

**A
MODEL PLAN
FOR THE CREATION OF A
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

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AUTHORITY

This plan was adopted by the National Disaster Coordinator on _____ (date) by the authority vested in the officer by _____ (quote instrument)

RESPONSE MECHANISM

The role of the National Organisation is to develop, test and implement adequate measures to protect the population from the physical, social, environmental and economic effects of both natural and man-made disasters.

Its responsibility is to ensure the efficient functioning of preparedness, prevention, mitigation and response actions. The main responsibility of the National Organisation is to ensure that the island is in a state of readiness at all times to meet any natural or man-made disaster that may occur.

CERT is part of this National structure.

The membership of the Organisation is at two levels, the National with the Advisory Committee and National Sub Committees and the CERTs.

National Advisory Committee:

- Chairman: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____

National Sub Committees

- Member: _____
- Member: _____
- Member: _____
- Member: _____
- _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____
- Member: _____

~~COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)~~

Community involvement is absolutely vital to any action in times of disaster and this involvement must begin with disaster preparedness to enable the community to be prepared to react promptly to save lives, alleviate suffering and protect property if it is threatened or hit by a disaster.

The membership of a Local Emergency Committee comprises of but not limited to:-

1. A member of the Local Authority or the Rural Community Council;
2. The Village/Town Clerk or Regional Secretary;
3. Heads of Religion in the District;
4. One representative of each of the following if they exist in the area:
 - Principals of Schools;
 - All Service Clubs;
 - Red Cross
 - Development Committees
 - Farmers Groups;
 - Minibus/Taxi Associations
 - Fishermen's Co-operatives
 - Radio Amateur/Citizen Band Clubs;
 - Youth Organisations;

- Mother and Father Groups

5. Any other interested Association, Group or Society

GENERAL RESPONSIBILITIES

The main responsibility of Committees is to ensure that the Community is in a state of readiness at all times to meet any natural or man-made disaster, which may occur.

Each Local Emergency Committee shall have its own local plan and will select a Chairman out of persons who are willing and able to accept responsibility to serve as Liaison Officers with the National Organisation through the Office of Disaster Preparedness.

This Plan also confers on the Chairman of the CERT responsibility for mobilizing and coordinating the operational in the event of a major disaster. Each Community ought to be organized in such a way that it can render assistance not only to its immediate District, but also to neighbouring Communities affected by a disaster.

This Plan includes current records of all its inhabitants, equipment and public and private enterprises and should to anticipate the organization and execution of plans in the event of a catastrophe.

This is imperative for the conduct of such operations at the local level and essential at the National level.

In the performance of their functions the CERT will be directed by the National Disaster Coordinator or persons authorized by the National Organisation. The list of Chairmen of CERT will be published each year.

CERTs should meet monthly.

Each CERT shall invite the Member of Parliament (MP) to Committee Meetings. It is advised that MPs not be a member of any of the sub-committees, as this will leave them free to assist in more important areas. Appendix 4 indicates areas where MPs can be of great assistance. It is also advised that the representatives of the Police and Fire Services not be members of any of the sub-committees but should be a member of the executive committee and thus be available to advise where needed.

Below is a recommended structure for CERT. Appendix 6 with a constitution indicates the roles of the executive.

Chairman

Deputy Chairman

Secretary

Subcommittees

Telecommunications

Supplies Management

Transportation

Health and Welfare

Damage Assessment

Information (PRO)

Emergency Works/Rehabilitation/Reconstruction

Fund Raising

HAZARDS

Hazard analysis and experience have confirmed that the region is at risk from numerous hazards, both natural and technological. Therefore Committees must bare in mind that the Organisation must be prepared to respond to the following:

Meteorological Hazard:

Hurricanes, Tropical Wave, Tropical Storm, Storm Surge, Flooding, Land Slides, Drought,

Seismic/Volcanic Hazard:

Volcanic eruption, earthquake, Tsunami,

Technological/Man made Hazard:

Fire, Explosion, Hazardous material spill, Mass poisoning, Pollution, Transport accident, Civil unrest

STATE OF EMERGENCY

If damage and circumstances warrant such action, the Governor-General will, on the advice of the Cabinet of Ministers, issue a Proclamation declaring a State of Emergency under the Emergency Powers of the State.

The main functions of the CERTs shall be:-

- Public Awareness and Information;
- Assistance with selection and maintenance of Emergency Shelters;
- Assistance with registration of persons coming to Emergency Shelters;
- Training and Simulation Exercises;
- First response to a Mass Casualty event;
- Assistance with evacuation of persons from unsafe areas;
- Initial road clearance;
- Assistance with emergency feeding and clothing, storage, safe custody and distribution of relief supplies;
- Initial assessment of damage to property;
- Receive and record reports from persons who have suffered loss or damage;

The National Office shall provide all necessary forms for the execution of these functions..

Some of the other principal responsibilities include:-

Pre Disaster Activities

- Review and revise annually by April this Plan and submit it to the National Disaster Coordinator;
- Prepare and maintain inventory of resources (financial, human, material);
- Ensure the circulation of information;
- Be familiar of the Official shelter and refugee areas;
- Ensure that mitigation measures are systematically implemented;

Post Disaster Activities

- Organise coordination between the CERT and the National Office;
- Organise and coordinate emergency relief activities, post-disaster surveys and reports;
- Inform and collaborate with the National Office;
- Activate mutual aid agreement as necessary (See Appendix 5);
- Take charge of relief stores, equipment and funds which may be raised or received by the Government and provided for relief purposes and to distribute such stores and funds in the most

- beneficial manner to the stricken areas;
- Ensure public information is consistent with that of the NEOC;
- Maintain warning system and ensure warning dissemination;
- Assign labour;
- Supervise post-disaster demolition and repair;

RESPONSIBILITIES OF STANDING SUB-COMMITTEES

(1) ~~Transportation~~

Pre-disaster:

- To maintain a list of the locally available Land, Sea and Air transport resources from the public and private sectors;
- To develop memorandum of understanding with transport societies in order to facilitate access to their resources;
- To develop memorandum of understanding with grocery shops in order to facilitate access to their resources;
- Maintain links with the district transport committee;
- Before a Hurricane ensure that government vehicles are made available to the Police Station;

See Appendix 5 for Model MOU

Post Disaster:

- Mobilise and manage all transportation resources;
- Liaise with other Sub-Committees in order to respond to their transport needs;

(2) ~~Supplies Management~~

Pre-disaster:

- Ensure personnel trained in the SUMA/RSTS system are known to the committee;
- Be familiar with warehouses to be used to store relief supplies;
- Maintain a permanently updated list of emergency supplies (location and quantity);
- Maintain links with relief distribution network;

Post-disaster:

- Upon request of NEOC, mobilise and manage SUMA/RSTS;
- Maintain a permanently available list of all received relief supplies;
- Manage relief supplies at the warehouses including security;
- Manage relief supplies allocation to distribution network;

(3) ~~Immediate Works~~

Pre-disaster:

