.	To	convert:	26	179.26	160	23.20
Multiply by:			27	186.16	165	23.93
Square inches to square millimetres		645.16	28	193.05	170	24.66
Square inches to square centimetres		6.4516	29	199.95	175	25.38
Square feet to square centimetres		929.0304	30	206.84	180	26.11
Square feet to square metres		0.092903	31	213.74	185	26.83
Square yards to square metres		0.836127	32	220.63	190	27.56
Square miles to square kilometres		2.589988	33	227.53	195	28.28
Acres to hectares		0.4046856	34	234.42	200	29.00
Mass.	To	convert:	35	241.31	205	29.73
Multiply by:			Speed			
Ounces to grams		28.349523	Km/h = mile/h		Mile/h = km/h	
Ounces to kilograms		0.0283495	30	18.75	30	48
Pounds to kilograms		0.4535924	40	25.00	35	56
Stones to kilograms		6.3502932				
Hundred weights into kilograms		50.802345				

Tons into kilograms	1016.0469	50	31.25	40	64
Tons into metric tonnes	1.01605	60	37.50	45	72
Power. To convert:		70	43.75	50	80
Multiply by:					
Horsepower into watts	745.7	80	50.00	55	88
Temperature To convert:		90	56.25	60	96
Fahrenheit to centigrade	Subtract	100	62.50	65	104
	32 then x	110	68.75	70	112
	by 0.555	120	75.00	80	128
Centigrade to Fahrenheit	x 1.8 then	130	81.25	90	144
	add 32	140	87.50	100	160

SAMPLE MEDIA CONTROL FORM

Request for Clearance

Title:

The following news release has been prepared for the media and/or residents in the affected area.

Please review, for accuracy, making any changes deemed necessary, sign and return for transmission to the various media houses.

Approved By

Date

Approved with Corrections by:

Date

SHELTER MANAGEMENT

Background

In 1977 the Caribbean Disaster Emergency Response Agency (CDERA) produced a draft shelter policy for Caribbean territories. This draft was later revised by CDERA, in collaboration with the Organization of American States (OAS), under the Post Georges Disaster Mitigation Project. The current draft policy being proposed for St. Vincent and the Grenadines is an update and modification of the CDERA/OAS revised policy. This revision includes certain recommendations that have been developed by the interagency humanitarian organizations and published as the SPHERE Project. This project seeks to establish universally accepted minimum standards for disaster response. A number of these recommendations have been incorporated in this document along with specific changes to add relevance to the St. Vincent situation.



SHELTER MANAGEMENT

Introduction

Under international law the burden of providing humanitarian assistance to the victims of disasters falls on the shoulders of the host government. This support should be provided when people and their normal support systems are no longer able to meet basic human needs such as shelter and food.

In keeping with its responsibility to protect its citizens, the government is committed to the provision of support for persons rendered homeless by the impact of natural or other disasters. To this effect, temporary shelter will be provided to these persons, with special emphasis placed on the vulnerable groups, particularly the physically and mentally challenged, and the elderly and low-income groups, particularly female-headed households.

The government recognizes that the provision of such shelter should be done in an impartial manner, free from any political bias or prejudice towards any group or individual. The government also recognizes that, for reasons of security and a desire to protect their property, persons affected by a disaster may prefer in situ assistance, even if their homes are badly damaged. In accordance with this, the government will provide shelter assistance to individuals where they are, in order to facilitate a quick return to normalcy.

Objective

To create a framework for the management of shelters before, during, and after, a disaster.

Definition

For the purpose of the policy and plan, a shelter occupant is defined as any person who has been rendered homeless or whose home has suffered significant damage to make this unusable in its present state.

Emergency Shelter Policy

It is the policy of the government to take actions to prevent or alleviate the effects of disasters within the context of available resources. In keeping with the national disaster policy, the emergency shelter programme is designed, by government, to establish a mechanism that provides emergency shelter to members of the public, augmenting the resources of the private sector and non- government organizations.

Emphasis will be placed on taking precautionary and mitigative measures to strengthen and retrofit buildings and provide equipment, supplies and staff. The necessary legislation will be enacted to support the programme.

Government's first priority is to ensure that all shelters can withstand the effects of disasters. In accordance with this, an annual inspection of all identified shelters will be conducted to ensure

that, in the event that a threatened alert or a disaster results in the need for emergency shelter, only structures which have been inspected and certified by a qualified engineer, will be selected.

Buildings designated as shelters should be located in an area that is free from the impacts of disasters, are not located on landfills or soft deposits, and are at a height of 70 feet or more above sea level.

To ensure that all emergency shelters meet the required standards, government will sustain the cost of retrofitting fully-owned government shelters, and, in consultation with owners, contribute to the cost of retrofitting privately owned shelters.

Government will establish a shelter management committee, consisting of representatives from the following agencies, National Emergency Management Office, Ministry of Education, Ministry of Transport, Works and Housing, Ministry of Health, the Red Cross and local district disaster committees, to ensure the provision of adequate shelter for those affected by a disaster.

Government will provide fully stocked emergency shelters, as recommended by the shelter management sub-committee. Provisions for this will be included in the annual budget presentation.

Government will arrange for the repairs of shelters damaged during occupation.

The capacity for each shelter will be based on the application of standards developed under the SPHERE Project.

As far as possible, persons desiring shelter will be accommodated within their community.

Government will take the necessary actions to expedite the rehabilitation of homeless victims, to restore a sense of normalcy, as soon as possible.

In cases where residents are able to make emergency repairs to their homes, to protect them from the elements, such repairs will be facilitated by the government, and will be seen as an integral part of the policy.

EMERGENCY SHELTER MANAGEMENT

Concept and Operation

The concept of emergency shelter, as used in this document, will refer to two types of emergency shelter arrangements. While the primary emphasis will be on the use of mass shelter, consideration will also be given to in-situ shelter, where families remain within the confines of their damaged homes, as an option to relocating to a mass shelter. The issue of assistance to these persons will be addressed in section two of this manual. Section one deals primarily with the provision of mass shelter and addresses the procedures to be followed in the planning for, and activation of, mass shelters.

National Shelter Management Committee

Under the National Disaster Plan, a National Shelter Management Committee is constituted, comprising representatives from the following agencies:

Ministry of Transport, Works and Housing
Ministry of Social Development
National Emergency Management Office
Ministry of Health
Ministry of Education
Red Cross
Chairperson of the District Disaster Committee.

Under this structure, the Ministry of Education is designated as the agency, with overall responsibility, for the management of the shelter committee.

The main responsibilities of this committee, as identified in the plan, are:

The selection and maintenance of emergency shelters, and the staffing of shelters, where necessary. Under this general heading, the committee is specifically responsible for:

Arranging for the proper maintenance of shelters

Maintaining a list of approved shelters, with location, ownership, capacity, facilities, contact persons, addresses and telephone numbers.

The training of all shelter staff.

The stocking and maintenance of adequate stocks at shelters.

The annual review of the shelter training manual.

Ensuring that all shelters are adequately staffed.

OPERATIONAL PROCEDURES

Pre-Activation Issues/Activities

Location

The most important factor, in shelter selection, is location. Buildings located in areas that are likely to be impacted should be automatically ruled out as shelters. These include structures located in close proximity to rivers, in coastal areas, areas prone to landslides, landfill areas or any other physical factor which would make it inherently unsafe.

In order to avoid selecting unsafe or vulnerable structures, a detailed assessment should be made of the surrounding area, to ascertain if it is prone to any of the possible hazards. This type of information can be obtained from older residents in the area, the government planning office, or the Welfare or Poor Relief Centre. If there is any doubt surrounding the safety of the area, the building should not be selected.

The selection of shelters should therefore be guided by the following criteria.

The building selected should:

- Depending on the type of disaster, to as great an extent as possible, be within walking distance of the areas to be evacuated.
- Not be located in a flood plain
- Not be located on a land fill, or soft deposits.
- Be located more than 70 feet above sea level

- Not be threatened by mud or landslides, and be accessible by vehicle transport.
- Have multiple entrances and exits.

Structure

A structural inspection of the building should be carried out by a qualified structural engineer. Once this has been accomplished, and a written certificate attesting to its structural integrity obtained, then local preparations can commence. Ideally, this building should possess the following features:

Emergency power supply

Kitchen facilities

Adequate sewer facilities, to accommodate the projected population

Adequate bathing facilities

Laundry

Garbage collection receptacles

Recreation areas

Once these requirements have been met, the preparation should extend to include the identification of additional resources necessary for turning the building into a shelter. These are given below:

▪ **Colour coding**

The shelter management committee should work, in close collaboration with the evacuation or community disaster management committee, to match areas with shelters. This should be tied in with the assembly point personnel. Each shelter should then be given a colour code; this matches that of the community from which residents will be assigned. Buses or other transport taking evacuees should also be assigned this code. In this manner, each bus will go to a specific assembly point, board evacuees from pre-designated coded areas, and transport them to their assigned shelter. This pre-selection of evacuees and assignment to shelters also allows shelter managers to have a list of potential evacuees ahead of the actual evacuation.

(For further explanation see Evacuation Planning)

▪ **Parking**

Parking areas for private and public vehicles should be identified, and marked out, to avoid confusion during the actual evacuation. If parking facilities are limited, it will be necessary to restrict the number of privately owned vehicles allowed on the compound.

▪ **Capacity**

The functional capacity of the shelter should be determined, and used to establish the number of persons which can be accommodated. It is important that functional capacity, and not physical capacity, is used to determine the population. In determining functional capacity, factors such absorptive capacity of toilet facilities should be determined, as this may be limited to a much smaller long-stay population than the actual capacity of the

shelter. This is particularly true in circumstances where limited availability of water can restrict the flushing of toilets, after each use.

- **Facilities**

An assessment of the various facilities, cooking and sanitary, should be conducted. If these are inadequate, support plans should be developed. These may include, having meals prepared off-site and delivered, the construction of temporary wash areas, and the use of portable or pit toilets, to address basic sanitation needs.

- **Standby Plants**

Ideally, all shelters should be equipped with a standby generator. If this is not possible, alternative arrangements should be made, for providing lighting and keeping the communications system active.

- **Water tanks**

Water storage facilities, tanks or substitutes, should be located at all shelters, along with water purification tablets. In order to conserve water, limited washing should be done, and priority should be given to families with babies.

- **Garbage bins**

Garbage bins should be located at strategic points in the shelter. If garbage is not collected on a regular basis, bio-degradable material should be separated and buried.. Garbage should be buried at a depth which would prevent disturbance by animals.

- **Rules and Regulations**

Rules and regulations governing behaviour in the shelter should be prominently displayed. These should be pointed out or read to all occupants once the maximum number has been achieved. It should also be noted that all civil laws apply in shelters. Since pets are not allowed in shelters, evacuees should therefore have in place plans for taking care of their pets.

- **Security**

All the social problems which exist in the wider society can become concentrated in an emergency shelter. Proper security arrangements should therefore be established to maintain order in shelters. As part of the general shelter management procedures, shelter managers should, at the outset, establish contact with the local police and have members assigned to shelters, on a rotating basis. It is not a good precedence to have security being undertaken by shelter residents, as this could lead to internal conflicts in the shelter, as persons who take on security roles, may become over enthusiastic in discharging their duties.

Preparing the shelter

It is the responsibility of the shelter manager to ensure that the shelter is fit for operation and is able to perform the basic function for which it was devised, that of providing adequate shelter for displaced persons. At the start of the hurricane season the shelter manager should ensure that the following are in place:

- Water storage facilities
- Cooking facilities
- Back up lighting system
- Adequate supply of basic food items (or that plans exist for the delivery of these to the shelters).
- Large plastic container with basic supplies and registration forms
- Water proof copy of the shelter rules
- Details of internal arrangements, showing the capacity of the shelter and space arrangements.
- Communications system
- Emergency telephone directory

Activation

Once the notification to activate the shelter is received, the following sequence of activities should commence.

1. Call out of team

The shelter manager should notify all team members of the notification, and carry out preparation activities. These include, having water, food, communication equipment and other necessities in place.

2. Registration of victims

Persons arriving at the shelter should be registered and assigned a space, based on the approved SPHERE standard. Registration should be carried out as soon as persons arrive at the centre and in family groupings. In order to expedite the process, registration of unaccompanied individuals should be done at a separate location or desk. All unaccompanied children under fifteen should be registered with their parents.

3. Feeding

A schedule for all meals should be posted on the door or in a conspicuous location for residents. Depending on the time of entry into the shelter, it may be necessary to initiate a multiple feeding programme. For example, if the shelter is activated in the morning, the provision of three meals may be necessary. Lessons should also be learnt from the experience of Antigua in Hurricane Luis, where the hurricane stayed overhead for over thirty hours. Shelter managers should be prepared to provide meals, under these circumstances.

4. Work Roster

Shelter residents should be formed into work teams, and assigned tasks within the shelter. A roster of activities, and persons assigned to these, should be prepared on a regular basis.

5. Problems

A sensitive but firm shelter manager can reduce the possible level of tension which can exist in shelters. Managers need to be aware that often persons entering shelters feel a loss of control of their environment. They are leaving the home environment, where they had total control, and entering a situation where control resides in the hands of a stranger. This can lead to resentment, anger or open hostility towards those who are in authority. Apart from the loss of control, there is uncertainty about the future, concern about the length of stay in the shelter, and general shelter conditions. This can lead to a feeling of depression, anomie and a general loss of interest in life. Managers should monitor long-term evacuees and be able to detect when these problems are developing. Counselling services should be provided to these persons.

Deactivation

Prior to the closing of the shelter, the following activities should be carried out: All waste should be disposed of, furniture returned to their original position, posters and other material removed from walls. Sanitary facilities should be cleaned and disinfected. A final inspection of the building should be conducted, to ensure that all is in order. All reports and excess materials should be collected and turned in to the shelter manager. A final debriefing meeting should be held with staff members to solicit feedback on the operation. These reports should be submitted to the Disaster Committee. The building should be secured and the keys returned to the appropriate person.

22.5 SHELTER CHECKLIST

Name of **shelter**

Address

Telephone #

Owner's Name

Owner's Address

Telephone #

Name of **Manager/Principal**

Address of Manager/Principal

Telephone #

Inspector's Name

Organisation

Organisation's Address

Telephone #

Fax #

Date of Inspection

General Comments

Specific Comments

- ☐ Accessibility
- ☐ Location
- ☐ Potential hazards, internal and external, which may affect use of building
- ☐ Condition of building
- ☐ Structural integrity
- ☐ Ventilation
- ☐ Type of roofing material

Based on inspection, the building is: ☐ Recommended
☐ Not Recommended

If not recommended, the reasons are the following:

Name

Date

Signature

Basic Shelter Supply

Emergency generator
Fire extinguishers
Stove
Cooking utensils
Cots or other sleeping equipment
First Aid kits
Cleaning equipment
Sanitary supplies
Commercial radio
2 way radio or other communication device

Health Emergencies

The mass occupation of a shelter can give rise to the rapid spread of contagious diseases, which may endanger all shelter occupants. To guard against this, the following procedures should be followed:

Once it has been verified, by a medical person, that an occupant has a contagious disease this person should be immediately evacuated to the nearest hospital for medical treatment. The immediate environment, previously occupied by this person, should then be sanitized, based on instructions from the Ministry of Health or other health personnel.