- Maintain a list of all necessary light and heavy equipment (from chain saw to bulldozer);
- Maintain a list of all voluntary personnel for immediate post impact action;
- Identify potential communication and public utilities failures and prepare contingency plans;
- Maintain close contact with utility companies and main private contractors;
- Assist in developing memorandum of understanding with private companies;
- Assist in the implementation of mitigation measures;

See Appendix 5 for Model MOU

Post-disaster:

- Assist in initial assessment;
- Ensure the initial reopening roads where possible
- Report damaged roads to NEOC
- Participate in rehabilitation/reconstruction process;
- Ensure that mitigation measures are included in rehabilitation/reconstruction process;
- Liaise with other Sub-Committees in order to respond to their needs;

(4) ~~Health and Welfare Services:~~

Pre-disaster:

- Maintain a high level of readiness to respond to a mass casualty event;
- Be aware of the Official emergency shelters;
- Decide on the opening of shelters in consultation with the NDC;
- Maintain a list of basic foods available in the community (emergency stocks);
- Develop with the Local Transportation Sub-Committee and Local Supplies Management Sub-Committee a food distribution contingency plan;

Post-disaster:

- Assist the NDC in managing the response to a mass casualty event;
- Implement and manage post-disaster public health activities;
- Assist in shelter management;
- Maintain a list of people in shelters;
- Participate in the evaluation of population's welfare needs;
- Assist in food distribution;
- Supervise all welfare activities;
- Liaise with other Sub-Committees in order to respond to their needs;

(5) ~~Evaluation:~~

Pre-disaster:

- In liaison with other Sub-Committees, maintain an exhaustive list of all human and material resources to be utilized in case of disaster;

Post-disaster:

- Initiate and manage assessment of damage and needs;
- Maintain a permanently updated list of needs;
- Keep the NEOC permanently informed of damage and needs;
- Assist in preparing initial assistance requests;
- In liaison with the Supplies Management Sub-Committee maintain a list of all relief supplies received;

(6) Telecommunications

Pre-disaster:

- Maintain a list of human and material resources;
- Maintain a high level of readiness;
- In case of Hurricane Ham radio team to report to the Local EOC;

Post-disaster:

- Manage all emergency telecommunications;
- Assist in the rehabilitation of the telecommunications network;
- Liaise with other Sub-Committees in order to respond to their needs;

(7) Information

Pre-disaster:

- Together with the National Office, develop and broadcast messages for public information/education;
- Assist in Hurricane warning/alert procedures;

Post-disaster:

-
- Maintain a permanently updated situation board;
- Assist in Hurricane warning/alert procedures;
- In coordination with the National Office provide all pertinent information to the public;
- Liaise with other Sub-Committees in order to respond to their needs;

(8) Fund Raising

Pre-disaster:

- To conduct activities year round that will gather monies to assist the Committee in the execution of its duties;
- To present to the General Committee in January of each year, for approval a list of activities for that year;
- To store the monies with a reputable financial institution;
- To ensure that there are three signatures on the account with any two to sign and disburse funds;
- To maintain a record of the disbursal of funds;
- That the three signatures shall be the Chairman of the Executive, the Secretary of the Executive and the Chairman of the Fund Raising Committee;
- To keep an account of the monies received and spent;
- To monitor the monthly statement of the account and be ready to present a report on the request of the Chairman of the Executive;
- To provide the Chairman and general committee with an annual account of the financial status of the Committee at the end of each year;
- All members are to maintain general membership in one other sub-committee (It is not necessary for the entire committee to be a member of the same alternate sub-committee. Members may separate into other sub-committees);

Post Disaster:

- Report for duty to the relevant sub-committee;
- The Chairman is to be available for the disbursement of funds if needed;
- Liaise with other Sub-Committees in order to respond to their needs;

THE EMERGENCY OPERATIONS CENTRE

LOCATION

The Emergency Operations Centre (EOC), should be located in a building that is expected to weather the event with success. An alternate location should be designated at the same time and should have the same criteria.

The EOC is at: _____

The alternate EOC is at: _____

FUNCTIONS

The EOC will manage all activities before, during and immediately after an emergency. The EOC will coordinate all emergency services and will supervise all communications to officials and to the public. The EOC will be run by the Chairman or a designated representative.

CONCEPT OF OPERATION

The EOC will be manned by two teams working in rotation.

NO TEAM MUST WORK MORE THAN TWELVE HOURS AT ONE SHIFT

TEAM 1

In the event of an emergency necessitating the activation of the Centre the members of the Team will report for duty when summoned by a predetermined and agreed means of communication.

Team 1 will comprise of:

Chairman of CERT (Director of Operation)
Chairmen of Sub-Committees
Rep. of Police Service
Rep. of Fire Service

TEAM 2

TEAM 2 will report for duty twelve hours after the activation of the EOC and will comprise:-

Deputy Chairman of CERT (Director of Operation)
Deputy Chairmen of Sub-Committees
Rep. of Health Sector
Rep. of Police Service
Rep. of Fire Service
Amateur Radio/Citizen Band Clubs Team (with their equipment)

FUNCTIONS OF TEAMS

- Overall coordination, operation and management of relief assistance;
- To report to the NDC;
- To regulate the release of information about the state of affairs within the Community;
- To keep accurate records of all casualties, damage, and action taken or ordered;

TROPICAL STORM/HURRICANE

PHASE 1. ADVISORY.

On detecting that a tropical storm/hurricanes is in the area.

PHASE 2. HURRICANE WATCH.

When there is a threat of hurricane conditions (winds exceed 74 m.p.h.) affecting the area within 24-36 hours.

PHASE 3. HURRICANE WARNING.

Alert 1 - When Hurricane conditions are expected to affect the island within 24 hours.

Alert 2 - When Hurricane conditions are expected to affect the island within 12 hours.

Alert 3 - When Hurricane conditions are expected to affect the island within 6 hours.

Alert 4 - When Hurricane conditions are affecting the island and traffic is restricted to security and emergency personnel only.

ACTION TO BE TAKEN AT EACH PHASE

PHASE I ADVISORY

Chairperson: Call the Chairmen of all Sub-Committees;

PHASE II WATCH

Chairperson: Call the Chairmen of all Sub-Committees;

Chairman of Information Sub-Committee:

- Advise community to be alert for announcements by Radio and Town Crier;

Chairman of Telecommunications Sub-Committee:

- Activate the Telecommunications Plan;
- Alert president or other contact persons of Amateur Radio Club and C.B. Club;
- Ensure that there is direct contact to NEOC

Chairman of Health and Welfare Sub-Committee:

- Contact shelter managers;

Rep. of Police Service:

- Prepare for hoisting warning signals on instructions from The Commissioner of Police;
- Place Officers on stand-by to respond to any request from EOC;

PHASE III WARNING

ALERT 1: 24 Hours before expected impact:

Chairperson:

- Activate the EOC;
- Alert the Chairmen of all Sub-Committees;
- Advise the Community to rush final preparations (food supplies, water storage, house protection etc.);
- Organise a Pre Hurricane meeting with Teams I & II 12 hours before expected impact;

Rep. of Police Service:

- Activate the Police Disaster Plan;
- Display appropriate warning signals;
- Have transportation made available to the Chairmen of the District Emergency Committees for issuing warnings to communities;
- Place backup EOC on stand-by;
- Participate in Pre Hurricane meeting;

Rep. of Fire Service:

- Activate the Fire Service Disaster Plan;
- Alert all Fire Officers and Voluntary Fire Fighters in the District;
- Participate in Pre Hurricane meeting;

Rep. of Medical Sector:

- Ensure that all staff and other personnel are assigned to their posts and are prepared to function in accordance with Emergency Health Plan;
- Double check the list of medical supplies in the District;
- Participate in Pre Hurricane meeting;

Fisheries Officer:

- Ensure that fishermen have hauled in their boats and secured fishing gear;

All members of Teams I & II:

- Participate in Pre Hurricane meeting;

ALERT 2: 6 Hours before expected impact:

Chairperson:

- Place Team I on stand-by;
- Ensure all schools, offices and businesses that they must be closed before the next 3 hours;
- Inform all sectors involved in disaster response that they must complete their mobilisation procedures;

Chairman, Information Sub-Committee:

- Ensure that the community is aware that an Alert 2 Bulletin has been issued;
- Ensure that there are operators for the Radio Equipment and Amateur and C.B. Operators are at the EOC;

Chairman, Health and Welfare:

- Ensure that Mass Casualty Management Teams are on stand-by;

notice;

- Inform all sectors involved in disaster response that they must have completed their mobilisation procedures and be on stand by;

Chairman, Information Sub-Committee:

- Ensure that the community is aware that an Alert 3 Bulletin;
- Ensure that the operators for the Radio Equipment and Amateur and C.B. Operators are at the EOC;

Chairman, Health and Welfare:

- Ensure that Mass Casualty Management Teams are on stand-by;
- Ensure that all shelters are ready to receive persons in the area;

Rep. of Police Service;

Rep. of Fire Service;

Rep. of Medical Sector:

- Will ensure that their contingency plans are activated;
- Ensure that first response personnel are on stand-by;

ACTION DURING A HURRICANE

Emergency Operations Centre (EOC):

- Staffed by Chairperson or Deputy, one member of the Police and one amateur radio operator;
- Collect information as soon as possible on extent of casualties and damage from Police, District Emergency Committees, Amateur Radio and C.B. Operators;
- Determine critical problem areas and those that are likely to be threatened;
- Provide reliable and continuing direction and coordination of all emergency operations;
- Keep the public informed about the developing situation;

ACTION AFTER A HURRICANE

EOC:

- Issue All Clear Signal as given by the Met Office;
- Issue End of Alert 3;
- Phase out emergency operations;
- Ensure that Team I reports immediately to the EOC and facilitates this report;

Team I:

- Report immediately to EOC after All Clear is given;
- Receive and collate reports coming in;
- Prepare reports for National Disaster Coordinator;
- Issue any necessary instructions to public officers, Voluntary Agencies, Local Emergency Committees, Shelter Supervisors and the general public;
- Place Team II on stand-by for relief when necessary (to be decided by Team I);

Alert 4:

Regardless of the sector when an **Alert 4** is given the following is to take place.

- All schools, business places and offices must be already closed.
- All non-essential/non emergency persons must be at home.
- Traffic is restricted to security and emergency vehicles only.

SEVERE WEATHER WARNING SYSTEMS

The Official Meteorological Office will issue statements concerning the approach of hurricane 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 m.p.h. (34 knots);

TROPICAL STORM

- A Tropical System with a circulation and winds of 39 - 73 m.p.h. (34 - 63 knots).

HURRICANE

- An intense Tropical System with maximum sustained winds greater than 74 m.p.h. (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;

The Hurricanes Season usually extends from June 1st to November 30th. During this time it is wise for everyone on the island to be on the alert so that precautionary measures, previously planned are put into effect as soon as information is received of an approaching storm.

When a Hurricane is near, the gusts of wind become stronger and more frequent and they are accompanied by torrential rain. Sooner or later the full destroying force of the storm strikes the island. If the centre of a hurricane should pass over the island, the first blow will be succeeded by a calm of half an hour or an hour, after which terrific gusts of winds would suddenly blow from the opposite direction. During the calm, opportunity should be taken to carry out further precautionary measures possible, because it has been established that it is the second blow - from the opposite direction, which usually causes the greatest damage.

When a Gale, or Hurricane is reported, the National EOC will at once inform the general public by bulletin over the local radio stations and local television stations, loudspeaker vans, and by other means or over amateur radio as appropriate. The Meteorological Office will operate a 24-hour service.

Following warning of whole gale strength, amateur wireless operators will, on the advice of the Chairman of the Telecommunications Sub-Committee, operate on the hour and thereafter at intervals on the following frequencies:

- Between 6 a.m. and 6 p.m. - _____

- Between 6 p.m. and 6 a.m. - _____

TYPES OF WARNING

The type of warnings issued are:-

- Flood
- Hurricane Watch
- Flash Flood- Hurricane Warnings
- Small Craft (advisories and warnings)
- Gale, Storm, or whole Gale
- Special Coastal Warnings

FLOOD WARNING: When flooding is expected in low lying areas and near the river banks due to a continuous downpour of rain (of many hours duration) a flood warning will be issued. This warning is not necessarily associated with Depressions, Storms or Hurricanes, and strong winds do not always accompany the rain.

FLASH FLOOD WARNING: When sudden very heavy or violent rainfall is expected to occur, bringing a sufficiently large amount of water to cause flooding in a short time, a flash flood warning will be issued. As with the flood warning, this is not necessarily associated with Depressions, Storms or Hurricanes.

SMALL CRAFT ADVISORY: When above normal winds, sea swells or wind driven waves are affecting Saint Lucia and surrounding waters, with conditions just marginally safe for small craft operations, a small craft advisory will be issued as a caution. These conditions are caused by various meteorological systems including Depressions, Storms and Hurricanes.

SMALL CRAFT WARNING: 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 (34-47 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 effect of the Hurricane are expected to be felt.

STORM WARNING: When winds of 55 to 73 miles per hour (48 - 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 24-36 hours. A hurricane watch means that hurricane conditions are a real possibility; it does not mean that they are imminent. When a watch is issued, every one in the island should be prepared to act quickly if a hurricane warning is later issued.

HURRICANE WARNINGS: When hurricane conditions are expected to affect the island within 24 hours, a hurricane warning will be added to the advisory message. 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.

SPECIAL COASTAL WARNINGS:

~~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 beach goers (along with those small craft). A wave front produced by the hurricane will bring a considerable mass transport 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 the hurricane surge (or storm surge in the case of that system), and can bring tidal waves 15 to 20 ft. (sometimes higher), the surge can enter the mouths of rivers and move a considerable distance and loss of life is usually caused by surge, which is the primary reason for recommending the evacuation of low lying coastal areas. Warnings against the hurricane surge is not likely to be given a long time in advance.

WARNING SIGNALS

(as displayed at Lighthouses and Police Stations).