In cases where it is not possible to have the individuals evacuated, these persons should be isolated and kept away from other occupants, including family members.

PLEASE REFER TO HEALTH PLAN FOR ADDITIONAL DUTIES OF THE HEALTH TEAM IN SHELTERS.



**NATIONAL EMERGENCY ORGANISATION
OFFICE OF THE PRIME MINISTER
ST. VINCENT AND THE GRENADINES
WEST INDIES**

Chairman:
Dr. Hon. Ralph Gonsalves
Tel. 784-456-1703
Fax 784-457-2152
Email: pmosvg@caribsurf.com

National Disaster Coordinator:
Mr. Howie Prince
Tel: 784-456-2975, ext. 550
Fax 784-457-1691
Email: hprince@caribsurf.com

Shelter Registration Form

Shelter Address

Telephone number

Occupants Information:

Full Name:

Other names:

Occupation:

Special skills:

Age:

Address:

Next of Kin:

Address of next of kin:

Names of family members in shelter:

Any special medical condition:

Signature:

Date:



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Shelter Reporting Format

Name of Shelter:

Name of person in charge:

Shelter Capacity:

Date of opening:

Number of persons being accommodated:

Number of persons, by sex and age classification:

Medical Problems:

Status:

Name of Person in Charge:

Signature:

Date:



**NATIONAL EMERGENCY ORGANISATION
OFFICE OF THE PRIME MINISTER
ST. VINCENT AND THE GRENADINES
WEST INDIES**

Shelter Information Sheet

Name of shelter:

Location:

Type of building: Single storey ☐ Multi-storey ☐

Ownership: Government ☐ Private ☐

Capacity: ☐ ☐ ☐

Stand-by power plant : yes ☐ no ☐

Kitchen facilities: yes ☐ no ☐

Sanitary facilities: yes ☐ no ☐

Date of last inspection:

Inspection officer:

Name of Shelter Manager:

Address of Shelter Manager:

Telephone number: work ☐ ☐ ☐ ☐ ☐ ☐ ..home ☐ ☐ ☐ ☐ ..

Head of local district disaster committee:

Address:

Telephone number: work ☐ ☐ ☐ ☐ ☐ ☐ ..home ☐ ☐ ☐ ☐ ..

At home victims

Assistance to stay-at-home victims: In cases where persons have suffered the partial loss of their homes, such as would warrant their stay in a shelter but have decided against this, provision will be made to expedite assistance to these persons. All persons so affected should report to the nearest shelter for registration. Once these individuals/persons have been registered, this information will be passed on to the shelter management committee for urgent action. The following registration form will be used for persons in this category:

Name:

Address:

Number of persons in household:

Tenancy: Owned Rented

Contact number:

Description of damage to property:

Minimum assistance required to meet basic needs:

The beneficiary form should be used to indicate the level of assistance granted to each family/individual. In all cases, an attempt should be made to have emergency relief shelter items distributed within twenty-four hours after the event.



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WEST INDIES**

Beneficiary Card No. _____

Name of family/head of household _____

Number in family/household _____

District _____

Names of family members	Age	Sex	Names of family members	Age	Sex

Distribution dates	Distributed Supplies	Beneficiary's Signature

DAMAGE AND NEEDS ASSESSMENT**Introduction**

In the immediate aftermath of a disaster, it is necessary that accurate data is collected and provided to response organisations, inside and outside the stricken area. This information is normally obtained by eyewitness reports or from damage and needs assessment surveys. The damage assessment component focuses primarily on the quantification of physical damage to infrastructure, housing and employment sources. The needs assessment identifies the general welfare requirements of the community.

Work on assessment surveys commence long before the disaster occurs. It is important that vulnerable communities be identified, as a matter of routine, and that plans and procedures for conducting assessment surveys in these areas are developed and tested. Records from past disasters, recent population and census data, should be consulted in developing the survey instrument, as these contain valuable information. For example, by reviewing studies on the last flooding event, information can be obtained on the level of damage sustained by the community and the needs generated at that time. Census data can fill in important gaps, by providing information on population growth and the condition of existing housing stock.

The economic base of the community will also assist in the prior identification of needs. In a fishing community, for example, a primary need, after a hurricane, is likely to be the replacement of fish pots, and the mesh required for making these; the needs of an agricultural community would differ, as these are likely to revolve around planting material and equipment. These considerations should be factored in the development of the community assessment survey, as this will ensure that a more relevant survey instrument is prepared.

Types of Surveys**➤ Aerial**

Where time and cost permits, a moderately effective survey can be conducted from the air, with the use of video recording equipment. This permits the team to observe the level of damage sustained, and, via the taped information, allows for a detailed examination upon completion of the flight. This type of survey, however, precludes any meaningful interaction with the affected population, and while damage can be observed, the needs of the population cannot be assessed.

➤ Windscreen

This type of survey, which involves driving through the damage affected areas, can be enhanced by the use of video recording. Like the aerial survey, however, this type of survey tends to be biased towards damage rather than needs assessment.

➤ **Pedestrian**

This type of survey is the most effective, as it obtains detailed information from the affected community. The interaction between the surveyors and the community also helps to allay the fears and tension of residents, as they are able to see that some activity is being undertaken.

➤ **Combined Windscreen/Pedestrian**

This combination type survey enables surveyors to cover a wider geographic area, while still obtaining detailed information on the most severely affected areas.

Purpose of the Survey

The primary purpose of the survey is to **assess conditions** in the affected area, in order to undertake proper response actions to alleviate immediate suffering, and to plan an effective long term response.

Planning the Survey

The basic information required to plan an assessment survey is:

- a) knowledge of the hazard and its impacts;
- b) the type of information needed to develop a clear picture of the damage sustained, and the immediate needs of the affected population.

By completing (a), the information required for (b) should emerge. In the event of a major flood, for example, information would be required on casualties, property damage, infrastructure damage, damage to livestock, availability of shelters and food supplies, etc., and any secondary threat which may endanger the community (the threat of landslides and possible isolation, for example).

By discussing the possible impacts of the event and the information needed, against the backdrop of past events, a survey instrument can be developed. During the development of this instrument, a consensus should be reached, in terms of the classifications to be used. This is particularly important in the assessment of structural damage, as different interpretations of moderate, minimal, or severe, damage can skew the survey results.

Changing Needs

The required needs immediately after a disaster are likely to change over time, as the community moves from response to rehabilitation to reconstruction. It will therefore be necessary to conduct bi-weekly surveys in order to keep abreast of the changing needs of the community. For example, in a rural farming community food and clothing may be required immediately after a flood. Two weeks later, however, farming equipment and grains may be the priority, as replanting begins.

A breakdown of the information usually required over time for specific disaster events follows.
Changing needs after **Earthquakes**:

Information needed within the first 48 Hours after the event:

- Name of Community
- Type of housing
- Time of day event occurred
- Estimate of number of persons affected
- Estimate of deaths
- Estimate of injured
- Estimates of missing persons
- Effect on infrastructure (roads, utilities, housing etc.)
- Unmet needs (food, water, medicine, shelter)
- Availability of local resources

Information needed within 4 days after the event:

- Update on all information previously gathered
- Revised estimate of victims
- Report on the provision of relief to victims
- Immediate and projected needs
- Health status of population
- Availability of food
- Number of housing units destroyed
- Number of seriously damaged housing units
- Availability of temporary shelter in the community
- Possibility of survivors constructing emergency shelters from salvaged material
- Number of persons living in shelters

Information needed within the first 7-10 days after an earthquake:

- Up-date on all information previously provided.
- Present and anticipated needs
- Material requirements (construction)
- Availability of construction materials and skilled labour
- Changed needs after **Hurricanes and Floods**

Information needed within the first 48 Hours after the event:

Name of affected community
Present condition if flood, i.e. water level rising or falling
If yes, to what degree?
List of evacuation centres
Areas evacuated
Number of persons evacuated
Immediate needs
Estimate of number of persons affected
Estimate of number of deaths, injured and missing
Homeless
Impact on infrastructure
Local resources available
Internal and external communication means

Information needed within 4 days after the event:

Up-date on information previously provided
Revised estimate of victims
Present and projected needs
Number of housing units destroyed
Number of housing units damaged

Information required 7 days after the event:

Revised up-dates on information previously provided
Number of persons still in shelters
Revised figure of victims
Immediate and projected needs

The provision of accurate information, at each stage, is essential, if the relief management system is to operate effectively and efficiently.

The survey forms presented below are intended to serve as a guide to assist in the preparation of local damage assessment survey forms.

HOW TO USE THIS FORM: (Damage Assessment Survey form- dwellings)

DISASTER- Define/ describe disaster ó hurricane, floods, etc. ó also include information if the situation is on-going or has ended

DATE- *Date of the survey –NOT OF THE INCIDENT!* **TIME-** *Time survey started*

COUNTRY- **DISTRICT-** Name of District or political jurisdiction **AREA-**
COMMUNITY NAME- Write the name of the affected community **NAME OF**
SURVEYOR- Write name of person conducting survey **STREET NAME-** Write the
name of the street or road surveying - if the road/street has no name, describe how to get to the
road/ street name from a known road or street.- ex. From Road 63(North) turn left after passing
JonesøGeneral Store

DWELLING # - *Write the number of the dwelling starting from a specific (ascending numbers- or descending numbers) section of the road/street- If there are no dwelling numbers, assign a number to each dwelling in sequence, ex. 1, 2, 3 etc.*

FAMILY LAST NAMES- Write all the last name (s) of the head of the household and other living members.

IN F. ó Write the number of members living in the dwelling

TYPE OF STRUCTURE- **M= Mixed** –cement block walls/ wood- tin roof construction

W= Wood – all wood / tin roof construction

C= Cement- all cement structure roof and walls

TYPE OF DWELLING- **S- Single family dwelling**

M- Multi- Family dwelling

A- apartment

DAMAGE- Use the following table to determine damage to dwelling:

OWNERSHIP- Is the family the owner of the dwelling or they rent? (Important! ownership of land not required)

INSURED- Does the family have appropriate insurance for type of damage or losses?

COMMENTS- *(use section to describe damage) write in the column all the information related to the observable damage*

TOTAL- Please total all the columns and transfer information to **Damage Assessment Survey Tally Form- Dwellings**

HOW TO USE THIS FORM: (Tally Form- Damage Assessment Survey - dwellings)

DISASTER- Define/ describe disaster ó hurricane, floods, etc. ó also include information if the situation is on-going or has ended

DATE/TIME of the survey –NOT OF THE INCIDENT! **COUNTRY-** *Name of the country,*
AREA- COMMUNITY NAME- *Select for what level the tally information is being collected, the final tally should be for the total country.*

NAME OF SUPERVISOR- Write name of the person reviewing and tallying the sheets.

☐ **Street/Road Name**

☐ **Community Name**

☐ **District** ☐ **Area** Select for which level the tally form is being used and write the appropriate information

IN F. ó Using the total from the Survey Form/Tally Sheet- write the total number of members living in the dwellings

D. S. - (Number of Dwellings in Survey) From the Survey form/Tally Sheet write the total number of dwellings surveyed

TYPE OF

STRUCTURE- **M= Mixed** – From the Survey form/Tally Sheet write the total number of dwellings with mixed construction

W= Wood – From the Survey form/Tally Sheet write the total number of dwellings of wood

C= Cement- From the Survey form/Tally Sheet write the total number of dwellings of cement

TYPE OF

DWELLING- S- Single family dwelling- From the Survey form/Tally Sheet write the total number of Single family dwellings

M- Multi- Family dwelling From the Survey form/Tally Sheet write the total number of Multi-Family Dwellings

A- apartment- From the Survey form/Tally Sheet write the total number of

DAMAGE- DE- Destroyed- From the Survey form/Tally Sheet write the total number of dwellings destroyed

MA- Major damage- From the Survey form/Tally Sheet writes the total number of dwellings major damage

MI- Minor damage- From the Survey form/Tally Sheet writes the total number of dwellings minor damage

AF- Affected- From the Survey form/Tally Sheet write the total number of dwellings affected

OWNERSHIP- From the Survey form/Tally Sheet write the number of owners and renters

INSURED- From the Survey form/Tally Sheet write the number of families insured and not insured

COMMENTS- *(use section to describe damage) write in the column all the information related to the observable damage*

TOTAL- Please total all the columns and transfer information to **Tally Form- Damage Assessment Survey- Dwellings**

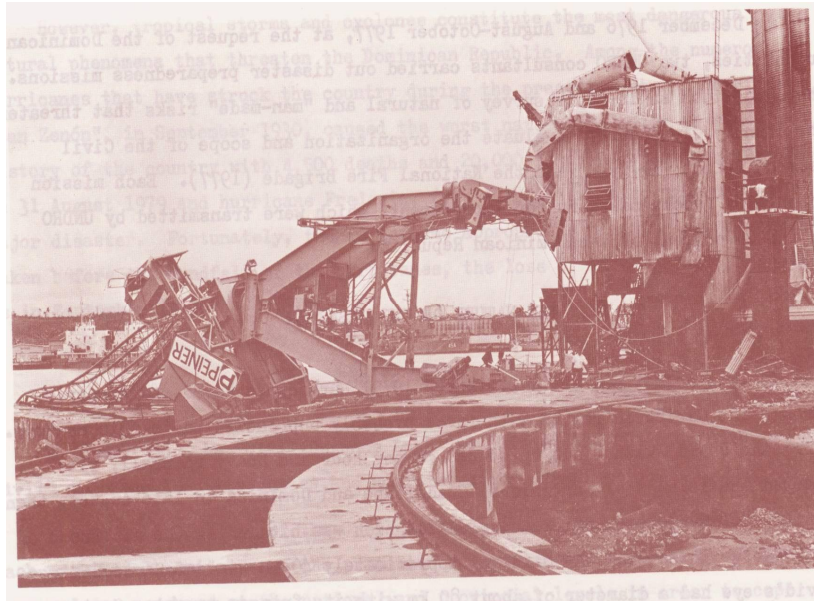
TALLY FORM- DAMAGE ASSESSMENT SURVEY-DWELLINGS

DISASTER	DATE/TIME:	COUNTRY	ISLAND
----------	------------	---------	--------

[/] District [/] Area [/] Community Name

Reverse page for information on how to use the form.