- Small craft warnings (winds up to 38 mph or 33 knots)
6 a.m. to 6 p.m.: One Red Pennant
6 p.m. to 6 a.m.: One Red Light over a White Light.
- Gale Warnings (winds from 39-54 mph or 34-47 knots)
6 a.m. to 6 p.m. : Two Red Pennants
6 p.m. to 6 a.m.: One White over a Red Light.
- Storm Warnings (winds from 55-73 mph or 48-63 knots)
6 a.m. to 6 p.m.: A single square Red Flag with a Black Centre
6 p.m. to 6 a.m.: Two red Lights
- Hurricane Warnings (winds 74 mph or more, 64 knots or more)
6 a.m. to 6 p.m.: Two square Red Flags with Black Centre
6 p.m. to 6 a.m.: One White Light between two Red Lights

When a hurricane is expected to strike the island within six hours, church Bells throughout the island will toll at the specific request of the Police from 15 minutes in the first instance and five minutes in every hour thereafter. Additional warning for the Castries area will be the continuous sounding of the Central Police Station siren for 1 minute in the first instance and 15 seconds every hour thereafter until the emergency passes, providing that if a hurricane is definitely expected to strike St. Lucia, the siren will be sounded for 1 minute every quarter of an hour commencing one hour before the time at which the hurricane is expected to strike. The general public is advised, especially during the hurricane season, to listen to weather forecasts given over the following radio stations in the area:-

STATION	FREQUENCY	BROADCAST TIMES OF WEATHER REPORTS	COMMENTS

EMERGENCY SHELTERS

Emergency Committees have responsibility for knowing the Official and managing the emergency shelters. They will be assisted by the National Organization, which will ensure that identified shelters, are safe in terms of structure and sanitation.

The National Organization will, in liaison with the Chief Engineer of the Ministry of Works prepare and maintain a national list of buildings, schools, churches, community centres, society halls and private buildings to be designated Emergency Shelters and ensure the circulation of such list.

The list of Emergency Shelters will be revised each year and be ready before the month of April and will be published before the hurricane season.

Each CERT will arrange for information about the shelters in its area to be given wide publicity through churches, schools, voluntary organisations and community groups.

The Chief Education Officer will ensure that the principal or senior teacher of every school designated as an emergency shelter will have the school ready to receive evacuees. Keys of these shelters must be available at the nearest Police station.

If tents are available and used as shelters, they will be under the control of the National Organisation. When necessary the National Organisation will erect temporary shelters that will be controlled by the said Organisation.

APPENDIX 1 – COMMITTEES

COMMUNITY EMERGENCY RESPONERS TEAM - TELEPHONE & FAX DIRECTORY

DISTRICT	NAME	POSITION	OFFICE PHONE	FAX #	HOME PHONE
		Secretary			
		Chairman			
		Secretary			
		Chairman			
		Secretary			
		Chairman			
		Secretary			
		Chairman			
		Secretary			
		Chairman			

MEMBERS ON THE CERT

OFFICE:

ADDRESS:

TELEPHONE:

POSITION	NAME	HOME PHONE	HOME ADD.	OFFICE PHONE	OFFICE ADD.
Chairman					
Secretary					
Chair Transport					
Deputy Transport					
Chair Telcom					
Deputy Telcom					
Chair Supply Management					
Deputy Supply Management					
Chair Immediate Works					
Deputy Immediate Works					
Chair Evaluation and Information					
Deputy Evaluation and Information					
Chair Health and Welfare					
Deputy Health and Welfare					

APPENDIX 2 - SUB-COMMITTEE MEMBERS
TRANSPORTATION

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

TELE-COMMUNICATIONS

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

SUPPLY MANAGEMENT

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

IMMEDIATE WORKS

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

INFORMATION

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

DAMAGE ASSESSMENT

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

HEALTH AND WELFARE

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

FUND RAISING

POSITION	NAME	HOME PHONE	HOME ADDRESS	OFFICE PHONE	OFFICE ADDRESS
Chairman					
Secretary					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

APPENDIX 3 – RESOURCES

HEALTH FACILITIES

[illegible]

LIST OF DISABLED PERSONS

[illegible]

LIST OF VOLUNTARY FIRE FIGHTERS

NAME	SEX	AGE	ADDRESS	HOME PHONE

SHELTERS

NAME OF SHELTER	TYPE	NAME OF OWNER	HOME ADDRESS	HOME PHONE	OFFICE ADDRESS/ PHONE

NO. CAN SLEEP -

NO. CAN FEED -

WATER TANK - YES ---- NO ----

HAS KITCHEN - YES ---- NO ----

P = Primary shelter

S = Secondary shelter

LIST OF PLAYING FIELDS (for helicopter use)

[illegible]

CHAIN SAWS

NAME	ADDRESS	TYPE	MAKE	SERIAL #	W/P

[illegible]

GENERAL EQUIPMENT

[illegible]

VEHICLES

[illegible]

C B OPERATORS

NAME	ADDRESS	HOME PHONE	WORK PHONE	CODE NAME

APPENDIX 4

(Recommended by CDERA)

MEMBERS OF PARLIAMENT

1. General responsibilities

- Supports policy for the conduct of disaster operations.
- Agrees with general policy for disaster operations as set forth in the national disaster plan.
- Ensures that contact is maintained with the appropriate levels of government.
- Cooperates with the management of the nations survival and recovery efforts, working through the NEMO or Local Disaster Committee.

2. Alert phase

- Liaising with the Local Disaster Committee ensure that constituents been fully informed of the steps to be taken in the disaster.
- Liaising with the Local Disaster Committee ensure that every effort has been made to enhance the capacity and quality of public shelters.
- Liaising with the Local Disaster Committee ensure that all available means are used to warn the public and that people are given explicit instructions regarding the actions they should take to increase their chances of survival.

3. Response phase

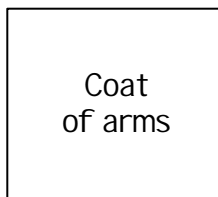
- Maintain public morale by informing the population of actions being taken for their welfare and safety.
- Liaising with the Local Disaster Committee review plans for recovery and post-disaster establishment of medical and welfare systems, and the restoration of vital facilities.
- Liaising with the Local Disaster Committee receive estimates of the time required to execute recovery plans and the number of men and equipment needed over that which is available.
- Liaising with the Local Disaster Committee maintain contact with the NEMO. Provide the NEMO with update situation reports, and respond to requests for assistance, if possible.

4. Recovery phase

- Assist NEOC operations by personal announcements to constituents to encourage and ensure orderly recovery from the disaster.
- Ensure the authority of the Local Disaster Committee is maintained.
- Provide the Local Disaster Committee with the assistance to ensure that steps are taken for the conservation, use, and distribution of any resources that are made available by Regional or International agencies and/or Governments.

APPENDIX 5

Memorandum of Understanding



(country name)

This Agreement made this day, (date).

Between: The _____ (office name), a Department of the _____ (Ministry name) and which is situated at the _____ (address) acting herein and represented by _____ (name) _____ (post) (hereinafter called ***THE CONTRACTOR***) of the one part.

And

..... (Hereinafter called ***THE SUPPLIER***) of the other part.

Whereas

(1) The ***Contractor*** is the organization with responsibilities for the preparedness, prevention, mitigation and response activities to an emergency situation on the island.

(2) In order to facilitate some of its responsibilities it is necessary and expedient for ***The Contractor*** to make arrangements for supplies on a credit basis to assist in relief and other humanitarian operations.

(3) The ***Contractor*** has requested ***The Supplier*** and ***The Supplier*** has agreed to make available to ***The Contractor*** the goods described in the schedule hereto.

NOW THEREFORE these presents witness that in consideration of the above premises. ***The Supplier*** at the request of ***The Contractor*** or its nominee all or any of the types of goods described in the Schedule hereto upon the terms and conditions

hereinafter mentioned, that is to say:-

1. **The Supplier** will upon the written request or upon any other agreed method supply to **The Contractor** any quantity of the goods described in the schedule hereto.

2. The quantity stipulated must not exceed the agreed limit previously determined in writing by the parties.

3. **The Contractor** will be billed for each of the quantities supplied to **The Contractor** or its nominee at the time of delivery and will be given ninety (90) days to settle this bill by **The Supplier**.

4. **The Supplier** shall not deliver any of the goods to any person except so authorized by **The Contractor**.

5. The parties shall mutually agree to extend the nature of the goods to be supplied by an amendment to the schedule.

6. This agreement shall remain in existence for one (1) year but may be extended from year to year by an exchange of letters.

7. Either party may give to the other three months previous notice in writing to terminate this agreement.

IN WITNESS WHEREOF these presents have been signed by the parties hereto in triplicate.

Supplier (Shop Owner)

Contractor (NDC)

**Witness
(Chairman – CERT)**

SCHEDULE

Provide NDO with the following:

1. Name of Shop/Company
2. Name of person to sign for Shop/Company
3. Name of Committee Chairperson
4. List of items
5. Price of Items

CONSTITUTION

i. **Name of CERT** _____

The Group shall be called _____

Address of Group: _____

ii. **Jurisdiction**

The jurisdiction of the committee shall include the following communities:

.....

.....

.....

.....

.....

iii. **Objects:**

The objects of the Group shall be:

- a) To build a network of people and resources with the ability to respond to a disaster.
- b) To encourage, promote and develop disaster awareness in the Community.
- c) To raise funds for the Group.
- d) To network and work with other disaster committees in the community and the nation
- e) To affiliate with the relevant Governing Bodies for Disaster Management and other Non-Governmental Organizations.

iv. **Executive:**

There shall be an Executive for the management of the Group, which shall consist of:

- a. Chair
- b. Deputy Chair
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Public Relations Officer

- h. Chair of each sub committee
- i. A representative of each community disaster group

The members shall be elected every two years and shall hold office until the next election year.

Should a member no longer be able to continue to serve all efforts must be made to obtain a replacement.

Meetings of the Executive shall be held once monthly on such regular days as the Executive shall deem fit.

Meetings of the Executive shall be held every _____

No less than five persons shall form a quorum.

Meetings of the General membership shall be held every _____.

v. Responsibilities (executive):

~~CHAIR~~

- a) The Chair shall preside at all meetings and shall have a casting vote.
- b) Sign the minutes at the time they are confirmed at which he/she presides.
- c) Sign and endorse all expenditure of the committee with the Treasurer or one other assigned member.
- d) Act generally on behalf of the committee with the consent of the Executive.
- e) Perform such other duties and functions as may be determined by the Executive.

~~DEPUTY CHAIR~~

- a) Assist the chairman in the performance of his/her duties.
- b) Deputise for the Chair in the event of the latter's absence or incapacity.
- c) In the event of a vacancy arising in the office of the Chair, assume the duties and responsibilities of the Chair.
- d) Perform such other duties and functions as may be determined by the Executive.

~~SECRETARY~~

- a) Be responsible for all correspondence of the committee.
- b) Keep and preserve proper and up to date records of membership, correspondence, books, papers and documents of the committee
- c) Liaise with disaster committees (local and national) as may be directed by the Committee.
- d) Be responsible for the preparation and notification of all meeting, including the circulation of the agenda to member communities.
- e) Prepare the agenda for meetings of the Executive in consultation with the Chair and be responsible for its circulation.
- f) Perform such other duties and functions as may be determined by the Executive.
- g) Be responsible for preparation and circulation of minutes at least five days before next scheduled meeting.

ASSISTANT SECRETARY

- a) Assist the secretary in the performance of his/her duties.
- b) Deputise for the Secretary in the event of the latter's absence or incapacity.
- c) In the event of a vacancy arising in the office of the Secretary, assume the duties and responsibilities of the Secretary.
- d) Perform such other duties and functions as may be determined by the Executive.

TREASURER

- a) Be responsible for the management of the expenses and income of the committee.
- b) Receive all monies paid to the committee and lodge or deposit the same in a financial institution to the credit of the Committee not later than two (2) working days after receiving the monies.
- c) Keep proper accounts of receipts and expenditure supported by documentary evidence.
- d) In conjunction with the Chair and one other member sign all cheques on behalf of the Committee.
- e) Present a quarterly report to the Executive.
- f) At least two (2) months before the date fixed for the bi-annual general meeting, present a report for the preceding two (2) years.
- g) Perform such other duties and functions as may be determined by the Executive.

ASSISTANT TREASURER

- a) Assist the Treasurer in the performance of his/her duties.
- b) Deputise for the Treasurer in the event of the latter's absence or incapacity.
- c) In the event of a vacancy arising in the office of the Treasurer, assume the duties and responsibilities of the Treasurer.
- d) Perform such other duties and functions as may be determined by the Executive.

PUBLIC RELATIONS OFFICER

- a) Be responsible for the promotion and public image of the Committee
- b) Be responsible in conjunction with the Chair for all literature, press releases, public meetings and other publicity of the Committee.
- c) Ensure that during a disaster that the statements of the Committee and that of the Office of Disaster Preparedness are the same.
- d) Perform such other duties and functions as may be determined by the Executive.