Name

[illegible]

DAMAGE ASSESSMENT SURVEY- INFRASTRUCTURE	
DISASTER (describe)	<i>DATE/TIME:</i>
Country/ Island/ District	Name of Surveyor:
	Summary Report <input type="checkbox"/> yes <input type="checkbox"/> no
Community Name:	

INFRASTRUCTURE	DESTROYED	DISABLE/ ISOLATED	PARTIAL DAMAGE/ USABLE	TOTAL AFFECTED:
Airports:				
Roads/ Streets:				
Bridges:				
Ship Ports:				
Waste Water Treatment Plant:				
Public Buildings:				
TOTALS:				
DEATHS:	SERIOUSLY INJURED:	HOSPITALISED:	EVACUATED:	

Number of shelters opened	Number of people in shelters	Number of dwellings isolated	Number of People isolated
UTILITIES			
# of customers without electricity	# of customers without piped water	# of customers without telephone	# of customers without bottle gas
# of electric generation systems damaged	Conditions of electric distribution lines: [] # of distribution lines damaged describe:		Damage to water distribution system:
What are the present needs of the community, describe: Short term (< than a week): Long term (> than a week):			
PRIMARY CARE FACILITIES			
Status of Hospitals: [] Operational [] Not operational [] # of beds damaged Describe damages:			
Primary Care Clinics: [] Operational [] Not operational Describe damages:			
# of Drug Stores: [] operational [] not operational	# of Elderly Care facilities: [] operational [] not operational		# Orphanages or Special facilities damaged: Describe:

HOW TO USE THIS FORM: Damage Assessment Survey -Infrastructure

REPORT #: This report can be done as people gather information on the affected areas. Be sure that date and time are recorded every time the survey is conducted.

DISASTER- Define/ describe disaster ó hurricane, floods, etc. ó also include information if the situation is on-going or has ended

DATE/TIME of the survey –NOT OF THE INCIDENT! COUNTRY- Name of the country, ex. *Dominica Commonwealth ISLAND-* what island survey was conducted, ex. *Nevis*

DISTRICT-AREA- COMMUNITY NAME- Select for what level the information is being collected, the final tally should be for the total country.

Name of Surveyor- Write name of the person reviewing, and tallying the sheets.

Summary Report ó Select yes or no, this form can be used to tally damages by country, island, or district.

INFRASTRUCTURE: List on the first column the names/ location of facilities/ structures damaged by the disaster, such as airports roads and streets, bridges, shipping ports, waste treatment plants, public buildingsí select with a check mark (☐) what is the post-disaster condition; Total by rows and columns.

ENTER: Number of Deaths; injured hospitalized, evacuated; number of shelters opened, number of people in shelters, number of dwellings isolated; number of people isolated

UTILITIES: Enter the # of customers presently without electricity, piped water, telephone service, bottled cooking gas.

Enter the number of electric generating facilities damaged by the disaster.

Write the number of distribution lines (poles, towers) down by the disaster.

List the number of water distribution systems (pipes, water reservoirs, dams) damaged

List the short and long-term needs of the community/area/district/island

PRIMARY CARE FACILITIES: Describe the status of hospitals, clinics, and other essential care facilities.

List number of operational and not operational drug stores, elderly facilities and other special facilities.

ACTIVE VOLCANO EVACUATION PLAN

DRAFT Evacuation Policy

- 1) The primary objective of this policy is to provide for the orderly evacuation of residents and visitors from endangered communities, ahead of an impending emergency event. This policy was designed in accordance with the powers granted to NEMO under the National Disaster Response Plan.

- 2) **Areas Covered**

This policy covers the territory of St. Vincent and the Grenadines.

- 3) **Relevant Technical Agencies**

For the purpose of this policy, relevant technical agencies refer to the Seismic Research Unit in Trinidad, the La Soufriere Monitoring Unit and the National Meteorological Office in St. Vincent.

- 4) **Responsibilities**

It is the responsibility of the Governor General, upon notification by the Prime Minister to declare that a state of emergency exists, or that the conditions are such that the lives of residents and visitors can be endangered by an impending event. Under such conditions powers will be granted to the National Emergency Management Office to effect the evacuation of all persons.

Prior to requesting that an evacuation order be issued, the National Emergency Management Office (NEMO) shall liaise with the relevant technical agency or agencies, to ensure that the conditions are such that an evacuation is warranted.

The Seismic Research Unit in Trinidad and the La Soufriere Monitoring Unit in St. Vincent shall be the designated agencies for declaring a volcanic emergency. The National Meteorological Office shall be the designated agency for dealing with meteorological events.

Information on the impending danger, and the decision to evacuate visitors, shall be communicated to the Grenadines by NEMO, through the Island Administrator or other relevant public authority.

The Ministry of Transport, Works and Housing shall be responsible for the procurement of transports and ensuring that land evacuation routes are free of obstructions.

The Police Force shall be responsible for directing traffic flow and ensuring that adequate security is provided at all shelters.

A joint Emergency Evacuation Centre will be established by NEMO, the Ministry of Transport, Works and Housing and the Police Force, to monitor all evacuation activities.

The evacuation of patients will be the responsibility of the Ministry of Health, and the evacuation of prisoners the responsibility of the Ministry of National Security.

VOLCANO EVACUATION PLAN

Introduction

The Soufriere volcano is located in the northern sector of St. Vincent and poses a clear danger to approximately 16,592 persons, whose life and livelihood can be destroyed by an eruption. This evacuation plan is an attempt to minimise or prevent the loss of life from an eruption, by putting in place procedures for effecting a safe and coordinated evacuation of the endangered zones. It envisages the movement of all endangered persons from the northern and central region to areas in the south and to the outer cays of Bequia and Canouan if necessary. The methodology and resources for effecting such an evacuation are given below.

NEMO/EOC Activation

The NEMO/EOC will be activated by the director upon the advice of the local volcanologist. This activation will commence four weeks prior to the anticipated eruption, in order to permit the confirmation of available transport, signing of MOU with transporters and visitation to the communities to inform them of the procedures to be followed once the decision to evacuate has been made. The following activities will also be carried out during this period

Setting up of Co-ordination Centre

Two Coordination Centres or Staging Areas for managing the movement of all transport vehicles will be established, one at the Mount William School to facilitate evacuation from the Windward side and the other at the Spring Village School to facilitate the Leeward side evacuation. These areas have sufficient parking space to facilitate the parking of several buses, trucks and cars.

The Mount William School is located below the tunnel. In case there is a blockage, it is sufficiently away from the main thoroughfare to prevent it being overrun by residents from the nearby community. For the Spring Village side, this location will allow the OSC to divert traffic through the Rose Hall, area should the road be blocked in the Coulls Hill area. These sites will be staffed by the On Scene Commander, Logistics Officer, Transport Officer, Radio Operators and members of the security force. The primary duties of this team are to monitor, and, or co-ordinate all transport activities, and, in consultation with the NEMO, take the necessary measures to ensure that the plan is executed in an efficient manner. This includes the scheduling of

evacuation vehicles in and out of the area, and reassigning these vehicles, based on an analysis of the on-the-ground situation.

On Scene Co-ordinator

The OSC assumes full responsibility for the execution of the plan, once an evacuation has been ordered. In this capacity, the OSC establishes and remains in contact with all assembly points and shelters, to ensure that the movement of convoys, in and out of the area, is done in an orderly manner, and that any difficulties which arise are addressed.

Transport Officer

The TO is responsible for the identification and selection of vehicles to be used in the evacuation, ensuring that all vehicles are properly insured and that arrangements are in place for the fuelling of vehicles.

Logistics Officer

The logistics officer supports the OSC by maintaining a running log of vehicle movements, shelter capacity and the number of persons assigned to each shelter. In the event a shelter becomes overcrowded, the logistics officer is responsible for indicating this to the OSC, so that convoys en route can be diverted to under-utilised shelters. The Logistics Officer maintains radio contact with all Assembly Point Officers and shelter managers, to ensure that he is aware of all vehicle movement and shelter capacity at all times.

Assembly Points/Areas

Upon notification, by the La Soufriere Monitoring Unit, that the volcano is showing activities which could indicate an eruption, the following actions will be taken. Members of the District Disaster Committee, the National Youth Council and other volunteers, will meet with residents to inform them of the evacuation plan and conduct registration for all requiring shelter. This information, along with the names of local transport owners, including boats, will be sent to NEMO to serve as the active database for fine-tuning the evacuation. Upon receipt of this information NEMO will determine the number of buses, boats and other means of transport required for a 48 and 24-hour evacuation. Based on this determination, contracts will be entered into with selected transporters to secure their services for the actual evacuation. Once the number of buses and route assignment has been agreed on, residents requiring shelter will be asked to complete a registration form in triplicate, indicating head of household, family size, the name and address of a contact person outside the hazard zone.

The completed form will be distributed in the following manner, one copy will be retained by the resident, one copy will be passed on to the NEOC, and the third copy to the Coordination Centre, once this information has been transferred to a register by the volunteers.

Two weeks ahead of the evacuation, volunteers will conduct a community survey to identify persons who may not have been registered. Anyone so identified will be added to the list and this information passed on to the NEOC, Coordination Centre and Shelter Coordinator for their

action. Residents will also be advised of the assembly point for their community. These areas will be colour coded, according to the community and shelter to which assignments are made. For example, if the school playing field in Owia is designated assembly point blue, this should correspond to the colour assigned to the shelter which supports this assembly point. Buses will also be colour coded; buses with blue flags would therefore move to assembly point blue to load and from there move to shelter blue to unload. This information will be made available to the general population, along with the shelter to which they will be assigned in the event of a disaster.

Making this information available makes it easier for families to be reunited, in the event that an evacuation is called when some residents are away from home.

Upon notification of the order to evacuate, residents will be asked to assemble at their designated assembly point to await instructions from the Assembly Point Officer and Dispatcher.

Assembly Point Officers

The assembly point officers are responsible for maintaining order at the assembly points and ensuring that families are kept together. Where families have to be separated, the assembly point officer maintains a record of where the various members are located. This is facilitated by the pre-boarding pass, which each family or person over twenty-one is required to complete before arriving at the assembly point. This form which was completed earlier is now handed to the Assembly Point Officer who notes any adjustments, such as a reduction in the family size or the possible separation of family members.

Dispatchers

Dispatchers work in tandem with assembly point officers, and are responsible for ensuring that buses are loaded in a safe manner, and dispatched to their respective destinations in a convoy formation, on time.

Ministry of Transport, Works and Housing.

The Ministry of Transport, Works and Housing will maintain heavy equipment at pre-designated areas to clear blocked roads and permit a clear exit from the danger zone. The ministry will also prepare maps of alternate routes for distribution to drivers. Additionally, all alternate routes will be signposted with luminous paint to facilitate night movement.

Security

The security forces will activate their agency plan to address the following issues:

- a) Traffic Control: control points will be established at the following locations, Arnos Vale, Sion Hill;

- b) Protecting evacuated communities: The protection of evacuated communities will have to be coordinated with the St. Lucia Coast-guard, to prevent the looting of coastal communities by persons travelling by boats from St. Lucia. The local Coast-guard will be the lead agency, with support provided by the St. Lucia element.
- c) Providing security at shelters: The local police will also be required to provide security protection at all designated shelters.

Evacuation Sequence and Agency Responsibilities

Evacuation of the threatened communities will be conducted in a sequential manner. Under this arrangement, communities in the identified Red Zone will be the first to be evacuated. This will continue, in a gradual collapsing manner, until all endangered communities are evacuated. Marginal communities, i.e. those located in the orange zone, will only be evacuated if the situation deteriorates to such a stage where this is warranted.

An outline of the responsibilities of lead agencies responsible for effecting the evacuation is given below. This refers specifically to the evacuation. For a more detailed examination of agency responsibilities, prior to and after an eruption, please refer to the basic volcano emergency plan.

Pre-Evacuation Phase

Agencies	Responsibilities
SMU	Advise the Director NEMO of any unusual increase in activity of the volcano. Provides scientific explanation and projected eruption time.
NEMO	Informs the PM of volcanic activity and gives projected time frame. Updates the PM on high risk areas.
PM	Instructs all ministries and departments to update emergency plans and ensure that adequate resources are available to deal with an eruption
NEMO/SMU	Establish lines of communication for keeping the public and political directorate informed of all volcano related activities. Conducts daily briefings for the PM.
MOE/MWTH	Conduct shelter inspection exercise and upgrade shelters where necessary.
NEMO	Convenes meeting of the NEAC and update members.
MOH	Convene meeting of medical personnel and establish agreements with off island hospitals for handling a major medical emergency.
Disaster Committee/VOLAGS District	Convene community meetings and explain actions to be taken and time frame. Conducts registration of residents.
Evacuation Phase	
NEMO	Establish Staging area and appoints On Scene Commander (OSC)
OSC	Establish communication links with relevant groups including NEMO, Police, MWTH, Assembly points and Shelters
MWTH	Pre-positions heavy equipment to clear blocked roads if necessary.
Assembly Point Officers/ District Disaster committee/ Dispatchers	Coordinate the arrival and departure of residents from assembly points.
Police	Establish security in evacuated areas. Monitor traffic flow. Provide escort for emergency vehicles, if deemed necessary.
Airport Authority	Provide aerial transport for medical evacuees
Coast Guard	Establish security barrier between northern region and St. Lucia.
Coast Guard/Red Cross	Provide water safety personnel at boat loading points.
SMU/GIS	Establish information centre to keep the public abreast on matters related to the emergency and safety measures.
MOE	Establish and manage shelters





**NATIONAL EMERGENCY ORGANISATION
OFFICE OF THE PRIME MINISTER
ST. VINCENT AND THE GRENADINES
WEST INDIES**

Date: _____

Card No. _____

Name of family/head of household _____

Number in family/household _____

Address _____

Telephone number _____

Name of Contact Person outside Community _____

Relationship _____

Address of Contact Person _____

Telephone Number _____

Will you or members of your family require shelter assistance: yes____ **no**____?

Do you require transportation out of the area: yes____ **no**____?

Shelter Assignment _____

Any Special Medical Needs/Disability:

Names of family members	Age	Sex	Names of family members	Age	Sex

Names of School age children attending schools outside the community_____

Schools attending_____

Signature of Head of Household_____

Form Prepared By: _____ **Verified By**_____

DRAFT FLOOD PLAN**Introduction**

St. Vincent is vulnerable to two types of flood events, flash floods and coastal flooding. These two events pose a constant threat to the development and stability of the country, as they are able to strike at any moment wreaking havoc on the country. The social and economic cost of these events can set back the development efforts of government and private individuals, thereby retarding the country's rate of development.

Flash Floods

Flash floods occur throughout the island, with interior areas as such as Mesopotamia being frequently affected. These events, as implied by their name, are sudden events which travel at great speed, taking a mixture of debris in tow. These events, due to their rapid onset strike suddenly, leaving little time for residents of endangered communities to react. The rapidity of onset often results in the loss of lives, property and livestock, in low lying areas.

Coastal Flooding

Coastal flooding is normally associated with the passage of a hurricane or tropical storm. Coastal floods, unrelated to tropical systems, have however occurred at various times. When associated with a tropical system, coastal flooding can be devastating, destroying coastal installations and forcing residents to seek shelter inland. The severe erosion of beach areas, with the resulting loss of homes, has also been noted as a feature of these events.

Current Plan

The current plan focuses on the response actions to be carried out by NEMO and associated agencies, prior to a flood event that is unrelated to a tropical storm or hurricane. Actions for flooding, during hurricanes and storms, are addressed as part of the hurricane plan. This plan therefore addresses the specific actions related to a flood event due to severe inclement weather.

Current Situation

Over the past thirty years St. Vincent has witnessed the rapid occupation of high risk areas, particularly flood-prone areas, by a wide cross-section of the society. This conversion of vulnerable locations into residential areas places a significant proportion of the population at risk from flood-related events. It is anticipated that, should a major flood event occur during the night with very little warning time, the casualty rate would be exceedingly high. A death toll in excess of 200 is not unlikely. It is in an attempt to reduce this projected death count and to generally protect lives and property that this plan is developed.

The effective implementation of the flood plan depends on the dissemination of timely warnings from the National Meteorological Office. It is therefore important that a system of maintaining a 24-hour weather watch be initiated once the conditions exist for severe inclement weather. It is also essential the NDC maintain a 24-hour hotline for receiving information on any potential disaster event. This hotline should be activated after working hours, weekends and on public holidays. The local cable provider should also be tasked with the responsibility of running text messages over all channels should a severe flood warning be issued.

Base Data

1. Identified vulnerable communities

Layou
Chateaubelair
Spring Village
Bridgetown
Byrea
Gorse
South Rivers
Pole Yard
Mesopotamia
Belair
Dauphine
Lowmans
Lauders
Calliaqua
Fitz Hughes

2. Identified vulnerable facilities

3. Estimated number of persons at risk (day time population and night time population)

4. State of preparedness of local committee

5. Shelters available for evacuees

Basic Points to Consider for Flood Emergencies

1. Health issues will not be a major concern immediately after the event but are likely to emerge over time. Plans should therefore be developed to deal with these late emerging issues.
2. Safe water is likely to be an issue, as water storage facilities and intakes are contaminated by run off. Information on personal hygiene and the need to purify water, and methods of purification, should therefore be available for immediate dissemination.

3. Rivers may become choked by debris, thereby enlarging the floodplain. Residents should be informed of this possibility, and advised to move away from all potential flood areas.
4. Flooding may occur at anytime. Families residing in flood-prone areas should therefore be encouraged to prepare family disaster plans. These should focus on the possibility of family members being in different locations and unable to communicate during and after the event.
5. In farming communities floods will destroy the basic livelihood of residents. Response efforts should therefore be phased as the needs of this group will emerge over time. As a preparatory action, plans should be put in place to provide farmers with farming equipment and seed or planting stocks, to assist in their recovery efforts.

Alert Procedures

Once it has been determined by the National Meteorological Office that the possibility of flooding exists this information should be passed on to NEMO.

Plan A: Warning from the Met office.

In the event a warning of impending inclement weather is issued by the Met. Office, with the possibility of severe flooding, the following actions will be implemented by NEMO.

Actions	Responsible party(ies)
Notification of impending bad weather	National Met. Office
Issuing of joint news release with notification for persons living in flood prone areas to be alert and continue to monitor the electronic media for updates	National Met Office/NEMO
Briefing of NEMO staff	NDC
Place staff on standby and prepare work roster	Exec. Officer NEMO
Release 50% of NEMO staff with instruction to monitor radio and be prepared to operate a night shift.	NDC
Notification of PM and request to initiate evacuation if warranted	NEMO
Upgrading of news release and issuing of evacuation notice	NEMO
Notification of National Emergency Committee	NEMO
Notification of Sub-Committee chairpersons*	NEMO
Pre-positioning of road clearance equipment*	MWTH
Accessing of extra drivers and vehicles*	NEMO
Preparation of Damage and Needs Assessment Forms*	NEMO
Monitoring of system *	Met. Office
Notification of school closure*	Min. of Education
Traffic control *	Police
Activation of District Committees	NEMO
Notify Grenadines *	NEMO
Notify Coast Guard and Port Authority*	NEMO

Activate Search and Rescue Teams*	Fire/ Police
Activation of EOC, if necessary	NEMO
Activate relevant sub-committees, as warranted	NEMO
After Actions	
Conduct rapid assessment *	Central Planning Unit
Assess water quality*	CWSA/ MOH
Brief PM on damage estimates*	NEMO
Convene NEC*	NEMO
Prioritize roads to be cleared*	Police
Road Clearance *	MWTH/GESCO
Conduct detailed Damage and Needs Assessment and prepare budget*	CPU/NEMO
Open shelter if required*	NEMO
Provide comfort kits*	Red Cross

Plan B: Continuous Rainfall

Plan B is predicated on the basis that the island has been experiencing prolonged heavy rainfall for an extended period and that there is more than a fifty percent chance that flooding is possible. In such an event, even if a warning is not issued by the Met Office, the following actions are recommended.

Actions	Responsible Party (ies)
Contact Met. Office to determine current and projected situation	NEMO
Convene meeting with NEMO staff to discuss the situation	NDC
Place staff on standby and prepare work roster	Exec. Officer NEMO
Reconfirm situation with Met. Office. Based on response stand down or proceed to next phase	NEMO
Notify PM and NEC of potential flooding	NEMO
Issue joint news release	NEMO/Met. office
Mobilize local committees to begin evacuation	
Activate shelter managers to prepare emergency shelters	
Release 50% of NEMO staff with instruction to monitor radio and be prepared to operate a night shift.	NDC
<u>*All other actions denoted by asterix as identified under PLAN A</u>	

Staff Preparation

Upon the determination by the NDC that flooding is imminent the following actions should be taken:

A briefing meeting should be held with all staff members and a work roster prepared. Staff designated to work on the night shift should be released and given a specific time to report for work.

Remaining staff should prepare the office for emergency operation to include the printing of Damage and Needs assessment forms, storing of water supply, testing of stand by generator and checking of flashlights. The area around the building should also be inspected to ensure that the building will not be flooded out.

In order to ensure that staff can be picked up and operate effectively, extra vehicles and drivers should be co-opted by NEMO for night operations.

Staff released from the office should ensure that on their return they are properly equipped with the following:

Change of clothes to include extra shoes and socks, towels, snacks and bottled water, if this is not provided by the office, raincoats, if these are not provided by the office, and a small battery powered radio, if this is not provided by the office.

Handing Over

The relieving team should ensure that all members are properly briefed by the team being relieved. This briefing should be done, using both the Situation Report and Journal, to ensure that outstanding requests or situations are noted and will be followed up. A form, attesting to the areas briefed on, should then be signed by the head of both teams.





**NATIONAL EMERGENCY ORGANISATION
OFFICE OF THE PRIME MINISTER
ST. VINCENT AND THE GRENADINES
WEST INDIES**

Memorandum of Understanding

_____, a legally registered company located at _____
and called hereafter "the Supplier" **AND**
The National Emergency Management Office, called hereafter "the client"

The following is agreed:

Article 1

The Supplier shall provide and transport by ____ under his direct control humanitarian relief goods to areas designated by the client in accordance with the agreement prepared by the client or representative (*cite name and locations if possible*).

Article 2

Under this agreement relief / humanitarian supplies shall be provided to the client ahead of an impending or in the immediate aftermath of an emergency or disaster. The prices for the contracted goods and services are agreed as:

Article 3

The present contract is valid for _____, beginning date _____, 2004, and ending date _____, 2004. At the end of this period, the contract will automatically be extended for ____ month periods, unless one of the partners terminates the contract, in which case a minimum of ____ days notice must be given to the other partner.

Each party of the contract can terminate it after _____ date _____, by giving a minimum of _____ written notice.

Article 4

The provision of the supplies shall be confirmed by the making of receipts and waybills or consignment notes, each to be made in three original copies signed by the Client and by the Supplier. The Supplier shall retain the first copy, the second shall accompany the goods and the vehicle operator shall retain the third

Article 5

In the event that the contracted supplies are to be transported by an independent carrier a specific contract outlining the specific responsibilities of the carrier and client shall be entered into.

Article 6

The Client has the right to divert the goods by asking the vehicle operator to stop the goods in transit, to change the consignee or to change the destination. The Client must provide the first copy of the waybill with new instruction entered and must indemnify the operator for all expenses, loss and damage involved in carrying out the new instructions. The Client also has the right to split the shipment for different consignees, but must pay minimum truckload costs for the vehicle until its final destination.

Article 7

All goods provided by the supplier should be in a satisfactory state, free of all infestation and should not have passed the stated expiration date.

Article 8

Payment by the Client is to be made by bank transfer to the Supplier's account upon receipt of the Invoice accompanied by the duly signed Goods Received Note, such transfer to be made within____ days of receipt of cargo and documents in apparent good order.

Article 9

In case of disputes arising from this contract both parties agree to arrive at a settlement by negotiation, excluding any internal court of justice. If such negotiations fail, both parties adopt the procedure of arbitration.

Location , date

COMMUNICATIONS PLAN-RAINBOW RADIO LEAGUE

On the advice of the Telecom Officer or the Chairman of the Central Emergency Relief Organisation (CERO) that a disaster has affected the state to the extent that commercial means of communications are rendered inoperable, the President or any member of the Directorate of the Rainbow Radio League (Hereafter referred to as the ðRRLö) will alert all members and volunteers and execute Phase 1 of the disaster response plan.

PHASE 1

On the instruction of the President, or in his/her absence the vice President or any other member of the Directorate, The RRL will conduct an emergency network and instruct operators and support personnel to move the necessary equipment (if not in place) to the Emergency Operations Centre (EOC) wherever it is located and await reports from the field (stations that already exist, operated by Hams or Cbers) . All information received will be written on the prescribed message forms(and recorded on audio cassette if possible) and will be forwarded for the attention of the Telecom Officer or Chairman of CERO for immediate action.

Message handlers will operate for 4 hours at a time. Members of the Directorate, or other assigned personnel, will assume duties at the EOC. In the event that damage is island wide, the relay stations throughout the state will report serious damage to the EOC. Clarity and brevity should be the hallmark of ALL messages as practised during simulation exercises. If the Chairman of CERO or the Telecom Officer requests that a field station be set up in a disaster zone, Phase 2 of the plan will be executed.

PHASE 2

On the request of the President, or in his/her absence any member of the Directorate of the RRL, a field station will be set up close to the disaster zone (using the safest route to get there), choosing the best/safest location and await further instructions from a relay station or EOC. Any portable stations (first responders or damage assessors) will report directly to the field station, which will, in turn, pass on that information to the EOC. Any new developments will be treated as priority traffic.

When domestic commercial means of communications have been restored and the services of the RRL no longer required, Phase 3 of the plan will be executed.

PHASE 3

On the advice of the President, or in his/her absence from any member of the Directorate, all temporary field stations will cease operations. All equipment used will be carefully dismantled and returned to RRL HQ. The RRL will meet, within one week of this operation, to review, correct and improve any technical or operational flaws which may have surfaced during the period under review.

Several regional and international contacts have already been established with Hams who are willing to assist the RRL in relaying traffic during and after a natural disaster.

The stations and organizations are:

J69AV	John Fricot	St.Lucia
8P6JB	Ron Wilkinson	Barbados
J39CY	Frank Noel	Grenada
9Y4KS	Ken Sargeant	Trinidad
KA2CPA	Vincent Bacchus	USA (CARIBUS Connection)

RRL 1995.

MUSTIQUE HURRICANE PLAN

Aim

The aim of the Mustique Hurricane Plan is to minimize the risk of injury, loss of life and damage to property in order to resume normal operation of the island as quickly as possible.

The Mustique Hurricane Plan consists of four phases.:

<i>Phase 1</i>	<i>Pre hurricane preparation</i>	Weather Forecasting Hurricane Watch Hurricane Warning Evacuation Shelter Preparation Final Preparation Report to EOC
<i>Phase 2</i>	<i>Hurricane Strikes</i>	<i>Shelter Managers</i>
<i>Phase 3</i>	<i>Post Hurricane</i>	Shelter Managers Report Report to E.O.C. Road Clearance Treatment and Care of Injured Preliminary Damage Assessment Emergency Repairs Closure of Shelters Relief
<i>Phase 4</i>		Final Damage Assessment Rehabilitation Return of Workers

IN DETAIL

PHASE 1

Weather Forecast

Weather conditions are to be monitored daily by the Operations Manager and Ken Will.

Weather forecasting will be led by the Operations Manager.

On first official warnings that St Vincent and the Grenadines may be affected by a hurricane the following information sources will be available:

1. TV channels 31 at 0647 hrs and 1747 hrs daily, CNN Ch.27.
2. SVG TV
3. Local radio
4. Mustique Security Office Tel: 8342 / 8848

Hurricane Watch

A hurricane watch will be issued, by The Government of St. Vincent and the Grenadines, when there is a threat of hurricane conditions within 24 to 36 hours.

Hurricane Warning

A hurricane warning will be issued, by The Government of St. Vincent and the Grenadines, when hurricane conditions are expected within 24 hours

Once a hurricane watch has been announced, The Mustique Company will set up a Pre-hurricane control centre in the company's office tel: 8375 / 8475 and VHF radio.

Control Centre

The control centre will be manned by:

- Managing Director
- Operations Manager
- Coordinator of Emergency Services
- Police Department Liaison Officer
- Security Office Manager

The responsibilities of the Pre-hurricane control centre are:

- Collate all relevant information of the approaching hurricane.
- Monitor the development and direction of the hurricane.

- Issue a hurricane warning, when hurricane conditions are expected within 24 hrs.
- Forecast, as accurately as possible, the time the leading edge of the hurricane will affect Mustique, zero hour.
- Execute and control the pre-hurricane preparedness plan.

Evacuation

The policy of The Mustique Company is to evacuate as many residents and workers as possible and to provide safe shelter for those remaining.

The Mustique Company, through the control centre will ensure that all employers are fully briefed of the workers evacuation plan.

The employers are to ensure the supervision and direction of their employees to the designated evacuation points. 1. Wharf. 2. Airport.

The controlled evacuation of all non-essential personnel will be directed by the Operations Manager, assisted as shown below:

All construction workers living in bunk houses.

Responsibility: Security department. i/c Security supervisors and the Quartermaster.

House guests and owners who wish to leave.

Responsibility: House Rentals Department. i/c House Rentals Department Manager.

Village.

Responsibility: Security department and Police. i/c Security supervisors, and the Mustique Indigenous People's Association.

House Staff.

Responsibility: House Rentals Department. i/c House Rentals Department Manager.

Mustique Company Personnel. inclusive of MMS, ERD

Responsibility: Security department. i/c Security supervisors.

Cotton House guests and personnel

Responsibility: Cotton House. i/c Cotton House Manager.

All other employees. (Basil's, Firefly, Corea's, Sweetie Pie, Joanna's.)

During the evacuation, the Security department is responsible for the following:

- Control and co-ordination at the evacuation points.
- Recording full details of those being evacuated.
- Organizing the evacuees into groups for transfer to St Vincent.
- Providing the control centre with full evacuee transfer information.