EXECUTIVE:

Pre Disaster Activities

- a) Review and revise annually by April the District Disaster Management Plan and submit it to the National Disaster Coordinator;
- b) Prepare and maintain inventory of resources (financial, human, and material);
- c) Ensure the circulation of evacuation plans;
- d) Identify shelter and refugee areas;
- e) Develop, maintain and update comprehensive hazard maps;
- f) Ensure that mitigation measures are systematically implemented;

Post Disaster Activities

- a) Organise coordination between the Emergency Committees;
- b) Organise and coordinate emergency relief activities, post-disaster surveys and reports;
- c) Inform and collaborate with the Emergency Committee;
- d) Activate mutual aid agreement as necessary;
- e) Take charge of relief stores, equipment and funds which may be raised or received by the Government and provided for relief purposes and to distribute such stores and funds in the most beneficial manner to the stricken areas;
- f) Arrange for relief vehicles to arrive and deliver supplies;
- g) Arrange to have the entry control of non-essential visitors controlled;
- h) Ensure public information is consistent with that of the National EOC;
- i) Maintain warning system and ensure warning dissemination;
- j) Assign labour;
- k) Supervise post-disaster demolition and repair;

SUB COMMITTEE RESPONSIBILITIES

~~Transportation:~~

Pre-disaster:

- a) With assistance of the Office of Disaster Preparedness Office to maintain a list of available Land, Sea and Air transport resources from the public and private sectors;
- b) To develop memorandum of understanding with transport societies in order to facilitate access to their resources;
- c) Maintain links with the local community transport committees;

Post Disaster:

- a) Mobilise and manage all transportation resources;
- b) Liaise with other Sub-Committees in order to respond to their transport needs;

~~Supplies Management:~~

Pre-disaster:

- a) Ensure personnel trained in the SUMA/RSTS system are known to the committee;
- b) To develop memorandum of understanding with grocery shops, petrol stations etc. in order to facilitate access to their resources;
- c) Identify warehouses to be used to store relief supplies;
- d) Maintain a permanently updated list of emergency supplies (location and quantity);
- e) Maintain links with relief distribution network;

Post-disaster:

- a) Upon request of Office Of Disaster Preparedness, mobilise and manage SUMA/RSTS;
- b) Maintain a permanently available list of all received relief supplies;
- c) Manage relief supplies at the warehouses including security;
- d) Manage relief supplies allocation to distribution network;
- e) Liaise with other Sub-Committees;

~~Immediate Works:~~

Pre-disaster:

- a) Maintain a list of all necessary light and heavy equipment (from chain saw to bulldozer);
- b) Maintain a list of all voluntary personnel for immediate post impact action;
- c) Identify potential communication and public utilities failures and prepare contingency plans;
- d) Maintain close contact with utility companies and main private contractors;
- e) Assist in developing memorandum of understanding with private companies;
- f) Assist in the implementation of mitigation measures;

Post-disaster:

- a) Assist in initial assessment;
- b) Ensure the prompt reopening of access roads;
- c) Ensure and assist with the prompt restoration of main public utilities;
- d) Assist district and local committees in their emergency work;
- e) Participate in rehabilitation/reconstruction process;
- f) Ensure that mitigation measures are included in rehabilitation/reconstruction process;
- g) Liaise with other Sub-Committees in order to respond to their needs;

~~Health and Welfare Services:~~

Pre-disaster:

- a) Maintain a high level of readiness to respond to a mass casualty event;
- b) Maintain accurate data on day to day public health problems;

- c) Assist local committees in identifying and maintaining appropriate shelters;
- d) Decide on the opening of shelters in consultation with the NDC;
- e) Maintain a list of basic foods available in the community (emergency stocks);
- f) Develop with the Transportation Sub-Committee and Supplies Management Sub-Committee a food distribution contingency plan;

Post-disaster:

- a) Assist the NDC in managing the response to a mass casualty event;
- b) With the assistance of other agencies implement and manage post-disaster public health activities (water quality control, waste disposal, vector and pest control, epidemiological surveillance, etc...);
- c) Assist the local committees in shelter management;
- d) Maintain a list of people in shelters;
- e) Participate in the evaluation of population's welfare needs;
- f) Assist in food distribution;
- g) Supervise all welfare activities;
- h) Liaise with other Sub-Committees in order to respond to their needs;
- i) In liaison with the Supplies Management Sub-Committee maintain a list of all relief supplies received;

~~Evaluation/Information:~~

Pre-disaster:

- a) In liaison with other Sub-Committees, maintain an exhaustive list of all human and material resources to be utilised in case of disaster;
- b) Maintain a list of personnel with the skills to conduct evaluations.

Post-disaster:

- a) Initiate and manage assessment of damage and needs;
- b) Maintain a permanently updated list of needs;
- c) Assist in preparing international assistance requests;
- d) Liaise with other Sub-Committees in order to respond to their needs;

~~Telecommunications:~~

Pre-disaster:

- a) Maintain a list of human and material resources;
- b) Maintain a high level of readiness;
- c) In case of a disaster the Ham radio/CB Radio team should report to the Local EOC;
- c) Develop and broadcast messages for public information/education;
- d) Assist in disaster warning/alert procedures;
- e) In coordination with the OFFICE OF DISASTER PREPAREDNESS provide all pertinent information to the public;

Post-disaster:

- a) Manage all emergency telecommunications;
- e) Keep the OFFICE OF DISASTER PREPAREDNESS permanently informed of damage and needs;
- b) Maintain a permanently updated situation board;
- c) Assist in the rehabilitation of the telecommunications network;
- d) Liaise with other Sub-Committees in order to respond to their needs;

~~Transportation:~~

Pre-disaster:

- a) To conduct activities year round that will raise monies to assist the Committee in the execution of its duties;
- b) To present to the General Committee in January of each year, for approval a list of activities for that year;
- c) To ensure that there are three signatures on the account with any two to sign and disburse funds;
- d) To maintain a record of the disbursement of funds;
- e) To keep an account of the monies received and spent;
- f) That the three signatories shall be the chairman of executive, chairman of fund raising committee and any other member.
- g) To monitor the monthly statement of the account and be ready to present a report on the request of the Chairman of the Executive;
- h) That the Chairman of the fund raising committee shall be the treasurer.
- i) To provide the Chairman and general committee with an annual account of the financial status of the Committee at the end of each year;
- j) All members are to maintain general membership in one other sub-committee (It is not necessary for the entire committee to be a member of the same alternate sub-committee. Members may separate into other sub-committees);

Post Disaster:

- a) Report for duty to the relevant sub-committee;
- b) The Chairman is to be available for the disbursement of funds if needed;
- c) Liaise with other Sub-Committees in order to respond to their needs;

vi. Powers of Executive:

The powers of the executive shall be:

- a. To alter, make or revoke such by-laws as may appear necessary for conducting and managing the affairs of the Group.
- b. To impose measures by the Group for any breaches of any of the Rules of the Constitution.
- c. To appoint such Sub-Committees for such purposes and with such powers as deemed necessary.
- d. The President, Secretary and Treasurer shall be ex-officio members of all sub-committees.
- e. To regulate and control the finances of the Group
- f. To accept applications for membership.
- g. To develop an annual (12 month) work plan to coincide with the half term of the committee.
- h. To ask an executive member to step down based on a majority vote (51%)

vii. General Meetings:

There shall be an Annual General Meeting of the Group, whenever possible in the month of March but not later than the end of April of which at least fourteen days notice must be given to members by the Secretary.

Notices of Motions and Questions must be sent in writing to the Secretary not less than ten days before the date fixed for the Meeting.

A Special General Meeting may be called at any time by the Committee on the requisition signed by five or more members stating the purpose for which the meeting is to be held.

A quorum shall be not less than 5 People. Should there be no quorum after thirty (30) minutes the meeting shall be postponed to the same day of the following week. At the second meeting should there still be no quorum after 30 minutes and there be three (3) persons present, the meeting shall take place and any decisions taken shall be binding on the total executive.

viii. Annual Reports

The Secretary shall present to the Annual General Meeting of the Committee a report on the working of the Group for the past year.

The Treasurer shall present to the Annual General Meeting an audited statement of accounts of the Group for the past year.

Upon approval by the committee signed copies of both reports shall be presented to the Director of the Emergency Management Office, the Parliamentary Representative and the Opposition Representative, no later than March 31.

ix. Accounts

Proper books of accounts shall be kept by the Treasurer.

x. Property

The Executive shall be the Trustees for the property of the Group. A proper book showing all property including equipment, tools, stores, trophies etc. shall be kept by the Treasurer.

xi. Members

All persons of not less than 16 years of age shall be eligible for membership.

xii. Rules and By-laws

The Executive shall be the sole authority for the interpretation of the Rules and the By-laws and the decision of the Executive upon any matter affecting the Group and not provided by those Rules or the By-laws shall be final and binding on the members.

Approved

1. Chairman

(signature)

(name) this (date) Day of (month)
..... (year)

2. Deputy Chairman

(signature)

(name) this (date) Day of (month)
..... (year)

3. Secretary

(signature)

(name) this (date) Day of (month)
..... (year)

4. Assistant Secretary

(signature)

(name) this (date) Day of (month)
..... (year)

5. National Disaster Coordinator – Office of Disaster Preparedness

(signature)

(name) this (date) Day of (month)
..... (year)

ABBREVIATIONS

ADMIN	-	Administration
A/Ops O	-	Assistant Operations Officer
ASO	-	Administration and Support Officer
ASP	-	Assistant Superintendent of Police
Asst	-	Assistant
CDERA	-	Caribbean Disaster Emergency Response Agency
CERT	-	Community Emergency Response Team
CES	-	Chief Executive of State
CO	-	Communications Officer
DEOC	-	Divisional Emergency Operations Center
EC	-	Emergency Controller
EOC	-	Emergency Operations Center
ESM	-	Emergency Site Manager
GPO	-	General Post Office
HAZMAT	-	Hazardous Material
HF	-	High Frequency
HQ	-	Headquarters
LO	-	Liaison Officer
Nat	-	National
NCCC	-	National Communications Coordination Center
NCOs	-	Non Commissioned Officers
NDC	-	National Disaster Coordinator
NEOC	-	National Emergency Operations Center
NEMO	-	National Emergency Management Organisation
Ops O	-	Operations Officer
PIEO	-	Public Information and Education Officer
PM	-	Prime Minister
RO	-	Radio Operator
Sgt	-	Sergeant
SITREP	-	Situation Report
SOP	-	Standing Operating Procedures
SP	-	Support
SW	-	Short Wave
TV	-	Television
VCR	-	Video Cassette Recorder
VHF	-	Very High Frequency
VIP	-	Very Important Person
UHF	-	Ultra High Frequency
Vol	-	Voluntary

GLOSSARY OF TERMS

The following definitions are presented here specifically for uniformity of understanding. These definitions come from the UNDHA/UNDP and OFDA.

ACID RAIN

A washout of an excessive concentration of acidic compounds in the atmosphere, resulting from chemical pollutants such as sulphur and nitrogen compounds. When deposited these increase the acidity of the soil and water causing agricultural and ecological damage.

ACTIVATION

The period when a shelter is open for occupancy by shelterees.

AFTERSHOCK

A smaller earthquake that follows the main shock and originates close to its focus. Aftershocks generally decrease in number and magnitude over time. Aftershocks that follow the main shock have to be considered as the same event as the main earthquake.

ALARM

The warning or signal given of the actual or imminent presence of a dangerous event so that specific instructions for emergencies can be followed.

ALERT

The notice or signal issued indicating specific precautions should be taken because of the probability or proximity of a dangerous event.

ATMOSPHERIC POLLUTION

Contamination of the atmosphere by large quantities of gases, solids and radiation produced by the burning of natural and artificial fuels, chemicals and other industrial processes and nuclear explosions.

BUDGET

A statement of resources [people, time and

money] allocated to particular activities with a specific time frame. A statement of plans and expected results in numerical terms.

BUILDING COLLAPSE

Entails the sudden falling apart of a building in the absence of any outside force.

CHLOROFLUORO-CARBONS [CFC]

A group of chemical compounds used in industry and in the household, of which the excessive and universal use is believed to be one of the causes of ozone depletion, with resulting environmental damage.

CONTINGENCY PLAN

A plan for possible future situations which are not expected to occur but which may occur. Commonly call a "What if..." plan.

CO-ORDINATION

The process of integrating the objectives and activities of separate work units or functional areas in order to realize the organization's goals effectively.

DAMAGE

Unwanted changes or losses resulting from a natural or man-caused event.

DE-ACTIVATION

The processing of relocating shelterees and returning a shelter to its original state.

DECLARATION OF DISASTER

Official declaration by the authorities of a political-management jurisdiction due to the need for extraordinary action.

DEVELOPMENT

The cumulative and lasting increase, tied to social changes, in the quantity and quality of a communities goods, services and resources, with the purpose of maintaining and improving the

security and quality of human life.

DISASTER

A natural or man-caused event which caused intense negative impacts on people, goods, services and/or the environment, exceeding the affected community's capability to respond.

DISASTER MANAGEMENT

A collective term encompassing all aspects of planning for and responding to disasters, including both pre- and post-disaster activities. It refers to both the risk and consequences of a disaster.

DISASTER MANAGER

The person having the capacity, responsibility and authority to make decisions in any of the disaster cycle stages.

DISASTER WARNING SYSTEM

Methods to alert the community in case of a disaster.

DROUGHT

Period of deficiency of moisture in the soil such that there is adequate water required for plants, animals and human beings. A drought causes malnutrition, epidemics and displacement of populations from one area to another.

EARTHQUAKE

Sudden break within the upper layers of the earth, sometimes breaking the surface, resulting in the vibrations of the ground, when strong enough will cause the collapse of buildings and destruction of life and property. There are two scales for measuring the impact of an earthquake: the Richter scale and the Mercalli scale.

EMERGENCY PLAN

A definition of the policies, organization and procedures for confronting disasters in all phases.

EMERGENCY

Situation generated by the real or imminent occurrence of an event, requiring immediate attention.

EXPLOSIONS

Disasters will be classified as explosions when the explosion is the actual disaster. If the explosion is the cause of another disaster, the event will be classified as the resulting disaster.

EXPOSED POPULATION

The total population potentially susceptible to the effects of a hazard.

FAMINE

Usually caused by man but may occasionally occur through natural causes; for example, forest fires can be caused by lightning in the thunderstorms. **Note:** when a fire is a result of a natural cause, it will be classified under the natural cause.