During the evacuation, the Control centre is responsible for the following:

- Relaying the evacuee transfer information to the Mustique Company, St Vincent office and the Disaster Preparedness Coordinator.

Shelter Preparation

The House Rentals Department will be issued with a detailed shelter allocation plan by the Chief of Security.

The House Rentals Department is to ensure that each shelter i/c has prepared and fully equipped their shelter as per the shelter allocation plan.

Persons in charge of shelters will be issued with detailed responsibilities and shelter preparation requirements by the Chief of Security.

The Operations Department is to aid the shelter i/c's in preparing the shelters for hurricane conditions.

Chief Security Officer to liaise with shelter managers to ensure that shelters are equipped with emergency supplies, e.g. VHF radios, battery operated radios, lanterns, first aid kits, stationery, and adequate drinking water, etc.

FINAL PREPARATIONS

Medical Station

The Mustique Company doctor is to ensure the following:

The medical station is prepared as per the medical station hurricane plan.

The medical station is capable of treating minor and major trauma casualties and post treatment care.

Sufficient vehicles are protected in order to act as ambulances, once the hurricane has passed.

The Operations department is to aid the doctor in preparing the Medical station and emergency ambulance storage for hurricane conditions.

Ensure that the medical station has communications with the Control Centre, throughout the operation.

Communications

Responsibilities:

The Operations Manager

- VHF link via available repeaters pre Hurricane
- Installing a base station VHF radio in the Control Centre Shelter, with repeater for installation for post hurricane ó phase 3.

The Chief of Security

- A communications network diagram of all VHF, CB, I-COM radios.
- Call-sign and network management and information.
- Ensuring communications testing between all shelters
- Central relay station during and post hurricane.
- Reporting and relay procedures until communications, through a repeater, can be established.

Departmental Managers

Responsibilities:

- Security of all capital equipment and key files in consultation with Operations.
- Computer equipment listed with serial numbers
- List of key files and locations that must be secured.

IN DETAIL

PHASE 2

Shelter Managers

During the passage of the hurricane:

- Shelter manager to exercise general control of shelter.
- No one allowed outside of shelter except for life saving purposes ó permission to be obtained from control.
- Electricity to be switched off.
- Refrigerators to be kept closed to avoid spoilage.
- Limit the use of VHF radio to conserve battery life.
- Await instruction from Control.

PHASE 3

Shelter Managers' Report

All shelter managers are to report, in writing, as soon as practicable, to the Coordinator of Emergency. Forms for that purpose would be provided by the Security Department.

Road Clearance

Operations to dispatch teams to ensure clearance of roads. Teams shall be made up of personnel from the Works Department, Grounds Maintenance Department and the Security Department.

Treatment and care of injured

Doctor to decide whether medical service should take place at the Medical Centre or at the Clinic. He is to be assisted by the nurse and people with first aid training. Seriously injured are to be evacuated to St. Vincent, Barbados, or Martinique, where necessary.

Damage Assessment

Operations to dispatch team to conduct preliminary damage assessment of buildings, roads, and coastal areas. The team shall consist of representatives of the Police department, a Senior Security Officer, and at least one building contractor. Written report to be submitted, within six hours. Special emphasis to be placed on repair to hurricane shelters, if needed.

Emergency Repairs

A representative of the Depot to be available to issue building supplies for emergency repairs as directed by Operations. At least four (04) carpenters and six (06) labourers should be provided by M.P.M.

Closure of Shelters

All shelters, except church and school, to be inspected by House Rentals Department and then closed.

Relief

Humanitarian relief to be given, as deemed necessary by committee. Emergency rations to be provided by the Cotton House Hotel.

Report to E.O.C.

E.O.C. to be kept informed, through the Disaster Preparedness Manager or his nominee, of events by the Managing Director, or, in his absence, the Coordinator of Emergency Services, or Operations Manager.

PHASE 4**Final Damage Assessment**

Detailed final damage assessment to be conducted within forty eight hours of report to include estimated cost of repairs for insurance purposes.

Resumption of Services

Announcement to be made on radio stations regarding the date and times of return of workers. This would be done subject to condition of workers' housing and the safety of shipping.

7.04.04

E.T. JOSHUA EMERGENCY PLAN

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R E C E I P T

This is to acknowledge that a copy of the manual containing E.T Joshua Airport, Airport Emergency Plan, has been provided.

This manual is the property of the Airport Department and may be recalled by the Director of Airports, at any time.

DATE: í í í í í í í í í í í í í í í .

SIGNATURE: í í í í í í í í í í í í í í .

ON BEHALF OF: í í í í í í í í í í í

E.T. JOSHUA AIRPORT - AIRPORT EMERGENCY PLAN

RECORD OF AMENDMENTS

AMENDMENT NUMBER	DATE AMENDMENT	OF DATE ENTERED	ENTERED BY

D I S T R I B U T I O N L I S T

PERSONS/ORGANIZATIONS HOLDING A COPY OF THIS DOCUMENT

- 1) Permanent Secretary ó Ministry of National Security, etc.
- 2) Director of Civil Aviation for the OECS
- 3) Director of Airports
- 4) Deputy Director of Airports
- 5) Control Tower ó E.T. Joshua Airport
- 6) Chief Security Officer ó E.T. Joshua Airport
- 7) Meteorological Office ó E.T. Joshua Airport
- 8) Chief Security Officer ó E.T. Joshua Airport
- 9) Officer-in-Charge ó Airport Fire Service
- 10) Commissioner of Police
- 11) Chief Immigration Officer
- 12) Comptroller of Customs
- 13) Chief Engineer ó Ministry of Transport, Works and Housing
- 14) Postmaster General
- 15) LIAT (1974) Ltd.
- 16) Caribbean Star Airlines
- 17) BWIA
- 18) St.Vincent Airways
- 19) BMC Agencies
- 20) FEDEX Agents
- 21) Shell Antilles and Guianas Ltd.
- 22) DHL Agents

EMERGENCY TELEPHONE NUMBERS

AVIATION

	WORK	HOME
Director of Airport ó A. Alexander	458-4011	456-9250
Deputy Director of Airport ó J. Jack	458-4011	457-7890
Control Tower	458-4960	
Meteorological Office	458-4477	

AIRLINES

LIAT	458-4841
BWIA	-
Mustique Airways	458 4380
Caribbean Star	456 5800

CUSTOMS

Comptroller of Customs	457-1521
Office ó E.T. Joshua Airport	458-4560

FIRE SERVICE

Officer in Charge	458-4600
Fire Station	-

IMMIGRATION

Officer in Charge	-
Office ó E.T. Joshua Airport	457-1211

MEDICAL

Medical Officer	456-1185
Kingstown General Hospital	456-1955

MINISTRY OF TRANSPORT, WORKS AND HOUSING

Chief Engineer	-
----------------	---

MINISTRY OF NATIONAL SECURITY, ETC.

Permanent Secretary	- 451 2707
---------------------	------------

Assistant Secretary	- 451 2707
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POLICE

Police Headquarters Control Room	457-1211 999
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POSTAL SERVICE

Postmaster General	457-1744
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RED CROSS

Director	-
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RELIGION

Chairman	457-2222
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FOREWORD

The E.T. Joshua Airport Emergency Plan sets out the procedures which will be implemented during emergencies at the E.T. Joshua Airport, and specifies the responsibilities of all agencies, under all such circumstances.

The preservation of life and property, during emergencies, hinges on complete cooperation and attention to the necessary initiatives which are to be taken.

The manual specifically defines the various tasks and duties to be undertaken by agencies concerned, avoiding confusion and needless duplication.

It is recognized that all emergency conditions cannot be anticipated, and if an emergency situation arises that is not covered by the plan, the Director of Airports has authority to modify the plan, except where such modification may contravene the Directorate of Civil Aviation Regulations.

SECTION A

EMERGENCY ASSIGNMENTS

The following persons are assigned to the emergency staff positions as indicated. Director of Airports, or in his absence, the Deputy Director of Airport, is in charge of all emergency operations at the airport.

Director of Airport	Ministry of Transport, Works and Housing
Security Officer	Designated by the Commissioner of Police
Medical Officer	Designated by the Hospital Administrator
Fire Officer	Officer in charge of the Airport Fire Service
Rescue Officer (Land/Sea)	Designated by the Commissioner of Police (SSU/Coast Guard)
Engineering Officer	Designated by the Permanent Secretary Ministry of Transport, Works and Housing

OPERATIONAL LINES OF SUCCESSION

In the event that, for any reason the Director of Airport or the Deputy Director of Airport is unable to perform his function during the emergency, the authority shall be exercised by the Security Officer, and so on according to the order given under "Emergency Assignments". Each officer listed shall also develop an operational line of succession, within the emergency team, which he leads.

SECTION B

AIRCRAFT ACCIDENTS, FIRE AND HUMANITARIAN CALL OCCURRING OFF THE AIRCRAFT

The decision as to whether or not fire appliances shall be sent outside the airport boundary is the responsibility of the Air Traffic Control Officer.

- ❖ Airport Fire Service Appliances WILL NOT normally be sent more than two (2) miles from the airport boundary to Aircraft Accidents. This limit may however be exceeded if, in the opinion of the Air Traffic Controller, the circumstances warrant it.
- ❖ Airport Fire Equipment should not be used for fires off the airport while flight operations are in progress.
- ❖ Domestic fires, outside the airport boundary, to which the Airport Fire Service may need to attend are as follows:
 - Fire, which constitutes a danger to flying and/or airport property.
 - In response to calls from the public or police on humanitarian grounds.

The Airport Fire Service should continue to work at a domestic fire only so long as the fire situation demands their attention. It should, thereafter, with the agreement of the Kingstown Fire Brigade, return to the airport.

AVAILABILITY OF APPLIANCES

When, for any reason whatsoever, an Airport Fire Appliance is not available for instant response to an emergency call, the Air Traffic Control Officer is to be notified immediately.

SECTION C
ON – AIRPORT EMERGENCIES

AIRCRAFT EMERGENCY – LOCAL STAND-BY

CONDITIONS

An aircraft approaching the airport is in minor difficulty: e.g. a feathered propeller on a multi-engine aircraft, oil-leak, etc. A stand-by condition, which may escalate.

ACTION BY

A. THE CONTROL TOWER

1. Inform Airport Fire Service of the description/identification, nature and location of the potential emergency, runway to be used for landing, if explosive cargo is on board, souls and fuel on board, etc.
2. Inform the Local Aircraft Operator or his representative, if appropriate.
3. Inform the Director of Airport.
4. Inform the Aircraft Fire Service when the local stand-by is terminated.

B. THE AIRCRAFT FIRE SERVICE

1. Proceed to fire-fighting equipment, prepared to move out or move equipment to the stand-by position indicated by the Air Traffic Control Officer. Should the status of the emergency change, or a resultant crash or accident is observed, the change in the emergency category is automatic.
2. Resume normal posture when advised by the tower that the local stand-by is terminated.

C. DIRECTOR OF AIRPORT

1. Inform Engineering Officer, Medical Officer, and Permanent Secretary, Ministry of National Security, etc.

D. ENGINEERING OFFICER AND MEDICAL OFFICER

1. Be ready to proceed to emergency location if the emergency situation is up-graded.

AIRCRAFT EMERGENCY – FULL EMERGENCY

CONDITION

An aircraft approaching the airport is in major difficulty. There is danger of an accident on landing, e.g. engine on fire, faulty landing gear, no hydraulic pressure, etc. involves the pre-positioning of emergency equipment near runway.

ACTION BY

A. THE CONTROL TOWER

1. Inform the Airport Fire Service of the description/identification, nature and location of the potential emergency, runway or area to be used for landing. If explosive cargo is on board, souls and fuel on board, etc. If less than 10 minutes warning, operate crash alarm then contact Airport Fire Service with relevant information.
2. Inform the Police Headquarters Control Room.
3. Inform Airport Police and Security requesting they secure access to the airside using public address system if necessary.
4. Inform Aircraft Manager.
5. Inform Aircraft Operator or his representative if appropriate.
6. Inform Meteorological Office and request a special weather report.
7. Inform Airport Fire Service when the emergency is over if necessary.

B. AIRCRAFT FIRE SERVICE

1. Proceed without delay to the stand-by position given by the Air Traffic Control Officer or at the pre-determined stand-by point for the runway in-use.
2. Should the aircraft make a normal landing, crash fire fighting equipment will follow the aircraft and that of attack positions until the tower informs the crews that the emergency is over.
3. The officer in charge of the Airport Fire Service will satisfy himself that the appliances are no longer required before returning to the Fire Station.

C. POLICE HEADQUARTERS CONTROL ROOM

1. Dispatch pre-arranged fire vehicles and crews.
2. Dispatch pre-arranged police detachment.
3. Inform hospitals and request ambulances.
4. Inform Commissioner of Police/Security Officer.
5. Inform Coast Guard Service.
6. Inform Traffic Department.
7. Inform Red Cross Director.

D. AIRPORT POLICE AND SECURITY GUARDS

1. Proceed to specify stand-by position to control access to the air-side of the airport.
2. Stop, divert, or otherwise control unauthorized vehicles and spectators so that they will not interfere with the emergency operations or other air traffic functions.
3. Depart from the airport movement area when their services are no longer required.

E. DIRECTOR OF AIRPORTS

1. Inform Permanent Secretary, Ministry of Transport, Works and Housing.
2. Inform Engineering Officer.
3. Proceed to stand-by position on apron to coordinate emergency operations, should it become necessary.

AIRCRAFT EMERGENCY – AIRCRAFT ACCIDENT

CONDITION

An aircraft crash on or near to the airport: parked aircraft are endangered by fire or explosion: or aircraft are involved in a collision.

ACTION BY

A. CONTROL TOWER

1. Operate the crash alarm.
2. Inform Airport Fire Service of the location of the crash, type of aircraft, persons and fuel on board and other pertinent information.
3. Clear all necessary emergency equipment to the scene of the emergency or crash by the most expedient and direct route possible consistent with safety.
4. Inform Police Headquarters Control Room of the location of crash, operator, persons on board and any other pertinent information available.
5. Broadcast emergency message on public address requesting Airport Police and Security Officers to assume emergency stations.
6. Inform Meteorological Office and request a special weather report.
7. Close the airport if appropriate or necessary. File NOTAM.
8. Inform Director of Airport.
9. Inform Local Aircraft Operator or his representative. If it is owned by the military, notify the cognate military facility that will take steps to dispatch military disaster control teams to the scene.
10. Notify other persons and agencies as required in ICAO Annex 13 Chapter 4, Aircraft Accident Investigation.
11. Resume limited or normal airport traffic flow when so advised by the Director of Airport.

B. AIRPORT FIRE SERVICE

1. Proceed without delay to the scene of the crash/emergency.
2. Take vigorous action to save life and property.
3. Direct operations of the Local Fire Department when it arrives.
4. When emergency is under control, remain at the scene until relieved by the Director of Airport or Security Officer.

C. POLICE HEADQUARTERS CONTROL ROOM

1. Dispatch pre-arranged fire vehicle and crews.
2. Dispatch pre-arranged police detachment.
3. Inform hospital and request ambulances.
4. Inform Coast Guard if appropriate.
5. Inform Police Traffic Department.
6. Inform Commissioner of Police/Security Officer.
7. Inform Red Cross Director.
8. Inform chairman of the CCC.
9. Any other action as requested under the Police Emergency Plan.

D. KINGSTOWN GENERAL HOSPITAL

1. Dispatch pre-arranged ambulances.
2. Inform Hospital Administrator and Medical Officer.
3. Implement Hospital Emergency Plan relative to aircraft crash.

E. DIRECTOR OF AIRPORT

1. Inform Engineering Officer.
2. Inform Permanent Secretary, Ministry of National Security, etc.

3. Designate the control point where Investigative Authority report, relatives and News Media can obtain names of casualties or fatalities and other information. (Emergency Operations Centre).
4. Supervise and control all activities at the emergency site until relieved of certain authority invested in others by Local Laws.
5. When the emergency is under control, designate the Security Officer to stand-by until the responsibility for preserving the wreckage is assumed by the Aircraft Operator, Director of Civil Aviation (DCA), Civil Aviation Authority Accident Investigation Division (CAA AID) or other legal authority.
6. Authorize, supervise, or direct the removal of the wreckage from the airport when released by aviation, Local and Insurance Officials so as to re-open the airport at the earliest practical time.
7. Inform the tower and other necessary Aviation Officials when the airport is re-opened for use. File NOTAM.

F. MEDICAL OFFICER

1. Proceed to the scene of the crash/emergency.
2. Direct the movement of casualties to a safe distance from the aircraft.
3. Record names of casualties as they assemble or are assembled at a point of safety.
4. Make a cursory check of accident situation. Determine number of persons on board the aircraft. Estimate number of casualties who will need hospital care or examination. Notify the hospital to prepare for the approximate number of patients you intend to send and provide general information as to type and seriousness of injuries.
5. Direct ambulance attendants as to which patients are to be taken to hospital, record names, addresses and information for all other persons in the aircraft or injured in the accident. This information should include where the walk-away persons are going.
6. Direct persons to search the crash area and approach thereto for locating additional casualties. Provide the same services as in 2, 3, 4, and 5 above.
7. Remove those victims who cannot benefit from first aid or hospital treatment and cannot be immediately transported to receiving facilities to the Airport Medical Holding Station or to a temporary Morgue.

8. Observe all, or as many as possible, of the accident victims and record any unusual or suspicious indications of possible cause or contributing cause to accident

G. SECURITY OFFICER

1. Take appropriate action to assist movement of emergency vehicles to crash/emergency site.
2. Secure the crash site from spectators and other persons not providing Emergency Rescue Service. Persons not providing Emergency Rescue Service should be referred to the Director of Airport or control point.
3. Notify the General Post Office, if mail is involved.
4. Release responsibility for guarding the crash/emergency site to the Military, DCA, CAA, Airport Owner or Operator or an Airline Company when the person assuming the responsibility is properly identified.

OTHER AGENCIES

H. AIRCRAFT OPERATOR

1. The Operator of a Civil Aircraft is responsible for preserving, to the extent, possible any aircraft wreckage, cargo and mail aboard the aircraft, and all records involved in the accident.
2. Prior to the time, the DCA/CAA or their authorized representatives take custody of the aircraft wreckage, mail or cargo, such may be disturbed or moved only to the extent necessary to:
 - a. Remove persons injured or trapped
 - b. Protect the wreckage from further damage
 - c. Protect the public from injury.
3. Where it is necessary to disturb or remove aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs, shall be made of the accident locale, including original position and condition of the wreckage, and any significant impact marks.

I. DIRECTOR OF CIVIL AVIATION/CIVIL AVIATION AUTHORITY ACCIDENT INVESTIGATION AUTHORITY

1. Only authorized personnel of the DCA or CAA shall be permitted access to civil aircraft wreckage, records, mail or cargo.

2. An authorized representative of the DCA or CAA shall release custody of a civil aircraft wreckage, records, mail and cargo, when it is determined that the DCA or CAA has no further use for such.

J. MILITARY

1. Military authorities will have complete custody of military aircraft involved in an accident as soon as they arrive on the scene.

K. GENERAL POST OFFICE

1. General Post Office representative will assume the custody of all mail as soon as its removal is authorized by the DCA or CAA or their representative.

L. PRESS, RADIO AND TELEVISION

1. Press representatives may be admitted to the scene of a Civil Aircraft Accident at the description of the Director of Airport. In the case of a Military Aircraft, they shall not be permitted to the scene, but should be referred to the Military Authorities.
2. Photographs of Civil Aircraft may be permitted by the Director of Airport with the restriction that none of the wreckage or bodies shall be alerted or otherwise disturbed for their purpose.

SECTION D

AIRPORT STRUCTURAL FIRES

CONDITION

A fire involving a building(s) on the airport, including those in which aircraft are housed.

A. INITIAL ALARM

Anyone noticing an airport structural fire should promptly notify the Airport Fire Service or Control Tower, either in person or by telephone.

B. CONTROL TOWER

1. Call out the Airport Fire Service if they have not already left the Fire Station.
2. Call Police Headquarters Control Room to notify Local Fire Department.
3. Inform Airport Police and Guards.
4. Inform Director of Airport.
5. Inform building occupants, if necessary, by the most practical and expeditious means (PA System).

C. AIRPORT FIRE SERVICE

1. Proceed immediately to the scene of the fire and control or contain it, as far as possible, until the arrival of the Local Fire Department.

D. AIRPORT EMERGENCY OPERATIONS STAFF

1. The responsibilities and actions of the Airport Emergency Operations Staff are essentially the same as for Aircraft Emergencies, as modified by the particular circumstances of the fire. They will be guided accordingly.

SECTION E

NATURAL DISASTERS – STORMS

CONDITION

Hurricanes or other storms involving winds of high velocity for which there is advance warning.

A. CONTROL TOWER

1. Secure all movable equipment and documents.
2. Cover all fixed equipment and furniture.
3. Non-directional beacon to be switched off and secured.
4. Disconnect all radio equipment before evacuating the tower.

B. DIRECTOR OF AIRPORT

1. Notify all airport tenants.
2. Advise aircraft owners to disperse aircraft to airports outside the danger area, tie them down securely, or move them into hangars.
3. Assume overall direction of the activities of the Airport Emergency Operations Staff.
4. Order evacuation when all protective measures have been taken that can be done safely.
5. Reopen airport as soon as possible after passage of storm.

C. AIRPORT TENANTS

1. Secure all loose material. Airline steps, other equipment and movable property to be placed under shelter, removed, or properly secured to withstand winds of high velocity.
2. All doors, glass windows, vulnerable partitions, signs, glass louvers, etc., to be protected in the best possible manner. Protection against flooding is also advisable.

SECTION F
BOMB THREAT – HAZARD TO AIRCRAFT

CONDITION

Information has been received from any source that a bomb has been or will be placed on or in an aircraft.

A. CONTROL TOWER

1. Deny clearance for take-off to the suspect aircraft until it has been established that a bomb is not on board.
2. Advise the captain of the aircraft.
3. If the aircraft is airborne, clear it to land and taxi to the isolated search area at the threshold runway 07. If parked, taxiing or being towed, advise the captain to proceed to designated remote area.
4. Inform Airport Fire Service.
5. Inform Police Headquarters Control Room.
6. Inform Airline Operator.
7. Inform Airport Security and Police.
8. Inform the Director of Airport.

B. POLICE HEADQUARTERS CONTROL ROOM

1. Alert Commissioner of Police/Security Officer.
2. Alert Medical Officer through hospital.
3. Dispatch pre-arranged police detachment.

C. AIRPORT FIRE SERVICE

1. Take action as for full emergency.
2. Assist air crew to speedily evacuate the occupants of the aircraft and direct them to an area at least 100 yards from the aircraft.

3. Stand-by to extinguish fires should it become necessary.
4. Provide fire cover during search.

D. DIRECTOR OF AIRPORT

1. Inform the Permanent Secretary, Ministry of Transport, Works and Housing.
2. Alert the Engineering Officer.
3. Assist, wherever possible, with ensuring emergency actions.

E. SECURITY OFFICER

1. Control the movement of persons to and from the search area.
2. Conduct the search of baggage and freight, if privately owned aircraft, or if requested by Airline Company.

F. MEDICAL OFFICER

1. Stand-by to render medical services if bomb detonates.

G. AIRLINE OPERATOR/HANDLING AGENT

1. Move aircraft to designated "remote area" as soon as possible.
2. All necessary equipment and labour required for the evacuation of passengers and eventual off-loading of aircraft must be sent to the "remote area".
3. Assist with speedy evacuation of occupants, hand luggage and ship's papers.
4. Ensure occupants are all accounted for and that they themselves confirm the contents of their hand luggage. They may then be moved, under strict supervision, to the immigration arrival lounge, where they will remain until they are cleared.
5. Determine whether any intended passenger failed to embark after check-in. Pass this information to the police.
6. Arrange for airline staff to attend and assist searching party with their expert knowledge.

7. Liaise with Customs, Immigration, Post Office, Health, etc. as necessary. Also any embassy with respect to diplomatic bags, which may be involved.
8. If it is necessary to leave any cargo or baggage at the remote area because it cannot be cleared of suspicion, it must be under Police Guard.

SECTION G

BOMB THREAT – HAZARD TO BUILDING AND INSTALLATIONS

CONDITION

Warnings received, either verbally or in writing, threatening the safety or security of airport buildings or installations.

A. CONTROL TOWER

1. Notify Police Headquarters Control Room.
2. Inform Airport Police and Security.
3. Inform Airport Fire Service.
4. Inform Director of Airport.

B. AIRPORT FIRE SERVICE

1. Take all necessary precautions to protect life and property.
2. Stand-by to extinguish fires should any detonation occur.

C. DIRECTOR OF AIRPORT

1. Inform Permanent Secretary, Ministry of National Security, etc.
2. Inform all airport tenants if applicable.
3. If the nature of the hazard so warrants IR if requested by the police, direct the evacuation of the affected building(s).

SECTION H

UNAUTHORISED SEIZURE OF AIRCRAFT (HI-JACKING)

On receipt of a hi-jacking warning message, the following information should be obtained from the captain of the aircraft, if possible, for passing to the relevant authority: -

- ✓ Type of aircraft and call sign or flight number.
- ✓ Point of departure and estimated time of arrival.
- ✓ Number of crew, passengers, aboard.
- ✓ Number and nationality of hi-jackers.
- ✓ Object of hi-jack.

The aircraft will be instructed to park in the designated remote area.

A. CONTROL TOWER

1. Inform Police Headquarters Control Room.
2. Inform Airport Police and Security.
3. Inform the Airport Fire Service and designate stand-by position.
4. Inform the Airline Operator.
5. Inform the Director of Airport.

B. AIRPORT SECURITY POLICE

1. Restrict entry to air-side of airport to officials and vehicles of the airport, police and emergency services.

C. AIRPORT FIRE SERVICE

1. Take up stand-by position as directed by Control Tower.
2. Maintain a discreet distance to the rear of the affected aircraft when following and when it has stopped.
3. If fuelling is required with passengers on board, the Fire Service is to accompany refuelling vehicles to the areas and stand-by close enough to take action should fire occur.

EMERGENCY CONTACT PERSONS

NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Dr. Hon. Ralph Gonsalves	Prime Minister (Chair)	456-1703	453-1053		pmosvg@caribsurf.com	
Hon. Julian Francis	Minister of TWH Dep. Chair	457-2039	456-8053	493-3921	mcwsvg@caribsurf.com	
Mr. Brendon Browne	Cabinet Secretary	451-2276	456-5834	528-7227	pmosvg@caribsurf.com	
Mr. Howie Prince	National Disaster Coordinator	456-2975	457-0386	495-0117 528-8839	hprince@caribsurf.com	
<i>MEMBERS OF THE</i>	<i>NEAC</i>					
Dr. Hon. Ralph Gonsalves	Prime Minister (Chair)	456-1703	453-1053		pmosvg@caribsurf.com	
Hon. Julian Francis	Minister of TWH Dep. Chair	457-2039	456-8053	493-3921	mcwsvg@caribsurf.com	
Mr. Brendon Browne	Cabinet Secretary	451-2276	456-5834	528-7227	pmosvg@caribsurf.com	
Mr. Howie Prince	National Disaster Coordinator	456-2975	457-0386	495-0117 528-8839	hprince@caribsurf.com	
Mr. Leon Snagg	PS/Transport, Works & Housing	457-2031	457-1541		mcwsvg@caribsurf.com	
Mrs. Pam Browne	PS/Agriculture & Fisheries	456-1410			agrmin@caribsurf.com	
Mr. John Peters	Chief Engineer	457-2841			mcwsvg@caribsurf.com	
Mr. William Harry	Commissioner of Police	456-1102	458-0926	493-7103	commpol@caribsurf.com	
Mrs. Laura Browne	PS/Education	457-1104	457-1707		minedsvg@vincysurf.com	
Dr. St. Clair Thomas	Chief Medical Officer	457-2673 457-1612	456-5097	485-1706	mohesvg@vincysurf.com	

Mr. Paul Kirby	Manager, Port Authority	456-1230	456-6093	593-7164		
Mrs. Rosita Snagg	Director, Social Development	457-2607	456-9497		housingsvg@vincysurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Mr. St. Clair Prince	Chief Information Officer	456-1600	456-9772	493-2271		
Mr. Alastair Alexander	Director, of Airports	458-4011	456-9250		etjoshua@caribsurf.com	
	Manager, Cable & Wireless	457-1901				
Hon. Judith Jones-Morgan	Attorney General	456-2956 457-2807 456-1762	458-2010 456-9828		att.genchambers@caribsurf.com	
	Manager, VINLEC	456-1701				
	Manager, CWSA	456-2946				
Mrs. Shirley Malcolm	Director General Red Cross Society	456-1888				
	Representative Voluntary Organisations					
Mr. Sylvester Tannis	Representative Northern Grenadines	458-3211	458-3934	593-5207		
Mr. Weston Stewart	Representative Southern Grenadines	458-8231				
Mr. Asram Soleyn	Representative NYC	456-2323				
	Representative	456-2944				