FLOOD

Significant rise of water level in a jet stream, lake reservoir or a coastal region. A flood is a harmful inundation of property and land utilized by man and may be of two types:

***Slowflood** - An increase in the volume of water produced by rain in rivers and lakes over a long period, days or weeks, mainly affecting property such as houses and cattle, and displacing the inhabitants from their usual dwelling places.*

***Flashflood** - A sudden and extreme volume of water that flows rapidly causing deaths, injuries and violent destruction of property and inundation, and because of its nature is difficult to forecast.*

FOREST/GRASSLAND FIRE

Fires in forest or bush grasslands that cover extensive areas and usually do damage. They may start by natural causes such as volcanic eruptions or lightening, or they may be caused by arsonists or careless smokers, by those burning woods or by clearing a forest area.

HAILERS [Bull Horn]

Portable battery operated loud speaker used for speaking or calling from a distance.

HAZARD

The potential for a natural or man-caused event to occur with negative consequences.

HURRICANE/CYCLONE

A large-scale closed circulation system in the atmosphere with low barometric pressure and strong winds that rotate counter clockwise in the northern hemisphere and clockwise in the southern hemisphere. Hurricanes are large atmospheric vortices with wind speeds of more than 100 kph; they develop in the doldrums of the tropics and move in an often erratic way towards higher latitudes.

INJURED

People with physical injuries/trauma/illness requiring medical treatment [therapeutic feeding included] as a direct result of a disaster.
Comments: This category will include the severely malnourished as well as victims of radiation exposure and chemical intoxication. The injured are always part of the primary affected population.

LANDSLIDE

Downhill sliding or falling movement of dry soil and rock. Landslides are difficult to estimate as an independent phenomenon. It seems appropriate, therefore, to associate landslides with other hazards such as tropical cyclones, severe local storms and river floods. The term "**landslide**" is used in its broad sense to include downward and outward movement of slope-forming materials [natural rock and soil]. It is caused by heavy rain, soil erosion and earth tremors and may also happen in areas under

heavy snow [avalanches].

MEETING

The gathering of 2 or more persons for the purpose of sharing information or taking action.

MITIGATION

Measures taken to reduce the loss of life, livelihood and property by disasters, either by reducing vulnerability or by modifying the hazard, where possible.

NATURAL DISASTERS

Events of natural causes that result in a disaster. Examples are: hurricanes, tropical storms, floods, erosion, landslides earthquakes tidal surges/tsunamis and volcanoes.

OIL POLLUTION

Pollution of oceans, lakes or rivers. This results from the discharge of hydrocarbons [often petroleum or crude oil] from tanks, tankers or pipelines during transportation or storage. Oil spills are accidental discharge often resulting from storms or collisions. Oil pumping is intentional discharge from flushing the holds of tankers. Oil slicks are generally small discharges on the water's surfaces. Black tides are substantial deposits on tidelands from oil spills or dumping.

ORGANIZATION

Two or more persons who work together in a structured way to achieve a specific goal or set of goals.

ORGANIZATIONAL CHART

A chart which illustrates organizational levels, the name of the units of each level and the relationships to each other.

ORGANIZATIONAL STRUCTURE

The way in which an organization's activities and resources are divided, organized and coordinated.

ORGANIZING

Establishing an intentional structure of roles for persons to fill in an organization.

PARAPET

A low protective wall or railing along the edge of a roof.

POLLUTION

Degradation of one or more elements or aspects in the environment by noxious industrial, chemical or biological wastes, from debris or man-made products and from mismanagement of natural and environmental resources.

POPULATION AT RISK

Population whose life, property and livelihood are directly threatened by a hazard.

POST-ACTIVATION

The period of time after the last shelteree leaves until the shelter is returned to pre-activation status.

PRE-ACTIVATION

The period prior to the opening of a shelter for occupancy by shelterees.

PREPAREDNESS

Measures taken for the purpose of preventing natural or man-caused phenomena from causing or giving rise to disasters or other emergency situations.

RECEIVING AREA

An area of a shelter designated for shelterees who are waiting to be registered and assigned.

RECONSTRUCTION

The medium and long term repair of physical, social and economic damage and the return of affected structures to a condition equal to or better than before the disaster.

REFUGEES

According to international legislation, persons having a well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group or political opinion mostly outside the country of nationality and unable to return or avail themselves of the protection of that country. Includes mass exodus of people for reasons of conflict and natural disasters moving outside their country of origin.

REHABILITATION [Community]

The restoration of basic services and the beginning of the repair of physical, social and economic damages.

REHABILITATION [Individual]

The process of restoring victims to normal life through education, therapy and assistance.

RESPONSE

Actions carried out in a disaster situation with the objective to save lives, alleviate suffering and reduce economic losses.

RETROFIT

Major repairs to a structure for the purpose of changing or modifying the construction to withstand the effects of a potential hazard.

RISK ASSESSMENT

Determining the probability that a disaster will occur.

RISK MAP

A graphic representation of the distribution of the types and intensity of effects a particular event may cause in relation to a degree of vulnerability.

RISK

The probability that a disaster will occur given the hazard and vulnerability.

SEA DISASTERS

Ships may sink in a storm, explode, burn, crash into each other, crash into an iceberg or rock, capsize, or vanish without explanation. Note: sea disasters caused by conflict are classified under Conflict. Oil slicks are classified under Industrial/technological accident.

SHELTER

A facility set up to provide temporary housing for persons unable to continue their living arrangement in separate family units.

SHELTER DESIGNATION

The formal designation of a facility as an official disaster shelter and the notification of the designation to the potential users of the shelter.

SHELTER IDENTIFICATION

A process whereby structures with the potential to be used as temporary shelters are identified.

SHELTER MANAGER

A staff member assigned overall responsibility for managing a shelter utilizing available resources.

SHELTER SELECTION

A formal determination that a facility is suitable for designation as an official temporary disaster shelter.

SHELTER LONG-TERM

A shelter used for refugees from a disaster who have no housing available.

SHELTER SHORT-TERM

A shelter that will be occupied for no more than 72 hours.

SHELTEREE

A person, who as a result of an emergency situation, requires temporary shelter.

STORM SURGE

A sudden rise of sea as a result of high winds and low atmosphere pressure; sometimes called a

storm tide, storm wave or tidal wave [this name indicates waves caused by the tidal action of the moon and the sun in the same way as regular ocean tides. It is often erroneously given to tsunamis]. Generally affects only coastal areas but may intrude some distance inland.

TARGET POPULATION

The group of people to whom relief services and supplies are provided.

THUNDERSTORM

A large cumulus cloud on which localized centres or electrical charge have developed.

TORNADO

Localized and violently destructive windstorm occurring over land. characterized by a long funnel shaped cloud composed of condensation and debris extending to the ground and marking a path of greatest destruction.

TROPICAL STORM

Formed over open seas and is characterized by extreme wind damage, intense downpours of rain, wave storms at sea, severe coastal wave action, marine flooding, riverine flooding, lightning and thunderstorms.

TSUNAMIS/TIDAL WAVE

Series of large sea waves generated by sudden displacement of sea water [caused by earthquake, volcanic eruption or submarine landslide]; capable of propagation over large distance.

URGENCY

The relative imperativeness, pressing importance, or need to respond to a situation.

VETERINARIAN

A person trained and authorized to treat animals medically.

VICTIM

A person who has suffered great harm to his/her physical or psychic integrity, goods and/or individual and collective services.