	Chamber of Commerce					
<i>SUB-COMMITTEES</i>	<i>CHAIR &</i>	<i>DEPUTY</i>	<i>PERSONS</i>			
Mr. St. Clair Prince	Chief Information Officer	456-1600	456-9772	493-2271		
Mrs. Rosita Snagg	Director, Social Development	457-2607	456-9497		housingsvg@vincysurf.com	
Mr. Edmond Jackson	Budget Director	457-1343	458-5950		mofpd@caribsurf.com	
Mr. John Peters	Chief Engineer	457-2841			mcwsvg@caribsurf.com	
Mr. Brent Bailey	Engineer, Roads	457-1388			mcwsvg@caribsurf.com	
Mr. Robert Fitzpatrick	Manager, GESCO	458-4614	458-0240	493-5487		
<i>NAME</i>	<i>POSITION</i>	<i>WORK #</i>	<i>HOME #</i>	<i>CELL #</i>	<i>EMAIL ADDRESS</i>	<i>ADDRESS</i>
Mrs. Shirley Francis	PS/Foreign Affairs, Commerce & Trade	457-1813	457-7208		svgforeign@caribsurf.com	
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Dr. St. Clair Thomas	Chief Medical Officer	457-2673 457-1612	456-5097	485-1706	mohesvg@vincysurf.com	
Dr. Roger Duncan	Medical Officer of Health	457-1729			mohesvg@vincysurf.com	
Ms. Zinee Frederick	Telecom. Officer	456-1223			telecomunit@vincysurf.com	
Mr. Alastair Alexander	Director, Airports	458-4011	456-9250		etjoshua@caribsurf.com	
Mr. William Harry	Commissioner of Police	456-1102	458-0926	493-7103	commpol@caribsurf.com	
	Commander of Coast Guard	457-4578				
Mrs. Shirley Malcolm	Director General Red Cross Society	456-1888				

SVG RED CROSS	SOCIETY					
Mrs. Shirley Malcolm	Director General	456-1888				
Mr. Jonathon Pitt	President	456-1888				
POLICE, COAST	GUARD					
Mr. William Harry	Commissioner of Police	456-1102	458-0926	493-7103	commpol@caribsurf.com	
ALL MEMBERS OF SUB	COMMITTEES					
Public Information &	Education					
Mr. St. Clair Prince	Director of API	456-1600	456-9772	493-2271		
Mrs. Rosita Snagg	Director, Social Development	457-2607	456-9497		housingsvg@vincysurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Mr. Anthony Theobalds	Cultural Officer	457-1502				
	Manager, SVG TV	456-1078				
Ms. Corlitha Ollivierre	Manager, NBC Radio	457-1111	458-1119			
Mr. Carlton Williams	Representative Christian Council		456-1832			
Mr. Asram Soleyn	Representative National Youth Council	456-2323				
	Representative Ministry of	457-1502				

	Tourism					
Ms. Houlida Peters	Training Officer, NEMO	456-2975			houldapet@hotmail.com	
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<i>Damage Assessment</i>						
Mr. Edmond Jackson	Budget Director	457-1343	458-5950		mofpd@caribsurf.com	
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Mr. Philmore Isaacs	Chief Agricultural Officer	456-1021	458-0754		agrmin@caribsurf.com	
Mr. Selwyn Allen	Chief Statistical Officer	457-2921			statssvg@caribsurf.com	
Mr. Berisford Phillips	Manager, Housing & Land Dev. Corp.	457-1216				
	Manager, CWSA	456-2946				
	Representative VINLEC	456-1701				
	Chief Environmental Health Officer				mohesvg@vincysurf.com	
	Representative Ministry of Tourism	457-1502				
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
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	Representative Fisheries	456-2738			agrmin@caribsurf.com	
	Representative Cable & Wireless	457-1901				

	Representative Digicel					
	Representative AT&T					
	Representative K&town Board	456-1173				
Ms. Kezzie Woodley	Representative National Youth Council	456-2323		531-0972		
	Representative Chamber of Commerce	456-2944				
Mrs. Shirley Malcolm	Representative SVG Red Cross Society	456-1888				
Transport and Road	Clearance					
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Mr. Alastair Alexander	Director of Airports	458-4011	456-9250		etjoshua@caribsurf.com	
	Representative Minibus Association					
Mr. Leslie Kennedy	Representative Motorcycle Club	456-4010		531-5810		
Emergency Shelter /	Supplies					
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Mr. Roger Young	Supervisor Community Dev.				housingsvg@vincysurf.com	
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	Comptroller of Customs	457-1521			customs@caribsurf.com	
Mrs. Shirley Malcolm	Red Cross Society	456-1888				
	Representative Chamber of Commerce	456-2944				
	Representative Farmers Association					
Ms. Kezzie Woodley	Representative National Youth Council	456-2323		531-0972		
Health Services						
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	Medical Officer of Health				mohesvg@vincysurf.com	
	Chief Nursing Officer				mohesvg@vincysurf.com	
	Chief Environmental Services Coordinator				mohesvg@vincysurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
	Medical Storekeeper				mohesvg@vincysurf.com	
	Hospital Administrator	456-1313			mohesvg@vincysurf.com	
Mrs. Shirley Malcolm	Red Cross Society	456-1888				
Dr. Simone Keizer-Beache	Health Disaster Coordinator	456-1955	457-9700		mohesvg@vincysurf.com	
	Environmental Services Coordinator				mohesvg@vincysurf.com	
Emergency Tele-	Communications					
Ms. Zinee Frederick	Telecom Officer	457-1615			telecomunit@vincysurf.com	
Mr. Alastair Alexander	Director of Airports	458-4011	456-9250		etjoshua@caribsurf.com	
	Representative Port Authority	456-1230				
	Police					
	Representative Amateur Radio Club					
Mrs. Kevina Browne -	Representative	451-2458	531-2547			

Clarke	Citizens Band Club					
	Representative Cable & Wireless	457-1901				
	Representative Digicel					
	Representative AT&T					
	Representative Karib Cable	457-1600				
<i>Search and Rescue</i>	<i>(Land / Sea)</i>					
Mr. William Harry	Commissioner of Police	456-1102	458-0926	493-7103	commopol@caribsurf.com	
missing	Commander Coast Guard	457-4578				
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Mr. Brenan King	Harbour Master	456-1830				
Dr. Simone Keizer-Beache	Health Disaster Coordinator	456-1955	457-9700		mohesvg@vincysurf.com	
Mr. Robert Fitzpatrick	Manager, GESCO	458-4614	458-0240	493-5487		
Mr. Alastair Alexander	Director of Airports	458-4011	456-9250		etjoshua@caribsurf.com	
	Fisheries Division	456-2738			agrmin@caribsurf.com	
Mr. Bertillian Hamilton	Representative Cadets		456-2639	493-2677		
	Representative Ham Operators					
Voluntary Services						
Mrs. Rosita Snagg	Director, Social Development	457-2607	456-9497		housingsvg@vincysurf.com	

Mrs. Shirley Malcolm	Representative Red Cross Society	456-1888				
	Representative Jaycees					
	Representative Christian Council					
	Representative Rotary Club					
Ms. Kezzie Woodley	Representative National Youth Council	456-2323		531-0972		
	Representative Boys Scouts	456-5680				
Mr. Bertillian Hamilton	Representative Cadets		456-2639	493-2677		
	Representative Guides	457-2878				
	Representative Boys Brigade					
	Representative Girls Brigade					
	Representative Lions Club	457-2446				
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
EOC STAFF						
Ms. Houlida Peters	Training Officer, NEMO	456-2975			houldapet@hotmail.com	Park Hill
Ms. Annette Francis	Executive Officer, NEMO	456-2975				
Ms. Pollett Lavia	Clerk/Typist,	456-2975		527-9236	PerletteLavia15@hotmail.c	Enhams

	NEMO			495-0118	om	
Mr. St. Clair Prince	Director, API	456-1600	456-9772	493-2271		
Mr. Roger Young	Supervisor of Community Development				housingsvg@vincysurf.com	
Ms. Zinee Frederick	Telecom Officer	457-1615			telecomunit@vincysurf.com	
NEMO STAFF						
Mr. Howie Prince	National Disaster Coordinator	456-2975	457-0386	495-0117 528-8839	hprince@caribsurf.com	
Ms. Houlida Peters	Training Officer	456-2975			houldapet@hotmail.com	Park Hill
Ms. Annette Francis	Executive Officer	456-2975				
Ms. Pollett Lavia	Clerk/Typist	456-2975		527-9236 495-0118	PerletteLavia15@hotmail.com	Enhams
Mr. Winston Guy	Driver/Office Attendant	456-2975		530-9011		Arnos Vale
Mr. Keith Ford	Consultant	456-2975			fordkb@hotmail.com	
Mr. Colville Alexander	Seconded Officer	456-2975		593-4081	jomocol@hotmail.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
MEMBERS OF	NHMC					
Mr. Ardon Nelson	Central Planning	457-1746			cenplan@caribsurf.com	
Mrs. Laura Anthony-Browne	Director of Planning	457-1746			cenplan@caribsurf.com	

Mr. John Peters	Chief Engineer	457-2841			mcwsvg@caribsurf.com	
Dr. Simone Keizer	Health Disaster Coordinator	456-1955	457-9700		mohesvg@vincysurf.com	
Mr. St. Clair Prince	Director, API	456-1600	456-9772	493-2271		
Mr. William Harry	Commissioner of Police	456-1102	458-0926	493-7103	commpol@caribsurf.com	
Mrs. Pam Browne	PS/Agriculture & Fisheries	456-1410			agrmin@caribsurf.com	
Mrs. Rosita Snagg	Director, Social Development	457-2607	456-9497		housingsvg@vincysurf.com	
	Chief Fisheries Officer	456-1178			agrmin@caribsurf.com	
Ms. Aisha Samuel	Volcanologist	457-1479			agrmin@caribsurf.com	
Mr. Adolphus Ollivierre	Chief Surveyor	456-1310			cenplan@caribsurf.com	
	Chief Environmental Officer				mohesvg@vincysurf.com	
Mr. Arthur Guy	Ministry of Transport, Works & Housing	485-6430			mcwsvg@caribsurf.com	
ASP Joseph Jack	Central Police Station	457-1211	458-0628		svgpolice@caribsurf.com	
Mrs. Laura Browne	PS/Education	457-1104	457-1707		minedsvg@vincysurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
PS & HEADS OF	DEPARTMENT					
Mr. Leon Snagg	PS/Transport, Works & Housing	457-2031			mcwsvg@caribsurf.com	
Mrs. Shirley Francis	PS/Foreign Affairs, Commerce & Trade	457-1813			svgforeign@caribsurf.com	

Mr. Lynford James	PS/Telecommunications, etc.	456-1223			industry@vincysurf.com	
Mr. Andreas Wickham	PS/Tourism & Culture	457-1502				
Mrs. Claudia White	PS/Prime Minister's Office	457-1426			pmosvg@caribsurf.com	
Mrs. Verlene Saunders	PS/Health & Environment	457-2586			mohesvg@vincysurf.com	
Mr. Godfrey Pompey	PS/National Security, etc.	451-2707			minatsec@vincysurf.com	
Mr. Rolin Stapleton	PS/Social Development, etc.	457-1401	458-7059		housingsvg@vincysurf.com	
Mrs. Pam Browne	PS/Agriculture & Fisheries	456-1410			agrmin@caribsurf.com	
Mrs. Laura Browne	PS/Education, Youth & Sports	456-2466	457-4014		minedsvg@vincysurf.com	
Mr. Lanceford Weekes	Labour Commissioner	457-1789			labourdept@caribsurf.com	
Mrs. Laura Browne	PS/Education, Youth and Sports	457-1104	457-1707		minedsvg@vincysurf.com	
Mr. Adolphus Ollivierre	Chief Surveyor	456-1310	456-9635	528-2210	cenplan@caribsurf.com	
Ms. Nicole Herbert	Clerk, House of Assembly	457-1872	456-1965			
Ms. Ada Johnson	Registrar, High Court	457-1220			svg.registry@caribsurf.com	
Dr. St. Clair Thomas	Chief Medical Officer	457-2673 457-1612	456-5097	485-1706	mohesvg@vincysurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Ms. Simone Churaman	Chief Magistrate /President Family Court	456-2240				

Ms. Olive De Freitas	Postmaster General	457-1744				
Mr. Weston Stewart	District Officer, Southern Grenadines	458-8231				
Mr. Sylvester Tannis	Administrative Officer	458-3211	457-3934			
Mr. Maurice Edwards	Director General, Finance & Planning	456-1667	456-4136		mofpd@caribsurf.com	
Mr. Michael Da Silva	Director of Audits	457-1541	457-7094		auditsvg@vincysurf.com	
Mr. Garnet Leacock	Warden, Kingstown Town Board	456-1173				
Mrs. Laura Anthony-Browne	Director, Planning	457-1746	456-1500		cenplan@caribsurf.com	
Mr. Selwyn Allen	Chief Statistician	457-2921			statssvg@caribsurf.com	
Mrs. Laferne Cato	Director of Family Services				housingsvg@vincysurf.com	
Mr. Othniel White	Government Printer	457-1840	457-7152			
Mrs. Ingrid Fitzpatrick	Accountant General	457-1947	458-0240		agsvg@caribsurf.com	
Mrs. Alma Dougan	Comptroller of Inland Revenue	457-1493	457-4290		svgird@caribsurf.com	
Mrs. Kenlyn Jones	Comptroller of Customs & Excise	457-1521	456-9653		customs@caribsurf.com	
Mr. Alistair Alexander	Director of Airports	458-4011	456-9250		etjoshua@caribsurf.com	
Mrs. Susan Dougan	Chief Education Officer	456-1307				
Mrs. Margaret Leacock	Headmistress, St. Vincent Grammar School	456-1337				
Mr. Eric Rodriguez	Superintendent of Prisons	456-1836			svgpolice@caribsurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Dr. Veronica Marks	Principal, Teachersø	458-4611				

	College					
Mr. Joseph Mapp	Principal, Technical College	458-4612				
Mrs. Joan O'Garro	Director of Libraries	457-2022	457-4945			
Mr. Kenwyck Lewis	Manager, Information Technology Services Division					
Mr. St. Clair Prince	Director, API	456-1600	456-9772	493-2271		
Mr. William Harry	Commissioner of Police	456-1102	458-0926	493-7103	commpol@caribsurf.com	
Ms. Rene Ross	Private Secretary, Government House	456-1401				
Mr. John Peters	Chief Engineer	457-2841			mcwsvg@caribsurf.com	
Mr. Elroy Francis	Senior Engineering Assistant	457-2079			mcwsvg@caribsurf.com	
Mrs. Rosita Snagg	Director of Social Development	457-2607	456-9497		housingsvg@vincysurf.com	
Ms. Sandra Davis	Registrar of Cooperatives				registry@caribsurf.com	
Sister Vilna Barker	Senior Nursing Officer				mohesvg@vincysurf.com	
Ms. Vera-Ann Brereton	Director of Tourism	457-1957				
	Chief Nursing Officer				mohesvg@vincysurf.com	
Mr. Christopher Browne	Valuation Department				svgird@caribsurf.com	
Miss Julia Clarke	Director, Skills Training Department	457-2960				

NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Mrs. Pamela Bonadie	Hospital Administrator	456-1185 456-1313	457-1553		mohesvg@vincysurf.com	
Mr. Selwyn Jones	Supervisor of Elections	457-1762				
Mr. Bernard Morgan	Service Commissions Department	456-1690	457-9628		servecom@caribsurf.com	
Hon. Judith Jones-Morgan	Attorney General	456-2956 457-2807 456-1762	458-2010 456-9828		Att.genchambers@caribsurf.com	
Mr. Philmore Isaacs	Chief Agricultural Officer	456-1021	458-0754		agrmin@caribsurf.com	
Mrs. Aberdine Browne	Director HIV/AIDS STI Prevention & Control Unit				mohesvg@vincysurf.com	
MEMBERS OF	NATIONAL	TEAM				
Danroy Ballantyne	CWSA	456-2946				
Andrew Browne	VINLEC	456-1701				
Monsica Collins	Ministry of Agriculture	456-1410		528-0567	agrmin@caribsurf.com	
David Homer	Marriaqua Social Welfare Board	458-1104		528-3499		
Dannie Jackson	Surveyor of Lands & Survey	456-1310			cenplan@caribsurf.com	
Cosmos Mc Leod	Forest Ranger of Forestry Division	457-8594		531-1337	forestrysvg@vincysurf.com	
Alston Porter	President of Marriaqua Disaster Management		458-5430	430-5261		

	Committee					
David Burgin	Met Office	458-4477			etjoshua@caribsurf.com	
NAME	POSITION	WORK #	HOME #	CELL #	EMAIL ADDRESS	ADDRESS
Winsbert Quow	CWSA	456-2946				
Elizabeth Walker	Principal Marriaqua Govt School	458-1870				
Ricky Wright	VINLEC	456-1701				

Annex 19 Resource Inventory

RESOURCE INVENTORY

MINISTRY	CONTACT PERSON(S)	PHONE NO.	CELL NO.	EQUIPMENT	NO.
CWSA	Mr. O'Reilly Lewis	456-8653 (H)			
	Solid Waste Manager	456-2946 (W)		Mitsubishi Canter Truck	1
				Mitsubishi Fighter	1
	Mr. Brian Da Silva	458-4147 (H)			
	Project Manager	456-2946 (W)		Mitsubishi Pajero	3
				Mitsubishi Van	1
				Nissan Pickup	6
				Suzuki Jimmy	5
				Suzuki Samurai	1
				Suzuki Vitara	6
				Toyota Pickup	7
				Toyota Rav4	1
				Leyland Compactors (garbage trucks)	10

Leyland Flatbed Truck	1
JCB Backhoe 4CX	3
JCB Backhoe 1CX	1
Dumper	3
Compressors	5
Concrete mixers	3
Track Loader	2
Bulldozer	2
4" wood chipper	1
6" wood chipper	1
Cutting Machines	6
Generators	3
2" Pumps	1
3" Pumps	2
Chainsaw	1
Leyland Cane Truck	1
Portable Welding Plant	1

<i>MINISTRY</i>	<i>CONTACT PERSON(S)</i>	<i>PHONE NO.</i>	<i>CELL NO.</i>	<i>EQUIPMENT</i>	<i>NO.</i>
<i>Foreign Affairs, Commerce and Trade</i>	Mrs. Shirley Francis Campden Park Mr. Berkley Caesar Barrouallie Mr. Collin Ollivierre Penniston			Jeeps	2
<i>SVG Coastguard Service</i>				Axe	1

Shovel	2
Pick	1
Cutlass	2
Lantern	13
Batteries	48
Wheel Barrow	1
Chain Saw	1
Flash light	2
Matches	10 boxes
Candles	40
Bolt cutter	2
Sledge Hammer	1
Water Containers	4

<i>Agriculture and Fisheries</i>	Pamela Browne Permanent Secretary	458-1667	593-2309	Pajero Mitsubishi	1
	Philmore Isaacs Chief Agricultural Officer	458-0754		Toyota Corolla Wagon Chain Saw	1 10

<i>MINISTRY</i>	<i>CONTACT PERSON(S)</i>	<i>PHONE NO.</i>	<i>CELL NO.</i>	<i>EQUIPMENT</i>	<i>NO.</i>
<i>Forestry</i>	Brian Johnson Director of Forestry	458-6918		Toyota Hilux 4 x 4 Toyota Hilux Mitsubishi Pajero Toyota Land Cruiser	7 1 1 1

<i>Fisheries</i>	Raymond Chief Officer	Ryan Fisheries	457-4492	528-2231	Pajero	2
					Toyota Hilux 4 x 4	5
					Land Rover 110	1
					Toyota Hilux	1
					R & D Trailer	1
					Trailer Vehicle	1
<i>Private Persons</i>	Lorrain New Montrose	Charles	457-1755		Chain Saws	1
	Richard Dauphine	Minors	456-4911		Chain Saws	1
	Henry New Montrose	Neverson			Chain Saws	1
	David Fountain	Gopaul	458-4687		Chain Saws	1
	Malcolm C/O Shepherds Trading	Ward	457-1770		Chain Saws	1
	Vita Diamonds Village	Franklyn	458-9089		Chain Saws	1
	Chester Kingstown	Clarke	457-4781		Chain Saws	1
	Melville C/O C.K. Greaves	Greaves	457-1074		Chain Saws	1
	Wilbert Chateaubelair	Providence	458-2347		Chain Saws	1
	<i>CONTACT</i>	<i>PHONE</i>	<i>CELL</i>	<i>EQUIPMENT</i>	<i>NO.</i>	
	<i>PERSON(S)</i>	<i>NO.</i>	<i>NO.</i>			
	<i>MINISTRY</i>					
<i>Private Persons</i>	Lancelot Chauncey	Browne			Chain Saws	1

	Edwin D. Layne & Sons	456-1411	Chain Saws	1
	Lorna Jeffery Spring Village	458-2271	Chain Saws	1
	Natasha Walker Layou		Chain Saws	1
	Norma Sutherland Upper Cane Hall	457-4126	Chain Saws	1
	Cavelle Hoyte Villa Flat		Chain Saws	1
	Alrick Harry Troumaca	458-2204	Chain Saws	1
	Henry Cox Kingstown		Chain Saws	1
Electoral Office	Selwyn Jones		(MUSSO) SSANG Yong Jeep	1
E. T. Joshua Airport	Alistair Alexander	458-4011	1999 Model Toyota Hilux	1
			2003 Model Toyota Prado	1
			2002 Model Mitsubishi Vitara	1
			2002 Model New Holland Tractor	1
			1985 Model Massey Ferguson MF298 Tractor	1
J. F. Mitchell Airport	Mr. Rayson Duncan	458-3984	2002 Model Toyota Hilux	1
Canouan Airport	Ms. Michelle Thorne	458-8049	Suzuki Vitara	1
Union Island Airport	Mr. Kenneth Graham	458-8750	2002 Suzuki Grand Vitara	1

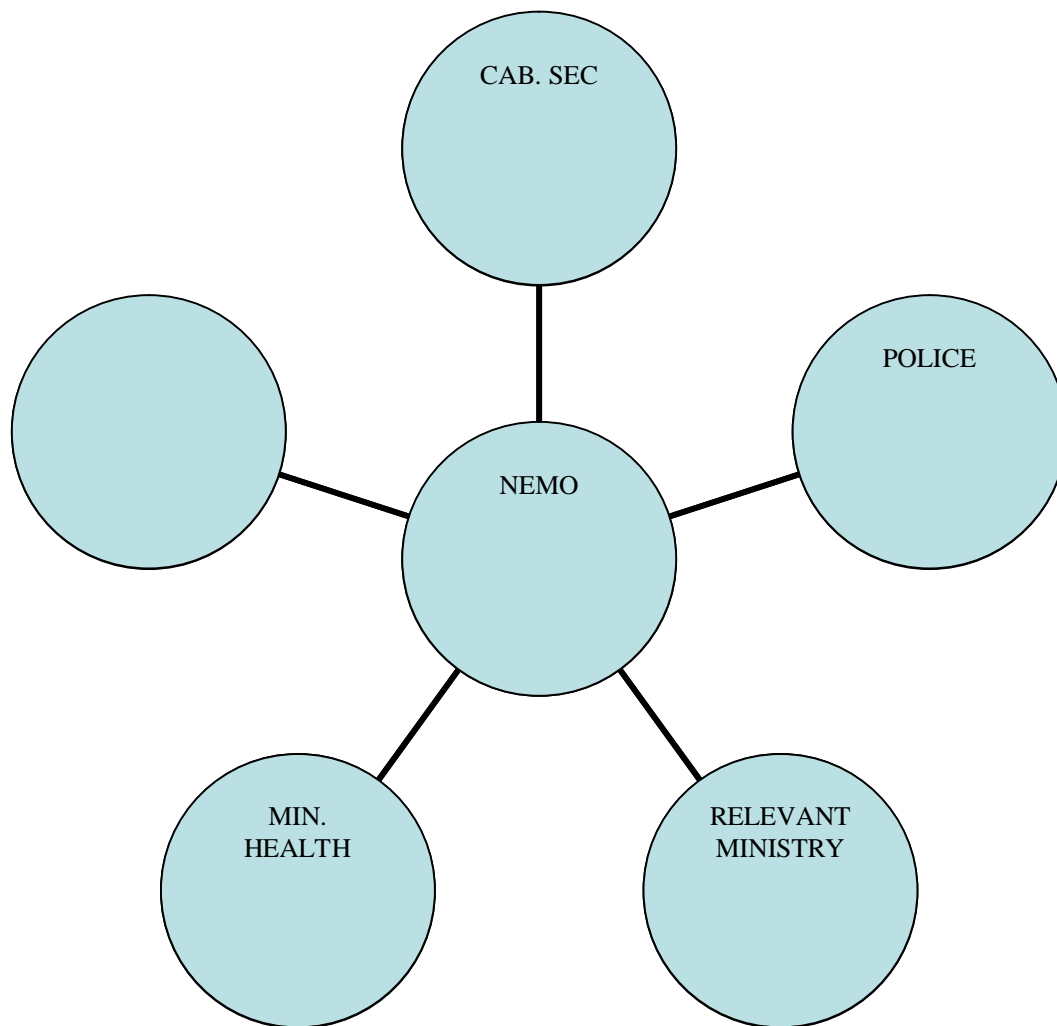
MINISTRY	CONTACT PERSON(S)	PHONE NO.	CELL NO.	EQUIPMENT	NO.
Police					
Georgetown	A.S.P. Cumberbatch	458-6229		Land Grover	1
				Mitsubishi Pajero	1
Police Band	A.S.P. Williams	457-1211 Ext 251		Toyota Coaster	1
Calliaqua	Supt. Charles	458-4200		Mitsubishi Pajero	2
				Motor Cycle	2
Mesopotamia	Supt. Charles	458-4200		Mitsubishi Pajero	1
				Motor Cycle	1
C.I.D	A.S.P. James	457-1211 Ext. 226		Mitsubishi Pajero	2
				Suzuki Baleno	1
				Hyundai Excel	1
R.R.U	S/Sgt. Browne	456-8990		Mitsubishi Pajero	1
				Motor Cycle	2
Special Branch	Inspr. Brewster	457-1211 Ext 217		Mitsubishi Pajero	1
				Nissan Sentra	1
Narcotics	A.C.P. Doyle	457-1211 Ext 255		Mitsubishi Pajero	1

<i>S.S.U</i>	A.S.P Ryan	457-1211 Ext 266		Mitsubishi Pajero Daihatsu Truck	2 1
<i>Chateaubelair</i>	A.S.P Daniel	458-8229		Toyota Pickup	1
<i>Coast Guard</i>	Lt. Cdr. Robin	456-4578		Toyota Hilux Motor Cycle	1 1
<i>MINISTRY</i>	<i>CONTACT PERSON(S)</i>	<i>PHONE NO.</i>	<i>CELL NO.</i>	<i>EQUIPMENT</i>	<i>NO.</i>
<i>Traffic/Transport</i>	Supt. Ryan	457-1211 Ext 236		Motor Cycle	15
<i>Fire Station Union Island</i>	A.S.P Williams	458-3350		Suzuki Vitara International	1 1
<i>Canouan</i>	A.S.P Williams	458-3350		Suzuki Vitara	1
<i>Arnos Vale Fire</i>	Inspr. Jack	457-1211 Ext 273		Oshkolt Leyland	1 1
<i>Questelles</i>	A.S.P Lewis	457-1211 Ext 241		Daihatsu Rocky Motor Cycle	1 1
<i>Port Elizabeth</i>	A.S.P Williams	458-3350		Suzuki Vitara Motor Cycle	1 1

<i>Barrouallie</i>	Supt. Quashie	458-7329	Motor Cycle	1
<i>Kingstown Fire</i>	Inspr. Jack	457-1211 Ext 273	Ford	1
			Volkswagon	1
			Scania	1
			Mercedes Benz	2
<i>Rose Hall</i>	Supt. Quashie	458-7329	Daihatsu	1
<i>Headquarters</i>	A.S.P Rogers	456-1102	Motor Cycle	1
			Motor Cycle*	20
			<i>* Not yet registered</i>	

<i>MINISTRY</i>	<i>CONTACT PERSON(S)</i>	<i>PHONE NO.</i>	<i>CELL NO.</i>	<i>EQUIPMENT</i>	<i>NO.</i>
Education, Youth & Sports	Mrs. Laura Browne				
	Driver: Winston Antoine	456-2867	526-4071	Mitsubishi Truck	1
	Driver: Ezbon Robertson		527-3968	Daihatsu Terios Jeep 4 Dr	1
	Driver: Winston Antoine, Rayfield Williams		529-1220	Toyota Hilux Pick Up	1
	Driver: Jefferson Warrican	458-4680		KIA Sportage Jeep	1
	Driver: Gilbert	456-5495		Toyota Pick Up	1

		Stevens				
<i>Project's Unit/NEMO</i>	<i>Coordination</i>	Mr. Howie Prince	456-2975	493-5844	25" Combo TV & VCR	1
					Nippon Transformer	1
					20 ft. Nippon Extension Cord	1
					3M Overhead Projector	1
					Large Status Boards & Accessories	3
					Small Status Boards & Accessories	7
					Portable Projection Screen	1
					Multifunction Xerox M15i Fax Machine	1
					3 LCD Toshiba Data Projector	1



EMERGENCY CALL-UP TREE

ACRONYMS.

API	Agency for Public Information
CG	Coast Guard
CEHO	Chief Environmental Health Officer
Cen.Plng	Central Planning Unit
CMO	Chief Medical Officer
EHO	Environmental Health Officer
ESC	Environmental Services Coordinator
GESCO	General Equipment Services Corporation
HDC	Health Disaster Coordinator
MinAg	Ministry of Agriculture
MOH	Ministry of Health
MOF	Ministry of Finance
MTWH	Ministry of Transport, Works and Housing
Min.Soc.Dev.	Ministry of Social Development
NEMO	National Emergency Management Office

References:

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Pan American Health Organization: Managing the Public's Health

Missouri State Emergency Management Plan, 2003

Curacao Red Cross Disaster Plan, 2001

Managing Resources for Sudden Onset Foreign Disasters: A Case Study Focusing on the US Response to Hurricane Gilbert/Jamaica.
David Callahan: VITA 1989

Reducing Losses in High Risk Flood Hazard Areas: A Guidebook for Local Officials, FEMA 1985

